

Request for Supplemental Funding

To request additional funding for a previously approved project, you will need to submit a new LRBP request through the A&E submission portal:

https://webportalapp.com/sp/login/mt_lrpb_25

Required Fields

- **Agency**
- **Division**
- **Project Title** Use the name of the project as it was approved and add the words “Supplemental Funding for” to the front of it, e.g., *Supplemental funding for Eastern Land Office Shop*.
- **Brief Description** Provide a brief summary of what was approved (to remind the budget office and legislature of what the project includes).
- **Project Cost** Make sure the requested amount covers the additional funding you need to complete the project.
- **Project Contact information**
- **Project Funding** Use LRBP Cash (same amount as the supplemental project cost request above).
- **Reason for the Request** Add why more funding is needed, e.g. inflationary pressures, material and labor shortages, etc.
- **Alternatives** If you have explored some alternatives (phasing, scope cuts, operational budget funds, etc.), add them to this section.
- **Additional Information** Use this for an explanation of bids, current status of the project, etc. If you have documentation you want to upload, add it to the **Supporting Documents** section at the end.
- **Project Photos** Add some updated project photos

For all other required fields (indicated with a red asterisk), you will need to add at least one character in each field to submit the complete request.