

Instructions for the Submission of Decision Packages

2022-2024 Biennial Operating Budget / 2023 Session



Department of Planning and Budget

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TABLE OF CONTENTS

DECISION PACKAGE OVERVIEW	1
ABOUT THE DECISION PACKAGE SUBMISSION	1
TECHNICAL VERSUS NON-TECHNICAL SUBMISSIONS	1
PERSONAL SERVICES	2
BENEFIT RATES	2
NOTES ON BENEFIT RATES	3
NONPERSONAL SERVICES	4
NONGENERAL FUND REVENUE SOURCE	4
RATE ADJUSTMENTS	4
REPORTS	5
DECISION PACKAGE MODULE INSTRUCTIONS - PERFORMANCE BUDGETING SYSTEM	6
OVERVIEW TAB	7
NARRATIVES TAB	10
BUDGET SUMMARY TAB	11
BUDGET DETAIL TAB	12
POSITION PLANNING TAB	13
NGF REVENUE SOURCE TAB	15
RATE ADJUSTMENT TAB	16
DECISION PACKAGE BULK SUBMIT INSTRUCTIONS	17

Decision Package Overview

About the Decision Package Submission

This package provides guidance and instructions for the submission of decision packages to be considered as amendments to the 2022-2024 biennium budget. This submission is due to DPB by **September 30, 2022**. Please note that this deadline is separate from the initial deadline associated with the budgetary baseline Excel template submission required for Executive Department agencies and detailed in a separate set of instructions.

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, 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 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. Technical adjustments may involve things such as the transfer of dollars or positions between programs or service areas to reflect the correct implementation of budgeted amounts.

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>2022-24 Budget Development Rates/Factors¹</i>	
1111	VRS Retirement Contributions		
	State Employees	14.46%	
	Virginia Law Officers Retirement (VaLORS)	24.60%	
	State Police (SPORS)	29.98%	
	Judges (JRS)	30.67%	
1112	Social Security²	6.20% capped at \$147,000	
1112	Medicare	1.45%	
1114	Group Life	1.34%	
1115	Annual Employer Health Insurance Premiums		
	<i>COVA Care</i>	Single	\$8,508
		Employee + One	\$15,216
		Family	\$22,308
	<i>COVA High Deductible</i>	Single	\$7,224
		Employee + One	\$13,440
		Family	\$19,644
	<i>HealthAware</i>	Single	\$8,340
		Employee + One	\$15,216
		Family	\$22,272
	<i>Kaiser Permanente</i>	Single	\$8,100
		Employee + One	\$14,388
		Family	\$21,036
	<i>Optima Health Vantage</i>	Single	\$8,460
Employee + One		\$15,168	
Family		\$22,006	
1116	Retiree Health Insurance Credit Premium	1.12%	
1117	VSDP & Long-Term Disability Insurance	0.61%	
1118	Teachers Insurance and Annuity³ Plan 1	10.40%	
	Teachers Insurance and Annuity³ Plan 2	8.50%	
1119	Defined Contribution Plan 1⁴	10.40%	
	Defined Contribution Plan 2⁴	8.50%	
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	

Notes on Benefit Rates

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 2022. Future year caps are unknown at this time.

³ 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.

⁴ Subobject 1119, is 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 by position or role, it is recommended that you use the Excel position calculator posted in the same place where you downloaded these instructions to calculate the cost of any request for new positions. This position calculator 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. For any decision packages involving new positions, a copy of the completed Excel Position Calculator used to calculate the requested amounts should be attached to the decision package work item in the PB system.

Nonpersonal Services

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.

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 that will be 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 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 are links for 'Hide Filter | Help' and 'View Bookmarks | Save Bookmark'. The main filter area is divided into several sections:

- Biennium:** A dropdown menu set to '2020-2022'.
- Budget Round:** A dropdown menu with options: 'Initial Bill', 'Amended Bill', and 'Caboose Bill'.
- Secretarial Areas:** A radio button labeled 'Secretarial Areas' is selected, with a list of areas including Administration, Agriculture and Forestry, Central Appropriations, Commerce and Trade, Education, and Executive Offices.
- Groups:** A radio button labeled 'Groups' is unselected.
- Agencies:** A list of agencies 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.
- Request Type Group:** A dropdown menu with options: 'Base Budget', 'Base Budget Adjustr', and 'Decision Packages'.
- Workflow Step:** A dropdown menu with options: 'Draft', 'Agency Review', 'Ready for DPB Subm', 'DPB Review', and 'Parked for Completio'.

Below these sections, there is a 'Custom Title' field containing 'Agency Budget Requests'. Under 'Select an Output Option', the 'Summary Analysis Grid' option is checked, while others like 'Formatted', 'Aggregate Dollars', 'Dollar Details Analysis Grid', 'Aggregate Positions', and 'Positions Details Analysis Grid' are unchecked. A 'More Filters' link is present. Below that, the 'Agency Decision Package Category' dropdown is expanded, showing options: 'Appropriation Act language only', 'Budget reductions', 'Caseload or workload adjustments', and 'Coronavirus Relief Fund requests'. A 'Submit' button is located at the bottom left.

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

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. 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

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 with the 'Overview' tab selected. 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 is a sub-menu with 'Overview', 'Budget Summary', 'Narratives', 'NGF Revenue Source', 'Budget Detail', 'Position Planning', 'Rate Adjustment', and 'Validation'. The main form area contains the following elements:

- Agency:** 136: Virginia Information Technologies Agency
- Biennium:** 2020-2022
- Budget Round:** Initial Bill
- Title:** Eliminate appropriation for Workplace Productivity Solutions service
- Category:** Technical Adjustment
- Strategic Link Table:**

	Measures	GF Percentage	NGF Percentage
1			
- Region:** (Searchable)
- Enterprise Strategy:** (Searchable)
- Agency Description:** Funding currently appropriated and authorized by Title 2.2, Chapter 20.1, Code of Virginia in support of the Workplace Productivity Services offering is scheduled to be retired as of June 30, 2019. This was announced in 2017. As a result, the appropriation for FY 2020 has been reduced leaving enough appropriation to cover payment for invoices that come in at the end of FY 2019 but can not be paid until FY 2020.
- Checkboxes:**
 - Will new legislation be required as a result of this request?
 - Is Appropriation Act Language required as part of this request?
- Supporting Legislation:** No Files Uploaded, with 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. (2022-2024 is the default.)
4. Make sure the correct budget round is selected (initial budget, amended, or caboose - *Amended Bill* is the default).
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. *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.
- i. *Position level changes only.* This category is for technical changes (increases or decreases) to position levels that have no other impact on appropriated amounts.
- j. *Reorganizations.* This category is to reflect proposals to reorganize your agency.
- k. *Salary increases and regrades.* This category should be used to identify requests for salary increases for agency staff or for salary increase funding for state supported local employees.
- 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 that does not involve the creation or expansion of a program.
- 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. **Strategic Link** grid. You should skip this field. At this time, the update of Strategic Plan information has not been completed so linking to the old information is not recommended.
8. Select the **Region** of the state that the decision package most impacts. If it impacts more than one region, select "Multiple Regions".
9. **Enterprise Strategy**. You should skip this field. At this time Strategic Plan information has not been updated so linking to the old information is not recommended.
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 information to indicate the need for the proposed service and the projected return on the requested investment. Cite quantitative data wherever possible. Please keep this description as brief as possible while describing the need and projected outcomes of the budget request.

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 'Narratives' tab within 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, there are buttons for 'Help', 'Print', 'Save', 'Validate', and 'Submit'. The 'Narratives' tab is selected, and the interface displays the following fields and sections:

- Agency:** 136: Virginia Information Technologies Agency
- Biennium:** 2020-2022
- Budget Round:** Initial Bill
- Title:** Eliminate appropriation for Workplace Productivity Solutions ser
- Category:** Technical Adjustment
- 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.
- Explanations and Methodologies:** To remove all but \$150,000 in FY2020 and the complete appropriation - \$1,110,137 in FY2021 and forward.
- Supporting Documentation:** No Files Uploaded. + Upload File

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. Discuss the expected outcomes and return on investment that will result from the approval of the request.
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 'Enter Decision Package' interface. At the top, there are navigation tabs: Overview, Budget Summary (selected), Narratives, NGF Revenue Source, Budget Detail, Position Planning, Rate Adjustment, and Validation. Below the tabs, there are 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 below the input fields.

The 'Summary of Costs and Positions' grid is shown below. It 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 is 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 buttons for Import, Export, and Refresh. The page number is 1 of 1, and the total number of rows is 8. The view is 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 2023 and 2024 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 'Enter Decision Package' 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 a sub-header 'Enter Decision Package' with buttons for 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 the form is the 'Total Services' grid, which is a table with columns for Program, Fund, Subobject, FY 2021 Dollars Req, FY 2022 Dollars Req, and One-time Funding?. The grid contains one row with the following data: Program: 82003: Network Service, Fund: 06136: VITA Internal Ser, Subobject: 1273: Information Mana, FY 2021 Dollars Req: \$1,067,600, FY 2022 Dollars Req: \$1,067,600, and One-time Funding? checkbox is unchecked. At the bottom of the grid, there are summary values for \$1,067,600 for both FY 2021 and FY 2022. The interface also includes a footer with navigation controls like 'Add', 'Import', 'Export', 'Clear', 'Choose Rows', 'Refresh', and 'Page 1 of 1'.

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 2023 and FY 2024 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 a 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.

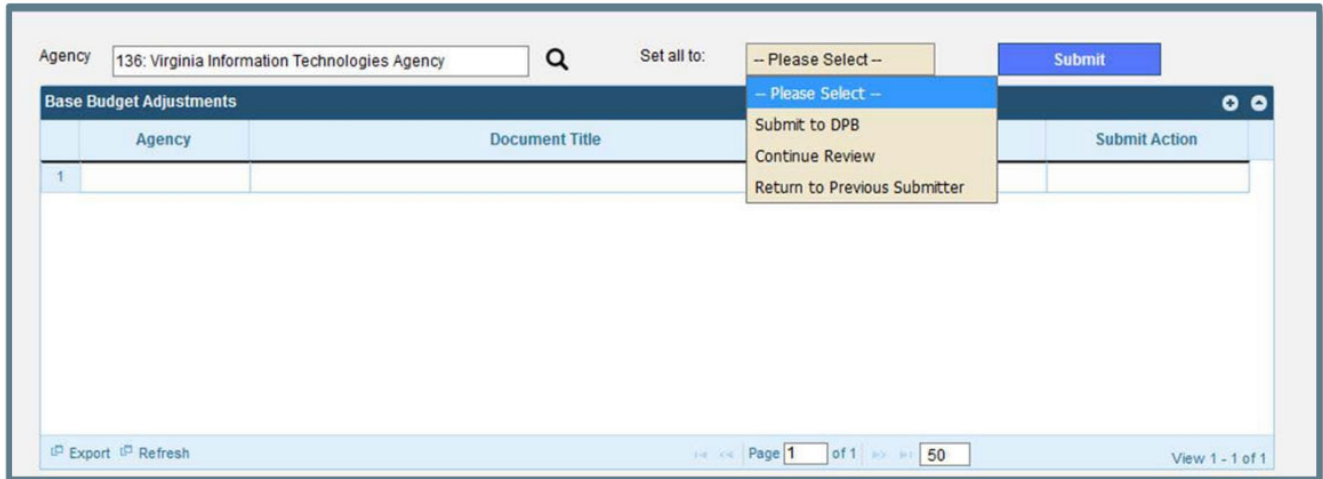
Describe the anticipated results or objectives your agency expects to accomplish if the proposed rate adjustment is approved.

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.