



July 20, 2016

Dear Agency Leaders:

I am pleased to present the Operating Budget Guidance for Fiscal Years 2018-2019. This guidance is the first step in an extended process to develop and enact the next biennial budget.

The budget process is a serious task; one that undoubtedly will take a great deal of your time and attention. During the next few months, you will develop your organization's budget request according to the parameters put forth in this guidance document. This fall, OBM will analyze your submission and make recommendations to the Governor for his consideration. Finally, the Governor will lead a review process to determine the content of his Executive Budget to be submitted to the General Assembly early next year.

The Executive Budget for Fiscal Years 2018-2019 will build on the strong fiscal and policy foundation of the first 5½ years of Governor Kasich's time in office. Ohio's fiscal condition has not only been restored from a perilous position in 2010, it has achieved a new level of strength. With a structurally balanced budget driven by restrained spending and conservative economic and revenue forecasting, a Budget Stabilization Fund exceeding \$2 billion, and policies that have improved the climate for economic growth now and in the future, I believe the State is better positioned for fiscal challenges than at any time in recent memory.

Notwithstanding this fiscal strength, I would expect that development of this budget will present its own challenges. The current U.S. economic expansion, which has been very weak by historical standards, passed the seven-year mark at the end of June; and many national forecasters now see an increased probability of a recession over the upcoming budget period. Slow growth generally makes the economy more susceptible to exogenous shocks, and all indications suggest that the world is not getting more stable. Furthermore, a recent federal regulatory decision will likely bring to an end the State's targeted collection of sales tax on Medicaid managed care plans, which would dramatically reduce expected revenue growth.

Regardless of the environment, budgeting is fundamentally the process of allocating limited resources among competing priorities. Each State budget process consists of an array of issues, both existing and emerging, that require policymakers to balance state spending with the knowledge that government taxes, fees, and charges draw resources from a more efficient private economy that drives Ohio towards a more prosperous future. I believe that our basic budget framework and policy outlook position us well to meet the challenges of the upcoming biennium.

Governor Kasich will use the next biennial budget to continue to enhance the climate of economic competitiveness and job growth in Ohio, restrain State spending; and improve services for taxpayers. The budget development process is a chance to review and scrutinize the use of public funds entrusted to the State. Agencies should continue to look for opportunities to improve program delivery and operational effectiveness and efficiency. In doing so, you should identify savings that enable you to focus resources on your agency's highest priority programs.



The operating budget guidance outlines the details and parameters of the budget request process. Highlights of the Fiscal Years 2018-2019 process include:

- **Request Due Dates:** There will once again be staggered submission dates in order to facilitate budget development and analysis. The due dates can be summarized as follows (Appendix E lists specific due dates for each entity):
 - September 16, 2016 – Professional regulatory boards and commissions and other smaller agencies.
 - October 14, 2016 – Cabinet and all remaining executive agencies.
 - November 1, 2016 – Constitutional statewide officeholders, and legislative and judicial agencies.
- **Director’s Letter:** Your director’s letter should serve as an overview of the budget request. While the guidance outlines topics that should be covered in that request, you should use the letter to provide your insight and perspective on your agency’s budget. I encourage you to highlight the key aspects of your budget and policy initiatives, to focus on programmatic and operational changes, and to discuss your agency priorities and budget decision-making process.
- **Budget Request Limitations:** Agencies will be subject to limits on what can be requested for Fiscal Years 2018 and 2019. These limits will apply at the fund level; OBM will not calculate them by appropriation line item. Therefore, agencies are encouraged to propose shifting resources between programs and line items in order to support your priorities. The limitations will again be as follows:
 - GRF – Permitted to request up to 90 percent of Fiscal Year 2017 appropriations, with the ability to request up to 10 percent in extended funding.
 - Non-GRF – Permitted to request up to 100 percent of Fiscal Year 2017 appropriations, with the ability to request extended funding within the confines of anticipated resources.
- **Format:** The budget guidance for Fiscal Years 2018 and 2019 is similar to the guidance for Fiscal Years 2016 and 2017; however, as a number of changes have been made, it is important to review the guidance closely to ensure that your submission meets all requirements.
- **Employee Compensation and Fringe:** The guidance explains that OBM will provide estimates of payroll and fringe expenses. While the guidance accounts for current contracts that expire at the end of Fiscal Year 2018, the outcome of future negotiations for Fiscal Year 2019 and beyond will not be known prior to enactment of the Fiscal Years 2018 and 2019 budget. Therefore, no assumptions have been made regarding the outcome of those contract negotiations, and you should not attempt to account for anything in this regard in your budget submission.
- **Budget Portal:** In addition to a redesign of the budget portal prior to the previous budget cycle, improvements were made recently to make it easier to use and organize information.
- **Budget Language Portal:** Because language requests are submitted through a separate portal, language guidance and instructions will be released separately. However, because requested



O B M

language changes support budget requests and must be analyzed together with those requests, language submissions will be due on the same dates as budget requests.

I encourage you and your staff to contact your agency's assigned OBM budget analyst with any questions about the budget preparation process. They will work closely with agencies in preparing the executive budget, and be available to help and guide agencies while you prepare budget requests. In addition, I urge you to consult OBM's website for updates and many of the documents and forms referenced in the Guidance. The address is: (<http://obm.ohio.gov/Budget/default.aspx>).

On behalf of OBM, we look forward to working with you during the coming months to develop a budget that emphasizes Governor Kasich's priorities for a stronger Ohio.

Sincerely,

A handwritten signature in blue ink that reads "Timothy S. Keen".

Timothy S. Keen
Director



OPERATING BUDGET GUIDANCE FOR FISCAL YEARS 2018 AND 2019

Table of Contents

LETTER FROM THE DIRECTOR OF OBM TO AGENCY LEADERS

SECTION I. OVERVIEW OF THE BUDGET PROCESS	2
A. Budget Request Due Date and Submission Instructions	2
B. Budget Process Calendar	3
C. Limits on Budget Requests	5
D. Program Budgeting	7
E. Payroll Cost Projection Assumptions	7
F. Non-Personnel Costs	8
G. OAKS Budget & Planning Module (BPM)	8
H. Zero-Based Budgeting	9
SECTION II. COMPONENTS OF A BUDGET REQUEST	10
A. Checklist for an Agency’s Budget Request	10
B. Director’s Summary Letter	11
C. Index to Budget Request	12
D. Agency Table of Organization	13
E. Agency Staffing Requirements Table	13
F. Executive Agency Budget Request - Summary	13
G. Executive Agency Budget Request - Detail	13
H. Program Budget Request - Activity A	14
I. Extended Program Budget Request - Activity B	14
J. Fund Activity	16
K. GRF ALI Activity	17
L. Executive Budget (Blue Book) Questions	18
M. Agency Fee Changes	19
N. Agency Compliance with Customer Service Standards	19
O. Information Technology Budget Information	19



Appendices

(Available at <http://obm.ohio.gov/>)

Appendix A	Glossary of Terms
Appendix B	OAKS Budget Account Chartfields
Appendix C	Payroll Checkoff Charges
Appendix D	DAS Service Charges
Appendix E	OBM Budget Analyst Assignments
Appendix F	Program Budget Requests: Activity A Required Questions
Appendix G	Extended Program Budget Requests: Activity B Required Questions
Appendix H	Extended Program Budget Requests: Activity B Priorities Table
Appendix I	Fund Activity Summary – Required Questions
Appendix J	GRF ALI Activity Summary – Required Questions
Appendix K	BI Cognos Reports Summary Sheet
Appendix L	Agency Staffing Table
Appendix M	Agency Fee Changes
Appendix N	Agency Compliance with Customer Service Standards Questionnaire



SECTION I. OVERVIEW OF THE BUDGET PROCESS

Every two years Ohio is required by law to prepare and adopt a budget for state activities. The sections of law that govern the process are Ohio Revised Code Sections 107.03 (Governor) and 126.02 (OBM and agencies).

The budget process begins with the publication of this guidance, and continues with the development of agency budget requests in preparation for the release of the Governor's Executive Budget. An agency's request is comprised of summaries showing the funding the agency requests and narrative descriptions of the services provided with those dollars.

This document is divided into two sections. Section I describes the key elements of the budget preparation process and provides agencies with an overview of what to expect during the process. Section II provides detailed information for agency staff to use in assembling the various documents that comprise an agency's budget request.

Instructions regarding language sought by agencies in the budget bill are provided separately in the Budget Language Guidance. Language items are an important component of an agency's request. It is OBM's expectation that agency budget and language development occur in collaboration, therefore all language items submitted to OBM should be budget-related.

A. Budget Request Due Date and Submission Instructions

Due Dates

Each agency is required to submit their request on time. There is no appeal or extension process for these deadlines. For agencies or state boards that require their own boards or commissioners to approve the submission, be sure to schedule internal budget review and approval meetings in time to meet the OBM submission deadline. If you have questions regarding your agency's budget request submission deadline, please review the Budget Request Due Date column located in Appendix E, OBM Budget Analyst Assignments. If you have additional questions, please contact your OBM Budget Analyst.

- Professional and regulatory Board and other smaller agency budget and language requests are due to OBM by 5:00 PM on September 16, 2016.
- Cabinet and all remaining executive agency budget and language requests are due to OBM by 5:00 PM on October 14, 2016.
- Legislative and Judicial agencies, as well as constitutional officeholders, are required to submit budget and language requests to OBM by 5:00 PM on November 1, 2016.

Requested funding amounts by fund, appropriation line item, account, and program must be submitted in the OAKS Budget and Planning Module (BPM); no other form of submission will be accepted. All agency budget requests must be finalized and submitted by the deadlines outlined above because all budget requests must be loaded or "staged" into the OAKS BPM simultaneously. In the event that one agency submits its budget request late, the review process for all other agencies' budget requests will be delayed.



In order to facilitate the timely submission of agency budget requests, OAKS BPM will be available for agency use Monday through Saturday from 7:00 AM to midnight beginning July 20, 2016. Unlike in previous budget processes, there will be no Sunday availability of OAKS BPM. Any agency budget requests that remain incomplete in the OAKS BPM on September 16, 2016 (professional and regulatory boards and other smaller agencies), October 14, 2016 (cabinet and all remaining executive agencies), or November 1, 2016 (legislative, judicial, and constitutional officeholders), submission deadline will be completed by the agency OBM Budget Analyst using the fiscal year 2018 Activity A budget request limitation amounts. Any modifications to budget requests entered by OBM on behalf of the agency will be at the discretion of the OBM Director.

Submission Instructions

The agency budget request, including budget request reports, answers to the required questions, answers to the Executive Budget (Blue Book) questions, and all required forms must be uploaded and/or submitted through the Budget Portal, a component of OBM's Budget Center. The Budget Center will be available for agency use July 20, 2016; agencies will receive email notification when the Portal is available. In addition, agencies must submit one hard copy of all required questions, BI Cognos reports, and other documents to OBM by the budget request due date. The Executive Budget (Blue Book) Questions are required only in the Portal, and do not need to be included with the agency's hard copy budget submission. Budget language must be submitted through the Language Portal by September 16, 2016 (professional and regulatory boards and other smaller agencies), October 14, 2016 (cabinet and all remaining executive agencies), or November 1, 2016 (legislative, judicial, and constitutional officeholders). Submitting the budget and language requests at the same time allows OBM Budget Analysts to review all budget information and related budget language together.

After submission, the OBM Budget Analyst reviews the request for accuracy and completeness. Within ten business days of the initial submission, the OBM Budget Analyst will contact your agency with any changes that need to be made to the request. After updating the budget request with any requested changes, cabinet agencies will be asked to submit five additional hard copies of the request. Non-cabinet, legislative and judicial agencies, as well as constitutional officeholders, will submit four additional hard copies. The copies are for OBM's use, the Governor's office, and for distribution to the Legislative Service Commission and each chamber of the General Assembly, as required by statute.

B. Budget Process Calendar

This section of the guidance outlines the budget calendar and provides details about what to expect during each of the three phases of the budget process: (Phase 1) agency budget request preparation; (Phase 2) OBM review and analysis and finalized Executive recommendations; and (Phase 3) the legislative process.

Per the timeline outlined in the Ohio Revised Code, agencies can expect the Governor to finalize the Executive Budget proposal for fiscal years 2018-2019 in January 2017. The Executive Budget proposal will be submitted to the General Assembly no later than four weeks after its organization.

Phase 1 - Agency Budget Request Preparation (July 20 2016 – November 1, 2016)



The budget process begins with the publication of this guidance and the development of an agency budget request. The key events in this phase are as follows:

July 20	OBM releases the fiscal years 2018-2019 Operating Budget Guidance, Budget Center available for agency use.
July 20	OAKS BPM available for agency use
July - August	Agency designees attend BPM/SOPPS and Budget Portal training.
September 16	Professional and regulatory board and other smaller agency budget and language requests due to OBM
October 14	Cabinet and all remaining executive agency budget and language requests due to OBM
November 1	Legislative, judicial, and constitutional officeholder budget and language requests due to OBM

Phase 2 - OBM Review and Analysis and Finalized Executive Recommendations (September 16, 2016 - January 31, 2017)

This phase consists of OBM's review of agency budget requests, possible budget policy discussions, OBM's recommendations to the Governor and the Governor's staff, and the finalization of the Governor's budget recommendations.

OBM Review and Iterative Budget Recommendation Process: OBM Budget Analysts will have access on the submission deadline to conduct a non-budgetary technical review of each agency's budget request. If any clarifying information is needed or if technical changes are required in the agency budget request, OBM Budget Analysts will notify the agency within 10 business days. Following receipt of any necessary technical corrections, OBM will conduct a thorough analysis and prepare recommendations for consideration by the Governor's office. OBM's recommendations will be reviewed by the Governor and the Governor's staff between September 2016 and January 2017. The review may include requests for additional information and meetings with the OBM Budget Analyst assigned to the agency. It is important that agencies respond promptly and thoroughly to requests for information.

Budget Policy Discussions: During the budget request review and analysis process, OBM may request a budget policy discussion with agency staff. If OBM requests a policy discussion, your OBM Budget Analyst will contact your agency to schedule the meeting.

Executive Recommendations: The Governor's final recommendations will be published in the Governor's Executive Budget (also known as the "Blue Book"), which will be available on OBM's web site (<http://obm.ohio.gov>). The Executive Budget will also include a tax expenditure report prepared by the Department of Taxation.

More specific timeframes for these activities are as follows:



September - December 2016

OBM review and analysis of agency requests; possible budget policy discussions; agencies may be asked to provide additional information to assist in the development of recommendations.

January 2017

Executive recommendations are finalized.

During this time, OBM may be sharing preliminary budget recommendations with agencies. Agencies may be given the opportunity to propose modifications to those preliminary recommendations.

February 2017

Executive Budget published and presented to the General Assembly.

Phase 3 - The Legislative Process (February 1, 2017 - June 30, 2017)

During the legislative process, OBM works with the Governor's office and agencies to support the Executive Budget recommendations. Agencies should communicate closely with the Governor's office and OBM throughout this process.

Bill Introduction and Process: The Executive Budget includes all budget recommendations in a single document; however, when presented to the General Assembly in a bill form, three or four bills are generally introduced. OBM expects separate bills for the main operating budget, transportation, the Bureau of Workers' Compensation, and the Industrial Commission. The finalization of the Executive Budget will be in January 2017, as required by the Ohio Revised Code, with the introduction of the bills expected shortly thereafter.

Budget bills are typically introduced in the House of Representatives, considered and passed with changes and then undergo the same process in the Senate. The version of the bill voted out of the Senate will likely require that a Conference Committee be convened to work out the differences between the House and Senate versions of the bill. When both the House and Senate approve the bill, it is sent to the Governor to be signed. If there are provisions in the act with which the Governor disagrees, he may veto them.

Effective Dates: Once delivered to the Governor, he has 10 days to sign the bill before it is effective. Typically, the Governor signs the appropriations act on or before June 30th. Items that include operating appropriations or provide for tax levies are usually effective immediately. Generally, other items in the act are subject to the right to referendum and do not take effect until the ninety-first day after the Governor files the act in the Office of the Secretary of State. Please consider the effective dates when drafting agency codified and uncoded language for the operating budget bills.

C. Limits on Budget Requests

Budget Request Levels

As in prior budget processes, agencies will be subject to limits on what can be requested for fiscal years 2018 and 2019. Budget request limitations will be applied at the fund level; OBM will



not limit requests by appropriation line item. The following, by fund type, are the budget request limitations for each year of the fiscal years 2018-2019 operating biennium. As in the past, limits for certain items (i.e., debt service) will be calculated separately. Agencies with items not subject to the following request limitations will be contacted by OBM for further discussion.

GRF: For GRF program budget requests (Activity A), agencies are asked to describe what activities can be supported at 90% of adjusted fiscal year 2017 appropriations for fiscal years 2018 and 2019. For extended program budget requests (Activity B), agencies are asked to describe what additional activities can be supported at 100% of adjusted fiscal year 2017 appropriations for fiscal years 2018 and 2019. OBM will provide agencies with GRF request limits based on the following criteria:

- Fiscal year 2017 appropriations include amounts as appropriated in H.B. 64, other legislative appropriations, and Controlling Board actions between July 1, 2015, and June 30, 2016.
- Legislative and Controlling Board actions affecting 2017 appropriation amounts will be excluded if those items represent one-time expenses. Please contact your OBM Budget Analyst for further information.
- For agencies with GRF debt service line items, the amount requested for those line items in fiscal years 2018 and 2019 must equal the fiscal year 2017 appropriation. These amounts should be excluded from the final adjusted fiscal year 2017 appropriation amount as well as the fiscal years 2018 and 2019 calculations.

Internal Service Funds, Dedicated Purpose Funds, and all other non-GRF/non-Federal Funds: For program budget requests (Activity A), agencies are asked to describe what activities can be supported at 100% of adjusted fiscal year 2017 appropriations for fiscal years 2018 and 2019. For extended program budget requests (Activity B), agencies may request appropriations in each fiscal year up to the amount of cash that they reasonably expect to have available. However, agencies should remain cognizant of the Governor's commitment to restrain government spending, regardless of the source of revenue that is supporting the appropriations.

- Fiscal year 2017 appropriations include amounts as appropriated in H.B. 64, other legislative appropriations, and Controlling Board actions between July 1, 2015, and June 30, 2016.
- Legislative and Controlling Board actions affecting 2017 appropriation amounts will be excluded if those items represent one-time expenses. Please contact your OBM Budget Analyst for further information.
- Agencies must demonstrate that any non-GRF revenue sources have long-term stability and also must demonstrate that extended program budget requests reduce the agency's dependence on the GRF.

Federal Funds: If no state match is required, agencies may request appropriations in each fiscal year up to the amount of cash that they reasonably expect to receive at the time the request is prepared.



- If a GRF match is required, the FED request is limited to the amount that can be supported by the match provided within the GRF limitation.
- If a non-GRF match is required, the FED request is limited to the amount that can be supported within the matching fund's limitation.

D. Program Budgeting

The underlying organizational structure for the budget request is the description of an agency by program. A program series corresponds with a major area of focus for an agency and is made up of one or more programs, each of which has a narrower, more targeted focus on a specific aspect of the agency's mission. This structure allows for a more comprehensive budget request by clearly showing what is supported under each program. Agencies will use Program Budget Requests to convey the request for appropriations within the limitations detailed in Section C above.

OBM has worked with agencies to modify and finalize program structures to be used in the fiscal years 2018-2019 budget requests. Since each agency is limited in its request by fund (rather than line item), the agency has the opportunity to prioritize funding across programs. Each agency will prepare its budget request narratives and OAKS BPM activities in accordance with the program structure approved by OBM; these finalized and approved structures have been loaded in the OAKS BPM. If you have any questions about your agency's program structure, please contact your assigned OBM Budget Analyst.

E. Payroll Cost Projection Assumptions

OBM and DAS have developed payroll cost assumptions and projections to assist agencies in developing their fiscal years 2018-2019 budget requests.

State of Ohio Payroll Projection System (SOPPS): SOPPS estimates of payroll costs can be found in BI Cognos by following this navigation path: Public Folders > BI Reporting Folders > BI Standard Reports > Payroll Projections. Users will need the OH_BI_SOPPS_REPORTING role to be able to view and run the SOPPS reports in BI Cognos. This role can be assigned by Agency Security Designees via the FIN Online Security Form.

The SOPPS reports provide estimates of employer costs that are calculated by individual employee (and vacant positions, if that option is selected) for the future biennium. However, they are presented in summary form with the ability to drill down to detail if needed. The reports are based on transaction level chartfield values in the DeptID and Program chartfields for each employee. These chartfield values are based on actual HCM coding from the most recent pay period or the prior 26 pay periods, depending on the option selected when running the report. The projections include all OBM assumptions for fiscal years 2018 and 2019 personnel costs including the negotiated fiscal year 2018 general wage increase, step and longevity increases, benefit selections and rates, and agency check off charge rates. The table in Appendix C shows the cost assumptions for fringe costs and other personnel charges used by OBM and DAS to develop the payroll projections.



No assumptions have been made regarding the outcome of future contract negotiations for fiscal year 2019 and beyond, nor should agencies attempt to account for anything in this regard in their budget submissions.

OBM will include SOPPS instruction during scheduled BPM webinars.

Additionally, agencies should assume and document the costs associated with the following:

- Vacant positions the agency expects to fill. These should be budgeted on a pro-rated basis throughout the fiscal year rather than assumed to be all filled as of July 1, which is unlikely in most cases. They should also be consistent with the agency's workforce plan and personnel ceilings.
- Shift differentials.
- Overtime costs the agency expects to incur.

If your agency believes it is necessary to use alternative payroll assumptions or projections aside from those provided in SOPPS, you will need to describe your alternative assumptions and projections in detail as a component of your agency budget submission.

F. Non-Personnel Costs

DAS Service Charges: These charges include rent for state-owned office buildings, building lease service fees, computer and telecommunications charges, vehicles, printing, and other services provided by DAS. A listing of some of these administrative services with fiscal year 2016 rates is presented in Appendix D to assist agencies as they develop their fiscal years 2018-2019 budget requests.

G. OAKS Budget & Planning Module (BPM)

Agencies will use the OAKS BPM to prepare the revenue and appropriation portions of their fiscal years 2018-2019 budget requests. OBM Budget Analysts will not access the agency-generated **BI Cognos** tables without agencies' permission until agencies officially submit their requests to OBM on September 16, 2016 (professional and regulatory boards and other smaller agencies), October 14, 2016 (cabinet and all remaining executive agencies), or November 1, 2016 (legislative, judicial, and constitutional officeholders).

The OAKS BPM will be available to agencies on July 20, 2016.

OAKS BPM Training

OBM will conduct a number of OAKS BPM training sessions in July and August which will offer a review of BPM capabilities and new features. A full schedule of these training sessions will be released in the coming weeks. All BPM Preparers and Reviewers will receive an invitation, as well as all agency CFOs.



Participants of the training sessions and other stakeholders should review the BPM section in the FIN Process Manual that is found on the FIN Home page of MyOhio.gov. If agency personnel need further assistance for BPM after attending the training sessions and reviewing the FIN Process Manual, or have specific questions, they should contact their OBM Budget Analyst.

If additional assistance is needed after completing the web-based training, the OBM Training Academy will schedule just-in-time lab hours before each of the agency budget request submission due dates.

Preparing Your Agency for OAKS BPM

The following tasks have been or will be completed during the budget development process.

BPM Planning Model and Planning Center Selection

- All agencies will use the BPM Planning Model 1, which uses BPM Planning Centers by Department.

BPM Fiscal Year 2017 Appropriations and Current Year Estimates

- Agencies will separately allocate their fiscal year 2017 appropriations and current year spending estimates by BPM Planning Centers and Programs, a process that is crucial to the reporting portion of the agency budget request. Agencies will populate Excel upload templates, which the OBM Budget Analyst will then upload for the agency.
- Separate guidance will be issued for this exercise.
- Confirmation of estimates will be requested in January before the publication of the Executive Budget (Blue Book).

Security Review Task

Agencies should review who should have access to their BPM Planning Centers and what role those employees should have (Reviewer or Preparer). Agency Security Designees are asked to make updates via the FIN Online Security Form.

H. Zero-Based Budgeting

Ohio Revised Code section 126.02(D) requires the OBM Director to determine a method to incorporate the principles of zero-based budgeting into the establishment of the biennial budget. Zero-based budgeting encourages each agency to base its budget decisions on prioritization of the goals and objectives for that agency and the efficient allocation of limited state resources. The OAKS BPM provides the foundation for zero-based budget development and allows agencies to develop their biennial budget request for each defined budget planning center. Agencies define their BPM budget planning centers using their department chartfields which best match their structure of budgeted activities. Within each planning center, agencies are required to itemize their budget request using five OAKS financials chartfields: department, program, fund, appropriation line item, and account.



SECTION II. COMPONENTS OF A BUDGET REQUEST

This section describes in detail the required components of an agency's budget request. The section begins with a checklist of the required components of a budget request in the order they should appear. Items should be submitted by the method(s) indicated in the checklist below (e.g., hard copy and/or budget portal upload/template).

A. Checklist for an Agency's Budget Request

	Item	Required Method(s) of Submission	
		Hard Copy	Budget Portal
1	Director's Summary Letter	<input type="checkbox"/>	<input type="checkbox"/> upload
2	Index to Budget Request	<input type="checkbox"/>	<input type="checkbox"/> upload
3	Agency Table of Organization	<input type="checkbox"/>	<input type="checkbox"/> upload
4	Agency Staffing Requirements Table (<i>Budget Portal Template</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
5	Executive Agency Budget Request - Summary (<i>BI Cognos Report BPM-0004-Summary</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
6	Executive Agency Budget Request - Detail (<i>BI Cognos Report BPM-0004-Detail</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
7	Program Budget Request - Activity A for each program. <i>The total amount requested across all programs for each fund must be within the limits on budget requests as detailed on Pages 5-7 of this document. Each Program Budget Request must contain the following two items:</i>		
	a. Six-Year Summary Report - Type A (<i>BI Cognos Report BPM-0002</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
	b. Program Budget Request - Activity A Required Questions (<i>Appendix F</i>)	<input type="checkbox"/>	<input type="checkbox"/> form
8	Extended Program Budget Request - Activity B for each program for which supplemental funding is sought. <i>The total amount requested across all programs for each fund must be within the limits on budget requests as detailed on Pages 5-7 of this document. Each Extended Program Budget Request must contain the following three items:</i>		



	a. Six-Year Summary Report - Type A + Type B (<i>BI Cognos Report BPM-0002</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
	b. Extended Program Budget Request - Activity B Required Questions (<i>Appendix G</i>)	<input type="checkbox"/>	<input type="checkbox"/> form
	c. Extended Program Budget Request - Activity B Priorities Table (<i>Appendix H</i>)	<input type="checkbox"/>	<input type="checkbox"/> form
9	Fund Activity <i>The following two items must be submitted for all non-GRF funds:</i>		
	a. Fund Activity Summary Report (<i>BI Cognos Report BPM-0003</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
	b. Fund Activity Summary - Required Questions (<i>Appendix I</i>)	<input type="checkbox"/>	<input type="checkbox"/> form
10	GRF ALI Activity <i>The following item must be submitted for all non-GRF funds:</i>		
	a. GRF ALI Activity Summary - Required Questions (<i>Appendix J</i>)	<input type="checkbox"/>	<input type="checkbox"/> form
11	Executive Budget (Blue Book) questions (<i>Budget Portal Form</i>)	not required for hard copy	<input type="checkbox"/> form
12	Agency Staffing Table (<i>Appendix L</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
13	Agency Fees Changes (<i>Appendix M</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload
14	Agency Compliance with Customer Service Standards Questionnaire (<i>Appendix N</i>)	<input type="checkbox"/>	<input type="checkbox"/> upload

B. Director's Summary Letter

The first item in an agency's budget request should be a letter written from the agency's director to the Director of the Office of Budget and Management. The letter should be a brief overview of the agency's budget request.

The Director's Summary Letter will be used to brief the Governor and the Governor's staff and may serve as the basis for policy meetings between the agency and OBM if necessary. The summary should be written with these purposes in mind:

- It should focus on the big picture for the agency: major operational and policy issues faced by the agency; ways the agency has addressed these issues in the recent past; and plans for addressing these issues in the future, as reflected in the agency's budget request.
- It should not be a simple repetition of the budget request detail contained in the agency's Program Budget Requests.



The Director's Summary Letter must address the four topics described below, although the format of the letter and the manner and order in which the topics are addressed is left to the agency. It should also include any additional information that the agency's director thinks is pertinent. The statements and questions under each required topic below provide suggestions as to the types of information that should be included for each topic in the summary.

- **Current Situation**: Describe the agency's mission, goals, and objectives. Discuss the agency's progress toward achieving these items in the current biennium.
- **Challenges for the 2018-2019 Biennium**: Describe the programmatic and fiscal challenges, issues, and special problems the agency will face during fiscal years 2018 and 2019, as related to ongoing and new initiatives. Address any anticipated non-GRF revenue changes, including federal funding, that will significantly affect the agency's activities and include information to clarify and quantify these descriptions.
- **Setting Priorities** - The fiscal years 2018-2019 Executive Budget will continue the Governor's priorities in key policy areas. In creating budget requests, agencies should outline how their requested appropriations are consistent with the Governor's priorities.
 - Describe the decisions and choices the agency made in putting together its budget request. Which program series and programs did the agency emphasize and why? Which were de-emphasized and why? What factors — both internal and external — contributed to the priorities set by the agency? How do the decisions and choices reflected in the budget request relate to the agency's mission and challenges? What new initiatives are given a higher priority than current activities and why?
- **Operational Changes**: Describe any operational changes that the agency has implemented in fiscal years 2016 and 2017 and discuss how those changes have impacted the current budget request. Have innovations or alternative service delivery systems been developed? How have staffing levels changed over the current biennium? Describe actions the agency has taken or proposes to take to increase operational efficiency and reduce costs. How are these actions reflected in the budget request? Please discuss any plans for your organization to integrate its processes into Shared Services, other types of outsourcing, or IT planning.

The length of the Director's Summary Letter should be governed by what is necessary to effectively characterize the agency's budget request. The length will vary from agency to agency, but a suggested length is 3-7 pages.

The Director's Summary Letter should be uploaded through the Budget Portal and included in the hard copy version of your agency budget request.

C. Index to Budget Request

Agencies must provide an Index to their required submissions, including each Program Budget Request and Extended Program Budget Request, in the order that they appear in the budget document. This list facilitates the review of the request by providing an overview of how the



tables are organized. The Index should be uploaded through the Budget Portal into additional documents and included in the hard copy version of your agency budget request.

D. Agency Table of Organization

Include a current Table of Organization for your agency. Discuss any significant organizational changes that will be undertaken in fiscal years 2018 through 2019 as well as the relationship between these changes and your agency's budget request. Finally, indicate the total number of positions in each organizational unit of your agency. The Table of Organization should be uploaded through the Budget Portal and included in the hard copy version of your agency budget request.

E. Agency Staffing Requirements Table

One staffing requirements table should be completed per agency to reflect the staffing levels by program (consistent with the program A and B request narratives) and for the entire agency. Agencies must ensure that requests for staffing dollars in their budget requests reflect what the agency's HR staff will submit to DAS for the agency's workforce plan. This request and the workforce plan should indicate the attrition that is expected in the agency's IT and fiscal workforces in the classifications identified by DAS and OBM for hiring controls and alignment with the state's intent for IT optimization and consolidation of back-office functions.

An example of the staffing requirements table can be found in Appendix L; however, your OBM Budget Analyst will provide you with an agency specific staffing requirements table. Once completed, this Excel spreadsheet should be uploaded to the OBM Budget Portal. The agency staffing requirements table is program specific and FTE-based to align with the program A and B request narratives. Note the detailed instructions within the table for more information on the appropriate data to use when completing the form. Please note that the summation of the FTE calculations on all Activity A and Activity B Required Questions should equal the FTE grand total on the Agency Staffing Requirements Table for each fiscal year.

F. Executive Agency Budget Request - Summary (*BI Cognos Report BPM-0004-Summary*)

This report provides a summarized view of the agency budget request by Fund Group and Account Category and includes six years of data; actual spending for fiscal years 2014, 2015, and 2016, estimated expenditures for fiscal year 2017, and requested appropriations for fiscal years 2018 and 2019. After agencies complete their data entry in the OAKS BPM, agencies should generate three versions of the Executive Agency Budget Request - Summary: Type A Only, Type B Only, and Type A and B. The reports should then be uploaded through the Budget Portal into "BI/COGNOS Reports" and included in the hard copy version of your agency budget request. For more information on this report, please refer to the BI Cognos Reports Summary Sheet in Appendix K.

G. Executive Agency Budget Request - Detail (*BI Cognos Report BPM-0004-Detail*)



This report provides a detailed view of the agency budget request by Account Category, Fund Group, Fund, and ALI. After agencies complete their data entry in the OAKS BPM, agencies should print three versions of the Executive Agency Budget Request – Detail: Type A Only, Type B Only, and Type A and B. The reports should then be uploaded through the Budget Portal into “BI/COGNOS Reports” and included in the hard copy version of your agency budget request. For more information on this report, please refer to the BI Cognos Reports Summary Sheet in Appendix K.

H. Program Budget Request - Activity A

The Program Budget Request – Activity A is the primary opportunity for an agency to convey and articulate biennial funding requests to OBM for each agency program. A complete Program Budget Request – Activity A consists of two items: 1) a print-out of the Six Year Summary Report – Type A (from BI Cognos), and 2) responses to the Required Questions that contain full and pertinent information concerning the Program Budget Request – Activity A. Agencies should prepare one Program Budget Request – Activity A for each program as identified in the program structure approved by OBM.

The Program Budget Request – Activity A may include only the appropriation that the agency is requesting within the limits on budget requests as detailed in Section I.C. of this document.

- For GRF, the Program Budget Request – Activity A will be used for requests up to the 90% limitation.
- For Non-GRF funds, the Program Budget Request – Activity A will be used for requests up to the 100% limitation.

Agencies should provide the following two items for each program for which Activity A funding is requested:

- **Six-Year Summary Report - Type A (BI Cognos Report BPM-0002):** After completing data entry in the OAKS BPM, agencies will print a Six-Year Summary Report – Type A for each program from BI Cognos. A copy of the Type A report should then be uploaded through the Budget Portal into “BI/COGNOS Reports” and included in the hard copy version of your agency budget request. For more information on this report, please refer to the BI Cognos Reports Summary Sheet in Appendix K.
- **Program Budget Request - Activity A Required Questions:** Each Program Budget Request – Activity A must include a completed Required Questions form that describes the request for each particular program. The Program Budget Request – Activity A Required Questions are available on the Budget Portal under “Program Activity” in a web-form format. Once the web-form is complete, the form can be downloaded as a Word document which should be printed and included in the hard copy version of your agency budget request.

I. Extended Program Budget Request - Activity B



The Extended Program Budget Request – Activity B is an opportunity for agencies to convey supplemental funding requests for each agency program for which supplemental funding is sought. If supplemental funding is requested for a program, agencies should prepare an Extended Program Budget Request – Activity B for each program as identified in the program structure approved by OBM.

The Extended Program Budget Request – Activity B may include only the appropriation that the agency is requesting within the limits on budget requests as detailed in Section I.C. of this document.

- For GRF, the Extended Program Budget Request – Activity B will be used for requests beyond the 90% limitation of Activity A, but not exceeding 100%.
- For Non-GRF funds, the Extended Program Budget Request – Activity B will be used for requests beyond the 100% limitation.

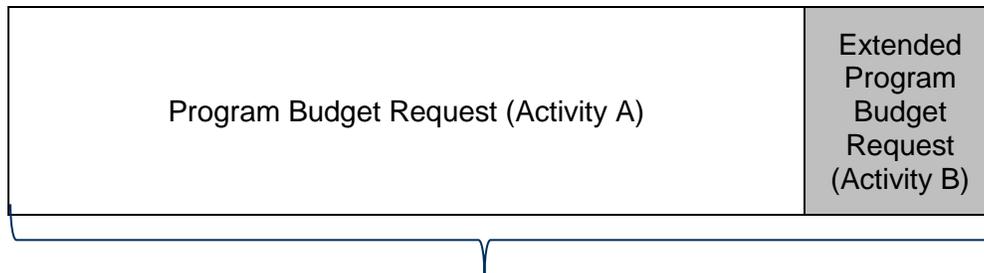
Agencies should provide the following two items for each program for which Activity B funding is requested:

- **Six-Year Summary Report - Type A + B (BI Cognos Report BPM-0002):** After completing data entry in the OAKS BPM, agencies will print a Six-Year Summary Report – Type A + B for each program from BI Cognos. A copy of the Type A + B report should then be uploaded through the Budget Portal into “Program Documents” and included in the hard copy version of your agency budget request. For more information on this report, please refer to the BI Cognos Reports Summary Sheet in Appendix K.
- **Extended Program Budget Request - Activity B Required Questions:** Each Extended Program Budget Request – Activity B must include a completed Required Questions form that describes the request for each particular program. The Extended Program Budget Request – Activity B Required Questions are available on the Budget Portal under “Program Activity” in a web-form format. After your agency’s Program Activity A Required Questions are complete, you will be able to add Program Activity B Required Questions to each program by selecting “Edit” under the Activity B column. Once the web-form is complete, the form can be downloaded as a Word document which should be printed and included in the hard copy version of your agency budget request.

These questions are to be used to request 1) GRF funding up to the 100% limitation, and 2) non-GRF funding beyond the 100% limitation. You will be asked to identify if each request is to maintain or expand current services, or to expand into new services. If the request is to either maintain or expand *current* services, briefly explain what the additional funding will provide for the services described in the Program Activity A Required Questions. If the request is to expand into *new* services, describe the additional services, benefits, expected results, etc. that are above and beyond what is



provided by the Program Activity A Required Questions. The additional services, benefits, expected results, etc. to be discussed in this section are depicted as the grayed area below:



Total FY 18-19 Budget Request

- **Extended Program Budget Request - Activity B Priorities Table:** Agencies must submit one Extended Program Budget Request - Activity B Priorities Table to accompany their Extended Program Budget Request. The completed table should list agency Activity B priorities in rank order, from highest to lowest, and contain the priority number, Activity B title, program number, and program name. Activity B requests should be ranked by their priority among *all* submitted Activity B requests, and not by their priority within each program. This means that agencies should not submit multiple Activity B requests ranked as “Priority #1” or “Priority #2”.

The Activity B Priorities Table is available on the Budget Portal under “Program Activity” as an interactive table which can be re-ordered. This table can be downloaded as a Word document which should be printed and included in the hard copy version of your agency budget request.

J. Fund Activity

The Fund Activity Summary is a key component of an agency’s non-GRF budget request, as it is the mechanism for analyzing the financial condition — the relationship between sources and uses by fiscal year — of the agency’s funds. Each Fund Activity Summary must reflect an ending cash balance (“net cash available”) equal to or greater than zero for fiscal years 2017, 2018, and 2019. This can be problematic if an agency estimates that the fiscal year 2017 appropriation exceeds the projected revenues to the fund, since the agency cannot adjust the appropriation amount in OAKS BPM. Please contact your OBM Budget Analyst prior to submission of your agency’s budget request in those cases where the Fund Activity Summary cannot be used to present accurate estimates. In these instances, the OBM Budget Analyst can modify OAKS BPM to reflect a better estimate of the fiscal year 2017 disbursements, and thus bring the estimated amount into line with the anticipated revenues. Once the OBM Budget



Analyst makes this modification, a revised Fund Activity Summary can be printed for inclusion with your agency's request.

- **Fund Activity Summary Report (BI Cognos Report BPM-0003):** This report displays actual revenue by source and actual disbursements for fiscal years 2014, 2015, and 2016, and projected revenue by source and estimated disbursements for fiscal year 2017 for non-GRF funds. For fiscal years 2018 and 2019, the Fund Activity Summary Report shows projected revenue by source and an agency's requested appropriations. Agencies must submit one Fund Activity Summary Report for each non-GRF fund. Agencies will enter revenue estimates for each fund in the OAKS BPM using the Revenue and Transfer activities. All Fund Activity Summary Reports should be uploaded through the Budget Portal into "Fund Activity" and included in the hard copy version of your agency budget request. For more information on this report, please refer to the BI Cognos Reports Summary Sheet in Appendix K.

Non-GRF funds used by more than one agency will be distributed to the primary agency responsible for the fund as identified in OAKS. The primary agency will be responsible for collecting estimated revenue and disbursements from other agencies depositing revenue into or making disbursements from the fund. The OBM Budget Analyst will prepare the Fund Activity Statement for the Occupational and Professional Licensing Fund (Fund 4K90), although the agencies who share this fund will be asked to provide relevant information.

Historical information is provided by five-digit revenue source class codes and six-digit transfer codes, which are in Appendix B of the Operating Budget Guidance. "Transfers-In" should reflect cash transfers which do not use appropriation authority (such as ISTVs). Provide estimated transfers-in for each six-digit transfer code. Note that a total transfer-in figure is required. "Transfers-Out" should reflect cash transfers out of the fund not requiring appropriation authority. Provide estimated transfers-out for each six-digit transfer-out code. Note that a total transfer-out figure is required. In OAKS BPM, the same account tree for transfers in and transfers out are used. Please reference Appendix B for more information. It should be noted that the majority of state funds do not utilize the non-appropriated transfer-in and/or transfer-out mechanism.

- **Fund Activity Summary - Required Questions:** The Fund Activity Summary – Required Questions should be completed for each agency non-GRF fund. Your responses to these questions are a valuable tool to help OBM understand the nature of revenue and expenditure patterns of non-GRF funds for your agency. The Fund Activity Summary – Required Questions are available on the Budget Portal under "Fund Activity" in a web-form format. Once the web-form is complete, the form can be downloaded as a Word document which should be printed and included in the hard copy version of your agency budget request.

K. GRF ALI Activity

For the first time, OBM will provide questions about agencies' GRF line items to collect more detailed information about how each GRF line item will be used. Agencies are not required to submit questions for ALIs that pay debt-service.



- **GRF ALI Activity Summary - Required Questions:** The GRF ALI Activity Required Questions should be completed for each agency GRF line item. The GRF ALI Activity Required Questions are available on the Budget Portal under “Fund Activity” in a web-form format. Once the web-form is complete, the form can be downloaded as a Word document which should be printed and included in the hard copy version of your agency budget request.

L. Executive Budget (Blue Book) Questions (*Budget Portal Template*)

The following questions will be used to populate the Agency Budget Recommendations section of the fiscal years 2018-2019 Executive Budget and will be submitted through separate links provided within the Budget Portal. You will have an opportunity to modify your responses prior to the introduction of the budget to account for differences between your budget request and the Governor’s final funding recommendations.

Role and Overview:

- Please provide a brief explanation of your agency’s role in state government, an overview of its functions, an explanation of your governance structure, a brief description of recent accomplishments, and the current number of filled full-time, permanent employees. Do not state the size of your overall agency budget. Feel free to use your Role and Overview narrative from the fiscal years 2016 and 2017 Executive Budget as a guide. It can be found here: <http://obm.ohio.gov/Budget/operating/fy16-17.aspx>. Please limit your response to 2000 characters or less.
- Please include your agency’s web address.

Agency Priorities:

- What are the main agency priorities that your budget will allow you to continue or pursue? These should be large, strategic, wide-ranging priorities, which should be briefly stated as a bulleted list. Please limit each of your responses to 300 characters or less.

Agency Objectives Funded through the Executive Recommendations:

- Please provide a bulleted list, briefly stated, of the main services provided by your agency at the requested funding level. The goal is to present to the public an idea of what the funding buys and what it means functionally for the agency. Items that might be noted are the specific services to be supported and the number of estimated constituents to be served in each fiscal year (compared to fiscal year 2017, if possible). Please quantify the information in your responses to the greatest extent possible. Also, please stay focused on what the funding will buy, not only on what will change from the fiscal years 2016 and 2017 operating biennium. Responses will be presented for the agency as a whole and will not be associated with each agency program. Please limit each of your responses to 300 characters or less.

Program Series Descriptions:

- Please provide a brief overview of each of your agency’s A-level program series. Please limit each of your responses to 1300 characters or less.



M. Agency Fee Changes

If an agency proposes a change to the current fee structure, they are required to fill out the associated Agency Fee Changes spreadsheet, Appendix M. Each fee change, including those made in rule, and any renewal of a fee which would otherwise sunset should be uploaded through the Budget Portal into "Additional Documents" and included in the hard copy version of the agency's budget request. If applicable, only one Agency Fee Changes sheet is required per agency.

N. Agency Compliance with Customer Service Standards Questionnaire

Ohio Revised Code Section 121.91 requires that "each state agency shall develop, and as it becomes necessary or advisable may improve, customer service standards for each employee of the agency whose duties include a significant level of contact with the public." It also requires OBM (as well as the finance committees of the House and Senate) to evaluate agency compliance with the standards as part of the budget process. Please fill out one questionnaire (Appendix N) per agency, and include it as a hard copy with your request. Please also upload it through the Budget Portal into "Additional Documents."

O. Information Technology Budget Information

Information technology (IT) plays a critical role in how government operations increase operational efficiency and provide improved services. Since 1988, agencies have engaged in formal IT investment planning during the development of the state biennial operating budget. OBM is working with the Department of Administrative Services, Office of Information Technology (DAS) to ensure that operating budget requests are consistent with IT investment plans and that a deliberate approach has been taken to what is a significant allocation of state resources.

OBM encourages fiscal officers and IT managers to coordinate their budget and planning efforts. OBM and DAS will share the information they collect for use in budget and IT investment decision-making.

The IT budget information that follows is divided into two sections. The Service Updates section provides agencies with specific information about some OIT services. The IT Budget Planning and Requested IT Information section reminds agencies of the statutory requirements associated with statewide IT systems and services, and the IT investment information that agencies will provide to DAS for the fiscal years 2018-2019 operating biennium.

Service Updates for Fiscal Years 2018-2019 Budgeting

IT Optimization continues to make progress in keeping with the Governor's directive on moving Ohio's technology infrastructure into the 21st Century. The main objective of IT Optimization is to lower the State's total IT costs and redirect those savings into improved IT services and into programs and services that benefit Ohio citizens and businesses. A component of the IT Optimization strategy is to better leverage IT investment to support agency needs through the development and adoption of common statewide standard service platforms and applications.



The strategic components of IT Optimization are enabled through improved IT planning, reduced infrastructure complexity, increased use of enterprise applications/solutions, and employing business intelligence tools.

IT Development Fund Charge

DAS bills agencies quarterly to provide upfront cash for the initial rollout of new or improved IT services that require support to implement before a rate can be established. Agency bills are based on their proportional shares of non-federal statewide IT spending outside of services provided by DAS. Given significant service implementations and agency transitions to DAS-provided services in recent years, DAS reviewed this method for billing agencies to support IT development projects. DAS and agency representatives determined that this method continues to be the best available basis for the IT development fund charge. Assuming continuation of the charge, agencies should budget a similar amount as they will pay in fiscal year 2017.

eLicense System

DAS has previously discussed with agencies using the current CAVU licensing system that maintenance costs for the new eLicense system will be greater than CAVU to have a vendor-supported platform with greater robustness and functionality for agencies. CAVU will continue to operate during fiscal year 2018, which is the last year that licensing boards will pay operating costs for that system. Beginning in fiscal year 2019, agencies will switch to paying operating costs of the new eLicense system. DAS will contact licensing agencies to let them know how much to budget for these maintenance costs in both fiscal years.

IT Budget Planning

Statutory Requirements with Regard to Confidential Personal Information

Ohio Revised Code 125.18(C)(2) and Ohio Revised Code 1347.15(B)(8) - These provisions require that prior to the implementation of any IT system, state agencies shall prepare a privacy impact assessment. Agencies must specifically evaluate possible privacy risks and the mitigation of those risks at the beginning and throughout the development lifecycle of a system.

Ohio Revised Code 1347.15(B)(4) - This provision requires that any upgrade to an existing computer system or the acquisition of any new computer system that stores, manages, or contains confidential personal information must include a mechanism for recording specific access by employees of the agency to confidential personal information.

The privacy impact assessment tool and information on Ohio Revised Code 1347.15 can be found at the Office of Information Security & Privacy's website at:

<http://infosec.ohio.gov/Government/StateGovernment/Privacy.aspx>.

For the purposes of IT budget planning, agencies are advised to incorporate any required access-logging mechanisms into planned new systems or systems upgrades.

Statutory Requirements with Regard to IT Security

Ohio Revised Code 125.18(C)(1) - This provision requires that each agency develop an IT security strategic plan addressing the management, control, and protection of the agency's information assets. The plan should also include initiatives to further the agency's compliance with Ohio IT Policy IT-13, Data Classification, and the 20 CIS Critical Security Controls (CSC)



and the National Institute of Standards and Technology (NIST) 800-53 security controls as required by Ohio IT Standard ITS-SEC-02. Note that what was formerly the Consensus Audit Guidelines (CAG) is now referred to as the CSC. More information and helpful resources can be found online at the Office of Information Security & Privacy's website at: <http://infosec.ohio.gov/>

For the purposes of IT budget planning, agencies should complete data classification to guide planning for systems development, procurements, and use of DAS IT services. Agencies are advised to budget for any anticipated costs for developing or refreshing an IT security plan for your agency, as well as for CSC and NIST compliance initiatives.

Statutory Requirements for Investing in Common IT Services

Ohio Revised Code 125.18(B)(1), (2), and (3); Ohio Revised Code 126.506 – These provisions require the development and adoption of common IT services, and identification of agency IT assets and their associated costs.

IT Optimization efforts continue to focus on further bridging the gap between IT and the business side of state agency operations. Now that IT Optimization has laid a foundation for success, we are working together on the following:

- Creating high-quality citizen and business experiences with state programs
- Supporting state employees with common and efficient enterprise solutions
- Providing secure and reliable information technology solutions

Work is underway and planned across all three priority areas, including:

- Mobile First: Adopting a statewide MOBILE FIRST strategy for applications.
- Identity management: Providing enterprise user access and authentication.
- Enterprise BI: Establishing statewide reporting, data sharing, and analytics practices.
- Ohio One Network: Leveraging an ultra-high bandwidth, 100 gigabit network and consolidating networking needs.
- Disaster Recovery as a Service: Ensuring 1,600+ critical applications have the ability to be brought back on line quickly and that servers and data are replicated.

For more information concerning IT Optimization and the Consolidated IT Transformation Approach document, please visit the IT Optimization page at: <http://www.das.ohio.gov/Divisions/InformationTechnology/ITOptimization.aspx>.

For the purposes of IT budget planning, agencies should specifically identify any proposed investment in new or expanded capabilities or capacities consistent with those services described above which are to be deployed for common use statewide. OBM and DAS will work with agencies to identify where common investment in the development of these services will be more cost-effective for both agencies and the state, and makes sense in addressing agency business requirements.

Agency budget submissions and ensuing planning discussions should target agency specific and unique application requirements. Conversations concerning statewide policies, investment, and services for Information Technology Strategy and Initiatives will benefit from this information. Further information about these efforts in relation to agency IT operating budget planning will be provided through the Technology Board.

Activity

There are four budget activities that will be developed in the OAKS Budget & Planning Module (BPM) by each agency to complete their budget request. They are Program Budget Request - Activity A, Extended Program Budget Request – Activity B, Revenue, and Transfers. All four activities will have master versions that will be submitted to an OBM Budget Analyst for a technical, non-budgetary review before being staged into the OBM model. These four activities remain separate from one another in OAKS BPM throughout the entire budget development process.

Agency Request Model

This is the environment in the OAKS Budget & Planning Module that will contain all of the activities, planning centers, and versions agencies will use to develop their budget. Once all agencies have submitted their budget requests to OBM in the Agency Request model, the data contained in the model will be used to create the OBM model.

Appropriation

Authorization granted by the Ohio General Assembly to make expenditures and incur obligations for specific purposes. No appropriation may be made for a period greater than two years.

Appropriation Line Item or ALI

An ALI is a six-digit numeric code used to identify and account for amounts appropriated for the activities of an agency.

Base Version

In the Budget & Planning Module, the base version is one of three original budget versions within a planning center in the model staged and released to the agencies. The base version cannot be edited but can be copied into another version where the information may be modified as necessary.

Biennium

Ohio's operating budget is enacted for a two-year period – a biennium – that begins on July of odd-numbered years. For example, the FY 2018-2019 biennium begins July 1, 2017 and ends June 30, 2019.

Blue Book

See Executive Budget.

Budget In Brief

The “Budget in Brief” is a document that often accompanies the Executive Budget. It highlights the spending priorities presented in the Governor’s budget recommendations to the General Assembly. It discusses the policy goals and budget proposals underlying the major program areas. The “Budget in Brief” gives special attention to the key policy initiatives in program areas such as children’s services, education, economic development, corrections, and natural resources. The document also summarizes expenditures and proposed funding for all agencies.

Budget Object Class

See Object Class.

Budget Request Limitation

The Budget Request Limitation concept replaces the “core budget level” and “budget request cap” concepts from prior biennia. The Budget Request Limitation is imposed by fund and limits the amount of funding that an agency can request in each fiscal year. Please consult Section I of the Operating Budget Guidance for more information regarding specific Budget Request Limitations for the fiscal years 2018 and 2019 biennium.

BPM

This is the acronym for the Budget & Planning Module within OAKS, the State of Ohio’s enterprise management system. It is the system the state uses to develop, submit, and report on the biennial operating budget. All agencies use BPM to prepare the non-narrative portion of their biennial operating budget requests. For more information, see “OAKS Budget & Planning Module” in Section I of the Operating Budget Guidance.

Chartfield

Refers to fields on the Chart of Accounts. Chartfield values provide basic structure to segregate and categorize transactional and budget data. The Budget & Planning chartfields are Fund, Account, Appropriation Line Item, Department, and Program.

Codified (Permanent) Law

Codified law, also known as permanent law remains in effect permanently or until it is repealed or amended by the General Assembly. It is law that is codified in the Revised Code. Codified law remains in effect beyond the end of the fiscal biennium. Codified law sections are usually subject to voter referendum; therefore, unless a referendum petition is filed or a bill specifies otherwise, codified law becomes effective ninety days after a bill passed by the General Assembly is filed by the Governor in the Office of the Secretary of State.

Dedicated Purpose Fund (DPF)

Dedicated Purpose is a Fund Group that consists of funds which receive specific revenues for activities conducted in accordance with the law.

Executive Budget

Also known as the “Blue Book,” the Executive Budget provides the legislature and the public with the Governor’s funding recommendations for the next operating biennium. Proposed funding levels, historical spending patterns, and descriptive narratives are presented for each agency. The Executive Budget also includes information about the budget process, revenue sources and estimates, economic forecasts, capital improvements, state funds, and special program areas. The document is the executive’s financial plan for state government and is made available electronically on OBM’s website.

Executive Agency Budget Summary

This table shows history for fiscal years 2014, 2015, and 2016, and spending estimates for fiscal year 2017. It also summarizes the agency’s total budget request by year for each budget fund group.

Executive Agency Budget Detail

This table shows a summarized view of the agency budget request by account category, fund group, fund, and appropriation line item.

Expense Account Category

Three-digit code used to categorize expenses.

- Personal Service (500):

- Payroll, including fringe benefits
- Purchased Services (510):
 - Purchased or contracted services (e.g., consultants)
- Supplies & Maintenance (520):
 - Expendable goods and supplies such as utilities, gasoline, postage, paper, pens, repair and travel. Also goods costing less than \$1,000 such as computers or furniture.
- Equipment (530):
 - Durable goods costing \$1,000 or more, such as vehicles
- P-Card & EDI Transactions (540)
- Subsidies (550):
 - Distributions made to individuals, organizations, school districts, higher education facilities, or other local government units
- Goods for Resale (560):
 - Goods or services purchased by one state agency to be sold or resold to another state agency or to the public
- Capital (570):
 - Significant fixed assets such as land and buildings
- Judgments & Settlements (590)
- Debt Service (591):
 - Debt service and lease rental payments
- Transfers & Non-Expense Disbursements (595):
 - Cash disbursements and other transactions that reduce cash resources but are not an operating expense

Extended Program Budget Requests

Agencies use Extended Program Budget Requests to show the proposed uses of funding, by program, above the Activity A request limitations. This request is also called an Extended Program Budget Request – Activity B in the OAKS Budget & Planning Module.

Fiscal Year

Ohio's fiscal year runs from July 1 to June 30. The federal fiscal year runs from October 1 to September 30.

Full-Time Equivalent (FTE)

2080 hours worked per year equals one FTE. For budget development purposes, OBM uses this method of calculating personnel levels. Anything less than 2080 hours per year should be counted as a proportionate percentage of an FTE (i.e., 1040 hours per year equals .5 FTE).

Full-Time Permanent (FT-P)

A Full-Time Permanent is a DAS defined appointment type "1" position. All FT-P appointments are filled at 2080 hours per year.

Fund

A fund is a separate fiscal and accounting entity with a self-balancing set of accounts. A fund created in the state treasury usually has one or more appropriation line items from which expenditures are made. If the fund has only one appropriation line item, the line item name often is the same as the fund name.

Fund Activity Summary

The fund activity summary consists of a Fund Activity Summary Report which provides historical and estimated sources and uses of non-GRF funds, and a form with standard required questions. A fund activity summary must be completed for each non-GRF fund. For further information see “Fund Activity Summary Report” in Section II of the Operating Budget Guidance.

Fund Group

For budgetary reporting purposes, Ohio's funds are categorized into fund groups according to their revenue sources and the purposes for which they are used.

Funded FTE

Having both cash and appropriation to support the FTE.

Funded Positions

Having both cash and appropriation to support the position, and may or may not be the same as the actual filled level or the personnel ceiling level. The funded level can include vacant positions.

Filled Positions

Position filled in the Position Control Roster.

General Revenue Fund (GRF)

The General Revenue Budget Fund Group consists of the General Revenue Fund that accounts for all financial resources except those required to be accounted for in another fund. Primary sources of revenue include personal income tax, the sales and use tax, commercial activity tax, and the public utilities tax as well as reimbursements from the federal government (which are not specifically directed to another fund) that primarily support human service programs. The law allows for broad discretion in the purposes for which the General Revenue Fund is used. For example, expenditures support education, health and human services, general government, and property tax relief.

Internal Service Activity Fund (ISA)

Internal Service Activity is a Fund Group that consists of funds used for operations serving other funds or departments within the state.

Mass Adjustment

Refers to an adjustment made to more than one OAKS line items at a time during budget development. The OAKS Budget & Planning Module provides those developing the budget the ability to select OAKS line items and quickly apply an adjustment to all of them at the same time. The adjustment can be an amount increase or decrease by lump sum or percentage and distributed on an even or weighted average basis.

Master Version

In the OAKS Budget & Planning Module, the master version is one of the many original budget versions available within a planning center in the model staged and released by OBM. A Preparer can copy any version into the planning center master version for reporting purposes. This will allow the Preparer to use reporting for a version even if the Preparer is not ready to submit. A working version automatically replaces the data in the master version when it is submitted for review but the best practice is to copy a working version to the master version, after which the master version is submitted. The master version is also referred to as Version 4.

Notes

Preparers and Reviewers have the ability to attach a note to each OAKS line item or row in the OAKS Budget & Planning Module. Notes can be used at the Preparer's discretion and can be made either public, so anyone with access to that OAKS line item or row can see them, or private, so only the Preparer who posts them will be able to view the content of the note. When OBM Budget Analysts access the Agency Request model to do the technical non-budgetary review, they will not be reviewing for notes, but will have the ability to see the notes designated as public. As with all budget documents, notes may be subject to public records requests.

OAKS Line Item

This refers to a line or row of Chartfield values in a budget request. The required Chartfields that make up an OAKS line item are Department, Program, Fund, ALI, and Account. An agency Preparer will enter the amounts and modify details of OAKS line items when they develop the agency budget. This is not the same as an appropriation line item (ALI).

OBM Model

This is the Budget & Planning Module environment where OBM Budget Analysts will enter OBM's recommendations and the Governor's recommendations for the agency budget requests that were developed in the Agency Request Model. This model is created by utilizing the information from the Agency Request Model once it is complete. The Agency Request Model is staged and released into the OBM Model which will convert all agency budget requests from the development model they chose to the presentation by Budget Program.

Overtime Cost

Total overtime expenditures included in expense account class 5011.

Part-Time Permanent (PT-P)

A Part-Time Permanent is a DAS defined appointment type "4" position. PT-P appointments may be filled at varying numbers of hours per year.

Performance Measures

Performance measures are used by an agency to evaluate the effectiveness of its programs. They may indicate a level of agency activity or output or a level of outcomes experienced by an agency's customers. Over time, performance measures help agencies identify ways to improve their efficiency and effectiveness.

Planning Center

Refers to the environment where the budget is going to be developed and reviewed within the OAKS Budget & Planning Module. Planning centers are determined and configured in the OAKS Budget & Planning Module from the choices agencies made in the BPM planning model and planning center selection.

Preparation Planning Center

Refers to planning centers where the budget will be developed as opposed to reviewed in BPM. Preparers have access to a preparation planning center. When a version is submitted for approval or rejection it goes from a preparation planning center to a review planning center.

Preparer

The individual assigned by an agency to develop the budget in the OAKS Budget & Planning Module. Preparers will be responsible for developing, submitting and making any necessary

corrections to the budget that may come from a Reviewer. Preparers develop planning center budgets by entering specific OAKS line items or rows.

Program

A program has a targeted focus on a specific aspect of the objective addressed by the program series. There are various numbers of programs grouped under each program series.

Program Budgeting

Program budgeting is a budgeting structure in which an agency's activities are grouped based on program series and programs. In order to do this, an agency's line items are grouped by programs, and the programs grouped by program series.

Program Budget Requests

This element of an agency's budget request consists of a printed program budget request table and a completed required questions form. Each request shows, by program, the funding an agency requests within its budget request limitations. Agencies should prepare one complete Program Budget Request for each program defined in the agency program structure.

Program Structure

A program structure identifies an agency's operations, activities and line items by program. The information in the Executive Budget Document will be presented according to each agency's program structure.

Review Planning Center

Refers to BPM planning centers where a Reviewer will access a version submitted from a preparation planning center in order to approve or reject the proposed budget. If the Reviewer opts to reject the version, the preparation planning center will open so that modifications can be made to the version so it can be submitted again.

Reviewer

In the OAKS Budget & Planning Module, the Reviewer is the individual assigned by an agency to review a submitted version of the budget. The Reviewer will either approve or reject the version they receive. If desired, the Reviewer will have the ability to make certain modifications to a version without having to reject it. It is possible that a Reviewer can also be a Preparer. This means that he or she can both develop and review the budget, but will have to follow normal protocol for approving or rejecting a version.

Uncodified Law

Also known as Temporary Law, includes appropriations, language describing the use of appropriations, and other provisions of law that are related to the implementation of the operating budget but are not codified (permanent) provisions of law. Uncodified law is found in the agency appropriation sections and in the back of the budget act after the appropriation sections. Appropriations must be made in uncodified law because an appropriation cannot be made for a longer period than two years, and therefore, codification is not appropriate (Article II, Section 22 of the Ohio Constitution). Uncodified law in the operating budget that meets the requirements of Section 1.471 of the Revised Code typically becomes effective immediately when the budget is enacted. Generally, unless otherwise indicated in the bill, uncodified law in the operating budget expires at the end of the operating biennium. If a language item should remain in effect indefinitely, codification of the item is appropriate.

Version Status

Version Status indicates the stage of development of a specific version in the OAKS Budget & Planning Module. Also indicates if a version is currently being edited by a Preparer or Reviewer and will allow read only access to versions currently in use by a Preparer or Reviewer. Once a version is submitted for review, all other versions in the same planning center will not be able to be edited. Only after a Reviewer rejects the submitted version will other versions become available again for use.

Working Version

In the OAKS Budget & Planning Module, this is one of multiple versions within a planning center in the model staged and released by OBM. The working version is the environment where the Preparer will develop the planning center budget. Best practice is to use no more than three working versions for each activity per planning center. Additional working versions are created by copying existing versions in the planning center, into the desired working version. When a planning center working version is submitted to the next planning center for review, it will automatically copy into the planning center master version.

OAKS BUDGET ACCOUNT CHARTFIELDS REVENUE ACCOUNTS

OAKS	DESCRIPTION
SALES TAXES:	
41000	Non-Auto Sales and Use
41050	Auto Sales and Use
INCOME AND EXCISE TAXES:	
41100	Personal Income Tax
41150	Corporate Franchise Tax
41200	Commercial Activity Tax
41250	Public Utility Excise Tax
41300	Kilowatt Hours Excise Tax
OTHER TAXES:	
41400	Foreign Insurance Companies Tax
41450	Domestic Insurance Franchise Tax
41500	Severance Tax
41550	Motor Fuel Use Tax
41600	Motor Vehicle Fuel Tax
41650	Horse Racing Wager Tax
41700	Motor Transport Tax
41750	Intangible Taxes
41800	Cigarette Tax
41850	Alcoholic Beverages Tax
41900	Liquor Gallonage Tax
41950	Estate Taxes
PERMISSIVE TAXES:	
49000	Permissive Taxes
49100	Permissive Taxes Nec
49200	Municipal Income Tax
LICENSES AND FEES:	
42000	Motor Vehicle Operator License
42050	Motor Vehicle Licenses
42100	Business Licenses & Fees
42600	Wildlife Water License Fee Permit
OTHER INCOME - SALES:	
43000	Sales and Service

Appendix B: OAKS Budget Account Chartfields

FEDERAL GRANTS:	
44000	Agriculture
44010	Commerce
44020	Defense
44030	Health and Human Services
44040	Housing and Urban Development
44050	Interior
44060	Justice
44070	Labor
44080	Transportation
44090	Veterans Administration
44100	Environmental Protection AG
44110	Federal Emergency Management
44120	Education
44130	US Treasury
44140	Homeland Security
44210	Other Federal Participation
OTHER GRANTS AND CONTRIBUTIONS:	
44300	Participation - Local Government
RECOVERIES AND REIMBURSEMENTS:	
45000	Fines and Penalties
45050	Rentals & Misc Reimbursements
45100	Recoveries - Tobacco Settlement
45150	Recoveries - Tobacco Settlement
45200	Intergovernmental Reimbursements
45250	Other Reimbursements
45300	Gifts and Contributions
EARNINGS ON INVESTMENTS:	
45600	Investment Income
45670	Undistributed Investment Income
OTHER SOURCES OF FINANCING:	
46000	Bond Proceeds
46100	Sales of Assets
46200	Loans Repayments
INTRASTATE TRANSACTIONS:	
47010	State Sales Tax GEN/ISTV
47020	Licenses and FEES/ISTV
47040	Federal Pass THRU/ISTV
47060	Recoveries and Refunds/ISTV
47070	Earnings - Invests/ISTV
47080	Intragovernmental Service/ISTV
47090	Transfers-State Funds

47095	Statewide Indirect Cost Allocation
47100	Other Finance Sources/ISTV
47110	Payroll Checkoffs/ISTV
47120	Payroll Employee Reimburse/ISTV
47130	Payroll Benefits & Deductions
47140	Intragovernmental Transfers
47150	Debt Service/GRF to Other/ISTV
47160	Budget Stabilization Transfer
47170	Loan Repayments/ISTV
PAYROLL EMPLOYEE SHARE:	
48000	PR Deductions

OAKS BUDGET ACCOUNT CHARTFIELDS EXPENSE ACCOUNTS	
Please note that some chartfields may have changed. Please refer to The FIN Source at http://fin.help4u.obm.ohio.gov	
OAKS	DESCRIPTION
CATEGORY 500	PERSONAL SERVICE-PAYROLL
CLASS 5010	Basic Wages for Work Performed
CATEGORY 510	PURCHASES PERSONAL SERVICES AND OTHER
CLASS 5100	Purchased Personal Services
CLASS 5120	Awards, Prizes, Bonus, and Other
CLASS 5177	ISTV - Training
CATEGORY 520	SUPPLIES AND MAINTENANCE
CLASS 5200	Edible Products & Food Handling
CLASS 5210	Supplies, Materials, & Minor Expenditures
CLASS 5220	Motor Vehicles, Air & Watercraft
CLASS 5230	Travel
CLASS 5240	Information Technology and Shipping
CLASS 5250	Fuels & Utilities
CLASS 5260	Maintenance & Repairs
CLASS 5270	Rentals
CLASS 5277	ISTV – Goods and Services
CLASS 5280	Printing, Binding, & Advertising
CLASS 5290	General and Other Expenses
CATEGORY 530	EQUIPMENT
CLASS 5300	Food Handling Equipment
CLASS 5311	Office Equipment

CLASS 5321	Motor Vehicles
CLASS 5331	Construction, Agricultural, and Groundskeeping Equipment
CLASS 5351	Medical, Laboratory, or Therapeutic Equipment
CLASS 5361	Laundry, Cleaning, Educational, and Recreational Equipment
CLASS 5371	Information Technology/Communications
CLASS 5377	ISTV - Equipment
CLASS 5381	Copying & Printing Equipment
CLASS 5391	Recycled & Other Equipment
CATEGORY 550	SUBSIDIES & SHARED REVENUE
CLASS 5500	Subsidies and Shared Revenue
CLASS 5577	ISTV – Grants, Subsidies, and Shared Revenue
CATEGORY 560	GOODS & SERVICES FOR RESALE
CLASS 5600	Goods for Resale – Pass Thru
CLASS 5677	ISTV – Goods and Service for Resale
CATEGORY 570	CAPITAL ITEMS
CLASS 5700	Capital Items
CLASS 5730	Roads, Highways, & Waterways
CLASS 5770	Information Technology Equipment - Capital
CLASS 5777	ISTV - Capital
CLASS 5780	Infrastructure Grants
CATEGORY 590	JUDGMENTS, SETTLEMENTS, & BONDS
CLASS 5900	Judicial Actions - Payments
CLASS 5907	Judgments/Settlements
CLASS 5910	Debt Services
CLASS 5950	Transfers and Non-Expense
CLASS 5957	Transfers, Non-Expense, Pass-thru ISTV

OAKS BUDGET ACCOUNT CODES OPERATING TRANSFERS	
OAKS	DESCRIPTION
TRANSFERS-IN:	
885000	Oper Transfer In-Liquor
885001	Oper Transfer In-Lottery

Appendix B: OAKS Budget Account Chartfields

885002	Oper Transfer In-Lottery Annuity
885003	Oper Transfer In-State Share
885004	Oper Transfer In-Pub Safety
885500	Oper Transfer In-Other
885999	Oper Transfer In-Bud Stab Fund
886000	Temporary Transfer In
TRANSFERS-OUT:	
887000	Oper Transfer Out-Liquor
887001	Oper Transfer Out-Lottery
887002	Oper Transfer Out-Lottery Annuity
887003	Oper Transfer Out-State Share
887004	Oper Transfer Out-Pub Safety
887500	Oper Transfer Out-Other
887999	Oper Transfer Out-Bud Stab Fund
888000	Temporary Transfer Out

Appendix C: Payroll Checkoff Charges

The payroll charges and assumptions below are offered to assist in the development of agency operating budgets for fiscal years 2018 and 2019. Assumptions for rates that support agency operations or are not subject to collective bargaining agreements are subject to future review and approval by OBM. Agencies should not consider them to be final. The Department of Administrative Services publishes these finalized rates under Deductions in the HCM Documents & Job Aids section of the HCM home page.

<u>Payroll Checkoff Charges</u>	<u>Expense Acct</u>	<u>FY 2017 Actual</u>	<u>FY 2018</u>	<u>FY 2019</u>
<i>Retirement</i>				
PERS	503501	14.00% of gross pay	Continue	Continue
STRS	503502	14.00% of gross pay	Continue	Continue
HPRS	503503	26.50% of gross pay	Continue	Continue
LEERS	503516	18.10% of gross pay	Continue	Continue
Social Security	503506	6.20% of gross pay	Continue	Continue
Medicare	503512	1.45% of gross pay	Continue	Continue
<i>Insurance</i>				
Health insurance	503505	Varies by enrollment	13% increase	13% increase
Benefits communication & education	503517	\$0.50 per month	Continue	Continue
Union Benefits Trust	503522	\$82 per month	\$83	Continue
Exempt dental insurance	503508	\$34.23 per month single / \$99.19 per month family	Continue	Continue
Exempt vision insurance	503509	\$10.04 per month single / \$27.61 per month family	Continue	Continue
Exempt life insurance	503507	\$0.117 per \$1,000 of gross pay	Continue	Continue
Workers' compensation	503504	Varies by agency	Continue	Continue
Liability insurance – OSTA	503513	\$7.00 per month	Continue	Continue
Liability insurance – FOP	503513	\$4.00 per month	Continue	Continue
<i>Leave Programs</i>				
Accrued leave	503511	2.40% of gross pay	2.50%	Continue
Disability leave	503510	0.80% of gross pay	0.85%	Continue

Appendix C: Payroll Checkoff Charges

Parental leave	503518	0.124% of gross pay	Continue	Continue
Professional Development				
Union Education Trust – OCSEA	503519	\$21 per month	Continue	Continue
Professional development – SEIU	503515	\$6.09 per pay	Continue	Continue
Professional development – OEA	503515	\$13.45 per pay	Continue	Continue
Professional development – OSTA	503515	\$3.10 per pay	\$3.43	Continue
Professional development – FOP	503515	\$2.80 per pay	\$3.35	Continue
Exempt professional development	503523	\$0.09 per hour	Continue	Continue
Agency Operations				
DAS Human Resources Division	504301	\$12.50 per pay	\$13.00	\$13.37
OBM	504303	Varies by agency	3.0% increase	3.0% increase
DAS Office of Collective Bargaining	504305	\$2.30 per pay	\$2.80	\$2.56
DAS Equal Employment Opportunity	504308	\$0.44 per pay	\$0.45	\$0.46
DAS OIT	504309	0.560% of gross pay	0.630%	Continue
OAKS	504310	Varies by agency	50% increase	10% increase

Appendix D: DAS Service Charges

The fiscal year 2016 non-payroll service charges presented below are offered as a guide to assist in the development of agency operating budgets for fiscal years 2018 and 2019. (Fiscal year 2017 rates will generally not be available until after the issuance of this Operating Budget Guidance.) This listing represents major fee-for-service rates charged by the Department of Administrative Services (DAS) for common activities. However, it does not include the dozens of rates for the many IT services DAS provides to agencies.

<u>DAS Service Charges</u>	<u>FY 2016 Actual</u>
<i>State Printing</i>	
Copy center – B&W and color	Tiered, volume-based rates averaging \$0.06 per impression
Copy center – mainframe	\$0.016 per impression
Mail fulfillment services	\$0.045 per envelope
Commercial printing	2.39% of contract amount
<i>Risk Management</i>	
Office of Risk Management	16.00% of premium amount
<i>Procurement</i>	
State purchasing	0.63% of purchase amount
IT acquisition management	0.283% of release & permit amount
<i>Fleet Management</i>	
Statewide fleet services	\$8 per vehicle per year + an additional \$8 per vehicle in the Fleet Ohio IT system per year
Fleet fuel card	\$4.00 per card per year
Vehicle rental	\$25.00 per day + \$0.16 per mile
Vehicle lease management	\$16 per month per vehicle
<i>Building Management</i>	
Rhodes – Columbus	\$11.65 per sq. ft.
Riffe – Columbus	\$14.54 per sq. ft.
Lausche – Cleveland	\$10.76 per sq. ft.
Ocasek – Akron	\$15.81 per sq. ft.
DiSalle – Toledo	\$12.65 per sq. ft.
N. High-Chestnut	\$9.89 per sq. ft.
25 S. Front Street	\$12.02 per sq. ft.
Surface Road – Office	\$10.33 per sq. ft.
Surface Road – Warehouse	\$9.95 per sq. ft.
State of Ohio Computer Center (SOCC)	***\$19.19 per sq. ft.
Real Estate Commercial Lease Management	1.15% of lease amount

*** The fiscal year 2016 SOCC building rental rate was significantly reduced on a one-time basis to eliminate an excess balance from fiscal year 2015. The fiscal year 2017 rate is expected to be in the more normal range of the mid-\$30s per square-foot.

Appendix E: OBM Budget Analyst Assignments

<u>Agency</u>	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Accountancy Board	September 16, 2016	Education	Tara Schuler	644-8793
Adjutant General	October 14, 2016	General Government	Ashley Nelson	644-5056
Air Quality Development Authority	September 16, 2016	General Government	Interim – Catie Hookway	644-8815
Arts Council	October 14, 2016	Education	Tara Schuler	644-8793
Athletic Commission	September 16, 2016	General Government	Interim – Ashley Nelson	644-5056
Auditor of State	November 1, 2016	General Government	Steven Peishel	752-9360
Barber Board	September 16, 2016	General Government	Dex Stanger	644-6441
Board of Career Colleges and Schools	September 16, 2016	Education	Adam Damin	752-2577
Board of Chiropractic Examiners	September 16, 2016	Human Services	Katherine Nickey (Human Services Section Chief)	728-7664
Board of Dietetics	September 16, 2016	Budget Planning	Erin DeGiralomo	644-8783
Board of Embalmers and Funeral Directors	September 16, 2016	Budget Planning	Ben Boettcher (Budget Planning Section Chief)	644-8791
Board of Motor Vehicle Collision Repair	September 16, 2016	General Government	Steven Peishel	752-9360
Board of Orthotics, Prosthetics, and Pedorthics	September 16, 2016	Budget Planning	Todd Clark	644-8795
Board of Registration for Engineers and Surveyors	September 16, 2016	General Government	Interim – Catie Hookway	644-8815
Board of Tax Appeals	October 14, 2016	Budget Planning	Interim - Ben Boettcher (Budget Planning Section Chief)	644-8791
Board of Speech-Language Pathology and Audiology	September 16, 2016	Budget Planning	Ben Boettcher (Budget Planning Section Chief)	644-8791
Broadcast Educational Media Commission	September 16, 2016	Education	Craig Rethman	644-8819

Appendix E: OBM Budget Analyst Assignments

Agency	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Bureau of Workers Compensation	October 14, 2016	Human Services	Katherine Nickey (Human Services Section Chief)	728-7664
Capitol Square Review and Advisory Board	November 1, 2016	Education	Tara Schuler	644-8793
Casino Control Commission	October 14, 2016	General Government	Interim – Ashley Nelson	644-5056644-8799
Chemical Dependency Professionals Board	September 16, 2016	Human Services	Katja Ryabtseva	644-8817
Civil Rights Commission	October 14, 2016	Human Services	Katja Ryabtseva	644-8817
Commission on Hispanic/Latino Affairs	September 16, 2016	Human Services	Katherine Nickey (Human Services Section Chief)	728-7664
Commission on Minority Health	October 14, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Commission on Service and Volunteerism	September 16, 2016	Human Services	Paul Dinapoli	728-5047
Counselor, Social Worker, Marriage and Family Therapist Board	September 16, 2016	Human Services	Katherine Nickey (Human Services Section Chief)	728-7664
Court of Claims	November 1, 2016	General Government	Sári Klepacz	995-7011
Department of Administrative Services	October 14, 2016	Budget Planning	Todd Clark	644-8795
Department of Aging	October 14, 2016	Human Services	Paul Dinapoli	728-5047
Department of Agriculture	October 14, 2016	General Government	Interim – Catie Hookway	644-8815
Department of Commerce	October 14, 2016	Education	Travis Shaul	644-6445
Department of Developmental Disabilities	October 14, 2016	Human Services	Katja Ryabtseva	644-8817
Department of Education	October 14, 2016	Education	Craig Rethman	644-8819
Department of Health	October 14, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Department of Higher Education	October 14, 2016	Education	Adam Damin	752-2577

Appendix E: OBM Budget Analyst Assignments

<u>Agency</u>	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Department of Insurance	October 14, 2016	Budget Planning	Erin DeGiralomo	644-8783
Department of Job and Family Services	October 14, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Department of Medicaid	October 14, 2016	Human Services	Paul Dinapoli	728-5047
Department of Mental Health and Addiction Services	October 14, 2016	Human Services	Katja Ryabtseva	644-8817
Department of Natural Resources	October 14, 2016	General Government	Steven Peishel	752-9360
Department of Public Safety	October 14 2016	General Government	Ashley Nelson	644-5056
Department of Rehabilitation and Correction	October 14, 2016	General Government	Dex Stanger	644-6441
Department of Taxation	October 14, 2016	Budget Planning	Interim - Ben Boettcher (Budget Planning Section Chief)	644-8791
Department of Transportation	October 14, 2016	General Government	Steven Peishel	752-9360
Department of Veterans Services	October 14, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Department of Youth Services	October 14, 2016	General Government	Dex Stanger	644-6441
Development Services Agency	October 14, 2016	General Government	Interim – Catie Hookway	644-8815
Elections Commission	September 16, 2016	Education	Travis Shaul	644-6445
Employee Benefits Funds/ Accrued Leave Liability	October 14, 2016	Budget Planning	Todd Clark	644-8795
Environmental Protection Agency	October 14, 2016	Education	Craig Rethman	644-8819
Environmental Review Appeals Commission	September 16, 2016	General Government	Steven Peishel	752-9360

Appendix E: OBM Budget Analyst Assignments

<u>Agency</u>	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Ethics Commission	October 14, 2016	General Government	Ashley Nelson	644-5056
Expositions Commission	October 14, 2016	General Government	Interim – Catie Hookway	644-8815
Facilities Construction Commission	October 14, 2016	Education	Travis Shaul	644-6445
Higher Educational Facility Commission	October 14, 2016	Education	Adam Damin	752-2577
House of Representatives	November 1, 2016	Education	Jason Akbar (Education Section Chief)	644-8807
Housing Finance Agency	October 14, 2016	Budget Planning	Lauren Lopez	466-6551
Industrial Commission of Ohio	October 14, 2016	Human Services	Katherine Nickey (Human Services Section Chief)	728-7664
Joint Committee on Agency Rule Review	November 1, 2016	Education	Adam Damin	752-2577
Joint Education Oversight Committee	November 1, 2016	Education	Craig Rethman	644-8819
Joint Legislative Ethics Committee	November 1, 2016	Education	Jason Akbar (Education Section Chief)	644-8807
Joint Medicaid Oversight Committee	November 1, 2016	Human Services	Paul Dinapoli	728-5047
Judicial Conference of Ohio	November 1, 2016	General Government	Sári Klepacz	995-7011
Lake Erie Commission	September 16, 2016	Education	Craig Rethman	644-8819
Legislative Service Commission	November 1, 2016	Education	Jason Akbar (Education Section Chief)	644-8807
Liquor Control Commission	September 16, 2016	General Government	Ashley Nelson	644-5056
Lottery Commission	October 14, 2016	General Government	Interim – Ashley Nelson	644-5056
Manufactured Homes Commission	September 16, 2016	Education	Tara Schuler	644-8793

Appendix E: OBM Budget Analyst Assignments

<u>Agency</u>	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Occupational Therapy, Physical Therapy, and Athletic Trainers Board	September 16, 2016	Budget Planning	Todd Clark	644-8795
Office of Budget and Management	October 14, 2016	Budget Planning	Todd Clark	644-8795
Office of Consumers Counsel	October 14, 2016	General Government	Ashley Nelson	644-5056
Office of the Attorney General	November 1, 2016	General Government	Steven Peishel	752-9360
Office of the Governor	November 1, 2016	Education	Jason Akbar (Education Section Chief)	644-8807
Office of the Inspector General	October 14, 2016	General Government	Sári Klepacz	995-7011
Ohio History Connection	October 14, 2016	Budget Planning	Interim - Ben Boettcher (Budget Planning Section Chief)	644-8791
Ohio Senate	November 1, 2016	Education	Jason Akbar (Education Section Chief)	644-8807
Ohioana Library	September 16, 2016	Education	Travis Shaul	644-6445
Opportunities for Ohioans with Disabilities	October 14, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Optical Dispensers Board	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Petroleum Underground Storage Tank Release Compensation Board	September 16, 2016	General Government	Ashley Nelson	644-5056
Public Defender Commission	October 14, 2016	General Government	Dex Stanger	644-6441
Public Utilities Commission	October 14, 2016	Budget Planning	Lauren Lopez	466-6551
Public Works Commission	October 14, 2016	General Government	Dex Stanger	644-6441
Racing Commission	October 14, 2016	General Government	Interim – Ashley Nelson	644-5056

Appendix E: OBM Budget Analyst Assignments

<u>Agency</u>	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Respiratory Care Board	September 16, 2016	Human Services	Paul Dinapoli	728-5047
School for the Blind	October 14, 2016	Education	Craig Rethman	644-8819
School for the Deaf	October 14, 2016	Education	Craig Rethman	644-8819
Secretary of State, Ballot Board	November 1, 2016	General Government	Ashley Nelson	644-5056
Southern Ohio Agricultural Community Development Foundation	September 16, 2016	General Government	Interim – Catie Hookway	644-8815
State Board of Cosmetology	September 16, 2016	Budget Planning	Lauren Lopez	466-6551
State Board of Examiners of Architects and Landscape Architects	September 16, 2016	Education	Travis Shaul	644-6445
State Board of Nursing	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
State Board of Optometry	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
State Board of Pharmacy	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
State Board of Psychology	September 16, 2016	Human Services	Katja Ryabtseva	644-8817
State Board of Sanitarian Registration	September 16, 2016	General Government	Dex Stanger	644-6441
State Dental Board	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
State Employment Relations Board	October 14, 2016	Budget Planning	Todd Clark	644-8795
State Library Board	October 14, 2016	Education	Travis Shaul	644-6445
State Medical Board	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
The Judiciary/Supreme Court	November 1, 2016	General Government	Sári Klepacz	995-7011
Treasurer of State, Board of Deposit	November 1, 2016	Budget Planning	Erin DeGiralomo	644-8783

Appendix E: OBM Budget Analyst Assignments

<u>Agency</u>	<u>Budget Request Due Date</u>	<u>Section</u>	<u>OBM Analyst</u>	<u>Phone</u>
Veterans' Organizations	September 16, 2016	Human Services	Interim - Katherine Nickey (Human Services Section Chief)	728-7664
Veterinary Medical Licensing Board	September 16, 2016	Human Services	Katja Ryabtseva	644-8817

****NOTE: This document is provided for reference only.
 You will not be able to upload this document to the Budget Portal.
 All answers below will need to be entered into the Budget Portal web-forms.****

Agency: Agency Code - Program #####B – Program Title

Question	Answer
Program Number	
Program Name	
Will this program be active for the FY18-19 biennium?	
FY 2018 Funding Request	
FY 2019 Funding Request	
FY 2018 FTEs	
FY 2019 FTEs	
<u>Program Summary</u>	
1. Explain the purpose of this program. What public service or existing need does this program address?	
2. Explain the population served and/or community regulated by this program.	
3. Describe the services or activities provided by this program.	
<u>Activity A Funding Level</u>	
4. Provide estimates of the annual volume of services or activities provided at this funding level, including people served, assistance provided, and number of awards and amounts.	
5. Describe existing services or activities that cannot be maintained or will be eliminated at this funding level, including service level impacts compared to the current biennium.	
<u>Program Revenue</u>	
6. Describe the various funding sources for this program. Are these funding sources dedicated solely to this program or do these funding sources support other programs?	
7. Do any federal grants support this program?	
List these federal grants and their CFDA numbers.	
Describe how the state's allocation of federal funding is determined.	

Appendix F: Program Budget Request: Activity A Required Questions

Describe any state match or maintenance of effort (MOE) requirements.

--

Internal and External Impacts

8. Does this program pass funds to other state or local entities?

Describe the distribution method, including allocation methodology, any formulas used, and legal authority.

--

--

9. Describe any internal or external factors influencing the costs of this program, including trends in demographics, caseloads, or technology, and any changes in federal/state funding or regulations.

--

10. Do any other state programs interact with this program?

Describe these programs. What efficiencies and service delivery improvements have been made in the current biennium to best meet the purpose and intended outcome of the program?

--

--

Performance Measures

11. Describe how the effectiveness of this program is measured. Include any federal and/or state key indicators used to measure success, the frequency of evaluations, how data is tracked and published, and any changes made as a result of evaluations.

--

Additional Information

12. Provide any additional information concerning this program not included above that will service to assist OBM in the analysis of this request.

--

****NOTE: This document is provided for reference only.
 You will not be able to upload this document to the Budget Portal.
 All answers below will need to be entered into the Budget Portal web-forms.****

Agency: Agency Code - Program #####B – Program Name

Question	Answer
Program Number	
Program Name	
Select the option that best represents the nature of this extended request.	
Activity B Short Title/Description	
Priority	
FY 2018 Funding Request	
FY 2019 Funding Request	
FY 2018 FTEs	
FY 2019 FTEs	
<u>Maintaining or Expanding Current Services</u>	
1. Describe the purpose of this extended request (e.g., is it required by state/federal law, etc.).	
2. Provide an estimate of the volume of services or activities that will be provided at this funding level, including people served, assistance provided, number of awards and amounts, etc.	
3. Describe the various funding sources for this extended request. Are these funding sources dedicated solely to this initiative or do they support other programs as well?	
4. Do any federal grants support this extended request?	
List these federal grants and their CFDA numbers.	
Describe whether any state match or Maintenance or Effort (MOE) requirements are met with this extended request.	
5. Describe the impact(s) if this extended request is not granted.	
<u>Expanding Into New Services</u>	
1. Explain the purpose of this extended request. What public service or existing need	

Appendix I: Fund Activity Questions

****NOTE: This document is provided for reference only.
 You will not be able to upload this document to the Budget Portal.
 All answers below will need to be entered into the Budget Portal web-forms.****

Agency: Agency Code - Activity For Fund ##### – Fund Title

Question	Answer
Fund Number	
Fund Description	
Will this fund be active for the FY18-19 biennium?	
<u>Fund Summary</u>	
1. Explain the legal authority of this fund, including: Ohio Revised Code chapter, section of temporary (uncodified) law, and/or Controlling Board action number and approval date.	
2. Explain the purpose of each ALI within this fund.	Please see ALI list on next page
3. Explain the programs or activities that are supported with fund revenue.	
<u>Revenue</u>	
4. Explain all major sources of revenue deposited into this fund.	
5. Explain factors influencing historical revenues to this fund (e.g., 50% fee increase in FY14; 10% decrease in revenue in FY16 due to a decrease in number of licensees, etc.).	
6. Explain specific assumptions used in developing revenue estimates for fiscal years 2017, 2018, and 2019 (e.g., proposed 25% fee increase in FY17; historical pattern indicates a 2% increase each year, etc.).	
7. Identify and explain patterns in revenue flow (e.g., all revenue received in May and June due to seasonal nature of renewals; revenues received evenly throughout the fiscal year, etc.).	
8. Compare your agency's FY 2016 revenue estimates for this fund to the actual revenues collected in that year. Was there a large discrepancy between estimates and actuals? If so, what factors influenced that discrepancy, and what adjustments have you made to your revenue projection process to account for these factors?	

Appendix J: GRF ALI Activity Questions

****NOTE: This document is provided for reference only.
 You will not be able to upload this document to the Budget Portal.
 All answers below will need to be entered into the Budget Portal web-forms.****

Agency: Agency Code - Activity For ALI ##### - ALI Name

Question	Answer
ALI	
ALI Description	
Will this ALI be active for the FY18-19 biennium?	
<u>ALI Summary</u>	
1. Explain the purpose of this ALI.	
2. Is the use of this ALI governed by any existing legal authority, including Ohio Revised Code chapters or sections of temporary (uncodified) law? Describe the legal authority which governs this ALI.	
3. List the programs or activities that are supported by this ALI.	
4. Is there a direct financial linkage between this ALI and another ALI or group of ALIs? (for example, you could not make an adjustment to another ALI without also making an adjustment to this ALI, or you have significant discretion to move expenses from this ALI to a different ALI) Identify which other ALI(s) this ALI is linked to and describe the relationship between them.	
<u>Appropriation and Expenditures</u>	
5. Is the requested appropriation for this ALI in FY18 or FY19 different from the appropriation in FY17? Describe the reason for this change.	
6. Does this ALI pass funds to other state or local entities? Describe the distribution process, including legal authority and allocation methodology and formulas used.	
7. Is this ALI used to meet a state match requirement? Identify the grant(s) for which this ALI is used to meet a match requirement.	

Appendix J: GRF ALI Activity Questions

8. Is this ALI used to meet a maintenance of effort (MOE) requirement?

Specify the total amount of the MOE requirement and the percentage met by the requested FY18 and FY19 appropriation for this ALI.

BPM Reports

Navigation: [Public Folders > BI Reporting Folders > BI Standard Reports > Budgeting and Planning](#) Role: [OH_EPM_BP_AGY_REPORTING](#) or [OH_EPM_BP_OBM_REPORTING](#)

Report Name	Agency/OBM Model & Version	Real-Time* or MV*	Purpose
BPM-0002: BP Analysis Report (Six-Year Report)	Agency, Version 4	MV	This report provides a summary view of the appropriation line items for a six year period; the prior biennium, the current biennium and the upcoming biennium. It displays the summary data at the Program, Fund, ALI, and Account category level. This used to be called the Line Item Summary Table 4 report. Please refer to the BI Report Books for specific instructions of parameters to use in the run control to produce the Six-Year Report in the format needed for budget submission.
BPM-0003: Fund Activity Summary Report	Either, Version 4	Real-Time	This report displays expenses, revenue, transfers in and out, and ending cash balances for each fund. When a user runs this report, like all other BPM reports, it will only include the funds that the agency owns, as defined through fund owner attributes. This report used to be called the Table 6 report. A prompt provides an option to view negative fund balances only.
BPM-0004- Summary: Executive Agency Budget Request – Summary	Agency	Real-Time	This report displays a summarized view of the budget request broken down by Budget Fund Group and Account Category for a six year period; the prior biennium, the current biennium and the upcoming biennium. This used to be called the Table 1 report. A prompt provides and option to view by summary or detail information.
BPM-0004- Detail: Executive Agency Budget Request – Detail	Agency	Real-Time	This report displays information from an agency’s budget request at a high level view by Account Category and at a more detailed level by Budget Fund Group, Fund, ALI, and Account Category. This report used to be called the Table 2 report. A prompt provides and option to view by summary or detail information.
BPM-0006: Agency to Target Compare Report	Agency	Real-Time	This report shows the Agency Target amounts by Agency and Fund/ALI, and compares this to the amounts requested by the agency in the Version 4 Master versions.
BPM-0007: Variance Analysis Report	Either, Version 4	Real-Time	This BPM report will allow BPM users to compare different versions (BPM Scenarios) of the budget as they are loaded, including Agency requested, OBM recommended, and Legislative versions.
BPM-0014: APR – CUR Variance Report	Either, Version 4	Real Time	This report compares the appropriation estimates (APR) to the current year spending estimates (CUR).
PAY-0009: SOPPS to BPM Comparison	Agency	MV	This report compares the SOPPS payroll projection with amounts budgeted in BPM. Agencies can use this report to see how closely matched their budget requests or OBM recommended budgets are to their SOPPS projections.

*Real-time means the report pulls directly from BPM tables. MV means a process must be run to refresh the BI data to sync up BPM changes.

SOPPS ReportsNavigation: [Public Folders](#) > [BI Reporting Folders](#) > [BI Standard Reports](#) > [Payroll Projections](#)Role: [OH_SOPPS_BI_REPORTING](#)

Report Name	How Often Data is Refreshed	Purpose
PAY-0001: Payroll Projections (Dashboard)	Biweekly	This report provides a summary bar chart view of payroll projections in total and on a full-time equivalent (FTE) average basis.
PAY-0002: Chartfield Summary Annual	Biweekly	This report gives summary payroll data for each of an agency's line items, with the option to go further down to program as well. This can be useful for developing payroll operating budget requests and determining payroll allotments.
PAY-0004: Payroll Projection Comparison	Biweekly	This report compares summary projection data for upcoming fiscal years at two selected PPE dates to show how the payroll projections have changed over time. This can be useful if an agency's number of employees has changed significantly. It does not include projections for the current fiscal year since the results for the remainder of the year would not be comparable at two different points in time.
PAY-0005: Detailed Payroll Projection Roster	Biweekly	Like PAY-0002, this report gives summary payroll data for each of an agency's line items, but it does not include the option to add program. The report can be run for the department (like PAY-0002) or for each employee.
PAY-0006: SOPPS Assumptions	Real-Time	This report gives the assumptions used for various pay and benefit provisions to generate the payroll projections.
PAY-0007: Detailed Roster by Department	Biweekly	This report shows the details of pay, enrollments, and cost components for each employee and vacant positions if included.
PAY-0008: Detailed Roster by Employee	Biweekly	This report gives the same detailed data as PAY-0007, but only for one employee.
PAY-0009: SOPPS to BPM Comparison	SOPPS data is Biweekly, BPM data is real-time	This report compares the SOPPS payroll projection with amounts budgeted in BPM. Agencies can use this report to see how closely matched their budget requests or OBM recommended budgets are to their SOPPS projections.
PAY-0010: PSP Detail	SOPPS data is Biweekly, FIN data is one day delayed	This report provides a projected G/L Allotment budget balance by pay period and broken down by Fund & ALI.

Appendix L: Agency Staffing Table

Agency	OBM
Date	

Agency	Program Number	Program Name	FTE Status	Actual FY2016	Estimate FY2017	Request (A+B) FY2018	Request (A+B) FY2019	Count Change FY16-FY19	% Change FY16-FY19
OBM	8000B	Budget Development	Filled FTE						
OBM	8005B	Controlling Board	Filled FTE						
OBM	8010B	Debt Management	Filled FTE						
OBM	8020B	Accounting Operation & Process	Filled FTE						
OBM	8030B	Financial Reporting	Filled FTE						
OBM	8040B	Int Cont & Audit Oversight Div	Filled FTE						
OBM	8050B	Financial Planning & Supv Comm	Filled FTE						
OBM	8055B	Shared Services Center	Filled FTE						
OBM	8065B	Health Transformation	Filled FTE						
OBM	99999	Total Vacant FTEs	Vacant FTE						

FTE Summary	<i>Sub-Total Filled FTEs</i>							
	<i>Sub-Total Vacant FTEs</i>							
	Total							

AGENCY-WIDE HEADCOUNT	<i>Full Time Permanent</i>						
	<i>Part Time Permanent</i>						
	<i>Intermittent</i>						
	<i>All Other</i>						
	Headcount Total						

Appendix L: Agency Staffing Table

Instructions:

General

1) Replace the example OBM programs above with your agency's B-level programs. Add or remove rows as necessary, and make sure to adjust the FTE Summary formulas to account for any added or deleted rows.

Filled FTE

2) The Actual FY2016 column should be populated using SOPPS figures (BI Cognos Report PAY-0007, Column K) from the pay period end date 06/11/16 report, which was the last paycheck processed against FY 2016 appropriations. If for some reason this report does not accurately portray your agency's filled FTE count, please populate using your own figures and contact your OBM budget analyst regarding this issue.

3) The Estimate FY2017 column should be filled in with an estimate of each program's filled FTE count at the end of the fiscal year.

4) The FY2018 and FY2019 columns should reflect anticipated staffing levels for a fully funded request.

Vacant FTE

5) All vacant FTEs throughout all of your agency's programs should be added together and entered under the program 99999 - Total Vacant FTEs.

6) The Actual FY2016 column should be the difference between the Table of Organization charts included in your budget submission and the 6/11/16 SOPPS report of filled FTEs.

7) The Estimate FY2017, FY2018 and FY2019 columns should be populated using a projected vacancy rate.

Agency-Wide Headcount

8) FY2016 Headcount information should be retrieved from DAS's monthly state employee trend reports. A link to these reports is provided below. Please use the June 2016 report for the Actual FY2016 column. The Estimate FY2017 should be filled in with an estimate of the agency's headcount at the end of the fiscal year. The FY2018 and FY2019 columns should reflect anticipated staffing levels for a fully funded request.

DAS Monthly State Employee Trends

<http://das.ohio.gov/Divisions/HumanResources/HRDOCBPolicy/StateEmployeeData/StateEmployeeTrendReports.aspx>

Agency Full Name (Agency Code)

1) Has your agency developed and adopted customer service standards? Please write 'Yes' or 'No.'

2) If the response to question 1 is "Yes", please:

- a. Identify the standards below or attach a list
- b. Write when these standards were adopted
- c. Describe how success in their implementation is monitored

3) If the response to question 1 is "No", please use the space below to detail why no standards have been adopted and any plans that the agency may have with respect to developing standards in the future.