

## COMMON POLICIES

Certain types of budget requests are common among state departments and require a common policy for establishing the requested level of funding. Common policies ensure that the same assumptions are used in developing budget requests and are appropriated in specific line items within individual departments.

Common policies can be separated into two general categories: total compensation (or personal services) common policies and operating common policies.

Personal services common policies (often called “POTS”) are expenditures that are related to a department’s staffing. POTS are centrally appropriated to a department’s Executive Director’s Office and are distributed down to Personal Services line items within the Long Bill. These include: Salary Survey and Senior Executive Service, Merit Pay; Amortization Equalization Disbursement (AED); Supplemental Amortization Equalization Disbursement (SAED); Shift Differential; Short-term Disability; and Health, Life and Dental. Most of these common policy amounts are driven by employees’ salaries, the only exception being Health, Life and Dental (HLD) insurance. Unlike operating common policies, these anticipated costs are reflected only in an individual department’s budget. There is no corresponding spending authority within another department’s budget.

In order to calculate these personal services common policy amounts, departments completed Total Compensation templates in September of 2012 using data from June of 2012. These amounts represent a department’s best estimate of the personal services costs for the fiscal year. This includes position-by-position detail and the corresponding fund split information. These spreadsheets serve as the basis for the statewide total compensation documents.

Operating common policies refer to a variety of statewide services provided by three lead agencies, the Department of Personnel & Administration (DPA), the Governor’s Office of Information Technology (OIT) and the Department of Law. Individual departments receive direct funding for these line items through individual common policy line items in their budgets. The Departments, in turn, pay the lead agency for the services provided. In order to receive and spend the funding, the lead agencies need corresponding spending authority in their budgets that appear as reappropriated funds.

DPA oversees a number of common policy line items, including: Workers’ Compensation; Administrative Law Judge Services; Payment to Risk Management and Property Funds; Vehicle Lease Payments; and Capitol Complex Leased Space. Those common policies overseen by the OIT include: Purchase of Services from Computer Center; Multiuse Network Payments; Management and Administration of OIT; and Communications Services Payments. The Department of Law oversees the Legal Services line items that appear in each department’s budget.

For FY 2013-14 the Executive Branch has prepared this document to serve as the State’s requested funding levels for each common policy. Its purpose is to provide information on the components of each policy and the methodology used to determine the amounts. This includes

statewide FY 2013-14 estimated costs, any requested changes to policies, cost allocation to the departments, and the FY 2013-14 requested funding levels for each department. Its purpose is to provide a clear set of common policy descriptions that can be used throughout the budget process.

The information in this document was primarily provided by DPA and OIT. Both worked with individual agencies to provide the information.

**Note:** The information contained in this document pertains primarily to the Executive Branch agencies that are under the purview of the Governor's office. To the extent that non-executive agencies, including elected officials, are willing to provide the corresponding information, it has been presented in this document for review. However, the majority of the information presented for these agencies contains only estimates of future need.

## PERSONAL SERVICES COMMON POLICIES

The requested amounts for these common policies are calculated in the Total Compensation templates completed by each department. The amounts that appear for the following line items also appear in department individual budget submissions.

### ***SALARY SURVEY AND SENIOR EXECUTIVE SERVICE***

This line item refers to the requested base salary increases for State employees. The Salary Survey and Senior Executive Service request is determined by calculating the amounts necessary for departments to cover the costs of salary increases based on the Total Compensation Survey performed annually by the Department of Personnel & Administration. Working with the State Personnel Director, the Governor's Office considers current fiscal constraints, industry trends and the recommendations made in the Department of Personnel & Administration's Total Compensation Report, per Section 24-50-104 (4) (c), C.R.S. Salary Survey for State employees has not been funded since FY 2008-09. **For FY 2013-14, the Executive Branch is requesting a 1.5% across-the-board increase for this line item.** The following table reflects the Salary Survey and Senior Executive Pay request by department for FY 2013-14.

Summary of FY 2013-14 Base Request for Salary Survey							
Department	FY 2013-14 Request	Total Base Adj	GF	CF	HUTF	RF	FF
<b>Agriculture</b>	\$470,251	\$470,251	\$155,694	\$284,891	\$0	\$0	\$29,666
<b>Corrections</b>	\$5,320,930	\$5,320,930	\$5,143,873	\$177,057	\$0	\$0	\$0
<b>Education</b>	\$779,003	\$779,003	\$244,648	\$101,340	\$0	\$83,711	\$349,304
<b>Governor's Office</b>	\$1,283,586	\$1,283,586	\$66,127	\$52,454	\$0	\$1,107,941	\$57,064
<b>HCPF</b>	\$568,180	\$568,180	\$176,323	\$45,753	\$0	\$8,388	\$337,716
<b>Higher Education</b>	\$160,731	\$160,731	\$0	\$108,278	\$0	\$29,694	\$22,759
<b>Human Services</b>	\$5,136,272	\$5,136,272	\$3,142,889	\$132,157	\$0	\$1,099,151	\$762,075
<b>Judicial *</b>	\$5,278,000	\$5,278,000	\$4,456,000	\$822,000	\$0	\$0	\$0
<b>Labor and Employment</b>	\$1,021,709	\$1,021,709	\$0	\$500,281	\$0	\$0	\$521,428
<b>Law *</b>	\$799,843	\$799,843	\$199,626	\$70,600	\$0	\$504,569	\$25,048
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$212,596	\$212,596	\$53,729	\$29,046	\$0	\$84,970	\$44,851
<b>Military Affairs</b>	\$276,480	\$276,480	\$94,863	\$3,242	\$0	\$0	\$178,375
<b>Natural Resources</b>	\$1,854,937	\$1,854,937	\$249,484	\$1,503,267	\$0	\$50,839	\$51,347
<b>Personnel and Administration</b>	\$568,493	\$568,493	\$111,765	\$75,560	\$0	\$381,168	\$0
<b>Public Health</b>	\$1,476,276	\$1,476,276	\$113,624	\$501,222	\$0	\$143,563	\$717,867
<b>Public Safety</b>	\$6,069,631	\$6,069,631	\$487,713	\$242,018	\$4,889,708	\$243,417	\$206,775

Summary of FY 2013-14 Base Request for Salary Survey							
Department	FY 2013-14 Request	Total Base Adj	GF	CF	HUTF	RF	FF
Regulatory Agencies	\$920,860	\$920,860	\$32,528	\$838,884	\$0	\$34,624	\$14,824
Revenue	\$1,277,363	\$1,277,363	\$495,342	\$782,021	\$0	\$0	\$0
State *	\$138,267	\$138,267	\$0	\$138,267	\$0	\$0	\$0
Transportation	\$268,388	\$268,388	\$0	\$261,517	\$0	\$6,871	\$0
Treasury *	\$568,493	\$568,493	\$111,765	\$75,560	\$0	\$381,168	\$0
<b>TOTAL</b>	<b>\$34,450,289</b>	<b>\$34,450,289</b>	<b>\$15,335,993</b>	<b>\$6,745,415</b>	<b>\$4,889,708</b>	<b>\$4,160,074</b>	<b>\$3,319,099</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

### **MERIT PAY**

The Total Compensation Survey includes recommendations on the Merit Pay system as required under Section 24-50-104 (1) (c), C.R.S. The Merit Pay appropriation provides funding for increases in pay (both base-building and one-time in nature) based on a State employee's individual performance and relative placement within their pay range. The amounts required for this line item are calculated using available statewide funding levels and the State Personnel Director's merit recommendation through the Total Compensation reports. Merit pay replaces Pay for Performance, which had not been funded since FY 2008-09. **For FY 2013-14, the Executive Branch is requesting funding for this line item based upon the performance matrix (reproduced below) that was developed by the Department of Personnel & Administration and the Office of State Planning and Budgeting.**

Performance Matrix % Increase for FY 2013-14 Merit Pay				
Performance Rating	Quartile			
	1st	2nd	3rd	4th
Level 3	2.4%	2.1%	2.1%	2.1%
Level 2	1.8%	1.6%	1.1%	0.6%
Level 1	0%	0%	0%	0%

The Merit Pay matrix awards employees for their performance - L3, or highly rated employees, are requested to get more of an increase than L2 (satisfactory) employees. In addition, at each rating level, the Merit Pay matrix adjusts the amount of the Merit Pay for the relative position of an employee's salary within their range – employees whose salaries are in lower quartiles generally get a larger increase than those in higher quartiles. For the FY 2013-14 budget submission, the Executive Branch is requesting base-building Merit Pay funding for employees whose current salary falls within quartiles 1, 2, and 3, and non-base-building for employees in the 4<sup>th</sup> quartile. The matrix applies to classified employees only; funding for non-classified employees was assumed at a flat 1.6% across the board, although departments with non-classified staff will determine how the Merit Pay funds are applied. The following table provides information on the Governor's request for Merit Pay by department in FY 2013-14.

<b>Summary of FY 2013-14 Base Request for Merit Pay</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$233,410	\$233,410	\$74,200	\$143,141	\$0	\$0	\$16,069
<b>Corrections</b>	\$4,950,801	\$4,950,801	\$4,803,175	\$147,626	\$0	\$0	\$0
<b>Education</b>	\$612,156	\$612,156	\$207,734	\$71,084	\$0	\$66,915	\$266,423
<b>Governor's Office</b>	\$1,241,443	\$1,241,443	\$71,319	\$51,593	\$0	\$1,061,720	\$56,811
<b>HCPF</b>	\$384,021	\$384,021	\$130,300	\$28,429	\$0	\$9,888	\$215,404
<b>Higher Education</b>	\$174,978	\$174,978	\$0	\$119,654	\$0	\$31,161	\$24,163
<b>Human Services</b>	\$3,516,831	\$3,516,831	\$2,122,174	\$83,797	\$0	\$753,373	\$557,487
<b>Judicial *</b>	\$3,825,000	\$3,825,000	\$3,210,000	\$615,000	\$0	\$0	\$0
<b>Labor and Employment</b>	\$773,319	\$773,319	\$0	\$336,691	\$0	\$0	\$436,628
<b>Law *</b>	\$506,477	\$506,477	\$138,795	\$35,594	\$0	\$315,976	\$16,112
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$161,094	\$161,094	\$45,105	\$22,235	\$0	\$61,246	\$32,508
<b>Military Affairs</b>	\$123,648	\$123,648	\$41,660	\$1,487	\$0	\$0	\$80,501
<b>Natural Resources</b>	\$1,572,342	\$1,572,342	\$277,904	\$1,193,807	\$0	\$54,728	\$45,903
<b>Personnel and Administration</b>	\$307,703	\$307,703	\$93,873	\$22,253	\$0	\$191,577	\$0
<b>Public Health</b>	\$1,183,989	\$1,183,989	\$91,128	\$401,985	\$0	\$115,140	\$575,736
<b>Public Safety</b>	\$1,636,265	\$1,636,265	\$293,104	\$92,208	\$1,088,613	\$79,026	\$83,314
<b>Regulatory Agencies</b>	\$516,729	\$516,729	\$20,087	\$455,779	\$0	\$35,392	\$5,471
<b>Revenue</b>	\$947,529	\$947,529	\$405,015	\$542,514	\$0	\$0	\$0
<b>State *</b>	\$114,632	\$114,632	\$0	\$114,632	\$0	\$0	\$0
<b>Transportation</b>	\$178,679	\$178,679	\$0	\$171,247	\$0	\$7,432	\$0
<b>Treasury *</b>	\$307,703	\$307,703	\$93,873	\$22,253	\$0	\$191,577	\$0
<b>TOTAL</b>	<b>\$23,268,749</b>	<b>\$23,268,749</b>	<b>\$12,119,446</b>	<b>\$4,673,009</b>	<b>\$1,088,613</b>	<b>\$2,975,151</b>	<b>\$2,412,530</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

### ***AMORTIZATION EQUALIZATION DISBURSEMENT (AED)***

Pursuant to S.B. 04-257, beginning in January, 2006, the State contributes additional funds to assist in the amortization of the Public Employees' Retirement Association's (PERA) unfunded liability. During the 2005 legislative session, the General Assembly created a separate line item to provide funding in each calendar year until it reaches the maximum contribution rate of 5.0 percent for the calendar year 2017.

The amount required by each department is a product of their total salary costs and the percent contribution as determined by statute on a calendar year basis. For budgeting purposes, the

yearly percentages specified by statute are converted to an average percentage need and calculated in the Total Compensation templates completed by each department. For FY 2013-14, the blended percentage contribution is 3.60 percent of salaries. The following table reflects the AED request by department for FY 2013-14.

<b>Summary of FY 2013-14 Base Request for Amortization Equalization Disbursement</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$629,727	\$172,518	\$38,550	\$114,582	\$0	\$0	\$19,386
<b>Corrections</b>	\$11,591,085	\$1,846,072	\$1,772,718	\$73,354	\$0	\$0	\$0
<b>Education</b>	\$1,420,839	\$338,647	\$92,112	\$50,754	\$0	\$32,248	\$163,533
<b>Governor's Office</b>	\$2,692,981	\$298,284	(\$103,948)	\$23,113	\$0	\$344,626	\$34,493
<b>HCPF</b>	\$812,837	\$82,204	(\$7,151)	\$3,755	\$0	(\$21,420)	\$107,020
<b>Higher Education</b>	\$362,198	\$69,284	\$0	\$56,757	\$0	\$5,776	\$6,751
<b>Human Services</b>	\$7,731,007	\$921,128	\$1,104,663	(\$163,076)	\$0	(\$152,768)	\$132,309
<b>Judicial *</b>	\$6,800,000	\$1,211,828	\$926,692	\$285,136	\$0	\$0	\$0
<b>Labor and Employment</b>	\$2,004,794	\$120,806	\$0	\$164,489	\$0	\$0	(\$43,683)
<b>Law *</b>	\$1,165,243	\$199,733	\$23,587	\$25,732	\$0	\$144,101	\$6,313
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$347,393	\$64,934	(\$7,539)	\$9,621	\$0	\$46,415	\$16,437
<b>Military Affairs</b>	\$262,570	\$43,644	\$18,742	\$491	\$0	\$0	\$24,411
<b>Natural Resources</b>	\$3,766,558	\$580,982	\$103,101	\$403,334	\$0	\$6,212	\$68,335
<b>Personnel and Administration</b>	\$731,798	\$96,480	\$23,270	\$7,550	\$0	\$65,660	\$0
<b>Public Health</b>	\$3,075,072	\$1,706,563	\$46,947	\$146,470	\$0	\$17,706	\$1,495,440
<b>Public Safety</b>	\$3,649,963	\$692,168	\$200,182	\$43,584	\$406,035	(\$54,065)	\$96,432
<b>Regulatory Agencies</b>	\$1,286,682	\$213,437	\$8,712	\$195,672	\$0	\$9,723	(\$670)
<b>Revenue</b>	\$2,372,039	\$282,306	\$106,687	\$175,619	\$0	\$0	\$0
<b>State *</b>	\$297,124	\$52,171	\$0	\$52,171	\$0	\$0	\$0
<b>Transportation</b>	\$384,680	\$52,285	\$0	\$50,312	\$0	\$1,973	\$0
<b>Treasury *</b>	\$731,798	\$672,589	\$209,658	\$33,269	\$0	\$429,662	\$0
<b>TOTAL</b>	<b>\$52,116,388</b>	<b>\$9,718,063</b>	<b>\$4,556,983</b>	<b>\$1,752,689</b>	<b>\$406,035</b>	<b>\$875,849</b>	<b>\$2,126,507</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

### ***SUPPLEMENTAL AMORTIZATION EQUALIZATION DISBURSEMENT (SAED)***

Similar to the Amortization Equalization Disbursement line item, the Supplemental Amortization Equalization Disbursement (SAED) line item increases employees' contributions to the PERA Trust Fund to amortize the unfunded liability in the Trust Fund. During the 2006 legislative session the General Assembly passed S.B. 06-235, which added Supplemental AED payments.

Per statute, the funding comes from funds that would have otherwise gone to State employees as part of salary increases. Even though no salary increases have been granted in recent years due to the economic downturn, the State has provided funding for the Supplemental Amortization

Equalization Disbursement line item. The amount required by each department for SAED is a product of their total salary costs and the percent contribution as determined by statute on a calendar year basis. For budgeting purposes, the yearly percentages specified by statute are converted to an average percentage need and calculated in the Total Compensation templates completed by each department. For FY 2013-14, the blended percentage contribution is 3.25 percent of salaries. The following table reflects the SAED request by department for FY 2013-14.

<b>Summary of FY 2013-14 Base Request for Supplemental Amortization Equalization Disbursement</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$568,504	\$176,130	\$41,054	\$116,238	\$0	\$0	\$18,838
<b>Corrections</b>	\$10,464,174	\$2,143,477	\$2,064,295	\$79,182	\$0	\$0	\$0
<b>Education</b>	\$1,282,702	\$354,241	\$101,037	\$50,360	\$0	\$34,700	\$168,144
<b>Governor's Office</b>	\$2,431,163	\$374,073	(\$265,360)	\$24,902	\$0	\$579,404	\$35,127
<b>HCPF</b>	\$733,811	\$106,098	\$6,998	\$5,710	\$0	(\$18,697)	\$112,087
<b>Higher Education</b>	\$326,984	\$75,261	\$0	\$59,449	\$0	\$7,821	\$7,991
<b>Human Services</b>	\$6,979,380	\$1,138,513	\$964,821	(\$100,343)	\$0	\$104,894	\$169,141
<b>Judicial *</b>	\$5,900,000	\$1,271,043	\$969,440	\$301,603	\$0	\$0	\$0
<b>Labor and Employment</b>	\$1,805,311	\$186,259	\$0	\$173,911	\$0	\$0	\$12,348
<b>Law *</b>	\$1,051,954	\$223,336	\$34,204	\$27,292	\$0	\$154,383	\$7,457
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$313,619	\$74,744	(\$2,140)	\$10,661	\$0	\$46,622	\$19,601
<b>Military Affairs</b>	\$237,043	\$49,198	\$20,319	\$543	\$0	\$0	\$28,336
<b>Natural Resources</b>	\$3,400,364	\$664,705	\$115,570	\$457,781	\$0	\$10,075	\$81,279
<b>Personnel and Administration</b>	\$660,651	\$115,592	\$31,610	\$8,908	\$0	\$75,074	\$0
<b>Public Health</b>	\$2,776,108	\$1,600,826	\$51,397	\$171,185	\$0	\$28,194	\$1,350,050
<b>Public Safety</b>	\$3,295,107	\$752,403	\$204,559	\$34,327	\$457,468	(\$35,043)	\$91,092
<b>Regulatory Agencies</b>	\$1,161,589	\$239,412	\$9,511	\$218,502	\$0	\$11,471	(\$72)
<b>Revenue</b>	\$2,141,425	\$350,457	\$140,949	\$209,508	\$0	\$0	\$0
<b>State *</b>	\$268,237	\$57,730	\$0	\$57,730	\$0	\$0	\$0
<b>Transportation</b>	\$347,281	\$61,629	\$0	\$59,271	\$0	\$2,358	\$0
<b>Treasury *</b>	\$660,651	\$609,919	\$191,020	\$31,010	\$0	\$387,889	\$0
<b>TOTAL</b>	<b>\$46,806,058</b>	<b>\$10,625,046</b>	<b>\$4,679,284</b>	<b>\$1,997,730</b>	<b>\$457,468</b>	<b>\$1,389,145</b>	<b>\$2,101,419</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

### ***SHIFT DIFFERENTIAL***

The Shift Differential line item addresses the adjustment necessary to compensate employees for work performed outside of normal work schedules. These are second and third shift workers

whose scheduled work hours fall outside of the regular Monday through Friday, 8:00 am to 5:00 pm work schedule. Typically, in order to sufficiently staff the second and third shifts, departments offer higher wages to employees willing to work non-traditional hours. The request for this line item is calculated annually at 80% of the level of prior year actual expenditures for this function. This methodology is consistent with what has been requested and appropriated in the majority of the previous fiscal years. The Executive Branch recognizes the need to fund shift differential payments to the extent that they are needed by its respective agencies. However, funding shift differential at 80% of the prior year's expenses will allow agencies to maintain operations at the current level while the policy of funding shift differential is considered within the scope of the entire total compensation philosophy. The following table reflects the Shift Differential Request by department for FY 2013-14.

<b>Summary of FY 2013-14 Base Request for Shift Differential</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Corrections</b>	\$6,321,726	\$264,066	\$252,802	\$11,264	\$0	\$0	\$0
<b>Education</b>	\$77,703	(\$6,282)	(\$6,282)	\$0	\$0	\$0	\$0
<b>Governor's Office</b>	\$72,915	(\$3,066)	\$0	\$0	\$0	(\$3,066)	\$0
<b>HCPF</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Higher Education</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Human Services</b>	\$4,107,732	\$18,005	(\$144,881)	(\$6,087)	\$0	\$174,880	(\$5,907)
<b>Judicial *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$9,852	(\$4,608)	\$0	\$0	\$0	\$0	(\$4,608)
<b>Law *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Military Affairs</b>	\$20,922	(\$1,134)	\$0	\$0	\$0	\$0	(\$1,134)
<b>Natural Resources</b>	\$25,546	(\$5,696)	\$0	(\$5,696)	\$0	\$0	\$0
<b>Personnel and Administration</b>	\$42,040	\$2,458	\$0	\$0	\$0	\$2,458	\$0
<b>Public Health</b>	\$16,434	\$11,866	\$279	(\$410)	\$0	\$0	\$11,997
<b>Public Safety</b>	\$461,114	\$7,366	(\$4,211)	\$10,950	(\$519)	\$1,146	\$0
<b>Regulatory Agencies</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Revenue</b>	\$31,864	(\$8,646)	(\$193)	(\$8,453)	\$0	\$0	\$0
<b>State *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Transportation</b>	\$29,703	\$5,251	\$0	\$5,030	\$0	\$221	\$0
<b>Treasury *</b>	\$42,040	\$42,040	\$0	\$0	\$0	\$42,040	\$0
<b>TOTAL</b>	<b>\$11,259,591</b>	<b>\$321,620</b>	<b>\$97,514</b>	<b>\$6,598</b>	<b>(\$519)</b>	<b>\$217,679</b>	<b>\$348</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

### ***SHORT-TERM DISABILITY (STD)***

The Short-term Disability appropriation is used to provide partial payment of an employee's salary in the event that an individual becomes disabled and cannot perform his or her work



duties. All employees have this employer-paid, payroll-based benefit. This benefit is calculated on an annual basis. For FY 2013-14, the Executive Branch is requesting a short-term disability contribution of 0.190 percent of salaries. The following table shows the Short-term Disability request by department for FY 2013-14.

<b>Summary of FY 2013-14 Request for Short-term Disability</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$29,027	\$5,631	\$2,392	\$2,611	\$0	\$0	\$628
<b>Corrections</b>	\$600,711	\$64,851	\$60,755	\$4,096	\$0	\$0	\$0
<b>Education</b>	\$67,931	\$16,877	\$2,609	\$1,623	\$0	\$2,485	\$10,160
<b>Governor's Office</b>	\$140,886	\$21,745	(\$2,309)	\$1,916	\$0	\$20,595	\$1,543
<b>HCPF</b>	\$40,120	\$6,623	\$1,316	\$310	\$0	(\$511)	\$5,508
<b>Higher Education</b>	\$18,880	\$4,760	\$0	\$3,124	\$0	\$833	\$803
<b>Human Services</b>	\$399,698	\$37,790	\$45,903	(\$7,454)	\$0	(\$5,103)	\$4,445
<b>Judicial *</b>	\$465,242	\$42,346	\$65,025	(\$22,679)	\$0	\$0	\$0
<b>Labor and Employment</b>	\$105,529	\$2,199	\$0	\$6,590	\$0	\$0	(\$4,391)
<b>Law *</b>	\$57,761	\$8,565	\$1,618	\$1,509	\$0	\$4,701	\$738
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$18,334	\$5,434	\$1,099	\$406	\$0	\$2,130	\$1,799
<b>Military Affairs</b>	\$13,182	\$1,758	\$548	\$13	\$0	\$0	\$1,196
<b>Natural Resources</b>	\$176,734	\$21,241	\$3,900	\$13,976	\$0	\$237	\$3,128
<b>Personnel and Administration</b>	\$38,094	\$4,509	\$777	\$534	\$0	\$3,198	\$0
<b>Public Health</b>	\$158,497	\$87,815	\$1,596	\$8,201	\$0	\$945	\$77,072
<b>Public Safety</b>	\$190,797	\$27,505	\$9,945	(\$738)	\$16,007	(\$3,416)	\$5,708
<b>Regulatory Agencies</b>	\$67,420	\$12,784	\$347	\$11,892	\$0	\$346	\$199
<b>Revenue</b>	\$124,152	\$7,572	\$2,737	\$4,836	\$0	\$0	\$0
<b>State *</b>	\$15,275	\$1,475	\$0	\$1,475	\$0	\$0	\$0
<b>Transportation</b>	\$20,321	\$1,914	\$0	\$1,837	\$0	\$77	\$0
<b>Treasury *</b>	\$38,094	\$34,869	\$11,009	\$1,626	\$0	\$22,234	\$0
<b>TOTAL</b>	<b>\$2,786,685</b>	<b>\$418,263</b>	<b>\$209,267</b>	<b>\$35,704</b>	<b>\$16,007</b>	<b>\$48,751</b>	<b>\$108,536</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

### ***HEALTH, LIFE, AND DENTAL (HLD)***

Each Department's Health, Life, and Dental (HLD) appropriation is designed to cover the State's contribution for the premium on each employee's HLD insurance policy. The State offers four categories of coverage for medical and dental insurance: Employee Only, Employee plus Children, Employee plus Spouse, and Family.

Pursuant to statute, the State Personnel Director provides its recommendation of what the State's contributions to each of these policies should be after considering a number of factors including total compensation, industry trends, and fiscal constraints. The State Personnel Director's

recommendation is then presented in the August 1 Total Compensation Letter and Report, which is submitted to the Governor's Office and the General Assembly for review. The official requests for funding the HLD appropriations have been submitted by each department within their November 1 requests.

Currently, contributions to health and dental insurance are broken down by four distinct tiers: Employee (Tier 1), Employee and Spouse (Tier 2), Employee and Children (Tier 3), and Employee, Spouse, and Children (Tier 4). In addition, the Executive Branch is requesting an appropriation of \$9.18 per permanent employee per month for the State's contribution for life insurance. The following table shows the contributions that have been recommended and included in the November 1 request for FY 2013-14 for Health, Life and Dental.

<b>FY 2013-14 Health and Dental Monthly State Contributions by Tier</b>				
<b>Tier</b>	<b>Tier Description</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
1	Employee	\$470.20	\$25.92	\$9.18
2	Employee + Spouse	\$810.76	\$42.62	\$9.18
3	Employee + Child(ren)	\$726.48	\$46.44	\$9.18
4	Family	\$1,032.98	\$62.22	\$9.18

The Executive Branch is requesting to maintain the FY 2012-13 policy of funding health and dental contributions at 100% of market. As a result, the requested levels of funding for each department are outlined in the following table.

<b>Summary of FY 2013-14 Base Request for Health, Life, and Dental</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$2,071,444	\$195,504	\$91,538	\$86,290	\$0	\$0	\$17,676
<b>Corrections</b>	\$44,955,339	\$2,667,434	\$2,426,788	\$240,646	\$0	\$0	\$0
<b>Education</b>	\$4,166,353	\$759,552	\$213,787	\$92,057	\$0	\$143,856	\$309,851
<b>Governor's Office</b>	\$7,656,076	\$528,877	(\$81,354)	\$95,642	\$0	\$441,545	\$73,044
<b>HCPF</b>	\$2,232,628	\$15,835	(\$35,385)	(\$7,185)	\$0	(\$40,781)	\$99,186
<b>Higher Education</b>	\$1,269,013	\$145,847	\$0	\$146,225	\$0	(\$6,656)	\$6,279
<b>Human Services</b>	\$29,313,389	\$2,429,099	\$1,737,309	\$121,029	\$0	\$97,410	\$473,352
<b>Judicial *</b>	\$30,730,411	\$2,884,590	\$2,257,796	\$626,794	\$0	\$0	\$0
<b>Labor and Employment</b>	\$6,806,678	\$56,911	\$0	\$128,108	\$0	\$0	(\$71,197)
<b>Law *</b>	\$2,875,285	\$254,922	\$33,367	(\$14,165)	\$0	\$210,553	\$25,168
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$1,093,002	\$62,811	(\$114,200)	\$2,501	\$0	\$194,169	(\$19,659)
<b>Military Affairs</b>	\$1,554,851	\$747,608	\$266,699	\$12,608	\$0	\$0	\$468,301
<b>Natural Resources</b>	\$11,107,783	\$1,100,574	\$958,535	\$1,051,173	\$0	(\$735,081)	(\$174,053)
<b>Personnel and Administration</b>	\$2,494,554	\$171,394	\$9,401	(\$7,211)	\$0	\$169,204	\$0

<b>Summary of FY 2013-14 Base Request for Health, Life, and Dental</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Public Health</b>	\$8,798,344	\$4,559,724	\$104,276	\$154,769	\$0	\$109	\$4,300,571
<b>Public Safety</b>	\$11,830,995	\$991,974	\$460,914	(\$6,634)	\$480,719	(\$116,280)	\$173,255
<b>Regulatory Agencies</b>	\$3,757,213	\$499,665	\$23,460	\$464,504	\$0	\$15,672	(\$3,970)
<b>Revenue</b>	\$8,807,887	\$789,370	\$331,335	\$458,035	\$0	\$0	\$0
<b>State *</b>	\$890,374	\$26,905	\$0	\$26,905	\$0	\$0	\$0
<b>Transportation</b>	\$1,141,200	\$87,425	\$0	\$80,600	\$0	\$6,825	\$0
<b>Treasury *</b>	\$2,494,554	\$2,306,084	\$555,416	\$71,917	\$0	\$1,678,751	\$0
<b>TOTAL</b>	<b>\$186,047,371</b>	<b>\$21,282,103</b>	<b>\$9,239,680</b>	<b>\$3,824,607</b>	<b>\$480,719</b>	<b>\$2,059,295</b>	<b>\$5,677,803</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.



## ADMINISTRATIVE LAW JUDGE SERVICES

The Colorado Office of Administrative Courts (OAC) was statutorily created in 1976 to provide an easily accessible, independent and cost-effective administrative law adjudication system in Colorado. The Office is one of 24 central panels of independent Administrative Law Judges (ALJ) in the United States, and provides administrative law hearings to over 50 State agencies, counties and other entities out of its three offices (Denver, Colorado Springs and Grand Junction).

The OAC conducts all workers' compensation merit hearings for the entire State; all public benefits cases (food stamps, Colorado Works/TANF, Medicaid, etc.); all professional licensing board work involving the denial, revocation, suspension or other discipline of holders of a professional license (such as doctors, nurses, architects, real estate brokers, engineers, etc.); teacher dismissal cases, and all Secretary of State cases where a citizen has filed a complaint under the Fair Campaign Practices Act. In addition, the Office conducts mediations and settlement conferences.

### FY 2013-14 ESTIMATED COSTS

<b>FY 2013-14 Administrative Law Judge Estimated Costs</b>		
<b>Description</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Request</b>
Personal Services	\$3,201,135	\$3,229,131
Health, Life, and Dental	\$373,893	\$239,043
Performance Based Pay	\$0	\$0
AED/SAED	\$196,134	\$196,013
STD		
Operating Expenses	\$551,572	\$143,260
Indirect Costs	\$185,047	\$15,853
Leased Space - Denver, Co Spgs	\$313,802	\$376,132
Capitol Complex - Grand Junction	\$11,567	\$9,425
Workers' Comp	\$22,124	\$22,375
Prop and Liability	\$47,223	\$66,656
OIT Administration	\$9,472	\$3,564
GGCC	\$220,006	\$6,232
MNT	\$21,471	\$42,624
Legal Services	\$6,096	\$17,459
JBC Fund Bal Adjustment	(\$331,237)	\$88,704
<b>Total</b>	<b>\$4,828,305</b>	<b>\$4,456,471</b>

The bullets below provide the amount and rationale behind each of the components of the request and, to the extent necessary, outline any departure from the previously requested amounts or methodologies. The Department submits this common policy on an annual basis based upon a historical cost allocation methodology and costs are estimated using the best known information as of a certain date. For this reason and since common policy portion of the November 1 request must be finalized well in advance of the actual submission date, there may

be a difference between what the common policy is requesting and the updated figures presented in the November 1 request.

- **Personal Services:** The amount requested for Personal Services is the base amount requested for this line item in FY 2013-14 per the Department's Reconciliation and Schedule 3s. For the request year, the Department has requested an adjustment to its Personal Services appropriation to account for the Cash Funds revenue from Miscellaneous School Districts.
- **Operating Expenses:** The FY 2013-14 Operating Expenses line item is considerably lower than the FY 2012-13 appropriated amount due to the annualization of the E-File decision that was submitted last year.
- **Health, Life, and Dental:** The Health, Life, and Dental overhead cost is a function of the number of FTE employed and the annual changes that are included as a result of open enrollment. The FY 2013-14 enrollment is based on the current enrollment as shown in the Department's internal projections.
- **Amortization Equalization Disbursement, Supplemental Amortization Equalization Disbursement and Short-term Disability:** These costs are statutory increases in the amount of money that is contributed to make the State's retirement plan solvent. The short-term disability request is a function of the total salary estimated to be paid through this program and the cost as specified in the Department's contract with the short-term disability provider. For FY 2013-14, that percent is expected to hold steady at 0.190%.
- **Workers' Compensation:** The internal allocation of workers compensation is based on the Department's total allocation as well as the number of FTE in the line item relative to the entire department. This value is the FY 2012-13 allocation for the Administrative Law Judge Services.
- **Property and Liability (Risk):** Like the workers' compensation allocation, the internal allocation of property and liability is based on the Department's total allocation as well as the number of FTE in the line item relative to the entire Department. This value is the FY 2012-13 allocation for the Administrative Law Judge Services.
- **Purchase of Services from the Computer Center:** This amount is a function of the total allocation to the Department. The internal allocation takes into account the fact that a number of services are used by all employees and therefore allocated on an FTE basis. However, the allocation has an additional component that accounts for a portion of the services that are specific to programs and are therefore allocated specifically to those programs on a proportional basis.
- **OIT Administration and MNT:** The OIT Administration line is allocated based on FTE. The MNT allocation is based upon actual program usage within DPA. Both of these allocations will fluctuate with the allocations set forth by the Governor's Office of Information Technology and what they are known to be as of the date the common policy is assembled and submitted to the OSPB for final consideration.
- **Legal Services:** The legal services allocation is based upon a three-year average of actual utilization. This is a conservative estimate but due to the fact that the historical cost allocation methodology will account for significant variation in the actual for FY 2013-14 in a subsequent year, over- or under-expenditures will be accounted for through other common policy actions.

For FY 2013-14, the Department has also included a fund balance adjustment for the Administrative Law Judge common policy. The table below shows the calculation of the fund balance adjustment.

<b>FY 2013-14 Administrative Law Judge Fund Balance Projection</b>	
<b>Description</b>	<b>Amount</b>
Final Fund Balance - FY12 Proj.	\$411,585
Projected FY13 Revenue	\$4,828,665
Projected FY13 Expense	\$5,159,542
<b><i>Final Fund Balance - FY13 Proj.</i></b>	<b><i>\$80,708</i></b>
FY14 - Personal Services	\$3,229,131
FY14 - Operating	\$143,260
FY14 - Indirect Costs	\$15,853
FY14 - Total Expenditure Base	\$3,388,244
<b><i>Targeted Fund Bal - 5% of FY14 - Total Expenditure Base</i></b>	<b><i>\$169,412</i></b>
<b>Addition / (Reduction) Required to Reach Target</b>	<b>\$88,704</b>

### **COST ALLOCATION TO DEPARTMENTS**

The Administrative Law Judge allocations are determined using a historical cost allocation model, which is the sum of all personal services and operating expenditures projected for the line item each fiscal year allocated proportionally by department as demonstrated in the prior fiscal year's actual usage.

<b>Administrative Law Judge Services FY 2013-14 Requested Allocation</b>				
<b>Department</b>	<b>FY 2011-12 % Utilization</b>	<b>FY 2013-14 Request</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Incremental Need</b>
Agriculture	0.10%	\$4,398	\$3,468	\$930
Corrections	0.06%	\$2,752	\$4,604	(\$1,852)
Education	1.74%	\$77,719	\$65,353	\$12,366
HCPF	11.94%	\$532,168	\$510,957	\$21,211
Higher Education	0.03%	\$1,438	\$684	\$754
Human Services	16.06%	\$715,666	\$922,776	(\$207,110)
Labor	59.93%	\$2,670,702	\$2,789,339	(\$118,637)
Law	0.10%	\$4,315	\$1,135	\$3,180
Personnel	0.14%	\$6,168	\$4,697	\$1,471
Public Health	1.05%	\$46,977	\$1,680	\$45,297
Regulatory Agencies	5.40%	\$240,708	\$297,213	(\$56,505)
Revenue	0.37%	\$16,595	\$14,200	\$2,395
State	0.69%	\$30,797	\$114,624	(\$83,827)
Transportation	0.00%	\$152	\$684	(\$532)
Misc. School Districts	2.38%	\$105,916	\$97,251	\$8,665
<b>TOTAL</b>	<b>100%</b>	<b>\$4,456,471</b>	<b>\$4,828,665</b>	<b>(\$372,194)</b>

## FY 2013-14 DEPARTMENT FUNDING REQUESTS

Summary of FY 2013-14 Request for Administrative Law Judges							
Department	FY 2013-14 Request	Total Base Adj.	GF	CF	HUTF	RF	FF
Agriculture	\$4,398	\$930	\$0	\$930	\$0	\$0	\$0
Corrections	\$2,752	(\$1,852)	(\$1,852)	\$0	\$0	\$0	\$0
Education	\$77,719	\$12,366	\$0	\$10,232	\$0	\$2,134	\$0
Governor's Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HCPF	\$532,168	\$21,211	\$10,606	\$0	\$0	\$0	\$10,605
Higher Education	\$1,438	\$754	\$0	\$754	\$0	\$0	\$0
Human Services	\$715,666	(\$207,110)	(\$125,397)	(\$12,526)	\$0	\$0	(\$69,187)
Judicial *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Labor and Employment	\$2,670,702	(\$118,637)	\$0	(\$118,637)	\$0	\$0	\$0
Law *	\$4,315	\$3,180	\$0	\$3,180	\$0	\$0	\$0
Legislature *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Affairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Military Affairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Natural Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel & Administration	\$6,168	\$1,471	\$0	\$1,360	\$0	\$111	\$0
Public Health	\$46,977	\$45,297	\$0	\$0	\$0	\$45,297	\$0
Public Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Regulatory Agencies	\$240,708	(\$56,505)	(\$2,555)	(\$53,950)	\$0	\$0	\$0
Revenue	\$16,595	\$2,395	\$0	\$2,395	\$0	\$0	\$0
State *	\$30,797	(\$83,827)	\$0	(\$83,827)	\$0	\$0	\$0
Transportation	\$152	(\$532)	\$0	(\$532)	\$0	\$0	\$0
Treasury *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. School Districts	\$105,916	\$8,665	\$0	\$8,665	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$4,456,471</b>	<b>(\$372,194)</b>	<b>(\$119,198)</b>	<b>(\$241,956)</b>	<b>\$0</b>	<b>\$47,542</b>	<b>(\$58,582)</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

## WORKERS' COMPENSATION

This line item provides funding for payments made by departments to the Department of Personnel & Administration (DPA) to support the State's Workers' Compensation program. This is part of the State's self-funded property, liability, and workers' compensation insurance programs managed within DPA's Risk Management Unit.

Workers' Compensation claims are by far the most costly and volatile liability the State faces on a year-to-year basis. In general, the State realizes approximately 5,000 workers' compensation claims in any given year. However, it is generally accepted that during downturns in the overall economy, both the frequency and magnitude of workers' compensation claims tend to increase. For example, in the prior two fiscal years, the State incurred considerably more workers' compensation claims than anticipated.



***Actuary's Estimated Costs***

In a typical year, the Department contracts with an actuary to estimate two critical components of the overall workers' compensation allocations for each department. First, the actuary estimates the total current liability the State is facing based on a three year analysis of actual losses and/or claims by each department. Secondly, using the same loss/claim data, the actuary estimates the allocation for each agency as a percent of the total.

The Department adjusts the actuary's estimate of total cost by adding two sets of figures. The first is an adjustment that accounts for revised total compensation and operating common policy adjustments set independently of the Risk calculation. This process accounts for a very small amount of variation in the overall allocations, as the typical adjustment is comprised of the changes in the Amortization Equalization Disbursement, Supplemental Amortization Equalization Disbursement, Purchase of Services from the Computer Center, Multi-use Network Payments, and other common policies.

The second set of adjustments includes the corrections or revisions to the various excess policies carried by the State. By industry standards, the State of Colorado is considered self-insured as it covers the liability for losses in these three areas at least up to the first \$100,000, though many losses are covered to a considerably higher limit. The excess policies carried by the State protect it from extreme cases where a particular loss could jeopardize the overall solvency of the risk management funds.

**FY 2013-14 ESTIMATED COSTS**

There is a two-step process to determine the total estimated costs for workers' compensation. The first step is to determine the overhead costs associated with the program and the second is to combine that amount with the estimated FY 2013-14 program costs.

***Overhead Costs***

The following table shows the development of the overhead costs for risk management, which includes workers' compensation, property, and liability. The Department allocates the overhead costs to each program on a proportional basis as a function of the total estimated programmatic expenditures for each line. This table shows how each of the Personal Services, total compensation, and operating POTS have been allocated to each program.

<b>Calculation of Program Overhead for FY 2013-14</b>				
<b>Description</b>	<b>FY 2013-14 Budget Request</b>	<b>Liability</b>	<b>Property</b>	<b>Workers' Comp</b>
<b>Overhead Allocation %</b>	<b>100.0%</b>	<b>9.1%</b>	<b>15.2%</b>	<b>75.7%</b>
<b>Personal Services</b>	<b>\$753,646</b>	\$59,335	\$98,399	\$595,912

<b>Calculation of Program Overhead for FY 2013-14</b>				
<b>Description</b>	<b>FY 2013-14 Budget Request</b>	<b>Liability</b>	<b>Property</b>	<b>Workers' Comp</b>
<b>Pots Allocations</b>				
Health, Life and Dental	<b>\$89,123</b>	\$8,144	\$13,506	\$67,473
Short-term Disability	<b>\$1,147</b>	\$105	\$174	\$868
Salary Survey	<b>\$0</b>	\$0	\$0	\$0
Performance-based Pay	<b>\$0</b>	\$0	\$0	\$0
Amortization Equalization Disbursement (AED)	<b>\$23,872</b>	\$2,181	\$3,618	\$18,073
Supplemental AED	<b>\$21,551</b>	\$1,969	\$3,266	\$16,316
<b>Pots Allocations Subtotal</b>	<b>\$135,693</b>	<b>\$12,400</b>	<b>\$20,563</b>	<b>\$102,730</b>
<b>Operating Expenses</b>	<b>\$68,427</b>	\$5,220	\$8,656	\$54,551
<b>Operating Common Policies</b>				
Workers' Comp	<b>\$4,747</b>	\$434	\$719	\$3,594
Payment to Risk Mgt/Property Funds	<b>\$14,142</b>	\$1,292	\$2,143	\$10,707
Leased Space	<b>\$3,117</b>	\$285	\$472	\$2,360
Capitol Complex Leased Space	<b>\$27,478</b>	\$2,511	\$4,164	\$20,803
GGCC	<b>\$1,277</b>	\$117	\$194	\$967
MNT	<b>\$9,058</b>	\$828	\$1,373	\$6,858
OIT Administration	<b>\$758</b>	\$69	\$115	\$574
<b>Operating Common Policies Subtotal</b>	<b>\$60,577</b>	<b>\$5,536</b>	<b>\$9,181</b>	<b>\$45,862</b>
<b>Audit Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Indirect Costs</b>	<b>\$52,088</b>	<b>\$4,760</b>	<b>\$7,893</b>	<b>\$39,435</b>
<b>Total Program Overhead</b>	<b>\$1,070,431</b>	<b>\$87,250</b>	<b>\$144,692</b>	<b>\$838,490</b>

The table above shows the various components that comprise the total overhead costs. The following text provides a brief description of each component.

- **Personal Services:** The amount requested for Personal Services is the base amount requested for this line item in FY 2013-14 per the Department's Reconciliation and Schedule 3s. The Personal Services request includes an adjustment for the Workers' Compensation loss control request that was approved for FY 2012-13 and ongoing.
- **Amortization Equalization Disbursement and Supplemental Amortization Equalization Disbursement:** These costs are statutory increases in the amount of money that is contributed to make the State's retirement plan solvent. In addition, to the extent that salaries change or the program hires additional FTE, the AED and SAED portion of the overhead costs may vary significantly.
- **Health, Life, and Dental, and Short-term Disability:** The Health, Life, and Dental overhead cost is a function of the number of FTE employed and the annual changes that are included as a result of open enrollment. The FY 2013-14 enrollment is based on the

current enrollment as shown in the Department's internal projections. The short-term disability request is a function of the total salary estimated to be paid through this program and the cost as specified in the Department's contract with the short-term disability provider. For FY 2013-14, that percent is expected to hold steady at 0.190%.

- **Workers' Compensation:** The internal allocation of workers compensation is based on the Department's total allocation as well as the number of FTE in the line item relative to the entire Department. This value is the FY 2012-13 allocation for the Risk Management Program.
- **Property and Liability (Risk):** Similar to the workers' compensation allocation, the internal allocation of property and liability is based on the Department's total allocation as well as the number of FTE in the line item relative to the entire Department. This value is the FY 2012-13 allocation for the Risk Management Program.
- **Leased Space:** The Leased Space allocation is based upon the Department's FY 2012-13 estimated allocation for the risk program. It should be noted that this expense is for private leased space, not the State-managed Capitol Complex Leased Space.
- **OIT Administration:** The OIT Administration line is allocated based upon FTE. This allocation will fluctuate with the department allocations set forth by the Governor's Office of Information Technology and what they are known to be as of the date the common policy is assembled and submitted for consideration.
- **Audit Expense:** In the past, the Department has required funding to pay for an audit of the risk management program. The Department is not expected to undergo an audit in FY 2013-14, therefore no funding is required.
- **Indirect Cost Assessment:** The Department does not have any control over its indirect cost assessment allocation. This value is based on the FY 2012-13 appropriation.

**Total Estimated Costs**

The following table details the total FY 2013-14 costs for Workers' Compensation.

<b>Calculation of Workers' Compensation Costs for FY 2013-14</b>	
<b>Description</b>	<b>FY 2013-14 Budget Request</b>
<b>Program Overhead Expenses</b>	<b>\$838,490</b>
<b>Premium Line Expenses</b>	
Prospective Claims Payout	\$36,733,838
TPA Fees	\$2,150,000
Loss Control Incentives	\$50,000
DHS Prior Year Claim Payments	\$150,000
Excess Policy	\$449,893
Litigation Costs	\$1,085,089
CDLE Permit	\$2,000
CDLE Surcharge	\$500,000
Employment Security Contract Payment	\$20,000
Actuarial Services	\$39,500

<b>Calculation of Workers' Compensation Costs for FY 2013-14</b>	
<b>Description</b>	<b>FY 2013-14 Budget Request</b>
RMIS Service Fees	\$45,816
Broker Service Fees	\$13,943
<b>(2) Division of Human Resources, (C) Risk Management Services, Workers' Compensation Premiums</b>	<b>\$41,240,079</b>
<b>C-SEAP Funding</b>	<b>\$1,052,877</b>
<b>Adjustment to Targeted Fund Balance</b>	<b>(\$1,895,252)</b>
<b>Total Workers' Compensation Allocations</b>	<b>\$41,236,194</b>

The following text provides a brief description of each component and any considerable changes to the amount or methodology from prior submissions.

- **Prospective Claims Payouts:** This amount is actuarially determined for each fiscal year given prior years' loss experiences, including severity and frequency. This is per the actuary's most recent report on prospective losses.
- **TPA Fees:** These are the third-party administrator (TPA) fees that the Department incurs for having a third-party administer and track workers' compensation claims against the State. This is necessary due to the volume and complexity of the work associated with this task.
- **Loss Control Incentives:** This funding is part of the funding required by the Department to implement and maintain various loss-control programs through-out the State. This is a continuation level of funding from the prior year.
- **DHS Prior Year Payouts:** This is based on actual prior year payouts for the Department of Human Services that should not be allocated to other agencies. These payments are for claims that the State agreed to pay on an on-going basis until the claim is closed.
- **Excess Policy:** This is the excess workers' compensation policy that limits the amount of the State's financial exposure in any one workers' compensation occurrence to \$10 million and then provides coverage for the next \$50 million. This policy would typically apply in the instance of multiple injuries in one incident, such as a building fire or a terrorism event. This policy is required by the Division of Workers' Compensation as a requirement of the State's self-insurance permit. The amount was increased from \$25 million to \$50 million in response to a 2010 audit recommendation.
- **Litigation Costs:** This cost represents the amount of money the Department anticipates spending to have legal representation at workers' compensation hearings, as well as expenses for expert opinions. This is an increase over what was paid in previous years because the State's new third-party administrator (Broadspire) does not include litigation services within its rate, whereas the previous provider included this service.
- **CDLE Permit:** All organizations in Colorado who self-insure for workers' compensation are required to have a permit issued by the Division of Workers' Compensation. The

permit is reissued each year and this fee is then paid to the Division of Workers' Compensation to review the updated information and reissue the permit.

- **CDLE Surcharge:** This is an amount imposed by the Division of Workers' Compensation on all self-insured employers to fund the subsequent injury fund. The surcharge is based on payroll and the types of jobs performed by state employees.
- **Broker Fees:** This is the cost incurred by the State for an independent broker to source the various excess policies required by the State to effectively protect the State against various liabilities.
- **RMIS Service Fees:** The RMIS Service Fees line represents the costs incurred by the State for the risk management information system. This system tracks claims for the liability, property, and workers' compensation programs and is therefore allocated across all three programs.
- **C-SEAP Funding:** The Colorado State Employee Assistance Program, whose funding comes from workers' compensation allocations to State agencies, is built into the allocation model so that the costs associated with that program can be recouped. Please see the Appendix at the end of this section for a detailed breakout of these costs.
- **Adjustment to Targeted Fund Balance:** Part of the required analysis for the risk management operating common policy adjustment is an estimate of the funding necessary to reach the targeted fund balance. The following table shows the calculation for the targeted fund balance adjustment. Essentially, the Department calculates the fund balance for a given fund at the end of the most recent fiscal year, adds the revenues (which are the appropriations for respective departments), subtracts the anticipated expenditures, and calculates the amount it needs to collect or refund through reduced appropriations to maintain the targeted fund balance percentage. For FY 2013-14, the department has requested a 5% reserve balance for all of its self-funded risk programs, which is consistent with the FY 2012-13 level of funding.

<b>Summary of Program Expenses for Workers Comp</b>	
<b>Description</b>	<b>Workers' Compensation</b>
Program Overhead	\$838,490
Premiums Expense	\$41,240,079
Legal Expense	\$0
C-SEAP Allocation	\$1,052,877
<b>Total</b>	<b>\$43,131,446</b>
<i>Targeted Fund Balance (%)</i>	<i>5%</i>
<b>Targeted Fund Balance (\$)</b>	<b>\$2,156,572</b>

<b>Estimate of Adjustment Required to Attain Targeted Fund Balance</b>	
<b>Description</b>	<b>Workers' Comp (11W)</b>
FY 2011-12 End-of-Year Fund Balance	\$3,900,194
FY 2012-13 Expenditure Estimate	(\$40,729,299)
FY 2012-13 Agency Billings	\$40,880,929

<b>Estimate of Adjustment Required to Attain Targeted Fund Balance</b>	
<b>Description</b>	<b>Workers' Comp (11W)</b>
FY 2012-13 Estimated End-of-Year Fund Balance	\$4,051,824
Targeted Fund Balance %'s	5.0%
<b>TARGET FUND BALANCE FY 2013-14</b>	<b>\$2,156,572</b>
Increase / (Decrease) to Common Policy Request	(\$1,895,252)

## **COST ALLOCATION TO DEPARTMENTS**

The allocations to State agencies for workers' compensation are determined by the Department's actuary. The actuary performs an analysis of loss history and forecasted trends to determine the appropriation allocations of the total risk pool. The following tables show the allocations to State agencies and institutions for the workers' compensation premiums line item by fund source, for the FY 2013-14 Total Request and the FY 2013-14 Incremental Base Request.

<b>FY 2013-14 Allocations by Department: Workers' Compensation</b>			
<b>Department/Agency</b>	<b>Workers' Comp Total Need</b>	<b>FY 2012-13 Long Bill</b>	<b>Total Incremental Adjustment</b>
Agriculture	\$160,113	\$165,703	(\$5,590)
Corrections	\$8,415,767	\$7,767,033	\$648,734
Education	\$627,674	\$433,303	\$194,371
Office of Governor	\$441,923	\$372,433	\$69,490
Personnel & Administration	\$211,840	\$220,543	(\$8,703)
Healthcare Policy & Finance	\$46,920	\$30,843	\$16,077
Higher Education	\$3,820,441	\$2,733,500	\$1,086,941
Transportation	\$7,409,813	\$8,368,973	(\$959,160)
Human Services	\$12,374,088	\$12,601,993	(\$227,905)
Judicial	\$1,327,166	\$1,712,924	(\$385,758)
Labor & Employment	\$451,537	\$543,147	(\$91,610)
Legislature	\$25,021	\$31,210	(\$6,189)
Local Affairs	\$92,156	\$50,847	\$41,309
Law	\$74,366	\$73,256	\$1,110
Military Affairs	\$77,242	\$67,511	\$9,731
Natural Resources	\$1,554,085	\$1,607,888	(\$53,803)
Public Health	\$508,359	\$423,647	\$84,712
Public Safety	\$2,755,651	\$2,827,657	(\$72,006)
Regulatory Agencies	\$60,479	\$70,200	(\$9,721)
Revenue	\$786,677	\$770,412	\$16,265
Secretary of State	\$13,969	\$6,926	\$7,043
Treasury	\$904	\$978	(\$74)
<b>Totals</b>	<b>\$41,236,191</b>	<b>\$40,880,929</b>	<b>\$355,262</b>

## FY 2013-14 DEPARTMENT FUNDING REQUESTS

Summary of FY 2013-14 Request for Workers' Compensation							
Department	FY 2013-14 Request	Total Base Adj.	GF	CF	HUTF	RF	FF
<b>Agriculture</b>	\$160,113	(\$5,590)	\$0	(\$5,590)	\$0	\$0	\$0
<b>Corrections</b>	\$8,415,767	\$648,734	\$627,975	\$20,759	\$0	\$0	\$0
<b>Education</b>	\$627,674	\$194,371	\$74,288	\$26,600	\$0	\$23,869	\$69,614
<b>Governor's Office</b>	\$441,923	\$69,490	(\$109,348)	\$0	\$0	\$178,838	\$0
<b>HCPF</b>	\$46,920	\$16,077	\$8,039	\$0	\$0	\$0	\$8,038
<b>Higher Education**</b>	\$3,820,441	\$1,086,941	\$0	\$1,084,921	\$0	\$2,020	\$0
<b>Human Services</b>	\$12,374,088	(\$227,905)	(\$117,782)	(\$21,369)	\$0	(\$76,575)	(\$12,179)
<b>Judicial *</b>	\$1,327,166	(\$385,758)	(\$385,758)	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$451,537	(\$91,610)	\$0	(\$25,817)	\$0	\$0	(\$65,793)
<b>Law *</b>	\$74,366	\$1,110	(\$418)	\$1,833	\$0	(\$279)	(\$26)
<b>Legislature *</b>	\$25,021	(\$6,189)	(\$6,189)	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$92,156	\$41,309	\$38,170	\$1,405	\$0	\$1,735	\$0
<b>Military Affairs</b>	\$77,242	\$9,731	\$3,309	\$0	\$0	\$0	\$6,422
<b>Natural Resources</b>	\$1,554,085	(\$53,803)	\$7,260	(\$38,748)	\$0	(\$8,348)	(\$13,967)
<b>Personnel and Administration</b>	\$211,840	(\$8,703)	(\$4,297)	\$294	\$0	(\$4,700)	\$0
<b>Public Health</b>	\$508,359	\$84,712	\$0	\$0	\$0	\$84,712	\$0
<b>Public Safety</b>	\$2,755,651	(\$72,006)	\$0	\$0	(\$72,006)	\$0	\$0
<b>Regulatory Agencies</b>	\$60,479	(\$9,721)	(\$310)	(\$8,897)	\$0	(\$333)	(\$181)
<b>Revenue</b>	\$786,677	\$16,265	(\$5,431)	\$21,696	\$0	\$0	\$0
<b>State *</b>	\$13,969	\$7,043	\$0	\$7,043	\$0	\$0	\$0
<b>Treasury *</b>	\$904	(\$74)	(\$74)	\$0	\$0	\$0	\$0
<b>Transportation</b>	\$7,409,813	(\$959,160)	\$0	(\$959,160)	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$41,236,191</b>	<b>\$355,264</b>	<b>\$129,434</b>	<b>\$104,970</b>	<b>(\$72,006)</b>	<b>\$200,939</b>	<b>(\$8,072)</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

\*\*Includes Institutions of Higher Education non-appropriated.

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

## APPENDIX

The following is a detailed breakout of the C-SEAP funding request.

<b>Calculation of FY 2013-14 CSEAP Funding Request</b>	
<b>Description</b>	<b>FY 2013-14 Budget Request</b>
<b>Personal Services</b>	<b>\$621,877</b>
<b>Pots Allocations</b>	
Health, Life and Dental	\$117,501
Short-term Disability	\$973
Salary Survey	\$0
Performance-based Pay	\$0
Amortization Equalization Disbursement (AED)	\$20,256
Supplemental AED	\$18,286
<b>Pots Allocations Subtotal</b>	<b>\$157,016</b>
<b>Operating Expenses</b>	<b>\$52,844</b>
<b>Operating Common Policies</b>	
Workers' Comp	\$5,593
Payment to Risk Mgt/Property Funds	\$16,664
Leased Space	\$55,749
GGCC	\$1,434
MNT	\$10,610
OIT Administration	\$891
<b>Operating Common Policies Subtotal</b>	<b>\$90,941</b>
<b>Indirect Costs</b>	<b>\$130,199</b>
<b>Total</b>	<b>\$1,052,877</b>

## PAYMENTS TO RISK MANAGEMENT AND PROPERTY FUNDS

The State's Risk Management process consists of two programs: the Liability Program and the Property Program. This line item pays for premiums related to these insurance coverages, broker services, third party administration fees, and legal services related to these programs.

The Risk Management Services unit is managed within the Department of Personnel & Administration's Division of Human Resources. It is part of the State's self-funded property, liability, and workers' compensation insurance programs.

The Liability Premiums line item pays for claims and lawsuits filed against the State for negligence in occurrences such as automobile accidents, employment discrimination, and road maintenance. During a typical year, approximately 2,200 liability claims are filed against the



State, most of which are dismissed due to the Colorado Governmental Immunity Act (CGIA). Most of the payment dollars expended through the Liability Premiums line item are related to federal law, where the focus is on civil rights and employment. For individual departments, the liability portion of department-wide expenditures is caught in the Payment to Risk Management and Property Funds line item, which also includes the Property Premiums described below.

The Property Premiums line item funds the State's incurred costs for self-insured property exposures (e.g., floods, wind, fires, and theft). Risk Management Services administers large policy deductibles, and pursuant to statute, State agencies and institutions of higher education pay the first \$5,000 per claim. Policy premiums are allocated to State agencies and institutions of higher education based on pro-rata building and content values.

### ***Actuary's Estimated Costs***

In a typical year, the Department contracts with an actuary to estimate two critical components of the overall liability allocations for each department. First, the actuary estimates the total current liability the State is facing based upon a multi-year analysis of actual losses and/or claims by each department. Secondly, using the same loss/claim data, the actuary estimates the allocation for each agency as a percent of the total. The estimated allocations include the percent allocations for each of the entities within Higher Education. The Department uses the first set of data to determine a part of the total cost to be allocated statewide and uses the second set as information that determines the final allocations to departments.

The Department adjusts the actuary's estimate of total cost by adding two sets of figures. The first is an adjustment that accounts for revised total comp and operating common policy adjustments set independently of the Risk calculation. This process accounts for a very small amount of variation in the overall allocations, as the typical adjustment is comprised of the changes in the Amortization Equalization Disbursement, Supplemental Amortization Equalization Disbursement, Purchase of Services from the Computer Center, Multi-use Network Payments, and other common policies.

The second set of adjustments includes the corrections or revisions to the various excess policies carried by the State. By industry standards, the State of Colorado is considered self-insured as it covers the liability for losses in these three areas at least up to the first \$100,000, though many losses are covered to a considerably higher limit. The excess policies carried by the State protect it from extreme cases where a particular loss could jeopardize the overall solvency of the risk management funds.

### **FY 2013-14 ESTIMATED COSTS**

There is a two-step process to determine the total estimated costs for the liability and property allocations. The first step is to determine the overhead costs associated with the program and the second is to combine that amount with the estimated and respective FY 2013-14 program costs.

### ***Overhead Costs***

The following table shows the development of the overhead costs for risk management, which includes workers' compensation, property, and liability. The Department allocates the overhead

costs (Overhead Allocation %) to each program on a proportional basis as a function of the total estimated programmatic expenditures for each line.

<b>Calculation of Program Overhead for FY 2013-14</b>					
<b>Description</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013- 14 Budget Request</b>	<b>Liability</b>	<b>Property</b>	<b>Workers' Comp</b>
<b>Overhead Allocation %</b>		<b>100.0%</b>	<b>9.1%</b>	<b>15.2%</b>	<b>75.7%</b>
<b>Personal Services</b>	<b>\$753,646</b>	<b>\$753,646</b>	\$59,335	\$98,399	\$595,912
<b>Pots Allocations</b>					
Health, Life and Dental	\$74,297	\$89,123	\$8,144	\$13,506	\$67,473
Short-term Disability	\$1,126	\$1,147	\$105	\$174	\$868
Salary Survey	\$0	\$0	\$0	\$0	\$0
Performance-based Pay	\$0	\$0	\$0	\$0	\$0
Amortization Equalization Disbursement (AED)	\$20,355	\$23,872	\$2,181	\$3,618	\$18,073
Supplemental AED	\$17,493	\$21,551	\$1,969	\$3,266	\$16,316
<b>Pots Allocations Subtotal</b>	<b>\$113,271</b>	<b>\$135,693</b>	<b>\$12,400</b>	<b>\$20,563</b>	<b>\$102,730</b>
<b>Operating Expenses</b>	<b>\$68,427</b>	<b>\$68,427</b>	\$5,220	\$8,656	\$54,551
<b>Operating Common Policies</b>					
Workers' Comp	\$4,702	\$4,747	\$434	\$719	\$3,594
Payment to Risk Mgt/Property Funds	\$10,035	\$14,142	\$1,292	\$2,143	\$10,707
Leased Space	\$2,566	\$3,117	\$285	\$472	\$2,360
Capitol Complex Leased Space	\$26,030	\$27,478	\$2,511	\$4,164	\$20,803
GGCC	\$39,013	\$1,277	\$117	\$194	\$967
MNT	\$0	\$9,058	\$828	\$1,373	\$6,858
OIT Administration	\$2,011	\$758	\$69	\$115	\$574
<b>Operating Common Policies Subtotal</b>	<b>\$84,357</b>	<b>\$60,577</b>	<b>\$5,536</b>	<b>\$9,181</b>	<b>\$45,862</b>
<b>Audit Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Indirect Costs</b>	<b>\$178,656</b>	<b>\$52,088</b>	<b>\$4,760</b>	<b>\$7,893</b>	<b>\$39,435</b>
<b>Total Program Overhead</b>	<b>\$1,198,357</b>	<b>\$1,070,431</b>	<b>\$87,250</b>	<b>\$144,692</b>	<b>\$838,490</b>

A detailed description of the overhead costs related to liability and property expenses was provided on page 17. Please refer to this page for more information.

***Total Liability Costs***

The allocations in the following table are described in the subsequent text.

<b>Calculation of Liability Program &amp; Legal Services Costs for FY 2013-14</b>			
<b>Description</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Budget Request</b>	<b>Incremental Difference</b>
<b>Program Overhead Expenses</b>	<b>\$95,801</b>	<b>\$87,250</b>	<b>(\$8,551)</b>
			\$0
<b>Premium Line Expenses</b>			\$0
Prospective Losses Estimate	\$3,943,416	\$4,584,689	\$641,273
Excess Auto	\$299,151	\$299,151	\$0
Crime Policy	\$337,648	\$0	(\$337,648)
Actuarial Services	\$39,500	\$39,500	\$0
Broker Service Fees	\$8,573	\$8,573	\$0
RMIS Service Fees	\$45,816	\$45,816	\$0
Litigation Costs	\$0	\$0	\$0
<b>(2) Division of Human Resources, (C) Risk Management Services, Liability Premiums</b>	<b>\$4,674,104</b>	<b>\$4,977,729</b>	<b>\$303,625</b>
<b>(2)Division of Human Resources, (C) Risk Management Services, Legal Expenses</b>	<b>\$2,315,975</b>	<b>\$3,056,460</b>	<b>\$740,485</b>
<b>Adjustment to Targeted Fund Balance</b>	<b>(\$1,433,595)</b>	<b>\$302,505</b>	<b>\$1,736,100</b>
<b>Total Liability Allocations</b>	<b>\$5,652,285</b>	<b>\$8,423,944</b>	<b>\$2,771,659</b>

The table above shows the various components that comprise the total allocation for the Liability portion of the Payment to Risk Management and Property Funds appropriation. The following text provides a brief description of each component and any considerable changes to the amount or methodology from prior submissions.

- Prospective Losses Estimate: This value is actuarially determined for the Department on an annual basis. The State's actuary takes into account previous loss experience and a number of other historical and forecasted trends to develop this figure.
- Excess Auto: This policy exists to protect the State from any auto-related liability that may be incurred outside of the State. Inside the State, the State's liability is limited to \$600,000 by the Colorado Governmental Immunity Act. The cost represented in the table is the value the Department anticipates paying for this coverage in FY 2013-14.
- Crime Policy: The crime policy protects the State from losses incurred as a result of criminal or dishonest behavior by State employees. The amount in the chart represents the amount the Department expects to pay for this excess policy in FY 2013-14.
- Actuarial Fees: These are the costs incurred by the State for the estimation of the State's total liability and the allocations by State agency and institution of higher education.
- Broker Fees: This is the cost incurred by the State for an independent broker to source the various excess policies required by the State to effectively protect the State against various liabilities.

- **RMIS Service Fees:** The RMIS Service Fees line represents the costs incurred by the State for the risk management information system. This system tracks claims for the liability, property, and workers' compensation programs and is therefore allocated across all three programs.
- **Legal Expenses:** The legal expenses line is estimated by the Department's actuary and presented in its report to the State each year. This appropriation is necessary to protect the State against liability lawsuits in which it is named as the defendant.
- **Adjustment to Targeted Fund Balance:** See the Adjustment to Targeted Fund Balances section that deals specifically with this adjustment.

***Total Property Costs***

The allocations in the following table are described in the subsequent text.

<b>Calculation of Property Program Costs for FY 2013-14</b>			
<b>Description</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Budget Request</b>	<b>Incremental Difference</b>
<b>Program Overhead Expenses</b>	<b>\$178,284</b>	<b>\$144,692</b>	<b>(\$33,592)</b>
<b>Premium Line Expenses</b>			
Property & Boiler Policies	\$4,394,224	\$4,394,224	\$0
Auto Physical Damage	\$19,455	\$19,455	\$0
Terrorism Premium	\$300,000	\$300,000	\$0
Flood Zone A Premiums	\$23,495	\$23,495	\$0
Broker Service Fees	\$225,000	\$225,000	\$0
RMIS Service Fees	\$45,816	\$45,816	\$0
Crime Policy	\$0	\$337,648	\$337,648
Policy Deductibles and Residuals	\$3,690,427	\$2,909,193	(\$781,234)
<b>(2) Division of Human Resources, (C) Risk Management Services, Property Premiums</b>	<b>\$8,698,417</b>	<b>\$8,254,831</b>	<b>(\$443,586)</b>
<b>Adjustment to Targeted Fund Balance</b>	<b>\$188,464</b>	<b>(\$1,630,358)</b>	<b>(\$1,818,822)</b>
<b>Total Property Allocations</b>	<b>\$9,065,165</b>	<b>\$6,769,166</b>	<b>(\$2,295,999)</b>

The table above shows the various components that comprise the total allocation for the Property portion of the Payment to Risk Management and Property Funds appropriation. The following text provides a brief description of each component and any considerable changes to the amount or methodology from prior submissions.

- **Property & Boiler Policies:** These policies cover the State's approximately \$9 billion in buildings, assets, and real property from loss with a \$500,000 deductible (thus the State is still considered self-insured). The value in the chart represents the State's anticipated cost for these policies in FY 2013-14.
- **Auto Physical Damage:** This policy provides physical damage coverage for vehicles that are leased, rented or borrowed for state use. Typically when an auto is leased, rented or

borrowed the owner of the vehicle requires a policy to cover physical damage to the vehicle while in the care, custody and control of the State. This policy is a cost effective alternative to purchasing a separate policy for every vehicle that is leased, rented or borrowed. The value in the chart represents the State’s anticipated cost for this policy in FY 2013-14.

- **Terrorism Premium:** Due to the fact that terrorism is an exclusion under nearly every policy, the State is required to buy an additional policy to secure the same type of coverage as offered under the Property & Boiler policies.
- **Flood Zone Premiums:** This is the additional cost to the State for having insurance coverage for those properties that are deemed to be within a flood zone.
- **Broker Fees:** This is the cost incurred by the State for an independent broker to source the various excess policies required by the State to effectively protect the State against various liabilities.
- **RMIS Service Fees:** The RMIS Service Fees line represents the costs incurred by the State for the risk management information system. This system tracks claims for the liability, property, and workers’ compensation programs and is therefore allocated across all three programs.
- **Policy Deductibles and Residuals:** This is the amount that the risk management estimates that it will need to pay the residuals as required by the policies above. With the exception of incidents of extreme loss, which are covered by the policies above, the State is self-funded for the majority of the claims filed under the property policy.
- **Adjustment to Targeted Fund Balance:** See the section below that deals specifically with this adjustment.

***Adjustment to Targeted Fund Balances***

**Adjustment to Targeted Fund Balance:** Part of the required analysis for the risk management operating common policy adjustment is an estimate of the funding necessary to reach the targeted fund balance. The table below shows the calculation for the targeted fund balance adjustment. Essentially, the Department calculates the fund balance for a given fund at the end of the most recent fiscal year, adds the revenues (which are the appropriations for respective departments), subtracts the anticipated expenditures, and calculates the amount it needs to collect or refund through reduced appropriations to maintain the targeted fund balance percentage. In FY 2012-13, the JBC adopted a targeted fund balance of 5% for the liability and property funds.

<b>Summary of Program Expenses for Risk Management</b>		
<b>Description</b>	<b>Liability</b>	<b>Property</b>
Program Overhead	\$87,250	\$144,692
Premiums Expense	\$4,977,729	\$8,254,831
Legal Expense	\$3,056,460	\$0
C-SEAP Allocation	\$0	\$0
<b>Total</b>	<b>\$8,121,439</b>	<b>\$8,399,523</b>
<i>Targeted Fund Balance (%)</i>	<i>5%</i>	<i>5%</i>
<b>Targeted Fund Balance (\$)</b>	<b>\$406,072</b>	<b>\$419,976</b>

<b>Estimate of Adjustment Required to Attain Targeted Fund Balance</b>		
<b>Description</b>	<b>Liability (11L)</b>	<b>Property (11P)</b>
FY 2011-12 End-of-Year Fund Balance	\$1,537,161	\$1,861,869
FY 2012-13 Expenditure Estimate	(\$7,085,880)	(\$8,876,701)
FY 2012-13 Agency Billings	\$5,652,286	\$9,065,166
FY 2012-13 Estimated End-of-Year Fund Balance	\$103,567	\$2,050,334
Targeted Fund Balance %'s	5.0%	5.0%
TARGET FUND BALANCE FY 2013-14*	\$406,072	\$419,976
Increase / (Decrease) to Common Policy Request	\$302,505	(\$1,630,358)

\*Calculated as 5% of the FY 2013-14 total estimated program expenses.

### ***FY 2013-14 Policy Adjustments***

For FY 2013-14, the Department has requested a policy adjustment of \$215,000 for the Liability program to conduct a biennial employee engagement survey. Please see the DPA – Policy Adjustments section for additional information regarding the Employee Engagement Survey Adjustment.

### **COST ALLOCATION TO DEPARTMENTS**

The allocations to State agencies for are determined in separate and distinct ways. For the liability program, the Department’s actuary performs an analysis of loss history and forecasted trends to determine the appropriation allocations of the total liability pool. For the property program, the allocations are determined as a proportional allocation based upon an agency or institutions percent of assets or holdings relative to the State’s total asset pool.

The following tables show the allocated percentages as well as the total allocated to each agency or institution for FY 2013-14. As the property and liability allocations are appropriated in a single line item, the Department has also provided a table that shows the incremental calculation in total, and also a series of tables with the fund splits for each action. Please see the Appendix for a detailed description of allocations to Higher Education institutions.

<b>Liability Allocations for All Agencies</b>			
<b>Agency</b>	<b>Code</b>	<b>FY 2013-14</b>	
		<b>% Allocation</b>	<b>\$ Base Allocation</b>
Agriculture	AG	0.868%	\$73,103
Corrections	CO	28.267%	\$2,381,222
Education	ED	0.448%	\$37,697
Governor	EX	1.674%	\$140,974
Pers & Admin (DPA)	GS	1.034%	\$87,120
Health Care Policy	HC	1.524%	\$128,406
<b>Higher Education</b>	<b>HE</b>	<b>5.372%</b>	<b>\$452,567</b>
Transportation	HI	17.487%	\$1,473,061
Human Services	HS	9.926%	\$836,185
Judicial	JD	7.001%	\$589,743

<b>Liability Allocations for All Agencies</b>			
<b>Agency</b>	<b>Code</b>	<b>FY 2013-14</b>	
		<b>% Allocation</b>	<b>\$ Base Allocation</b>
Labor & Emp.	LA	0.367%	\$30,941
Legislature	LE	0.109%	\$9,182
Local Affairs	LO	0.169%	\$14,219
Law Dept	LW	1.445%	\$121,759
Military Affairs	MA	0.395%	\$33,249
Nat. Resources	NR	5.577%	\$469,828
Public Health	PH	0.603%	\$50,830
Public Safety	PS	12.969%	\$1,092,459
Reg. Agencies	RG	2.260%	\$190,347
Revenue	RV	2.088%	\$175,925
Secretary of State	ST	0.403%	\$33,923
Treasury	TR	0.014%	\$1,204
<b>Allocation Totals</b>		<b>100%</b>	<b>\$8,423,944</b>

<b>Property Allocations for All State Agencies</b>						
<b>Agency</b>	<b>Code</b>	<b>Building &amp; Contents Value</b>	<b>FY 2013-14 Estimated Allocations</b>		<b>Flood Zone A Premiums</b>	<b>Total \$ Allocation with Flood Premiums</b>
			<b>% Allocation</b>	<b>\$ Allocation</b>		
Agriculture	AG	\$91,042,746	1.066%	\$71,913	\$0	\$71,913
Corrections	CO	\$1,573,214,947	18.421%	\$1,242,643	\$0	\$1,242,643
Education	ED	\$67,496,037	0.790%	\$53,314	\$0	\$53,314
Governor	EX	\$89,210,310	1.045%	\$70,465	\$0	\$70,465
Pers & Admin (DPA)	GS	\$596,448,213	6.984%	\$471,119	\$0	\$471,119
Health Care Policy	HC	\$2,053,169	0.024%	\$1,622	\$0	\$1,622
<b>Higher Education</b>	<b>HE</b>	<b>\$2,950,103,149</b>	<b>34.544%</b>	<b>\$2,330,212</b>	<b>\$23,495</b>	<b>\$2,353,707</b>
Transportation	HI	\$1,615,351,872	18.915%	\$1,275,926	\$0	\$1,275,926
Human Services	HS	\$768,636,592	9.000%	\$607,127	\$0	\$607,127
Judicial	JD	\$12,603,761	0.148%	\$9,955	\$0	\$9,955
Labor & Emp.	LA	\$19,108,710	0.224%	\$15,093	\$0	\$15,093
Legislature	LE	\$5,594,609	0.066%	\$4,419	\$0	\$4,419
Local Affairs	LO	\$28,887,486	0.338%	\$22,817	\$0	\$22,817
Law Dept	LW	\$6,419,716	0.075%	\$5,071	\$0	\$5,071
Military Affairs	MA	\$39,904,543	0.467%	\$31,520	\$0	\$31,520
Nat. Resources	NR	\$448,487,624	5.252%	\$354,249	\$0	\$354,249
Public Health	PH	\$59,451,965	0.696%	\$46,960	\$0	\$46,960
Public Safety	PS	\$99,565,661	1.166%	\$78,644	\$0	\$78,644
Reg. Agencies	RG	\$8,924,647	0.105%	\$7,049	\$0	\$7,049

Property Allocations for All State Agencies						
			FY 2013-14 Estimated Allocations		Flood Zone A Premiums	Total \$ Allocation with Flood Premiums
Agency	Code	Building & Contents Value	% Allocation	\$ Allocation		
Revenue	RV	\$49,583,952	0.581%	\$39,165	\$0	\$39,165
Secretary of State	ST	\$7,897,247	0.092%	\$6,238	\$0	\$6,238
Treasury	TR	\$190,224	0.002%	\$151	\$0	\$151
<b>Allocation Totals</b>		<b>\$8,540,177,180</b>	<b>100%</b>	<b>\$6,745,672</b>	<b>\$23,495</b>	<b>\$6,769,167</b>

*Combined Allocation for Payment to Risk Management and Property Funds*

FY 2013-14 Allocations by Department: Payments to Risk Management and Property Fund					
Department/Agency	Liability Base Need	Property Need	Total Liability + Property	FY 2012-13 Long Bill	Incremental Adjustment
Agriculture	\$73,103	\$71,913	\$145,016	\$139,215	\$5,801
Corrections	\$2,381,222	\$1,242,643	\$3,623,865	\$3,087,036	\$536,829
Education	\$37,697	\$53,314	\$91,011	\$78,918	\$12,093
Office of Governor	\$140,974	\$70,465	\$211,439	\$157,246	\$54,193
Personnel & Administration	\$87,120	\$471,119	\$558,239	\$657,049	(\$98,810)
Healthcare Policy & Finance	\$128,406	\$1,622	\$130,028	\$84,444	\$45,584
Higher Education	\$452,567	\$2,353,707	\$2,806,274	\$3,634,349	(\$828,075)
Transportation	\$1,473,061	\$1,275,926	\$2,748,987	\$2,900,725	(\$151,738)
Human Services	\$836,185	\$607,127	\$1,443,312	\$1,392,061	\$51,251
Judicial	\$589,743	\$9,955	\$599,698	\$239,318	\$360,380
Labor & Employment	\$30,941	\$15,093	\$46,034	\$28,916	\$17,118
Legislature	\$9,182	\$4,419	\$13,601	\$13,969	(\$368)
Local Affairs	\$14,219	\$22,817	\$37,036	\$14,752	\$22,284
Law	\$121,759	\$5,071	\$126,830	\$87,949	\$38,881
Military Affairs	\$33,249	\$31,520	\$64,769	\$149,905	(\$85,136)
Natural Resources	\$469,828	\$354,249	\$824,077	\$789,421	\$34,656
Public Health	\$50,830	\$46,960	\$97,790	\$93,098	\$4,692
Public Safety	\$1,092,459	\$78,644	\$1,171,103	\$823,432	\$347,671
Regulatory Agencies	\$190,347	\$7,049	\$197,396	\$129,422	\$67,974
Revenue	\$175,925	\$39,165	\$215,090	\$187,392	\$27,698
Secretary of State	\$33,923	\$6,238	\$40,161	\$27,906	\$12,255
Treasury	\$1,204	\$151	\$1,355	\$929	\$426
<b>Totals</b>	<b>\$8,423,944</b>	<b>\$6,769,167</b>	<b>\$15,193,111</b>	<b>\$14,717,452</b>	<b>\$475,659</b>



## FY 2013-14 DEPARTMENT FUNDING REQUESTS

Summary of FY 2013-14 Base Request for Payment to Risk Management and Property Funds							
Department	FY 2013-14 Request	Total Base Adj.	GF	CF	HUTF	RF	FF
<b>Agriculture</b>	\$145,016	\$5,801	\$0	\$5,801	\$0	\$0	\$0
<b>Corrections</b>	\$3,623,864	\$536,829	\$515,355	\$21,473	\$0	\$0	\$0
<b>Education</b>	\$91,011	\$12,093	\$12,093	\$0	\$0	\$0	\$0
<b>Governor's Office</b>	\$211,439	\$54,194	(\$12,363)	\$0	\$0	\$66,556	\$0
<b>HCPF</b>	\$130,028	\$45,585	\$22,792	\$0	\$0	\$0	\$22,792
<b>Higher Education**</b>	\$2,806,274	(\$828,074)	\$0	(\$831,061)	\$0	\$2,987	\$0
<b>Human Services</b>	\$1,443,312	\$51,252	\$29,228	\$3,505	\$0	\$6,518	\$12,000
<b>Judicial *</b>	\$599,698	\$360,381	\$360,380	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$46,034	\$17,119	\$0	\$5,571	\$0	\$0	\$11,547
<b>Law *</b>	\$126,831	\$38,882	\$0	\$0	\$0	\$38,882	\$0
<b>Legislature *</b>	\$13,601	(\$368)	(\$368)	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$37,036	\$22,285	\$20,737	\$1,382	\$0	\$165	\$0
<b>Military Affairs</b>	\$64,770	(\$85,135)	(\$85,135)	\$0	\$0	\$0	\$0
<b>Natural Resources</b>	\$824,078	\$34,657	\$22,990	\$5,116	\$0	\$3,488	\$3,063
<b>Personnel &amp; Administration</b>	\$558,240	(\$98,809)	(\$32,110)	(\$5,770)	\$0	(\$60,929)	\$0
<b>Public Health</b>	\$97,791	\$4,693	\$0	\$0	\$0	\$4,693	\$0
<b>Public Safety</b>	\$1,171,104	\$347,672	\$0	\$0	\$0	\$347,672	\$0
<b>Regulatory Agencies</b>	\$197,397	\$67,975	\$2,165	\$62,215	\$0	\$2,331	\$1,264
<b>Revenue</b>	\$215,091	\$27,699	\$10,691	\$17,008	\$0	\$0	\$0
<b>State *</b>	\$40,161	\$12,255	\$0	\$12,255	\$0	\$0	\$0
<b>Transportation</b>	\$2,748,987	(\$151,737)	\$0	(\$151,738)	\$0	\$0	\$0
<b>Treasury *</b>	\$1,356	\$427	\$427	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$15,193,119</b>	<b>\$475,676</b>	<b>\$866,882</b>	<b>(\$854,243)</b>	<b>\$0</b>	<b>\$412,363</b>	<b>\$50,666</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

\*\*Includes Institutions of Higher Education Non-appropriated

\*\*\* Slight Difference Due to Rounding

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

**APPENDIX**

<b>Appendix Table 1: Liability Allocations for Higher Education</b>			
<b>School/Agency</b>	<b>Code</b>	<b>FY 2013-14</b>	
		<b>% Allocation</b>	<b>\$ Allocation</b>
Arapahoe	AR	4.582%	\$20,734
Adams	AS	0.000%	\$0
Auraria	AU	2.985%	\$13,507
Aurora CC	CA	3.349%	\$15,155
Denver CC	CD	5.480%	\$24,799
CSU - Global	CG	1.061%	\$4,803
Front Range	FR	10.110%	\$45,756
College Access Network	GL	0.321%	\$1,454
CCHE	HE	0.563%	\$2,548
Historical Society	HS	1.346%	\$6,093
Lamar	LA	0.853%	\$3,860
Metropolitan	ME	17.921%	\$81,106
School of Mines	MI	13.417%	\$60,722
Morgan	MO	1.283%	\$5,808
Northeastern JC	NE	1.727%	\$7,817
Northwestern JC	NW	1.313%	\$5,944
College Invest	OB	0.381%	\$1,724
CCCOES Admin	OE	4.215%	\$19,078
Otero	OT	2.315%	\$10,476
Pikes Peak	PP	7.558%	\$34,206
Private Occupational School	PS	0.098%	\$443
Pueblo	PV	4.675%	\$21,157
Red Rocks	RR	5.085%	\$23,015
USC	SC	7.293%	\$33,004
Trinidad	TR	2.068%	\$9,358
Western	WS	0.000%	\$0
<b>Allocation Totals</b>		<b>100.00%</b>	<b>\$452,567</b>

**Appendix Table 2: Property Allocations for Higher Education**

			FY 2013-14 Estimated Allocations		Flood Zone A Premiums	Total \$ Allocation with Flood Premiums
Agency	Code	Building & Contents Value	% Allocation	\$ Allocation		
Arapahoe	AR	\$104,182,555	3.531%	\$82,291	\$0	\$82,291
Adams	AS	\$0	0.000%	\$0	\$0	\$0
Auraria	AU	\$562,223,087	19.058%	\$444,085	\$11,974	\$456,059
Aurora CC	CA	\$10,123,487	0.343%	\$7,996	\$0	\$7,996
Denver CC	CD	\$11,958,794	0.405%	\$9,445	\$0	\$9,445
Front Range	FR	\$216,309,732	7.332%	\$170,858	\$0	\$170,858
College Assist	GL	\$31,254	0.001%	\$25	\$0	\$25
CCHE	HE	\$556,225	0.019%	\$439	\$0	\$439
Historical Society	HS	\$164,295,610	5.569%	\$129,773	\$0	\$129,773
Lamar	LA	\$46,454,435	1.575%	\$36,693	\$11,521	\$48,214
Metropolitan	ME	\$19,892,399	0.674%	\$15,713	\$0	\$15,713
School of Mines	MI	\$766,690,734	25.989%	\$605,590	\$0	\$605,590
Morgan	MO	\$46,372,065	1.572%	\$36,628	\$0	\$36,628
Northeastern JC	NE	\$92,669,826	3.141%	\$73,198	\$0	\$73,198
Northwestern JC	NW	\$47,982,157	1.626%	\$37,900	\$0	\$37,900
College Invest	OB	\$711,144	0.024%	\$562	\$0	\$562
Occupational Ed. Division	OE	\$122,202,466	4.142%	\$96,525	\$0	\$96,525
Otero	OT	\$66,656,397	2.259%	\$52,650	\$0	\$52,650
Pikes Peak	PP	\$131,203,119	4.447%	\$103,634	\$0	\$103,634
Pueblo	PV	\$90,741,899	3.076%	\$71,675	\$0	\$71,675
Red Rocks	RR	\$80,110,235	2.716%	\$63,277	\$0	\$63,277
USC	SC	\$257,856,444	8.741%	\$203,674	\$0	\$203,674
Trinidad	TR	\$110,879,086	3.758%	\$87,581	\$0	\$87,581
Western	WS	\$0	0.000%	\$0	\$0	\$0
<b>Allocation Totals</b>		<b>\$2,950,103,149</b>	<b>100.00%</b>	<b>\$2,330,212</b>	<b>\$23,495</b>	<b>\$2,353,707</b>

## CAPITOL COMPLEX LEASED SPACE

This item provides funding for payments to the Department of Personnel & Administration for its management of leased space within the Capitol Hill Campus, Camp George West, and the Grand Junction State Building. Agencies are allocated a portion of the total management cost realized by the Department of Personnel & Administration based on square footage occupied by each affected agency.

The Capitol Complex facilities encompass approximately 900,000 square feet and its management includes housekeeping, grounds maintenance, and property management functions

for the Capitol Complex, the State Capitol Building, 1881 Pierce Street, the Kipling “campus”, and North Campus as well as various other facilities in Grand Junction and Camp George West.

**FY 2013-14 ESTIMATED COSTS**

The Department of Personnel & Administration is required by statute to only recover the costs associated with operating and maintaining the buildings within the Capitol Complex system. Therefore, the Department is not allowed to consistently under- or over-recover funding from the departments and programs that are charged for the state-owned space. One-time adjustments are exempt from this requirement as the on-going operation of the fund itself requires adjustments.

Like many of the other operating common policies, the Capitol Complex Leased Space allocations are determined by aggregating all of the costs associated with maintaining the program and then splitting the total costs among all agencies as equitably as possible. For Capitol Complex, this means combining expenditures such as Personal Services, Personal Services POTS allocations, operating common policy costs, utilities, depreciation, programmatic overhead, and indirect costs. In general, these costs are aggregated for each of the three primary campuses: Camp George West, Grand Junction, and Denver. Once the total costs are determined, the Department calculates the effective rate per square foot by dividing the total cost of operation by the total number of square feet in the complex. Once the costs are aggregated, the Department allocates the total cost among each agency as a proportion of the square footage each agency occupies at each campus. Note that for Camp George West, only a portion of the utility bills (water and sewer) are allocated in the rate and all other utilities are charged directly to each agency. The table on the following page provides the total estimated costs for the Capitol Complex request.

<b>FY 2013-14 Capitol Complex Leased Space Base Adjustment</b>	
<b>Line Items</b>	<b>FY 2013-14 Estimated Totals</b>
Personal Services Appropriation	\$2,803,256
Salary Survey	\$0
Performance Based Pay	\$0
Amortization Equalization Disbursement	\$86,598
Supplemental Amortization Equalization Disbursement	\$78,174
Shift Differential	\$14,989
Short-term Disability	\$4,163
Health, Life, and Dental	\$315,294
<b><i>Personal Services and POTS Appropriation</i></b>	<b><i>\$3,302,474</i></b>
Operating Expenses	\$1,884,035
Capitol Complex Repairs	\$56,520
Multi-Use Network Payments (MNT)	\$0
Legal Services	\$0
Document Solutions Group	\$0
Capitol Complex Leased Space	\$30,028
Vehicle Lease Payments Estimate	\$7,023
Depreciation Estimate	\$46,867

<b>FY 2013-14 Capitol Complex Leased Space Base Adjustment</b>	
<b>Line Items</b>	<b>FY 2013-14 Estimated Totals</b>
Energy Performance Depreciation	\$1,321,106
Leased Space Estimate	\$876
Workers' Compensation	\$30,875
Payments to Risk Management	\$91,987
OIT	\$4,919
GGCC	\$7,901
Utilities	\$3,663,729
Capitol Complex Security	\$367,663
Compensated Absences Estimate	\$0
Indirect Cost Assessment	\$1,446,966
<b><i>Sub-total</i></b>	<b><i>\$8,960,495</i></b>
Sprint Leased Tower Space	(\$50,222)
<b><i>Total Base Costs</i></b>	<b><i>\$12,212,747</i></b>
1% Billable Vacancy	\$0
<b><i>Subtotal Base + Policy Adjustment Billable Costs</i></b>	<b><i>\$12,212,747</i></b>
Fund Balance Adjustment	\$569,338
Allocated Square Footage	1,291,789
<b><i>Estimated Cost Per Square Foot</i></b>	<b><i>\$9.89</i></b>

\*Note: Because the gas and electric utilities at Camp George West are passed-through to the specific agency, the estimated cost is not built into this table.

For the FY 2013-14 Capitol Complex Leased Space operating common policy adjustment, the Department is requesting adjustments based on standard increases in the cost of maintaining the State's buildings. The figures represented in the table above are the aggregate values for all campuses within the State (Denver, Camp George, and Grand Junction). The bullets below provide the rationale behind and a brief explanation of each of the components of the request and outline significant departures from the previously requested amounts or methodologies. The Department submits this common policy on an annual basis based upon a historical allocation methodology and costs are estimated using the best known information as of a certain date. For this reason and since a number of other decisions rely upon relatively stable common policy figures, there may be a difference between what the common policy is requesting to allocate and the need estimated by external and internal service providers for the request year.

- **Personal Services:** The amount requested for Personal Services is the base amount requested for this line item in FY 2013-14 per the Department's Reconciliation and Schedule 3s.
- **Health, Life, and Dental, and Short-term Disability:** The Health, Life, and Dental overhead cost is a function of the number of FTE employed and the annual changes that are included as a result of open enrollment. The FY 2013-14 enrollment is based on the current enrollment as shown in the Department's internal projections. The short-term disability request is a function of the total salary estimated to be paid through this program and the cost as specified in the Department's contract with the short-term disability provider. For FY 2013-14, that percentage is expected to be 0.190%.

- Amortization Equalization Disbursement and Supplemental Amortization Equalization Disbursement: These costs are statutory increases in the amount of money that is contributed to make the State's retirement plan solvent.
- Shift Differential: The Department has built in \$14,989 in shift differential pay for recovery through the Capitol Complex Leased Space allocations. Shift differential is used to compensate those employees who perform duties that require them to work second and third shift.
- Operating Expenses: The allocable amount of Operating Expenses is the sum of the Department's FY 2013-14 Base Requests for Operating Expenses for the entire Capitol Complex program. These values are reflected in the Department's Reconciliation and Schedule 3s.
- Capitol Complex Repairs: This value reflects the amount that has been requested, on a continuation basis, for FY 2013-14. The General Assembly appropriates funding to this line item to account for some of the HVAC repairs that must take place for the Capitol Complex to operate effectively. These are costs that are outside of the normal Operating Expenses line item.
- Capitol Complex Leased Space: This is an internal allocation of costs for the space that the program's staff occupies within the Capitol Complex itself.
- Workers' Compensation: The internal allocation of workers compensation is based on the Department's total allocation as well as the number of FTE in the line item relative to the entire Department. This value is the FY 2012-13 allocated amount for the Capitol Complex Leased Space program.
- Vehicle Lease Payments: The Vehicle Lease Payments allocation is the anticipated FY 2012-13 cost for the vehicles directly associated with the Capitol Complex program.
- Depreciation Estimate: This cost accounts for the depreciation of equipment as estimated by the Department's accounting group. Including depreciation in the cost pool allows the State to recover funding outlays for capital expenses in the program. Per federal government requirements, the inclusion of depreciation is the only acceptable methodology for recovering these types of expenses. The exclusion of this estimate from the recoverable cost will drive additional and unnecessary expense from the State's various funding sources, including the General Fund.
- Energy Performance Depreciation: The Energy Performance Depreciation line item has increased considerably on a year-to-year basis due to the inclusion of the depreciation associated with Phase 4 of the Department's energy performance contracts. Essentially, the Department finances improvements to the State's buildings by signing agreements with vendors to perform Capitol improvements to energy consuming systems that will save money in excess of the cost of the contract through lower utility bills. However, due to federal rules published by the Office of Management and Budget, the State is not allowed to recover the full cost of the financing over the term of the financing period. Per federal government requirements, the inclusion of depreciation is the only acceptable methodology for recovering these types of expenses. The exclusion of this estimate from the recoverable cost will drive additional and unnecessary expense from the State's various funding sources, including the General Fund.
- Leased Space: This is the Department's internal allocation of private leased space costs to the program.

- Property and Liability (Risk): Like the workers' compensation allocation, the internal allocation of property and liability is based on the Department's total allocation as well as the number of FTE in the line item relative to the entire Department. This value is the FY 2012-13 allocation for the Capitol Complex Leased Space program.
- Purchase of Services from the Computer Center allocation is a function of the total allocation to the Department. The internal allocation takes into account the fact that a number of services are used by all employees and therefore allocated on an FTE basis. However, the allocation has an additional component that accounts for a portion of the services that are specific to programs and are therefore allocated specifically to those programs on a proportional basis.
- OIT Administration and MNT: The OIT Administration line is allocated based upon FTE. The MNT allocation is based upon actual usage by program within DPA. Both of these allocations will fluctuate with the allocations set forth by the Office of Information Technology and what they are known to be as of the date the common policy is assembled and submitted to the OSPB for final consideration.
- Utilities: See the section below that describes the methodology the Department used to estimate utilities costs for FY 2013-14.
- Capitol Complex Security: This cost is for the Colorado State Patrol to provide security within the Capitol Complex, primarily the State Capitol. This estimate is typically updated with the assistance of JBC Staff on an annual basis.
- 1% Billable Vacancy: The 1% billable vacancy has been requested and approved for the Department in nearly every year since 2000, with the exception being FY 2011-12 and FY 2012-13. The billable vacancy line item exists so that the Department can manage the maintenance and utilities costs if a department needs to vacate a building or space. However, due to the fact that this allocation has not been approved in previous years, the Department is not requesting the 1.0% billable vacancy as part of this year's common policy request.
- Sprint Leased Tower Space: The Department of Personnel & Administration leases land to Sprint for a cell tower that the company has constructed and maintains at Camp George West. Recently, the Department renegotiated the contract and was able to secure additional funding (roughly twice of what was paid in prior years) for that lease. This funding offsets expenses at Camp George West only.
- Indirect Cost Assessment: For FY 2013-14, the Department has made a slight departure from the historical cost allocation methodology used in prior submissions due to the large swing in costs anticipated through this year's indirect cost allocation plan. While the common policy estimates were being formulated, the Department was aware of a shift in the allocation methodology used to determine how much each program within the Department would owe for indirect costs. Specifically, the Office of the State Controller identified controlled maintenance costs that were being allocated to a separate program (Integrated Document Solutions) that should have been allocated to the Capitol Complex Leased Space program. The Department has attempted to account for this adjustment through an incremental amount built into the indirect cost assessment allocation basis. However, as this is only an estimate of the cost as of the formulation of the common policy, an additional adjustment may be required if the final indirect cost assessment value varies considerably.

- **Fund Balance Adjustment:** This is the second year that the Department has included a targeted fund balance adjustment as a part of the common policy request. For this year, the Department has an 8.25% fund balance target, which is consistent with the policy established by the Joint Budget Committee for FY 2012-13.

## **UTILITIES METHODOLOGY**

For FY 2013-14, the Department of Personnel & Administration has continued the methodology employed in the FY 2012-13 common policy submission for requesting utilities for each of the campuses by utility type, with one exception. For FY 2013-14, the only departure from the prior year methodology is the use of the average billing rate (full year) instead of the most recent billing period's effective rate.

For FY 2013-14, the utilities request for the Capitol Complex program has been constructed using the following methodology:

For each campus with the Capitol Complex:

1. Determine total usage by utility type
2. Determine total billing by utility type
3. Determine the full-year's effective rate for each utility by campus
4. Apply the estimated growth factor, provided by the energy company, to the rate specified in #3 above to determine the rate applied to usage in the upcoming year. For FY 2013-14, the estimated increase in utilities costs is anticipated to be 6% for electric, 5% for gas and steam, and 3% for water and sewer.
5. Take the product of the rate determined in step #4 and the total actual usage determined in #1 – this is the total utility need for that utility type for that campus.
6. Specific Adjustments
  - a. For the Denver Campus, the interest expenses associated with each of the energy performance contract phases must then be added to get to the total need.
  - b. For Camp George West, the Department must then allocate the total cost of electric and gas utilities across specific departments as these expenses are "pass-through."
  - c. For FY 2013-14, the Department has included a base adjustment to its spending authority for the utilities amount in the amount of \$866,580. This is due to the fact that the principal expense for the energy performance contracts has never been recorded as an expense against the Department's spending authority, even though its costs have been recovered through the energy performance depreciation (above). This amount is a request for spending authority only and is not built into the utilities line for allocation to departments (this would represent a double-count).



The following tables provide the actual figures behind the calculation outlined above:

<b>FY 2013-14 Utilities Build for Capitol Complex Leased Space</b>				
	<b>Utility Type</b>			
	<b>Electric</b>	<b>Gas</b>	<b>Steam</b>	<b>Water &amp; Sewer (1,000 gal)</b>
<b>Denver</b>				
FY 2011-12 Total Usage	23,735,498	120,026	13,329	33,839
FY 2011-12 Total Billing	\$1,981,914	\$83,598	\$258,668	\$186,419
FY 2011-12 Average Billing Rate	0.0835	0.6965	19.4064	5.5090
Estimated Rate Increase FY 2011-12 to FY 2013-14	6%	5%	5%	3%
Projected Rate	0.0885	0.7313	20.3767	5.6743
FY 2013-14 Estimated Need by Utility	\$2,100,592	\$87,775	\$271,601	\$192,013
FY 2013-14 Combined Need by Campus	<b>\$2,651,981</b>			
<b>Grand Junction</b>				
FY 2011-12 Total Usage	732,320	17,541	-	777
FY 2011-12 Total Billing	\$65,909	\$12,163	\$0	\$1,654
FY 2011-12 Rate for June Billing Only	0.0900	0.6934	-	2.1292
Estimated Rate Increase FY 2011-12 to FY 2013-14	6%	5%	5%	3%
Projected Rate	0.0954	0.7281	-	2.1931
FY 2013-14 Estimated Need by Utility	\$69,863	\$12,772	\$0	\$3,637
FY 2013-14 Combined Need by Campus	<b>\$86,272</b>			
<b>Camp George West</b>				
FY 2011-12 Total Usage	2,021,703	140,317	-	153,759
FY 2011-12 Total Billing	\$208,033	\$100,411	\$0	\$96,099
FY 2011-12 Rate for June Billing Only	0.1029	0.7156	-	0.6250
Estimated Rate Increase FY 2011-12 to FY 2013-14	6%	5%	5%	3%
Projected Rate	0.1091	0.7514	-	0.6438
FY 2013-14 Estimated Need by Utility	\$220,568	\$105,434	\$0	\$98,990
FY 2013-14 Combined Need by Campus	<b>\$424,992</b>			

<b>FY 2013-14 Denver Campus Utility Line Build</b>	
<b>Description</b>	<b>Amount</b>
FY 2012-13 Estimated Utility Need	\$2,651,981
Phase I Performance Contract Interest Payment	\$265,841
Phase II Performance Contract Interest Payment	\$131,499
Phase III Performance Contract Interest Payment	\$384,996
Phase IV Performance Contract Interest Payment	\$44,151
<b>Total Estimated Need for Denver Utilities Appropriation</b>	<b>\$3,478,468</b>

<b>Camp George Projected FY 2013-14 Allocation</b>			
<b>Department</b>	<b>Electric</b>	<b>Gas</b>	<b>Total</b>
Corrections	\$50,091	\$29,522	\$82,001
Correctional Industries	\$7,896	\$8,793	\$17,190
Transportation	\$26,578	\$10,723	\$38,420
Public Safety	\$112,203	\$47,277	\$164,264
Local Affairs	\$0	\$0	\$0
Military Affairs	\$22,873	\$7,581	\$31,368
CSU/CAEE	\$904	\$1,539	\$2,516
<b>Total</b>	<b>\$220,545</b>	<b>\$105,435</b>	<b>\$335,759</b>

<b>Camp George % Usage by Department</b>		
<b>Department</b>	<b>Electric</b>	<b>Gas</b>
Corrections	22.71%	28.00%
Correctional Industries	3.58%	8.34%
Transportation	12.05%	10.17%
Public Safety	50.87%	44.84%
Local Affairs	0.00%	0.00%
Military Affairs	10.37%	7.19%
CSU/CAEE	0.41%	1.46%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>

<b>Incremental Adjustment for Principal Payment Adjustment (Spending Authority Only)</b>	
<b>Description</b>	<b>Amount</b>
Phase I Performance Contract Principal Payment	\$328,942
Phase II Performance Contract Principal Payment	\$148,026
Phase III Performance Contract Principal Payment	\$350,891
Phase IV Performance Contract Principal Payment	\$38,721
<b>Total Estimated Incremental Spending Authority Need</b>	<b>\$866,580</b>

***FY 2013-14 Policy Adjustments***

For FY 2013-14, the Department has included a policy adjustment of \$803,111 for the Capitol Complex Leased Space program to address the maintenance, upkeep, and general repair of its facilities. Please see the DPA - Policy Adjustment section for additional information related to Capitol Complex Building Upgrade, Repair and Replacement.

### ***Square Footage Change***

It should be noted that there were a number of changes to the individual square foot allocations due to special bills passed during FY 2012-13. The table below shows the changes by campus and department. The notes below the table describe the general nature of the movements required by campus.

<b>Space Allocation Change from FY 2012-13 Request to FY 2013-14 Request</b>					
<b>Department</b>	<b>Centennial</b>	<b>State Services/1525 Sherman</b>	<b>North Campus</b>	<b>Grand Junction</b>	<b>Camp George West</b>
Agriculture	0	0	0	0	0
Corrections	0	0	0	0	0
Correctional Industries	0	0	0	0	0
Education	0	(1,445)	0	0	0
General Assembly	0	28,757	0	0	0
Governor, Lt Governor & OSPB	0	928	0	0	0
Health Care Policy	0	0	0	0	0
Human Services	0	0	0	0	0
Law	0	(101,685)	0	0	0
Local Affairs	2,426	0	0	0	(18,830)
Military Affairs	0	0	0	0	0
Natural Resources	10,133	0	0	0	0
Personnel & Administration (DPA)	(12,559)	81,057	26,916	0	0
Public Health	0	0	0	0	0
Public Safety	0	0	0	128	18,830
Regulatory Agencies	0	0	0	(162)	0
Revenue	0	0	0	162	0
Transportation	0	0	0	0	0
Treasurer	0	0	0	0	0
Labor & Employment	0	0	0	0	0
CSU Forest Service	0	0	0	(128)	0
University of Colorado	0	0	0	0	0
<i>Former</i> Construction-Annex Life/Safety	0	0	0	0	0
N. Campus VACATED BY CCD - 1/1/09	0	0	0	0	0
Storage	0	0	0	0	0
<b>Total Square Footage Billed</b>	<b>0</b>	<b>7,612</b>	<b>26,916</b>	<b>0</b>	<b>0</b>

For the table above, the following notes describe the changes as necessary.

**Centennial Building:** Currently, the Department of Personnel & Administration occupies a good portion of the Centennial building, but will be consolidating much of its operations into the State Services Building at 1525 Sherman Street, as will the General Assembly, per HB 12-1348.

The departments of Natural Resources and Local Affairs will be backfilling the space that DPA will be vacating.

**State Services Building:** The Department of Law will be moving into its newly constructed building in FY 2013-14, thereby vacating its space at the State Services Building. In addition, the Department of Education has vacated its space within the State Services Building. In order to consolidate its operations, the Department of Personnel & Administration will be moving in to the State Services Building, along with the General Assembly per HB 12-1348. Finally, the Governor’s Office of Information Technology occupies space in the building for various hardware needs and will be charged for that in FY 2013-14. There is a net overall increase in the amount of space that is billable due to the demolition and reconstruction of areas within the building, as well as the repurposing of existing space from common space to allocated space.

**North Campus:** During previous submissions, there were a number of square feet within the North Campus that were unallocated due to the asbestos remediation project occurring in one of the buildings. Now that the project is complete and the space can be allocated, the Department of Personnel & Administration is being allocated the space because it must be paid for through the common policy. Some of the newly allocated space will be occupied by the State Archives program (storage), while other space may be vacant until the Department can find a suitable tenant.

**Grand Junction & Camp George West:** The space changes at these two campuses are due to the consolidation of the Homeland Security, Emergency Management, and Forest Fire Service programs from the Governor’s Office, the Department of Local Affairs, and Colorado State University, respectively, into the Department of Public Safety. The majority of this consolidation occurred through HB 12-1283.

## COST ALLOCATION TO DEPARTMENTS

Total Allocated Square Feet by Campus and Department for FY 2013-14						
Department	Total Denver Buildings	Pierce St	North Campus	Grand Junction	Camp George West	Total All Buildings
Agriculture	13,553					13,553
Corrections	0				46,696	46,696
Correctional Industries	0				18,672	18,672
Education	42,988					42,988
General Assembly	140,738					140,738
Governor, Lt Governor & OSPB	36,994			924		37,918
Health Care Policy	31,512					31,512
Human Services	99,087			3,104		102,191
Law	0					0
Local Affairs	35,654			3,458	0	39,112
Military Affairs	0				55,865	55,865
Natural Resources	79,240					79,240

<b>Total Allocated Square Feet by Campus and Department for FY 2013-14</b>						
<b>Department</b>	<b>Total Denver Buildings</b>	<b>Pierce St</b>	<b>North Campus</b>	<b>Grand Junction</b>	<b>Camp George West</b>	<b>Total All Buildings</b>
Personnel & Administration (DPA)	123,328		71,723	1,459		196,510
Public Health	0			3,996		3,996
Public Safety	79,825			128	150,685	230,638
Regulatory Agencies	0			607		607
Revenue	74,580	116,448	5,700	6,031		202,759
Transportation	100			12,305	21,386	33,791
Treasurer	4,379					4,379
Labor & Employment	0		4,364	1,295		5,659
CSU Forest Service	0			1,192	3,773	4,965
<b>Total Square Footage Billed</b>	<b>761,978</b>	<b>116,448</b>	<b>81,787</b>	<b>34,499</b>	<b>297,077</b>	<b>1,291,789</b>

<b>FY 2013-14 Estimated Costs per Square Foot</b>					
<b>Description</b>	<b>Location</b>				
	<b>Denver</b>	<b>Pierce</b>	<b>North Campus</b>	<b>Grand Junction</b>	<b>Camp George West</b>
Base Rate	\$14.64	\$7.17	\$2.55	\$8.04	\$1.03

<b>FY 2013-14 Estimated Base Need by Department</b>							
<b>Agency</b>	<b>Location</b>						<b>Total</b>
	<b>Denver</b>	<b>Pierce</b>	<b>North Campus</b>	<b>Grand Junction</b>	<b>Camp George West</b>	<b>Camp George West Utilities*</b>	
Agriculture	\$198,416	\$0	\$0	\$0	\$0	\$0	\$198,416
Corrections	\$0	\$0	\$0	\$0	\$48,117	\$82,001	\$130,118
Correctional Industries	\$0	\$0	\$0	\$0	\$19,241	\$17,190	\$36,431
Education	\$629,345	\$0	\$0	\$0	\$0	\$0	\$629,345
General Assembly	\$2,060,404	\$0	\$0	\$0	\$0	\$0	\$2,060,404
Governor, Lt Governor, OSPB	\$541,592	\$0	\$0	\$7,433	\$0	\$0	\$549,025
Health Care Policy and Financing	\$461,336	\$0	\$0	\$0	\$0	\$0	\$461,336
Human Services	\$1,450,633	\$0	\$0	\$24,969	\$0	\$0	\$1,475,602
Law	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Affairs	\$521,975	\$0	\$0	\$27,817	\$0	\$0	\$549,792
Military Affairs	\$0	\$0	\$0	\$0	\$57,565	\$31,368	\$88,933
Natural Resources	\$1,160,073	\$0	\$0	\$0	\$0	\$0	\$1,160,073
Personnel & Administration	\$1,805,522	\$0	\$182,938	\$11,737	\$0	\$0	\$2,000,197
Public Health	\$0	\$0	\$0	\$32,145	\$0	\$0	\$32,145
Public Safety	\$1,168,638	\$0	\$0	\$1,029	\$155,271	\$164,264	\$1,489,202
Regulatory Agencies	\$0	\$0	\$0	\$4,883	\$0	\$0	\$4,883

FY 2013-14 Estimated Base Need by Department							
Agency	Location						Total
	Denver	Pierce	North Campus	Grand Junction	Camp George West	Camp George West Utilities*	
Revenue	\$1,091,851	\$834,485	\$14,539	\$48,515	\$0	\$0	\$1,989,390
Transportation	\$1,464	\$0	\$0	\$98,985	\$22,036	\$38,420	\$160,905
Treasurer	\$64,108	\$0	\$0	\$0	\$0	\$0	\$64,108
Labor & Employment	\$0	\$0	\$11,130	\$10,418	\$0	\$0	\$21,548
CSU Forest Service	\$0	\$0	\$0	\$9,589	\$3,888	\$2,516	\$15,993
Construction-Annex Life/Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vacated - CCD North Campus	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$11,155,357</b>	<b>\$834,485</b>	<b>\$208,607</b>	<b>\$277,520</b>	<b>\$306,118</b>	<b>\$335,759</b>	<b>\$13,117,846</b>

\* Camp George West Utilities are not allocated through the rate per square foot as they are passed directly to the respective agencies

### FY 2013-14 DEPARTMENT FUNDING REQUESTS

FY 2013-14 Incremental Need by Department			
Agency	FY 2012-13 Appropriation	FY 2013-14 Base Need	FY 2013-14 Requested Base Change
Agriculture	\$169,713	\$198,416	\$28,703
Corrections	\$123,625	\$130,118	\$6,493
Correctional Industries	\$30,882	\$36,430	\$5,548
Education	\$556,399	\$629,345	\$72,946
General Assembly	\$1,402,249	\$2,060,404	\$658,155
Governor, Lt Governor, OSPB	\$457,377	\$549,025	\$91,648
Health Care Policy and Financing	\$394,600	\$461,336	\$66,736
Human Services	\$1,260,108	\$1,475,602	\$215,494
Law	\$1,273,320	\$0	(\$1,273,320)
Local Affairs	\$466,108	\$549,792	\$83,684
Military Affairs	\$76,894	\$88,933	\$12,039
Natural Resources	\$865,372	\$1,160,073	\$294,701
Personnel & Administration	\$837,576	\$2,000,196	\$1,162,620
Public Health	\$24,873	\$32,145	\$7,272
Public Safety	\$1,263,475	\$1,489,203	\$225,728
Regulatory Agencies	\$4,787	\$4,883	\$96
Revenue	\$1,683,594	\$1,989,389	\$305,795
Transportation	\$131,876	\$160,906	\$29,030
Treasurer	\$54,835	\$64,109	\$9,274
Labor & Employment	\$21,882	\$21,548	(\$334)
CSU Forest Service	\$13,610	\$15,993	\$2,383

<b>FY 2013-14 Incremental Need by Department</b>			
<b>Agency</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Base Need</b>	<b>FY 2013-14 Requested Base Change</b>
Construction-Annex Life/Safety	\$0	\$0	\$0
Vacated - CCD North Campus	\$0	\$0	\$0
<b>Total</b>	<b>\$11,113,155</b>	<b>\$13,117,845</b>	<b>\$2,004,691</b>

<b>Summary of FY 2013-14 Base Request for Capitol Complex Leased Space</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$198,416	\$28,703	\$20,092	\$8,611	\$0	\$0	\$0
<b>Corrections</b>	\$166,548	\$12,042	\$6,493	\$5,549	\$0	\$0	\$0
<b>Education</b>	\$629,345	\$72,946	\$6,387	\$11,239	\$0	\$21,873	\$33,447
<b>Governor's Office</b>	\$549,024	\$91,648	\$65,762	\$0	\$0	\$25,886	\$0
<b>HCPF</b>	\$461,336	\$66,736	\$33,368	\$0	\$0	\$0	\$33,368
<b>Higher Education**</b>	\$15,993	\$2,383	\$0	\$2,383	\$0	\$0	\$0
<b>Human Services</b>	\$1,475,603	\$215,494	\$98,722	\$11,582	\$0	\$12,571	\$92,620
<b>Judicial *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$21,549	(\$334)	\$0	(\$282)	\$0	\$0	(\$53)
<b>Law *</b>	\$0	(\$1,273,320)	(\$335,366)	(\$132,620)	\$0	(\$766,375)	(\$38,959)
<b>Legislature *</b>	\$2,060,404	\$658,155	\$658,155	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$549,792	\$83,684	\$31,852	\$4,870	\$0	\$46,963	\$0
<b>Military Affairs</b>	\$88,933	\$12,039	\$7,614	\$0	\$0	\$0	\$4,425
<b>Natural Resources</b>	\$1,160,073	\$294,701	\$36,536	\$211,535	\$0	\$28,700	\$17,930
<b>Personnel and Administration</b>	\$2,000,196	\$1,162,621	\$674,613	\$181,063	\$0	\$306,945	\$0
<b>Public Health</b>	\$32,145	\$7,272	\$0	\$0	\$0	\$7,272	\$0
<b>Public Safety</b>	\$1,489,202	\$225,727	\$126,215	\$3,764	\$78,754	\$16,994	\$0
<b>Regulatory Agencies</b>	\$4,883	\$96	\$0	\$96	\$0	\$0	\$0
<b>Revenue</b>	\$1,989,390	\$305,796	\$195,709	\$110,087	\$0	\$0	\$0
<b>State *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Transportation</b>	\$160,905	\$29,029	\$0	\$29,029	\$0	\$0	\$0
<b>Treasury *</b>	\$64,108	\$9,273	\$9,273	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$13,117,845</b>	<b>\$2,004,691</b>	<b>\$1,635,426</b>	<b>\$446,906</b>	<b>\$78,754</b>	<b>(\$299,171)</b>	<b>\$142,778</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

\*\*CSU Forest Service

Note that the table above only includes the base request for FY 2013-14. Any additional changes due to policy requests from this or other departments (non-prioritized impacts) are not reflected in the numbers above.

## **VEHICLE LEASE PAYMENTS**

This line item includes the costs agencies experience from vehicle lease-purchase loan payments, plus a small management fee collected by DPA. These costs represent fixed costs for State vehicles. Depending on the length of the lease-purchase agreement and the replacement policy for State fleet vehicles, an agency's Vehicle Lease Payments appropriation will need to be adjusted annually. If warranted, these incremental base adjustments will be addressed through a decision item prepared by DPA.

In addition, the Vehicle Lease Payments line item does not include the variable costs for State fleet vehicles, which are also set by DPA. Variable costs include the cost of maintenance, fuel, and auto insurance for agency operated vehicles. These costs are funded within an individual department's operating and/or program line items. Since these costs are appropriated within individual departments, changes in funding needs for the variable costs will be addressed on a case-by-case basis unless a change is substantial enough to warrant a statewide request. If a statewide request is deemed appropriate, DPA will author the request with the corresponding input from affected agencies. For the November 1 Budget Submission for FY 2013-14 no request for variable vehicle costs has been submitted.

## **LEGAL SERVICES**

This category represents the cost of purchasing legal services from the Department of Law. Funding for these amounts is appropriated to departments with corresponding spending authority in the Department of Law. For FY 2013-14 departments used a continuation blended attorney/paralegal rate of \$75.71 per hour for the November 1 submission. As a result, continuation funding is requested. If a department is requesting additional hours over their FY 2012-13 appropriated levels, a decision item would be required by the individual department.

## **LEASED SPACE**

The funding in this line item is for leased space outside of the Capitol Complex facilities. Each department is responsible for reviewing and managing its use of leased space. The specific budget action required in this area depends on the circumstances facing the department.

If a department is planning to move into new space or expand square footage and the total projected funding need for all leased space costs is greater than the department's base appropriation, a decision item or supplemental is required. The decision item is submitted by the individual department and the request not coordinated by DPA.

However, if a department projects that additional funding in the base appropriation is needed for FY 2013-14 but the increase is driven by existing lease escalators and not new leases or expanded footage, no decision item has been submitted but the amounts need to be reflected in a department's base budget. These amounts are reflected in this section. For FY 2013-14 there is one department that is reflecting an increase in their base leased space appropriation.



Governor's Office: The Governor's Office of Information Technology indicates that a \$776,497 increase is due to the continued phase in of the transfer of e-Fort costs from the Department of State to OIT pursuant to SB 10-148.

<b>Summary of FY 2013-14 Request for Leased Space</b>							
<b>Department</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adj.</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$121,864	\$0	\$0	\$0	\$0	\$0	\$0
<b>Corrections</b>	\$3,275,715	\$0	\$0	\$0	\$0	\$0	\$0
<b>Education</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Governor's Office</b>	\$3,379,558	\$776,497	\$0	\$0	\$0	\$776,497	\$0
<b>HCPF</b>	\$696,564	\$0	\$0	\$0	\$0	\$0	\$0
<b>Higher Education</b>	\$514,210	\$0	\$0	\$0	\$0	\$0	\$0
<b>Human Services</b>	\$2,410,915	\$0	\$0	\$0	\$0	\$0	\$0
<b>Judicial *</b>	\$7,607,777	\$0	\$0	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$3,719,723	\$0	\$0	\$0	\$0	\$0	\$0
<b>Law *</b>	\$27,789	\$0	\$0	\$0	\$0	\$0	\$0
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$109,669	\$0	\$0	\$0	\$0	\$0	\$0
<b>Military Affairs</b>	\$44,978	\$0	\$0	\$0	\$0	\$0	\$0
<b>Natural Resources</b>	\$1,345,882	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel and Administration</b>	\$1,270,593	\$0	\$0	\$0	\$0	\$0	\$0
<b>Public Health</b>	\$6,345,164	\$0	\$0	\$0	\$0	\$0	\$0
<b>Public Safety</b>	\$1,917,759	\$0	\$0	\$0	\$0	\$0	\$0
<b>Regulatory Agencies</b>	\$3,038,518	\$0	\$0	\$0	\$0	\$0	\$0
<b>Revenue</b>	\$3,517,094	\$0	\$0	\$0	\$0	\$0	\$0
<b>State *</b>	\$1,417,768	\$0	\$0	\$0	\$0	\$0	\$0
<b>Transportation</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Treasury *</b>	\$55,456	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$40,816,996</b>	<b>\$776,497</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$776,497</b>	<b>\$0</b>



**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Personnel & Administration  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: CP - 1

Dept. Approval by: *[Signature]* 10/17/12  
 Date

OSPB Approval by: *[Signature]* 10/23/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	1,884,034	-	1,884,034	803,111	803,111
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	1,884,034	-	1,884,034	803,111	803,111
	FF	-	-	-	-	-
<b>(4) Central Services, (D)</b>	<b>Total</b>	1,884,034	-	1,884,034	803,111	803,111
Facilities Maintenance -	FTE	-	-	-	-	-
Capitol Complex,	GF	-	-	-	-	-
Operating Expenses	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	1,884,034	-	1,884,034	803,111	803,111
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Fund 610 - Capitol Complex Fund

Reappropriated Funds Source, by Department and Line Item Name: All Departments in the Capitol Complex

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: All Departments in the Capitol Complex

Other Information:



# DEPARTMENT OF PERSONNEL & ADMINISTRATION

*FY 2013-14 Funding Request  
November 1, 2012*

*John W. Hickenlooper  
Governor*

*Kathy Nesbitt  
Executive Director*

Signature

Date

## **Department Priority: CP - 1 Capitol Complex Building Upgrade, Repair, and Replacement**

Summary of Incremental Funding Change for FY 2013-14	Total Funds	General Fund	FTE
Capitol Complex Building Upgrade, Repair and Replacement	\$803,111	\$0	0.0

### **Request Summary:**

The Department of Personnel & Administration is requesting \$803,111 in Reappropriated Funds for allocation through the Capitol Complex Leased Space common policy. The total request encompasses two components, which are:

1. The reinstatement of \$303,111 in operating reductions that were taken during the recent economic downturn.
2. A requested base adjustment of \$500,000 to address critical safety and infrastructure needs with the Capitol Complex buildings.

The funding will be allocated through the Capitol Complex Leased Space appropriations to all agencies that occupy space in the State-owned facilities.

### **Problem or Opportunity:**

Over the past few years, the Department of Personnel & Administration has been forced to cut back on maintenance and necessary upgrades for many of the buildings managed within the Capitol Complex Facilities program. The lack of maintenance and upgrades to many of the critical parts of building infrastructure and safety components has created a significant need to

address those areas where the health, life, and safety of the State's employees and citizens may be in jeopardy. The Department has identified a number of areas within many of its buildings that need maintenance, repair, or replacement to maintain a safe and productive work environment. Those areas include: elevators and elevator shafts, HVAC components (including boilers, blowers, and A/C units), flooring (including carpet and tile), and parking lots. The Department is concerned that the poor condition of these and other components of its State buildings pose unnecessary risks to its citizens and work force. The State has had some workers compensation claims filed against it by employees working in capitol complex facilities due to poorly maintained floor coverings and the potential failure of an HVAC component can cause a significant disruption in work if it occurs during an extreme weather event. It is a common private sector practice to include a charge in rent and lease payments to make these types of maintenance repairs on existing structures.

### **Brief Background:**

The Department of Personnel & Administration's Capitol Complex Facilities program is responsible for the operating and maintenance

activities of the state-owned buildings located in downtown Denver, Lakewood, Grand Junction, and the Camp George West site in Golden. On an annual basis, the Department submits a common policy request that attempts to address the ongoing needs of the facilities, such as utilities and normal maintenance contracts, as well as one-time needs for improvements or repairs as necessary. For the past few decades, the Department has not been able to secure a steady and consistent funding level for controlled maintenance of the facilities. In addition, during the recent economic downturn, the Department was required to take budget reductions of \$303,111 in total funds to assist in the State's balanced budget requirement. This reduction in spending authority required a number of services and projects within the Capitol Complex to be curtailed or eliminated. The reduction in services included tree trimming, grounds maintenance at the Capitol, window washing, and routine custodial care. The projects that were eliminated or curtailed due to these reductions included elevator maintenance and replacement, HVAC system upgrades, and carpet and tile replacement. Many of these projects are more involved and costly than the standard maintenance and have been put off to the point that many of these components now require a significant overhaul, if not complete replacement. Much of the delay has been due to repeated budget downturns experienced by the State in the past decade, but even after the recovery of the State's financial situation, other projects have been prioritized above controlled maintenance projects such as these.

**Proposed Solution:**

In order to maintain a safe working environment and the aesthetic appearance and functionality of the State's buildings, the Department is requesting the reinstatement of the operating reductions taken in prior years (\$303,111 in Reappropriated Funds) as well as a \$500,000 base-increase for the CCLS common policy allocations so that it may begin to address the number of maintenance needs it has identified within its facilities. With very few exceptions,

each building has a need for improvement and/or replacement of a major component. Those that do not currently need any replacements will likely need them in the foreseeable future. The base increase will allow the Department of Personnel & Administration to maintain the aesthetic appearance of its grounds and manage the upgrade, repair, or replacement of many of the critical components on an annual basis, prioritized by severity of need.

**Alternatives:**

This is the best solution because it allows the State to maintain a safe working environment for its employees as well as maintain safe buildings for the citizens to the extent they are required to use State buildings. The Department believes the ongoing base appropriation is the ideal solution because it defrays the cost of upgrade, repair or replacement over a number of years, comports with the resources the Department has to manage this process, and allows for an on-going appropriation to address concerns as they arise. The alternative to this solution, which is the reduction or denial of the requested level of funding, would not allow the Department to address the needs of the State and its buildings in a timely manner. This might lead to additional losses to the State due to emergency repairs and replacements, as well as the continued unpolished appearance of the State's grounds.

**Anticipated Outcomes:**

If this proposal is approved, the Department of Personnel & Administration's (4) Central Services, (D) Facilities Maintenance – Capitol Complex program will begin the process of reinstating the functions eliminated during the recent economic downturn and undertake a number of projects that will ensure the safety and continued operation of the State's buildings.

**Assumptions for Calculations:**

The Department has requested an amount of funding equal to the amount reduced during prior budget reductions (\$303,111) as well as an amount of funding it believes will allow it to undertake a myriad of projects through-out the

Capitol Complex related to overall safety and continued service (\$500,000). These amounts will be built into the Capitol Complex Leased Space allocation and collected through the respective appropriations at the individual departments.

**Consequences if not Funded:**

If the State does nothing, it risks additional claims against it due to failing safety components and/or minor to severe disruptions in work due to conditions created in its buildings by failing components. This will affect State employees as well as citizens of the State. Depending upon the severity of the incident or incidents, the cost to settle these claims may far exceed the cost to upgrade, repair, or replace these components.

**Impact to Other State Government Agency:**

The tables in the attached appendix shows the impact to each agency for this request.

**Relation to Performance Measures:**

*No applicable performance measures.*

**Current Statutory Authority or Needed Statutory Change:**

24-1-136.5; 24-82-101 through 103; 24-30-1303; 18-9-117 C.R.S. (2012) authorizes the Department of Personnel & Administration to maintain the Capitol Complex facilities.

**Table 1: FY 2013-14 Estimated Costs per Square Foot**

Description	Location				
	Denver	Pierce	North Campus	Grand Junction	Camp George West
Base Rate	\$14.64	\$7.17	\$2.55	\$8.04	\$1.03
<b>Impact of Policy on Rates</b>	<b>\$0.92</b>	<b>\$0.45</b>	<b>\$0.16</b>	<b>\$0.51</b>	<b>\$0.06</b>
Total Rate	\$15.56	\$7.62	\$2.71	\$8.55	\$1.10

**Table 2: FY 2013-14 Total Policy Adjustment by Department and Location**

Agency	Location						Total
	Denver	Pierce	North Campus	Grand Junction	Camp George West	Camp George West Utilities*	
Agriculture	\$12,466	\$0	\$0	\$0	\$0	\$0	\$12,466
Corrections	\$0	\$0	\$0	\$0	\$3,030	\$0	\$3,030
Correctional Industries	\$0	\$0	\$0	\$0	\$1,211	\$0	\$1,211
Education	\$39,540	\$0	\$0	\$0	\$0	\$0	\$39,540
General Assembly	\$129,452	\$0	\$0	\$0	\$0	\$0	\$129,452
Governor, Lt Governor, OSPB	\$34,027	\$0	\$0	\$467	\$0	\$0	\$34,494
Health Care Policy and Financing	\$28,985	\$0	\$0	\$0	\$0	\$0	\$28,985
Human Services	\$91,141	\$0	\$0	\$1,568	\$0	\$0	\$92,709
Law	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Affairs	\$32,794	\$0	\$0	\$1,747	\$0	\$0	\$34,541
Military Affairs	\$0	\$0	\$0	\$0	\$3,625	\$0	\$3,625
Natural Resources	\$72,886	\$0	\$0	\$0	\$0	\$0	\$72,886
Personnel & Administration	\$113,438	\$0	\$11,480	\$737	\$0	\$0	\$125,655
Public Health	\$0	\$0	\$0	\$2,019	\$0	\$0	\$2,019
Public Safety	\$73,424	\$0	\$0	\$65	\$9,777	\$0	\$83,266
Regulatory Agencies	\$0	\$0	\$0	\$307	\$0	\$0	\$307
Revenue	\$68,599	\$52,443	\$912	\$3,047	\$0	\$0	\$125,001
Transportation	\$92	\$0	\$0	\$6,216	\$1,388	\$0	\$7,696
Treasurer	\$4,028	\$0	\$0	\$0	\$0	\$0	\$4,028
Labor & Employment	\$0	\$0	\$699	\$654	\$0	\$0	\$1,353
CSU Forest Service	\$0	\$0	\$0	\$602	\$245	\$0	\$847
Construction-Annex Life/Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vacated - CCD North Campus	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$700,872</b>	<b>\$52,443</b>	<b>\$13,091</b>	<b>\$17,429</b>	<b>\$19,276</b>	<b>\$0</b>	<b>\$803,111</b>

**Table 3: FY 2013-14 Total Policy Adjustment by Department**

<b>Agency</b>	<b>Total</b>	<b>GF</b>	<b>CF</b>	<b>RF</b>	<b>FF</b>
Agriculture	\$12,466	\$8,727	\$3,739	\$0	\$0
Corrections	\$3,030	\$3,030	\$0	\$0	\$0
Correctional Industries	\$1,211	\$0	\$1,211	\$0	\$0
Education	\$39,540	\$5,453	\$8,896	\$6,880	\$18,311
General Assembly	\$129,452	\$129,452	\$0	\$0	\$0
Governor, Lt Governor, OSPB	\$34,494	\$20,404	\$0	\$14,090	\$0
Health Care Policy and Financing	\$28,985	\$14,493	\$0	\$0	\$14,492
Human Services	\$92,709	\$42,472	\$4,983	\$5,408	\$39,846
Law	\$0	\$0	\$0	\$0	\$0
Local Affairs	\$34,541	\$13,147	\$2,010	\$19,384	\$0
Military Affairs	\$3,625	\$2,284	\$0	\$0	\$1,341
Natural Resources	\$72,886	\$15,869	\$36,764	\$12,465	\$7,788
Personnel & Administration	\$125,655	\$80,813	\$13,446	\$31,396	\$0
Public Health	\$2,019	\$0	\$0	\$2,019	\$0
Public Safety	\$83,266	\$57,805	\$24,689	\$772	\$0
Regulatory Agencies	\$307	\$0	\$307	\$0	\$0
Revenue	\$125,001	\$80,180	\$44,821	\$0	\$0
Transportation	\$7,696	\$0	\$7,696	\$0	\$0
Treasurer	\$4,028	\$4,028	\$0	\$0	\$0
Labor & Employment	\$1,353	\$0	\$1,072	\$0	\$281
CSU Forest Service	\$847	\$0	\$847	\$0	\$0
Construction-Annex Life/Safety	\$0	\$0	\$0	\$0	\$0
Vacated - CCD North Campus	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>803,111</b>	<b>478,157</b>	<b>150,481</b>	<b>\$92,414</b>	<b>\$82,059</b>



**Table 4: Total FY 2013-14 CCLS Impact by Department**

<b>Agency</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Total Base Need</b>	<b>FY 2013-14 Incremental Base Need</b>	<b>FY 2013-14 Requested Policy Adjustment</b>	<b>FY 2013-14 Total Need</b>	<b>FY 2013-14 Total Incremental Need</b>
Agriculture	\$169,713	\$198,416	\$28,703	\$12,466	\$210,882	\$41,169
Corrections	\$123,625	\$130,118	\$6,493	\$3,030	\$133,148	\$9,523
Correctional Industries	\$30,882	\$36,431	\$5,549	\$1,211	\$37,642	\$6,760
Education	\$556,399	\$629,345	\$72,946	\$39,540	\$668,885	\$112,486
General Assembly	\$1,402,249	\$2,060,404	\$658,155	\$129,452	\$2,189,856	\$787,607
Governor, Lt Governor, OSPB	\$457,377	\$549,025	\$91,648	\$34,494	\$583,519	\$126,142
Health Care Policy and Financing	\$394,600	\$461,336	\$66,736	\$28,985	\$490,321	\$95,721
Human Services	\$1,260,108	\$1,475,602	\$215,494	\$92,709	\$1,568,311	\$308,203
Law	\$1,273,320	\$0	(\$1,273,320)	\$0	\$0	(\$1,273,320)
Local Affairs	\$466,108	\$549,792	\$83,684	\$34,541	\$584,333	\$118,225
Military Affairs	\$76,894	\$88,933	\$12,039	\$3,625	\$92,558	\$15,664
Natural Resources	\$865,372	\$1,160,073	\$294,701	\$72,886	\$1,232,959	\$367,587
Personnel & Administration	\$837,576	\$2,000,197	\$1,162,621	\$125,655	\$2,125,852	\$1,288,276
Public Health	\$24,873	\$32,145	\$7,272	\$2,019	\$34,164	\$9,291
Public Safety	\$1,263,475	\$1,489,202	\$225,727	\$83,266	\$1,572,468	\$308,993
Regulatory Agencies	\$4,787	\$4,883	\$96	\$307	\$5,190	\$403
Revenue	\$1,683,594	\$1,989,390	\$305,796	\$125,001	\$2,114,391	\$430,797
Transportation	\$131,876	\$160,905	\$29,029	\$7,696	\$168,601	\$36,725
Treasurer	\$54,835	\$64,108	\$9,273	\$4,028	\$68,136	\$13,301
Labor & Employment	\$21,882	\$21,548	(\$334)	\$1,353	\$22,901	\$1,019
CSU Forest Service	\$13,610	\$15,993	\$2,383	\$847	\$16,840	\$3,230
Construction- Annex Life/Safety	\$0	\$0	\$0	\$0	\$0	\$0
Vacated - CCD North Campus	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$11,113,155</b>	<b>\$13,117,846</b>	<b>\$2,004,691</b>	<b>\$803,111</b>	<b>\$13,920,957</b>	<b>\$2,807,802</b>

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Agriculture  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP-1

Dept. Approval by: [Signature] 12 Oct 12 Date  
 OSPB Approval by: [Signature] 10/19/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>		<b>Total</b>	-			
	FTE	169,713	-	198,416	12,466	12,466
	GF	117,995	-	138,891	8,727	8,727
	GFE	-	-	-	-	-
	CF	51,718	-	59,525	3,739	3,739
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Commissioner's Office and Administrative Services, Capitol Complex Leased Space</b>		<b>Total</b>	-			
	FTE	169,713	-	198,416	12,466	12,466
	GF	117,995	-	138,891	8,727	8,727
	GFE	-	-	-	-	-
	CF	51,718	-	59,525	3,739	3,739
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Sources  
 Reappropriated Funds Source, by Department and Line Item Name:  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Department of Personnel and Administration  
 Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Corrections  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP Common Policy  
 Dept. Approval by: *Tom Clements* 11/01/12  Decision Item FY 2013-14  
 Date  Base Reduction Item FY 2013-14  
 OSPB Approval by: *Carol M. Schep* 10/23/12  Supplemental FY 2012-13  
 Date  Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	154,507	-	166,549	4,241	4,241
	FTE	-	-	-	-	-
	GF	123,625	-	130,118	3,030	3,030
	GFE	-	-	-	-	-
	CF	30,882	-	36,431	1,211	1,211
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Management</b>	<b>Total</b>	154,507	-	166,549	4,241	4,241
<b>(A) Executive Director's Office</b>	FTE	-	-	-	-	-
Capitol Complex Leased Space	GF	123,625	-	130,118	3,030	3,030
	GFE	-	-	-	-	-
	CF	30,882	-	36,431	1,211	1,211
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 Cash or Federal Fund Name and COFRS Fund Number: CF - Correctional Industries 507 CFA  
 Reappropriated Funds Source, by Department and Line Item Name: None  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Department of Personnel & Administration  
 Other Information: None

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Education

Request Title: Capitol Complex Building Upgrade, Repair, and Replacement

Priority Number: \_\_\_\_\_

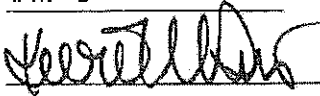
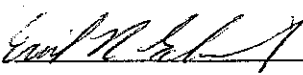
Dept. Approval by: [Signature] 10/1/12  Decision Item FY 2013-14  
 Date

OSPB Approval by: [Signature] 10/29/12  Base Reduction Item FY 2013-14  
 Date  Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	556,399	-	629,345	39,540	39,540
	FTE	-	-	-	-	-
	GF	80,400	-	86,787	5,453	5,453
	GFE	-	-	-	-	-
	CF	130,363	-	141,602	8,896	8,896
	RF	87,633	-	109,506	6,880	6,880
	FF	258,003	-	291,450	18,311	18,311
<b>(1) Management and Administration, (A) Administration and Centrally-Appropriated Line Items, Capitol Complex Leased Space</b>	<b>Total</b>	556,399	-	629,345	39,540	39,540
	FTE	-	-	-	-	-
	GF	80,400	-	86,787	5,453	5,453
	GFE	-	-	-	-	-
	CF	130,363	-	141,602	8,896	8,896
	RF	87,633	-	109,506	6,880	6,880
	FF	258,003	-	291,450	18,311	18,311

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 Cash or Federal Fund Name and COFRS Fund Number: None  
 Reappropriated Funds Source, by Department and Line Item Name: None  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: None  
 Other Information: None

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Office of the Governor  
 Request Title: Capitol Complex Building Upgrade, Repair and Replacement  
 Priority Number: # NP - 2  
 Dept. Approval by:  Date \_\_\_\_\_  
 OSPB Approval by:  10/19/12 Date \_\_\_\_\_

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	457,377	-	549,025	34,494	34,494
	FTE	-	-	-	-	-
	GF	258,997	-	324,759	20,404	20,404
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	198,380	-	224,266	14,090	14,090
	FF	-	-	-	-	-
(1) Office of the Governor, (B) Special Purpose, Capitol Complex Leased Space	<b>Total</b>	457,377	-	549,025	34,494	34,494
	FTE	-	-	-	-	-
	GF	258,997	-	324,759	20,404	20,404
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	198,380	-	224,266	14,090	14,090
	FF	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:

Reappropriated Funds Source, by Department and Line Item Name: COFRS Fund 613 (IT Revolving fund)

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments:

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Health Care Policy and Financing

Request Title: Capitol Complex Building Upgrade, Repair, and Replacement

Priority Number: NPR-4

Dept. Approval by: John Bartholomew *JB* 10/31/12 Date

OSPB Approval by: Gregory W. Smith 10/31/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	5
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	\$394,600	\$0	\$461,336	\$28,985	\$28,985
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$197,300	\$0	\$230,668	\$14,493	\$14,493
	GFE	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$197,300	\$0	\$230,668	\$14,492	\$14,492
<b>(1) Executive Director's Office; (A) General Administration, Capitol Complex Leased Space</b>	<b>Total</b>	\$394,600	\$0	\$461,336	\$28,985	\$28,985
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$197,300	\$0	\$230,668	\$14,493	\$14,493
	GFE	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$197,300	\$0	\$230,668	\$14,492	\$14,492

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: FF: Title XIX

Reappropriated Funds Source, by Department and Line Item Name: None.

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Department of Personnel and Administration

Other Information: None.

## Schedule 13

### Funding Request for the 2013-14 Budget Cycle

Department: Human Services  
 Request Title: DPA - Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP-2  
 Dept. Approval by: *Will K...* 10-19-12 Date  
 OSPB Approval by: *...* 10/22/12 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	1,260,108	-	1,475,603	92,709	92,709
	FTE	-	-	-	-	-
	GF	577,277	-	675,999	42,472	42,472
	CF	67,728	-	79,310	4,983	4,983
	RF	73,506	-	86,077	5,408	5,408
	FF	541,597	-	634,217	39,846	39,846
	MCF	39,047	-	42,440	1,460	1,460
	MGF	19,524	-	21,221	730	730
	NGF	596,801	-	697,220	43,202	43,202
<b>(3) Office of Operations,</b>	<b>Total</b>	1,260,108	0	1,475,603	92,709	92,709
<b>(A) Administration,</b>	FTE	0.0	0.0	0.0	0.0	0.0
<b>Capitol Complex Leased</b>	GF	577,277	0	675,999	42,472	42,472
<b>Space</b>	CF	67,728	0	79,310	4,983	4,983
	RF	73,506	0	86,077	5,408	5,408
	FF	541,597	0	634,217	39,846	39,846
	MCF	39,047	0	42,440	1,460	1,460
	MGF	19,524	0	21,221	730	730
	NGF	596,801	0	697,220	43,202	43,202

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

<sup>a</sup> Of this amount, it is estimated that \$1,366,218 shall be from patient cash collected by the Mental Health Institutes, \$49,415 shall be from the Early Intervention Services Trust Fund created in Section 27-10.5-709 (2) (a), C.R.S., \$12,511 shall be from the Business Enterprise Program Cash Fund created in Section 26-8.5-107, C.R.S., and ~~\$761,649~~ \$778,184 shall be from various sources of cash funds, including from the Old Age Pension Fund created in Section 1 of Article XXIV of the State Constitution.

<sup>b</sup> Of this amount, it is estimated that ~~\$4,814,610~~ \$4,819,463 shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing, \$1,236,747 shall be transferred from the Department of Corrections, \$811,278 shall be from patient fees collected by the Mental Health Institutes that represent Medicaid revenue earned from the behavioral health organizations through Mental Health Community Capitation, \$800,000 shall be from nursing home indirect cost subsidies appropriated to Homelake Domiciliary and the State and Veterans Nursing Homes, \$340,000 shall be from federal Medicaid indirect costs transferred from the Department of Health Care Policy and Financing, and \$573,516 shall be from various sources of reappropriated funds, including indirect cost recoveries.

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Local Affairs

Request Title:

Capitol Complex Building Upgrade, Repair, and Replacement

Priority Number: NP-3

Dept. Approval by: *Michael Farley* 11/01/2012  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

OSPB Approval by: *Paul White* 10/31/12  
 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	466,108	-	549,792	34,541	34,541
	FTE	-	-	-	-	-
	GF	160,000	-	191,852	13,147	13,147
	GFE	-	-	-	-	-
	CF	24,463	-	29,333	2,010	2,010
	RF	235,907	-	282,870	19,384	19,384
	FF	45,738	-	45,738	-	-
<b>(1) Executive Director's Office, Capitol Complex Leased Space</b>	<b>Total</b>	466,108	-	549,792	34,541	34,541
	FTE	-	-	-	-	-
	GF	160,000	-	191,852	13,147	13,147
	GFE	-	-	-	-	-
	CF	24,463	-	29,333	2,010	2,010
	RF	235,907	-	282,870	19,384	19,384
	FF	45,738	-	45,738	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: 12V-Building Regulation Fund; 420-Search & Rescue Fund; 153-Energy Impact; 152-Severance Tax.

Reappropriated Funds Source, by Department and Line Item Name: Local Government Energy Impact; Local Gvmt Severance Tax Fund; (34-63-102(5)(a)(1) C.R.S. & 39-29-110(1)(a)(1) C.R.S.)

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments:

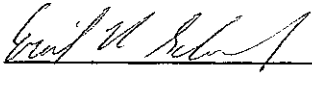
Other Information: Common Policy Decision Item



**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Military and Veterans Affairs  
 Request Title: Capitol Complex Building Upgrade, Repair & Replacement  
 Priority Number: NP-2

Dept. Approval by:  230212  
 Date

OSPB Approval by:  10/25/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	76,894	-	76,894	3,625	3,625
	FTE	-	-	-	-	-
	GF	76,894	-	76,894	2,284	2,284
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	1,341	1,341
<b>(1) Executive Director's Office and Army National Guard, Capitol Complex Leased Space</b>	<b>Total</b>	76,894	-	76,894	3,625	3,625
	FTE	-	-	-	-	-
	GF	76,894	-	76,894	2,284	2,284
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	1,341	1,341
<b>(2) Executive Director's Office and Army National Guard</b>	<b>Total</b>	-	-	-	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required?    Yes:     No:     If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:    N/A

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT?    Yes:     No:     Not Required:

Schedule 13s from Affected Departments:    N/A

Other Information:    N/A

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Natural Resources  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP-3

Dept. Approval by: Willie H. Lewis 10/15/2012 Date  
 OSPB Approval by: Gregory M. ... 10/23/12 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	865,372	-	1,160,073	72,886	72,886
	FTE	-	-	-	-	-
	GF	216,033	-	252,569	15,869	15,869
	GFE	-	-	-	-	-
	CF	373,616	-	585,151	36,764	36,764
	RF	169,701	-	198,401	12,465	12,465
	FF	106,022	-	123,952	7,788	7,788
<b>(1) Executive Director's Office, Capitol Complex Leased Space</b>	<b>Total</b>	865,372	-	1,160,073	72,886	72,886
	FTE	-	-	-	-	-
	GF	216,033	-	252,569	15,869	15,869
	GFE	-	-	-	-	-
	CF	373,616	-	585,151	36,764	36,764
	RF	169,701	-	198,401	12,465	12,465
	FF	106,022	-	123,952	7,788	7,788

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 This will require changes to the various sources of cash and Severance Tax letternotes  
 Cash or Federal Fund Name and COFRS Fund Number: Various Sources of Cash Funds  
 Reappropriated Funds Source, by Department and Line Item Name: Indirect Cost Recoveries (for EDO costs) and from fees charged to state agencies for geological services (for CGS costs)

Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments:  
 Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Personnel & Administration  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP - 1

Dept. Approval by: Adam Clymer 10/17/12 Date  
 OSPB Approval by: Scott A. Smith 10/19/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	837,576	-	2,000,197	125,655	125,655
	FTE	-	-	-	-	-
	GF	611,783	-	1,286,396	80,813	80,813
	GFE	-	-	-	-	-
	CF	32,971	-	214,034	13,446	13,446
	RF	192,822	-	499,767	31,396	31,396
	FF	-	-	-	-	-
<b>(1) Executive Office, (A)</b>	<b>Total</b>	837,576	-	2,000,197	125,655	125,655
<b>Departmental</b>	FTE	-	-	-	-	-
<b>Administration, Capitol</b>	GF	611,783	-	1,286,396	80,813	80,813
<b>Complex Leased Space</b>	GFE	-	-	-	-	-
	CF	32,971	-	214,034	13,446	13,446
	RF	192,822	-	499,767	31,396	31,396
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Funds  
 Reappropriated Funds Source, by Department and Line Item Name: Various Cash Funds  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Not Applicable  
 Other Information: None

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Public Health and Environment  
 Request Title: Capital Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP - 2

Dept. Approval by: [Signature] 10/14/12  
 Date  
 OSPB Approval by: [Signature] 10/26/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	24,873	-	32,145	2,019	2,019
	FTE					
	GF					
	GFE					
	CF					
	RF	24,873	-	32,145	2,019	2,019
	FF					
<b>(1) Administration and Support, (A)</b>	<b>Total</b>	24,873	-	32,145	2,019	2,019
	FTE					
	GF					
	GFE					
	CF					
	RF	24,873	-	32,145	2,019	2,019
	FF					

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:  
 Reappropriated Funds Source, by Department and Line Item Name: Fund 100, indirect cost recoveries.  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Department of Personnel and Administration  
 Other Information:

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Department of Public Safety  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP-1

Dept. Approval by: Jeresa Y. Andrade 10/25/12  Decision Item FY 2013-14  
 Date  Base Reduction Item FY 2013-14

OSPB Approval by: Erin M. Bush 10/25/12  Supplemental FY 2012-13  
 Date  Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	1,263,475	-	1,263,475	83,266	83,266
	FTE	-	-	-	-	-
	GF	16,890	-	16,890	57,805	57,805
	CF	26,116	-	26,116	5,986	5,986
	HUTF	436,319	-	436,319	18,703	18,703
	RF	784,150	-	784,150	772	772
	FF	-	-	-	-	-
<b>(1) Executive Director's Office</b>	<b>Total</b>	1,263,475	-	1,263,475	83,266	83,266
<b>(A) Administration</b>	FTE	-	-	-	-	-
<b>Capitol Complex Leased Space</b>	GF	16,890	-	16,890	57,805	57,805
	CF	26,116	-	26,116	5,986	5,986
	HUTF	436,319	-	436,319	18,703	18,703
	RF	784,150	-	784,150	772	772
	FF	-	-	-	-	-

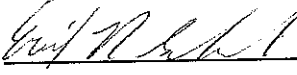
Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Fund Sources  
 Reappropriated Funds Source, by Department and Line Item Name: Various Reappropriated Fund Sources  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Department of Personnel and Administration  
 Other Information:

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Regulatory Agencies  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: NP-3

Dept. Approval by:  10/25/12  
 Date

OSPB Approval by:  10/26/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	4,787	0	4,883	307	307
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	4,787	-	4,883	307	307
	RF FF	-	-	-	-	-
<b>(1) Executive Director's Office, Capitol Complex Leased Space</b>	<b>Total</b>	4,787	-	4,883	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	4,787	-	4,883	307	307
	RF FF	-	-	-	-	-

Letternote Text Revision Required?    Yes:     No:     If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:    Various Cash funds across the Department

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT?    Yes:     No:     Not Required:

Schedule 13s from Affected Departments:    DPA

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Revenue  
 Request Title: Capitol Complex Building Upgrade, Repair and Replacement  
 Priority Number: NP

Dept. Approval by: Barbara Brooks 10/17/12 Date  
 OSPB Approval by: Grant H. Smith 10/23/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	1,683,593	-	1,989,390	125,001	125,001
	FTE	-	-	-	-	-
	GF	1,091,129	-	1,276,166	80,180	80,180
	GFE	-	-	-	-	-
	CF	592,464	-	713,224	44,821	44,821
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Executive Director's Office, Capitol Complex Leased Space</b>	<b>Total</b>	1,683,593	-	1,989,390	125,001	125,001
	FTE	-	-	-	-	-
	GF	1,091,129	-	1,276,166	80,180	80,180
	GFE	-	-	-	-	-
	CF	592,464	-	713,224	44,821	44,821
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Sources

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Department of Personnel and Administration

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Labor and Employment  
 Request Title: Capitol Complex Building Upgrade, Repair, and Replacement  
 Priority Number: \_\_\_\_\_

Dept. Approval by: *[Signature]* 10-18-12 Date  
 OSPB Approval by: *[Signature]* 10/24/12 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	21,882	-	21,548	1,353	1,353
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	18,484	-	18,204	1,143	1,143
	RF	-	-	-	-	-
	FF	3,398	-	3,344	210	210

<b>(1) Executive Director's Office, Capitol Complex Leased Space</b>	<b>Total</b>	21,882	-	21,548	1,353	1,353
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	18,484	-	18,204	1,143	1,143
	RF	-	-	-	-	-
	FF	3,398	-	3,344	210	210

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various cash and federal sources

Reappropriated Funds Source, by Department and Line Item Name: N/A

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: DPA

Other Information:



**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Personnel & Administration  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: CP - 2

Dept. Approval by: *[Signature]* 10/17/12  
 Date

OSPB Approval by: *[Signature]* 10/23/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
	Fund					
<b>Total of All Line Items</b>	<b>Total</b>	68,427	-	68,427	215,000	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	68,427	-	68,427	215,000	-
	FF	-	-	-	-	-
<b>(2) Division of Human Resources, (C) Risk Management Services, Operating Expenses</b>	<b>Total</b>	68,427	-	68,427	215,000	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	68,427	-	68,427	215,000	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Funds  
 Reappropriated Funds Source, by Department and Line Item Name: Liability Cash Fund  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Yes - All Departments  
 Other Information: None



# DEPARTMENT OF PERSONNEL & ADMINISTRATION

John W. Hickenlooper  
Governor

*FY 2013-14 Funding Request  
November 1, 2012*

Kathy Nesbitt  
Executive Director

Signature

Date

## **Department Priority: CP - 2 Employee Engagement Survey Adjustment**

Summary of Incremental Funding Change for FY 2013-14	Total Funds	General Fund	FTE
Employee Engagement Survey Adjustment	\$215,000	\$0	0.0

### **Request Summary:**

The Department of Personnel & Administration is requesting \$215,000 in Reappropriated Funds for allocation through the Risk Management common policy line item titled "Payment to Risk Management and Property Funds." The request is for a biennial appropriation of \$215,000 to conduct a survey to gauge employees' attitudes towards work, their work environment, overall satisfaction, and trends that are developing within the workforce.

### **Problem or Opportunity:**

The first Colorado State Employee Engagement Survey, administered in September 2011, provided crucial insight into what is working and what is not working within the State agencies. Administering a statewide survey on a biennial basis is an opportunity to receive insight and feedback on improving service delivery and business practices of state government through the review of trends identified in ongoing surveys. Administering one survey provides only a snapshot in time, whereas multiple surveys allow leadership to hold State agencies accountable for having taken action on the first survey.

Currently, the State also lacks the ability to identify trends in the State workforce that relate to overall job satisfaction, approval or disapproval of general policies, and engagement with an employee's specific line of work. These factors play significantly in the lives of the State's employees and impact their proclivity to conduct themselves in a professional or non-professional manner. In short, the more engaged an employee feels with their work, the less likely they are to stray from professional practices, thereby decreasing the State's liability for their actions. If the State had a method to measure engagement and satisfaction on a consistent basis, the Executive Branch could take a proactive approach to dealing with engagement and job satisfaction issues.

### **Brief Background:**

The first Colorado State Employee Engagement Survey was administered in September 2011. The Governor's Office, the Department, and Executive Directors of State agencies gained important insights to what is working and what is not working in state government as a result of the survey. The survey revealed several key points:

- 20,000 employees took the survey.
- 93 percent feel their work is important.

- 82 percent feel they are accountable for the results.
- 79 percent of respondents rated their feeling of accomplishment in their job as favorable.
- 78 percent rated their immediate supervisor as respectful toward them.
- Employees see their work as important and are proud to be employees of the state of Colorado.
- Employees want to do great things, but get frustrated by lack of resources and other barriers to great work.

The survey results were delivered to the Executive Directors of State agencies; presidents of higher education institutions; legislative, judicial, and other executive branch leaders; and throughout state government in order to be used to promote a climate of collaboration between employees and their managers and directors. This request identifies the resources needed to support the biennial administration of the Colorado State Employee Engagement Survey in an effort to establish ongoing trends and allow leadership to hold State agencies accountable for having taken action on the first survey.

**Proposed Solution:**

The Department requests \$215,000 in Reappropriated Funds for FY 2013-14 to conduct an ongoing employee engagement survey. The Department requests this appropriation be made biennially so that the Department can conduct and administer a survey every other year. The funding for the engagement survey will be collected through the Division of Human Resources Liability Insurance program. The Department is charged with implementing a program to reduce liability losses incurred by each state agency pursuant to Section 24-30-1505 C.R.S. Increased employee engagement limits negligent professional acts, errors, or omissions on behalf of State employees, thereby limiting liability claims incurred by the Division of Human Resources Liability Insurance program. Additionally, the results of the first Colorado State Employee Engagement Survey identified program areas and situations that could have led

to employment liability claims against the State had they gone unidentified.

**Alternatives:**

Focused measurement and action on strategic components of organizational culture can have a critical impact on performance. Certain facets of a working climate are central forces in creating more effective organizations with the most fundamental principle being that happy employees make for happy customers, which in turn make for happy stakeholders. The Corporate Leadership Council cites that engagement accounts for 40% of observed performance improvements, while highly committed employees try 57% harder, perform 80% better and are 87% less likely to leave than their disengaged colleagues. Each of these factors contributes to the overall satisfaction of employees, which in turn reduces the likelihood that any given employee will engage in behavior that might require coverage from the State's liability insurance program.

Beyond the statistical connection of employee opinions with performance, an ongoing employee engagement survey provides an extension of the leadership's voice. In the first Colorado State Employee Engagement Survey, the survey was designed around the message of Efficiency, Effectiveness, and Elegance. The work group level dialog that is generated as a result of the survey promotes attention and effort given to this set of values and this way of operating the government. By reflecting core messages of organizational direction and values, surveys create dialog throughout an organization focused on specific topics of importance to leadership. In this way, ongoing employee opinion surveys help pave the way for positive change.

The ongoing Employee Engagement survey will be designed to evaluate and manage important components of the State's key performance metrics. These can range from service to safety, innovation to high-potential retention, or quality to sales effectiveness.

As an alternative to this request, the State may be able to contract for an “off-the-“shelf” alternative that does not delve into the specific areas touched by the original engagement survey. The benefit to this alternative is that it *may* be less expensive and would require little to no input from the State’s Human Resources professionals. However, the drawback to this alternative is that the State would lose the fidelity required to hone its policies with respect to certain groups of employees. The State’s workforce is extremely diverse and an “off-the-shelf” survey would not allow it to identify trends between groups that have a number of diverging characteristics (e.g. physicians versus state patrol officers).

**Anticipated Outcomes:**

If approved, the Department of Personnel & Administration will begin the process of honing the employee engagement survey for its second round in FY 2013-14. The results of that study will allow the State to gauge the effectiveness of a number of policies that have been enacted to address opportunities or concerns brought to light by the previous engagement survey. The survey will also allow the State to determine temporal distortions in the results versus those that have the potential to be long-term strengths, weaknesses, opportunities, and threats to the State’s workforce. Finally, the survey will allow the State a tool to proactively identify areas in which the State is exposed to risk due to the behavior or general disposition of its work force.

**Assumptions for Calculations:**

The Department has requested an amount of funding equal to the amount required to perform the initial employee engagement survey. This expense is requested as a biennial recurring appropriation that will be included in the common policy request as well as through the Operating Expenses line item in (2) Division of Human Resources, (C) Risk Management Services, Operating Expenses line item.

**Consequences if not Funded:**

A high performing work culture must have ways for employees to give feedback. The Colorado

State Employee Engagement Survey is an opportunity for all employees to share perspectives on how the state can more effectively deliver services to the citizens of Colorado and operate state government more efficiently. Failing to administer the statewide survey a biennial basis would be a missed opportunity to receive insight and feedback on improving service delivery and business practices of state government. Without the results of the survey, leaders and managers will not know where best to focus their energies on action plans for improvement. In addition, managers will lose the ability to proactively identify practices or trends within the State that may create rifts or dissent among the State’s workforce. The benefit of an ongoing survey is the ability to track trends. Administering one survey provides only a snapshot in time, whereas multiple surveys allow leadership to gauge whether the agencies have taken the information gathered and responded to it, making improvements over time.

**Impact to Other State Government Agency:**

The table in the attached appendix shows the impact to each agency for this request.

**Relation to Performance Measures:**

*No applicable performance measures.*

**Current Statutory Authority or Needed Statutory Change:**

24-30-1503 & 1504 C.R.S. (2012) authorizes the Department of Personnel & Administration to administer the State’s self-funded risk programs.

**Table 1: Liability Allocations for All Agencies**

<b>Agency</b>	<b>Total</b>	<b>GF</b>	<b>CF</b>	<b>RF</b>	<b>FF</b>
Agriculture	\$1,971	\$0	\$1,971	\$0	\$0
Corrections	\$64,227	\$61,658	\$2,569	\$0	\$0
Education	\$1,016	\$1,016	\$0	\$0	\$0
Governor	\$3,802	\$1,141	\$0	\$2,661	\$0
Pers & Admin (DPA)	\$2,349	\$623	\$214	\$1,512	\$0
Health Care Policy	\$3,463	\$1,732	\$0	\$0	\$1,731
Higher Education	\$0	\$0	\$0	\$0	\$0
Transportation	\$39,732	\$0	\$39,732	\$0	\$0
Human Services	\$22,554	\$9,735	\$2,839	\$8,010	\$1,970
Judicial	\$15,907	\$15,907	\$0	\$0	\$0
Labor & Emp.	\$834	\$0	\$275	\$0	\$559
Legislature	\$247	\$247	\$0	\$0	\$0
Local Affairs	\$383	\$356	\$24	\$3	\$0
Law Dept	\$3,284	\$3,284	\$0	\$0	\$0
Military Affairs	\$896	\$896	\$0	\$0	\$0
Nat. Resources	\$12,672	\$2,173	\$9,845	\$362	\$292
Public Health	\$1,371	\$0	\$0	\$1,371	\$0
Public Safety	\$29,466	\$29,466	\$0	\$0	\$0
Reg. Agencies	\$5,134	\$164	\$4,699	\$176	\$95
Revenue	\$4,745	\$1,893	\$2,852	\$0	\$0
Secretary of State	\$915	\$0	\$915	\$0	\$0
Treasury	\$32	\$32	\$0	\$0	\$0
<b>Allocation Totals</b>	<b>\$215,000</b>	<b>\$130,323</b>	<b>\$65,935</b>	<b>\$14,095</b>	<b>\$4,647</b>

**Table 2: Liability Allocations for All Agencies**

Agency	Code	FY 2013-14 Base		FY 2013-14 Policy Adjustment	
		% Allocation	\$ Base Allocation	% Allocation	\$ Policy Allocation
Agriculture	AG	0.868%	\$73,103	0.917%	\$1,971
Corrections	CO	28.267%	\$2,381,222	29.873%	\$64,227
Education	ED	0.448%	\$37,697	0.473%	\$1,016
Governor	EX	1.674%	\$140,974	1.769%	\$3,802
Pers & Admin (DPA)	GS	1.034%	\$87,120	1.093%	\$2,349
Health Care Policy	HC	1.524%	\$128,406	1.611%	\$3,463
Higher Education	HE	5.372%	\$452,567	0.000%	\$0
Transportation	HI	17.487%	\$1,473,061	18.480%	\$39,732
Human Services	HS	9.926%	\$836,185	10.490%	\$22,554
Judicial	JD	7.001%	\$589,743	7.399%	\$15,907
Labor & Emp.	LA	0.367%	\$30,941	0.388%	\$834
Legislature	LE	0.109%	\$9,182	0.115%	\$247
Local Affairs	LO	0.169%	\$14,219	0.178%	\$383
Law Dept	LW	1.445%	\$121,759	1.528%	\$3,284
Military Affairs	MA	0.395%	\$33,249	0.417%	\$896
Nat. Resources	NR	5.577%	\$469,828	5.894%	\$12,672
Public Health	PH	0.603%	\$50,830	0.638%	\$1,371
Public Safety	PS	12.969%	\$1,092,459	13.705%	\$29,466
Reg. Agencies	RG	2.260%	\$190,347	2.388%	\$5,134
Revenue	RV	2.088%	\$175,925	2.207%	\$4,745
Secretary of State	ST	0.403%	\$33,923	0.426%	\$915
Treasury	TR	0.014%	\$1,204	0.015%	\$32
<b>Allocation Totals</b>		<b>100%</b>	<b>\$8,423,944</b>	<b>100%</b>	<b>\$215,000</b>

<b>Table 3: FY 2013-14 Allocations by Department: Payments to Risk Management and Property Fund</b>						
<b>Department/Agency</b>	<b>Liability Base Need</b>	<b>Liability Policy Need</b>	<b>Property Need</b>	<b>Total Liability + Property</b>	<b>FY 2012-13 Long Bill</b>	<b>Incremental Adjustment</b>
Agriculture	\$73,103	\$1,971	\$71,913	\$146,987	\$139,215	\$7,772
Corrections	\$2,381,222	\$64,227	\$1,242,643	\$3,688,092	\$3,087,036	\$601,056
Education	\$37,697	\$1,016	\$53,314	\$92,027	\$78,918	\$13,109
Office of Governor	\$140,974	\$3,802	\$70,465	\$215,241	\$157,246	\$57,995
Personnel & Administration	\$87,120	\$2,349	\$471,119	\$560,588	\$657,049	(\$96,461)
Healthcare Policy & Finance	\$128,406	\$3,463	\$1,622	\$133,491	\$84,444	\$49,047
Higher Education	\$452,567	\$0	\$2,353,707	\$2,806,274	\$3,634,349	(\$828,075)
Transportation	\$1,473,061	\$39,732	\$1,275,926	\$2,788,719	\$2,900,725	(\$112,006)
Human Services	\$836,185	\$22,554	\$607,127	\$1,465,866	\$1,392,061	\$73,805
Judicial	\$589,743	\$15,907	\$9,955	\$615,605	\$239,318	\$376,287
Labor & Employment	\$30,941	\$834	\$15,093	\$46,868	\$28,916	\$17,952
Legislature	\$9,182	\$247	\$4,419	\$13,848	\$13,969	(\$121)
Local Affairs	\$14,219	\$383	\$22,817	\$37,419	\$14,752	\$22,667
Law	\$121,759	\$3,284	\$5,071	\$130,114	\$87,949	\$42,165
Military Affairs	\$33,249	\$896	\$31,520	\$65,665	\$149,905	(\$84,240)
Natural Resources	\$469,828	\$12,672	\$354,249	\$836,749	\$789,421	\$47,328
Public Health	\$50,830	\$1,371	\$46,960	\$99,161	\$93,098	\$6,063
Public Safety	\$1,092,459	\$29,466	\$78,644	\$1,200,569	\$823,432	\$377,137
Regulatory Agencies	\$190,347	\$5,134	\$7,049	\$202,530	\$129,422	\$73,108
Revenue	\$175,925	\$4,745	\$39,165	\$219,835	\$187,392	\$32,443
Secretary of State	\$33,923	\$915	\$6,238	\$41,076	\$27,906	\$13,170
Treasury	\$1,204	\$32	\$151	\$1,387	\$929	\$458
<b>Totals</b>	<b>\$8,423,944</b>	<b>\$215,000</b>	<b>\$6,769,167</b>	<b>\$15,408,111</b>	<b>\$14,717,452</b>	<b>\$690,659</b>

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Agriculture  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP-2

Dept. Approval by: [Signature] 6/5/12  
 Date

OSPB Approval by: [Signature] 10/19/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>		<b>Total</b>				
	FTE	139,215		145,015	1,971	
	GF	24,853		24,853		
	GFE					
	CF	114,362		120,162	1,971	
	RF					
	FF					
<b>(1) Commissioner's Office and Administrative Services, Payment to Risk Management and Property Funds</b>		<b>Total</b>				
	FTE	139,215	-	145,015	1,971	-
	GF	-	-	-	-	-
	GFE	24,853	-	24,853	-	-
	CF	-	-	-	-	-
	RF	114,362	-	120,162	1,971	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Sources

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Department of Personnel and Administration

Other Information:



## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Corrections  
 Request Title: Employee Engagment Survey Adjustment  
 Priority Number: NP

Dept. Approval by: Tom Clements 11/01/12  
 Date

OSPB Approval by: [Signature] 10/25/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	3,087,036	-	3,087,036	64,227	-
	FTE	-	-	-	-	-
	GF	2,963,555	-	2,963,555	61,658	-
	GFE	-	-	-	-	-
	CF	123,481	-	123,481	2,569	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Management (A) Executive Director's Office</b>	<b>Total</b>	3,087,036	-	3,087,036	64,227	-
	FTE	-	-	-	-	-
	GF	2,963,555	-	2,963,555	61,658	-
Payment to Risk Management and Property Funds	GFE	-	-	-	-	-
	CF	123,481	-	123,481	2,569	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 Cash or Federal Fund Name and COFRS Fund Number: Payment to Risk Management and Property Cash Funds 5303& 5314  
 Reappropriated Funds Source, by Department and Line Item Name: None  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Department of Personnel & Administration  
 Other Information: None

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Education  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NR-3

Dept. Approval by: [Signature] 10/30/12 Date  
 OSPB Approval by: [Signature] 10/30/12 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	78,918	-	91,011	1,016	-
	FTE	-	-	-	-	-
	GF	78,918	-	91,011	1,016	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Management and Administration, (A)</b>	<b>Total</b>	78,918	-	91,011	1,016	-
	FTE	-	-	-	-	-
<b>Administration and Centrally-Appropriated Line Items, Payment to Risk Management and Property Funds</b>	<b>GF</b>	78,918	-	91,011	1,016	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

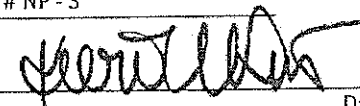
Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 Cash or Federal Fund Name and COFRS Fund Number: None  
 Reappropriated Funds Source, by Department and Line Item Name: None  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: None  
 Other Information: None

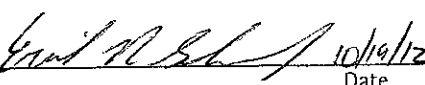
**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Office of the Governor

Request Title: Employee Engagement Survey Adjustment

Priority Number: # NP - 3

Dept. Approval by:  Date \_\_\_\_\_

OSPB Approval by:  10/19/12 Date \_\_\_\_\_

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	157,246	-	211,439	3,802	-
	FTE	-	-	-	-	-
	GF	75,795	-	63,432	1,141	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	81,451	-	148,007	2,661	-
	FF	-	-	-	-	-
(1) Office of the Governor, (B) Special Purpose, Payment to Risk Management and Property Funds	<b>Total</b>	157,246	-	211,439	3,802	-
	FTE	-	-	-	-	-
	GF	75,795	-	63,432	1,141	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	81,451	-	148,007	2,661	-
	FF	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:  
 Reappropriated Funds Source, by Department and Line Item Name: COFRS Fund 613 (IT Revolving fund)  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments:  
 Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Personnel & Administration  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP - 2

Dept. Approval by: *Adam Zymer* 10/17/12  
 Date

OSPB Approval by: *Grant H. ...* 10/19/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	657,049	-	558,240	2,349	-
	FTE	-	-	-	-	-
	GF	179,974	-	147,864	623	-
	GFE	-	-	-	-	-
	CF	56,659	-	50,889	214	-
	RF	420,416	-	359,487	1,512	-
	FF	-	-	-	-	-
<b>(1) Executive Office, (A)</b>	<b>Total</b>	657,049	-	558,240	2,349	-
Departmental	FTE	-	-	-	-	-
Administration, Payment	GF	179,974	-	147,864	623	-
to Risk Management and	GFE	-	-	-	-	-
Property Funds	CF	56,659	-	50,889	214	-
	RF	420,416	-	359,487	1,512	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Funds  
 Reappropriated Funds Source, by Department and Line Item Name: Various Cash Funds  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Not Applicable  
 Other Information: None

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Health Care Policy and Financing

Request Title: Employee Engagement Survey Adjustment

Priority Number: NP R-5

Dept. Approval by: John Bartholomew *JB* 10/26/12 Date

OSPB Approval by: *[Signature]* 10/30/12 Date

<input checked="" type="checkbox"/>	Decision Item FY 2013-14
<input type="checkbox"/>	Base Reduction Item FY 2013-14
<input type="checkbox"/>	Supplemental FY 2012-13
<input type="checkbox"/>	Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	5
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	\$84,444	\$0	\$130,028	\$3,463	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$42,222	\$0	\$65,014	\$1,732	\$0
	GFE	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$42,222	\$0	\$65,014	\$1,731	\$0
<b>(1) Executive Director's Office; (A) General Administration, Payment to Risk Management and Property Funds</b>	<b>Total</b>	\$84,444	\$0	\$130,028	\$3,463	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$42,222	\$0	\$65,014	\$1,732	\$0
	GFE	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$42,222	\$0	\$65,014	\$1,731	\$0

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: FF: Title XIX  
 Reappropriated Funds Source, by Department and Line Item Name: None.

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Department of Personnel and Administration

Other Information: None.

**Schedule 13  
Funding Request for the 2013-14 Budget Cycle**

**Department:** TRANSPORTATION  
**Request Title:** Employee Engagement Survey - Insurance  
**Priority Number:** Statewide - Non-prioritized

**Dept. Approval by:** *[Signature]* **Date:** 10/25/12  
**OSPB Approval by:** *[Signature]* **Date:** 10/25/12

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>						
Total		1,022,527,209		1,037,228,596		
FTE						
GF						
GFE						
CF		609,155,105		625,247,176		
RF		3,763,059		3,788,816		
PF		409,409,045		488,142,984		
<b>(1) Administration</b>						
Total		23,771,617		24,611,516		
FTE						
GF						
GFE						
CF		21,959,110		22,773,252		
RF		1,812,507		1,838,264		
PF						
<b>(2) Construction, Maintenance &amp; Operations</b>						
Total		998,555,592		1,092,667,460	(39,732)	
FTE						
GF						
GFE						
CF		587,195,995		602,573,924	(39,732)	
RF		1,950,552		1,950,552		
PF		409,409,045		488,142,984		

**Letternote Text Revision Required?** Yes:  No:  **If yes, describe the Letternote Text Revision:**

**Cash or Federal Fund Name and COFIS Fund Number:** State Highway Fund #400  
**Reappropriated funds Source, by Department and Line Item Name:** Not Applicable  
**Approval by OIT?** Yes:  No:   
**Schedule 13s from Affected Departments:** Not Required?  
**Other Information:** Not Applicable

## Schedule 13

### Funding Request for the 2013-14 Budget Cycle

Department: Human Services  
 Request Title: DPA - Employee Engagement Survey Adjustment  
 Priority Number: NP-3

Dept. Approval by: *Will B. O.* 10-19-12 Date  Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

OSPB Approval by: *Erin M. Schubert* 10/23/12 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	1,392,061	-	1,443,312	22,554	-
	FTE	-	-	-	-	-
	GF	1,105,264	-	1,134,492	9,735	-
	CF	24,824	-	28,329	2,839	-
	RF	178,771	-	185,289	8,010	-
	FF	83,202	-	95,202	1,970	-
	MCF	116,091	-	122,499	7,736	-
	MGF	58,045	-	61,249	3,868	-
	NGF	1,163,309	-	1,195,741	13,603	-
<b>(1) Executive Director's Office; (A) General Administration, Payment to Risk Management and Property Funds</b>	<b>Total</b>	1,392,061	0	1,443,312	22,554	0
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	1,105,264	0	1,134,492	9,735	0
	CF	24,824	0	28,329	2,839	0
	RF	178,771	0	185,289	8,010	0
	FF	83,202	0	95,202	1,970	0
	MCF	116,091	0	122,499	7,736	0
	MGF	58,045	0	61,249	3,868	0
	NGF	1,163,309	0	1,195,741	13,603	0

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

<sup>a</sup> Of this amount, it is estimated that \$548,385 shall be from patient cash collected by the Mental Health Institutes, \$180,203 shall be from the Records and Reports Fund created in Section 19-1-307 (2.5), C.R.S., \$31,870 shall be from fees and charges for workshops and conferences, and \$1,861,599 \$1,864,438 shall be from various sources of cash funds and shall include \$192,978 for statewide indirect cost recoveries.

<sup>b</sup> Of this amount, it is estimated that \$14,414,866 \$14,422,602 shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing, \$160,000 shall be from federal Medicaid indirect costs transferred from the Department of Health Care Policy and Financing, \$1,350 shall be from other funds transferred from the Department of Health Care Policy and Financing, and \$1,860,285 \$1,860,559 shall be from various sources of reappropriated funds and shall include \$306,459 for statewide indirect cost recoveries.

<sup>c</sup> Of this amount, it is estimated that \$707,332 shall be from the Temporary Assistance for Needy Families Block Grant, \$630,953 shall be from Section 110 vocational rehabilitation funds, \$280,000 shall be from Child Care Development Funds, \$261,097 shall be from federal cost allocation recoveries, \$240,443 shall be from the Substance Abuse Prevention and Treatment Block Grant, and \$5,369,819 \$5,371,789 shall be from various sources of federal funds including \$374,597 for statewide indirect cost recoveries.

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Labor and Employment  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: \_\_\_\_\_

Dept. Approval by: M. H. [Signature] 10-16-12 Date  
 OSPB Approval by: [Signature] 10/19/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	28,916	-	46,034	834	0
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	9,410	-	14,981	275	0
	RF	-	-	-	-	-
	FF	19,506	-	31,053	559	0

<b>(1) Executive Director's Office, Payment to Risk Management and Property Funds</b>	<b>Total</b>	28,916	-	46,034	834	0
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	9,410	-	14,981	275	0
	RF	-	-	-	-	-
	FF	19,506	-	31,053	559	0

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various cash and federal sources

Reappropriated Funds Source, by Department and Line Item Name: N/A

Approval by OIT? Yes:  No:  Not Required:


Schedule 13s from Affected Departments: DPA

Other Information:

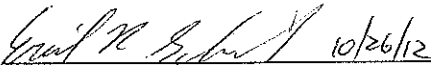


**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Local Affairs  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP-2

Dept. Approval by:   
 Bruce Eisenbauer 11/01/2012  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

OSPB Approval by:   
 Grant W. Edin 10/26/12  
 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	14,752	-	37,036	383	-
	FTE	-	-	-	-	-
	GF	13,727	-	34,464	356	-
	GFE	-	-	-	-	-
	CF	915	-	2,297	24	-
	RF	110	-	275	3	-
	FF	-	-	-	-	-
<b>(1) Executive Director's Office, Payment to Risk Management and Property Funds</b>	<b>Total</b>	14,752	-	37,036	383	-
	FTE	-	-	-	-	-
	GF	13,727	-	34,464	356	-
	GFE	-	-	-	-	-
	CF	915	-	2,297	24	-
	RF	110	-	275	3	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various sources of Cash Funds  
 Reappropriated Funds Source, by Department and Line Item Name: Local Government Energy Impact; Local Gvmt Severance Tax Fund; {34-63-102(5)(a)(1) C.R.S. & 39-29-110(1)(a)(1) C.R.S.}

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments:

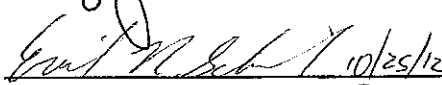
Other Information: Common Policy Decision Item

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Military and Veterans Affairs  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP-1

Dept. Approval by:  23 OCT 12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

OSPB Approval by:  10/25/12  
 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	149,905	-	149,905	896	-
	FTE	-	-	-	-	-
	GF	149,905	-	149,905	896	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Executive Director's Office and Army National Guard, Risk Management and Property Funds</b>	<b>Total</b>	149,905	-	149,905	896	-
	FTE	-	-	-	-	-
	GF	149,905	-	149,905	896	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(2) Executive Director's Office and Army National Guard</b>	<b>Total</b>	-	-	-	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: N/A

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: N/A

Other Information: N/A

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Natural Resources  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP-1

Dept. Approval by: Will H. Lei 10/15/12  
 Date

- Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

OSPB Approval by: Greg M. Smith 10/23/12  
 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	789,421	-	824,078	12,672	-
	FTE	-	-	-	-	-
	GF	63,094	-	86,084	2,173	-
	GFE	-	-	-	-	-
	CF	707,268	-	712,384	9,845	-
	RF	10,986	-	14,474	362	-
	FF	8,073	-	11,136	292	-
<b>(1) Executive Director's Office, Payment to Risk Management and Property Funds</b>	<b>Total</b>	789,421	-	824,078	12,672	-
	FTE	-	-	-	-	-
	GF	63,094	-	86,084	2,173	-
	GFE	-	-	-	-	-
	CF	707,268	-	712,384	9,845	-
	RF	10,986	-	14,474	362	-
	FF	8,073	-	11,136	292	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

This will require changes to the various sources of cash and Severance Tax letternotes

Cash or Federal Fund Name and COFRS Fund Number: Various Sources of Cash Funds

Reappropriated Funds Source, by Department and Line Item Name: Indirect Cost Recoveries (for EDO costs) and from fees charged to state agencies for geological services (for CGS costs)

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments:

Other Information:

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Public Health and Environment  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP - 3

Dept. Approval by: *[Signature]* 10/17/12  
 Date  
 OSPB Approval by: *[Signature]* 10/23/12  
 Date

- |                                     |                                |
|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Decision Item FY 2013-14       |
| <input type="checkbox"/>            | Base Reduction Item FY 2013-14 |
| <input type="checkbox"/>            | Supplemental FY 2012-13        |
| <input type="checkbox"/>            | Budget Amendment FY 2013-14    |

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	93,098	-	97,791	1,371	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	93,098	-	97,791	1,371	-
	FF	-	-	-	-	-
<b>(1) Administration and Support, (A)</b>	<b>Total</b>	93,098	-	97,791	1,371	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	93,098	-	97,791	1,371	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:

Reappropriated Funds Source, by Department and Line Item Name: Fund 100, indirect cost recoveries.

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Department of Personnel and Administration

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Public Safety  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP-2

Dept. Approval by: Jason Y. Anderson 10/25/12 Date  
 OSPB Approval by: Gov. M. Scott 10/25/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14


Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	823,432		823,432	29,466	
	FTE					
	GF				29,466	
	CF					
	HUTF	18,047		18,047		
	RF	805,385		805,385		
	FF					
<b>(1) Executive Director's Office</b>	<b>Total</b>	823,432	-	823,432	29,466	-
<b>(A) Administration</b>	FTE	-	-	-	-	-
<b>Risk Management</b>	GF	-	-	-	29,466	-
	CF	-	-	-	-	-
	HUTF	18,047	-	18,047	-	-
	RF	805,385	-	805,385	-	-
	FF	-	-	-	-	-

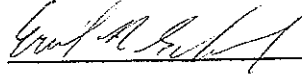
Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Fund Sources  
 Reappropriated Funds Source, by Department and Line Item Name: N/A  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Department of Personnel and Administration  
 Other Information:

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Regulatory Agencies  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP-1

Dept. Approval by:  10/25/12  
 Date

OSPB Approval by:  10/26/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	129,422	0	197,397	5,134	-
	FTE	-	-	-	-	-
	GF	4,122	-	6,287	164	-
	GFE	-	-	-	-	-
	CF	118,456	-	180,671	4,699	-
	RF	4,438	-	6,769	176	-
	FF	2,406	-	3,670	95	-
<b>(1) Executive Director's Office, Payment to Risk Management and Property Funds</b>	<b>Total</b>	129,422	-	197,397	5,134	-
	FTE	-	-	-	-	-
	GF	4,122	-	6,287	164	-
	GFE	-	-	-	-	-
	CF	118,456	-	180,671	4,699	-
	RF	4,438	-	6,769	176	-
	FF	2,406	-	3,670	95	-

Letternote Text Revision Required?    Yes:     No:     If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:    Various Cash funds across the Department

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT?    Yes:     No:     Not Required:

Schedule 13s from Affected Departments:    DPA

Other Information:

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Revenue  
 Request Title: Employee Engagement Survey Adjustment  
 Priority Number: NP

Dept. Approval by: Barbara Drake 10/17/12  
 Date  
 OSPB Approval by: Eric M. Kelly 10/23/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
	Fund					
<b>Total of All Line Items</b>		187,392	-	215,091	4,745	-
	Total					
	FTE	-	-	-	-	-
	GF	69,798	-	80,489	1,893	-
	GFE	-	-	-	-	-
	CF	117,594	-	134,602	2,852	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Executive Director's Office, Risk Management and Property Funds</b>		187,392	-	215,091	4,745	-
	Total					
	FTE	-	-	-	-	-
	GF	69,798	-	80,489	1,893	-
	GFE	-	-	-	-	-
	CF	117,594	-	134,602	2,852	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Sources

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Department of Personnel and Administration

Other Information:

## OFFICE OF INFORMATION TECHNOLOGY COMMON POLICIES

The Governor's Office of Information Technology (OIT) provides information technology services to State departments and a multitude of other government entities. OIT is funded through reappropriated funds and recovers a majority of its costs from four IT common policy line items that are allocated to departments. Departments are appropriated funding in their annual budgets and then pay OIT for services provided. This summary document outlines the allocation methodology for each common policy and summarizes department allocations for all four IT common policies for FY 2013-14 (Management and Administration of OIT; Communication Services Payments; Multiuse Network Payments; and Purchases of Services from Computer Center).

### COST ESTIMATION AND RECOVERY

OIT's total recoverable costs include program Long Bill appropriations for personal services and operating expenses, each program's share of central appropriations (i.e. workers' compensation, risk management, leased space, health/life/dental, etc), indirect cost assessment, depreciation, and projected change in compensated absences balances.

OIT tracks appropriations and expenses based on budget line items, which are unique identifiers designed by OIT to track expenditures by service category. Estimates for expenses are based on different factors, including prior year actual amounts (e.g., contracts, purchase orders, discretionary purchases) and known changes and escalators for FY 2013-14.

Management costs are spread throughout the rates of all services, and all other staff are tied directly back to a service, similar to operating costs. Staff tracks their time by OIT service pool and customer activity in a timekeeping system. The timekeeping system hours are then used to allocate staff time and dollars to services for rate setting and common policy development.

<b>FY 2013-14 Total Recoverable Costs</b>	
<b>Description</b>	<b>Amount</b>
Communications Services, Local Systems Development	\$121,000
Statewide IT Services, Administration, Personal Services	\$444,303
Customer Services, Personal Services	\$840,574
Computer Services, Personal Services	\$43,678,431
Technology Management Unit, Personal Services	\$2,859,102
Statewide IT Services, Administration, Operating Expenses	\$6,450
Customer Services, Operating Expenses	\$14,625
Computer Services, Operating Expenses	\$6,254,871
Technology Management Unit, Operating Expenses	\$364,371
Estimated Computer Services, Indirect Cost Assessment	\$165,321
Rental, Lease, or Lease/Purchase of Central Processing Unit	\$336,034
Network Services, Personal Services	\$7,518,106



<b>Description</b>	<b>Amount</b>
Order Billing, Personal Services	\$620,946
Network Services, Operating Expenses	\$16,166,621
Order Billing Operating Expenses	\$10,750
Estimated Network Services Indirect Cost Assessment	\$15,637
Toll-free Telephone Access for General Assembly	\$25,000
Communications Services, Personal Services	\$3,604,176
Communications Services, Operating Expenses	\$183,231
Estimated Communications Services Indirect Cost Assessment	\$52,596
Vehicle Lease payments	\$91,010
Estimated Capitol Complex Leased Space	\$198,380
Communications Services Training	\$22,000
Communications Services Utilities-	\$183,768
Statewide IT Management	\$5,183,306
Estimated Management & Administration of OIT Indirect Cost Assessment	\$80,935
Estimated Leased Space	\$3,148,018
Management & Administration of OIT, Personal Services	\$1,127,581
Management & Administration of OIT, Operating Expenses	\$150,268
Estimated Legal Services	\$37,775
Estimated Workers Compensation	\$209,170
Estimated Payments to Risk Management & Property Funds	\$81,451
Estimated Salary POTS	\$9,113,190
Communications Services - Medical Services Account	(\$66,151)
Communications Services - Local Systems Development	(\$121,000)
Estimated Depreciation	\$765,752
Estimated Change in Compensated Absences Balance	\$1,290,261
<b>Total Recoverable Costs</b>	<b>\$104,777,859</b>
Less Direct Billing and non-appropriated entities	(\$12,017,484)
<b>Total Allocated Common Policies</b>	<b>\$92,760,375</b>

## **SUMMARY OF YEAR-OVER-YEAR CHANGES**

For FY 2013-14 the recoverable costs and statewide allocations are projected to decrease by approximately \$1.62 million from FY 2012-13 levels. Some major components of the change include the following:

- Indirect cost assessment line items in OIT's budget that are associated with the four common policies reduced in total by about \$1.8 million between FY 2012-13 and FY 2013-14. These indirect cost assessment line items are part of DPA common policy as calculated by the Office of the State Controller and are included in the statewide indirect cost plan annually.

- The leased space allocation increased by approximately \$776,000 as a result of the out-year impact of the transfer of the e-Fort data center facility from the Department of State to OIT pursuant to SB 10-148.
- Approximately \$800,000 of reductions correspond to personal services net decreases in OIT Computer Services and OIT Management and Administration to reflect one-time expenses for legislation enacted during the 2012 session.
- OIT's share of various central appropriations included in the Governor's Office special purpose line item group in aggregate increased by about \$300,000.

## **COST ALLOCATION METHODOLOGY**

Each OIT service has defined utilization criterion by which it is divided in order to create the rate and then allocate the recoverable costs to departments. The utilization has both a historical and forecasted element. The starting point for all utilization is the most recent actual fiscal period completed (example: for FY 2013-14, the historical basis for the utilization is FY 2011-12). To this historical base, known or anticipated changes in agency utilization are adjusted and notated.

In most cases, costs are "pushed" down to the lowest level of service pool possible. If the cost supports multiple services, then that cost is allocated across services based on the relative percentage each service comprises of the total services in the allocation pool (i.e., weighted average). For each operating expenditure, OIT financial staff code/allocate the expenditure into the respective service pool as they are completing payment transactions.

Two categories of charges are included in OIT's recoverable cost estimation but not included in department cost allocations. The first are direct billing amounts not reflected in common policy allocations. These are items that departments pay directly from general operating line items (such as long distance telephone service). Departments are billed on a monthly basis and these items are direct billed outside of the allocation process for common policies.

The second are allocations to entities that do not receive direct line item appropriations in the annual Long Bill (such as higher education institutions). These two charge categories create a situation where the sum of common policy allocations in subsequent tables does not equal OIT's total recoverable costs. The difference of \$12 million is due to direct billing and non-appropriated entities, resulting in approximately \$92.8 million in common policy costs allocated to departments.

## **COMMON POLICY GROUPS**

This section outlines each of the four common policy groups with an explanation of: what the group includes; aggregate changes in the group; an overview of services included in the group; a brief discussion of changes within each service; a table outlining FY 2012-13 appropriations and FY 2013-14 allocations; and a mention of policy adjustments where applicable.

### ***Management and Administration of OIT***

This common policy provides the funding for these overhead functions through annual agency allocations. SB 08-155 required that billing methodologies be developed to allocate costs for central OIT administrative services, including a “back-office” business services staff to provide statewide financial and human resource services to the consolidated office. Beginning with FY 2008-09, allocations were made to Executive Branch agencies for this function, which included not only the statewide IT management function referenced above, but also the management/administration function historically provided by OIT.

Additionally, as a result of SB 08-155, all IT related functions for the State were consolidated under the Governor’s Office of Information Technology. As part of the consolidation process, all agencies’ information technology staff, managers and support staff associated with information technology procurement, accounting, and budgetary disciplines were transferred to the Governor’s Office. These staff resources are dedicated to one or more specific departments and costs for these staff are allocated directly to the departments they support through the Management and Administration Common Policy.

Finally, as applicable, costs associated with enterprise level management and back-office business functions are allocated to Executive Branch departments as part of the overhead rate for individual OIT services and departments are allocated their share of costs for these functions based on their proportionate level of consumption of OIT services.

Included in this item are the following services:

#### **Agency Back Office Support:**

Allocations include a rate increase based on a reduction in the baseline calculation of billable hours. Additional trends included a year over year decrease of approximately \$410,000 in total service cost driven primarily by reduction in personal services allocated to this service.

#### **Enterprise Portfolio Project Management Office (EPPMO):**

This service includes allocations for dedicated information technology project managers transferred from departments to OIT. Some EPPMO costs are allocated to either OIT statewide infrastructure projects or will be billed directly to department operating line items in FY 2013-14 based on project needs as defined by the department (via interagency agreement).

#### **Direct Billings:**

Direct billings occur in cases where OIT performs or otherwise provides a service to a specific customer only, at cost plus overhead. This occurs in limited situations and costs are allocated directly to the user department. An example could be project management services related to implementation of enacted legislation.

**Department Summary for Management and Administration of OIT**

<b>Department</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adjustment</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
Agriculture	\$17,784	\$0	(\$17,784)	(\$13,767)	(\$4,017)	\$0	\$0	\$0
Corrections	\$437,228	\$193,227	(\$244,001)	(\$244,001)	\$0	\$0	\$0	\$0
Education	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Governor's Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Healthcare Policy and Finance	\$0	\$48,307	\$48,307	\$24,154	\$0	\$0	\$0	\$24,153
Higher Education	\$65,636	\$0	(\$65,636)	\$0	(\$65,636)	\$0	\$0	\$0
Human Services	\$440,909	\$410,608	(\$30,301)	(\$23,052)	(\$482)	\$0	(\$2,454)	(\$4,313)
Judicial *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Labor and Employment	\$471,863	\$193,227	(\$278,636)	\$0	(\$133,745)	\$0	\$0	(\$144,891)
Law *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legislature *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Affairs	\$7,357	\$28,984	\$21,627	\$15,174	\$0	\$0	\$6,453	\$0
Military Affairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Natural Resources	\$290,806	\$183,268	(\$107,538)	(\$17,671)	(\$29,477)	\$0	(\$58,156)	(\$2,234)
Personnel and Administration	\$35,884	\$0	(\$35,884)	(\$9,829)	(\$3,094)	\$0	(\$22,961)	\$0
Public Health	\$466,051	\$236,406	(\$229,645)	\$0	(\$146,440)	\$0	(\$25,631)	(\$57,574)
Public Safety	\$273,449	\$289,841	\$16,392	\$0	\$0	(\$97,655)	\$114,047	\$0
Regulatory Agencies	\$136,785	\$96,614	(\$40,171)	(\$1,621)	(\$38,550)	\$0	\$0	\$0
Revenue	\$546,549	\$405,480	(\$141,069)	(\$325,414)	\$200,567	\$0	(\$16,222)	\$0
State *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transportation	\$215,046	\$386,455	\$171,409	\$0	\$182,161	\$0	(\$10,752)	\$0
Treasury *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$3,405,347</b>	<b>\$2,472,417</b>	<b>(\$932,930)</b>	<b>(\$596,027)</b>	<b>(\$38,713)</b>	<b>(\$97,655)</b>	<b>(\$15,676)</b>	<b>(\$184,859)</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

***FY 2013-14 Policy Adjustments***

There are no new initiatives or changes to this common policy group beyond adjustments outlined above.

***Communication Services Payments***

The OIT Communications Services Unit plans, coordinates, integrates and provides effective and efficient Statewide Public Safety networks for the Departments of Public Safety, Transportation, Corrections, Natural Resources and many other State and local government agencies. The state microwave radio infrastructure and the Digital Trunked Radio System (DTRS) provides interoperability between public safety agencies and emergency first responders to over 200 sites on 95% of the state's roadways, and serves more than 1,000 state, local, federal and tribal agencies. The unit also provides engineering and design services to state and local governments

using land-based, mobile and microwave technologies. Communications Services staff work in consultation with local, tribal, state, and federal government departments, institutions, and agencies governed by the Federal Communications Commission to assist in formulating current and long-range telecommunications plans involving radio, microwave, wireless data, and public-safety radio communications systems.

Communications Services Payments allocations and appropriations to departments support the maintenance and support of the statewide public safety communications network and infrastructure. Allocations are based on each customer's share of program recoverable costs, which is calculated based on proportionate inventory of subscriber radios.

Included in this item is the following service:

Communications Services/DTR:

This service includes a total year over year decrease of about \$640,000 (4%) driven primarily by a reduction in the statewide indirect cost allocation for the program. Allocations include the impact of a reduction in the Department of Transportation (CDOT) radio inventory (20% year over year). Given that CDOT was the second largest user of this service, their relative participation has reduced and other department's allocations will increase proportionately to their relative participation.

<b>Department Summary for Communication Services Payments</b>								
<b>Department</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adjustment</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$12,505	\$14,651	\$2,146	\$536	\$1,610	\$0	\$0	\$0
<b>Corrections</b>	\$1,773,504	\$1,840,800	\$67,296	\$67,296	\$0	\$0	\$0	\$0
<b>Education</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Governor's Office</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Healthcare Policy and Finance</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Higher Education</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Human Services</b>	\$185,474	\$172,007	(\$13,467)	(\$11,545)	\$0	\$0	(\$1,922)	\$0
<b>Judicial *</b>	\$24,725	\$16,703	(\$8,022)	(\$8,022)	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Law *</b>	\$10,614	\$8,205	(\$2,409)	(\$480)	(\$1,025)	\$0	(\$329)	(\$575)
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$34,736	\$36,921	\$2,185	\$2,185	\$0	\$0	\$0	\$0
<b>Military Affairs</b>	\$26,235	\$18,168	(\$8,067)	(\$8,067)	\$0	\$0	\$0	\$0
<b>Natural Resources</b>	\$1,039,294	\$1,056,951	\$17,657	\$0	\$17,657	\$0	\$0	\$0
<b>Personnel and Administration</b>	\$1,517	\$1,172	(\$345)	(\$172)	\$0	\$0	(\$173)	\$0
<b>Public Health</b>	\$28,273	\$15,237	(\$13,036)	\$0	\$0	\$0	(\$13,036)	\$0
<b>Public Safety</b>	\$661,118	\$767,440	\$106,322	\$0	\$7,858	\$86,694	\$9,567	\$2,203
<b>Regulatory Agencies</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Revenue</b>	\$69,144	\$75,015	\$5,871	\$1,005	\$4,866	\$0	\$0	\$0
<b>State *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Transportation</b>	\$1,743,686	\$898,716	(\$844,970)	\$0	(\$757,786)	\$0	(\$87,184)	\$0
<b>Treasury *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$5,610,825</b>	<b>\$4,921,986</b>	<b>(\$688,839)</b>	<b>\$42,736</b>	<b>(\$726,820)</b>	<b>\$86,694</b>	<b>(\$93,077)</b>	<b>\$1,628</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

### ***FY 2013-14 Policy Adjustments***

There are no new initiatives or changes to this common policy group beyond adjustments outlined above.

### ***Colorado State Network (CSN) Payments***

Note that this IT Common Policy has historically been the Multiuse Network (MNT). Beginning with FY 2013-14, the name should be changed to the Colorado State Network (CSN). In June 2011, OIT entered into a new partnership with Century Link to upgrade the state's ageing wide area network, previously referred to as the Multiuse Network. The Colorado State Network brings new technology and notable improvements and provides cost-effective, quality, high-speed broadband data communications and Internet access to Colorado's public sector (e.g., state agencies, schools, colleges, libraries, hospitals and local governments). The CSN offers bundled

services inclusive of network services (MPLS, MOE, wave, Ethernet, etc) as well as the state wide area network (WAN), including network monitoring and management.

Department allocations for bandwidth services include circuit costs and core costs. One component allocates circuit costs directly to the benefitting agency/department; the second component of the CSN allocations distributes the core infrastructure and staff costs for statewide enterprise level network administration to all users based on proportionate level of FTE.

Included in this item are the following services:

Colorado State Network (CSN) {previously known as MNT):

Previously CSN costs included an allocation for circuit costs that included the core infrastructure charges, and a separate allocation for costs associated with agency specific network administration staff. Similar to other services, the staff costs are now included in the enterprise level service and are allocated to all users (not just Executive Branch departments). This means that FY 2013-14 CSN allocations now include one component that allocates circuit costs directly to the benefitting agency/department; the second component of the CSN billing allocates the core infrastructure and staff costs for statewide enterprise level network administration to all users.

Allocations for CSN have trended downward primarily as a result of a reduction of about \$1.0 million in fund overhead as a result of the managed/hosted services component of the current contract for the statewide network.

Network Security (Security Enterprise Infrastructure):

Previously network security costs included an allocation for infrastructure and a separate allocation for costs associated with agency specific network security staff. Similar to other services, the staff costs are now included in the enterprise level service and are allocated to all users (not just Executive Branch departments). Costs increased by 4%, approximately \$120,000, largely as a result of adjustments in overhead allocations.

Agency Voice Services:

This allocation reflects department specific personal services costs and overhead for staff dedicated to support and administration of telecommunications services.

Colorado State Network (CSN) CORE:

As referenced above, this allocation represents each department's share of the Colorado State Network core infrastructure costs and personal services costs dedicated to enterprise level network administration. CSN core costs are allocated to departments based on actual FTE.

DSL:

OIT provides DSL service on behalf of customers at several speeds; the pricing is dependent on the type and speed of the connection. OIT can competitively acquire large amounts of bandwidth, driving down costs while boosting speed and capacity.

Point to Point Customer Circuits:

OIT manages many individualized data connections to meet customer needs. These include Frame Relay, 56K, 64K, ISDN and Ethernet connections.

Virtual Private Network (VPN):

OIT offers Virtual Private Network services (VPN) via its concentrator. A VPN or Virtual Private Network is a way to use a public telecommunication infrastructure, such as the Internet, to provide remote secure access to their organization's network.

Long Distance (LD)/Calling Card:

This service includes all forms of long distance and calling card offerings. Included in this category are inbound 800 services, switched and dedicated long distance circuits, international calls and directory assistance. Note that approximately 98% of this service is specific to long distance.

Private Branch Exchange (PBX)/Voice over Internet Protocol (VOIP):

OIT in coordination with third-party vendors offer phone services to State agencies through customer owned switching equipment known as Private Branch Exchange (PBX) offerings. Network Services operates and maintains the PBXs for downtown Denver, the Lakewood Kipling complex, various Greeley locations and Grand Junction. These services support both digital and analog (most often used for faxing) transmissions. Voice over Internet Protocol (VOIP) is offered at locations where the technology is supported.

Interactive Voice Response (IVR):

Interactive Voice Response (IVR) systems allow customers to use a telephone to get information from a computer database or other data source. IVR can automatically give your customers answers to their most frequently asked questions. Customers can call a designated phone number, enter an authorization code, and then securely interact with a database to get the information they need. This automated process reduces staff time, reduces operator errors, and enhances customer service.

Audio Conferencing:

OIT deliver audio and web conferencing services to its customer base via a contract with a third party vendor. There is a full-suite of conferencing services available and conference attendees can simply dial the conference bridge number, enter the assigned user code, and be instantly connected to the conference.

Blackberry Mobile Messaging:

OIT has historically offered Blackberry hosting services with the capacity to support both Exchange and GroupWise e-mail platforms. OIT provides the enterprise server (BES - Blackberry Enterprise Server), and administers the service and technology so that individual agencies save the cost of investing in this type of infrastructure.



Statewide Voice Services:

Statewide voice services represent traditional voice telecommunications services, including basic local area exchange and directory assistance services. Service is provided to the state under contract with third party telecommunications providers.

Direct Billings:

Direct billings occur in cases where OIT performs or otherwise delivers a service to a specific customer only, at cost plus overhead. This occurs in limited situations and costs are allocated directly to the user department. An example would be an industry specific directory assistance database used solely by one state department.

<b>Department Summary for Colorado State Network Payments</b>								
<b>Department</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adjustment</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$208,016	\$112,058	(\$95,958)	(\$37,505)	(\$58,453)	\$0	\$0	\$0
<b>Corrections</b>	\$3,063,333	\$2,856,531	(\$206,802)	(\$200,561)	(\$6,241)	\$0	\$0	\$0
<b>Education</b>	\$103,502	\$202,097	\$98,595	\$98,595	\$0	\$0	\$0	\$0
<b>Governor's Office</b>	\$162,880	\$285,107	\$122,227	(\$109,923)	\$0	\$0	\$232,150	\$0
<b>Healthcare Policy and Finance</b>	\$245,162	\$98,881	(\$146,281)	(\$73,141)	\$0	\$0	\$0	(\$73,140)
<b>Higher Education</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Human Services</b>	\$2,475,101	\$2,791,945	\$316,844	\$208,391	\$2,740	\$0	\$27,722	\$77,991
<b>Judicial *</b>	\$575,849	\$1,185,276	\$609,427	\$609,427	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$745,029	\$316,833	(\$428,196)	\$0	(\$202,887)	\$0	\$0	(\$225,309)
<b>Law *</b>	\$0	\$118,313	\$118,313	\$0	\$0	\$0	\$118,313	\$0
<b>Legislature *</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$52,978	\$101,397	\$48,419	\$18,254	\$3,442	\$0	\$26,723	\$0
<b>Military Affairs</b>	\$92,051	\$61,446	(\$30,605)	(\$30,605)	\$0	\$0	\$0	\$0
<b>Natural Resources</b>	\$2,274,071	\$1,569,280	(\$704,791)	(\$121,546)	(\$367,956)	\$0	(\$208,583)	(\$6,706)
<b>Personnel and Administration</b>	\$420,164	\$203,749	(\$216,415)	(\$61,115)	(\$17,655)	\$0	(\$137,645)	\$0
<b>Public Health</b>	\$642,876	\$456,672	(\$186,204)	\$0	\$0	\$0	(\$24,522)	(\$161,682)
<b>Public Safety</b>	\$2,230,759	\$909,893	(\$1,320,866)	(\$823,150)	\$0	(\$497,716)	\$0	\$0
<b>Regulatory Agencies</b>	\$348,448	\$154,776	(\$193,672)	(\$7,692)	(\$185,980)	\$0	\$0	\$0
<b>Revenue</b>	\$4,074,495	\$2,697,374	(\$1,377,121)	(\$599,155)	(\$745,122)	\$0	(\$32,844)	\$0
<b>State *</b>	\$0	\$159,578	\$159,578	\$0	\$159,578	\$0	\$0	\$0
<b>Transportation</b>	\$730,657	\$1,648,400	\$917,743	\$0	\$954,276	\$0	(\$36,533)	\$0
<b>Treasury *</b>	\$1,149	\$8,021	\$6,872	\$6,872	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$18,446,520</b>	<b>\$15,937,627</b>	<b>(\$2,508,893)</b>	<b>(\$1,122,854)</b>	<b>(\$464,258)</b>	<b>(\$497,716)</b>	<b>(\$35,219)</b>	<b>(\$388,846)</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

### ***FY 2013-14 Policy Adjustments***

There are no new initiatives or changes to this common policy group beyond adjustments outlined above.

### ***Purchase of Services from the Computer Center (GGCC)***

OIT is responsible for the management and operation of the State's Data Center facilities. In this capacity, OIT plans, manages, operates and delivers the computing infrastructure to all State agencies and certain institutions of higher education.

Allocations to users are based on historical utilization and forecasted changes, including the distribution of recoverable costs between multiple services. The amounts are adjusted annually based on actual expenditures in the subsequent budget year.

Included in this item are the following services:

#### **Enterprise Data Center Housing:**

The annual costs for this service are projected to increase by about \$900,000 (35%) over the prior year. The increase is driven primarily by the final transfer of the lease obligation for e-Fort from the Department of State to OIT pursuant to SB 10-148. The increase is included in the Governor's Office special purpose budget as part of the leased space line item (reappropriated funds).

#### **Mainframe Computing:**

Allocations for departments that are utilizers of this service can fluctuate fairly significantly as service cost pool increases or decreases over the years due in large part to capacity increases driven by State programs (for example, tax processing applications from the Department of Revenue, unemployment processing for the Department of Labor & Employment, and processing for several Department of Human Services benefits programs). This is exacerbated by the fact that there are only three significant users who have historically collectively made up approximately 95% of total mainframe utilization.

Because of the high level of fixed costs associated with this service a reduction in utilization by one department typically results in a corresponding increase to the allocations of other departments based upon the increase to their proportionate mainframe utilization. The current fiscal year allocations to departments include the impact of an overall reduction in utilization due to a 65% reduction in the Department of Human Services' utilization; this means that other departments do not receive the full benefit of the reduction in the service cost pool and may instead see increases as the CDHS utilization reduction increases other departments' relative utilization of the mainframe accordingly.

Finally, total costs decreased by more than \$1 million, largely as a result of a decrease in fund overhead that was driven by a year over year change in the Statewide Indirect Cost Assessment for the program.

Agency Mainframe Support:

The annual cost for this service is projected to decrease by about 20% for FY 2013-14. The reduction is driven primarily by a reduction in the staff allocated to this cost pool, and represents approximately five staff.

ADABAS:

Consistent with mainframe processing, the Departments of Labor & Employment, Human Services and Revenue are the primary users who receive the benefit of reductions in the service cost pool for ADABAS or bear the burden associated with increases in contractual obligations for ADABAS, which makes up the majority of the service costs. For FY 2013-14, the Department of Human Services allocation for ADABAS decreases materially similar to their reduction in overall mainframe utilization. Other department allocations bear a larger share of the total ADABAS costs as a result. The total service cost decreases year over year by about \$500,000, and similar to mainframe computing above, the decrease in fund overhead is the primary driver.

Enterprise Service Desk:

When staff were initially consolidated in OIT, service desk staff were split between enterprise and agency-specific service categories. As identified during the consolidation, staff costs for all FTE that perform this function have been collectively included in one category for Enterprise Service Desk, and are allocated to departments accordingly. Total service costs increased year over year based on actual staff hours dedicated to this service.

Enterprise Deskside Support:

Consistent with Enterprise Service Desk above, enterprise and agency specific staff costs have been combined in one service category. Service cost remained materially constant from year to year.

Colorado Personnel & Payroll System (CPPS)/ Human Resources Data Warehouse (HRDW):

Costs for maintenance and support of these two statewide human resources systems decreased by about \$250,000 (10%); the decrease included a reduction of \$165,000 across overhead categories and a decrease of \$55,000 in allocated personal services.

Colorado Financial Reporting System (COFRS)/Financial Data Warehouse (FDW):

The annual costs for maintenance and support of these statewide accounting and financial reporting systems decreased by about \$180,000 from the prior year. The decrease includes a reduction of \$80,000 across overhead categories and \$105,000 in allocated personal services.

Electronic Document Warehouse (EDW):

The total service cost increased by approximately \$100,000 from the prior year. The increase includes an additional \$95,000 in operating costs (software licensing and maintenance). This increase is the result of a FY 2012-13 decision item that transferred this amount from DPA to OIT to capture the licensing component of this service. While this represents a cost increase to OIT customers, the costs were previously billed by DPA to customers in prior fiscal years.

Contract Management System (CMS):

The service cost decreased year over year by about \$200,000. The decrease includes a reduction of \$70,000 across overhead categories consistent with several other data center services and a decrease in personal services costs allocated to CMS as time required for administration has reduced over historical levels.

Agency Line of Business Applications:

Total costs increased by about 2% (\$800,000) year over year. The increase was driven primarily by increases to all overhead categories for application programming and support, consistent with other similar services as previously referenced.

Server Hosting:

Allocations for server hosting now include service costs for physical servers, virtual servers, v-Block hosting and agency server hosting which are now combined in one enterprise service. In addition, server support staff are now allocated to all users rather than department specific allocation that is only distributed to Executive Branch departments. Finally, utilization includes updates based upon migration to v-block architecture and consistent with updated assumptions for data center consolidation.

Server Storage:

This service represents the combination of SAN storage and v-block storage, which are no longer discrete entities and are combined in the same service category.

Mainframe Virtual Tape Storage (VTS):

The mainframe VTS provides a high-performance virtual tape storage platform to store and retrieve data. It is a scalable solution that reduces mainframe tape risks and costs.

Mainframe Disk Storage:

The disk storage solution for the mainframe addresses the challenges of the enterprise data center and delivers optimal performance and availability for mainframe tape operations. It includes protected disk storage and is scalable to leverage storage and replication costs.

Enterprise E-Mail:

OIT has traditionally provided full email services, support and network infrastructure for OIT participating agency customers, which was a limited customer base. Beginning with the current year OIT is in process of implementing a consolidated enterprise E-mail solution for the Executive Branch.

Enterprise KRONOS:

Kronos provides enterprise level monitoring for employee time and attendance along with detailed labor activity tracking modules. It is used by customers primarily as a timekeeping application and to allocate personnel costs among programs.

Direct Billings:

Direct billings occur in cases where OIT performs or otherwise delivers a service to a specific customer only, at cost plus overhead. This occurs in limited situations and costs are allocated

directly to the user department. An example could include a software application specific to a given department who is the sole user.

<b>Department Summary for Purchase of Services from Computer Center</b>								
<b>Department</b>	<b>FY 2012-13 Appropriation</b>	<b>FY 2013-14 Request</b>	<b>Total Base Adjustment</b>	<b>GF</b>	<b>CF</b>	<b>HUTF</b>	<b>RF</b>	<b>FF</b>
<b>Agriculture</b>	\$623,116	\$823,457	\$200,341	\$151,066	\$49,275	\$0	\$0	\$0
<b>Corrections</b>	\$5,738,360	\$7,758,802	\$2,020,442	\$2,020,442	\$0	\$0	\$0	\$0
<b>Education</b>	\$189,795	\$169,259	(\$20,536)	(\$20,536)	\$0	\$0	\$0	\$0
<b>Governor's Office</b>	\$2,070,805	\$922,296	(\$1,148,509)	(\$1,865,193)	\$0	\$0	\$716,684	\$0
<b>Healthcare Policy and Finance</b>	\$1,001,906	\$846,006	(\$155,900)	(\$81,237)	\$0	\$0	\$0	(\$74,663)
<b>Higher Education</b>	\$185,984	\$142,794	(\$43,190)	\$0	(\$33,150)	\$0	(\$10,040)	\$0
<b>Human Services</b>	\$17,510,871	\$15,291,552	(\$2,219,319)	(\$1,134,444)	(\$27,906)	\$0	(\$39,672)	(\$1,017,297)
<b>Judicial *</b>	\$753,476	\$675,463	(\$78,013)	(\$78,013)	\$0	\$0	\$0	\$0
<b>Labor and Employment</b>	\$7,665,687	\$7,864,996	\$199,309	\$0	\$101,648	\$0	\$0	\$97,661
<b>Law *</b>	\$107,588	\$53,855	(\$53,733)	\$0	\$0	\$0	(\$53,733)	\$0
<b>Legislature *</b>	\$55,054	\$75,163	\$20,109	\$20,109	\$0	\$0	\$0	\$0
<b>Local Affairs</b>	\$797,550	\$911,874	\$114,324	(\$178,066)	\$0	\$0	\$292,390	\$0
<b>Military Affairs</b>	\$343,150	\$423,708	\$80,558	\$80,558	\$0	\$0	\$0	\$0
<b>Natural Resources</b>	\$5,220,852	\$5,758,293	\$537,441	(\$55,549)	\$209,057	\$0	\$435,992	(\$52,059)
<b>Personnel and Administration</b>	\$127,402	\$1,625,776	\$1,498,374	\$349,202	\$47,657	\$0	\$1,101,515	\$0
<b>Public Health</b>	\$5,335,037	\$5,017,934	(\$317,103)	(\$75,288)	(\$109,350)	\$0	\$57,001	(\$189,466)
<b>Public Safety</b>	\$2,818,430	\$3,778,141	\$959,711	\$481,729	(\$23,093)	(\$2,286)	\$513,476	(\$10,115)
<b>Regulatory Agencies</b>	\$1,783,611	\$1,559,268	(\$224,343)	(\$9,459)	(\$214,884)	\$0	\$0	\$0
<b>Revenue</b>	\$9,645,539	\$9,745,942	\$100,403	\$130,690	\$372,131	\$0	(\$402,418)	\$0
<b>State *</b>	\$102,789	\$75,116	(\$27,673)	\$0	(\$27,673)	\$0	\$0	\$0
<b>Transportation</b>	\$5,713,562	\$5,856,591	\$143,029	\$0	\$428,707	\$0	(\$285,678)	\$0
<b>Treasury *</b>	\$10,673	\$52,059	\$41,386	\$41,386	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$67,801,237</b>	<b>\$69,428,345</b>	<b>\$1,627,108</b>	<b>(\$222,603)</b>	<b>\$772,419</b>	<b>(\$2,286)</b>	<b>\$2,325,517</b>	<b>(\$1,245,939)</b>

\* Non-Executive branches that do not submit budget proposals to the Governor's Office. Fund Splits have been estimated based on the FY 2012-13 Long Bill.

### ***FY 2013-14 Policy Adjustments***

For FY 2013-14 an addition will be made to the allocations outlined above for the inclusion of an OIT initiative for Asset Management. For a further discussion of this item and cost allocation refer to the section entitled OIT – Policy Adjustments.

### ***The True-Up Process***

The federal Division of Cost Allocation (DCA) is the agency that reviews cost proposals associated with indirect cost plans, or the allocation of administrative costs (i.e. cost allocation models) to determine whether they meet with federal cost principles. This review is the basis that

allows the State and its associated programs to claim, and the federal government to reimburse, approved costs. The primary concern expressed by the DCA in the past has been to ensure that when they review each service individually and by agency, that there is no cross-subsidization and that no federal programs were inappropriately being overcharged or subsidizing non-federal programs. The DCA expressed concerns that OIT needed to translate data in a manner that would identify whether individual agencies were over- or under-charged for each specific service that they utilize. For each agency, the over/under adjustment for each of the individual services is aggregated, resulting in a total positive or negative adjustment for that agency for the fiscal year in question. This “retroactive” adjustment results in additional allocations for agencies if an under-collection occurred, and reduced allocations for agencies when an over-collection occurred. The Common Policy true-ups for FY 2011-12 will be provided as part of a separate FY 2013-14 budget action, and separate from the base FY 2013-14 allocations presented in this document.

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Governor's Office of Information Technology  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: R-2

Dept. Approval by: [Signature] 10/29/12  
 Date

OSPB Approval by: [Signature] 10/23/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	6,254,871	-	6,254,871	437,600	99,600
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	2,328	-	2,328	-	-
	RF	6,252,543	-	6,252,543	437,600	99,600
	FF	-	-	-	-	-
<b>(5) Office of Information Technology, (B) Computer Center Services, (1) Computer Services, Operating Expenses</b>	<b>Total</b>	6,254,871	-	6,254,871	437,600	99,600
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	2,328	-	2,328	-	-
	RF	6,252,543	-	6,252,543	437,600	99,600
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COPRS Fund Number: CORS Fund 613

Reappropriated Funds Source, by Department and Line Item Name: User Charges

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: The request requires corresponding common policy adjustments to

Other Information:



OFFICE OF INFORMATION TECHNOLOGY

John W. Hickenlooper
Governor

FY 2013-14 Funding Request
November 1, 2012

Kristin D. Russell
Secretary of Technology & Chief Information Officer

Handwritten signature of Kristin D. Russell

10-30-12

Signature

Date

Department Priority: R-2
OIT Enterprise Asset Management

Table with 4 columns: Summary of Incremental Funding Change for FY 2013-14, Total Funds, Reappropriated Funds, FTE. Row 1: OIT Computer Services Operating Expenses, \$437,600, \$437,600, 0

Request Summary:

The Office of Information Technology (OIT) is requesting \$437,600 Reappropriated Funds in FY 2013-14 for the implementation of an enterprise IT asset management system.

of inventory control and puts the state in a position of being unable to verify software license compliance. This request would provide the tool necessary to initiate a statewide IT asset management capability for the Executive Branch.

Brief Background:

The Executive Branch spent on average of \$46.5 million on IT hardware, software and related maintenance over each of the past three years. Currently, these operating expenditures are not managed by OIT, further hindering OIT's ability to track and manage assets on a statewide basis.

Problem or Opportunity:

Currently there is no unified, comprehensive IT asset management program across the Executive Branch departments to track and manage IT assets on a statewide level. There are limited asset management tools being utilized across departments (mostly spreadsheets) but the level of implementation varies across departments.

The best estimate (self-reported by departments in FY 2011-12) of the current value of IT assets active across the Executive Branch is \$285 million. While OIT has responsibility for these assets, the majority of these assets are tracked at the department level and OIT currently does not have visibility into their number, location, or health.



In the performance audit on the consolidation of Executive Branch Information Technology released by the State Auditor in March 2012, the State Auditor identified the lack of a comprehensive asset management program that included the total asset lifecycle as an issue that needed to be addressed by OIT. Specifically the State Auditor recommended the following:

*OIT should perform a full physical inventory and reconciliation of hardware and software assets, including accounting for and reconciling records to inventory and inventory to records, as needed. In addition, OIT should implement mechanisms to keep this inventory current and remain fully informed of all key IT assets across the State to improve decision-making, reduce overall risk, effectively manage costs and improve operational efficiencies. OIT should also consider implementing more stringent policies for managing IT assets and, if funding becomes available, consider the cost and benefits of implementing an integrated IT asset management system.*

The report summarized the historic problem accurately by acknowledging the following:

*The primary cause of OIT's inability to gather a list of IT assets is the lack of a centralized IT asset management function. OIT has not consistently maintained complete and/or accurate IT asset data for the following reasons:*

- *The budget for asset purchases resides within the departments.*
- *The lack of a centralized IT procurement function.*
- *Each department has been responsible for inventory and asset capitalization for financial statement purposes.*
- *OIT does not have a centralized IT asset management tool to enable the tracking and reporting of IT assets across the State.*
- *The majority of IT assets are owned by and reside at individual state agencies. OIT does not have resources to establish visibility into the agencies' IT assets to determine the inventory of the assets*

It is a key FY 2012-13 priority for OIT to manage technology assets throughout their lifecycle so the State can make better and more informed business decisions, given the limited funding available, to address technology needs statewide. This request fully supports this objective and the shortcomings identified by the State Auditor and OIT.

In order to begin addressing the recommendations of the State Auditor and the shortcomings of asset management across the state, OIT hired an IT asset manager. This individual is responsible for identifying current policies and procedures that exist at the state and department level; identifying and documenting existing asset management procedures and related gaps, developing statewide asset management policies and procedures, and coordinating an annual physical inventory of IT assets statewide. Beginning with all new purchases, OIT will be responsible for recording all IT assets statewide, and for the reporting related to those assets. In addition, the IT asset manager will be responsible for the maximization of unused or partially used IT assets to achieve full efficiency and return on investment from all purchased resources, as well as participating and directing IT related hardware and software procurements, licensing and maintenance agreements. Finally, this position will support the financial analysis of IT assets including fixed asset reporting, forecasting, budgeting & centralized management of IT asset financials.

**Proposed Solution:**

OIT has identified an enterprise asset management tool that will integrate with the existing service desk application and will utilize a common database. This will allow service desk personnel to relate assets with employees, locations or functions across the state. This will allow the service desk team to track assets from requisition to retirement, and provides the financial visibility and data necessary to effectively manage those assets.

The investment necessary includes a base license cost and three years of maintenance for a sufficient number of licenses to support the collection of asset data at the point of purchase for the Executive Branch departments supported by OIT. It should be noted that this request does not provide for the electronic discovery of assets across the state, and while some departments have this capability, it will be a future effort to consolidate such existing functionality into the statewide IT asset management program.

**Alternatives:**

There are no practical alternatives to this request. OIT has dedicated 1.0 FTE to developing and administering a statewide IT asset management program, and while statewide IT asset management policies and procedures will be built to address the entire lifecycle of IT assets, is it not practical to track literally tens of thousands of assets either manually or in spreadsheets. Without maintaining this information in one comprehensive asset management tool, OIT will be unable to collect and maintain the data for all assets in a usable format, and will continue to over purchase software licenses and underutilize hardware assets.

**Anticipated Outcomes:**

OIT will procure and implement a statewide IT asset management tool, as well as establish, test and implement statewide IT asset management policies and procedures.

A robust asset management program and tools will provide OIT, in partnership with Executive Branch departments, the opportunity to optimize financial decisions by:

- Identifying all IT assets in use;
- Identifying the current condition of all IT assets;
- Identifying the age of all IT assets; and
- Identifying the utilization of existing IT assets

This information will allow the OIT and the state to make informed decisions so that it can:

- Leverage statewide purchasing power;

- Establish common standards for hardware, software and applications;
- Comply with software licensing requirements;
- Implement efficiencies in deployment and support of hardware, software and applications; and
- Provide the framework for identifying effective refresh cycles.

The list of additional outcomes that OIT expects to realize based on the requested investment are significant, and are summarized below:

- Financial savings and future cost avoidance through the full utilization of existing assets and elimination of duplicative and unneeded expenditures.
- Budgeting and planning for financial investments in technology assets will be improved by having proper lifecycle information.
- IT security will be improved as a result of being able to track and validate physical asset location and status.
- Financial and management reports will be provided to departments so they can see the condition of their asset pool and plan accordingly for their upgrade, replacement or disposal.

**Assumptions for Calculations:**

The costs identified in the request are based on the following:

- 26,000 user licenses (licensing is based on the number of assets tracked and in the system) – \$338,000 – one-time cost
- Annual software maintenance (20% of base license cost) - \$67,600/yr
- Annual hosting & maintenance for system environment - \$32,000/yr
- Operating Expenses Total first year \$437,600, (annual base increase of \$99,600 in future years) based upon the above and as identified in Exhibit A
- Total FY 2013-14 increase to OIT budget (re-appropriated funds) \$437,600.

- Total net increase to department budgets (applied to GGCC Common Policy line item) = \$437,600
- Department allocations will ultimately be based on the number of assets tracked per department once that baseline data is available; however, the initial allocation of Asset Management costs to departments will be based on proportionate level of FTE, which will be trued-up to assets tracked after FY 2013-14 ends.
- The tables at Exhibit A below identify initial allocations to departments for OIT Enterprise Asset Management for both FY 2013-14 & FY 2014-15 and reflect total costs identified above.

**Consequences if not Funded:**

This request supports a major statewide initiative that is necessary to maximize the return on investment of the State's technology assets and resources as well as addresses a State Auditor recommendation. If this request is not funded, the state will continue to be unable to track IT assets at a sufficient level to eliminate unnecessary purchases, properly plan for hardware refresh cycles, and maximize the lifecycle of IT assets statewide. OIT will continue to have responsibility for the management of the statewide IT asset pool but will have no data with which to complete that task effectively.

As stated in the audit report reference above:

*Without IT asset information, OIT cannot determine future IT inventory needs and cannot leverage existing infrastructure to negotiate better pricing. The lack of an IT asset management function can also have a significant adverse impact on generating potential cost savings. Specifically, incomplete and inaccurate IT asset information prevents OIT from making effective business decisions that may result in better cost and risk management and operational efficiency.*

**Impact to Other State Government Agency:**

This request will increase FY 2013-14 IT Common Policy allocations and billings to departments by a total of \$437,600 in Fiscal Year 2013-14 and by \$99,600 for subsequent fiscal years.

**Relation to Performance Measures:**

Implementation of a statewide asset management program is one of the initiatives in the OIT Fiscal Year 2012-13 Playbook (strategic plan).

**Current Statutory Authority or Needed Statutory Change:**

The statutory authority that aligns with this request is found primarily at 24-37.5-105 (3) (c) & (3) (h) C.R.S 2012, which outline that the Office shall:

*Evaluate and streamline system-wide business practices for the purpose of finding methods for the enhanced utilization of technology; and*

*Oversee and supervise the maintenance of information, information technology, and the initiation of any information technology updates or projects for state agencies;*

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Agriculture  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP-3

Dept. Approval by: [Signature] (Local) Date  
 OSPB Approval by: [Signature] 10/19/12 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
	Fund					
<b>Total of All Line Items</b>	<b>Total</b>	208,016	-	112,058	5,552	1,264
	FTE	-	-	-	-	-
	GF	81,302	-	43,797	1,666	379
	GFE	-	-	-	-	-
	CF	126,714	-	68,261	3,886	885
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Commissioner's Office and Administrative Services, Purchase of Services from Computer Center</b>	<b>Total</b>	208,016	-	112,058	5,552	1,264
	FTE	-	-	-	-	-
	GF	81,302	-	43,797	1,666	379
	GFE	-	-	-	-	-
	CF	126,714	-	68,261	3,886	885
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Funds

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Governor's Office of Information Technology

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Corrections  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP/DI  
 Dept. Approval by: Tom Clements 11/01/12 Date  
 OSPB Approval by: Eric M. [Signature] 10/25/12 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	5,750,200	-	5,738,860	110,367	25,120
	FTE	-	-	-	-	-
	GF	5,750,200	-	5,738,860	110,367	25,120
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(3) Support Services</b>	<b>Total</b>	5,750,200	-	5,738,860	110,367	25,120
<b>(G) Information Systems</b>	FTE	-	-	-	-	-
Purchase of Services from Computer Center	GF	5,750,200	-	5,738,860	110,367	25,120
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 Cash or Federal Fund Name and COFRS Fund Number:  
 Reappropriated Funds Source, by Department and Line Item Name: None  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Governor's Office of Information Technology  
 Other Information: None

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Office of the Governor

Request Title:

OIT Enterprise Asset Management

Priority Number:

# NP - 4

Dept. Approval by:

*[Signature]*

Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

OSPB Approval by:

*[Signature]* 10/19/12

Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	2,070,805	-	2,070,805	18,031	4,104
	FTE	-	-	-	-	-
	GF	2,070,805	-	2,070,805	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	18,031	4,104
	FF	-	-	-	-	-
<b>(1) Office of the Governor, (B) Purchase of Services from the Computer Center</b>	<b>Total</b>	2,070,805	-	2,070,805	18,031	4,104
	FTE	-	-	-	-	-
	GF	2,070,805	-	2,070,805	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	18,031	4,104
	FF	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:

Reappropriated Funds Source, by Department and Line Item Name: COFRS Fund 613 (IT Revolving fund)

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments:

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Health Care Policy and Financing

Request Title: OIT Enterprise Asset Management

Priority Number: NPR-6

Dept. Approval by: John Bartholomew *JB* 10/26/12 Date  Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

OSPB Approval by: *Erin N. ...* 10/30/12 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	5
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	\$1,001,906	\$0	\$846,006	\$6,260	\$1,425
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$496,930	\$0	\$415,693	\$3,130	\$713
	GFE	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$4,046	\$0	\$4,046	\$0	\$0
	FF	\$500,930	\$0	\$426,267	\$3,130	\$712
<b>(1) Executive Director's Office; (A) General Administration, Purchases of Services from Computer Center</b>	<b>Total</b>	\$1,001,906	\$0	\$846,006	\$6,260	\$1,425
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$496,930	\$0	\$415,693	\$3,130	\$713
	GFE	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$4,046	\$0	\$4,046	\$0	\$0
	FF	\$500,930	\$0	\$426,267	\$3,130	\$712

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: FF: Title XIX

Reappropriated Funds Source, by Department and Line Item Name: None.

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Governor's Office of Information Technology

Other Information: None.

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Higher Education  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP-1

Dept. Approval by: *MJ Card* 10/26/12  
 Date  
 OSPB Approval by: *Erin P. ...* 10/23/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	185,984	-	142,794	8,987	2,046
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	170,775	-	137,625	8,987	2,046
	RF	15,209	-	5,169	-	-
	FF	-	-	-	-	-
<b>( 1 ) Department</b>	<b>Total</b>	185,984	-	142,794	8,987	2,046
Administrative Office,	FTE	-	-	-	-	-
Purchase of Services from	GF	-	-	-	-	-
the Computer Center	GFE	-	-	-	-	-
	CF	170,775	-	137,625	8,987	2,046
	RF	15,209	-	5,169	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes  No  If yes, describe the Letternote Text Revision:  
 a Of these amounts, \$1,370,750 \$1,379,737 shall be from Limited Gaming Revenues deposited in the State Historical Fund pursuant to Section 12-47.1-1201, C.R.S., and \$196,179 shall be from various sources of cash funds.  
 Cash or Federal Fund Name and COFRS Fund Number: Limited Gaming Revenues  
 Reappropriated Funds Source, by Department and Line Item Name: NA  
 Approval by OIT? Yes  No  Not Required  :  
 Schedule 13s from Affected Departments: NA  
 Other Information: NA



## Schedule 13

### Funding Request for the 2013-14 Budget Cycle

**Department:** Human Services  
**Request Title:** OIT - Enterprise Asset Management  
**Priority Number:** NP-1  
**Dept. Approval by:** Will B. D. 10-19-12  Decision Item FY 2013-14  
Date  Base Reduction Item FY 2013-14  
**OSPB Approval by:** David H. ... 10/23/12  Supplemental FY 2012-13  
Date  Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	17,510,871	-	15,291,552	85,737	19,514
	FTE	-	-	-	-	-
	GF	8,950,994	-	7,816,550	43,826	9,975
	CF	220,180	-	192,274	1,078	246
	RF	313,022	-	273,350	1,532	348
	FF	8,026,675	-	7,009,378	39,301	8,945
	MCF	261,046	-	227,961	1,532	348
	MGF	130,523	-	113,980	766	174
	NGF	9,081,517	-	7,930,530	44,592	10,149
<b>(2) Office of Information Technology Services, Purchase of Services from Computer Center</b>	<b>Total</b>	17,510,871	0	15,291,552	85,737	19,514
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	8,950,994	0	7,816,550	43,826	9,975
	CF	220,180	0	192,274	1,078	246
	RF	313,022	0	273,350	1,532	348
	FF	8,026,675	0	7,009,378	39,301	8,945
	MCF	261,046	0	227,961	1,532	348
	MGF	130,523	0	113,980	766	174
	NGF	9,081,517	0	7,930,530	44,592	10,149

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

<sup>k</sup> Of these amounts, it is estimated that \$115,019 shall be from patient fees from the Mental Health Institutes, \$2,529 shall be from the Records and Reports Fund created in Section 19-1-307 (2.5), C.R.S., and ~~\$131,056~~ \$132,134 shall be from various sources of cash funds including indirect cost recoveries.

<sup>l</sup> Of these amounts, it is estimated that ~~\$422,784~~ \$424,316 shall be from Medicaid funds transferred from the Department of Health Care Policy and Financing and \$142,505 shall be from various sources of reappropriated funds.

<sup>m</sup> Of these amounts, it is estimated that \$1,626,006 shall be from U.S. Department of Agriculture for the Supplemental Nutrition Assistance Program, \$1,352,434 shall be from the Temporary Assistance for Needy Families Block Grant, \$494,900 shall be from Child Care Development Funds, \$62,814 shall be from the federal Substance Abuse Prevention and Treatment Block Grant, and ~~\$5,162,522~~ \$5,201,823 shall be from various sources of federal funds.

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Labor and Employment  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: \_\_\_\_\_

Dept. Approval by: [Signature] 10-22-12 Date  
 OSPB Approval by: [Signature] 10/23/12 Date

Decision Item FY 2013-14  
 Base Reduction Item FY 2013-14  
 Supplemental FY 2012-13  
 Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	7,665,687	-	7,864,996	19,462	4,430
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	3,909,500	-	4,011,148	9,925	2,259
	RF	-	-	-	-	-
	FF	3,756,187	-	3,853,848	9,537	2,171

<b>(1) Executive Director's Office, Purchase of Services from Computer Center</b>	<b>Total</b>	7,665,687	-	7,864,996	19,462	4,430
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	3,909,500	-	4,011,148	9,925	2,259
	RF	-	-	-	-	-
	FF	3,756,187	-	3,853,848	9,537	2,171

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various cash and federal sources

Reappropriated Funds Source, by Department and Line Item Name: N/A

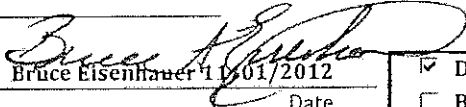
Approval by OIT? Yes:  No:  Not Required:

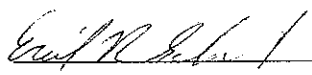
Schedule 13s from Affected Departments: OIT

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Local Affairs  
 Request Title: OIT- Enterprise Asset Management  
 Priority Number: NP-1

Dept. Approval by:   
 Bruce Eisenhauer 11/01/2012  
 Date

OSPB Approval by:   
 10/26/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	797,550	-	911,874	3,099	705
	FTE	-	-	-	-	-
	GF	242,858	-	64,792	3,099	705
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	HUTF	-	-	-	-	-
	RF	185,657	-	478,047	-	-
	FF	369,035	-	369,035	-	-
	MCF	-	-	-	-	-
	MGF	-	-	-	-	-
	NGF	242,858	-	64,792	3,099	705
<b>(1) Executive Director's Office, Purchase of Services from Computer Center</b>	<b>Total</b>	797,550	-	911,874	3,099	705
	FTE	-	-	-	-	-
	GF	242,858	-	64,792	3,099	705
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	HUTF	-	-	-	-	-
	RF	185,657	-	478,047	-	-
	FF	369,035	-	369,035	-	-
	MCF	-	-	-	-	-
	MGF	-	-	-	-	-
	NGF	242,858	-	64,792	3,099	705

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments:

Other Information: Common Policy Decision Item

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Military and Veterans Affairs

Request Title: OIT Enterprise Asset Management

Priority Number: NP-3

Dept. Approval by:  Date: 23 OCT 12

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

OSPB Approval by:  Date: 10/25/12

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	343,150	-	343,150	2,345	534
	FTE	-	-	-	-	-
	GF	343,150	-	343,150	2,345	534
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(1) Executive Director's Office and Army National Guard, Purchase Services from Computer Center	<b>Total</b>	343,150	-	343,150	2,345	534
	FTE	-	-	-	-	-
	GF	343,150	-	343,150	2,345	534
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(2) Executive Director's Office and Army National Guard	<b>Total</b>	-	-	-	-	-
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: N/A

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: N/A

Other Information: N/A

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Natural Resources  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP-2

Dept. Approval by: Willi H. Levin 10/15/2012  
 Date  
 OSPB Approval by: Eric M. [Signature] 10/23/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	5,220,852	-	5,758,293	36,525	8,313
	FTE	-	-	-	-	-
	GF	394,170	-	414,478	4,687	1,067
	GFE	-	-	-	-	-
	CF	3,573,812	-	3,707,012	30,449	6,930
	RF	1,042,475	-	1,478,467	774	176
	FF	210,395	-	158,336	615	140
<b>(1) Executive Director's Office, Purchase of Services from Computer Center</b>	<b>Total</b>	5,220,852	-	5,758,293	36,525	8,313
	FTE	-	-	-	-	-
	GF	394,170	-	414,478	4,687	1,067
	GFE	-	-	-	-	-
	CF	3,573,812	-	3,707,012	30,449	6,930
	RF	1,042,475	-	1,478,467	774	176
	FF	210,395	-	158,336	615	140

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:  
 This will require changes to the various sources of cash and Severance Tax letternotes  
 Cash or Federal Fund Name and COFRS Fund Number: Various Sources of Cash Funds  
 Reappropriated Funds Source, by Department and Line Item Name: Indirect Cost Recoveries (for EDO costs) and from fees charged to state agencies for geological services (for CGS costs)  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Governor's Office of Information Technology  
 Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Personnel & Administration

Request Title: OIT Enterprise Asset Management

Priority Number: NP - 3

Dept. Approval by: *Adam Clymer* 10/17/12  
 Date

OSPB Approval by: *Grant N. Schmitt* 10/19/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	127,402	-	1,625,776	6,301	1,434
	FTE	-	-	-	-	-
	GF	72,997	-	422,199	1,669	379
	GFE	-	-	-	-	-
	CF	5,369	-	53,026	575	131
	RF	49,036	-	1,150,551	4,057	924
	FF	-	-	-	-	-
<b>(1) Executive Office, (A)</b>	<b>Total</b>	127,402	-	1,625,776	6,301	1,434
Departmental	FTE	-	-	-	-	-
Administration, Purchase	GF	72,997	-	422,199	1,669	379
of Services from	GFE	-	-	-	-	-
Computer Center	CF	5,369	-	53,026	575	131
	RF	49,036	-	1,150,551	4,057	924
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Funds

Reappropriated Funds Source, by Department and Line Item Name: Various Cash Funds

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Not Applicable

Other Information: None

## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Public Health and Environment  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP - 4

Dept. Approval by: [Signature] 10/17/12  
 Date  
 OSPB Approval by: [Signature] 10/26/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	-	-	-	22,432	5,106
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	22,432	5,106
	FF	-	-	-	-	-
<b>(2) Center for Health and Environmental Information, (C) Information Technology Services, OIT Enterprise Asset Management</b>	<b>Total</b>	-	-	-	22,432	5,106
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	-	-	-	22,432	5,106
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes  No  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number:  
 Reappropriated Funds Source, by Department and Line Item Name: Fund 100, indirect cost recoveries.

Approval by OIT? Yes  No  Not Required   
 Schedule 13s from Affected Departments: Governor's Office of Information Technology

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Department of Public Safety  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP-3

Dept. Approval by: *Jesse Y. Andrade* 10/25/12  Decision Item FY 2013-14  
 Date  Base Reduction Item FY 2013-14  
 OSPB Approval by: *David M. ...* 10/25/12  Supplemental FY 2012-13  
 Date  Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	2,818,430	-	3,778,141	24,184	5,504
	FTE	-	-	-	-	-
	GF	430,395	-	1,422,563	24,184	5,504
	CF	32,040	-	8,947	-	-
	HUTF	1,633,339	-	1,631,053	-	-
	RF	712,541	-	715,578	-	-
	FF	10,115	-	-	-	-
(1) Executive Director's Office	Total	2,818,430	-	3,778,141	24,184	5,504
(A) Administration	FTE	-	-	-	-	-
Purchase Services from	GF	430,395	-	1,422,563	24,184	5,504
Computer Center	CF	32,040	-	8,947	-	-
	HUTF	1,633,339	-	1,631,053	-	-
	RF	712,541	-	715,578	-	-
	FF	10,115	-	-	-	-


Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:


Cash or Federal Fund Name and COFRS Fund Number: N/A  
 Reappropriated Funds Source, by Department and Line Item Name: N/A  
 Approval by OIT? Yes:  No:  Not Required:   
 Schedule 13s from Affected Departments: Governor's Office of Information Technology  
 Other Information:



## Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Regulatory Agencies  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP-2

Dept. Approval by:  10/25/12  
 Date

OSPB Approval by:  10/26/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
	Fund	Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
<b>Total of All Line Items</b>	<b>Total</b>	1,783,611	0	1,559,268	9,801	2,231
	FTE	-	-	-	-	-
	GF	70,270	-	-	382	87
	GFE	-	-	-	-	-
	CF	1,713,341	-	1,498,457	9,419	2,144
	RF	-	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Executive Director's Office, Purchase of Services from Computer Center</b>	<b>Total</b>	1,783,611	-	1,559,268	9,801	2,231
	FTE	-	-	-	-	-
	GF	70,270	-	60,811	382	87
	GFE	-	-	-	-	-
	CF	1,713,341	-	1,498,457	9,419	2,144
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash funds across the Department

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: OIT

Other Information:

**Schedule 13**  
**Funding Request for the 2013-14 Budget Cycle**

Department: Revenue  
 Request Title: OIT Enterprise Asset Management  
 Priority Number: NP

Dept. Approval by: Barbara Burke 10/24/12  
 Date

- Decision Item FY 2013-14
- Base Reduction Item FY 2013-14
- Supplemental FY 2012-13
- Budget Amendment FY 2013-14

OSPB Approval by: Grant N. Baker 10/25/12  
 Date

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
	Fund					
<b>Total of All Line Items</b>	<b>Total</b>	9,645,539	-	9,745,942	24,365	5,546
	FTE	-	-	-	-	-
	GF	5,759,188	-	5,889,878	9,721	2,213
	GFE	-	-	-	-	-
	CF	3,483,933	-	3,856,064	14,644	3,333
	RF	402,418	-	-	-	-
	FF	-	-	-	-	-
<b>(1) Executive Director's Office, Purchase of Services from Computer Center</b>	<b>Total</b>	9,645,539	-	9,745,942	24,365	5,546
	FTE	-	-	-	-	-
	GF	5,759,188	-	5,889,878	9,721	2,213
	GFE	-	-	-	-	-
	CF	3,483,933	-	3,856,064	14,644	3,333
	RF	402,418	-	-	-	-
	FF	-	-	-	-	-

Letternote Text Revision Required? Yes:  No:  If yes, describe the Letternote Text Revision:

Cash or Federal Fund Name and COFRS Fund Number: Various Cash Sources

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes:  No:  Not Required:

Schedule 13s from Affected Departments: Office of Information Technology

Other Information: