



Legend
 Full Time Positions 36 Filled
 (45 Available)



Part I – Agency Profile

Agency Overview

In 1974, the Idaho Legislature passed the Correctional Industries Act creating Idaho Correctional Industries (ICI) as a financially self-sustaining Agency. This act empowered the Idaho Board of Correction as the governing body over ICI. Currently, ICI acts as a division of the Idaho Department of Correction with major program approval by the Board of Correction.

The ICI management team is comprised of business and manufacturing professionals experienced in product design, vocational training, manufacturing, marketing and sales, and finance. This expertise is the foundation of developing inmate training programs that produce products that can be sold in the markets authorized by state legislation. The core management team consists of the General Manager, Marketing & Sales Manager, Operations Manager, Production Manager and Financial Manager.

ICI's goal is to provide incarcerated individuals with job training, vocational training, and work experience by training in a realistic work environment. A work environment that emphasizes soft skills, technical skills, work ethics and skills that increases their chance of successfully transitioning into the community as a productive member of society. The management group and a staff of more than forty highly skilled professionals work as a team to accomplish this objective.

The state legislation mandates ICI to be financially self-funded with no annual appropriation from the General Fund. The legislation requires ICI to generate operating funds through the sales of manufactured goods or services. This mandate saves tax dollars and enables the State to provide cost neutral occupational and vocational training to the inmates of the Idaho Department of Correction.

The state legislation specifies the markets that are authorized to purchase ICI products. These markets include federal, state, and local government organizations, non-profit organizations, and private sector wholesalers and retailers within the State of Idaho. The product requirements of these types of customers determine inmate training programs and manufacturing processes.

Success of this agency is predicated on the continued support of its customers. To a large extent, ICI's customer base and their respective spending plans are influenced by state and regional economic conditions. A vibrant economy is necessary for ICI to successfully achieve their stated goals and objectives of financial self-sufficiency, development and implementation of vocational training programs, and retention and advancement of staff. Downturns in the economy negatively impact local and state government's ability to fund services. Economic downturns also impact ICI's ability to produce revenues to fund operations and incarcerated individuals training programs.

Core Functions/Idaho Code

The statutory authority of ICI is found in Idaho Code, Chapter 4, Title 20. ICI is organized to establish productive enterprises in such volume and of such kinds to eliminate unnecessary inmate idleness, provide vocational and rehabilitative training opportunities, as well as financial support for continued operations.

Revenue and Expenditures (Accrual Basis)

Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Sales Revenue	\$10,271,711	\$12,87,4477	\$12,837,707	\$8,955,442
Other Revenue	\$109,894	\$205,427	\$59,184	\$88,482
Dedicated	0	0	0	0
Total	\$10,381,605	\$13,079,904	\$12,896,891	\$9,043,924
Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Personnel Costs	\$1,940,590	\$2,307,955	\$2,915,363	\$2,490,506
Operating Expenditures	\$7,433,711	\$10,151,146	\$10,878,779	\$7,664,076
Capital Outlay *	\$356,225	\$863,313	\$860,802	\$256,650
Trustee/Benefit Payments	0	0	0	
Total	\$9,730,526	\$13,243,414	\$14,654,944	\$10,411,232

* Cash basis – depreciation on those assets is reflected in operating expenditures.

Training Provided

Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Average Monthly Trainee Positions				
Traditional Industries	168	165	167	111
Prison Industries Enhancement Program/AG	253	323	361	307
Total	421	488	528	418
Annual Training Hours				
Total	810,374	805,854	825,102	476,994

Part II – Performance Measures

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Goal 1						
Provide Additional Training Opportunities to Incarcerated Individuals						
Trainees enrolled in Apprenticeship Programs (1)	actual	19	22	13	22	
	target					
Apprenticeships Achieved	actual	4	2	5	6	
	target					
Trainees enrolled in Certificate or Licensure Programs (1)	actual	6	9	17	5	
	target					
Certificates or Licenses Achieved (2)	actual	2	7	12	2	
	target					
(1) Benchmark is to have year over year improvement of Trainees enrolled in apprentice/certificate or licensures programs (2) Benchmark is to have 90% of enrollees achieve certification or obtain licensure						

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Goal 2						
Develop, Retain and Advance Staff *						
Percentage of Staff Obtaining 40 Hours of Training	actual			30%	15%	-----
	target			100%	100%	100%
Turnover Rate**	actual	19.4%	11.1%	12.1%	22.2%	-----
	Industry Std	32.5%	31.3	44.3	***	***
Promotions/Separation Rate****	actual	33.33%	75%	100%	62.5%	-----
	target				75%	75%
* New goal in FY 2021 – training hours were not tracked prior to that FY ** Target is to have a turnover rate less than industry standard for a manufacturing entity – std was obtained from Bureau of Labor Statistics *** BLS is on a calendar year **** Number of promotions / number of separations – calculation does not take into consideration existing vacant positions						
Goal 3						
Self-Sustaining						
Net Profit (Loss) % *	actual	8.74%	4.75%	-6.96%	-12.28%	-----
	target				-5%	-5%
Cash	actual	\$8M	\$8.5M	\$6.7M	6.6M	
	Target**				\$2.5M	\$2.7M
* New metric beginning in FY21 ** This amount reflects an estimate of 4 months of operating capital - Actual Cash includes funds expected to be invested in capital assets						

Performance Measure Explanatory Notes

- The impact of COVID -19 continues to negatively affect all aspects of operations from the number of trainees that may enroll and work toward or complete an apprenticeship or licensure program to the retention and development of staff.

For More Information Contact

Todd Plimpton, General Manager
 Idaho Correctional Industries
 1301 N. Orchard, Suite 110
 Boise, ID 83706
 Phone : (208) 605-4650
 E-mail : tplimton@ci.idaho.gov
 Website : <https://ci.idaho.gov/>

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:	208-866-1577	Fax Number:	N/A		
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Jared Hoskins		
Date Prepared:	8/4/2021	For Fiscal Year:	2023		

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 facility 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 discussions to consider modifications to existing and under construction manufacturing and warehouse facilities to relocate administrative and fiscal personnel. In addition we are discussing the relocation of sales personnel and our showroom to a smaller facility. The reasons are two fold 1) ICI wants to redirect those costs currently going to rent and 2) to improve communication and knowledge between operations and business service functions. Decisions need to be made by July 31, 2022 regarding these discussions as the current contract requires written confirmation to vacate or renew for a two (2) year period. 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 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

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 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	14	16	16	16	16	16
Full-Time Equivalent Positions:	14	16	16	16	16	16
Temp. Employees, Contractors, Auditors, etc.:	0	1	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 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	9,469	9,469	9,469	8,000	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 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$208,067.00	\$173,487.86	\$180,463.36	\$159,480.61	\$161,846.67	\$166,701.60

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 estimated decrease in square footage using the same rates that would be offered if we renewed for 2 year but at the requested square footage (FY 24-26)

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. If 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 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	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.): <i>use actual costs from current fiscal year</i>											
Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	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: <i>use actual costs from current fiscal year</i>											
Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	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 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	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 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	0

TENANT IMPROVEMENTS:

Total:		Est 2022		Est 2023		Est 2024		Est 2025		Est 2026	
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AGENCY NOTES:

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

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. If 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 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	0

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Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning Service:											
Other Cleaning Expense (paper products, cleaning supplies, etc.): <i>use actual costs from current fiscal year</i>											
Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	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: <i>use actual costs from current fiscal year</i>											
Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	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.											
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Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	0

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Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	0

TENANT IMPROVEMENTS:

Total:		Est 2022		Est 2023		Est 2024		Est 2025		Est 2026	
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AGENCY NOTES:

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

AGENCY NAME:			Idaho Correctional Industries					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2023	BUDGET REQUEST		Include this summary w/ budget request.		
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTP's, Temps and Comments
1301 N. Orchard, Suite 110	2023	request	9,469	\$ 19.06	\$ 180,463	18	526	14 FTP, 2 Interns, 2 unfilled FTP 16 FTP, 2 Interns 14 FTP, 8 months in smaller space was 16,642 sqft
Boise, ID 83706	2022	estimate	9,469	\$ 18.32	\$ 173,488	18	526	
Showroom and administrative offices	2021	actual	9,469	\$ 21.97	\$ 208,067	14	676	
	Change (request vs actual)		0	\$ -	-27,604	4	-150	
	Change (estimate vs actual)		0	\$ -	-34,579	4	-150	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE _____)	2023	request	9,469	\$ 19.06	\$ 180,463	18	526	
	2022	estimate	9,469	\$ 18.32	\$ 173,488	18	526	
	2021	actual	9,469	\$ 21.97	\$ 208,067	14	676	
	Change (request vs actual)		0	\$ -	-27,604	4	-150	
	Change (estimate vs actual)		0	\$ -	-34,579	4	-150	
TOTAL (ALL PAGES)	2023	request			\$ -			
	2022	estimate			\$ -			
	2021	actual			\$ -			
	Change (request vs actual)				0			
	Change (estimate vs actual)				0			

Division Description

Request for Fiscal Year: 2023

Agency: Correctional Industries

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Division: Correctional Industries

C11

Statutory Authority: 20-401**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 sale of incarcerated individual manufactured goods or incarcerated 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:

Provide technical and diversified training, along with pro-social life skills to incarcerated individuals ("Resident Trainees") to enhance the successful reentry into our communities and provide for a safer Idaho.

Vision:

Idaho Correctional Industry 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 public dollars to be appropriated to other community needs.

Values:

ICI is committed to the positive impact of the long-term progress of our Resident Trainee, through mentoring of Offender Trainees.

ICI is committed to staff development and advancement.

ICI maintains independent financial sustainability.

Agency Revenues

Request for Fiscal Year: 2023

Agency: Correctional Industries

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		FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimated Revenue	FY 23 Estimated Revenue	Significant Assumptions
Fund	42101 Correctional Ind Betterment Account: CI-Manufacturing						
	435 Sale of Services	5,899,971	169,743	88,422	500,000	505,000	
	441 Sales of Goods	6,878,764	5,825,140	5,586,383	4,979,000	5,028,790	
	460 Interest	182,948	156,745	30,331	25,000	25,000	
	463 Rent And Lease Income	0	6,947,335	3,651,975	9,412,000	9,506,120	
	470 Other Revenue	761	0	0	5,000	5,000	
	Correctional Ind Betterment Account: CI- Manufacturing Total	12,962,444	13,098,963	9,357,111	14,921,000	15,069,910	
	Agency Name Total	12,962,444	13,098,963	9,357,111	14,921,000	15,069,910	

Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Correctional Industries

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Fund: Correctional Ind Betterment Account: CI-Manufacturing

42101

Sources and Uses:

The Correctional Industries Betterment Account is established by Section 20-415, Idaho Code. Revenue in the account is derived from the sale of state manufactured goods and services (Section 20-416, Idaho Code). All moneys in the account are continuously appropriated. Funds are used for staff payroll, inmate payroll, operating expenditures, and capital outlay to support production of state manufactured goods and services. Surplus moneys may be used for vocational and educational programs for inmates (Section 20-416, I

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
01. Beginning Free Fund Balance	8,006,066	8,552,157	6,702,990	6,661,346	4,064,163
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	8,006,066	8,552,157	6,702,990	6,661,346	4,064,163
04. Revenues (from Form B-11)	12,962,443	13,098,963	9,357,111	14,921,000	15,069,910
05. Non-Revenue Receipts and Other Adjustments	(61,300)	(25,460)	127,843	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	20,907,209	21,625,660	16,187,944	21,582,346	19,134,073
09. Statutory Transfers Out	0	0	250,000	0	0 SB 1427
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	9,325	16,106	23,275	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, Recessions	96,700	611,000	3,110,000	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	12,249,027	14,295,564	6,143,323	17,518,183	15,068,512
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	12,345,727	14,906,564	9,253,323	17,518,183	15,068,512
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	12,345,727	14,906,564	9,253,323	17,518,183	15,068,512
20. Ending Cash Balance	8,552,157	6,702,990	6,661,346	4,064,163	4,065,561
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	8,552,157	6,702,990	6,661,346	4,064,163	4,065,561
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	8,552,157	6,702,990	6,661,346	4,064,163	4,065,561
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

PCF Detail Report

Request for Fiscal Year: 2023

Agency: Correctional Industries

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Appropriation Unit: State Manufactured Goods

CRAJ

Fund: Correctional Ind Betterment Account: CI-Manufacturing

42101

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	35.00	1,795,704	407,750	427,736	2,631,190
		Total from PCF	35.00	1,795,704	407,750	427,736	2,631,190
		FY 2022 ORIGINAL APPROPRIATION	47.00	2,767,699	650,243	658,558	4,076,500
		Unadjusted Over or (Under) Funded:	12.00	971,995	242,493	230,822	1,445,310
Adjustments to Wage and Salary							
231420	01536	BUYER	1.00	43,098	11,650	10,262	65,010
4	R90						
231421	21020	CI JOB TRAINING SPECIALIST	1.00	54,496	11,650	12,976	79,122
9B	R90						
231422	04248	FINANCIAL TECHNICIAN	1.00	33,571	11,650	7,994	53,215
0	R90						
231422	21026	CI SALES REPRESENTATIVE	1.00	27,914	11,650	6,647	46,211
7	R90						
231422	21020	CI JOB TRAINING SPECIALIST	1.00	54,496	11,650	12,976	79,122
8	R90						
231423	01120	CUSTOMER SVC REP 2	1.00	32,739	11,650	7,795	52,184
1	R90						
231423	21032	CI JOB TRAINING ASSOCIATE	1.00	43,098	11,650	10,262	65,010
4A	R90						
231423	21007	CI SERVICES MANAGER	1.00	68,058	11,650	16,205	95,913
7	R90						
231424	01231	ADMIN ASST 2	1.00	38,230	11,650	9,103	58,983
0	R90						
231424	21032	CI JOB TRAINING ASSOCIATE	1.00	43,098	11,650	10,262	65,010
1A	R90						
231424	21032	CI JOB TRAINING ASSOCIATE	1.00	43,098	11,650	10,262	65,010
5	R90						
231425	21020	CI JOB TRAINING SPECIALIST	1.00	54,496	11,650	12,976	79,122
3	R90						
Other Adjustments							
	500	Employees	.00	136,000	0	0	136,000
	512	Employee Benefits	.00	0	0	33,100	33,100
Estimated Salary Needs							
		Board, Group, & Missing Positions	3.00	140,692	34,950	33,500	209,142
		Permanent Positions	44.00	2,327,404	512,600	555,056	3,395,060
		Estimated Salary and Benefits	47.00	2,468,096	547,550	588,556	3,604,202
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	299,603	102,693	70,002	472,298
		Estimated Expenditures	.00	299,603	102,693	70,002	472,298
		Base	.00	299,603	102,693	70,002	472,298

PCF Summary Report

Request for Fiscal Year: 202
3

Agency: Correctional Industries

231

Appropriation Unit: State Manufactured Goods

CRAJ

Fund: Correctional Ind Betterment Account: CI-Manufacturing

42101

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	47.00	2,767,699	650,243	658,558	4,076,500
5.00	FY 2022 TOTAL APPROPRIATION	47.00	2,767,699	650,243	658,558	4,076,500
7.00	FY 2022 ESTIMATED EXPENDITURES	47.00	2,767,699	650,243	658,558	4,076,500
9.00	FY 2023 BASE	47.00	2,767,699	650,243	658,558	4,076,500
10.12	Change in Variable Benefit Costs	0.00	0	0	(6,600)	(6,600)
10.61	Salary Multiplier - Regular Employees	0.00	24,700	0	5,900	30,600
11.00	FY 2023 PROGRAM MAINTENANCE	47.00	2,792,399	650,243	657,858	4,100,500
13.00	FY 2023 TOTAL REQUEST	47.00	2,792,399	650,243	657,858	4,100,500

Agency Summary And Certification

FY 2023 Request

Agency: Correctional Industries

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In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director: Todd Plimpton

Date: 08/30/2021

			FY 2021 Total Appropriation	FY 2021 Total Expenditures	FY 2022 Original Appropriation	FY 2022 Estimated Expenditures	FY 2023 Total Request
Appropriation Unit							
State Manufactured Goods			9,089,900	9,089,900	11,194,500	11,194,500	13,164,000
Total			9,089,900	9,089,900	11,194,500	11,194,500	13,164,000
By Fund Source							
D	42100	Dedicated	300	300	300	300	300
D	42101	Dedicated	9,089,600	9,089,600	11,194,200	11,194,200	13,163,700
Total			9,089,900	9,089,900	11,194,500	11,194,500	13,164,000
By Account Category							
Operating Expense			1,960,100	1,960,100	7,118,000	7,118,000	7,370,100
Capital Outlay			0	0	0	0	1,693,400
Personnel Cost			7,129,800	7,129,800	4,076,500	4,076,500	4,100,500
Total			9,089,900	9,089,900	11,194,500	11,194,500	13,164,000
FTP Positions			49.00	49.00	47.00	47.00	47.00
Total			49.00	49.00	47.00	47.00	47.00

Inflationary Adjustments

Request for Fiscal Year: 2023

Agency: Correctional Industries

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Appropriation Unit: State Manufactured Goods

CRAJ

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	Change	% Change	FY 2022 Appropriation	CY 2022 Expenditure Adjustments	FY 2022 Estimated Expenditures	Remove One Time Funding	FY 2023 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2023 Totals
Summary Account																
Repair & Maintenance	0	0	0	0	0	0	10,000	474,826	484,826	0	10,000	12,000	0	0	0	22,000
Manufacturing And Merchant Costs	0	0	0	0	0	0	250,000	10,725,392	10,975,392	0	250,000	272,000	0	0	0	522,000
Total	0	0	0	0	0	0	260,000	11,200,218	11,460,218	0	260,000	284,000	0	0	0	544,000
Fund Source																
Dedicated	0	0	0	0	0	0	260,000	11,200,218	11,460,218	0	260,000	284,000	0	0	0	544,000
Total	0	0	0	0	0	0	260,000	11,200,218	11,460,218	0	260,000	284,000	0	0	0	544,000

Contract Inflation

Request for Fiscal Year: 2023

Agency: Correctional Industries

231

State Manufactured Goods

CRAJ

Appropriation Unit:

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated Expenditures	Contract Dates	FY 2023 Contractual % Change	FY 2023 Total
Contract								
Orchard Office Lease	481,912	510,788	546,608	416,134	348,080	10/28/20 - 7/31/2023	8	14,000
Total	481,912	510,788	546,608	416,134	348,080			14,000
Fund Source								
Dedicated	481,912	510,788	546,608	416,134	348,080			14,000
Total	481,912	510,788	546,608	416,134	348,080			14,000

Agency: Correctional Industries

231

Appropriation Unit: State Manufactured Goods

CRAJ

Decision Unit Number	12.01	Descriptive Title	15 Passenger Vans	General	Dedicated	Federal	Total
Capital Outlay							
740		Computer Equipment		0	0	0	0
755		Motorized & Non Motorized Equipment		0	138,000	0	138,000
Capital Outlay Total				0	138,000	0	138,000
				0	138,000	0	138,000

Explain the request and provide justification for the need.

We are requesting three (3) 15 person passenger vans to transport inmate workers (Trainees) participating in the Agricultural and Prison Industry Enhancement Certification Programs at SICl. Presently, we lease any available vans from the Department of Corrections, at SICl, because our current fleet of vans is insufficient to meet the transportation needs of our programs in Western Idaho.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Idaho Code 20-416

Indicate existing base of PC, OE, and/or CO by source for this request.

We currently have five (5) 15 - person passenger vans and rent seven (7) additional vans from IDOC. The fuel, rental, and maintenance costs are covered by the revenue generated by the Agricultural Program.

What resources are necessary to implement this request?

A one-time outlay of cash and the diversion of funds, paid for rental expense, to fuel and maintenance expense will be necessary to implement this request

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A - We will use existing approved staff

Will staff be re-directed? If so, describe impact and show changes on org chart.

N/A - We will use existing approved staff

Detail any current one-time or ongoing OE or CO and any other future costs.

We expect to have ongoing fuel and maintenance costs associated with this request, but expect funds generated from the Agricultural Program to cover these costs.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Costs are based on an internet search for a 15 passenger van, new extended seating vans only come with heightened roof. The state could not obtain a quote for this type of van.

Provide detail about the revenue assumptions supporting this request.

It is assumed, that the impact on revenue will not change with this request. Instead, it will be the impact on costs that will change. We will move from renting vehicles, when available, to paying for fuel and maintenance costs for a van that is dedicated to the Agricultural Program.

Who is being served by this request and what is the impact if not funded?

Trainees will be the primary beneficiary of this request. Additional vans will allow ICI to provide dedicated transportation to trainees to ensure they have the opportunity to save money to assist in their transition back into society. ICI should benefit by reducing costs through the use of their own purchased vehicle versus reimbursing IDOC for using theirs. Taxpayers benefit, in that Trainees provide a portion of their earning to offset the cost of incarceration. If this request is not funded, we will be dependent on leasing any available vehicles from IDOC (at a higher cost) or will have to deny contracts with agricultural partners based on a lack of transportation.

Agency: Correctional Industries

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Appropriation Unit: State Manufactured Goods

CRAJ

Decision Unit Number	12.02	Descriptive Title	E-Commerce Platform	General	Dedicated	Federal	Total
Operating Expense							
	590	Computer Services		0	100,000	0	100,000
		Operating Expense Total		0	100,000	0	100,000
Capital Outlay							
	740	Computer Equipment		0	198,000	0	198,000
		Capital Outlay Total		0	198,000	0	198,000
				0	298,000	0	298,000

Explain the request and provide justification for the need.

We are requesting the implementation of Magento Commerce Cloud Pro, an E-Commerce platform offered as a Platform as a Service (PaaS). ICI does not currently have the ability to receive on-line business to business transactions. This inability puts ICI at a technological disadvantage in an increasingly on-line acquisition environment. To better align ourselves with our competitors and to provide our existing customers a convenient avenue to perform acquisitions, ICI needs to establish an online presence that is inviting and easy to use. In implementing Magento, ICI can better position itself to expand its customer base which allows for the expansion or addition of new programs for Trainees.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Idaho Code 20-416

Indicate existing base of PC, OE, and/or CO by source for this request.

This is a new request, no funding is in the base.

What resources are necessary to implement this request?

A one-time outlay of capital, a re-classification of a PCN, and the commitment of existing staff in select areas of the agency.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A - We will use an existing vacant position for re-classification, we do not intend to change the paygrade

Will staff be re-directed? If so, describe impact and show changes on org chart.

N/A

Detail any current one-time or ongoing OE or CO and any other future costs.

We will have ongoing annual fees of \$48,000 for the platform licensure and an ongoing annual support fees of \$52,000.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Costs were determined by written quotes from Adobe for Magento Platform annual fees and from Red Stage for implementation and ongoing support of the platform.

Provide detail about the revenue assumptions supporting this request.

We estimate a 5% increase year over year for 4 year in new sales and will use the revenue from those sales to recover the one-time investment and offset ongoing costs. We expect to break even on this request in FY25.

Who is being served by this request and what is the impact if not funded?

ICI, customers and trainees will be served by this request. ICI will benefit by using technology to streamline parts of the sales process. Customers will benefit by having access to an online platform that will enable them to place orders for routine items, upload graphics and pay with Pcards. Trainees may benefit from the projected increased sales by having more standard items to produce. Which are used in the earlier stages of the training programs.

Agency: Correctional Industries

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Appropriation Unit: State Manufactured Goods

CRAJ

Decision Unit Number	12.03	Descriptive Title	SBWCC Building	General	Dedicated	Federal	Total
Capital Outlay							
	726	Building & Improvements		0	196,800	0	196,800
			Capital Outlay Total	0	196,800	0	196,800
				0	196,800	0	196,800

Explain the request and provide justification for the need.

ICI is requesting the construction of a training facility at South Boise Women's Correction Center (SBWCC). At this time, ICI can not implement any programs at this institution as there is not any space to perform training. ICI intends to re-locate the screen print and embroidery trades to the Boise area, where the population of eligible female trainees is larger.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Idaho Code 20-416

Indicate existing base of PC, OE, and/or CO by source for this request.

We intend to redirect PWCC operational costs currently in the base to cover ongoing operational costs associated with this request

What resources are necessary to implement this request?

ICI will need the following resources to implement this request:

- 1) a one time outlay of capital,
- 2) a formal commitment from IDOC for land to build the building at the SBWCC compound,
- 3) a commitment of IDOC's Construction Manager to oversee the build., and
- 4) the use of ICI staff and equipment to relocate equipment

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A - we will use existing positions to staff this facility

Will staff be re-directed? If so, describe impact and show changes on org chart.

Staff at PWCC will be offered the opportunity to relocate to Boise. There is not change to the organizational chart for this request.

Detail any current one-time or ongoing OE or CO and any other future costs.

We currently pay approximately \$145K to staff and maintain an equipped facility at PWCC, we expect to have these ongoing costs redirected to the SBWCC facility.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Costs are based on a estimate by the Construction Manager of IDOC at \$82 per square foot and the ability to have the Construction Manager oversee the construction of the building.

Provide detail about the revenue assumptions supporting this request.

This is a one time request for construction. We expect to continue servicing our existing clients and targeting smaller municipalities and school districts to generate orders that would drive the expansion of inmate trainees. This request will require ongoing funding. Ongoing costs will be funded by self sustaining operations.

Who is being served by this request and what is the impact if not funded?

The inmate trainees at SBWCC are the targeted service group. We expect that the approval of this facility will allow for the creation of approximately 8 training positions at SBWCC with a goal of expanding to 12 trainees 3 years after construction. ICI programs teach and enhance technical and life skills aimed at assisting in successful reentry into the community. If the request is not granted, ICI will be unable to meet its mission of decreasing inmate idleness and providing vocational training and education programs at SBWCC.

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2023

Agency: Correctional Industries

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Priority	Appropriation Unit	DU	Fund	Summary Object	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	
Detail												
1	CRAJ	10.31	42101	755	Equipment that can not remain Idle	0	Various	0.00	1.00	300,000.00	300,000	
2	CRAJ	10.32	42101	755	45-56 Passenger Bus	176,907	3/31/2009 12:00:00 AM	8.00	1.00	147,900.00	147,900	
3	CRAJ	10.33	42101	755	Forklift 7500 -8000 lb lift range	0	1/1/2008 12:00:00 AM	5.00	1.00	47,500.00	47,500	
4	CRAJ	10.34	42101	740	Computers & Laptops	0	Various	113.00	22.00	1,500.00	33,000	
5	CRAJ	10.34	42101	740	It hardware - Network	0	Various	21.00	3.00	3,900.00	11,700	
6	CRAJ	10.34	42101	625	Flat Screen Monitors	0	Various	144.00	11.00	280.00	3,100	
7	CRAJ	10.32	42101	755	Mini Van	116,969	12/1/2005 12:00:00 AM	10.00	1.00	24,000.00	24,000	
8	CRAJ	10.32	42101	755	28' Box Trailer	0	8/1/1999 12:00:00 AM	5.00	1.00	47,400.00	47,400	
9	CRAJ	10.33	42101	755	Edge Bander	0	9/11/2015 12:00:00 AM	4.00	1.00	256,800.00	256,800	
10	CRAJ	10.33	42101	755	CNC Router	0	10/1/2007 12:00:00 AM	2.00	1.00	292,330.00	292,300	
Subtotal								312.00	43.00	1,163,700		
Grand Total by Appropriation Unit												
CRAJ											1,163,700	
Subtotal								1,163,700				
Grand Total by Decision Unit												
		10.31										300,000
		10.32										219,300
		10.33										596,600
		10.34										47,800
Subtotal								1,163,700				
Grand Total by Fund Source												
			42101									1,163,700
Subtotal								1,163,700				
Grand Total by Summary Account												
				625				144.00	11.00	3,100		
				740				134.00	25.00	44,700		
				755				34.00	7.00	1,115,900		
Subtotal								312.00	43.00	1,163,700		

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency: Correctional Industries							231
Division: Correctional Industries							CI1
Appropriation Unit: State Manufactured Goods							CRAJ
FY 2021 Total Appropriation							
1.00	FY 2021 Total Appropriation						CRAJ
	42100 Dedicated	0.00	0	300	0	0	300
	42101 Dedicated	49.00	3,997,600	646,300	0	0	4,643,900
OT	42101 Dedicated	0.00	3,132,200	1,313,500	0	0	4,445,700
		49.00	7,129,800	1,960,100	0	0	9,089,900

FY 2021 Actual Expenditures

2.00	FY 2021 Actual Expenditures						CRAJ
	42100 Dedicated	0.00	0	300	0	0	300
	42101 Dedicated	49.00	3,997,600	646,300	0	0	4,643,900
OT	42101 Dedicated	0.00	3,132,200	1,313,500	0	0	4,445,700
		49.00	7,129,800	1,960,100	0	0	9,089,900

FY 2022 Original Appropriation

3.00	FY 2022 Original Appropriation						CRAJ
	42100 Dedicated	0.00	0	300	0	0	300
	42101 Dedicated	47.00	4,076,500	6,617,700	0	0	10,694,200
OT	42101 Dedicated	0.00	0	500,000	0	0	500,000
		47.00	4,076,500	7,118,000	0	0	11,194,500

FY 2022 Total Appropriation

5.00	FY 2022 Total Appropriation						CRAJ
	42100 Dedicated	0.00	0	300	0	0	300
	42101 Dedicated	47.00	4,076,500	6,617,700	0	0	10,694,200
OT	42101 Dedicated	0.00	0	500,000	0	0	500,000
		47.00	4,076,500	7,118,000	0	0	11,194,500

FY 2022 Estimated Expenditures

7.00	FY 2022 Estimated Expenditures						CRAJ
	42100 Dedicated	0.00	0	300	0	0	300
	42101 Dedicated	47.00	4,076,500	6,617,700	0	0	10,694,200
OT	42101 Dedicated	0.00	0	500,000	0	0	500,000
		47.00	4,076,500	7,118,000	0	0	11,194,500

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
FY 2023 Base									
9.00	FY 2023 Base								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,076,500	6,617,700	0	0	10,694,200	
OT	42101	Dedicated	0.00	0	500,000	0	0	500,000	
			47.00	4,076,500	7,118,000	0	0	11,194,500	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
Program Maintenance									
10.12	Change in Variable Benefit Costs								CRAJ
	Change in Variable Benefit Costs								
	42101	Dedicated	0.00	(6,600)	0	0	0	(6,600)	
			0.00	(6,600)	0	0	0	(6,600)	
10.21	General Inflation Adjustments								CRAJ
	42101	Dedicated	0.00	0	142,000	0	0	142,000	
			0.00	0	142,000	0	0	142,000	
10.23	Contract Inflation Adjustments								CRAJ
	Annual increase in rental costs with Orchard Partners for office space								
	42101	Dedicated	0.00	0	7,000	0	0	7,000	
			0.00	0	7,000	0	0	7,000	
10.31	Repair, Replacement Items/Alteration Req #1								CRAJ
OT	42101	Dedicated	0.00	0	0	300,000	0	300,000	
			0.00	0	0	300,000	0	300,000	
10.32	Repair, Replacement Items/Alteration Req #2								CRAJ
OT	42101	Dedicated	0.00	0	0	219,300	0	219,300	
			0.00	0	0	219,300	0	219,300	
10.33	Repair, Replacement Items/Alteration Req #3								CRAJ
OT	42101	Dedicated	0.00	0	0	596,600	0	596,600	
			0.00	0	0	596,600	0	596,600	
10.34	Repair, Replacement Items/Alteration Req #4								CRAJ
OT	42101	Dedicated	0.00	0	3,100	44,700	0	47,800	
			0.00	0	3,100	44,700	0	47,800	
10.61	Salary Multiplier - Regular Employees								CRAJ
	Salary Adjustments - Regular Employees								
	42101	Dedicated	0.00	30,600	0	0	0	30,600	
			0.00	30,600	0	0	0	30,600	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
FY 2023 Total Maintenance									
11.00	FY 2023 Total Maintenance								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,100,500	6,766,700	0	0	10,867,200	
OT	42101	Dedicated	0.00	0	503,100	1,160,600	0	1,663,700	
			47.00	4,100,500	7,270,100	1,160,600	0	12,531,200	

Line Items

12.01	15 Passenger Vans								CRAJ
Three 15 person passenger vans for agricultural and PIEC programs									
OT	42101	Dedicated	0.00	0	0	138,000	0	138,000	
			0.00	0	0	138,000	0	138,000	

12.02	E-Commerce Platform								CRAJ
Magento Commerce Cloud Pro									
	42101	Dedicated	0.00	0	100,000	0	0	100,000	
OT	42101	Dedicated	0.00	0	0	198,000	0	198,000	
			0.00	0	100,000	198,000	0	298,000	

12.03	SBWCC Building								CRAJ
2400 Sqft Building for Screen Print and Embroidery									
OT	42101	Dedicated	0.00	0	0	196,800	0	196,800	
			0.00	0	0	196,800	0	196,800	

FY 2023 Total

13.00	FY 2023 Total								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,100,500	6,866,700	0	0	10,967,200	
OT	42101	Dedicated	0.00	0	503,100	1,693,400	0	2,196,500	
			47.00	4,100,500	7,370,100	1,693,400	0	13,164,000	