

House and Senate Fiscal Committees
INSTRUCTIONS FOR TESTIMONY
Budget Requests for the Biennium Budget 2007-2009

Department-Wide Budget Summary Information:

1. Totals for department FY07 budget with restrictions (where applicable) and emergency requests and FY08 and FY09 proposed operating budget adjustments by means of financing (see attachment 1).

The columns entitled "FY08 Reduction (f)" and "FY09 Reduction (j)" should include reductions to reflect non-recurring costs, transfers out to other agencies, and all other reductions made to your department's budget. The columns entitled "FY08 addition (g)" and "FY09 addition (k)" should include additions made for transfers in from other agencies, recurring appropriations made outside of Act 160/06, and all other additions made to your department's budget

2. Identify any emergency requests (by title and amount) that your department will be seeking for the current fiscal year (see attachment 2). If none, please indicate "none".
3. Provide a summary of your FY08 and FY09 proposed operating budget adjustments by Program ID (see attachments 3 and 3a). This summary should provide the aggregate of adjustments by Program ID and means of financing.
4. Provide a description of all FY08 and FY09 proposed operating budget adjustments by Program ID (see attachments 4 and 4a).

Please note that we will require a breakdown of all adjustments made to get from the amounts found in Act 160/06 to your FY08 and FY09 requirements. What is shown by Program I.D. should also include all reductions that were factored in such as targeted adjustments, efficiency savings, GIA's, non-recurring items, etc. All trade-off's/transfers should also be included.

5. Provide a listing of all proposed FY08 and FY09 capital improvement projects (see attachment 5).
6. Briefly discuss specific budget adjustments of concern for your agency.
7. Provide a summary of your department's request to the Department of Budget and Finance, the funding decisions made by the Department of Budget and Finance, and the funding decisions finalized by the Governor (see attachment 6 and 6a).
8. Explain the process used to identify priorities (requests for additional operating and capital improvements program funding) for your department including which

category the requests for additional funding fall into: a. program initiatives of the Governor, b. certain unavoidable fixed costs and/or entitlements, or c. on-going critical programs which lack continued funding.

9. Discuss how requests for additional operating and capital improvements program funding were prioritized and discuss the manner in which community, departmental, and legislative input was gathered and utilized to determine priorities.
10. Briefly discuss which actions your department has taken or is planning to take to reduce operating costs and how those actions will translate into savings that may be reduced from your budget (see attachment 7).
11. Identify all positions that are vacant as of December 1, 2006. For each of these positions please indicate if authority for your department to hire was or was not granted (see attachment 8).
12. Provide a listing of all instances of your department's expenditures exceeding the federal fund ceiling for FY06 and FY07 (see attachment 9).
13. Provide a listing of all budget appropriations transferred to another Program ID and/or another department in FY06 and FY07 (see attachment 10).
14. Provide a listing of all deployed positions (see attachment 11).

Please limit your verbal testimony to the Budget Summary Information outlined above, unless your department is notified by the Senate Ways and Means Committee or House Finance Committee of additional issues to be discussed. Your written testimony will serve to provide the Committees detailed program information.

Program I.D. and Title:

Give the appropriate Program I.D., and title of the program. Whenever a new Program I.D. and title is used, please note from what program it is being transferred from, and the rationale for the transfer.

1. Introduction:

- a. Summary of program objectives.
- b. Description of program objectives.

Present your summary of the objectives and activities as discussed in the Multi-Year program and Financial Plan.

- c. Explain how your program intends to meet its objectives in the upcoming fiscal biennium.

2. Program Performance Results:

- a. Discuss the performance results achieved by each program in FY06.
- b. Explain how these results relate to the program's objectives and department's mission.
- c. Explain how the effectiveness of the program is measured (i.e.: outcomes, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.
- d. Discuss the actions taken by each program to improve its performance results.
- e. Please identify all modifications to your program's performance measures and discuss the rationale for these modifications.

3. Problems and Issues:

- a. Discussion of problems and issues encountered, if any.
- b. Program change recommendations to remedy problems.
- c. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

4. Expenditures for FY07:

Provide the appropriation data, transfers, restrictions, available resources, and the estimated expenditures for FY07. For new Program I.D.'s, please present the data as best as can be determined.

- a. Explain all transfers within the Program I.D. and the impact on the program.
- b. Explain all transfers between Program I.D.'s and the impact on the program.
- c. Explain any restrictions and the impacts on the program.

As applicable, provide a description of the impact of the transfers that have occurred within the program I.D. between the various cost elements, transfers occurring between different program I.D.'s, and restrictions imposed.

5. Biennium Budget Requests for FY08 and FY09:

Provide the total position counts and funds requested.

- a. Workload or program request:

For each program package or item requested within the Program I.D., provide the following (if no request is being made, indicate "none"):

- i. A description of the request, the reasons for the request, and the desired outcomes or the objectives to be accomplished by the proposed program.
 - ii. A listing/description of the positions requested, and funding requirements by cost category and source of funding.
 - iii. For all lump sum requests, please provide a detailed breakout indicating specific purposes for all planned expenditures.
- b. For all position count reductions, please specify whether the positions were filled or vacant.

6. Program Restrictions:

Identify restrictions carried over from FY07 as well as additional reductions due to Department of Budget and Finance budget ceilings for FY08 and FY09. If no reduction is being proposed, please indicate "none".

- a. A description of the reduction, the reasons for the reduction, and the impacts to the objectives to be accomplished by the program.
 - b. A listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.
7. Capital Improvement Program (CIP) Requests for FY08 and FY09:
CIP data for all projects within the agency being heard shall be combined into a single appendix in the department's testimony (if no request is being made, please indicate "none").

Each CIP request shall include the following:

- a. Project title and description.
 - b. Financial requirements by project phase and means of financing.
 - c. Explanation and scope of project.
 - d. Justification for the project.
 - e. For all lump sum requests, please provide a specific breakout detailing specific projects for all planned expenditures.
 - f. Senate and House district(s) for the project.
8. Proposed Lapses of CIP projects:

Any CIP project identified for lapse shall include the following (if no lapses are being proposed, please indicate "none"):

- a. Project title.
- b. Act and year of project appropriation (include all applicable amendments).
- c. Amount requested for lapse and means of financing.
- d. Justification for lapse of the project.

TESTIMONY COPIES:

Single sided copies – Please provide 40 copies to both the House Finance Committee (Room 306) and the Senate Ways and Means Committee (Room 210) of single sided testimony. Please provide this no later than Thursday, December 21, 2006.

Letter-sized – Please provide testimony on letter-sized (8.5” x 11”) paper **only**.

Stapling – Stapling testimony is not necessary. However, if not stapled, please bind each set with a rubber band or large clip.