

Instructions for the Submission of Technical Adjustments

2018-2020 Biennial Budget



Department of Planning and Budget

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Overview of Technical Adjustments

These instructions provide guidance to address the next step in the preparation of the Governor's introduced budget for the 2018-2020 biennium -- the submission of technical adjustments.

Submissions are due to DPB by **September 11, 2017**. These technical adjustments are requests intended to adjust base budgets created by agencies. As such, you should make sure that your base budget submission is substantially complete before working on technical adjustments. See the Base Budget submission instructions on the DPB website for more information on that submission.

The technical adjustment submission is your opportunity to request non-policy, zero sum changes to your agency's base budget. For example, you may use the technical adjustment submission to move amounts between programs to reflect the proper alignment of resources with the highest priority services and activities of your agency.

NOTE: Technical adjustments increasing agency appropriation will not be accepted. Any such request will need to be submitted as part of the non-technical decision package submission. Instructions for this non-technical submission will be issued at a later date.

Technical adjustments are a special category of decision packages. As such, you will use the decision package module to submit technical adjustments. 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. The section titled "Decision Package Module Detailed Instructions" below will explain the step-by-step process for submitting these adjustments.

Contact your budget analyst if you have questions about whether an adjustment meets the above criteria.

Reports

To view any technical adjustments you have entered, 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.

The screenshot shows the 'Agency Budget Requests' report filter interface. At the top, there are links for 'Hide Filter | Help' and 'View Bookmarks | Save Bookmark'. The main area contains several filter sections: 'Biennium' (2016-2018), 'Budget Round' (Initial Bill, Amended Bill, Caboose Bill), 'Secretarial Areas' (Administration, Agriculture and Forestry, Central Appropriations, Commerce and Trade, Education, Executive Offices), 'Groups' (empty), 'Agencies' (100: Senate of Virginia, 101: House of Delegates, 102: Legislative Department Reversion Cl, 103: Magistrate System, 104: Judicial Department Reversion Clear, 105: Virginia Commission on Intergovernn), 'Request Type Group' (Base Budget, Base Budget Adjustr, Technical Adjustmen, Decision Packages), and 'Workflow Step' (Draft, Agency Review, Ready for DPB Subm, DPB Review, Parked for Completio). Below these is a 'Custom Title' field with 'Agency Budget Requests'. Under 'Select an Output Option', there are radio buttons for 'Formatted', 'Summary Analysis Grid' (checked), 'Aggregate Dollars', 'Dollar Details Analysis Grid', 'Aggregate Positions', and 'Positions Details Analysis Grid'. A 'More Filters' link is present. At the bottom, there is an 'Agency Decision Package Category' dropdown menu set to 'Technical Adjustment' and a 'Submit' button.

Note 1: This submission deals with just those decision packages categorized as “Technical Adjustment” in the addenda category field within the Decision Package module. Later in budget development, additional addenda categories will be enabled. 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.

Note2: You may also use the BD 1.17 report to obtain detailed information about your agency’s base budget or any base budget adjustments that you have created. Just make the appropriate selection in the “Request Type Group” box in the report filter.

Personal Services

Benefit Rates

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

Sub Object	Benefit	2018-20 Budget Development Rates/Factors¹	
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 Security²	6.20% capped at \$127,200	
1112	Medicare	1.45%	
1114	Group Life	1.31%	
1115	Annual Employer Health Insurance Premiums		
	COVA Care	Single	\$7,764
		Employee + One	\$13,908
		Family	\$20,388
	COVA High Deductible	Single	\$6,612
		Employee + One	\$12,288
		Family	\$17,952
	HealthAware	Single	\$7,776
		Employee + One	\$14,184
		Family	\$20,796
	Kaiser Permanente	Single	\$6,648
		Employee + One	\$11,796
Family		\$17,232	
1116	Retiree Health Insurance Credit Premium	1.18%	
1117	VSDP & Long-Term Disability Insurance	0.66%	
1118	Teachers Insurance and Annuity³ Plan 1	10.40%	
1118	Teachers Insurance and Annuity³ Plan 2	8.50%	
1119	Defined Contribution Plan⁴	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 \$127,200 Social Security cap applies to calendar year 2017. 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.

Calculating the Cost of Personal Services

While the position planning grid within the Performance Budgeting system is capable of calculating the cost of personal services, it is not recommended that you use this functionality in your technical adjustment decision package submission. The PB system is designed to use one set of rates at a time and since this year the base budget module is also being used at the same time as the base adjustment and decision package modules, the rates being used by the Position Planning grid are more appropriate for base budget development.

Instead, it is recommended that personal services cost for this submission be calculated outside of the PB system. A position calculator has been posted on the DPB website in the same place where you downloaded these instructions. This position calculator is a Microsoft Access database that will assist you with calculating personal services costs and will also help you create a file that can be uploaded into the PB system. Instructions for using this calculator and importing the resulting data into the PB system have also been posted on the DPB website.

Nonpersonal Services

For nonpersonal services, you should array any applicable changes by major object of expenditure unless a more detailed subobject detail is desired. You should use the allowable nonpersonal convenience subobject codes listed in the table below if you are arraying these amounts by major object. **No other budgetary convenience subobject codes may be used.**

If you choose to array nonpersonal services to a lower level of detail, you may refer to the complete subobject code listing available at the following link: <http://bit.ly/2reMZFe>.

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

Decision Package Module Detailed 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. These proposals will be in the form of either non-technical requests or technical adjustments. In this submission, you will be entering technical adjustments in the Decision Package module.

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.

If you have any questions of a procedural nature, please contact your DPB budget analyst. If you experience technical issues with the Performance Budgeting System, please contact the Performance Budgeting system help desk at PBHelpDesk@vita.virginia.gov.

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. Complete the Rate Adjustment tab as described in the Rate Adjustment tab instructions. Only complete this tab if you are a central service agency submitting a request for a rate adjustment.
9. Click Submit and select the appropriate action from the available options.
 - a. 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.
 - b. Submit for Agency Review - Submits the decision package to the next step in the workflow.
 - c. Void Document - Voids the decision package.

AGENCY REVIEWER QUICK GUIDE

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 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. Click on the Rate Adjustment tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
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.
 - 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.

The screenshot shows the 'Enter Decision Package' interface. At the top, there is a navigation menu with tabs: Work Tray, Operating Budget, Capital Budget, Budget Execution, Six-Year Plans, Narrative, Help Request, Administration, Reporting, and Logout. Below this is a header area with buttons: Help, Print, Save, Validate, and Submit. The main content area is divided into several sections: Agency (122: Department of Planning and Budget), Biennium (2016-2018), Budget Round (Initial Bill), Title (empty), and Category (Technical Adjustment). A 'Strategic Link' table is visible with columns for Measures, GF Percentage, and NGF Percentage. Below the table are fields for Region and Enterprise Strategy. At the bottom, there are checkboxes for 'Will new legislation be required as a result of this request?', 'Is Appropriation Act Language required as part of this request?', and 'Show Cost Code?'. There is also a 'Supporting Legislation' section with a 'Browse...' button and an 'Upload' button.

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.
(Note: Select “2016-2018” for this submission.)
4. Make sure the correct budget round is selected (initial budget, amended, or caboose).
(Note: Select “initial” budget for this submission.)
5. Enter the Title for the decision package.

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.

Make sure to select the “Technical Adjustment” category. Budget requests involving any other category should be submitted later as part of decision package submissions due in September or as part of the information technology submission due in mid-August.

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. Changes will be shown using the appropriate italics or strike-through.

Narratives Tab

Narratives Tab Overview

The purpose of the **Narratives** tab is to capture the justification for the decision package, including justification for any rate adjustments. 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.

The screenshot shows the 'Enter Decision Package' web application. The 'Narratives' tab is selected. The form includes the following fields and sections:

- Agency: 122: Department of Planning and Budget
- Biennium: 2016-2018
- Budget Round: Initial Bill
- Title: (empty)
- Category: Technical Adjustment
- Consequences of not funding/Justification: (empty text area)
- Alternatives considered (must list at least one): (empty text area)
- Explanations and Methodologies: (empty text area)
- Supporting Documentation: (empty) with a 'Browse...' button and an 'Upload' button.

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. 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.
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.

The screenshot displays the 'Enter Decision Package' interface. At the top, there are navigation tabs: Work Tray, Operating Budget, Capital Budget, Budget Execution, Six-Year Plans, Narrative, Help Request, Administration, Reporting, and Logout. Below these are buttons for Help, Print, Save, Validate, and Submit. The main navigation bar includes Overview, Budget Summary (selected), Narratives, NGF Revenue Source, Budget Detail, Position Planning, Rate Adjustment, and Validation. The form fields are: Agency (122: Department of Planning and Budget), Biennium (2016-2018), Budget Round (Initial Bill), Title (empty), and Category (Technical Adjustment). A 'Summarize Budget' button is located below the form. The 'Summary of Costs and Positions' grid is shown below, with columns for Object Type, FY 2017 Req, FY 2018 Req, FY 2019 Req, FY 2020 Req, FY 2021 Req, FY 2022 Req, and One-Time. The grid contains 8 rows of object types. At the bottom, there are buttons for Import, Export, and Refresh, along with a page indicator showing Page 1 of 1 and a view indicator showing View 1 - 8 of 8.

	Object Type	FY 2017 Req	FY 2018 Req	FY 2019 Req	FY 2020 Req	FY 2021 Req	FY 2022 Req	One-Time
1	CF Dollars							<input type="checkbox"/>
2	NGF Dollars							<input type="checkbox"/>
3	GF Positions							<input type="checkbox"/>
4	NGF Positions							<input type="checkbox"/>
5	Layoffs							<input type="checkbox"/>
6	GF Transfer							<input type="checkbox"/>
7	GF Revenue							<input type="checkbox"/>
8	Additions to Balance							<input type="checkbox"/>

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. For the most part, "GF Revenue", "GF Transfer", and "Additions to Balance" amounts should be entered as positive numbers and you should not attempt to spread these amounts to the corresponding "Total Services" grid on the "Budget Detail" tab.

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.

Enter Decision Package							
Help Print Save Validate Submit							
Overview Budget Summary Narratives NGF Revenue Source Budget Detail Position Planning Rate Adjustment Validation							
Agency		122: Department of Planning and Budget		Biennium	2016-2018	Budget Round	Initial Bill
Title			Category				Technical Adjustment
Total Services							
	Program	Fund	Subobject	FY 2017 Dollars Req	FY 2018 Dollars Req	One-time Funding?	
1						<input type="checkbox"/>	

Budget Detail Tab Instructions

1. Click on the **Budget Detail** tab.
2. In the **Total Services** grid, enter the Program (program, service area and component), Fund, and Subobject for each nonpersonal services budget line.
3. Enter the FY 20XX Dollars for the budget line.
4. 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.
5. 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 record the authorized positions associated with a budget request. As previously indicated in the “Calculating the Cost of Personal Services” section of these instructions, while the position planning grid is capable of calculating the cost of personal services, it is not recommended that you use this functionality in this submission.

The screenshot shows the 'Enter Decision Package' application interface. The 'Position Planning' tab is selected, displaying a form with the following fields: Agency (122: Department of Planning and Budget), Biennium (2016-2018), Budget Round (Initial Bill), Title, and Category (Technical Adjustment). Below the form, there are radio buttons for 'Budget by Role or Position', 'Budget by Position', and 'Budget by Role', with 'Budget by Role' selected. There is also a checkbox for 'Not Budgeting by Role or Position'. The 'Position Planning' grid is visible, showing columns for Program, Fund, Salary Subject, Role, Salary, Health Insurance, and Retirement. The grid contains one row with a value of '1' in the first column. At the bottom, there are buttons for Add, Import, Export, Clear, and Refresh, along with a page indicator showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

Position Planning Tab Instructions

Not Budgeting by Position or Role

Use this option to record authorized positions only in the position planning grid. This is the recommended method for this submission. Use this method in conjunction with the Position Calculator on the DPB website to calculate personal services costs. See the “Calculating the Cost of Personal Services” section of these instructions for more information.

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.

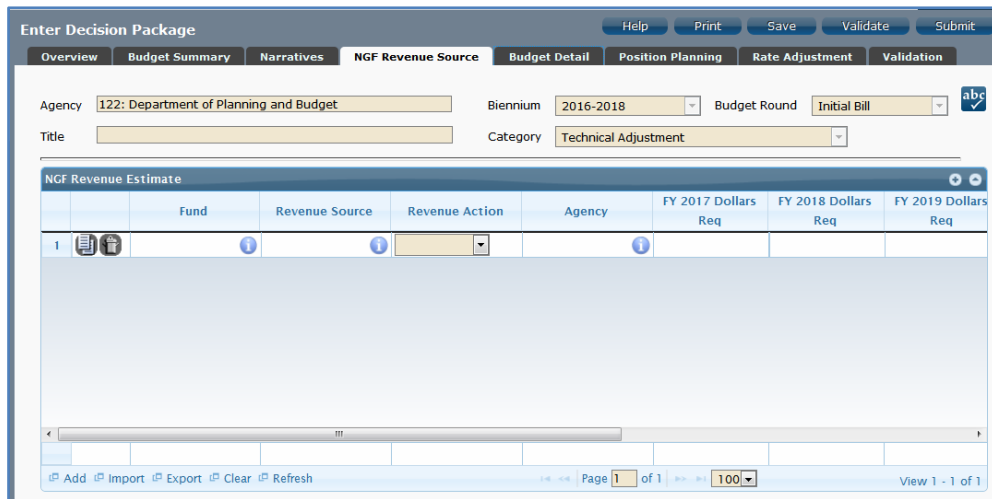
Position Planning by Role / Position Planning by Position

Using the Position Planning grid to calculate Personal Services costs by role or position is not recommended for this submissions. Instead, use the “Not Budgeting by Role or Position” option (above) for authorized positions and the Position Calculator on the DPB website to calculate the dollar costs. See the “Calculating the Cost of Personal Services” section of these instructions for more information.

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 Name	Current Rate	Current Unit	Current Number of Units	Current Date Implemented	Proposed Rate	Proposed Unit
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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.

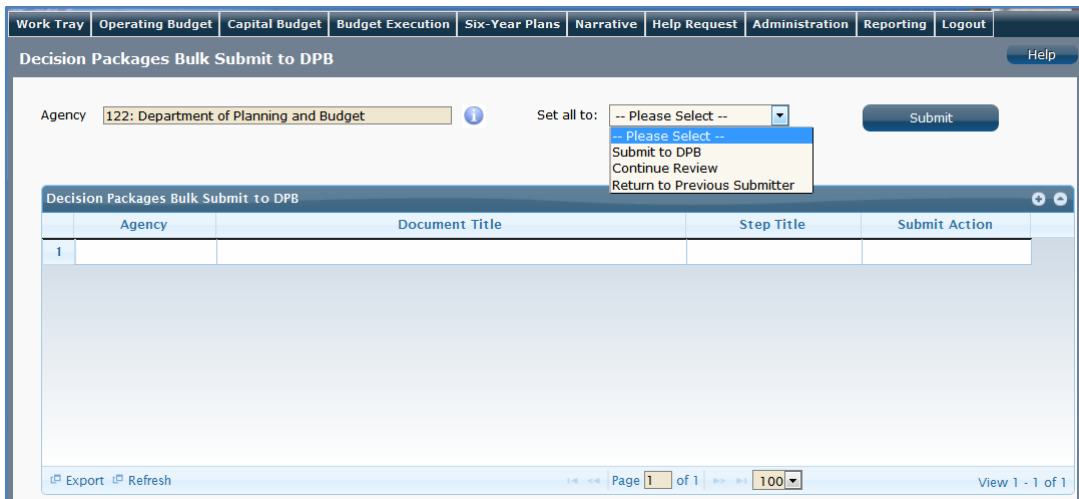
Describe the anticipated results or objectives your agency expects to accomplish if the proposed rate adjustment is approved.

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.