

SEP 01 2016

COMMISSION OF PARDONS & PAROLE

BUDGET FY18 AGENCY 232

Agency Summary And Certification

232 -- Commission for Pardons and Parole

Original Submission ___ or Rev No. ___

FY2018 Request

Page ___ of ___ Pages

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:

11/8/16

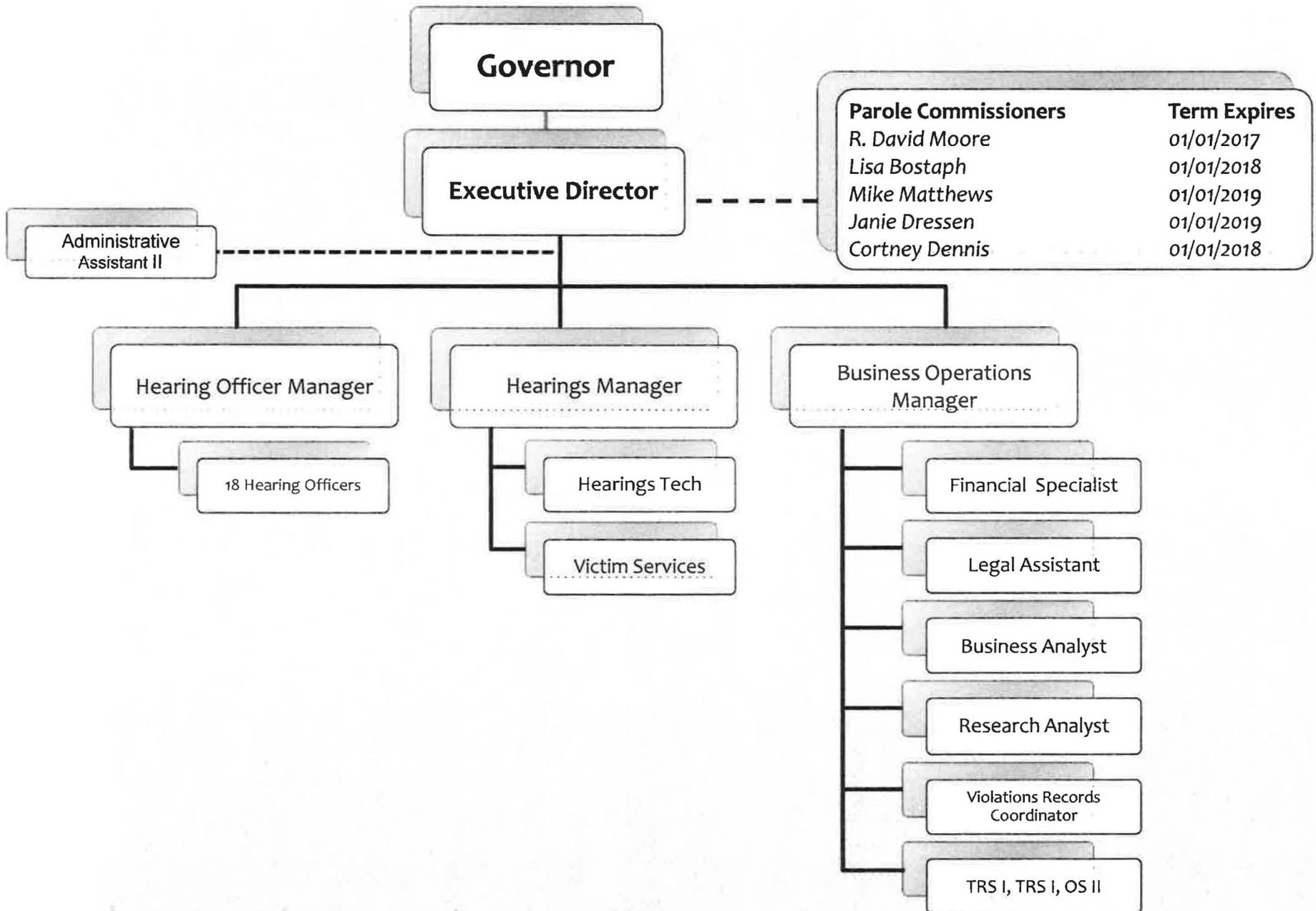
| Function/Activity | FY 2016 Total Appropriation | FY 2016 Total Expenditures | FY 2017 Original Appropriation | FY 2017 Estimated Expenditures | FY 2018 Total Request |
|---------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|-----------------------------|
| Pardons and Parole | 2,751,800 | 2,517,300 | 2,969,000 | 2,969,000 | 3,086,500 |
| Total | 2,751,800 | 2,517,300 | 2,969,000 | 2,969,000 | 3,086,500 |
| By Fund Source | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| G 0001-00 General Revenue Fund | 2,681,100 | 2,510,900 | 2,898,300 | 2,898,300 | 3,015,800 |
| O 0349-00 Miscellaneous Revenue | 70,700 | 6,400 | 70,700 | 70,700 | 70,700 |
| Total | 2,751,800 | 2,517,300 | 2,969,000 | 2,969,000 | 3,086,500 |
| By Object | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| Personnel Costs | 2,163,600 | 2,106,100 | 2,356,000 | 2,356,000 | 2,490,100 |
| Operating Expenditures | 588,200 | 404,700 | 590,000 | 590,000 | 590,800 |
| Capital Outlay | 0 | 6,500 | 23,000 | 23,000 | 5,600 |
| Trustee And Benefit Payments | 0 | 0 | 0 | 0 | 0 |
| Lump Sum | 0 | 0 | 0 | 0 | 0 |
| Total | 2,751,800 | 2,517,300 | 2,969,000 | 2,969,000 | 3,086,500 |
| FTP Total | 33.00 | 33.00 | 33.00 | 33.00 | 35.00 |

Program Descriptions

Commission for Pardons and Parole

Pardons and Parole

The Parole Commission is a five-member panel appointed by the Governor to review offender cases and grant paroles, pardons, and commutation of sentences. The Commission provides protection of the public by providing those offenders ready to parole with reasonable opportunities to become responsible members of society.



Parole Commission Organization Chart July 2016

FY 2018 Agency Budget - Request**Line Item Report****Agency: 232 Commission for Pardons and Parole**

| Decision Unit | Priority | Agency Request | | |
|--------------------------------------|----------|----------------|----------------|----------------|
| | | FTP | General | Total |
| Pardons and Parole | | | | |
| 12.01 Technical Records Specialist 2 | 1 | 1.00 | 53,500 | 53,500 |
| 12.03 Employee Pay Adjustments | 3 | 0.00 | 45,400 | 45,400 |
| 12.04 Technical Records Specialist 1 | 4 | 1.00 | 50,900 | 50,900 |
| | | 2.00 | 149,800 | 149,800 |

FY 2018 Agency Budget - Request

Detail Report

Agency: 232 - Commission for Pardons and Parole

Function: 10 - Pardons and Parole

| | | <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 2016 Total Appropriation | | | | | | | | |
| 1.00 FY 2016 Total Appropriation | | | | | | | | |
| SB 1157 | | | | | | | | |
| 0001-00 | General | 33.00 | 2,163,600 | 517,500 | 0 | 0 | 0 | 2,681,100 |
| 0349-00 | Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| | Total | 33.00 | 2,163,600 | 588,200 | 0 | 0 | 0 | 2,751,800 |
| 1.21 Net Object Transfers | | | | | | | | |
| 0001-00 | General | 0.00 | 0 | (12,000) | 12,000 | 0 | 0 | 0 |
| | Total | 0.00 | 0 | (12,000) | 12,000 | 0 | 0 | 0 |
| 1.61 Reverted Appropriation Balances | | | | | | | | |
| 0001-00 | General | 0.00 | (57,500) | (107,200) | (5,500) | 0 | 0 | (170,200) |
| 0349-00 | Other | 0.00 | 0 | (64,300) | 0 | 0 | 0 | (64,300) |
| | Total | 0.00 | (57,500) | (171,500) | (5,500) | 0 | 0 | (234,500) |
| FY 2016 Actual Expenditures | | | | | | | | |
| 0001-00 | General | 33.00 | 2,106,100 | 398,300 | 6,500 | 0 | 0 | 2,510,900 |
| 0349-00 | Other | 0.00 | 0 | 6,400 | 0 | 0 | 0 | 6,400 |
| | Total | 33.00 | 2,106,100 | 404,700 | 6,500 | 0 | 0 | 2,517,300 |
| FY 2017 Original Appropriation | | | | | | | | |
| 3.00 FY 2017 Original Appropriation | | | | | | | | |
| SB 1405 | | | | | | | | |
| 0001-00 | General | 33.00 | 2,288,500 | 519,300 | 0 | 0 | 0 | 2,807,800 |
| OT 0001-00 | General | 0.00 | 67,500 | 0 | 23,000 | 0 | 0 | 90,500 |
| 0349-00 | Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| | Total | 33.00 | 2,356,000 | 590,000 | 23,000 | 0 | 0 | 2,969,000 |
| FY 2017 Total Appropriation | | | | | | | | |
| 0001-00 | General | 33.00 | 2,288,500 | 519,300 | 0 | 0 | 0 | 2,807,800 |
| OT 0001-00 | General | 0.00 | 67,500 | 0 | 23,000 | 0 | 0 | 90,500 |
| 0349-00 | Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| | Total | 33.00 | 2,356,000 | 590,000 | 23,000 | 0 | 0 | 2,969,000 |
| FY 2017 Estimated Expenditures | | | | | | | | |
| 0001-00 | General | 33.00 | 2,288,500 | 519,300 | 0 | 0 | 0 | 2,807,800 |
| OT 0001-00 | General | 0.00 | 67,500 | 0 | 23,000 | 0 | 0 | 90,500 |
| 0349-00 | Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| | Total | 33.00 | 2,356,000 | 590,000 | 23,000 | 0 | 0 | 2,969,000 |

FY 2018 Agency Budget - Request

Detail Report

Agency: 232 - Commission for Pardons and Parole

Function: 10 - Pardons and Parole

| | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/Benefit | Lump Sum | Total |
|---|--------------|------------------|-------------------|-----------------|-----------------|----------|------------------|
| Base Adjustments | | | | | | | |
| 8.41 Removal of One-Time Expenditures | | | | | | | |
| removal of 27th pay period | | | | | | | |
| OT 0001-00 General | 0.00 | (67,500) | 0 | 0 | 0 | 0 | (67,500) |
| Total | 0.00 | (67,500) | 0 | 0 | 0 | 0 | (67,500) |
| 8.42 Removal of One-Time Expenditures | | | | | | | |
| removal of one-time CO | | | | | | | |
| OT 0001-00 General | 0.00 | 0 | 0 | (23,000) | 0 | 0 | (23,000) |
| Total | 0.00 | 0 | 0 | (23,000) | 0 | 0 | (23,000) |
| FY 2018 Base | | | | | | | |
| 0001-00 General | 33.00 | 2,288,500 | 519,300 | 0 | 0 | 0 | 2,807,800 |
| OT 0001-00 General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| Total | 33.00 | 2,288,500 | 590,000 | 0 | 0 | 0 | 2,878,500 |
| Program Maintenance | | | | | | | |
| 10.11 Change in Health Benefit Costs | | | | | | | |
| 0001-00 General | 0.00 | 40,300 | 0 | 0 | 0 | 0 | 40,300 |
| Total | 0.00 | 40,300 | 0 | 0 | 0 | 0 | 40,300 |
| 10.12 Change in Variable Benefit Costs | | | | | | | |
| 0001-00 General | 0.00 | (1,700) | 0 | 0 | 0 | 0 | (1,700) |
| Total | 0.00 | (1,700) | 0 | 0 | 0 | 0 | (1,700) |
| 10.45 Risk Management Cost Increases | | | | | | | |
| 0001-00 General | 0.00 | 0 | 1,200 | 0 | 0 | 0 | 1,200 |
| Total | 0.00 | 0 | 1,200 | 0 | 0 | 0 | 1,200 |
| 10.46 Controller's Fee Charge | | | | | | | |
| 0001-00 General | 0.00 | 0 | (400) | 0 | 0 | 0 | (400) |
| Total | 0.00 | 0 | (400) | 0 | 0 | 0 | (400) |
| 10.61 Salary Multiplier - Regular Employees | | | | | | | |
| 1% CEC | | | | | | | |
| 0001-00 General | 0.00 | 18,000 | 0 | 0 | 0 | 0 | 18,000 |
| Total | 0.00 | 18,000 | 0 | 0 | 0 | 0 | 18,000 |

FY 2018 Agency Budget - Request

Detail Report

Agency: 232 - Commission for Pardons and Parole

Function: 10 - Pardons and Parole

| | | <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> |
|-------|---|-------------|-----------------------|--------------------------|-----------------------|-------------------------|-----------------|--------------|
| 10.62 | Salary Multiplier - Group and Temporary | | | | | | | |
| | 1% CEC | | | | | | | |
| | 0001-00 General | 0.00 | 800 | 0 | 0 | 0 | 0 | 800 |
| | Total | 0.00 | 800 | 0 | 0 | 0 | 0 | 800 |

FY 2018 Total Maintenance

| | | | | | | | | |
|----|-----------------|--------------|------------------|----------------|----------|----------|----------|------------------|
| | 0001-00 General | 33.00 | 2,345,900 | 520,100 | 0 | 0 | 0 | 2,866,000 |
| OT | 0001-00 General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0349-00 Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| | Total | 33.00 | 2,345,900 | 590,800 | 0 | 0 | 0 | 2,936,700 |

Line Items

12.01 Technical Records Specialist 2

Since the implementation of the Justice Reinvestment Initiative the Commission office has experienced a significant increase in administrative tasks associated with the intermediate sanctions for parole violators. The new statute added layers of tracking & paperwork that did not exist before the new statutory requirements. Neither the Parole Commission nor IDOC has a data system allowing for automation of the admission & release dates for short term incarceration of parole violators, which is required from JRI.

| | | | | | | | | |
|----|-----------------|-------------|---------------|----------|--------------|----------|----------|---------------|
| | 0001-00 General | 1.00 | 50,700 | 0 | 0 | 0 | 0 | 50,700 |
| OT | 0001-00 General | 0.00 | 0 | 0 | 2,800 | 0 | 0 | 2,800 |
| | Total | 1.00 | 50,700 | 0 | 2,800 | 0 | 0 | 53,500 |

12.03 Employee Pay Adjustments

This decision unit requests funding to make pay adjustments to several staff members of the Parole Commission. Comparative research on high performing employees at the Parole Commission revealed that several positions were not paid in accordance with their job duties and responsibilities in comparison with their peers across the state. These individuals are high performing achievers who are helping to lead the Parole Commission into a new era of efficiency and accountability. This request will complete the Parole Commission's goal of analyzing each position and determining the appropriate pay based upon performance and duties of each employee.

| | | | | | | | | |
|--|-----------------|-------------|---------------|----------|----------|----------|----------|---------------|
| | 0001-00 General | 0.00 | 45,400 | 0 | 0 | 0 | 0 | 45,400 |
| | Total | 0.00 | 45,400 | 0 | 0 | 0 | 0 | 45,400 |

FY 2018 Agency Budget - Request

Detail Report

Agency: 232 - Commission for Pardons and Parole

Function: 10 - Pardons and Parole

| | | <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> |
|--|---------|-------------|-----------------------|--------------------------|-----------------------|------------------------|-----------------|---------------|
| 12.04 Technical Records Specialist 1 | | | | | | | | |
| <p>This decision unit is requests funding for a Technical Records Specialist 1. Over the past year the Commission has seen a significant increase in administrative duties specifically related to the processing of Victim Notifications, Updating the Victim Services Database, Self-Initiated Progress Reports, Pardons, Gun Right Restorations, and Early Discharge Requests. This position would be responsible for administrative and technical support to better meet the demands of the Parole Commission's victim services. Currently up to 400 notification attempts are made in an average month. That task has been left to the Victim Services Coordinator. A majority of the Victim Coordinator's time is now spent researching addresses, tracking returned mail, and fielding calls. The TRS 1 position would help build a more robust victim database and allow the Victim Coordinator to better focus on victim interaction, coordination with victim groups from other local and state agencies, and educating the victims and their families on the Parole and Pardon processes. In addition to victim services support, this position would be responsible for other TRS 1 duties like the processing of petitions, requests, and general customer service.</p> | | | | | | | | |
| 0001-00 | General | 1.00 | 48,100 | 0 | 0 | 0 | 0 | 48,100 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 2,800 | 0 | 0 | 2,800 |
| Total | | 1.00 | 48,100 | 0 | 2,800 | 0 | 0 | 50,900 |

FY 2018 Total

| | | | | | | | | |
|--------------|---------|--------------|------------------|----------------|--------------|----------|----------|------------------|
| 0001-00 | General | 35.00 | 2,490,100 | 520,100 | 0 | 0 | 0 | 3,010,200 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 5,600 | 0 | 0 | 5,600 |
| 0349-00 | Other | 0.00 | 0 | 70,700 | 0 | 0 | 0 | 70,700 |
| Total | | 35.00 | 2,490,100 | 590,800 | 5,600 | 0 | 0 | 3,086,500 |

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Commission of Pardons & Parole

Agency Number: _____

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

Page 1 of 1

Sources and Uses: This fund is used as part of the transport cost when offenders on parole, who interstate to another state, violate the conditions of their parole & have to be transported back to Idaho.

| FUND NAME: | Bond Fortietures | FUND CODE: | 0349-05 | FY 2014 Actual | FY 2015 Actual | FY 2016 Actual | FY 2017 Estimate | FY 2018 Estimate |
|---|------------------|--------------------|---------|----------------|----------------|----------------|------------------|------------------|
| 1. Beginning Free Fund Balance | | | | 0 | 38,830 | 79,250 | 120,570 | 165,570 |
| 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 | 38,830 | 79,250 | 120,570 | 165,570 |
| 4. Revenues (from Form B-11) | | | | 38,830 | 40,420 | 41,320 | 45,000 | 45,000 |
| 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 | | | | 38,830 | 79,250 | 120,570 | 165,570 | 210,570 |
| 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 | 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 | | | | 0 | 0 | 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 | | | | 38,830 | 79,250 | 120,570 | 165,570 | 210,570 |
| 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 | | | | 38,830 | 79,250 | 120,570 | 165,570 | 210,570 |
| 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 B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Commission of Pardons & Parole
 Function/Division: 10
 Activity/Program: Pardons & Parole

Request for Fiscal Year: 2018
 Agency Number: 232
 Function/Activity Number: 10
 Budget Unit: CPPA

Original Request Date: _____
 Revision Request Date: _____

Decision Unit Number: **12.01** Descriptive Title: **TRS2**

| Description | General | Dedicated | Federal | Other | Total |
|---|-----------------|-----------|---------|-------|-----------------|
| FULL TIME POSITIONS (FTP) PERSONNEL COSTS: | | | | | |
| 1. Salaries | 30,200 | | | | \$30,200 |
| 2. Benefits | 20,500 | | | | \$20,500 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$50,700 | | | | \$50,700 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. 6401 computer equipment | 1,300 | | | | \$1,300 |
| 2. 6701 office equipment | 1,500 | | | | \$1,500 |
| 3. | | | | | |
| TOTAL CAPITAL OUTLAY: | \$2,800 | | | | \$2,800 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$53,500 | | | | \$53,500 |

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?

FY 2018 Budget Decision Unit 12.01

Technical Records Specialist 2

This decision unit requests funding for a Technical Records Specialist 2. Since the implementation of the Justice Reinvestment Initiative, the Commission office has experienced a significant increase in administrative tasks associated with intermediate sanctions for parole violators. For instance the number of warrants issued has risen 38% from 1188 to 1647 and is still rising. This is due to the fact that we may issue a warrant, move, and track one offender 3 times before they have a revocation hearing with the Commissioners. The new statute added layers of tracking and paperwork that did not exist before the new statutory requirements. Neither the Parole Commission nor the Department of Correction has a data system that will allow for automation of the tracking of admission and release dates for short term incarceration of parole violators, which is a requirement from JRI. Therefore, the Commission office has been tracking these dates primarily by a manual data entry system and completing all assigned legal documents and violations procedures with a very short timeline. Failure to manage this information accurately can result in early or late release of an incarcerated person, creating both public safety concerns and concerns about unlawfully incarcerating a parolee beyond our authority.

The approximate cost to fund this position would be \$30,200 for salary \$13,500 for medical benefits, and \$7,000 for variable benefits for a total of \$ 50,700 In addition a one time Capital Outlay expense for computer & office equipment, total cost of \$2,800

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

| | | | |
|--------------------|--------------------------------|---------------------------|------|
| Agency/Department: | Commission of Pardons & Parole | Request for Fiscal Year : | 2018 |
| Function/Division: | 10 | Agency Number: | 232 |
| Activity/Program: | Pardons & Parole | Function/Activity Number: | 10 |
| | | Budget Unit: | CPPA |

| | | | | |
|------------------------|------------------------|--|--|--|
| Original Request Date: | Revision Request Date: | | | |
| Page: 1 of 1 | | | | |

| | |
|------------------------------------|--|
| Decision Unit Number: 12.03 | Descriptive Title: Equity Adjustments |
|------------------------------------|--|

| Description | General | Dedicated | Federal | Other | Total |
|---|-----------------|-----------|---------|-------|-----------------|
| FULL TIME POSITIONS (FTP) PERSONNEL COSTS: | | | | | |
| 1. Salaries | 36,800 | | | | \$36,800 |
| 2. Benefits | 8,600 | | | | \$8,600 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$45,400 | | | | \$45,400 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3. | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$45,400 | | | | \$45,400 |

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?

FY 2018 Budget Decision Unit 12.03

Equity Adjustments

This decision unit requests funding to make pay equity adjustments to several staff members of the Parole Commission. Comparative research on pay equity revealed that The Commission had several positions that were not paid in accordance with their job duties and responsibilities in comparison with their peers across the state or according to their high performance levels. In addition the Commission has 2 employees who would be affected by recent FLSA changes. These employees would need a small increase in wages to maintain their longtime status at Admin/Professional.

The total funding need to make the equity adjustments would be \$36,800 in salary and \$ 8,600 in variable benefit increases for a total of \$ 45,400

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Commission of Pardons & Parole
 Function/Division: 10
 Activity/Program: Pardons & Parole

Request for Fiscal Year : 2018
 Agency Number: 232
 Function/Activity Number: 10
 Budget Unit: CPPA

Original Request Date: _____
 Revision Request Date: _____

Decision Unit Number: 12.04 Descriptive Title: TRS1

| Description | General | Dedicated | Federal | Other | Total |
|---|-----------------|-----------|---------|-------|-----------------|
| FULL TIME POSITIONS (FTP) PERSONNEL COSTS: | | | | | |
| 1. Salaries | 28,100 | | | | \$28,100 |
| 2. Benefits | 20,000 | | | | \$20,000 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$48,100 | | | | \$48,100 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1 6401 computer equipment | 1,300 | | | | \$1,300 |
| 2 office equipment | 1,500 | | | | \$1,500 |
| 3. | | | | | |
| TOTAL CAPITAL OUTLAY: | \$2,800 | | | | \$2,800 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$50,900 | | | | \$50,900 |

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?

FY 2018 Budget Decision Unit 12.04

Technical Records Specialist 1

This decision unit is requests funding for a Technical Records Specialist 1. Over the past year the Commission has seen a significant increase in administrative duties specifically related to the processing of Self-Initiated Progress Reports, Pardons, Gun Right Restorations, and Early Discharge Requests.

In addition the Parole Commission employs a Victim Services Coordinator. This position is responsible for providing notification of all commission proceedings, as well as helping victims navigate through the parole hearing process. With the amount of victims being notified, the Victim Services Coordinator spends 75% of her time doing administrative work to send out paper notifications of hearings. A large percentage of such notices come back in the mail as "undeliverable". Researching the victim's current address in order to make the required notification is also time consuming. These administrative tasks allow very little time for interaction and assistance to victims. Ideally, the Victim Services Coordinator would help prepare victims before a parole hearing, help them understand and interpret the decisions, and provide resources for ongoing services, as well as provide education to statewide victim services agencies regarding the parole process. The heavy administrative tasks make it so that she is not able to provide those services. The TR1 position would assist the Victim Coordinator in sending notifications, collecting current contact information, and maintaining victim files.

The approximate expense of funding this position is \$ 28,100 for salary, \$13,500 for medical benefits, and approximately \$ 6,500 in variable benefits for a total of \$ 48,100 In addition a one time Capital Outlay expense for computer & office equipment, total cost of \$2,800

| | | | | | | | | | | | |
|-------|---|----------------|--------------|------------------|-------------------|----------------|------------------|--|--|--|---|
| 6.31 | FTP or Fund Adjustment | | 0.00 | 0 | 0 | 0 | 0 | | | | 0 |
| 6.51 | Transfer Between Programs | | 0.00 | 0 | 0 | 0 | 0 | | | | 0 |
| 7.00 | FY 2017 ESTIMATED EXPENDITURES | | 33.00 | 1,588,000 | 404,400 | 363,600 | 2,356,000 | | | | |
| | Base Adjustments: | | | | | | | | | | |
| 8.31 | Transfer Between Programs | | 0.00 | 0 | 0 | 0 | 0 | | | | 0 |
| 8.41 | Removal of One-Time Expenditures | | 0.00 | (54,700) | 0 | (12,800) | (67,500) | | | | 0 |
| 8.51 | Base Reduction | | 0.00 | 0 | 0 | 0 | 0 | | | | 0 |
| 9.00 | FY 2018 BASE | | 33.00 | 1,533,300 | 404,400 | 350,800 | 2,288,500 | | | | |
| 10.11 | Change in Health Benefit Costs | | | | 40,300 | | 40,300 | | | | |
| 10.12 | Change in Variable Benefits Costs | | | | | (1,700) | (1,700) | | | | |
| | Subtotal CEC Base: | Indicator Code | 33.00 | 1,533,300 | 444,700 | 349,100 | 2,327,100 | | | | |
| 10.51 | Annualization | | | 0 | 0 | 0 | 0 | | | | |
| 10.61 | CEC for Permanent Positions | 1.00% | | 14,600 | | 3,400 | 18,000 | | | | |
| 10.62 | CEC for Group Positions | 1.00% | | 700 | | 100 | 800 | | | | |
| 10.63 | CEC for Elected Officials & Commissioners | | | 0 | | 0 | 0 | | | | |
| 11.00 | FY 2018 PROGRAM MAINTENANCE | | 33.00 | 1,548,600 | 444,700 | 352,600 | 2,345,900 | | | | |
| | Line Items: | | | | | | | | | | |
| 12.01 | Technical Records Specialist II | | 1.00 | 30,200 | 13,500 | 7,000 | 50,700 | | | | |
| 12.02 | Parole Commissioner Pay Adjustment | | | 67,300 | | 7,000 | 74,300 | | | | |
| 12.03 | Equity/Merit adjustment for staff | | | 36,800 | | 8,600 | 45,400 | | | | |
| 12.04 | Technical Records Specialist I | | 1.00 | 28,100 | 13,500 | 6,500 | 48,100 | | | | |
| 13.00 | FY 2018 TOTAL REQUEST | | 35.00 | 1,711,000 | 471,700 | 381,700 | 2,564,400 | | | | |

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

AGENCY INFORMATION

| | | | |
|-------------------|--|------------------|--|
| AGENCY NAME: | Idaho Commission of Pardons and Parole | | |
| Division/Bureau: | | | |
| Prepared By: | Jack Carpenter | E-mail Address: | jaccarpe@idoc.idaho.gov |
| Telephone Number: | 208-334-2520 | Fax Number: | 208-344-3501 |
| DFM Analyst: | Adam Jarvis | LSO/BPA Analyst: | Jared Hoskins |
| Date Prepared: | 8/31/2016 | For Fiscal Year: | 2018 |

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

| | | | |
|---|--|---|--|
| Facility Name: | Parole Commission Office | | |
| City: | Boise | County: | Ada |
| Street Address: | 3056 Elder Street | | Zip Code: 83705 |
| Facility Ownership: (could be private or state-owned, use "X" to mark one): | Private Lease (use "X" to mark): <input checked="" type="checkbox"/> | State Owned (use "X" to mark): <input type="checkbox"/> | Lease Expires: 2021 |

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

Hoises all Parole Commission staff. Conduct board meetings, staff meetings, and management meetings in the facility. Many of the hearing officers use the building to conduct phone interviews with offenders. We may start using the office for Pardon hearings and video hearings in the future. Building stores large amounts of confidential and private information as well. If new employees are authorized we will have a hard time finding space for them.

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 building could really use some updating. We have no staff break area, old carpet and most offices need paint badly. We are open to the idea of relocating in the future if a great opportunity arose.

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 surplused. | | | | | | |

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: | 33 | 33 | 35 | 35 | 35 | 35 |
| Full-Time Equivalent Positions: | 33 | 33 | 35 | 35 | 35 | 35 |
| Temp. Employees, Contractors, Auditors, etc.: | 5 | 2 | 2 | 0 | 0 | 0 |

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: | 11,608 | 11,608 | 11,608 | 11,608 | 11,608 | 11,608 |

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: | \$191,532.00 | \$197,336.00 | \$203,140.00 | \$208,944.00 | \$214,748.00 | |

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:

Part I – Agency Profile

Agency Overview

The Commission of Pardons and Parole (Commission) became a stand-alone agency on July 1, 2010. This agency is fully funded from the state general fund, but operates closely in conjunction with the Idaho Department of Correction (IDOC). The Commissioners are appointed by the Governor for three (3) year terms, confirmed by the Senate, and can be re-appointed at the end of their term.

History: In 1969, the current structure of the Commission was established: at this time there were four (4) part-time Commissioners and one full-time Commissioner with the title of Executive Secretary who served as the head of the agency; Commissioners were appointed by the Board of Correction. This structure was later changed to five (5) part-time Commissioners and an Executive Director, an exempt position, who was appointed by the Commissioners. In the early 1990's, the Executive Director position was moved directly under the Board of Correction. In 1998, statutes were changed to move the Commissioners and Executive Director directly under the Governor. In 2010, the statute was again amended to make the Commission of Pardons and Parole a separate agency.

Purpose: The duties of the Commission are to conduct parole consideration hearings; process requests for clemency (pardon, commutation, remission of fines); restoration of firearms rights, process offenders out to parole when granted; consider early discharges from parole; consider medical parole; and to process offenders who are on parole in the community but have been charged with violating their parole. The duties of the Commission are described under Sections 20-223 and 20-240, Idaho Code.

Organizational Structure/Staff: The agency is staffed by thirty-three (33) full time employees.

- The Executive Director is the head of the agency and is appointed and serves at the pleasure of the Governor. This position is the official spokesperson for the agency and is responsible for managing all Commission business.
- The Hearing Officer Manager supervises 18 Hearing Officers, is a member of the management team and speaks on criminal justice matters in the Director's absence.
- The Business Operations Manager is a member of the management team and supervises the agency's financial, legal, HR, budgeting, purchasing, and IT processes. Currently 8 professional and administrative staff including Financial Specialist, Legal Assistant, Business Analyst, Research Analyst, and 4 technical administrative positions report to the Business Manager. This position will speak on business related matters in the Director's absence.
- The Hearings Manager is responsible for the Commission hearing process and oversees two (2) employees.

Core Functions/Idaho Code

The Commission is mandated to process all offenders for parole consideration hearings once they are eligible for parole. Under the Unified sentencing structure, each sentence must have a fixed portion for the offender to serve, during which time the offender cannot be released on parole, and an indeterminate portion, of which the offender can be paroled at any time. The initial parole hearing is scheduled six (6) months prior to the fixed portion of the sentence being completed, which may have to be modified if the offender is moved.

The Commissioners meet monthly to conduct parole hearings, revocation hearings, and reviews of cases (appeals of prior decisions, early discharges from parole, medical parole considerations, and numerous other cases requiring a Commission decision), usually meeting in panels of three (3). All five (5) Commissioners are scheduled to meet one day per quarter to consider pardons, commutations, and cases on which the panel of three could not reach a unanimous decision; all Commissioners are also scheduled for a business meeting once per quarter.

Offenders are supervised by IDOC, but remain under the purview and conditions of the Commission. If an offender violates conditions of parole, the parole officer may submit a Report of Violation outlining the violations, a hearing officer will conduct a hearing to determine if the offender is guilty or innocent of the named charges. At

any time during this process, the Executive Director could reinstate the offender back to parole. Or, the hearing officer can refer the case to the Commission to consider parole revocation. At that time, the Commission may also reinstate the offender back to parole; grant another parole release; or could maintain the offender in custody. The Commission conducts many reviews monthly to include reviews of disciplinary action for offenders who were granted a parole release date but have had serious behavior issues; medical parole requests; miscellaneous reviews for various reasons that require a Commission decision; appeals of prior decisions; early parole discharge requests; and clemency (pardon or commutation) requests. These reviews are prepared by staff and the Executive Director reviews each case with the Commissioners for a decision.

Revenue and Expenditures

| Revenue | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|-----------------|--------------------|--------------------|--------------------|--------------------|
| General Fund | \$2,279,000 | \$2,301,300 | \$2,727,700 | \$2,844,800 |
| Total | \$2,279,000 | \$2,301,300 | \$2,727,700 | \$2,844,800 |
| Expenditures | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
| Personnel Costs | \$1,850,612 | \$1,815,229 | \$2,008,619 | \$2,106,054 |
| Operating Costs | \$376,459 | \$443,299 | \$604,001 | \$499,232 |
| Total | \$2,226,612 | \$2,258,528 | \$2,612,620 | \$2,605,286 |

Profile of Cases Managed and/or Key Services Provided

| Cases Managed and/or Key Services Provided | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|--|---------|---------|---------|---------|
| Number of Hearings | 2243 | 2411 | 2283 | 2107 |
| Parole Releases | 1530 | 1116 | 2614 | 3063 |
| Warrants Issued | 971 | 1078 | 1188 | 1647 |
| Violation Hearings | 692 | 631 | 699 | 592 |
| Victim Contacts Attempted | 1073 | 1155 | 1097 | 2214* |

*We began tracking contacts attempted with a new database that was built in the last FY.

Part II – Performance Measures

| Performance Measure | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year | |
|--|-----------|-------------|-------------|-------------|--------------|---------|
| Goal 1-Process all required parole documents in a timely manner | | | | | | |
| 1. Process all regular parole hearings decisions by the end of the month | actual | 97% | 99% | 99% | 100% | 100% |
| | benchmark | 95-100% | 95 – 100% | 95 – 100% | 95 – 100% | |
| 2. Process 120 parole contracts a month. | actual | Average 130 | Average 147 | Average 147 | Average 164 | 153 YTD |
| | benchmark | 120 | 120 | 120 | 120 | |
| 3. Make initial contact attempt with victims | actual | 91% | 96% | 99% | 98% | ----- |
| | benchmark | 85 – 90% | 85 – 90% | 85 – 90% | 85 – 90% | |

Performance Measure Explanatory Notes

#1 represents an old goal of completing hearing documentation prior to the end of the month. Because this is done as a matter of practice monthly, the benchmark was set to reflect an expectation of 100% compliance. #2 is a measure set in previous years as a workload measure. However, other factors influence those numbers that are not controlled by Commissioners or staff. Therefore we will not continue to report this as a performance

measure, although we do monitor this as a workload concern. #3 is an old agency goal, but data is collected in a different way today than in years past. Therefore we will introduce victim contacts as a new goal later in this report.

| Performance Measure | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|--|-----------|---------|---------|---------|---------|--------------|
| Goal 2 | | | | | | |
| <i>Manage parole violations efficiently.</i> | | | | | | |
| 4. Maintain average time between arrest and revocation hearing | actual | n/a | n/a | n/a | n/a | 5.7 months |
| | benchmark | n/a | n/a | n/a | n/a | 4 months |
| 5. Consistently communicate process changes and field information with staff (12 meetings per year) | actual | n/a | n/a | n/a | n/a | 2 YTD |
| | benchmark | n/a | n/a | n/a | n/a | 12 / year |
| 6. Consistent training and data feedback for Commissioners via Quarterly business meetings (4 meetings per year) | actual | n/a | n/a | n/a | n/a | 1 YTD |
| | benchmark | n/a | n/a | n/a | n/a | 4/year |

Performance Measure Explanatory Notes Goal #2 is a new goal for FY 17.

| Performance Measure | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|--|-----------|---------|---------|---------|---------|----------------------|
| Goal 3 | | | | | | |
| <i>Maintain an organizational structure that supports efficient and accountable operations.</i> | | | | | | |
| 7. Conduct monthly internal reviews of new or changes to existing policies, forms or procedures (12 meetings per year) | actual | n/a | n/a | n/a | n/a | 2 |
| | benchmark | n/a | n/a | n/a | n/a | 12 meetings annually |
| 8. Bi-weekly management team meetings, including procedural reviews and problem solving (24 meetings per year) | actual | n/a | n/a | n/a | n/a | 2 YTD |
| | benchmark | n/a | n/a | n/a | n/a | 24 meetings annually |
| 9. Respond to public record requests promptly. | actual | n/a | n/a | n/a | n/a | 2 days |
| | benchmark | n/a | n/a | n/a | n/a | 3 days |
| 10. Timely response to offender appeal petitions | actual | n/a | n/a | n/a | n/a | 6 weeks |
| | benchmark | n/a | n/a | n/a | n/a | 6 weeks |

Performance Measure Explanatory Notes

Goal #3 is a new goal. This year, a policy team was created to address updates to policies and procedures. With changes to the process of approval of hearing minutes, public records requests are more readily available. We will also measure the time it takes to respond to offender appeals of their parole decision, from the time a petition is received until it is considered by the Commissioners.

| Performance Measure | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|--|-----------|---------|---------|---------|---------|--------------|
| Goal 4 | | | | | | |
| <i>To increase transparency through improved sharing of information with stakeholders.</i> | | | | | | |
| 11. Annual review of "Frequently Asked Questions" on commission website to reflect changes in policy or procedures. (one per year) | actual | n/a | n/a | n/a | n/a | ----- |
| | benchmark | n/a | n/a | n/a | n/a | 1 |
| 12. Publish monthly and annual commission decision summaries (13 per year) | actual | n/a | n/a | n/a | n/a | YTD 2 |
| | benchmark | n/a | n/a | n/a | n/a | 13 |
| 13. Participate in events where there is opportunity to educate stakeholders on the Commission's mission. | actual | n/a | n/a | n/a | n/a | YTD 2 |
| | benchmark | n/a | n/a | n/a | n/a | 10 per year |

Performance Measure Explanatory Notes

Goal 4 is a new goal this year. The Commission has increased the use of its website to better educate the public about our services and outcomes. Executive Director and/or Deputy Director make presentations to partner agencies and the general public in order to be more accessible and to educate our stakeholders.

| Performance Measure | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|---|-----------|---------|---------|---------|---------|----------------------------------|
| Goal 5 | | | | | | |
| <i>Provide hearing notification and supportive services to victims of crime during the parole process.</i> | | | | | | |
| 14. Update information regarding Commission processes and Victim services on commission website as changes occur. | actual | n/a | n/a | n/a | n/a | 1 |
| | benchmark | | | | | Minimum of annually (1 per year) |
| 15. Attempted contact and hearing notification for all own victims. | actual | n/a | n/a | n/a | n/a | 100% |
| | benchmark | | | | | 100% |
| 16. Collaborate with victim services providers and attend training | actual | n/a | n/a | n/a | n/a | 1 |
| | benchmark | | | | | 6 per year |

Performance Measure Explanatory Notes

Goal 5 is a new goal this year. Victims of crime have the right to be notified of all criminal justice proceedings, including parole proceedings. The Commission employs a Victim Coordinator who is responsible for making these notifications, as well as guiding victims through the process. Because of the large number of notices to be sent, other services to victims have been minimal. We are working toward other solutions to assist with notifications so that the Commission can better support victims through the parole process. This includes resource referrals, attending hearings with victims, providing guidance and information.

For More Information Contact

Sandy Jones
Executive Director
Commission of Pardons and Parole
3056 Elder Street
Boise, Idaho 83705
Phone: (208) 334-2520
E-mail: sajones@idoc.idaho.gov

FY 2018 Budget Request Revision for Statewide Cost Allocation

OCT 11 2016

Fiscal Year: 2018

Revision No. 1

Agency Code: 232

Agency: Commission of Pardons & Parole

| Budget Unit | Program Name | Fund Number | Base | | | | BU/Fund Total | Percent of Base | Percent of Fund | |
|---------------------|--------------|-------------|--------------|---------------------------|--------------------------|---------------------------|---------------|-----------------|-----------------|--------------------------|
| | | | SWCAP 10.900 | Attorney General DU 10.41 | Risk Management DU 10.45 | State Controller DU 10.46 | | | | State Treasurer DU 10.47 |
| CPA | | 0001-00 | 10,900 | 0 | 1,200 | (400) | 0 | 800 | 100.00% | 100.00% |
| | | | 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% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| Decision Unit Total | | | 10,900 | 0 | 1,200 | (400) | 0 | 800 | 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  Title *Fin. Specialist* Date *10/11/16*

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!*