

FY 2022 BUDGET and FY 2021 BUDGET ADJUSTMENT  
INSTRUCTIONS SUPPLEMENT  
Department of Finance & Management  
Budget & Management Division

Issued: October 19, 2020

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## A. FY 2022 Budgets

These budget instructions offer guidance in preparing responses to the Governor’s budget initiatives for FY 2022. Departments must **provide your budget request at level funding from your FY 2021 Restatement General Fund “As Passed” appropriations. Departments must also provide additional budget requests that allow for increased General Fund revenue contingencies of 1%, 2%, and 3%. Please use the additional tabs in Attachment B to provide this required information.** We encourage your departments to consider their FY 2022 budget requests in the context of the impact COVID-19 has had on the state’s fiscal environment, and we expect departments to utilize proposals approved by leadership to achieve level-funded requests.

Summary Responses must be approved by the Agency Secretary and Commissioner or the exempt head of your Department or Office, and **must be submitted electronically to the Governor, through the Secretary of Administration using the mail folder [ADM.budget@vermont.gov](mailto:ADM.budget@vermont.gov) by November 20, 2020.** (See the “[Budget Development Timetable](#)” at end of this document for a complete list of due dates.) Responses should be submitted on the “[Budget Development Form](#)” – [Attachment B](#) of this document. This form can be supplemented with a narrative response as appropriate, which must include any major policy initiatives that will be submitted to the appropriate Governor’s Office Liaisons.

### 1. Funding Levels:

**Departments with Coronavirus Relief Fund (CRF) in their base should assume a GF base spending level inclusive of CRF.** If you have questions about your FY 2022 General Fund level funded target amount, please consult your budget analyst.

Special fund spending authority should correspond with available revenues. As always, federal funding should be conservatively estimated, cognizant of current Federal actions and prospects. Please be particularly mindful of any potential reductions to your federal grants. Do not assume federal reductions will be covered with increased General Funds. Please assume these funds will not be replaced unless you can demonstrate they meet a critical State policy goal.

If you expect reduced special funds or federal funds, your budget must reflect a corresponding reduction in associated limited service positions and administrative expenses.

### 2. “Pressures” in FY 2022:

There may be many expenditure pressures that must be covered within your funding targets. Potential factors include general inflation; specific cost centers experiencing elevated price increases; other contractual increases; growing caseloads and workload demands; and reductions in federal funding.

#### a. Cost of salaries in FY 2022

The Vantage budget system reflects the annualized cost of the step increases that are expected to take place during FY 2021 for classified positions. (The lump sum payment to classified employees in July is treated as a one-time event and is not reflected in the base.) The salary changes that are expected to take place *during* FY 2022 are handled separately (i.e., under the Pay Act) and are not to be included in your budget request.

**b. Health care and dental premium costs and other benefit rates:**

We will centrally install the benefit rates on the Vantage budget system for FY 2022 benefit calculations. We have not yet determined new retirement or benefit rates, but we will work with DHR and the Treasurer's office to provide these rates as early as possible during the budget development process. At this time, you should assume no change to those rates. We will notify you promptly when the retirement and benefits rates have been determined.

**c. Internal Service Funds (ISFs):**

Departments are responsible for budgeting their ISF charges. As a reminder, those ISF charges are listed below. For the purposes of your November 20<sup>th</sup> submission, you should assume level-funding of the gross allocated charge to your department. We will send ISF allocations to Departments as early as possible in the budget development process. As such, we will schedule budget meetings first with those departments that manage the State's ISFs.

Once allocations are determined, we will calculate and communicate GF allotments associated with allocation changes as quickly as possible, after the Secretary of Administration's approval. The timing and amount of those allotments will depend on the overall GF outlook.

<b>ISF:</b>	<b>VISION/Vantage Expense Account Code:</b>	<b>VISION/Vantage Expense Account Name:</b>	<b>ISF department responsible for determining allocation:</b>
Worker's Compensation Fund	505200	Workers Comp - Ins Premium	AOA-FIN
State Liability Fund	516010	Insurance - General Liability	AOA-FIN
Property and Commercial Insurance Fund	516000	Insurance other than Employee Benefits	AOA-FIN
Facilities Operations Fund (Fee for Space)	515010	Fee for Space Charge	BGS
Communications & Information Technology Fund (CIT)	516685	ADS Allocation Exp	ADS
Human Resources Fund	519006	Human Resources Services	DHR
Financial and Human Resource Information (VISION) Fund	516671	IT Inter Svc Cost-VISION/ISD	DFM

Departments must utilize the correct expense code lines when budgeting their ISF charges which will allow us to verify these costs are fully budgeted state-wide. In particular, please take care to budget the ADS allocation properly relative to the ADS SLA charge (and any new IT initiatives). See further ADS discussion below.

#### **d. Information Technology Initiatives:**

As we did last year, Finance & Management will work in conjunction with ADS to analyze information technology (IT) funding initiatives from an enterprise-wide perspective. **Using Attachment C, all requests should be submitted electronically to the Governor, through the Secretary of Administration at [ADM.budget@vermont.gov](mailto:ADM.budget@vermont.gov), by December 1, 2020.** Submissions will be shared with ADS which will provide the initial and primary review of all requests.

Requests via [Attachment C](#) should *not* include funding for the ADS Allocation ISF charges, nor for SLA agreements that departments currently have with ADS.

If you have a new policy initiative that includes an IT need, include only the IT component of the initiative as part of this request. Corresponding funding requests must be presented as distinct line items in departments' Budget Development Forms, as well as in [Attachment C](#) submissions.

#### **e. ADS Budgeting Guidance**

Pursuant to Executive Order No 06-17, Finance & Management has worked with the Agency of Digital Services to better manage, quantify and report IT spending in state government. As part of this effort, in the FY22 budget submission, please be sure to align your budget to the account codes specified in [Attachment E](#) for all planned IT costs.

### **3. Response to funding levels:**

#### **a. Budget Review:**

Beginning on November 23<sup>rd</sup>, Finance & Management will meet with every department for an initial review of its budget submission. Ariel Murphy will contact you shortly to schedule meetings with Commissioner Greshin and his team. Submissions must be approved by your Commissioner or the exempt head of your agency, department or office.

#### **b. Restructuring and Reductions:**

Restructuring and/or reductions to on-going programs may be necessary to achieve a level-funded budget. Any combination of proposals may be considered.

Please itemize the restructuring and/or reductions in programs, services, staffing, activities, etc. necessary to meet the FY 2022 targets. A major focus of your additional documentation should be an explanation of the restructuring and/or changes in programs, services, staffing and activities that will be needed to function within assigned FY 2022 funding levels.

Finally, list the order in which you would restore programs, services, etc. if your funding were to increase, and explain your rationale for the prioritization of your list.

#### **c. Vantage Budget System:**

Vantage system instructions are available on the Finance & Management website at: <http://finance.vermont.gov/vantage-budget-system>.

The best practice is to complete your base budget form, which ties to your level-funded Budget Development Form, and to move the form to stage 2 prior to your meeting with the Finance Commissioner. Additionally, your "[Budget Development Form](#)" ([Attachment B](#)) must tie to your

Vantage base budget form by Dept ID, Fund, and Major Object. The base budget form should list general base operating changes that may include, but not be limited to:

- Changes in non-salary operating costs, such as fuel, supplies, equipment, etc.
- Current programmatic caseload or utilization changes.

**Programmatic changes and new initiatives, including the inclusion or elimination of additional positions, must be added through a decision item.** Decision items allow agencies and departments to approach each programmatic change individually without having to modify the base budget form or personnel data. Again, the best practice is to move all decision items to stage 2 before budget meetings with the Finance Commissioner and his team.

#### **d. Additional Detail:**

Along with the “[Budget Development Form](#)” ([Attachment B](#)), please provide additional detail and backup to your submission. Include information that will help us understand your budget submission, such as assumptions, trends, analysis and documents addressing the following issues (if needed):

- Upward and downward pressures relative to your department’s FY 2021 adjusted base appropriation (these should be presented as distinct line-item entries in the Budget Development Form);
- Policy issues with a potential budgetary impact;
- Other policy areas that will be part of the Department’s legislative strategy;
- Reductions needed to meet funding targets; and
- Priority of restoration and rationale.

Please contact your budget analyst if you need help developing your supplemental material or have questions on what is appropriate to provide.

#### **e. Programmatic Performance Measure Budget:**

Please note for FY 2022, two reports are required to support the development of programmatic performance-measure budgeting (PPMB): (1) [Program Profile Report](#) (for ALL departments); and (2) [Programmatic Performance Measure Report](#) (for selected programs).

#### **i. Program Profile Report (ALL DEPARTMENTS)**

To facilitate the process by which programs can be tracked financially across State government, in FY 2022 all departments must complete a Program Profile Report – to be included with their budget request submissions and their legislative budget hearing materials. The Program Profile Report should be completed on a department basis, as outlined below, and is intended to identify the spending associated with programs in that department. (This form is similar to the previously used “Form 5” which was once a required form, and many departments have continued to use the form on an optional basis.)

- For those departments that currently provide Programmatic Performance Measure Reports, your Program Profile Report should depict these programs as distinct rows.
- For those departments new to Programmatic Performance Measure reporting, the Programmatic Program Profile Report should reflect programs below the department level. By the time of final Governor’s Recommendations, if your list of programs has changed, you will be expected to update the Report accordingly.

- For all remaining departments, please report programs as currently utilized. The Program Profile Report total, by Department, must tie to the total budget request for the Department.

A Program Profile Report template is attached to these instructions ([Attachment A-1](#)). This is the same form as last year. The fields should be self-explanatory. Additional programs can be included by un-hiding rows within the spreadsheet. One new field will be used for Finance and Management's purposes only; please report the technical method by which you track program costs accordingly (i.e., VISION sub-level "DeptID"; VISION program code; or other).

You are not required to provide multiple A-1 forms for each of the budget scenarios (i.e. level-funded, 1% increase, 2% increase, 3% increase). Rather, the Program Profile Report should match your final Governor's Recommended budget.

## ii. Programmatic Performance Measure Report:

Programmatic Performance Measure Reports will be required as part of the budget submission materials, per [32 VSA 307 \(c\)\(1\) & \(2\)](#). Performance Measures (PM) on programs selected by departments will be reported to Finance and Management during departmental budget meetings, and to the legislative appropriations committees during budget hearings. These Programmatic Performance Measure Reports create a direct linkage between programmatic performance and budget review. Last year, performance measures for over 127 programs, representing much of State government, were included as part of departments' budget presentations to the legislative appropriations committees.

The addition of the Program Profile Report for FY 2022 has allowed us to simplify the Programmatic Performance Measure information previously required. Outcomes and Indicators will no longer be required. Nor will the financial data for the FY 2022 budget, FY 2021 budget adjustment and FY 2020 actuals as they are already included in the Program Profile Report (see [section i](#) above). These changes mean only the Performance Measure name, type and PM data need to be reported for selected programs.

**\*\*\*ALL DEPARTMENTS ARE EXPECTED TO REPORT PERFORMANCE MEASURE INFORMATION FOR 2 NEW PROGRAMS.\*\*\***

- For Departments which have not previously reported Programmatic Performance Measure Budget information, you must select 2 programs from your FY 2021 Program Profile Report and provide performance measure information and data.
- Departments previously reporting Performance Measures will need to add 2 new programs from their Program Profile Report and provide performance measure information and data. In the event previously reported programs are not on your Program Profile Report, you will need to substitute with a program from your Program Profile Report.
- For a list of departments previously reporting PPMB information, click here: [https://spotlight.vermont.gov/sites/spotlight/files/Performance/PPMB/FY2021\\_All\\_PPMB\\_FinalReport.pdf](https://spotlight.vermont.gov/sites/spotlight/files/Performance/PPMB/FY2021_All_PPMB_FinalReport.pdf)

**\*\*\* PROGRAMS REPORTING PERFORMANCE MEASURES MUST BE LISTED IN THE PROGRAM PROFILE REPORT. \*\*\***



The Office of the Chief Performance Officer will assist departments in performance measure reporting. Please contact [Susan.Zeller@vermont.gov](mailto:Susan.Zeller@vermont.gov) or [Justin.Kenney@vermont.gov](mailto:Justin.Kenney@vermont.gov).

All units must use the Programmatic Performance Measure Template except for units using an alternative means of reporting (such as Clear Impact's Scorecard, or others approved by the CPO). The completed template must be included in your legislative presentation materials with your Program Profile Report. We expect your department to provide a draft of their Programmatic Performance Measure Report as part of your materials when they meet with the Finance Commissioner and his team. You are welcome to submit any additional performance measure documentation, charts, etc., but you must submit at least the standard template. This requirement is intended to stimulate a discussion of the resources currently directed to each program compared to its results.

Attached, Business Managers and Performance Accountability Liaisons (PALs) will find the FY 2022 Programmatic Performance Measure Report Template ([Attachment A-2](#)). The template is completed by filling-in the cells and by selecting from drop-down menus in the yellow highlighted cells. Additional program rows may be added by using the embedded macro button included in the Excel version of [Attachment A-2](#). All agencies/departments must use the attached template for consistency, unless given express permission from the CPO.

### iii. PPMB Due Dates

**Initial Programmatic Performance Measure Report and Program Profile Report submission(s) are due by November 20, 2020 at the same time as budget request submissions. Both reports should be sent by email to [ADM.Budget@vermont.gov](mailto:ADM.Budget@vermont.gov). Please include PPMB in the email header.**

In addition, departments should also include both reports as part of their larger budget material submissions, pursuant to the direction in these instructions.

Given that FY 2022 final Governor's recommendations will not be available at the time of the initial submission, departments may need to update reports accordingly when final budget targets are issued. Revised reports must be sent to [ADM.Budget@Vermont.gov](mailto:ADM.Budget@Vermont.gov) within 2 business days after receipt of the final targets. The appropriation amount for the Program Profile Reports submission must agree with the final appropriation submissions in the Vantage Budget System.

### 4. Final Budget Submission:

Final decisions for budget targets comprising the FY 2022 Governor's Recommended Budget will be communicated in early January. Upon receipt of a final target, please promptly finalize Vantage entries, and notify your budget analyst when the entries are complete. Vantage entries must match final targets within 24 hours of receipt of the final targets.

Additional materials must be submitted electronically to the Governor, through the Secretary of Administration using the mail folder [ADM.budget@vermont.gov](mailto:ADM.budget@vermont.gov).

### 5. New positions:

New position requests will be considered as follows:

- New positions may be included as part of a department's policy initiatives. Requested positions *should be submitted as a decision item* (see [Sec. A.3.c](#) above) and should be included in your submissions to Governor's Office Liaisons (see [Sec. A.](#) above).



- The first priority, when making a position request, must be to reclassify a vacant position. Current fiscal conditions and the level funding target require departments to fund new initiatives with existing resources.
- Position requests associated with current service level operations may be submitted to the AoA Position Pool Committee for its consideration and funded at the FY 2021 appropriations level (i.e. level funded for FY 2022).

## 6. Budget Development Form

A blank template “[Budget Development Form](#)” to illustrate changes from your FY 2021 appropriation to your FY 2022 request is attached as [Attachment B](#). This is the form to be submitted as part of the exercise. Specific expectations for completing this form include:

- Providing distinct line-item entries for upward and downward pressures relative to your FY 2021 base appropriation;
- Line-items should be grouped by Major Object including Personal Services, Operating Expenses, and Grants.
- For Personal Services changes, provide the following line-item detail, as applicable;
  - Annualization of the prior fiscal year’s Pay Act detailed as:
    - Portion attributable to capped federal funds
    - Portion unattributable to capped federal funds
  - Change in fringe benefits;
  - Effect of RFRs and Class Actions; and
  - Vacancy savings
- Line-items associated with the annualization of a BAA request should be labeled as such.

## 7. Supplemental Vantage Forms

As part of the budget submission, 32 VSA § 307(b) requires detailed information concerning:

- (1) The specific special funds used as receipts in the budget.
- (2) Explanations of interdepartmental transfers, including which department is the source. If your funding is reliant on interdepartmental transfers, be sure to coordinate with the source department. Do not assume both departments have the same expectations. We recommend establishing a written funding agreement such as a Memorandum of Understanding.
- (3) Budgeted positions.
- (4) Changes in program funding levels and associated policy changes in the requested budget.

In addition, the Legislature regularly requests details of departments’ “Grants Out” to Vermont residents and organizations. Vantage is configured to meet these requirements. Departments are responsible for the accuracy of their Vantage entries, and any supplementary, summary, or explanatory information, including the [Budget Development Form](#). Documentation on Interdepartmental Transfers Receipts and Federal Receipts are generated by departments from the Vantage system. The Supplemental Interdepartmental Transfers Receipts, Federal Receipts, and Grants Out forms must be completed accurately within Vantage and reconcile to departments’ final Governor’s Recommendations.

## 8. Grants, gifts, loans, things of value:

As amended by 2019 Acts and Resolves No. 72, [32 VSA § 5](#) requires that all new grants, gifts, loans, sums of money, or things of value with a value greater than \$15,000 received by the State

must be accepted in accordance with the statutory procedure requiring submission to the Joint Fiscal Office through the Governor. ([Form AA-1](#) is the administrative vehicle for this submission.) Including these items in the budget is not a substitute for this process. However, once duly accepted, grants (on-going revenues and expenditures) should be budgeted in subsequent years.

Please note that items ranging in value from \$1,500 to \$15,000 may be accepted with notice to the Secretary of Administration, via your department's budget analyst, and the Joint Fiscal Office (see [32 VSA § 5\(a\)\(3\)](#)). Finance & Management will satisfy the requirement to notify the Joint Fiscal Office.

## **B. FY 2021 Budget Adjustment:**

The budget adjustment process is used to meet extraordinary needs not anticipated in the current budget, and for internal funding changes that cannot be accommodated by administrative means (i.e., appropriation transfers, excess receipts, etc.). This year, due to the late passage of the FY21 budget, budget adjustment submissions are due December 2<sup>nd</sup> and final proposed language is due December 10<sup>th</sup>.

For development of the Governor's recommended FY 2021 Budget Adjustment bill (BAA), we will utilize the August 12, 2020 revenue forecast approved by the Emergency Board. Further adjustments to the FY 2021 Budget Adjustment proposal may be necessary based upon any revisions to the consensus revenue forecast by the Emergency Board at its January 2021 meeting.

The first recourse in solving current-year budget issues is to redirect resources within your agency's or department's existing funding. Please bring to our attention any significant issues that will be handled in this way, identifying the problem and a solution, and whether Budget Adjustment action (e.g., transfer of funding between appropriations) is required.

Notification of budget adjustment proposals should include a description of the causes of increased or decreased expenditures or receipts, the related actions already taken to contain increased spending, and the proposed remedy. A request should cite all affected sections of the FY 2021 Appropriations Act and include draft language of the changes required.

**Requests for inclusion in the Budget Adjustment must be submitted electronically to the Governor, through the Secretary of Administration using the mail folder [ADM.budget@vermont.gov](mailto:ADM.budget@vermont.gov).** Responses must be approved by the Commissioner or the exempt head of your agency, department or office. Departments should identify BAA items during their budget meetings.

As noted above, new grant receipts (e.g., federal grants) should be submitted for approval per [32 VSA § 5](#). Do not include them in the Budget Adjustment as proposed changes to appropriations.

## **C. Executive Fee Bill and Fee Report**

Departments may bring forward fee proposals to be included in the Fee Bill and Fee Report. The department must demonstrate a proposed fee increase is critical to program operation and larger statewide goals, including factors such as:

- Programmatic effect of having not increased fees over the last three fiscal cycles;

- Implications for the program’s operations in the absence of additional special funds going forward;
- Integration with the Governor’s strategic priorities;
- Opportunities to leverage federal matching funds; and
- Ability to discontinue or to consolidate particular fees.

Fee Report: All “on cycle” departments pursuant to 32 VSA § 605(b) are required by statute to provide information for the fee report, regardless of whether they are proposing fee increases. Any “off cycle” departments that have fee proposals will also be expected to provide information for the Fee Report at that time. In addition to fees that are governed by the Fee Bill process, Departments should include in their submissions all fees, rates, payments, etc. that are managed by the Department and generate revenues used for Department funding.

Departments will submit all Fee Bill, Fee Report, and other non-Fee Bill governed fees, rates, payments, etc. using the [Fee Form](#), [Attachment D](#). Instructions are included with the electronic form. **Completed Fee Forms must be submitted electronically to Secretary of Administration using the mail folder [ADM.budget@vermont.gov](mailto:ADM.budget@vermont.gov) by November 20, 2020.**

## D. Appropriations Bill Narrative

Please closely review any legislative language associated with your appropriations or programs in the FY2021 restatement and identify to us any necessary changes that must be made to implement your department’s budget plan as part of the FY 2021 Budget Adjustment and/or the FY 2022 Appropriations Bill. The best way to communicate these changes is to return a copy of those portions of the restatement, marked up for any deletions, additions, or changes. It is your responsibility to be aware of language from other bills in prior years which may need modification.

**Marked-up narrative portions must be submitted electronically to the Governor, through the Secretary of Administration using the mail folder [ADM.budget@vermont.gov](mailto:ADM.budget@vermont.gov) by December 10, 2020 for Budget Adjustment language, and by December 18, 2020 for Big Bill language.**

***- SEE NEXT PAGE FOR BUDGET DEVELOPMENT TIMETABLE -***

## E. FY 2022 Budget Development Timetable

The following set of dates will help in planning tasks in the development of the FY 2022 Budget and the FY 2021 Budget Adjustment. Dates are for planning purposes only and are subject to change; you will be notified of any changes in due dates.

### Policy & Budget Development Timeline

Thursday, October 29 <sup>th</sup> :	First report due to DFM on the status of expenditures of CRF appropriations  Agency proposals on reallocation of CRF due to DFM.
Thursday, November 5 <sup>th</sup> :	Submission of CRF reallocation proposals to JFC.
Friday, November 20 <sup>th</sup> :	Initial FY22 budget submissions, Fee Forms and PPMB reports from Agencies/Departments due electronically to DFM.
Monday, November 23 <sup>rd</sup> :	DFM begins meeting with Agencies and Department on FY22 budget submissions
Tuesday, December 1 <sup>st</sup> :	Second report due to DFM on the status of expenditures of CRF appropriations; Agency proposals on reallocation of CRF to DFM.
Wednesday, December 2 <sup>nd</sup> :	Initial FY21 BAA submissions from Agencies/Departments due electronically to DFM.
December <i>TBD</i> :	ISF targets issued to Cabinet by DFM.  Actuarially-determined Pension contributions due from Treasurer.
Monday, December 7 <sup>th</sup> :	Submissions of reallocation proposals to JFC per Act 154.
Thursday, December 10 <sup>th</sup> :	Final FY21 BAA language due to DFM.
Friday, December 18 <sup>th</sup> :	FY22 Budget Bill language due to DFM.
Monday, January 4 <sup>th</sup> :	DFM communicates final Governor's priorities for General Fund to Cabinet and Departments.
Thursday, January 7 <sup>th</sup> :	Inaugural Address
Friday, January 8 <sup>th</sup> :	Final FY22 budget submissions entered in Vantage.
Tuesday, January 26 <sup>th</sup> :	Budget Address

**Attachment A1**

DEPARTMENT NAME		Financial Info						
Programs	Financial Category	GF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	All other funds \$\$	Total funds \$\$	Authorized Positions (if available)	\$ Amounts granted out (if available)
<b>PROGRAM NAME</b>								
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
<b>PROGRAM NAME</b>								
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
<b>PROGRAM NAME</b>								
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
<b>PROGRAM NAME</b>								
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
<b>PROGRAM NAME</b>								
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
<b>PROGRAM NAME</b>								
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	<b>FY 2020 Actuals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	<b>FY 2021 Estimated</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	<b>FY 2022 Budget Request</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
	FY21 Targets	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Difference	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Note: Additional programs can be "added" by unhiding rows between the last program and subtotals

**Attachment A2**

**Programmatic Performance Measure Report**

**Attachment A-2**

INSERT DEPARTMENT NAME HERE	Performance Measure Info				
Programs	Measure Name	Measure Type	Previous Period Value	Current Period Value	Reporting Period
<b>PROGRAM #1 NAME</b>					
Program name and description					
<b>PROGRAM #2 NAME</b>					
Program name and description					
<b>PROGRAM #3 NAME</b>					
Program name and description					
<b>PROGRAM #4 NAME</b>					
Program name and description					
<b>PROGRAM #5 NAME</b>					
Program name and description					

Select the first blank cell in Column A after the table above and click this button to add a new program

*Note: Please do not rename the "FY21 PM Reporting" tab as this will cause the macro button to stop working.*

**Attachment B**

Fiscal Year 2021 Budget Development Form - [Name of Dept here]								
	General \$\$	Transp \$\$	Special \$\$	Tobacco \$\$	Federal \$\$	Interdept'l Transfer \$\$	All other \$\$	Total \$\$
<b>Approp #1 [Name]: FY 2020 Approp</b>	0	0	0	0	0	0	0	0
<b>Other Changes:</b> (Please insert changes to your base appropriation that occurred after the passage of Act 72)								0
<b>FY 2020 After Other Changes</b>	0	0	0	0	0	0	0	0
<b>Total Approp. After FY 2020 Other Changes</b>	0	0	0	0	0	0	0	0
[List increased/decreased costs to reach Gov Recom] EXAMPLE								0
Standard adjustments: insurance, VISION/HCM, Fee-for-space, retirement, etc.								0
Move 2 positions to Approp #2								0
Increased caseloads								0
New program:								0
Reduced contracts for xyz								0
Moving expenses								0
Switch with Special Fund								0
<b>Subtotal of Increases/Decreases</b>	0	0	0	0	0	0	0	0
<b>FY 2021 Governor Recommend</b>	0	0	0	0	0	0	0	0
<b>Approp #2 [Name]: FY 2020 Approp</b>	0	0	0	0	0	0	0	0
<b>Other Changes:</b> (Please insert changes to your base appropriation that occurred after the passage of Act 72)								0
<b>FY 2020 After Other Changes</b>	0	0	0	0	0	0	0	0
<b>Total Approp. After FY 2020 Other Changes</b>	0	0	0	0	0	0	0	0
								0
								0
								0
								0
								0
								0
								0
								0
								0
<b>Subtotal of Increases/Decreases</b>	0	0	0	0	0	0	0	0
<b>FY 2021 Governor Recommend</b>	0	0	0	0	0	0	0	0
<b>[Dept Name] FY 2020 Appropriation</b>	0	0	0	0	0	0	0	0
<b>Reductions and Other Changes</b>	0	0	0	0	0	0	0	0
<b>SFY 2020 Total After Reductions and Other Changes</b>	0	0	0	0	0	0	0	0
<b>TOTAL INCREASES/DECREASES</b>	0	0	0	0	0	0	0	0
<b>[Dept Name] FY 2021 Governor Recommend</b>	0	0	0	0	0	0	0	0



**Attachment C**

Department	Description of IT Initiative	FY21 Costs Associated with IT Initiative	Ongoing Annual IT Initiative Costs	ABC Form Status (Y/N)
Department X	New customer service application	Provide amount of funding requested in FY22 for this IT initiative.	Provide estimated funding need for each year after FY22 for this IT initiative (for completion, maintenance, and operation).	(Y/N) Submit ABC form to ADS by the budget submission deadline of 10/21/2020.



**Attachment E**

Billing Method/ Vantage Budget Lines Item	Account	Description
VoIP	516605	ADS VOIP Exp
Telecom	516672	ADS Centrex (Landlines) Exp
SLA	516660	ADS Enterprise Application Support SOV Emp Exp
Timesheet	516662	ADS End User Computing Exp
Timesheet	516665	ADS Security SOV Emp Exp
Timesheet	516667	ADS Enterprise Architects SOV Emp Exp
Timesheet	516683	ADS Project Management/Business Analysts SOV Emp Exp
Allocation	516685	ADS Allocation Exp
Bespoke - Contract	507565	IT Contracts - Application Development
Bespoke - Contract	507566	IT Contracts - Application Support
Bespoke - Contract	507567	IT Contracts - Data Network
Bespoke - Contract	507568	IT Contracts - End-User Computing
Bespoke - Contract	507542	IT Contracts - Project Management & Independent Reviews
Bespoke - Hardware	522216	Hardware - Desktop & Laptop PCs
Bespoke - Hardware	522217	Hardware - Printers, Copiers, Scanners
Bespoke - Hardware	522270	Hardware - Application Support
Bespoke - Hardware	522201	Hardware - Computer Peripherals
Bespoke - Hardware	522273	Hardware - Data Network (Wireless Access Points)
Bespoke - Software	513050	Software - Rep& Maint- Applica Supp
Bespoke - Software	513056	Software - Repair& Maint- Servers
Bespoke - Software	513057	Software - Repair & Maint - Storage
Bespoke - Software	516551	Software - License-Applica Support (non-asset)
Bespoke - Software	516557	Software - License - Servers (non-asset)
Bespoke - Software	516558	Software - License - Storage (non-asset)
Bespoke - Software	516559	Software - License - Desk/Laptop/PC (non-asset)
Bespoke - Software	519085	Software as a Service (non-asset)
Bespoke - Software	522283	Software - Application Development (asset)
Bespoke - Software	522284	Software - Application Support (asset)
Bespoke - Software	522286	Software - Desktop (asset)
Bespoke - Software	522289	Software - Server (asset)
Bespoke - Software	522290	Software - Storage (asset)