

Agency Summary And Certification

AUG 30 2016

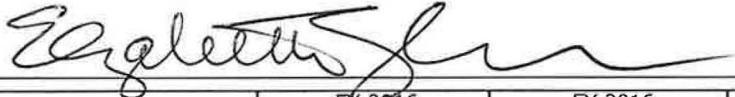
189 -- Blind & Visually Impaired, Comm

Original Submission ___ or Rev No. ___

FY2018 Request

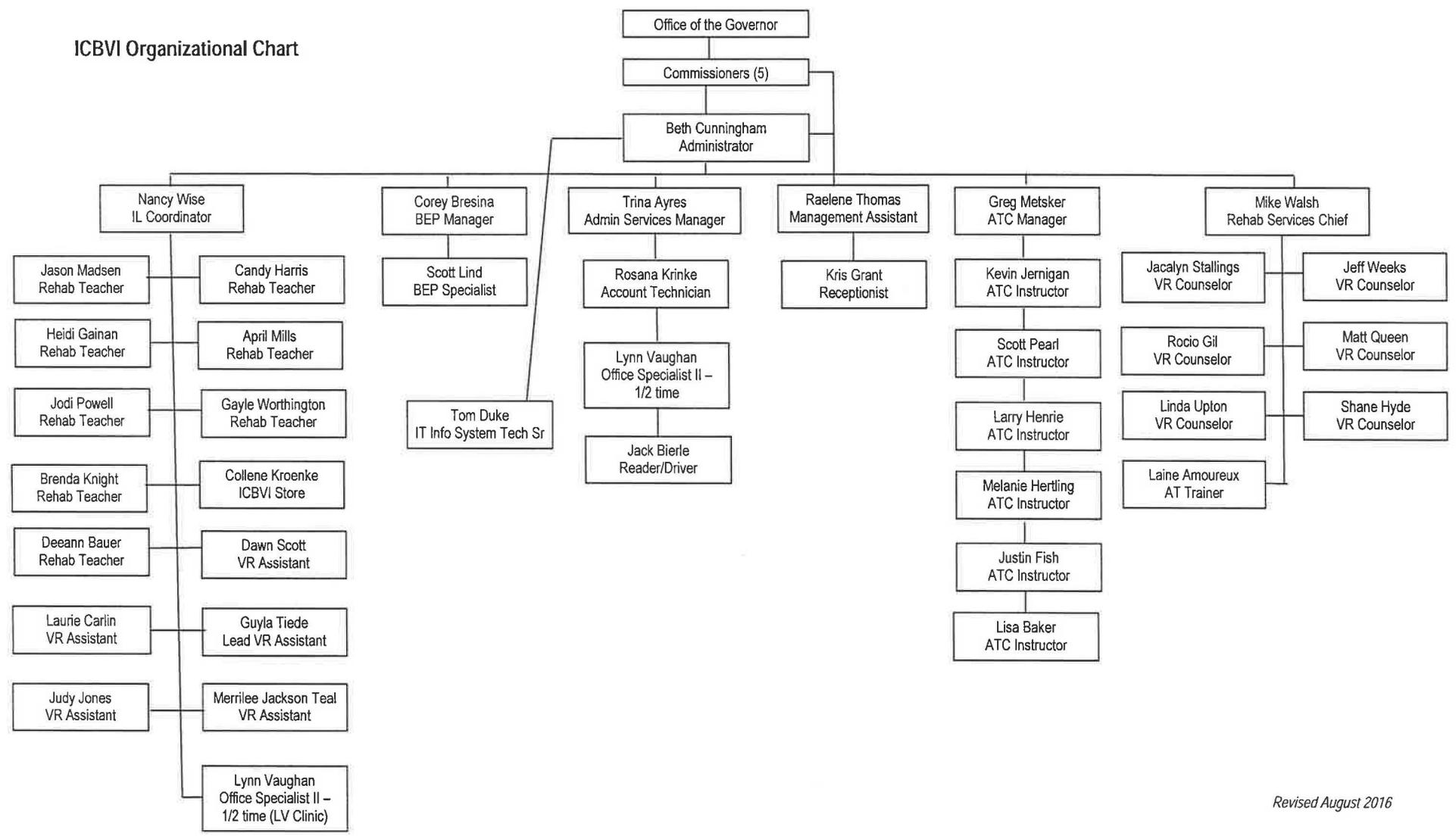
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In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director :  Date: 8/29/16

Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Services to the Blind	4,842,400	4,670,800	4,964,500	4,964,500	4,958,100
Total	4,842,400	4,670,800	4,964,500	4,964,500	4,958,100
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00 General Revenue Fund	1,389,600	1,370,300	1,455,500	1,455,500	1,452,600
D 0210-00 Business Enterprise Programs	127,700	99,000	127,700	127,700	127,700
D 0288-00 Rehabilitation Revenue & Refunds	89,700	89,500	47,300	47,300	47,300
D 0426-00 Adaptive Aids and Appliances	117,000	107,000	68,300	68,300	68,500
F 0348-00 Federal Grant	3,034,000	2,969,700	3,181,300	3,181,300	3,177,600
O 0349-00 Miscellaneous Revenue	84,400	35,300	84,400	84,400	84,400
Total	4,842,400	4,670,800	4,964,500	4,964,500	4,958,100
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	2,644,100	2,440,400	2,831,000	2,831,000	2,894,500
Operating Expenditures	845,800	885,200	823,400	823,400	823,400
Capital Outlay	0	44,300	0	0	0
Trustee And Benefit Payments	1,352,500	1,300,900	1,310,100	1,310,100	1,240,200
Lump Sum	0	0	0	0	0
Total	4,842,400	4,670,800	4,964,500	4,964,500	4,958,100
FTP Total	40.12	40.12	40.12	40.12	41.12

ICBVI Organizational Chart



FY 2018 Agency Budget - Request

Line Item Report

Agency: 189 Blind & Visually Impaired, Comm

Decision Unit	Priority	Agency Request		
		FTP	General	Total
Services to the Blind				
12.01 New position: Project Coordinator	0	1.00	0	0
		1.00	0	0

FORM B11: REVENUE

Agency/Department: Commission f/t Blind & Visually Impaired
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 189
 Budget Unit (If Applicable): _____
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0001		General		1701	Sale of Goods	0	0	100	0	0
				1901	Sale Land Bldg Equip	0	1,500	0	0	0
				3601	Miscellaneous Revenue	0	700	400	0	0
0001		General		FUND TOTAL		\$0	\$2,200	\$500	\$0	\$0
0210		The Randolph-Sheppard Act		1001	License Permit & Fees	49,900	46,900	52,000	50,000	50,000
				1901	Sale Land Bldg Equip	700	0	0	0	0
				2701	Rent and Lease Income	21,300	20,600	16,200	15,000	15,000
				3601	Miscellaneous Revenue	0	1,000	1,500	0	0
0210		The Randolph-Sheppard Act		FUND TOTAL		\$71,900	\$68,500	\$69,700	\$65,000	\$65,000
0288		Rehabilitation Revenue and Refunds		2001	Fed Grants & Contribs	61,100	200	133,100	0	0
0288		Rehabilitation Revenue and Refunds		FUND TOTAL		\$61,100	\$200	\$133,100	\$0	\$0
0348		Federal		1901	Sale Land Bldg Equip	3,800	1,200	0	0	0
				2001	Fed Grants and Reimbs	2,901,600	3,145,700	2,689,500	3,100,000	3,100,000
				3601	Miscellaneous Revenue	24,400	3,800	8,600	3,000	3,000
0348		Federal		FUND TOTAL		\$2,929,800	\$3,150,700	\$2,698,100	\$3,103,000	\$3,103,000
0349		Miscellaneous Revenue		1701	Sale of Goods	100	100	100	100	100
				3601	Miscellaneous Revenue	12,900	9,600	7,000	8,000	8,000
0349		Miscellaneous Revenue		FUND TOTAL		\$13,000	\$9,700	\$7,100	\$8,100	\$8,100
0426		Adaptive Aids and Appliances		1501	Postal	0	0	300	0	0
				1701	Sale of Goods	67,700	75,600	77,400	75,000	75,000
				3601	Miscellaneous Revenue	0	100	0	0	0
0426		Adaptive Aids and Appliances		FUND TOTAL		\$67,700	\$75,700	\$77,700	\$75,000	\$75,000
GRAND TOTAL						\$3,143,500	\$3,307,000	\$2,986,200	\$3,251,100	\$3,251,100

SIGNIFICANT ASSUMPTIONS

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2018 Estimated Impact
					\$0
					\$0

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Commission f/t Blind & Visually Impaired

Agency Number: 189

Original Request Date: September 1, 2016 or Revision Request Date: _____

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Sources and Uses: Set-aside payments and Machine Income for the Business Enterprise Program

FUND NAME:	The Randolph-Sheppard Act	FUND CODE:	0210	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				47,900	82,700	56,500	27,200	49,500
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				47,900	82,700	56,500	27,200	49,500
4. Revenues (from Form B-11)				71,900	68,500	69,700	65,000	65,000
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				119,800	151,200	126,200	92,200	114,500
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				127,400	127,700	127,700	127,700	127,700
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(90,300)	(33,000)	(28,700)	(85,000)	(70,000)
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				37,100	94,700	99,000	42,700	57,700
20. Ending Cash Balance				82,700	56,500	27,200	49,500	56,800
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				82,700	56,500	27,200	49,500	56,800
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				37,100	94,700	99,000	42,700	57,700
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Commission f/t Blind & Visually Impaired

Agency Number: 189

Original Request Date: September 1, 2016 or Revision Request Date: _____

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Sources and Uses: Program Income used for the VR or OIB Programs

FUND NAME:	Rehabilitation Revenue and Refunds	FUND CODE:	0288	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				0	13,800	0	43,600	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				0	13,800	0	43,600	0
4. Revenues (from Form B-11)				61,100	200	133,100	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				61,100	14,000	133,100	43,600	0
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				47,300	47,300	89,700	47,300	47,300
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	(33,300)	(200)	(3,700)	(47,300)
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				47,300	14,000	89,500	43,600	0
20. Ending Cash Balance				13,800	0	43,600	0	0
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				13,800	0	43,600	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				47,300	14,000	89,500	43,600	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Commission f/t Blind & Visually Impaired

Agency Number: 189

Original Request Date: September 1, 2016 or Revision Request Date: _____

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Sources and Uses: Federal grants for the VR, IL, OIB, and CSE Programs

FUND NAME:	Federal Grants	FUND CODE:	0348	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				84,800	170,100	370,600	203,600	145,300
2. Encumbrances as of July 1				6,600	28,000	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				91,400	198,100	370,600	203,600	145,300
4. Revenues (from Form B-11)				2,929,800	3,150,700	2,698,100	3,103,000	3,103,000
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				3,021,200	3,348,800	3,068,700	3,306,600	3,248,300
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				6,600	27,200	0	0	0
13. Original Appropriation				2,850,900	2,954,000	3,034,000	3,181,300	3,177,600
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(6,400)	(3,000)	(64,300)	(20,000)	(20,000)
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				(28,000)	0	(104,600)	0	0
19. Current Year Cash Expenditures				2,816,500	2,951,000	2,865,100	3,161,300	3,157,600
20. Ending Cash Balance				198,100	370,600	203,600	145,300	90,700
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				28,000	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				170,100	370,600	203,600	145,300	90,700
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				2,844,500	2,951,000	2,865,100	3,161,300	3,157,600
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Commission f/t Blind & Visually Impaired

Agency Number: 189

Original Request Date: September 1, 2016 or Revision Request Date: _____

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Sources and Uses: Donations used for agency programs

FUND NAME:	Miscellaneous Revenue	FUND CODE:	0349	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				360,500	287,800	242,000	213,800	177,500
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				360,500	287,800	242,000	213,800	177,500
4. Revenues (from Form B-11)				13,100	9,700	7,100	8,100	8,100
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				373,600	297,500	249,100	221,900	185,600
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				133,700	84,400	84,400	84,400	84,400
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(47,900)	(28,900)	(49,100)	(40,000)	(28,000)
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				85,800	55,500	35,300	44,400	56,400
20. Ending Cash Balance				287,800	242,000	213,800	177,500	129,200
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				287,800	242,000	213,800	177,500	129,200
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				85,800	55,500	35,300	44,400	56,400
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Commission f/t Blind & Visually Impaired

Agency Number: 189

Original Request Date: September 1, 2016 or Revision Request Date: _____

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Sources and Uses: Sale of adaptive aids and appliances to purchase inventory for the Adaptive Aids and Appliances Store

FUND NAME:	Adaptive Aids and Appliances	FUND CODE:	0426	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				101,600	116,000	134,100	104,800	120,500
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				101,600	116,000	134,100	104,800	120,500
4. Revenues (from Form B-11)				67,700	75,700	77,700	75,000	75,000
5. Non-Revenue Receipts and Other Adjustments				0	300	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				169,300	192,000	211,800	179,800	195,500
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				65,500	66,500	117,000	68,300	68,500
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(12,200)	(8,600)	(10,000)	(9,000)	(9,000)
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				53,300	57,900	107,000	59,300	59,500
20. Ending Cash Balance				116,000	134,100	104,800	120,500	136,000
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				116,000	134,100	104,800	120,500	136,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				53,300	57,900	107,000	59,300	59,500
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FY 2018 Agency Budget - Request

Detail Report

Agency: 189 - Blind & Visually Impaired, Comm

Function: 10 - Services to the Blind

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
HB 253, SB 1216								
0001-00	General	10.00	738,500	51,900	0	599,200	0	1,389,600
0210-00	Dedicated	0.00	0	27,600	0	100,100	0	127,700
0288-00	Dedicated	0.00	0	34,300	0	55,400	0	89,700
0426-00	Dedicated	0.37	19,100	97,900	0	0	0	117,000
0348-00	Federal	29.75	1,886,500	606,000	0	541,500	0	3,034,000
0349-00	Other	0.00	0	28,100	0	56,300	0	84,400
	Total	40.12	2,644,100	845,800	0	1,352,500	0	4,842,400
1.21 Net Object Transfers								
P/C transfers in Funds 0001 and 0348 to O/E and C/O for programming services, Newsline, and to replace vehicle. O/E transfer to T/B in Fund 0288 for client services								
0001-00	General	0.00	(72,000)	50,000	22,000	0	0	0
0288-00	Dedicated	0.00	0	(34,300)	0	34,300	0	0
0348-00	Federal	0.00	(111,000)	88,700	22,300	0	0	0
	Total	0.00	(183,000)	104,400	44,300	34,300	0	0
1.61 Reverted Appropriation Balances								
0001-00	General	0.00	(19,200)	0	0	(100)	0	(19,300)
0210-00	Dedicated	0.00	0	0	0	(28,700)	0	(28,700)
0288-00	Dedicated	0.00	0	0	0	(200)	0	(200)
0426-00	Dedicated	0.00	0	(10,000)	0	0	0	(10,000)
0348-00	Federal	0.00	(1,500)	(34,600)	0	(28,200)	0	(64,300)
0349-00	Other	0.00	0	(20,400)	0	(28,700)	0	(49,100)
	Total	0.00	(20,700)	(65,000)	0	(85,900)	0	(171,600)
FY 2016 Actual Expenditures								
0001-00	General	10.00	647,300	101,900	22,000	599,100	0	1,370,300
0210-00	Dedicated	0.00	0	27,600	0	71,400	0	99,000
0288-00	Dedicated	0.00	0	0	0	89,500	0	89,500
0426-00	Dedicated	0.37	19,100	87,900	0	0	0	107,000
0348-00	Federal	29.75	1,774,000	660,100	22,300	513,300	0	2,969,700
0349-00	Other	0.00	0	7,700	0	27,600	0	35,300
	Total	40.12	2,440,400	885,200	44,300	1,300,900	0	4,670,800

FY 2018 Agency Budget - Request

Detail Report

Agency: 189 - Blind & Visually Impaired, Comm

Function: 10 - Services to the Blind

			<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2017 Original Appropriation									
3.00 FY 2017 Original Appropriation									
SB 1394									
	0001-00	General	10.00	768,400	65,700	0	599,200	0	1,433,300
OT	0001-00	General	0.00	22,200	0	0	0	0	22,200
	0210-00	Dedicated	0.00	0	27,600	0	100,100	0	127,700
	0288-00	Dedicated	0.00	0	34,300	0	13,000	0	47,300
OT	0288-00	Dedicated	0.00	0	0	0	0	0	0
	0426-00	Dedicated	0.37	19,900	47,900	0	0	0	67,800
OT	0426-00	Dedicated	0.00	500	0	0	0	0	500
	0348-00	Federal	29.75	1,964,100	619,800	0	541,500	0	3,125,400
OT	0348-00	Federal	0.00	55,900	0	0	0	0	55,900
	0349-00	Other	0.00	0	28,100	0	56,300	0	84,400
	Total		40.12	2,831,000	823,400	0	1,310,100	0	4,964,500
FY 2017 Total Appropriation									
	0001-00	General	10.00	768,400	65,700	0	599,200	0	1,433,300
OT	0001-00	General	0.00	22,200	0	0	0	0	22,200
	0210-00	Dedicated	0.00	0	27,600	0	100,100	0	127,700
	0288-00	Dedicated	0.00	0	34,300	0	13,000	0	47,300
OT	0288-00	Dedicated	0.00	0	0	0	0	0	0
	0426-00	Dedicated	0.37	19,900	47,900	0	0	0	67,800
OT	0426-00	Dedicated	0.00	500	0	0	0	0	500
	0348-00	Federal	29.75	1,964,100	619,800	0	541,500	0	3,125,400
OT	0348-00	Federal	0.00	55,900	0	0	0	0	55,900
	0349-00	Other	0.00	0	28,100	0	56,300	0	84,400
	Total		40.12	2,831,000	823,400	0	1,310,100	0	4,964,500

FY 2018 Agency Budget - Request

Detail Report

Agency: 189 - Blind & Visually Impaired, Comm

Function: 10 - Services to the Blind

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Estimated Expenditures							
0001-00 General	10.00	768,400	65,700	0	599,200	0	1,433,300
OT 0001-00 General	0.00	22,200	0	0	0	0	22,200
0210-00 Dedicated	0.00	0	27,600	0	100,100	0	127,700
0288-00 Dedicated	0.00	0	34,300	0	13,000	0	47,300
OT 0288-00 Dedicated	0.00	0	0	0	0	0	0
0426-00 Dedicated	0.37	19,900	47,900	0	0	0	67,800
OT 0426-00 Dedicated	0.00	500	0	0	0	0	500
0348-00 Federal	29.75	1,964,100	619,800	0	541,500	0	3,125,400
OT 0348-00 Federal	0.00	55,900	0	0	0	0	55,900
0349-00 Other	0.00	0	28,100	0	56,300	0	84,400
Total	40.12	2,831,000	823,400	0	1,310,100	0	4,964,500
Base Adjustments							
8.41 Removal of One-Time Expenditures							
OT 0001-00 General	0.00	(22,200)	0	0	0	0	(22,200)
OT 0426-00 Dedicated	0.00	(500)	0	0	0	0	(500)
OT 0348-00 Federal	0.00	(55,900)	0	0	0	0	(55,900)
Total	0.00	(78,600)	0	0	0	0	(78,600)
FY 2018 Base							
0001-00 General	10.00	768,400	65,700	0	599,200	0	1,433,300
OT 0001-00 General	0.00	0	0	0	0	0	0
0210-00 Dedicated	0.00	0	27,600	0	100,100	0	127,700
0288-00 Dedicated	0.00	0	34,300	0	13,000	0	47,300
OT 0288-00 Dedicated	0.00	0	0	0	0	0	0
0426-00 Dedicated	0.37	19,900	47,900	0	0	0	67,800
OT 0426-00 Dedicated	0.00	0	0	0	0	0	0
0348-00 Federal	29.75	1,964,100	619,800	0	541,500	0	3,125,400
OT 0348-00 Federal	0.00	0	0	0	0	0	0
0349-00 Other	0.00	0	28,100	0	56,300	0	84,400
Total	40.12	2,752,400	823,400	0	1,310,100	0	4,885,900
Program Maintenance							
10.11 Change in Health Benefit Costs							
0001-00 General	0.00	13,100	0	0	0	0	13,100
0426-00 Dedicated	0.00	600	0	0	0	0	600
0348-00 Federal	0.00	36,600	0	0	0	0	36,600
Total	0.00	50,300	0	0	0	0	50,300

FY 2018 Agency Budget - Request

Detail Report

Agency: 189 - Blind & Visually Impaired, Comm

Function: 10 - Services to the Blind

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
10.12	Change in Variable Benefit Costs							
	0001-00 General	0.00	(100)	0	0	0	0	(100)
	0348-00 Federal	0.00	(300)	0	0	0	0	(300)
	Total	0.00	(400)	0	0	0	0	(400)
10.61	Salary Multiplier - Regular Employees							
	0001-00 General	0.00	6,300	0	0	0	0	6,300
	0426-00 Dedicated	0.00	100	0	0	0	0	100
	0348-00 Federal	0.00	15,900	0	0	0	0	15,900
	Total	0.00	22,300	0	0	0	0	22,300

FY 2018 Total Maintenance

	0001-00 General	10.00	787,700	65,700	0	599,200	0	1,452,600
OT	0001-00 General	0.00	0	0	0	0	0	0
	0210-00 Dedicated	0.00	0	27,600	0	100,100	0	127,700
	0288-00 Dedicated	0.00	0	34,300	0	13,000	0	47,300
OT	0288-00 Dedicated	0.00	0	0	0	0	0	0
	0426-00 Dedicated	0.37	20,600	47,900	0	0	0	68,500
OT	0426-00 Dedicated	0.00	0	0	0	0	0	0
	0348-00 Federal	29.75	2,016,300	619,800	0	541,500	0	3,177,600
OT	0348-00 Federal	0.00	0	0	0	0	0	0
	0349-00 Other	0.00	0	28,100	0	56,300	0	84,400
	Total	40.12	2,824,600	823,400	0	1,310,100	0	4,958,100

Line Items

12.01 New position: Project Coordinator

ICBVI is requesting a new position with current funding to provide pre-employment transition services and transition coordination activities. The Workforce Innovation and Opportunity Act requires vocational rehabilitation agencies to reserve 15% of their Title I grant award(s) to provide, or arrange for the provision of, pre-employment transition services to students with disabilities who are eligible or potentially eligible for VR services.

	0348-00 Federal	1.00	69,900	0	0	(69,900)	0	0
	Total	1.00	69,900	0	0	(69,900)	0	0

FY 2018 Agency Budget - Request

Detail Report

Agency: 189 - Blind & Visually Impaired, Comm

Function: 10 - Services to the Blind

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2018 Total								
	0001-00 General	10.00	787,700	65,700	0	599,200	0	1,452,600
OT	0001-00 General	0.00	0	0	0	0	0	0
	0210-00 Dedicated	0.00	0	27,600	0	100,100	0	127,700
	0288-00 Dedicated	0.00	0	34,300	0	13,000	0	47,300
OT	0288-00 Dedicated	0.00	0	0	0	0	0	0
	0426-00 Dedicated	0.37	20,600	47,900	0	0	0	68,500
OT	0426-00 Dedicated	0.00	0	0	0	0	0	0
	0348-00 Federal	30.75	2,086,200	619,800	0	471,600	0	3,177,600
OT	0348-00 Federal	0.00	0	0	0	0	0	0
	0349-00 Other	0.00	0	28,100	0	56,300	0	84,400
	Total	41.12	2,894,500	823,400	0	1,240,200	0	4,958,100

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Commission f/t Blind & Visually Impaired
 Function/Division: _____
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 189
 Function/Activity Number: _____
 Budget Unit: GVLA

Original Request Date: September 1, 2016
 Revision Request Date: _____

Page: 15 of 25

Decision Unit Number: 12.01		Descriptive Title: New position: Project Coordinator			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries			46,300		\$46,300
2. Benefits			23,600		\$23,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:			\$69,900		\$69,900
OPERATING EXPENDITURES by summary object:					
1.					
2.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
2.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:			(\$69,900)		(\$69,900)
LUMP SUM:					
GRAND TOTAL					

Attach as many pages as necessary to respond to the following questions:

- What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?
 ICBVI is requesting a new position for the provision and coordination of pre-employment transition services to students who are blind and/or visually impaired and who are eligible, or potentially eligible, for VR services as required by the Workforce Innovation and Opportunity Act signed into law July 2014. The Act requires VR agencies to reserve 15% of each Title I grant award for pre-employment transition services. Currently the Vocational Rehabilitation Counselors are doing their best to manage their current caseloads in addition to reaching out to students who are blind and/or visually impaired aged 14 to 21, and who are eligible or potentially eligible for VR services. This new position will be focused solely on developing and implementing new projects/programs and services for blind and/or visually impaired students aged 14 to 21 for pre-employment transition services. Students eligible for VR services will be referred to the appropriate VR counselor for continued services while potentially eligible students will receive pre-employment transition services from the individual in this new position. The funding for this position exists in the 15% requirement; only a new FTP is needed.
- What resources are necessary to implement this request?
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - List any additional operating funds and capital items needed.

The Project Coordinator position is pay grade is L. This is a full-time, benefited position with an expected hire date of July 1, 2017.
 Existing funding will cover operating and capital item needs.
- Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new
 This is an on-going request. These services have to be provided with existing funding - no additional federal funding or match is required.
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 Students aged 14 to 21 who are blind and/or visually impaired will be served by this request. If ICBVI fails to reserve and spend 15% of its Title I allotment, federal funding will be cut the unspent amount of the 15% reserve - in addition to a proportional amount of the remaining Title I allotment. This will affect all blind and/or visually impaired VR clients in Idaho.

7.00	FY 2017 ESTIMATED EXPENDITURES		10.00	543,400	130,500	116,700	790,600
	Base Adjustments:						
8.31	Transfer Between Programs		0.00	0	0	0	0
8.41	Removal of One-Time Expenditures		0.00	(18,300)	0	(3,900)	(22,200)
8.51	Base Reduction		0.00	0	0	0	0
9.00	FY 2018 BASE		FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total
			10.00	525,100	130,500	112,800	768,400
10.11	Change in Health Benefit Costs				13,100		13,100
10.12	Change in Variable Benefits Costs					(100)	(100)
							0
	Subtotal CEC Base:	Indicator Code	10.00	525,100	143,600	112,700	781,400
10.51	Annualization			0	0	0	0
10.61	CEC for Permanent Positions	1.00%		5,200		1,100	6,300
10.62	CEC for Group Positions	1.00%		0		0	0
10.63	CEC for Elected Officials & Commissioners			0		0	0
11.00	FY 2018 PROGRAM MAINTENANCE		10.00	530,300	143,600	113,800	787,700
	Line Items:						
12.01							0
12.02							0
12.03							0
13.00	FY 2018 TOTAL REQUEST		10.00	530,300	143,600	113,800	787,700

FORM B6: WAGE & SALARY RECONCILIATION

7.00		FY 2017 ESTIMATED EXPENDITURES	29.75	1,357,000	370,200	292,800	2,020,000	
		Base Adjustments:						
8.31		Transfer Between Programs	0.00	0	0	0	0	
8.41		Removal of One-Time Expenditures	0.00	(46,000)	0	(9,900)	(55,900)	
8.51		Base Reduction	0.00	0	0	0	0	
9.00		FY 2018 BASE	FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total	
			29.75	1,311,000	370,200	282,900	1,964,100	
10.11		Change in Health Benefit Costs			36,600		36,600	
10.12		Change in Variable Benefits Costs				(300)	(300)	
		Subtotal CEC Base:	Indicator Code	29.75	1,311,000	406,800	282,600	2,000,400
10.51		Annualization		0	0	0	0	
10.61		CEC for Permanent Positions	1.00%	13,100		2,800	15,900	
10.62		CEC for Group Positions	1.00%	0		0	0	
10.63		CEC for Elected Officials & Commissioners		0		0	0	
11.00		FY 2018 PROGRAM MAINTENANCE	29.75	1,324,100	406,800	285,400	2,016,300	
		Line Items:						
12.01							0	
12.02							0	
12.03							0	
13.00		FY 2018 TOTAL REQUEST	29.75	1,324,100	406,800	285,400	2,016,300	

FORM B6: WAGE & SALARY RECONCILIATION

7.00		FY 2017 ESTIMATED EXPENDITURES	0.37	11,900	6,000	2,600	20,400	
		Base Adjustments:						
8.31		Transfer Between Programs	0.00	0	0	0	0	
8.41		Removal of One-Time Expenditures	0.00	(400)	0	(100)	(500)	
8.51		Base Reduction	0.00	0	0	0	0	
9.00		FY 2018 BASE	FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total	
			0.37	11,500	6,000	2,500	19,900	
10.11		Change in Health Benefit Costs			600		600	
10.12		Change in Variable Benefits Costs				0	0	
		Subtotal CEC Base:	Indicator Code	0.37	11,500	6,600	2,500	20,500
10.51		Annualization		0	0	0	0	
10.61		CEC for Permanent Positions	1.00%	100		0	100	
10.62		CEC for Group Positions	1.00%	0		0	0	
10.63		CEC for Elected Officials & Commissioners		0		0	0	
11.00		FY 2018 PROGRAM MAINTENANCE	0.37	11,600	6,600	2,500	20,600	
		Line Items:						
12.01							0	
12.02							0	
12.03							0	
13.00		FY 2018 TOTAL REQUEST	0.37	11,600	6,600	2,500	20,600	

AGENCY NAME:			Idaho Comm for the Blind & Visually Impaired					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2018	BUDGET REQUEST		Include this summary w/ budget request.		
Address, City, Zip, Purpose	Fiscal Year	Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTPs, Temps and Comments	
341 W. Washington Boise, ID 83702	2018	request	39,000	\$ 2.45	\$ 95,582	36	1,083	Requesting 1 FTE
	2017	estimate	39,000	\$ 2.38	\$ 92,793	36	1,083	25 FTE, 2 Part-time
	2016	actual	<u>39,000</u>	\$ 2.31	\$ 90,091	36	<u>1,083</u>	25 FTE, 2 Part time
	Change (request vs actual)		0		5,491	0	0	
	Change (estimate vs actual)		0	\$ -	2,702	0	0	
1920 E. 17th Street Suit 115 Idaho Falls, ID 83404	2018	request	800	\$ 10.79	\$ 8,632	3	267	2 FTE
	2017	estimate	800	\$ 10.48	\$ 8,381	3	267	2 FTE
	2016	actual	<u>800</u>	\$ 10.17	\$ 8,137	<u>3</u>	<u>267</u>	2 FTE
	Change (request vs actual)		0	\$ -	495	0	0	
	Change (estimate vs actual)		0	\$ -	244	0	0	
1118 F Street Lewiston, ID 83501	2018	request	1,030	\$ 9.72	\$ 10,008	4	258	3 FTE
	2017	estimate	1,030	\$ 9.43	\$ 9,717	4	258	3 FTE
	2016	actual	<u>1,030</u>	\$ 9.16	\$ 9,434	<u>4</u>	<u>258</u>	3 FTE
	Change (request vs actual)		0	\$ -	574	0	0	
	Change (estimate vs actual)		0	\$ -	283	0	0	
650 Addison Avenue W. Suite 101 Twin Falls, ID 83301	2018	request	1,511	\$ 11.72	\$ 17,703	4	378	3 FTE
	2017	estimate	1,511	\$ 11.33	\$ 17,118	4	378	3 FTE
	2016	actual	<u>1,511</u>	\$ 11.00	\$ 16,620	<u>4</u>	<u>378</u>	3 FTE
	Change (request vs actual)		0	\$ -	1,083	0	0	
	Change (estimate vs actual)		0	\$ -	498	0	0	
427 N. Main Street Suite K Pocatello, ID 83204	2018	request	1,174	\$ 9.36	\$ 10,988	4	294	2 FTE
	2017	estimate	1,174	\$ 9.10	\$ 10,688	4	294	2 FTE
	2016	actual	<u>1,174</u>	\$ 8.84	\$ 10,377	<u>4</u>	<u>294</u>	2 FTE
	Change (request vs actual)		0	\$ -	611	0	0	
	Change (estimate vs actual)		0	\$ -	311	0	0	
229 E. Locust Avenue Couer d'Alene, ID 83814	2018	request	1,211	\$ 14.16	\$ 17,143	4	303	3 FTE
	2017	estimate	1,211	\$ 13.74	\$ 16,644	4	303	3 FTE
	2016	actual	<u>1,211</u>	\$ 13.38	\$ 16,208	<u>4</u>	<u>303</u>	3 FTE
	Change (request vs actual)		0	\$ -	935	0	0	
	Change (estimate vs actual)		0	\$ -	436	0	0	
TOTAL (ALL PAGES)	2018	request	43,515	\$ 3.28	\$ 142,913	51	853	
	2017	estimate	43,515	\$ 3.19	\$ 138,697	51	853	
	2016	actual	<u>43,515</u>	\$ 3.09	\$ 134,659	<u>51</u>	<u>853</u>	
	Change (request vs actual)		0	\$ -	8,254	0	0	
	Change (estimate vs actual)		0	\$ -	4,038	0	0	

**Federal Funds Inventory Form
As Required by Idaho Code 67-1917**

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Reporting Agency/Department: Commission f/t Blind & Visually Impaired
Contact Person/Title: Trina Ayres, Administrative Services Manager

STARS Agency Code: 189
Contact Phone Number: (208) 639-8369

Fiscal Year: 2018
Contact Email: Trina.Ayres@icbvi.idaho.gov

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Pass Through Federal Money From Other State Agency	FY 2016 Available Funds	FY 2016 Actual Expenditures	FY 2017 Estimated Available Funds	FY 2018 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE requirement [Y] Yes or [N] No	Known Reductions; Plan for 10% or More Reduction
84.126	Formula	US Dept of Education	State Vocational Rehabilitation Services	VR Services		3,330,487	2,354,783	2,911,105	3,200,000		Y	Decreased services
84.187	Formula	US Dept of Education	Supported Employment Services	VR Services		6,000	1,315	3,000	3,000		Y	No significant impact
84.169	Formula	Heath & Human Services	Independent Living - State Grants	IL Services		137,408	102,634	137,408	137,408		Y	Decreased services
84.177	Formula	US Dept of Education	IL Services for Older Individuals who are Blind	IL Services		225,000	225,000	225,000	225,000		Y	Decreased services to 55 and older who are blind
84.265	Discretionary	US Dept of Education	State VR Unit In-Service Training	Training		5,742	5,742	0	0		N	Training grants are no longer funded
Total						3,704,637	2,689,474	3,276,513	3,565,408			

Total FY 2016 All Funds Appropriation (DU 1.00)
Federal Funds as Percentage of Funds

\$4,842,400
77%

*** Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget request.

Part I – Agency Profile

Agency Overview

The Idaho Commission for the Blind and Visually Impaired (ICBVI) has been serving Idahoans since 1967. The agency assists blind and visually impaired persons to achieve independence by providing education, developing work skills, increasing self-confidence, and helping them retain or prepare for employment. The ICBVI Board members are chosen by the Governor and serve three-year terms. The Board hires the agency Administrator. The key divisions of the agency include Vocational Rehabilitation, Independent Living/Home Instruction, Sight Restoration, Assessment & Training Center, Low Vision Clinic, Aids & Appliances Store, and the Business Enterprise Program. The central office is located in Boise with five regional offices located in Coeur d'Alene, Lewiston, Twin Falls, Pocatello, and Idaho Falls, with a total of 39 staff and five board members.

Core Functions/Idaho Code

Vocational Rehabilitation – Provides intensive programs to assist blind and visually impaired persons establish and reach vocational goals that help them become productive, working, and tax paying citizens. Title 67, Chapter 54.

Prevention of Blindness and Sight Restoration – This program is designed to pay for medical expenses related to procedures which preserve, stabilize and restore vision, allowing individuals to retain their independence at home or to maintain employment. The individual must be without financial resources to obtain the needed services. Title 67, Chapter 54.

Revenue and Expenditures

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	\$1,274,200	\$1,282,800	\$1,307,000	\$1,389,600
Bus. Enterprise Programs	\$48,800	\$71,900	\$68,500	\$127,700
Rehab Revenue & Refunds	\$5,400	\$61,100	\$200	\$47,300
Federal Grant	\$2,698,800	\$2,929,800	\$3,150,600	\$2,984,000
Miscellaneous Revenue	\$10,300	\$13,000	\$9,700	\$84,400
Adaptive Aids & Appliances	\$56,300	\$67,700	\$75,700	\$117,000
Total	\$4,093,800	\$4,426,300	\$4,611,700	\$4,750,000
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$2,382,900	\$2,415,700	\$2,431,100	\$2,444,040
Operating Expenditures	\$681,100	\$637,900	\$711,800	\$800,230
Capital Outlay	\$5,400	\$37,000	\$19,200	\$44,281
Trustee/Benefit Payments	\$1,242,700	\$1,260,100	\$1,318,000	\$1,296,086
Total	\$4,312,100	\$4,350,700	\$4,480,000	\$4,581,008

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
*Total Idaho citizens served in ICBVI Programs	1,672	1,822	1,426	

*Based on federal fiscal year.

Performance Highlights (Optional)

Part II – Performance Measures

Performance Measure	FY 2013	FY 2014	FY 2015	FY 2016
Goal 1				
<p><i>Per 67-1904(1)(b)(i), the agency goals to which each measure corresponds should be provided. Replace the text in this box with a goal from the agency's strategic plan and list beneath it any performance measures primarily associated with that goal. Copy this box and insert it as needed to identify additional goals that</i></p>				

Blind and Visually Impaired, Commission for the Performance Measurement Report

subsequent performances measures are designed to evaluate.

1. Vocational Rehabilitation Clients	actual	496	515	528		-----
	benchmark				To meet or increase from the previous year	
2. Independent Living Clients Served under the age of 55	actual	91	105	96		-----
	benchmark				Same as above	
3. Independent Living Clients Served over the age of 55	actual	579	675	727		-----
	benchmark				Same as above	
4. Sight Restoration Program Served (state only funds)	actual	77	92	75	74	-----
	benchmark				Same as above	
5. Low Vision Clinic Served	actual	417	431	470		-----
	benchmark				Same as above	
6. Aids & Appliance Stores Revenue	actual	\$212,223	\$253,000	\$236,691	\$242,632	-----
	benchmark				Same as above	
7. Number of Vocational Rehabilitation Clients Employed				85		
8. Average Hourly Wage at Closure of Vocational Rehabilitation Client				\$10.95		
9. Staff Receiving Specialized Training				29		
10. Number of Consumers who participate in peer support groups				1,587		
11. Average Vendor Earnings in the Business Enterprise Program				\$49,875		
12. Number of Aids & Appliances Store Transactions				2,692	2,579	

Performance Measure Explanatory Notes – Performance Measures above are based on Federal Fiscal Year, unless indicated. Numbers seven to twelve are new performance measures beginning for federal fiscal year 2015 for ICBVI. The remainder of 2016 will be updated after September 30, 2016 when the FFY closes.

For More Information Contact

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 Blind and Visually Impaired, Commission for the
 341 W Washington
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 Boise, ID 83720-0012
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FY 2018 Budget Request Revision for Statewide Cost Allocation

Fiscal Year: 2018

Revision No. 1

Agency Code: 189

Agency: Commission f/t Blind & Visually Impaired

Budget Unit	Program Name	Fund Number	Base	Attorney General	Risk Management	State Controller	State Treasurer	BU/Fund Total	Percent of Base	Percent of Fund
			SWCAP 700	DU 10.41	DU 10.45	DU 10.46	DU 10.47			
GVLA	Services to the Blind	0001	350	550	250	(450)	(150)	200	50.00%	50.00%
GVLA	Services to the Blind	0348	350	550	250	(450)	(150)	200	50.00%	50.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
Decision Unit Total			700	1,100	500	(900)	(300)	400	100.00%	100.00%

I request that the FY 2018 Budget Request be revised to reflect the above adjustments for Attorney General fees, Risk Management fees, State Controller's fees, and State Treasurer fees.

Signed Betty Title Administrator Date 09/30/2016

Instructions
 Each year after the original budget submission deadline, the Division of Financial Management calculates the estimated amount of change from the current year to the budget year for certain Interagency Nonstandard Adjustment decision units related to the Statewide Cost Allocation Plan (SWCAP). It is your responsibility to distribute those changes equitably between programs (budget units) and fund sources.

- 1) Locate your agency on the Indirect Cost Recovery Budget Adjustments spreadsheet.
- 2) Sum the "FY Approp. Basis" columns for all categories (Treasurer, Controller Attorney General, Risk Management, and Facility Services) in cell E7.
- 3) Enter by budget unit and fund source the SWCAP appropriation basis in the column titled "Base SWCAP". The allocation should be the same as your actual expenditures by fund source for last year rounded to the nearest \$100.
- 4) Find "Request Adjustment" for each category noting "Statewide Accounting" and "Statewide Payroll" must be summed to calculate the Controller fees.
- 5) Identify the budget unit and fund source for each of the areas requiring adjustment.
- 6) Enter each budget unit in the column identified as Budget Unit. Flag any continuous budget units as "(Cont)". Repeat for each different fund.
- 7) In the column identified as Fund Number, place the number of the fund to which the increase or decrease in costs will be applied.
- 8) In the column identified as adjustment, place the dollar amount for each identified budget unit by fund. Round to nearest \$100.
- 9) Check that all totals match those on the Indirect Cost Recovery Budget Adjustment spreadsheet.
- 10) Sign and return a copy to each of your DFM and LSO analysts. *Thank you!*