Agency Summary And Certification

220 -- Commerce, Department of

AUG 28 2020

Original Submission ___ or Rev No. ___ **FY2022 Request** Page 1 of 29 Pages

In accordance with 67-3502, 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 : Thomas F. Kealey Date: 8/27/2020

Function/Activity	FY 2020 Total Appropriation	FY 2020 Total Expenditures	FY 2021 Original Appropriation	FY 2021 Estimated Expenditures	FY 2022 Total Request
Commerce	42,352,500	31,231,600	37,487,800	41,754,800	37,514,100
Total	42,352,500	31,231,600	37,487,800	41,754,800	37,514,100

By Fund Source		Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00	General Fund	5,836,900	5,165,300	5,950,900	5,653,300	5,944,400
D 0120-03	Opportunity Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
D 0128-00	Technology Infrastructure Stabilization Fund	0	0	0	0	0
D 0212-00	Idaho Travel and Convention	16,700,700	12,860,900	16,715,400	16,715,400	16,740,200
D 0214-00	IGEM Grant Fund	0	0	0	0	0
D 0350-00	Small Business Assistance Fund	0	0	0	0	0
F 0345-00	Federal Funds - Cares Act	0	0	0	4,564,600	700
F 0348-00	Federal Grant	16,279,000	10,016,100	11,285,600	11,285,600	11,292,900
O 0125-00	Indirect Cost Recovery	0	0	0	0	0
O 0349-00	Miscellaneous Revenue	157,500	800	157,500	157,500	157,500
O 0401-00	Seminars And Publications	378,400	188,500	378,400	378,400	378,400
Total		42,352,500	31,231,600	37,487,800	41,754,800	37,514,100

By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	3,795,600	3,289,700	3,997,500	3,977,000	4,107,100
Operating Expenditures	10,240,300	7,608,700	10,171,000	10,122,100	10,090,400
Capital Outlay	0	400	2,700	2,700	0
Trustee And Benefit Payments	28,316,600	20,332,800	23,316,600	27,653,000	23,316,600
Lump Sum	0	0	0	0	0
Total	42,352,500	31,231,600	37,487,800	41,754,800	37,514,100

FTP Total	43.00	43.00	43.00	43.00	43.00

FORM B3: DIVISION DESCRIPTIONS

Agency/Department:	Department of Commerce	**Request for Fiscal Year :**	2022
Division:	Department of Commerce	Agency Number:	220

Original Request Date:	Revision Request Date:
August 28, 2020	

MARKETING AND INNOVATION: Comprised of Tourism Development, Idaho Global Entrepreneurial Mission (IGEM), Public Information and Economic Development Initiatives. 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. Public information 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. Economic Development Initiatives has the task of meeting with partners throughout the state and discussing issues that are affecting economic development, such as, broadband, and affordable housing. Through these conversations it is the goal of the department to devise methods so the state can properly address these challenges.

BUSINESS DEVELOPMENT AND OPERATIONS: Comprised of Community Development, Business Retention and 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 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 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.

IDAHO COMMERCE

GOVERNOR
BRAD LITTLE

Intergovernmental Affairs
BOBBI-JO MEULEMAN

Deputy AG
RACHEL NEWTON

Director
TOM KEALEY
PCN 4019 (1.00)

Admin Assistant 2
MAGALY CARILLO
PCN 4003 (1.00)

Marketing and Innovation Administrator
MATT BORUD
PCN 4034 (1.00)

- Tourism Development Manager, DIANE NORTON, PCN 4033 (1.00)
  - Senior Tourism Development Specialist, NANCY RICHARDSON, PCN 4064 (1.00)
  - Senior Tourism Development Specialist, LAURIE McCONNELL, PCN 4017 (1.00)
  - Tourism Development Specialist, AMY RAJKOVICH, PCN 4050 (1.00)
  - Tourism Development Specialist, ANDREA RAYBURN, PCN 4059 (1.00)
  - Tourism Development Specialist, CRISTIN WONDERGEM, PCN 4010 (1.00)
  - Community Development Analyst, Associate, TINA CAVINESS, PCN 4074 (1.00)
- IGEM Program Manager, CARMEN ACHABAL, PCN 4063 (1.00)
- Public Information Specialist, MERCEDEE WILDS, PCN 4004 (1.00)

Business Development and Operations Administrator
JAKE REYNOLDS
PCN 4034 (1.00)

- Grants & Contracts Manager, EWA SZEWCZYK, PCN 4061 (1.00)
  - Grants & Contracts Analyst, MARK BLAISER, PCN 4037 (1.00)
  - Grants & Contracts Analyst, HOLLY STEVENSON, PCN 4013 (1.00)
- Business Attraction Manager, SUSAN DAVIDSON, PCN 4056 (1.00)
  - Business Attraction Specialist, JASON BARNES, PCN 5002 (1.00)
  - Business Attraction Specialist, PARIS DICKERSON, PCN 5003 (1.00)
  - Research Analyst, Senior, RYLON HOFACER, PCN 4065 (1.00)
- Community Development Manager, DENNIS PORTER, PCN 4007 (1.00)
  - Senior Community Development Specialist, TONY TENNE, PCN 4018 (1.00)
  - Community Development Analyst, JAMES VARNER, PCN 4047 (1.00)
- BRE Manager, KAREN APPELGREN, Starts on Sept 18th, PCN 4006 (1.00)
  - Senior BRE Specialist, RANDY SHROLL, PCN 4062 (1.00)
  - BRE Specialist, JERRY MILLER, PCN 4011 (1.00)
  - BRE Specialist, JENNY HEMLY, PCN 4045 (1.00)
  - BRE Specialist, KIM GLINESKI, PCN 5000 (1.00)
- International Trade Manager, JENNIFER VERDON, PCN 4043 (1.00)
  - Senior International Trade Specialist, TINA SALISBURY, PCN 4022 (1.00)
  - International Trade Specialist, MITCH EHLKE, PCN 4046 (1.00)
  - International Trade Specialist, SHARON ADAMS, PCN 4041 (1.00)
  - International Trade Specialist, ANDREA VLASSIS-ZAHN, PCN 4021 (1.00)
- Broadband Development Manager, ERIC FORSCH, PCN 4001 (1.00)
  - Financial Specialist, Senior, VALINDA TORRES, PCN 5001 (1.00)
  - Financial Technician, Senior, LAURA CONILOGUE, PCN 4023 (1.00)
  - Office Specialist 2, DANITA DAVIS, PCN 4005 (1.00)

Current FTEs:	37
Total FTPs:	43
Vacant FTPs:	6

- Senior Advisor Economic Development Initiatives, VACANT, PCN 4052 (1.00)
- Administrative Support Manager, VACANT, PCN 4015 (1.00)
- Community Development Specialist, VACANT, PCN 4008 (1.00)
- Community Development Analyst Associate, VACANT, PCN 4002 (1.00)
- Technical Records Specialist 2, VACANT, PCN 4009 (1.00)
- Admin Assistant 1, VACANT, PCN 4024 (1.00)

Thomas F. Kealey
Thomas Kealey, Director

8/27/2020
Date

FORM B11: REVENUE

Agency/Department: Commerce
Program (If applicable)

Request for Fiscal Year: 2022
Agency Number: 220
Budget Unit (If Applicable):
Function/Activity Number (If Applicable):

Original Request Date: 8/28/20	Revision Request Date:

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
0212		Idaho Travel & Convention		1501	Sale of services	0	100	25,000	0	0
0212		**Idaho Travel & Convention**		**FUND TOTAL**		**$0**	**$100**	**$25,000**	**$0**	**$0**
0348		Federal Fund		2001	Fed grants & contributions	7,827,193	8,357,700	10,117,900	10,117,900	10,517,900
0348		**Federal Fund**		**FUND TOTAL**		**$7,827,193**	**$8,357,700**	**$10,117,900**	**$10,117,900**	**$10,517,900**
0349		Miscellaneous Revenue		1501	Sale of services	8,473	5,600	3,400	3,400	3,400
				1701	Sale of goods	97	0	0	0	0
				2501	Interest	116	0	0	0	0
0349		**Miscellaneous Revenue**		**FUND TOTAL**		**$8,686**	**$5,600**	**$3,400**	**$3,400**	**$3,400**
0401		Seminars & Publications		1501	Sale of services	202,750	188,000	158,700	188,500	188,500
0401		**Seminars & Publications**		**FUND TOTAL**		**$202,750**	**$188,000**	**$158,700**	**$188,500**	**$188,500**
				GRAND TOTAL		**$8,038,629**	**$8,551,400**	**$10,305,000**	**$10,309,800**	**$10,709,800**

SIGNIFICANT ASSUMPTIONS

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2022 Estimated Impact
					$0
					$0
					$0
					$0
					$0
					$0

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

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 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance				**3,390,360**	**5,100,360**	**4,331,660**	**4,181,660**	**3,381,660**
2. Encumbrances as of July 1				250,000	250,000	250,000	250,000	250,000
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				**3,640,360**	**5,350,360**	**4,581,660**	**4,431,660**	**3,631,660**
4. Revenues (from Form B-11)				0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments		Suspense, borrowing limit		0	0	0	0	0
6. Statutory Transfers in:	General fund	Fund or Reference:	0001	2,000,000	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				**5,640,360**	**5,350,360**	**4,581,660**	**4,431,660**	**3,631,660**
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		Refunds, Clearing, P-card pymts		0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	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 and Continuous Appropriations				*(2,710,000)*	*(2,231,300)*	*(2,600,000)*	*(2,200,000)*	*(2,200,000)*
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				**290,000**	**768,700**	**400,000**	**800,000**	**800,000**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				**290,000**	**768,700**	**400,000**	**800,000**	**800,000**
20. Ending Cash Balance				**5,350,360**	**4,581,660**	**4,181,660**	**3,631,660**	**2,831,660**
21. Prior Year Encumbrances as of June 30				250,000	250,000	0	250,000	250,000
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				0	0	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				**5,100,360**	**4,331,660**	**4,181,660**	**3,381,660**	**2,581,660**
24a. Investments Direct by Agency (GL 1203)				0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments				**5,100,360**	**4,331,660**	**4,181,660**	**3,381,660**	**2,581,660**
26. Outstanding Loans (if this fund is part of a loan program)								

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

Sources and Uses: The Indirect Cost Recovery Fund was for charging federal programs for employee leave. This practice was discontinued in FY17 and the appropriation will be eliminated in FY19 since all funds

FUND NAME:	Indirect Cost Recovery	FUND CODE:	0125	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance				**82,927**	**0**	**0**	**0**	**0**
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				**82,927**	**0**	**0**	**0**	**0**
4. Revenues (from Form B-11)				0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments		Suspense, borrowing limit		0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:	Federal fund	Fund or Reference:	0348	0	0	0	0	0
8. Total Available for Year				**82,927**	**0**	**0**	**0**	**0**
9. Statutory Transfers Out:		Fund or Reference:	SB 1177	31,800	0	0	0	0
10. Operating Transfers Out:	Idaho Travel & Convention	Fund or Reference:	SB 1177	8,200	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments		Refunds, Clearing, P-card pymts		0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				*43,000*	*43,000*	*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 and Continuous Appropriations				*(73)*	*(43,000)*	*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				**42,927**	**0**	**0**	**0**	**0**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				**42,927**	**0**	**0**	**0**	**0**
20. Ending Cash Balance				**0**	**0**	**0**	**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				0	0	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				**0**	**0**	**0**	**0**	**0**
24a. Investments Direct by Agency (GL 1203)				0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments				**0**	**0**	**0**	**0**	**0**
26. Outstanding Loans (if this fund is part of a loan program)								

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

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, private vacation home rentals 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 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance				**8,677,508**	**9,384,952**	**9,714,352**	**10,026,737**	**7,732,737**
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				**8,677,508**	**9,384,952**	**9,714,352**	**10,026,737**	**7,732,737**
4. Revenues (from Form B-11)				0	100	25,000	0	0
5. Non-Revenue Receipts and Other Adjustments		Suspense, borrowing limit		307	600	0	0	0
6. Statutory Transfers in:	State Highway Account	Fund or Reference:	0260	25,000	25,000	25,000	25,000	25,000
6. Statutory Transfers in:	Indirect Cost Recovery	Fund or Reference:	SB 1177	8,200	0	0	0	0
7. Operating Transfers in:	Tax Commission	Fund or Reference:	Agency 352	12,382,710	13,562,200	13,028,100	13,028,000	13,500,000
7. Operating Transfers in:	Transportation Department	Fund or Reference:	Agency 290	101,019	106,800	95,285	100,000	101,000
8. Total Available for Year				**21,194,744**	**23,079,652**	**22,887,737**	**23,179,737**	**21,358,737**
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		Refunds, Clearing, P-card pymts		307	630	100	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				*13,205,900*	*16,665,200*	*16,702,300*	*16,715,400*	*16,869,323*
14. Prior Year Reappropriations, Supplementals, Rescissions				*0*	*0*	*(1,600)*	*0*	*0*
15. Non-cogs, Receipts to Appropriation, etc				*0*	*0*	*0*	*0*	*0*
16. Reversions and Continuous Appropriations				*(1,396,415)*	*(3,300,500)*	*(3,839,800)*	*(1,268,400)*	*(1,268,400)*
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				**11,809,485**	**13,364,700**	**12,860,900**	**15,447,000**	**15,600,923**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				**11,809,485**	**13,364,700**	**12,860,900**	**15,447,000**	**15,600,923**
20. Ending Cash Balance				**9,384,952**	**9,714,322**	**10,026,737**	**7,732,737**	**5,757,814**
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				0	0	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				**9,384,952**	**9,714,322**	**10,026,737**	**7,732,737**	**5,757,814**
24a. Investments Direct by Agency (GL 1203)				0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments				**9,384,952**	**9,714,322**	**10,026,737**	**7,732,737**	**5,757,814**
26. Outstanding Loans (if this fund is part of a loan program)								

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

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 and create more job opportunities in our communities. 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 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**0**	**0**	**0**	**0**	**0**
2. Encumbrances as of July 1		29,573	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**29,573**	**0**	**0**	**0**	**0**
4. Revenues (from Form B-11)		0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	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		**29,573**	**0**	**0**	**0**	**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	Refunds, Clearing, P-card pymts	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances		29,573	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 and Continuous Appropriations		*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**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**0**	**0**	**0**	**0**	**0**
20. Ending Cash Balance		**0**	**0**	**0**	**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		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
24. Ending Free Fund Balance		**0**	**0**	**0**	**0**	**0**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**0**	**0**	**0**	**0**	**0**
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

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 State Trade Expansion Program (STEP) is funded by the US Small Business Administration to increase the number of small businesses that export, to increase the dollar value of exports and open new export opportunities.

FUND NAME: Federal fund	FUND CODE: 0348	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**(180,171)**	**(177,001)**	**(243,801)**	**(142,001)**	**6,613,229**
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**(180,171)**	**(177,001)**	**(243,801)**	**(142,001)**	**6,613,229**
4. Revenues (from Form B-11)		7,827,193	8,357,700	10,117,900	10,117,900	10,117,900
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	4,805,000	4,609,000	4,927,500	4,805,000	4,805,000
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		**12,452,022**	**12,789,699**	**14,801,599**	**14,780,899**	**21,536,129**
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	Refunds, Clearing, P-card pymts	(1,200)	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances		0	0	0	0	0
13. Original Appropriation		*16,264,300*	*16,269,000*	*16,279,800*	*11,285,600*	*11,285,600*
14. Prior Year Reappropriations, Supplementals, Rescissions		*0*	*0*	*(800)*	*0*	*0*
15. Non-cogs, Receipts to Appropriation, etc		*0*	*0*	*0*	*0*	*0*
16. Reversions and Continuous Appropriations		*(8,439,077)*	*(7,844,500)*	*(6,262,900)*	*(7,922,930)*	*(8,002,159)*
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		**7,825,223**	**8,424,500**	**10,016,100**	**3,362,670**	**3,283,441**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**7,825,223**	**8,424,500**	**10,016,100**	**3,362,670**	**3,283,441**
20. Ending Cash Balance		**4,627,999**	**4,365,199**	**4,785,499**	**11,418,229**	**18,252,688**
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		0	0	0	0	0
23. Borrowing Limit		4,805,000	4,609,000	4,927,500	4,805,000	4,805,000
24. Ending Free Fund Balance		**(177,001)**	**(243,801)**	**(142,001)**	**6,613,229**	**13,447,688**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**(177,001)**	**(243,801)**	**(142,001)**	**6,613,229**	**13,447,688**
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:
Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

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

FUND NAME: Miscellaneous	FUND CODE: 0349	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**60,274**	**57,007**	**57,907**	**60,507**	**59,137**
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**60,274**	**57,007**	**57,907**	**60,507**	**59,137**
4. Revenues (from Form B-11)		8,687	5,600	3,400	8,600	8,600
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	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		**68,961**	**62,607**	**61,307**	**69,107**	**67,737**
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	Refunds, Clearing, P-card pymts	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances		0	0	0	0	0
13. Original Appropriation		*157,500*	*157,500*	*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 and Continuous Appropriations		*(145,546)*	*(152,800)*	*(156,700)*	*(147,530)*	*(147,530)*
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		**11,954**	**4,700**	**800**	**9,970**	**9,970**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**11,954**	**4,700**	**800**	**9,970**	**9,970**
20. Ending Cash Balance		**57,007**	**57,907**	**60,507**	**59,137**	**57,767**
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		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
24. Ending Free Fund Balance		**57,007**	**57,907**	**60,507**	**59,137**	**57,767**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**57,007**	**57,907**	**60,507**	**59,137**	**57,767**
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2020 or Revision Request Date: _____

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 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**0**	**0**	**0**	**0**	**0**
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**0**	**0**	**0**	**0**	**0**
4. Revenues (from Form B-11)		0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	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		**0**	**0**	**0**	**0**	**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	Refunds, Clearing, P-card pymts	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 and Continuous Appropriations		*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**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**0**	**0**	**0**	**0**	**0**
20. Ending Cash Balance		**0**	**0**	**0**	**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		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
24. Ending Free Fund Balance		**0**	**0**	**0**	**0**	**0**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**0**	**0**	**0**	**0**	**0**
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FORM B12: ANALYSIS OF FUND BALANCES **Request for Fiscal Year :** 2022

Agency/Department: Commerce Agency Number: 220

Original Request Date: August 28, 2022 or Revision Request Date: _____

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

FUND NAME: Seminars & Publications	FUND CODE: 0401	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**209,802**	**207,806**	**217,406**	**187,606**	**199,206**
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**209,802**	**207,806**	**217,406**	**187,606**	**199,206**
4. Revenues (from Form B-11)		202,750	188,000	158,700	200,000	200,000
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	1,540	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		**414,092**	**395,806**	**376,106**	**387,606**	**399,206**
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	Refunds, Clearing, P-card pymts	1,540	0	0	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 and Continuous Appropriations		*(173,654)*	*(200,000)*	*(189,900)*	*(190,000)*	*(190,000)*
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		**204,746**	**178,400**	**188,500**	**188,400**	**188,400**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**204,746**	**178,400**	**188,500**	**188,400**	**188,400**
20. Ending Cash Balance		**207,806**	**217,406**	**187,606**	**199,206**	**210,806**
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		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
24. Ending Free Fund Balance		**207,806**	**217,406**	**187,606**	**199,206**	**210,806**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**207,806**	**217,406**	**187,606**	**199,206**	**210,806**
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:
Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FY 2022 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 2020 Total Appropriation									
1.00									
	0001-00	General	28.25	2,539,200	1,047,700	0	2,250,000	0	5,836,900
	0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	847,300	8,407,600	0	7,445,800	0	16,700,700
	0214-00	Dedicated	0.00	0	0	0	0	0	0
	0350-00	Dedicated	0.00	0	0	0	0	0	0
	0348-00	Federal	4.00	409,100	249,100	0	15,620,800	0	16,279,000
	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**	**3,795,600**	**10,240,300**	**0**	**28,316,600**	**0**	**42,352,500**
1.21 Net Object Transfers									
	0001-00	General	0.00	0	(400)	400	0	0	0
		Total	**0.00**	**0**	**(400)**	**400**	**0**	**0**	**0**
1.51 Gov's Holdback/Bd of Examiner's Reduction									
FY 2020 Governor's Holdback									
	0001-00	General	0.00	(43,000)	(16,100)	0	0	0	(59,100)
		Total	**0.00**	**(43,000)**	**(16,100)**	**0**	**0**	**0**	**(59,100)**
1.61 Reverted Appropriation Balances									
	0001-00	General	0.00	0	0	0	0	0	0
OT	0001-00	General	0.00	(300,800)	(89,500)	0	(74,300)	0	(464,600)
	0212-00	Dedicated	0.00	(84,500)	(2,095,800)	0	(1,659,500)	0	(3,839,800)
	0348-00	Federal	0.00	(121,300)	(99,700)	0	(6,042,700)	0	(6,263,700)
	0349-00	Other	0.00	0	(156,700)	0	0	0	(156,700)
OT	0401-00	Other	0.00	0	(189,900)	0	0	0	(189,900)
		Total	**0.00**	**(506,600)**	**(2,631,600)**	**0**	**(7,776,500)**	**0**	**(10,914,700)**

FY 2022 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 2020 Actual Expenditures									
	0001-00	General	28.25	2,496,200	1,031,200	400	2,250,000	0	5,777,800
OT	0001-00	General	0.00	(300,800)	(89,500)	0	(74,300)	0	(464,600)
	0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	762,800	6,311,800	0	5,786,300	0	12,860,900
	0214-00	Dedicated	0.00	0	0	0	0	0	0
	0350-00	Dedicated	0.00	0	0	0	0	0	0
	0348-00	Federal	4.00	287,800	149,400	0	9,578,100	0	10,015,300
	0125-00	Other	0.00	0	0	0	0	0	0
	0349-00	Other	0.00	0	800	0	0	0	800
	0401-00	Other	0.00	0	378,400	0	0	0	378,400
OT	0401-00	Other	0.00	0	(189,900)	0	0	0	(189,900)
		Total	**43.00**	**3,246,000**	**7,592,200**	**400**	**20,540,100**	**0**	**31,378,700**
FY 2021 Original Appropriation									
3.00									
	0001-00	General	28.25	2,721,500	972,900	0	2,250,000	0	5,944,400
OT	0001-00	General	0.00	0	3,800	2,700	0	0	6,500
	0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
OT	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	860,300	8,408,000	0	7,445,800	0	16,714,100
OT	0212-00	Dedicated	0.00	0	1,300	0	0	0	1,300
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	4.00	415,700	249,100	0	10,620,800	0	11,285,600
OT	0348-00	Federal	0.00	0	0	0	0	0	0
	0125-00	Other	0.00	0	0	0	0	0	0
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**	**3,997,500**	**10,171,000**	**2,700**	**23,316,600**	**0**	**37,487,800**

FY 2022 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 2021 Total Appropriation								
0001-00	General	28.25	2,721,500	972,900	0	2,250,000	0	5,944,400
OT 0001-00	General	0.00	0	3,800	2,700	0	0	6,500
0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
OT 0128-00	Dedicated	0.00	0	0	0	0	0	0
0212-00	Dedicated	10.75	860,300	8,408,000	0	7,445,800	0	16,714,100
OT 0212-00	Dedicated	0.00	0	1,300	0	0	0	1,300
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	4.00	415,700	249,100	0	10,620,800	0	11,285,600
OT 0348-00	Federal	0.00	0	0	0	0	0	0
0125-00	Other	0.00	0	0	0	0	0	0
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**	**3,997,500**	**10,171,000**	**2,700**	**23,316,600**	**0**	**37,487,800**
Expenditure Adjustments								
6.21 Governor's Holdback								
FY 2021 5% Governor's Holdback								
OT 0001-00	General	0.00	(248,700)	(48,900)	0	0	0	(297,600)
	Total	**0.00**	**(248,700)**	**(48,900)**	**0**	**0**	**0**	**(297,600)**
6.39 FTP or Fund Adjustments								
CARES Act non-cog(s)								
OT 0345-00	Federal	0.00	228,200	0	0	4,336,400	0	4,564,600
	Total	**0.00**	**228,200**	**0**	**0**	**4,336,400**	**0**	**4,564,600**

FY 2022 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 2021 Estimated Expenditures									
	0001-00	General	28.25	2,721,500	972,900	0	2,250,000	0	5,944,400
OT	0001-00	General	0.00	(248,700)	(45,100)	2,700	0	0	(291,100)
	0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
OT	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	860,300	8,408,000	0	7,445,800	0	16,714,100
OT	0212-00	Dedicated	0.00	0	1,300	0	0	0	1,300
OT	0214-00	Dedicated	0.00	0	0	0	0	0	0
OT	0350-00	Dedicated	0.00	0	0	0	0	0	0
OT	0345-00	Federal	0.00	228,200	0	0	4,336,400	0	4,564,600
	0348-00	Federal	4.00	415,700	249,100	0	10,620,800	0	11,285,600
OT	0348-00	Federal	0.00	0	0	0	0	0	0
	0125-00	Other	0.00	0	0	0	0	0	0
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**	**3,977,000**	**10,122,100**	**2,700**	**27,653,000**	**0**	**41,754,800**
Base Adjustments									
8.41 Removal of One-Time Expenditures									
OT	0001-00	General	0.00	0	(3,800)	(2,700)	0	0	(6,500)
OT	0212-00	Dedicated	0.00	0	(1,300)	0	0	0	(1,300)
		Total	**0.00**	**0**	**(5,100)**	**(2,700)**	**0**	**0**	**(7,800)**
8.42 Removal of One-Time Expenditures									
OT	0345-00	Federal	0.00	(228,200)	0	0	(4,336,400)	0	(4,564,600)
		Total	**0.00**	**(228,200)**	**0**	**0**	**(4,336,400)**	**0**	**(4,564,600)**
8.48 Removal of One-Time Expenditures									
Remove FY 2021 5% Governor's Holdback									
OT	0001-00	General	0.00	248,700	48,900	0	0	0	297,600
		Total	**0.00**	**248,700**	**48,900**	**0**	**0**	**0**	**297,600**

FY 2022 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 2022 Base									
	0001-00	General	28.25	2,721,500	972,900	0	2,250,000	0	5,944,400
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
OT	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	860,300	8,408,000	0	7,445,800	0	16,714,100
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
OT	0345-00	Federal	0.00	0	0	0	0	0	0
	0348-00	Federal	4.00	415,700	249,100	0	10,620,800	0	11,285,600
OT	0348-00	Federal	0.00	0	0	0	0	0	0
	0125-00	Other	0.00	0	0	0	0	0	0
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**	**3,997,500**	**10,165,900**	**0**	**23,316,600**	**0**	**37,480,000**
Program Maintenance									
10.11	Change in Health Benefit Costs								
	0001-00	General	0.00	36,200	0	0	0	0	36,200
	0212-00	Dedicated	0.00	13,800	0	0	0	0	13,800
	0348-00	Federal	0.00	5,100	0	0	0	0	5,100
		Total	**0.00**	**55,100**	**0**	**0**	**0**	**0**	**55,100**
10.12	Change in Variable Benefit Costs								
	0001-00	General	0.00	15,500	0	0	0	0	15,500
	0212-00	Dedicated	0.00	5,000	0	0	0	0	5,000
	0348-00	Federal	0.00	2,200	0	0	0	0	2,200
		Total	**0.00**	**22,700**	**0**	**0**	**0**	**0**	**22,700**
10.61	Salary Multiplier - Regular Employees								
	0001-00	General	0.00	4,300	0	0	0	0	4,300
	0212-00	Dedicated	0.00	1,300	0	0	0	0	1,300
	0345-00	Federal	0.00	700	0	0	0	0	700
		Total	**0.00**	**6,300**	**0**	**0**	**0**	**0**	**6,300**

FY 2022 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 2022 Total Maintenance									
	0001-00	General	28.25	2,777,500	972,900	0	2,250,000	0	6,000,400
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
OT	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	880,400	8,408,000	0	7,445,800	0	16,734,200
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
	0345-00	Federal	0.00	700	0	0	0	0	700
OT	0345-00	Federal	0.00	0	0	0	0	0	0
	0348-00	Federal	4.00	423,000	249,100	0	10,620,800	0	11,292,900
OT	0348-00	Federal	0.00	0	0	0	0	0	0
	0125-00	Other	0.00	0	0	0	0	0	0
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**	**4,081,600**	**10,165,900**	**0**	**23,316,600**	**0**	**37,564,100**
Line Items									
12.97	Budget Law Exemptions/Other Adjustments								
OT	0001-00	General	0.00	0	(56,000)	0	0	0	(56,000)
		Total	**0.00**	**0**	**(56,000)**	**0**	**0**	**0**	**(56,000)**

FY 2022 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 2022 Total									
	0001-00	General	28.25	2,777,500	972,900	0	2,250,000	0	6,000,400
OT	0001-00	General	0.00	0	(56,000)	0	0	0	(56,000)
	0120-03	Dedicated	0.00	0	0	0	3,000,000	0	3,000,000
OT	0128-00	Dedicated	0.00	0	0	0	0	0	0
	0212-00	Dedicated	10.75	880,400	8,408,000	0	7,445,800	0	16,734,200
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
	0345-00	Federal	0.00	700	0	0	0	0	700
OT	0345-00	Federal	0.00	0	0	0	0	0	0
	0348-00	Federal	4.00	423,000	249,100	0	10,620,800	0	11,292,900
OT	0348-00	Federal	0.00	0	0	0	0	0	0
	0125-00	Other	0.00	0	0	0	0	0	0
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**	**4,081,600**	**10,109,900**	**0**	**23,316,600**	**0**	**37,508,100**

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Commerce	Agency Number:	220
Function/Division:	Department of Commerce	Function/Activity Number:	
Activity/Program:	Commerce	Budget Unit:	CDAA
		Fiscal Year:	2022
Original Request Date:	8/28/2020	Fund Name: General	Fund Number: 0001-00
Revision Date:		Revision #:	Budget Submission Page # 20 of 29

PCN	CLASS CODE	Retire Cd	DESCRIPTION	Indicator Code	FTP	FY 2021 SALARY	FY 2021 HEALTH BENEFITS	FY 2021 VAR BENEFITS	FY 2021 TOTAL	FY 2022 CHG HEALTH BENEFITS	FY 2022 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
			Totals from Wage and Salary Report (WSR):									
			Permanent Positions	1	24.70	1,566,150	287,755	329,799	**2,183,703**	31,616	13,280	44,896
			Board & Group Positions	2		1,950	0	149	**2,099**			
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
			TOTAL FROM WSR		**24.70**	**1,568,100**	**287,755**	**329,948**	**2,185,803**	**31,616**	**13,280**	**44,896**
			FY 2021 ORIGINAL APPROPRIATION	**2,721,500**	**28.25**	**1,952,410**	**358,278**	**410,812**	**2,721,500**			
			Unadjusted Over or (Under) Funded:	Est Difference	**3.55**	**384,310**	**70,523**	**80,864**	**535,697**	Calculated overfunding is 19.7% of Original Appropriation		
			Adjustments to Wage & Salary:									
			Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	**Adjustment Description / Position Title**									
4006	04246	R1	Financial Specialist reclassed to Prog Mgr	1	0.65	60,720	7,573	12,882	**81,174**	832	528	1,360
4006	04246	R1	Financial Specialist reclassed to Prog Mgr	1	0.35	32,696	4,078	6,936	**43,710**	448	284	732
4015	08835	R1	Administrative Support Manager	1	0.85	55,656	9,903	11,807	**77,366**	1,088	484	1,572
4024	01235	R1	Admin Assistant 1	1	0.20	6,294	2,330	1,335	**9,959**	256	55	311
4052	04248	R1	Financial Technician reclassed to Proj Coord	1	0.75	54,431	8,738	11,548	**74,716**	960	474	1,434
4052	04248	R1	Financial Technician reclassed to Proj Coord	1	0.25	18,144	2,913	3,849	**24,906**	320	158	478
4009	01103	R1	Technical Records Spec 2 (not on DAFR)	1	0.50	26,133	5,825	5,544	**37,502**	640	227	867
							0	0	**0**	0	0	0
			Other Adjustments:									
					0.00	0	0	0	**0**	0	0	0
			Estimated Salary Needs:									
			Permanent Positions	1	28.25	1,820,224	329,113	383,701	2,533,037	36,160	15,490	51,650
			Board & Group Positions	2	0.00	1,950	0	149	2,099	0	0	0
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
			Estimated Salary and Benefits		**28.25**	**1,822,174**	**329,113**	**383,850**	**2,535,136**	**36,160**	**15,490**	**51,650**
			Adjusted Over or (Under) Funding:	Orig. Approp	0.00	**134,000**	**24,200**	**28,200**	**186,400**	Calculated overfunding is 6.8% of Original Appropriation		
				Est. Expend	0.00	**133,900**	**24,200**	**28,300**	**186,400**	Calculated overfunding is 6.8% of Estimated Expenditures		
				Base	0.00	**133,900**	**24,200**	**28,300**	**186,400**	Calculated overfunding is 6.8% of the Base		

Personnel Cost Reconciliation - Relation to Zero Variance --->

DU			Original Appropriation	FTP	FY 21 Salary	FY 21 Health Ben	FY 21 Var Ben	FY 2021 Total	FY 22 Chg Health Bens	FY 22 Chg Var Bens	Total Benefit Change
3.00		**FY 2021 ORIGINAL APPROPRIATION**	**2,721,500**	**28.25**	**1,956,126**	**353,306**	**412,068**	**2,721,500**			
		Rounded Appropriation		**28.25**	**1,956,100**	**353,300**	**412,100**	**2,721,500**			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	**0**			
4.31		Supplemental		0.00	0	0	0	**0**			0
5.00		**FY 2021 TOTAL APPROPRIATION**		**28.25**	**1,956,100**	**353,300**	**412,100**	**2,721,500**			
		Expenditure Adjustments:									

FORM B6: WAGE & SALARY RECONCILIATION

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 2021 ESTIMATED EXPENDITURES**		**28.25**	**1,956,100**	**353,300**	**412,100**	**2,721,500**			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51	Base Reduction		0.00	0	0	0	0			0
			FTP	FY 22 Salary	FY22 Health Ben	FY 22 Var Ben	FY 2022 Total			
9.00	**FY 2022 BASE**		**28.25**	**1,956,100**	**353,300**	**412,100**	**2,721,500**			
10.11	Change in Health Benefit Costs				**36,200**		36,200			
10.12	Change in Variable Benefits Costs					**15,500**	15,500			
							0			
	Subtotal CEC Base:	Indicator Code	28.25	1,956,100	389,500	427,600	2,773,200			
10.51	Annualization			0	0	0	**0**			
10.61	CEC for Permanent Positions	1.00%		19,500		4,300	**23,800**			
10.62	CEC for Group Positions	1.00%		0		0	**0**			
10.63	CEC for Elected Officials & Commissioners			0		0	**0**			
11.00	**FY 2022 PROGRAM MAINTENANCE**		**28.25**	**1,975,600**	**389,500**	**431,900**	**2,797,000**			
	Line Items:									
12.01							**0**			
12.02							**0**			
12.03							**0**			
13.00	**FY 2022 TOTAL REQUEST**		**28.25**	**1,975,600**	**389,500**	**431,900**	**2,797,000**			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Commerce	Agency Number:	220
Function/Division:	Department of Commerce	Function/Activity Number:	
Activity/Program:	Commerce	Budget Unit:	CDAA
		Fiscal Year:	2022
Original Request Date:	8/28/2020	Fund Name: Tourism and Promotion	Fund Number: 0212-00
Revision Date:	Revision #:	Budget Submission Page # 22	of 29

PCN	CLASS CODE	Retire Cd	DESCRIPTION	Indicator Code	FTP	FY 2021 SALARY	FY 2021 HEALTH BENEFITS	FY 2021 VAR BENEFITS	FY 2021 TOTAL	FY 2022 CHG HEALTH BENEFITS	FY 2022 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
			Totals from Wage and Salary Report (WSR):									
			Permanent Positions	1	9.30	521,276	108,345	110,341	**739,962**	11,904	4,497	16,401
			Board & Group Positions	2		1,950	0	382	**2,332**			
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
			TOTAL FROM WSR		**9.30**	**523,226**	**108,345**	**110,723**	**742,294**	**11,904**	**4,497**	**16,401**
			FY 2021 ORIGINAL APPROPRIATION	**860,300**	**10.75**	**606,406**	**125,569**	**128,325**	**860,300**			
			Unadjusted Over or (Under) Funded:	Est Difference	**1.45**	**83,180**	**17,224**	**17,602**	**118,006**	Calculated overfunding is 13.7% of Original Appropriation		
			Adjustments to Wage & Salary:									
			Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	**Adjustment Description / Position Title**									
4006	04246	R1	Financial Specialist reclassed to Prog Mgr	1	0.35	32,696	4,078	6,936	**43,710**	448	284	732
4006	04245	R1	Financial Specialist reclassed to Prog Mgr	1	(0.35)	(32,696)	(4,078)	(6,936)	**(43,710)**	(448)	(284)	(732)
4015	08835	R1	Administrative Support Manager	1	0.15	9,821	1,748	2,084	**13,652**	192	85	277
4024	01235	R1	Admin Assistant 1	1	0.80	25,176	9,320	5,341	**39,837**	1,024	219	1,243
4052	04248	R1	Financial Technician reclassed to Proj Mgr	1	0.25	18,144	2,913	3,849	**24,906**	320	158	478
4052	04245	R1	Financial Technician reclassed to Proj Mgr	1	(0.25)	(18,144)	(2,913)	(3,849)	**(24,906)**	(320)	(158)	(478)
4009	01103	R1	Technical Records Spec 2 (not on DAFR)	1	0.50	26,133	5,825	5,544	**37,502**	640	227	867
					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	10.75	582,406	125,238	123,309	830,953	13,760	5,029	18,789
			Board & Group Positions	2	0.00	1,950	0	382	2,332	0	0	0
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
			Estimated Salary and Benefits		**10.75**	**584,356**	**125,238**	**123,692**	**833,285**	**13,760**	**5,029**	**18,789**
			Adjusted Over or (Under) Funding:	Orig. Approp	0.00	**18,900**	**4,100**	**4,000**	**27,000**	Calculated overfunding is 3.1% of Original Appropriation		
				Est. Expend	0.00	**18,900**	**4,100**	**4,000**	**27,000**	Calculated overfunding is 3.1% of Estimated Expenditures		
				Base	0.00	**18,900**	**4,100**	**4,000**	**27,000**	Calculated overfunding is 3.1% of the Base		

Personnel Cost Reconciliation - Relation to Zero Variance --->

DU			Original Appropriation	FTP	FY 21 Salary	FY 21 Health Ben	FY 21 Var Ben	FY 2021 Total	FY 22 Chg Health Bens	FY 22 Chg Var Bens	Total Benefit Change
3.00		**FY 2021 ORIGINAL APPROPRIATION**	**860,300**	**10.75**	**603,301**	**129,298**	**127,702**	**860,300**			
		Rounded Appropriation		**10.75**	**603,300**	**129,300**	**127,700**	**860,300**			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	**0**			
4.31		Supplemental		0.00	0	0	0	**0**			0
5.00		**FY 2021 TOTAL APPROPRIATION**		**10.75**	**603,300**	**129,300**	**127,700**	**860,300**			
		Expenditure Adjustments:									

FORM B6: WAGE & SALARY RECONCILIATION

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 2021 ESTIMATED EXPENDITURES**		**10.75**	**603,300**	**129,300**	**127,700**	**860,300**			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51	Base Reduction		0.00	0	0	0	0			0
			FTP	**FY 22 Salary**	**FY22 Health Ben**	**FY 22 Var Ben**	**FY 2022 Total**			
9.00	**FY 2022 BASE**		**10.75**	**603,300**	**129,300**	**127,700**	**860,300**			
10.11	Change in Health Benefit Costs				**13,800**		13,800			
10.12	Change in Variable Benefits Costs					**5,000**	5,000			
							0			
	Subtotal CEC Base:	Indicator Code	10.75	603,300	143,100	132,700	879,100			
10.51	Annualization			0	0	0	**0**			
10.61	CEC for Permanent Positions	1.00%		6,000		1,300	**7,300**			
10.62	CEC for Group Positions	1.00%		0		0	**0**			
10.63	CEC for Elected Officials & Commissioners			0		0	**0**			
11.00	**FY 2022 PROGRAM MAINTENANCE**		**10.75**	**609,300**	**143,100**	**134,000**	**886,400**			
	Line Items:									
12.01							**0**			
12.02							**0**			
12.03							**0**			
13.00	**FY 2022 TOTAL REQUEST**		**10.75**	**609,300**	**143,100**	**134,000**	**886,400**			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Commerce	Agency Number:	220
Function/Division:	Department of Commerce	Function/Activity Number:	
Activity/Program:	Commerce	Budget Unit:	CDAA
		Fiscal Year:	2022
Original Request Date:	8/28/2020	Fund Name: Federal Grant	Fund Number: 0348-00
Revision Date:		Revision #:	Budget Submission Page # 24 of 29

PCN	CLASS CODE		DESCRIPTION	Indicator Code	FTP	FY 2021 SALARY	FY 2021 HEALTH BENEFITS	FY 2021 VAR BENEFITS	FY 2021 TOTAL	FY 2022 CHG HEALTH BENEFITS	FY 2022 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
			Totals from Wage and Salary Report (WSR):									
			Permanent Positions	1	3.00	209,331	34,950	44,410	**288,691**	3,840	1,821	5,661
			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		**3.00**	**209,331**	**34,950**	**44,410**	**288,691**	**3,840**	**1,821**	**5,661**
			FY 2021 ORIGINAL APPROPRIATION	**415,700**	**4.00**	**301,426**	**50,326**	**63,948**	**415,700**			
			Unadjusted Over or (Under) Funded:	Est Difference	**1.00**	**92,095**	**15,376**	**19,538**	**127,009**	Calculated overfunding is 30.6% of Original Appropriation		
			Adjustments to Wage & Salary:									
			Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	**Adjustment Description / Position Title**									
4002	05248	R1	Community Development Specialist	1	1.00	43,000	11,650	9,122	**63,772**	1,280	374	1,654
					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	4.00	252,331	46,600	53,532	352,463	5,120	2,195	7,315
			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		**4.00**	**252,331**	**46,600**	**53,532**	**352,463**	**5,120**	**2,195**	**7,315**
			Adjusted Over or (Under) Funding:	Orig. Approp	0.00	**45,300**	**8,400**	**9,600**	**63,300**	Calculated overfunding is 15.2% of Original Appropriation		
				Est. Expend	0.00	**45,300**	**8,400**	**9,600**	**63,300**	Calculated overfunding is 15.2% of Estimated Expenditures		
				Base	0.00	**45,300**	**8,400**	**9,600**	**63,300**	Calculated overfunding is 15.2% of the Base		

Personnel Cost Reconciliation - Relation to Zero Variance --->

DU			Original Appropriation	FTP	FY 21 Salary	FY 21 Health Ben	FY 21 Var Ben	FY 2021 Total	FY 22 Chg Health Bens	FY 22 Chg Var Bens	Total Benefit Change
3.00		**FY 2021 ORIGINAL APPROPRIATION**	**415,700**	**4.00**	**297,603**	**54,961**	**63,136**	**415,700**			
		Rounded Appropriation		**4.00**	**297,600**	**55,000**	**63,100**	**415,700**			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		**FY 2021 TOTAL APPROPRIATION**		**4.00**	**297,600**	**55,000**	**63,100**	**415,700**			
		Expenditure Adjustments:									
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 2021 ESTIMATED EXPENDITURES**		**4.00**	**297,600**	**55,000**	**63,100**	**415,700**			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0

FORM B6: WAGE & SALARY RECONCILIATION

8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 22 Salary	FY22 Health Ben	FY 22 Var Ben	FY 2022 Total			
9.00		**FY 2022 BASE**		**4.00**	**297,600**	**55,000**	**63,100**	**415,700**			
10.11		Change in Health Benefit Costs				**5,100**		5,100			
10.12		Change in Variable Benefits Costs					**2,200**	2,200			
								0			
		Subtotal CEC Base:	Indicator Code	4.00	297,600	60,100	65,300	423,000			
10.51		Annualization			0	0	0	**0**			
10.61		CEC for Permanent Positions	1.00%		3,000		700	**3,700**			
10.62		CEC for Group Positions	1.00%		0		0	**0**			
10.63		CEC for Elected Officials & Commissioners			0		0	**0**			
11.00		**FY 2022 PROGRAM MAINTENANCE**		**4.00**	**300,600**	**60,100**	**66,000**	**426,700**			
		Line Items:									
12.01								**0**			
12.02								**0**			
12.03								**0**			
13.00		**FY 2022 TOTAL REQUEST**		**4.00**	**300,600**	**60,100**	**66,000**	**426,700**			

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

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Commerce		
Division/Bureau:			
Prepared By:	Valinda Torres	**E-mail Address:**	valinda.torres@commerce.idaho.gov
Telephone Number:	208.287.0773	**Fax Number:**	208.334.2631
DFM Analyst:	David Hahn	**LSO/BPA Analyst:**	Ketih Bybee
Date Prepared:	8/13/2019	**For Fiscal Year:**	**2022**

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

Facility Name:	Administrative Office - Joe R. Williams Bldg - 2nd Floor				
City:	Boise	**County:**	Ada		
Street Address:	700 W State Street			**Zip Code:**	83702
Facility Ownership: (could be private or state-owned, use "X"	**Private Lease (use "X" to mark):**		**State Owned (use "X" to mark):** X	**Lease Expires:**	n/a

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 space for the Department of Commerce - There are currently 2 divisions housed in this office: 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 of Commerce

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 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Use "X" to mark the year facility would be surplused.	43	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 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
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 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
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 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Facility Cost/Yr:	$139,465.90	$139,465.90	$139,465.90	$143,649.88	$143,649.88	$143,649.88

IMPORTANT NOTES:

1. **Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.**
2. **Upon completion, please send to Melissa Broome at the Division of Public Works via email to Melissa.Broome@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:

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

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Commerce		
Division/Bureau:			
Prepared By:	Valinda Torres	**E-mail Address:**	valinda.torres@commerce.idaho.gov
Telephone Number:	208.287.0773	**Fax Number:**	208.334.2631
DFM Analyst:	David Hahn	**LSO/BPA Analyst:**	Keith Bybee
Date Prepared:	8/28/2020	**For Fiscal Year:**	**2022**

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

Facility Name:	Administrative Offices - Joe R. Williams Bldg - 2nd Floor					
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:**	n/a

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any

Storage area for the Department of Commerce

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
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

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
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.

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
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

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Facility Cost/Yr:	$12,438.00	$12,438.00	$12,811.14	$12,811.14	$12,811.14	$12,811.14

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
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

AGENCY NAME:				Department of Commerce				
FACILITY INFORMATION SUMMARY FOR FISCAL YR				2022	BUDGET REQUEST		Include this summary w/ budget request.	
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTPs, Temps and Comments
700 W. State	2022	request	12,854	$ 11.18	$ 143,708	0	-	
Boise ID 83702	2021	estimate	12,854	$ 10.85	$ 139,466	0	-	
	2020	actual	12,854	$ 10.85	$ 139,466	0	-	
Office: 12854 Sq Ft @ $8.98	Change (request vs actual)		0	#NAME?	4,242	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
700 W. State	2022	request	2,073	$ 6.18	$ 12,811	0	-	
Boise ID 83702	2021	estimate	2,073	$ 6.00	$ 12,438	0	-	
	2020	actual	2,073	$ 6.00	$ 12,438	0	-	
Office: 12854 Sq Ft @ $8.98	Change (request vs actual)		0	$ -	373	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
TOTAL (PAGE _____)	2022	request	14,927	$ 11.18	$ 156,519	0	-	
	2021	estimate	14,927	$ 10.85	$ 151,904	0	-	
	2020	actual	14,927	$ 10.85	$ 151,904	0	-	
	Change (request vs actual)		0	$ -	4,615	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
TOTAL (ALL PAGES)	2022	request			$ -			
	2021	estimate			$ -			
	2020	actual			$ -			
	Change (request vs actual)				0			
	Change (estimate vs actual)				0			

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

Reporting Agency/Department: Department of Commerce
Contact Person/Title: Valinda Torres / Financial Specialist Sr
1

STARS Agency Code: 220
Contact Phone Number: 208.287.0773

Fiscal Year: 2022
Contact Email: valinda.torres@commerce.idaho.gov

CFDA#/Cooperative Agreement # /Identifing #	Grant Type	Federal Granting Agency	Grant title	Description	Date of Expiration - If Known	Total Grant Amount	Pass Through Federal Money From Other State Agency	FY 2020 Available Funds	FY 2020 Actual Expenditures	FY 2021 Estimated Available Funds	FY 2022 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE or MOU (67-1917(1)(d)requirements? [Y] Yes or [N] No If Yes answer question 2.	Known Reductions; Plan for 10% or More Reduction	Will this Grant be reduced by 50% or more from the previous years funding? [Y] Yes or [N] No If yes then answer question 3.
14.228/B-11-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,927,092.00	N	2,000	2,000	0	0	Y	N	Award fewer grants to rural communities	N
14.228/B-13-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,742,858.00	N	247,100	238,600	8,500	4,300	Y	N	Award fewer grants to rural communities	N
14.228/B-14-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,836,408.00	N	30,600	17,000	13,600	6,800	Y	N	Award fewer grants to rural communities	N
14.228/B-15-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,822,995.00	N	467,300	389,300	78,000	39,000	Y	N	Award fewer grants to rural communities	N
14.228/B-16-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,561,311.00	N	1,914,300	1,684,700	229,600	115,000	Y	N	Award fewer grants to rural communities	N
14.228/B-17-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,461,397.00	N	4,354,300	2,511,300	1,843,000	129,000	Y	N	Award fewer grants to rural communities	N
14.228/B-18-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	8,213,561.00	N	7,317,000	3,707,200	3,609,800	2,165,900	Y	N	Award fewer grants to rural communities	N
14.228/B-19-DC-16-0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	8,156,250.00	N	8,156,300	1,162,600	6,993,700	4,615,900	Y	N	Award fewer grants to rural communities	N
SBAHQ-18-IT-005	Competitive	SBA	State Trade Expansion Program	Assist Idaho small businesses with increasing their exports	9/29/2021 extended due to CARES ACT	600,000.00	N	341,900	267,800	113,800	0	Y	N	Assist fewer businesses with exporting & award fewer grants	N
SBAHQ-19-IT-008	Competitive	SBA	State Trade Expansion Program	Assist Idaho small businesses with increasing their exports	9/29/2021	400,000.00	N	400,000	0	400,000	400,000	Y	N	Assist fewer businesses with exporting & award fewer grants	N
Total								23,230,800	9,980,500	13,290,000	7,475,900				

Total FY 2020 All Funds Appropriation (DU 1.00)	$42,419,000
Federal Funds as Percentage of Funds	54.77%

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