

# **Instructions for the Submission of Decision Packages**

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**2020-2022 Biennial Budget / 2021 Session**



**Department of Planning and Budget**

**October 2020**

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# Decision Package Overview

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## About the Decision Package Submission

This package provides guidance and instructions for the submission of decision packages to be considered as amendments to the 2020-2022 biennium budget. This submission is due to DPB by **November 6, 2020**.

To complete the submission, you will be using the Performance Budgeting system Decision Package module and optionally, the Decision Package Bulk Submit to DPB module. These modules can be found on the “Operating Budget” menu on the Performance Budgeting system work tray/main screen.

Detailed instructions on the use of the Performance Budgeting system modules are included later in this package under the section titled “Decision Package Module Detailed Instructions – Performance Budgeting System”. However, this package also highlights key topics such as technical adjustments, non-technical adjustments, information technology submissions, personal services, non-personal services, nongeneral fund revenue sources, rate adjustments, and available reports.

Also included are instructions for the “bulk” submission of your decision packages. The bulk submission functionality is optional and allows agencies with multiple information technology related decision packages to submit them all to DPB at once.

## Technical versus Non-Technical Submissions

It is important to distinguish between technical adjustments and non-technical adjustments in your decision packages. 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 addressed as a technical adjustment, you must categorize it as “Technical Adjustment” in the “Category” field of the decision package “Overview” tab.

A *technical adjustment* is a proposal to modify your agency’s budget that does not involve changes in policy or significant budgetary impact. Technical adjustments are very similar to base adjustments with respect to items such as the removal of one-time costs; 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.

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 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. 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.

# 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.

| <i>Sub Object</i> | <i>Benefit</i>   | <i>2020-22 Budget Development Rates/Factors<sup>1</sup></i>  |
|-------------------|--|--|
| <b>1111</b>       | <b>VRS Retirement Contributions</b>                      |  |
|                   | State Employees  | 14.46%   |
|                   | Virginia Law Officers Retirement (VaLORS)                | 21.90%   |
|                   | State Police (SPORS)                                     | 26.33%   |
|                   | Judges (JRS)   | 29.84%   |
| <b>1112</b>       | <b>Social Security <sup>2</sup></b>                      | 6.20% <b>capped</b> at \$137,700   |
| <b>1112</b>       | <b>Medicare</b>  | 1.45%  |
| <b>1114</b>       | <b>Group Life</b>  | 1.34%  |
| <b>1115</b>       | <b>Annual Employer Health Insurance Premiums</b>         |  |
|                   | <b>COVA Care</b> Single                                  | \$8,244  |
|                   | Employee + One   | \$14,748   |
|                   | Family   | \$21,624   |
|                   | <b>COVA High Deductible</b> Single                       | \$7,008  |
|                   | Employee + One   | \$13,032   |
|                   | Family   | \$19,044   |
|                   | <b>HealthAware</b> Single                                | \$8,124  |
|                   | Employee + One   | \$14,748   |
|                   | Family   | \$21,624   |
|                   | <b>Kaiser Permanente</b> Single                          | \$7,008  |
|                   | Employee + One   | \$12,420   |
|                   | Family   | \$18,156   |
|                   | <b>Optima Health Vantage</b> Single                      | \$8,220  |
|                   | Employee + One   | \$14,760   |
|                   | Family   | \$21,420   |
| <b>1116</b>       | <b>Retiree Health Insurance Credit Premium</b>           | 1.12%  |
| <b>1117</b>       | <b>VSDP &amp; Long-Term Disability Insurance</b>         | 0.61%  |
| <b>1118</b>       | <b>Teachers Insurance and Annuity<sup>3</sup> Plan 1</b> | 10.40%   |
| <b>1118</b>       | <b>Teachers Insurance and Annuity<sup>3</sup> Plan 2</b> | 8.50%  |
| <b>1119</b>       | <b>Defined Contribution Plan<sup>4</sup></b>             | 10.40%   |
| <b>1138</b>       | <b>Deferred Compensation Match Payments</b>              | One-half of employee's contribution per pay period, up to a max of \$20 per pay period or \$480 annually |

## Notes on Benefit Rates

<sup>1</sup> Percentages refer to percent of salaries. Health insurance premiums are the annual employer dollar cost for an individual.

<sup>2</sup> The Social Security cap applies to calendar year 2020. Future year caps are unknown at this time.

<sup>3</sup> For institutions of higher education: Teachers Insurance and Annuity (subobject 1118) 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 7/1/2010. Plan 2 employees were hired after 6/30/2010.

<sup>4</sup> Subobject 1119, is used for employees eligible for a defined contribution plan established pursuant to § 51.1-126.5 of the Code of Virginia.

# Nonpersonal Services

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For nonpersonal services, you should array any applicable changes by major object of expenditure unless a more detailed subobject detail is desired or is required to fully explain the request. 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 should 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://publicreports.dpb.virginia.gov/rdPage.aspx?rdReport=COA\\_SubObject](http://publicreports.dpb.virginia.gov/rdPage.aspx?rdReport=COA_SubObject).

## 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

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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

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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 in as 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.

# Reports

You may run a report of your decision package submissions by clicking on the “[BD 1.17 -Agency Budget Requests](#)” report link 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. There are options that allow the viewing of information in a summarized form and the creation of a formatted, more detailed report. When the report is opened, it defaults to the following filter:

The screenshot shows the 'Agency Budget Requests' report filter interface. At the top, there is a title bar with 'Agency Budget Requests' and links for 'Hide Filter | Help', 'View Bookmarks', and 'Save Bookmark'. Below the title bar, there are five main filter sections: 'Biennium' (set to '2020-2022'), 'Budget Round' (with options 'Initial Bill', 'Amended Bill', and 'Caboose Bill'), 'Secretarial Areas' (radio button selected, with a list including 'Administration', 'Agriculture and Forestry', 'Central Appropriations', 'Commerce and Trade', 'Education', and 'Executive Offices'), 'Agencies' (a list including '100: Senate of Virginia', '101: House of Delegates', '102: Legislative Department Reversion Cl...', '103: Magistrate System', '104: Judicial Department Reversion Clear...', and '105: Virginia Commission on Intergovernm...'), and 'Request Type Group' (with options 'Base Budget', 'Base Budget Adjustm...', and 'Decision Packages'). To the right of these is a 'Workflow Step' section with a list including 'Draft', 'Agency Review', 'Ready for DPB Subn...', 'DPB Review', and 'Parked for Completio...'. Below these sections is a 'Custom Title' field containing 'Agency Budget Requests'. Underneath is a 'Select an Output Option' section with radio buttons for 'Formatted', 'Summary Analysis Grid' (which is selected), 'Aggregate Dollars', 'Dollar Details Analysis Grid', 'Aggregate Positions', and 'Positions Details Analysis Grid'. Below this is a 'More Filters' link and an 'Agency Decision Package Category' dropdown menu with options: 'Appropriation Act language only', 'Budget reductions', 'Caseload or workload adjustments', and 'Coronavirus Relief Fund requests'. At the bottom left is a 'Submit' button.

You may filter by Decision Package Category by clicking the “More Filters” link at the bottom of the screen.

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# Decision Package Module Instructions - Performance Budgeting System

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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 technical or non-technical adjustments.

Each decision package in this submission should address and justify budget actions 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 isolated 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 the email address [PBHelpDesk@vita.virginia.gov](mailto:PBHelpDesk@vita.virginia.gov)



# 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 'Overview' tab of the 'Enter Decision Package' interface. The top navigation bar includes 'Work Tray', 'Operating Budget', 'Capital Budget', 'Budget Execution', 'Six-Year Plans', 'Narrative', 'Strategic Planning', 'Help Request', 'Administration', 'Reporting', and 'Logout'. Below this, the 'Enter Decision Package' header contains buttons for 'Help', 'Print', 'Save', 'Validate', and 'Submit'. The 'Overview' tab is selected, with other tabs like 'Budget Summary', 'Narratives', 'NGF Revenue Source', 'Budget Detail', 'Position Planning', 'Rate Adjustment', and 'Validation' visible. The form fields include: Agency (136: Virginia Information Technologies Agency), Biennium (2020-2022), Budget Round (Initial Bill), Title (Eliminate appropriation for Workplace Productivity Solutions service), and Category (Technical Adjustment). A 'Strategic Link' table is present with columns for Measures, GF Percentage, and NGF Percentage. Below the table are buttons for 'Add', 'Import', 'Export', 'Clear', 'Choose Rows', and 'Refresh'. The 'Region' and 'Enterprise Strategy' fields are also visible. The 'Agency Description' section contains a text area with funding information. At the bottom, there are checkboxes for 'Will new legislation be required as a result of this request?' and 'Is Appropriation Act Language required as part of this request?'. A 'Supporting Legislation' section shows 'No Files Uploaded' and an 'Upload File' 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. (2020-2022 is the default.)
4. Make sure the correct budget round is selected (initial budget, amended, or caboose - should default to the only option: *Amended Bill*).
5. Enter the Title for the decision package.

Insert a short descriptive title of the decision package. 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.
- g. *New nongeneral fund spending initiatives.* This category is for proposing new nongeneral fund spending initiatives.
- h. *Position level changes only.* This category is for technical changes (increases or decreases) to position levels that have no other impact on appropriated amounts.
- i. *Operational efficiencies and service reductions.* This category is to reflect proposals to implement efficiencies and/or service reductions. This usually involves a reduction in appropriation.
- j. *Pandemic Response.* This category is for spending requests associated with the response to the COVID-19 pandemic.
- k. *Reorganizations.* This category is to reflect proposals to reorganize your agency.
- l. *Technical adjustments.* This category is for technical or housekeeping adjustments that do not have an overall net general fund budget impact or do not involve *policy decisions, such as* to shift funds or positions between programs or service areas or to appropriate additional nongeneral fund revenue.
- m. *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.)
- n. *Other – NGF Only.* This category is for NGF only requests that do not fit any other category.
- o. *Other spending or initiatives.* This category is for any other proposals for additional resources that will require new or expanded services.

7. You may optionally 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.

The screenshot shows the 'Enter Decision Package' interface with the 'Narratives' tab selected. The interface includes a top navigation bar with links like 'Work Tray', 'Operating Budget', 'Capital Budget', 'Budget Execution', 'Six-Year Plans', 'Narrative', 'Strategic Planning', 'Help Request', 'Administration', 'Reporting', and 'Logout'. Below this is a sub-navigation bar with tabs: 'Overview', 'Budget Summary', 'Narratives', 'NGF Revenue Source', 'Budget Detail', 'Position Planning', 'Rate Adjustment', and 'Validation'. The 'Narratives' tab is active. The form contains several sections: 'Agency' (136: Virginia Information Technologies Agency), 'Biennium' (2020-2022), 'Budget Round' (Initial Bill), 'Title' (Eliminate appropriation for Workplace Productivity Solutions ser), and 'Category' (Technical Adjustment). There are three main text areas: 'Consequences of not funding/Justification' (The appropriation for Fund 0932 (Program 82803) will remain available but will not be used.), 'Alternatives considered (must list at least one)' (Do nothing. This would leave budget funding in Chapter 2 that will not be utilized.), and 'Explanations and Methodologies' (To remove all but \$150,000 in FY2020 and the complete appropriation - \$1,110,137 in FY2021 and forward.). At the bottom, there is a 'Supporting Documentation' section with a 'No Files Uploaded' message and a '+ Upload File' 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 ability to perform.
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.

The screenshot displays the 'Budget Summary' tab interface. At the top, there is a navigation bar with links: Work Tray, Operating Budget, Capital Budget, Budget Execution, Six-Year Plans, Narrative, Strategic Planning, Help Request, Administration, Reporting, and Logout. Below this is the 'Enter Decision Package' section with buttons for Help, Print, Save, Validate, and Submit. A secondary navigation bar includes Overview, Budget Summary (selected), Narratives, NGF Revenue Source, Budget Detail, Position Planning, Rate Adjustment, and Validation. The main form area contains input fields for Agency (136: Virginia Information Technologies Agency), Biennium (2020-2022), Budget Round (Initial Bill), Title (Increase appropriation for extension of network to data center), and Category (Information technology). A 'Summarize Budget' button is located to the right of the Category field. Below these fields is the 'Summary of Costs and Positions' grid. The grid has columns for Object Type, FY 2021 Req, FY 2022 Req, FY 2023 Req, FY 2024 Req, FY 2025 Req, FY 2026 Req, and One-Time. The data rows are as follows:

|   | Object Type          | FY 2021 Req | FY 2022 Req | FY 2023 Req | FY 2024 Req | FY 2025 Req | FY 2026 Req | One-Time                 |
|---|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------------|
| 1 | GF Dollars           | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | <input type="checkbox"/> |
| 2 | NGF Dollars          | \$1,067,600 | \$1,067,600 | \$0         | \$0         | \$0         | \$0         | <input type="checkbox"/> |
| 3 | GF Positions         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | <input type="checkbox"/> |
| 4 | NGF Positions        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | <input type="checkbox"/> |
| 5 | Layoffs              | 0           | 0           | 0           | 0           | 0           | 0           | <input type="checkbox"/> |
| 6 | GF Transfer          | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | <input type="checkbox"/> |
| 7 | GF Revenue           | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | <input type="checkbox"/> |
| 8 | Additions to Balance | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | <input type="checkbox"/> |

At the bottom of the grid, there are links for Import, Export, and Refresh. A pagination bar shows 'Page 1 of 1' and a dropdown menu set to '8'. The bottom right corner indicates 'View 1 - 8 of 8'.

## 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.

The screenshot displays the 'Budget Detail' tab interface. At the top, there is a navigation bar with tabs: Work Tray, Operating Budget, Capital Budget, Budget Execution, Six-Year Plans, Narrative, Strategic Planning, Help Request, Administration, Reporting, and Logout. Below this is the 'Enter Decision Package' section with buttons: Help, Print, Save, Validate, and Submit. The main form area includes fields for Agency (136: Virginia Information Technologies Agency), Biennium (2020-2022), Budget Round (Initial Bill), Title (Increase appropriation for extension of network to data center), and Category (Information technology). Below these fields is the 'Total Services' grid. The grid has columns for Program, Fund, Subobject, FY 2021 Dollars Req, FY 2022 Dollars Req, and One-time Funding?. The first row shows: 1, 82003: Network Service, 06136: VITA Internal Ser, 1273: Information Manag, \$1,067,600, \$1,067,600, and an unchecked checkbox. The bottom of the grid shows summary totals: \$1,067,600 for FY 2021 and \$1,067,600 for FY 2022. At the very bottom, there are buttons: Add, Import, Export, Clear, Choose Rows, Refresh, and pagination information: Page 1 of 1, 100, View 1 - 1 of 1.

|   | Program                | Fund                     | Subobject               | FY 2021 Dollars Req | FY 2022 Dollars Req | One-time Funding?        |
|---|------------------------|--------------------------|-------------------------|---------------------|---------------------|--------------------------|
| 1 | 82003: Network Service | 06136: VITA Internal Ser | 1273: Information Manag | \$1,067,600         | \$1,067,600         | <input type="checkbox"/> |
|   |                        |                          |                         | \$1,067,600         | \$1,067,600         |                          |

## 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

#### Not Budgeting by Position or Role (Position Planning for Authorized Positions Only)

Use this option to record authorized positions only in the position planning grid. Any costs for new positions will need to be calculated separately if you choose this option.

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 Excel file.

### Position Planning by Role or Position

Use the **Role** or **Position** 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 decision package. If you choose **Role**, this method will help calculate personnel costs by groups and if you choose **Position** this method will help calculate the costs by individual positions. You can only use one of the two methods in a single decision package request (you cannot use a combination of roles and positions).

1. Click on the **Position Planning** tab.
2. Select the **Role** or **Position** radio button.
3. In the **Position Planning** grid, enter or edit the **Program**, **Fund**, and **Subobject** for the role or position.
4. Select or edit the **Role** or **Position Title**.
5. Enter or edit the **Salary** for the selected role or position.

Enter the base salary for the role or 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 or position.

Select a health plan and coverage.

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

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 or position in the **FY 20XX Pay Periods** cells.
9. If budgeting by **Role**, enter or edit the number of positions allocated to the specified role for the first year and second year of the biennium in the **FY 20XX Positions** cells.
10. Add rows to the **Position Planning grid**, by clicking the Add button in the lower left corner of the grid as needed.
11. Once all roles or positions 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 or positions. This calculation is based upon the data entered for each role or position.
12. 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 or position and recalculate the budget for that role.



- Once the budget for both years of the biennium for each role or 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

- Click on the **NGF Revenue Source** tab
- In the **NGF Revenue Estimate** grid, enter the fund and revenue source code associated with the nongeneral fund revenue.
- 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.
- 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.
- 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 the 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.

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# Decision Package Bulk Submit Instructions

## Performance Budgeting System

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### 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.

Agency: 136: Virginia Information Technologies Agency

Set all to: -- Please Select --

Submit

| Base Budget Adjustments |                |               |
|-------------------------|----------------|---------------|
| Agency                  | Document Title | Submit Action |
| 1                       |                |               |

Export Refresh

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### 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.