



Capital Budgeting/Six Year Plan Instructions

In this section, you will enter your capital budget plan for the next six years. This information will be attached to the Six Year Plan that is sent to the Commonwealth Transportation Board for approval.

On the Main Menu, you can select the current six year budget, or past submitted capital budgets. You can only edit capital budgets you have not submitted.

Add new items at bottom of screen.

Line Item Fiscal Year

Select from the drop down box the fiscal year you want to add a capital item.

Capital Item

Using the drop down menu, select one FTA Capital Budget Line Item/Code which matches the item you are adding.

Description

Enter a brief description of the item, more specific than selected above under Capital Item.

Fuel Type

If applicable, select a fuel type from the drop down menu.

Quantity

Enter number of units accounted for in this line item.

Unit Cost

Enter the cost of one unit of the item.

Federal Funding Percentage

Enter the percentage of the total cost of the item to be paid for by federal funds, for example 80%.

If everything is correct, save the entry. The item should appear above under the correct fiscal year. If you do not wish to save the entry, enter cancel to clear your entry. **DO NOT SUBMIT UNTIL YOU HAVE ENTERED YOUR ENTIRE SIX YEAR CAPITAL BUDGET.**



After adding a capital budget line item, you will still have the option to edit or remove the entry, until you submit the capital budget. **ONCE YOU SUBMIT, YOU CANNOT CHANGE THE INFORMATION.**