



FY 2024 Budget

Agency: Correctional Industries

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: Date:

			FY 2022 Total Appropriation	FY 2022 Total Expenditures	FY 2023 Original Appropriation	FY 2023 Estimated Expenditures	FY 2024 Total Request
Appropriation Unit							
State Manufactured Goods (Continuous)			11,194,500	11,194,500	12,790,300	12,790,300	12,973,357
Total			11,194,500	11,194,500	12,790,300	12,790,300	12,973,357
By Fund Source							
D	42100	Dedicated	300	300	300	300	300
D	42101	Dedicated	11,194,200	11,194,200	12,790,000	12,790,000	12,973,057
Total			11,194,500	11,194,500	12,790,300	12,790,300	12,973,357
By Account Category							
Personnel Cost			4,076,500	4,076,500	4,263,000	4,263,000	4,341,557
Operating Expense			7,118,000	7,118,000	6,833,900	6,833,900	6,985,400
Capital Outlay			0	0	1,693,400	1,693,400	1,646,400
Total			11,194,500	11,194,500	12,790,300	12,790,300	12,973,357
FTP Positions			47.00	47.00	47.00	47.00	47.00
Total			47.00	47.00	47.00	47.00	47.00

Division Description

Request for Fiscal Year: 2024

Agency: Correctional Industries

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Division: Correctional Industries

C11

Statutory Authority: 20-401

Agency Description:

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

Mission:

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

Vision:

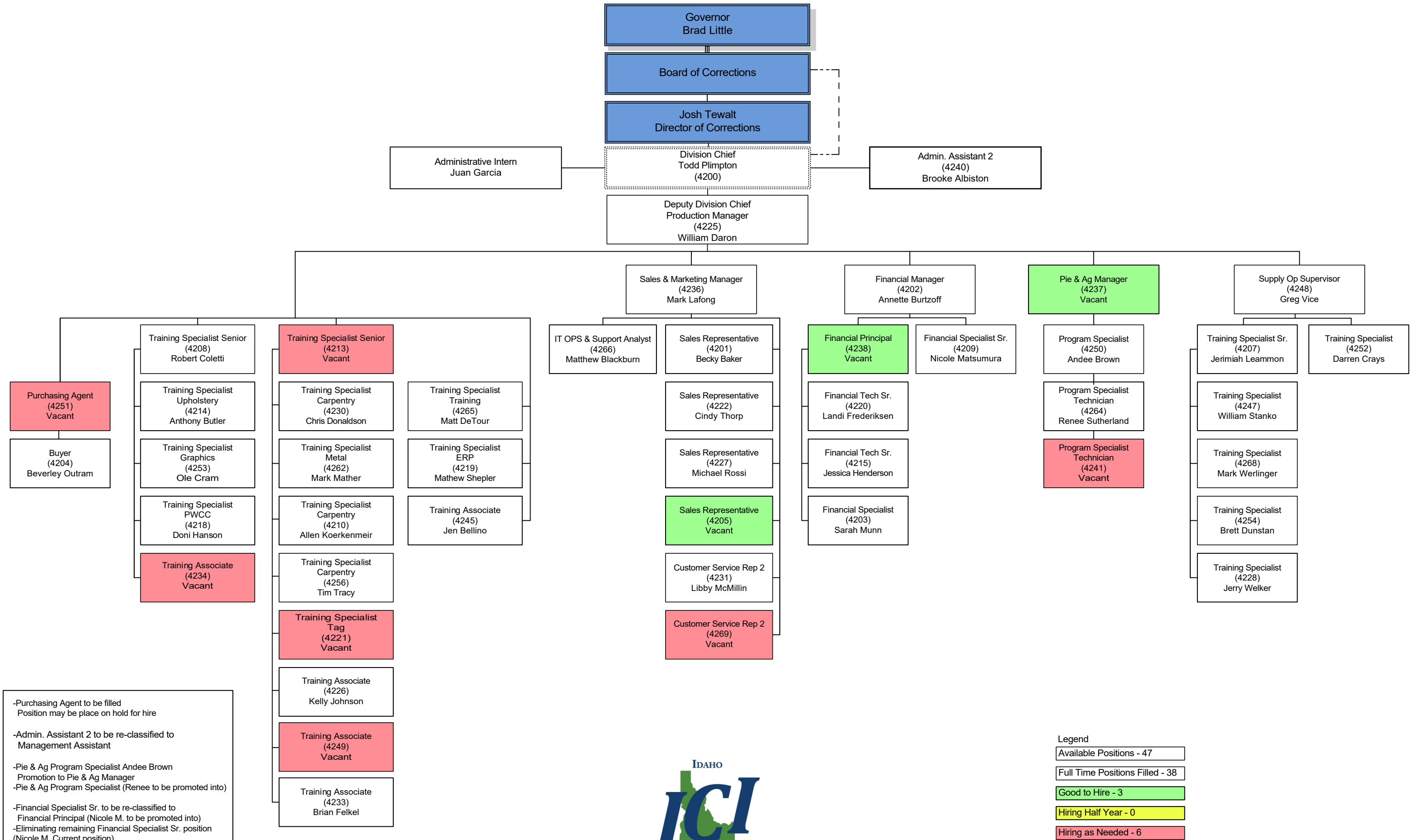
Idaho Correctional Industries strives to be the leading correctional industry in the country for a state the size of Idaho, by providing diversified training opportunities which strengthen Idaho's workforce, reduce recidivism, and allow for public dollars to be appropriated to other community needs.

Values:

ICI is committed to the long-term progress and success of our Resident Trainees through our mentoring and programming.

ICI is committed to staff development and advancement, leveraging those investments in support of our Mission and Vision.

ICI maintains independent financial sustainability through strong production processes, sound financial practices, and an entrepreneurial business mindset.



-Purchasing Agent to be filled
Position may be place on hold for hire

-Admin. Assistant 2 to be re-classified to
Management Assistant

-Pie & Ag Program Specialist Andee Brown
Promotion to Pie & Ag Manager

-Pie & Ag Program Specialist (Renee to be promoted into)

-Financial Specialist Sr. to be re-classified to
Financial Principal (Nicole M. to be promoted into)

-Eliminating remaining Financial Specialist Sr. position
(Nicole M. Current position)



Legend	
Available Positions - 47	
Full Time Positions Filled - 38	
Good to Hire - 3	
Hiring Half Year - 0	
Hiring as Needed - 6	

Agency Revenues

Request for Fiscal Year: 2024

Agency: Correctional Industries

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		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimated Revenue	FY 24 Estimated Revenue	Significant Assumptions
Fund 42101 Correctional Ind Betterment Account: CI-Manufacturing							
435	Sale of Services	169,743	88,422	177,389	500,004	505,004	
441	Sales of Goods	5,825,140	5,586,383	5,122,182	5,514,900	5,570,049	
460	Interest	156,745	30,331	18,806	25,000	25,000	
463	Rent And Lease Income	6,947,335	3,651,975	9,687,189	12,516,305	12,891,794	
470	Other Revenue	0	0	2,826	5,000	5,000	
Correctional Ind Betterment Account: CI-Manufacturing Total		13,098,963	9,357,111	15,008,392	18,561,209	18,996,847	
Agency Name Total		13,098,963	9,357,111	15,008,392	18,561,209	18,996,847	

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Correctional Industries

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Fund: Correctional Ind Betterment Account: CI-Manufacturing

42101

Sources and Uses:

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

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	8,552,157	6,702,990	6,661,346	4,046,626	2,905,865
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	8,552,157	6,702,990	6,661,346	4,046,626	2,905,865
04. Revenues (from Form B-11)	13,098,963	9,357,111	15,008,392	18,561,209	18,996,847
05. Non-Revenue Receipts and Other Adjustments	(25,460)	127,843	(181,012)	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	21,625,660	16,187,944	21,488,726	22,607,835	21,902,712
09. Statutory Transfers Out	0	250,000	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	16,106	23,275	19,051	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	611,000	3,110,000	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	14,295,564	6,143,323	17,423,049	19,701,970	18,916,910
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	14,906,564	9,253,323	17,423,049	19,701,970	18,916,910
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	14,906,564	9,253,323	17,423,049	19,701,970	18,916,910
20. Ending Cash Balance	6,702,990	6,661,346	4,046,626	2,905,865	2,985,802
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	6,702,990	6,661,346	4,046,626	2,905,865	2,985,802
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	6,702,990	6,661,346	4,046,626	2,905,865	2,985,802
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
Agency	Correctional Industries								231
Division	Correctional Industries								CI1
Appropriation Unit	State Manufactured Goods (Continuous)								CRAJ
FY 2022 Total Appropriation									
1.00	FY 2022 Total Appropriation								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,076,500	6,617,700	0	0	10,694,200	
	OT 42101	Dedicated	0.00	0	500,000	0	0	500,000	
			47.00	4,076,500	7,118,000	0	0	11,194,500	
FY 2022 Actual Expenditures									
2.00	FY 2022 Actual Expenditures								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,076,500	6,617,700	0	0	10,694,200	
	OT 42101	Dedicated	0.00	0	500,000	0	0	500,000	
			47.00	4,076,500	7,118,000	0	0	11,194,500	
FY 2023 Original Appropriation									
3.00	FY 2023 Original Appropriation								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,263,000	6,830,500	0	0	11,093,500	
	OT 42101	Dedicated	0.00	0	3,100	1,693,400	0	1,696,500	
			47.00	4,263,000	6,833,900	1,693,400	0	12,790,300	
FY 2023Total Appropriation									
5.00	FY 2023 Total Appropriation								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,263,000	6,830,500	0	0	11,093,500	
	OT 42101	Dedicated	0.00	0	3,100	1,693,400	0	1,696,500	
			47.00	4,263,000	6,833,900	1,693,400	0	12,790,300	
FY 2023 Estimated Expenditures									
7.00	FY 2023 Estimated Expenditures								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,263,000	6,830,500	0	0	11,093,500	
	OT 42101	Dedicated	0.00	0	3,100	1,693,400	0	1,696,500	
			47.00	4,263,000	6,833,900	1,693,400	0	12,790,300	
Base Adjustments									
8.41	Removal of One-Time Expenditures								CRAJ
This decision unit removes one-time appropriation for FY 2022.									
	OT 42101	Dedicated	0.00	0	(3,100)	(1,693,400)	0	(1,696,500)	
			0.00	0	(3,100)	(1,693,400)	0	(1,696,500)	
FY 2024 Base									

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
9.00	FY 2024 Base								CRAJ
	42100	Dedicated	0.00	0	300	0	0	300	
	42101	Dedicated	47.00	4,263,000	6,830,500	0	0	11,093,500	
	OT 42101	Dedicated	0.00	0	0	0	0	0	
			47.00	4,263,000	6,830,800	0	0	11,093,800	
Program Maintenance									
10.11	Change in Health Benefit Costs								CRAJ
	Change in Health Benefit Costs								
	42101	Dedicated	0.00	52,500	0	0	0	52,500	
			0.00	52,500	0	0	0	52,500	
10.12	Change in Variable Benefit Costs								CRAJ
	Change in Variable Benefit Costs								
	42101	Dedicated	0.00	1,200	0	0	0	1,200	
			0.00	1,200	0	0	0	1,200	
10.21	General Inflation Adjustments								CRAJ
	42101	Dedicated	0.00	0	147,000	0	0	147,000	
			0.00	0	147,000	0	0	147,000	
10.23	Contract Inflation Adjustments								CRAJ
	Orchard Partners for office lease								
	42101	Dedicated	0.00	0	5,500	0	0	5,500	
			0.00	0	5,500	0	0	5,500	
10.31	Repair, Replacement Items/Alteration Req #1								CRAJ
	OT 42101	Dedicated	0.00	0	0	300,000	0	300,000	
			0.00	0	0	300,000	0	300,000	
10.32	Repair, Replacement Items/Alteration Req #2								CRAJ
	OT 42101	Dedicated	0.00	0	0	562,100	0	562,100	
			0.00	0	0	562,100	0	562,100	
10.33	Repair, Replacement Items/Alteration Req #3								CRAJ
	OT 42101	Dedicated	0.00	0	0	557,900	0	557,900	
			0.00	0	0	557,900	0	557,900	
10.34	Repair, Replacement Items/Alteration Req #4								CRAJ
	OT 42101	Dedicated	0.00	0	2,100	32,400	0	34,500	
			0.00	0	2,100	32,400	0	34,500	
10.61	Salary Multiplier - Regular Employees								CRAJ
	Salary Adjustments - Regular Employees								
	42101	Dedicated	0.00	24,857	0	0	0	24,857	
			0.00	24,857	0	0	0	24,857	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2024 Total Maintenance								
11.00	FY 2024 Total Maintenance							CRAJ
	42100	Dedicated	0.00	0	300	0	0	300
	42101	Dedicated	47.00	4,341,557	6,983,000	0	0	11,324,557
	OT 42101	Dedicated	0.00	0	2,100	1,452,400	0	1,454,500
			47.00	4,341,557	6,985,400	1,452,400	0	12,779,357
Line Items								
12.01	Box Truck with Lift Gate							CRAJ
	Box Truck with Lift Gate							
	OT 42101	Dedicated	0.00	0	0	170,000	0	170,000
			0.00	0	0	170,000	0	170,000
12.02	Epson Garment Printer							CRAJ
	Epson Garment Printer							
	OT 42101	Dedicated	0.00	0	0	24,000	0	24,000
			0.00	0	0	24,000	0	24,000
FY 2024 Total								
13.00	FY 2024 Total							CRAJ
	42100	Dedicated	0.00	0	300	0	0	300
	42101	Dedicated	47.00	4,341,557	6,983,000	0	0	11,324,557
	OT 42101	Dedicated	0.00	0	2,100	1,646,400	0	1,648,500
			47.00	4,341,557	6,985,400	1,646,400	0	12,973,357

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT						
Agency/Department:		Correctional Industries			Request for Fiscal Year : 2024	
Function/Division:		State Manufactured Goods			Agency Number: 231	
Activity/Program:					Function/Activity Number: 90	
					Budget Unit: CRAJ	
Original Request Date:		Revision Request Date:		Page: of		
August 22, 2022						
Decision Unit Number: 12.0x		Descriptive Title: Box Truck with Lift Gate				
Description		General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)						
PERSONNEL COSTS:						
1. Salaries						\$0
2. Benefits						\$0
3. Group Position Funding						\$0
TOTAL PERSONNEL COSTS:		\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:						
1.Box Truck with Lift Gate			170,000			\$170,000
2.						
3.						
TOTAL OPERATING EXPENDITURES:		\$0	\$170,000	\$0	\$0	\$170,000
CAPITAL OUTLAY by summary object:						
1.						
TOTAL CAPITAL OUTLAY:		\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:						\$0
LUMP SUM:						\$0
GRAND TOTAL		\$0	\$170,000	\$0	\$0	\$170,000
Attach as many pages as necessary to respond to the following questions:						
1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?						
ICI is requesting a box truck with a lift gate. ICI has added an additional institution for production and plans to expand delivery and eventually installation services to Northern / Eastern Idaho by establishing a distribution center in Northern / Eastern Idaho. Marketing research shows that government and non-profit organizations in Northern / Eastern Idaho are under served. The purchase of a box truck with a lift gate will allow ICI to train inmates trainees from Saint Anthony Work Camp,Pocatello Women's Correction Center, North Idaho Correctional Institute and Idaho Correctional Institution Orofino, in delivery and installation services as well as training to obtain a commercial						
a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.						
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.						
Idaho Code 20-416						
3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?						
We currently have two box trucks with lift gate. ICI does not track vehicle maintenance cost by specific vehicle.						
4. What resources are necessary to implement this request?						
a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.						
N/A - We will use existing approved staff						
b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have over other employees. Please indicate any requested						
N/A - We will use existing approved staff						
c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.						
We expect to have ongoing fuel and maintenance costs, but expect funds generated from production to cover these costs.						
d. What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project estimated costs (if so, please attach a copy of the basis for your cost estimates)?						
Needs were projected based on management's assessment of the current operational environment and customer service requirements. Costs are based on actual costs paid, plus a contingency for expected increased costs dueto supply chain inflation and availability.						
5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new						
This request is for one-time funding. This vehicle will have an 5 year or 500K mile lifespan after which it will need to be replaced. We expect increased sales from these regions to cover the operational cost of this vehicle.						
6. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?						
The ICI inmate training program is being served by this request. A dedicated vehicle will enable ICI to provide training to inmates in material handling, delivery and driving. The skills are transferable upon release and enable a trainee to find sustainable employment, which reduces that likelihood that the trainee will recidivate. If this request is not funded. ICI will continue to operate and distribute goods and services from Boise and the opportunity for expansion of program will go unrealized for at least another year.						

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department:

Function/Division:

Activity/Program:

Correctional Industries

State Manufactured Goods

Request for Fiscal Year : 2024

Agency Number: 231

Function/Activity Number: 90

Budget Unit: CRAJ

Original Request Date:

August 16, 2022

Revision Request Date:

Page: 1

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Decision Unit Number: 12.0x

Descriptive Title: Manufacturing Equipment the can't be Idle

Description

FULL TIME POSITIONS (FTP)

PERSONNEL COSTS:

1. Salaries

2. Benefits

3. Group Position Funding

TOTAL PERSONNEL COSTS:

OPERATING EXPENDITURES by summary object:

1.

2.

3.

TOTAL OPERATING EXPENDITURES:

CAPITAL OUTLAY by summary object:

1. Epson SureColor F2100 Direct-to-Garment Printer

2.

3.

TOTAL CAPITAL OUTLAY:
T/B PAYMENTS:
LUMP SUM:
GRAND TOTAL

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

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

ICI is requesting a new Epson SureColor Garment Printer. Our current equipment being used does not fit our production needs. This new machine will allow ICI to produce product in a more efficient manner. Our current equipment is designed for long run work orders. Our current orders are all considered short run orders. The Epson printer is designed for short run orders. This machine will be installed at ISCC and with bring about additional training opportunities.

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

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

Idaho Code 20-416

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

This is a capital request for a new machine, existing machine operation is not efficient for quantities produced. This new machine will provide simpler training increasing productivity and efficiency.

4. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

N/A - We will use existing approved staff

b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position

N/A - We will use existing approved staff

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

We do not expect any additional operating costs regarding this replacement machine and ongoing maintenance is included with existing daily operations.

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

Needs were based on the current and expected future demand, and current Apprenticeship training program. The estimated cost was obtained from SPSI Quote 011677.

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

This request is for one-time funding. This equipment will have an 5-8 year lifespan after which it will need to be replaced. A replacement will allow CI to continue service to its existing customers.

6. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Trainees will be the primary beneficiary. Trainees who work in the Furniture, Drafting, Graph X, Metal and Training Departments in the ICI Training program have found immediate employment upon release. ICI benefits by investing in technology that allows the agency to continue servicing its customers, attracting trainees to the program, and helping meet the staffing demands of local employers. If this request is not funded, ICI will have to direct more operating income to costly repairs to try to meet customer demands, the additional delays may also impact training opportunities as well as possibly redirecting customers to other vendors.

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department: Correctional Industries					Agency Number: 231	
Budgeted Division: State Manufactured Goods					Luma Fund Number: 42101	
Budgeted Program: _____					Appropriation (Budget) Unit: _____	
Original Request Date: 9/1/2022					Fiscal Year: 2024	
Revision Date: _____					Fund Name: Correctional Industries Betterment Fund	
Revision #: _____					Historical Fund #: 0421	
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	36.00	1,954,285	450,000	460,452	2,864,737	45,000	1,279	46,279
		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		36.00	1,954,285	450,000	460,452	2,864,737	45,000	1,279	46,279
		FY 2023 ORIGINAL APPROPRIATION	4,263,000	47.00	2,908,161	669,643	685,196	4,263,000			
		Unadjusted Over or (Under) Funded:	Est Difference	11.00	953,876	219,643	224,744	1,398,263	Calculated overfunding is 32.8% of Original Appropriation		
Adjustments to Wage & Salary:											
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	Adjustment Description / Position Title								
4204	01536	R1	Buyer	1	1.00	44,387	12,500	10,440	67,328	1,250	(62)
4237	21007	R1	CI Services Manager	1	1.00	70,096	12,500	16,487	99,083	1,250	(98)
4238	04245	R1	Financial Specialist, SR	1	1.00	56,139	12,500	13,205	81,844	1,250	(79)
4205	21026	R1	CI Sales Representative	1	1.00	28,787	12,500	6,771	48,058	1,250	(40)
4227	21026	R1	CI Sales Representative	1	1.00	28,787	12,500	6,771	48,058	1,250	(40)
4269	01120	R1	Customer SVC Rep 2	1	1.00	33,717	12,500	7,931	54,147	1,250	(47)
4213	21030	R1	CI Job Training Specialist SR	1	1.00	63,440	12,500	14,922	90,862	1,250	(89)
4234	21032	R1	CI Job Training Associate	1	1.00	44,387	12,500	10,440	67,328	1,250	(62)
4241	21032	R1	CI Job Training Associate	1	1.00	44,387	12,500	10,440	67,328	1,250	(62)
4249	21032	R1	CI Job Training Associate	1	1.00	44,387	12,500	10,440	67,328	1,250	(62)
4253	21020	R1	CI Job Training Specialist	1	1.00	56,139	12,500	13,205	81,844	1,250	(79)
Other Adjustments:											
4222	21026	R1	Commission/CI Sales Representative	1	0.00	35,000	0	8,232	43,232	0	(49)
4201	21026	R1	Commission/CI Sales Representative	1	0.00	35,000	0	8,232	43,232	0	(49)
4236	21026	R1	Commission/Corr ind Sales & Marketg	1	0.00	10,000	0	2,352	12,352	0	(14)
					0.00	0	0	0	0	0	0
Estimated Salary Needs:											
		Permanent Positions	1	47.00	2,548,939	587,500	600,321	3,736,760	58,750	447	59,197
		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		47.00	2,548,939	587,500	600,321	3,736,760	58,750	447	59,197
Adjusted Over or (Under) Funding:				Orig. Approp	0.00	358,962	82,736	84,542	526,240	Calculated overfunding is 12.3% of Original Appropriation	
				Est. Expend	0.00	358,961	82,700	84,579	526,240	Calculated overfunding is 12.3% of Est. Expenditures	
				Base	0.00	358,961	82,700	84,579	526,240	Calculated overfunding is 12.3% 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	4,263,000	47.00	2,907,901	670,236	684,862	4,263,000			
		Rounded Appropriation		47.00	2,907,900	670,200	684,900	4,263,000			
		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		47.00	2,907,900	670,200	684,900	4,263,000			
		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		47.00	2,907,900	670,200	684,900	4,263,000			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0				0
8.51		Base Reduction		0.00	0	0	0	0			0
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		47.00	2,907,900	670,200	684,900	4,263,000			
						58,800		58,800			
		Indicator Code					400	400			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		25,500		6,000	31,500			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		47.00	2,933,400	729,000	691,300	4,353,700			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		47.00	2,933,400	729,000	691,300	4,353,700			

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Correctional Industries

231

Appropriation Unit: State Manufactured Goods (Continuous)

CRAJ

Fund: Correctional Ind Betterment Account: CI-Manufacturing

42101

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	36.00	1,954,278	450,000	460,447	2,864,725
		Total from PCF	36.00	1,954,278	450,000	460,447	2,864,725
		FY 2023 ORIGINAL APPROPRIATION	47.00	2,975,607	587,500	699,893	4,263,000
		Unadjusted Over or (Under) Funded:	11.00	1,021,329	137,500	239,446	1,398,275
Adjustments to Wage and Salary							
2314204	01536	BUYER R90	1.00	44,387	12,500	10,440	67,327
2314205	21026	CI SALES REPRESENTATIVE R90	1.00	28,787	12,500	6,771	48,058
2314213	21030	CI JOB TRAINING SPECIALIST SR R90	1.00	63,440	12,500	14,921	90,861
2314227	21026	CI SALES REPRESENTATIVE R90	1.00	28,787	12,500	6,771	48,058
2314234	21032	CI JOB TRAINING ASSOCIATE R90	1.00	44,387	12,500	10,440	67,327
2314237	21007	CI SERVICES MANAGER R90	1.00	70,096	12,500	16,487	99,083
2314238	04245	FINANCIAL SPECIALIST, SR R90	1.00	56,139	12,500	13,204	81,843
2314241	21032	CI JOB TRAINING ASSOCIATE R90	1.00	44,387	12,500	10,440	67,327
2314249	21032	CI JOB TRAINING ASSOCIATE R90	1.00	44,387	12,500	10,440	67,327
2314253	21020	CI JOB TRAINING SPECIALIST R90	1.00	56,139	12,500	13,204	81,843
2314269	01120	CUSTOMER SVC REP 2 R90	1.00	33,717	12,500	7,931	54,148
Other Adjustments							
	500	Employees	.00	80,000	0	0	80,000
	512	Employee Benefits	.00	0	0	18,800	18,800
Estimated Salary Needs							
		Board, Group, & Missing Positions	5.00	243,796	62,500	57,342	363,638
		Permanent Positions	42.00	2,305,135	525,000	542,954	3,373,089
		Estimated Salary and Benefits	47.00	2,548,931	587,500	600,296	3,736,727
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	426,676	0	99,597	526,273
		Estimated Expenditures	.00	426,676	0	99,597	526,273
		Base	.00	426,676	0	99,597	526,273

PCF Summary ReportRequest for Fiscal Year: 202
4

Agency: Correctional Industries

231

Appropriation Unit: State Manufactured Goods (Continuous)

CRAJ

Fund: Correctional Ind Betterment Account: CI-Manufacturing

42101

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2023 ORIGINAL APPROPRIATION	47.00	2,975,607	587,500	699,893	4,263,000
5.00 FY 2023 TOTAL APPROPRIATION	47.00	2,975,607	587,500	699,893	4,263,000
7.00 FY 2023 ESTIMATED EXPENDITURES	47.00	2,975,607	587,500	699,893	4,263,000
9.00 FY 2024 BASE	47.00	2,975,607	587,500	699,893	4,263,000
10.11 Change in Health Benefit Costs	0.00	0	52,500	0	52,500
10.12 Change in Variable Benefit Costs	0.00	0	0	1,200	1,200
10.61 Salary Multiplier - Regular Employees	0.00	20,108	0	4,749	24,857
11.00 FY 2024 PROGRAM MAINTENANCE	47.00	2,995,715	640,000	705,842	4,341,557
13.00 FY 2024 TOTAL REQUEST	47.00	2,995,715	640,000	705,842	4,341,557

Inflationary Adjustments

Request for Fiscal Year: 2024

Agency: Correctional Industries

231

Appropriation Unit: State Manufactured Goods (Continuous)

CRAJ

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	Change	% Change	FY 2023 Appropriation	CY 2023 Expenditure Adjustments	FY 2023 Estimated Expenditures	Remove One Time Funding	FY 2024 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2024 Totals
Summary Account																
Repair & Maintenance	0	0	0	0	0	0	6,000	498,079	504,079	0	6,000	7,000	0	0	0	13,000
Manufacturing And Merchant Costs	0	0	0	0	0	0	131,000	5,453,718	5,584,718	0	131,000	140,000	0	0	0	271,000
Total	0	0	0	0	0	0	137,000	5,951,797	6,088,797	0	137,000	147,000	0	0	0	284,000
Fund Source																
Dedicated	0	0	0	0	0	0	137,000	5,951,797	6,088,797	0	137,000	147,000	0	0	0	284,000
Total	0	0	0	0	0	0	137,000	5,951,797	6,088,797	0	137,000	147,000	0	0	0	284,000

(1)	(2)	(3)	(4)	(5)	FY 2021 to FY 2022		(8)	(9)	(10)
Operating Expenditures Summary Object	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	(6) Change	(7) % Change	FY 2023 Approp	FY 2023 Exp. Adj.	FY 2023 Est. Exp.
Communication Costs	18,218	25,020	24,860	18,099	(6,761)	-27.20%	13,462	-	13,462
Employee Development Costs	85	936	-	-	-	#DIV/0!	159	-	159
General Services	(679)	491	273	529	256	93.77%	96	-	96
Professional Services	1,032	3,535	920	-	(920)	-100.00%	857	-	857
Repair & Maintenance Services	361,991	572,531	203,940	2,089,076	1,885,136	924.36%	498,079	6,000	504,079
Administrative Services	181,552	184,458	438,400	137,483	(300,917)	-68.64%	147,105	-	147,105
Computer Services	3,959	-	-	-	-	#DIV/0!	618	-	618
Employee Travel Costs	(24,605)	2,079	10,814	11,916	1,102	10.19%	32	-	32
Administrative Supplies	861	1,758	-	-	-	#DIV/0!	409	-	409
Fuel & Lubricant Costs	63,500	68,028	54,581	103,861	49,280	90.29%	45,288	-	45,288
Manufacturing & Merchandising Costs	8,558,687	10,313,074	5,470,300	11,415,996	5,945,696	108.69%	5,453,718	131,000	5,584,718
Computer Supplies	40,408	57,552	70,536	98,103	27,567	39.08%	41,638	-	41,638
Repair & Maintenance Supplies	78,692	75,118	34,663	23,132	(11,531)	-33.27%	33,049	-	33,049
Institutional & Residential Supplies	1,849	12,015	757	(190)	(947)	-125.10%	2,254	-	2,254
Specific Use Supplies	9,316	9,366	13,291	40,565	27,274	205.21%	11,329	-	11,329
Insurance	36,626	59,324	57,305	85,560	28,255	49.31%	37,298	-	37,298
Utility Charges	191,263	192,589	124,246	169,490	45,244	36.41%	105,826	-	105,826
Rentals & Operating Leases	515,121	539,025	449,585	426,530	(23,055)	-5.13%	301,469	-	301,469
Miscellaneous Expenditures	1,336	910	492	4,389	3,897	792.07%	1,114	-	1,114
Total	10,039,212	12,117,809	6,954,963	14,624,539	7,669,576	110.27%	6,693,800	-	6,830,800
FundSource									
General	-	-	-	-	-	#DIV/0!	-	-	-
Dedicated	12,891,498	13,057,397	9,461,738	14,808,271	5,346,533	56.51%	12,790,300	-	12,790,300
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	12,891,498	13,057,397	9,461,738	14,808,271	5,346,533	56.51%	12,790,300	-	12,790,300

(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Part B: Operating Expenditures Summary Object	FY 2023 Est. Exp	Remove One Time Funding	SWCAP, Nondisc., Rent	FY 2024 Base	General Inflation (DU 10.21)	% Change	Medical Inflation (DU 10.22)	% Change	FY2024 Total
Communication Costs	13,462	-	-	13,462	-	0.00%	-	0.00%	13,462
Employee Development Costs	159	-	-	159	-	0.00%	-	0.00%	159
General Services	96	-	-	96	-	0.00%	-	0.00%	96
Professional Services	857	-	-	857	-	0.00%	-	0.00%	857
Repair & Maintenance Services	504,079	-	-	504,079	7,000	1.39%	-	0.00%	511,079
Administrative Services	147,105	-	-	147,105	-	0.00%	-	0.00%	147,105
Computer Services	618	-	-	618	-	0.00%	-	0.00%	618
Employee Travel Costs	32	-	-	32	-	0.00%	-	0.00%	32
Administrative Supplies	409	-	-	409	-	0.00%	-	0.00%	409
Fuel & Lubricant Costs	45,288	-	-	45,288	-	0.00%	-	0.00%	45,288
Manufacturing & Merchandising Costs	5,584,718	-	-	5,584,718	140,000	2.51%	-	0.00%	5,724,718
Computer Supplies	41,638	-	-	41,638	-	0.00%	-	0.00%	41,638
Repair & Maintenance Supplies	33,049	-	-	33,049	-	0.00%	-	0.00%	33,049
Institutional & Residential Supplies	2,254	-	-	2,254	-	0.00%	-	0.00%	2,254
Specific Use Supplies	11,329	-	-	11,329	-	0.00%	-	0.00%	11,329
Insurance	37,298	-	-	37,298	-	0.00%	-	0.00%	37,298
Utility Charges	105,826	-	-	105,826	-	0.00%	-	0.00%	105,826
Rentals & Operating Leases	301,469	-	-	301,469	-	0.00%	-	0.00%	301,469
Miscellaneous Expenditures	1,114	-	-	1,114	-	0.00%	-	0.00%	1,114
Total	6,830,800	-	-	6,830,800	147,000	2.15%	-	-	6,977,800
FundSource									
General	-	-	-	-	-	#DIV/0!	-	0.00%	-
Dedicated	12,790,300	-	-	12,790,300	-	0.00%	-	0.00%	12,790,300
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	12,790,300	-	-	12,790,300	-	0.00%	-	-	12,790,300

Contract Inflation

Request for Fiscal Year: 2024
231
CRAJ

Agency: Correctional Industries
State Manufactured Goods (Continuous)
Appropriation Unit:

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated Expenditures	Contract Dates	FY 2024 Contractual % Change	FY 2024 Total
Contract								
Orchard Office Lease	255,394	273,304	208,067	171,892	178,659	8/1/2022-07/31/2025	3	5,500
Total	255,394	273,304	208,067	171,892	178,659			5,500
Fund Source								
Dedicated	255,394	273,304	208,067	171,892	178,659			5,500
Total	255,394	273,304	208,067	171,892	178,659			5,500

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2024

Agency: Correctional Industries

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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											
1	CRAJ	10.31	42101	755	Equipment that can not remain idle	0	various	0.00	1.00	300,000.00	300,000
2	CRAJ	10.32	42101	755	CNC Router	0	10/1/2007	2.00	1.00	292,330.00	292,300
3	CRAJ	10.32	42101	755	Edge Bander	0	9/11/2015	4.00	1.00	256,800.00	256,800
4	CRAJ	10.33	42101	755	AG Bus	178,533	41061	6.00	1.00	147,900.00	147,900
5	CRAJ	10.33	42101	755	Semi Truck	260,546	38353	3.00	1.00	180,000.00	180,000
6	CRAJ	10.33	42101	755	Semi Trailers	0	38838	13.00	2.00	55,000.00	110,000
7	CRAJ	10.32	42101	755	Dovetailer	0	1/27/2011	1.00	1.00	13,000.00	13,000
8	CRAJ	10.34	42101	740	Computers and Laptops	0	Various	112.00	18.00	1,800.00	32,400
9	CRAJ	10.34	42101	625	Flat Screen Monitors	0	Various	142.00	10.00	210.00	2,100
10	CRAJ	10.33	42101	755	15 Passenger Ford Transit Vans	110,037	42583	10.00	2.00	60,000.00	120,000
Subtotal								293.00	38.00	1,454,500	
Grand Total by Appropriation Unit											
CRAJ											1,454,500
Subtotal								1,454,500			
Grand Total by Decision Unit											
		10.31									300,000
		10.32									562,100
		10.33									557,900
		10.34									34,500
Subtotal								1,454,500			
Grand Total by Fund Source											
			42101								1,454,500
Subtotal								1,454,500			
Grand Total by Summary Account											
				625				142.00	10.00	2,100	
				740				112.00	18.00	32,400	
				755				39.00	10.00	1,420,000	
Subtotal								293.00	38.00	1,454,500	

Close

Agency

Correctional Industries

Request for the Purchase of

Computers and Monitors

Agency Purchasing Representative

Brian Felkel

Agency Purchasing Representative Email Address cipurchasing@ci.idaho.gov

Total Value of Request

\$34,139.66

Comments

I've attached a spreadsheet detailing how many computers and monitors we plan to replace in Fiscal Year 2024. The computers being replaced will be over five years old at that time. The unit costs are estimates based on inflation and past quotes.

ITS Comments

☐ Chris Carlisle (8/17/2022 10:55 AM): Because of lessons learned with COVID and remote work, ITS recommends purchasing laptop computers instead of desktop computers where appropriate.

☐ Chris Carlisle (8/17/2022 10:48 AM): Because of lessons learned with COVID and remote work, ITS recommends purchasing laptop computers instead of desktop computers where appropriate.

Analyst Comments

ITS Approval Status

Reviewed & Recommended

Attachments

[ITS Budget Approval Request.xlsx](#)

Version: 4.0

Created at 8/16/2022 2:17 PM by ☐ Matthew Blackburn

Last modified at 8/17/2022 10:55 AM by ☐ Chris Carlisle

Close

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

AGENCY INFORMATION

AGENCY NAME:	Idaho Correctional Industries	Division/Bureau:	Correctional Industries
Prepared By:	Annette Burtzoff	E-mail Address:	anburtzo@ci.idaho.gov
Telephone Number:	208-866-1577	Fax Number:	n/a
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Jared Hoskins
Date Prepared:	8/16/2022	For Fiscal Year:	2024

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

Facility Name:	Correctional Industries Showroom					
City:	Boise	County:	Ada			
Property Address:	1301 N. Orchard St. Suite 110				Zip Code:	83706
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:	7/31/2025

FUNCTION/USE OF FACILITY

This facility serves as our showrrom for our manufactured goods and as our administrative office.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	16	18	18	18	18	18
Full-Time Equivalent Positions:	16	18	18	18	18	18
Temp. Employees, Contractors, Auditors, etc.:	2	2	2	2	2	2

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	9469	9469	9469	9469	9469	9469

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:	\$171,892	\$178,659	\$184,135	\$189,650	\$197,082	\$204,965

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 Progam 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.
- 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:

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

UTILITIES: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Electricity											
Water											
Sewer & Trash											
Gas											
Other Utilities:											
Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -

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

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

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

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Service Contracts:											
Other Maintenance Expense: <i>use actual costs from current fiscal year</i>											
Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -

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

If your agency pays for parking spaces, enter the of spaces your agency is paying for.

Cost Per Space Per Month

Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -
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OTHER EXPENSES CALCULATOR: *use actual costs from current fiscal year*

Real Estate Taxes paid by agency to landlord (show annual cost)

Insurance paid by agency to landlord (show annual cost)

Operating Expenses paid by agency to landlord (show annual cost)

Other expenses paid by agency to landlord (show annual cost)

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

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

AGENCY NAME:								
FACILITY INFORMATION SUMMARY FOR FISCAL YR				2024	BUDGET REQUEST		Include this summary w/ budget request.	
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTP, Temps and Comments
1301 N. Orchard, Suite 110	2024	request	9,469	\$ 18.93	\$ 184,135	18	526	14 FTP, 1 intern, 3 unfilled FTP
Boise, ID 83706	2023	estimate	9,469	\$ 18.38	\$ 178,659	18	526	14 FTP, 1 intern, 1 temp, 2 unfilled FTP
	2022	actual	9,469	\$ 18.32	\$ 171,892	16	592	15 FTP, 1 intern, 1 unfilled FTP
	Change (request vs actual)		0	\$ -	12,242	2	-66	
	Change (estimate vs actual)		0	\$ -	6,766	2	-66	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE ____)	2024	request	9,469	\$ 19.45	\$ 184,135	18	526	
	2023	estimate	9,469	\$ 18.87	\$ 178,659	18	526	
	2022	actual	9,469	\$ 18.15	\$ 171,892	16	592	
	Change (request vs actual)		0	\$ -	12,242	2	-66	
	Change (estimate vs actual)		0	\$ -	6,766	2	-66	
TOTAL (ALL PAGES)	2024	request			\$ -			
	2023	estimate			\$ -			
	2022	actual			\$ -			
	Change (request vs actual)				0			
	Change (estimate vs actual)				0			

Part I – Agency Profile

Agency Overview

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

The ICI management team is comprised of business, government (not-for profit) and manufacturing professionals experienced in product design, vocational and educational training, manufacturing, marketing and sales, and finance. This expertise is the foundation of developing inmate (“Resident Trainees”) training programs that produce products that can be sold in the markets authorized by state legislation and regulation. The core management team consists of the General Manager/Division Chief, Deputy Chief/Production Manager, Marketing & Sales Manager, Operations Manager, PIE/Ag Manager and Financial Manager.

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

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

The state legislation specifies the markets that are authorized to purchase ICI products. These markets include federal, state, and local government organizations, non-profit organizations, and private sector wholesalers and retailers within the State of Idaho. The product requirements of these types of customers determine Resident Trainee training programs and manufacturing processes. This year the State Legislature added Call Centers to ICI’s portfolio of training programs.

Success of ICI is predicated on the continued support of its customers, State leadership and the community at large. To a large extent, ICI’s customer base and their respective spending plans are influenced by state and regional economic conditions. A vibrant economy is necessary for ICI to successfully achieve their stated goals and objectives of financial self-sufficiency, development and implementation of vocational training programs, and retention and advancement of staff. Downturns in the economy negatively impact local and state government’s ability to fund services. Economic downturns also impact ICI’s ability to produce revenues to fund operations and incarcerated individuals training programs. The current labor market as allowed ICI to enhance its work programs for the benefit of our many partners in the agricultural and manufacturing space.

Core Functions/Idaho Code

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

Revenue and Expenditures (Accrual Basis)

Revenue	FY 2019	FY 2020	FY 2021	FY 2022
Sales Revenue	\$12,87,4477	\$12,837,707	\$8,955,442	\$15,505,749
Other Revenue	\$205,427	\$59,184	\$88,482	\$43,991
Dedicated	0	0	0	0
Total	\$13,079,904	\$12,896,891	\$9,043,924	\$15,549,740
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022
Personnel Costs	\$2,307,955	\$2,915,363	\$2,490,506	\$2,861,565
Operating Expenditures	\$10,151,146	\$10,878,779	\$7,664,076	\$12,957,858
Capital Outlay *	\$863,313	\$860,802	\$256,650	\$274,278
Trustee/Benefit Payments	0	0	0	0
Total	\$13,243,414	\$14,654,944	\$10,411,232	\$16,093,701

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

Training Provided

Expenditures	FY 2019	FY 2020	FY 2021	FY 2022
Average Monthly Trainee Positions				
Traditional Industries	165	167	111	142
Prison Industries Enhancement Program/AG	323	361	307	578
Total	488	528	418	720
Annual Training Hours				
Total	805,854	825,102	476,994	1,040,360

Part II – Performance Measures

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Goal 1						
Provide Additional Training Opportunities to Incarcerated Individuals						
Trainees enrolled in Apprenticeship Programs	actual	22	13	22	35	
	target					
Apprenticeships Achieved	actual	2	5	6	17	
	target					
Trainees enrolled in Certificate or Licensure Programs	actual	9	17	5	11	
	target					
Certificates or Licenses Achieved	actual	7	12	2	10	
	target					
(1) Benchmark is to have year over year improvement of Trainees enrolled in apprentice/certificate or licensures programs (usually one year program, the issue is that most Residents get transferred before completion). The good news is that they are now registered, and they can now seek additional resources to complete upon release. (2) Benchmark is to have 50% of enrollees achieve a certification or obtain licensure, enrollee turn-over is the issue.						

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Goal 2						
Develop, Retain and Advance Staff *						
Percentage of Staff Obtaining 40 Hours of Training	actual		30%	15%	51%	
	target		100%	100%	75%	
Turnover Rate**	actual	11.1%	12.1%	22.2%	10.6%	
	Industry Std	31.3%	44.3%	44.2%	39.9%	
Promotions/Separation Rate****	actual	75%	100%	62.5%	26.5%	
	target			75%	50%	
* New goal in FY 2022 – training hours were not tracked prior to that FY ** Target is to have a turnover rate less than industry standard for a manufacturing entity – std was obtained from Bureau of Labor Statistics **** Number of promotions / number of separations – calculation does not take into consideration existing vacant positions						
Goal 3						
Self-Sustaining						
Net Profit (Loss) % *	actual	4.75%	-6.96%	-12.28%	-1.7%	
	target			-5%	-4%	
Cash	actual	\$8.5M	\$6.7M	6.6M	4.26M	
	Target**			\$2.5M	\$3.5M	
* New metric beginning in FY21 ** This amount reflects an estimate of 4 months of operating capital - Actual Cash includes funds expected to be invested in capital assets. ICI completed a 2.6 million new build over this fiscal year						

Performance Measure Explanatory Notes

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

For More Information Contact

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