

ANNUAL



BUDGET

Instructions

State of Rhode Island and Providence Plantations
State Budget Office
September 2009

**FY 2011 Budget Instructions
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Introduction

One of the most important policy functions of State Government is the development of the budget. The budget is the *plan of operation* describing how the state will use its financial resources to meet the needs of the public. This plan must include an estimate of all proposed expenditures and the means of financing them.

Budget Allocations

The first phase of the budget process involves the preparation and announcement of budget allocations, or targets, which are to be adhered to by each agency in the preparation of its upcoming budget. For the FY 2011 Budget, agencies will be provided a *single* current services funding level. The statewide budget allocations formulated by the Budget Office are based upon preliminary revenue estimates for the ensuing fiscal year, and the desire to prioritize all activities and programs statewide. We have a constitutional mandate to have a balanced budget.

A significant feature of the allocation process is that they are made at the agency level, rather than at the individual program or sub-program level within an agency. The agency Director is responsible for determining how these allocations will be distributed among the agencies' programs. This process encourages agency managers to make program adjustments that shift resources from low to high priority services.

The use of a funding target reinforces the role of agency managers in the assignment of priorities among programs. Where the allocation requires a reduction or elimination of programs, agency managers are given the opportunity to specify areas of reduction. Conversely, when agencies are afforded opportunities for enhancements, the agency managers indicate areas where additional funding would be most effective.

Program Budget Format

The Rhode Island Budget employs a program budget format. *A program is a collection of similar activities and services directed toward a defined purpose or goal and managed by a single identifiable authority.* Although the program is the primary budgetary unit for appropriation purposes, agencies are asked to prepare operating plans at the sub-program level, where applicable. This provides for a more detailed examination of the activities performed within each program, and aids in the analytical process at both the agency and Budget Office level.

Brief Outline of Budget Process

The Budget Office distributes the expenditure targets, along with other reports, forms, and historical expenditure data to each agency in early August. The agency is requested to submit certain items at varying intervals during August and September, as outlined on the Timetable on page 3 and further detailed in these instructions. In accordance with Section 35-3-4 of the R.I. General Laws, the full agency budget is due to the Budget Office on a date determined by the Budget Officer, but in no event shall it be later than **October 1st.**

During the fall, the Budget Office reviews agency budget requests for technical accuracy and concurrence between agency proposals and the Governor's policies. Agency proposals are brought into balance with the revised estimate of total revenues, as determined by the November Revenue Estimating Conference. Detailed preliminary budget recommendations are developed for each program and agency. The key elements considered as part of the development of these recommendations include the consensus revenue forecast, program plans and performance measures, adherence to policy guidelines, information contained in the agency budget submissions together with agency explanations of the differences in service, and information derived from discussions with agencies.

RIGL 35-3-4 requires the submission of both the Supplemental Budget and the new-year Budget by the Third Thursday in January. This falls on January 21, 2010 for the upcoming budget.

Timetable/Due Dates

The following table provides the due dates for various deliverables and the projected timelines for decision points during the FY 2011 budget cycle. Intermediate due dates for specific items are further described within these instructions. Any questions concerning what is required as of a specified date should be addressed to the Budget Analyst assigned to your agency.

| | |
|--------------|--|
| July 31 | FY 2011 - FY 2014 Capital Budget Requests Due to Budget Office |
| August 11 | Salary/Wage Projection Data distributed by email to CFO's. |
| September 9 | Budget Instructions and Funding Targets Distributed to Agencies |
| September 9 | Expenditure (SABRS)/Revenue data distributed by email to CFO's. |
| September 15 | Revenue Data Distributed by Email to CFO's |
| September 18 | Requests for Changes to Current Program Structure Submitted to the Budget Office (if applicable). New or significantly revised Performance Measures should also be submitted at this time. |
| October 1 | Budget Requests of all agencies submitted - Submit three (3) copies to the Budget Office, and one copy each to the House and Senate Fiscal Offices. |
| Oct/Nov | Agency meetings to review budget recommendations begin. |
| December | Final Gubernatorial Decisions on FY 2010 Revised Budget and FY 2011 Budget |
| January 21 | Statutory Date for Governor's Supplemental FY 2010 and FY 2011 Budget Submissions to the Legislature |

Program Planning

Program Planning is the basis for budget requests. The budget request should represent a translation of program plans into funding requests. What funding is needed to carry out program activities and achieve the program's established mission and objectives? Program plans provide a major source of background information to the Governor, the Budget Office, the Policy Office and the Legislature when budget requests are evaluated.

Each agency has at least one or more missions and objectives that are generally found in the General Law statutes that created the agency or assigned a responsibility to the agency.

Changes to Program Structure

Agencies and departments are encouraged to review their program structures annually. Program structures should be revised when evidence indicates that a revision will improve agency operations, budgeting, fiscal reporting, or management. Program structures should definitely be reviewed if legislative changes have recently been enacted, which in any way alter the responsibilities of the agency or program.

In developing or revising a program structure, the following rules should be followed:

1. Programs should serve a single purpose or set of objectives
2. Sub-Programs should be delineated when doing so will improve accountability, budgeting, fiscal reporting or management.
3. Accounts are **not** programs or subprograms, although one account may in some instances comprise one program or subprogram. Accounts are accounting devices used to reflect fund sources, cost centers, activities, etc. Accounts are used to display the funding which comprises a program or sub-program, therefore, funding within one account should not be shared by more than one program.

Agencies or departments may initiate a change in program structure. The Budget Office must approve all changes before they are incorporated into the budget or the accounting system. An agency proposal to change the program structure should be submitted in writing and should include the following:

1. Copies of the current and proposed program structure in the form of organizational charts.
2. An explanation of why the change is being requested. What problems have been encountered using the current structure, and/or what improvements will be gained from the new structure?

The creation of new subprograms or the deletion of existing subprograms within an existing program is considered a change in program structure, and therefore, should be approved by the Budget Office.

Written proposals concerning program structure changes must be submitted to the Budget Office by **September 18th**. Agencies will be notified of the Budget Office's decision within two weeks of the date that the request is received. Therefore, the earlier the request is submitted, the sooner you will be informed of the Budget Office's decision. Proposed Performance Measures for new programs will also be required as part of this submission. Further information on this requirement is contained in the Performance Measure section of these instructions.

Budget Request Preparation

Agency budget requests must adhere to the format as described below. Some agencies may not require each section as described, but the basic format and order of presentation should be followed in the preparation of your budget request. The general order of presentation is:

- Letter of Transmittal
- Table of Contents
- Agency Summary Information/Overview
- Budget Tracking Sheet - FY 2010
- Budget Tracking Sheet – FY 2011
- Revenue Estimates
- Program Information – FY 2011 Budget
 - Program Plans
 - Program Summary Financial Data
 - Program Personnel Supplement Data
 - Budget Impact Statements – FY 2010 & FY 2011
 - Purchased Services and Contract Employee Data
 - Natural Account Backup Information
 - Federal/Restricted Account Estimates
 - Performance Measures

Each of these sections and the specific items that should be provided within each section, are described in more detail below. The order and format of the budget submission is shown in more detail in the *Technical Instructions* section of these instructions.

Letter of Transmittal

A letter of transmittal from the head of the agency or department must accompany the budget submission. This letter should provide a brief overview of the budget request from the Director's perspective. How does this budget meet the goals, objectives and policies of the department or agency? What major issues are of concern to the Director, and how are they addressed within the budget proposal? **The letter should be addressed to the Governor.**

Table of Contents

Each page of the budget request document should be numbered. Separate sections may be numbered individually (e.g. 2-1, 2-2, 3-1, 3-2), or the entire document may be numbered sequentially. A table of contents should include the major components/sections of the budget request and indicate the respective page numbers where these sections begin or where certain data can be found.

Agency Summary Information

A general narrative overview of the Department or Agency as a whole should be provided as a starting point. Summary financial data displayed on the Agency Summary form (Form BR-1) is also required in this section. The Agency Narrative page used in

the Program Supplement document may be used as the narrative overview page in this section, in place of Form BR-10. The following information should be provided:

1. **Agency Description** - A general description of the agency, its organization, programs and overall objectives should be provided. This section should also provide information on major challenges facing the agency as a whole, trends, and other information that will give the reader a better sense of the direction the agency is taking. This section should provide the reader with an understanding of the agency's operations, why the agency exists, what services it provides, etc. [This information should be provided using an updated Agency Narrative page from the Program Supplement.]
2. **Agency Expenditure Summary** - The *Agency Summary* form (Form BR-1) should be completed to show the total expenditures by fund, program, and major category of expense as requested for the budget year, the enacted and revised data for the current fiscal year, and the actual expenditures for the two prior fiscal years. (This form is one of the reports in the SABRS budget request system.)

FY 2010 Tracking Sheet - Expenditure Plan Adjustments/Supplemental Request

As part of the submission of the FY 2011 Budget Request, agencies are required to update their current year (FY 2010) expenditure plans to better reflect the most current and realistic estimate of expected costs. Any changes to appropriations, including reallocations, increases to federal or restricted caps, requests for additional general revenue funding, including approved reappropriations from FY 2009, and/or adjustments to the agency's FTE cap, must be included in the revised budget request.

Section 2 of Article 1 of the FY 2010 Appropriations Act establishes that "each line appearing in section 1 of this article shall constitute an appropriation." This language strictly limits expenditures to the appropriation in a given line item. Departments and agencies are not permitted to use funds in one line item to offset costs attributable to another line item. Any such reallocation of funds must be requested as part of the FY 2010 Revised Budget and approved by the Legislature in the Supplemental Appropriations Act.

In general, funds may be reallocated within each subprogram without explanation (e.g. shifting of funds between object codes). Major changes between subprograms or programs, however, should be accompanied by narrative explanation. This includes changes to restricted and federal account appropriations. The general laws mandate that all changes to appropriation lines be incorporated in the supplemental appropriations bill, which must be submitted to the Legislature by the third Thursday in January (January 21, 2010).

In lieu of the *Expenditure Plan Adjustments* Form (formerly Form BR-5), agencies must complete agency tracking sheets for the current year. Accompanying this will be the

impact statements including an explanation as to the reason or need for each substantive change requested. Minor changes between accounts which are being done to better reflect where expenditures are going to occur, but have no significant effect on program operations, do not require significant explanation. However, if funding adjustments will alter a program's current operations, a detailed explanation of the change, its rationale, and impact should be provided. Supplemental funding requests should also be clearly identified, and a thorough explanation as to the basis and need for each request should be provided.

General Revenue, Federal, Restricted, and Other Fund Sources would be shown separately on the BR-7 forms. Changes to federal and restricted account appropriations do not normally require significant explanation. A brief statement, such as "increase in federal grant", is sufficient. Federal changes requiring new or additional general revenue matching funds should be fully explained and justified.

Revenue Estimates

Agencies responsible for collecting various general revenue departmental receipts (e.g. license fees, fines and penalties, etc.) are requested to provide updated estimates of these revenues for both the current fiscal year and the budget year. All estimates should be based on current law, and should not include any proposed changes to fee structures that may have an impact on revenues. If an agency believes current fee structures require review for potential adjustments, a separate analysis should be prepared and included under the "Additional Information" section of the budget request document.

In addition to implementing program reductions to achieve the constrained budget target funding level, increases to departmental revenues may be proposed for consideration. Any such revenue options should be submitted to the Budget Office for consideration as part of your budget request. All options will be reviewed primarily to determine their viability, **but will not be accepted as alternatives to expenditure reductions to meet the target exercise**. If determined to be acceptable, the Budget Office will make any adjustments to the budget recommendations requested by the Governor.

The *Estimated Departmental Revenues* form (Form BR-8) should be used to provide the estimates for each receipt account. Historical receipt data and the Budget Office's official estimates for the current fiscal year will be provided to each agency in electronic format on Form BR-8. Agencies are to include revised estimates for FY 2010 and FY 2011. It is critical that this information be based upon current law, and should not include any estimated revenue enhancements. This information will be used to prepare for the November Revenue Estimating Conference. The *Receipt Account Information* form (Form BR-9) should be used to provide backup information about each receipt account, and any additional information that may be helpful in understanding how the revenue estimates were derived.

Program/Subprogram Information

Narrative information is intended to provide program-planning information and to explain budget requests. It consists of both program plans and budget specific impacts. The information requested under “Program Plans” below may be provided through the inclusion of an updated Program narrative page from the Program Supplement. The principal components of this section of the budget request document are:

- Program Plans
 - Program/Subprogram Title
 - Program/Subprogram Explanation
 - Statutory History
 - Program Objectives
 - Long Term Trends (program level only, as applicable)
- Program/Subprogram Summary Financial Data
- Program/Subprogram Personnel Supplement Data
- Budget Impact Statements
- Budget Object Code Detail Backup Information
- Federal/Restricted Account Estimates

Program Plans

The Program Plan provides, in a narrative format, a general overview of the program or subprogram, its history, purpose, etc. The plan is intended to provide the reader with an understanding of why the program exists, what its public purpose is, why funding is and/or should be provided. The components of the program plan should be presented on the *Narrative Information Form* (Form BR-10), be presented in the order shown below, and include the following:

1. **Program/Subprogram Title** - Program plans should be headed by the program or subprogram title as included in the program structure. In most cases, titles at the program level should correspond to the line items as shown in the Appropriations Act.
2. **Program/Subprogram Explanation** - This section of the plan should be a clear and concise description of program or subprogram activities. The explanation should be brief but should address the major activities undertaken in the program and explain how the program operates. The descriptions for a program with subprograms should not simply be a restatement of the subprogram descriptions, but rather should provide the reader with an understanding of what links the various subprograms (e.g. why are they a part of the same program?).
3. **Statutory History** - Although you should list the statutory reference(s) that directly relate to the program or subprogram, this section should be more than a list of statutory citations. It should include a brief narrative summary describing the creation of the program or subprogram, and the statutory changes that have substantially affected program responsibility or operations in recent years. Federal statutes, regulations, and other

mandates, which have a direct impact on the program or subprogram operations and requirements, should also be listed and discussed.

4. **Program Objectives** – This section is a list of statements that indicate measurable progress toward the achievement of the program purpose. They state the criteria for the determination of progress and indicate for each criterion how much progress is expected in the budget year. They state the anticipated accomplishments of programs or subprograms rather than the means by which progress is secured. What are the goals of this program or subprogram in the upcoming fiscal year? Objectives should be established at the subprogram level (where applicable), and be consistent with the purpose statement for the overall program. Objectives at the program level are required on the Agency or Department narrative page, which is used in the published Budget document. More information on this requirement is provided in the Performance Measures section of these instructions.
5. **Long Term Trends** - Any major trends that will affect program operations during the budget year and beyond should be described. Implications of such trends on populations, caseloads, funding requirements, revenues, etc. should all be discussed. A brief description of program responses necessary to deal with long-term trends should also be provided. This section should only be completed at the program level and only where noteworthy trends can be identified.

Program Summary Financial Data

Each program should contain a *Program Summary* form (Forms BR-4). This form aggregates the line item sequence and natural account data by major category of expenditure (personnel, operating, etc.) and funding source (general revenue, federal, etc.). This form provides a quick summary of the more detailed line item sequence/natural account data. Forms are provided as reports in the SABRS budget request system.

Personnel Supplement Data

Personnel expenditures constitute a significant portion of program expenditures in most agencies. Sound budgeting practice dictates that personnel expenditures receive additional attention. Section 35-3-7 (a) of the R.I. General Laws requires the Governor to submit “a personnel supplement detailing the number and titles of positions of each agency and the estimates of personnel costs for the next fiscal year.”

Each agency is requested to prepare a *Personnel Supplement Data* form (Form BR-2) for each program. This information will form the basis for the development of the Personnel Supplement document to be submitted with the FY 2011 Budget. The FY 2011 submission will display two year’s data in the same format as the FY 2010 submission. Therefore, the FY 2010 Revised column on Form BR-2a should reflect all changes in salary, organizational structure and turnover, and should agree with the FY 2010 revised budget submission. The personnel supplement pages must agree with the natural account

detail. The Personnel Supplement **must** reflect changes from the printed Salary and Wage Projection Report, as a result of desk audit reallocations, promotions or other changes in employee compensation. The retroactive cost of any reallocations must be reflected in the FY 2010 revised budget and the ongoing costs of existing or projected reallocations must be reflected in the revised FY 2010 budget and the FY 2011 budget requests.

The order of presentation for positions on the Personnel Supplement Data form should be as follows:

- Classified
- Unclassified
- Non-Classified
- Board and Commission Members
- Temporary and Seasonal
- Other Employee Compensation

The Salary/Wage Projection data utilizes the fringe benefit rates as shown in the Planning Values section. Fringe and related benefits for any new positions or vacant positions not shown on these reports should be computed using these rates.

Agencies should determine turnover expectancy, where appropriate, and deduct the computed amount from total salaries, wages, and fringe benefits to yield a budgeted salaries and wages total for each program or subprogram. There are two kinds of turnover expectancy. The first is the normal savings which occur from employees leaving state service and new employees being hired, usually after a modest delay and at a lower cost than the departing employee. The second kind of turnover expectancy is managed turnover where the department, by design, leaves positions vacant in order to achieve a certain level of savings. **Note: increasing turnover savings to unrealistic levels is not an acceptable reduction to meet target funding levels. Specific personnel/program reductions should be proposed to achieve savings.**

Agencies should adhere to the following guidelines regarding salaries and wages, and FTE counts.

1. Count each authorized full-time equivalent position as one position notwithstanding the period of time within a fiscal year that the position is expected to be filled. For example, a full time position filled for six months of a fiscal year should still be shown as 1.0 FTE, not .5 FTE. Salaries for such a position should be shown, on the *Personnel Supplement Data Form*, at the full annual cost, and any savings resulting from the vacancy period should be taken as turnover.
2. The FY 2010 column should reflect any revisions to the enacted budget being requested by the agency and should incorporate the enacted FTE cap and implementation of savings from retirements allocated to your agency from the statewide reduction budgeted within the Department of Administration.

3. Footnotes should be used to explain entries that may be misunderstood or misinterpreted when comparisons are made across the years contained on the form.
4. A *Program Reduction* line should be used in the budget year (FY 2011) to identify savings and FTE reductions resulting from program reductions or eliminations. However, program reductions may not be shown in this way for the current fiscal year, since it is expected that any such reductions would be implemented or in process by this time, and therefore specific positions should already have been identified for elimination (where applicable). Where layoffs are proposed, unemployment costs should be budgeted in expenditure classification 626200 in accordance with the Rhode Island Department of Labor and Training Unemployment Insurance “Quick Reference” Table, provided under the Planning Values section of these instructions.

In addition to the *Personnel Supplement Data* forms for each program, a detailed listing of positions with salary and fringe benefit costs by account, and summarized by program will also be required. The basis of this listing will be the SWP data provided to the agencies. Further explanation of this requirement is provided under the *Technical Instructions* section of these instructions.

Natural Account Code Detail/Backup Information

To avoid the need to print and copy excessive reports, agencies are not required to submit expenditure code detail pages for each account as had been required in past years. This data will be available to the Budget Office and Legislative Fiscal Office staffs from the budget database.

Some natural codes by their nature or by the level of funding requested often require additional explanation. The *Natural Code Detail Backup Information* form (Form BR-6) should be used to provide a listing of the items that will be purchased under a specific object code, or a brief explanation of the type of product or service to be purchased. All consultant/contracted professional services should have backup detail, particularly those services to be acquired under either MPA 230 (information technology services) or through ADIL. Backup for other object codes should be provided based on a review of the account budgets. If a particular object code is increasing or decreasing by more than 20 percent from the enacted FY 2010 budget, or if a particular object code has a significant amount of funding in comparison to others within the same account, some explanation would probably benefit the reader of the budget request. “Major changes” or “significant funding” are relative terms, which are dependent upon the size of the total budget and the budget for a particular account. Agencies should use their best judgment to determine if an object code warrants further backup, and which items to list. One rule of thumb: *you can never provide too much backup information.*

Federal/Restricted Account Estimates

Restricted receipt appropriations and federal appropriations are appropriated at the program level, not the individual account as had been the practice. This provides flexibility when there is more than one restricted and/or federal grant account per program. If needed, the budget ceiling (but not cash resources) from one account could be shifted to another account within the same program (line item) without the need to request an overall cap increase.

In an attempt to avoid the need for multiple requests for cap increases to federal and/or restricted receipt accounts during the fiscal year, agencies are asked to provide a detailed explanation as to how funding estimates have been determined. The *Federal/Restricted Account Estimates Form* (Form BR-7) has been created for this purpose.

Agencies should carefully develop realistic estimates of funding for all federal and restricted receipt accounts. Using historical data, plus known carry forward amounts, and estimated new grants or receipts, agencies should be able to develop relatively accurate estimates of resources for both the revised budget and the new year budget. Agencies must take into account resources that must be transferred to the Department of Administration for services provided by the centralization units (IT, HR and Facilities).

Performance Measures

Section 35-3-24.1 of the RI General Laws requires that:

(a) Beginning with the fiscal year ending June 30, 1997, the governor shall submit, as part of each budget submitted to the general assembly pursuant to section 35-3-7, performance objectives for each program in the budget for the ensuing fiscal year, estimated performance data for the fiscal year in which the budget is submitted and actual performance data for the preceding two completed fiscal years. Performance data shall include efforts at achieving equal opportunity hiring goals as defined in the department's annual affirmative action plan. The governor shall, in addition, recommend appropriate standards against which to measure program performance. Performance in prior years may be used as a standard where appropriate. These performance standards shall be stated in terms of results obtained.

(b) The governor may submit, in lieu of any part of the information required to be submitted pursuant to subsection (a) an explanation of why such information cannot, as a practical matter be submitted.

Continuing the practice developed over previous fiscal year budgets, the Budget Office's goals for FY 2011 are to update and refine the measures included in previous budgets and to use performance measures as part of the budget decision making process. To that end, agency budget meetings will focus on discussions of program performance as identified by measures already in use. The Strategic Planning, Monitoring and Evaluation Unit of the Division of Planning will be responsible for this part of the budget process, and will work closely with each agency in developing or refining appropriate measures, analyzing progress toward achievement of program objectives, and reporting those results in Budget documents.

Performance objectives stated on the Program Performance Measurement pages (e-mailed as an attachment to agencies) must be consistent with those contained in the narrative page under "program objectives" in the FY 2011 Budget document for a given program. Please review both measures and objectives for this consistency. In some cases, this may require a restatement of the program objective. The agency should describe how each program measure being reported specifically relates to a given program objective. We encourage performance measures that reflect core program functions. More than one measure may be required to demonstrate program performance. In some cases, it may be appropriate to use performance measures for subprograms to demonstrate program performance.

On the performance measure pages that were e-mailed to you, you will notice that we are now displaying performance measure data in graph form. Please do not attempt to update the data on the graph itself. The Office of Strategic Planning will update the data on the graphs. Please continue to submit the updated data in

the example format below (Values for fiscal years 2008 and 2009 should be actual results; for fiscal year 2010 they should be based on results through the first quarter, and for 2011 they should be estimated.):

| | 2008 | 2009 | 2010 | 2011 |
|-------------------------------|---------------|---------------|---------------|---------------|
| Actual/Estimated Value | 99.9% | 99.0% | 99.9% | 99.9% |
| Objective | 100.0% | 100.0% | 100.0% | 100.0% |

Completed Program Performance Measure pages should contain the name, title, phone number and e-mail address of the individual responsible for preparing and monitoring the program performance measure. Please return via e-mail to rgriffith@doa.ri.gov the performance measures that were e-mailed to you. A hard copy of each measure should also be included in your budget request package. All performance measures must also be accompanied by defined quantifiable standards. In those instances where the agency is presenting new programs or program revisions, new or revised program performance measures may be required. These must be submitted to the Budget Office concurrently with program changes or revisions by September 19th.

Agencies also are requested to submit an Annual Performance Review with their budget submission. Part One of this annual review should report on FY 2009 actual performance data. In addition to providing performance data on the year ended, agencies should provide a narrative paragraph on each measure (whether they achieved their goal(s), why or why not, reasons behind trends, etc). Agency performance reviews also should demonstrate the linkage between performance and funding levels for the current and proposed fiscal years. The performance review should indicate how your agency is doing in terms of its goals and objectives for the fiscal year just ended and list any modifications of these goals and objectives.

Part two of the Annual Performance Review should summarize your performance plan for FY 2010 and FY 2011. This plan should continue to link program performance measures to your agency's mission, goals and objectives as stated in your narrative summaries. In addition, your performance plan should include the performance objectives for each activity covered by an existing, revised, or new program performance measure, as well as explanations for any changes in those objectives from previous years and the linkage between funding levels and those objectives, if any.

This fall we will be reviewing and discussing program performance along with related activities for which you have provided ongoing data. Specifically, you should be prepared to discuss how well your programs performed in terms of your

stated objectives for the fiscal year just ended; be able to explain variations from expected performance (positive as well as negative), trends and underlying explanatory factors; and how changes in program funding levels for FY 2010 (revised) and FY 2011 may affect performance. Your Annual Performance Review will serve as the guide for that discussion. If percentages are used in your performance measures, please provide the data used in the calculations (e.g. the number of Rhode Islanders over 20 who smoke/the number of Rhode Islanders over 20).

Each department or agency is also required to report its progress towards meeting equal opportunity and disability hiring goals using the same methodology and format as in the FY 2010 budget submission. Agencies should be aware that only full time employees should be included in the computation of percentages based upon guidelines provided by the State's EEO office. The Equal Employment Opportunity (EEO) should be updated, revising where necessary, the data for minorities, disabled and females as a percentage of the workforce, and estimating the percentages for the current and budget fiscal years. These tables will be e-mailed to agency CFO's. Please return these tables via e-mail to rgriffith@doa.ri.gov along with a hard copy in your budget submission.

Background

The application of Performance Based Management, a.k.a. managing for results, continues to grow at all levels of government in the U.S. and other countries. The motivation behind performance based government is the desire by administrations, legislatures and the public to know the results that government programs have on the lives of people. Thus, governments are increasingly determined to measure the value added to taxpayers' dollars. This is not performance measurement for its own sake; the aim of these management initiatives is to improve government programs. Through strategic planning, monitoring and evaluation, and by tracking and reporting progress on identified performance measures, government becomes more publicly accountable for its efforts and activities. At the state level, departments and agencies are responsible for developing, implementing, monitoring, evaluating and reporting program performance as it relates to their missions and to the Governor's policies, as well as to state and federal mandates. When performance measurement is a management priority, it can serve to motivate and focus staff on desired achievements. Such measurement can reveal those strategies that work and those that do not. Performance indicators should concentrate on measuring a few of an agency's more important goals and priorities. We suggest that measures be widely displayed within your agency to communicate them to staff.

Performance Measurement Systems

While specifics may vary, performance measurement systems share several common features. All involve identifying desired program outcomes; setting goals or objectives for programs; selecting measures or indicators; reporting results; and using outcome or performance information as a continuous management tool.

Program outcomes normally are determined as part of a strategic planning process involving policy makers, program managers and clients. After clarifying the agency's mission, goals are established for key programs that define the organization. This step answers the "Who are we and why are we here?" questions. Program goals and objectives are also established with input from policy makers and clients. They may be stated in terms of either final goals or intermediate goals and answer the "What do we want to accomplish and how will we know when we've succeeded?" questions. Program managers typically develop and oversee the implementation of action plans. They also develop the methods used to measure results, monitor progress and ensure accountability and continuous improvement. These activities are both internal and external to the program and answer the "How do we get there and how do we measure progress?" questions. Performance measurement systems are not linear; rather they are continuous loop systems involving constant feedback and adjustment.

Performance Measures

Performance measures or indicators fall into four categories: input measures, output measures, efficiency measures and outcome measures. Each has its uses and all should be used in program management. Please bear in mind that the State's statutes require the Budget Office to report outcome measures only.

Input measures. Inputs are resources devoted to a program. They include dollars allocated and total employee-hours devoted to the program, activity or service.

Output measures. These indicators report on the quantity of units produced or services provided. They may also report on the amount of effort expended to produce or deliver a product or service. Examples include the number of clients served, the number of permits reviewed, or the number of projects completed in given period of time. Output measures are often confused with outcome measures.

Efficiency measures. These measures normally are used as an internal management tool to relate resource costs in dollars or employee time to unit of product or service output. Efficiency measures may also be used to measure cost-per-unit-of-outcome and, as such, may be considered an outcome measure when efficiency is a significant program objective. For example, the number of applications processes per employee is an efficiency measure.

Outcome measures. These indicators report the results of activities or services. These tools measure the effectiveness of an agency's performance and the public benefit derived. They represent the highest form of performance measures. Examples of outcome measures include the ratio of healthy births to total births; percent of reduction in recidivism for juvenile offenders; percent decrease of repeat complaints to a regulatory board; percent increase of tourists to new target markets; percent increase of third graders reading at third grade level; etc.

Reporting Requirements

For the purposes of preparing the FY 2011 Budget only outcome measures should be reported. The Budget Office, in meeting the statutory requirement, will not utilize other types of measures. Most departments and agencies have completed the development of program outcome measures. Others are continuing in their efforts to clarify their strategic missions, goals and objectives, and will present initial or revised program outcome measures for the first time. In all cases the process should be seen as iterative and continuous.

Agencies with approved measures should review them to ensure that they are relevant to key agency goals and objectives as well as reliable and valid in terms of the information presented and the intent of the measure. It is especially important that agencies document what the program performance measures presented represent, what data sources are used, limitations on the measure, if any, and how the measure relates to the standards established.

Agencies that receive funding from federal programs that require the reporting of performance measures in support of the Government Performance and Results Act (GPRA) should attempt to use those measures as the basis for state program performance measures. In some cases, notably where state programs consistently exceed federal standards, program objectives and standards should be modified. In all cases, the goal here is to avoid creating separate program performance measures for state and federal reporting requirements. Where departments and agencies are collaborating on programs, agency program performance measures supporting shared objectives should be identified and reported as such in an explanatory footnote.

Standards

Performance standards are quantifiable estimates of results expected for a given period of time. There are three basic methods for establishing standards: improvement on baseline performance, benchmarking and mandates. A baseline is usually established from the most recent measurement period available. If no data are available, industry or professional standards can be used. Benchmarking involves identifying best-in-class performance in other states or geographical regions and emulating it. State or federal mandates may be met or exceeded. Any of these three approaches is acceptable. Those who are accountable for the program, ideally with input from customers and stakeholders, should develop the standards. The best standards are those that are challenging but achievable and stretch the capacity and creativity of those involved.

For more information and assistance in developing appropriate performance measures, please contact Robert Griffith at 222-5817.

Privatization Reporting Addendum

The information required on this report relates to "privatization contracts" in accordance with R.I. Gen. Laws 37-2.3 et seq. entered into between the effective date of this statute, June 23, 2007, and the time of your budget submission.

Section 37-2.3-4 (3) provides that as part of the budgetary process each state agency shall provide an addendum to the submitted budget request listing all **privatization contracts**; the name of each contractor, subcontractor, duration of the contract provided and services provided; the total cost of each contract(s) for the prior year; and the projected number of privatization service contracts for the current and upcoming year, the total cost of each contract(s) for the prior year; the estimated costs of each contract(s) for the current and upcoming year. The addendum for each agency shall also contain a summary of contracted private contractor employees for each contract, reflected as full-time equivalent positions, their hourly wage rate, and the number of private contractor employees and consultants for the current and previous fiscal year. The addendum shall be open records.

R.I. Gen. Laws § 37-2.3-3 defines a "privatization contract" as:

(5) "Privatization or Privatization contract" means an agreement or combination or series of agreements by which a nongovernmental person or entity agrees with an agency to provide services expected to result in a fiscal year expenditure of at least one hundred fifty thousand dollars (\$150,000) or more, **which are substantially similar to and in replacement of work normally performed by an employee of an agency** as of June 30, 2007.

"Privatization" or "Privatization Contract" excludes:

- (i) Contracts resulting from an emergency procurement
- (ii) Contracts with a term of 180 days or less on a non-recurring basis
- (iii) Contracts to provide highly specialized or technical services not normally provided by state employees
- (iv) Any subsequent contract which (a) renews or rebids a prior privatization contract which existed before June 30, 2007; or (b) renews or rebids a privatization contract that was subject to the provisions of this statute after its enactment, and
- (v) An agreement to provide legal services or management consulting services

(6) A "privatization contractor" is any contractor, consultant, subcontractor, independent contractor or private business owner that contracts with a state agency to perform services in accordance with the definition of "privatization contract".

In order to be compliant with the Act's requirements, you need to identify all contracts for services that are:

1. In the amount of \$100,000 or more; and
2. Entered into after June 23, 2007; and
3. For private services which, prior to June 23, 2007, were substantially similar to and in lieu of the services performed by a regular agency employee.

So, for example, you do not need to disclose those contracts for services which were being performed by private entities prior to June 23, 2007 and were simply renewed after that date. Similarly, you do not need to report private contracts that augment or are additional to the work being performed by State employees because these services are not being provided “in lieu of.” You do need to disclose, however, when a private contract that meets criteria 1 and 2 above replaces services being provided by a state employee as of June 23, 2007.

Economic Development Budget Report

During the 2008 General Assembly, Section 42-142-5 was enacted which requires that the Governor include in his budget submission a unified economic development budget. The Department of Revenue is taking the lead on coordinating many aspects of this legislation, which requires reporting over and above the regular budget submission. The agencies impacted have or will be contacted as to their responsibilities in order to comply with this statute. The October 1st due date for the submission of the unified economic development budget will be waived given the effort that will be required.

Appendix 1 includes a chart of information that will be required to fulfill this new requirement along with a listing of the agencies involved in supplying the data.

Technical Instructions

This section of the Budget Instructions is intended to provide specific instructions on: (1) the use of certain data provided by the Budget Office; (2) how to complete certain required forms; and (3) the format within which your budget request should be submitted.

Salary-Wage Projections

The Salary-Wage Projection reports were developed many years ago as an aid to provide agencies with projections of personnel costs by position. Although the Budget Office attempts to verify the accuracy of the calculations through a testing of sample records, errors are still possible. Errors on these reports, such as no projection being calculated, are mainly due to errors appearing in the employee's personnel or payroll record, which preclude or in some way affect a calculation. These reports are for your assistance only. Each agency should perform its own sample testing of these calculations to assure their accuracy.

These reports are all encompassing, including step and longevity increases for all filled positions (as of the date that the reports were run) for both FY 2010 and FY 2011. All calculations are based on the position and grade the employee was in on the date these reports were run. Therefore, if an employee has received a promotion or has moved to a new job, these reports may not reflect this change depending upon the status of the personnel paperwork. Recalculation of these costs will need to be performed manually to achieve an accurate projection of personnel costs. Fringe benefits, including FICA, retirement, and the cost of the specific medical plan chosen by the employee, are also calculated. Specific information on the values used in these calculations can be found later under the Planning Values section.

Hard copies of these reports are not being provided this year. Relevant salary and fringe benefits data is provided in the Excel files as described later in these instructions.

The file being distributed is the same as those provided in prior years and includes two tabs. One contains salary and fringe benefit cost data by employee for the FY 2010-revised budget and the other has data for the FY 2011 budget.

The data from these files should be used as the basis for the detailed listing of positions by account, which is required in lieu of *Personnel Supplement Data* forms for each subprogram. This listing should show each position funded within an account, with subtotals by account and by program. Additional lines for turnover or program reductions should be inserted after each affected account as needed. These totals will provide the natural account totals for each personnel natural account.

Cost-of-Living Adjustment

The salary-wage projections include calculations recording the negotiated cost-of-living adjustment of two and one-half percent (2.5%) for state employees for FY 2010 and three percent (3.0%) for FY 2011. General revenue funding to finance these costs, including benefits, is added in the targets as "Salary Adjustment", and as "Salary Adjustment on

Overtime, Holiday and Briefing Time”. Offsetting savings from employee participation in co-payments for employee medical benefits are recorded in “Savings from Employee Co-Share”.

The deduction for employee health co-share is computed based on the schedules shown in the medical planning values for FY 2010 revised and FY 2011.

Payroll Accrual

Annually, at the end of the fiscal year, the State Controller’s Office charges accrued payroll costs to all accounts that normally have payroll charges. The purpose of this accrual is to comply with the basic principles of accounting by recognizing expenditures in the period incurred. Since the first pay period of each fiscal year does not always begin on July 1, some days of this first pay period are worked in the old fiscal year, and some in the new fiscal year. For example, pay period 1 for FY 2010 began on June 21, 2009. Therefore, eight days actually fell in FY 2009, but were paid on the first payday of FY 2010 or July 10, 2009. Under accrual accounting, these days should be charged to FY 2009 and not FY 2010. As there were only three days charged in the first pay period of FY 2009, the net charge to FY 2009 was one additional day, for a total of 26.1 pay periods.

In most years, in order to account for the additional cost associated with one net additional day each fiscal year, the state budgets a payroll accrual amount in expenditure classification 619000. This code is used for budget purposes only, and will never record actual expenditures. The accrued payroll charges are applied directly to the appropriate payroll object codes (see Planning Values table for a list). The Planning Values table instructs agencies to budget 0.4% (.004) of certain payroll codes for the payroll accrual. This percentage is calculated based on one workday out of 260 workdays in a fiscal year ($1/260 = .004$). This is the equivalent of one-tenth of one pay-period, which is often how payroll accrual is referenced.

Pay period tables for FY 2010 and FY 2011 indicating the amount of each pay period charged to the respective years are included in the planning values section of these instructions.

Revenue Data

The Budget Office will supply a spreadsheet file for each agency containing the general revenue receipt accounts for which the agency is responsible. For each receipt account, the following information will be provided:

- FY 2007 Actual Receipts
- FY 2008 Actual Receipts
- FY 2009 Actual Receipts
- FY 2010 Enacted Revenue Estimates

The receipt information file will be distributed once final receipts and accruals for FY 2009 are recorded.

The agency will be responsible for providing a revised estimate of revenues for FY 2010 and an initial estimate for FY 2011. These estimates should be based upon current law and should not include any estimated revenue enhancements. This file is the equivalent of the *Estimated Departmental Revenues* form (Form BR-8). The *Receipt Account Information* form (Form BR-9) should be used to provide additional data about each receipt account.

Expenditure Data

The Budget Office will provide an Access Database for use by agencies to receive and submit data as part of the FY 2011 Budget Request process. The Access database, known as SABRS (State Agency Budget Request System), has been used by most agencies successfully in recent years. This system is a Microsoft Access Database that provides data entry screens and various reports equivalent to those required in the Budget Request. For those agencies that prefer to develop and work on their budget in an Excel spreadsheet will have the ability to export data from the SABRS database to Excel and import the data back into SABRS, which will then enable you to use the report features. This database will be available for download from the Budget Office web site.

Form Explanations/Descriptions

Following are brief descriptions of each of the forms required in your budget submission. Electronic copies and samples of these forms are available on the Budget Office web site at www.budget.state.ri.us. If you have any additional questions about the proper way to complete a form, or the information required, please contact your Budget Analyst.

Form BR-1 – Agency Summary

This form provides a summary of the financial data for the entire agency or department. The information required for each fiscal year is:

1. Totals for each program within the agency.
2. Totals for each category of expenditure.
3. Totals for each source of funds.
4. Total number of FTE positions funded in the agency.

This data is derived from the Program Summary forms.

Budget Tracking Sheets

This form is the same one that has been used by the Budget Office for many years as part of the review and analysis of agency budgets, and thus should be very familiar to agency staff. In order to improve the overall budget review process and to give agencies a way of more clearly delineating the changes requested in their budget, we are asking this form be completed by each agency and submitted with their budget request. One tracking sheet form will be completed for the FY 2010-revised budget and one for the FY 2011 budget. Agencies will be responsible for completing the 'Department Request' column. It is critical that this form be completed as we have eliminated form BR-5A – "Expenditure Plan Adjustments".

FY 2010

The FY 2010 tracking sheet will start with the enacted FY 2010 general revenue budget, followed by a listing of any reappropriations that have been approved by the Governor (to be determined by August 15). Following this should be a complete listing, by program, of any changes being requested to the FY 2010 enacted general revenue budget. Each item on the tracking sheet should be numbered and a brief description of the item entered into the 'Description' column. Items listed on the tracking sheet should be as specific as possible, when applicable. It is expected that some adjustments to the current year budget will be more generic in nature, such as adjustments to personnel funding to accommodate changes in costs since the development of the FY 2010 budget recommendations. However, the addition or elimination of FTE, for example, would not be a generic personnel adjustment and should be listed as a separate item, with a separate explanation.

FY 2011

The first column on the FY 2011 tracking sheet contains data on the current services adjustments developed by the Budget Office and the target reduction, where applicable. The current services funding level will be the basis of comparison for changes requested by the agency and delineated in the 'Department Request' column. Although the current services are reflected on the tracking sheet in the Department Target column at the department level, the Budget Office has calculated the changes at the natural account level and will provide this data to agencies in the SABRS database.

As with FY 2010, changes from the current services funding level to the department request should be detailed as discrete items. At a minimum, changes should be described at the category (i.e. Personnel, Operating, etc.) level by Program. Major programmatic changes being proposed to meet the agency funding target should be itemized at a more detailed level. Any questions on how to properly complete the tracking sheet forms should be directed to your assigned Budget Analyst.

Form BR-2 – Personnel Supplement Data

Some general information on the completion of this form is contained under the Budget Request Preparation section of these instructions. This form should contain a listing of all personal services funded within the respective program. This would include:

1. Each position, in descending order of grade, grouped by position title.
2. Fringe benefit totals net of any turnover or program reductions. These amounts should equal the total of the respective object codes for each fringe benefit from all the accounts within the program. The cost of bonuses paid to employees choosing to

waive medical coverage (616200) should be displayed on a separate line entitled – “Medical Benefits – Salary Disbursements”.

3. A separate line entitled - “Assessed Fringe Benefit” is included to reflect expenditure classification 626100, which replaces both unemployment compensation and workers’ compensation lines. (see Planning Values).
4. Totals for consultant services (630000 series of classification codes). Again, these amounts should equal the total of the respective object codes from all the accounts within the program. Please refer to the chart of accounts for item descriptions that should be included in this category.
5. Program reductions or turnover. These should be the salary portions of the savings only. Fringe benefit savings should be netted from the appropriate fringe benefit line.

Form BR-3a – Detail Listing of Positions

All agencies, in the development of their budgets, prepare a listing of FTE positions by account to determine the personnel funding required. This listing is often based on the salary and wage data provided by the Budget Office each year. A report of this type, listing each position, the salary requirement for the respective year, fringe benefit costs, etc. should be included in your budget submission.

Form BR-3b – Purchased Services/Contract Employee Listing

Form BR-3a identifies the number of contract employees and dollars budgeted in the FY 2010 revised and FY 2011 budgets. In addition, the Budget Office is requesting that agencies are to include all other non-contract employee services. All these services should tie to the natural account amounts requested for the 630000 series.

Form BR-4 – Program Summary

This form provides a summary of the financial data for an individual program. The information required for each fiscal year is:

1. Totals for each subprogram within the program.
2. Totals for each category of expenditure with the program.
3. Totals for each source of funds.
4. Total number of FTE positions funded within the program.

This data is derived from the Subprogram Summary forms.

Form BR-5 – Natural Account Detail

This form provides the lowest level of detail by natural account.

Budget Impact Statements

As with the Budget Tracking Sheets, the Budget Office has used the Budget Impact Statements for many years as the format for describing

individual changes to the agency budgets. Each Impact Statement is directly associated with a discrete item on the Tracking Sheet. The Item Number from the Tracking Sheet should be carried over to the Impact Statement to identify the item.

The Impact Statement contains several sections that require completion by the agency.

1. Item Name – use the same description as shown on the Tracking sheet.
2. Amount – This is the amount of the change, increase or decrease, proposed for this item in FY 2010 and/or FY 2011, and an estimated impact for FY 2011. The first line is for the general revenue dollar change. The second line is for the total dollar change including all funds. This would be different from the first line, primarily if the general revenue change would have an impact on other sources of funds, such as a federal matching grant. The amount on the second line should be the total funding change, inclusive of the general revenue change.
3. Item Description – This is the section where the agency should provide a detailed description of the funding change being requested, what impact it will have on the agency, etc.
4. Interagency Impact – Describe any anticipated impact the requested change in your agency budget may have on other agencies in state government. For example, an agency proposes to close a residential center, the clients could spill over into another agencies' caseload.
5. Timetable – If an option is accepted by the Governor, how long will it take to implement? Also, explain what tasks will be required to implement this option in the stated timeframe.
6. FTE Change – If the idea presented has an impact on the number of FTE in your agency, explain this impact here. Will additional FTE be required to carry out this idea or will this option result in fewer FTE? If fewer, will the reduction be achieved through attrition or will layoffs be required?
7. Revenue Impact – If the idea presented will have an impact, positive or negative, on state revenues, an explanation of the impact should be provided here. Also, an estimate of the projected change in revenues and how this estimate was determined should be provided.
8. Federal Change Impact – If this option will have an impact on federal funds, such as a loss of federal matching funds due to lower state funding, this should be explained in this section.

Form BR-6 – Natural Account Detail Backup Information

This form is used to provide additional backup and documentation associated with major areas of expenditures as explained earlier under the Budget Preparation section of these instructions. The information required is:

1. Account Number
2. Expenditure Code
3. FY 2010 Revised Funding Amount
4. FY 2011 Requested Funding Amount
5. An explanation or description of the items or services to be purchased with these funds.

Form BR-7 – Federal/Restricted Account Estimates

This form is used to provide detailed information about federal and restricted accounts and an explanation of the formulation of the requested funding levels. Information on this form should include:

1. Account Number
2. Account Name
3. Statutory Basis (for restricted accounts) or CFDA # (for federal accounts)
4. Granting Agency (for federal accounts)
5. Grant Period (for federal accounts) – what is the standard grant period for this grant; does it follow the state fiscal year, federal fiscal year or some other period?
6. Explanation of the purpose of the federal grant or the mandated use of the restricted funds. What is the funding in this account to be used for and what is it intended to accomplish?
7. Use the table to provide the derivation of the requested budget levels. Certain categories are provided for your assistance, but agencies should replace these as necessary to best explain the components of their estimates. Use the “Explanation” section to provide any further documentation of the requested budget.
8. Agencies must account for resources that must be transferred to the Department of Administration for centralized services.
9. Chief Financial Officers must certify with their signature that the actual year information is correct and amounts showing as red balance forwards are true receivables.

Form BR-8 – Estimated Departmental Revenues

This form will be provided electronically with history data, and the current year estimate provided. The agency will be responsible for providing a revised estimate of total receipts for the current fiscal year and an initial estimate for the budget year based upon current law (no revenue enhancements). These estimates will be used in the development of budget office estimates for the November Revenue Estimating Conference. Data to be distributed is dependent upon the Controller’s Office closing process, and will not be available until early to mid-August.

Form BR-9 – Receipt Account Information

As backup to the Estimated Departmental Revenues, a Receipt Account Information form should be prepared for each receipt account under the agency's responsibility. Many receipt accounts include the collection of various different fees. This form is intended to provide the reader with an understanding of what fees are collected and how the estimated revenues have been determined. This form should include the following information:

1. Receipt account number as shown on Form BR-8.
2. Receipt account name as shown on Form BR-8.
3. The R.I. General Law reference(s) that authorizes the collection of these fees, licenses, etc.
4. A general description of the fees collected. Who are they collected from? What are the fees? When are they collected? Are they annual, biennial, etc.? What are the renewal time frames?
5. Describe how the FY 2010 Revised revenue estimate was determined. (e.g. Number of licenses x a certain fee)
6. Describe how the FY 2011 revenue estimate was determined. If the same as FY 2010, state as such.

Form BR-10 – Narrative Information Form

This form is simply a word processing template for use when providing most of the narrative explanations or descriptions requested as part of the budget submission. The name of the agency, program and/or subprogram should be provided when applicable. This specific form does not have to be used, but rather the agency can use a format or its own choice to provide the narrative information required. The program narrative contained in the Budget Document provides some information.

Format of Budget Submission

The following is the order of presentation for the Budget Forms. As mentioned earlier, the budget document should be numbered either sequentially or by section. For ease of use, we suggest that each major section (e.g. General Agency Information, Revenue Data, etc.) and each program separated into individual sections with separate tabs. The form to be used or associated with each section is shown in parentheses.

Budget request submissions should be in a bound format, preferably a three-ring binder, and should be labeled.

- Letter of Transmittal
- Table of Contents
- General Agency Information
 - Agency Description (BR-10)
 - Agency Summary Form (BR-1)
 - Budget Tracking Sheets for FY 2010 and FY 2011
- FY 2010 Revised Budget

- Supplemental Budget Request
- Revenue Estimates and Data
 - Estimated Departmental Revenues Form (BR-8)
 - Receipt Account Information Forms (BR-9)
- Program 1 Information
 - Program Narrative Information (BR-10)
 - Program Summary Form (BR-4)
 - Personnel Supplement Data Form (BR-2)
 - Detail Listing of Positions (BR-3a)
 - Purchased Services/Contract Employees (BR-3b)
 - Budget Impact Statements
 - Natural Account Detail Backup Information (if no subprograms) (BR-6)
 - Federal/Restricted Account Estimates (if no subprograms) (BR-7)
- Program 2, etc.
- Performance Measures
- Privatization Report
- Miscellaneous Information

Planning Values

Listed on Table 1 are the planning values for various budget object codes that should be utilized in the preparation of the FY 2010 revised and FY 2011 budgets. The values relating to personnel are the ones used in the development of the Salary-Wage Projections. Other values are either established on a statewide basis or have a specific rate that should be used when developing your budget estimates.

All **debt service**-related values will be budgeted centrally (within the Department of Administration) for both FY 2010 and FY 2011, with the exception of Higher Education. The Budget Office will make any required adjustments at a later date.

The FY 2011 budget will be prepared in a manner consistent with the Office of Management and Budget (OMB) Circular A-87 that identifies the principles for allowable costs for federal programs. There will be an **assessed fringe benefit** that will include several components in order to capture charges through a cost allocation system. OMB A-87 stipulates that payments for unused leave, unemployment and worker's compensation for current or former employees be allocated as a general administrative expense to all activities of the government unit. Therefore, individual agencies will not be charged for the actual costs attributable to their employees for unused leave, worker's compensation, or unemployment, but rather charged a statewide benefit assessment that is charged as a percentage of payroll. Funds for worker's compensation or unemployment should not be budgeted separately; they will be funded from the statewide benefit assessment. Note: unemployment should be included in your FY 2011 budget request if you are proposing a reduction in staffing that will result in layoffs.

Also, section 28-31-8 of the Rhode Island General Laws requires that the state pay a share of the assessment levied by the Department of Labor and Training for the Worker's Compensation Administrative Fund. This assessment is utilized to fund services provided by the Donley Center, the Worker's Compensation Court, and to fund certain administrative costs relating to Workers' Compensation. This charge became effective with the fiscal year 2000 budget year and, consistent with OMB A-87, will also be a general administrative expense.

If you have any questions about any of these planning values, or need additional information about an object code not listed, please contact your budget analyst for assistance.

Table 2 provides a listing of the codes used by the Budget Office in our database to distinguish functions, funds, and categories of expenditure. This table will be most helpful in preparing the Personnel Supplement Data forms to assist you in identifying which object codes are assigned to which line.

| Table 1 | | | | | |
|--|------------------------|----------------|----------------|-----------------|--|
| Planning Values for the FY 2010 Revised and FY 2011 Budgets | | | | | |
| | | FY 2010 | FY 2010 | FY2011 | |
| | RIFANS | Enacted | Revised | Planning | |
| | Natural Account | | Budget | | Notes |
| Retirement | | | | | |
| State Employees | | | | | |
| Regular | 620100 | 20.77% | 21.64% | 21.64% | Applied to salaries of permanent employees, reflects pension changes enacted in 2009 session |
| Judges | 620300 | 27.11% | 24.06% | 24.06% | Applied to salaries of judges hired after 12/31/89, reflects pension changes enacted in 2009 session |
| State Police | 620200 | 26.03% | 26.03% | 26.03% | Applied to salaries of State Police hired after 7/1/87, reflects pension changes enacted in 2009 session |
| Teachers | 671300 | 20.07% | 20.07% | 20.07% | |
| State Share | | 8.18% | 8.18% | 8.18% | |
| Local Share | | 11.89% | 11.89% | 11.89% | |
| Retiree Health Insurance | | | | | |
| State Employees | | | | | Applied to salaries of permanent employees. |
| Regular | 626300 | 5.62% | 5.62% | 6.74% | FY 2011 rates assumes switch to actuarially based funding <i>(from June 30, 2007 Valuation issued by GRS in Feb 2009 - discount rate of 5.0%)</i> |
| Judges | 626320 | 1.79% | 1.79% | 9.86% | FY 2011 rates assumes switch to actuarially based funding <i>(from June 30, 2007 Valuation issued by GRS in Feb 2009 - discount rate of 5.0%)</i> |
| Legislators | 626330 | 9.03% | 9.03% | 95.49% | FY 2011 rates assumes switch to actuarially based funding <i>(from June 30, 2007 Valuation issued by GRS in Feb 2009 - discount rate of 5.0%)</i> |
| State Police | 626310 | 14.62% | 14.62% | 25.67% | FY 2011 rates assumes switch to actuarially based funding <i>(from June 30, 2007 Valuation issued by GRS in Feb 2009 - discount rate of 5.0%)</i> |
| Teachers | | n/a | n/a | \$1,338,419 | While a rate of payroll, this amount would be based upon local teachers payroll base, and can be deposited on a biweekly or monthly basis |
| FICA | | | | | |
| Social Security Rate | 621110 | 6.20% | 6.20% | 6.20% | This portion of FICA is calculated on salaries and OT up to an established level on a calendar year basis. The estimated salary limits for affected calendar years are: 2009 \$106,800 (actual) 2010 \$111,800 (prelim.) 2011 \$116,800 (prelim.) |
| Medicare Tax | 621120 | 1.45% | 1.45% | 1.45% | This portion of FICA is applied to 100% of salaries and OT |

**Table 1
Planning Values for the FY 2010 Revised and FY 2011 Budgets**

| | RIFANS Natural Account | FY 2010 Enacted | FY 2010 Revised Budget | FY2011 Planning | Notes |
|--|-----------------------------------|----------------------------|---------------------------------------|----------------------------|---|
| Assessed Fringe Benefit | 626100 | 4.20% | 4.54% | 4.27% | Applied to direct salaries (excluding OT). FY 2010 revised percentages assume reduction in salary base due to statewide reductions included in the enacted budget. |
| Exception Rate | 626110 | 2.50% | 2.52% | 2.30% | State Police Troopers, Military Staff, Fire Marshals, Lottery, State Marshalls, Sheriffs, Capitol Police, and Fugitive Task Force Members. |
| | 626110 | 3.10% | 3.40% | 3.28% | URI, RIC and CCRI Academic Year Faculty |
| Unemployment Compens | 626200 | 0.00% | 0.00% | 0.00% | Budgeted under assessed fringe benefit. |
| Worker's Compensation | 625xxx | 0.00% | 0.00% | 0.00% | Budgeted under assessed fringe benefit. |
| WC - Discharge of Lea | 625100 | | | | Expenditures for these are still part of agency payroll and should be budgetd as required |
| WC - Assault Cases | 625200 | | | | |
| Cost of Living Adjustment | | 2.50% | 2.50% | 3.00% | FY 2011 3.0% COLA effective 06/20/10. (1st pay period of FY 2011 |
| Holiday | 614400 | | | | Applied to RIFANS natural 614400. FY 2011 has one more holiday than 2010 (Election Day). Targets have been adjusted accordingly. |
| Payroll Accrual | 619000 | 0.40% | 0.40% | 0.40% | Applied to direct salaries, OT, retirement, AFB, FICA. Enclosed for your reference are Pay Period Tables for FY 2010 and FY 2011 |
| Medical Benefits | 624110 | | | | See attached for individual health plans by fiscal year & type of plan (individual or family) |
| Weighted Average | | 14,192 | 13,511 | 14,295 | Use this value when budgeting for vacant positions. |
| Dental Plan | 624120 | | | | See attached for individual health plans by fiscal year & type of plan (individual or family) |
| Weighted Average | | 748 | 748 | 778 | Use this value when budgeting for vacant positions. |
| Vision Plan | 624130 | | | | See attached for individual health plans by fiscal year & type of plan (individual or family) |
| Weighted Average | | 145 | 148 | 152 | Use this value when budgeting for vacant positions. |
| Cash Bonus to Employees Waiving Medical Insurance | | | | | |

| Table 1 | | | | | |
|--|------------------------|----------------|----------------|-----------------|---|
| Planning Values for the FY 2010 Revised and FY 2011 Budgets | | | | | |
| | | FY 2010 | FY 2010 | FY2011 | |
| | RIFANS | Enacted | Revised | Planning | |
| | Natural Account | | Budget | | Notes |
| Bonus | 616200 | 2,002 | 2,002 | 2,002 | Payments will be made in December of each year. This will reduce to \$1,001 effective July 1, 2011 (FY 2012) |
| Non-Personnel Related Object Codes | | | | | |
| Master Lease Charges - | 645510/520 | | | | Lease cost data will be distributed to respective agencies by the end of August. |
| Insurance | 643810 | | | | Updated amounts to be distributed at later date. |
| Employee Mileage Reiml | 646200 | | | | Current rate is .505/mile (effective 1/1/2008). |
| Employee Assistance Program | | | | | Budgeted under assessed fringe benefit. |
| Single State Audit Fee | 649120 | 0.075% | 0.075% | 0.075% | Federal accounts only - Budget .075% (.00075) of federal funds |
| OERR Admin Fee | | 0.500% | 0.500% | 0.500% | Charged to ARRA Federal accounts |

Medical Benefits Costs

| | | FY 2010 | FY 2010 | FY 2010 | FY 2011 | FY 2011 |
|---|--|------------------|------------------|------------------|------------------|------------------|
| | | Enacted | Revised | Revised | Planning | Revised |
| | | | SWP | Budget | SWP | Budget |
| | | | | Office | | Office |
| Health Benefits Cost | | | | | | |
| Medical | | \$ 6,324 | \$ 6,020 | \$ 6,020 | \$ 6,369 | \$ 6,369 |
| Vision | | 82 | \$ 83 | \$ 83 | 86 | 86 |
| Dental | | 334 | \$ 334 | \$ 347 | 347 | 360 |
| Individual | | \$ 6,740 | \$ 6,437 | \$ 6,450 | \$ 6,802 | \$ 6,815 |
| Medical | | 17,727 | \$ 16,877 | \$ 16,877 | \$ 17,856 | \$ 17,856 |
| Vision | | 174 | \$ 177 | \$ 177 | 182 | 184 |
| Dental | | 934 | \$ 934 | \$ 971 | 971 | 1,008 |
| Family | | \$ 18,835 | \$ 17,988 | \$ 18,025 | \$ 19,009 | \$ 19,047 |
| Weighted Average Annual Cost Per | | | | | | |
| FTE Position - All Plans | | | | | | |
| Medical | | \$ 14,192 | \$ 13,511 | \$ 13,511 | \$ 14,295 | \$ 14,295 |
| Vision | | \$ 145 | \$ 148 | \$ 148 | \$ 152 | \$ 153 |
| Dental | | \$ 748 | \$ 748 | \$ 777 | \$ 778 | \$ 807 |
| Total | | \$ 15,085 | \$ 14,407 | \$ 14,436 | \$ 15,225 | \$ 15,255 |

Medical Benefits Costs

| <i>Health Co-Shares</i> | | FY 2010 | FY 2010 | FY 2010 | FY 2011 | FY 2011 |
|--|--|----------------|----------------|----------------|-----------------|-----------------|
| | | Enacted | Revised | Revised | Planning | Planning |
| | | | | | | |
| | | | | | | |
| Co-Share - Percent of Premium | | n/a | n/a | n/a | n/a | n/a |
| | | | | | | |
| <i>FY 2010</i> | | | | | | |
| Family Plans Co-Share - Percent of Premium | | | | | | |
| Salary Range | | | | | | |
| Below \$25,000 | | 13.5% | 13.5% | 13.5% | see below | see below |
| \$25,000 - \$34,999 | | 13.5% | 13.5% | 13.5% | see below | see below |
| \$35,000-\$44,999 | | 13.5% | 13.5% | 13.5% | see below | see below |
| \$45,000- \$74,999 | | 20.0% | 20.0% | 20.0% | see below | see below |
| \$75,000-\$89,999 | | 20.0% | 20.0% | 20.0% | see below | see below |
| Over \$90,000 | | 25.0% | 25.0% | 25.0% | see below | see below |
| | | | | | | |
| Individual Plans Co-Share -Percent of Premium | | | | | | |
| Salary Range | | | | | | |
| Below \$45,000 | | 15.0% | 15.0% | 15.0% | see below | see below |
| \$45,000- \$74,999 | | 20.0% | 20.0% | 20.0% | see below | see below |
| \$75,000-\$89,999 | | 20.0% | 20.0% | 20.0% | see below | see below |
| Over \$90,000 | | 25.0% | 25.0% | 25.0% | see below | see below |
| | | | | | | |
| Part-Time Employees (percentages apply to both individual and family coverage) | | | | | | |
| Salary Range | | | | | | |
| Below \$55,000 | | 15.0% | 15.0% | 15.0% | 20.0% | 20.0% |
| \$55,000 - \$90,000 | | 20.0% | 20.0% | 20.0% | 20.0% | 20.0% |
| Over \$90,000 | | 35.0% | 35.0% | 35.0% | 35.0% | 35.0% |
| | | | | | | |
| <i>FY 2011</i> | | | | | | |
| Family Plans Co-Share - Percent of Premium | | | | | | |
| Salary Range | | | | | | |
| Below \$46,350 | | | | | 14.0% | 14.0% |
| \$46,350- \$92,700 | | | | | 20.0% | 20.0% |
| Over \$92,700 | | | | | 25.0% | 25.0% |
| | | | | | | |

Medical Benefits Costs

| Individual Plans Co-Share -Percent of Premium | | | | | |
|---|--|--|--|-------|-------|
| Salary Range | | | | | |
| Below \$46,350 | | | | 17.5% | 17.5% |
| \$46,350- \$92,700 | | | | 20.0% | 20.0% |
| Over \$92,700 | | | | 25.0% | 25.0% |
| | | | | | |

R.I. DEPARTMENT OF LABOR AND TRAINING
2009 UI AND TDI QUICK REFERENCE
(Effective July 1, 2009)

| | UNEMPLOYMENT INSURANCE | TEMPORARY DISABILITY INSURANCE |
|---|---|---|
| TAXABLE WAGE BASE | \$18,000 | \$56,000 |
| TAX SCHEDULES/TAX RATES Employment Security Job Development Assessment (JDA) | Schedule I: 1.90% to 10.0% 1.69% to 9.79% 0.21% | 1.5% Deducted from Employee's Wages |
| NEW EMPLOYER RATE | 2.36% (+0.21%JDA) | NONE (Employee Tax) |
| EMPLOYEE WAGE DEDUCTION | NONE (employer payroll tax) | 1.5% of first \$56,000 earned |
| WAITING PERIOD | 7 days | 7 days (paid retroactively if customer out for 28 consecutive days or more) |
| BASE PERIOD | The first four of the last five completed calendar quarters prior to claim; or last 4 completed quarters if needed to meet minimum earnings requirement. | |
| ELIGIBILITY - MONETARY Based on a Minimum Wage of \$7.40/hour. | \$8,880 in base period wages; or \$1,480 in one of the base period quarters and total base period wages of at least 1.5 times the highest quarter earnings, and total base period earnings of at least \$2,960. | |
| ELIGIBILITY - NONMONETARY | Worked for a subject employer and unemployed through no fault. | Worked for a subject employer and have medically certified disability. |
| WEEKLY BENEFIT RATE | 4.62% of total high quarter wages in base period. | |
| MIN. WEEKLY BENEFIT AMOUNT Based on minimum wage of \$7.40/hour | \$68 per week | \$69 per week |
| MAX. WEEKLY BENEFIT AMOUNT Based on the 2008 average weekly wage of \$815.98 | \$546 per week | \$694 per week |
| DEPENDENT'S ALLOWANCE | Greater of \$10 or 5% of weekly benefit rate (up to 5 depts.) | Greater of \$10 or 7% of weekly benefit rate (up to 5 depts.) |
| MAX. WEEKLY BENEFIT AMOUNT WITH MAX. 5 DEPENDENTS | \$682 per week | \$936 per week |

Pay Periods - FY 2010

| Pay Period | Pay Period Beginning Date | Pay Period Ending Date | Pay Period Pay Date | Salary Expense Charged | Remaining To Be Charged | Medical Expense Charged* | Remaining To Be Charged |
|------------|---------------------------|------------------------|---------------------|------------------------|-------------------------|--------------------------|-------------------------|
| 1 | 06/21/09 | 07/04/09 | 07/10/09 | 0.20 | 25.90 | 1.00 | 25.00 |
| 2 | 07/05/09 | 07/18/09 | 07/24/09 | 1.00 | 24.90 | 1.00 | 24.00 |
| 3 | 07/19/09 | 08/01/09 | 08/07/09 | 1.00 | 23.90 | 1.00 | 23.00 |
| 4 | 08/02/09 | 08/15/09 | 08/21/09 | 1.00 | 22.90 | 1.00 | 22.00 |
| 5 | 08/16/09 | 08/29/09 | 09/04/09 | 1.00 | 21.90 | 1.00 | 21.00 |
| 6 | 08/30/09 | 09/12/09 | 09/18/09 | 1.00 | 20.90 | 1.00 | 20.00 |
| 7 | 09/13/09 | 09/26/09 | 10/02/09 | 1.00 | 19.90 | 1.00 | 19.00 |
| 8 | 09/27/09 | 10/10/09 | 10/16/09 | 1.00 | 18.90 | 1.00 | 18.00 |
| 9 | 10/11/09 | 10/24/09 | 10/30/09 | 1.00 | 17.90 | 1.00 | 17.00 |
| 10 | 10/25/09 | 11/07/09 | 11/13/09 | 1.00 | 16.90 | 1.00 | 16.00 |
| 11 | 11/08/09 | 11/21/09 | 11/27/09 | 1.00 | 15.90 | 1.00 | 15.00 |
| 12 | 11/22/09 | 12/05/09 | 12/11/09 | 1.00 | 14.90 | 1.00 | 14.00 |
| 13 | 12/06/09 | 12/19/09 | 12/25/09 | 1.00 | 13.90 | 1.00 | 13.00 |
| 14 | 12/20/09 | 01/02/10 | 01/08/10 | 1.00 | 12.90 | 1.00 | 12.00 |
| 15 | 01/03/10 | 01/16/10 | 01/22/10 | 1.00 | 11.90 | 1.00 | 11.00 |
| 16 | 01/17/10 | 01/30/10 | 02/05/10 | 1.00 | 10.90 | 1.00 | 10.00 |
| 17 | 01/31/10 | 02/13/10 | 02/19/10 | 1.00 | 9.90 | 1.00 | 9.00 |
| 18 | 02/14/10 | 02/27/10 | 03/05/10 | 1.00 | 8.90 | 1.00 | 8.00 |
| 19 | 02/28/10 | 03/13/10 | 03/19/10 | 1.00 | 7.90 | 1.00 | 7.00 |
| 20 | 03/14/10 | 03/27/10 | 04/02/10 | 1.00 | 6.90 | 1.00 | 6.00 |
| 21 | 03/28/10 | 04/10/10 | 04/16/10 | 1.00 | 5.90 | 1.00 | 5.00 |
| 22 | 04/11/10 | 04/24/10 | 04/30/10 | 1.00 | 4.90 | 1.00 | 4.00 |
| 23 | 04/25/10 | 05/08/10 | 05/14/10 | 1.00 | 3.90 | 1.00 | 3.00 |
| 24 | 05/09/10 | 05/22/10 | 05/28/10 | 1.00 | 2.90 | 1.00 | 2.00 |
| 25 | 05/23/10 | 06/05/10 | 06/11/10 | 1.00 | 1.90 | 1.00 | 1.00 |
| 26 | 06/06/10 | 06/19/10 | 06/25/10 | 1.00 | 0.90 | 1.00 | 0.00 |
| 1 | 06/20/10 | 07/03/10 | 07/09/10 | 0.90 | 0.00 | 0.00 | 0.00 |
| | | | | 26.10 | | 26.00 | |

Pay Periods - FY 2011

| Pay Period | Pay Period Beginning Date | Pay Period Ending Date | Pay Period Pay Date | Salary Expense Charged | Remaining To Be Charged | Medical Expense Charged* | Remaining To Be Charged |
|------------|---------------------------|------------------------|---------------------|------------------------|-------------------------|--------------------------|-------------------------|
| 1 | 06/20/10 | 07/03/10 | 07/09/10 | 0.10 | 26.00 | 1.00 | 25.00 |
| 2 | 07/04/10 | 07/17/10 | 07/23/10 | 1.00 | 25.00 | 1.00 | 24.00 |
| 3 | 07/18/10 | 07/31/10 | 08/06/10 | 1.00 | 24.00 | 1.00 | 23.00 |
| 4 | 08/01/10 | 08/14/10 | 08/20/10 | 1.00 | 23.00 | 1.00 | 22.00 |
| 5 | 08/15/10 | 08/28/10 | 09/03/10 | 1.00 | 22.00 | 1.00 | 21.00 |
| 6 | 08/29/10 | 09/11/10 | 09/17/10 | 1.00 | 21.00 | 1.00 | 20.00 |
| 7 | 09/12/10 | 09/25/10 | 10/01/10 | 1.00 | 20.00 | 1.00 | 19.00 |
| 8 | 09/26/10 | 10/09/10 | 10/15/10 | 1.00 | 19.00 | 1.00 | 18.00 |
| 9 | 10/10/10 | 10/23/10 | 10/29/10 | 1.00 | 18.00 | 1.00 | 17.00 |
| 10 | 10/24/10 | 11/06/10 | 11/12/10 | 1.00 | 17.00 | 1.00 | 16.00 |
| 11 | 11/07/10 | 11/20/10 | 11/26/10 | 1.00 | 16.00 | 1.00 | 15.00 |
| 12 | 11/21/10 | 12/04/10 | 12/10/10 | 1.00 | 15.00 | 1.00 | 14.00 |
| 13 | 12/05/10 | 12/18/10 | 12/24/10 | 1.00 | 14.00 | 1.00 | 13.00 |
| 14 | 12/19/10 | 01/01/11 | 01/07/11 | 1.00 | 13.00 | 1.00 | 12.00 |
| 15 | 01/02/11 | 01/15/11 | 01/21/11 | 1.00 | 12.00 | 1.00 | 11.00 |
| 16 | 01/16/11 | 01/29/11 | 02/04/11 | 1.00 | 11.00 | 1.00 | 10.00 |
| 17 | 01/30/11 | 02/12/11 | 02/18/11 | 1.00 | 10.00 | 1.00 | 9.00 |
| 18 | 02/13/11 | 02/26/11 | 03/04/11 | 1.00 | 9.00 | 1.00 | 8.00 |
| 19 | 02/27/11 | 03/12/11 | 03/18/11 | 1.00 | 8.00 | 1.00 | 7.00 |
| 20 | 03/13/11 | 03/26/11 | 04/01/11 | 1.00 | 7.00 | 1.00 | 6.00 |
| 21 | 03/27/11 | 04/09/11 | 04/15/11 | 1.00 | 6.00 | 1.00 | 5.00 |
| 22 | 04/10/11 | 04/23/11 | 04/29/11 | 1.00 | 5.00 | 1.00 | 4.00 |
| 23 | 04/24/11 | 05/07/11 | 05/13/11 | 1.00 | 4.00 | 1.00 | 3.00 |
| 24 | 05/08/11 | 05/21/11 | 05/27/11 | 1.00 | 3.00 | 1.00 | 2.00 |
| 25 | 05/22/11 | 06/04/11 | 06/10/11 | 1.00 | 2.00 | 1.00 | 1.00 |
| 26 | 06/05/11 | 06/18/11 | 06/24/11 | 1.00 | 1.00 | 1.00 | 0.00 |
| 1 | 06/19/11 | 07/02/11 | 07/08/11 | 1.00 | 0.00 | 0.00 | 0.00 |
| | | | | 26.10 | | 26.00 | |

FTE Cap

Article 1, Section 11 of the FY 2010 Appropriations Act establishes the FTE caps for each agency in state government which total 15,358.6 Full Time Equivalent positions statewide. In addition, the General Assembly provided further that as of October 1, 2008, the total filled positions cannot exceed 14,958.6. The Budget Office has allocated, on a preliminary basis, the 400 FTE reduction across all state agencies. The FTE chart, which is attached, reflects this working budget allocation. Your agency's FY 2010 and FY 2011 budget submissions cannot exceed this allocation. Any decisions to deviate from the pro-rata methodology will be made during the FY 2011 budget process.

Article 1, Section 11 of the FY 2010 Appropriations Act also defines the procedure for obtaining an adjustment to a full time equivalent authorization level. Similar to the procedure for obtaining increases in federal and restricted receipt account appropriations, any adjustments to FTE authorizations must be approved, at the recommendation of the State Budget Office, by the Governor, the Speaker of the House and the Senate Majority Leader.

Agencies or departments that require an increase to their current FTE authorization limit, as established in the FY 2010 Appropriations Act (see Table 3), should include such a request in their FY 2010 Revised Budget request. Within each program where additional FTE positions are being requested, the following questions should be answered on a *Narrative Information* form (Form BR-10).

- What is the critical need for the position(s)?
- What will the position(s) be doing?
- Why can't present staff perform the function(s)?
- If additional FTE's are not provided, how will the program be impacted?

If an increase to the current FTE authorization is required subsequent to the submission of the budget in September, agencies may submit a separate request, at any time during the fiscal year, which provides the same information as requested above. This request should be addressed to the Budget Officer. If approved, the appropriate paperwork will be submitted to the Governor, the Speaker of the House, and the Senate Majority Leader for their signatures.

Full-Time Equivalent Positions

| | FY 2010 Enacted |
|--|-----------------------|
| General Government | |
| Administration | 895.6 |
| Business Regulation | 91.0 |
| Labor & Training | 436.3 |
| Revenue | 424.0 |
| Legislature | 297.9 |
| Office of the Lieutenant Governor | 8.0 |
| Secretary of State | 57.0 |
| General Treasurer | 83.0 |
| Boards for Design Professionals (4) | |
| Board Of Elections | 12.0 |
| Rhode Island Ethics Commission | 12.0 |
| Office of the Governor | 43.0 |
| Commission for Human Rights | 14.5 |
| Public Utilities Commission | 44.0 |
| Rhode Island Commission on Women | 1.0 |
| Subtotal - General Government | 2,419.3 |
| Human Services | |
| Office of Health and Human Services | 74.1 |
| Children, Youth, and Families | 700.0 |
| Elderly Affairs | 31.0 |
| Health | 414.6 |
| Human Services | 954.6 |
| Mental Health, Retardation, & Hospitals | 1,398.4 |
| Office of the Child Advocate | 5.7 |
| Commission On the Deaf & Hard of Hearing | 3.0 |
| State Council on Developmental Disabilities (3) | |
| Governor's Commission on Disabilities | 4.0 |
| Office of the Mental Health Advocate | 3.7 |
| Subtotal - Human Services | 3,589.1 |
| Education | |
| Elementary and Secondary Education | 134.4 |
| Davies | 133.0 |
| School for the Deaf | 60.0 |
| <i>Elementary Secondary Education - Total</i> | <i>327.4</i> |
| Office of Higher Education Non-Sponsored Resear | 19.4 |
| URI Non-Sponsored Research | 1,851.5 |
| RIC Non-Sponsored Research | 813.1 |
| CCRI Non-Sponsored Research | 713.1 |
| <i>Higher Education - Total Non-Sponsored</i> | <i>3,397.1</i> |
| RI Council On The Arts | 8.6 |
| RI Atomic Energy Commission | 8.6 |
| Higher Education Assistance Authority | 42.6 |
| Historical Preservation and Heritage Commission | 16.6 |
| Public Telecommunications Authority | 18.0 |
| Subtotal - Education | 3,818.9 |

Full-Time Equivalent Positions

| | FY 2010 Enacted |
|---|----------------------------|
| Public Safety | |
| Attorney General | 231.1 |
| Corrections | 1,423.0 |
| Judicial | 729.3 |
| Military Staff | 111.0 |
| Public Safety | 432.1 |
| E-911 (1) | - |
| RI State Fire Marshal (1) | - |
| Commission on Judicial Tenure and Discipline | - |
| Rhode Island Justice Commission (1) | - |
| Municipal Police Training Academy (1) | - |
| State Police (1) | - |
| Fire Safety Code Board of Appeal and Review (2) | - |
| Office of the Public Defender | 91.0 |
| Subtotal - Public Safety | 3,017.5 |
| Natural Resources | |
| Environmental Management | 417.0 |
| Coastal Resources Management Council | 30.0 |
| Water Resources Board | 6.0 |
| Subtotal - Natural Resources | 453.0 |
| Transportation | |
| Transportation | 780.2 |
| Subtotal - Transportation | 780.2 |
| Statwide Retirement Vacancies | |
| Total Non Sponsored | 14,078.0 |
| Higher Education Sponsored Research * | |
| Office | 1.0 |
| CCRI | 100.0 |
| RIC | 82.0 |
| URI | 602.0 |
| Subtotal Sponsored Research | 785.0 |
| Total Personnel Authorizations | 14,863.0 |
| Total Personnel | 14,863.0 |

*A total of 785.0 FTE positions in Higher Education in FY 2008 funds. Commencing in FY2005, these positions were included in caps for each program and for sponsored/non-sponsored research

- (1) Agencies merged with Department of Public Safety
- (2) Agencies merged with Department of Administration
- (3) Agency merged with URI
- (4) Agency merged with Department of Business Regulation

Forms/Samples

Table 4 lists each of the forms that are part of the FY 2011 budget process. This table also indicates the type of format (Excel or Word) each form is in, and the name of the spreadsheet or word processing file containing the respective form template, if applicable. Some information, listed under the Template column as “data”, will be provided at a later date, upon receipt of data from the Controller’s System for actual and FY 2008.

Both the templates of these forms and samples of completed forms are available on the Budget Office website at www.budget.state.ri.us under the Instructions tab.

If you have any questions on how to prepare a particular form, please contact your Budget Analyst for assistance.

UNIFIED ECONOMIC DEVELOPMENT BUDGET REPORT

Information Needed for Governor's Budget Submission

| By Fiscal Year | | | |
|---|--------------------|-------------------|-------------------|
| Information Needed to comply with 42-142-5(b)(1) | Previous FY | Current FY | Budget FY |
| Total cost to the State of tax expenditures from such tax credits and other tax benefits | ORA | ORA | ORA |
| Costs for each category of tax credits and other tax benefits | ORA | ORA | ORA |
| Amounts of tax credits and other tax benefits by geographical area | EDC/EZC/F&TVO/ORA | EDC/EZC/F&TVO/ORA | EDC/EZC/F&TVO/ORA |
| Information Needed to comply with 42-142-5(b)(2) | Previous FY | Current FY | Budget FY |
| Extent to which employees of tax credit or other tax benefits recipients receive Rite Care | OHHS | OHHS | OHHS |
| Extent to which employees of tax credit or other tax benefits recipients receive Rite Share | OHHS | OHHS | OHHS |
| Impact to state budget of the receipt of Rite Care or Rite Share by such employees | OHHS/Budget | OHHS/Budget | OHHS/Budget |
| Information Needed to comply with 42-142-5(b)(3) | Previous FY | Current FY | Budget FY |
| All appropriated expenditures for tax credits and other tax benefits by line item budget for: | | | |
| Department of Labor & Training | DLT/Budget | DLT/Budget | DLT/Budget |
| Department of Education | RIDE/Budget | RIDE/Budget | RIDE/Budget |
| Division of Taxation | Taxation/Budget | Taxation/Budget | Taxation/Budget |
| Office of Health and Human Services | OHHS/Budget | OHHS/Budget | OHHS/Budget |
| Economic Development Corporation | EDC/Budget | EDC/Budget | EDC/Budget |
| Commissioner of Higher Education | OHE/Budget | OHE/Budget | OHE/Budget |
| Research and Business Assistance Programs of Public Higher Education Institutions | OHE | OHE | OHE |

Notes:

- EDC: Rhode Island Economic Development Corporation
- Taxation: Rhode Island Division of Taxation
- DLT: Rhode Island Department of Labor & Training
- STAC: Rhode Island Science & Technology Advisory Council
- EZC: Enterprise Zone Council
- F&TVO: Rhode Island Film & Television Office
- Budget: State of Rhode Island Budget Office
- ORA: Office of Revenue Analysis
- OHHS: Office of Health and Human Services
- RIDE: Rhode Island Department of Elementary and Secondary Education
- OHE: Office of Higher Education