

Agency Summary And Certification

SEP 01 2016

220 -- Commerce, Department of

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 : <i>Megan Rouk</i>		Date: <i>9/1/16</i>			
Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Commerce	36,109,900	23,219,400	36,232,700	36,232,700	40,786,300
Total	36,109,900	23,219,400	36,232,700	36,232,700	40,786,300
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00 General Revenue Fund	5,568,700	5,564,400	5,713,800	5,713,800	6,757,700
D 0120-03 Business and Jobs Development Fund	3,000,000	682,500	3,000,000	3,000,000	3,000,000
D 0212-00 Idaho Travel and Convention	10,640,100	9,620,200	10,688,500	10,688,500	14,199,600
D 0214-00 IGEM Grant Fund	0	0	29,600	29,600	0
D 0350-00 Small Business Assistance Fund	0	0	0	0	0
F 0348-00 Federal Grant	16,365,200	7,194,700	16,264,900	16,264,900	16,260,100
O 0125-00 Indirect Cost Recovery	0	0	0	0	33,000
O 0349-00 Miscellaneous Revenue	157,500	1,700	157,500	157,500	157,500
O 0401-00 Seminars And Publications	378,400	155,900	378,400	378,400	378,400
Total	36,109,900	23,219,400	36,232,700	36,232,700	40,786,300
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	3,571,000	3,086,600	3,693,400	3,693,400	3,695,500
Operating Expenditures	6,918,000	6,430,600	6,927,900	6,927,900	8,858,900
Capital Outlay	39,100	50,100	0	0	20,200
Trustee And Benefit Payments	25,581,800	13,652,100	25,611,400	25,611,400	28,211,700
Lump Sum	0	0	0	0	0
Total	36,109,900	23,219,400	36,232,700	36,232,700	40,786,300
FTP Total	46.00	46.00	43.00	43.00	43.00

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: Department of Commerce
Division: Business Development & Operations

Request for Fiscal Year : 2018
Agency Number: 220

Original Request Date: September 1, 2016
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Comprised of Community Development, Business Retention & Expansion, Business Attraction, International Business Development, and Operations related functions. Community Development provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion and a sense of community. Business Retention & Expansion provides ongoing communication and outreach to existing Idaho business to support growth and expansion opportunities. This team also provides a curriculum of tiered training opportunities for Idaho communities - especially rural communities - to ensure they are prepared to support business growth. Business Attraction coordinates with local economic development professionals throughout Idaho on demand-driven business expansion opportunities that are initiated through companies and/or site selectors reaching out to the state to explore potential expansion of relocation opportunities. International Business Development supports Idaho businesses' efforts to export goods and services, develop new markets, increase foreign awareness and acceptance of Idaho's products and services, and promote foreign direct investment opportunities. Operations related functions support the department through day-to-day fiscal, payroll and HR functions. The team also provides grant management and reporting across the various grant programs throughout the department. The Shared Services team provides centralized administrative support to all Commerce teams to ensure team members are able to maintain their focus on key goals and objectives.

FORM B3: DIVISION DESCRIPTIONS

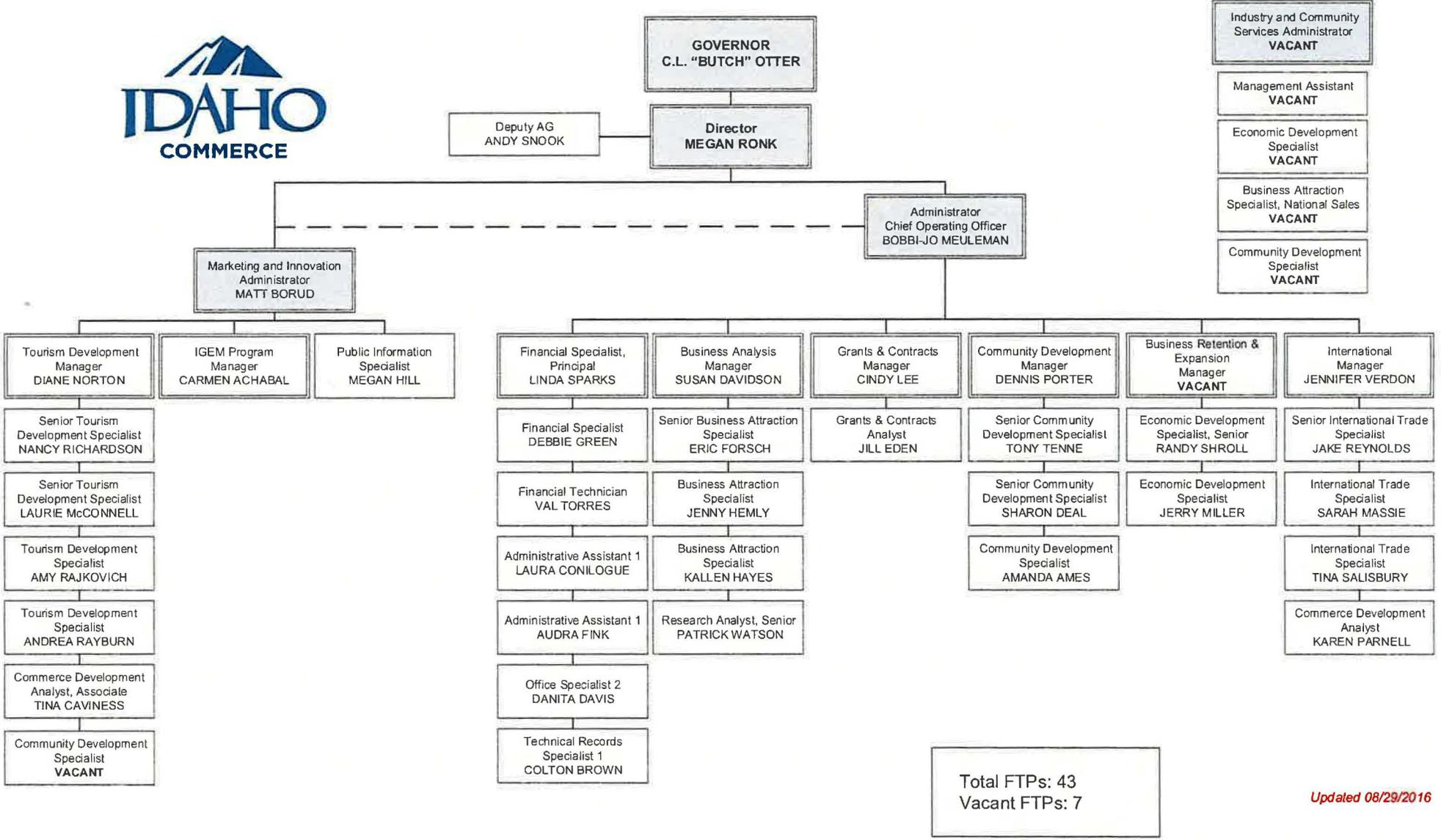
Agency/Department: Department of Commerce
Division: Marketing & Innovation

Request for Fiscal Year : 2018
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Comprised of Tourism Development, Idaho Global Entrepreneurial Mission (IGEM), and Communications. Tourism Development works to expand Idaho's tourism and recreation industry by marketing the state and travel opportunities to both domestic and international business and leisure travelers, awards grants to local communities to promote tourism, develops, supports and promotes tourism events and attractions throughout Idaho. The IGEM program leverages private-industry guidance and the talent and expertise of Idaho's research universities to commercialize innovation and viable technologies that will strengthen Idaho's economy. Communications efforts provide support to the entire department through strategic outreach to media, government partners, and other key stakeholders that are focused on showcasing the success stories of Idaho businesses and highlighting Idaho's business-friendly environment to companies outside the state.



Decision Unit	Priority	Agency Request		
		FTP	General	Total
Commerce				
12.01 Idaho Travel & Convention Enhancement	1	0.00	0	3,510,900
12.02 Opportunity Fund Enhancement	2	0.00	3,000,000	3,000,000
12.03 Idaho Global Entrepreneurial Mission (IGEM)	3	0.00	1,000,000	1,000,000
12.04 Additional RCBG Support	4	0.00	50,000	100,000
12.05 Indirect Cost Fund Spending Authority	5	0.00	0	33,000
12.81 Revenue Adjustments	0	0.00	(3,000,000)	(3,000,000)
12.82 Revenue Adjustments	0	0.00	0	(50,000)
		0.00	1,050,000	4,593,900

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Department of Commerce

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Sources and Uses: Idaho Opportunity Fund. The Idaho Opportunity Fund was formally established in Idaho Statute during the 2013 session of the Idaho Legislature. These funds are made available at the discretion of the director of Idaho Commerce to strengthen Idaho's competitive ability to support expansion of existing Idaho businesses and recruit new companies to the state. As promulgated by rule, these monies are available for public infrastructure projects to benefit job creation projects in cities and counties. Prior to 2014, this fund was the Business and Jobs Development Fund and served a similar function; however, with the establishment of the Idaho Opportunity Fund, additional sideboards were developed.

FUND NAME:	Idaho Opportunity Fund	FUND CODE:	0120-03	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				11,610	3,011,610	2,861,610	3,929,110	2,390,310
2. Encumbrances as of July 1				335,000	250,000	250,000	250,000	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				346,610	3,261,610	3,111,610	4,179,110	2,390,310
4. Revenues (from Form B-11)				0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in: General Fund		Fund or Reference:	0001	3,000,000	0	1,750,000	0	3,000,000
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				3,346,610	3,261,610	4,861,610	4,179,110	5,390,310
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				85,000	0	0	250,000	0
13. Original Appropriation				3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
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				(3,000,000)	(2,850,000)	(2,317,500)	(1,461,200)	(2,580,000)
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				0	150,000	682,500	1,538,800	420,000
20. Ending Cash Balance				3,261,610	3,111,610	4,179,110	2,390,310	4,970,310
21. Prior Year Encumbrances as of June 30				250,000	250,000	250,000	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				3,011,610	2,861,610	3,929,110	2,390,310	4,970,310
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				0	150,000	682,500	1,538,800	420,000
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

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Sources and Uses: Idaho Regional Travel and Convention Grant Program. Funded by a two percent lodging tax, paid by travelers and collected by the state's hotel, motel and private campground owners. The Idaho Travel and Convention (ITC) works to expand Idaho's tourism and recreation industry by marketing the state and travel opportunities at home and abroad; distributing grants to communities to promote tourism; developing, soliciting and promoting tourism events and attractions.

FUND NAME:	Idaho Travel & Convention	FUND CODE:	0212	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				5,588,728	6,261,287	7,294,412	7,680,822	8,073,722
2. Encumbrances as of July 1				1,260	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				5,589,988	6,261,287	7,294,412	7,680,822	8,073,722
4. Revenues (from Form B-11)				369	89	18	0	0
5. Non-Revenue Receipts and Other Adjustments				496	396	166	0	0
6. Statutory Transfers in:	State Highway Account	Fund or Reference:	SB 1423	0	0	25,000	25,000	25,000
7. Operating Transfers in:	Tax Commission	Fund or Reference:	Agency 352	8,005,702	8,706,398	9,885,722	10,763,700	11,773,158
7. Operating Transfers in:	Transportation Department	Fund or Reference:	Agency 290	97,305	98,595	95,820	97,000	97,000
8. Total Available for Year				13,693,859	15,066,764	17,301,139	18,566,522	19,968,880
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				496	396	166	0	0
12. Cash Expenditures for Prior Year Encumbrances				1,260	0	0	0	0
13. Original Appropriation				8,373,500	8,399,500	10,640,100	10,688,500	14,199,600
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				(942,683)	(627,544)	(1,019,950)	(195,700)	(2,603,000)
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				7,430,817	7,771,956	9,620,150	10,492,800	11,596,600
20. Ending Cash Balance				6,261,287	7,294,412	7,680,822	8,073,722	8,372,280
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				6,261,287	7,294,412	7,680,822	8,073,722	8,372,280
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				7,430,817	7,771,956	9,620,150	10,492,800	11,596,600
26. Outstanding Loans (if this fund is part of a loan program)								

Notes: The obligation to the ITC grant and license plate programs was \$6,488,600 as of June 30, 2016.

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

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Sources and Uses: Idaho Global Entrepreneurial Mission (IGEM) Innovation Grants. IGEM Grant Funds leverage private-industry guidance and the talent and expertise of Idaho's research universities to commercialize innovative and viable technologies that will strengthen Idaho's economy, create more job opportunities in our communities and meet the Governor's Project 60 goals. Initial grants to Idaho universities are designed to enhance the development of industry-driven research at Idaho universities.

FUND NAME:	IGEM Grant Fund	FUND CODE:	0214	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				12,573	12,573	12,573	12,573	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				12,573	12,573	12,573	12,573	0
4. Revenues (from Form B-11)				0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in: Small Business Assistance		Fund or Reference:	HB 587	0	0	0	17,000	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				12,573	12,573	12,573	29,573	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				0	0	0	29,600	0
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	0	0	(27)	0
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				0	0	0	29,573	0
20. Ending Cash Balance				12,573	12,573	12,573	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				12,573	12,573	12,573	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				0	0	0	29,573	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

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Sources and Uses: Community Development Block Grants (CDBG). The CDBG program, with funding awarded to the state through the U.S. Department of Housing and Urban Development, provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion and a sense of community. The Procurement Technical Assistance Center (PTAC) is Funded by the Department of Defense. Idaho PTAC is a service available to help Idaho companies access federal procurement dollars - as of July 31, 2015, this program has moved to SBDC at BSU.

FUND NAME:	Federal Fund	FUND CODE:	0348	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				(291,472)	(81,292)	(167,829)	(43,472)	(140,572)
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				(291,472)	(81,292)	(167,829)	(43,472)	(140,572)
4. Revenues (from Form B-11)				6,960,304	5,023,686	7,366,055	9,815,600	8,427,700
5. Non-Revenue Receipts and Other Adjustments				4,749,031	4,300,000	4,319,240	4,885,700	4,500,000
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:	Parks & Recreation	Fund or Reference:	Agency 340	500	0	0	0	0
8. Total Available for Year				11,418,363	9,242,394	11,517,465	14,657,828	12,787,128
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:	Indirect Cost Recovery Fund	Fund or Reference:	125	44,240	88,285	46,962	0	0
11. Non-Expenditure Disbursements and Other Adjustments				9,031	1,696	6,734	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				16,373,800	16,389,000	16,365,200	16,264,900	16,264,900
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				(9,667,416)	(11,368,757)	(9,170,460)	(6,352,200)	(7,840,100)
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				6,706,384	5,020,243	7,194,740	9,912,700	8,424,800
20. Ending Cash Balance				4,658,708	4,132,171	4,269,028	4,745,128	4,362,328
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				4,740,000	4,300,000	4,312,500	4,885,700	4,500,000
24. Ending Free Fund Balance				(81,292)	(167,829)	(43,472)	(140,572)	(137,672)
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				6,706,384	5,020,243	7,194,740	9,912,700	8,424,800
26. Outstanding Loans (if this fund is part of a loan program)								

Notes: The Department's obligation to the HUD grant program at the end of FY16 was \$20,872,800.

FORM B12: ANALYSIS OF FUND BALANCES

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Sources and Uses: Miscellaneous revenue generated for the purpose of funding tech and innovation activities.

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				122,140	64,520	64,227	65,725	43,425
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				122,140	64,520	64,227	65,725	43,425
4. Revenues (from Form B-11)				10,127	5,650	3,116	5,200	5,200
5. Non-Revenue Receipts and Other Adjustments				1,075	4	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				133,342	70,174	67,343	70,925	48,625
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				1,075	(1,196)	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				280,800	293,000	157,500	157,500	157,500
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				(213,054)	(285,857)	(155,882)	(130,000)	(124,000)
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				67,746	7,143	1,618	27,500	33,500
20. Ending Cash Balance				64,520	64,227	65,725	43,425	15,125
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				64,520	64,227	65,725	43,425	15,125
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				67,746	7,143	1,618	27,500	33,500
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

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Sources and Uses: Small Business Assistance Fund. Funding provides grants of up to \$4,000 to businesses in the high-tech research and development field. These grants are used for development and submission of "Phase Zero" proposals for federal funding opportunities which include the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs.

FUND NAME:	Small Business Assistance Fund	FUND CODE:	0350	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				17,000	17,000	17,000	17,000	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				17,000	17,000	17,000	17,000	0
4. Revenues (from Form B-11)				0	0	0	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				17,000	17,000	17,000	17,000	0
9. Statutory Transfers Out:	IGEM Grant Fund	Fund or Reference:	HB 587	0	0	0	17,000	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				50,000	67,000	0	0	0
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				(50,000)	(67,000)	0	0	0
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				0	0	0	0	0
20. Ending Cash Balance				17,000	17,000	17,000	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				17,000	17,000	17,000	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				0	0	0	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

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Sources and Uses: The revenue in fund 0401 is generated mainly from registration fees, trade mission participation fees, and co-ops for trade shows.

FUND NAME:	Seminars & Publications	FUND CODE:	0401	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				192,353	160,980	190,100	205,368	220,468
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				192,353	160,980	190,100	205,368	220,468
4. Revenues (from Form B-11)				145,009	173,908	171,142	141,000	175,000
5. Non-Revenue Receipts and Other Adjustments				355	1,250	0	0	
6. Statutory Transfers in:	State Highway Account	Fund or Reference:	260	25,000	25,000	0	0	0
7. Operating Transfers in:	Parks & Recreation	Fund or Reference:	Agency 340	500	0	0	0	0
8. Total Available for Year				363,217	361,138	361,242	346,368	395,468
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				355	(9,360)	5	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				378,400	378,400	378,400	378,400	378,400
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				(176,518)	(198,003)	(222,532)	(252,500)	(218,400)
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				201,882	180,397	155,868	125,900	160,000
20. Ending Cash Balance				160,980	190,100	205,368	220,468	235,468
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				160,980	190,100	205,368	220,468	235,468
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				201,882	180,397	155,868	125,900	160,000
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FY 2018 Agency Budget - Request

Detail Report

Agency: 220 - Commerce, Department of

Function: 10 - Commerce

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
SB 1166								
0001-00	General	28.25	2,318,400	1,025,300	25,000	2,200,000	0	5,568,700
0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
0212-00	Dedicated	10.75	761,900	5,108,200	9,000	4,761,000	0	10,640,100
0348-00	Federal	7.00	490,700	248,600	5,100	15,620,800	0	16,365,200
0349-00	Other	0.00	0	157,500	0	0	0	157,500
0401-00	Other	0.00	0	378,400	0	0	0	378,400
	Total	46.00	3,571,000	6,918,000	39,100	25,581,800	0	36,109,900
1.21 Net Object Transfers								
0001-00	General	0.00	(212,900)	(67,500)	10,600	269,800	0	0
0349-00	Other	0.00	0	(400)	400	0	0	0
	Total	0.00	(212,900)	(67,900)	11,000	269,800	0	0
1.61 Reverted Appropriation Balances								
0001-00	General	0.00	0	(4,300)	0	0	0	(4,300)
0120-03	Dedicated	0.00	0	0	0	(2,317,500)	0	(2,317,500)
0212-00	Dedicated	0.00	(32,000)	(600)	0	(987,300)	0	(1,019,900)
0348-00	Federal	0.00	(239,500)	(36,300)	0	(8,894,700)	0	(9,170,500)
0349-00	Other	0.00	0	(155,800)	0	0	0	(155,800)
0401-00	Other	0.00	0	(222,500)	0	0	0	(222,500)
	Total	0.00	(271,500)	(419,500)	0	(12,199,500)	0	(12,890,500)
FY 2016 Actual Expenditures								
0001-00	General	28.25	2,105,500	953,500	35,600	2,469,800	0	5,564,400
0120-03	Dedicated	0.00	0	0	0	682,500	0	682,500
0212-00	Dedicated	10.75	729,900	5,107,600	9,000	3,773,700	0	9,620,200
0348-00	Federal	7.00	251,200	212,300	5,100	6,726,100	0	7,194,700
0349-00	Other	0.00	0	1,300	400	0	0	1,700
0401-00	Other	0.00	0	155,900	0	0	0	155,900
	Total	46.00	3,086,600	6,430,600	50,100	13,652,100	0	23,219,400

FY 2018 Agency Budget - Request

Detail Report

Agency: 220 - Commerce, Department of

Function: 10 - Commerce

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
HB 587								
	0001-00 General	27.25	2,406,000	1,031,900	0	2,200,000	0	5,637,900
OT	0001-00 General	0.00	75,900	0	0	0	0	75,900
	0120-03 Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
	0212-00 Dedicated	10.75	792,100	5,110,600	0	4,761,000	0	10,663,700
OT	0212-00 Dedicated	0.00	24,800	0	0	0	0	24,800
OT	0214-00 Dedicated	0.00	0	0	0	29,600	0	29,600
OT	0350-00 Dedicated	0.00	0	0	0	0	0	0
	0348-00 Federal	5.00	380,800	249,500	0	15,620,800	0	16,251,100
OT	0348-00 Federal	0.00	13,800	0	0	0	0	13,800
	0349-00 Other	0.00	0	157,500	0	0	0	157,500
	0401-00 Other	0.00	0	378,400	0	0	0	378,400
	Total	43.00	3,693,400	6,927,900	0	25,611,400	0	36,232,700
FY 2017 Total Appropriation								
	0001-00 General	27.25	2,406,000	1,031,900	0	2,200,000	0	5,637,900
OT	0001-00 General	0.00	75,900	0	0	0	0	75,900
	0120-03 Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
	0212-00 Dedicated	10.75	792,100	5,110,600	0	4,761,000	0	10,663,700
OT	0212-00 Dedicated	0.00	24,800	0	0	0	0	24,800
OT	0214-00 Dedicated	0.00	0	0	0	29,600	0	29,600
OT	0350-00 Dedicated	0.00	0	0	0	0	0	0
	0348-00 Federal	5.00	380,800	249,500	0	15,620,800	0	16,251,100
OT	0348-00 Federal	0.00	13,800	0	0	0	0	13,800
	0349-00 Other	0.00	0	157,500	0	0	0	157,500
	0401-00 Other	0.00	0	378,400	0	0	0	378,400
	Total	43.00	3,693,400	6,927,900	0	25,611,400	0	36,232,700
Expenditure Adjustments								
6.31 FTP or Fund Adjustments								
Adjust FTP From Federal to General Fund								
	0001-00 General	0.40	0	0	0	0	0	0
	0348-00 Federal	-0.40	0	0	0	0	0	0
	Total	0.00	0	0	0	0	0	0

FY 2018 Agency Budget - Request

Detail Report

Agency: 220 - Commerce, Department of

Function: 10 - Commerce

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Estimated Expenditures							
0001-00 General	27.65	2,406,000	1,031,900	0	2,200,000	0	5,637,900
OT 0001-00 General	0.00	75,900	0	0	0	0	75,900
0120-03 Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
0212-00 Dedicated	10.75	792,100	5,110,600	0	4,761,000	0	10,663,700
OT 0212-00 Dedicated	0.00	24,800	0	0	0	0	24,800
OT 0214-00 Dedicated	0.00	0	0	0	29,600	0	29,600
OT 0350-00 Dedicated	0.00	0	0	0	0	0	0
0348-00 Federal	4.60	380,800	249,500	0	15,620,800	0	16,251,100
OT 0348-00 Federal	0.00	13,800	0	0	0	0	13,800
0349-00 Other	0.00	0	157,500	0	0	0	157,500
0401-00 Other	0.00	0	378,400	0	0	0	378,400
Total	43.00	3,693,400	6,927,900	0	25,611,400	0	36,232,700
Base Adjustments							
8.41 Removal of One-Time Expenditures							
Removal of 27th Payroll							
OT 0001-00 General	0.00	(75,900)	0	0	0	0	(75,900)
OT 0212-00 Dedicated	0.00	(24,800)	0	0	0	0	(24,800)
OT 0348-00 Federal	0.00	(13,800)	0	0	0	0	(13,800)
Total	0.00	(114,500)	0	0	0	0	(114,500)
8.42 Removal of One-Time Expenditures							
Removal of one-time additional spending authority for IGEM unspent revenue							
OT 0214-00 Dedicated	0.00	0	0	0	(29,600)	0	(29,600)
Total	0.00	0	0	0	(29,600)	0	(29,600)
FY 2018 Base							
0001-00 General	27.65	2,406,000	1,031,900	0	2,200,000	0	5,637,900
OT 0001-00 General	0.00	0	0	0	0	0	0
0120-03 Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
0212-00 Dedicated	10.75	792,100	5,110,600	0	4,761,000	0	10,663,700
OT 0212-00 Dedicated	0.00	0	0	0	0	0	0
OT 0214-00 Dedicated	0.00	0	0	0	0	0	0
OT 0350-00 Dedicated	0.00	0	0	0	0	0	0
0348-00 Federal	4.60	380,800	249,500	0	15,620,800	0	16,251,100
OT 0348-00 Federal	0.00	0	0	0	0	0	0
0349-00 Other	0.00	0	157,500	0	0	0	157,500
0401-00 Other	0.00	0	378,400	0	0	0	378,400
Total	43.00	3,578,900	6,927,900	0	25,581,800	0	36,088,600

FY 2018 Agency Budget - Request

Detail Report

Agency: 220 - Commerce, Department of

Function: 10 - Commerce

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total	
Program Maintenance									
10.11	Change in Health Benefit Costs								
0001-00	General	0.00	33,700	0	0	0	0	33,700	
0212-00	Dedicated	0.00	13,100	0	0	0	0	13,100	
0348-00	Federal	0.00	5,600	0	0	0	0	5,600	
	Total	0.00	52,400	0	0	0	0	52,400	
10.12	Change in Variable Benefit Costs								
0001-00	General	0.00	500	0	0	0	0	500	
0212-00	Dedicated	0.00	200	0	0	0	0	200	
0348-00	Federal	0.00	100	0	0	0	0	100	
	Total	0.00	800	0	0	0	0	800	
10.31	Repair, Replacement Items/Alterations								
Replace passenger van									
OT 0001-00	General	0.00	0	0	15,100	0	0	15,100	
OT 0212-00	Dedicated	0.00	0	0	5,100	0	0	5,100	
	Total	0.00	0	0	20,200	0	0	20,200	
10.61	Salary Multiplier - Regular Employees								
0001-00	General	0.00	20,500	0	0	0	0	20,500	
0212-00	Dedicated	0.00	6,600	0	0	0	0	6,600	
0348-00	Federal	0.00	3,300	0	0	0	0	3,300	
	Total	0.00	30,400	0	0	0	0	30,400	
FY 2018 Total Maintenance									
	0001-00	General	27.65	2,460,700	1,031,900	0	2,200,000	0	5,692,600
OT	0001-00	General	0.00	0	0	15,100	0	0	15,100
	0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
	0212-00	Dedicated	10.75	812,000	5,110,600	0	4,761,000	0	10,683,600
OT	0212-00	Dedicated	0.00	0	0	5,100	0	0	5,100
OT	0214-00	Dedicated	0.00	0	0	0	0	0	0
OT	0350-00	Dedicated	0.00	0	0	0	0	0	0
	0348-00	Federal	4.60	389,800	249,500	0	15,620,800	0	16,260,100
OT	0348-00	Federal	0.00	0	0	0	0	0	0
	0349-00	Other	0.00	0	157,500	0	0	0	157,500
	0401-00	Other	0.00	0	378,400	0	0	0	378,400
	Total		43.00	3,662,500	6,927,900	20,200	25,581,800	0	36,192,400

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Detail Report

Agency: 220 - Commerce, Department of

Function: 10 - Commerce

			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Line Items									
12.01	Idaho Travel & Convention Enhancement								
	0212-00	Dedicated	0.00	0	1,931,000	0	1,579,900	0	3,510,900
	Total		0.00	0	1,931,000	0	1,579,900	0	3,510,900
12.02	Opportunity Fund Enhancement								
	OT 0001-00	General	0.00	0	0	0	3,000,000	0	3,000,000
	Total		0.00	0	0	0	3,000,000	0	3,000,000
12.03	Idaho Global Entrepreneurial Mission (IGEM) Enhancement								
	0001-00	General	0.00	0	0	0	1,000,000	0	1,000,000
	Total		0.00	0	0	0	1,000,000	0	1,000,000
12.04	Additional RCBG Support								
	OT 0001-00	General	0.00	0	0	0	50,000	0	50,000
	OT 0125-00	Other	0.00	0	0	0	50,000	0	50,000
	Total		0.00	0	0	0	100,000	0	100,000
12.05	Indirect Cost Fund Spending Authority								
	0125-00	Other	0.00	33,000	0	0	0	0	33,000
	Total		0.00	33,000	0	0	0	0	33,000
12.81	Revenue Adjustments								
	Transfer Cash for Opportunity Fund Enhancement								
	OT 0001-00	General	0.00	0	0	0	(3,000,000)	0	(3,000,000)
	Total		0.00	0	0	0	(3,000,000)	0	(3,000,000)
12.82	Revenue Adjustments								
	Transfer cash from fund 0125 to 0001 for additional RCBG grant support.								
	OT 0125-00	Other	0.00	0	0	0	(50,000)	0	(50,000)
	Total		0.00	0	0	0	(50,000)	0	(50,000)

FY 2018 Agency Budget - Request

Detail Report

Agency: 220 - Commerce, Department of

Function: 10 - Commerce

		<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	27.65	2,460,700	1,031,900	0	3,200,000	0	6,692,600
OT	0001-00 General	0.00	0	0	15,100	50,000	0	65,100
	0120-03 Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
	0212-00 Dedicated	10.75	812,000	7,041,600	0	6,340,900	0	14,194,500
OT	0212-00 Dedicated	0.00	0	0	5,100	0	0	5,100
OT	0214-00 Dedicated	0.00	0	0	0	0	0	0
OT	0350-00 Dedicated	0.00	0	0	0	0	0	0
	0348-00 Federal	4.60	389,800	249,500	0	15,620,800	0	16,260,100
OT	0348-00 Federal	0.00	0	0	0	0	0	0
	0125-00 Other	0.00	33,000	0	0	0	0	33,000
OT	0125-00 Other	0.00	0	0	0	0	0	0
	0349-00 Other	0.00	0	157,500	0	0	0	157,500
	0401-00 Other	0.00	0	378,400	0	0	0	378,400
	Total	43.00	3,695,500	8,858,900	20,200	28,211,700	0	40,786,300

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Commerce
 Function/Division: Commerce
 Activity/Program:

Request for Fiscal Year : 2018
 Agency Number: 220
 Function/Activity Number:
 Budget Unit: CDAA

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

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Decision Unit Number:	12.01	Descriptive Title: Idaho Travel and Convention (ITC) Enhancement			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5151 2. 3.	1,931,000				\$1,931,000
TOTAL OPERATING EXPENDITURES:	\$1,931,000				\$1,931,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$1,579,900				\$1,579,900
LUMP SUM:					
GRAND TOTAL	\$3,510,900				\$3,510,900

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

1. 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?
2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - c. List any additional operating funds and capital items needed.
3. 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 customer base, fee structure changes, or anticipated grant awards.
4. 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?

FORM B9.1: PROGRAM REQUEST BY DECISION UNIT			
Agency/Department:	Department of Commerce	Request for Fiscal Year :	2018
Function/Division:	Commerce	Agency Number:	220
Activity/Program:		Function/Activity Number:	
		Budget Unit:	CDAA
Original Request Date:	Revision Request Date:	Page:	21 of 41
September 1, 2016			
Decision Unit Number:	12.01	Descriptive Title:	Idaho Travel and Convention (ITC) Enhancement

Tourism Enhancement Request

- **Increase spending authority for Trustee & Benefit** **\$1,579,900**
- **Increase spending authority for Operating** **\$1,931,000**

As Idaho's economy continues to rebound, both business and leisure travel have increased over the past several years resulting in a need for increased spending authority in the Travel and Convention Fund. This fund is the recipient of the 2% "bed tax" that is collected by hotels, motels, B&B's, private campgrounds and RV parks as well as vacation rental properties throughout the state. Per Idaho Statute, the revenue is then split with 45% designated to local tourism grants that are awarded back to local community organizations focused on tourism marketing efforts; 45% focused on statewide tourism marketing efforts; and 10% to support administrative costs of the tourism staff and the Idaho Department of Commerce (Idaho Commerce).

Between FY14 and FY17, it was projected that Idaho's tourism revenue would grow at 7% annually, reaching \$10 million in collections by FY17. However, the industry has grown faster than projected. The Tourism & Promotion Fund collections grew by 8.1% year over year in FY14, 8.6% year over year in FY15, and an incredible 13.4% year over year in FY16.

Idaho Commerce is forecasting continued growth in the hotel/motel occupancy rate – an average of 2.2% increase year over year – and the average daily rate paid per night by visitors – an average increase of 3% growth year over year – further fueling increases in fund collections. In designing our forecast, Idaho Commerce also considered the substantial new lodging development across the state with upwards of 1,200 new rooms projected to be built in the next three years.

As a result, Idaho Commerce is projecting an annual growth rate of approximately 9.4% year over year from FY17 through FY20. Thus, the department is requesting increased spending authority in this fund to ensure tourism is able to match spending with projected cash collected in the fund. Idaho Commerce is not requesting any additional personnel spending authority and will implement this strategy with existing staff resources.

Tourism is a vital industry to the state's economy. A [2015 Economic Impact report](#) from Dean Runyan Associates states:

- Total direct travel spending in Idaho was \$3.3 billion in 2015 representing a 4.2% increase over the preceding year real (adjusted for inflation) dollars.
- Total (direct plus secondary) employment supported by the Idaho travel industry was 57,470 jobs representing a 2.3 percent per year increase since 2010 with total earnings of \$1.6 billion representing a 4.7% increase per year since 2010.
- The Gross Domestic Product of the Idaho travel industry was \$1.3 billion in 2014, compared to \$5.8 billion for Agriculture and Food Products Manufacturing and \$3.5 billion for Computer and Electronics Manufacturing. However, in many rural areas of the state, travel is the most important export-oriented industry.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT				
Agency/Department:	Department of Commerce		Request for Fiscal Year:	2018
Function/Division:	Commerce		Agency Number:	220
Activity/Program:			Function/Activity Number:	
			Budget Unit:	CDA
Original Request Date:	Revision Request Date:		Page:	22 of 41
September 1, 2016				
Decision Unit Number: 12.01		Descriptive Title: Idaho Travel and Convention (ITC) Enhancement		

While there are many factors responsible for these positive increases, one factor is the enhancements made to the statewide tourism efforts over the last three fiscal years.

The last time Idaho Commerce requested a spending authority increase, several priorities were outlined for the additional funds. These plans have been successfully executed and are delivering positive results.

In FY14, the department's advertising budget totaled \$1.7 million. In FY15, the advertising budget totaled \$1.9 million. In FY16, the advertising budget climbed to over \$3.1 million. These increases were achieved through not only growth in "bed tax" collection, but more importantly, through consolidation and "sunsetting" of ineffective or immeasurable programs that Idaho Commerce had previously been committed to. Idaho is still being vastly outspent by neighboring states, but is beginning to make inroads and can see the results in increased visitation to our website, our partner's websites, email subscriptions, publication orders and reported media impressions/actions taken.

This refocusing has allowed the Idaho media message to reach vastly more consumers across the country. This spring, for the first time in program history, the department was able to run broadcast television in key markets in and out of state. The plan focused resources in Seattle, Salt Lake City, Spokane, Yakima/TriCities and Reno as well as Boise, Twin Falls, Pocatello, Coeur d'Alene, Lewiston/Moscow and other in-state markets. The goal is to not only inspire out of state travelers to visit Idaho, but also reach our residents and encourage them to explore their own backyard.

Idaho has enormous potential to grow its existing tourism revenue model thanks to its diverse geography and wealth of attractions – from the world's best whitewater to our spectacular state parks, from historic and cultural sites to mountains providing ski and mountain biking experiences that are second to none. As revenues increase into the Travel & Promotion Fund through enhanced visitation, Idaho Commerce requests the ability to continue to grow its programs to support this key industry sector through increased ongoing spending authority in this fund. No additional personnel resources will be required

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Commerce
 Function/Division: Commerce
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 220
 Function/Activity Number: _____
 Budget Unit: CDA

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

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Decision Unit Number: 12.02		Descriptive Title: Opportunity Fund Enhancement			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:	\$3,000,000				\$3,000,000
LUMP SUM:					\$0
GRAND TOTAL	\$3,000,000	\$0	\$0	\$0	\$3,000,000

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

1. 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?
2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - c. List any additional operating funds and capital items needed.
3. 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 customer base, fee structure changes, or anticipated grant awards.
4. 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?

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT		Request for Fiscal Year :	2018
Agency/Department:	Department of Commerce	Agency Number:	220
Function/Division:	Commerce	Function/Activity Number:	
Activity/Program:		Budget Unit:	CDA
Original Request Date:	Revision Request Date:	Page	24 of 41
September 1, 2016			
Decision Unit Number:	12.02	Descriptive Title:	Opportunity Fund Enhancement

Opportunity Fund T & B Enhancement Request

\$3,000,000

The Idaho Opportunity Fund was established by the Governor and Idaho Legislature during the 2013 legislative session to provide the director of the Idaho Department of Commerce with a tool that would strengthen Idaho's competitive ability to support expansion of existing Idaho businesses and recruit new companies to the state, ultimately creating new jobs and economic growth in Idaho. The program has been funded through a combination of one-time and ongoing appropriations; however, the ongoing appropriation was eliminated from the Idaho Department of Commerce base budget beginning in FY16.

FY13	\$400,000	Ongoing (former Business & Jobs Fund)
FY14	\$3,000,000	One-Time
FY14	\$400,000	Ongoing
FY15	\$400,000	Ongoing
FY16	\$1,750,000	One-Time

To date, the Idaho Opportunity Fund has been leveraged as a "closing fund" to provide critical infrastructure for eight projects that have chosen Idaho for expansion, along with six pending projects. The approved projects will have a significant impact on Idaho's economy, creating a projected 880 new jobs and \$181.5 million in capital investment in seven communities throughout the state. As a result of the strong economic activity across Idaho, additional funding is requested to ensure that the Idaho Opportunity Fund remains a viable economic development tool that can be offered as an incentive for additional projects in future years.

Idaho Opportunity Fund grants are awarded to Idaho cities or counties to support public infrastructure needs associated with a private sector project including water, sewer, gas or electrical utility systems; railroads; roads; or other public costs directly related to specific job creation or expansion projects.

No additional personnel or operating resources will be required.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Commerce
 Function/Division: Commerce
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 220
 Function/Activity Number: _____
 Budget Unit: CDA

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

Page: 25 of 41

Decision Unit Number: 12.03		Descriptive Title: Idaho Global Entrepreneurial Mission (IGEM) Enhancement			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:	\$1,000,000				\$1,000,000
LUMP SUM:					\$0
GRAND TOTAL	\$1,000,000	\$0	\$0	\$0	\$1,000,000

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

1. 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?
2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - c. List any additional operating funds and capital items needed.
3. 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 customer base, fee structure changes, or anticipated grant awards.
4. 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?

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT		Request for Fiscal Year : 2018
Agency/Department:	Department of Commerce	Agency Number: 220
Function/Division:	Commerce	Function/Activity Number:
Activity/Program:		Budget Unit: CDAA
Original Request Date: September 1, 2016	Revision Request Date:	Page: 26 of 41
Decision Unit Number: 12.03		Descriptive Title: Idaho Global Entrepreneurial Mission (IGEM) Enhancement

IGEM Enhancement Request

\$1,000,000

Established in Fiscal Year 2013, the Idaho Global Entrepreneurial Mission (IGEM) grant program administered by Idaho Commerce (IGEM-Commerce) awards grants to Idaho research universities to promote university/industry research partnerships geared toward commercialization of a product or service.

While \$950,000 is currently available on an annual basis for IGEM-Commerce grants, the program has consistently received grant funding requests in excess of three times that amount. More importantly, these commercialization grant requests are increasingly more ambitious, broader in scope and competitive as a result of strong partnerships with prominent businesses and entrepreneurs in all corners of the state.

The grant requests are creating a significant opportunity for the State to receive a stronger return on investment, further leverage in-state resources and realize the primary objectives of the IGEM program – to move Idaho research into the marketplace and grow our state's economy.

Idaho Commerce is requesting an additional \$1 million ongoing appropriation in Trustee & Benefits for IGEM-Commerce commercialization grants. The additional funds would enable the IGEM Council to respond to the increased demand for university/industry research grants and provide needed research and development assistance to small businesses.

In four years of program execution, several key trends have emerged which has enabled the program to focus its resources and purpose. First, the program has shifted from “pushing” research out of the universities to a model where industry partners are working with the universities to “pull” the research advancements to the marketplace. This trend is not unique to Idaho – it is being experienced at universities and national labs across the country – and the Idaho universities have adjusted to the shift very favorably.

Since program inception, Boise State University, Idaho State University and University of Idaho have come together to create more consistent, cohesive tech transfer policies across the three universities. Additionally, they have each hired or provided resources to highly qualified tech transfer employees to address private sector concerns over IP ownership and ongoing licensing agreements. Improved tech transfer and IP policy transparency has allowed the IGEM program to better proactively engage the private sector in program industry partnerships. Improved private sector partnership – as well as partnership with other in-state resources like INL and CAES – has increased the size, scope and impact of project proposals.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT			
Agency/Department:	Department of Commerce	Request for Fiscal Year :	2018
Function/Division:	Commerce	Agency Number:	220
Activity/Program:		Function/Activity Number	
		Budget Unit:	CDA
Original Request Date:	Revision Request Date:	Page	27 of 41
September 1, 2016			
Decision Unit Number: 12.03		Descriptive Title: Idaho Global Entrepreneurial Mission (IGEM) Enhancement	

If the additional ongoing \$1 million is appropriated, it will enable IGEM to continue to invest in university/industry partnerships in prioritized research areas that are strategically important to Idaho's economy. Furthermore, these areas of university research and industry focus allow IGEM to act as a hub to leverage additional in-state resources, like the Idaho National Laboratory, where their strategic interests align. The additional funding will also allow the IGEM Council to better invest in emerging areas of research and industry interest without limiting resources for the previously prioritized areas of focus.

No additional personnel or operating resources will be required.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Commerce
 Function/Division: Commerce
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 220
 Function/Activity Number: _____
 Budget Unit: CDA

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

Page: 28 of 41

Decision Unit Number: 12.04 **Descriptive Title:** Additional RCBG Support Enhancement

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:	\$0				\$0
LUMP SUM:	\$50,000				\$50,000
GRAND TOTAL	\$50,000	\$0	\$0	\$0	\$50,000

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

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3. 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 customer base, fee structure changes, or anticipated grant awards.
4. 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?

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT			
Agency/Department:	Department of Commerce	Request for Fiscal Year:	2018
Function/Division:	Commerce	Agency Number:	220
Activity/Program:		Function/Activity Number:	
		Budget Unit:	CDA
Original Request Date:	Revision Request Date:	Page:	29 of 41
September 1, 2016			
Decision Unit Number:	12.04	Descriptive Title:	Additional RCBG Support Enhancement

Additional Support for RCBG

\$50,000

This is a one-time request for additional support for the RCBG program. The additional support will be utilized for additional RCBG grants. The cash will be transferred from fund 0125 to fund 0001.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Commerce
 Function/Division: Commerce
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 220
 Function/Activity Number: _____
 Budget Unit: CDA

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

Page: 30 of 41

Decision Unit Number: 12.05 **Descriptive Title:** Spending Authority for Indirect Cost Fund

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries				19,100	\$19,100
2. Benefits				13,900	\$13,900
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$33,000	\$33,000
OPERATING EXPENDITURES by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:	\$0				\$0
LUMP SUM:					\$0
GRAND TOTAL	\$0	\$0	\$0	\$33,000	\$33,000

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

1. 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?
2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
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3. 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 customer base, fee structure changes, or anticipated grant awards.
4. 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?

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT			
Agency/Department:	Department of Commerce	Request for Fiscal Year:	2018
Function/Division:	Commerce	Agency Number:	220
Activity/Program:		Function/Activity Number:	
		Budget Unit:	CDA
Original Request Date:	Revision Request Date:	Page:	31 of 41
September 1, 2016			
Decision Unit Number: 12.05		Descriptive Title: Spending Authority for Indirect Cost Fund	

Spending authority for Indirect Cost Fund

\$33,000

The department changed practice for charging accrued leave at the beginning of FY17; therefore, the fund currently has a cash balance without a corresponding spending authority. The request is for ongoing authority until the balance has been depleted. No additional resources will be requested.

7.00		FY 2017 ESTIMATED EXPENDITURES	27.65	1,760,200	348,600	373,100	2,481,900
		Base Adjustments:					
8.31		Transfer Between Programs	0.00	0	0	0	0
8.41		Removal of One-Time Expenditures	0.00	(62,500)	0	(13,400)	(75,900)
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
			27.65	1,697,700	348,600	359,700	2,406,000
10.11		Change in Health Benefit Costs			33,700		33,700
10.12		Change in Variable Benefits Costs				500	500
		Subtotal CEC Base:	27.65	1,697,700	382,300	360,200	2,440,200
		Indicator Code					
10.51		Annualization		0	0	0	0
10.61		CEC for Permanent Positions	1.00%	16,900		3,600	20,500
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	27.65	1,714,600	382,300	363,800	2,460,700
		Line Items:					
12.01							0
12.02							0
12.03							0
13.00		FY 2018 TOTAL REQUEST	27.65	1,714,600	382,300	363,800	2,460,700

7.00	FY 2017 ESTIMATED EXPENDITURES		10.75	561,500	135,400	120,000	816,900			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	(20,400)	0	(4,400)	(24,800)			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total			
			10.75	541,100	135,400	115,600	792,100			
10.11	Change in Health Benefit Costs				13,100		13,100			
10.12	Change in Variable Benefits Costs					200	200			
	Subtotal CEC Base:	Indicator Code	10.75	541,100	148,500	115,800	805,400			
10.51	Annualization			0	0	0	0			
10.61	CEC for Permanent Positions	1.00%		5,400		1,200	6,600			
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		10.75	546,500	148,500	117,000	812,000			
	Line Items:									
12.01							0			
12.02							0			
12.03							0			
13.00	FY 2018 TOTAL REQUEST		10.75	546,500	148,500	117,000	812,000			

Agency/Department:	Department of Commerce	Agency Number:	220
Function/Division:	Department of Commerce	Function/Activity Number:	
Activity/Program:	Commerce	Budget Unit:	CDA
		Fiscal Year:	2018
Original Request Date:	9/1/2016	Fund Name:	Federal Grant
Revision Date:		Fund Number:	0348-00
	Revision #:	Budget Submission Page #	36 of 41

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	3.60	224,048	44,064	47,966	316,079	(8,298)	4,392	65	4,457
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		3.60	224,048	44,064	47,966	316,079		4,392	65	4,457
		FY 2017 ORIGINAL APPROPRIATION			394,600	55,011	59,882	394,600				
		Unadjusted Over or (Under) Funded:	Est Difference	1.40	55,659	10,947	11,916	78,521		Calculated overfunding is 19.9% of Original Appropriation		
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd	Adjustment Description / Position Title									
4002	05248	R1										
			1	1.00	44,172	12,240	9,457	65,869		1,220	13	1,233
				0.00	0	0	0	0		0	0	0
Other Adjustments:												
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	4.60	268,220	56,304	57,423	381,947		5,612	78	5,690
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		4.60	268,220	56,304	57,423	381,947		5,612	78	5,690
Adjusted Over or (Under) Funding:												
			Orig. Approp	0.40	8,900	1,900	1,900	12,700		Calculated overfunding is 3.2% of Original Appropriation		
			Est. Expend	0.00	8,900	1,900	1,900	12,700		Calculated overfunding is 3.2% of Estimated Expenditures		
			Base	0.00	8,900	1,900	1,900	12,700		Calculated overfunding is 3.3% of the Base		
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	394,600	5.00	277,105	58,169	59,325	394,600				
	Rounded Appropriation		5.00	277,100	58,200	59,300	394,600				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		5.00	277,100	58,200	59,300	394,600				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		(0.40)	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		4.60	277,100	58,200	59,300	394,600				
	Base Adjustments:										
8.31	Transfer Between Programs		0.00	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(11,400)	0	(2,400)	(13,800)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		4.60	265,700	58,200	56,900	380,800				
10.11	Change in Health Benefit Costs				5,600		5,600				5,600
10.12	Change in Variable Benefits Costs					100	100				100
							0				0

	Subtotal CEC Base:	Indicator Code	4.60	265,700	63,800	57,000	386,500
10.51	Annualization			0	0	0	0
10.61	CEC for Permanent Positions	1.00%		2,700		600	3,300
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		4.60	268,400	63,800	57,600	389,800
	Line Items:						
12.01							0
12.02							0
12.03							0
13.00	FY 2018 TOTAL REQUEST		4.60	268,400	63,800	57,600	389,800

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Commerce		
Division/Bureau:			
Prepared By:	Linda Sparks	E-mail Address:	linda.sparks@commerce.idaho.gov
Telephone Number:	208-287-3157	Fax Number:	208-334-2631
DFM Analyst:	Matthew Warnick	LSO/BPA Analyst:	Keith Bybee
Date Prepared:	9/1/2016	For Fiscal Year:	2018

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	Administrative Offices - Joe R. Williams Bldg.		
City:	Boise	County:	Ada
Street Address:	700 W. State Street	Zip Code:	83702
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X Lease Expires:

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Administrative office for Commerce. There are currently 2 divisions housed here: the Division of Business Development & Operations and the Division of Marketing & Innovation.

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

The current floor area is adequate, and is fully utilized by the Department fully utilizes its current space.

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplus.	46	43	43	43	43	43

WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	49	49	49	49	49	49
Full-Time Equivalent Positions:	43	43	43	43	43	43
Temp. Employees, Contractors, Auditors, etc.:	6	6	6	6	6	6

SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	12,854	12,854	12,854	12,854	12,854	12,854

FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$111,572.72	\$111,572.72	\$115,428.92	\$115,428.92	\$115,428.92	\$115,428.92

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@adm.idaho.gov.
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

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FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Commerce		
Division/Bureau:			
Prepared By:	Linda Sparks	E-mail Address:	linda.sparks@commerce.idaho.gov
Telephone Number:	208-287-3157	Fax Number:	208-334-2631
DFM Analyst:	Matthew Warnick	LSO/BPA Analyst:	Keith Bybee
Date Prepared:	9/1/2016	For Fiscal Year:	2018

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	Administrative Offices - Joe R. Williams Bldg.		
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Street Address:	700 W. State Street	Zip Code:	83702
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X
		Lease Expires:	

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.
 Storage facility for the Department of Commerce

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplus.						

WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:						
Full-Time Equivalent Positions:						
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	2,073	2,073	2,073	2,073	2,073	2,073

FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft - it may not be a realistic figure.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$10,365.00	\$10,365.00	\$10,365.00	\$10,365.00	\$10,365.00	\$10,365.00

- IMPORTANT NOTES:**
1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
 2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@adm.idaho.gov.
 3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
 4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

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

Reporting Agency/Department: Department of Commerce

STARS Agency Code: 220

Fiscal Year: 2018

Contact Person/Title: Linda Sparks - Financial Specialist, PR

Contact Phone Number: 208-287-3157

Contact Email: linda_sparks@commerce.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
14.228/B-09-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		452,380	35,229	417,151	0	Y	N	Award fewer grants to rural communities
14.228/B-10-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		110,592	107,467	3,125	0	Y	N	Award fewer grants to rural communities
14.228/B-11-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		841,661	464,448	377,213	0	Y	N	Award fewer grants to rural communities
14.228/B-12-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		39,071	36,798	2,273	0	Y	N	Award fewer grants to rural communities
14.228/B-13-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		3,749,115	2,635,435	557,000	278,300	Y	N	Award fewer grants to rural communities
14.228/B-14-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		7,584,881	3,328,767	2,137,700	1,059,235	Y	N	Award fewer grants to rural communities
14.228/B-15-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		7,822,995	222,971	3,855,900	1,745,200	Y	N	Award fewer grants to rural communities
14.228/B-16-DC-16-0001	BLOCK	HUD	COMMUNITY DEVELOPMENT BLOCK GRANT	Provide infrastructure upgrades for rural communities		0	0	2,097,700	2,750,700	Y	N	Award fewer grants to rural communities
12.002/SP4800-14-2-1411	COMPETITIVE	DOD	PROCUREMENT TECH ASSISTANCE FOR BUS. FIRMS	Match Idaho businesses with federal contract opportunities		17,313	17,313	0	0	Y	N	This program transferred to BSU on 8/1/15
59.061/SBAHQ-14-IT-0021	COMPETITIVE	SBA	STATE TRADE EXPANSION	Assist Idaho small businesses with increasing their exports		223,933	182,764	0	0	Y	N	Assist fewer businesses with exporting and award fewer grants
59.061/SBAHQ-15-IT-0023	COMPETITIVE	SBA	STATE TRADE EXPANSION	Assist Idaho small businesses with increasing their exports		346,708	210,512	136,196	0	Y	N	Assist fewer businesses with exporting and award fewer grants
59.061/SBAHQ-16-IT-0012	COMPETITIVE	SBA	STATE TRADE EXPANSION	Assist Idaho small businesses with increasing their exports				291,375	97,125	Y	N	Assist fewer businesses with exporting and award fewer grants
Total						21,188,648	7,241,703	9,875,633	5,930,560			

Total FY 2016 All Funds Appropriation (DU 1.00)	\$36,109,900
Federal Funds as Percentage of Funds	58.68%

*** 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 Department of Commerce works to create jobs and advance the economic prosperity of Idaho citizens, upgrade public facilities necessary for economic growth and promote Idaho's products, people, and places.

Business is the top priority of the department. The department's constant focus is to understand the needs of Idaho's industries and ensure the department provides timely, effective, and flexible solutions that are lockstep with the aggressive timeframes that business demands. The end result: businesses in Idaho will know they have a resource, advocate, and most importantly, a partner in state government.

Three advisory boards— the Economic Advisory Council, the Idaho Travel Council, and the Idaho Global Entrepreneurial Mission (IGEM) Council—provide guidance and oversight for several department programs. All members of these boards are appointed by the Governor to represent the various regions of the state. Council members represent a broad constituency of private and public-sector interests.

Core Functions/Idaho Code

Idaho Department of Commerce is designated under Idaho Code Title 67, Chapter 47. The Idaho Department of Commerce is committed to ensuring access to a comprehensive menu of high-quality services, education, training, and information for all its customers and partners. The agency offers many economic development programs through:

Business Retention and Expansion provides ongoing communication and outreach to existing Idaho business to support growth and expansion opportunities. This team also provides a curriculum of tiered training opportunities for Idaho communities - especially rural communities - to ensure they are prepared to support business growth.

Business Attraction coordinates with local economic development professionals throughout Idaho on demand-driven business expansion opportunities that are initiated through companies and/or site selectors reaching out to the state to explore potential expansion or relocation opportunities.

Community Development provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion, and a sense of community.

International Business Development supports Idaho businesses' efforts to export goods and services, develops new markets, increases foreign awareness and acceptance of Idaho's products and services, supports foreign direct investment opportunities, and manages Idaho's three international trade offices.

Tourism Development works to expand Idaho's tourism and recreation industry by marketing the state and travel opportunities to both domestic and international business and leisure travelers; awards grants to local communities to promote tourism; develops, supports, and promotes tourism events and attractions.

Idaho Global Entrepreneurial Mission, or IGEM, leverages private-industry guidance and the talent and expertise of Idaho's research universities to commercialize innovative and viable technologies that will strengthen Idaho's economy.

Operations supports the department through day-to-day fiscal, payroll and HR functions. The team also provides grant management and reporting across the various grant programs throughout the department. The Shared Services team provides centralized administrative support to all Commerce teams to ensure team members are able to maintain their focus on key goals and objectives.

Revenue and Expenditures

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	\$5,753,300	\$5,788,700	\$5,890,000	\$5,568,700
Idaho Opportunity Fund	\$1,900	\$3,000,000	\$0	\$1,750,000
Misc. Revenue	\$7,500	\$10,100	\$5,700	\$3,100
Federal Fund	\$17,346,600	\$6,960,300	\$5,023,700	\$7,366,100
Seminars & Publications	\$196,000	\$170,000	\$198,900	\$171,100
Small Business Assistance	\$0	\$0	\$0	\$0
Idaho Travel & Convention	\$7,497,800	\$8,103,000	\$8,805,000	\$10,006,500
Total	\$30,803,100	\$24,032,100	\$19,923,300	\$24,865,500
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$3,167,000	\$3,125,100	\$3,219,300	\$3,086,600
Operating Expenditures	\$4,682,500	\$4,629,000	\$4,826,700	\$6,430,600
Capital Outlay	\$13,500	\$46,900	\$9,500	\$50,100
Trustee/Benefit Payments	\$21,232,700	\$10,573,600	\$10,959,200	\$13,652,100
Total	\$29,095,700	\$18,374,600	\$19,014,700	\$23,219,400

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY2013	FY 2014	FY 2015	FY 2016
Business Retention and Expansion Outreach	335	479	331	298
Business Attraction Leads	122	103	115	120
Community Development Consultations	75	53	66	67
Export Assistance Inquiries	350	514	501	701
Total Tourism Inquiries	1,209,979	1,288,368	1,322,520	1,482,605

Performance Highlights (Optional)

Part II – Performance Measures

Performance Measure	FY 2013	FY 2014	FY 2015	FY 2016	Current Year	
Goal 1						
<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 subsequent performances measures are designed to evaluate.</i>						
1. Jobs Created and Retained	actual	2352	2110	4822	2546	-----
	benchmark	2200	2000	2000	2000	2000
2. Cap Ex	actual	\$253,138,626	\$465,563,000	\$681,063,700	\$376,623,000	-----
	benchmark	\$250,000,000	\$250,000,000	\$250,000,000	\$250,000,000	\$250,000,000
3. Conversion Rate: Leads to Site Visits	actual	47%	55%	52%	58%	-----
	benchmark	10% year over year	10% year over year	10% year over year	10% year over year	10% year over year
4. Public and Private Dollars Leveraged by Grants	actual	\$37,415,472	\$33,838,558	\$32,670,277	\$55,381,986	-----
	benchmark	\$36,452,713	\$30,000,000	\$30,000,000	\$30,000,000	\$30,000,000
5. Number of Grants Deployed	actual	187	141	113	126	-----
	benchmark	112	120	120	120	120
6. International Exports - Small	actual	\$2,199,308,754 (39%)	\$1,698,971,321 (-23%)	\$1,285,923,541 (-24%)	\$1,058,210,513 (-17.7%)	-----

Business Only (millions)	benchmark	5% growth	3% growth	3% growth	3% growth	3% growth
7. Idaho GDP (millions)	actual	\$58,243 (-2.82%)	\$62,247 (6.87%)	\$63,952 (2.74%)	\$65,242 (2.02%)	-----
	benchmark	2.3% growth	1.87% growth	1.87% growth	1.87% growth	1.87% growth
8. 2% Lodging Tax	actual	\$7,488,050 (5.92%)	\$8,096,651 (8.13%)	\$8,797,398 (8.65%)	\$9,976,722 (13.41%)	-----
	benchmark	5% growth	7% growth	7% growth	7% growth	8.8% growth

Performance Measure Explanatory Notes

1. New jobs are created through the expansion of existing Idaho businesses or the recruitment of new businesses to the state. Jobs included in this calculation encompass those resulting from the Department of Commerce's business development efforts, and/or through support the department provides to local economic development organizations throughout the state. One of the department's other priorities is to protect and retain existing jobs within the state. Idaho companies are not immune from aggressive recruitment efforts undertaken by other states and communities; thus, the department is continually engaged with local businesses to ensure they maintain their presence in the state. Job creation and retention numbers are monitored and tracked through the department's internal Salesforce database system.
2. Capital expenditure represents the private-sector investment in land, property, and/or equipment in a business expansion or relocation project. Cap Ex is tracked through the department's internal Salesforce database system.
3. A lead represents an entry-level contact with the state from a company with the expressed desire to expand or relocate its business. One of the key indicators that the state is under strong consideration by a company is a site visit made by its decision makers. The conversion rate of leads to site visits is a performance measure by which the department will measure the success of its business attraction efforts.
4. The department's Community Development, Rural Community, Gem, Idaho Opportunity Fund, IGEM, STEP, and Idaho Travel Council grant programs leverage local, federal, and private match dollars to enhance the impact of state general funds to spur economic development in communities throughout the state.
5. The department administers the Community Development, Rural Community, Gem, Idaho Opportunity Fund, STEP, and Idaho Travel Council grant programs. The department monitors and tracks the number of grants awarded to entities throughout the state as a measure of the department's widespread impact in stimulating economic development.
6. Adjusted annual Idaho export statistics show a subset of activity based on exports of small to medium-sized businesses to which the department focuses much of its export assistance. Key commodity sectors such as agriculture and semiconductors which are not the primary target of Idaho Department of Commerce programs have been excluded in this calculation.
7. Idaho Gross Domestic Product (GDP) is a primary measurement to track the progress of the Governor's Project 60 goals. GDP is reported by the U.S. Bureau of Economic Analysis.
8. The total 2% hotel/motel and private campground tax collected as reported to the department by the Idaho State Tax Commission.

For More Information Contact:

Megan Ronk
Idaho Department of Commerce
700 W. State St., Boise ID 83702
Phone: (208) 287-3153; E-mail: megan.ronk@commerce.idaho.gov

FY 2018 Budget Request Revision for Statewide Cost Allocation

OCT 11 2016

Fiscal Year: **2018**

Revision No. 1

Agency Code: **220**

Agency: **Commerce**

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	DU 10.41	DU 10.45	DU 10.46	DU 10.47			
			157,000							
CDAA	General Fund	0001	107,500	(7,000)	(200)	(1,000)	(100)	(8,300)	68.47%	68.60%
CDAA	Idaho Travel & Convention	0212	38,900	(2,500)	(100)	(400)		(3,000)	24.78%	24.79%
CDAA	Federal Fund	0348	10,300	(700)		(100)		(800)	6.56%	6.61%
CDAA	Miscellaneous	0349	100					0	0.06%	0.00%
CDAA	Seminars & Publications	0401	200					0	0.13%	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			157,000	(10,200)	(300)	(1,500)	(100)	(12,100)	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 <u><i>Jinda Sparks</i></u> Title <u>Financial Specialist, PR</u> Date <u>10/6/16</u>

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!*