Agency Summary And Certification

322 -- Endowment Fund Investment Bd

Original Submission ___ or Rev No. ___ **FY2022 Request** Page ____ of ____ 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 : 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
Endowment Investments	744,300	683,700	754,800	754,800	836,500
Total	744,300	683,700	754,800	754,800	836,500

By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0482-00 Land Improvements	663,400	609,300	671,600	671,600	752,000
O 0349-00 Miscellaneous Revenue	80,900	74,400	83,200	83,200	84,500
Total	744,300	683,700	754,800	754,800	836,500

By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	545,800	538,200	555,400	555,400	635,700
Operating Expenditures	196,500	141,300	197,400	197,400	198,800
Capital Outlay	2,000	4,200	2,000	2,000	2,000
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	744,300	683,700	754,800	754,800	836,500
FTP Total	4.00	4.00	4.00	4.00	4.00

FORM B3: DIVISION DESCRIPTIONS

Agency/Department:	Endowment Fund Investment Board	**Request for Fiscal Year :**	2022
Division:		Agency Number:	322

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

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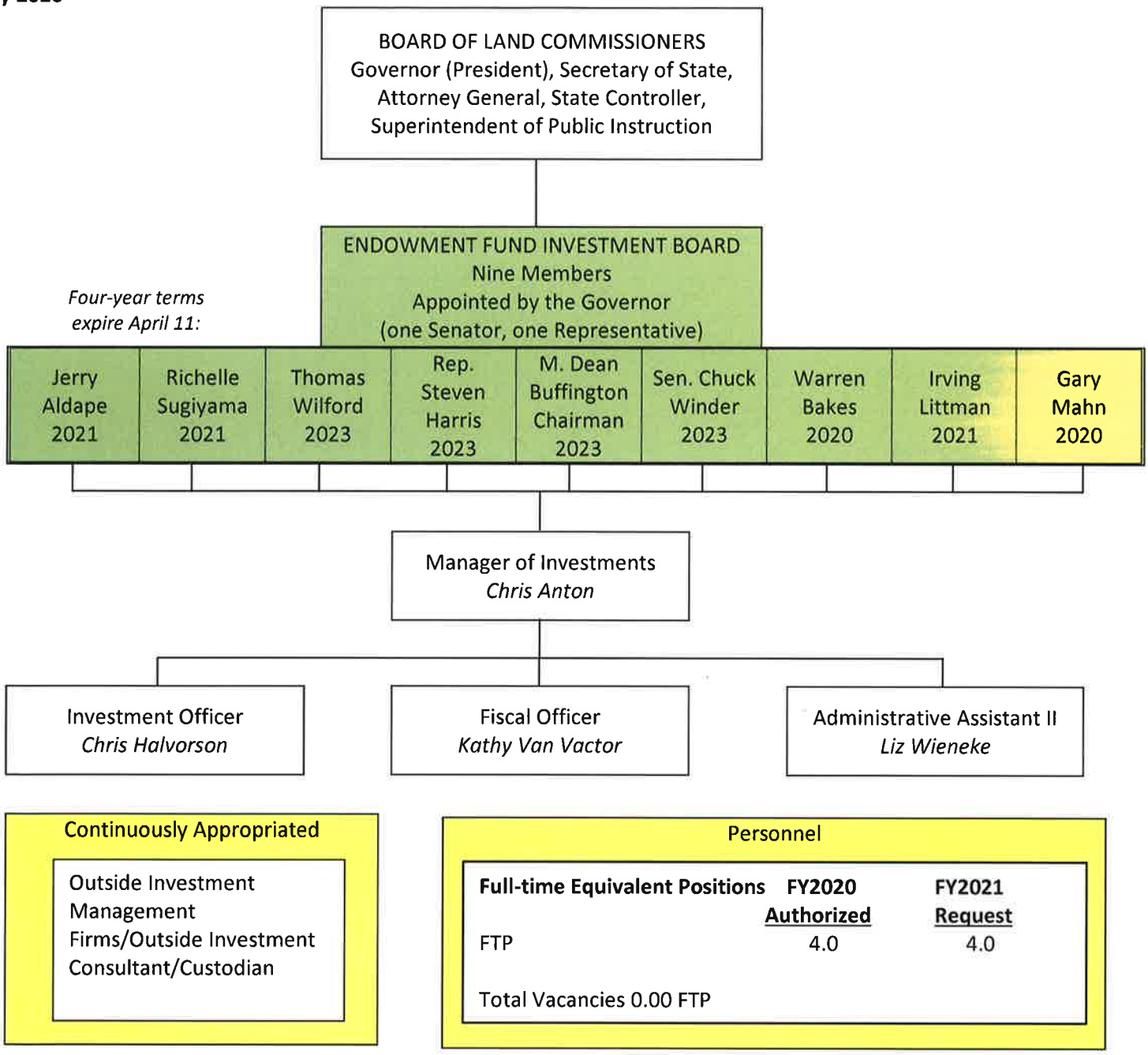
The Endowment Fund Investment Board ("EFIB") was created by the 1969 Idaho Legislature after passage of an amendment to the Constitution of the State of Idaho Article IX by Idaho voters. The EFIB was charged with the administration and investment management responsibilities for the State of Idaho Land Grant Endowment Fund according to policies established by the Idaho State Board of Land Commissioners. In addition, EFIB provides investment management services for funds associated with other state agencies including the State Insurance Fund, Idaho Department of Environmental Quality, Idaho Department of Fish and Game, Idaho State Parks & Recreation and the Idaho Department of Lands.

Endowment Fund Investment Board

Organizational Chart
July 2020



Continuously Appropriated

Outside Investment Management Firms/Outside Investment Consultant/Custodian

Personnel

Full-time Equivalent Positions	**FY2020 Authorized**	**FY2021 Request**
FTP	4.0	4.0

Total Vacancies 0.00 FTP

DU Category: 12.01

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Agency: 322 - Endowment Fund Investment Bd							
Function: 01 - Endowment Investments							**Analyst: Matthew Reiber**
12.01 Increase in salary for the Manager of Investments position							
This is a request to increase the salary for the Manager of Investments to bring it into line with industry standards.							
0482-00 Dedicated	0.00	66,200	0	0	0	0	66,200
Total	**0.00**	**66,200**	**0**	**0**	**0**	**0**	**66,200**

Report Totals

All Funds							
Ongoing	0.00	66,200	0	0	0	0	66,200
Total	**0.00**	**66,200**	**0**	**0**	**0**	**0**	**66,200**

DU Category: 12.91

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total

Agency: 322 - Endowment Fund Investment Bd

Function: 01 - Endowment Investments

Analyst: Matthew Reiber

12.91 Budget Law Exemptions/Other Adjustments

EFIB requests a continuous appropriation for consulting services, outside investment manager fees, bank custodian fees and other related costs. These costs vary each month, based on the value of the portfolio.

0482-00	Dedicated	0.00	0	0	0	0	0	0
0349-00	Other	0.00	0	0	0	0	0	0
	Total	**0.00**	**0**	**0**	**0**	**0**	**0**	**0**

Report Totals

All Funds

Ongoing	0.00	0	0	0	0	0	0
Total	**0.00**	**0**	**0**	**0**	**0**	**0**	**0**

FY 2022 Agency Budget - Request

Detail Report

Agency: 322 - Endowment Fund Investment Bd

Function: 01 - Endowment Investments

			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2020 Total Appropriation									
1.00									
	0482-00	Dedicated	3.15	478,200	183,200	2,000	0	0	663,400
	0349-00	Other	0.85	67,600	13,300	0	0	0	80,900
		Total	**4.00**	**545,800**	**196,500**	**2,000**	**0**	**0**	**744,300**
1.21 Net Object Transfers									
	0482-00	Dedicated	0.00	0	(2,500)	2,500	0	0	0
		Total	**0.00**	**0**	**(2,500)**	**2,500**	**0**	**0**	**0**
1.61 Reverted Appropriation Balances									
	0482-00	Dedicated	0.00	(4,800)	(49,000)	(300)	0	0	(54,100)
	0349-00	Other	0.00	(2,800)	(3,700)	0	0	0	(6,500)
		Total	**0.00**	**(7,600)**	**(52,700)**	**(300)**	**0**	**0**	**(60,600)**
FY 2020 Actual Expenditures									
	0482-00	Dedicated	3.15	473,400	131,700	4,200	0	0	609,300
	0349-00	Other	0.85	64,800	9,600	0	0	0	74,400
		Total	**4.00**	**538,200**	**141,300**	**4,200**	**0**	**0**	**683,700**
FY 2021 Original Appropriation									
3.00									
	0482-00	Dedicated	3.15	486,800	182,600	0	0	0	669,400
OT	0482-00	Dedicated	0.00	0	200	2,000	0	0	2,200
	0349-00	Other	0.85	68,600	13,500	0	0	0	82,100
OT	0349-00	Other	0.00	0	1,100	0	0	0	1,100
		Total	**4.00**	**555,400**	**197,400**	**2,000**	**0**	**0**	**754,800**
FY 2021 Total Appropriation									
	0482-00	Dedicated	3.15	486,800	182,600	0	0	0	669,400
OT	0482-00	Dedicated	0.00	0	200	2,000	0	0	2,200
	0349-00	Other	0.85	68,600	13,500	0	0	0	82,100
OT	0349-00	Other	0.00	0	1,100	0	0	0	1,100
		Total	**4.00**	**555,400**	**197,400**	**2,000**	**0**	**0**	**754,800**

FY 2022 Agency Budget - Request

Detail Report

Agency: 322 - Endowment Fund Investment Bd

Function: 01 - Endowment Investments

			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2021 Estimated Expenditures									
	0482-00	Dedicated	3.15	486,800	182,600	0	0	0	669,400
OT	0482-00	Dedicated	0.00	0	200	2,000	0	0	2,200
	0349-00	Other	0.85	68,600	13,500	0	0	0	82,100
OT	0349-00	Other	0.00	0	1,100	0	0	0	1,100
		Total	**4.00**	**555,400**	**197,400**	**2,000**	**0**	**0**	**754,800**
Base Adjustments									
8.41 Removal of One-Time Expenditures									
Removal of Capital Outlay and one time adjustments.									
OT	0482-00	Dedicated	0.00	0	(200)	(2,000)	0	0	(2,200)
OT	0349-00	Other	0.00	0	(1,100)	0	0	0	(1,100)
		Total	**0.00**	**0**	**(1,300)**	**(2,000)**	**0**	**0**	**(3,300)**
FY 2022 Base									
	0482-00	Dedicated	3.15	486,800	182,600	0	0	0	669,400
OT	0482-00	Dedicated	0.00	0	0	0	0	0	0
	0349-00	Other	0.85	68,600	13,500	0	0	0	82,100
OT	0349-00	Other	0.00	0	0	0	0	0	0
		Total	**4.00**	**555,400**	**196,100**	**0**	**0**	**0**	**751,500**
Program Maintenance									
10.11 Change in Health Benefit Costs									
	0482-00	Dedicated	0.00	4,000	0	0	0	0	4,000
	0349-00	Other	0.00	1,100	0	0	0	0	1,100
		Total	**0.00**	**5,100**	**0**	**0**	**0**	**0**	**5,100**
10.12 Change in Variable Benefit Costs									
	0482-00	Dedicated	0.00	3,300	0	0	0	0	3,300
	0349-00	Other	0.00	500	0	0	0	0	500
		Total	**0.00**	**3,800**	**0**	**0**	**0**	**0**	**3,800**
10.23 Contract Inflation									
Request additional funds for increase in lease and audit costs									
	0482-00	Dedicated	0.00	0	2,600	0	0	0	2,600
	0349-00	Other	0.00	0	100	0	0	0	100
		Total	**0.00**	**0**	**2,700**	**0**	**0**	**0**	**2,700**
10.31 Repair, Replacement Items/Alterations									
	0482-00	Dedicated	0.00	0	0	2,000	0	0	2,000
		Total	**0.00**	**0**	**0**	**2,000**	**0**	**0**	**2,000**

FY 2022 Agency Budget - Request

Detail Report

Agency: 322 - Endowment Fund Investment Bd

Function: 01 - Endowment Investments

			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
10.61	Salary Multiplier - Regular Employees								
	0482-00	Dedicated	0.00	4,500	0	0	0	0	4,500
	0349-00	Other	0.00	600	0	0	0	0	600
		Total	**0.00**	**5,100**	**0**	**0**	**0**	**0**	**5,100**
10.62	Salary Multiplier - Group and Temporary								
	0349-00	Other	0.00	100	0	0	0	0	100
		Total	**0.00**	**100**	**0**	**0**	**0**	**0**	**100**
FY 2022 Total Maintenance									
	0482-00	Dedicated	3.15	498,600	185,200	2,000	0	0	685,800
OT	0482-00	Dedicated	0.00	0	0	0	0	0	0
	0349-00	Other	0.85	70,900	13,600	0	0	0	84,500
OT	0349-00	Other	0.00	0	0	0	0	0	0
		Total	**4.00**	**569,500**	**198,800**	**2,000**	**0**	**0**	**770,300**
Line Items									
12.01	Increase in salary for the Manager of Investments position								
	This is a request to increase the salary for the Manager of Investments to bring it into line with industry standards.								
	0482-00	Dedicated	0.00	66,200	0	0	0	0	66,200
		Total	**0.00**	**66,200**	**0**	**0**	**0**	**0**	**66,200**
12.91	Budget Law Exemptions/Other Adjustments								
	EFIB requests a continuous appropriation for consulting services, outside investment manager fees, bank custodian fees and other related costs. These costs vary each month, based on the value of the portfolio.								
	0482-00	Dedicated	0.00	0	0	0	0	0	0
	0349-00	Other	0.00	0	0	0	0	0	0
		Total	**0.00**	**0**	**0**	**0**	**0**	**0**	**0**
FY 2022 Total									
	0482-00	Dedicated	3.15	564,800	185,200	2,000	0	0	752,000
OT	0482-00	Dedicated	0.00	0	0	0	0	0	0
	0349-00	Other	0.85	70,900	13,600	0	0	0	84,500
OT	0349-00	Other	0.00	0	0	0	0	0	0
		Total	**4.00**	**635,700**	**198,800**	**2,000**	**0**	**0**	**836,500**

FORM B11: REVENUE

Agency/Department: Endowment Fund Investment Board
Program (If applicable)

Request for Fiscal Year: 2022
Agency Number: 322
Budget Unit (If Applicable): LABA
Function/Activity Number (If Applicable):

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

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
0349		Agreements		1501	Sales of Service	49,841	54,436	75,684	83,200	102,000
0349		**Agreements**		**FUND TOTAL**		**$49,841**	**$54,436**	**$75,684**	**$83,200**	**$102,000**
0482	61	Endowment Earnings Reserve		2501	Interest	220,860	371,006	338,698	348,859	359,325
				1001	License Permit & Fees		1,500			
0482	**61**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$220,860**	**$372,506**	**$338,698**	**$348,859**	**$359,325**
0482	64	Endowment Earnings Reserve		2501	Interest	0	0	0		
0482	**64**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$0**	**$0**	**$0**	**$0**	**$0**
0482	65	Endowment Earnings Reserve		2501	Interest			0		
0482	**65**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$0**	**$0**	**$0**	**$0**	**$0**
0482	66	Endowment Earnings Reserve		2501	Interest			0		
0482	**66**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$0**	**$0**	**$0**	**$0**	**$0**
0482	67	Endowment Earnings Reserve		2501	Interest	2,397	2,279	2,475		
0482	**67**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$2,397**	**$2,279**	**$2,475**	**$0**	**$0**
0482	70	Endowment Earnings Reserve		2501	Interest	199,256	319,614	266,943	274,951	283,200
				3601	Miscellaneous Revenue	24,704	0	0	0	0
0482	**70**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$223,960**	**$319,614**	**$266,943**	**$274,951**	**$283,200**
0482	79	Endowment Earnings Reserve		2501	Interest	63	106	110	113	117
0482	**79**	**Endowment Earnings Reserve**		**FUND TOTAL**		**$63**	**$106**	**$110**	**$113**	**$117**
0482	80	Endowment Earnings Reserve		2501	Interest	2,795	3,949	4,315	4,444	4,578
				3601	Misc. Revenue	(24,704)		0	0	0
0482	**80**	**Endowment Earnings Reserve**		**FUND TOTAL**		**($21,909)**	**$3,949**	**$4,315**	**$4,444**	**$4,578**
526	01	Permanent Endowment Funds		2501	Interest	18,085	23,083	71,294	73,433	75,636
526	**01**	**Permanent Endowment Funds**		**FUND TOTAL**		**$18,085**	**$23,083**	**$71,294**	**$73,433**	**$75,636**
526	02	Permanent Earnings Reserve		2501	Interest	14	1	0	0	0
526	**02**	**Permanent Earnings Reserve**		**FUND TOTAL**		**$14**	**$1**	**$0**	**$0**	**$0**
526	04	Permanent Earnings Reserve		2501	Interest	109	158	23	24	24
526	**04**	**Permanent Earnings Reserve**		**FUND TOTAL**		**$109**	**$158**	**$23**	**$24**	**$24**
526	07	Permanent Earnings Reserve		2501	Interest	0	0	0	0	0
526	**07**	**Permanent Earnings Reserve**		**FUND TOTAL**		**$0**	**$0**	**$0**	**$0**	**$0**
526	08	Permanent Earnings Reserve		2501	Interest	0	0	0	0	0
526	**08**	**Permanent Earnings Reserve**		**FUND TOTAL**		**$0**	**$0**	**$0**	**$0**	**$0**
526	10	Permanent Earnings Reserve		2501	Interest	1,195	4,558	4,152	4,277	4,405

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
526	10	Permanent Earnings Reserve		FUND TOTAL		$1,195	$4,558	$4,152	$4,277	$4,405
				GRAND TOTAL		$494,615	$780,690	$763,694	$789,301	$829,284

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: Endowment Fund Investment Board

Agency Number: 322

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

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Sources and Uses:

FUND NAME: Endowment Administrative	FUND CODE: 10482	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**877,700**	**375,300**	**244,100**	**238,400**	**341,800**
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**877,700**	**375,300**	**244,100**	**238,400**	**341,800**
4. Revenues (from Form B-11)		425,400	698,500	612,500	275,000	283,200
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	88,643,800	100,464,100	120,641,400	127,287,700	131,576,500
6. Statutory Transfers in:	Fund or Reference:	104,100	0	0	0	0
7. Operating Transfers in:	Fund or Reference:	72,971,800	74,272,700	75,413,600	80,000,000	85,000,000
8. Total Available for Year		**184,954,000**	**190,719,300**	**196,911,600**	**207,801,100**	**217,201,500**
9. Statutory Transfers Out:	Fund or Reference:	500	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:	101,694,700	105,689,300	109,664,400	116,287,700	120,076,500
11. Non-Expenditure Disbursements and Other Adjustments	Refunds, Clearing, P-card pymts	74,190,200	75,234,500	75,956,400	80,000,000	85,000,000
12. Cash Expenditures for Prior Year Encumbrances		0	0	0	0	0
13. Original Appropriation		*671,300*	*643,600*	*664,400*	*671,600*	*719,000*
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		*8,022,000*	*8,907,800*	*10,388,000*	*10,500,000*	*11,000,000*
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		**8,693,300**	**9,551,400**	**11,052,400**	**11,171,600**	**11,719,000**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**8,693,300**	**9,551,400**	**11,052,400**	**11,171,600**	**11,719,000**
20. Ending Cash Balance		**375,300**	**244,100**	**238,400**	**341,800**	**406,000**
21. Prior Year Encumbrances as of June 30		0	0	0	0	0
22. Current Year Encumbrances as of June 30		0	0	0	0	0
22a. Current Year Reappropriation		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
24. Ending Free Fund Balance		**375,300**	**244,100**	**238,400**	**341,800**	**406,000**
24a. Investments Direct by Agency (GL 1203)		28,946,700	(11,192,200)	(55,876,800)	0	0
24b. Ending Free Fund Balance Including Direct Investments		**29,322,000**	**(10,948,100)**	**(55,638,400)**	**341,800**	**406,000**
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: Endowment Fund Investment Board

Agency Number: 322

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

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Sources and Uses:

FUND NAME:	Endowment Administrative	FUND CODE: 10349	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance			**25,800**	**16,200**	**5,400**	**6,700**	**1,700**
2. Encumbrances as of July 1			0	0	0	0	0
2a. Reappropriation (Legislative Carryover)			0	0	0	0	0
3. Beginning Cash Balance			**25,800**	**16,200**	**5,400**	**6,700**	**1,700**
4. Revenues (from Form B-11)			49,800	54,400	75,700	83,200	102,000
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit		332,300	401,300	594,800	600,000	610,000
6. Statutory Transfers in:	Fund or Reference:		0	0	0	0	
7. Operating Transfers in:	Fund or Reference:		0	0	0	0	0
8. Total Available for Year			**407,900**	**471,900**	**675,900**	**689,900**	**713,700**
9. Statutory Transfers Out:	Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:		0	0	0	5,000	1,500
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			*82,500*	*79,100*	*81,100*	*83,200*	*102,000*
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			*309,200*	*387,400*	*588,100*	*600,000*	*610,000*
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			**391,700**	**466,500**	**669,200**	**683,200**	**712,000**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)			**391,700**	**466,500**	**669,200**	**683,200**	**712,000**
20. Ending Cash Balance			**16,200**	**5,400**	**6,700**	**1,700**	**200**
21. Prior Year Encumbrances as of June 30			0	0	0	0	0
22. Current Year Encumbrances as of June 30			0	0	0	0	0
22a. Current Year Reappropriation			0	0	0	0	0
23. Borrowing Limit			0	0	0	0	0
24. Ending Free Fund Balance			**16,200**	**5,400**	**6,700**	**1,700**	**200**
24a. Investments Direct by Agency (GL 1203)			338,500	(62,800)	(657,600)	0	0
24b. Ending Free Fund Balance Including Direct Investments			**354,700**	**(57,400)**	**(650,900)**	**1,700**	**200**
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 B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department:	Endowment Fund Investment Board	**Request for Fiscal Year :**	2022
Function/Division:	Management of the Endowment Fund	Agency Number:	322
Activity/Program:		Function/Activity Number:	1
		Budget Unit:	

Original Request Date:	Revision Request Date:		
September 1, 2019		Page:	of

Decision Unit Number: 12.01 **Descriptive Title:** **Increase in position pay for Manager of Investments**

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries				54,600	$54,600
2. Benefits				11,600	$11,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:				**$66,200**	**$66,200**
OPERATING EXPENDITURES **by summary object:**					
1. Ongoing Operating Costs					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY **by summary object:**					
1. Network Hardware					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL				**$66,200**	**$66,200**

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. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?
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.
   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 would have over other employees. Please indicate any requested personnel on the organizational chart submitted with this budget request.
   c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.
   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 basis for your cost estimates)?
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 customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.
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?

1. The Endowment Fund Investment Board (EFIB) is respectfully requesting a salary increase for the Manager of Investments (PCN 0023). The Manager of Investments compensation is significantly below market and the EFIB is requesting an equity adjustment to bring his salary closer to the market rate.
2. Please see the attached memo from EFIB's Compensation Committee to the EFIB Board. This memo outlines the Investment Committee's rationale for the pay increase. The Investment Committee's recommendation was reviewed and approved by the EFIB Board on August 13, 2020. The recommendation was also presented to the Governor's Office and DFM prior to August 3, 2020 as required in the FY2022 Budget Preparation Guidance memo.
3. This increase will be funded through dedicated funds – specifically the assets of the Land Grant Endowment Fund.
4. The increase in pay will not require additional funds from any appropriated sources.
   a. This salary increase is expected to begin in fiscal year 2022.
   b. No additional resources will be needed for this compensation change.
   c. This increase will be funded from outside sources and will not require any appropriated funds.
   d. The EFIB Compensation Committee has participated in numerous compensation surveys over the last few years. The attached memo refers to several recent compensation surveys for comparable positions. The salary recommended is consistent with current salaries at comparable state agencies in the U.S.
5. This is a request for continuous funding due to the expertise that is required for this position and brings it in line with industry standards.
6. This request will serve to retain and attract qualified personnel to fill the Manager of Investments position. It is in the best interest of the State and the beneficiaries of the Land Grant Fund to have qualified individuals serve in this capacity.

To: Endowment Fund Investment Board

From: Warren Bakes and EFIB's Compensation Committee

Date: July 30, 2020

Subject: Compensation Recommendation for EFIB's Fiscal 2020 Budget

The Compensation Committee met on July 30, 2020 to discuss the Manager of Investments' compensation and to prepare a compensation recommendation for EFIB's fiscal 2022 budget.

The Compensation Committee has spent a considerable amount of time over the last several years reviewing Chief Investment Officer compensation. We contacted the Chief Investment Officers for similar land grant trust funds around the country. The CIO's were all willing to share their compensation because it is a matter of public record. The table below summarizes the compensation for other land grant fund CIO's.

	Compensation for Other Land Grant Fund CIO's	
	Base Compensation	Bonus
Alaska		
CEO	371,000	
CIO	350,000	
Idaho	195,332	
Montana	276,286	
Louisiana	160,000	
New Mexico	275,888	
North Dakota	233,844	5% retention bonus the last two years when there was no CEC
Oregon	349,802	
Texas	384,000	annual bonus up to 100% of base
Utah	235,080	
Wyoming	250,000	annual bonus of up to 100% of base paid out over three years
Average	280,112	

We participated in the 2019 McLagan/AON Compensation Survey for Public Funds. The median salary for CIO's with Executive Director responsibilities was $265,000 with a maximum bonus of $105,300. The median salary for CIO's is $329,600.

We also participated in the Greenwich 2018 Compensation Benchmarks for Institutional Investors survey. The median salary in 2018 was $255,000 and the median bonus was $106,000.

The data suggests that a competitive base salary for EFIB's Manager of Investments position given the responsibilities and experience requirements is around $250,000 and that some type of an incentive program should be considered. The Manager of Investments compensation is currently $195,332 and there are no opportunities for bonuses. We support increasing EFIB's Manager of Investments compensation to market levels.

Stay-at-home efforts related to COVID-19 containment have had a detrimental economic impact on businesses and will likely result in lower tax revenue for the State. The State has frozen salaries for fiscal 2021 and may require furloughs in some agencies. The primary purpose for this memo is not to propose an immediate compensation increase, rather it is to agree on a target compensation level to be included in the EFIB's fiscal 2022 budget, subject to further review and discussion. We recommend that EFIB's fiscal 2022 budget reflect compensation of $250,000 for the Manager of Investments.

It is recognized that an actual compensation increase will ultimately need to be reviewed and approved by the Governor, Division of Financial Management, Department of Human Resources and the Legislature. It is important, however, to increase compensation levels in the budget planning process because future increases will not be allowed if funds aren't available in the agencies budget.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department:	Endowment Fund Investment Board	Request for Fiscal Year :	2022
Function/Division:	Management of the Endowment Fund	Agency Number:	322
Activity/Program:		Function/Activity Number:	1
		Budget Unit:	
Original Request Date: September 1, 2019	Revision Request Date:	Page:	of

Decision Unit Number: 12.91 **Descriptive Title:** **Budget Law Exemptions/Other Adjustments**

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. Ongoing Operating Costs					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY **by summary object:**					
1. Network Hardware					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL					

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?
Continuous Appropriation- for the Endowment Fund's consulting services, custodian services, investment manager fees and other portfolio-related external costs associated with these services. These costs vary, based on the value of the portfolio. It is necessary to have continuous appropriation to party for these services, since the value of the portfolio cannot be predicted or controlled.

a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.

2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
Please see Title 57-723A - Deposit and Distribution of Earnings Reserve Funds - Income Funds - Administrative Costs, paragraph 3.

3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base? NONE

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. NONE

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 would have over other employees. Please indicate any requested personnel on the organizational chart submitted with this budget request. N/A

c. List any additional operating funds and capital items needed and note onetime versus ongoing costs. NONE

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 basis for your cost estimates)? N/A

5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.
This is the 22nd year that the EFIB has requested a continuous appropriation to pay expenses from dedicated funds. No General Fund money is used.

6. 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?
The Endowment Fund beneficiaries, as well as the people of the State of Idaho, are being served by this request. By funding this continuous appropriation, the EFIB is able to pay portfolio related costs, which cannot be predicted. The EFIB investments are managed by external investment managers and transactions are handled through the custodian bank. For efficient governance, the EFIB retains a specialist, and an expert investment consultant, to provide independent monitoring and advisory services.

Agency/Department: Board of Land Commissioners
Function/Division: Endowment Fund Investment Board
Activity/Program: Endowment Fund Investment Board

Agency Number: 322
Function/Activity Number:
Budget Unit: LABA
Fiscal Year: 2022

Original Request Date:
Revision Date:
Revision #:

Fund Name: Miscellaneous Revenue
Fund Number: 0349-00
Budget Submission Page #
of

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	0.30	58,606	3,495	10,959	73,060	384	593	977
		Board & Group Positions	2		5,100	0	399	5,499			
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
		TOTAL FROM WSR		0.30	63,706	3,495	11,358	78,559	384	593	977
		FY 2021 ORIGINAL APPROPRIATION	68,600	0.85	55,630	3,052	9,918	68,600			
		Unadjusted Over or (Under) Funded:	Est Difference	0.55	(8,076)	(443)	(1,440)	(9,959)	Calculated underfunding is (14.5%) of Original Appropriation		
		Adjustments to Wage & Salary:									
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd **Adjustment Description / Position Title**									
0023	20179	R1	1	0.55	(13,500)	6,408	(2,867)	(9,959)	704	(116)	588
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
		Other Adjustments:									
				0.00		0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
		Estimated Salary Needs:									
		Permanent Positions	1	0.85	45,106	9,903	8,092	63,101	1,088	477	1,565
		Board & Group Positions	2	0.00	5,100	0	399	5,499	0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
		Estimated Salary and Benefits		0.85	50,206	9,903	8,491	68,599	1,088	477	1,565
		Adjusted Over or (Under) Funding:	Orig. Approp	0.00	0	0	0	0	Calculated underfunding is 0% of Original Appropriation		
			Est. Expend	0.00	0	0	0	0	Calculated underfunding is 0% of Estimated Expenditures		
			Base	0.00	0	0	0	0	Calculated underfunding is 0% 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	68,600	0.85	50,206	9,903	8,491	68,600			
		Rounded Appropriation		0.85	50,200	9,900	8,500	68,600			

		Appropriation Adjustments:								
4.11		Reappropriation		0.00	0	0	0	0		
4.31		Supplemental		0.00	0	0	0	0		0
5.00		FY 2021 TOTAL APPROPRIATION		0.85	50,200	9,900	8,500	68,600		
		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		0.85	50,200	9,900	8,500	68,600		
		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		0.85	50,200	9,900	8,500	68,600		
10.11		Change in Health Benefit Costs				1,100		1,100		
10.12		Change in Variable Benefits Costs					500	500		
								0		
		Subtotal CEC Base:	Indicator Code	0.85	50,200	11,000	9,000	70,200		
10.51		Annualization			0	0	0	0		
10.61		CEC for Permanent Positions	1.00%		500		100	600		
10.62		CEC for Group Positions	1.00%		100		0	100		
10.63		CEC for Elected Officials & Commissioners			0		0	0		
11.00		FY 2022 PROGRAM MAINTENANCE		0.85	50,800	11,000	9,100	70,900		
		Line Items:								
12.01								0		
12.02								0		
12.03								0		
13.00		FY 2022 TOTAL REQUEST		0.85	50,800	11,000	9,100	70,900		

Agency/Department: Board of Land Commissioners
Function/Division: Endowment Fund Investment Board
Activity/Program: Endowment Fund Investment Board

Agency Number: 322
Function/Activity Number:
Budget Unit: LABA
Fiscal Year: 2022

Original Request Date:
Revision Date:
Revision #:

Fund Name: Endowment Earnings Administrative
Fund Number: 0482-00
Budget Submission Page #
of

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	3.70	346,453	43,105	69,580	459,138	4,736	3,188	7,924
		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		3.70	346,453	43,105	69,580	459,138	4,736	3,188	7,924
		FY 2021 ORIGINAL APPROPRIATION	486,800	3.15	367,326	45,702	73,772	486,800			
		Unadjusted Over or (Under) Funded:	Est Difference	(0.55)	20,873	2,597	4,192	27,662	Calculated overfunding is 5.7% of Original Appropriation		
		Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd / **Adjustment Description / Position Title**									
0023	20179	R1 Manager of Investments	1	(0.55)	13,500	(6,408)	2,867	9,959	(704)	116	(588)
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
		Other Adjustments:									
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
		Estimated Salary Needs:									
		Permanent Positions	1	3.15	359,953	36,698	72,446	469,097	4,032	3,304	7,336
		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		3.15	359,953	36,698	72,446	469,097	4,032	3,304	7,336
		Adjusted Over or (Under) Funding:	Orig. Approp	0.00	13,600	1,400	2,700	17,700	Calculated overfunding is 3.6% of Original Appropriation		
			Est. Expend	0.00	13,500	1,400	2,800	17,700	Calculated overfunding is 3.6% of Estimated Expenditures		
			Base	0.00	13,500	1,400	2,800	17,700	Calculated overfunding is 3.6% 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	486,800	3.15	373,537	38,082	75,180	486,800			
		Rounded Appropriation		3.15	373,500	38,100	75,200	486,800			

		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		3.15	373,500	38,100	75,200	486,800		
		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		3.15	373,500	38,100	75,200	486,800		
		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		3.15	373,500	38,100	75,200	486,800		
10.11		Change in Health Benefit Costs				4,000		4,000		
10.12		Change in Variable Benefits Costs					3,300	3,300		
								0		
		Subtotal CEC Base:	Indicator Code	3.15	373,500	42,100	78,500	494,100		
10.51		Annualization			0	0	0	0		
10.61		CEC for Permanent Positions	1.00%		3,700		800	4,500		
10.62		CEC for Group Positions	1.00%		0		0	0		
10.63		CEC for Elected Officials & Commissioners			0		0	0		
11.00		FY 2022 PROGRAM MAINTENANCE		3.15	377,200	42,100	79,300	498,600		
		Line Items:								
12.01		Manager of Investments			54,600		11,600	66,200		
12.02								0		
12.03								0		
13.00		FY 2022 TOTAL REQUEST		3.15	431,800	42,100	90,900	564,800		

Form B4: Part C - Contract Inflation

Agency: Endowment Fund Investment Board Agency Number: 322 Request **2022**

Division: Function/Activity Number: Page _____ of _____

Program: Original Submission ____ or Revision No. ____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Part C: Contract (identify who and what)	**FY 2018 Actual**	**FY 2019 Actual**	**FY 2020 Actual**	**FY 2021 Est. Exp.**	**Contract Date**	**Term of Contract (Year x of x)**	**FY 2022 Contractual % Change**	**FY 2022 Change**	**FY 2022 Total**
OLHF Ada 3, LLC	43,146	44,440	45,773	47,146	08/2013	YR 9 of 10	3.00%	1,400	48,546
Clifton Larson Allen Audit Service	44,750	44,100	45,200	46,500	12/2018	YR 4 of 5	2.70%	1,300	47,800
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
Total	87,896	88,540	90,973	93,646			2.88%	2,700	96,346
FundSource							**Proportion**		
General	-	-	-	-			0.0%	-	-
Dedicated	-	-	-	-			0.0%	-	-
Federal	-	-	-	-			0.0%	-	-
Total	-	-	-	-			0.00%	-	-

Notes: These funds will not come from the General, Dedicated or Federal funds. The Endowment Fund Investment Board is funded through investment returns of the Endowment for the Department of Lands.

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

Agency/Department: Endowment Fund Investm
Program (If applicable)

Original Request Date: 8/28/20

Revision Request Date:

Request for Fiscal Year: 2022
Agency Number: 322
Function/Activity Number:

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Governor's Recommendation

This section to be completed by DFM only.

Priority Order	Program	DU	Fund	Sub-object Code	Item/Description	Mileage	Date Acquired	Quantity In Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	Gov's Rec Fund	Gov's Rec Quantity	Gov's Unit Cost	Governor's Recommendation
1	01	10.31	0482-70	6410	Personal Computer				1	1,500	1,500	0482-70	1	1,500	1,500
2	01	10.31	0482-70	6499	Other Computer Equiptment				1	500	500	0482-70	1	500	500
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
											0	0000	0	0	0
									Subtotal of filtered items		$2,000				$2,000
Grand Total by Program											$2,000				$2,000
	01										2,000				2,000
	02										0				0
	03										0				0
	04										0				0
Grand Total by Decision Unit											$2,000				$2,000
		10.31									2,000				2,000
											0				0
											0				0
											0				0
Grand Total by Fund Source											$2,000				$0
			0482-70								2,000				0
											0				0
											0				0
											0				0
Grand Total by Category								0	2		$2,000				$2,000
				6410				0	1		1,500				1,500
				6499				0	1		500				500
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		0				0
								0	0		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.

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

AGENCY INFORMATION

AGENCY NAME:	Board of Land Commissioners		
Division/Bureau:	Endowment Fund Investment Board		
Prepared By:	Kathy Van Vactor	**E-mail Address:**	kathy.vanvactor@efib.idaho.gov
Telephone Number:	208-334-3729	**Fax Number:**	208-334-3786
DFM Analyst:	Matthew Reiber	**LSO/BPA Analyst:**	Rob Sepich
Date Prepared:	8/24/2020	**For Fiscal Year:**	**2022**

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

Facility Name:	Endowment Fund Investment Board				
City:	Boise	**County:**	Ada		
Street Address:	816 W Bannock, Suite 301			**Zip Code:**	83686
Facility Ownership: (could be private or state-owned, use "X" to mark one):	**Private Lease (use "X" to mark):** X	**State Owned (use "X" to mark):**		**Lease Expires:**	7/1/2023

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

Facility serves as the office for the Endowment Fund Investment Board with conference room.

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

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

FISCAL YR:	ACTUAL 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 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:	4	4	4	4	4	4
Full-Time Equivalent Positions:	4	4	4	4	4	4
Temp. Employees, Contractors, Auditors, etc.:						

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

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Square Feet:	2,410	2,410	2,410	2,410	2,410	2,410

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:	$45,773.00	$47,146.00	$48,560.00	$50,016.00	$51,016.00	$52,036.00

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: