Instructions for the Submission of Decision Packages

2016-2018 Amended Budget

Department of Planning and Budget

September 2016

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Overview

This package provides guidance and instructions for the submission of decision packages to be considered as amendments to the 2016 Appropriation Act (Chapter 780, 2016 Acts of Assembly). The submission of these amended budget decision packages will occur in two phases as summarized in the following.

Phase 1: Decision Packages Submission – Technical and Non-Technical

This phase of decision package submissions includes increases in appropriation, changes to appropriation act language, changes to authorized positions, and other non-savings related requests. The due date for this phase of decision package requests is **Friday, October 7, 2016**.

More details regarding this phase of decision package submissions are included later in these instructions.

Phase 2: Agency Savings Decision Packages Submission for FY 2018

As previously indicated in a memo from the Governor's Chief of Staff to Executive Department agency heads and DPB's instructions for 2017 Savings strategies, additional targets will be issued for FY 2018 agency budget savings. The issuance of these targets and subsequent instructions will be issued after the detail of the Governor's approved 2017 savings plan has been released.

After receiving your FY 2018 savings target, you will submit your 2018 savings strategies as decision packages. The tentative deadline for the submission of these savings related decision packages is **Monday, October 31, 2016**.

The turnaround time between receiving your 2018 savings target and the submission deadline could be very short. Accordingly, your agency should, as soon as possible, begin internally working on savings ideas for FY 2018.

As previously stated, the targets and instructions regarding this phase of decision package submissions will be issued after the Governor's approved FY 2017 savings plan has been released.

Phase 1 Detail Instructions
Technical and Non-Technical Decision Packages

As mentioned in the overview, the first phase of decision package submissions is due on October 7. Details on what this submission includes are as follows:

Technical Decision Packages Defined

A technical decision package is a proposal to modify your agency's budget that does not involve changes in policy or significant budgetary impact. Technical decision packages are for technical adjustments that include things such as the transfer of dollars or positions between programs or service areas, accounting for additional nongeneral fund revenues that involve no policy changes, and accounting for an increase in position level to reflect actions already approved administratively.

Technical adjustments are considered to be just one category of decision packages. As such, you will use the decision package module to submit technical adjustments as well as any non-technical decision package you would like to propose.   If you intend for a budget request to be considered as a technical adjustment, you should categorize it as "Technical Adjustment" in the "Category" field of the decision package "Overview" tab.

Non-Technical Decision Packages Defined

A non-technical decision package is a proposal to modify your agency's budget or to modify language in the Appropriation Act that results in a new initiative, a change or clarification in policy, or a significant budgetary impact. Each decision package should address one budget action only. Each action should be a discrete unit that can be evaluated on its own merit independent of any other proposals. Note: You should not submit decision packages that reflect the savings as submitted through your cabinet secretary as part of this submission. Savings strategies will be included in the second phase of decision package submissions (additional instructions will be issued at a later date).

If you are not sure whether or not a request should be categorized as a technical adjustment or submitted under a non-technical category, contact your DPB budget analyst for guidance. Otherwise, the request should be submitted as a non-technical decision package. Regardless, you should categorize each non-technical decision package using the "Category" field the decision package "Overview" tab.

A Note On Information Technology Non-Technical Decision Packages

Information technology requests are a subset of non-technical decision packages.   This category of decision package is for proposals for information technology resources, including hardware, software (whether commercial packages or custom-developed), telecommunications equipment or services, and any related consulting, training, or support/maintenance services. The Code of Virginia (§§ 2.2-1507 and 2.2-2007) formally tasks VITA to assist DPB in reviewing information technology (IT) related decision packages.

The following is a list of examples of IT decision packages:

- Funding for new systems or to upgrade existing systems, including telephonic systems;

- Funding for IT positions, such as security or on-site support staff and programmers;

- Funding for new software programs or packages, or for new hardware such as desktops, servers, or other physical components;

- Funding to address IT security compliance with state or federal requirements.

The above list is not a comprehensive list of IT decision packages subject to joint DPB and VITA review. If you have any questions about whether your request falls under this review, please contact your DPB analyst.

As many agencies are aware, the Commonwealth is currently involved in preparing for the end of its current IT contract with Northrop Grumman, commonly referred to as "disentanglement." While there are certain costs and fees associated with the end of the contract and transition to new vendors, the final costs are currently unknown as the amounts will depend on final negotiations with the incumbent and new vendors. Agencies should not request additional funding for disentanglement costs due to the final costs not currently being known.

Personal Services

Benefit Rates

If any of your decision packages involve personal services, you should use the rates included in the table below, as applicable.

Sub Object	Benefit		Amended Budget Development Rates/Factors[1]
1111	**VRS Retirement Contributions**		
	State Employees		13.49%
	Virginia Law Officers Retirement (VaLORS)		21.05%
	State Police (SPORS)		28.54%
	Judges (JRS)		41.97%
1112	**Social Security [2]**		6.20% **capped** at $118,500
1112	**Medicare**		1.45%
1114	**Group Life**		1.31%
1115	**Annual Employer Health Insurance Premiums**		
	COVA Care	Single	$7,140
		Employee + One	$12,792
		Family	$18,756
	COVA High Deductible	Single	$6,132
		Employee + One	$11,388
		Family	$16,644
	HealthAware	Single	$7,140
		Employee + One	$12,792
		Family	$18,756
	Kaiser Permanente	Single	$6,360
		Employee + One	$11,292
		Family	$16,500
1116	**Retiree Health Insurance Credit Premium**		1.18%
1117	**VSDP & Long-Term Disability Insurance**		0.66%
1118	**Teachers Insurance and Annuity[3] Plan 1**		10.40%
1118	**Teachers Insurance and Annuity[3] Plan 2**		8.50%
1119	**Defined Contribution Plan[4]**		10.40%
1138	**Deferred Compensation Match Payments**		One-half of employee's contribution per pay period, up to a max of $20 per pay period or $480 annually

[1] Percentages refer to percent of salaries. Health insurance premiums are the annual employer dollar cost for an individual.

[2] The Social Security cap applies to calendar year 2016. Future year caps are unknown at this time.

[3] For institutions of higher education: This includes alternative retirement options, such as TIAA-CREF, for those employees as defined in § 51.1-126 of the Code of Virginia. Plan 1 employees are those employees hired before July 1, 2010. Plan 2 employees were hired after June 30, 2010.

[4] Used for employees eligible for a defined contribution plan established pursuant to § 51.1-126.5 of the Code of Virginia.

Requests for Salary Increases

For requests involving additional funds for employee salaries, agencies should address the extent to which current salaries are recruiting, retaining, and motivating employees; how total compensation compares to what is offered by other relevant employers for similar positions; and the impact on the agency's ability to provide services and recruit, retain, and motivate employees. If you have any such requests you should include this explanation in the "Explanations and Methodologies" field on the "Narratives" tab of the decision package module.

Nonpersonal Services

You should provide as much detail as possible when arraying nonpersonal services. At a minimum, you should use the subobject codes listed in the table below if they are applicable to the anticipated expenses associated with your decision package request. The purpose of collecting budget information at the more detailed subobject level for these selected subobject codes is to better identify these areas of cost and to more completely understand the impact of agency based rate changes. In other cases, the subobject detail represents an area targeted for cost control and/or management, or an area where better tracking of costs is needed.

Any remaining dollar amount for nonpersonal services beyond those required in the list below may be grouped in the "xx95" convenience codes, which are listed on the following page. **No other convenience subobject codes may be used.** Please note that if you do choose to array nonpersonal services to "XX95" codes, your DPB budget analyst may request additional information about the requested amounts.

Detailed Nonpersonal Services Subobject Codes

1205	Seat Management Services		1271	Information Management Design and Development Services (provided by VITA)
1214	Postal Services		1272	VITA Pass Thru Charges
1215	Printing Services		1273	Information Management Design and Development Services (provided by another State agency (not VITA) or vendor)
1216	Telecommunications Services (provided by VITA)			
1217	Telecommunications Services (provided by non-state vendor)			
1218	Telecommunications Services (provided by another state agency)		1274	Computer Hardware Maintenance Services
			1275	Computer Software Maintenance Services
1241	Auditing Services		1276	Computer Operating Services (provided by VITA)
1242	Fiscal Services		1277	Computer Operating Services (provided by another State agency (not VITA) or vendor)
1243	Attorney Services			
1244	Management Services		1278	VITA Information Technology Infrastructure Services (Provided by VITA)
1245	Personnel Management Services			
1246	Public Informational and Public Relations Services		1279	Computer Software Development Services
1247	Legal Services		1292	VITA Services Provided to Out of Scope Agencies
1248	Media Services		1321	Coal
			1322	Gas
			1323	Gasoline

1324	Oil	1544	Water and Sewer Service Charges
1325	Steam	1547	Private Vendor Service Charges
1326	Wood Fuels	1551	General Liability Insurance
1431	Categorical Aid to Local Governments and Constitutional Officers (Not Technology)	1552	Money and Securities Insurance
1432	Payments in Lieu of Taxes	1553	Medical Malpractice
1433	General Revenue Sharing	1554	Surety Bonds
1434	Disaster Aid to Local Governments	1555	Workers' Compensation
1435	Special Payments to Localities	1561	Computer Peripheral Installment Purchases
1436	Categorical Aid to Local Governments and Constitutional Officers for Technology	1562	Computer Processor Installment Purchases
1441	Payments to Substate Entities	1563	Computer Software Installment Purchases
1442	Payments to Individuals	2211	Desktop Client Computers (microcomputers)
1451	Grants to Intergovernmental Organizations	2212	Mobile Client Computers (microcomputers)
1452	Grants Nongovernmental Organizations	2214	Mainframe Computers and Components
1453	Out-of-State Political Entities	2215	Network Servers
1455	Disaster Cost Reimbursements to Other State Agencies	2216	Network Components
1456	Disaster Aid to Nongovernmental Organizations	2217	Other Computer Equipment
1511	Aircraft Insurance	2218	Computer Software Purchases
1512	Automobile Liability	2219	Development Tools Purchases
1513	Flood Insurance	3111	Bond Issuance Expenses
1514	Inland Marine Insurance	3112	Bond Issuance Fees
1515	Marine Insurance	3113	General Obligation Bond Financing
1516	Property Insurance	3114	General Obligation Bond Interest Retirement
1517	Boiler and Machinery Insurance	3115	Revenue Bond Financing
1521	Computer Capital Leases	3116	Revenue Bond Interest Retirement
1522	Central Processor Capital Leases	3117	Revenue Bond Principal Retirement
1523	Computer Software Capital Leases	3121	Anticipation Loan Interest Retirement – Not drawdown or mortgage loans
1524	Equipment Capital Leases	3131	Anticipation Loan Interest Retirement – Drawdown and Mortgage Loans
1525	Building Capital Leases		
1526	Land Capital Leases	3132	Mortgage Loan Interest Retirement
1527	Land and Building Capital Leases	3196	Indirect Cost Recoveries from Auxiliary Programs for Obligations
1531	Computer Rentals (not mainframe)	3198	Inter-Agency Recoveries for Obligations
1533	Computer Software Rentals	3199	Intra-Agency Recoveries for Obligations
1534	Equipment Rentals		
1535	Building Rentals		
1536	Land Rentals		
1537	Land and Building Rentals		
1538	Building Rentals – State Owned Facilities		
1539	Building Rentals – Non-State Owned Facilities (Payment administered by DGS)		
1542	Electrical Service Charges		
1543	Refuse Service Charges		

Allowable Nonpersonal Services Convenience Codes

1295	Undistributed Contractual Services		2195	**Undistributed Property and Improvements**
1395	Undistributed Supplies and Materials		2295	Undistributed Equipment
1495	Undistributed Transfer Payments		2395	Undistributed Plant and Equipment
1595	Undistributed Continuous Charges		3195	Undistributed Obligations

Nongeneral Fund Revenue Source

If you are requesting a decision package for nongeneral fund appropriation that will require the collection of new or additional revenue above and beyond the base level of revenue included in your nongeneral fund revenue estimate, you should complete the NGF Revenue Source tab in the decision package module. If you are requesting nongeneral fund appropriation that can be supported by existing revenue collections, you can skip this tab.

For details on completing this tab, see the Performance Budgeting System instructions included later in these instructions.

Note: You will receive separate instructions on submitting updates to your agency's overall nongeneral fund revenue estimates to be based on existing revenue collections.

Rate Adjustments

If you are a central service agency that provides services to other agencies and charges rates for these services, you will need to complete the Rate Adjustment tab in the decision package module if you anticipate a change in those rates. You should also explain as in much detail as possible, the need for the rate adjustment and attach a spreadsheet showing the impact by agency in the Narrative tab.

For details on completing the Rate Adjustment tab, see the Performance Budgeting System instructions included later in these instructions.

Decision Package Module Instructions - Performance Budgeting System

The decision package module is used for proposals to modify your agency's budget or to modify language in the Appropriation Act. This set of instructions is tailored specifically for information technology related decision packages.

Each decision package in this submission should address and justify one IT-related budget action only. The action proposed in each decision package should be a discrete unit that can be evaluated on its own merit, independent of any other proposals. Under certain circumstances, several strategies or actions may be tightly related and cannot be viewed independently. If so, they may be grouped together in one decision package.

To access the decision package module, select "Decision Packages" within the "Decision Package sub-menu under the "Operating Budget" link on the Performance Budgeting System work tray / main screen. Detail instructions below will explain how to create an IT decision package.

If you have any questions of a policy nature, please contact your DPB budget analyst. If you experience technical issues with the Performance Budgeting System, you can use the "Help Request" option on the top menu within the Budgeting application to open a ticket or you can contact the PB Help Desk at PBHelpDesk@vita.virginia.gov

What's New

With the recent full implementation of the Cardinal financial system, the Commonwealth's Performance Budgeting system has adopted the five-digit fund details used in Cardinal as opposed to the four-digit fund details used in CARS.

All other chart of accounts fields used in the Performance Budgeting system remain unchanged to include three-digit agency codes, five-digit program/service area codes, and four-digit subobject codes.

Decision Package Module Quick Guides

AGENCY ANALYST QUICK GUIDE

1. Mouse over the Operating Budget functional area menu item and then mouse over Decision Packages. From the resulting dropdown menu, select Decision Packages and the Overview tab will appear.
2. Complete the Overview tab as described in the Overview tab instructions.
3. Complete the Narratives tab as described in the Narratives tab instructions.

4. Complete the NGF Revenue Source tab as described in the NGF Revenue Source tab instructions. This tab only needs to be completed if there is an NGF Revenue impact for the decision package.
5. Complete the Position Planning tab as described in the Position Planning tab instructions. This tab only needs to be completed if positions are requested or impacted by this request, including position reductions.
6. Complete the Budget Detail tab as described in the Budget Detail tab instructions.
7. Complete the Budget Summary tab as described in the Budget Summary tab instructions.
8. The Rate Adjustment tab is not appropriate for this submission. Please ignore this tab.
9. Click Submit and select the appropriate action from the available options.
    1. Continue Working - Saves the decision package and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
    2. Submit for Agency Review - Submits the decision package to the next step in the workflow.
    3. Void Document - Voids the decision package.

AGENCY REVIEWER QUICK GUIDE

NOTE: Ensure that all decision packages have been prioritized in the Decision Package Prioritization module. All decision packages must be prioritized before they can be submitted to DPB.
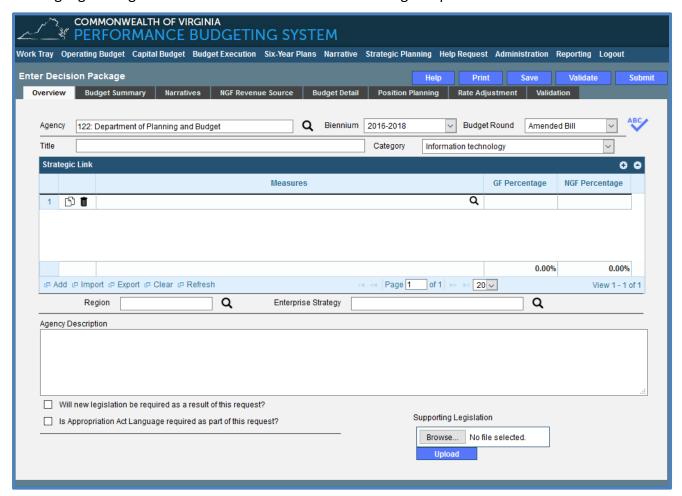
1. Click on *Available to be Claimed* from the Work Tray.

2. Select the Document Type filter and select Decision Package to filter on the decision packages.

3. Click *Claim* next to a decision package that is ready for review. Once a decision package is claimed, the Overview tab will appear.

4. Review the Overview tab for completeness and accuracy.   Refer to the DPB transmittal for any policy guidance.

5. Click on the Budget Summary tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.

6. Click on the Narratives tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.

7. Click on the NGF Revenue Source tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.

8. Click on the Budget Detail tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.

9. Click on the Position Planning tab and review for completeness and accuracy.   Refer to the DPB transmittal for any policy guidance.

10. The Rate Adjustment tab is not appropriate for this submission. Please ignore this tab.

11. Click Submit and select the appropriate action from the available options.

a. Continue Review - Saves the decision package and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.

b. Ready For DPB Bulk Submit – Places the decision package in a batch to be submitted to DPB via the Decision Package Bulk Submit to DPB module. (Make sure you also rank the decision package in the Decision Package Prioritization module.)

c. Return for Further Data Entry - Returns the decision package to the data entry workflow step.

d. Void Document - Voids the decision package.

Overview Tab

Overview Tab Overview

The purpose of the **Overview** tab is to describe the decision package and select the level at which the budget details will be entered. Additionally, the ability to specify if new legislation or Appropriation Act language changes and attach a file related to those changes is provided.

Overview Tab Instructions

1. Click on the Overview tab.
2. Select the Agency to which the decision package will be applied.

3. Select the Biennium to which the decision package will be applied. (2016-2018 is the default.)
4. Make sure the correct budget round is selected (initial budget, amended, or caboose).
5. Enter the Title for the decision package. (The *Amended Bill* will be your only option.)

> Insert a short descriptive title. Remember that your title should begin with a verb such as increase, add, reduce, transfer, shift, expand, etc.

6. Select the Category for the decision package.

> Select the category that most closely defines the proposed decision package. The following list of categories represents typical request categories.

a. *Appropriation Act language only*. This category is for proposals to add, delete, or modify language in the Appropriation Act. Proposals in this category should have no impact on the appropriation amounts.

b. *Caseload or workload adjustments*. This category is for routine changes, either increases or decreases, in your agency's budget to reflect cost adjustments involving changes in workloads or client loads. (Note: This category is NOT for budget proposals involving a change in the scope of services or the way your agency delivers services or does business.)

c. *Emergencies*. The request is essential to prevent or eliminate an immediate threat to life, safety, health, or property.

d. *Information technology*. This category is for proposals for information technology resources, including hardware, software (whether commercial packages or custom-developed), telecommunications equipment or services, and any related consulting, training, or support/maintenance services.

e. *Mandates*. The request is necessary to meet the requirements of a state or federal law or a court order. (Note: The definition of mandate is restrictive.) Requirements of state or federal regulations are not considered mandates per se. If a regulation or legislation simply enables or authorizes an activity but does not require it, the activity is not considered a mandate. This category should be used only if there is absolutely no alternative but to fund the request. It is anticipated that very few, if any, requests will fall within this definition.

f. *New general fund spending initiatives*. This category is for proposing new general fund spending initiatives that have not received prior approval from the Governor or Cabinet Secretary.

g. *Position level changes only*. This category is for technical changes (increases or decreases) to position levels that have no other impact on appropriated amounts.

h. *Salary increases and regrades*. Salary increases and regrades. This category is for salary increases due to position regrade/classification. (Note: This category is NOT for statewide salary increases or for new positions).

i. *Technical adjustments.* This category is for technical or housekeeping adjustments that do not have an overall net general fund budget impact or do not invol*ve policy decisions, such as* to shift funds or positions between programs or service areas or to appropriate additional nongeneral fund revenue.

j. *Unanticipated and unavoidable cost adjustments*. This category is for increases or decreases in your agency's budget to reflect cost adjustments involving existing services or for adjustments to the rates charged by central service agencies for services used by other state agencies. (Note: This category is NOT for budget proposals involving a change in the scope of services or the way your agency delivers services or does business.)

k. *Other spending or initiatives*. This category is for any other proposals for additional resources that will require new or expanded services.

7. You may link a decision package to one or more performance measures in your agency's strategic plan via the **Strategic Link** grid. If you opt to link to a measure or measures you will need to enter the percent from GF and NGF sources associated with the request and applied to each applicable measure. These percentages must add up to a 100 percent. Note: measures are from agency strategic plans in Virginia Performs.

8. Select the **Region** of the state that the decision package most impacts. If it impacts more than one region, select "Multiple Regions".

9. If applicable, select the statewide **Enterprise Strategy** that the decision package supports. It is not necessary to force a selection if the decision package does not clearly support any of the strategies listed.

10. Enter the Agency Description for the decision package.

> Summarize the actions your agency proposes to take with the requested dollars or positions. If the decision package is for language only, explain what the language will allow the agency to do. In addition, provide detailed information to indicate the need for the proposed service. Cite quantitative data wherever possible.
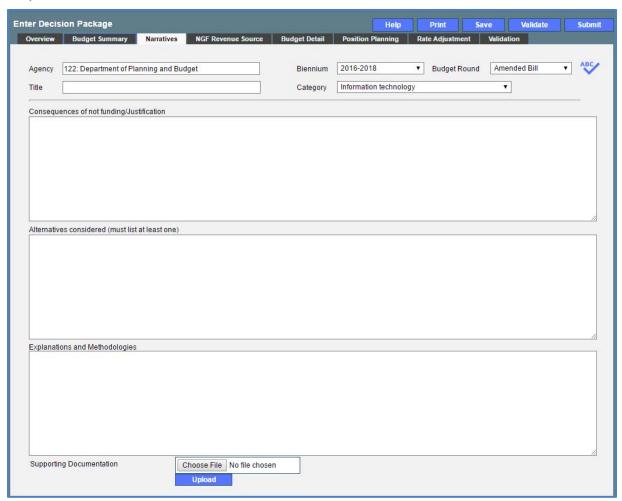
11. Check **Will new legislation be required as a result of this request?** if new legislation is required as a result of the decision package.

12. Check **Is Appropriation Act Language required as part of this request?** if Appropriation Act language is required for the decision package.

13. Upload any supporting documentation for the decision package by clicking Browse, selecting the file to be uploaded, and clicking the Upload button.

> Note: This will be required if either the check box about new legislation or new Appropriation Act Language is checked.

Narratives Tab

Narratives Tab Overview

The purpose of the **Narratives** tab is to capture the justification for the decision package. Remember, quality is important! Decision-makers may have only your narrative as a basis for evaluating your agency's proposal.   You will need to be as thorough as possible to explain what the proposal involves and why it should be funded.

Narratives Tab Instructions

1. Click on the **Narratives** tab.

2. Enter the Consequences of not funding/justification.

   Indicate the consequences you expect if your proposal is not approved. Detail how not funding this action will impact the agency's performance measures and targets.

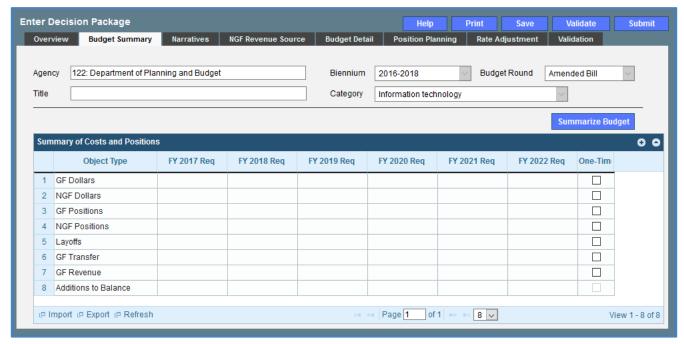3. Enter the Alternatives considered (must list at least one).

   Indicate any other alternatives you considered for accomplishing the objectives of the request and why you selected the proposed action. Briefly list the pros and cons of each alternative.

4. Enter the Explanations and Methodologies.

> Explain how you calculated your request and any assumptions used, the methodology used. Enter as much detail as necessary to fully explain the methodologies used.

5. Attach any Supporting Documentation to further justify the need for the decision package.

Budget Summary Tab

Budget Summary Tab Overview

The purpose of the **Budget Summary** tab is to capture the high level general fund (GF) and nongeneral fund (NGF) six-year budget impact for the decision package. The information on this tab can be entered before the **Budget Detail** tab is completed as a placeholder if an agency is unsure if they are going to submit a decision package to DPB. If the **Total Services** grid on the **Budget Detail** tab has already been entered, the Summarize Budget functionality can be used to populate the first two years of the **Summary of Costs and Positions** grid based upon the data entered in the **Total Services** grid.
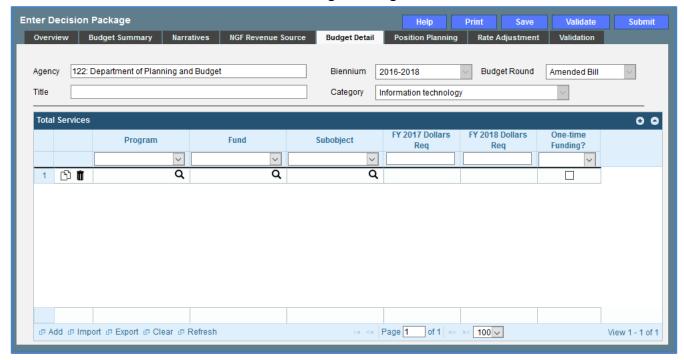

Budget Summary Tab Instructions

1. Click on the **Budget Summary** tab.

2. If the data has already been entered in the **Total Services** grid on the **Budget Detail** tab, click Summarize Budget. This will populate the GF and NGF data for the first two years in the **Summary of Costs and Positions** grid based upon the data entered in the **Total Services** grid on the **Budget Detail** tab.

3. Enter the out-year impact for the decision package in the **Summary of Costs and Positions** grid and, if entering Budget Summary first, enter data for the two years of the biennium for

which work is currently being completed. Agencies must enter data for all six years, even if the amount is zero.

4. If the decision package results in a change in general fund resources/revenue, enter the amount in the applicable row at the bottom of the summary grid. "GF Transfer" is for nongeneral fund cash transfers to the general fund, "GF Revenue" is for changes in general fund revenue coming in to the Commonwealth, and "Additions to Balance" is for the reversion of general fund balances from agencies to the General Fund.

Budget Detail Tab

Budget Detail Tab Overview

The purpose of the **Budget Detail** tab is to capture the budget details, line by line, for the decision package. A user will be required to enter the program (including service area), fund, subobject, and FY 20XX and 20XX dollars for each budget line associated with the decision package. If a user specifies that they will be budgeting at the cost code and/or project code levels, then they will be allowed to enter this level of detail when entering the budget details.

Budget Detail Tab Instructions
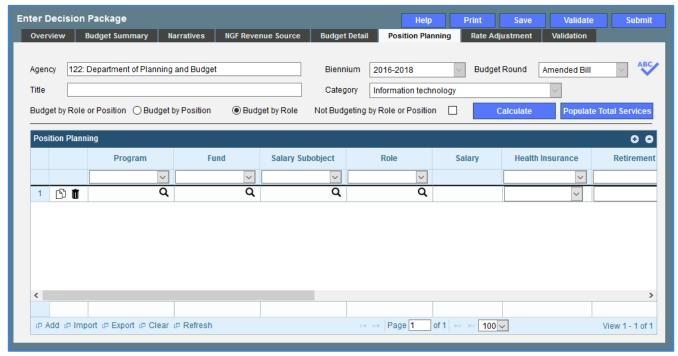
1. Click on the **Budget Detail** tab.

2. If applicable, confirm the personal services data that populated the **Total Services** grid from the **Position Planning** tab is correct. If the data is incorrect, return to the **Position Planning** tab to make corrections and then repopulate the data as described in the **Position Planning** tab instructions.

3. In the **Total Services** grid, enter the Program (program, service area and component), Fund, and Subobject for each nonpersonal services budget line. Additionally, if applicable for the budget line, enter the Cost Code and/or Project Code.

4. Enter the FY 20XX Dollars for the budget line.

5. In the **Total Services** grid, if the budget line specified is one-time funding, then check the One-time Funding checkbox. If a budget line contains a mix of one-time and ongoing funding, create a separate line for the one-time amount and another for the ongoing funding requirements.

6. Add rows to the **Total Services** grid as needed to specify multiple nonpersonal services budget lines by using the button.

Position Planning Tab

Position Planning Tab Overview

The purpose of the **Position Planning** tab is to capture position changes associated with the decision package. Once the positions are entered, the personal services budget can be automatically calculated and the resulting budget data can be used to populate the personal services subobjects in the **Total Services** grid on the **Budget Detail** tab. The position planning tab allows you to enter authorized position and salary information by either position or role which will in turn allow you to calculate the overall cost of new positions to include compensation and benefits. Alternatively, you may enter just the authorized position information by selecting the "Not Budgeting by Role or Position" option.

Position Planning Tab Instructions

Position Planning for Authorized Positions Only

Use this method if you do not need to calculate the cost of positions in the Performance Budgeting System and only want to record the authorized position level associated with the base adjustment.

1. Click on the **Position Planning** tab.

2. Check the **Not Budgeting by Position or Role** checkbox.

3. In the **Position Planning** grid, enter the total number of positions for the Agency for both the first year and second years of the biennium in the **FY 20XX Positions** cells.

4. Add rows to the **Position Planning** grid, by clicking the **Add** button in the lower left corner of the grid as needed.

5. Authorized positions can also be uploaded from an .xls file.

Position Planning by Role

Use this method if you would like to use the capabilities of the Performance Budgeting System to assist in the calculation of the dollar costs of positions associated with the base adjustment.

1. Click on the **Position Planning** tab.

2. Select the **Role** radio button.

3. In the **Position Planning** grid, enter or edit the **Program**, **Fund**, and **Subobject** for a role. Additionally, if applicable for the role, enter the **Cost Code** and/or **Project Code**.

4. Select or edit the **Role**.

   Enter the proper role title for the position you are requesting. Please contact the Department of Human Resource Management (DHRM), the DHRM website, or your agency human resource department for this proper role title.

5. Enter or edit the **Salary** for the selected role.

   Enter the base salary for the position being requested. Do not include any benefit amounts. The requested amount must be within salary range and should be based on starting salaries for recent hires in this role.

6. Select or edit the **Health Insurance** for the role.

   Select a health premium. You can select the statewide average, or the actual employers premium for single, employee plus one, and family coverage.

7. Select or edit the **Retirement** for the role.

   Select the retirement type for the position: regular VRS, VaLORS, SPORS, judges' retirement, or defined contribution.

8. Enter or edit the number of pay periods for the role for the first year of the biennium in the FY 20XX **Pay Periods** cell if the role is valid for the first year of the biennium.

9. Enter or edit the number of positions allocated to the specified role for the first year of the biennium in the **FY 20XX Positions** cell if the role is valid for the first year of the biennium.

10. Enter or edit the **FY 20XX Pay Periods** and **FY 20XX Positions**, where 20XX is the second year of the biennium. Data will only be entered for the second year of the biennium if the role is valid for the second year of the biennium.

11. Add rows to the **Position Planning grid**, by clicking the **Add** button in the lower left corner of the grid as needed.

12. Once all roles have been added to the **Position Planning** grid, click the **Calculate** button to calculate the dollar impact for both years of the biennium for the specified roles. This calculation is based upon the data entered for each role.

13. Confirm the calculation of the budget for both the first and second years of the biennium **FY 20XX Budget**. If the amounts are not correct, edit the values entered for a role and recalculate the budget for that role.

14. Once the budget for both years of the biennium for each role is satisfactory, click the **Populate Total Services** button to calculate the personal services amounts for the **Budget Details** tab based upon the data entered in the **Position Planning** grid.

Position Planning by Position

Use this method if you would like to use the capabilities of the Performance Budgeting System to assist in the calculation of the dollar costs of positions associated with the base adjustment.

1. Click on the **Position Planning** tab.

2. Select the **Position** radio button.

3. In the **Position Planning** grid, enter or edit the **Program**, **Fund**, and **Subobject** for the role. Additionally, if applicable for the position, enter the **Cost Code** and/or **Project Code**.

4. Enter or edit the **Position** Title.

Enter the proper position title for the position you are requesting. Please contact the Department of Human Resource Management (DHRM), the DHRM website, or your agency human resource department for this proper title.

5. Enter or edit the **Salary** for the selected position.

Enter the base salary for the position being requested. Do not include any benefit amounts. The requested amount must be within salary range and should be based on starting salaries for recent hires in this position.

6. Select or edit the **Health Insurance** for the position.

Select a health premium. You can select the statewide average, or the actual employers premium for single, employee plus one, and family coverage.

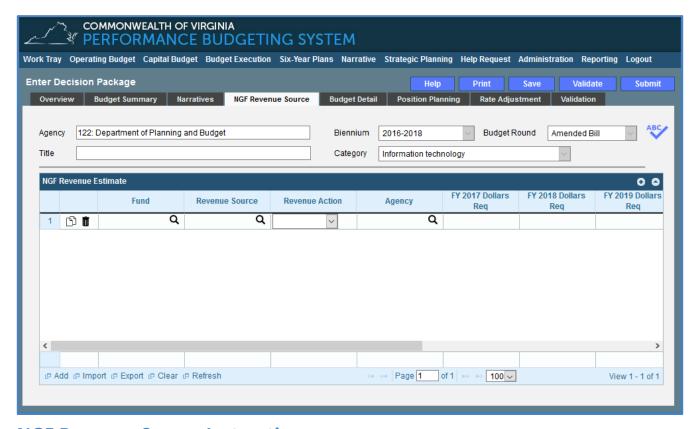7. Select or edit the **Retirement** for the position.

Select the retirement type for the position: regular VRS, VaLORS, SPORS, judges'retirement, or defined contribution.

8. Enter the number of pay periods for the position for the first year of the biennium in the **FY 20XX Pay Periods** cell if the position is valid for the first year of the biennium.

9. Enter or edit the number of positions allocated to the specified position for the first year of the biennium in the **FY 20XX Positions** cell if the position is valid for the first year of the biennium.

10. Enter or edit the **FY 20XX Pay Periods** and **FY 20XX Positions**, where 20XX is the second year of the biennium. Data will only be entered for the second year of the biennium if the position is valid for the second year of the biennium.

11. Add rows to the **Position Planning** grid, by clicking the **Add** button in the lower left corner of the grid as needed.

12. Once all roles have been added to the **Position Planning** grid, click the **Calculate** button to calculate the dollar impact for both years of the biennium for the specified positions. This calculation is based upon the data entered for each.

13. Confirm the calculation of the budget for both the first and second years of the biennium FY 20XX Budget. If the amounts are not correct, edit the values entered for one or more positions and recalculate the budget for that those positions by repeating step 12.

14. Once the budget for both years of the biennium for each position is satisfactory, click the **Populate Total Services** button to calculate the personal services amounts for the **Budget Details** tab based upon the data entered in the **Position Planning** grid.

NGF Revenue Source Tab

NGF Revenue Source Overview

The purpose of the **NGF Revenue Source** tab is to capture a six-year estimate of any NGF Revenues that will be generated from the decision package. The revenue estimate should include any nongeneral fund revenue that the agency will collect, receive from another agency, or send to another agency based upon the implementation of the decision package.   This tab should only be completed if there is a nongeneral fund request/impact. This is over and above amounts in the six-year nongeneral revenue fund estimates module.

NGF Revenue Source Instructions
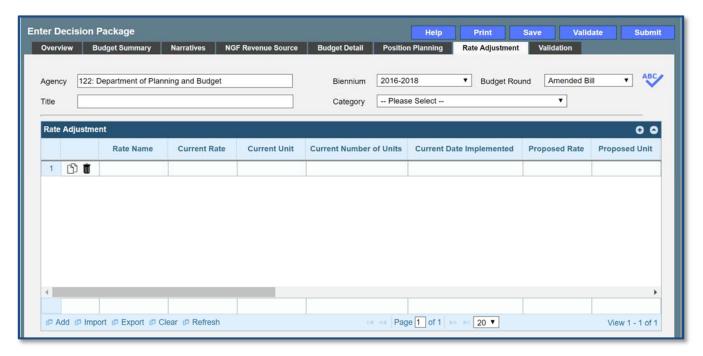
1. Click on the **NGF Revenue Source** tab

2. In the **NGF Revenue Estimate** grid, enter the fund and revenue source code associated with the nongeneral fund revenue.

3. In the **NGF Revenue Estimate** grid, select the Revenue Action (send to or receive from) and Agency (pass through or may be blank) associated with that action if applicable.

4. In the **NGF Revenue Estimate** grid, enter an nongeneral fund revenue estimate for six years in the columns labeled with the out-years, FY 20XX Dollars.

5. In the **NGF Revenue Estimate** grid, click on the Methodology cell for revenue source that is currently being estimated. In the popup window that appears, enter the methodology used to make the estimate.

6. Add rows to the **NGF Revenue Estimate** grid as needed to specify multiple nongeneral revenue sources for the decision package by using the button shown below.

Rate Adjustment Tab

Rate Adjustment Tab Overview

The purpose of the **Rate Adjustment** tab is only for central service agencies that anticipate a change in their assessed rates for internal service fund services they provide to other state government agencies. A spreadsheet showing the impact of the proposed rate change, by agency, must be attached to the **Narratives** tab.

Rate Adjustment Tab Instructions

1. Click on the **Rate Adjustment** tab.

2. In the **Rate Adjustment** grid, enter a Rate Name for rate that will be adjusted.

   Enter the official name/title of the rate as it is commonly known.

3. In the **Rate Adjustment** grid, enter the Current Rate, Current Unit, Current Number of Units, and the most Current Date Implemented for the rate that will be adjusted.

4. In the **Rate Adjustment** grid, enter the Proposed Rate, Proposed Unit, Proposed Number of Units, and the Proposed Effective Date for the rate that will be adjusted.
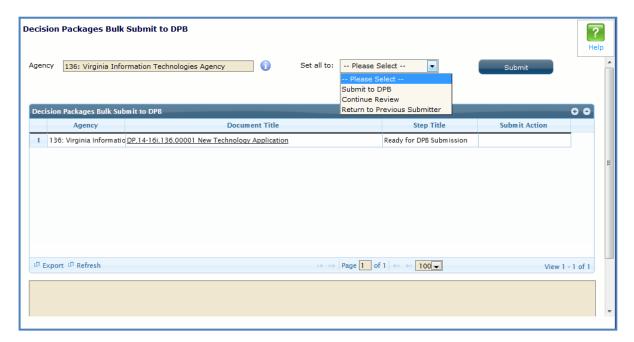
5. Enter the FY 20XX Revenue Impact for the rate that will be adjusted, where XX is the first and second years of the biennium and the four out-years.

6. Enter the Rationale for Rate Change for the rate that will be adjusted. Associated/required narrative fields can be found on the narratives tab.

> Describe the anticipated results or objectives your agency expects to accomplish if the proposed rate adjustment is approved.

Decision Package Bulk Submit Instructions Performance Budgeting System

Bulk Submit Overview

The purpose of the Decision Package Bulk Submit to DPB module is to allow an agency to submit all their decision packages to DPB at once.
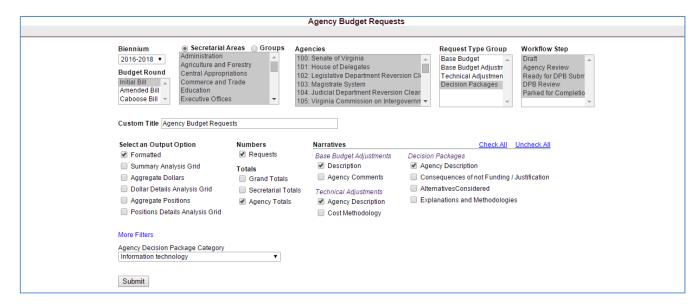

Bulk Submit Instructions

1. To ensure that all requests are accounted for, look at the Document Title column to review the base budget adjustments.

2. Confirm that the Step Title and State fields are correct for each of the base budget adjustments.

3. To bulk manage the submit action, click the Set all to dropdown and select the submit action that the requests require: Submit to DPB, Continue Review, or Return to Previous Submitter.

If submitting to DPB, all requests must be set to Submit to DPB. The submit actions correspond to the submit actions in the Decision Package module documentation.

4. Click the Submit button. A message will display in the text box below the submit button to alert you that the submission was successful. If you receive a message that one or more work items could not be submitted, you should navigate to the work tray and open the work items to determine if they are failing validation rules for some reason.

Reports

You may run a report of your decision package submissions by clicking on the "BD 1.17 -Agency Budget Requests" report within the Performance Budgeting system reports menu. This report contains several options that allow you to run detailed reports on requested dollar amounts and authorized positions. In addition, there are options that allow the viewing of summarized information and the creation of a formatted report.

Note: To filter for just one category of addenda, select the "More Filters" link above the "Submit" button in the BD 1.17 report and filter using the "Agency Decision Package Category" box.