

2009-10

BUDGET INSTRUCTIONS

Governor's Budget Office

Office of the Budget

August 2008

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GLOSSARY OF TERMS

AGENCY PROGRAM PLAN (APP) – A document consisting of program and financial information projected over a five-year period. It thus serves as the agency input into the Commonwealth Program Plan.

BUDGET SUBTYPE – A term used to describe the components of various funding sources and status of the funding sources that determine the total funds available for each Commonwealth appropriation or executive authorization. Budget Subtypes include:

1000 – Appropriation or Executive Authorization – The amount provided in an enacted appropriation bill or executively authorized and issued in approved Expenditure Symbol Notification letters.

2000 – Estimated Augmentations – The amount made available in an approved allocation or allocation amendment to supplement an Appropriation or Executive Authorization from non-Federal sources.

3000 – Federal Transfers – The amount of expenditures anticipated to occur in the State Appropriation or Executive Authorization in the first instance and then transferred to a related Federal Appropriation or Executive Authorization.

4000 – Non-Federal Transfers – The amount of expenditures anticipated to occur in the State Appropriation or Executive Authorization in the first instance, and then transferred to another State Appropriation or Executive Authorization or Other Funds source within the same or a different Commonwealth Fund.

5000 – Pending Budget – Authorization to commit or expend funds not yet formally approved. This budget subtype is also used for preliminary allocations of funds to provide for essential funding needs until the Rebudget allocations are approved. Pending budget must be approved by the Deputy Secretary of the Budget.

6000 – Lapse – The amount of funds from the Appropriation or Executive Authorization for which a lapse has been processed and approved. These funds are no longer available for expenditure or commitment.

7000 – Federal Expiration – The amount of lapse of Appropriation or Executive Authorization authority from a Federal Appropriation or Executive Authorization.

9000 – *Budget Carry Forward* – *The amount of prior year available funds that have carried forward to a new fiscal year. Not used in budget preparation.*

BUDGET VERSION – Alternate drafts of the budget. Each budget version is a complete budget. Four versions are available to agencies for budget preparation: versions 10, 20, 30, and 40. Version 40 is the official submission to the Governor's Budget Office (GBO). Version 40 will be automatically accessible to the Governor's Budget Office.

BUSINESS AREA – Commonwealth agency.

COMMITMENT ITEM – A classification of expenditures or revenues used to identify the type of expenditure or revenues planned for in Budget Preparation and occurring in the Funds Management Module of SAP as commitments and expenditures are made and revenues received. Certain budget preparation information is provided based on commitment items (previously identified as major and minor objects of expenditure). A commitment item hierarchy is used to

roll expenditure details up to higher level categories (i.e. personnel costs, operational expenses, etc.)

COMMONWEALTH PROGRAM PLAN (CPP) – The aggregation of all of the Agency Program Plans (APP) within the framework of the Commonwealth's program structure.

CURRENT COMMITMENT – Current level of services; when used in projecting costs, the future cost consequences of current program policy. SEM-BPS system refers to this as "Cost to Carry."

DECISION PACKAGE – A related set of proposed expenditures designed to fund current programs, projects and activities or new or substantially changed programs, activities and projects. A decision package can include entire SAP Funds (appropriations) or a subset of an SAP Fund. Current decision package types include Cost to Carry Packages (identified as CTC Area) Program Revision Request Packages and Initiative Packages and Current Year Supplemental Packages. Program Revision Request Packages and Initiative Packages are numbered using the ZPACK transaction. If agencies request a supplemental appropriation for the current year, the supplemental request is prepared in decision package 335.

FUNCTIONAL AREA – Program subcategories, program categories and the Commonwealth Programs.

FUNDS CENTER – In SAP this refers to an organization. Funds Centers are in a standard hierarchy. (Agency, Deputy Secretary, Bureau, etc.)

GOAL – A goal is a desired state of affairs based upon current knowledge and values. It is timeless in the sense that as achievement approaches, goals tend to be restated at a higher level of aspiration or new goals are projected. Goals reflect the basic values of our society and are, therefore, always culture bound and subjective.

INITIATIVE – (See also definition of Program Revision Request) Changes in program purpose, level or activity as the result of changes in policy, statute, regulation or court direction which result in dollar increases or decreases too low to require submission of a Program Revision Request (i.e. less than \$200,000 or 15 percent of an appropriation, whichever is greater) are identified as Initiatives. Proposed improvements such as increased efficiency through computerization should be included. Cost increases to operate an existing program without change in policy, law or regulation such as increased fuel costs at an institution or increased rental costs for regional offices are current commitment costs and are not identified as Initiatives.

OBJECTIVE – A statement of program purpose in terms of desired accomplishments which can be measured.

ORGANIZATION ELEMENT – An organization element is the agency activity or set of activities which produce an output or group of related outputs which

contribute to the accomplishments of the objective of a single program subcategory. Organization elements are the basic units of the program structure.

ORGANIZATION ELEMENT COMPONENT – An organization element component is that part of an organization element which is supported by a single appropriation.

PAY SCALE GROUP – Pay range

PAY SCALE LEVEL – Pay step

PAY SCALE TYPE – Pay schedule

PROGRAM – A general term applied to any level of program aggregation defined in the Agency Program Plan. Included are the Commonwealth Program, the Program Category and the Program Subcategory.

PROGRAM CATEGORY – The first major subdivision of the Commonwealth program. The program category is defined in terms of desired substantive goals, e.g. clean air environment.

PROGRAM PERFORMANCE MEASURE – A general term applied to any of the substantive measures found in the Agency Performance Measures submission.

PROGRAM POLICY GUIDELINES (PPG) – Issued by the Governor, the policy guidelines identify those problems confronting the Commonwealth which are of major concern. The guidelines initiate the budget process in that they ask for a

preliminary assessment of alternative program changes which respond to the Governor's concerns.

PROGRAM REVISION REQUEST (PRR) – The PRR is the means by which the agency proposes a new program or a major change in an existing program. A PRR should reflect the guidelines provided by the PPG, results obtained from special analytic studies, or needs or demands considered relevant in the judgment of the head of an agency. A PRR must be submitted to support new programs or major changes in existing programs. As a general rule, in order to restrict PRRs to significant program changes, a PRR is to be submitted when an agency is requesting an increase or decrease of more than 15% but a PRR is not required if that 15% does not exceed \$200,000. If a question arises as to whether or not a PRR is required for a program change the Governor's Budget Office should be consulted. On occasion the GBO may request PRRs in addition to those included in the agency's original budget request.

PROGRAM STRUCTURE – The means that is employed to organize activities within a framework of goals and objectives so that organizations can be reviewed for decision purposes within the appropriate program context.

SAP FUND – In SAP, this represents the lowest level source of funding required for budgeting and monitoring. It is generally equivalent to an appropriation when the last three digits of the ten-digit fund code are zeros. If the last three digits are other than all zeros, a lower level of detail is indicated.

SEM-BPS – Strategic Enterprise Management - Business Planning and Simulation. The Integrated Enterprise System Budget Preparation module.

GENERAL RULES OF BUDGET PREPARATION

- 1. The development of a budget request** that represents the best planning efforts of a department and is not simply an inflated version of last year's budget requires coordinated information from the Governor's Office, the department head, and departmental program managers.

The steps shown below are suggested as a guide to important interacting points in budget preparation. It is not necessary for a department to follow these procedures precisely; however, it is important that the flow of information and policy be effectively transmitted to all program managers for the preparation of their budget requests.

Department senior management should make program managers aware of the Governor's latest policy guidance and seek responses to the specific problems that the Governor wishes to highlight. Responses to the policy guidance should be reflected throughout the budget request including in Program Revision Requests where appropriate, reviewed by the department head and sent to the Secretary of the Budget as part of the budget request.

Each department head should provide policy guidelines to program managers by selecting subcategories which should receive particular attention because of effectiveness, need or demand, or administration policy. In this way, a department head indicates those programs that are to be emphasized or de-emphasized in the agency budget request.

Program planners may notify appropriate bureaus of the changes in type or level of activities which should take place to support department policy.

The result is a budget request for resources to fund current program levels and substantially reduced, new or revised programs included as program revision requests. All appropriation, subcategory, organization element (if the agency so chooses) and department schedules should include both current program requests and program revision requests (PRR) amounts. Budget request details are entered into the Agency Program Plan (APP) on (1) the Subcategory Program Measure and Source of Funds, (2) the PRR Program Measures and Source of Funds and (3) the Program Funding Summary which provides a total APP including PRRs. SEM-BPS data entry forms permit separate decision packages to be set up for current commitment (cost to carry), Initiative and PRR costs. Database reports have been developed to add the decision packages into complete appropriations.

- 2. Official Budget Schedules** – All budget requests are to be submitted on the schedules or in the formats shown in this manual. Computerized forms are to be prepared using the templates provided by the Governor's Budget Office (GBO) and SEM-BPS forms. GBO will indicate elsewhere in these instructions the specific SEM-BPS form to be used for the request. Hard copies of the template forms and certain SEM-BPS reports are to be included in the agency budget request. Agencies should use the appropriate outlines of forms for printing. This will significantly reduce the size of the paper copy in many cases. Electronic copies of templates are to be provided for use by the GBO as worksheets. Computer template forms should not be modified by the agencies without prior approval of GBO. Hard copies of the computer produced forms are to be reproduced consistent with other schedules on 8 1/2 x 11 inch paper across the 11 inch side. (Appropriation summary forms are printed portrait across the 8 1/2 inch side.) Some reduction of computer printouts on a photocopier may be necessary. Agencies must insure that all copies are legible.

- 3. Commonwealth Funds to be included – *All expenditure symbols, (appropriations, executive authorizations, augmentations, restricted receipts, restricted revenues, and non-budgeted Ledger 5 accounts) are to be included in budget preparation.*** Only expenditures from the General Fund or the special funds shown below shall be entered as State Funds (source of funds S). Other special funds, restricted receipts and revenues *that are not appropriated and non-budgeted (Ledgers 4, 5 and 6)* shall be entered as Other Funds (source of funds O). Funds which augment State Funds shall be entered as Augmentations (source of funds A). All funds from Federal sources, including subgrants from other departments, are to be entered as Federal Funds (source of funds F). Appropriations and executive authorizations from restricted receipt and restricted revenues are shown as source of funds *R (Ledger 16 and 26)*.

COMMONWEALTH SPECIAL FUNDS

Budgeted as State Funds

Motor License (010)	State Racing (005)
Game (011)	Lottery (002)
Fish (012)	Keystone Recreation, Park and Conservation (149)
Boat (025)	Environmental Stewardship (008)
Banking Department (013)	Tobacco Settlement Fund (071)
State Farm Products	
Show (015)	

4. **Department Head Responsibility** – Budget preparation is the responsibility of the head of each department or agency.
5. **Comptroller’s Responsibility** – Comptrollers should supply historical and other accounting data upon request of the agency head.
6. **Method of Preparation** – Preparation of a budget should begin with program decisions at the subcategory level and if the agency chooses, proceed to the organization element level, where appropriation and organization contributions to elements are determined and documented. Financial data is entered in SEM-BPS layouts at commitment item level 3 (minor object) and funds center level 3.
7. **Levels of Presentation** – Financial data is presented by appropriation (SAP Fund) and by program subcategory and aggregated to the agency and the Commonwealth levels. The Summary by Fund and Appropriation summarizes all agency appropriation information while the Program Funding Summary summarizes all subcategory financial information at the agency level in the APP. Program data are presented on the subcategory level. In SEM-BPS commitment item planning information is entered at the Commitment Item level 3 (essentially minor object) and funds center level 3 and rolled up in certain reports. Small amounts may be combined and entered as a consolidated amount.
8. **Thousands Only** – In furnishing dollar amounts on all workbook schedules, except the Complement Summary and Program Measures, round all dollar amounts to the nearest thousand in all columns. Do not enter the final 000, thus, \$50,000 will appear as \$50. Certain SEM-BPS forms require data to be entered in whole dollars. However, the information (other than complement information) should be rounded to the extent possible so that the last three digits are zeros.
9. **Identifying Data in Workbooks** – Identifying data is entered on Appropriation Profile forms in workbooks or directly on stand alone forms. Use appropriation (SAP account code) symbols as they appear in the latest Status of Appropriations issued by the Bureau of Financial Management or latest Expenditure Symbol Notification (ESN) letter. ICS codes are based on the latest ESN letter. If no symbol number has been assigned, a temporary symbol number will be assigned for the agency’s use. File names are to be entered on the computer forms. See the instructions on page 8 for file names to be used.
10. **Table of Contents** – A table of contents is to be provided in all submissions to facilitate use of the request package. Number all pages at the bottom right of the page in the same manner that page numbers appear in these instructions.
11. **Sequence of Presentation** – The proper sequence of schedule presentation is indicated on the Budget Request Presentation Order page. Number all pages. Group pages by Commonwealth fund and appropriation (7 digit SAP Fund) within subcategory, not by form. That is, rather than group all program measures together for all subcategories show Program Source of Funds, Program Performance Measures, Program Analysis and Appropriation Detail for Subcategory A, then B, C, etc. Agencies with large submissions may wish to bind the submissions in three-ring notebook binders.
12. **Capital Expenditures** – Specific instructions are found in Section IV.
13. **Definition of Years**
 - A. **Actual Year** - Will include all expenditures, encumbrances and available balances chargeable to that fiscal year as reflected in the June 30 Status of Appropriations including any supplementals enacted after June 30. For non-appropriated and non-executively authorized restricted receipts and restricted revenues use expenditures only. (Prior Actual data follows the same definitions. Generally the Prior Actual should agree with the amounts shown in the Actual column of the latest printed Governor’s Executive Budget.) Actual Year information will *not* appear in SEM layouts, but will be queried from June 30 Current Budget amounts within FM data and will be visible only in BW reports. Adjustments to the Actual Year will be input and seen in SEM in the Actual Year Commitment Item Adjustments layout.
 - B. **Available (current) Year** – Will be consistent with the approved rebudget. Will include amounts appropriated to date or, if an item has not yet been acted upon by the General Assembly, either the amounts estimated in the Governor’s Budget request for the current year or in the case of Federal Funds, the best estimate currently available. When a lump sum for future distribution has been appropriated for such costs as employee benefit increases and general salary increases, generally the actual or estimated distribution amount should be included in the available year. For non-appropriated and non-executively authorized restricted receipts and restricted revenues use the best estimate of expenditures currently available. Available Year information will *not* appear in SEM layouts, but will be queried from Current Budget amounts within FM data and will be visible only in BW reports. Only the adjustments to the Available Year will be input in the SEM layouts. The results will be seen only through BW reports. Current Year Supplemental

Requests / Decision Package 335 will be the only allowable adjustment in the Available Year since all other data will be constantly refreshed in BW reports to reflect the approved Rebudget and subsequent Budget adjustment transactions. If other adjustments are needed, consult with your GBO analyst.

- C. Budget Year – Will reflect the amounts being requested for the next fiscal year.
- D. Planning Years 1, 2, 3 and 4 – Will reflect the cost of the budget year request projected into the future and the implementation of legislatively mandated increases which may be effective in a future year but will not anticipate additional executive requests.

14. Bond Funds – Expenditures from the proceeds of bond issues are not to be included in any of the budget schedules with the exception that bond expenditures by the Department of Transportation, Department of General Services and the Infrastructure Investment Authority should be budgeted under Other Funds.

15. Appropriation of Federal Funds –On the Summary by Fund and Appropriation and the Agency Program Plan, Federal appropriations and Federal executive authorizations will continue to be shown as Federal funds with the State appropriation to which they relate. The detail of the individual appropriations will be shown on the Summary by Fund and Appropriation.

For consistency with the treatment of State appropriations, administrative costs should be identified separately from Federal

funds to be used for grants and subsidies. New Federal appropriation line items should not be established for each additional grant award from the same Federal source for essentially the same purpose. For example, if an agency receives several Federal grant awards from the Department of Interior for grants for various recreation projects, the grants should be combined into one appropriation.

Agencies are encouraged to maximize the use of direct appropriation of Federal funds and minimize the use of Federal subgrants between agencies and programs.

16. Organization Chart – Agencies are required to include a current organization chart that is consistent with the established fund centers used to prepare the Budget request.

17. Forms – Electronic templates for budget forms will be available on the FTP server at <ftp://obftpsv.coin.state.pa.us>. Files are found in the Templates folder. Templates are also available from the Governor's Budget Office. Contact the appropriate budget analyst.

Agencies will be notified when SEM-BPS planning folders are available for agency staff mapped to Budget Preparation roles.

18. Budget documents are to be submitted by specified deadlines to the Governor's Budget Office, 7th Floor Verizon Tower, Strawberry Square as indicated on the Budget Submission Calendar found in these instructions. Agencies should contact the budget analyst in the Bureau of Budget Analysis to arrange for submission of computer files.

BUDGET REQUEST – PRESENTATION ORDER

- | | |
|--|---|
| <p>I. DEPARTMENT SUMMARY</p> <ul style="list-style-type: none"> Transmittal Statement Department Statement Agency Organization Chart Table of Contents Comparative Financial Statements Summary by Fund and Appropriation Authorized and Filled Complement Summary Summary of Program Revision Requests Summary of Initiatives <i>Program Funding Summary</i> <i>Federal Funds Assumptions</i> Agency Personnel Cross Charges <p>II. AGENCY PROGRAM PLAN AND APPROPRIATION DETAIL</p> <p style="padding-left: 20px;">For each Subcategory:</p> <ul style="list-style-type: none"> Program Source of Funds Program Performance Measures Program Analysis <p style="padding-left: 20px;">For each Appropriation within the Subcategory:</p> <ul style="list-style-type: none"> Appropriation Funding Summary Appropriation Summary Narrative Major Object Summary SEM-BPS Commitment Item Level I Summary Information Technology Requests SEM-BPS Complement Planning Summary Cost by Institution Population Statistics <p>III. PROGRAM REVISION REQUEST (PRR)</p> <p style="padding-left: 20px;">For each PRR:</p> <ul style="list-style-type: none"> Program Source of Funds Program Performance Measures Program Analysis PRR Implementation Plan SEM-BPS Commitment Item Level I Summary for PRR Decision Package SEM-BPS Complement Planning Summary Report by PRR Decision Package | <p>IV. CAPITAL BUDGET</p> <ul style="list-style-type: none"> Departmental Summary of Requests Capital Project Justification Forecast of Future Year Project Authorizations Highway Project Estimate Capital Project Expenditures Summary <p>V. SPECIAL FUNDS APPENDIX</p> <p>VI. BLOCK GRANT APPENDIX</p> <p>VII. FEDERAL FUNDS BUDGETING AND ACCOUNTING</p> <p>VIII. INFORMATION TECHNOLOGY</p> |
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It is suggested that the major sections of the budget request document be tabbed for reference.

A table of contents is to be included. Budget request pages are to be assembled following the order shown on the left and numbered sequentially at the bottom right of each page. To facilitate completion by section, each section may be numbered separately prefaced by a letter. See sections in the Governor’s Budget for an example.

BUDGET SUBMISSION CALENDAR

OCT. 7

Budget Request Submission

Aging
Banking
Civil Service
Conservation and Natural Resources
Emergency Management Agency
Environmental Hearing Board

Executive Offices (first half – Agencies without
Federal Funds)
Governor’s Office
Ethics Commission
Health Care Cost Containment Council
Housing Finance Agency
Labor and Industry

Military and Veterans Affairs
Milk Marketing Board
Municipal Employee’s Retirement
Patient Safety Authority
Probation and Parole
Public School Employees’ Retirement
Public Television Network

Revenue
Securities Commission
State
State Employee’s Retirement System
State Police
Tax Equalization Board

OCT. 9

Budget Request Submission

Lieutenant Governor
Agriculture
(Including Special Funds)
Attorney General
Auditor General
Treasury
Community and Economic Development

Corrections
Education
Environmental Protection
Executive Offices (second half– Agencies with
Federal Funds)
Fish and Boat Commission
Game Commission

Gaming Control Board
General Services
Health
Historical and Museum Commission
Higher Education Assistance Agency
Insurance
Liquor Control Board

Infrastructure Investment Authority (PENNVEST)
Public Utility Commission
Public Welfare
Transportation
Legislature
Judiciary

OCT. 9

**Capital Budget
(One Extra Copy)
All Agencies**

Documents are to be submitted as separate, collated paper copies, **electronic copies and release of SEM-BPS forms** for use by the GBO:

- Thirteen copies of total **Budget Request**
- One extra copy of **Capital portion of Budget Request and Completed Computer Files**

COMPUTER DISK LABELS AND FILE NAMES

For ease of identification and use of the forms, computer disk labels and file names are to be established.

Agencies should be transmitting Budget Requests electronically.

Separate forms are grouped in workbooks. The agency level workbook is to be identified with the agency abbreviation from Table A below, the SAP Fund number (first

seven digits only) and abbreviation from Table B, which identifies the type of forms contained in the workbook (file). Thus the file name for the Department of Environmental Protection General Government Operations Workbook is DEP1039008C.

The Capital Project Justification file name is "DEPPJ2".

TABLE A

Department Name	Abbreviation	Department Name	Abbreviation	Department Name	Abbreviation
Governor's Office.....	GOV	Aging.....	AGE	Infrastructure Investment Authority (PENNVEST).....	IIA
Executive Offices:		Agriculture.....	AGR	Insurance.....	INS
Office of Administration.....	EXOA	Banking.....	BANK	Labor & Industry.....	L&I
Office of Information Technology.....	EXIT	Civil Service Commission.....	CSC	Liquor Control Board.....	LCB
Inspector General.....	EXIG	Community and Economic Development.....	CED	Military and Veterans Affairs.....	MIL
Office of the Budget.....	EXOB	Conservation and Natural Resources.....	CNR	Milk Marketing Board.....	MMB
Human Relations Commission.....	EXHR	Corrections.....	COR	Patient Safety Authority.....	PSA
Council on the Arts.....	EXCA	Education.....	ED	Probation and Parole.....	PROB
Commission for Women.....	EXCW	Emergency Management Agency.....	PEMA	Public School Employees' Retirement System.....	PSERS
Juvenile Court Judges Commission.....	EXJC	Environmental Hearing Board.....	EHB	Public Television Network.....	PPTN
Office of General Counsel.....	EXGC	Environmental Protection.....	DEP	Public Utility Commission.....	PUC
Public Employee's Retirement Commission.....	EXRC	Ethics Commission.....	ETH	Public Welfare.....	DPW
Rural Development Council.....	EXRD	Fish and Boat Commission.....	FISH	Revenue.....	REV
Latino Affairs Commission.....	EXLA	Game Commission.....	GAME	Securities Commission.....	SEC
Commission on Crime and Delinquency.....	EXCD	Gaming Control Board.....	GCB	State.....	ST
African American Affairs Commission.....	EXAA	General Services.....	DGS	State Employees' Retirement System.....	SERS
Asian American Affairs.....	EXAM	Health.....	HLTH	State Police.....	STPL
Health Care Reform.....	EXHC	Health Care Cost Containment Council.....	HCCC	Tax Equalization Board.....	STEB
Lt. Governor's Office.....	LT	Higher Education Assistance Agency.....	PHEA	Transportation.....	TRAN
Attorney General.....	ATTG	Historical & Museum Commission.....	H&M	Judiciary.....	JUD
Auditor General.....	AUDG	Housing Finance Agency.....	HFA		
Treasury.....	TREA				

TABLE B

Form	Code	Example
Agency Workbook.....	Agency Abbreviation + AG.....	DEPAG
Appropriation Workbook — Operating and Institutional Appropriations.....	Agency Abbreviation + SAP Fund number (7 digits only) + C.....	DEP1039008C
Appropriation Workbook — Grants and Subsidies.....	Agency Abbreviation + SAP Fund number (7 digits only) + G.....	DEP1039108G
Agency Program Plan Workbook.....	Agency Abbreviation + "APP".....	DEPAPP
Institution Workbook.....	SAP Fund number (7 digits only) + I.....	DPW1024907I
PRR Workbook.....	PRR + Priority Number.....	DEPPR1
Comparative Financial Statement.....	Agency Abbreviation & Fund Name (Fund Type) Abbr.....	DEPBOAT
Capital—Departmental Summary of Requests.....	Agency Abbreviation + CDS.....	DEPCDS
Capital Project Justification.....	PJ + Project Priority Number.....	DEPPJ2
Capital Forecast of Future Project Authorizations.....	Agency Abbreviation + CFFP.....	DEPCFFP
Capital Project Expenditure Summary.....	Agency Abbreviation + CES.....	DGSCES

BUDGET FORMS

The Budget will be prepared using Budget Templates and SEM – BPS Layouts. Budget Templates are found on the FTP Server: <ftp://obftpsv.coin.state.pa.us>. The table below lists each form required for the Budget, identifies the location of the form (workbook and tab name or layout name), whether it is used for the Budget (B) and/or Rebudget (R), whether a printed copy of the form is included in the hard copies of the request and indicates how the form is prepared. Use only the forms specified below to prepare the Budget. Leave all Rebudget forms hidden in the templates for use later.

FORM	SEM/ EXCEL (WB)	TAB NAME	Bgt / Rbt	PRNT (Y/N)	PREPARATION
I. Agency Workbook					
Agency Cover Page	WB 2009DEPT	Cover	B&R	Y	Agency prepares.
Transmittal Statement	WB 2009DEPT	Transmittal	B&R	Y	Agency prepares.
Agency Statement	WB 2009DEPT	Statement	B&R	Y	Agency prepares.
Organization Chart	NA	NA	B&R	Y	Agency prepares consistent with funds centers used to prepare request.
Table of Contents	WB 2009DEPT	Contents	B	Y	Agency prepares.
Summary by Fund and Appropriation	WB 2009DEPT	SFA	B&R	Y	Agency completes Prior Actual, Actual and Available Year and prepares the Budget Request portion.
Federal Funds Assumptions	WB 2009DEPT	FFA	B	Y	Agency prepares.
Authorized and Filled Complement Summary	WB 2009ACS	ACS	B&R	Y	GBO provides two actual years and current year authorized and filled complement for agencies reported in PIP equivalent reports. Agency enters the budget request. Copy the form from FTP Server and add information; save as a stand-alone workbook or create a new tab in the Agency Workbook.
Program Revision Requests Summary	WB 2009DEPT	PRR Summ	B&R	Y	Agency prepares.
Initiatives Summary	WB 2009DEPT	Init Summ	B	Y	Agency prepares.
Agency Personnel Cross Charges	WB 2009DEPT	CROSS	B&R	Y	Agency prepares.
II. Separate Files					
Comparative Financial Statements	WB 2009FINST	Finanst	B&R	Y	Agency prepares.
Cash Flow Statements-Appendix Special Funds	WB 2009 Cash Flow	Cash Flow	B&R	Y	Agency prepares. (Actual Year data will be provided).

FORM	SEM/ EXCEL (WB)	TAB NAME	Bgt / Rbt	PRNT (Y/N)	PREPARATION
Information Technology Appendix	WB 2009 IT Appendix	NA	B&R	Y	Summary data from SAP – BW reports is entered into this template. Specific appropriation data must be included in the IT_REQUEST tab in Excel WB 2009OPER template.
III. A. Appropriation Workbook (Operating Appropriations)					
Appropriation Profile Page	WB 2009OPER	PROFILE	B&R	N	Agency prepares.
Appropriation Funding Summary	WB 2009OPER	AFS	B&R	Y	Agency prepares.
Appropriation Summary	WB 2009OPER	ASUM	B	Y	Agency prepares.
Major Object Summary	WB 2009OPER	MOS	B	Y	Information entered automatically from the Major Object Summary-Source of Funds.
Rebudget Major Object Summary	WB 2009OPER	RMOS	R	N	Rebudget use only. Information entered automatically from the Major Object Summary Source of Funds.
Major Object Summary-Source of Funds	WB 2009OPER	MOS-SOURCE	B&R	N	Agency prepares. Enter information in the Actual, Available and Budget Request columns of the Budget template Major Object Summary-Source of Funds.
Adjustments	WB 2009 OPER	Adjust	B&R	N	Agency prepares. Enter all calculations and explanations necessary as a result of any proposed modifications to standard factors or other adjustments to complement summary projections.
Major and Selected Minor Object Explanation	WB 2009OPER	NARRATIVE	B&R	Y	Agency prepares.
Information Technology Request	WB 2009OPER	IT_REQUEST	B	Y	Agency prepares.
Miscellaneous Calculations and Notes.	WB 2009OPER	SCRATCH_PAD	B&R	N	Agency prepares as needed.
Federal Funds Budgeting Form	WB 2009OPER	MOS-SOURCE	B&R	Y	Form is generated from the Major Object Summary-Source of Funds.
III. B. SEM-BPS Planning Folders – Complement					
NOTE – Before beginning, budget version must be defined by the agency, decision packages must be created by the agency and new SAP funds must be created by IES. The title of any new SAP fund created in budget preparation will be visible to all agencies that work in this system.					
Filled Position Planning	SEM - Complement Planning	Filled Position Planning/LWOP	B&R	N	Position data entered from HR. Agency makes any edits in the Comp or Other Adjustment layout to reflect filled positions for budget request.
Vacant/LWOP Planning	SEM - Complement Planning	Vacant/LWOP Position Planning	B&R	N	Position data entered from HR. Agency edits to reflect any adjustments to vacant positions for budget request.
New Position Planning	SEM - Complement Planning	New Position Planning	B&R	N	Agency prepares.

FORM	SEM/ EXCEL (WB)	TAB NAME	Bgt / Rbt	PRNT (Y/N)	PREPARATION
Comp Adjustment	SEM - Complement Planning	Comp Adjustment	B&R	N	Agency enters adjustments for filled, vacant, new position or other personnel costs. AGENCY DOCUMENTS ALL ADJUSTMENTS ON AN ADJUSTMENT TAB.IN THE 2009 OPER WORKBOOK.
EB Factors	SEM - Complement Planning	EB Factors	B&R	N	Standard employee benefit and salary adjustment factors as provided in these instructions will appear. Any agency adjustments must be entered in the Comp or Other Adjustment layout. An explanation must be provided in the Adjustment Tab of the 2009OPER workbook.
Employee Benefits	SEM - Complement Planning	EB Salary/ Complement	B&R	N	Various employee benefit and other adjustment factors are calculated. Agency adjustments must be made in the Comp or other Adjustment layout.
Other Personnel Costs	SEM - Complement Planning	Other Personnel	B&R	N	Agency enters.
Federal Direct Charges	SEM-Complement Planning	Federal Direct Charges	B&R	N	Direct charges as a result of CATS and other direct charge tools that charge a portion of payroll to Federal appropriations are entered by the agency.
Nonfederal Direct Charges	SEM-Complement Planning	Nonfederal Direct Charges	B&R	N	Direct charges as a result of CATS and other direct charge tools that charge a portion of payroll to <i>other nonfederal</i> appropriations are entered by the agency.
Other Personnel Costs Benefits	SEM - Complement Planning	EB Other Personnel	B&R	N	Various employee benefit and other adjustment factors for other personnel costs are calculated. Agency adjustments must be made in the Other Adjustment layout.
Other Adjustments	SEM - Complement Planning	Other Adjustments	B&R	N	Agency makes adjustments that do not impact employee benefits. Agency documents all adjustments in the 2009 OPER workbook on an adjustment tab.
Complement Subtype Distribution	SEM – Complement Planning	Subtype Distribution	B&R	N	Agency prepares. Commitment items appear as subtype 9999. Agency distributes by budget subtype.
III C. SEM-BPS Planning Folders – Commitment Items					
Actual Year Adjustment Layout	SEM - Commitment Item Planning	Actual Year Planning Layout	B&R	N	Adjust the amounts in subtype 1000, 2000, 3000, and 4000 to bring into agreement with June 30 actual. Revenues are included in this layout.
Available Year Adjustment Layout	SEM - Commitment Item Planning	Available Year Planning Layout	B&R	N	Adjustments to the available year should include only requested supplementals (decision package 335). Any other request for adjustment should be reviewed with the GBO analyst.
Request Year Expenditures and Transfers	SEM - Commitment Item Planning	Expenditures and Transfers	B&R	N	Agency prepares. Non-personnel costs commitment items are entered manually and distributed by budget subtype.
Request Year Estimated Augmentations	SEM - Commitment Item Planning	Estimated Augmentations	B&R	N	Used to display in detail the revenue commitment items included in the estimated augmentations in the Request Year Distribution Layout.
III. D. Appropriation Workbook (Grants & Subsidies)	2009G&S				Same as Appropriation Workbook – Operating.

FORM	SEM/ EXCEL (WB)	TAB NAME	Bgt / Rbt	PRNT (Y/N)	PREPARATION
III. E. Appropriation Workbook (Multiple Appropriations)					
Multiple Appropriations Summary	WB 2009ASUM3	ASUM3	B	Y	Agency prepares for nonpreferred appropriations.
IV. Institutional Workbook					
Title Sheet	WB 2009INST	Titles	B&R	N	Agency prepares.
Institutional Cost Sheet	WB 2009INST	Inst. Costs	B&R	Y	Agency prepares.
Institutional Population Sheet	WB 2009INST	Inst. Pop	B&R	Y	Agency prepares.
Institutional Data Points	WB 2009INST	Data Points	B&R	N	Captures information that can be used for graphs.
Miscellaneous Calculations and Notes	WB 2009INST	Scratchpad	B&R	N	Agency prepares as needed.
V. Agency Program Plan Workbook					
Title Sheet	2009APP	Titles	B	N	Agency prepares.
Subcategory Source of Funds	2009APP	SCAT	B	Y	Agency prepares.
Program Analysis	2009APP	Program Analysis	B	Y	Agency prepares.
Program Funding Summary	2009APP	PFS	B	Y	Agency prepares.
Miscellaneous Calculations and Notes	2009APP	Scratchpad	B	N	Agency prepares as needed.
VI. Program Performance Measure Workbook					
Performance Measure Objectives	WB 2009MEAS	Measures	B	Y	Agency prepares.
Narrative	WB 2009MEAS	Narrative	B	Y	Agency prepares.
Performance Measure Definitions	WB 2009MEAS	Definitions	B	Y	Agency prepares.
VII. Program Revision Request Workbook					
Profile Page	2009PRR	PROFILE	B	N	Agency prepares.
Program Source of Funds	2009PRR	SRC	B	Y	Agency prepares.
Program Performance Measures	2009PRR	SRC	B	Y	Agency prepares.
Program Analysis	2009PRR	Program Analysis	B	Y	Agency prepares.
PRR Implementation Plan	2009PRR	PLAN	B	Y	Agency prepares.

FORM	SEM/ EXCEL (WB)	TAB NAME	Bgt / Rbt	PRNT (Y/N)	PREPARATION
VIII. Capital Budget Workbook					
Capital Budget Dept Summary of Requests	WB 2009-CAPITAL	CBSUMM	B	Y	Agency prepares.
Capital Budget Project Justification	WB 2009-CAPITAL	CBPROJECT	B	Y	Agency prepares.
Capital Budget Forecast of Future Project Authorizations	WB 2009-CAPITAL	FORECAST	B	Y	Agency prepares.
Capital Project Expenditure Summary	WB 2009-CAPITAL	BESUMM	B	Y	Agency prepares.
Highway Project Estimate	WB Highway	Highway	B	Y	Agency prepares.
Supporting Information					Insert worksheets in the workbook or provide separately as appropriate.
IX. SEM-BPS / Business Warehouse Reports and Budget Business Warehouse Report Verification Checklist– Agency Budget Submission					
Commitment Item Level 1 Summary	Commitment Item Level 1 Summary	NA	B&R	Y	This report summarizes Actual, Available and Request amounts by commitment item level 1 within an SAP Fund (appropriation) at funds center level 1.
Complement Planning Summary	Agency Complement Planning Summary	Summary, New Positions, Vacant/LWOP, Comp Adjustment, Other Adjustment, Other Personnel Costs	B&R	Y	This report provides both summary and detail views of the data recorded in SEM in the Complement Planning Layout. It is submitted in lieu of the Complement Summary and attendant worksheets formerly prepared in Excel templates.
Budget Business Warehouse Report Verification Checklist	Verification Check List	NA	B&R	N	Agency Prepares to verify that appropriate Business Warehouse reports were run against version 40 and corrections to SEM layouts completed as needed before the official Budget request is transmitted.

**SECTION I
DEPARTMENT SUMMARY**

This section presents the budget request of the department highlighting appropriation totals and overall departmental policy.

AGENCY COVER PAGE
200_-200_ Budget Request

	Dept / BA #s	ABBR	TITLE
DEPARTMENT	099		Agency Name
BUSINESS AREA	99		

*AGENCY
MISSION
STATEMENT*

The Agency Cover page provides the agency name and agency abbreviation to be used on all other files for identification purposes.

The Agency Mission Statement is entered to provide the agency's overall mission.

Transmittal Statement
Agency Name

Agency _____

Date _____

TRANSMITTAL STATEMENT

To the Secretary of the Budget

This and the accompanying statements, schedules, and explanatory sheets comprising _____ pages constitute the capital and operating budget estimates of this Agency for all proposed expenditures for the fiscal year _____.

All statements and explanations contained in the estimates submitted herewith are true and correct to the best of my knowledge.

Signed: _____

(Agency Head)

This transmittal statement shall be used once in an agency presentation. The purpose of the schedule is:

- 1. To record the total number of sheets submitted to the Office of the Budget.**
- 2. To secure the required signature of the department or agency head.**
- 3. To establish the date of submission.**

The form may be prepared on the sheet (Tab) provided in the agency workbook or in a separate wordprocessing file.

DEPARTMENT STATEMENT

This schedule is to be used by the department or agency head to present a narrative explanation of the overall policy, program, and operational considerations which are being emphasized in this budget request.

The narrative statement should highlight the department or agency's overall approach within the framework of a strategic plan to implement the Commonwealth's Mission Statement and program goals. It should include highlights of specific proposals to improve the efficiency and effectiveness of program operations, initiatives and shifts in directions in programs and the way these relate to the Governor's policy guidance and department or agency mission, goals and objectives.

The following should be included:

- A discussion of the agency's overall approach to the budget and its priorities.
- A brief discussion of the agency's response to the Governor's policy guidance and any other specific initiatives proposed that focus on program and operational efficiencies or new programs or improvements in the treatment of ongoing programs.
- A brief discussion of how the Agency's Mission Statement as presented on the Agency Profile page relates to the Commonwealth's Mission Statement and Program Goals (as presented in Section A of the Governor's Budget).
- A brief description of any strategic planning efforts the agency is undertaking to achieve its mission and goals.
- Cost reduction proposals including elimination of programs that are no longer effective and/or low priority programs or activities.

THE FORM MAY BE PREPARED ON THE SHEET (TAB) PROVIDED IN THE AGENCY WORKBOOK OR IN A SEPARATE WORD PROCESSING FILE.

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FY 2009-10 Budget Request**

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This presentation is to be prepared on the sheet (tab) provided in the agency workbook or in a separate word processing file.

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FY 2009-10 Budget Request
(continued)**

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SECTION VI: Block Grant Appendix

SECTION VII: Federal Funds Budgeting

SECTION VIII: Information Technology

**A table of contents is to be provided in all submissions to facilitate use of the request package.
Number all pages at the lower right corner of the page in the same manner that page numbers appear in these instructions.
To facilitate completion by section, each section may be numbered separately prefaced by a letter. See sections in Governor’s Budget for an example.**

COMPARATIVE FINANCIAL STATEMENT
AGENCY (Business Area) Title
COMMONWEALTH FUND

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	TWO YEAR PRIOR BUDGETED	TWO YEAR PRIOR ACTUAL	ONE YEAR PRIOR BUDGETED	ONE YEAR PRIOR ACTUAL	AVAILABLE	BUDGET	PLAN YR.1	PLAN YR.2	PLAN YR.3	PLAN YR.4
Beginning Balance	183,000									
Revenue:										
Revenue Source A	143,000									
Revenue Source B	14,000									
Prior Year Lapses	3,000									
Total Receipts	160,000									
Funds Available	343,000									
Expenditures:										
Agency A	116,000									
Agency B	84,000									
Agency C	7,000									
Less Current Year Lapses	(4,000)									
Total Expenditures	203,000									
Ending Balance	140,000									

This schedule must be prepared by the agency responsible for administering each Commonwealth special fund budgeted as State funds as listed in the *General Rules of Budget Preparation* in these instructions. In addition, the Budget Office may request that this schedule be prepared for selected special funds that appear in the Special Funds Appendix to the Governor's Budget and certain programmatic significant restricted accounts.

The format should be similar to the fund financial statement found in Section C of the current printed budget.

A preformatted file is provided in the agency workbook and should be used to prepare this schedule.

Enter two actual years, available, budget and all planning years. For each of the actual years, enter data as originally budgeted for that year (refer to the appropriate Governor's Executive Budget) and June 30 actuals.

Enter Agency and Commonwealth Fund Name at top of page.

Beginning Balance – July 1
 Actual Year – The actual fund balance as of July 1 of the last completed fiscal year. Also show the amount as originally budgeted for each of the actual years.
 Available Year – The July 1 fund balance of the current fiscal year.
 Budget Year - The estimated July 1 fund balance of the fiscal year for which this request is being prepared.
 Planning Years – The closing balance from the previous year except that zero rather than a negative figure is entered if the previous year ended with a deficit.

Revenue
 Include all revenue by major source received or anticipated for each fiscal year exclusive, include any transfer from the General Fund or any other special fund. (Identify each major source separately.)

Prior Year Lapses
 Prior Year – Actual and estimated lapses from prior year appropriations, to be reflected in the year in which lapse is processed. Also show the amount as originally budgeted for each of the actual years.
 Planning Years Estimate – Not applicable.

Total Funds Available
 Show the sum of beginning balance, revenue, transfer from General Fund, and lapses in each column.

Expenditures (by agency)
 List actual and estimated appropriations and executive authorizations against the fund by agency.

Current Year Lapses
 Actual and estimated lapses which are processed during or at the end of the fiscal year for which the appropriation was enacted.

Total Expenditures
 Show the sum of expenditures by agency minus current year lapses in each column.

Ending Balance – June 30
 The difference by column between total funds available and total expenditures.

SUMMARY BY FUND AND APPROPRIATION

(Dollar Amounts in Thousands)

State Police

Fund/Appropriation (SAP Fund Type / SAP Fund)	2006-07 Budgeted	2006-07 Actual	2007-08 Budgeted	2007-08 Actual	2008-09 Available	2009-10 Budget	PY1	PY2	PY3	PY4
General Fund:										
General Government Operations.....	\$98,750	\$98,356	\$							
(F) Drug Enforcement.....	130	128								
(F) Traffic Accident Reviews.....	30	30								
(A) Turnpike Commission.....	15,000	14,982								
(A) Criminal History Checks.....	2,299	2,299								
Subtotal - State Funds.....	\$98,750	\$98,356	\$							
Subtotal - Federal Funds.....	160	158								
Subtotal - Augmentations.....	17,299	17,281								
Total - General Government Operations	\$116,209	\$115,795	\$							
Patrol Vehicles.....	\$2,050	\$2,034								
(A) Automobile Sales.....	510	506								
Total - Parole Vehicles	\$2,560	\$2,540								
State Funds.....	\$100,800	\$100,390	\$							
Federal Funds.....	160	158								
Augmentations.....	17,809	17,787								
TOTAL GENERAL FUND	\$118,769	\$118,335	\$							
OTHER FUNDS:										
STATE STORES FUND										
Liquor Control Enforcement.....	\$ 12,894	\$ 12,894	\$							
STATE STORES FUND TOTAL	12,894	12,894								
DEPARTMENT TOTAL - ALL FUNDS										
GENERAL FUND.....	\$ 100,800	\$ 100,390	\$							
FEDERAL FUND.....	160	158								
AUGMENTATIONS.....	17,809	17,787								
OTHER FUNDS.....	12,894	12,894								
TOTAL	\$ 131,663	\$ 131,229	\$							

The Summary by Fund and Appropriation (SFA) includes detailed information on General Fund, Special Funds, Federal Funds, Restricted Receipts/Revenues, Augmentations and non-augmenting Other Funds. Information is provided for two actual years, available year, the budget request and four additional planning years. For each of the actual years information is provided on the final enacted amount and the June 30 actuals. (See the General Rules of Budget Preparation for additional information on the definition of years.) These columns provide a comparison between the plan and the actual expenditures for each year.

Enter the agency name in the heading of the computer form and indicate appropriate fiscal years.

List your agency's State fund appropriations and executive authorizations by Commonwealth funds for actual, available, budget, and planning years.

List each Federal Appropriation or Federal Executive Authorization following the State fund appropriation it supplements. Enter EA in parentheses following each Executive Authorization title. Precede each Federal Appropriation or Executive Authorization with the letter F in parentheses. Every Federal Appropriation and Executive Authorization must be included following the most appropriate State Appropriation. Generally, the sequence appearing in the Governor's Budget should be followed.

Augmentations supplement State funds in the General Fund and those special funds listed in the General Rules of Budget Preparation of these instructions which are budgeted as State funds. List each augmentation following the State fund appropriation it supplements. Precede each augmentation with the letter A in parenthesis.

On a separate page, provide an explanation of the assumptions and the basis of computation upon which the estimate of augmentations is made.

Non-augmenting Other Funds include monies from certain other special funds included in the Special Fund Appendix to the Governor's Budget and major restricted receipts and revenues which have program significance. They are identified in the SFA and the Governor's Budget as Other Funds. Include on the SFA all those Other Fund monies included or proposed to be included in the Other Funds Section of the Summary by Fund and Appropriation in the Governor's Budget for which monies were received or are expected to be received during the years reflected on the budget request forms. Generally any Special Fund Appendix monies which are appropriated or executively authorized should be included.

In certain cases funds in restricted receipt or restricted revenue accounts are appropriated or executively authorized. For these accounts only, enter the item under the appropriate General or Special Fund. Precede each title with the letter R in parenthesis.

Follow the format of the example for presentation of this information which is the same as the Departmental Summary by Fund and Appropriation in the latest Governor's Budget. Enter the prior June 30 actual year as shown in the latest printed Governor's Executive Budget. Enter the final enacted amount for each of the Prior Budgeted columns in the actual years.

These figures must agree with the totals of the APP (including PRRs).

AUTHORIZED AND FILLED COMPLEMENT SUMMARY
Conservation and Natural Resources

APPROPRIATION	COPA FUND	SAP FUND	2006-07 Actual		2007-08 Actual		2008-09 Current 8/15/08		2009-10 Budget Request			OB USE		
			Auth.	Filled	Auth.	Filled	Auth.	Filled	Cost to			2009-10 Budget Recomm.	Difference vs. Request	Difference vs. Auth.
									Carry	PRR/I	Total			
GENERAL FUND														
STATE FORESTS OPERATIONS	001	10394	501	487	501	472	501	472			-			
STATE PARKS OPERATIONS	001	10395	629	605	629	568	629	568			-			
FOREST PEST MANAGEMENT	001	10397	21	18	21	19	21	19			-			
GENERAL GOVERNMENT OPERATIONS	001	10399	228	213	228	206	228	206			-			
SNOWMOBILE/ALL TERRAIN VEHICLE	001	60149	16	14	16	14	16	14			-			
WILD RESOURCES FUND														
GENERAL OPERATIONS	003	20207	3		3		3	2			-			
MOTOR LICENSE FUND														
FORESTRY BRIDGES - EXCISE TAX	010	20226	4	4	4	4	4	4			-			
OIL AND GAS LEASE FUND														
			5	5	5	5	5	5			-			
			1,407	1,349	1,407	1,290	1,407	1,290	-	-	-	-	-	-

This summary provides the number of authorized and filled salaried positions by appropriation rather than financial data. The summary provides information on the prior actual year and actual year authorized and filled complement as of June 30, the current authorized and filled complement and the requested changes to the complement.

Prepare one summary for the agency that includes State, Federal and other accounts that have specifically authorized complements. The total agency complement should be identified on this form.

SUMMARY OF PRRs
(Dollar Amounts in Thousands)
ENVIRONMENTAL PROTECTION

(1)	(2)	(3)	(4)	(5)			(6)	(7)			(8)	(9)
Priority	Decision Package No.	PRR Title	Appropriation Title (SAP Fund)	Request			Pos.	Budget			Pos.	Comments
				State	Federal	Other		State	Federal	Other		
1		Residual Waste	Environmental Program Management EPA Planning Grant (F) Permitting Fees	6,000	500	400	175					
			Environmental Protection Operations EPA Residual Waste Grant (F)	1,000	100		15					
			PRR Total	7,000	600	400	190					
2		Improve Permit Response Capabilities	Environmental Program Management	1,600			42					
3		Strengthen Enforcement Capabilities	General Government Operations	250								
			EPA Grant (F)									
			DEPARTMENT TOTALS - PRR's	8,850								

This form is to be prepared on the worksheet (Tab) provided in the agency workbook. Both the computer disk and the printout (paper) copies are to be included with the agency request. Insert priority number in column 1. Each Program Revision Request (PRR) should be listed and arranged in descending priority order (number 1 is the highest priority). Identify the decision package number where PRR information is located in the SEM-BPS database in column 2. The PRR title is entered in column 3. Identify the appropriation within which the PRR is requested in column 4 and the dollar amount in rounded thousands in column 5. Identify Federal and other sources of funds by source (i.e. each Federal appropriation and executive authorization and each augmentation is to be listed separately). In column 6 enter the requested number of positions to be added or deleted as a result of the PRR. Columns 7, 8 and 9 are for Governor's Budget Office use. Leave blank.

**SUMMARY OF INITIATIVES
(Dollar Amounts in Thousands)
ENVIRONMENTAL PROTECTION**

(1)	(2)	(3)	(4)	(5)			(6)	(7)			(8)	(9)
Priority	Decision Package No.	Init Title / Appropriation (SAP Fund) Title		State	Request Federal	Other	Pos.	State	Budget		Pos.	Comments
									Federal	Other		
1		Investigative & Prosecuting Capabilities	General Government Operations	178	-	-	-					
2		Residual Waste Regulations	Environmental Protection Operations	241	-	-	3					
3		Improve Public Drinking Water	Environmental Program Management	224	-	-	5					
4		Oil & Gas Development	General Government Operations EPA Grant (F)	250 -	- 250	- -	6					

This form is to be prepared on the worksheet (Tab) provided in the agency workbook. Both the computer disk and the printout (paper) copies are to be included with the agency request. Insert priority number in Column 1. Each Initiative should be listed and arranged in descending priority order (number 1 is the highest priority). Identify the decision package number where initiative information is located in the SEM-BPS database in Column 2. The Initiative title is entered in Column 3. Identify the appropriation within which the Initiative is requested in Column 4 and the dollar amount in rounded thousands in Column 5. Identify Federal and other sources of funds by source (i.e. each Federal appropriation and executive authorization and each augmentation is to be listed separately). In Column 6 enter the requested number of positions to be added or deleted as a result of the Initiative. Columns 7, 8 and 9 are for Governor's Budget Office use.

Environmental Protection

PROGRAM FUNDING SUMMARY

(Dollar Amounts in Thousands)

		Actual		Available		Agency Request		PY1		PY2		PY3		PY4
All Programs														
General Fund.....	\$	149,395	\$	165,642	\$	133,679	\$	138,560	\$	142,772	\$	147,642	\$	152,829
Special Funds.....		3,000		117		150		-		-		-		-
Federal Funds.....		65,090		102,480		97,428		96,719		96,413		96,310		96,210
Augmentations.....		-		-		-		-		-		-		-
Restricted Revenue.....		-		-		-		-		-		-		-
Other Funds.....		162,328		233,871		210,971		175,888		170,141		166,350		167,143
TOTAL	\$	379,813	\$	502,110	\$	442,228	\$	411,167	\$	409,326	\$	410,302	\$	416,182

		Actual		Available		Agency Request		PY1		PY2		PY3		PY4
Environmental Support Services														
General Fund.....	\$													
Special Funds.....														
Federal Funds.....														
Augmentations.....														
Restricted Revenue.....														
Other Funds.....														
Total	\$													
Environmental Protection and Management														
General Fund.....	\$													
Special Funds.....														
Federal Funds.....														
Augmentations.....														
Restricted Revenue.....														
Other Funds.....														
Total	\$													

The Program Funding Summary form provides a summary of the subcategories in the agency's budget request by source of funds. This template is found in the Agency Program Plan Workbook.

The Program Funding Summary form will be completed automatically based on the Subcategory Source of Funds information if there are no separate Program Revision Requests (PRRs) or Initiatives in the PRR/I workbook. If there are PRRs or Initiatives that need to be added to a Subcategory Source of Funds, unprotect the form using the Tools menu and type the corrected totals including the PRRs and Initiatives in each affected subcategory over the formula.

Refer to the Program Funding Summary page in the latest Governor's Budget as a guide when completing the computer template provided for this form.

- 1. The agency name is entered automatically from the completed titles worksheet (tab).**
- 2. Subcategory titles are entered automatically from the completed titles worksheet (tab).**
- 3. The template will automatically add the totals by source of funds at the top of the form.**
- 4. Verify that totals agree with totals on the Summary by Fund and Appropriation.**

FEDERAL FUNDS ASSUMPTIONS

Agency Name

Amounts in Thousands

Appropriation/Symbol (SAP Fund Title / Account Code) (1)	2008-09 Appropriated			Expected Revisions (6)	Revised Amount (7)	2009-10 Request			Comments (11)
	CFDA No. (2)	Carry- Over (3)	New Funding (4)			Total (5)	Carry- Over (8)	New Funding (9)	

List each Federal fund appropriation or executive authorization for which there is a current year appropriation and/or funding is expected in the budget year. Provide the following information:

(1) Appropriation and Symbol Number – information as contained in the latest Expenditure Symbol Notification letter for Federal appropriations. Use the SAP account code including fund type.

(2) CFDA – appears in the Catalog of Federal Domestic Assistance.

(3) Carryover – is defined as the sum total of Federal grant awards which have been made and were available less the amounts which were expended or encumbered as of June 30.

(4) New Funding – the amount of Federal fiscal grant or aid reasonably allocated to the 2008-09 State fiscal year. Normally, this would be 75 percent of the Federal grant awarded for the October 1, 2008 - September 30, 2009 period. If a percentage other than 75 percent is used, please give explanation in (11).

(5) Total Appropriation – is the sum of (3) and (4) and should be the same amount contained in the General Appropriation Act or in approved Executive Authorizations.

(6) Expected Revisions – any projected change in carryover or new funding as a result of changes at the Federal or State level since the appropriation was enacted.

In the comments specify whether the change is carryover or new funding and briefly explain the cause of the change. For new funding consider the following: increase or decrease of Federal authorization or changes in the formula that may control funds available, increase or decrease of Federal appropriations or reductions due to Budget Reconciliation Acts.

(7) Revised Amount – the sum of (5) + (6).

(8) Carryover – Estimate the amount as of June 30, 2009, see (3).

(9) New Funding – Estimate new funding for 2009-10. If factor other than 75 percent is used, explain below in (11).

(10) Total – the sum of (8) + (9).

(11) Comment and Assumptions – Comment as indicated above on revisions to the 2008-09 estimates. Briefly state assumptions used in arriving at the budget year amounts. If there is a maintenance of effort requirement for the Federal program, identify the requirement.

Enter a brief explanation of the specific factors (new authorizing legislation changes, changes in Federal distribution formulas, etc.) which contribute to the revised estimate.

AGENCY PERSONNEL CROSS CHARGES

(dollar amounts in thousands)

2009-10 BUDGET REQUEST

Fund / Appropriation (SAP Fund Type / SAP Fund)	Fund / Appropriation (SAP Fund Type / SAP Fund)							General Govt.	Total
	Welcome Centers	Train/ Rail	Voter Regis.	Aviation Oper.	Safety Admin.	Highway Construct.	Highway Maint.		
General Fund									
Tran / Rail Freight Ops		(1,005)				5			(1,000)
Voter Registration			0						0
Aviation Operations				0	2	31	0	0	33
Motor License Fund									
Welcome Centers									
Safety Admin/Licensing									
Highway Const.									
Highway Maint.									
General Govt Operations									
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Police					31			-25	

The purpose of this form is to summarize the redistribution of personnel expenditures within an agency through cross charges and identify the amounts that are being redistributed by appropriation. Do not use this form to report major object 200 (budget subtype 3000) transfers identified elsewhere. Use the form only for personnel cross charges in appropriations where major object 200 transfers did not apply.

Certain program personnel costs are sometimes redistributed through cross charges from one appropriation to another. This is often the result of splitting the time of personnel among several programs or activities funded in a number of appropriations. The total adjustment should be reflected on the complement summary in the layouts for Federal and Non-federal direct charges.

Enter each fund and appropriation from which cross charges are deducted in the columns across the form. Enter each fund and appropriation to which cross charges are added in the rows on the worksheet. Enter General Fund appropriations first, then special funds.

If the expenditures within the appropriation are reduced as a result of cross charges, show the amount as a negative number. If the expenditures within the appropriation are increased, show the amount as a positive number.

Enter a total in the last column of each row that reflects the net effect of all cross charge activity in the appropriation.

The total in the last row of each column should be zero. If direct charges occur as a result of cost distributions to or from another agency, enter those charges below the agency total line. Identify the other agency, the appropriations affected and the amounts.

A report called Direct Charges has been developed in the Business Warehouse (BW) to report the distribution of direct charges. The BW report may be used in lieu of this form, if the BW report provides the same information as would have been included here.

SECTION II AGENCY PROGRAM PLAN (CURRENT PROGRAM) AND APPROPRIATION DETAIL

This section presents the Agency Program Plan, the agency's proposed program and financial information for the budget year and four subsequent fiscal years. The section includes agency program information and appropriation (SAP Fund) detail to emphasize the need to focus on program objectives, activities and proposed outcomes and relate the funds requested to this programmatic information.

In this section, the primary information to be submitted for each agency subcategory is the Subcategory Program Performance Measures and the Subcategory Source of Funds. This information and the Program Analysis are to be used to present the Agency Program Plan (APP) **excluding** PRRs, at the subcategory level. If a requested program revision meets the criteria set forth in Section III, a Program Revision Request (PRR) presentation must be included in the budget request. However, justification of Initiatives, which are not large enough to meet the criteria for a full PRR presentation, may be included in the subcategory analysis, clearly identified as Initiatives.

More detailed information related to the budget request of the department, including an appropriation summary, major object summary, institutional costs and Federal funds must be presented for each appropriation that supports the subcategory program. Each of these forms summarizes the total costs for the appropriations including all Program Revision Request Funding justified in a separate PRR presentation. In addition appropriation detail will be entered in the SEM-BPS Complement Planning layouts and Commitment Item layouts at funds center level 3 and commitment item level 3. Separate decision packages are created in SEM-BPS for Cost to Carry, current year requests for supplemental appropriations, significant initiatives and PRRs. Summary reports of complement planning and commitment item planning information will be included in the printed copies of the agency requests.

An agency Program Plan (APP) Workbook which includes the source of funds forms as worksheets (tabs) is provided in a computer file. The Program Funding Summary worksheet is also included in this workbook. See Section I for further instructions.

The detailed information to be provided for each appropriation within a subcategory will be presented on various worksheets (or tabs) within the appropriation workbook on a computer file. Both the computer file which will be used as a worksheet and in most cases the printout (paper) copy are to be included in the budget request. **Agencies should not modify the preformatted computer files** unless changes have been discussed with and agreed to by the Governor's Budget Office. Outline features of the computer software are used to provide selective views of the information contained in large spreadsheets. (Outlines may be modified as needed.)

**APP WORKBOOK
Titles Sheet**

Title:

Agency:	Environmental Protection
Program Subcategory (Functional Area) 1	Environmental Support Systems
Program Subcategory (Functional Area) 2	Environmental Protection Management
Program Subcategory (Functional Area) 3	Name 3
Program Subcategory (Functional Area) 4	Name 4
Program Subcategory (Functional Area) 5	Name 5
Program Subcategory (Functional Area) 6	Name 6
Program Subcategory (Functional Area) 7	Name 7
Program Subcategory (Functional Area) 8	Name 8
Program Subcategory (Functional Area) 9	Name 9
Program Subcategory (Functional Area) 10	Name 10

The APP Workbook is to be used to present information about the Agency Program Plan (APP). List each subcategory title on the titles page. The names will automatically carry over onto the other APP forms.

Subcategory (Functional Area) Source of Funds

Subcategory	
AGENCY (BUSINESS AREA):	Labor and Industry
SUBCATEGORY (FUNCTIONAL AREA):	Vocational Rehabilitation
PROGRAM OBJECTIVE:	
To enable eligible persons with disabilities to obtain competitive employment	
PROGRAM HIGHLIGHTS:	
1. Integrating services for the visually impaired	
2. Establishment of entrepreneurial assistance centers	

Subcategory (Functional Area) Source of Funds

(Dollar Amounts in Thousands)

	Source Code	2 Prior Actual	Actual	Available	Agency Request	OB Recomm	PY1	PY2	PY4
General Fund	G	\$ 33,789	\$ 34,169	\$ 39,109	\$ 39,218	\$ 39,218	\$ 39,380	\$ 39,545	\$ 39,885
Special Funds	S	-	-	-	-	-	-	-	-
Federal Funds	F	44,000	44,000	44,100	45,000	45,000	46,100	46,200	46,300
Augmentations	A	1,320	1,345	3,445	4,556	4,556	5,567	6,778	7,899
Restricted	R	-	-	-	-	-	-	-	-
Other	O	104,296	106,334	112,555	113,777	124,350	113,777	113,777	113,777
Total		\$ 183,405	\$ 185,848	\$ 199,209	\$ 202,551	\$ 213,124	\$ 204,824	\$ 206,300	\$ 207,861

Commonwealth Fund	Appropriation (SAP Fund)	Source Code	2 Prior Actual	Actual	Available	Agency Request	OB Recomm	PY1	PY2	PY4	
001	10103	Transfer to Vocational Rehab	G	31,890	32,270	34,029	34,058	34,058	34,220	34,385	34,725
001	10109	Supported Employment	G	899	899	1,000	1,000	1,000	1,000	1,000	1,000
001	10130	Centers for Independent Living	G	1,000	1,000	1,080	1,160	1,160	1,160	1,160	1,160
001	10113	Entrepreneurial Assistance	G	0	0	1,000	1,000	1,000	1,000	1,000	1,000
001	10112	Vocational Rehabilitation Services	G	0	0	2,000	2,000	2,000	2,000	2,000	2,000
001		Federal funds	F	44,000	44,000	44,100	45,000	45,000	46,100	46,200	46,300
001		Augmentations	A	1,320	1,345	3,445	4,556	4,556	5,567	6,778	7,899
023	20292	Vocational Rehabilitation	O	104,296	106,334	112,555	113,777	124,350	113,777	113,777	113,777

Explanation of Relationships Between Measures and Costs

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

SUBCATEGORY SOURCE OF FUNDS, PROGRAM OBJECTIVE, PROGRAM HIGHLIGHTS AND • RELATIONSHIP BETWEEN MEASURES AND COSTS

One schedule is required for each agency Program Subcategory. The forms are provided in the Agency Program Plan Workbook.

The agency name and the Program Subcategory title must be entered as they appear on the APP and PRR Title page.

PROGRAM OBJECTIVE

Review the program objective as printed in the most recent Governor's budget. Agencies may propose modifications to the program objective so that the statement more closely reflects the agency program performance goals. Proposed revisions should assure that the Program Objective actually describes the intended accomplishments for the program activities in the subcategory. Suggested edits should be shown with strike-through formatting to easily identify the proposed change. Any changes proposed should strengthen the ability of the agency to quantify program outputs and outcomes in relation to the objective.

SUBCATEGORY SOURCE OF FUNDS

Program performance measures quantify the activities performed and the outcomes attained as a result of the use of resources. This section of the form provides information on the financial resources from all sources of funds that contribute to this program.

The summary at the top of the Source of Funds section is linked to the detail below it and will be completed automatically based on the source codes entered for each line item in the detail area.

In the detail section, enter a complete list of appropriations (SAP funds) for the General Fund and special funds (those commonwealth funds listed in the General Rules of Budget Preparation) supporting the subcategory costs. Enter the Commonwealth fund (fund type) number, SAP Fund (appropriation) number (first five digits only), appropriation title and source code letter for each item listed. Enter all other sources of funds including Federal funds, augmentations, restricted accounts and non-augmenting other funds supporting this subcategory separately. Enter one total for each of these sources of funds. Do not enter a detailed list of each Federal appropriation, augmentation, restricted account or

other funds source on this form. This information is available on the Summary by Fund and Appropriation.

EXPLANATION OF RELATIONSHIPS BETWEEN MEASURES AND COSTS

The appropriations, augmentations and other funds shown in the subcategory source of funds section support activities intended to accomplish the program objective. Program performance measures are used to show the need for the expenditures, the outputs/activities conducted as a result of the expenditures, the efficiency with which the program is conducted and the outcome of spending the dollars provided or requested for this program.

In this section, provide an explanation of the relationship between the expenditures shown in the subcategory Source of Funds section and the results reflected in the program performance measures. Those factors responsible for any change or fluctuation in the budget and future year trends must be identified and their influence explained. For example, a decline in the population requiring certain medical treatment services would be reflected in reduced clients in the activity program measure and presumably also lower overall dollars required to provide the service. This section should identify this change in the program performance measures and the funding level and briefly explain this relationship

In addition to external factors such as inflation, mandated services, changes in the client population and the actions of other governmental bodies, internal factors can also have significant effects on program performance and costs. Among these internal factors are a wide variety of management decisions which change the conduct of a program to the point where its productivity (efficiency) is affected. Managers should employ the program analysis discussion to fully explain external and internal effects and the relationship to the dollars provided. For example, a proposal to provide laptop computers to inspectors might be expected to increase the efficiency of the inspection program resulting in increased inspections and reduced incidences of safety violations. This section would identify the change in requested funding and the anticipated effect on the program measures and briefly explain the relationship between them.

SUBCATEGORY AND PROGRAM REVISION REQUEST PROGRAM PERFORMANCE MEASURES

PROGRAM PERFORMANCE MEASURES

Enhanced performance measures have been an invaluable resource in compiling the first Governor's Report on State Performance that was published last December. This report will continue on an annual basis.

For the 2009-10 budget year, the Administration is introducing a more comprehensive and streamlined approach to performance improvement work that will move state government from collecting individual performance measures to developing agency performance plans that better reflect each agency's goals, objectives and accomplishments.

An important component of this initiative is the deployment of a new reporting tool that will replace the existing Excel spreadsheets. The new automated, user-friendly reporting tool will provide a much greater emphasis on results, in addition to providing useful descriptive information about each agency's programs and activities. Performance Plans for FY 2009-2013 must be submitted by November 24, 2008. More specific information concerning the development of the performance plans will be distributed under separate cover in early September.

*During the transition in 2009-10 to the development of performance plans, agencies will update their existing performance measure data on a modified Excel spreadsheet for use in the Governor's Executive Budget book. Each agency's modified Excel spreadsheet will be available on the Governor's Budget Office FTP server at <ftp://obftpsv.coin.state.pa.us> by September 1, 2008. **This modified Excel spreadsheet is to be included in the 2009-10 budget request submission in October.***

Following the 2009-10 transition year (beginning with 2010-11), the Office for Performance Improvement and agencies will update performance plans prior to the development of budgets—using the information on the plan to assist in preparing agency budget requests, and the Excel spreadsheet will no longer be used to report performance measures.

General instructions for reviewing and updating the revised spreadsheet are shown below. More specific instructions for completing the spreadsheet are contained in the Excel file that will be available by September 1, 2008, as mentioned above.

- 1. Review the program measures and measure data.*
- 2. If the data for any measure has changed, please correct and provide a brief explanation for the change in the comments column on the spreadsheet.*
- 3. Enter the projection for 2013-14 for each measure.*

PROGRAM REVISION REQUESTS (PRR)

All Program Revision Requests must include a Program Revision Request Performance Measures and Source of Funds schedule. Submission of a continuum of program performance measures is required that includes an identification of the intended program outcomes of the PRR so that the projected efficiency and effectiveness of the PRR proposal can be assessed.

1. Enter each program performance measure that will show the influence of the PRR on the agency program.
2. If the PRR uses and impacts a current program performance measure, update the PRR Performance Measures form showing:
 - a. projections anticipated if this program revision is not instituted.
 - b. on the "with PRR" row, show data that reflects the projected new levels of impact and output anticipated as a result of this PRR.

COMMONWEALTH OF PENNSYLVANIA 2009-10 BUDGET					PROGRAM PERFORMANCE MEASURES								
BUSINESS AREA - NAME and SAP CODE Probation and Parole [PROB] 025			DATE PREPARED:		TELEPHONE:		SUBMITTED BY:						
Rev.	GEB	SUBCATEGORY / PERFORMANCE MEASURES	Type	Dec.	2006-07 Actual	2007-08 Actual	2008-09 Available	2009-10 Budget	2010-11 Plan Yr 1	2011-12 Plan Yr 2	2012-13 Plan Yr 3	2013-14 Plan Yr 4	Comments
	A.	REINTEGRATION OF THE ADULT OFFENDER											
	A.1.	Board Parole Process											
R	A.1.a.	Average monthly number of offenders scheduled for parole interviews	#	0	2,418	2,480	2,521	2,545	2,569	2,591	2,608		
	A.1.b.	Average monthly percentage of scheduled interviews held	%	0	70%	70%	70%	69%	69%	69%	69%		
	A.1.c.	Average monthly number of offenders granted parole or reparole	#	0	1,020	1,051	1,064	1,068	1,072	1,076	1,081		
	A.1.d.	Average monthly number of offenders released to parole from state correctional institutions	#	0	737	767	779	784	787	790	794		
	A.2.	State Supervision Process											
R	A.2.a.	Annual state sentenced releases to supervised populations	#	0	9,765	10,465	10,861	11,136	11,352	11,504	11,657		
R	A.2.b.	State parolees and probationers supervised at fiscal year end	#	0	29,568	30,961	31,944	32,752	33,389	33,834	34,284		
	A.2.c.	Percentage of offenders released from incarceration with a transitional accountability plan (TAP) developed prior to release	%	0	58%	80%	90%	92%	94%	95%	96%		
	A.2.d.	Average monthly number of supervised offenders employed	#	0	12,182	12,824	13,376	13,910	14,215	14,440	14,654		
R	A.2.e.	Percentage of monthly cases closed due to successful completion of parole	%	0	51%	54%	52%	50%	49%	49%	48%		
R	A.2.f.	Average monthly number of state sentence supervised offenders returned to prison for technical parole violations	#	0	271	256	288	319	349	379	396		
R	A.2.g.	Average monthly number of state sentence supervised offenders returned to prison for new criminal convictions	#	0	137	145	150	155	158	160	163		
R	A.2.h.	Recidivism among state sentenced releases after one year of supervision	#	0	2,929	3,139	3,258	3,341	3,406	3,451	3,497		

SUBCATEGORY PROGRAM ANALYSIS WORKSHEET

Subcategory: _____

Department: _____

Agencies are to prepare their budget requests based on the subcategory structure used in the Governor's Budget.

The subcategory analysis included in the printed budget provides concise information about the services provided and the activities conducted to meet the objective of each program. Significant information concerning program measures and changes in program performance measure data is highlighted in the program measure section of the subcategory presentation. Agencies should assure that the narrative is consistent with the program performance measure data.

Agencies may submit proposed revisions to the subcategory narrative as contained in the printed budget. It is expected, however, that agency budget requests will provide more detailed explanations and analysis for each subcategory than the printed Governor's Budget.

Program Analysis

The program analysis section is a narrative which must provide at least the following essential components:

- 1) Program description—a concise descriptive statement regarding the types of activities conducted and services provided by the program.

Changes in legislation which affect the operation of the program, the activities performed and/or the services provided should be discussed. Avoid long presentations of the history of the program or the organization providing the services.

Changes to the program as a result of PRRs and initiatives funded in the current year must be discussed. Refer to the Program Revision Request Implementation plan included in last year's budget request. For those PRRs that were funded in 2007-08, comment on the success in accomplishing the milestones identified. Update the information as necessary.

- 2) An explanation of program initiatives which are not large enough to meet the criteria for a full PRR presentation. —This explanation must include an identification of the cost for the initiative, the activities to be

performed as a result of the initiative, program measures affected by the initiative and an explanation of that effect. If necessary, add and explain new program measures necessary to reflect program performance as a result of the initiative.

Projections of Financial Data

All financial data must be projected for the budget year as well as for future years. The trends described by these projections are intended to show the future consequences of currently existing policy commitments. Do not include PRR data which should be submitted separately per Section III. In other words, the projections are to show the future trends in program costs if the current level of service is maintained over the five year time horizon. Trends in costs may change to reflect productivity changes. The following are a few of the more obvious factors that should be considered in making the projection:

- 1) Inflationary trends that will affect the costs of services;
- 2) Changes in the number of clients receiving services—if the Commonwealth has committed itself to serving all those meeting eligibility requirements, program activity and cost will change with the number of eligible clients;
- 3) Mandated Services—where funding levels are pre-determined by a formula, program service output and cost will fluctuate consistent with the formula;
- 4) A new method of processing in the budget year may increase productivity and reduce cost or increase output in the future.

APPROPRIATION PROFILE

Agency:

Fund:

Title:

Symbol Number: Commonwealth Fund Dept. Approp. Yr. Ledger Char.

SAP Account Code Fund Type: SAP Fund (7 digits) Business Area Char.

Legislative Sequence No.:

Functional Area	<u>Code</u>	<u>Title</u>
Subcategory:	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
Category:	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
Commonwealth Program:	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>

Description:

APPROPRIATION PROFILE

The Appropriation Profile provides certain identifying information for each state fund appropriation (SAP Fund). It is required for each appropriation presented in an appropriation workbook. The agency, appropriation name and appropriation symbol automatically carry forward from this form to other sheets in the Appropriation Workbook. Do not include a paper copy in the paper copies of the agency request.

1. Enter the Agency, Commonwealth Fund and Appropriation Title. Enter the ICS and SAP symbol number. The title and ICS and SAP symbol numbers are to be consistent with the most recent Expenditure Symbol Notification (ESN) letter.
2. Legislative Sequence No. Codes will be provided by the Budget Office.
3. Subcategory, Category and Commonwealth Program Codes and Titles. The titles are those used in the Governor's Budget document. New appropriations are added to the most appropriate Subcategory. Codes will be added by the Budget Office.
4. Description and Legislative Citation. Enter a brief but specific description of the activities funded by the appropriation. include in the description block, all the statutory authority that establishes the programs and authorizes expenditure of funds. If multiple statutes authorize the program, include each citation here.
5. Related Federals — will be identified on the Major Object Summary — Source of Funds
6. Augmentations — will be identified on the Major Object Summary — Source of Funds

**APPROPRIATION FUNDING SUMMARY
General Government Operations**

Fund/Appropriation (SAP Fund Type / SAP Fund)	Two Year Prior Budgeted	Two Year Prior Actual	One Year Prior Budgeted	One Year Prior Actual	Available	Budget	PY1	PY2	PY3	PY4
General Fund:										
General Government Operations.....	\$98,750	\$98,356	\$98,356	\$99,044	\$98,215	\$100,149	\$103,153	\$106,248	\$109,436	\$112,719
(F) Drug Enforcement.....	130	128	128	128	200	200	200	200	200	200
(F) Traffic Accident Reviews.....	30	30	30	30	25	25	25	25	25	25
(A) Turnpike Commission.....	15,000	14,								
(A) Criminal History Checks.....	2,299	2,								
Subtotal - State Funds.....	\$98,750	\$98,								
Subtotal - Federal Funds.....	160									
Subtotal - Augmentations.....	17,299	17,								
Total - General Government Operations	\$116,209	\$115,								

The Appropriation Funding Summary (AFS) includes detailed information from the Summary by Fund and Appropriation for the specific appropriation being presented, related Federal funds and augmentations. The form can be prepared by copying the relevant information from the completed Summary by Fund and Appropriation.

Include amounts for two actual years, available year, the budget request and four additional planning years.

For each of the actual years information is provided on the final enacted amount and the June 30 actuals. (See the General Rules of Budget Preparation for additional information on the definition of years.)

These figures must agree with the totals of the Major Object Summary (including PRRs).

**Health
Vital Statistics
General**

[Dollar Amounts in Thousands]

STATE FUNDS SUMMARY			
	Request	Recomm.	
Change from Actual - Amount	\$ 6,469	\$ 6,469	
Change from Actual - Percent	\$ (2,769)		
Change from Available - Amount	-29.97%		
Change from Available - Percent	\$ -		
Change from Available - Available	0.00%		

APPROPRIATION DESCRIPTION

The program operates and maintains a statewide system for the registration and certification of vital events such as birth, death, fetal death, marriage, and divorce. The system also provides a database for statisticians and researchers to access causes of death, birth defects, prenatal care, and the effects of environmental and occupational health hazards. Legislative Citation: 35 P.S. 450.101 et seq.

APPROPRIATION FUNDING AND COMPLEMENT SUMMARY

SOURCE	2007-2008 Actual		2008-2009 Available		Agency Request		OB Recommended	
	Amount	Pos.	Amount	Pos.	Amount	Pos.	Amount	Pos.
State.....	\$ 9,238	99	\$ 6,469	96	\$ 6,469	96	\$ 6,469	96
Federal.....	1,693	20	1,910	20	1,340	14	1,910	20
Augm.....	342	-	342	-	342	-	342	-
Total.....	\$ 11,273	119	\$ 8,721	116	\$ 8,151	110	\$ 8,721	116

AGENCY PROPOSAL AND OB CHANGES FROM AVAILABLE YEAR

	SOURCE	Agency Request		OB Recommended	
		Amount	Pos.	Amount	Pos.
Available Year Appropriation:					
	S	\$ 6,469	96	\$ 6,469	96
	F	1,910	20	1,910	20
	A	342	-	342	-
Non-recurring					
Death system enhancements complete					
State Immunization Information System web base conversion complete					
Budgetary Reserve					
Cost to Carry					
Data system redesign					
To provide for general salary and benefits for personnel support					
Vital Records operations					
Continue operations of Vital Records offices					
Renovations for branch offices					
Revise local registrar manuals					
To provide for additional security features on printed documents					
Continue Vital Check					
Continue operation of Traumatic Brain Injury Program					
Possible new funding for SSA death verification					
as part of the federal consolidation of cancer related grant awards					
Transfer Behavioral Risk Factor Surveillance from App. 70301 to App. 70339, Preventive Health Special Projects, due to federal					
	F	(137)			

General Government (Operating and Institutional).

Form is printed portrait for Budget request package.

Agency must include sufficient detail to justify budget request.

STATE FUNDS SUMMARY		
	Request	Recomm.
Change from Actual -Amount.	\$ 2,085	\$ 2,085
Change from Actual -Percent	\$ -	\$ -
Change from Available -Amount	\$ -	\$ -
Change from Available. - Percent	0.00%	0.00%

**Health
Cancer Programs
General**

[Dollar Amounts in Thousands]

APPROPRIATION FUNDING SUMMARY								
	2007-08	2008-09	Agency Request			OB RECOMMENDED		
	Actual	Total Approp.	Cost to Carry	PRR/I	Total Request	Cost to Carry	PRR/I	Total Recomm.
State.....	2,085	2,085	2,085	0	2,085	2,085	0	2,085
Federal.....	0	0	0	0	0	0	0	0
Augmentations.....	0	0	0	0	0	0	0	0
Total.....	2,085	2,085	2,085	0	2,085	2,085	0	2,085

PROGRAM COST COMPONENTS State Funds Only								
Program Cost Components	2006-07	Total	Cost to	Agency Request		OB RECOMMENDED		
	Actual	Approp.	Carry	PRR/I	Total Request	Cost to Carry	PRR/I	Total Recomm.
Cancer Prevention Programs to reduce the incidence of colorectal, prostate and skin cancers.	601	252	252		252	0		0
Ovarian Cancer Research Project	25	300	0		0	0		0
Healthy Woman Program	985	985	985		985	0		0
Patient Navigator System	150	150	0		0	0		0
Cancer Education Network	324	398	848		848	0		0
Total State Funds	2,085	2,085	2,085	0	2,085	0	0	0

DESCRIPTION OF PROGRAM COMPONENTS:

The Cancer Program supports cancer control activities through state contracts that provide services in epidemiological studies, community outreach, rehabilitation needs, cancer communication, cancer ed

...n, screening, ... training.

Legislative Citation: 35 P.S. § 5361 et seq.

Grants & Subsidies

Form is printed in portrait for Budget request package.

**Agency Name
Fund Name**

**MULTIPLE APPROPRIATIONS
(Dollar Amounts in Thousands)**

SAP Account Code Fund Type	SAP Fund	Title	Actual	Total Approp.	Total Agency Request	OB Recommended				
						Amount	Chg from Actual	%	Chg From Avail	%
001		Fox Chase - Institute for Cancer Research	776	766	766					
001		Wistar Institute - Research	214	211	211					
001		Wistar Institute - AIDS Research	92	91	91					
001		Burn Foundation	418	413	413					
TOTALS:			1,500	1,481	1,481	0	(1,500)	####	(1,481)	####

APPROPRIATION DESCRIPTION:

These appropriations aid institutions that treat individuals with special medical needs

AGENCY REQUEST:

OB RECOMMENDATION:

**Form is printed in portrait
for Budget request package.**

**Use only for groups of related
nonpreferred appropriations.**

APPROPRIATION SUMMARY – INSTRUCTIONS

The appropriation summary forms are to be used to provide brief, executive level summaries of the requests for each State appropriation (SAP fund), associated Federal appropriations and executive authorizations. **It is important that key activities and intended accomplishments be highlighted on these forms for executive level review.** Programmatic justifications and impact statements will be provided in the appropriation subcategories.

Complete a separate form for each State appropriation. No form should be completed for Federal appropriations. Three versions of the form are provided:

- Version 1** for general government and institutional appropriations which include complement information.
- Version 2** is to be used for grants and subsidy appropriations which require substantial justification. Most grant and subsidy appropriations should be presented on this form.
- Version 3** primarily for groups of related nonpreferred appropriations.

Version 1 - General Government and Institutional Appropriations

Description—A brief description of the program and activities funded by this appropriation is entered automatically from the Appropriation Profile page. This section must include legal citations for the programs funded.

Enter agency, appropriation and fund name at top of form.

Appropriation Funding and Complement Summary—Enter dollar amounts in thousands (State, Federal and Augmentations funds). These amounts should agree with the Summary by Fund and Appropriation. Actual, available year and budget request dollar amounts should agree with the totals on the Major Object Summary form. The nonrecurring available amount must be entered by the agency. When the lower section of the form is completed, the State, Federal, Augmentations and Total amounts requested will be entered automatically at the top of the form. When the agency request is entered the change from actual and available amount and percent will also be calculated and entered automatically.

Complement Information—In the actual year, enter the total authorized complement as of June 30, 2008.

In the available year columns, enter the total authorized positions included in the agency's approved rebudget.

In the budget request columns, enter the total authorized positions included in the agency request. Numbers of positions in each category are to be consistent with those shown on the complement summary.

Agency Proposal and OB Changes From Available Year

The lower section of the form is designed to highlight all the increases and decreases between the available amount and the budget request by activity and initiative or program revision. It includes three subsections: (1) nonrecurring costs, (2) cost to carry costs, and (3) PRR and initiatives costs. Complete the section using the following guidelines:

1. Nonrecurring costs for major contracts, equipment purchases, etc., **must be separately identified** and deleted from the available year amount. (Enter minus signs in front of the dollar amounts.)

2. Cost to Carry: The focus on this summary should be on activities and intended accomplishments. Details on objects of expenditures (commitment items) are to be presented in the major object summary and the commitment item planning layouts. Increases requested for cost to carry must be separately identified by activity and if necessary, by item. Include a separate entry for each increase necessary to carry forward initiatives and PRRs funded in the available year. Unusual factors such as statutory salary increases, major reclassifications, significant increases in fuel or rental costs, etc., may also be identified separately. Use the Major Object and Selected Minor Object Explanation for more detailed breakdowns and explanations of the increases in cost to carry costs.

—Each significant change should appear as a separate item.

—For each item of significant change enter the dollar amount involved and the associated complement. Identify State (S), Federal (F) and Augmentations or restricted other (A) funds separately.

A single entry which reflects the accumulation of changes too small to highlight individually may be entered at the end of the list.

—Do not use the letter designations S, F and A on any subtotal lines (see sample). Use of these designations will result in double counting of the dollar amounts in the request.

3. PRRs and Initiatives include both PRRs and other changes which are not large enough to meet requirements for a full PRR presentation. Identify these items by a brief title only. Detailed explanations of initiatives and PRRs should be provided on other explanation forms.

4. The total request is the sum of the current program plus the PRR and Initiative subtotal. The template will add the total automatically.

This total amount should be entered at the top of the form and carried forward to all appropriate summaries.

—The right hand side of the form is for OB use only and should be left blank.

Version 2 - Grants and Subsidies

Appropriations Funding Summary—Enter dollar amounts in thousands (State, Federal and Augmentations funds). These amounts should agree with the Summary by Fund and Appropriation.

In the agency request columns, identify the cost to carry request and the Program Revision Request (PRR) and Initiative (I) amounts separately.

Program Cost Components—This section of the form is to be used to identify the major components of the grant and subsidy and the proposed funding for each of these components.

List each of the major components of the program costs. Sufficient detail should be provided to identify program activities and to highlight all the increases and decreases between the available amount and the budget request including proposed initiatives and Program Revisions. Combine remaining costs on an “Other” line so that the totals equal the State funds total actual, available and request amounts for the appropriation.

Description of Program Components—Enter a brief description of the program, activities and components shown in the Program Cost Components table. Include legal citations for the programs funded.

For grants and subsidies distributed by formula, provide a summary identifying the significant distribution factors. Proposed changes to the appropriation including but not limited to consolidations with other programs (“block grant proposals”), revised priorities for distribution of funds, alternative delivery methods, etc. are to be described here. Identify changes which are generating revised costs for the program (i.e. changing client populations, changes to the percent of program costs funded, etc.).

Version 3 - Appropriation Summary—Multiple Grant and Subsidy Appropriations

This form is to be used primarily for groups of related nonpreferred appropriations. It may also be used on a limited basis for a group of related, small grants and subsidies. However, **version 2 is the primary form to be used for most grant and subsidy appropriations.**

BUDGET MAJOR OBJECT SUMMARY

(Dollar Amounts in Thousands)

AGENCY: ABC	FUND - APPROPRIATION: General - General Government Operations	SYMBOL: 001-000-181-09-01
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	<u>Actual</u>	<u>Available</u>	<u>Budget Request</u>			<u>OB USE</u>				<u>Difference</u>		
			<u>Current</u>	<u>PRR/Inits</u>	<u>Total</u>	<u>Current</u>	<u>PRR/Inits</u>	<u>Recomm.</u>	<u>Difference</u> <u>Recomm. vs.</u> <u>Request</u>	<u>Avail vs.</u> <u>Recomm.</u> <u>Amount</u>	<u>Percent</u>	
10 <u>PERSONNEL (6100000)</u>												
11 State	\$13,282	\$14,245	\$14,350	\$100	\$14,450	\$14,200	\$75	\$14,275	(\$175)	\$30	0.2%	
12 Federal	9,960	13,526	3,521	0	3,521	2,150	0	2,150	(1,371)	(11,376)	-84.1%	
13 Augmentations	297	495	510	0	510	495	0	495	(15)	0	0.0%	
14 Total	\$23,539	\$28,266	\$18,381	\$100	\$18,481	\$16,845	\$75	\$16,920	(\$1,561)	(\$11,346)	-40.1%	
16 <u>OPERATING (6300000)</u>												
17 State	\$4,171	\$3,517	\$3,587	\$50	\$3,637	\$3,500	\$25	\$3,525	(\$112)	\$8	0.2%	
18 Federal	11,885	16,721	7,950	0	7,950	8,425	0	8,425	475	(8,296)	-49.6%	
19 Augmentations	2,584	2,628	2,637	0	2,637	2,447	0	2,447	(190)	(181)	-6.9%	
20 Total	\$18,640	\$22,866	\$14,174	\$50	\$14,224	\$14,372	\$25	\$14,397	\$173	(\$8,469)	-37.0%	
22 <u>FIXED ASSETS (6400000)</u>												
23 State	\$732	\$518	\$528	\$0	\$528	\$500	\$0	\$500	(\$28)	(\$18)	-3.5%	
24 Federal	521	1,388										
25 Augmentations	0											
26 Total	\$1,253	\$1,906										
28 <u>GRANTS AND SUBSIDIES (6600000)</u>												
35 State	\$0	\$0										
36 Federal	420	718										
37 Augmentations	0											
38 Total	\$420	\$718										
46 <u>OTHER</u>												
47 State	\$0	\$0										
48 Federal	3,412	4,444										
49 Augmentations	0											
50 Total	\$3,412	\$4,444										
52 <u>BUDGETARY RESERVE</u>												
53 State	\$0	\$25										
54 Federal	0	1,578										
55 Augmentations	0											
56 Total	\$0	\$1,833										
64 <u>NON-RECURRING</u>												
65 State	\$0	\$34										
66 Federal	0	2,618										
67 Augmentations	0											
68 Total	\$0	\$2,954	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,954)	-100.0%	

NO DATA IS ENTERED IN THIS SHEET.

This summary is generated from the Major Object Summary Source of Funds. It should include the State appropriation, its augmentations and associated Federal appropriations and executive authorizations. It will be filled automatically from the Major Object by Source of Funds. No data is entered directly on this form. A separate summary is not required for each Federal appropriation. Only those Federal funds which relate to the State appropriation and the programs funded by the State appropriation are to be included in this summary. The State funds should agree with the amount on the appropriation summary while the Federal and Augmentations/Restricted Receipts funds should agree with the amounts on the Summary by Fund and Appropriation. Personnel costs for the Budget Request should agree with the Complement Planning Summary.

The Actual column should reflect expenditures, commitments and available balances through June 30, 2008 plus supplementals enacted after June 30, 2008 and should be based on the Status of Appropriations Report for June 30, 2008. The total from this column must be entered on the appropriation summary.

The Available column should reflect the commitment item level 1 (major object) distribution approved during the rebudget process. The total from this column must be entered on the appropriation summary. Any amounts included not currently appropriated or authorized must be identified and explained on the Major Object Explanation page. Requested supplementals also must be presented separately in decision package 335.

The Budget Request columns should show how the agency intends to spend both the appropriations and augmentations.

Major Object Summary – Source of Funds

This portion (tab) of the workbook provides major object detail concerning the state appropriation and augmentations and associated Federal appropriations and authorizations by source. Data entered in this worksheet is linked to the Major Object Summary. The form is designed to:

- Create a report which totals all the major object information by detailed source of funds to assure the amounts distributed agree with the amounts shown in total for Federal appropriations and augmentations on the Summary by Fund and Appropriation.
- Provide one form which can be used for Budget preparation and Rebudget. COLUMNS PROVIDED FOR REBUDGET INFORMATION ARE TO REMAIN VACANT AT THIS TIME. THESE MAY BE USED FOR THE 2009-10 REBUDGET.

Complete the actual, available and budget request columns of the form using the following instructions.

In the first column enter:

S for State Funds

F for Federal Funds

A for Augmentations

Enter the appropriation symbol number and title in the next two columns.

Complete the dollar amounts by major object for the actual, available and budget request. Use the following columns for the data indicated:

Columns D – VActual

Columns X – AP Available

Columns BL – CU Agency Budget Request

Columns CW – EF Agency Rebudget Request – REBUDGET USE ONLY

Columns EH – FQ Budget Recommended – OB USE ONLY

Columns FT – HC OB Rebudget Recommended – OB USE ONLY

State appropriations are distributed by major object for cost to carry and PRR funding.

Federal appropriations which are related to the State Appropriation on the Summary by Fund and Appropriation and/or provide funding to activities of the state appropriation through major object 200 transfers are listed on the Major Object Summary – Source of Funds for the state appropriation.

Federal Funds related to the state appropriation but expended directly are shown in the major objects where they are expended; Federal funds transferred to the state appropriation are shown in one of two categories. Major object 200 transfers are shown in both the major object 200 column and in one of two additional columns, total 200 transfers or Related 200s which total in the other column. These columns provide the adjustments necessary to add the columns across the form to equal the Federal Appropriation total and enable the form to be used to generate a number of reports.

1. **Federals – Related** – List all Federal appropriations, which are related to this state appropriation on the Summary by Fund and Appropriation. Identify all major object 200 transfers from Federals — Related in the major object 200 columns that are transferred to this state appropriation. The total amount of major object 200 funds (whether related to this or another State appropriation) is entered in the Total 200 XFRs Column. Amounts transferred to this appropriation are entered automatically as a negative amount in the Less Related 200s Column. Amounts transferred to another state appropriation appear in the Other Column and are calculated by formula as a total of the two detail columns. The net result is the amount going from the related Federal appropriation to a different State appropriation being shown as "Other". This allows the Federal funds to reflect the same amount as shown in the SFA.
2. **Federal- 200 Transfers Only** – List all Federal appropriations which are related to a different state appropriation on the Summary by Fund and Appropriation, but which provide major object 200 transfer funds to the state appropriation identified on this worksheet. All expenditures for these appropriations are shown in the Major Object 200 columns as a positive amount and entered automatically as a negative amount in the Less Related 200s column. The net result will be \$0 to match the amount shown in the SFA while still presenting an accurate description of the distribution of these funds in relation to the state appropriation.

MAJOR OBJECT SUMMARY		BUDGET REQUEST 2009-2010														
SOURCE OF FUNDS																
		100	200	210	230	300	400	600	800	Other	Other	PRR	PRR/100	PRR/300	TOTAL	
		100	200	210	230	300	400	600	800	Other	Total 200 XFR	Less Related 2	PRR	PRR/100	PRR/300	BUDGET REQ
	STATE	14,350	-	-	-	3,587	528	-	415	-	-	-	150	100	50	19,030
	FEDERAL	3,441	602	80	522	7,428	1,204	717	10	1,048	1,650	(602)	-	-	-	14,450
	AUGMENTATIONS	220	-	-	-	17	-	-	-	-	-	-	-	-	-	237
	TOTAL	18,011	602	80	522	11,032	1,732	717	425	1,048	1,650	(602)	150	100	50	33,717
S	APN	TITLE														
S	181	General Government Operations														
		14,350	-	-	-	3,587	528	-	415	-	-	-	150	100	50	19,030
		Federals - Related:														
F	782	WIC - Administration and Operation														
F	769	Categorical Grant Administration														
F	710	Health Assessment														
F	781	PHHSBG - Administration and Operation														
		2,120	470	-	470	6,241	1,020	717	-	-	470	(470)	-	-	-	10,568
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		270	129	80	49	58	5	-	10	-	129	(129)	-	-	-	472
		1,051	-	-	-	1,129	179	-	-	1,051	1,051	-	-	-	-	3,410
		Federals - 200 Transfers Only:														
F	718	AIDS Health Education														
F	730	Chronic Disease Prevention & Control														
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	2	-	2	-	-	-	-	(2)	-	(2)	-	-	-	-
		Augmentations:														
A		Data Center Services														
A		Departmental Services														
A		Robert Wood Johnson Foundation														
		15	-	-	-	-	-	-	-	-	-	-	-	-	-	15
		-	-	-	-	17	-	-	-	-	-	-	-	-	-	17
		205	-	-	-	-	-	-	-	-	-	-	-	-	-	205
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

The Major Object Summary — Source of Funds provides detail concerning state funds, augmentations and associated Federal Appropriations and authorizations by source. For each major object identify each augmentation and Federal appropriation or authorization by source.

Information entered on this form will be totaled and summarized on the Major Object Summary, therefore, data must be entered for Actual, Available and Agency Request columns. Submit the computer file for this form only. **DO NOT INCLUDE A PRINTED COPY IN THE BUDGET REQUEST.**

MAJOR OBJECT SUMMARY
SOURCE OF FUNDS

	TOTAL ACTUAL	TOTAL AVAILABLE	TOTAL BUDGET REQ	TOTAL BDGT REC'D
STATE	18,604	18,954	19,030	18,715
FEDERAL	26,205	38,377	14,450	11,173
AUGMENTATIONS	2,881	3,123	3,147	2,942
TOTAL	47,690	60,454	36,627	32,830

S APN TITLE

S	181	General Government Operations	18,604	18,954	19,030	18,715
		Federals - Related:				
F	782	WIC - Administration and Operation	6,979	9,658	10,568	9,476
F	769	Categorical Grant Administration	759	-	-	-
F	710	Health Assessment	352	484	472	204
F	781	PHHSBG - Administration and Operation	1,662	3,356	3,410	1,493
		Federals - 200 Transfers Only:				
F	718	AIDS Health Education	-	-	-	-
F	730	Chronic Disease Prevention & Control	-	-	-	-
		Augmentations:				
A		Data Center Services	2,866	2,909	2,925	2,718
A		Departmental Services	15	13	17	21
A		Robert Wood Johnson Foundation	-	201	205	203
			-	-	-	-

View shows totals that should agree with the Summary by Fund and Appropriation. Use this view to verify that these totals agree. DO NOT INCLUDE A PRINTED COPY IN THE BUDGET REQUEST.

MAJOR OBJECT AND SELECTED MINOR OBJECT (COMMITMENT ITEM) EXPLANATION

In addition to any information the agency may wish to provide, this presentation, on 8^{1/2} X 11 plain paper must be presented for each appropriation meeting the guidelines below.

In a narrative for each major object and selected minor objects which meet the criteria below, state the reasons for any major change. Significant changes to costs by funds center level 3 (organizations) should be explained. Such data as changes in resident population, initiation or termination of nonrecurring purchases or contracts; opening, closing, relocating or expansion of offices or programs (e.g. Harristown or computer center); unusual price increase (e.g. fuel); or any significant change in the program policy should be considered relevant.

All proposed expenditures for implementation of the Federal American with Disabilities Act (ADA) must be clearly identified in the + / major object explanation. (See Management Directives 205.25 and 205.26 for additional information.)

Any amounts included in the available year not currently appropriated or authorized must be identified and explained.

1. Personnel –

- A. If new positions are requested, list new positions requested by subcategory and the cost of support from all funds. Provide a justification for each position or group of positions including identification of PRR if applicable.
- B. If there is any deviation from the standard guidelines or factors used in the complement projection, an explanation is required.

SUGGESTED FORMAT

	New Position Requested	Subcat. Supported and Cost	Justification
	(3) Clerk I	Direction and Supportive Services	
Complement	Actual Year	Available Year	Budget Year
	125	125	128

2. Operating –

All increases over the net available amount (available minus nonrecurring costs) for general government and institutional programs require an explanation. Identify separately any amount being requested for information technology costs.

3. Fixed Assets –

Any major purchases planned should be identified and explained. Major purchases for information technology equipment are to be included. Any capital projects proposed for current revenue funding or for which augmentations from current revenues are proposed must be identified separately. If the project meets the definition of capital project included in Section V of these instructions, it must be included in the agency's capital budget request. Detailed instructions are found in Section V.

4. Grants and Subsidies –

Any grant and subsidy funding included in a general government or institutional appropriation must be identified and explained.

5. Interfund Transfers –

Any expenditures from interfund transfers must be identified and explained.

INFORMATION TECHNOLOGY (IT) REQUESTS

Major Information Technology (IT) Requests proposed for funding in the 2009-10 budget must be included in the Budget Request and submitted to the Office for Information Technology (OIT) through its Community of Practice (CoP) review process. The CoP is a review process developed by the OIT, in cooperation with the Governor's Budget Office, to collect, review, and monitor major IT requests. All major IT requests must have first been submitted through the CoP process, reviewed by OIT and the Governor's Budget Office, and approved for inclusion in agency budget requests by the Initiative Compliance Committee (ICC). Major IT projects not approved by the ICC will not be considered for funding through the budget process.

Information Technology Program Revision Requests. Agencies are also required to complete PRRs for all IT Projects *that meet the PRR criteria* as part of their comprehensive agency budget submission, according to the PRR instructions presented in this document. PRRs that are program-specific should indicate that an IT *CoP* is associated with it and should specify the *CoP* dollar amount (e.g., PRR Total for MAMIS = \$ 5 million, which includes \$1 million for the MAMIS IT *CoP*). Agencies do not have to complete the standard PRR forms for IT *CoP* PRRs. Instead, agencies are to include the entire IT *CoP* template in place of the standard PRR forms in their budget request submission.

Information to Be Included in the Budget Request

The 2009OPER – IT Request worksheet must include the following information for each major project in the appropriation:

- A summary of the project cost for 2008-09, 2009-10 and 2010-11 identifying the source of funds (i.e., General Fund, Special Funds, Federal Funds, augmentations, etc.).
- A brief description of the project including its objective and the expected results.
- A description of how the project and how it will improve productivity, result in cost savings and/or improve service. Include the estimated amount of cost savings expected as a result of implementation, as well as the qualitative benefits (e.g., round the clock access to government information/services, etc.).
- If the project is part of a PRR or initiative, identify the title and decision package number of the PRR or initiative. PRR information is located within two tabs of the *CoP template* (PRR Source of Funds and Performance Measures; and PRR Analysis: Timeline and Program Analysis).
- The project implementation schedule. Phased implementations that produce “value” (i.e., tangible functionality, a system launch, etc.) at the end of each phase are encouraged. If the project is multiyear, the summary must identify the: planned time schedule for the complete project, anticipated completion date for each phase, anticipated accomplishment or “value” to be produced at the end of each phase, and anticipated funding for each fiscal year of the project.

INFORMATION TECHNOLOGY REQUEST

AGENCY: ABC	FUND - APPROPRIATION: General - General Government Operations	SYMBOL: 001-035-181-09-1
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		2008-09	2009-10	PY 1	Submitted to CoP - Y/N
Project 1	State				
	Federal				
	Other				
	Total				

Provide a narrative description of project 1, the expected results and implementation schedule here. Insert rows to provide additional space as needed. If this is a new PRR, include the SEM Decision Package number.

Project 2	State
	Federal
	Other
	Total

Project 2 narrative.

The Information Technology Request provides details for major on-going and proposed IT projects.

For each project, provide the name, source of funds for the available, request and first planning years, and whether the project was submitted and/or approved by the Office of Technology, Community of Practice.

The narrative description must accompany each project.

SEM-BPS COMMITMENT ITEM PLANNING

The equivalent of major and minor object information is entered in the SEM-BPS budget preparation system through a series of commitment item planning layouts. A separate set of commitment item planning layouts is required for each funds center level 3 (roughly equivalent to bureau) within an SAP Fund (appropriation). A separate set of layouts is required for each decision package. When preparing budget requests, agencies are required to enter information at commitment item level 3 (roughly equivalent to minor object) within funds center level 3. The lowest level commitment items are also available on the detailed layouts for use. Explanations and justifications for the budget request amounts must be included in the Major and Selected Minor Object Explanations provided in the 2009OPER workbook.

Commitment Item Planning – Actual Year Adjustments Layout

The starting point for the actual year will be the last Current Budget data recorded for the fiscal year prior to June 30 queried from Business Warehouse (BW) FM. This information reflects the last set of allotments (“budget”) by budget subtype entered into the Actual Year Layout for subtypes 1000, 2000, 3000 and 4000. The total will be compared to the total actual commitments and expenditures by funds center level three and commitment item level 3 on June 30 (as a part of the appropriation total as reflected in the June 30 Status of Appropriations) and reflected in the Actual year report. Agencies must use the Actual Year Adjustments Layout to adjust the amounts in subtypes 1000, 2000, 3000 and 4000 to bring them into agreement with this total anywhere where there is a difference. (See Glossary of Terms for definitions of actual year and budget subtypes.)

This layout is also used to make any adjustments necessary to the detailed breakdown by source of the total actual augmentations for each level 3 funds center within this appropriation (SAP fund). The detail is compared to the Revenue and Receipts report for June 30, 2008.

Commitment Item Planning – Available Year Adjustments Layout

Rebudget information was prepared at the required level of detail and generally should be ready to use as it is queried from BW FM information. This information will be live and budget preparation reports in SEM will update with current FM information each time they are refreshed. The Available Year Adjustment Layout will be used to make proposed changes for current year supplemental appropriation requests. Any other proposed available year adjustment should be discussed with GBO. Agencies must assure that changes already made in FM are not entered in the Adjustment Layout, since this will result in double counts of the adjustments. If the agency is requesting a supplemental, detail should be provided in a supplemental decision package (decision package 335) and entered in the adjustment layout. Do not change the total cost to carry amounts for the available year.

This layout is also used to adjust the detailed breakdown by source of the total estimated augmentations for each level 3 funds center within this appropriation (SAP fund). Current information will be shown in the Available Year report. This information will be live and budget preparation reports in SEM will update with current FM information each time they are refreshed. The Available Year Adjustment Layout will be used to make any proposed changes for augmentations related to requested supplemental appropriations.

Commitment Item Planning – Expenditures and Transfers (Request Year Layout)

This layout is used to manually enter all Budget Request commitment items except personnel and to distribute those commitment items across budget subtypes. Agencies enter the budget year amounts requested for each non-personnel commitment item at funds center level 3 and commitment item level 3. Detail below commitment item level 3 may also be provided. Lower level commitment items are available for data input on the screen. Budget request amounts for personnel commitment items will not be included in this layout. Personnel commitment items will be prepared in a separate tab in the Complement Planning Folder following SEM procedures. Changes to request amounts for personnel services must be made in the complement planning layouts. Reports must be used to show the totals of personnel and non-personnel commitment items and to view the effects of source of funds distributions among subtypes.

Agencies distribute each commitment item by budget subtypes: appropriation, augmentations, federal transfers and non-federal transfers.

- The total of the commitment item and complement planning amounts in budget subtype 1000, appropriation and executive authorizations, must agree with the requested appropriation amounts and must total to rounded thousands at commitment item level 1, funds center level 1.
- The total commitment item and complement planning amounts shown as augmentations in budget subtype 2000 shown in 6xxxxxx series commitment items (and offset in Revenue Commitment Item 4xxxxxx series) must agree with the total shown on the Summary by Fund and Appropriation.

- The distribution to 92xxxx series commitment items in budget subtype 3000 federal transfers must also be compared to the Major Object Summary – Source of Funds to assure all amounts for Federal Transfers agree with the amounts shown as major object 200 transfers in the MOS_SOF.
- Non-Federal Transfers in budget subtype 4000 are to be treated the same as Federal Transfers. These are created to show the amounts that are charged to the appropriation in the first instance and transferred out to other appropriations, special funds or any other non-Federal funding source.
- CATS and other direct charges will be adjustments made in complement planning layouts before the commitment item totals are distributed by subtype.

Amounts on this layout are in total dollars including appropriated funds, federal transfers, nonfederal transfers and augmentations. Information should be rounded in the commitment item planning layouts so that the last three digits are zeros at commitment item level 1.

Estimated Augmentations – (Revenue Commitment Item Planning –Request Year Revenues Layout)

This layout is used to provide a detailed breakdown by source of the total estimated augmentations for this appropriation (SAP fund). IES has created a revenue commitment item number for existing augmentation sources.

Enter the revenue commitment item code and the estimated dollar amount for the budget year. If the agency anticipates a new augmentation source, they must contact the IES Budget Team to have a new revenue commitment item created.

Reports from Information Entered in SEM-BPS Layouts

In order to see the results of the data entered in Commitment Item Layouts in SEM_BPS, Business Warehouse reports must be reviewed. For general assistance in using the reports refer to IES web site, Business Warehouse.

The Budget Request package must include the Commitment Item Level 1 Summary. Amounts in the Commitment Item Level 1 Summary must be in rounded thousands for the Budget Request Year.

In lieu of transmitting copies of various other BW reports, a Budget Business Warehouse Report Verification Checklist must be included with the electronic copy of the Budget Request to identify the reports run and the verifications completed to assure the accuracy and completeness of the information included in the request.

The report is found on the Governor’s Budget office ftp server. Agencies should make a copy of the report, enter the agency name, agency contact and telephone number of the contact and complete the report

Planning Folder Edit Goto System Help

Execute DCNR - BUDGET PREP Commitment Item

Description of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Expenditures & Transfers Estimated Augmentations Actual Year Adjustments Available Year Adjustments

File Edit View Insert Format Tools Data Window Business Explorer Help

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	A	B	C	D	E	F	G
1	Budget Version	10	Agency Budget Request - Internal Use				
2	Business area	38	Conservation & Natural Resourc				
3	Decision package	38	DCNR				
4	Fiscal year	2009	July-June, 4 special periods 2009				
5	Approp Fiscal Yr	2009	2009				
6	Fund	1039409000	State Forest Operations				
7	Funds center	3828100000	Bureau of Forestry				
8	SEM Amount Type	ACT	ACT				
9							
10	Commitment item		Budget Subtype	Adjustment Amount			
11							
12	4435608	REIMB SERVICES RENDERED	2000	-15,000			
13	6344100	Contracted EDP Services Vendor	12000	15,000			
14	Commitment item Total		Budget Subtyp	0			

Commitment Item Planning – Actual Year Adjustments Layout

Actual Year Adjustments layout is used to adjust the Actual Year June 30 pre-commitment, commitment and expenditure amounts by subtype (source of funds). The last set of allotments by budget subtypes 1000, 2000, 3000 and 4000 will be queried from SAP into the Actual Year reports to provide a starting point for the distribution of June 30 final amounts. Agencies should adjust the amounts in subtypes 1000, 2000, 3000 and 4000 to bring them in to agreement with this total wherever there is a difference.

Any amounts that are in Funds Center Level 1 or 2 must be “pushed down” to Funds Center Level 3. To review this, enter the Business Area number and then eight zeros (0) for the Fund Center. All amounts that are shown as a result of that selection will have to be assigned to the appropriate organization / Fund Center 3 by zeroing out the amounts in this result screen and then adding the corresponding amount to the proper Fund Center Level 3 input screens.

Any amounts shown at higher level commitment items must be distributed to Commitment Item Level 3 by the same process.

Planning Folder Edit Goto System Help

Execute DCNR - BUDGET PREP Commitment Item

Description of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Expenditures & Transfers Estimated Augmentations Actual Year Adjustments Available Year Adjustments

File Edit View Insert Format Tools Data Window Business Explorer Help

D12 12500

	A	B	C	D	E	F	G
1	Budget Version	10	Agency Budget Request - Internal Use				
2	Business area	38	Conservation & Natural Resourc				
3	Decision package	335	Avail Supplementals				
4	Fiscal year	2009	July-June, 4 special periods 2009				
5	Approp Fiscal Yr	2009	2009				
6	Fund	1039409000	State Forest Operations				
7	Funds center	3828100000	Bureau of Forestry				
8	SEM Amount Type	BUD	BUD				
9							
10	Commitment item		Budget Subtype	Adjustment Amount			
11							
12	6343100	Specialized Services	1000	12,500			
13	6344100	Contracted EDP Services Vendor	11000	2,500			
14	Commitment item Total		Budget Subtyp	15,000			
15							

Commitment Item Planning – Available Year Adjustments Layout

Available year allotments from Funds Management by budget subtype will be linked to SEM to provide available year amounts for reports. The adjustment screen will only be used to enter proposed supplemental amounts presented in decision package 335.

Planning Folder Edit Goto System Help

Execute DCNR - Commitment Item Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Expenditures & Transfers Estimated Augmentations Actual Year Adjustments Available Year Adjustments

Check Values

File Edit View Insert Format Tools Data Window Help

	A	B	C	D	E	F	G
1	Budget Version	10	Agency Budget Request - Internal Use				
2	Business area	38	Conservation & Natural Resourc				
3	Decision package	38	DCNR				
4	Fiscal year	2009	July - June, 4 special periods 2009				
5	Approp Fiscal Yr	2009					
6	Fund	1039409000	State Forest Operations				
7	Funds center	3828100000	Bureau of Forestry				
8							
9	Commitment item		Appropriated 1000	Estimated Augs 2000	Federal Transfers 3000	Non-Fed Transfers 4000	Total Distributed
10							
11	ROOT	Total	4,193,000	5,391,644	0	0	9,584,644
12	S6300000	Operational Expenses	4,193,000	5,391,644	0	0	9,584,644
13	S6310000	Travel	377,262	0	0	0	377,262
14	6311000	Travel	377,262	0	0	0	377,262
15	S6320000	Training	76,013	0	0	0	76,013
16	6321000	Training	76,013	0	0	0	76,013
17	S6330000	Utilities & Communications	841,569	0	0	0	841,569
18	6331100	Telecommunications Recurring	500,656	0	0	0	500,656
19	6331200	Telecommunications Non-Recurring	33,769	0	0	0	33,769
47	S6370000	Equipment (Non-Fxd)	264,316	0	0	0	264,316
48	6371000	EDP Software	4,650	0	0	0	4,650
49	6372000	Other Computer Equipment	226,597	0	0	0	226,597
50	6373000	Furniture and Fixtures	21,087	0	0	0	21,087
51	6374000	Other Equipment	11,982	0	0	0	11,982
52	S6380000	Inventory	679,620	0	0	0	679,620
53	6380110	Materials & Supplies	34,761	0	0	0	34,761

Expenditures and Transfers

The Commitment Item Expenditures and Transfers layout is used to budget and distribute the total for each non-personnel commitment item by budget subtype (source of funds). Personnel costs will not be included in this layout; they are prepared in a separate tab in the Complement Planning Folder.

Always remember to save changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Commitment Item Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039407000	State Forest Operations

Expenditures & Transfers Estimated Augmentations Actual Year Adjustments Available Year Adjustments

File Edit View Insert Format Tools Data Window Help

C12 2435

	A	B	C	D	E
1	Budget Version	10	Agency Budget Request - Internal Use		
2	Business area	38	Conservation & Natural Resourc		
3	Decision package	38	DCNR		
4	FM area	COPA	Commonwealth of PA		
5	Fiscal year	2009	July - June, special periods 2009		
6	Approp Fiscal Yr	2009	2009		
7	Fund	1039409000	State Forest Operations		
8	Funds center	3828100000	Bureau of Forestry		
9					
10	Commitment item		Estimated Augmentations		
11					
12	4435062	AUTOMOBILE/VEHICLE SALE		2,435	
	4435163	COST OF EXTINCTION OF FOREST FIF		133,323	
	4435430	MISCELLANEOUS TICKETS & FINES		5,277	
	4435502	PCC REIMB - L&I - FORESTRY		15,751	
	4435608	REIMB SERVICES RENDERED		450,856	
	4435839	TRF FROM RESTRICTED REC - FORES		4,784,002	
	Commitment item	Total		5,391,644	

Estimated Augmentations / Revenues

The estimated augmentations / revenues layout is used to display the revenue commitment items included in the total augmentations in the Budget Request Expenditures and Transfers layout.

**Commitment Item Level 1 Summary
(Dollar Amounts in Thousands)**

Business Area: General Services(15)
Fund Type: General Fund(001)
Related State: Gnrl Gvrnmnt Oprtns(10074)
Version: Agency Budget Request - Internal Use(10)
Decision Pk:

Budget Subtype	Actual	Available	Current	PRR/Initis	Request	Diff from Available	%
Appropriation	\$ 2,992	\$ 2,766	\$ 3,322	0	\$ 3,322	\$ 556	20.1 %
Augmentation	\$ 10	\$ 10	\$ 10	0	\$ 10	\$ 0	0.0 %
Overall result	\$ 3,002	\$ 2,776	\$ 3,332	0	\$ 3,332	\$ 556	20.0 %

Avil Con Lv(N)	GBO Source of Funds	Budget Subtype	Actual	Available	Current	PRR/Initis	Request	Diff from Available	%
Approp Level CI	S	Appropriation	\$ 0	\$ 0	\$ 0	0	\$ 0	\$ 0	0.0 %
Personnel Services	S	Appropriation	\$ 2,575	\$ 2,301	\$ 2,819	0	\$ 2,819	\$ 518	22.5 %
Operational Expenses	S	Appropriation	\$ 413	\$ 460	\$ 496	0	\$ 496	\$ 36	7.9 %
	A	Augmentation	\$ 10	\$ 10	\$ 10	0	\$ 10	\$ 0	0.0 %
		Result	\$ 423	\$ 470	\$ 506	0	\$ 506	\$ 36	7.7 %
Fixed Asset Expense	S	Appropriation	\$ 4	\$ 5	\$ 7	0	\$ 7	\$ 2	40.0 %
Overall result	Result	Result	\$ 3,002	\$ 2,776	\$ 3,332	0	\$ 3,332	\$ 556	20.0 %

This report provides actual, available and request amounts by commitment item level 1. It is provided from SEM-BPS.

COMPLEMENT PLANNING SUMMARY – INSTRUCTIONS •

(Complement Planning Forms – SEM-BPS)

The Complement Planning Summary is used to calculate and to document personnel costs (commitment item 6100000). This information is to be prepared on the complement planning layouts in the SEM-BPS system using instructions and factors provided by the Governor's Budget Office. A separate form should be prepared for each State appropriation or executive authorization (SAP fund), and all other accounts for which there is an authorized complement or complement is requested. Totals for State, Federal and Other funds must agree with the 2009-10 totals on the Major Object Summary. All dollar, position and pay period information must be entered in order to insure proper calculation. All salary and benefit information, factors, and rates may be subsequently adjusted by the Governor's Budget Office, as needed, to reflect such changes as those resulting from collective bargaining.

Existing filled and vacant position data for *August 15, 2008* will be loaded to the Business Planning Simulation (BPS) from Human Resources (HR) information by the Integrated Enterprise System (IES). Agencies will have to review that information to assure that it reflects the approved rebudgets. All adjustments to complement planning data including filled, vacant or new positions, other personnel costs, benefit costs, salary adjustment factors and general salary increases must be made in the Comp Adjustments or Other Adjustments layouts and clearly identified. They must be explained in the Adjust tab in the 2009 OPER workbook for the appropriations. Before beginning complement cost projections agencies must:

- Define Budget Versions. Generally information will be loaded in version 10 at the start of the process.
- Create Decision Packages – agencies should create all non-cost to carry decision packages before complement planning begins.
- Establish new SAP Funds – If the agency intends to request funds in a new appropriation or account, the agency must contact the IES Budget Preparation Team to create the SAP fund in SEM-BPS.

Open the Complement Planning folder for the Agency and use the selection button in the layout to enter the SAP fund (appropriation). The other combinations button is used to change the Budget Version or Decision Package for the SAP fund in which you are working. Refer to the examples and complete as follows:

EB Factors—This screen layout shows the standard employee benefit factors and other adjustment factors (such as the salary adjustment factor) that have been loaded into SEM-BPS. These factors cannot be changed in SEM-BPS. All adjustments proposed by the agency must be made in the Comp Adjustment or Other Adjustments Layouts. The nature of the adjustment, the calculations supporting the adjustment and a brief explanation of why the adjustment is needed must be provided separately in the budget templates (2009 OPER workbook, Adjust tab) for the appropriation.

Filled Positions—*August 15, 2008* data will be loaded into the SEM-BPS system. Biweekly salaries are multiplied by 26.1 pay periods.

If adjustments are entered in the Comp Adjustment Layout, the related employee benefit adjustments are calculated in EB Salaries/Comp layout. If adjustments are entered in the Other Adjustment Layout, no employee benefit adjustments are calculated.

Savings From Furloughed Employees—If employee furloughs are necessary during 2008-09, it will be necessary to reduce the biweekly payroll figure for filled positions by the sum of the actual biweekly payroll for those employees furloughed after the date of the biweekly payroll.

In the Comp Adjustment layout, enter text beginning with a reference number, the total number of positions being furloughed, the total pay periods (number of positions times the number of pay periods) for which salary costs are not funded for each position and the total dollar value (without benefits). Enter the information necessary to calculate the dollar amount of the adjustment in the 2009 OPER workbook in the Adjust tab. The biweekly salary for each position is multiplied by the number of pay periods of the furlough and the total for all positions is calculated. Since the pay periods and biweekly salary have been entered, the EB Salary/Comp layout will calculate the employee benefits for these positions. If furloughs are anticipated, unemployment compensation must be budgeted in the Other Personnel layout.

Filled Position Savings from Complement Reductions—If additional reductions to filled complement are anticipated during 2008-09 or 2009-10, enter a reference number at the start of the text, the number of positions to be eliminated, the number of pay periods and the total dollar value of the change (without benefits) on the Comp Adjustment (F)

layout. Enter the calculations and an explanation in the Adjust Tab of the 2009 OPER workbooks. The EB Salary/Comp layout will calculate the employee benefits for those positions.

Filled Changes from Other Adjustments—If any other adjustments to filled complement are to be made such as those necessary from reorganizations which result in transfers from one appropriation to another, enter a text beginning with a reference number, the number of positions to be added or deleted, the number of pay periods and the total dollar value of the change (without benefits) increase or decrease on the Comp Adjustment layout. Provide the calculations and briefly explain the purpose of the adjustment on the Adjust Tab of the 2009 OPER workbook.

Salary Adjustment Factor—The salary adjustment factor is the sum of the longevity/increment factor and the estimated turnover factor (which may be either positive or negative). Factors for each agency are shown on Table A. This adjustment applies only to filled position costs and should be calculated after other adjustments to filled position costs for furloughs, reorganizations or other changes have been made. The agency factor will be entered automatically in the complement planning layouts and will be shown on the EB Factors layout. If the agency is proposing an alternate rate, an adjustment must be made on the Other Adjustments layout. Use the Adjustments tab in the Excel Workbook for this appropriation to identify the revised factor. Multiply the revised salary adjustment factor by the Total Filled Salary Requirements after adjustments for any anticipated furloughs, reorganizations and all other adjustments that affect filled complement. Subtract the revised dollar amount from the amount calculated using the factor on the EB Factors layout. To determine the effect on employee benefit costs, determine the difference between the original factor and the proposed factor. Multiply the net percent times the benefits that are calculated as a percent of payroll costs. Add the value of benefits adjustments to the change in the salary amount. Enter the total difference in the Other Adjustments layout. An explanation of why an adjustment is needed must be provided in the Excel 2009 OPER workbook Adjust tab with the calculations detailing how the revised amount was determined.

Salary Adjustment Factor—Increments—*The factor includes the January 2009 increment carried forward through 2009-10 and the January 2010 increment for the second half of 2009-10.* This is adjusted for cash payments where applicable. An agency may propose an alternative longevity / increment factor if it feels that it has better data for an appropriation.

Agencies should discuss the proposed longevity/increment factors with their personnel offices since some bargaining units may still receive annual increments at some other rate. It may be necessary to adjust longevity/increment factors provided in Table A for significant numbers of such employees within an appropriation.

If an agency proposes to use an increment/longevity factor other than that shown on Table A, a separate page must be provided detailing the calculations and explanation of the change.

Salary Adjustment Factor—Turnover—*The Office of Administration generally derives the estimated turnover factors using a three-year average of the turnover experience. For the 2009-10 Budget, the calculation of the average for turnover factors was modified and uses two years of historic information. The two year average excludes 2006-07 due to the high number of separations.* Agencies must review the factors carefully. The turnover factor includes an assumption that the average position is vacant for a net of one month after leave payouts before it is filled again. Normally, each agency should use its own factors as shown in Table A. However, agency factors may not be entirely accurate for each appropriation, especially for those appropriations with 20 positions or less, large blocks of new positions and appropriations, which had furloughs or other nonrecurring circumstances. Therefore, if an agency feels its pattern will not parallel its historical pattern, it may use the statewide average, or, if another more accurate longevity increase or turnover factor has been developed for an appropriation it may be used if accompanied by a description of the computation. If an agency proposes to use the statewide average or another factor, the agency must provide a separate page with an explanation and justification for the change.

Vacant/LWOP Positions—The Vacant/LWOP layout lists all vacant positions within Funds Centers by position number and job title as of the August 15, 2008 HR data loaded into SEM-BPS. Vacant positions are funded for 26.1 pay periods. Provide a separate explanation for *any adjustments* to the amount of funding provided for vacant positions in the Adjust tab on the 2009 OPER workbook. Pay periods and biweekly hours may be adjusted on the line in the vacant position layout where the default data appears. Any other adjustments are made by adding a separate line in the lower section of the screen layout with the corrected information.

In SEM-BPS, leave without pay positions (LWOP) are included in the vacant position layout. Use the previous/next arrows to move between vacant and LWOP positions. LWOP positions will show up in this layout funded for 26.1 pay periods. If the pay periods need to be adjusted, they can be changed in this Vacant/LWOP layout; however, this will

automatically result in adjustments to employee benefits that are funded as a percent of payroll dollars. If some other change is needed, make the adjustments to LWOP position on Other Adjustments layout. If an adjustment is made, it must be identified in the Excel 2009 OPER Workbook on the Adjust tab.

Funding for any vacancies that were eliminated during the rebudget process must be removed from the vacant position projections by setting the pay periods to zero.

Vacant Positions Savings from Complement Reductions—If additional reductions to vacant positions are anticipated during 2008-09 or 2009-10 follow the same process as outlined above for adjustments to vacant positions.

Vacancy Changes from Other Adjustments—If any other adjustments to vacancies are to be made such as those necessary from reorganizations which result in transfers from one appropriation to another, follow the same process as outlined above for adjustments to filled positions.

New Positions—Before entering new positions, check the decision package where you are working. If the new positions are not part of the Cost to Carry request, use the other combinations button to change to a PRR decision package. List all new positions requested. Explain the number of pay periods budgeted for new positions on the Adjust Tab of the 2009 OPER workbook.

Other Personnel Costs—List each Budget Request amount Other Personnel Cost separately in the Other Personnel layout by commitment item (minor object). If wages are included, attach a separate page (or use the Adjustments tab in the 2009 OPER workbook) showing how many wage positions are provided for in each year and an explanation of the purpose for which wage positions are used.

Other Personnel Costs Savings—Identify and subtract the amount of savings in any other personnel costs such as shift differential, overtime, etc. as a result of complement reductions. Enter the adjustment in the Other Personnel layout and explain briefly on the Adjust tab of the 2009 OPER workbook.

Other Personnel Costs—Other Adjustments—If any other adjustments to Other Personnel Costs are to be made such as those necessary from reorganizations which result in transfers from one appropriation to another, identify the item (i.e. shift differential, overtime,

etc.) and enter the dollar amount of increase or decrease. Explain on the Adjust tab of the 2009 OPER workbook.

2009-10 General Salary Increase (GSI) Changes.

A general salary increase of 3% is assumed for 2009-10. If an agency can document a different GSI (i.e. some employees funded by the appropriation are covered by differing collective bargaining agreements) it may adjust the percentage by making an adjustment in the Comp Adjustment layout. An explanation of the change and the calculations used to arrive at an adjusted percent must be provided on a separate sheet (or use the Adjustments tab in the 2009 OPER workbook). The analyst in the GBO should be contacted to discuss modifications.

Employee Benefits—Salary Related Benefits – The EB Salary/Comp layout computes employee benefits. The factors used in SEM-BPS are displayed on the EB factors layout. These percentages and dollar amounts per pay period are an estimate of the statewide averages. If another factor can be clearly documented, it may be used instead. Adjustments are made in the Comp Adjustments screen and documented in the Adjust tab of the 2009 OPER workbook. ***Beginning in 2009-10, leave payouts will be budgeted as a salary related benefit. Each appropriation with payroll costs will be charged a percentage of payroll costs in order to collect monies in a central restricted account. This account, managed by the Bureau of Commonwealth Payroll Operations, will be used to fund leave payout costs as they occur throughout the fiscal year. Agencies will no longer budget funds for their own leave payout costs, but instead, will budget funds to contribute to the central restricted account. Leave payouts will now be budgeted as a percentage of payroll costs that will be automatically calculated and applied in SEM-BPS (similar to employee health care and pension costs). The percentage to be applied will be based on a commonwealth-wide estimate of total leave payout costs for the fiscal year. The charge will be applied to gross payroll from all funding sources (General Fund, special, federal and other funds), in the same distribution as total salaries.***

Employee benefit factors, including the new leave payout factor, are shown on Table B. Estimated workers' compensation factors by agency are provided in Table C.

The EB Other Personnel layout is used to calculate the employee benefits for Other Personnel Costs. The employee benefits for other personnel costs vary by commitment item (minor object). The amount budgeted by commitment item (minor object) for each applicable cost is

shown in the chart in Table B. **NOTE – Leave payout is no longer budgeted as an Other Personnel Cost because it included in the Salary Related Benefit calculations.**

If an agency proposes using a benefit factor other than those shown on the chart in Table B, an adjustment must be entered in the Comp Adjustment layout and a separate explanation must be provided in the Adjust tab of the 2009 OPER workbook.

SEM-BPS includes Unemployment Compensation in the Other Personnel layout. Unemployment Compensation is to be budgeted only when the agency plans furloughs in an appropriation or has a documentable history of ongoing costs for this benefit. Enter the dollar amount to be budgeted in the layout and explain the basis for these estimates on the Adjust tab of the 2009 OPER workbook.

An amount should be entered if savings from furloughed employees are shown in the complement planning projections. (Refer to M530.9, Unemployment Compensation Insurance for further information on unemployment compensation.)

Age 50 retirement calculations are done in the complement planning layouts based on the Age 50 indicators on positions. No separate layouts are required.

Table B provides a complete summary of the statewide factor for each employee benefit. If another more accurate factor can be identified for an appropriation, agencies may use that factor if accompanied by an explanation.

A chart by commitment item (minor object) of those employee benefits which are paid for various other personnel costs is also provided in Table B.

Personnel Costs—Employee Classes Age 50 Retirement—SEM- BPS uses an Age 50 retirement indicator to apply to appropriate Age 50 Retirement employee benefit factor to the cost projections. No separate Complement Planning Layouts are required for Age 50 calculations; however agencies should review the Age 50 indicators and make adjustments as needed.

Complement Planning Summary Report

The Complement Planning Summary Report resembles the Complement Summary generated from the Excel templates, but this report is generated from the SEM-BPS Complement Planning layouts. The report is printed for each appropriation (SAP fund) and included in the agencies budget requests.

Planning Folder Edit Goto System Help SAP

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection Budget Version	10	Agency Budget Request - Internal Use	
Planning Layout Selection Fund	1039409000	State Forest Operations	

Filed Vacant/LWOP New Complement Adjustments Factors Benefits Other Personnel Costs OPC Benefits Other Adj Federal Direct

File Edit View Insert Format Tools Data Window Help Type a question for help

A1 Business area

	A	B	C	D	E	F	G
1	Business area	38	Conservation & Natural Resourc				
2	Budget Version	10	Agency Budget Request - Internal Use				
3	Fiscal year	2009	July - June, 4 special periods 2009				
4	Approp Fiscal Yr	2009	2009				
5	Fund	1039409000	State Forest Operations				
6	Decision package	38	DCNR				
7	Pos Fil, Vac, New	F	F				
8	Work Contract	SS	Salary				
9	Calendar day	08/15/2008	08/15/2008				
10							
11	Age 50 Indicator	Funds center		Total Positions	Total Pay Periods	Total Biweekly	Agency Request
12							
13	N	3828100000	Bureau of Forestry	37.0	965.70	66,420.00	1,733,562.00
14	N	Funds center	Total	37.0	965.70	66,420.00	1,733,562.00
15	Y	3828100000	Bureau of Forestry	12.0	313.20	16,056.00	419,061.60
16	Y	Funds center	Total	12.0	313.20	16,056.00	419,061.60
17	Age 50 Indicator	Funds center	Total	49.0	1,278.90	82,476.00	2,152,623.60
18							
19							
20							

Filled Position Planning

The filled position layout is used to show filled positions by SAP Fund and lower level Funds Centers. Hit the calculate button to populate the agency request column and subtotals.

This layout is for reference only. Use the Complement Adjustment or the Other Adjustment Layouts to make changes to this data.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Calculate Request

File Edit View Insert Format Tools Data Window Help

Age 50 Indicator	Funds center	Position	Job	Wage Type	Pay scale type	Pay scale group	Pay scale level	ES grouping for CAP	Pay scale area	# of Pos	Pay Periods	No. of Hours (Biweekly)	Biweekly Amt	Agency Request		
N	3828100000	Bureau of Forestry	50007883	2300	Clk Typst 1100	ST	ST04	ZN	1	CW	1.0	75.0	1,464.75	38,229.98		
N	Funds center	Total	Position	Job	Total	Wage Ty	Pay scal	Pay scal	Pay scal	ES groupin	Pay scal	1.0	26.1	75.00	1,464.75	38,229.98
Age 50 Indicator	Funds center	Total	Position	Job	Total	Wage Ty	Pay scal	Pay scal	Pay scal	ES groupin	Pay scal	1.0	26.1	75.00	1,464.75	38,229.98

Vacant / LWOP Planning

The Vacant/LWOP layout is used to show the vacant and leave without pay (LWOP) positions for an SAP fund by lower level Funds Center, position number and job title.

Use the Other Combinations button to move between the Vacant Positions and LWOP positions. Hit the Calculate button to populate the Agency Request column. Vacant and LWOP positions are budgeted by default for 26.1 pay periods. The Pay Periods and Number of Hours (Biweekly) can be adjusted on the original line. To eliminate funding for a position or change the number of pay periods, adjust the entry in the pay periods columns. Adjustments to other columns are made by adding a separate line beneath the subtotal row. After making other adjustments, hitting the Calculate button again will move the revised data up with the rest of the vacant/LWOP positions and recalculate the Agency Request and subtotals.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Calculate Request

File Edit View Insert Format Tools Data Window Help

J16 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Business area	38	Conservation & Natural Resourc											
2	Budget Version	10	Agency Budget Request - Internal Use											
3	Fiscal year	2009	July - June, 4 special periods 2009											
4	Approp Fiscal Yr	2009	2009											
5	Fund	1039409000	State Forest Operations											
6	Decision package	38	DCNR											
7	Pos Fil, Vac, New	N	N											
8	ES grouping for CAP	1	1											
9	Pay scale area	CW	Commonwealth											
10	Work Contract	SS	Salary											
11	Wage Type	1100	RegHrly											
12	Calendar day	08/15/2008	08/15/2008											
13														
14	Funds center		Multiple	Job Plan In Job		Age 50 Indicator	Pay scale type	Pay scale group	Pay scale level	Total # of Pos	Total Pay Periods	No. of Hours (Biweekly)	Biweekly Amt	Agency Request
15														
16	3828100000	Bureau of Forestry	#	50024151 REC PRKS ADVR 1		N	ST	ST03	03	1.0	26.10	75	906.00	23,646.60
17	Funds center	Total	Multiple Jc Job	Total		50 Indica	scale	scale	gr scale	1.0	26.10	75	906.00	23,646.60
18														
19														
20														
21														

New Positions

The New Positions Layout is used to request new positions. Enter Funds Center, Job Number, Age 50 indicators, Number of Positions and Hours. The multiple Job Plan Indicator is used when requesting multiple positions with the same job title and a different number of pay periods for funding. Hit the Pay Scale Lookup button to populate the agency request column and subtotals. Hit the Calculate New Position Request to populate the Agency Request column and subtotals.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help SAP

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Filled
 Vacant/LWOP
 New
 Complement Adjustments
 Factors
 Benefits
 Other Personnel Costs
 OPC Benefits
 Other Adj
 Federal Direct

	A	B	C	D	E	F
1	Business area	38	Conservation & Natural Resourc			
2	Budget Version	10	Agency Budget Request - Internal Use			
3	Fiscal year	2009	July - June, 4 special periods 2009			
4	Approp Fiscal Yr	2009	2009			
5	Fund	1039409000	State Forest Operations			
6	Funds center	3828100000	Bureau of Forestry			
7	Decision package	38	DCNR			
8	Work Contract	SS	Salary			
9	Calendar day	08/15/2008	08/15/2008			
10	HR Plan Adj Type	CAJ	Complement Adj			
11						
12				Full-time		
	Age 50 Indicator	Adjustment Text	Pos Fil, Vac, New	equivalen	nt	Pay Periods Amount
13						
14	N	1-TRANSFER TO PARKS	F		2	26.1 17,200.00
15	Age 50 Indicator	Adjustment Text	Pos Fil, Vac,		2	26.1 17,200.00
16						
17						

Complement Adjustments

The Complement Adjustments layout is used to make adjustments to filled, vacant, LWOP or new positions that impact benefits. List adjustments separately with an adjustment reference number and a brief explanation in the adjustment text. The remaining columns must be completed including the number of pay periods in order for the impact on benefits to calculate. Hit the check icon to subtotal the adjustments. Detailed agency calculations and explanations for each adjustment must be provided separately in the Complement Summary – Adjustments and Explanations tab in the Excel 2009OPER workbook.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection Budget Version		10	Agency Budget Request - Internal Use
Planning Layout Selection Fund		1039409000	State Forest Operations

Filled Vacant/LWOP New Complement Adjustments Factors Benefits Other Personnel Costs OPC Benefits Other Adj Federal Direct

File Edit View Insert Format Tools Data Window Help

100% Arial 10

	A	B	C	D	E	F	G	H
1	Budget Version	10		Agency Budget Request - Internal Use				
2	Business area	38		Conservation & Natural Resourc				
3	Fiscal year	2009		July - June, 4 special periods 2009				
4								
5		Factor						
6	Social Security		0.06200					
7	Medicare		0.01450					
8	Worker's Comp		0.02397					
9	Life Ins Rate		4.30000					
10	Employee Health Ins		400.00000					
11	Annuitant Health Ins		260.00000					
12	Retirement Rate		0.03290					
13	General Salary Inc		0.03000					
12	Salary Adj		0.01364					
13	Leave Payout		0.02000					
14	Age 50 Health		400.00000					
15	Age 50 Retirement		0.04800					
16	Age 50 SAF		0.02575					
17	Age 50 GSI		0.03000					
18	Age 50 Annuitant Health		260.00000					
19								

EB Factors

The EB Factors layout is used for display purposes only to show the employee benefit factors and salary adjustment factors used in the Agencies Complement Planning folder. The display cannot be modified.

Changes from the standard factors shown are reflected in the Comp Adjustments or Other Adjustments layouts.

Detailed calculations and explanations for changes from the standard factors must be provided separately in the Complement Summary - Adjustments tab in the Excel 2009 OPER workbook.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable Characteristic Selection Name

Planning Layout Selection Budget Version 10 Agency Budget Request - Internal Use

Planning Layout Selection Fund 1039409000 State Forest Operations

Filled Vacant/LWOP New Complement Adjustments Factors Benefits Other Personnel Costs OPC Benefits Other Adj Federal Direct

Calculate

File Edit View Insert Format Tools Data Window Help

A1 Business area

1	Business area	38	Conservation & Natural Resourc						
2	Budget Version	10	Agency Budget Request - Internal Use						
3	Fiscal year	2009	July - June, 4 special periods 2009						
4	Approp Fiscal Yr	2009	2009						
5	Fund	1039409000	State Forest Operations						
6	Pos Fil, Vac, New	F	F						
7	Work Contract	SS	Salary						
8	HR Plan Adj Type	#	Not assigned						
9									
10			Employee Hlth						
	Decision package	Funds center	Age 50 Indicator	Total Salaries 6111000	Total Pay Periods	Ins 6148000	Annuitant Ins 6142000	Hlth Life Insurance 6147000	SAF 6111920
11									
12	38	3828100000	N	1,740,204.00	1,021.8	316,758.00	245,232.00	5,149.87	-31,845.73
13	38	3828100000	Y	420,667.20	314.4	97,464.00	75,456.00	1,584.58	0.00
14	Decision package	Funds center	Age 50 In	2,160,871.20	1,336.2	367,455.00	320,688.00	6,801.26	-31,845.73
15									
16									

EB Salary / Complement

The EB Salary/Complement layout is used to display the employee benefits and salary adjustment factors by Funds Center Level 3 and Decision Package for an SAP Fund based on information in the Filled, Vacant/LWOP, New, Complement Adjustments and EB Factors layouts. Hit the Calculate button to populate the benefits columns.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Filed Vacant/LWOP New Complement Adjustments Factors Benefits Other Personnel Costs OPC Benefits Other Adj Federal Direct

File Edit View Insert Format Tools Data Window Help

D13 1000

	A	B	C	D	E
1	Business area	38	Conservation & Natural Resourc		
2	Budget Version	10	Agency Budget Request - Internal Use		
3	Fiscal year	2009	July - June, 4 special periods 2009		
4	Approp Fiscal Yr	2009	2009		
5	Fund	1039409000	State Forest Operations		
6	Funds center	3828100000	Bureau of Forestry		
7	Decision package	38	DCNR		
8	Work Contract	SS	Salary		
9	HR Plan Adj Type	OPC	Other Personnel Cost		
10					
11	Commitment item		Age 50	Agency Request	
12			Indicator		
13	6113000	Salaries - Higher Class Pay	N		1,000
14	6121000	Wages - Regular Hours	N		500
15	Commitment item	Total	Age 50 Inc		1,500
16					
17					

Other Personnel Costs

This layout is used to input Other Personnel Costs such as Salary shift differential or higher class pay, overtime, payouts, and allowances for an SAP Fund/Fund Center level 3. Enter the applicable information in the Agency Request column and hit the check icon to calculate subtotals. Agency calculations for these Other Personnel Costs must be shown in detail in the Complement Summary - Adjustments and Explanations tab in the Excel 2009 OPER workbook.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Calculate

File Edit View Insert Format Tools Data Window Help

100% Arial 9

A1	A	B	C	D	E	F	G	H	I	J
1	Budget Version	10	Agency Budget Request - Internal Use							
2	Business area	38	Conservation & Natural Resourc							
3	Fund	1039409000	State Forest Operations							
4	Fiscal year	2009	July - June, 4 special periods 2009							
5	Approp Fiscal Yr	2009	2009							
6	HR Plan Adj Type	OPC	Other Personnel Cost							
7	Work Contract	SS	Salary							
8										
9	Funds center	Decision package	Age 50 Indicator	Salaries-Shift Differential 6112000	Salaries-Higher Class Pay 6113000	Wages - Regular Hrs 6121000	Workers Comp 6146000	Medicare 6144000	Social Security 6143000	Retirement 6145000
10										
11	3828100000	38	N	0.00	1,000.00	500.00	39.90	22.41	95.79	24.72
12										
13										
14										

Other Personnel Costs - Employee Benefits

The Other Personnel Costs - Employee Benefits layout is used to show the amounts calculated for employee benefits related to the Other Personnel Costs identified in the Other Personnel layout for a SAP Fund/Fund Center Level 3. Hit the Calculate button to compute the benefits for the Other Personnel Costs. An age 50 indicator is included in this layout.

Always remember to save any changes before exiting the tab.

	A	B	C	D	E
1	Business area	38	Conservation & Natural Resourc		
2	Budget Version	10	Agency Budget Request - Internal Use		
3	Fiscal year	2009	July - June, 4 special periods 2009		
4	Approp Fiscal Yr	2009	2009		
5	Fund	1039409000	State Forest Operations		
6	Funds center	3828100000	Bureau of Forestry		
7	Decision package	38	DCNR		
8	Work Contract	SS	Salary		
9	Calendar day	08/15/2008	08/15/2008		
10	HR Plan Adj Type	OAJ	Other Adjustments		
11					
12	Age 50 Indicator Adjustment Text		Commitment item		Amount
13					
14	N	2-ADJ TO SALARY ADJUSTMENT FACTOR	6111920	Salary Adjustment Factor	-2,500
15	Age 50 Indicator	Adjustment Text	Commitment ite Total		-2,500
16					
17					

Other Adjustments

The Other Adjustments layout is used to make adjustments that do not impact benefits such as accounting for Leave Without Pay (LWOP) positions. List adjustments separately with an adjustment reference number as part of the text, brief explanation in the adjust text, and the dollar amount. Hit the check icon to subtotal the adjustments. Detailed agency calculations and explanations for each adjustment must be provided separately in the Complement Summary - Adjustments and Explanations tab in the Excel 2009 OPER workbook. Data is entered at Commitment Item Level 3.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Filled Vacant/LWOP New Complement Adjustments Factors Benefits Other Personnel Costs OPC Benefits Other Adj Federal Direct

File Edit View Insert Format Tools Data Window Help

E13 -700

	A	B	C	D	E
1	Business area	38	Conservation & Natural Resourc		
2	Budget Version	10	Agency Budget Request - Internal Use		
3	Fiscal year	2009	July - June, 4 special periods 2009		
4	Approp Fiscal Yr	2009	2009		
5	Fund	1039409000	State Forest Operations		
6	Funds center	3828100000	Bureau of Forestry		
7	Decision package	38	DCNR		
8	Work Contract	SS	Salary		
9	HR Plan Adj Type	FDC	Federal Direct		
10					
11	Age 50 Indicator	Adjustment Text	Commitment		Amount
12			item		
13	N	3-FOREST FIRE PROTECT 70278 - OUT	6111000	Salaries - Regular Hours	-700
14	Age 50 Indicator	Adjustment Text	Commitment item Total		-700
15					

Federal Direct Charges

The Federal Direct Charges layout is used to record the distribution of personnel expenditures through cross charges and identify the amounts being distributed to Federal appropriations and the appropriation and fund center either sending or receiving the distributed cost. Generally personnel costs should not be distributed from a Federal appropriation to a non-Federal appropriation. Any position that is funded less than 100% from the Federal appropriation should be created on a State appropriation and the Federal share of the costs is redistributed out from there.

Always remember to save any changes before exiting the tab.

	A	B	C	D	E
1	Business area	38	Conservation & Natural Resourc		
2	Budget Version	10	Agency Budget Request - Internal Use		
3	Fiscal year	2009	July - June, 4 special periods 2009		
4	Approp Fiscal Yr	2009	2009		
5	Fund	1039409000	State Forest Operations		
6	Funds center	3828100000	Bureau of Forestry		
7	Decision package	38	DCNR		
8	Work Contract	SS	Salary		
9	HR Plan Adj Type	NDC	Non-federal Direct		
10					
11	Age 50 Indicator Adjustment Text		Commitment item		Amount
12					
13	N	5-GENRL GOVT OPER 10389 - OUT	6111000	Salaries - Regular Hours	-1,500
14	N	6-Forest PEST MGT 10397 - IN	6111000	Salaries - Regular Hours	1,700
15	Age 50 Indicator	Adjustment Text	Commitment ite Total		200
16					
17					

Non-Federal Direct Charges

The Non-Federal Direct Charges layout is used to record the redistribution of personnel expenditures through cross charges and identify the amounts being redistributed and the appropriation and fund center either sending or receiving the redistributed costs. These costs are redistributed through CATS and other direct charge methods that distribute costs to multiple sources of funds before the fact. Costs that are incurred in the state appropriation in the first instance and redistributed later are not included on this layout. These costs are shown in budget subtype 4000, Non-Federal Transfers.

Include the Business Area number, Fund/Appropriation involved (by name and number), and identify whether the change is in or out in the Adjustment Text.

Always remember to save any changes before exiting the tab.

Planning Folder Edit Goto System Help

Execute DCNR - Complement Planning

Name of Variable	Characteristic	Selection	Name
Planning Layout Selection	Budget Version	10	Agency Budget Request - Internal Use
Planning Layout Selection	Fund	1039409000	State Forest Operations

Complement Adjustments Factors Benefits Other Personnel Costs OPC Benefits Other Adj Federal Direct Non-federal Direct Subtype Distribution

Check Values

File Edit View Insert Format Tools Data Window Help

G14

	A	B	C	D	E	F	G	H	I
1	Business area	38	Conservation & Natural Resourc						
2	Budget Version	10	Agency Budget Request - Internal Use						
3	Fiscal year	2009	July - June, 4 special periods 2009						
4	Approp Fiscal Yr	2009	2009						
5	Fund	1039409000	State Forest Operations						
6	Funds center	3828100000	Bureau of Forestry						
7	Decision package	38	DCNR						
8									
9			Default	Estimated	Federal	Non-Fed			
10	Commitment item		9999	Appropriated 1000	2000	3000	Transfers 4000	Total Distributed	Balance Not Dist
11	ROOT	Total	3,435,408	806,680	2,190,605	0	0	3,435,408	0
12	S6100000	Personnel Services	3,435,408	806,680	2,190,605	438,121	0	3,435,408	0
13	S6110000	Salaries	2,385,449	560,105	1,521,120	304,223	0	2,385,449	0
14	6111000	Salaries - Regular Hours	2,351,340	551,340	1,500,000	300,000	0	2,351,340	0
18	6111920	Salary Adjustment Factor	-34,657	-8,126	-22,109	-4,422	0	-34,657	0
19	6111921	Salary Adjustment Factor - Age 50	8,413	1,973	5,367	1,073	0	8,413	0
20	S6120000	Wages	500	500	0	0	0	500	0
21	6121000	Wages - Regular Hours	500	500	0	0	0	500	0
22	S6140000	Benefits	1,049,459	246,075	669,485	133,898	0	1,049,458	0
23	6142000	Hospitalization Insurance - State Share	345,648	81,047	220,501	44,100	0	345,648	0
24	6143000	Social Security Contribution - State Sha	143,579	33,666	91,594	18,319	0	143,579	0
30	6148000	Health Benefits - State Share	396,055	92,867	252,657	50,531	0	396,055	0
31	S9200000	Transfers	0	0	0	-438,121	0	0	0
32	9200210	Adm Tr-Personnel	0	0	0	-438,121	0	0	0

Complement Subtype Distribution

The Complement Subtype Distribution layout is used to distribute the total for each complement related commitment item by budget subtypes. The commitment items are entered into the Default 9999 column and then manually distributed by budget subtypes. If the amount shown in the Default 9999 column is all appropriated without augmentations or transfers, it can be copied to the Appropriation 1000 column. If the default includes appropriated funds, estimated augmentations, federal transfers and/or other non-federal transfers, it is distributed to the appropriate subtypes. The Balance Not Distributed column shows the difference between the Default 9999 column and the amounts distributed in the specified subtypes. The amount in the Balance not Distributed column should be zero.

Always remember to save changes before exiting the tab.

SEM Complement Summary - Adjustments and Explanations

AGENCY (BUSINESS AREA): ABC	FUND - APPROPRIATION (FUND TYPE - FUND): General Government Operations	SYMBOL: 001-1033309
--	--	-------------------------------

Complement Adjustments Layout

Adjustment Reference	Adjustment Text	Adjustment Calculation	Explanation	Commitment Item
<i>Insert Fund Center Level 3 Name and Number</i>				
1.	Eliminated Positions	(\$160,000)	10 positions eliminated due to institutional downsizing (5 positions for 13 pay periods and 5 positions for 6.5 pay periods)	

Other Adjustments Layout

Adjustment Reference	Adjustment Text	Adjustment Calculation	Explanation	Commitment Item
<i>Insert Fund Center Level 3 Name and Number</i>				
1.	LWOP Adjustment	(\$15,000)	Salary reduction for LWOP position.	6111000

This tab in the 2009 OPER workbook is required to provide explanations and calculations to support any adjustments made in the SEM-BPS Complement Planning layouts.

THIS PAGE IS PREPARED IN THE EXCEL 2009 OPER WORKBOOK

COMPLEMENT PLANNING SUMMARY *

Business Area: General Services (15)
Fund Type: General Fund (001)
Fund: Gnrl Gvrnmnt Oprtns (1007409000)
Funds Ctr:
Version: Agency Budget Request - Internal Use (10)
Decision Pk:
Age 50:

	AGENCY REQUEST					OB RECOMMENDED				
	RATE	POS	CURRENT PAYROLL	PAY PDs	TOTAL REQUEST	RATE	POS	CURRENT PAYROLL	PAY PDs	TOTAL RECOMMENDED
1 Current Filled	26.1	1,007	1,876,996	26,282.7	48,989,596					
2 Filled Adjustments		(5)								
3 Salary Adjustment Factor	0.0260									
4 TOTAL SALARIES		1,002	1,876							
5 Vacancies/LWOP		68	149							
6 Vacant/LWOP Adjustments										
7 TOTAL VACANT/LWOP		68	149							
8 New Positions		3	6							
9 Other Personnel Costs										
10 Salary Increase	0.0300									
11 TOTAL PAYROLL		1,073	2,033							
12 Benefits	0.4743				27,457,744					
13 Other Adjustments					25,000					

To produce the Complement Planning Summary report: 1. Access the BW Browser and open the Agency Budget Preparation Folder, 2. Select the Complement Summary Planning Report, 3. Enter the variables (such as Business Area, Fund, Fund Center, Age 50 Indicator, etc.) that will provide the information needed, 4. Run the report through the automatic execution of several queries. 5. When the report initially opens, the area is blank. Press the Complete Form button which populates the report. 6. Pressing the Print Sheets button will print this and all other sheets in the report that are required for the printed submission.

14 This Form Tab of the Complement Planning Summary report is designed to closely parallel the Excel Complement Summary (CSUMM) in both appearance
 15 and the information that it contains. The report can be produced for an entire appropriation (SAP fund) or for an organization (funds center level 3.) The
 16 appropriation level report is to be included in the budget request.
 17
 18 **Note:** This is a report of the information entered in the SEM Complement Planning Layouts. The Federal Transfers, Augmentations and Non-Federal Transfers
 are captured from the data entered in the HR Planning Distribution layouts. The calculations are being performed in SEM. Revisions must be entered in SEM
 complement planning layouts, not in this report.

Commonwealth of Pennsylvania

NEW POSITIONS ATTACHMENT

<p>Business Area: General Services (15) Fund Type: General Fund (001) Fund: Gnrl Gvrnmnt Oprtns (1007409000) Funds Ctr: Version: Agency Budget Request - Internal Use (10) Decision Pk: Age 50:</p>	<p>This is a report of the new position data entered into the SEM complement planning layouts. This page is printed as part of the report package.</p>
--	--

Funds Center - Agcy	Program Operator	Age 50 Indicator	Job	# Pos	Bi-weekly	PPds	Agency Request
1515100000	Program Operator	N	Clerk 2	2.0	\$ 949.50	26.1	\$ 24,781.95
			Clerk 3	1.0	\$ 1,071.00	26.1	\$ 27,953.10
Overall result		Result	Result	3.0	\$ 2,020.50	52.2	\$ 52,735.05

VACANT / LWOP POSITIONS ATTACHMENT

<p>Business Area: General Services (15) Fund Type: General Fund (001) Fund: Gnrl Gvrnmnt Oprtns (1007409000) Funds Ctr: Version: Agency Budget Request - Internal Use (10) Decision Pk: Age 50:</p>	<p>This is a report of the leave without pay and vacant position data entered into the SEM complement planning layouts. Changes made to the data such as revisions to pay periods are reflected in this report. This page is printed as part of the report package.</p>
--	---

Funds Center - Agcy	Secretary	Age 50 Indicator	Pos Fil,	Position	# Pos	Bi-weekly	PPds	Agency Request
1511001000	Secretary	N	V	Clerk Typist 3	1.0	\$ 1,031.25	26.1	\$ 26,915.63
1511201000	Chief Counsel	N	V	Attorney 3	1.0	2,400.00	26.1	\$ 62,640.00
1522550000	Buying Division	N	V	Information Technology Ger	1.0	1,475.25	26.1	\$ 38,504.03
				Administrative Officer 1	1.0	1,347.75	26.1	\$ 35,176.28
1533510000	BRIM-Under&Clair	N	V	Clerk Typist 3	1.0	\$ 1,031.25	26.1	\$ 26,915.63
1566431000	BOC-Eastern Regi	N	V	Bldg Construction Inspector	1.0	1,141.50	26.1	\$ 29,793.15
				Mechanical Construction Ins	1.0	1,141.50	26.1	\$ 29,793.15
				Construction Inspector Supe	1.0	1,379.25	26.1	\$ 35,998.43
				Construction Inspector Man	1.0	1,759.25	26.1	\$ 45,916.43
1566432000	BOC-Central Regi	N	V	Bldg Construction Inspector	1.0	1,141.50	26.1	\$ 29,793.15
				Electrical Construction Inspe	1.0	1,141.50	26.1	\$ 29,793.15
				Construction Inspector Supe	1.0	1,292.25	26.1	\$ 33,727.73
				Construction Inspector Supe	1.0	1,292.25	26.1	\$ 33,727.73
1566434000	BOC-Western Reg	N	V	Clerk Typist 2	1.0	933.00	26.1	\$ 24,351.30
				Bldg Construction Inspector	1.0	1,141.50	26.1	\$ 29,793.15
Overall result		Result	Result	Result	68.0	\$ 80,791.50	1,722.60	\$ 2,056,797.45

COMPLEMENT ADJUSTMENT DETAIL

Business Area: General Services (15)
 Fund Type: General Fund (001)
 Fund: Gnrl Gvrnmnt Oprtns (1007409000)
 Funds Ctr:
 Version: Agency Budget Request - Internal Use (10)
 Decision Pk:
 Age 50:

This is a report of the adjustment data that affects employee benefit costs entered into the SEM complement planning layouts. The page is printed as part of the report package.

Funds Center - Agcy		Adjustment Reference	Adjustment Text	Pos Fil, Vac, New	Full-time equiv	Pay Periods	Amount
1515100000	Program Operations	1	ELIMINATED POSITIONS	F	- 5.00	- 65.00	-\$ 75,000.00
Overall result		Result	Result	Result	- 5.00	- 65.00	-\$ 75,000.00

OTHER ADJUSTMENT DETAIL

Business Area: General Services (15)
 Fund Type: General Fund (001)
 Fund: Gnrl Gvrnmnt Oprtns (1007409000)
 Funds Ctr:
 Version: Agency Budget Request - Internal Use (10)
 Decision Pk:
 Age 50:

This is a report of the adjustment data that does not affect employee benefit costs entered into the SEM complement planning layouts. The page is printed as part of the report package.

Funds Center - Agcy		Adjustment Reference	Adjustment Text	Amount
1515100000	Program Operations	1	SPECIAL PAYMENT	\$ 25,000.00
Overall result		Result	Result	\$ 25,000.00

Commonwealth of Pennsylvania

OTHER PERSONNEL COSTS

Business Area: General Services (15)
Fund Type: General Fund (001)
Fund: Gnrl Gvrnmnt Oprtns (1007409000)
Funds Ctr:
Version: Agency Budget Request - Internal Use (10)
Decision Pk:
Age 50:

This is a report of the Other Personnel Costs entered into the SEM complement planning layouts. The page is printed as part of the report package.

Commitment item	Amount
6112000 Salaries - Shift Dif	\$ 10,000.00
6113000 Salaries - Hr CI Pay	\$ 500.00
6121000 Wages - Regular Hour	\$ 2,000.00
6122000 Wages - Shift Differ	\$ 100.00
6123000 Wages - Hr CI Pay	\$ 250.00
6131000 Overtime Hours Strai	\$ 250.00
6161000 Litigation/Arb Pyout	\$ 0.00
6163000 Rewards & Bonuses	\$ 600.00
Overall result	\$ 13,700.00

TABLE A *

SALARY ADJUSTMENT FACTORS - BUDGET FY 2009-10

<u>DEPARTMENT</u>	<u>TWO YEAR AVERAGE TURNOVER</u>	<u>Longevity/ Increment</u>	<u>TOTAL</u>
Governor's Office	(0.04205)	0.03375	(0.00830)
Executive Offices	(0.00125)	0.03172	0.03047
Lt. Governor's Office	(0.00490)	0.03375	0.02885
Aging	(0.02165)	0.03076	0.00911
Agriculture	(0.00755)	0.03190	0.02435
Banking	0.00930	0.03179	0.04109
Civil Service Commission	(0.01445)	0.03126	0.01681
Community and Economic Development	(0.00010)	0.03155	0.03145
Conservation and Natural Resources	(0.01760)	0.03124	0.01364
Corrections	(0.00865)	0.03285	0.02420
Education	0.00130	0.03199	0.03329
Emergency Management Agency	(0.01980)	0.03287	0.01307
Environmental Hearing Board	(0.02465)	0.03150	0.00685
Environmental Protection	(0.00335)	0.03102	0.02767
Fish and Boat Commission	(0.01125)	0.03142	0.02017
Game Commission	(0.01120)	0.03066	0.01946
General Services	(0.00780)	0.03159	0.02379
Health	(0.00430)	0.03223	0.02793
Historical & Museum Commission	(0.02240)	0.03117	0.00877
Infrastructure Investment Authority	0.02855	0.03000	0.05855
Insurance	0.00095	0.03193	0.03288
Labor & Industry	(0.01475)	0.03123	0.01648
Liquor Control Board	(0.02100)	0.03165	0.01065
Military and Veterans Affairs	(0.02070)	0.03282	0.01212
Milk Marketing Board	(0.02595)	0.03167	0.00572
Municipal Employees' Retirement	(0.01610)	0.03208	0.01598
Probation & Parole Board	0.00175	0.03278	0.03453
Public School Employees' Retirement System	(0.01225)	0.03143	0.01918
Public Television Network	(0.03190)	0.03243	0.00053
Public Utility Commission	(0.00205)	0.03147	0.02942
Public Welfare	(0.00505)	0.03146	0.02641
Revenue	0.00460	0.03172	0.03632
Securities Commission	(0.00990)	0.03054	0.02064
State	0.01015	0.03250	0.04265
State Employees' Retirement System	(0.00695)	0.03058	0.02363
State Police	(0.01995)	0.03199	0.01204
Tax Equalization Board	0.04200	0.03300	0.07500
Transportation	(0.00580)	0.03181	0.02601
STATEWIDE AVERAGE	(0.00870)	0.03171	0.02301

* Factors only apply to employees paid according to Standard Pay Schedule (Schedule S)

**TABLE B
EMPLOYEE BENEFITS**

Benefit	Dollar Amounts and Rates Dollars Per Funded Pay Period	Percent	Rate																												
Health Benefits	\$660.00		<p><u>Active employees:</u> For agencies the budgeted rate is \$400.00. <u>Annuitants:</u> The rate is \$260.00 per active employee for the annuitant group health program costs. For agencies that pay directly to PEBTF, the rate per active employee is \$ 269.40.</p> <p><u>State Police</u> The rate per funded pay period for State Police enlisted is \$470.00 for the group health program. <i>The Retired State Police have a separate annuitant program. The rate is \$750.00.</i></p>																												
Social Security	–	7.65%	For 2009, 6.2% up to about \$106,000 for Survivors and Old Age Retirement and 1.45% for Medicare. For 2010, 6.2% up to about \$110,000 for Survivors and Old Age Retirement and 1.45% for Medicare.																												
Life Insurance	\$4.30	–	Billed at .234 per \$1,000 of payroll per month up to the \$40,000 salary limit. Those agencies that do not use the Commonwealth's payroll system will pay the provider directly .234 per \$1,000 per month or \$4.30 biweekly.																												
Workers' Compensation	–	2.35%	Rate ranges based on agency experience as per Table C.																												
Unemployment Compensation		To be Calculated	Agencies are billed for actual claims. See instructions for unemployment compensation on Complement Summary instructions.																												
Leave Payouts		2.0%	All agencies except State Police 2.0%. State Police 3.4%.																												
Retirement		3.29%	<p>The rate shown is for general classes (AA). The rate for general classes (A) is 2.64%. For special classes use the following rates:</p> <p style="margin-left: 40px;">Special Classes – Class A and AA:</p> <table style="margin-left: 80px; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Class AA</u></th> <th style="text-align: center;"><u>Class A</u></th> </tr> </thead> <tbody> <tr> <td>Age 50.....</td> <td style="text-align: center;">5.00%</td> <td style="text-align: center;">4.01%</td> </tr> <tr> <td>Park Rangers</td> <td style="text-align: center;">4.80%</td> <td style="text-align: center;">3.99%</td> </tr> <tr> <td>Capitol Police</td> <td style="text-align: center;">4.80%</td> <td style="text-align: center;">3.99%</td> </tr> <tr> <td>State Police.....</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">11.11%</td> </tr> <tr> <td>Enforcement Officers</td> <td style="text-align: center;">5.00%</td> <td style="text-align: center;">4.01%</td> </tr> </tbody> </table> <p style="margin-left: 40px;">Special Classes – Other:</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tbody> <tr> <td>State Police – Class C</td> <td style="text-align: center;">11.11%</td> </tr> <tr> <td>Enforcement Officers – Class C.....</td> <td style="text-align: center;">4.01%</td> </tr> <tr> <td>Legislators – Class D-3.....</td> <td style="text-align: center;">14.92%</td> </tr> <tr> <td>Judiciary – Class E</td> <td style="text-align: center;">4.16%</td> </tr> <tr> <td>TIAA – CREF</td> <td style="text-align: center;">9.29%</td> </tr> </tbody> </table>		<u>Class AA</u>	<u>Class A</u>	Age 50.....	5.00%	4.01%	Park Rangers	4.80%	3.99%	Capitol Police	4.80%	3.99%	State Police.....	NA	11.11%	Enforcement Officers	5.00%	4.01%	State Police – Class C	11.11%	Enforcement Officers – Class C.....	4.01%	Legislators – Class D-3.....	14.92%	Judiciary – Class E	4.16%	TIAA – CREF	9.29%
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Legislators – Class D-3.....	14.92%																														
Judiciary – Class E	4.16%																														
TIAA – CREF	9.29%																														

**TABLE B
(continued)**

**EMPLOYEE BENEFITS
OTHER PERSONNEL COSTS**

Enter as shown on the complement summary.

For other than general classes make adjustments consistent with rates shown on list of employee benefits. Some commitment items may receive different employee benefits that shown below (for example, wage employees may be eligible for all benefits if considered full time) Adjust projections as necessary.

Commitment Item	Title	Benefits Applied
6112000	Salaries shift differential	Social Security, Retirement, Workers' Compensation, Leave Payouts
6113000	Salaries higher class pay	Social Security, Retirement, Workers' Compensation, Leave Payouts
6121000	Wages-regular hours (Varies by employee)	Social Security, Workers' Compensation, Leave Payouts (may be eligible for all benefits if permanent and in some cases retirement).
6122000	Wages-shift differential	Social Security, Workers' Compensation, Leave Payouts (In some cases retirement may apply)
6123000	Wages-higher class pay	Social Security, Workers' Compensation, Leave Payouts (In some cases retirement may apply)
6131000	Overtime hours straight	Social Security, Retirement, Workers' Compensation, Leave Payouts
6161000	Litigation arbitration payouts (varies)	Depending on the payouts, benefits may not apply
6163000	Rewards and bonuses (varies)	Social Security, Workers' Compensation, Leave Payouts (In some cases retirement may apply)
6164000	Allowances	Social Security, Workers' Compensation, Leave Payouts

Note: Social Security includes Medicare

**TABLE C
WORKERS' COMPENSATION RATES**

Individual agency rates are calculated by modifying the composite rate for the Commonwealth by several factors. One factor provides a basic underwriting charge for each agency based on payroll; another is a loss factor based on each agency's share of losses; and a third factor is a charge which is dependent on the increase or decrease in an agency's losses over time.

Positive loss prevention and control measures by each agency will contribute toward holding the line in the future on both Commonwealth total losses and individual agency experience.

These rates will be applied to both state and federal programs for the entire 2009-10 fiscal year.

Factors below are shown as decimals. Enter numbers as shown on the complement summary.

GOVERNOR'S OFFICE.....	.018470	INSURANCE.....	.019428
EXECUTIVE OFFICES.....	.018470	INTERGOV. COOP. AUTH. - PGH.....	.018406
LT. GOVERNOR'S OFFICE.....	.018406	LABOR & INDUSTRY.....	.020531
ATTORNEY GENERAL.....	.019816	LIQUOR CONTROL BOARD.....	.027610
AUDITOR GENERAL.....	.020899	MILITARY AND VETERANS AFFAIRS.....	.028779
TREASURY.....	.018559	MILK MARKETING.....	.019385
AGING.....	.018451	MUNICIPAL RETIREMENT SYSTEM.....	.018406
AGRICULTURE.....	.019605	INFRASTRUCTURE INVESTMENT AUTH.....	.018470
BANKING.....	.018462	PHILADELPHIA REG. PORT AUTHORITY.....	.019625
CIVIL SERVICE COMMISSION.....	.018616	PROBATION AND PAROLE.....	.023485
COMMUNITY & ECONOMIC DEVELOPMENT....	.018594	PUBLIC SCHOOL BLDG. AUTH.....	.018406
CONSERVATION & NATURAL RESOURCES.....	.023967	PUBLIC SCHOOL EMPLOYEES' RET.....	.018486
CORRECTIONS.....	.027399	PUBLIC TELEVISION NETWORK.....	.018431
EDUCATION.....	.019496	PUBLIC UTILITY COMMISSION.....	.017798
EMERGENCY MANAGEMENT AGENCY.....	.029774	PUBLIC WELFARE.....	.023780
ENVIRONMENTAL HEARING BOARD.....	.018470	REVENUE.....	.021013
ENVIRONMENTAL PROTECTION.....	.021657	SECURITIES COMMISSION.....	.018427
ETHICS COMMISSION.....	.018470	STATE.....	.021841
FISH AND BOAT COMMISSION.....	.020499	STATE EMPLOYEES' RET. SYSTEM.....	.018457
GAME COMMISSION.....	.023372	STATE POLICE.....	.022584
GAMING CONTROL BOARD.....	.018406	STATE TAX EQUALIZATION.....	.018406
GENERAL SERVICES.....	.022326	THADDEUS STEVENS.....	.021686
HEALTH.....	.020389	TRANSPORTATION.....	.023903
HEALTH CARE COST CONTAIN. COUNCIL.....	.022678	LEGISLATURE.....	.022678
HISTORICAL & MUSEUM COMMISSION.....	.019081	JUDICIARY.....	.016772

Institution Workbook Title Sheet

Agency - Business Area	PUBLIC WELFARE
Commonwealth Fund	General Fund
Appropriation (SAP Fund)	State Centers for the Mentally Retarded
Institution 1	POLK
Institution 2	EBENSBURG
Institution 3	HAMBURG
Institution 4	Institution name 4
Institution 5	Institution name 5
Institution 6	Institution name 6
Institution 7	Institution name 7
Institution 8	Institution name 8
Institution 9	Institution name 9
Institution 10	Institution name 10
Institution 11	Institution name 11
Institution 12	Institution name 12
Institution 13	Institution name 13
Institution 14	Institution name 14
Institution 15	Institution name 15
Institution 16	Institution name 16
Institution 17	Institution name 17
Institution 18	Institution name 18
Institution 19	Institution name 19
Institution 20	Institution name 20
Institution 21	Institution name 21
Institution 22	Institution name 22
Institution 23	Institution name 23
Institution 24	Institution name 24
Institution 25	Institution name 25
Institution 26	Institution name 26
Institution 27	Institution name 27
Institution 28	Institution name 28
Institution 29	Institution name 29
Institution 30	Institution name 30

The Institution Workbook is to be used to present information about costs by institution and institution population. List each institution name on the Title page. The names will automatically carry over onto the other institutional forms. A separate workbook is prepared for each state appropriation which funds more than one institution.

AGENCY (Business Area): Public Welfare	COMMONWEALTH FUND-APPROPRIATION (SAP FUND): General-State Centers for the Mentally Retarded
--	---

COST BY INSTITUTION

(Dollar Amounts in Thousands)

SOURCE	Actual	Available	Budget
STATE FUNDS.....	\$ 55,548	\$ 56,506	\$ 58,925
FEDERAL FUNDS.....	79,361	82,065	85,624
AUGMENTATIONS.....	14,684	14,634	14,953
TOTAL	\$ 149,593	\$ 153,205	\$ 159,502

INSTITUTION	Actual	Available	Budget
Polk			
State Funds.....	\$ 19,020	\$ 19,506	22,744
Federal Funds.....	26,806	28,504	33,064
Augmentations.....	4,979	4,970	5,392
TOTAL	\$ 50,805	\$ 52,980	61,200

Ebensburg			
State Funds.....	\$ 10,501	\$ 11	
Federal Funds.....	16,328	15	
Augmentations.....	2,784	2	
TOTAL	\$ 29,613	\$ 29	

Hamburg			
State Funds.....	\$ 26,027	\$ 25	
Federal Funds.....	36,227	37,5	
Augmentations.....	6,921	6,888	6,795
TOTAL	\$ 69,175	\$ 70,380	68,871

A form is to be completed for each appropriation containing more than one institution. A worksheet (tab) is provided in the Institution Workbook for this form. Institution names will be entered automatically. Complete the dollar amounts for each year by institution.

AGENCY (Business Area):	COMMONWEALTH FUND - APPROPRIATION (SAP FUND):						
Agency Name	Fund Name-Appropriation Name						

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Capacity	Capacity	Population	Population	Projected	Projected	Projected
Institutions	July 2007	July 2008	July 2007	July 2008	Population	Percent of	Capacity
					July 2009	Capacity	July 2009
							July 2009

Use the form provided in the Institution Workbook to present data on inmate or patient capacity and population of institutions administered by the following departments and agency:

Corrections (Incl. Community Treatment Centers)

Military and Veterans Affairs

Public Welfare

- 1 Actual Inmate or Patient Capacity as of July of the Preceding Year (2007).
- 2 Actual Inmate or Patient Capacity as of July of the Current Year (2008).
- 3 Actual Inmate or Patient Population as of July of the Preceding Year.
- 4 Actual Inmate or Patient Population as of July of the Current Year.
- 5 Projected Inmate or Patient Population as of July of the Coming Year.
- 6 The result of dividing Col. (5) by Col. (7).
- 7 Projected Inmate or Patient Capacity as of July of the Coming Year (2009).

Explanation: Briefly describe how capacity is determined (i.e. physical characteristics of structures, staff ratios, etc.) and explain any changes by institutions between Column 1 capacity of the prior year and Column 2 capacity of the current year. Briefly describe how estimates of population are determined and the basic assumptions underlying projections of population (i.e. legal or policy changes which result in increases or decreases in number of persons institutionalized, etc.) Also explain any substantial differences between those projections printed in the 2008-09 Budget and revised data.

Educational institutions, use the following format reflecting the requested data.

School Name	Actual Year		Available Year		Budget Year	
	200	-200	200	-200	200	-200

No form is provided for this presentation. A plain sheet of 8 1/2 x 11 may be used.

For State System of Higher Education and Community Colleges enter the full-time equivalent number of students for each year in the proper column.

For State-owned Schools use average yearly enrollments for the data.

2009-10 Budget Business Warehouse Report Verification Checklist
(Agency Name)

(Contact Person)				(Phone Number)
Verification		Report Run (Enter Report Title)	Results Verified (date)	Comment
1	Amounts allocated in Subtype 1000 exactly equal the requested appropriation or Executive Authorization	Commitment Item Level 1 - Approp and Aug Compare to SFA		
2	Amounts distributed to subtype 2000, estimated augmentations, in commitment item 6xxxxxx series are equally offset by revenues in commitment item 4xxxxxx series.	Commitment Item Planning -Exception, Aug and Tran <>0 sheet		
3	Amounts distributed to subtype 3000 Federal Transfers, or subtype 4000 Non-Federal Transfers in commitment item series 6xxxxxx are equally offset in commitment item 92xxxxx series.	Commitment Item Planning -Exception, Aug and Tran <>0 sheet		
4	Amounts distributed as credits in commitment item 92xxxxx series are equally offset by debits in commitment item 92xxxxx series. -Provide explanation for any that are not offset.	Commitment Item Planning - Subtype		
5	All complement costs in subtype 9999, have been distributed to other subtypes.	Commitment Item Planning -Exception, Funds vr xx999999999 sheet		
6	No negative commitment item balances will occur as a result of the proposed allocations.	Commitment Item Planning -Exception, CI 6x<0sheet		
7	No dollar amounts remain in funds center 99999999.	Commitment Item Planning -Exception, Funds vr xx999999999 sheet		
8	SEM agency complement totals by appropriation match the Authorized and Filled Complement Summary.	Complement Planning Summary Compare to ACS		
9	Pay periods in SEM for complement cost do not exceed 26.1.	Complement Planning Summary Pay periods divided by positions		

SECTION III PROGRAM REVISION REQUESTS

The following forms and formats are to be used to present Agency Program Revision Requests (PRR). A Program Revision Request Workbook which includes the forms as worksheets (tabs) is provided on a computer file.

PRRs must be submitted in the event of the elimination, addition or change in program purpose, level, or activity as the result of changes in policy, statute, regulation or court direction. However, in order to restrict PRRs to significant program changes, a PRR is to be submitted when requesting an increase or decrease of more than 15% but a PRR is not required if that 15% does not exceed \$200,000. In the case of grants or subsidies in which the determination of the amounts to be distributed is based on a formula established by law, a PRR need not be submitted unless a change in the formula is being proposed.

PRRs must be prioritized within an agency request and also within an appropriation (*SAP Fund*) (if more than one PRR is requested for the appropriation). A priority ranking of all PRRs for an agency submission in descending order is to be included on the Summary of Program Revision Requests. An implementation plan is also required for each PRR submitted.

If the PRR includes funding sources from other agencies or affects program activities of other agencies, the agency proposing the PRR should discuss and coordinate the development of the PRR with all affected agencies. The agency proposing the PRR must submit documentation of the coordination between all affected agencies in its PRR submission, including a signature page for all affected agency heads.

Provide a cover sheet for each PRR being requested showing the title and a very brief description of the request.

One set of forms is to be completed for each PRR showing all subcategories affected by the Program Revision.

In addition, a SEM-BPS decision package must be created for each PRR. SEM-BPS complement planning and commitment item layouts should be prepared for each decision package. The Budget Request should also include a Complement Planning Summary and Commitment Item Level 1 Summary report for each PRR.

PRR PROGRAM SOURCE OF FUNDS	
Agency Name:	Health
Subcategory:	Preventive Health
PRR Title:	Enhanced Maternal and Child Health
Priority No:	1 Decision Pkg No.

<u>Agency Request</u>		(Dollar Amounts in Thousands)						
	Source Code	Comp.	Amount	PY1	PY2	PY3	PY4	
General Fund	G	6	\$ 650	\$ 741	\$ 769	\$ 798	\$ 829	
Special Funds	S	0	26	37	38	39	40	
Federal Funds	F	1	45	45	45	45	45	
Augmentations	A	0	13	13	14	15	15	
Restricted	R	0	-	-	-	-	-	
Other	O	0	-	-	-	-	-	
Total		7	\$ 734	\$ 836	\$ 866	\$ 897	\$ 929	

Com. Fnd	Dept (Bus. Area)	Appropriation	Source Code	Comp.	Amount	PY1	PY2	PY3	PY4
001	067	181 GGO	G	6	650	741	769	798	829
001	067	715 MCHSBG-Maternal Services	F	1	23	23	23	23	23
001	067	734 Genetic Services	F	0	22	22	22	22	22
001	067	181 Laboratory Fees	A	0	7	7	7	8	8
001	067	181 Early Periodic Screening	A	0	6	6	7	7	7
008	067	081 General Operations	S	0	26	37	38	39	40

Prepare this form for each subcategory in the PRR using the PRR workbook.

Enter the agency name, subcategory, PRR title, PRR priority number (from the Summary of Program Revision Requests) and SAP Decision Package number at the top of the form.

The template will calculate the total PRR costs by source of funds automatically based on the codes entered in the Source Code Column.

PRR Costs by Subcategory and Appropriation (SAP Fund) - Following the format shown enter PRR costs within subcategory by source of funds, indicating amounts by specific appropriation for General, Special, Federal, Restricted Receipt/Revenue, augmentations and non-augmenting funds.

1. Enter the Commonwealth fund, department and appropriation symbol number and appropriation title for each source of funds.
2. Enter the letter code for the source of funds.
3. Enter the dollar amounts in rounded thousands for the budget request year and each of the 4 planning years.
4. Enter the complement requested for the PRR. Identify positions requested with the appropriate funding source.

Program performance measurements will be required for each PRR that identify the intended program impact or outcome of the PRR and that can be used to objectively

ANALYSIS OF PROGRAM REVISION REQUEST

For each program revision request provide a narrative statement and an implementation plan. The narrative statement should explain the reasons for submittal and whether the submittal was triggered by the Governor’s policy guidance or by other factors such as a change in Federal policy, a change in agency policy or a change in the environment to which the agency is responding. The implementation plan should identify the milestones, important tasks, time schedule and organization or unit responsible for PRR implementation and performance indicators that will measure the results of the program revision. Include in the presentation a complete and specific response to the issues raised in the Governor’s policy guidance. If the program revision includes funding sources from other agencies or affects program activities of other agencies, the agency proposing the PRR should discuss and coordinate the development of the PRR with all affected agencies. This presentation is the basis on which your program revision will be reviewed by the GBO and defended before the Governor and the Legislature.

The program analysis submitted for each program revision should include any or all of the following information which is necessary to completely explain and justify your request. Designate the subcategory or subcategories to which each portion of this analysis is related.

Program Description: Describe the proposed program revision in concise and explicit operational language explaining the changes in output requested and the projected increases in outcomes. If the PRR includes funding sources from other agencies or affects program activities of other agencies, describe the actions taken to insure the PRR was developed in a coordinated manner among all affected agencies.

For example “proposal to hire 25 additional inspectors to increase annual plant inspections by a total of 5,000 in 25 different locations in order to reduce by 20 percent noncompliance with emission standards”; is preferred to “increase surveillance capabilities through additional inspectors in order to reduce air environmental hazards.” The latter sentence is vague and contains virtually no information.

A) Outcome Level – Identify and explain the intended outcomes of the PRR if they are sensitive to the requested change and explain the analytic basis for the projected impacts. Analysis should focus on the variables that influence the level of impact. Where no analytic basis or projected impacts exists state this fact and the plans for developing such an analytic basis.

- 1) Compare the net increase or decrease in the levels of impacts projected in the PRR with the levels of impact of the prior year—explain.
- 2) Discuss the trends in projected future years and explain how the PRR relates to those trends.

B) Output/Activity Level – Provide the same information as in “A” but in terms of output. Explanation should focus on how and why the output has changed. Efficiency analyses including everything from simple time and motion studies to more elaborate operations research type studies are appropriate support as a basis for projection.

- 1) Compare the levels of output projected in the PRR with the output levels of the prior year—explain.

C) Need/Demand Estimators – Explain the levels of need or demand to which the PRR is responding—focus on explaining in detail the evidence supporting the estimated level of need or demand i.e. the change in size of the target population.

D) Efficiency/Productivity – Explain and support changes in efficiency or productivity expected.

E) Consideration of Alternatives – Explain and analyze the alternatives considered and the available alternatives if any and explain the basis for rejection. The explanation should include cost and benefits analyses of the alternatives considered and the justification or selection of the proposed PRR.

F) Spillover Effects – Explain probable spillover effects and tradeoffs if the PRR is accepted or rejected. Include direct effects on other programs and also other effects such as changes in Federal aid, effects on clientele groups and reaction of the public if applicable. In short this is an estimate of the broader consequences and implication of the request.

PROGRAM REVISION REQUEST IMPLEMENTATION PLAN

Agency: Health

PRR: Enhanced Maternal and Child Health

Comments:

Milestones / Major Tasks	Start Date	Finish Date	Organizational Unit Responsible

COMPLEMENT PLANNING SUMMARY

Business Area:	Conservation & Natural Resourc (38)	Fiscal Yr:	2009-10
Fund Type:	General Fund (001)		
Fund:	State Forest Oper (1039409000)		
Funds Ctr:			
Agency Version:	Agency Budget Request - Internal Use (10)		
Decision Pk Typ:	PRR		
Decision Pk:	West Nile Virus		
Age 50:			

AGENCY REQUEST

OB RECOMMENDED

		RATE	POS	CURRENT PAYROLL	PAY PDs	TOTAL REQUEST	RATE	POS	CURRENT PAYROLL	PAY PDs	TOTAL REQUEST
1	Current Filled	26.1	0	0	0.0	0					
2	Filled Adjustments		0		0.0	0					
3	Salary Adjustment Factor	0.0000				0					
4	TOTAL SALARIES		0	0	0.0	0					
5	Vacancies/LWOP		0	0	0.0	0					
6	Vacant/LWOP Adjustments										
7	TOTAL VACANT/LWOP		0	0	0.0	0					
8	New Positions		1	984	26.1	25,682					
9	Other Personnel Costs					0					
10	Salary Increase	0.0300				770					
11	TOTAL PAYROLL		1	984	26.1	26,453					
12	Benefits	0.5000				13,226					
13	Other Adjustments					0					
14	Transfers In					0					
15	TOTAL PERSONNEL		1	984	26.1	39,679					
16	Federal Transfers Out					0					
17	Non-Federal Transfers Out					0					
18	Augmentations					0					
19	Personnel					39,679					

**Commitment Item Level 1 Summary
With Funds Centers**

Business Area: General Services (15)
Fund Type: General Fund (001)
Version: Agency Budget Request - Internal Use (10)
Decision Pk: Program Management Improvements (101)

Funds Center - Agcy	Budget Subtype	Actual	Available	Current	PRR/Initis	Request	Diff from Available	%
Bur Prog Srvs	Appropriation				\$ 151	\$ 151		
	Augmentation				\$ 0	\$ 0		
	Result				\$ 151	\$ 151		

Funds Center - Agcy	Avil Con Lv(N)	GBO Source of Funds	Budget Subtype	Actual	Available	Current	PRR/Initis	Request	Diff from Available	%
Bur Prog Srvs	Personnel Services	S	Appropriation				\$ 128	\$ 128		
		A	Augmentation				\$ 0	\$ 0		
			Result				\$ 128	\$ 128		
	Operational Expenses	S	Appropriation				\$ 23	\$ 23		
	Result	Result	Result				\$ 151	\$ 151		

SECTION IV CAPITAL BUDGET INSTRUCTIONS

This section presents detailed information on the capital budget request of the Agency.

The departmental summary of requests, the capital project justification and the forecast of future project authorizations forms are to be prepared on computer files. Both the computer file and the printout (paper) copy are to be included with the budget request.

Capital Budget

The forms and schedules provided in these instructions must be completed so that every proposed capital project is documented and fully justified. Complete documentation and justification is emphasized because of its importance in determining which projects will be included in the Governor's Executive Budget. Projects which are poorly justified or lack justification, cannot be given serious consideration.

Justification for capital projects should emphasize the purposes and needs of the related operating program(s). Since operating program decisions and capital needs are interrelated, capital project proposals must not be considered in isolation from the broader objectives and measures of outcome for the operating program it is intended to serve. In many cases, a proposed capital project is intended to achieve operating efficiencies of a facility; this is not an end in itself. In such cases, a cost comparison which documents the efficiencies must be provided along with the relationship to operating program outcomes.

All capital project requests must be listed in priority order and all schedules completed for each project. Projects included in the previous Governor's recommendation and capital plan which are still needed but not yet authorized, must be included in the agency request and marked with an asterisk next to its priority number. **DO NOT PROVIDE FOR COST ESCALATION.** Projects appearing in the previous Governor's Budget must show the same cost estimate. The cost for new project requests must be estimated using prices as of *June 30, 2008*.

Operating Costs

No capital project requests will be reviewed or recommended for inclusion in the Governor's Executive Budget unless a detailed estimate of the impact on operating costs as result of the requested capital project are included in the appropriate sections of the request forms. Agencies will be required to quantify an estimate of the additional annualized operating costs or savings that will be incurred as a result of the completion of this project.

SPACE INVENTORY

Agencies should continue to work with the Department of General Services to develop space inventory information. The Space Inventory is intended to identify each facility in which the agency occupies space, the square footage occupied in each facility, the percentage of total square footage in the facility occupied by the agency, the general purpose for which space is

occupied, and – for leased space – the lease cost per square foot. Project requests and other space and facilities requests that increase agency operating costs will be evaluated in conjunction with the inventory, and the capital project justification must explain why other options available in the current Space Inventory were rejected.

DEFINITIONS

Capital Projects:

The following guidelines are intended to assist in determining the types of improvements which must be authorized in a capital budget.

The State share of capital projects may be funded from State bond proceeds or other State current revenue sources (e.g. appropriations, executive authorizations or restricted accounts). The determination of whether projects must be authorized as capital projects or can be undertaken without a capital budget authorization, depends partly on the source of funds and the value of the project. Projects are considered capital and, therefore, must be authorized in a capital budget if: a) State bond proceeds are used and the total project is valued at \$100,000 or more (State bond funds will not be used for projects valued at less than \$100,000); or, b) current revenues are used and the total project is valued at more than \$300,000. Guidelines describing the types of projects which generally are considered capital follow:

Public Improvement Projects (PIP):

1. Design and construction of all new construction, whether it be a new facility, an addition to an existing facility, a replacement of an existing facility or a net addition to the capital assets of the Commonwealth. Projects must be valued at \$100,000 or more if bond funds are used and at \$300,000 or more if current revenues are used.
2. Authorization for land acquisition associated with a construction project should be requested as a part of the construction project.
3. Design and construction of renovations to existing structures which change use or function. Projects must be valued at \$100,000 or more if bond funds are used and at \$300,000 or more if current revenues are used.
4. Design and construction of renovations to existing structures valued at \$100,000 or more which maintain current use or function but

substantially improve upon original design standards such as upgrading the performance of the structure including, but not limited to, all major mechanical, electrical, structural and interior and exterior surfacing systems which substantially improve the ability of the structure to perform its function and/or which improve energy efficiency. Projects must be valued at \$100,000 or more if bond funds are used and at \$300,000 or more if current revenues are used.

5. Any equipment affixed to and integral to a structure, and which cannot be removed without damage to the structure, will not be funded as a separate project but must be designed as part of the overall construction project.
6. All construction acquired by capital authorization must have a useful life of at least 30 years.

Original Furniture and Equipment for Public Improvement Projects (PIP):

1. Moveable furniture and equipment not integral to the structure which is necessary to make an approved Public Improvement category construction project operational. These projects must be for the purchase of original furniture and equipment for recently constructed projects authorized within the Public Improvement category. These projects do not involve replacing moveable furniture and equipment items for construction which has been operational.
2. All moveable furniture and equipment acquired by capital authorization must have a useful life of at least 10 years.

Transportation Assistance Capital Projects (TAP):

1. Design, construction, acquisition or improvements of fixed facilities, equipment, rights of way and rolling stock directly involved with providing surface public transit. The total project must be valued at \$100,000 or more, and financial commitment from each source must be shown along with the Commonwealth's bond funded financial share of the project as the requested amount.
2. Design, construction, acquisition or improvements of fixed facilities, equipment, rights of way and rolling stock directly involved with providing a rail freight transportation system. The total project must be valued at \$100,000 or more, and financial commitment from each source must be shown along with the Commonwealth's bond funded financial share of the project as the requested amount.
3. Design, construction, acquisition or improvements of fixed facilities and equipment directly involved with the operation of a public airport. The total project must be valued at \$100,000 or more, and financial commitment from each source must be shown along with the

Commonwealth's bond funded financial share of the project as the requested amount.

4. All rolling stock and passenger buses acquired by capital authorization must have a useful life of at least 15 years and 12 years respectively.

Flood Control Capital Projects:

1. Design, construction, land acquisition or improvements to existing facilities within a Federally designated flood control district. The total project must be valued at \$300,000 or more, and financial commitment from each source must be shown along with the Commonwealth's financial share of the project as the requested amount.
2. All flood control capital projects must have a useful life of at least 30 years.

Highway and Bridge Capital Projects:

1. Design, construction and acquisition of rights of way for improvements to the State Highway system including new road and bridge construction, bridge replacements greater than 20 feet, and improvements to existing roadways which increase capacity or ingress/egress. The total project must be valued at \$300,000 or more, and financial commitment from each source must be shown along with the Commonwealth's financial share of the project as the requested amount.

Redevelopment Assistance Projects – This category provides grants for the construction of buildings and other property appurtenances, including associated requisition of land and its clearance, for municipal agencies and authorities for the prevention and elimination of blight and economic development. By law, projects seeking Redevelopment Assistance Capital funding must:

- (i) be authorized in the redevelopment assistance section of a Capital Budget Itemization Act;
- (ii) use Redevelopment Assistance Capital funding for facilities other than housing units, highways, bridges, waste disposal facilities, sewage facilities, or water facilities;
- (iii) be projects which cannot obtain primary funding under other State programs;
- (iv) generate substantial increases in employment, tax revenues or other measures of economic activity including such projects with cultural, historic or other civic significance;
- (v) have a regional or multijurisdictional impact;

- (vi) be eligible for tax-exempt bond funding under existing Federal law and regulations;
- (vii) have at least a fifty per centum non-state participation, of which at least half is secured funding. Non-state matching funds are subject to the following provisions:
 - the source of matching funds must be documented at the time of application with identifiable and firm commitments with at least 50 percent secured;
 - generally the only non-cash non-State participation permitted is land donation or fixed assets which have a substantial useful life;
 - funds from other State programs, including funds from legislative sources, may not be used for match purposes;
 - a portion of any funds reserved for the future physical maintenance and operation of facilities may be included as a part of the 50 percent non-State participation, provided such reserved funds must have legal binding documentation explaining the intent, design and operation of the dedicated fund. Salaries cannot be paid from reserved funds, the total of these funds cannot exceed 15 percent of the total project cost;
- (viii) *have a total project cost of one million dollars (\$1,000,000) or more;*

Non-Capital Construction, Rehabilitation, Restoration and Maintenance Projects:

1. Projects to construct new facilities and replace, or rehabilitate existing assets are not considered capital and do not require capital budget authorization if both of the following conditions are met: a) the project has a total value of less than \$300,000; and, b) only current revenue sources are used to fund the project. No proceeds from Commonwealth General Obligation Bonds will be used to pay for the project. If bond funds are to be used as a source of funds, a capital budget authorization must be obtained and the project must be valued at \$100,000 or more.
2. Generally, maintenance and repair projects are intended to return an asset to a condition that is consistent with its original design purpose(s). Funding for these types of projects should be secured through the operating budget process. Typical maintenance and repair items include interior and exterior painting, decorating and repairs to existing components.
3. Projects which meet the definition of non-capital construction, rehabilitation and maintenance projects will be funded through a current revenue source such as an operating appropriation, executive authorization or a dedicated funding source.

Agency: _____

**Capital Budget Authorization Request
Departmental Summary of Requests
(Dollars in Thousands)**

Source of Funds:	Agency Request	OB Recommended	Difference
Bond.....	\$1,364,000	\$0	(\$1,364,000)
Current.....	602,630	0	(602,630)
Federal.....	172,000	0	(172,000)
Local.....	106,100	0	(106,100)
Other.....	4,326	0	(4,326)
Total.....	\$2,249,056	\$0	(\$2,249,056)

**Form is printed portrait
for Budget Request**

Priority No.	PROJECT TITLE/ COMMENTS	Source of Funds	Agency Request	OB Recommended
(1)	(2)	(3)	(4)	(5)
1	State Equine Center			
2	Meat Evaluation Center			
3	Parking Lot for Farm Show			
4	Add Receiving Room to Lab			
TOTAL			\$2,249,056	\$0

This form provides a complete list of all the new Capital Project Authorization Requests of the agency. It is included in the Capital Budget Workbook. Complete the form as follows:

Enter the Agency Name at the top of the form

- **Column 1** – Enter the priority number for each project requested. List the projects in descending priority order. (The agency's highest priority project is listed first, the next priority second and so on.). Priority numbers are not required for Highway Projects. *Put an asterisk next to the priority numbers to designate those projects which have been recommended previously in the Governor's Budget but have not become law.*
- **Column 2** – Enter a brief title for each project. The full project description is entered on the Capital Budget Project Authorization Justification form. Highway projects will be listed in total, not by individual project.
- **Column 3** – Identify each source of funds separately: Identify Bond (B), Current (C), Federal (F), Local (L), or Other (O). If any project subtotals are entered, do not use the letter designations B, C, F, L AND O on any subtotal lines. Use of these designations will result in double counting of the dollar amounts in the request.
- **Column 4** – Enter the dollar amount requested for the project authorization from each sources of funds. This amount must agree with the total for each source of funds on the Justification form. For highway projects only, enter the total from the highway Project Estimate form.
- **Column 5** – OB USE ONLY

Capital Project Justification

Agency: _____

Current Revenue (State): _____

Capital Budget Category: _____

Project Title: _____

Priority No.: _____

APP Subcategory: _____

Facility: _____

County: _____

Municipality: _____

Project Description

<p><u>Project Classification</u> (check one) <input type="checkbox"/> Original Facility <input type="checkbox"/> Rehab. <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p>	<p><u>Operating Costs</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Pos.</th> <th style="width: 15%;">Personnel</th> <th style="width: 15%;">Operating</th> <th style="width: 15%;">Fixed Assets</th> <th style="width: 15%;">Other</th> <th style="width: 10%;">Total</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Pos.	Personnel	Operating	Fixed Assets	Other	Total						
Pos.	Personnel	Operating	Fixed Assets	Other	Total								

	Request (dollars in thousands)					OB Recommended (dollars in thousands)			
	Base Project	Land	Design & Cont.	Total		Base Project	Land	Design & Cont.	Total
Bond				\$0				\$0	
Current				0				0	
Federal				0				0	
Local				0				0	
Other				0				0	
				0				0	
Total	\$0	\$0	\$0	\$0		\$0	\$0	\$0	

Project Justification

CAPITAL PROJECT JUSTIFICATION

Use this form to justify each requested capital project. Complete the form as follows:

Enter Agency Name.

Enter a short working title for the project. (Use the same title on the Departmental Summary of Requests.)

Enter the Facility (The State institution, mental hospital, mental retardation center, veteran's home, park, forest district etc. where the project is located.)

Current Revenue (State)

Enter the State Current Revenue funding source(s). That is, the name of the fund, restricted account, etc. that will finance the project.

Enter the Priority Number for this project (1 is highest priority).

Project priorities must be assigned based on the following categories:

1. Critical need – The project is related to a Health and Safety issue. Explain the issue in the Project Justification.
2. Essential project - mandated – The project is essential to implement an agency program that is required by law. Include a citation of the legal requirement and explain how the project addresses the legal requirement in the Project Justification.
3. Essential project – non-mandated – The project is essential to the efficient and effective operations of agency programs. Explain what those needs are and what efficiencies and effectiveness outcomes would result from the project in the Project Justification.
4. Program enhancement – The program would generally improve program service delivery.

Enter the county and municipality where the project is located.

Enter the Capital Budget Category. Refer to the instructions at the beginning of this section for a complete list of Capital Budget Categories. (Public Improvement Projects – Original Furniture and Equipment is treated as a separate category and these projects are to be prepared on a separate form.)

Enter the Agency Program Plan (APP) Subcategory to which this project relates. See the Program Funding Summary in the Governor's Budget document for a complete list of subcategories.

Project Description

Briefly describe the project including its size, capacity (number of students it will hold, etc). Project descriptions should be presented in the format used in the Governor's budget.

Project Classification

Indicate whether the project is an original facility, rehabilitation to an existing facility, addition to an existing facility or replacement of an existing facility.

Operating Costs

Enter an estimate of the additional annualized operating costs or savings that will be incurred as a result of the completion of this project. Base the estimates on a full year of costs. Provide the number of new positions required and estimated costs by major object of expenditure (personnel, operating and fixed assets costs).

Project Authorization Funding Information

Enter the estimated cost of the project. Show the State bond fund amount, current revenues amount, Federal funds and other funds supporting the project separately. Formulas in the cells of this form will automatically calculate the standard breakdown of total costs into the components for base project and design and contingency costs. If there are also land costs or some other distribution of the total costs is more accurate, overwrite the formulas and enter the correct amounts.

Project Justification

The importance of a well reasoned and complete project justification cannot be overemphasized. The justification will, in large part, determine the acceptability of the project and its eventual implementation.

All projects for new facilities and other projects that *affect space-related operating costs* must include the following reviews:

1. **Agencies should work with the Department of General Services to develop Space Inventory information. Project requests and other space and facilities requests that increase space-related operating costs will be evaluated in conjunction with the inventory, and the project justification must explain why other options available in the current Space Inventory were rejected.**

2. Provide a cost analysis that compares the projected cost of leasing with the cost of any proposed project that increases the agency's total occupied space.

At a minimum, the six areas outlined below must also be discussed as part of the justification.

1. Describe the proposed project in terms of its size (square footage and capacity) and the use(s) to which it will be put.
2. List or discuss the need(s) for the project.
3. List the alternatives, and the approximate cost of each, which were considered before requesting the project. (If no alternatives were considered, state that.) Discuss any performance or engineering

standards that were considered in the evaluation of the alternatives and how those were applied in selecting the requested project.

4. Indicate if the requested project is interdependent with any other capital improvement. If so, identify
- 5. Provide a detailed estimate of the impact on operating costs as result of the requested capital project. Agencies will be required to quantify an estimate of the additional annualized operating costs or savings that will be incurred as a result of the completion of this project.**
6. If the requested capital project is related to a Program Revision Request (PRR), identify the PRR.

Forecast of Future Project Authorizations

Agency: _____

	(dollars in thousands)			
	PY 1	PY 2	PY 3	PY 4
Capital Budget Category: (1) _____	(2)	(3)	(4)	(5)

Capital Facilities Bond Funds

Total Bonds ----- \$0

Current Revenues (State Funds only)

Total Current Revenues ----- \$0

Other (Specify Federal, Local and/or Other)

Total Other ----- \$0 \$0 \$0 \$0

Total All Funds (Capital Category) ----- \$0 \$0 \$0 \$0

This form provides estimated authorizations for the anticipated agency Capital Budget Authorization Requests for the four planning years following the budget request year. A separate form is to be prepared for each Capital Budget Category for which the agency is projecting future year projects.

The form is included in the Capital Budget Workbook. Complete the form as follows:

Enter the Agency Name at the top of the form

- Enter the Capital Budget Category (i.e. Public Improvement Project, Public Improvement Project/Original Furniture and Equipment, Flood Control Projects, etc.).
- Column 1 – Separate sections are provided for each source of funds (bonds, current revenues, other) planned for future year projects. Itemize the projects planned for future years in each Capital Budget Category. Enter a brief description of the future year projects requested. See the Governor’s Budget, Capital Budget Section F, for examples of the type of information to be provided in the description.
- Columns 2, 3, 4 and 5- Enter the estimated project authorization amounts in the appropriate future year.

The total Agency Request in columns 2 through 5 is calculated automatically by the worksheet.

**Capital Budget
HIGHWAY PROJECT ESTIMATE 20__-20__**

<u>Project Title, Subcategory, Location and</u>		<u>Base Project Cost</u>	<u>Land Cost</u>	<u>Design and Contingency</u>	<u>Total Project Cost</u>
WYOMING COUNTY, L.R. 232(B09), T.R. 92: Southeast of Tunkhannock, in Exeter Twp., From South of T.R. 292 to Falls Bridge: 2 Lane Widening and Reconstruction: Length 1.6 Miles. (STC Map No. 239)	State	\$ 300	\$ 0	\$ 30	\$ 330
	Fed.	300	0	18	318
	Other	706	150	46	902
YORK COUNTY, L.R. 66003(058): Southwest of Emigsville: Reconstruct Intersection with L.R. 66003 Spur: Length 0.1 Miles (STC Map No. 188)	State	0	60	8	68
YORK COUNTY, L.R.'s 333 & 250, T.R.'s I-83 & 114: South of New Cumberland, Interchange Between I-83 & T.R. 114: Safety Improvements - Lighting & Signing: (STC Map No. 291)	State	15	500	120	635
	Fed.	135	0	19	154
	State	\$ 315	\$ 560	\$ 158	\$ 1,033
	Fed.	435	0	37	472
	Other	706	150	46	902
PROGRAM TOTAL.....		\$ 1,456	\$ 710	\$ 241	\$ 2,407

This format should be used in submitting requests for all highway projects. The format must conform as nearly as possible to the presentation of highway projects in the Capital Budget portion of the most recent Governor's Budget Request document. Each project should be shown individually on this schedule by county with counties in alphabetical order. Source of financing (State, Federal, and Other) should be entered in columns (3), (4), (5), (6). Totals with source of financing will be necessary. The priority of each project should be indicated in Column (1). This schedule is in lieu of Capital Project Financial Statement and Capital Project Justification (computer disk) for highway capital projects.

CAPITAL PROJECT EXPENDITURE SUMMARY

Agency: _____

Capital Budget Category _____ Bond _____ Current Revenues _____

	ACTUAL	AVAILABLE	BUDGET	PLAN YR 1	PLAN YR 2	PLAN YR 3	PLAN YR 4
ESTIMATED CAPITAL EXPENDITURES							
<u>Projects Currently Released</u>							
Act - 1988	50,325	10,000	8,000	5,000	2,000		
Act - 1992	4,029	5,000	8,000	8,000	8,000	4,000	1,000
Act - 1994	2,135	20,000	40,000	57,000	70,000	70,000	50,000
Subtotal -	\$ 56,489	\$ 35,000	\$ 56,000	\$ 70,000	\$ 80,000	\$ 74,000	\$ 51,000

Projects Currently Authorized But Not Released

Act - 1988	
Act - 1992	
Act - 1994	
Subtotal	\$ - \$

Total \$ 56,489 \$

New Projects Requested

(Transportation, Community & Economic Dev., and Environmental Protection Only)

2005-06	
2006-07	
2007-08	
2008-09	
2009-10	
Subtotal - Projects Currently Auth.	

TOTAL EXPENDITURES \$ 56,489

This schedule is to be prepared ONLY by the Departments of Transportation, Community and Economic Development, Environmental Protection, and General Services for the following categories of capital projects:

- 1. Department of Transportation-**
 - A. Highways
 - B. Transportation Assistance
- 2. Department of General Services -**
 - A. Public Improvement Projects. (Currently Authorized Projects)
 - B. Original Furniture and Equipment Projects. (Currently Authorized Projects)
- 3. Department of Environmental Protection**
 - A. Flood Control Projects
- 4. Department of Community and Economic Development**
 - A. Redevelopment Assistance Projects

- Check "Bond" at top of page for bond funded programs and "Current Revenues" for programs funded from current revenues including the Motor License Fund Highway Program.
- Enter the capital budget category in upper left of page. Prepare a separate schedule for each capital budget category (Public Improvement, Original Furniture and Equipment, Flood Control, Highway or Transportation Assistance) of projects.
- Enter act number and year approved for projects currently released. Provide the estimated expenditures by year for these projects.
- Enter act number and year approved for projects currently authorized but not yet released. Provide the estimated expenditures by year for these projects.
- Enter the *total expenditures by year*.
- Enter by year estimated expenditures from requested authorizations for budget and planning years based upon the bond totals requested on the Departmental Summary of Requests.
- Provide totals by year for each type of capital budget category and, if appropriate, subtotals for currently authorized and requested projects.
- Enter all dollar amounts in rounded thousands of dollars; thus \$3,000,000 becomes \$3,000.

SECTION V SPECIAL FUNDS APPENDIX

The following form is to be used to present information on all active Commonwealth funds except those funds budgeted as State funds as listed in the General Rules of Budget Preparation.

The form should include a brief narrative description of the fund and financial information on a **cash** basis for the actual, available and budget years. The budget year estimate should reflect the agency's best estimate of fund activity on a cash basis and be comparable to the actual and available year information.

STATEMENT OF CASH FLOW

COMMONWEALTH FUND NAME

NARRATIVE

STATEMENT OF CASH RECEIPTS AND

Cash Balance, Beginning

Receipts:

The narrative for each appendix special fund is to include the following information:

- (1) A brief narrative which includes:
 - 1. A description of the purpose for which the fund was established.
 - 2. Identification of revenue sources.
 - 3. Identification of the purpose for which expenditures are made.

- (2) A brief description of the relationship between this fund and other portions of the agency's budget.
 - 1. In addition to other revenue sources, does the fund receive revenues through General Fund appropriations or special fund transfers?
 - 2. Are expenditures from this fund reflected in the agency's Summary by Fund and Appropriation?
 - 3. What programs and activities are supported by the fund? What subcategory does this appear in?

- (3) A brief explanation of revenues and expenditures.
 - 1. What are the significant trends for revenues?
 - 2. What are the key factors influencing expenditure levels? Are they formula driven, mandated, etc.?

This schedule must be prepared by the agency responsible for administering each special fund except for those funds budgeted as State funds as listed under General Rules of Budget Preparation

The format should be similar to the statement of cash flow found in the current printed budget.

Enter the Fund name at the top of the form.

Enter data for actual, available and budget years.

Cash Balance, Beginning – July 1

Actual Year – The actual cash balance as of July 1 of the last completed fiscal year including investments at cost.

Available year - The July 1 cash balance of the current fiscal year

Budget Year – The estimated July 1 cash balance of the budget year.

Receipts

Include all cash receipts by major source received or anticipated for each fiscal year.

Total Funds Available

Show the sum of the beginning cash balance and receipts.

Disbursements (by agency)

List actual and estimated cash disbursements against the fund by agency.

Cash Balance Ending

The difference by column between total funds available and total disbursements.

SECTION VI BLOCK GRANT APPENDIX

The purpose of this section is to collect data concerning Federal Block Grants currently administered by the State.

Information for the Block Grant Appendix is to be coordinated and submitted by the agencies shown below:

Community Services.....	Community and Economic Development
Small Communities.....	Community and Economic Development
Education	Education
Maternal and Child Health	Health
Preventative Health	Health
Substance Abuse	Health
Workforce Investment.....	Labor and Industry
Child Care Development Fund	Public Welfare
Low Income Home Energy Assistance	Public Welfare
Mental Health Services.....	Public Welfare
Social Services	Public Welfare
Temporary Assistance to Needy Families	Public Welfare
Anti-Drug Abuse	Education / Executive Offices

The format will identify by administrating agency and appropriation the actual, available and recommended amounts. A brief description of each block grant will also be included.

Block Grant Name:

SOCIAL SERVICES

Description: Funds are provided to help individuals achieve or maintain self-sufficiency; to prevent, reduce, or eliminate dependency; to prevent or remedy abuse and neglect of children and adults; and to prevent or reduce institutional care. Most services are delivered by local entities that receive grants or contract with the department. These Federal allocations serve to augment State appropriations thereby increasing the total level of services provided.

(Dollar Amounts in Thousands)

<u>Department / Appropriation</u>	<u>20__-__ Actual Block</u>	<u>20__-__ Estimate Block</u>	<u>20__-__ Recommended Block</u>
Public Welfare:			
SSBG — Administration.....	\$ 2,864	\$ 3,641	\$ 3,641
SSBG — County Assistance	4,926	6,262	6,262
SSBG — Basic Institutional Program.....	10,000	10,000	10,000
SSBG — Community Mental Health	14,808	10,366	10,366
SSBG — Community Mental Retardation.....	7,500	7,500	6,500
SSBG — Early Intervention.....	1,727	2,195	0
SSBG — Child Welfare.....	9,456	12,021	12,021
SSBG — Child Care	30,977	30,977	30,977
SSBG — Domestic Violence.....	5,705	5,705	5,705
SSBG — Rape Crisis.....	2,721	2,721	2,721
SSBG — Family Planning.....	3,845	3,845	1,000
SSBG — Legal Services.....	5,049	5,049	5,049
SSBG — Homeless Services.....	4,183	4,183	4,183
SSBG — Services to Persons with Disabilities.....	94	0	0
Subtotal	\$ 103,855	\$ 104,465	\$ 98,425
Community and Economic Development			
Empowerment Zones and Enterprise Communities — SSBG.....	\$ 10,000 ^a	\$ 10,000 ^a	\$ 10,000 ^a
TOTAL.....	\$ 113,855	\$ 114,465	\$ 108,425

^a One time grant to be spent over several fiscal years. Amount spent in each fiscal year depends on timing of federal grant awards.

This is a sample which has been reduced for presentation in the instructions. There is no form. Agencies should print on 8 1/2" x 11" plain white paper the required information using the format shown.

SECTION VII FEDERAL FUNDS APPENDIX

The purpose of this appendix is to provide supplemental information in support of the concept for budgeting and accounting for Federal appropriations described in Management Directive 110.3. This appendix will provide supporting information to further detail the relationship between Federal and State funds. This appendix should be included in the Budget Request submission.

**MAJOR OBJECT SUMMARY
SOURCE OF FUNDS**

	200	210	230	240	260	280	Other Total 200 X	Other Less Related 200
STATE	-	-	-	-	-	-	-	-
FEDERAL	1,530	307	1,223	-	-	-	5,864	(1,530)
AUGMENTATIONS	-	-	-	-	-	-	-	-
TOTAL	1,530	307	1,223	-	-	-	5,864	(1,530)

S	APN	TITLE	200	210	230	240	260	280	Other Total 200 X	Other Less Related 200
S	181	General Government Operations	-	-	-	-	-	-	-	-
			Federal Funds Budgeting (FFB)							
Federals - Related:										
F	782	WIC - Administration and Operation	461	-	461	-	-	-	461	(461)
F	769	Categorical Grant Administration	-	-	-	-	-	-	-	-
F	710	Health Assessment	98	50	48	-	-	-	98	(98)
F	781	PHHSBG - Administration and Ope								
F	784	SABG - Administration and Ope								
F	778	MCHSBG - Administration and Ope								
F	799	Center for Disease Control Conf								
F	798	Pediatric Prehospital Emergency								
F	714	TB - Administration and Operati								
F	770	Lead - Administration and Opera								
F	774	AIDS Health Education - Admin								
F	712	Community Migrant Health								
F	765	Tobacco Control								
F	792	Breast and Cervical Cancer - Ad								
F	787	HIV Care - Administration and C								
F	952	Tobacco Regulation Enforcemen								
F	811	EMS Bystander Care Program								
Federals - 200 Transfers Only:										
F	718	AIDS Health Education								
F	730	Chronic Disease Prevention & C								
F	739	Indo-Chinese Refugees								
F	742	HIV Care								
F	748	Substance Abuse Special Project								
F	754	Disease Control Immunization								
F	755	Survey and Follow-up - Venerea								
F	760	Epidemiology & Laboratory Sur								
F	768	Cooperative Health Statistics								
F	786	Diabetes Control								
F	790	Birth Defects Registry								
F	791	Black Lung Clinic								
F	953	Abstinence Education								

The Major Object Summary — Source of Funds (MOS-SOF) provides information on all Federal appropriations (ledger 7) and Federal executive authorizations (ledger 8), usually subgrants, that share a relationship to a State appropriation in the General Fund. It is to be used to identify all Federal personnel, operating and fixed asset costs which will be budgeted and charged to a State appropriation in the first instance because those costs are not identifiable to a single Federal source of funds prior to posting. (See Management Directive 110.3.) All information is entered on the MOS-SOF.

The title and symbol number of each General Fund State appropriation which is supplemented with Federal appropriations and/or subgrants is identified in the MOS-SOF.

The title of each Federal appropriation and/or subgrant which supplements the State appropriation is identified in the MOS-SOF. Federal Appropriations are divided into two groups:

- **Federals - Related** — List all Federal appropriations, which are related to this state appropriation on the Summary by Fund and Appropriation.
- **Federals - 200 Transfers Only** — List all Federal appropriations which are related to a different state appropriation on the Summary by Fund and Appropriation, but which provide major object 200 transfer funds to the state appropriation identified on this worksheet.

For the actual year, enter the amounts charged initially to the State appropriation and subsequently transferred to the Federal appropriation or subgrant. Use the 200 object series to identify the major object breakdown of the total. As with all major object level presentations all minor objects including those of indirect costs should be included in the major object total. Thus—

- Object 210 = Personnel Costs
- Object 230 = Operating Costs
- Object 240 = Fixed Asset Costs
- Object 260 = Grants and Subsidies

Enter estimates for the available year. These amounts should agree with the approved rebudget.

Enter estimates for the budget request.

**SECTION VIII
INFORMATION TECHNOLOGY APPENDIX**

The purpose of this appendix is to provide a summary of the information technology budgets for each agency.

INFORMATION TECHNOLOGY APPENDIX

This report provides a summary of the actual, available and requested funds related to information technology budgets for an agency grouped by personnel, operating and fixed asset major objects. Business warehouse reports are being developed that will assist agencies in generating the appropriation specific details that will be summarized at the agency level and entered into the Excel Information Technology Appendix for the following costs.

- Personnel costs for Information Technology job titles. A list of titles to be included will be provided. Administrative positions and overhead costs that support the IT jobs should not be included.
- Operating costs for the following level 3 IT commitment items; Consultant Services – EDP (6341200), Contracted EDP Services – Vendor Provided (6344100), Contracted Maintenance Services – EDP (6344300), Contracted Repairs – EDP (6344500), EDP Software (6371000) and Other Computer Equipment (6372000).
- Fixed Assets costs for the following level 3 IT commitment items; EDP – Computers and Peripherals (6450280), EDP – Data Circuits and Modems (6450290) and EDP – Software (6450300).

Agencies will need to provide a narrative that includes the following information to supplement the Information Technology Appendix:

- A description of the major projects including the objectives and the expected results. **Be specific about expected accomplishments/ benefits.**
- A description of how each IT project will improve productivity, result in cost savings and/or improve service. Include the estimated amount of cost savings expected as a result of implementation, as well as the qualitative benefits (e.g., round the clock access to government information/services, etc.).
- A summary of each project's cost and the proposed sources of funds (i.e., General Fund, Federal Funds, augmentations, etc.).
- The implementation schedule for each project. If the project is multi-year, the summary must identify the planned time schedule for the completed project, anticipated completion date for each phase, anticipated accomplishment or "value" to be produced at the end of each phase, and anticipated funding for each fiscal year of the project.

INFORMATION TECHNOLOGY: TOTAL ACTUAL/PLANNED/PROPOSED EXPENDITURES

2009-10 BUDGET REQUEST

(Dollar Amounts in Thousands)

AGENCY NAME

		<i>2007-08 Actual</i>					<i>2008-09 Available</i>					<i>2009-10 Request</i>				
		<u>State</u>					<u>State</u>					<u>State</u>				
		<i>GF</i>	<i>Spec</i>	<i>Fed</i>	<i>Other</i>	<i>Total</i>	<i>GF</i>	<i>Spec</i>	<i>Fed</i>	<i>Other</i>	<i>Total</i>	<i>GF</i>	<i>Spec</i>	<i>Fed</i>	<i>Other</i>	<i>Total</i>
	PERSONNEL					\$0					\$0					\$0
	OPERATING															
6341200	Consultant Services - EDP					\$0					\$0					\$0
6344100	Contracted EDP Services - Vendor Provided					\$0					\$0					\$0
6344300	Contracted Maintenance Services - EDP					\$0					\$0					\$0
6344500	Contracted Repairs - EDP					\$0					\$0					\$0
6371000	EDP Software					\$0					\$0					\$0
6372000	Other Computer Equipment					\$0					\$0					\$0
	Subtotal Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	FIXED ASSETS															
6450280	EDP - Computers and Peripherals					\$0					\$0					\$0
6450290	EDP - Data Circuits and Modems					\$0					\$0					\$0
6450300	EDP - Software					\$0					\$0					\$0
	Subtotal Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Agency Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0