

Agency Summary And Certification

FY 2024 Request

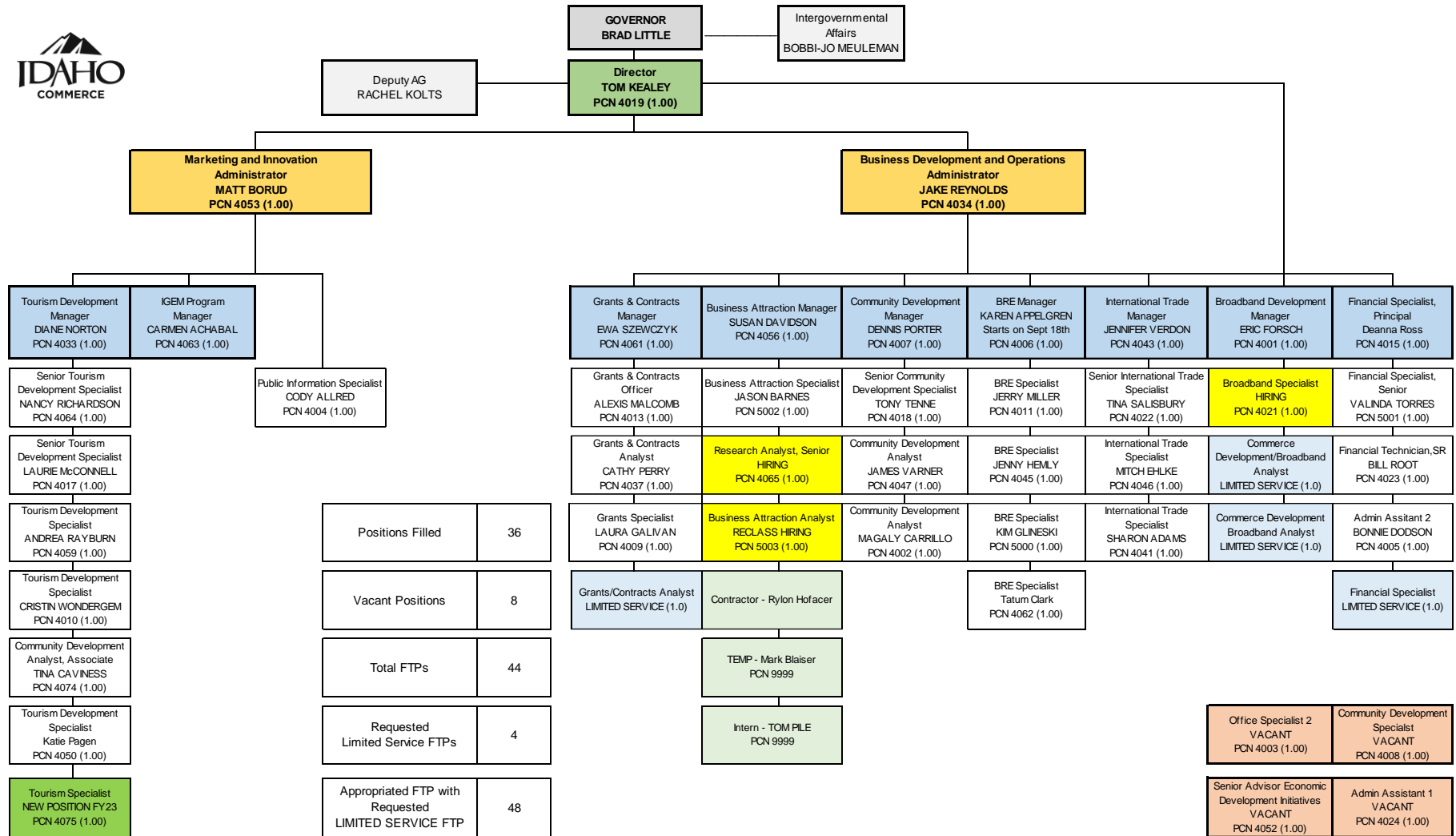
Agency: Department of Commerce

220

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: Tom Kealey Date: 08/29/2022

			FY 2022 Total Appropriation	FY 2022 Total Expenditures	FY 2023 Original Appropriation	FY 2023 Estimated Expenditures	FY 2024 Total Request
Appropriation Unit							
Commerce			82,597,400	43,954,400	100,643,000	138,710,700	329,129,615
Total			82,597,400	43,954,400	100,643,000	138,710,700	329,129,615
By Fund Source							
G	10000	General	6,036,200	5,526,000	6,408,300	9,486,000	6,598,400
D	12003	Dedicated	3,000,000	775,000	3,000,000	3,000,000	3,000,000
D	21200	Dedicated	16,731,300	16,723,300	22,413,800	22,413,800	27,706,200
D	32200	Dedicated	35,000,000	10,000	0	34,990,000	0
F	34400	Federal	0	0	1,000,000	1,000,000	0
F	34430	Federal	0	0	1,000,000	1,000,000	0
F	34440	Federal	0	0	0	0	125,000,015
F	34500	Federal	10,000,000	12,341,500	0	0	0
F	34800	Federal	11,294,000	8,515,500	66,285,000	66,285,000	166,289,100
D	34900	Dedicated	157,500	100	157,500	157,500	157,500
D	40100	Dedicated	378,400	63,000	378,400	378,400	378,400
Total			82,597,400	43,954,400	100,643,000	138,710,700	329,129,615
By Account Category							
Personnel Cost			4,080,700	3,322,400	4,719,800	4,719,800	5,710,115
Operating Expense			10,200,100	10,503,700	15,040,400	15,040,400	22,255,600
Capital Outlay			0	77,800	0	0	0
Trustee/Benefit			68,316,600	30,050,500	80,882,800	118,950,500	301,163,900
Total			82,597,400	43,954,400	100,643,000	138,710,700	329,129,615
FTP Positions			43	43	44	44	48
Total			43	43	44	44	48



Tom Kealey

Thomas Kealey, Director

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

Reporting Agency/Department: Department of Commerce

STARS Agency Code: 220

Fiscal Year: 2024

Contact Person/Title: Deanna Ross / Financial Specialist Principal

Contact Phone Number: 208.780.5139

Contact Email: deanna.ross@commerce.idaho.gov

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Date of Expiration - If Known	Total Grant Amount	Pass Through Federal Money From Other State Agency	FY 2022 Available Funds	FY 2022 Actual Expenditures	FY 2023 Estimated Available Funds	FY 2024 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE or MOU (67-1917(1)(d))requirements? [Y] Yes or [N] No If Yes answer question 2.	Known Reductions; Plan for 10% or More Reduction	Will this Grant be reduced by 50% or more from the previous years funding? [Y] Yes or [N] No If yes then answer question
14.228/B-13-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,742,858.00	N	4,200	0	4,200	2,100	Y	N	Award fewer grants to rural communities	N
14.228/B-14-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,836,408.00	N	3,600	3,600	0	0	Y	N	Award fewer grants to rural communities	N
14.228/B-15-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,822,995.00	N	32,700	29,706	2,994	1,497	Y	N	Award fewer grants to rural communities	N
14.228/B-16-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,561,311.00	N	132,700	99,338	33,362	16,681	Y	N	Award fewer grants to rural communities	N
14.228/B-17-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,461,397.00	N	746,900	71,920	674,980	337,490	Y	N	Award fewer grants to rural communities	N
14.228/B-18-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	8,213,561.00	N	1,787,900	724,806	1,063,094	531,547	Y	N	Award fewer grants to rural communities	N
14.228/B-19-DC-16 0001	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	8,156,250.00	N	3,248,100	1,852,018	1,396,082	698,041	Y	N	Award fewer grants to rural communities	N
14.228/B-20-DC-16 0002	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	7,879,744.00	N	7,685,789	2,901,251	4,784,538	2,392,269	Y	N	Award fewer grants to rural communities	N
14.228/B-21-DC-16 0002	Block	HUD	Community Development Block Grant	Provide infrastructure upgrades for rural communities	unknown	8,008,952.00	N	8,008,952	978,800	7,030,152	3,515,076	Y	N	Award fewer grants to rural communities	N
14.228/B-20-DW-16-0001	Block	HUD	CARES Community Development Block Grant	CARES-Provide infrastructure upgrades for rural communities	unknown	12,235,207.00	N	12,014,753	1,515,014	10,499,739	5,249,869	Y	N	Award fewer grants to rural communities	N
SBAHQ-20-IT-0022	Competitive	SBA	State Trade Expansion Program	Assist Idaho small businesses increase their exports	9/29/2022	207,945.00	N	144,011	144,011	0	0	Y	N	Assist fewer businesses with exporting & award fewer grants	N
SBAHQ-20-IT-0022	Competitive	SBA	State Trade Expansion Program	Assist Idaho small businesses increase their exports	9/29/2022	445,000.00	N	445,000	195,004	249,996	124,998	Y	N	Assist fewer businesses with exporting & award fewer grants	N
21.019/201892001 806	Financial Assistance	Dept of Tre	CARES Foodbank Block Grant	CARES-Rebuild consumer and employee confidence and promote Idaho	12/30/2021	3,600,000.00	N	3,600,000	2,345,992	0	0	Y	N	N/A	
21.019/201892001 806	Financial Assistance	Dept of Tre	CARES Broadband Block Grant	CARES-Rebuild consumer and employee confidence and promote Idaho	12/30/2021	10,000,000.00	N	10,000,000	9,995,517	0	0	Y	N	N/A	
Total								\$47,854,604	\$20,856,978	\$25,739,136	\$12,869,568				

Total FY 2022 All Funds Appropriation (DU 1)	\$88,865,200	
Federal Funds as Percentage of Funds	53.85%	

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

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

CFDA#/Cooperativ e Agreement # /Identifying #	Agreement Type	ment including dollar amounts.
N/A	N/A	N/A

3. Provide a plan for each grant with a known reduction in federal funding that includes anticipated changes, and if reduction is:
 10-49% included the agency plan for operating at the reduced rate or,
 50% or more from the previous year's funding include the plan to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources.

CFDA#/Cooperativ e Agreement # /Identifying #	Plan for reduction or elimination of services.
14.228/B-20-DW- 16-0001	80% of unpaid funds will be reverted to HUD as of 6/20/2023 - the balance will contune until the expiration of the grant, services will be eliminated upon expiration of grant

Director Attestation for Performance Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho Commerce Dept.

Thomas F. Kealey
Director's Signature

8/29/2022
Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov

Part I – Agency Profile

Agency Overview

The Idaho Department of Commerce strives to increase jobs and advance economic prosperity of Idaho citizens, upgrade public facilities necessary for economic growth and promote Idaho's products, people, and places.

Economic development and businesses are the top priorities of the department. The department's constant focus is to understand the needs of Idaho's industries and communities and to provide timely, effective, and flexible solutions that are lockstep with the aggressive timeframes that commerce demands. The end result: businesses and communities in Idaho will know they have a resource, advocate, and most importantly, a partner in state government.

Four advisory boards — Economic Advisory Council (EAC), Idaho Travel Council (ITC), Idaho Global Entrepreneurial Mission (IGEM) Council, and Idaho Broadband Advisory Board (IBAB) — provide guidance and oversight for several department programs. All members of these boards are appointed by the Governor or Legislature to represent the various regions of the state. Council members represent a broad constituency of private and public-sector interests.

Core Functions/Idaho Code

Idaho Department of Commerce is designated under Idaho Code Title 67, Chapter 47. The Idaho Department of Commerce is committed to ensuring access to a comprehensive menu of high-quality services, education, training, and information for all its customers and partners. The agency offers many economic development programs through:

Business Retention and Expansion provides ongoing communication and outreach to existing Idaho businesses to support growth and expansion opportunities. This team also provides a curriculum of tiered training opportunities for Idaho communities - especially rural communities - to ensure they are prepared to support business growth.

Business Attraction coordinates with local economic development professionals throughout Idaho on demand-driven and proactive business expansion opportunities that are initiated by companies and/or site selectors reaching out to the state to explore potential expansion or relocation opportunities.

Tourism Development works to expand Idaho's tourism and recreation industry by marketing the state and travel opportunities to both domestic and international business and leisure travelers; awards grants to local communities to promote tourism; develops, supports, and promotes tourism events and attractions.

Community Development provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion, and a sense of community.

Office of Broadband serves as a dedicated resource for the Idaho Broadband Advisory Board (IBAB) and its state broadband strategy and plan including consumer education, facilitating new service opportunities, funding resources, and infrastructure coordination to reach unserved and underserved communities in the state.

Idaho Global Entrepreneurial Mission, or IGEM, leverages private-industry guidance and the talent and expertise of Idaho's research universities to commercialize innovative and viable technologies that will strengthen Idaho's economy.

International Business Development supports Idaho businesses' efforts to export goods and services; develops new markets; increases foreign awareness and acceptance of Idaho's products and services; supports foreign direct investment opportunities; and manages Idaho's three international trade offices.

Economic Development Projects include identifying partners throughout the state and discussing issues that are affecting economic development such as broadband, cybersecurity, the semiconductor industry, nuclear energy, affordable housing, outdoor recreation, etc. Through these conversations it is the goal of the department to develop recommendations so the state can properly address these challenges.

Marketing and Public Information provides support to the entire department through strategic outreach to media, government partners, and other key stakeholders that are focused on showcasing the success stories of Idaho businesses and highlighting Idaho's business-friendly environment to companies outside the state.

Operations supports the department through day-to-day fiscal, payroll and HR functions. The team also provides grant management and reporting across the various grant programs throughout the department. The Shared Services team provides centralized administrative support to all Commerce teams to ensure team members can maintain their focus on key goals and objectives.

Revenue and Expenditures

Revenue	FY 2019	FY 2020	FY 2021	FY 2022
General Fund	\$5,368,100	\$5,372,700	\$5,043,800	\$5,526,800
Idaho Opportunity Fund	\$0	\$0	\$0	\$0
Misc. Revenue	\$5,600	\$3,400	\$100	\$1,200
Federal Fund	\$8,357,700	\$10,017,900	\$7,089,500	\$8,658,900
Seminars & Publications	\$188,000	\$158,700	\$57,500	\$67,000
Idaho Travel & Convention	\$13,694,000	\$13,132,800	\$14,854,900	\$20,719,400
Broadband Fund			\$35,000,000	\$126,500
CARES Act			<u>\$46,591,900</u>	<u>\$63,720</u>
Total	\$27,613,400	\$28,685,500	\$108,637,700	\$35,163,520
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022
Personnel Costs	\$3,377,700	\$3,289,700	\$3,176,000	\$3,322,400
Operating Expenditures	\$8,428,500	\$9,041,000	\$14,852,200	\$10,503,700
Capital Outlay	\$6,900	\$400	\$2,000	\$77,800
Trustee/Benefit Payments	<u>\$16,492,200</u>	<u>\$17,940,100</u>	<u>\$52,103,500</u>	<u>\$30,050,500</u>
Total	\$28,305,300	\$30,271,200	\$70,133,700	\$43,954,400

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022
Business Attraction Leads	111	89	91	76
Business Retention & Expansion: Outreach	717	743	956	1267
Community Development Consultations	108	76	40	45
International Trade Inquiries	489	496	558	460
Total Tourism Inquiries	1,676,595	2,170,084	4,822,297	2,932,022
Total Number of Grants Deployed	131	110	173	143

Part II – Performance Measures

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Goal 1: Support Existing Business						
1. Number of jobs created and retained	actual	1212	5232	2278	1549	
	target	2000	1500	1500	1500	1700
2. Percentage growth of State GDP (billions)	actual	\$75,391 4.88%	\$69,414 (-7.93%)	\$77,776 12.05%	\$94,316 12.50%	
	target	2.5% growth	3% growth	2% growth	3% growth	4%
3. Number of new business expansion projects announced	actual	12	16	18	21	
	target	5	8	8	8	15
Goal 2: Strategic Business Attraction & Promoting Responsible Incentives						
4. Amount of statewide capital expenditures by companies in Idaho	actual	\$429,207,317	\$573,383,179	\$950,872,107	\$1,725,500,000	
	target	\$250,000,000	\$300,000,000	\$500,000,000	\$500,000,000	\$650,000,000
5. Conversion rate of leads to site visits	actual	52%	56%	67%	51%	
	target	60%	50%	50%	50%	50%
6. Number of TRI project awards	actual	7	12	15	11	
	target	10	8	8	8	10
Goal 3: Support Idaho Businesses with International & Domestic Trade Expansions						
7. Number of international trade outreach activities organized	actual	1-Trade Mission 6-Trade Shows	1-Trade Mission 7-Trade Shows	2- Trade Missions 4 – Trade Show	18 Trade Missions &/or Trade Shows	
	target	1-Trade Mission 5-Trade Shows	1-Trade Mission 5-Trade Shows	1-Trade Mission 5-Trade Shows	9 trade shows &/or missions	11 Trade Shows &/or missions
Goal 4: Market and Promoting Idaho's Tourism and Outdoor Recreation Opportunities						
8. Percentage change in 2% lodging tax collection revenue year over year	actual	\$13,653,240 9.46%	\$13,119,105 (-3.91)	\$14,811,691 12.90%	\$20,642,939 39.37%	
	target	12% growth	11% growth	-30% decline	10% growth	10% growth

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Goal 5: Advance Idaho's Innovation and Commercialization Ecosystem						
9. Number of funded IGEM projects initiated by Commerce	actual	5	2	6	6	
	target	1	1	1	2	3
Goal 6: Facilitate the Idaho Broadband Office, Broadband Grant Programs and Other Projects to Support the Governor's Broadband Connectivity for all Communities						
10. New broadband service for households and securing future federal funding for deploying broadband in Idaho	actual	NA	NA	30,329	4,647	
		NA	NA	\$50M	\$10M	
	target	NA	NA	40,000	10,000	0
		NA	NA	\$50M	\$10M	\$50M

Performance Measure Explanatory Notes

1. New jobs are created through the expansion of existing Idaho businesses or the recruitment of new businesses to the state. Jobs included in this calculation encompass those resulting from the Department of Commerce's business development efforts, and/or through support the department provides to local economic development organizations throughout the state. One of the department's other priorities is to protect and retain existing jobs within the state. Idaho companies are not immune from aggressive recruitment efforts undertaken by other states and communities; thus, the department is continually engaged with local businesses to ensure they maintain their presence in the state. Job creation and retention numbers are monitored and tracked through the department's internal Salesforce database system.
2. Idaho Gross Domestic Product (GDP) is a primary measurement to track the economic growth of Idaho. GDP is reported by the U.S. Bureau of Economic Analysis.
3. Assist existing Idaho businesses with expansion.
4. Capital expenditure represents the private-sector investment in land, property, and/or equipment in a business expansion or relocation project. Cap Ex is tracked through the department's internal Salesforce database system.
5. A lead represents an entry-level contact with the state from a company with the expressed desire to expand or relocate its business. One of the key indicators that the state is under strong consideration by a company is a site visit made by its decision makers. The conversion rate of leads to site visits is a performance measure by which the department will measure the success of its business attraction efforts.
6. Award incentive for existing and new Idaho businesses that generate higher-wage jobs.
7. Trade missions are led by high ranking government officials to take a group of companies to a foreign country or region to promote their products and/or services. The Idaho Department of Commerce organizes Idaho pavilions at various international trade shows to provide companies the opportunities to exhibit their products and/or services. Both activities aid the increase of export sales.
8. The total 2% hotel/motel and private campground tax collected as reported to the department by the Idaho State Tax Commission.

9. Strengthen the existing partnerships with universities, the private sector, INL, HERC, and CAES to enhance spinoff business activity and commercialization of university research.
10. Broadband speed is defined by the Federal Communications Commission (FCC) as any type of internet connection delivered at speeds at a minimum of 25 megabits per second (Mbps) download and at a minimum of 3 Mbps upload. But the new guideline speeds for FY23 are 100 Mbps download speed and 20 Mbps upload speed for federal funding purposes. New service to households is defined as the Idaho Office of Broadband helping facilitate grants, assistance, coordination, and implementation of new service to households who do not meet the minimum criteria of broadband service. Securing future federal funding for deploying broadband in Idaho means the amount of federal dollars appropriated by the Idaho legislature for broadband deployment.

For More Information Contact:

Tom Kealey
Idaho Department of Commerce
700 W. State St., Boise ID 83702
Phone: (208) 287-3153;
E-mail: tom.kealey@commerce.idaho.gov

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

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Commerce	Division/Bureau:	
Prepared By:	Deanna Ross	E-mail Address:	deanna.ross@commerce.idaho.gov
Telephone Number:	208-334-2470	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Matthew Farina
Date Prepared:	7/28/2022	For Fiscal Year:	2023

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

Facility Name:	Administrative Office - Joe R. Williams Bldg - 2nd Floor				
City:	Boise	County:	Ada		
Property Address:	700 W State Street		Zip Code:		8370
Facility Ownership (could be private or state-owned)	Private Lease:	<input type="checkbox"/>	State Owned:	x <input type="checkbox"/>	Lease Expires: n/a

FUNCTION/USE OF FACILITY

Administrative Office space for the Department of Commerce - There are currently 2 divisions housed in this office: The Division of Business Development & Operations and the Division of Marketing & Innovation.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	49	49	49	49	49	49
Full-Time Equivalent Positions:	44	44	48	48	48	44
Temp. Employees, Contractors, Auditors, etc.:	5	5	5	5	5	5

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	12854	12854	12854	12854	12854	12854

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	\$139,465.90	\$139,465.90	\$139,465.90	\$143,649.88	\$143,649.88	\$143,649.88

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Commerce	Division/Bureau:	
Prepared By:	Deanna Ross	E-mail Address:	deanna.ross@commerce.idaho.gov
Telephone Number:	208-334-2470	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Matthew Farina
Date Prepared:	7/28/2022	For Fiscal Year:	2023

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

Facility Name:	Administrative Office - Joe R. Williams Bldg - 2nd Floor				
City:	Boise	County:	Ada		
Property Address:	700 W State Street				Zip Code: 83701
Facility Ownership (could be private or state-owned)	Private Lease:	<input type="checkbox"/>	State Owned:	x <input checked="" type="checkbox"/>	Lease Expires: n/a

FUNCTION/USE OF FACILITY

Administrative Office space for the Department of Commerce - There are currently 2 divisions housed in this office: The Division of Business Development & Operations and the Division of Marketing & Innovation.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:						
Full-Time Equivalent Positions:						
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	2073	2073	2073	2073	2073	2073

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	\$12,438.00	\$12,438.00	\$12,438.00	\$12,811.14	\$12,811.14	\$12,811.14

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

- Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
- 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.
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AGENCY NOTES:



MEMORANDUM

DATE: July 29, 2022

TO: Lori Wolff, DHR Administrator

FROM: Tom Kealey, Director Department of Commerce

RE: FY24 FTP Budget Request

The Department of Commerce is requesting four limited-service FTPs to support the state's broadband initiative. These positions will be funded by ARPA and IIJA federal funds. The state expects to receive in excess of \$500 million in federal funding to support this initiative. It is expected that these positions will be needed for approximately four years or as long as the agency receives federal funding for the broadband program. The FTPs needed are as follows: 2 Commerce Development Analysts, 1 Grants/Contract Analyst, and 1 Financial Specialist. In FY23, the legislature approved spending from IIJA funds, however, they did not approve the FTPs. Therefore, we will be asking for 2 FTPs to be allotted to the IIJA portion of the broadband initiative and 2 FTPs and spending authority to be allotted and funded from the ARPA portion of the broadband initiative. Because this project will exceed 12 months, the agency will not be able to use existing vacant positions to cover the amount of administrative support required to cover the magnitude of this project. The total annual cost is expected to be \$300,000 per year for four years. The cost was calculated based on the following table:

Position	FTP	Pay Grade	Base Pay	Salary	Variable Benefits	Health	Total	Comments
Commerce Development Analyst	2.00	K	23.89	99,402.37	0.20	13,700.00	147,135.12	Limited Service
Grants/Contract Analyst	1.00	K	23.89	49,701.18	0.20	13,700.00	73,567.56	Limited Service
Financial Specialist	1.00	K	23.89	49,701.18	0.20	13,700.00	73,567.56	Limited Service
Total							294,270.24	

Because of the challenges in hiring and the current labor shortage, the agency will be requesting in the FY24 budget submission to hire these positions at least 82% of policy.

Please let me know if you have any questions or need additional information.



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
LORI A. WOLFF
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

August 19, 2022

Deanna Ross
Department of Commerce
deanna.ross@commerce.idaho.gov

Dear Deanna Ross:

This letter is in response to your FY 2024 Budget request. Your request was received August 4, 2022 and listed the following requested items for your FY 2024 budget:

1. Item 1: Two Limited Service Commerce Development Analysts, at 82% of policy
2. Item 2: One Limited Service Grants/Contracts Analyst, at 82% of policy
3. Item 3: One Limited Service Financial Specialist, at 82% of policy

Since the program is still being developed the classifications are difficult to determine at this time. However, DHR concurs that Commerce is using their best judgment based on the positions they have needed in the past for previous Broadband grants that were issued with CARES money.

This letter attests that Department of Commerce's requests are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at Janelle.mcdonald@dhr.idaho.gov or 208-854-3077.

Sincerely,

A handwritten signature in black ink, appearing to read "Janelle McDonald".

Janelle McDonald
DHR Program Manager
CC: Lori Wolff, DHR Administrator
Tom Kealey, Director Department of Commerce

Agency:	Department of Commerce	220
Division:	Department of Commerce	CD1
Statutory Authority:	Authorized in Chapter 41, Title 67, Idaho Code	

MARKETING AND INNOVATION: Comprised of Tourism Development, Idaho Global Entrepreneurial Mission (IGEM), Public Information and Economic Development Initiatives. Tourism Development works to expand Idaho's tourism and recreation industry by marketing the state and travel opportunities to both domestic and international business and leisure travelers, awards grants to local communities to promote tourism, develops, supports, and promotes tourism events and attractions throughout Idaho. The IGEM program leverages private-industry guidance and the talent and expertise of Idaho's research universities to commercialize innovation and viable technologies that will strengthen Idaho's economy. Public information efforts provide support to the entire department through strategic outreach to media, government partners, and other key stakeholders that are focused on showcasing the success stories of Idaho businesses and highlighting Idaho's business-friendly environment to companies outside the state. Economic Development Initiatives has the task of meeting with partners throughout the state and discussing issues that are affecting economic development, such as, broadband, and affordable housing. Through these conversations it is the goal of the department to devise methods so the state can properly address these challenges.

BUSINESS DEVELOPMENT AND OPERATIONS: Comprised of Community Development, Business Retention and Expansion, Business Attraction, International Business Development, the Idaho Broadband Office, and Operations related functions. Community Development provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion, and a sense of community. Business Retention and Expansion provides ongoing communication and outreach to existing Idaho business to support growth and expansion opportunities. This team also provides a curriculum of tiered training opportunities for Idaho communities - especially rural communities - to ensure they are prepared to support business growth. Business Attraction coordinates with local economic development professionals throughout Idaho on demand-driven business expansion opportunities that are initiated through companies and/or site selectors reaching out to the state to explore potential expansion or relocation opportunities. International Business Development supports Idaho businesses' efforts to export goods and services, develop new markets, increase foreign awareness and acceptance of Idaho's products and services, and promote foreign direct investment opportunities. The Idaho Broadband Office serves as a liaison to the Idaho Broadband Advisory Board for statewide broadband planning, funding decisions, consumer education, new service opportunities, and infrastructure coordination to reach unserved and underserved communities in Idaho. Operations related functions support the department through day-to-day fiscal, payroll, and HR functions. The team also provides grant management and reporting across the various grant programs throughout the department. The Shared Services team provides centralized administrative support to all Commerce teams to ensure team members can maintain their focus on key goals and objectives.

Agency Revenues

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimated Revenue	FY 24 Estimated Revenue	Significant Assumptions
Fund	12003 Miscellaneous General Fund: Idaho Opportunity Fund						
	481 General Fund Stat	0	1,000,000	0	0	0	Statutory transfer in included on B-12 not B-11
	Miscellaneous General Fund: Idaho Opportunity Fund Total	0	1,000,000	0	0	0	
Fund	21200 Idaho Travel And Convention Account						
	400 Taxes Revenue	13,028,100	14,720,700	0	0	0	Operating transfer in included on B-12 not B-11
	410 License, Permits & Fees	104,700	134,200	0	0	0	Operating transfer in included on B-12 not B-11
	435 Sale of Services	25,000	114,100	40,920	60,007	71,676	3 - year rolling average
	Idaho Travel And Convention Account Total	13,157,800	14,969,000	40,920	60,007	71,676	
Fund	32200 Idaho Broadband Fund						
	460 Interest	0	1,600	126,462	63,218	31,609	Interest earned on remaining cash balance assuming grants payments are made
	481 General Fund Stat	0	35,000,000	0	0	0	Statutory transfer in included on B-12 not B-11
	Idaho Broadband Fund Total	0	35,001,600	126,462	63,218	31,609	
Fund	34400 American Rescue Plan Act - ARPA						
	450 Fed Grants & Contributions	0	0	0	1,000,000	0	One year grant
	American Rescue Plan Act - ARPA Total	0	0	0	1,000,000	0	
Fund	34500 Cares Act - Covid 19						
	450 Fed Grants & Contributions	0	229,800	63,720	0	0	grant complete
	480 Transfers and Other Financial Sources	0	46,362,100	0	0	0	grant complete
	Cares Act - Covid 19 Total	0	46,591,900	63,720	0	0	
Fund	34800 Federal (Grant)						
	435 Sale of Services	0	0	144,011	0	0	coding error s/b acct 450
	450 Fed Grants & Contributions	10,117,900	7,089,500	8,514,868	58,574,089	158,059,486	3 - year rolling average + increase for CDBG CARES + Broadband
	470 Other Revenue	0	0	0	0	0	
	Federal (Grant) Total	10,117,900	7,089,500	8,658,879	58,574,089	158,059,486	

Agency Revenues

Request for Fiscal Year: 2024

Fund 34900 Miscellaneous Revenue

435	Sale of Services	3,000	100	1,058	1,394	859	3 - year rolling average
441	Sales of Goods	400	0	96	165	87	3 - year rolling average
460	Interest	0	0	0	0	0	
Miscellaneous Revenue Total		3,400	100	1,154	1,559	946	

Fund 40100 Seminars And Publications

435	Sale of Services	158,700	57,500	64,954	93,718	72,057	3 - year rolling average
Seminars And Publications Total		158,700	57,500	64,954	93,718	72,057	
Agency Name Total		23,437,800	104,709,600	8,956,089	59,792,591	158,235,774	

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Miscellaneous General Fund: Idaho Opportunity Fund

12003

Sources and Uses:

S1499 of 2006 created the Business and Jobs Development Fund designated for economic development projects throughout the state. In 2013, H100 codified the purpose and changed the name to Idaho Opportunity Fund.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	4,331,660	4,181,660	4,887,960	4,112,960	5,112,960
02. Encumbrances as of July 1	250,000	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	4,581,660	4,181,660	4,887,960	4,112,960	5,112,960
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	1,000,000	0	2,000,000	0 HB803
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	4,581,660	5,181,660	4,887,960	6,112,960	5,112,960
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(2,600,000)	(2,706,300)	(2,225,000)	(2,000,000)	(2,000,000)
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	400,000	293,700	775,000	1,000,000	1,000,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	400,000	293,700	775,000	1,000,000	1,000,000
20. Ending Cash Balance	4,181,660	4,887,960	4,112,960	5,112,960	4,112,960
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	4,181,660	4,887,960	4,112,960	5,112,960	4,112,960
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	4,181,660	4,887,960	4,112,960	5,112,960	4,112,960
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Idaho Travel And Convention Account

21200

Sources and Uses:

A two percent (2%) hotel/motel/campground tax collected on sales by an establishment which provides lodging to members of the public for a fee. This includes the "sale" (i.e. the renting of a place to sleep) to an individual by a hotel/motel (including c Provide employment of labor, protection, promotion, study, research, analysis and development of Idaho's travel and convention industry (§67-4710, Idaho Code). Distributes 45% to Idaho Travel Council for statewide travel and convention programs, 45% to I

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	9,714,400	10,011,200	14,124,200	18,118,996	20,170,841
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	9,714,400	10,011,200	14,124,200	18,118,996	20,170,841
04. Revenues (from Form B-11)	25,000	114,100	40,920	60,007	71,676
05. Non-Revenue Receipts and Other Adjustments	0	0	766	0	0
06. Statutory Transfers In	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	13,028,100	14,720,700	20,529,170	22,582,087	24,840,296
07. Operating Transfers In	104,700	134,200	148,540	129,147	137,296
08. Total Available for Year	22,872,200	24,980,200	34,843,596	40,890,237	45,220,109
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	100	(1,700)	1,363	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	16,702,300	16,715,400	16,731,300	22,413,800	27,706,200
14. Prior Year Reappropriations, Supplementals, Recessions	(1,600)	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(3,839,800)	(5,857,700)	(8,063)	(1,694,404)	(4,868,309)
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	12,860,900	10,857,700	16,723,237	20,719,396	22,837,891
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	12,860,900	10,857,700	16,723,237	20,719,396	22,837,891
20. Ending Cash Balance	10,011,200	14,124,200	18,118,996	20,170,841	22,382,218
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	10,011,200	14,124,200	18,118,996	20,170,841	22,382,218
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	10,011,200	14,124,200	18,118,996	20,170,841	22,382,218
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Idaho Broadband Fund

32200

Sources and Uses:

Section 33-910(1), Idaho Code, created the Broadband Infrastructure Improvement Grant (BIIG) Fund. Moneys from this fund are available to be distributed by the department to provide state matching funds for eligible special construction projects to deplo The department's Broadband Program is responsible for reimbursing Idaho's E-rate eligible entities for the remaining portion of eligible broadband costs after their E-rate discount is applied. Reimbursement methodology is determined by the Broadband Prog

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	0	0	1,600	128,067	191,285
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	35,000,000	34,990,000	15,000,000
03. Beginning Cash Balance	0	0	35,001,600	35,118,067	15,191,285
04. Revenues (from Form B-11)	0	1,600	126,462	63,218	31,609
06. Statutory Transfers In	0	35,000,000	0	0	0
08. Total Available for Year	0	35,001,600	35,128,062	35,181,285	15,222,894
14. Prior Year Reappropriations, Supplementals, Recessions	0	35,000,000	35,000,000	34,990,000	15,000,005
16. Reversions and Continuous Appropriations	0	0	(5)	0	0
17. Current Year Reappropriation	0	(35,000,000)	(34,990,000)	(15,000,000)	0
19. Current Year Cash Expenditures	0	0	9,995	19,990,000	15,000,005
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	9,995	19,990,000	15,000,005
20. Ending Cash Balance	0	35,001,600	35,118,067	15,191,285	222,889
22a. Current Year Reappropriation	0	35,000,000	34,990,000	15,000,000	0
24. Ending Free Fund Balance	0	1,600	128,067	191,285	222,889
24b. Ending Free Fund Balance Including Direct Investments	0	1,600	128,067	191,285	222,889

adj FY22 to correct
rounding issues

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: American Rescue Plan Act - ARPA

34400

Sources and Uses:

Fund created for federal monies received in response to the American Rescue Plan Act as part of COVID relief. The monies in this fund is to be used for the Economic Development Administration (EDA) grant

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	0	0	0	0	0
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	0	0	0	0	0
04. Revenues (from Form B-11)	0	0	0	1,000,000	0 HB803
05. Non-Revenue Receipts and Other Adjustments	0	0	0	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	0	0	0	1,000,000	0
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	1,000,000	0 one year grant
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	0	1,000,000	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	1,000,000	0
20. Ending Cash Balance	0	0	0	0	0
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: ARPA State Fiscal Recovery Fund

34430

Sources and Uses:

Fund created for federal monies received by the state in response to the American Rescue Plan Act as part of COVID relief. The monies in this fund is to be used for the Idaho Food Bank

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate	
01. Beginning Free Fund Balance	0	0	0	0	0	
02. Encumbrances as of July 1	0	0	0	0	0	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	0	0	0	0	0	
04. Revenues (from Form B-11)	0	0	0	0	0	
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	1,000,000	0	HB803 - one time transfer
08. Total Available for Year	0	0	0	1,000,000	0	
09. Statutory Transfers Out	0	0	0	0	0	
10. Operating Transfers Out	0	0	0	0	0	
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0	
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0	
13. Original Appropriation	0	0	0	1,000,000	0	one time appropriation
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	0	0	0	0	0	
17. Current Year Reappropriation	0	0	0	0	0	
18. Reserve for Current Year Encumbrances	0	0	0	0	0	
19. Current Year Cash Expenditures	0	0	0	1,000,000	0	
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	1,000,000	0	
20. Ending Cash Balance	0	0	0	0	0	
21. Prior Year Encumbrances as of June 30	0	0	0	0	0	
22. Current Year Encumbrances as of June 30	0	0	0	0	0	
22a. Current Year Reappropriation	0	0	0	0	0	
23. Borrowing Limit	0	0	0	0	0	
24. Ending Free Fund Balance	0	0	0	0	0	
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0	
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0	
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0	

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: ARPA Capital Projects

34440

Sources and Uses:

Fund created for federal monies received by the state in response to the American Rescue Plan Act as part of COVID relief. The monies in this fund is to be used for the Broadband.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	125,000,000
08. Total Available for Year	0	0	0	0	125,000,000
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	125,000,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	0	0	125,000,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	0	125,000,000
20. Ending Cash Balance	0	0	0	0	0
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Cares Act - Covid 19

34500

Sources and Uses:

CARES Act; in response to Covid19

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	0	0	(13,663,700)	(7)	(7)
02. Encumbrances as of July 1	0	0	3,600,000	0	0
02a. Reappropriation (Legislative Carryover)	0	0	10,000,000	0	0
03. Beginning Cash Balance	0	0	(63,700)	(7)	(7)
04. Revenues (from Form B-11)	0	229,800	63,720	0	0
05. Non-Revenue Receipts and Other Adjustments	0	59,025,000	14,600,000	0	0
06. Statutory Transfers In	0	46,362,100	12,341,510	0	0 grant complete
08. Total Available for Year	0	105,616,900	26,941,530	(7)	(7)
12. Cash Expenditures for Prior Year Encumbrances	0	0	2,345,992	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	13,600,000	10,000,000	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	62,564,600	0	0	0
16. Reversions and Continuous Appropriations	0	(15,909,000)	(4,455)	0	0 edit due to rounding
17. Current Year Reappropriation	0	(10,000,000)	0	0	0
18. Reserve for Current Year Encumbrances	0	(3,600,000)	0	0	0
19. Current Year Cash Expenditures	0	46,655,600	9,995,545	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	50,255,600	9,995,545	0	0
20. Ending Cash Balance	0	58,961,300	14,599,993	(7)	(7)
22. Current Year Encumbrances as of June 30	0	3,600,000	0	0	0
22a. Current Year Reappropriation	0	10,000,000	0	0	0
23. Borrowing Limit	0	59,025,000	14,600,000	0	0
24. Ending Free Fund Balance	0	(13,663,700)	(7)	(7)	(7)
24b. Ending Free Fund Balance Including Direct Investments	0	(13,663,700)	(7)	(7)	(7)

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Federal (Grant)

34800

Sources and Uses:

Community Development Block Grants (CDBG). The CDBG program, with funding awarded to the state through the U.S. Department of Housing and Urban Development, provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion and a sense of community. The State Trade Expansion Program (STEP) is funded by the US Small Business Administration to increase the number of small businesses that export, to increase the dollar value of exports and open new export opportunities.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	(243,800)	(142,100)	(244,400)	(100,159)	(111,070)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	(243,800)	(142,100)	(244,400)	(100,159)	(111,070)
04. Revenues (from Form B-11)	10,117,900	7,089,500	8,658,879	58,574,089	158,059,486
05. Non-Revenue Receipts and Other Adjustments	4,927,500	4,615,000	6,770,000	50,000,000	100,000,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	14,801,600	11,562,400	15,184,479	108,473,930	257,948,416
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	(831)	0	adj to correct 0 rounding issues
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	16,279,800	11,285,600	11,294,000	66,285,000	166,289,100
14. Prior Year Reappropriations, Supplementals, Recessions	(800)	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(6,262,800)	(4,093,800)	(2,778,531)	(7,700,000)	(8,200,000)
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	10,016,200	7,191,800	8,515,469	58,585,000	158,089,100
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	10,016,200	7,191,800	8,515,469	58,585,000	158,089,100
20. Ending Cash Balance	4,785,400	4,370,600	6,669,841	49,888,930	99,859,316
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	4,927,500	4,615,000	6,770,000	50,000,000	100,000,000
24. Ending Free Fund Balance	(142,100)	(244,400)	(100,159)	(111,070)	(140,684)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	(142,100)	(244,400)	(100,159)	(111,070)	(140,684)
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Miscellaneous Revenue

34900

Sources and Uses:

Sale of items in the Capitol gift shop, food items from the legislative dining room, and the sale of legislative directories, daily and mini-data and final daily data publications. Miscellaneous revenues are appropriated to offset the operating expenses and to replace inventory for items sold in the gift shop, contractual costs to manage the legislative dining room, and the printing of publications by the Legislative Services Office

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	57,907	60,607	60,507	61,515	62,692
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	57,907	60,607	60,507	61,515	62,692
04. Revenues (from Form B-11)	3,500	100	1,154	1,559	946
					Adj FY22 to correct rounding issues
05. Non-Revenue Receipts and Other Adjustments	0	0	0	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	61,407	60,707	61,661	63,074	63,638
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	157,500	157,500	157,500	157,500	157,500
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(156,700)	(157,300)	(157,354)	(157,118)	(157,257)
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	800	200	146	382	243
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	800	200	146	382	243
20. Ending Cash Balance	60,607	60,507	61,515	62,692	63,395
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	60,607	60,507	61,515	62,692	63,395
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	60,607	60,507	61,515	62,692	63,395
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Fund: Seminars And Publications

40100

Sources and Uses:

Revenue from other services provided by the department for advertising and promotions. Primarily registration fees from the Governor's Conference on Recreation and Tourism, the NW Community Development Institute and many workshops. Also from participati Funds are to be used to advertise the State of Idaho, its resources, both developed and undeveloped, its tourist resources and attractions, its agricultural, mining, lumbering and manufacturing resources, its health conditions and advantages, its scenic b

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	217,406	187,606	154,306	158,251	137,864
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	217,406	187,606	154,306	158,251	137,864
04. Revenues (from Form B-11)	158,700	57,400	64,954	93,718	72,057
05. Non-Revenue Receipts and Other Adjustments	0	100	2,005	0	0
					adj FY22 to correct rounding issues
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	376,106	245,106	221,265	251,969	209,921
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	378,400	378,400	378,400	378,400	378,400
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(189,900)	(287,600)	(315,386)	(264,295)	(289,094)
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	188,500	90,800	63,014	114,105	89,306
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	188,500	90,800	63,014	114,105	89,306
20. Ending Cash Balance	187,606	154,306	158,251	137,864	120,615
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	187,606	154,306	158,251	137,864	120,615
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	187,606	154,306	158,251	137,864	120,615
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Commerce
Function/Division:
Activity/Program:

Request for Fiscal Year : 2024
Agency Number: 220
Function/Activity Number:
Budget Unit: CDAA

Original Request Date: August 31, 2022
Revision Request Date:

Page: of

Decision Unit Number: 8.11

Descriptive Title: FPT/Fund Adj GF & Tourism

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP, Limited Service	(0.90)	0.90			0
PERSONNEL COSTS:					
1. Salaries	(138,100)	138,100			0
2. Benefits	(40,400)	40,400			0
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	(\$178,500)	\$178,500	\$0	\$0	\$0
OPERATING EXPENDITURES					
1	130,000	(130,000)			0
2					0
3					0
4					0
5					0
TOTAL OPERATING EXPENDITURES:	\$130,000	(\$130,000)	\$0	\$0	\$0
TRUSTEE/BENEFIT					
1.					0
2.					
3.					
TOTAL TRUSTEE/BENEFIT:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	(\$48,500)	\$48,500	\$0	\$0	\$0

FISCAL YEAR 2024 DECISION UNIT DESCRIPTION

Decision Unit Title: Fund Transfers Between ITC & GF

Appropriation Unit: CDAA

Fund # 0212/0001

Because of the significant increases in Tourism revenue and specifically labor challenges, the Agency relooked at the allocation methodology used to allocate shared service expenses. Shared service costs refer to Commerce costs such as Administration, Grants/Contracts, Fiscal, SWCAP, ITS, rent etc. where these costs service the entire agency.

We found that more of the costs associated with PC are being funded by general funds that should be funded by tourism, however, we also found that operating expenses that are being funded by tourism should be funded by general funds. We also found that the methodology used to allocation shared services needed to be simplified to ensure all funds that should receive shared service expenses are and if changes need to be made it can be done in a more efficient manner going forward.

The result of our evaluation is the basis for this request. The agency is requesting a fund shift of \$178,500 in PC cost from GF to Tourism along with the associated FTP and a fund shift from tourism to general funds in operating expenses of \$130,000.

From IBIS report "Salary History"

Name	PCN	Original Percent	Original FTP Count	Revised Percent	Revised FTP Count	Fund	Final Base	FY23 TOTAL Base - Original	FY23 TOTAL Base - Revised	Base Change	FY23 Fringe - Original	FY23 Fringe - Revised	Fringe Change	Health Insurance FY23 - Original	Health Insurance FY23 - Revised	Health Change	Total Change
CODY ALLRED	4004	100%	1.00	90%	0.90	0001	\$ 25.45	\$ 52,936.00	\$ 47,642.40	(5,293.60)	11,500.08	10,107.10	(1,123.01)	12,500.00	11,250.00	(1,250.00)	(7,666.61)
CODY ALLRED	4004	0%	-	10%	0.10	0212	\$ 25.45	\$ -	\$ 5,293.60	5,293.60	-	1,123.01	1,123.01	-	1,250.00	1,250.00	7,666.61
EWA SZEWCZYK	4061	90%	0.90	50%	0.50	0001	\$ 38.18	\$ 71,472.96	\$ 39,707.20	(31,765.76)	15,527.14	8,423.68	(7,103.46)	11,250.00	6,250.00	(5,000.00)	(43,869.22)
EWA SZEWCZYK	4061	10%	0.10	50%	0.50	0212	\$ 38.18	\$ 7,941.44	\$ 39,707.20	31,765.76	1,725.24	8,423.68	7,103.46	1,250.00	6,250.00	5,000.00	43,869.22
JAKE REYNOLDS	4034	100%	1.00	90%	0.90	0001	\$ 64.22	\$ 133,577.60	\$ 120,219.84	(13,357.76)	29,019.07	25,504.04	(2,833.78)	12,500.00	11,250.00	(1,250.00)	(17,441.54)
JAKE REYNOLDS	4034	0%	-	10%	0.10	0212	\$ 64.22	\$ -	\$ 13,357.76	13,357.76	-	2,833.78	2,833.78	-	1,250.00	1,250.00	17,441.54
MATTHEW BORUD	4053	80%	0.80	50%	0.50	0001	\$ 64.22	\$ 106,862.08	\$ 66,788.80	(40,073.28)	23,215.25	14,168.91	(8,365.10)	10,000.00	6,250.00	(3,750.00)	(52,188.38)
MATTHEW BORUD	4053	20%	0.20	50%	0.50	0212	\$ 64.22	\$ 26,715.52	\$ 66,788.80	40,073.28	5,803.81	14,168.91	8,365.10	2,500.00	6,250.00	3,750.00	52,188.38
ROSS, DEANNA	4015	85%	0.85	75%	0.75	0001	\$ 39.46	\$ 69,765.28	\$ 61,557.60	(8,207.68)	15,156.16	13,059.14	(1,678.43)	10,625.00	9,375.00	(1,250.00)	(11,136.11)
ROSS, DEANNA	4015	15%	0.15	25%	0.25	0212	\$ 39.46	\$ 12,311.52	\$ 20,519.20	8,207.68	2,674.62	4,353.05	1,678.43	1,875.00	3,125.00	1,250.00	11,136.11
TOM KEALEY	4019	95%	0.95	65%	0.65	0001	\$ 75.44	\$ 149,069.44	\$ 101,994.88	(47,074.56)	32,384.59	21,637.70	(9,946.62)	11,875.00	8,125.00	(3,750.00)	(60,771.18)
TOM KEALEY	4019	5%	0.05	35%	0.35	0212	\$ 75.44	\$ 7,845.76	\$ 54,920.32	47,074.56	1,704.45	11,651.07	9,946.62	625.00	4,375.00	3,750.00	60,771.18
VACANT	4024	-	-	100%	1.00	0001	\$ 16.21	\$ -	\$ 33,719.71	33,719.71	-	7,153.47	7,153.47	-	12,500.00	12,500.00	53,545.15
VACANT	4024	100%	1.00	-	-	0212	\$ 16.21	\$ 33,719.71	\$ -	(33,719.71)	7,325.44	-	(7,325.44)	12,500.00	-	(12,500.00)	(53,545.15)
Bonnie	4005	75%	0.75	85%	0.85	0001	\$ 19.62	\$ 30,607.20	\$ 34,688.16	4,080.96	6,649.26	7,358.92	917.79	9,375.00	10,625.00	1,250.00	6,248.75
Bonnie	4005	25%	0.25	15%	0.15	0212	\$ 19.62	\$ 10,202.40	\$ 6,121.44	(4,080.96)	2,216.42	1,298.63	(917.79)	3,125.00	1,875.00	(1,250.00)	(6,248.75)
Bill	4023	75%	0.75	55%	0.55	0001	\$ 19.00	\$ 29,640.00	\$ 21,736.00	(7,904.00)	6,439.14	4,611.18	(1,626.41)	9,375.00	6,875.00	(2,500.00)	(12,030.41)
Bill	4023	25%	0.25	45%	0.45	0212	\$ 19.00	\$ 9,880.00	\$ 17,784.00	7,904.00	2,146.38	3,772.79	1,626.41	3,125.00	5,625.00	2,500.00	12,030.41
Laura	4009	100%	1.00	50%	0.50	0001	\$ 21.34	\$ 44,396.77	\$ 22,198.38	(22,198.38)	9,644.98	4,709.28	(4,709.28)	12,500.00	6,250.00	(6,250.00)	(33,157.66)
Laura	4009	0%	-	50%	0.50	0212	\$ 21.34	\$ -	\$ 22,198.38	22,198.38	-	4,709.28	4,709.28	-	6,250.00	6,250.00	33,157.66

Total																	
		8.00	0001		7.10		0.9			(138,074.35)						(11,250.00)	(178,467.21) 0001
		2.00	0212		2.90		-0.9			138,074.35						11,250.00	178,467.21 0212
			0348														0348
		10.00			10.00												

Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDAA

Decision Unit Number	12.01	Descriptive Title	Idaho Travel and Convention Spending Authority Increase	General	Dedicated	Federal	Total
Personnel Cost							
	500	Employees		0	25,000	0	25,000
		Personnel Cost Total		0	25,000	0	25,000
Operating Expense							
	676	Miscellaneous Expense		0	2,849,200	0	2,849,200
		Operating Expense Total		0	2,849,200	0	2,849,200
Trustee/Benefit							
	885	Non Federal Payments Subgrantees		0	2,351,600	0	2,351,600
		Trustee/Benefit Total		0	2,351,600	0	2,351,600
				0	5,225,800	0	5,225,800

Explain the request and provide justification for the need.

The Idaho Lodging and Convention program is a 2% lodging tax on hotels, motels, RV parks, campgrounds, and short-term rental stays in Idaho. Despite a slight decrease in FY2020, the program had grown by double digits year over year for the past several years.

The program rebounded strongly in FY2021, growing by 12.9% over FY2020, collecting a total of \$14.7 million. The program accelerated incredibly in FY2022 finishing up 39.4% year over year, collecting \$20.5 million.

These dollars fund important statewide marketing and promotion campaigns as well as a grant program to fund local and regional tourism promotion efforts. At our current collection level 20,529,170) with a projected 10% year-over-year growth rate, we will surpass our current spending authority (\$22.25 million) at the end of FY2024.

If a supplemental, what emergency is being addressed?

N/A

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

IC §67-4710, a two percent (2%) hotel, motel, RV park, campground, and vacation rental tax collected on sales by an establishment that provides lodging to members of the public for a fee. This includes the "sale" (i.e., the renting of a place to sleep) to a guest by a hotel, motel, RV park, campground, and vacation rental venue.

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

Included in the base is PC \$1,019,300, OE \$11,457,500, and TB \$9,937,000

We are asking for an increase of \$5,225,800 in spending authority for the dedicated account - Idaho Travel and Convention fund 21200, which is funded by the 2% lodging tax.

What resources are necessary to implement this request?

At this time there are no additional resources requested, however we are asking for an increase in spending authority of \$5,225,800 in order to have the needed flexibility to manage this initiative set out in IC §67-4710 and not have to hold payment to vendors and grantee due to an inadequate spending authority limit.

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

No new positions, spending authority increase only.

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

N/A. Spending authority increase only.

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

This request will be ongoing as follows:

PC	\$ 25,000
OE	\$2,849,200
TB	\$2,351,600
Total	\$5,225,800

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

The 2% lodging tax is transferred to Commerce by the State Tax Commission. Distributes 45% of taxes collected to the Idaho Travel Council to fund grants to local nonprofit organizations to expend for the promotion of travel and conventions within their area. Distributes 45% of taxes collected to the Department of Commerce to expend on the promotion and development of statewide travel and convention programs. Distributes 10% of taxes collected to the Department of Commerce for the administration of the Idaho Travel Council grant program and the statewide travel and convention programs.

Provide detail about the revenue assumptions supporting this request.

This request is supported by a 10% year-over-year program growth assumption. The rate of 10% year-over-year growth is supported by historical program performance.

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

Those served by this request include but are not limited to businesses across Idaho in the travel and tourism industry, Idaho communities, the citizens of Idaho, and travelers choosing to visit Idaho. If the request is not approved, the statewide program will not be able to utilize all funds collected to produce and execute travel and convention programs and the Idaho Travel Council will not be able to award all funds collected to local nonprofit organizations for travel and convention promotion within their area.

Agency: Department of Commerce

220

Appropriation Commerce

CDA

Unit:

Decision Unit Number	12.02	Descriptive Title	Operating Expenditure Funding Increase			
			General	Dedicated	Federal	Total
Operating Expense						
676	Miscellaneous Expense		190,000	0	0	190,000
Operating Expense Total			190,000	0	0	190,000
			190,000	0	0	190,000

Explain the request and provide justification for the need.

Costs of doing business in Idaho has gone up dramatically over the past several years. Coming out of the pandemic, our travel has increased dramatically over the past year, with drastic increases in fuel, hotels, plane tickets, and other travel related expenses. These costs are also passed to our Trade Office Managers abroad, and costs associated with their contracts have risen dramatically.

We have taken on new councils, including broadband, cyber security, and most recently have moved the Idaho Rural Partnership (67-9004) into our department with no appropriated funding. Existing staff and team members are taking over the responsibilities, but there are also costs associated until we develop a long term plan for this office.

We anticipate a sharp rise in marketing costs, including trade missions, trade shows, economic development tools, and economic development subscription tools. In order to compete with other states, it is imperative that we are using the most up to date systems to generate leads, to market Idaho, and to take care of our existing businesses with forecasting, data analytics, and market research. These tools and services we provide continue to rise in cost.

If a supplemental, what emergency is being addressed?

This is not a supplemental request

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

Idaho Code 67 Chapter 47

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

The existing base is as followed: OE \$1,198,700

What resources are necessary to implement this request?

N/A

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

N/A

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 are requesting an increase of \$190,000 in ongoing OE.

Future costs include new councils, Idaho Rural Partnership costs, trade manager contract costs, travel expenses, marketing costs, and economic development tools and subscriptions.

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

N/A

Provide detail about the revenue assumptions supporting this request.

There will be no revenue coming to the Idaho Department of Commerce through these funds.

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

New and existing businesses will be served, as well as the communities and citizens of Idaho. Without adequate funding for the increased costs, we will not be able to be competitive with other states in bringing new business to Idaho and keeping our existing businesses here. We will not be able to facilitate programs that increase tax revenues for the state from marketing businesses in Idaho by helping them expand in our state, and by helping strengthen communities in which these businesses start, grow, and prosper.

Agency: Department of Commerce

220

Appropriation Commerce
Unit:

CDAA

Decision Unit Number	12.47	Descriptive Title	Broadband IIJA Project	General	Dedicated	Federal	Total
Personnel Cost							
	500	Employees		0	0	2	2
		Personnel Cost Total		0	0	2	2
Operating Expense							
	676	Miscellaneous Expense		0	0	1,075,000	1,075,000
		Operating Expense Total		0	0	1,075,000	1,075,000
Trustee/Benefit							
	885	Non Federal Payments Subgrantees		0	0	98,925,000	98,925,000
		Trustee/Benefit Total		0	0	98,925,000	98,925,000
				0	0	100,000,002	100,000,002

Explain the request and provide justification for the need.

Under the Infrastructure Investment and Jobs Act (IIJA) passed by Congress in November 2021, ongoing federal fund spending authority is requested over the next three years to, of which it is estimated that Idaho will receive at least \$500,000,000 for IIJA broadband projects. Our department is requesting ongoing spending authority of \$100,000,000 with carryover authority. During the pandemic, the challenges with Idaho's broadband infrastructure was laid bare. In many rural areas of the state, Idahoans had poor connectivity, limited options, and expensive monthly cost. Students and families across the state struggled with multiple zoom calls which impacted their ability to participate in distance learning, remote work, and telehealth opportunities. To make our rural communities more resilient to subsequent pandemics and have the economic, education, and telehealth opportunities afforded to larger, more connected communities, building out Idaho's broadband infrastructure is imperative.

According to Broadband Now's 2021 Report, Idaho ranks 42nd for the overall strength of its broadband ecosystem, 40th in access to a low-priced wired broadband plan, and is 43rd in overall broadband speeds. This puts Idaho communities at a disadvantage compared to most states in the Union necessitates the investment in high quality modern infrastructure.

If a supplemental, what emergency is being addressed?

This is not a supplemental request.

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

Idaho Code 67 Chapter 47

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

The existing base is as follows: PC \$300,000 OE \$600,000 TB \$49,100,000 for a total of \$50,000,000.

What resources are necessary to implement this request?

Idaho Commerce is requesting 2 limited service FTPs in order successfully manage the initiative comply with the requirement of this grant. The positions include a broadband analyst, grant/contract analyst and financial specialist to manage grant applications and processes. The agency was given spending authority in FY23 for PC costs but did not get approval for the FTPs.

The agency will also use resources to procure consultants to conduct 3rd party technical reviews of grants, procure and produce mapping data, legal support, and cover expenses to tour and review broadband sites and other technical assistance. The OE portion per year for 3 years is \$1,075M.

To provide broadband grants for unserved and underserved Idaho communities the TB portion per year for 3 years is \$98,925M.

We are requesting ongoing spending authority with carryover authority until the grant is complete.

Oversight for the use of these funds is done through the Idaho Broadband Advisory Board.

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

Idaho Commerce will use 2 new limited service FTPs to fulfill the administrative requirements of this initiative. The list below highlights the estimated positions and allocations of salary for the new FTPs. All positions are limited-service full time positions with benefits and will be ongoing until the grant expires. Other staffing needs for administering these funds will be fulfilled by existing staff, hiring contractors or temporary employees. Idaho Commerce has the spending authority in the base appropriation of \$300,000 and therefore are not asking for additional spending authority the request is for 2 full time limited service FTPs.

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

Idaho Commerce will use existing staff as shown on the table above

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

The Office of Broadband anticipates the following current and/or future operating expenses. The request will be ongoing with carryover authority.

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

N/A

Provide detail about the revenue assumptions supporting this request.

There will be no revenue coming to the Idaho Department of Commerce through these funds.

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

The communities, businesses and citizens of Idaho are ultimately being served by this request. Without adequate funding for staffing, mapping, and grant auditing, the state will not have the capabilities to deploy broadband in an efficient and strategic way. In addition, the Department of Commerce will not be able to issue grants to implement reliable broadband in the State of Idaho.

IJA/BEAD 2024-2026											Total Amount need for the Life of the Grant
Position	FTP	Pay Grade	Base Pay	Salary	Variable Benefits %	Variable Benefits	Health	Total	Benefit Percent	Comments	
Broadband Development Manager	0.40		52.88	44,000.00	0.20	8,943.00	5,500.00	58,443.00	0.25	Current Staff	
Broadband Specialist	0.50	L	30.00	31,200.00	0.20	6,341.40	6,875.00	44,416.40	0.30	Vacant	
Business Development & Operations Administrator	0.07		64.22	9,350.43	0.20	1,900.48	962.50	12,213.41	0.23	Current Staff	
Director	0.08		75.44	12,553.22	0.20	2,551.44	1,100.00	16,204.66	0.23	Current Staff	
Financial Specialist, PR	0.10	M	38.11	7,926.88	0.20	1,611.14	1,375.00	10,913.02	0.27	Current Staff	
Grants/Contract Manager	0.10	N	38.18	7,941.44	0.20	1,614.10	1,375.00	10,930.54	0.27	Current Staff	
Commerce Development Analyst	1.00	K	23.89	49,701.18	0.20	10,101.77	13,700.00	73,502.95	0.32	Limited Service	
Grants/Contract Analyst	0.50	K	23.89	24,850.59	0.20	5,050.88	6,850.00	36,751.47	0.32	Limited Service	
Financial Specialist	0.50	K	23.89	24,850.59	0.20	5,050.88	6,850.00	36,751.47	0.32	Limited Service	
Total Personnel Costs	3.25			212,374.34	1.83	43,165.08	44,587.50	300,126.92			1,200,000.00
Operating Cost											
Technical Review and Grand Audit											7,000,000.00
ITS Contract GIS Work											375,000.00
Annual Report Development, Print Costs, Legal Costs											86,000.00
Travel and Outreach											100,000.00
Other Onetime Costs in FY23 - will need carryover authority if not spent if FY23											1,640,000.00
Community Engagement in FY23 - will need carryover authority if not spent in FY23											500,000.00
Total Operating Cost											9,701,000.00
Trustee and Benefits											489,099,000.00
Total Grant											500,000,000.00

IIJA/BEAD 2024-2026		IIJA/BEAD 2024-2026				
		FY23	FY24	FY25	FY26	Total
Total Personnel Costs		300,000.00	300,000.00	300,000.00	300,000.00	1,200,000.00
Operating Cost						
Technical Review and Grand Audit		1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00	7,000,000.00
ITS Contract GIS Work		150,000.00	75,000.00	75,000.00	75,000.00	375,000.00
Annual Report Development, Print Costs, Legal Costs		11,000.00	25,000.00	25,000.00	25,000.00	86,000.00
Travel and Outreach		25,000.00	25,000.00	25,000.00	25,000.00	100,000.00
Other Onetime Costs in FY23 - will need carryover authority if not spent if FY23		1,640,000.00				1,640,000.00
Community Engagement in FY23 - will need carryover authority if not spent in FY23		500,000.00				500,000.00
						-
Total Operating Cost		4,076,000.00	1,875,000.00	1,875,000.00	1,875,000.00	9,701,000.00
Trustee and Benefits		45,024,000.00	148,025,000.00	148,025,000.00	148,025,000.00	489,099,000.00
Total Grant		49,400,000.00	150,200,000.00	150,200,000.00	150,200,000.00	500,000,000.00
						-
	Included in Base					
	PC	300,000.00	300,000.00	300,000.00	300,000.00	1,200,000.00
	OE	4,676,000.00	600,000.00	600,000.00	600,000.00	6,476,000.00
	TB	45,024,000.00	49,100,000.00	49,100,000.00	49,100,000.00	192,324,000.00
	Total Included in Base	50,000,000.00	50,000,000.00	50,000,000.00	50,000,000.00	200,000,000.00
	Request for FY24					
	OE		1,075,000.00	1,075,000.00	1,075,000.00	3,225,000.00
	TB		98,925,000.00	98,925,000.00	98,925,000.00	296,775,000.00
	Total Requet for FY24		100,000,000.00	100,000,000.00	100,000,000.00	300,000,000.00
	Total Grant	50,000,000.00	150,000,000.00	150,000,000.00	150,000,000.00	500,000,000.00

FISCAL YEAR 2024 DECISION UNIT DESCRIPTION

Decision Unit Title: Infrastructure Investment & Jobs Act (IIJA) for Broadband
Approp Unit: CDAA Fund: 348-00

Explain the request and provide justification for the need

Under the Infrastructure Investment and Jobs Act (IIJA) passed by Congress in November 2021, ongoing federal fund spending authority is requested over the next three years to, of which it is estimated that Idaho will receive at least \$500,000,000 for IIJA broadband projects. Our department is requesting ongoing spending authority of \$100,000,000 with carryover authority. During the pandemic, the challenges with Idaho's broadband infrastructure was laid bare. In many rural areas of the state, Idahoans had poor connectivity, limited options, and expensive monthly cost. Students and families across the state struggled with multiple zoom calls which impacted their ability to participate in distance learning, remote work, and telehealth opportunities. To make our rural communities more resilient to subsequent pandemics and have the economic, education, and telehealth opportunities afforded to larger, more connected communities, building out Idaho's broadband infrastructure is imperative.

According to Broadband Now's 2021 Report, Idaho ranks 42nd for the overall strength of its broadband ecosystem, 40th in access to a low-priced wired broadband plan, and is 43rd in overall broadband speeds. This puts Idaho communities at a disadvantage compared to most states in the Union necessitates the investment in high quality modern infrastructure.

If a supplemental, what emergency is being address?

This is not a supplemental request.

Specify the authority in statue or rule that supports this request

Idaho Code 67 Chapter 47

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

The existing base is as follows: PC \$300,000 OE \$600,000 TB \$49,100,000 for a total of \$50,000,000.

What resources are necessary to implement this request?

Idaho Commerce is requesting 2 limited service FTPs in order successfully manage the initiative comply with the requirement of this grant. The positions include a broadband analyst, grant/contract analyst and financial specialist to manage grant applications and processes. The agency was given spending authority in FY23 for PC costs but did not get approval for the FTPs.

The agency will also use resources to procure consultants to conduct 3rd party technical reviews of grants, procure and produce mapping data, legal support, and cover expenses to tour and review broadband sites and other technical assistance. The OE portion per year for 3 years is \$1,075M.

To provide broadband grants for unserved and underserved Idaho communities the TB portion per year for 3 years is \$98,925M.

We are requesting ongoing spending authority with carryover authority until the grant is complete.

Oversight for the use of these funds is done through the Idaho Broadband Advisory Board.

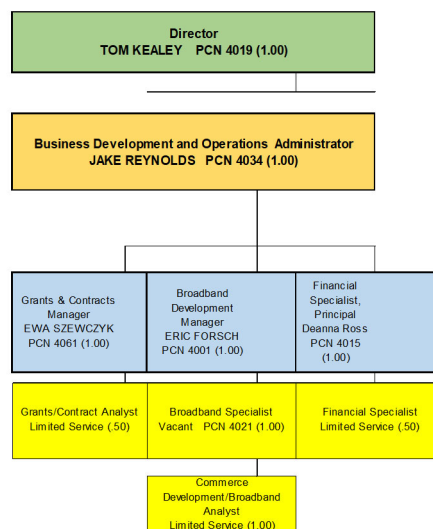
List positions, pay grades, full/part-time status, benefits, terms of service

Idaho Commerce will use 2 new limited service FTPs to fulfill the administrative requirements of this initiative. The list below highlights the estimated positions and allocations of salary for the new FTPs. All positions are limited-service full time positions with benefits and will be ongoing until the grant expires. Other staffing needs for administering these funds will be fulfilled by existing staff, hiring contractors or temporary employees. Idaho Commerce has the spending authority in the base appropriation of \$300,000 and therefore are not asking for additional spending authority the request is for 2 full time limited service FTPs.

Position	FTP	Pay Grade	Base Pay	Salary	Variable Benefits	Health	Total	Comments
Broadband Development Manager	0.40		52.88	44,000.00	0.20	5,500.00	55,143.00	Current Staff
Broadband Specialist	0.50	L	30.00	31,200.00	0.20	6,875.00	40,978.90	Vacant
Business Development & Operations Administrator	0.10		64.22	13,357.76	0.20	1,375.00	16,210.22	Current Staff
Director	0.10		75.44	15,691.52	0.20	1,375.00	19,018.32	Current Staff
Financial Specialist, PR	0.15	M	38.11	11,890.32	0.20	2,062.50	14,616.40	Current Staff
Grants/Contract Manager	0.15	N	38.18	11,912.16	0.20	2,062.50	14,642.68	Current Staff
Commerce Development Analyst	1.00	K	23.89	49,701.18	0.20	13,700.00	73,502.95	Limited Service
Grants/Contract Analyst	0.50	K	23.89	24,850.59	0.20	6,850.00	33,326.47	Limited Service
Financial Specialist	0.50	K	23.89	24,850.59	0.20	6,850.00	33,326.47	Limited Service
Total Personnel Costs	3.40			227,454.13	1.83	46,650.00	300,765.43	

Will staff be redirect? If so, describe the impact and show changes on org chart

Idaho Commerce will use existing staff as shown on the table above



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

The Office of Broadband anticipates the following current and/or future operating expenses. The request will be ongoing with carryover authority.

	FY23	FY24	FY25	FY26	Total
Technical Review and Grand Audit	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00	7,000,000.00
ITS Contract GIS Work	150,000.00	75,000.00	75,000.00	75,000.00	375,000.00
Annual Report Development, Print Costs, Legal Co	11,000.00	25,000.00	25,000.00	25,000.00	86,000.00
Travel and Outreach	25,000.00	25,000.00	25,000.00	25,000.00	100,000.00
Other Onetime Costs in FY23 - will need carryover	1,640,000.00				1,640,000.00
Community Engagement in FY23 - will need carryc	500,000.00				500,000.00
					-
Total Operating Cost	4,076,000.00	1,875,000.00	1,875,000.00	1,875,000.00	9,701,000.00
Trustee and Benefits	45,024,000.00	148,025,000.00	148,025,000.00	148,025,000.00	489,099,000.00
Total Grant	49,400,000.00	150,200,000.00	150,200,000.00	150,200,000.00	500,000,000.00

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

N/A

Provide detail about revenue assumptions supporting this request

There will be no revenue coming to the Idaho Department of Commerce through these funds.

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

The communities, businesses and citizens of Idaho are ultimately being served by this request. Without adequate funding for staffing, mapping, and grant auditing, the state will not have the capabilities to deploy broadband in an efficient and strategic way. In addition, the Department of Commerce will not be able to issue grants to implement reliable broadband in the State of Idaho.

Agency: Department of Commerce

220

Appropriation Commerce
Unit:

CDAA

Decision Unit Number	12.51	Descriptive Title	Broadband ARPA Capital Funds Project	General	Dedicated	Federal	Total
Personnel Cost							
500	Employees			0	0	637,047	637,047
512	Employee Benefits			0	0	129,368	129,368
513	Health Benefits			0	0	134,100	134,100
Personnel Cost Total				0	0	900,515	900,515
Operating Expense							
676	Miscellaneous Expense			0	0	4,095,000	4,095,000
Operating Expense Total				0	0	4,095,000	4,095,000
Trustee/Benefit							
885	Non Federal Payments Subgrantees			0	0	120,004,500	120,004,500
Trustee/Benefit Total				0	0	120,004,500	120,004,500
Full Time Positions							
	FTP - Permanent			0.00	0.00	2.00	2.00
Full Time Positions Total				0	0	2	2
				0	0	125,000,015	125,000,015

Explain the request and provide justification for the need.

Through the ARPA Capital Projects Fund, spending authority is requested to address the lack of reliable broadband in Idaho. Federal dollars have been awarded to the State of Idaho, of which \$125,000,000 has been allocated for broadband projects. During the Coronavirus pandemic, the challenges with Idaho's broadband infrastructure was laid bare. In many rural areas of the state, Idahoans has poor connectivity, limited options and expensive monthly costs. Students and families across the state struggled with multiple zoom calls that impacted their ability to participate in distance learning, remote work, and telehealth opportunities. To make our rural communities more resilient to subsequent pandemics and have the economic, educational and telehealth opportunities afforded to larger, more connected communities, building out Idaho's broadband infrastructure is imperative.

According to Broadband Now's 2021 Report, Idaho ranks 42nd for the overall strength of it's broadband ecosystem, 40th in access to a low-priced wired broadband plan, and is 43rd in overall broadband speeds.

If a supplemental, what emergency is being addressed?

This is not a supplemental request

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

Idaho Code 67 Chapter 47

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

There is no existing base for PC, OE and/or CO for this request.

What resources are necessary to implement this request?

Idaho Commerce is requesting 2 limited service FTPs in order successfully manage the initiative comply with the requirement of this grant. The positions include a broadband analyst, grant/contract analyst and financial specialist to manage grant applications and processes. The cost PC cost is \$928,400. This request is ongoing until the grant is complete. It is expected to be approximately three years.

The agency will also use resources to procure consultants to conduct 3rd party technical reviews of grants, procure and produce mapping data, legal support, and cover expenses to tour and review broadband sites and other technical assistance. The OE cost is \$2,415,500

To provide broadband grants for unserved and underserved Idaho communities the TB cost is \$121,656,600

Total cost is \$125,000,000.

We are requesting one time spending authority for OE and TB with carryover authority until the grant is complete.

Oversite for the use of these funds will be done through the Idaho Broadband Advisory Board.

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

Idaho Commerce will use 2 new limited service FTPs to fulfill the administrative requirements of this initiative. The list below highlights the estimated positions and allocations of salary for the new FTPs. All positions are limited-service full time positions with benefits and will be ongoing until the grant expires. Other staffing needs for administering these funds will be fulfilled by existing staff, hiring contractors or temporary. Due to labor challenges, we are requesting funding of the positions using 82% of policy.

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

Idaho Commerce will use existing staff as shown above

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

The Office of Broadband anticipates the following current and/or future operating expenses. The request will be onetime with carryover authority.

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

N/A

Provide detail about the revenue assumptions supporting this request.

There will be no revenue coming to the Idaho Department of Commerce through these funds.

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

The communities, businesses and citizens of Idaho are ultimately being served by this request. Without adequate funding for staffing, mapping, and grant auditing, the state will not have the capabilities to deploy broadband in an efficient and strategic way. In addition, the Department of Commerce will not be able to issue grants to implement reliable broadband in the State of Idaho.

ARPA/CPF 2024-2026										Total Amount need for the Life of the Grant
Position	FTP	Pay Grade	Base Pay	Salary	Variable Benefits	Variable Benefits	Health	Total	Comments	
Broadband Development Manager	0.40		52.88	44,000.00	0.20	8,943.00	5,500.00	58,443.00	Current Staff	
Broadband Specialist	0.50	L	30.00	31,200.00	0.20	6,341.40	6,875.00	44,416.40	Vacant	
Business Development & Operations Admi	0.07		64.22	9,350.43	0.20	1,900.48	962.50	12,213.41	Current Staff	
Director	0.08		75.44	12,553.22	0.20	2,551.44	1,100.00	16,204.66	Current Staff	
Financial Specialist, PR	0.10	M	38.11	7,926.88	0.20	1,611.14	1,375.00	10,913.02	Current Staff	
Grants/Contract Manager	0.10	N	38.18	7,941.44	0.20	1,614.10	1,375.00	10,930.54	Current Staff	
Commerce Development Analyst	1.00	K	23.89	49,701.18	0.20	10,101.77	13,750.00	73,552.95	Limited Service	
Grants/Contract Analyst	0.50	K	23.89	24,850.59	0.20	5,050.88	6,850.00	36,751.47	Limited Service	
Financial Specialist	0.50	K	23.89	24,850.59	0.20	5,050.88	6,850.00	36,751.47	Limited Service	
Total Personnel Costs	3.25			212,374.34	1.83	43,165.08	44,637.50	300,176.92	2 New Limited Service FTPs	900,530.76
				637,123.01		129,495.25	133,912.50			
							263,407.75			
Operating Expenses										
Technical Review and Grant Work								625,000.00		1,875,000.00
Mapping Contractor								600,000.00		1,800,000.00
ITS Contract GIS Work								75,000.00		225,000.00
Annual Report, Print Cost, Legal Costs								25,000.00		75,000.00
Survey Data								40,000.00		120,000.00
Total Operating Expenses								1,365,000.00		4,095,000.00
Total Administrative Expenses								1,665,176.92		4,995,530.76
Allowable Administrative Expenses - 5% of Total Grant										6,250,000.00
Trustee and Benefits								120,004,469.24		120,004,469.24
Total Request										125,000,000.00

FISCAL YEAR 2024 DECISION UNIT DESCRIPTION

Decision Unit Title: American Rescue Plan Act (ARPA) Capital Projects Fund
Approp Unit: CDAA Fund # 344-40

Explain the request and provide justification for the need

Through the ARPA Capital Projects Fund, spending authority is requested to address the lack of reliable broadband in Idaho. Federal dollars have been awarded to the State of Idaho, of which \$125,000,000 has been allocated for broadband projects. During the Coronavirus pandemic, the challenges with Idaho's broadband infrastructure was laid bare. In many rural areas of the state, Idahoans has poor connectivity, limited options and expensive monthly costs. Students and families across the state struggled with multiple zoom calls that impacted their ability to participate in distance learning, remote work, and telehealth opportunities. To make our rural communities more resilient to subsequent pandemics and have the economic, educational and telehealth opportunities afforded to larger, more connected communities, building out Idaho's broadband infrastructure is imperative.

According to Broadband Now's 2021 Report, Idaho ranks 42nd for the overall strength of it's broadband ecosystem, 40th in access to a low-priced wired broadband plan, and is 43rd in overall broadband speeds.

If a supplemental, what emergency is being addressed

This is not a supplemental request.

Specify the authority in statute or rule that supports this request

Idaho Code 67 Chapter 47

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

There is no existing base for PC, OE and/or CO for this request.

What resources are necessary to implement this request?

Idaho Commerce is requesting 2 limited service FTPs in order successfully manage the initiative comply with the requirement of this grant. The positions include a broadband analyst, grant/contract analyst and financial specialist to manage grant applications and processes. The cost PC cost is \$900,500. This request is ongoing until the grant is complete. It is expected to be approximately three years.

The agency will also use resources to procure consultants to conduct 3rd party technical reviews of grants, procure and produce mapping data, legal support, and cover expenses to tour and review broadband sites and other technical assistance. The OE cost is \$4,095,000.

To provide broadband grants for unserved and underserved Idaho communities the TB cost is \$120,004,500.

Total cost is \$125,000,000.

We are requesting one time spending authority for OE and TB with carryover authority until the grant is complete.

Oversite for the use of these funds will be done through the Idaho Broadband Advisory Board.

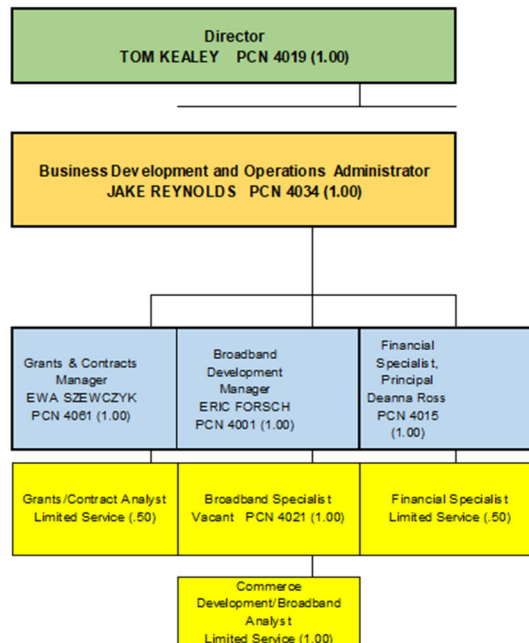
List positions, pay grades, full/part-time status, benefits, terms of service

Idaho Commerce will use 2 new limited service FTPs to fulfill the administrative requirements of this initiative. The list below highlights the estimated positions and allocations of salary for the new FTPs. All positions are limited-service full time positions with benefits and will be ongoing until the grant expires. Other staffing needs for administering these funds will be fulfilled by existing staff, hiring contractors or temporary. Due to labor challenges, we are requesting funding of the positions using 82% of policy.

ARPA/CPF 2024-2026									
Position	FTP	Pay Grade	Base Pay	Salary	Variable Benefits	Variable Benefits	Health	Total	Comments
Broadband Development Manager	0.40		52.88	44,000.00	0.20	8,943.00	5,500.00	58,443.00	Current Staff
Broadband Specialist	0.50	L	30.00	31,200.00	0.20	6,341.40	6,875.00	44,416.40	Vacant
Business Development & Operations Admin	0.07		64.22	9,350.43	0.20	1,900.48	962.50	12,213.41	Current Staff
Director	0.08		75.44	12,553.22	0.20	2,551.44	1,100.00	16,204.66	Current Staff
Financial Specialist, PR	0.10	M	38.11	7,926.88	0.20	1,611.14	1,375.00	10,913.02	Current Staff
Grants/Contract Manager	0.10	N	38.18	7,941.44	0.20	1,614.10	1,375.00	10,930.54	Current Staff
Commerce Development Analyst	1.00	K	23.89	49,701.18	0.20	10,101.77	13,750.00	73,552.95	Limited Service
Grants/Contract Analyst	0.50	K	23.89	24,850.59	0.20	5,050.88	6,850.00	36,751.47	Limited Service
Financial Specialist	0.50	K	23.89	24,850.59	0.20	5,050.88	6,850.00	36,751.47	Limited Service
Total Personnel Costs	3.25			212,374.34	1.83	43,165.08	44,637.50	300,176.92	2 New Limited Service FTPs
				637,123.01		129,495.25	133,912.50		
							263,407.75		

Will staff be redirect? If so, describe the impact and show changes on org chart

Idaho Commerce will use existing staff as shown above



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

The Office of Broadband anticipates the following current and/or future operating expenses. The request will be onetime with carryover authority.

Operating Expenses	
Technical Review and Grant Work	1,875,000.00
Mapping Contractor	1,800,000.00
ITS Contract GIS Work	225,000.00
Annual Report, Print Cost, Legal Costs	75,000.00
Survey Data	120,000.00
Total Operating Expenses	4,095,000.00
Trustee and Benefits	120,004,469.24

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

N/A

Provide detail about revenue assumptions supporting this request

There will be no revenue coming to the Idaho Department of Commerce through these funds.

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

The communities, businesses and citizens of Idaho are ultimately being served by this request. Without adequate funding for staffing, mapping, and grant auditing, the state will not have the capabilities to deploy broadband in an efficient and strategic way. In addition, the Department of Commerce will not be able to issue grants to implement reliable broadband in the State of Idaho.

Agency/Department:	Department of Commerce	Agency Number:	220
Budgeted Division:	Department of Commerce	Luma Fund Number	10000
Budgeted Program	Commerce	Appropriation (Budget) Unit	CDA
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name:	General
Revision Date:		Historical Fund #:	0001-00
Revision #:		Budget Submission Page #	of

Page 1 of 2

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	2,959,600	29.50	2,122,608	377,753	459,239	2,959,600			
		Rounded Appropriation		29.50	2,122,600	377,800	459,200	2,959,600			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		29.50	2,122,600	377,800	459,200	2,959,600			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		29.50	2,122,600	377,800	459,200	2,959,600			
		Base Adjustments:									
8.11		FTP/Fund Adjustment		(0.90)	(138,100)	(11,300)	(29,100)	(178,500)	(1,125)	1,229	104
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
9.00		FY 2024 BASE									
10.11		Change in Health Benefit Costs		FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.12		Change in Variable Benefits Costs		28.60	1,984,500	366,500	430,100	2,781,100			
						36,300		36,300			
							(17,200)	(17,200)			
		Indicator Code						0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		21,000		4,300	25,300			
10.62		CEC for Temp/Group Positions	0.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		28.60	2,005,500	402,800	417,200	2,825,500			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		28.60	2,005,500	402,800	417,200	2,825,500			

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDAA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	23.95	1,797,368	299,375	378,021	2,474,764
		Total from PCF	23.95	1,797,368	299,375	378,021	2,474,764
		FY 2023 ORIGINAL APPROPRIATION	29.50	2,137,409	368,750	453,441	2,959,600
		Unadjusted Over or (Under) Funded:	5.55	340,041	69,375	75,420	484,836
Adjustments to Wage and Salary							
2204003	01231	ADMIN ASST 2 R90	1.00	33,717	12,500	7,153	53,370
2204008	05248	COMMUNITY DEVMT SPEC R90	1.00	56,139	12,500	11,910	80,549
2204021	05241	INTERNATIONAL TRADE SPEC R90	1.00	56,160	12,500	11,914	80,574
2204052	02913	PROJECT COORDINATOR R90	1.00	51,418	12,500	10,908	74,826
2204065	05449	RESEARCH ANALYST,SR R90	1.00	56,139	12,500	11,910	80,549
2205003	05243	BUSINESS ATTRACTION SPECIALIST R90	1.00	49,691	12,500	10,542	72,733
NEWP-519601	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	3,000	0	240	3,240
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	3,000	0	240	3,240
		Permanent Positions	29.95	2,100,632	374,375	442,358	2,917,365
		Estimated Salary and Benefits	29.95	2,103,632	374,375	442,598	2,920,605
Adjusted Over or (Under) Funding							
		Original Appropriation	(.45)	33,777	(5,625)	10,843	38,995
		Estimated Expenditures	(.45)	33,777	(5,625)	10,843	38,995
		Base	(1.35)	(104,323)	(16,925)	(18,257)	(139,505)

PCF Summary ReportRequest for Fiscal Year: 202
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Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDAA

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2023 ORIGINAL APPROPRIATION	29.50	2,137,409	368,750	453,441	2,959,600
5.00	FY 2023 TOTAL APPROPRIATION	29.50	2,137,409	368,750	453,441	2,959,600
7.00	FY 2023 ESTIMATED EXPENDITURES	29.50	2,137,409	368,750	453,441	2,959,600
8.11	FTP or Fund Adjustments	(0.90)	(138,100)	(11,300)	(29,100)	(178,500)
9.00	FY 2024 BASE	28.60	1,999,309	357,450	424,341	2,781,100
10.11	Change in Health Benefit Costs	0.00	0	36,300	0	36,300
10.12	Change in Variable Benefit Costs	0.00	0	0	(17,200)	(17,200)
10.61	Salary Multiplier - Regular Employees	0.00	21,000	0	4,300	25,300
11.00	FY 2024 PROGRAM MAINTENANCE	28.60	2,020,309	393,750	411,441	2,825,500
13.00	FY 2024 TOTAL REQUEST	28.60	2,020,309	393,750	411,441	2,825,500

[illegible]

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	1,019,300	11.80	723,684	143,266	152,350	1,019,300			
		Rounded Appropriation		11.80	723,700	143,300	152,300	1,019,300			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		11.80	723,700	143,300	152,300	1,019,300			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		11.80	723,700	143,300	152,300	1,019,300			
		Base Adjustments:									
8.11		FTP/Fund Adjustment		0.90	138,100	11,300	29,100	178,500	1,125	(1,229)	(104)
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
9.00		FY 2024 BASE									
10.11		Change in Health Benefit Costs		FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.12		Change in Variable Benefits Costs		12.70	861,800	154,600	181,400	1,197,800			
						15,300		15,300			
							(7,500)	(7,500)			
		Indicator Code						0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		7,100		1,400	8,500			
10.62		CEC for Temp/Group Positions	0.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		12.70	868,900	169,900	175,300	1,214,100			
		Line Items:									
12.01		Increase spending authority due to increased tourism revenue	212-00		25,000			25,000			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		12.70	893,900	169,900	175,300	1,239,100			

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDAA

Fund: Idaho Travel And Convention Account

21200

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	9.35	618,029	116,875	130,877	865,781
		Total from PCF	9.35	618,029	116,875	130,877	865,781
		FY 2023 ORIGINAL APPROPRIATION	11.80	719,221	147,500	152,579	1,019,300
		Unadjusted Over or (Under) Funded:	2.45	101,192	30,625	21,702	153,519
Adjustments to Wage and Salary							
2204024	01235	ADMIN ASST 1 R90	1.00	33,717	12,500	7,153	53,370
2204075	05255	TOURISM DEVELOPMENT SPEC R90	1.00	56,139	12,500	11,910	80,549
NEWP-150455	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	8,769	0	702	9,471
Other Adjustments							
	512	Employee Benefits	.00	0	0	200	200
Estimated Salary Needs							
		Board, Group, & Missing Positions	1.00	64,908	12,500	12,812	90,220
		Permanent Positions	10.35	651,746	129,375	138,030	919,151
		Estimated Salary and Benefits	11.35	716,654	141,875	150,842	1,009,371
Adjusted Over or (Under) Funding							
		Original Appropriation	.45	2,567	5,625	1,737	9,929
		Estimated Expenditures	.45	2,567	5,625	1,737	9,929
		Base	1.35	140,667	16,925	30,837	188,429

PCF Summary ReportRequest for Fiscal Year: 202
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Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDAA

Fund: Idaho Travel And Convention Account

21200

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2023 ORIGINAL APPROPRIATION	11.80	719,221	147,500	152,579	1,019,300
5.00 FY 2023 TOTAL APPROPRIATION	11.80	719,221	147,500	152,579	1,019,300
7.00 FY 2023 ESTIMATED EXPENDITURES	11.80	719,221	147,500	152,579	1,019,300
8.11 FTP or Fund Adjustments	0.90	138,100	11,300	29,100	178,500
9.00 FY 2024 BASE	12.70	857,321	158,800	181,679	1,197,800
10.11 Change in Health Benefit Costs	0.00	0	15,300	0	15,300
10.12 Change in Variable Benefit Costs	0.00	0	0	(7,500)	(7,500)
10.61 Salary Multiplier - Regular Employees	0.00	7,100	0	1,400	8,500
11.00 FY 2024 PROGRAM MAINTENANCE	12.70	864,421	174,100	175,579	1,214,100
12.01 Idaho Travel and Convention Spending Authority Increase	0.00	25,000	0	0	25,000
13.00 FY 2024 TOTAL REQUEST	12.70	889,421	174,100	175,579	1,239,100

Agency/Department:						Department of Commerce										
Budgeted Division:						Department of Commerce										
Budgeted Program						Commerce										
Original Request Date:						9/1/2022				Fund Name:	Federal Grant			Historical Fund #:	0348-00	
Revision Date:										Revision #:				Budget Submission Page #		
												of				
PCN	CLASS CODE	DESCRIPTION			Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES			
		Totals from Wage and Salary Report (WSR):														
		Permanent Positions			1	2.70	205,446	33,750	43,584	282,780	3,375	(1,828)	1,547			
		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				2.70	205,446	33,750	43,584	282,780	3,375	(1,828)	1,547			
		FY 2023 ORIGINAL APPROPRIATION				740,900	2.70	538,280	88,427	114,193	740,900					
		Unadjusted Over or (Under) Funded:			Est Difference	0.00	332,834	54,677	70,609	458,120	Calculated overfunding is 61.8% of Original Appropriation					
	Adjustments to Wage & Salary:															
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:																
	Retire Cd	Adjustment Description / Position Title														
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					Other Adjustments:											
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
					0.00	0	0	0	0	0	0	0	0			
		Estimated Salary Needs:														
		Permanent Positions			1	2.70	205,446	33,750	43,584	282,780	3,375	(1,828)	1,547			
		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				2.70	205,446	33,750	43,584	282,780	3,375	(1,828)	1,547			
		Adjusted Over or (Under) Funding:			Orig. Approp	0.00	332,834	54,677	70,609	458,120	Calculated overfunding is 61.8% of Original Appropriation					
					Est. Expend	0.00	332,854	54,650	70,616	458,120	Calculated overfunding is 61.8% of Est. Expenditures					
				Base	0.00	332,854	54,650	70,616	458,120	Calculated overfunding is 61.8% of the Base						
Personnel Cost Reconciliation - Relation to Zero Variance ---->																
DU					Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change			

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION		740,900	2.70	538,280	88,427	114,193	740,900			
		Rounded Appropriation			2.70	538,300	88,400	114,200	740,900			
		Appropriation Adjustments:										
4.11		Reappropriation			0.00	0	0	0	0			
4.31		Supplemental			0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION			2.70	538,300	88,400	114,200	740,900			
		Expenditure Adjustments:										
6.31		Transfer between programs			0.00	0	0		0			0
6.41		FTP or Fund Adjustment			0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES			2.70	538,300	88,400	114,200	740,900			
		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
9.00		FY 2024 BASE										
10.11		Change in Health Benefit Costs			FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.12		Change in Variable Benefits Costs			2.70	538,300	88,400	114,200	740,900			
							3,400		3,400			
			Indicator Code					(1,800)	(1,800)			
10.51		Annualization				0	0	0	0			
10.61		CEC for Permanent Positions				2,100		400	2,500			
10.62		CEC for Temp/Group Positions				0		0	0			
10.63		CEC for Elected Officials & Commissioners				0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE			2.70	540,400	91,800	112,800	745,000			
		Line Items:										
12.02		Broadband IIJA Limited Service FTP		348-00	1.00				0			
12.02		Broadband IIJA Limited Service FTP		348-00	0.50				0			
12.02		Broadband IIJA Limited Service FTP		348-00	0.50				0			
13.00		FY 2024 TOTAL REQUEST			4.70	540,400	91,800	112,800	745,000			

PCF Detail Report

Request for Fiscal Year: 202
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Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDAA

Fund: Federal (Grant)

34800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	2.70	205,446	33,750	43,584	282,780
		Total from PCF	2.70	205,446	33,750	43,584	282,780
		FY 2023 ORIGINAL APPROPRIATION	2.70	583,387	33,750	123,763	740,900
		Unadjusted Over or (Under) Funded:	.00	377,941	0	80,179	458,120
Estimated Salary Needs							
		Permanent Positions	2.70	205,446	33,750	43,584	282,780
		Estimated Salary and Benefits	2.70	205,446	33,750	43,584	282,780
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	377,941	0	80,179	458,120
		Estimated Expenditures	.00	377,941	0	80,179	458,120
		Base	.00	377,941	0	80,179	458,120

PCF Summary Report

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDA

Fund: Federal (Grant)

34800

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2023 ORIGINAL APPROPRIATION	2.70	583,387	33,750	123,763	740,900
5.00 FY 2023 TOTAL APPROPRIATION	2.70	583,387	33,750	123,763	740,900
7.00 FY 2023 ESTIMATED EXPENDITURES	2.70	583,387	33,750	123,763	740,900
9.00 FY 2024 BASE	2.70	583,387	33,750	123,763	740,900
10.11 Change in Health Benefit Costs	0.00	0	3,400	0	3,400
10.12 Change in Variable Benefit Costs	0.00	0	0	(1,800)	(1,800)
10.61 Salary Multiplier - Regular Employees	0.00	2,100	0	400	2,500
11.00 FY 2024 PROGRAM MAINTENANCE	2.70	585,487	37,150	122,363	745,000
12.47 Broadband IIJA Project	2.00	0	0	0	0
13.00 FY 2024 TOTAL REQUEST	4.70	585,487	37,150	122,363	745,000

[illegible]

FORM B6: WAGE & SALARY RECONCILIATION

4.11		Appropriation Adjustments:									
4.31		Reappropriation		0.00	0	0	0	0			
		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		0.00	0	0	0	0			
6.31		Expenditure Adjustments:									
6.41		Transfer between programs		0.00	0	0		0			0
		FTP or Fund Adjustment		0.00	0	0		0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		0.00	0	0		0			
8.31		Base Adjustments:									
8.41		Transfer Between Programs		0.00	0	0		0			0
8.51		Removal of One-Time Expenditures		0.00	0	0		0			0
		Base Reduction		0.00	0	0		0			0
9.00		FY 2024 BASE		FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.11		Change in Health Benefit Costs		0.00	0	0	0	0			
10.12		Change in Variable Benefits Costs				0	0	0			
		Indicator Code									
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		0		0	0			
10.62		CEC for Temp/Group Positions	0.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		0.00	0	0	0	0			
		Line Items:									
12.03		Broadband ARPA Limited Service & Funding (3 years)	344-00	1.00	149,074	41,250	30,298	220,600			
12.03		Broadband ARPA Limited Service & Funding (3 years)	344-00	0.50	74,537	20,625	15,149	110,300			
12.03		Broadband ARPA Limited Service & Funding (3 years)	344-00	0.50	74,537	20,625	15,149	110,300			
12.03		Broadband ARPA Internal Staff Funding (3 years)	344-00		338,880	51,563	68,876	459,300			
13.00		FY 2024 TOTAL REQUEST		2.00	637,027	134,063	129,473	900,500		900,562	

PCF Summary Report

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Appropriation Unit: Commerce

CDA

Fund: ARPA Capital Projects

34440

DU		FTP	Salary	Health	Variable Benefits	Total
12.51	Broadband ARPA Capital Funds Project	2.00	637,047	134,100	129,368	900,515
13.00	FY 2024 TOTAL REQUEST	2.00	637,047	134,100	129,368	900,515

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2024

Agency: Department of Commerce

220

Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
0	CDA	10.31	10000	676	one time wireless access points as requested by ITS	0	2020	3.00	2.80	1,500.00	4,200
0	CDA	10.31	21200	676	wireless access points as requested by ITS	0	2020	2.00	1.80	1,500.00	1,800
Subtotal								5.00	4.60		6,000
Grand Total by Appropriation Unit											
CDA											6,000
Subtotal											6,000
Grand Total by Decision Unit											
10.31											6,000
Subtotal											6,000
Grand Total by Fund Source											
10000											4,200
21200											1,800
Subtotal											6,000
Grand Total by Summary Account											
								5.00	4.60		6,000
Subtotal								5.00	4.60		6,000



State of Idaho

Information Technology Services
Office of the Governor

BRAD LITTLE
Governor

JEFF WEAK
Administrator

GREG ZICKAU
Deputy Administrator
Chief Information Officer

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Boise, ID 83720-0042
Telephone (208) 605-4064 or FAX (208) 605-4090
<http://its.idaho.gov>

August 19, 2022

COMMERCE, DEPARTMENT OF
SENT VIA EMAIL/HAND DELIVERED and STATEHOUSE MAIL

Re: IT Budget Planning FY2024

Dear Director,

Per direction from DFM and LSO, the Office of Information Technology Services will transition to a SWCAP model beginning in FY2024. This will represent a substantial shift in the way ITS bills for services, and there are still many details to work out. We will advise you of major developments as they become clear. This will be a one-year look forward with any increases to existing services, licenses, software, or subscriptions included in agencies' SWCAP calculations.

For your FY2024 budget, we are providing details below for the one-time impact to your agency of any agency-specific replacement items. We are prepared to support these requests throughout the budgeting process.

Agency Replacements:

- PCs or laptop replacements: agencies should budget to replace hardware that will be more than four years old in FY2024 or those devices with known service or performance issues using the guidance provided in DFM's budget manual. Specific guidance can be found on page 25 of the manual at [Budget Development Manual | DIVISION OF FINANCIAL MANAGEMENT \(idaho.gov\)](#)
- Network and other infrastructure replacement recommendations: ITS has identified approximately 100 wireless access points that have reached end of support and should be replaced in FY2024. Specific devices and counts per agency are attached. The estimated one-time cost to replace each access point is \$1,500.

If you have any questions, please contact Cheryl Dearborn, Business Operations Bureau Chief, at Cheryl.Dearborn@its.idaho.gov or 208-605-4055.

Sincerely,

Jeff Weak, Administrator
Information Technology Services

Access Point Replacement FY 24

Agency	Access Point Model	Quantity	AP Name/Location
Dept of Admin	2802i	7	ADM-CC-B6-ConfArea-AP01 ADM-CCB6-ConfArea-AP02 ADM-B6-Maintenance ADM-CCB6-Postal ADM-DownTown_Postal-AP01 LBJ-Admin_Rm100-North Parking-Garage
	3702i	1	LBJ-Admin-Rm100-South
Dept of Admin - Div of Public Works	2802i	2	DPW-01 DPW-02
Dept of Admin (JRW Conf Rms)	2802i	1	JRW-CONFERENCE-WEST
	3702i	1	JRW-Conf-East
Dept of Admin (LBJ common areas and conf rms)	2802i	2	LBJ-B09-Cafeteria-Area LBJ-B35-by_(ICCU)
	3702i	1	LBJ-Center
Aging	2802i	1	AGING-3rd-Floor
Arts	2802i	1	Arts-Old_Pen
BarleyWheatBeanWine	2802i	2	BarleyWheatBeanWine BarleyWheatBeanWine-02
Board-of-Tax-Appeal	3802i	1	BTA-Board-of-Tax-Appeal
Commerce	2802i	4	COMM-JRW-2nd-ExecConf COMM-JRW-2nd-West COMM-JRW-2nd-ABconf COMM-JRW-2nd-East
Children's Trust Fund	2802i	2	CTF-MainFlr-AP01 CTF-DwnStrs-AP02
DOPL(DBS)	2802i	3	DBS-POC-AP01 DBS-POC-AP02 DBS-CDA-AP01
DEQ	3802i	2	DEQ-BOI-ONE DEQ-BOI-TWO
	2802i	20	DEQ-BOI_1stFlr-AP03 DEQ-BOI_CONF-AP04 DEQ-BOI_COM-AP05 DEQ-BOI-2ndFlr-AP06 DEQ-BOI-3rdFlr-AP07 DEQ-BOI-3rdFlr-AP08 DEQ-CDA-AP-1 DEQ-CDA-AP-2 DEQ-CDA-AP-3

Access Point Replacement FY 24

Agency	Access Point Model	Quantity	AP Name/Location
			ITS-CCB8-F1-Wst ITS-CC-B6-ConfArea-AP07 ITS-CC-B6-ConfArea-AP03
ISHS	2802i	1	ISHS-SHPO-AssayBldg
IWDC	2802i	1	IWDC
OSBE	3802i	2	OSBE-2-3rd-Floor OSBE-3-3rd-Floor
	2802i	1	OSBE_1-3rd-floor
OSC	2802i	1	Borah_Bldg_1stFloor
PDC	2802i	1	PDC-Garro-Bldg
POTATO	2802i	1	Potato-Commission
STEM	3702i	2	STEM-Hoff-Bldg STEM-2
SILC	1832i	1	SILC-Foyer-AP
	2802i	1	SILC-2802i

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency	Department of Commerce						220
Division	Department of Commerce						CD1
Appropriation Unit	Commerce						CDA
FY 2022 Total Appropriation							
1.00	FY 2022 Total Appropriation						CDA
	S1195, S1199						
	10000 General	28.25	2,778,800	972,400	0	2,250,000	6,001,200
	OT 10000 General	0.00	0	35,000	0	0	35,000
	12003 Dedicated	0.00	0	0	0	3,000,000	3,000,000
	21200 Dedicated	10.75	877,800	8,407,700	0	7,445,800	16,731,300
	OT 32200 Dedicated	0.00	0	0	0	35,000,000	35,000,000
	OT 34500 Federal	0.00	0	0	0	10,000,000	10,000,000
	34800 Federal	4.00	424,100	249,100	0	10,620,800	11,294,000
	34900 Dedicated	0.00	0	157,500	0	0	157,500
	40100 Dedicated	0.00	0	378,400	0	0	378,400
		43.00	4,080,700	10,200,100	0	68,316,600	82,597,400
1.13	PY Executive Carry Forward						CDA
	This decision unit represents approved ECF						
	OT 10000 General	0.00	0	0	0	2,667,800	2,667,800
	OT 34500 Federal	0.00	0	0	0	3,600,000	3,600,000
		0.00	0	0	0	6,267,800	6,267,800
1.21	Account Transfers						CDA
	This decision unit represents account transfers done in FY22						
	10000 General	0.00	(464,300)	70,000	77,800	316,500	0
	21200 Dedicated	0.00	(101,000)	712,000	0	(611,000)	0
	OT 32200 Dedicated	0.00	0	10,000	0	(10,000)	0
		0.00	(565,300)	792,000	77,800	(304,500)	0
1.61	Reverted Appropriation Balances						CDA
	This decision unit represents reversions for FY22						
	10000 General	0.00	(50,400)	(5,800)	0	(300)	(56,500)
	OT 10000 General	0.00	0	0	0	(43,800)	(43,800)
	12003 Dedicated	0.00	0	0	0	(2,225,000)	(2,225,000)
	21200 Dedicated	0.00	0	(7,700)	0	(300)	(8,000)
	OT 34500 Federal	0.00	0	0	0	(1,258,500)	(1,258,500)
	34800 Federal	0.00	(142,600)	(2,100)	0	(2,633,800)	(2,778,500)
	34900 Dedicated	0.00	0	(157,400)	0	0	(157,400)
	40100 Dedicated	0.00	0	(315,400)	0	0	(315,400)
		0.00	(193,000)	(488,400)	0	(6,161,700)	(6,843,100)
1.71	Legislative Reappropriation						CDA
	This decision unit represents reappropriation for FY22						
	OT 32200 Dedicated	0.00	0	0	0	(34,990,000)	(34,990,000)
		0.00	0	0	0	(34,990,000)	(34,990,000)
1.81	CY Executive Carry Forward						CDA
	This decision unit represents the ECF for FY22						

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 10000	General	0.00	0	0	0	(3,077,700)	(3,077,700)
		0.00	0	0	0	(3,077,700)	(3,077,700)

FY 2022 Actual Expenditures

2.00 FY 2022 Actual Expenditures CDA

10000	General	28.25	2,264,100	1,036,600	77,800	2,566,200	5,944,700
OT 10000	General	0.00	0	35,000	0	(453,700)	(418,700)
12003	Dedicated	0.00	0	0	0	775,000	775,000
21200	Dedicated	10.75	776,800	9,112,000	0	6,834,500	16,723,300
OT 32200	Dedicated	0.00	0	10,000	0	0	10,000
OT 34500	Federal	0.00	0	0	0	12,341,500	12,341,500
34800	Federal	4.00	281,500	247,000	0	7,987,000	8,515,500
34900	Dedicated	0.00	0	100	0	0	100
40100	Dedicated	0.00	0	63,000	0	0	63,000
		43.00	3,322,400	10,503,700	77,800	30,050,500	43,954,400

FY 2023 Original Appropriation

3.00 FY 2023 Original Appropriation CDA

H0803

10000	General	29.50	2,959,600	1,198,700	0	2,250,000	6,408,300
12003	Dedicated	0.00	0	0	0	3,000,000	3,000,000
21200	Dedicated	11.80	1,019,300	11,457,500	0	9,937,000	22,413,800
OT 34400	Federal	0.00	0	1,000,000	0	0	1,000,000
OT 34430	Federal	0.00	0	0	0	1,000,000	1,000,000
34800	Federal	2.70	740,900	848,300	0	64,695,800	66,285,000
34900	Dedicated	0.00	0	157,500	0	0	157,500
40100	Dedicated	0.00	0	378,400	0	0	378,400
		44.00	4,719,800	15,040,400	0	80,882,800	100,643,000

Appropriation Adjustment

4.11 Legislative Reappropriation CDA

This decision unit reflects reappropriation authority granted by HB 803.

OT 32200	Dedicated	0.00	0	0	0	34,990,000	34,990,000
		0.00	0	0	0	34,990,000	34,990,000

FY 2023 Total Appropriation

5.00 FY 2023 Total Appropriation CDA

10000	General	29.50	2,959,600	1,198,700	0	2,250,000	6,408,300
12003	Dedicated	0.00	0	0	0	3,000,000	3,000,000
21200	Dedicated	11.80	1,019,300	11,457,500	0	9,937,000	22,413,800
OT 32200	Dedicated	0.00	0	0	0	34,990,000	34,990,000
OT 34400	Federal	0.00	0	1,000,000	0	0	1,000,000
OT 34430	Federal	0.00	0	0	0	1,000,000	1,000,000
34800	Federal	2.70	740,900	848,300	0	64,695,800	66,285,000
34900	Dedicated	0.00	0	157,500	0	0	157,500
40100	Dedicated	0.00	0	378,400	0	0	378,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		44.00	4,719,800	15,040,400	0	115,872,800	135,633,000

Appropriation Adjustments

6.11 Executive Carry Forward (ECF) CDA

This decision unit represents the ECF for FY22

OT 10000	General	0.00	0	0	0	3,077,700	3,077,700
		0.00	0	0	0	3,077,700	3,077,700

FY 2023 Estimated Expenditures

7.00 FY 2023 Estimated Expenditures CDA

10000	General	29.50	2,959,600	1,198,700	0	2,250,000	6,408,300
OT 10000	General	0.00	0	0	0	3,077,700	3,077,700
12003	Dedicated	0.00	0	0	0	3,000,000	3,000,000
21200	Dedicated	11.80	1,019,300	11,457,500	0	9,937,000	22,413,800
OT 32200	Dedicated	0.00	0	0	0	34,990,000	34,990,000
OT 34400	Federal	0.00	0	1,000,000	0	0	1,000,000
OT 34430	Federal	0.00	0	0	0	1,000,000	1,000,000
34800	Federal	2.70	740,900	848,300	0	64,695,800	66,285,000
34900	Dedicated	0.00	0	157,500	0	0	157,500
40100	Dedicated	0.00	0	378,400	0	0	378,400
		44.00	4,719,800	15,040,400	0	118,950,500	138,710,700

Base Adjustments

8.11 FTP or Fund Adjustments CDA

This decision unit aligns FTP, PC and OE costs to the appropriate fund. In FY22 the agency reexamined the allocation of administrative costs and based on that analysis is requesting an ongoing shift in FTP, PC and OE costs.

10000	General	(0.90)	(178,500)	130,000	0	0	(48,500)
21200	Dedicated	0.90	178,500	(130,000)	0	0	48,500
		0.00	0	0	0	0	0

8.41 Removal of One-Time Expenditures CDA

This decision unit removes one-time appropriation for FY 2022.

OT 32200	Dedicated	0.00	0	0	0	(34,990,000)	(34,990,000)
OT 34400	Federal	0.00	0	(1,000,000)	0	0	(1,000,000)
OT 34430	Federal	0.00	0	0	0	(1,000,000)	(1,000,000)
		0.00	0	(1,000,000)	0	(35,990,000)	(36,990,000)

FY 2024 Base

9.00 FY 2024 Base CDA

10000	General	28.60	2,781,100	1,328,700	0	2,250,000	6,359,800
12003	Dedicated	0.00	0	0	0	3,000,000	3,000,000
21200	Dedicated	12.70	1,197,800	11,327,500	0	9,937,000	22,462,300
OT 32200	Dedicated	0.00	0	0	0	0	0
OT 34400	Federal	0.00	0	0	0	0	0
OT 34430	Federal	0.00	0	0	0	0	0
34800	Federal	2.70	740,900	848,300	0	64,695,800	66,285,000

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
34900	Dedicated	0.00	0	157,500	0	0	157,500
40100	Dedicated	0.00	0	378,400	0	0	378,400
		44.00	4,719,800	14,040,400	0	79,882,800	98,643,000

Program Maintenance

10.11 Change in Health Benefit Costs CDA

10000	General	0.00	36,300	0	0	0	36,300
21200	Dedicated	0.00	15,300	0	0	0	15,300
34800	Federal	0.00	3,400	0	0	0	3,400
		0.00	55,000	0	0	0	55,000

10.12 Change in Variable Benefit Costs CDA

10000	General	0.00	(17,200)	0	0	0	(17,200)
21200	Dedicated	0.00	(7,500)	0	0	0	(7,500)
34800	Federal	0.00	(1,800)	0	0	0	(1,800)
		0.00	(26,500)	0	0	0	(26,500)

10.31 Repair, Replacement Items/Alteration Req #1 CDA

This decision unit represents a one time request for spending authority for wireless access points as directed by ITS

OT 10000	General	0.00	0	4,200	0	0	4,200
OT 21200	Dedicated	0.00	0	1,800	0	0	1,800
		0.00	0	6,000	0	0	6,000

10.61 Salary Multiplier - Regular Employees CDA

10000	General	0.00	25,300	0	0	0	25,300
21200	Dedicated	0.00	8,500	0	0	0	8,500
34800	Federal	0.00	2,500	0	0	0	2,500
		0.00	36,300	0	0	0	36,300

FY 2024 Total Maintenance

11.00 FY 2024 Total Maintenance CDA

10000	General	28.60	2,825,500	1,328,700	0	2,250,000	6,404,200
OT 10000	General	0.00	0	4,200	0	0	4,200
12003	Dedicated	0.00	0	0	0	3,000,000	3,000,000
21200	Dedicated	12.70	1,214,100	11,327,500	0	9,937,000	22,478,600
OT 21200	Dedicated	0.00	0	1,800	0	0	1,800
OT 32200	Dedicated	0.00	0	0	0	0	0
OT 34400	Federal	0.00	0	0	0	0	0
OT 34430	Federal	0.00	0	0	0	0	0
34800	Federal	2.70	745,000	848,300	0	64,695,800	66,289,100
34900	Dedicated	0.00	0	157,500	0	0	157,500
40100	Dedicated	0.00	0	378,400	0	0	378,400
		44.00	4,784,600	14,046,400	0	79,882,800	98,713,800

Line Items

12.01 Idaho Travel and Convention Spending Authority Increase CDA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
This decision unit represents an ongoing request for spending authority from dedicated funds for marketing and promotion campaigns as well as a grant programs for local and regional tourism promotion efforts. This spending authority is necessary to align with project revenue increases.							
21200	Dedicated	0.00	25,000	2,849,200	0	2,351,600	5,225,800
		0.00	25,000	2,849,200	0	2,351,600	5,225,800
12.02	Operating Expenditure Funding Increase						CDA
This decision unit represents an ongoing request for spending authority from the general fund for agency operating expenses due to increased costs related to travel, trade missions and other agency mission critical expenses							
10000	General	0.00	0	190,000	0	0	190,000
		0.00	0	190,000	0	0	190,000
12.47	Broadband IIJA Project						CDA
This decision unit represents a ongoing request for spending authority from the Infrastructure Investment and Jobs Fund. This request is for 2 limited service FTP as well as operating expenses and grants to be awarded for broadband projects and infrastructure. Carryover authority will be needed beyond FY 2024							
34800	Federal	2.00	0	1,075,000	0	98,925,000	100,000,000
		2.00	0	1,075,000	0	98,925,000	100,000,000
12.51	Broadband ARPA Capital Funds Project						CDA
This decision unit represents a one time request for spending authority from the American Rescue Plan Act (ARPA) Capital Funds Project Fund. This request is for 2 limited service FTP as well as operating expenses and grants to be awarded for broadband projects and infrastructure. The total project is \$125,000,000. Carryover authority will be needed beyond FY 2024							
OT 34440	Federal	2.00	900,515	4,095,000	0	120,004,500	125,000,015
		2.00	900,515	4,095,000	0	120,004,500	125,000,015
12.91	Budget Law Exemptions/Other Adjustments						CDA
This decision unit represents reappropriation authority for any unexpected and unencumbered balances appropriated to the Department of Commerce from the ARPA Capital Projects Fund.							
OT 34440	Federal	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
12.92	Budget Law Exemptions/Other Adjustments						CDA
This decision unit represents reappropriation authority for any unexpected and unencumbered balances appropriated to the Department of Commerce from for the IIJA Broadbank grant							
34800	Federal	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
FY 2024 Total							
13.00	FY 2024 Total						CDA
10000	General	28.60	2,825,500	1,518,700	0	2,250,000	6,594,200
OT 10000	General	0.00	0	4,200	0	0	4,200
12003	Dedicated	0.00	0	0	0	3,000,000	3,000,000
21200	Dedicated	12.70	1,239,100	14,176,700	0	12,288,600	27,704,400
OT 21200	Dedicated	0.00	0	1,800	0	0	1,800
OT 32200	Dedicated	0.00	0	0	0	0	0
OT 34400	Federal	0.00	0	0	0	0	0
OT 34430	Federal	0.00	0	0	0	0	0
OT 34440	Federal	2.00	900,515	4,095,000	0	120,004,500	125,000,015
34800	Federal	4.70	745,000	1,923,300	0	163,620,800	166,289,100
34900	Dedicated	0.00	0	157,500	0	0	157,500
40100	Dedicated	0.00	0	378,400	0	0	378,400
		48.00	5,710,115	22,255,600	0	301,163,900	329,129,615