Agency Summary And Certification

AUG 26 2020

231 -- Correctional Industries

Original Submission X or Rev No. ___ **FY2022 Request** Page 1 of 1 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 : Carmen S Willis Date: 8/20/2020

Function/Activity	FY 2020 Total Appropriation	FY 2020 Total Expenditures	FY 2021 Original Appropriation	FY 2021 Estimated Expenditures	FY 2022 Total Request
State-manufactured Goods	14,422,300	14,906,600	11,796,600	14,906,600	11,135,600
Total	14,422,300	14,906,600	11,796,600	14,906,600	11,135,600

By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0421-00 Correction Industrial Betterment Fund	300	300	300	300	300
D 0421-01 Correctional Industries - Manufacturing	14,422,000	14,906,300	11,796,300	14,906,300	11,135,300
Total	14,422,300	14,906,600	11,796,600	14,906,600	11,135,600

By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	3,612,500	2,788,800	3,997,600	3,997,600	4,030,900
Operating Expenditures	6,721,500	11,407,100	6,485,500	9,595,500	6,604,700
Capital Outlay	4,088,300	710,700	1,313,500	1,313,500	500,000
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	14,422,300	14,906,600	11,796,600	14,906,600	11,135,600
FTP Total	44.00	44.00	49.00	47.00	47.00

FORM B3: DIVISION DESCRIPTIONS

Agency/Department:	Correctional Industries	**Request for Fiscal Year :**	2022
Division:	State Manufactured Goods	Agency Number:	231

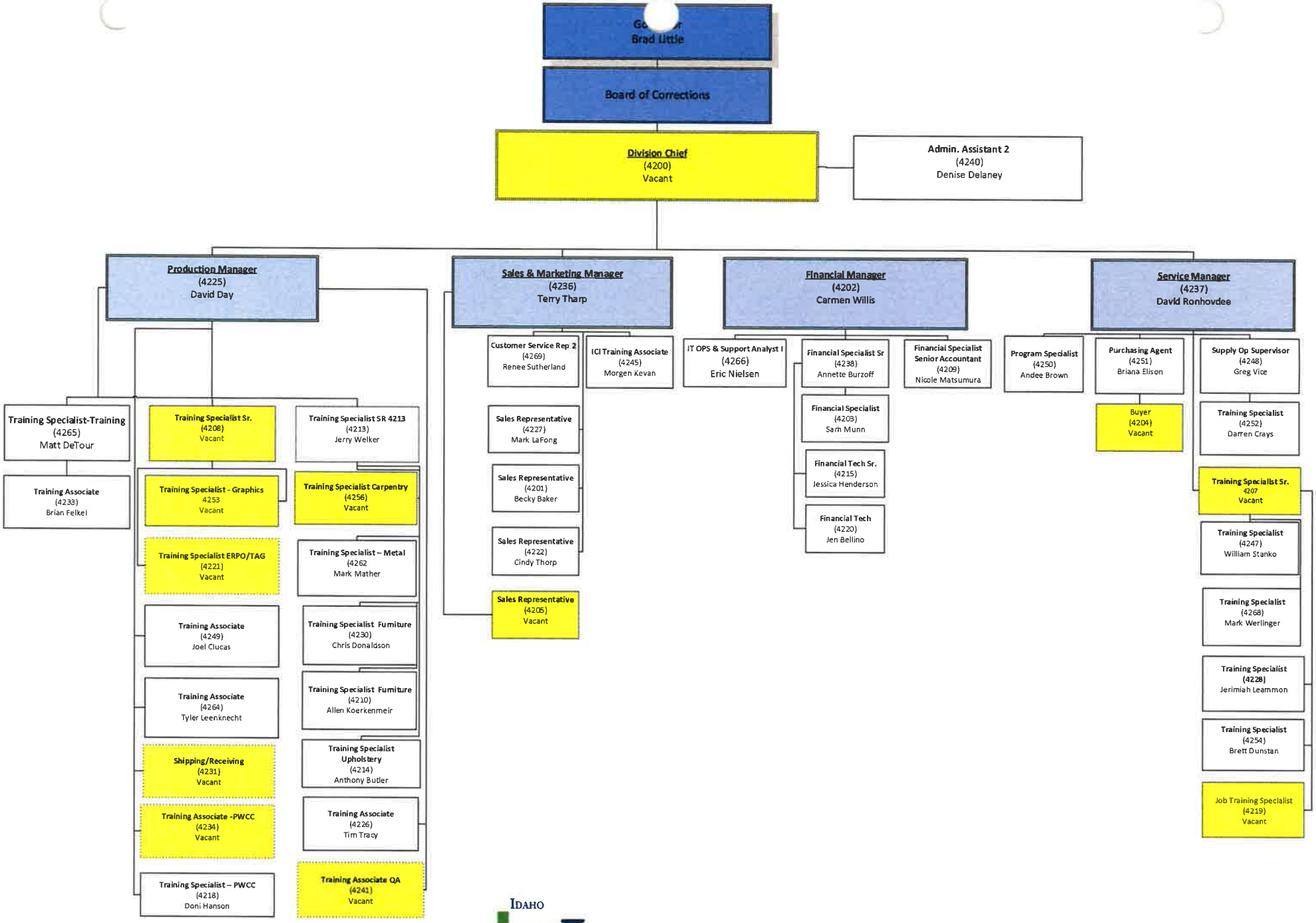
Original Request Date:	Revision Request Date:
August 6, 2020	

Agency Description:
Idaho Correctional Industries (ICI) was created in 1974 to be a self sustaining entity offering vocational training and educational programs to state offenders in the Idaho Department of Corrections medium and minimum security facilities. Revenue generated from the sell of incarcerated individual manufactured goods or incarerated individual provided services is used to operate the entity and invest in assets that will enable the entity to expand or develop new programs. Sales may be made to governmental agencies, non-profit organizations, and wholesalers and retailers within the state of Idaho.

Mission:
The mission of Idaho Correctional Industries is to provide technical and pro-social life skills to incarcerated individuals to enhance the chance for successful reentry into our communities

Vision:
Idaho Correctional Industries strives to be the leading correctional industries in the country by providing diversified training opportunities which strengthen Idaho's workforce, reduces recidivism and allows for taxes dollars to be appropriated to other community needs.

Values:
ICI is committed to constant training and mentoring of Inmate Trainees
ICI is committed to staff development and advancement.
ICI maintains independent financial sustainability



Full Time Positions 47

Vacant Positions 12

Idaho Correctional Industries August 2020

FORM B11: REVENUE

Agency/Department: Correctional Industries
Program (If applicable)

Request for Fiscal Year: 2022
Agency Number: 231
Budget Unit (If Applicable): CRAJ
Function/Activity Number (If Applicable): 90

Original Request Date: 8/11/20
Revision Request Date:

Page: 1 of 1

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
0421.01	01	CI Betterment Account		1501	Sales of Services		5,899,971	169,743	500,000	600,000
				1701	Sales of Goods	9,547,329	6,878,764	5,825,140	5,000,000	5,500,000
				2501	Interest	103,778	182,948	156,745	75,000	50,000
				3601	Miscellaneous Revenue	828,454	761		5,000	5,000
				2701	Rent and Lease Income			6,947,335	6,500,000	7,000,000
0421.01	**01**	**CI Betterment Account**		**FUND TOTAL**		**$10,479,561**	**$12,962,443**	**$13,098,963**	**$12,080,000**	**$13,155,000**
				FUND TOTAL		**$0**	**$0**	**$0**	**$0**	**$0**
				GRAND TOTAL		**$10,479,561**	**$12,962,443**	**$13,098,963**	**$12,080,000**	**$13,155,000**

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

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2022

Agency/Department: Correctional Industries

Agency Number: 231

Original Request Date: August 11, 2020 or Revision Request Date: _____

Page __1___ of ____1_

Sources : The sale of manufactured goods, the sale of moving, installation and delivery services, the "leasing" of trainees to private organizations and interest earned from cash on hand

Uses: The cost of material, direct labor and overhead assocated with the manufacturing of goods, the labor and transportation associated with providing services and the cost of adminstration for "leasing" trainees to private organizations.

FUND NAME:	FUND CODE:	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**6,988,382**	**8,006,065**	**8,552,156**	**6,702,989**	**3,876,389**
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**6,988,382**	**8,006,065**	**8,552,156**	**6,702,989**	**3,876,389**
4. Revenues (from Form B-11)		10,479,561	12,962,443	13,098,963	12,080,000	13,155,000
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	1,714	(61,300)	(25,460)	0	
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		**17,469,657**	**20,907,208**	**21,625,659**	**18,782,989**	**17,031,389**
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	2,489	9,325	16,106	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*	*96,700*	*611,000*	*3,110,000*	*0*
15. Non-cogs, Receipts to Appropriation, etc		*0*	*0*	*0*	*0*	*0*
16. Reversions and Continuous Appropriations		*9,461,102*	*12,249,027*	*14,295,564*	*11,796,600*	*11,135,600*
17.Current Year Reappropriation		*0*	*0*	*0*	*0*	*0*
18. Reserve for Current Year Encumbrances		*0*	*0*		*0*	*0*
19. Current Year Cash Expenditures		**9,461,102**	**12,345,727**	**14,906,564**	**14,906,600**	**11,135,600**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**9,461,102**	**12,345,727**	**14,906,564**	**14,906,600**	**11,135,600**
20. Ending Cash Balance		**8,006,065**	**8,552,156**	**6,702,989**	**3,876,389**	**5,895,789**
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		**8,006,065**	**8,552,156**	**6,702,989**	**3,876,389**	**5,895,789**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**8,006,065**	**8,552,156**	**6,702,989**	**3,876,389**	**5,895,789**
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: 231 - Correctional Industries

Function: 90 - State-manufactured Goods

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2020 Total Appropriation								
1.00								
0421-00	Dedicated	0.00	0	300	0	0	0	300
0421-01	Dedicated	44.00	3,612,500	6,721,200	4,088,300	0	0	14,422,000
	Total	**44.00**	**3,612,500**	**6,721,500**	**4,088,300**	**0**	**0**	**14,422,300**
1.41 Receipts to Appropriation								
Operating expenses in excess of budgeted amount								
0421-01	Dedicated	0.00	0	4,685,600	0	0	0	4,685,600
	Total	**0.00**	**0**	**4,685,600**	**0**	**0**	**0**	**4,685,600**
1.61 Reverted Appropriation Balances								
0421-01	Dedicated	0.00	(823,700)	0	(3,377,600)	0	0	(4,201,300)
	Total	**0.00**	**(823,700)**	**0**	**(3,377,600)**	**0**	**0**	**(4,201,300)**
FY 2020 Actual Expenditures								
0421-00	Dedicated	0.00	0	300	0	0	0	300
0421-01	Dedicated	44.00	2,788,800	11,406,800	710,700	0	0	14,906,300
	Total	**44.00**	**2,788,800**	**11,407,100**	**710,700**	**0**	**0**	**14,906,600**
FY 2021 Original Appropriation								
3.00								
0421-00	Dedicated	0.00	0	300	0	0	0	300
0421-01	Dedicated	49.00	3,997,600	6,463,000	0	0	0	10,460,600
OT 0421-01	Dedicated	0.00	0	22,200	1,313,500	0	0	1,335,700
	Total	**49.00**	**3,997,600**	**6,485,500**	**1,313,500**	**0**	**0**	**11,796,600**
Expenditure Adjustments								
4.31 Supplemental								
This decision unit reflects the estimated impact to the cash reserve in FY 21 due to COVID-19.								
OT 0421-01	Dedicated	0.00	0	3,110,000	0	0	0	3,110,000
	Total	**0.00**	**0**	**3,110,000**	**0**	**0**	**0**	**3,110,000**
FY 2021 Total Appropriation								
0421-00	Dedicated	0.00	0	300	0	0	0	300
0421-01	Dedicated	49.00	3,997,600	6,463,000	0	0	0	10,460,600
OT 0421-01	Dedicated	0.00	0	3,132,200	1,313,500	0	0	4,445,700
	Total	**49.00**	**3,997,600**	**9,595,500**	**1,313,500**	**0**	**0**	**14,906,600**

Agency: 231 - Correctional Industries

Function: 90 - State-manufactured Goods

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Expenditure Adjustments							
6.31 FTP or Fund Adjustments							
This DU reflects the change in the number of FTP to agree with the number of FTP on the B-6 Form							
OT 0421-01 Dedicated	-2.00	0	0	0	0	0	0
Total	**-2.00**	**0**	**0**	**0**	**0**	**0**	**0**
FY 2021 Estimated Expenditures							
0421-00 Dedicated	0.00	0	300	0	0	0	300
0421-01 Dedicated	49.00	3,997,600	6,463,000	0	0	0	10,460,600
OT 0421-01 Dedicated	-2.00	0	3,132,200	1,313,500	0	0	4,445,700
Total	**47.00**	**3,997,600**	**9,595,500**	**1,313,500**	**0**	**0**	**14,906,600**
Base Adjustments							
8.41 Removal of One-Time Expenditures							
This decision unit removes one-time expenditures for the FY 2021 budget							
OT 0421-01 Dedicated	0.00	0	(22,200)	(1,313,500)	0	0	(1,335,700)
Total	**0.00**	**0**	**(22,200)**	**(1,313,500)**	**0**	**0**	**(1,335,700)**
8.43 Removal of One-Time Expenditures							
This decision unit removes the on-time impact to cash reserve due to COVID-19 for FY 2021							
OT 0421-01 Dedicated	0.00	0	(3,110,000)	0	0	0	(3,110,000)
Total	**0.00**	**0**	**(3,110,000)**	**0**	**0**	**0**	**(3,110,000)**
FY 2022 Base							
0421-00 Dedicated	0.00	0	300	0	0	0	300
0421-01 Dedicated	49.00	3,997,600	6,463,000	0	0	0	10,460,600
OT 0421-01 Dedicated	-2.00	0	0	0	0	0	0
Total	**47.00**	**3,997,600**	**6,463,300**	**0**	**0**	**0**	**10,460,900**
Program Maintenance							
10.21 General Inflation Adjustments							
This decision unit considers the increasing cost of raw materials for manufactured goods and bringing technical personnel to the manufacturing facility for maintenance of computerized equipment.							
0421-01 Dedicated	0.00	0	130,000	0	0	0	130,000
Total	**0.00**	**0**	**130,000**	**0**	**0**	**0**	**130,000**
10.23 Contract Inflation							
This decision unit covers the annual contractual increase in rent for ICI's office space.							
0421-01 Dedicated	0.00	0	11,400	0	0	0	11,400
Total	**0.00**	**0**	**11,400**	**0**	**0**	**0**	**11,400**

Agency: 231 - Correctional Industries

Function: 90 - State-manufactured Goods

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
10.31 Repair, Replacement Items/Alterations								
Manufacturing equipment that cannot remain idle								
OT 0421-01	Dedicated	0.00	0	0	500,000	0	0	500,000
	Total	**0.00**	**0**	**0**	**500,000**	**0**	**0**	**500,000**
10.61 Salary Multiplier - Regular Employees								
0421-01	Dedicated	0.00	33,300	0	0	0	0	33,300
	Total	**0.00**	**33,300**	**0**	**0**	**0**	**0**	**33,300**
FY 2022 Total Maintenance								
0421-00	Dedicated	0.00	0	300	0	0	0	300
0421-01	Dedicated	49.00	4,030,900	6,604,400	0	0	0	10,635,300
OT 0421-01	Dedicated	-2.00	0	0	500,000	0	0	500,000
	Total	**47.00**	**4,030,900**	**6,604,700**	**500,000**	**0**	**0**	**11,135,600**
FY 2022 Total								
0421-00	Dedicated	0.00	0	300	0	0	0	300
0421-01	Dedicated	49.00	4,030,900	6,604,400	0	0	0	10,635,300
OT 0421-01	Dedicated	-2.00	0	0	500,000	0	0	500,000
	Total	**47.00**	**4,030,900**	**6,604,700**	**500,000**	**0**	**0**	**11,135,600**

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department:	Correctional Industries	**Request for Fiscal Year :**	2022
Function/Division:	State Manufactured Goods	Agency Number:	231
Activity/Program:		Function/Activity Number:	90
		Budget Unit:	CRAJ
Original Request Date: August 6, 2020	Revision Request Date:	Page: 1	of 1

Decision Unit Number: 4.31 **Descriptive Title:** COVID-19 Impact

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. Estimated Impact on Cash Reserve due to COVID-19 - One Time		3,110,000			$3,110,000
2.					
3.					
TOTAL OPERATING EXPENDITURES:		**$3,110,000**			**$3,110,000**
CAPITAL OUTLAY **by summary object:**					
1. Network Hardware					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		**$3,110,000**			**$3,110,000**

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

We are requesting funding for the estimated financial impact that COVID-19 may have to the cash reserve. COVID-19 has significantly impacted ICI's ability to bring in new revenue. The need for isolation, space and testing in the prisons stopped almost all sources of revenue. Without trainees, ICI cannot solicit new orders, produce goods or provide services. This request will allow ICI to function in a limited capacity with staff and allows trainees to return to training as each prison implements its plan to transition to regular operations.

2. Indicate the specific source of authority, whether in statute or rule, that supports this request.

Idaho Code 20-416

3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?

This is a new request, no funding 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.

N/A - We will use existing approved staff

   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 - We will use existing approved staff

   c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.

We do not expect any additional funding requirements. One time request

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)?

Training continuity is the basis for this request. Needs were projected based on estimated decline in sales, existing fixed costs and estimated of costs of direct labor and materials

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.

This request is for one-time funding. Every reasonable effort will be made to limit the actual impact on the cash reserve.

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?

Inmates (Trainees) in ICI programs will be the primary beneficiaries. By operating in a limited capacity, vocational training can continue as trainees return to ICI programs. Citizens of Idaho benefit by having license plates available, desks for schools and cabinetry for low income housing. If this request is not funded, trainees may experience gaps in or not receive vocational training that could have made them a better candidate for employment upon release.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department:	Correctional Industries	**Request for Fiscal Year :**	2022
Function/Division:	State Manufactured Goods	Agency Number:	231
Activity/Program:		Function/Activity Number:	90
		Budget Unit:	CRAJ
Original Request Date: August 6, 2020	Revision Request Date:	Page: 1	of 1

Decision Unit Number: 10.31 **Descriptive Title:** **Manufacturing Equipment the can't be Idle**

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. Unknown Repair/Replacement of Manufacturing Equipment - One Time		500,000			$500,000
2.					
3.					
TOTAL OPERATING EXPENDITURES:		**$500,000**			**$500,000**
CAPITAL OUTLAY **by summary object:**					
1. Network Hardware					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		**$500,000**			**$500,000**

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

We are requesting discretionary funding for significant unknown repairs or replacement of manufacturing equipment. Though preventative maintenance is routinely performed, there will be instances when equipment will fail and will need to be repaired or replaced in a timely manner. Discretionary funding allows ICI to address an issue with minimal interruption to operations,

2. Indicate the specific source of authority, whether in statute or rule, that supports this request.

Idaho Code 20-416

3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?

This is a new capital request, existing repair and maintenance costs in the base are not sufficient to address this problem and conduct routine maintenance.

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.

N/A - We will use existing approved staff

   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 - We will use existing approved staff

   c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.

We expect OE in our base to cover any ongoing operational costs. These funds would be used to replace or repair existing manufacturing equipment - one time cost

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)?

Operational continuity is the basis for this request. Needs were projected based on management's past experiences, equipment assessments, and expected operating capital.

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.

This request is for one-time funding but is a continuing request. These funds are expended if there is an operational need. If there isn't an operational need, no funds are expended.

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?

Inmates (Trainees) in ICI programs will be the primary beneficiary. By repairing or replacing equipment in a timely manner, vocational training can continue with little to no interruption. ICI benefits by being able to meet customer deadlines. If this request is not funded, trainees may experience gaps in or not receive vocational training that could have made them a better candidate for employment upon release.

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Correctional Industries	Agency Number:	231
Function/Division:	State Manufactured Goods	Function/Activity Number:	0090
Activity/Program:		Budget Unit:	CRAJ
		Fiscal Year:	2022
Original Request Date:	8/5/2020	Fund Name: Correctional Industries Betterment Account	Fund Number: 0421
Revision Date:	Revision #:	Budget Submission Page # 1	of 1

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	35.00	1,584,274	419,400	368,715	2,372,388	46,080	14,892	60,972
			Board & Group Positions	2		527	92	0	619			
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
			TOTAL FROM WSR		35.00	1,584,801	419,492	368,715	2,373,008	46,080	14,892	60,972
			FY 2021 ORIGINAL APPROPRIATION	3,997,600	47.00	2,669,776	706,682	621,142	3,997,600			
			Unadjusted Over or (Under) Funded:	Est Difference	12.00	1,084,975	287,190	252,427	1,624,592	Calculated overfunding is 40.6% of Original Appropriation		
			Adjustments to Wage & Salary:									
			Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	Adjustment Description / Position Title									
4200	21009	R1	CI DIVISION CHIEF	1	1.00	90,626	11,650	21,555	123,831	1,280	852	2,132
4204	01536	R1	BUYER	1	1.00	37,960	11,650	9,029	58,639	1,280	357	1,637
4205	21026	R1	CI SALES REPRESENTATIVE	1	1.00	27,373	11,650	6,511	45,533	1,280	257	1,537
4207	21030	R1	CI JOB TRAINING SPECIALIST SR	1	1.00	52,104	11,650	12,393	76,147	1,280	490	1,770
4208	21030	R1	CI JOB TRAINING SPECIALIST SR	1	1.00	52,104	11,650	12,393	76,147	1,280	490	1,770
4219	21020	R1	CI JOB TRAINING SPECIALIST	1	1.00	44,803	11,650	10,656	67,110	1,280	421	1,701
4221	21020	R1	CI JOB TRAINING SPECIALIST	1	1.00	44,803	11,650	10,656	67,110	1,280	421	1,701
4231	21037	R1	CI SHIPPING & RECEIVING	1	1.00	41,850	11,650	9,954	63,454	1,280	393	1,673
4234	21032	R1	CI JOB TRAINING ASSOCIATE	1	1.00	40,019	11,650	9,519	61,188	1,280	376	1,656
4241	21032	R1	CI JOB TRAINING ASSOCIATE	1	1.00	40,019	11,650	9,519	61,188	1,280	376	1,656
4253	21020	R1	CI JOB TRAINING SPECIALIST	1	1.00	44,803	11,650	10,656	67,110	1,280	421	1,701
4256	21020	R1	CI JOB TRAINING SPECIALIST	1	1.00	44,803	11,650	10,656	67,110	1,280	421	1,701
			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	47.00	2,145,541	559,200	502,212	3,206,953	61,440	20,168	81,608
			Board & Group Positions	2	0.00	527	92	0	619	0	0	0
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
			Estimated Salary and Benefits		47.00	2,146,068	559,292	502,212	3,207,573	61,440	20,168	81,608
			Adjusted Over or (Under) Funding:	Orig. Approp	0.00	528,600	137,800	123,700	790,100	Calculated overfunding is 19.8% of Original Appropriation		
				Est. Expend	0.00	528,500	137,700	123,700	789,900	Calculated overfunding is 19.8% of Estimated Expenditures		
				Base	0.00	528,500	137,700	123,700	789,900	Calculated overfunding is 19.8% 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	3,997,600	47.00	2,674,646	697,047	625,908	3,997,600			

FORM B6: WAGE & SALARY RECONCILIATION

		Rounded Appropriation		47.00	2,674,600	697,000	625,900	3,997,600		
		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**		47.00	2,674,600	697,000	625,900	3,997,600		
		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**		47.00	2,674,600	697,000	625,900	3,997,600		
		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
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**		47.00	2,674,600	697,000	625,900	3,997,600		
10.11		Change in Health Benefit Costs				61,400		61,400		
10.12		Change in Variable Benefits Costs					20,200	20,200		
								0		
		Subtotal CEC Base:	Indicator Code	47.00	2,674,600	758,400	646,100	4,079,200		
10.51		Annualization			0	0	0	0		
10.61		CEC for Permanent Positions	1.00%		26,700		6,600	33,300		
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**		47.00	2,701,300	758,400	652,700	4,112,500		
		Line Items:								
13.00		**FY 2022 TOTAL REQUEST**		47.00	2,701,300	758,400	652,700	4,112,500		

Form B4: Inflationary Adjustments

Agency: Correctional Industries
Function: Correctional Industries
Activity: _____

Agency Number: 231
Function/Activity Number:_____90_____

FY 2022 Request
Page __1__ of __1__
Original Submission __X_ or Revision No. ____

(1)	(2)	(3)	(4)	(5)	FY 2019 to FY 2020		(8)	(9)	(10)
Operating Expenditures Summary Object	**FY 2017 Actual**	**FY 2018 Actual**	**FY 2019 Actual**	**FY 2020 Actual**	**(6) Change**	**(7) % Change**	**FY 2021 Approp**	**FY 2021 Exp. Adj.**	**FY 2021 Est. Exp.**
Communication Costs	20,179	20,374	18,218	25,020	6,802	37.34%	15,841		15,841
Employee Development Costs	717	777	85	936	851	1001.18%	490		490
General Services	(332)	173	(679)	491	1,170	-172.31%	(90)		(90)
Professional Services	1,815	3,681	1,032	3,535	2,503	242.54%	1,901		1,901
Repair & Maintenance Services	119,553	201,357	361,991	572,531	210,540	58.16%	209,377	250,000	459,377
Administrative Services	107,556	148,017	181,552	184,458	2,906	1.60%	113,494		113,494
Computer Services	-	736	3,959	-	(3,959)	-100.00%	799		799
Employee Travel Costs	14,857	17,467	(24,605)	2,079	26,684	-108.45%	3,864		3,864
Administrative Supplies	(879)	2,000	861	1,758	897	104.18%	587		587
Fuel & Lubricant Costs	29,764	46,023	63,500	68,028	4,528	7.13%	36,929		36,929
Manufacturing & Merchandising Costs	5,318,950	5,988,461	8,558,687	10,313,074	1,754,387	20.50%	5,415,654	2,725,000	8,140,654
Computer Supplies	20,857	173,078	40,408	12,812	(27,596)	-68.29%	51,120		51,120
Repair & Maintenance Supplies	22,915	-	78,692	75,118	(3,574)	-4.54%	28,604	75,000	103,604
Institutional & Residential Supplies	-	-	1,849	12,015	10,166	549.81%	1,912		1,912
Specific Use Supplies	995	137,231	9,316	9,366	50	0.54%	32,818		32,818
Insurance	38,917	41,841	36,626	59,324	22,698	61.97%	32,831	40,000	72,831
Utility Charges	194,558	187,120	191,263	192,589	1,326	0.69%	146,693	20,000	166,693
Rentals & Operating Leases	507,838	496,991	515,121	539,025	23,904	4.64%	392,205		392,205
Miscellaneous Expenditures	186	404	1,336	910	(426)	-31.89%	471		471
Total	**6,398,446**	**7,465,731**	**10,039,212**	**12,073,069**	**2,033,857**	**20.26%**	**6,485,500**	**3,110,000**	**9,595,500**
FundSource									
General	-	-	-	-	-	#DIV/0!	-	-	-
Dedicated	9,875,148	10,478,786	12,891,498	13,057,397	165,899	1.29%	11,796,600	3,110,000	14,906,600
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	**9,875,148**	**10,478,786**	**12,891,498**	**13,057,397**	**165,899**	**1.29%**	**11,796,600**	**3,110,000**	**14,906,600**

(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Part B: Operating Expenditures Summary Object	**FY 2021 Est. Exp**	**Remove One Time Funding**	**SWCAP, Nondisc., Rent**	**FY 2022 Base**	**General Inflation (DU 10.21)**	**% Change**	**Medical Inflation (DU 10.22)**	**% Change**	**FY2022 Total**
Communication Costs	15,841	-	-	15,841	-	0.00%	-	0.00%	15,841
Employee Development Costs	490	-	-	490	-	0.00%	-	0.00%	490
General Services	(90)	-	-	(90)	-	0.00%	-	0.00%	(90)
Professional Services	1,901	-	-	1,901	-	0.00%	-	0.00%	1,901

Repair & Maintenance Services	459,377	(250,000)	-	209,377	5,000	2.39%	-	0.00%	214,377
Administrative Services	113,494	-	-	113,494	-	0.00%	-	0.00%	113,494
Computer Services	799	-	-	799	-	0.00%	-	0.00%	799
Employee Travel Costs	3,864	-	-	3,864	-	0.00%	-	0.00%	3,864
Administrative Supplies	587	-	-	587	-	0.00%	-	0.00%	587
Fuel & Lubricant Costs	36,929	-	-	36,929	-	0.00%	-	0.00%	36,929
Manufacturing & Merchandising Costs	8,140,654	(2,725,000)	-	5,415,654	125,000	2.31%	-	0.00%	5,540,654
Computer Supplies	51,120	-	-	51,120	-	0.00%	-	0.00%	51,120
Repair & Maintenance Supplies	103,604	(75,000)	-	28,604	-	0.00%	-	0.00%	28,604
Institutional & Residential Supplies	1,912	-	-	1,912	-	0.00%	-	0.00%	1,912
Specific Use Supplies	32,818	-	-	32,818	-	0.00%	-	0.00%	32,818
Insurance	72,831	(40,000)	-	32,831	-	0.00%	-	0.00%	32,831
Utility Charges	166,693	(20,000)	-	146,693	-	0.00%	-	0.00%	146,693
Rentals & Operating Leases	392,205	-	-	392,205	-	0.00%	-	0.00%	392,205
Miscellaneous Expenditures	471	-	-	471	-	0.00%	-	0.00%	471
Total	**9,595,500**	**(3,110,000)**	**-**	**6,485,500**	**130,000**	**2.00%**	**-**	**-**	**6,615,500**
FundSource									
General	-	-	-	-	-	#DIV/0!	-	0.00%	-
Dedicated	9,595,500	(3,110,000)	-	6,485,500	130,000	2.00%	-	0.00%	6,615,500
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	**9,595,500**	**(3,110,000)**	**-**	**6,485,500**	**130,000**	**2.00%**	**-**	**-**	**6,615,500**

Form B4: Part C - Contract Inflation

Agency: Idaho Correctional Industries
Division:
Program:

Agency Number: 231
Function/Activity Number: 90

Request **2022**
Page 1 of 1
Original Submission X 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**
Orchard Office Lease	240,956	255,394	273,304	294,231	08/2018	Yr 3 of 5	3.87%	11,400	305,631
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
Total	240,956	255,394	273,304	294,231			3.87%	11,400	305,631
FundSource							**Proportion**		
General	-	-	-	-			0.0%	-	-
Dedicated	240,956	255,394	273,304	294,231			100.0%	11,400	305,600
Federal	-	-	-	-			0.0%	-	-
Total	**240,956**	**255,394**	**273,304**	**294,231**			100.00%	**11,400**	**305,600**

Notes: ICI is currently working with the lessor to decrease the total square footage, but will keep the annual rate increase per square foot.

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

Agency/Department: Correctional Industries
Program (If applicable)

Original Request Date: 8/6/20

Revision Request Date:

Request for Fiscal Year: 2022
Agency Number: 231
Function/Activity Number: 90

Page: 1 of 1

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	CI	10.31	0421-01	6830	Equipment that can't be idle				1	500,000	500,000	0421-01	1	500,000	500,000
											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
											0	0000	0	0	0
									Subtotal of filtered items		$500,000				$500,000
Grand Total by Program											$500,000				$500,000
	CI										500,000				500,000
Grand Total by Decision Unit											$500,000				$500,000
		10.31									500,000				500,000
											0				0
											0				0
											0				0
Grand Total by Fund Source											$500,000				$0
			0421-01								500,000				0
											0				0
											0				0
											0				0
Grand Total by Category								0	1		$500,000				$500,000
				6830				0	1		500,000				500,000
								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:	Idaho Correctional Industries		
Division/Bureau:	Correctional Industries		
Prepared By:	Carmen Willis	E-mail Address:	cwillis@ci.idaho.gov
Telephone Number:	208-577-5564	Fax Number:	208-577-5560
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Jared Hoskins
Date Prepared:	8/20/2020	For Fiscal Year:	**2022**

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

Facility Name:	Correctional Industries Showroom					
City:	Boise		County:	Ada		
Street Address:	1301 N. Orchard, Suite 110				Zip Code:	83706
Facility Ownership: (could be private or state-owned, use "X" to mark	Private Lease (use "X" to mark):	X	State Owned (use "X" to mark):		Lease Expires:	31-Jul-23

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

This faciltiy serves as our showroom for our manufactured goods and as our administrative office.

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.

We are in the process of obtaining cost information to downsize in our current location. We currently have space that is seldomly used by ICI, but is used by other state agencies (classs rooms and board room - we do not charge other agencies to use these facilities). We intend to extend our existing lease with square footage modifications to July 31, 2023. At the beginning of FY 23, we intend to reassess our needs to detemine if the modified space will meet our future needs. We currently think that a space of 6,000 to 8,000 square feet would meet our needs.

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:	16	16	16	16	16	16
Full-Time Equivalent Positions:	16	16	16	16	16	16
Temp. Employees, Contractors, Auditors, etc.:	3	2	2	2	2	2

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:	16,642	9,800	9,800	9,800	8,000	8,000

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:	$273,304.00	$212,835.83	$180,541.70	$187,800.82	$160,387.37	$157,840.00

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:

Our current lease agreement includes all facility costs. The rates reflect the lease we currently have and the estiamted decrease in square footage.

CALCULATION SHEET FOR FIVE-YEAR FACILITY NEEDS PLAN - **Use to calculate facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payments. ' improvements will need to be made to the facility and will be paid by the agency, this cost should be included as well. Do not include telephone costs.**

UTILITIES: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Electricity											
Water											
Sewer & Trash											
Gas											
Other Utilities:											
Total:	0	Est 2021	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0

JANITORIAL SERVICE: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning Service:											
Other Cleaning Expense (paper products, cleaning supplies, etc.): *use actual costs from current fiscal year*											
otal:	0	Est 2021	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0

BUILDING MAINTENANCE: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Service Contracts:											
Other Maintenance Expense: *use actual costs from current fiscal year*											
Total:	0	Est 2021	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0

PARKING CALCULATOR: *use actual costs from current fiscal year*

If your agency pays for parking spaces, enter the of spaces your agency is paying for.	
Cost Per Space Per Month	

Total:	0	Est 2021	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0

OTHER EXPENSES CALCULATOR: *use actual costs from current fiscal year*

Real Estate Taxes paid by agency to landlord (show annual cost)	
Insurance paid by agency to landlord (show annual cost)	
Operating Expenses paid by agency to landlord (show annual cost)	
Other expenses paid by agency to landlord (show annual cost)	

Total:	0	Est 2021	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0

TENANT IMPROVEMENTS:

Total:		Est 2021		Est 2022		Est 2023		Est 2024		Est 2025	

GENCY NOTES:

Our currentl lease agreement includes all of these costs in the lease payment

AGENCY NAME:				Idaho Correctional Industries				
FACILITY INFORMATION SUMMARY FOR FISCAL YR				2022	BUDGET REQUEST		Include this summary w/ budget request.	
ddress, City, Zip, Purpose	Fiscal Year		Sq Ft	$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTPs, Temps and Comments
1301 N. Orchard, Suite 110	2022	request	9,854	$ 29.72	$ 292,844	18	547	16 FTP 2 Interns
Boise, ID 83706	2021	estimate	9,854	$ 28.04	$ 276,285	18	547	16 FTP 2 Interns
Showroom and administrative offices	2020	actual	16,642	$ 15.35	$ 255,394	19	876	16FTP 3 trainees
	Change (request vs actual)		-6,788	$ (5.52)	37,450	-1	-328	Downsizing in current location
	Change (estimate vs actual)		-6,788	$ (3.08)	20,891	-1	-328	
	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	
	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	9,854	$ 29.72	$ 292,844	18	547	
	2021	estimate	9,854	$ 28.04	$ 276,285	18	547	
	2020	actual	16,642	$ 15.35	$ 255,394	19	876	
	Change (request vs actual)		-6,788	$ (5.52)	37,450	-1	-328	
	Change (estimate vs actual)		-6,788	$ (3.08)	20,891	-1	-328	
TOTAL (ALL PAGES)	2022	request			$ -			
	2021	estimate			$ -			
	2020	actual			$ -			
	Change (request vs actual)				0			
	Change (estimate vs actual)				0			