Dept | Program # [Enter Number & Name here] FY 2028

Division:

Strategic Focus Area: Select One from Dropdown Menu

Program Characteristics: ☐ New ☐ One-Time-Only ☐ Measure 5 Education ☐ Backfill

Program Description *(approximate space for Questica: text cannot go below the T in the left column)*

HEIGHT LIMIT

Instruction to writers:

This template is for reference only. The size of this box approximates how much space you have for text in the printed program offer as long as you do not change the font, line spacing, or margins/column widths.

Please remember that all program offer narrative must be entered into Questica. You must also export the program offer report from Questica as a PDF to validate how the program offer will appear in the budget books and ensure that no text is cut off.

Because we cannot lock the height of this box in this Google doc, we have added the column on the left to show you the maximum height. (The line below the "T" indicates the bottom of your viewable text.) Another approach that should help is to count the lines in this box - the Program Description text cannot be more than 18 lines, including blank lines.

For writing guidance, please see the Program Offer Writer's Guide for all the text except performance measures; which are addressed in the Budgeting for Results Guide. You'll find both guides on the FY 2028 Budget Manual and Other Resources website.

Equity Statement *(approximate space for Questica: text cannot go below the T in the left column)*

LMT

See instructions in the Program Description box regarding space limits. You should not have more than 4 lines in this box, including blank lines.

Revenue/Expense Detail *(you do not need to fill this out - it's here to show what's on the page)*

	2027 General Fund	2027 Other Funds	2028 General Fund	2028 Other Funds
Personnel				
Contractual Services				
Materials & Supplies				
Internal Services				
Capital Outlay				
Total GF/non-GF				
Total Expenses				
Program FTE				
Program Revenues				
Fees, Permits & Charges				
Intergovernmental				
Beginning Working Capital				
Total Revenue				

Performance Measures

Performance Measure *(approx space for Questica: text limited to 2 lines)*	FY26 Actual	FY27 Estimate	FY28 Target
To mimic the estimated space in Questica, you should not have more than 2 lines in this box using the existing font and column width.			
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No new info here.

Legal / Contractual Obligation *(approximate space for Questica: text cannot go below the T in the left column)*

HT LIMIT

See instructions in the Program Description box regarding space limits. You should not have more than 11 lines in this box, including blank lines.

Explanation of Revenues *(approximate space for Questica: text cannot go below the T in the left column)*

HEIGHT LIMIT

See instructions in the Program Description box regarding space limits. You should not have more than 20 lines in this box, including blank lines.

Significant Program Changes *(approximate space for Questica: text cannot go below the T in the left column)*

HEIGHT LIMIT

See instructions in the Program Description box regarding space limits. You should not have more than 19 lines in this box, including blank lines.