

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: STEM Action Center

Request for Fiscal Year : 2022

Division: _____

Agency Number: 179

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

Page: _____ of _____

The Idaho Science, Technology, Engineering, and Math (STEM) Action Center (AC) was legislated into the Office of the Governor on July 1, 2015, to promote the expansion of student, educator, community, and industry engagement in STEM activities. The mandated requirements and objectives of STEM AC include: 1) coordination of state-level STEM-related activities; 2) promotion of STEM through best practices in education; 3) support of high-quality professional development and grants for educators; 4) facilitation of STEM-related competitions, fairs, camps, and student programs; and 5) engagement of private industry in the development, implementation, and sustainability of STEM AC programs [Section 67-823, Idaho Code]. It is the mission of STEM AC, as directed by legislation, to engineer innovative opportunities for educators, students, communities, and industry to build a competitive Idaho workforce and economy through STEM and Computer Science (CS) education. These statewide efforts will produce a competitive STEM-ready workforce with the skills needed to ensure Idaho's long-term economic prosperity. STEM AC seeks to coordinate with other agencies to promote the advancement of STEM+CS, including the Office of the State Board of Education, the State Department of Education, Career & Technical Education, the Departments of Labor and Commerce, the Workforce Development Council, the Idaho Commission for Libraries, and the Department of Health & Welfare, as well as districts, schools, educators, students and their parents, and the community at large, including after-school STEM programs. These partnerships increase STEM AC's reach, allowing it to provide unique opportunities and grants that focus on kindergarten-through-career opportunities for Idahoans. STEM AC also works closely with Idaho businesses and industries to create partnerships through mentorships, externships, awareness events, sponsorship opportunities, and public-private partnerships. Career fairs and community STEM events allow students and communities to interact with industry professionals and provide real-world experiences to encourage students to pursue higher level STEM coursework and/or STEM careers. Ultimately, the goal is to create a sustainable STEM+CS pipeline where students enter the STEM workforce with the skills that are required for personal success, and where Idaho's long-term economic prosperity is realized. Additionally, STEM AC has opportunities that allow financial contributions from industry, grants, and other potential sources to accomplish the goals as outlined in Section 67-823, Idaho Code.

Idaho STEM ACTION CENTER Organizational Chart



FY 2022 Agency Budget - Request

Line Item Report

Agency: 179 STEM Action Center

Decision Unit	Priority	Agency Request		
		FTP	General	Total
STEM				
12.01 Fund Shift for Research Analyst	0	0.00	0	(75,000)
12.02 Eliminate Miscellaneous Revenue Agreements	0	0.00	0	(100,000)
		0.00	0	(175,000)

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
SIGNIFICANT ASSUMPTIONS										
0001	GENERAL FUND	GENERAL FUND	1							
					Provide Details for any Significant Assumptions Listed					
0240	STEM EDUCATION FUND	STEM EDUCATION FUND	2		To ensure funding for programming, STEM AC started charging for professional development trainings in FY 2020 that had been free in prior years. These trainings are coded to revenue subobject 1540. FY 2021 and FY 2022 revenue is estimated to be lower because STEM AC is offering fewer trainings due to COVID-19, less operating cash than in previous years, and reduced fees for PD registration.					\$0
0240	STEM EDUCATION FUND	STEM EDUCATION FUND	3		Fiscal coding for federal funding started being used in FY 2020 for more accurate tracking of revenues from federal sources. INL funds are now considered federal funds and will be coded to revenue subobject 2030 starting in FY 2021.					\$0
0240	STEM EDUCATION FUND	STEM EDUCATION FUND	4		State contributions decreased while miscellaneous revenue increased due to changes in fiscal coding to ensure consistency and accuracy.					\$0
0349	STEM EDUCATION FUND	STEM EDUCATION FUND	5		Miscellaneous revenue is estimated to decrease in part to changes in fiscal coding (see Significant Assumption Numbers 3 and 4), but also due to less reliance on personal and industry donations due to economic restrictions brought on by COVID-19 (STEM AC estimates \$1,000,000 revenue from all sources in FY 2021 and FY 2022).					\$0
0349	MISCELLANEOUS REVENUE AGREEMENTS	MISCELLANEOUS REVENUE AGREEMENTS	6		Except for in rare circumstances, all revenues will be recorded to the STEM Education Fund (0240). STEM AC plans to phase out fund 0349.					\$0
0001	GENERAL FUND	GENERAL FUND	7		Two one-time grants (CFAC and NSF) were awarded on a reimbursable basis and will be reimbursed in FY 2021 (CFAC is a prior year reimbursement which will record as FY 2021 revenue).					\$125,174
0345	STEM CARES FUND	STEM CARES FUND	8		The GEER grant will be awarded on a reimbursable basis in FY 2021.					\$98,250

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2022

Agency/Department: STEM Action Center

Agency Number: 179

Original Request Date: August 28, 2020

or Revision Request Date: _____

Page ____ of ____

Sources and Uses:

FUND NAME:	STEM Education Fund	FUND CODE:	0240	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance				1,013,278	238,229	560,470	655,906	(1,346,694)
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				1,013,278	238,229	560,470	655,906	(1,346,694)
4. Revenues (from Form B-11)				750,450	1,321,750	1,796,112	1,000,000	1,000,000
5. Non-Revenue Receipts and Other Adjustments			Suspense, borrowing limit	0	18,750	0	0	0
6. Statutory Transfers in:			Fund or Reference:	0	2,000,000	1,000,000	0	0
7. Operating Transfers in:			Fund or Reference:	0	0	0	0	0
8. Total Available for Year				1,763,727	3,578,728	3,356,582	1,655,906	(346,694)
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	17,730	1,020	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				2,000,300	2,000,700	2,006,200	3,002,600	2,929,900
14. Prior Year Reappropriations, Supplementals, Rescissions				0	1,000,000	999,800	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions and Continuous Appropriations				(474,801)	(171)	(306,345)	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				1,525,499	3,000,529	2,699,655	3,002,600	2,929,900
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				1,525,499	3,000,529	2,699,655	3,002,600	2,929,900
20. Ending Cash Balance				238,229	560,470	655,906	(1,346,694)	(3,276,594)
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				238,229	560,470	655,906	(1,346,694)	(3,276,594)
24a. Investments Direct by Agency (GL 1203)				0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments				238,229	560,470	655,906	(1,346,694)	(3,276,594)
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: STEM Action Center

Agency Number: 179

Original Request Date: August 28, 2020

or Revision Request Date: _____

Page _____ of _____

Sources and Uses: _____

FUND NAME:	Miscellaneous Revenue Agreements	FUND CODE:	0349	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance				10,137	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				10,137	0	0	0	0
4. Revenues (from Form B-11)				97	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				10,234	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				100,000	100,000	100,000	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				(89,766)	(100,000)	(100,000)	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				10,234	0	0	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				10,234	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)				0	0	0	0	0

*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: 179 - STEM Action Center

Function: 01 - STEM

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
FY 2020 Total Appropriation								
1.00								
0001-00	General	5.00	501,200	2,061,400	0	0	0	2,562,600
0128-00	Dedicated	0.00	0	0	0	0	0	0
0240-00	Dedicated	1.00	71,700	2,929,300	5,000	0	0	3,006,000
0349-00	Other	0.00	0	100,000	0	0	0	100,000
	Total	6.00	572,900	5,090,700	5,000	0	0	5,668,600
1.21	Net Object Transfers							
	This DU represents a net object transfer from OE to PC in fund 0240 during FY20.							
0240-00	Dedicated	0.00	0	(300)	300	0	0	0
	Total	0.00	0	(300)	300	0	0	0
1.51	Gov's Holdback/Bd of Examiner's Reduction							
	This DU represents the 1% General Fund Holdback in FY20.							
0001-00	General	0.00	0	(25,900)	0	0	0	(25,900)
	Total	0.00	0	(25,900)	0	0	0	(25,900)
1.61	Reverted Appropriation Balances							
	This DU represents the reverted appropriation balance from FY20.							
0001-00	General	0.00	(3,100)	0	0	0	0	(3,100)
0240-00	Dedicated	0.00	0	(306,300)	0	0	0	(306,300)
0349-00	Other	0.00	0	(100,000)	0	0	0	(100,000)
	Total	0.00	(3,100)	(406,300)	0	0	0	(409,400)
FY 2020 Actual Expenditures								
0001-00	General	5.00	498,100	2,035,500	0	0	0	2,533,600
0128-00	Dedicated	0.00	0	0	0	0	0	0
0240-00	Dedicated	1.00	71,700	2,622,700	5,300	0	0	2,699,700
0349-00	Other	0.00	0	0	0	0	0	0
	Total	6.00	569,800	4,658,200	5,300	0	0	5,233,300

FY 2022 Agency Budget - Request

Detail Report

Agency: 179 - STEM Action Center

Function: 01 - STEM

			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
FY 2021 Original Appropriation									
3.00									
	0001-00	General	5.00	513,500	2,530,900	0	0	0	3,044,400
	OT 0001-00	General	0.00	0	2,700	0	0	0	2,700
	OT 0128-00	Dedicated	0.00	0	0	0	0	0	0
	0240-00	Dedicated	1.00	72,700	2,929,900	0	0	0	3,002,600
	OT 0240-00	Dedicated	0.00	0	0	0	0	0	0
	0349-00	Other	0.00	0	100,000	0	0	0	100,000
	Total		6.00	586,200	5,563,500	0	0	0	6,149,700
FY 2021 Total Appropriation									
	0001-00	General	5.00	513,500	2,530,900	0	0	0	3,044,400
	OT 0001-00	General	0.00	0	2,700	0	0	0	2,700
	OT 0128-00	Dedicated	0.00	0	0	0	0	0	0
	0240-00	Dedicated	1.00	72,700	2,929,900	0	0	0	3,002,600
	OT 0240-00	Dedicated	0.00	0	0	0	0	0	0
	0349-00	Other	0.00	0	100,000	0	0	0	100,000
	Total		6.00	586,200	5,563,500	0	0	0	6,149,700
Expenditure Adjustments									
6.21 Governor's Holdback									
This DU represents the Governor's Holdback for FY21.									
	OT 0001-00	General	0.00	0	(152,400)	0	0	0	(152,400)
	Total		0.00	0	(152,400)	0	0	0	(152,400)
6.39 FTP or Fund Adjustments									
This DU represents a noncognizable increase to allow GEER funding to be deposited into a new fund for the STEM Action Center's STEM Libraries program.									
	OT 0345-00	Federal	0.00	0	98,300	0	0	0	98,300
	Total		0.00	0	98,300	0	0	0	98,300
FY 2021 Estimated Expenditures									
	0001-00	General	5.00	513,500	2,530,900	0	0	0	3,044,400
	OT 0001-00	General	0.00	0	(149,700)	0	0	0	(149,700)
	OT 0128-00	Dedicated	0.00	0	0	0	0	0	0
	0240-00	Dedicated	1.00	72,700	2,929,900	0	0	0	3,002,600
	OT 0240-00	Dedicated	0.00	0	0	0	0	0	0
	OT 0345-00	Federal	0.00	0	98,300	0	0	0	98,300
	0349-00	Other	0.00	0	100,000	0	0	0	100,000
	Total		6.00	586,200	5,509,400	0	0	0	6,095,600

FY 2022 Agency Budget - Request

Detail Report

Agency: 179 - STEM Action Center

Function: 01 - STEM

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
Base Adjustments								
8.41 Removal of One-Time Expenditures								
OT 0001-00	General	0.00	0	149,700	0	0	0	149,700
OT 0345-00	Federal	0.00	0	(98,300)	0	0	0	(98,300)
	Total	0.00	0	51,400	0	0	0	51,400
8.48 Removal of One-Time Expenditures								
This DU reverses the one-time reduction from DU 6.21.								
0001-00	General	0.00	0	152,400	0	0	0	152,400
	Total	0.00	0	152,400	0	0	0	152,400
FY 2022 Base								
0001-00	General	5.00	513,500	2,683,300	0	0	0	3,196,800
OT 0001-00	General	0.00	0	0	0	0	0	0
OT 0128-00	Dedicated	0.00	0	0	0	0	0	0
0240-00	Dedicated	1.00	72,700	2,929,900	0	0	0	3,002,600
OT 0240-00	Dedicated	0.00	0	0	0	0	0	0
OT 0345-00	Federal	0.00	0	0	0	0	0	0
0349-00	Other	0.00	0	100,000	0	0	0	100,000
	Total	6.00	586,200	5,713,200	0	0	0	6,299,400
Program Maintenance								
10.11 Change in Health Benefit Costs								
0001-00	General	0.00	6,400	0	0	0	0	6,400
0240-00	Dedicated	0.00	1,300	0	0	0	0	1,300
	Total	0.00	7,700	0	0	0	0	7,700
10.12 Change in Variable Benefit Costs								
0001-00	General	0.00	2,500	0	0	0	0	2,500
0240-00	Dedicated	0.00	400	0	0	0	0	400
	Total	0.00	2,900	0	0	0	0	2,900
10.61 Salary Multiplier - Regular Employees								
0001-00	General	0.00	4,600	0	0	0	0	4,600
0240-00	Dedicated	0.00	600	0	0	0	0	600
	Total	0.00	5,200	0	0	0	0	5,200

FY 2022 Agency Budget - Request

Detail Report

Agency: 179 - STEM Action Center

Function: 01 - STEM

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
FY 2022 Total Maintenance							
0001-00 General	5.00	527,000	2,683,300	0	0	0	3,210,300
OT 0001-00 General	0.00	0	0	0	0	0	0
OT 0128-00 Dedicated	0.00	0	0	0	0	0	0
0240-00 Dedicated	1.00	75,000	2,929,900	0	0	0	3,004,900
OT 0240-00 Dedicated	0.00	0	0	0	0	0	0
OT 0345-00 Federal	0.00	0	0	0	0	0	0
0349-00 Other	0.00	0	100,000	0	0	0	100,000
Total	6.00	602,000	5,713,200	0	0	0	6,315,200

Line Items

12.01 Fund Shift for Research Analyst

This DU represents a shift of 1.00 FTP from 0240 to 0001. Funds will move from 0001 PC to cover the cost of the shift and to minimize General Fund impact.

0001-00 General	1.00	75,000	(75,000)	0	0	0	0
0240-00 Dedicated	-1.00	(75,000)	0	0	0	0	(75,000)
Total	0.00	0	(75,000)	0	0	0	(75,000)

12.02 Eliminate Miscellaneous Revenue Agreements Fund 0349

This DU represents a request to eliminate fund 0349 from STEM AC funds.

0349-00 Other	0.00	0	(100,000)	0	0	0	(100,000)
Total	0.00	0	(100,000)	0	0	0	(100,000)

FY 2022 Total

0001-00 General	6.00	602,000	2,608,300	0	0	0	3,210,300
OT 0001-00 General	0.00	0	0	0	0	0	0
OT 0128-00 Dedicated	0.00	0	0	0	0	0	0
0240-00 Dedicated	0.00	0	2,929,900	0	0	0	2,929,900
OT 0240-00 Dedicated	0.00	0	0	0	0	0	0
OT 0345-00 Federal	0.00	0	0	0	0	0	0
0349-00 Other	0.00	0	0	0	0	0	0
Total	6.00	602,000	5,538,200	0	0	0	6,140,200

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: STEM Action Center

Function/Division: _____

Activity/Program: _____

Request for Fiscal Year : 2022

Agency Number: 179

Function/Activity Number: _____

Budget Unit: GVST

Original Request Date: August 28, 2020

Revision Request Date: _____

Page: _____ of _____

Decision Unit Number: 12.01

Descriptive Title: Fund Shift for Research Analyst

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries	50,800	(50,800)			
2. Benefits	24,200	(24,200)			
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$75,000	(\$75,000)			
OPERATING EXPENDITURES by summary object:					
1. 5000 Ongoing Transfer to Personnel Costs	(75,000)				
2.					
3.					
TOTAL OPERATING EXPENDITURES:	(\$75,000)				
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		(\$75,000)			

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

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?

A shift of one FTP from the Dedicated to the General fund is requested to ensure ongoing funding for the STEM AC Research Analyst that was created during the 2018 legislative session. As directed in Idaho Codes §67-823, §33-1633, and §67-4701, STEM AC is expected to conduct research in the following areas:

- a) Implement pilot programs to further STEM education; ensure best practices are implemented; integrate research and document results of that research;
- b) Ensure STEM AC acts as a research and development center for tools and best practice in STEM education coordination and development;
- c) Review and acquire STEM education-related instructional materials and products for: high-quality educator professional development; assessment; data collection; analysis and reporting; and public school instruction;
- d) Support targeted high-quality professional development for improved instruction in K12 STEM education, including: improved instructional materials and resources that are dynamic and engaging for students; targeted instruction for students who traditionally avoid enrolling in STEM courses; introduction of engaging engineering and other STEM programs; use of applied instruction; introduction of other research-based methods that support student achievement in STEM areas; provide an Idaho best practices STEM resource database, including best practices from public education, higher education, informal STEM partners, and other STEM related entities;
- e) Evaluate providers of comprehensive computer science instructional software solutions; provide research, support and guidance on implementing software solutions for computer science courses or programs aligned with the state computer science content standards;
- f) In addition, other specific research metrics are described in the legislation including, but not limited to: the number of educators receiving high-quality STEM professional development; the number of students receiving services from STEM AC; the number of students participating in STEM camps, academies, pilot programs and classroom STEM activities; performance of students participating in a STEM AC program; performance changes linked to usage of the best practices; track and compare the growth of students participating in a STEM AC program; public education high school graduation rates; the number of students taking STEM courses at an institution of public higher education; the number of students who graduate from an Idaho public school and begin a postsecondary education program; the number of students who are performing at grade level in STEM classes.

This position also provides research support for the Idaho STEM School Designation and provides metrics and outcomes data to STEM AC donors and grantors. Securing consistent ongoing funding for this position is critical due to the intensive nature of programmatic data collection performed by STEM AC. The research information gathered is necessary to fulfill legislative intent and for reporting to STEM AC donors and grantors.

a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
Supplemental funds are not being requested.

2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
STEM AC is expected to conduct research items in several areas, as directed in §67-823, §33-1633, and §67-4701, Idaho Code.

3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?
Currently, STEM AC employs a Research Analyst as a full-time employee. Funding for this position is in the dedicated fund as spending authority only; therefore, STEM AC receives no ongoing cash to support this critical position.

4. 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.
STEM AC currently employs a Research Analyst as a full-time employee; therefore, no additional staffing would be needed for this funding request.

b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position
No new resources need to be redirected.

c. **List any additional operating funds and capital items needed and note onetime versus ongoing costs.**
No additional operating funds or capital items need to be redirected.

d. **What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project estimated costs (if so, please attach a copy of the**

This request is in alignment with other state agencies that employ a Research Analyst. This transition to an FTE has eliminated agency reliance on short-term contractors that were utilized in previous fiscal years.

6. **Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new**

This is an one-time request to move one FTP from the STEM Education Fund to the General Fund. This position will be funded through an ongoing transfer of operating expenditures to personnel costs to eliminate any fiscal impact in the General Fund.

7. **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?**

STEM AC has performed both the required research as well as cutting-edge STEM research by utilizing this current position. Research activities are mandated in multiple STEM AC statutes and it is best practice to understand Idaho's return on investment. STEM AC must be able to fully comprehend and articulate the total impact of offerings, as well as the impacts being made longitudinally on the STEM workforce.

In addition, research and data analyses increase STEM AC's ability to be accountable to both Idaho taxpayers and to donors and grantors. To ensure that STEM AC has the required metrics, best practices, and a thorough understanding of all its opportunities, a Research Analyst continues to play a critical role. This team member allows STEM AC to pursue additional grant opportunities because all donor-funded programs require thorough analyses of data, outcomes, and impacts. Without this position, pursuit of these opportunities is simply not possible because there is not a dedicated, on-site individual who can conduct all the mandated internal analyses as well as additional analyses requested by external funders. As the number of external donations to STEM AC increases, so do the reporting requirements to both taxpayers and grantors.

Transparency is what our stakeholders expect. We must deliver on the mandate to make STEM AC a top-notch research agency, and this is only going to be possible with the ongoing funding for a Research Analyst. This position is mission critical.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: STEM Action Center

Function/Division: _____

Activity/Program: _____

Request for Fiscal Year : 2022

Agency Number: 179

Function/Activity Number: _____

Budget Unit: GVST

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

Page: _____ of _____

Decision Unit Number: 12.02 Descriptive Title: Eliminate Miscellaneous Revenue Agreements Fund 0349

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. 5000 Removal of fund 0349		(100,000)			
2.					
3.					
TOTAL OPERATING EXPENDITURES:		(100,000)			
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		(100,000)			

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

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
 STEM AC requests the removal of fund 0349, Miscellaneous Revenue Agreements. This fund was originally set up for STEM AC's fundraising needs, including INDEEDS programming; however, with the establishment of fund 0240, STEM Education Fund, the need for fund 0349 is no longer necessary.

a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
 Supplemental funds are not being requested.

2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
 Establishment of the STEM Education Fund, which negates the need for the Miscellaneous Revenue Agreements Fund, can be found in §67-824, Idaho Code.

3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?
 No staffing or CO is currently in the Base. \$100,000 OE is currently in the Base with spending authority only.

4. 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.
No additional staffing would be needed for this request.

b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position
No new resources need to be redirected.

c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.
No additional operating funds or capital items need to be redirected.

d. What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project estimated costs (if so, please attach a copy of the
Fund 0329 was originally set to have \$100,000 in spending authority, as that was the expected amount to be raised annually in the early years of STEM AC; however, with the establishment of the STEM Education Fund (§67-824, Idaho Code), additional spending authority was allotted, allowing STEM AC to increase fundraising efforts. Fund 0329 is now obsolete and unnecessary.

6. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new
This is a request to remove fund 0349 from the STEM AC Base.

7. 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?
There are no expected impacts from the removal of fund 0349 from the STEM AC Base. STEM AC has adequate spending authority in fund 0240 and no long utilizes fund 0349.

FORM B6: WAGE & SALARY RECONCILIATION

		Rounded Appropriation									
		5.00	375,600	60,200	77,700	513,500					
4.11	Appropriation Adjustments:	0.00	0	0	0	0					
4.31	Reappropriation	0.00	0	0	0	0					
	Supplemental	5.00	375,600	60,200	77,700	513,500					
5.00	FY 2021 TOTAL APPROPRIATION										
6.31	Expenditure Adjustments:	0.00	0	0	0	0					
6.51	FTP or Fund Adjustment	0.00	0	0	0	0					
7.00	Transfer Between Programs	5.00	375,600	60,200	77,700	513,500					
	FY 2021 ESTIMATED EXPENDITURES										
8.31	Base Adjustments:	0.00	0	0	0	0					
8.41	Transfer Between Programs	0.00	0	0	0	0					
8.51	Removal of One-Time Expenditures	0.00	0	0	0	0					
	Base Reduction										
9.00	FY 2022 BASE	5.00	375,600	60,200	77,700	513,500					
10.11	Change in Health Benefit Costs			6,400	2,500	6,400					
10.12	Change in Variable Benefits Costs				2,500	2,500					
	Subtotal CEC Base:	5.00	375,600	66,600	80,200	522,400					
10.51	Annualization		0	0	0	0					
10.61	CEC for Permanent Positions		3,800	0	800	4,600					
10.62	CEC for Group Positions		0	0	0	0					
10.63	CEC for Elected Officials & Commissioners		0	0	0	0					
11.00	FY 2022 PROGRAM MAINTENANCE	5.00	379,400	66,600	81,000	527,000					
	Line Items:										
12.01	Move Research Analyst from 0240 to 0001	1.00	50,800	13,300	10,900	75,000					
12.02						0					
12.03						0					
13.00	FY 2022 TOTAL REQUEST	6.00	430,200	79,900	91,900	602,000					

FORM BG: WAGE & SALARY RECONCILIATION

Line Item	Description	Rounded Appropriation					FY 2022 Total
		FY 2021	FY 2022	FY 22 Health Ben	FY 22 Var Ben	FY 2022 Total	
4.11	Appropriation Adjustments:						
4.31	Reappropriation Supplemental	0.00	0	0	0	0	0
5.00	FY 2021 TOTAL APPROPRIATION	1.00	50,300	12,000	10,400	72,700	
6.31	Expenditure Adjustments:						
6.51	FTP or Fund Adjustment	0.00	0	0	0	0	0
7.00	Transfer Between Programs	0.00	0	0	0	0	0
8.31	Base Adjustments:	1.00	50,300	12,000	10,400	72,700	
8.41	Transfer Between Programs	0.00	0	0	0	0	0
8.51	Removal of One-Time Expenditures	0.00	0	0	0	0	0
	Base Reduction	0.00	0	0	0	0	0
	FY 2021 ESTIMATED EXPENDITURES	1.00	50,300	12,000	10,400	72,700	
9.00	FY 2022 BASE						
10.11	Change in Health Benefit Costs	1.00	50,300	12,000	10,400	72,700	
10.12	Change in Variable Benefits Costs						
	Subtotal CEC Base:						
	Annualization	1.00	50,300	13,300	10,800	74,400	
	CEC for Permanent Positions		500		100	600	
	CEC for Group Positions		0		0	0	
	CEC for Elected Officials & Commissioners		0		0	0	
	FY 2022 PROGRAM MAINTENANCE						
	Line Items:						
	Move Research Analyst from 0240 to 0001		(1,000)	(50,800)	(13,300)	(10,900)	(75,000)
12.01							
12.02							
12.03							
13.00	FY 2022 TOTAL REQUEST	0.00	0	0	0	0	0

FORM B7 - ONE-TIME OPERATING EXPENDITURES & ONE-TIME CAPITAL OUTLAY SUMMARY

Agency/Department: STEM Action Center Program (# applicable): Original Request Date: 8/28/20	Request for Fiscal Year: 2022 Agency Number: 179 Function/Activity Number: Revision Request Date: Page: _____ of _____
------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

Governor's Recommendation
This section to be completed by PRM only.

Priority	Program	FY	Fund	Sub-object	Department	Mission	Date Acquired	Quantity in Stock	Request Quantity	Request Unit Cost	Request Total Cost	Gov's Rec Total	Gov's Rec Quantity	Gov's Rec Unit Cost	Governor's Recommendation
Grand Total by Program												\$0		\$0	
	01							0	0		0	0			0
	02							0	0		0	0			0
	03							0	0		0	0			0
	04							0	0		0	0			0
Grand Total by Decision Unit												\$0		\$0	
Grand Total by Fund Source												\$0		\$0	
Grand Total by Category												\$0		\$0	

1. How does this request conform with the agency's individual IT plan? Has your IT plan been approved by the Office of Information Technology Services (ITS)? Does the request align with the state's IT plan and all other state standards? Attach any supporting documents about this request that you got from ITS or the Idaho Technology Authority.

The STEM Action Center (STEM AC) does not have an individual agency IT plan; however, STEM AC solely utilizes the services of and conforms to the requirements set forth by the Office of Information Technology Services.

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

AGENCY INFORMATION

AGENCY NAME:	STEM Action Center	Division/Bureau:	
Prepared By:	Sondra Chadd	E-mail Address:	sondra.chadd@stem.idaho.gov
Telephone Number:	208-332-1721	Fax Number:	208-332-0306
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Janet Jessup
Date Prepared:	8/19/2020	For Fiscal Year:	2021

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

Facility Name:	Hoff Building					
City:	Boise	County:	Ada			
Street Address:	802 W Bannock St, Ste 900			Zip Code:	83702	
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:	8/31/2021

FUNCTION/USE OF FACILITY

Administrative use, staff offices, meeting rooms, parking, storage

COMMENTS

Costs include office space, parking spaces, and storage.

WORK AREAS

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Number of Work Areas:	9	9	9	9	9	9
Full-Time Equivalent Positions:	6	6	6	6	6	6
Temp. Employees, Contractors, Auditors, etc.:	5	5	5	5	5	5

SQUARE FEET

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Square Feet:	4203	4203	4203	4203	4203	4203

FACILITY COST

(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:	\$99,859.99	\$95,708.98	\$98,238.34	\$100,843.46	\$103,526.76	\$106,632.56

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
	<input type="checkbox"/>					

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Assistant at the Division of Public Works via email to Melissa.Broome@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.

2. 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.

3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

--

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

Reporting Agency/Department: STEM Action Center
Contact Person/Title: Sandra Chadd, Financial Officer

STARS Agency Code: 179
Contact Phone Number: 332-1721

Fiscal Year: 2022
Contact Email: sandra.chadd@stemaction.org

CDMA/Cooperative Agreement # / Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Date of Expiration - If Applicable	Fiscal 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 Approve (Y) Yearly or (C) Continuous	Knows or Must (Y) Know (N) or (C) Not Know (N) for 10% or More Reduction	Known Reductions: Will this grant be reduced by 50% or more from the previous year's funding? (Y) Yes or (N) No. If yes then answer question 3.
N/A	N/A	Idaho National Laboratory	Donations	Donations for various programs	N/A	\$ 318,595.00	N/A	\$318,595.00	\$318,595.00	\$200,000.00	\$200,000.00	Y	N	None known
N/A	N/A	Idaho National Laboratory	Grants to States to Support Oral Health Workforce Activities	Oral health education to be included in STEM professional development training and at local community STEM family nights.	6/30/2024	\$ 13,500.00	Department of Health & Welfare	\$13,500.00	\$13,500.00	\$15,000.00	\$15,000.00	Y	N	None known
PO 749822	C	US Army	Outreach Program (COBERMIS/SON)	Provide strategic outreach support to AEP	6/30/2021	\$ 49,748.00	Idaho State Department of Education	\$49,748.00	\$17,830.00	\$31,918.00	\$0.00	Y	Y	None known
84.424A	F	US Department of Education	Student Support and Academic Enrichment Program	SDE SUPPORT for 2013 STEM Professional Development Institutes	6/30/2021	\$ 57,600.00	Idaho State Department of Education	\$0.00	\$0.00	\$57,600.00	\$0.00	Y	N	None known
N/A	B	US Department of Education	The Coronavirus Aid, Relief, and Economic Security (CARES) Grant	CFAC funding (COVID-19 response reimbursement)	N/A	\$ 25,674.00	Idaho State Controller's Office	\$25,674.00	\$25,674.00	\$0.00	\$0.00	Y	N	None known
N/A	B	US Department of Education	The Coronavirus Aid, Relief, and Economic Security (CARES) Grant	Governor's Emergency Education Relief Fund (STEM Libraries) ecosystem development and STEM education strategic planning	N/A	\$ 98,250.00	Idaho Office of the State Board of Education	\$0.00	\$0.00	\$98,250.00	\$98,250.00	Y	Y	None known
47 076	C	National Science Foundation	INCLUES Planning 8	education strategic planning	4/30/2021	\$ 99,500.00	N/A	\$0.00	\$0.00	\$99,500.00	\$0.00	Y	N	None known
Total FY 2020 All Funds Appropriation (DU 1.00)						\$4,693,300		\$407,517.00	\$374,599.00	\$502,268.00	\$313,250.00			
						8.08%								

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

2. Identify below for each grant any obligations, agreements, joint exercise of powers agreements, maintenance of efforts agreements, memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements.

CDMA/Cooperative Agreement # / Identifying #	Agreement Type	Explanation of agreement including dollar amounts.
PO 749822	Contract and Contract Amendment	From two professional development webinars per year focused on oral health education (\$11,500) and award five committees with Family and Career STEM Management Grant (\$2,500)
84.424A	Vendor Service Agreement	for the purchase of research efforts to support COBERMIS/SON student program \$49,748.00
47 076	Award Notice	High Professional Development webinars and train workshops activities \$57,600
N/A (CAES-GEREF)	Proposal	Completed a needs assessment, needs analysis, and design Idaho STEM Ecosystem; \$99,500
N/A (CAES-GEREF)	Proposal	Provide additional wages and curriculum (\$11,350), materials for STEM libraries (\$12,000), and STEM library management (\$15,000)

3. Provide a plan for each grant if notice of a reduction in federal funding of 50% or more from the previous year's funding to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources.

CDMA/Cooperative Agreement # / Identifying #	Plan for reduction or elimination of services.
N/A (NLI)	No reduction known, would reduce programming if funds are reduced.
PO 749822	No reduction known, would reduce programming if funds are reduced. End date of 6/30/2021 at which point program would end.
84.424A	No reduction known, would reduce programming if funds are reduced. Grant was reimbursable and ended when funds were reimbursed.
N/A (CAES-GEREF)	Program will end when funds run out (planned for the end of calendar year 2020).
N/A (CAES-GEREF)	End date of 6/30/2021 at which point program would end.