

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-1
Change Request Title:	Surveillance and Public Health Outbreak Response

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment requests \$951,525 General Fund and 0.8 FTE in FY 2009-10 and \$956,381 General Fund and 0.9 FTE in FY 2010-11. Of that, \$900,451 will be appropriated to the Laboratory Services Division in each year and \$51,074 and 0.8 FTE will be appropriated in FY 2009-10 to the Disease Control and Environmental Epidemiology Division (DCEED). In FY 2010-11 the appropriation to DCEED will be increased to \$55,930 and 0.9 FTE. This request is needed to assure the continuation of timely, effective and essential laboratory testing and the surveillance and investigation of communicable diseases and outbreaks necessary to protect statewide public health.

Background and Appropriation History:

The Laboratory Services Division (State Lab) has a critical role in assessing and assuring the health of the population and the quality of the environment, through such activities and services as disease outbreak investigation, food and water safety, emergency preparedness and response, laboratory-based disease surveillance, population screening (i.e. newborn screening), and laboratory quality assessment and improvement (for other clinical laboratories throughout the state). The State Lab received General Fund

appropriations to support these core public health functions until FY 2002-03. With the State budget crisis, the Division's General Fund appropriation was decreased by \$387,500 in FY2001-02, followed by another decrease of \$823,700 in FY 2002-03. In response, the State Lab moved to a primarily fee-for-service operating model for the provision of core public health laboratory services. Currently, the only General Fund support for the State Lab is that necessary to provide milk testing and milk laboratory certification for the dairy industry.

With the elimination of General Funds, the State Lab and DCEED turned to federal grant opportunities to maintain core services. The Lab was able to avoid the loss of essential lab and epidemiology services only by using grant dollars from the Centers for Disease Control and Prevention (CDC) that were directed to support emergency preparedness and laboratory services for addressing emerging infections. However, as these grant funds have been eliminated or reduced, the cost for public health laboratory testing, including testing for dangerous animal born diseases such as rabies and West Nile virus, has been shifted to local health departments, animal control agencies, and individual citizens. Local agencies as well as individuals are increasingly unable and unwilling to absorb these costs and have significantly curtailed essential surveillance activities, thus placing the health of Colorado residents at increased risk.

This request is to provide General Fund for critical, unfunded services to assure the State Laboratory remains a viable State resource for protecting the health of Colorado citizens and to maintain an epidemiologist position for communicable disease surveillance and outbreak response.

General Description of Request:

The Laboratory Services Division's mission is to analyze human, environmental, and animal samples in order to provide the data necessary for the Disease Control and Environmental Epidemiology Division (DCEED) of CDPHE to track potential outbreaks, implement control measures, and advise state and local officials how best to protect citizens from exposure to infectious disease, food borne illness, or environmental contaminants. The State Lab also provides testing to support environmental programs, direct health care services, law enforcement, and population screening. Funding this

request will assure policymakers, local agencies and Colorado citizens that the Department has the resources and staff necessary to rapidly and effectively respond to outbreaks and provide adequate surveillance activities. This will allow the Department to maintain the vital coordination efforts of the State Lab and DCEED that serve as an early warning system to monitor infectious diseases, detect the emergence of disease-causing agents that threaten the state's citizens, and mitigate and control the impact of these public health threats on Coloradans.

The State Lab and DCEED have responded to a remarkable number of threats in just the past five years. The Lab responded to the SARS epidemic, identifying, isolating and testing a number of individuals with possible SARS infection; timely testing allowed the Department to be well-prepared had SARS entered Colorado. The Lab's surveillance during the West Nile Virus epidemic in 2003 supported extensive mitigation activities including prevention campaigns and targeted mosquito spraying. The Lab's work during the 2003-04 influenza season allowed the Department to direct scarce vaccine according to need. The Lab was able to quickly determine the source of the Salmonella outbreak in Alamosa, providing the Department's Emergency Preparedness and Water Quality Control Divisions with the information required for communitywide mitigation efforts. Colorado was the first state to link a given jalapeno pepper with a case of human disease in the nationwide Salmonella outbreak in 2008. The Lab has tested radionuclide-contaminated soils to support decisions regarding storage and transport, drinking water to support new EPA standards for uranium, and human testing of individuals here to assess possible exposure to Polonium 210 after the poisoning in the United Kingdom. In addition, the Lab has responded to less-publicized events such as whooping cough outbreaks in schools, Hepatitis A outbreaks associated with restaurants, E.coli O:157 outbreaks from hamburger and spinach, cryptosporidium outbreaks from public swimming pools, and Norovirus ("cruise ship virus") from a variety of sources.

These efforts require the continuous availability of precise laboratory diagnostic support to conduct epidemiological investigations, identify the pathogen involved and determine the source of the infectious agent. Without a laboratory that can adequately support the thorough investigation of suspected outbreaks, the effectiveness of public health response

is severely compromised. Simply put, more people in Colorado will be affected by the conditions our lab and disease control programs are designed to detect and address.

Since the budget reductions in 2001-2003, the Laboratory Services Division has been able to maintain core services not through collected fees, but by using federal grant funds to support those services, for which cash funding is problematic (such as testing a stray dog, skunk or bat for rabies). Unfortunately, all federal sources for laboratory services are being severely reduced or eliminated. This has created a funding crisis at the State Laboratory that has already translated to a reduction in core public health testing services and will require the associated layoff of State Lab personnel.

This request is to provide General Fund support to assure the continuation of effective and essential laboratory testing and the surveillance and investigation of communicable diseases, such as sexually transmitted and serological diseases, and disease outbreaks. These funds will increase total State funding to a total of 10% (the General Fund that supports milk-testing and certification programs makes up about 1% of the current State Lab budget); the rest of the lab will continue to be supported by cash (70%) and federal funds (20%).

The funding support for the requested FTE for DCEED will be used to support an epidemiologist position for communicable disease investigation, control, and prevention for foodborne diseases, vaccine preventable diseases, zoonotic (animal-related) diseases, and respiratory diseases.

Consequences if Not Funded:

The Lab's conversion to a fee-based state public health laboratory has already had adverse impacts on disease surveillance and control systems. The Lab has seen a significant reduction in the number of sample submissions, especially for surveillance activities. The Lab received fewer specimens for rabies, hantavirus and plague, such that the State was left with an incomplete picture of the changing impact of these organisms in the statewide community. For example, the Department had evidence that skunk rabies, not seen in Colorado for the past 30 years, has re-emerged as a public health threat, yet the fee associated with testing surveillance specimens is a significant barrier to

local health agencies or individual citizens, such that the Department lacks a robust picture of where and to what extent this disease has returned, and what interventions need to be considered to address it before it becomes a significant human health problem.

In addition, the Lab had to limit outbreak investigation testing for diseases such as whooping cough and West Nile Virus, thankfully without obvious adverse outcomes as yet. And, as the Lab sees fewer tests, there is a reduction in the analytic capacity to identify unknown human pathogens, key to gauging disease activity. Without additional funding, these problems will worsen and the State Lab will be faced with eliminating certain testing ability.

Private labs cannot perform many of the essential public health tests. CDPHE is designated as the CDC's State Laboratory Response Network Reference lab, using federally developed and approved methods for analyses while maintaining the required secure facility with capabilities for a dedicated, rapid, high capacity response to microbes designated as "select agents" (those biological agents or toxins deemed a threat to public health, animal or plant health). For many other tests, the CDPHE lab serves as the reference lab to confirm the results for tests done at private labs. Without additional funding, Colorado could have to send select agent specimens to state labs in neighboring states, at increased cost and with inevitable delays in detection, response and mitigation. This would have a direct negative effect on the health of our citizens.

Finally, the Radiochemistry program is severely threatened and would likely be the first program to shut down. There are no other funding sources for this program, and the low volume of testing is insufficient to sustain the necessary infrastructure through fees. This program tests humans for exposure to radioactive materials and assesses radiation levels in water and soil. There is not an independent laboratory available to perform radiochemistry testing for water and hazardous material compliance actions, so these samples also would have to be sent out of state. Also, the State Lab would be unable to provide emergency response for radioactive materials testing needs, including for the threat of a "dirty bomb", which federal Homeland Security experts have identified as a true vulnerability, but for which they have not allocated funds. Without this key

capacity, state, and local officials who have come to rely on this service will have to respond without the support of laboratory data potentially putting the state's first responders in high-risk situations involving unknown radiological hazards.

Calculations for Request:

Please note that the FTE detailed in the assumptions below already exist in the Laboratory Services Division Long Bill. Many of these FTE are currently held vacant due to lack of funding.

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$951,525	\$951,525	\$0	\$0	\$0	0.8
Laboratory Services Division, <u>(B) Chemistry and Microbiology Personal Services Expenses</u>	\$596,885	\$596,885	\$0	\$0	\$0	0.0
Laboratory Services Division, <u>(B) Chemistry and Microbiology Operating Expenses</u>	\$303,566	\$303,566	\$0	\$0	\$0	0.0
Disease Control And Environmental Epidemiology Division, <u>(A) Administration, General Disease Control and Surveillance, Personal Services</u>	\$48,557	\$48,557	\$0	\$0	\$0	0.8
Disease Control And Environmental Epidemiology Division, <u>(A) Administration, General Disease Control and Surveillance, Operating</u>	\$2,517	\$2,517	\$0	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$956,381	\$956,381	\$0	\$0	\$0	0.9
Laboratory Services Division, <u>(B) Chemistry and Microbiology Personal Services Expenses</u>	\$596,885	\$596,885	\$0	\$0	\$0	0.0
Laboratory Services Division, <u>(B) Chemistry and Microbiology Operating Expenses</u>	\$303,566	\$303,566	\$0	\$0	\$0	0.0
Disease Control And Environmental Epidemiology Division, <u>(A) Administration, General Disease Control and Surveillance, Personal Services</u>	\$53,413	\$53,413	\$0	\$0	\$0	0.9
Disease Control And Environmental Epidemiology Division, <u>(A) Administration, General Disease Control and Surveillance, Operating</u>	\$2,517	\$2,517	\$0	\$0	\$0	0.0

LSD	FY2009-10 Estimate	FTE	FY2010-11 Estimate	FTE
Personal Services				
<i>This request is to support current staff and/or fill positions held vacant due to lack of cash and Federal Fund revenues. Therefore, FTE are shown as [non-add]. In addition, since some of these positions are filled, not all salaries are shown at the minimum.</i>				
Physical Scientist III	\$95,527	1.0	\$95,527	1.0
Physical Scientist I	\$104,274	2.0	\$104,274	2.0
Laboratory Technology I	\$81,286	2.0	\$81,286	2.0
Engineering/Physical Science Asst	\$27,400	1.0	\$27,400	1.0
Management I	\$57,477	0.5	\$57,477	0.5
GP VI (Fiscal Officer)	\$52,046	0.5	\$52,046	0.5
Quality Assurance Officer (Med Tech II)	\$47,764	0.5	\$47,764	0.5
Accounting Technician III	\$22,788	0.5	\$22,788	0.5
IT II	\$27,609	0.5	\$27,609	0.5
Administrative Assistant	\$18,672	0.5	\$18,672	0.5
Total Salaries	\$534,843	0.0	\$534,843	0.0
PERA @ 10.15%	\$54,287	0.0	\$54,287	0.0
Medicare @ 1.45%	\$7,755	0.0	\$7,755	0.0
Total Personal Services	\$596,885	[9.0]	\$596,885	[9.0]
Operating				
Reagents and supplies	\$213,917	0.0	\$213,917	0.0
<i>(Includes gloves, pipetters, columns, lab coats, chemicals, petri dishes, office supplies, controls calibrations, etc.)</i>				
Equipment Service Agreements	\$89,639	0.0	\$89,639	0.0
Total Operating	\$303,566	0.0	\$303,566	0.0
Total LSD Request	\$900,451	[9.0]	\$900,451	[9.0]

DCEED	FY2009-10 Estimate	FTE	FY2010-11 Estimate	FTE
Personal Services				
Health Professional III	\$43,510	0.8	\$47,861	0.9
PERA @ 10.15%	\$4,416	0.0	\$4,858	0.0
Medicare @ 1.45%	\$631	0.0	\$694	0.0
Total Personal Services	\$48,557	0.8	\$53,413	0.9
Operating				
Basic Operating	\$458	0.0	\$458	0.0
Telephone	\$413	0.0	\$413	0.0
Travel:				
2,500 miles @ \$.527	\$1,318	0.0	\$1,318	0.0
Overnight stays (2 x \$110)	\$220	0.0	\$220	0.0
Per diem (2 x \$54)	\$108	0.0	\$108	0.0
Note: There is furniture and a computer available for this position, and thus purchasing of the equipment is not necessary.				
Total Operating	\$2,517	0.0	\$2,517	0.0
Total DCEED Request	\$51,074	0.8	\$55,930	0.9

Cash Funds Projections:

There is no cash fund related to this request.

Assumptions for Calculations:

Basic operating and telephone costs for .8 FTE. Travel for surveillance activities and/or investigations. Laboratory FTE costs reflect the actual cost of currently employed staff and are not the starting salary for the positions listed.

- Zoonotic Disease Testing:
 - The request will support testing of approximately:
 - **900 rabies** specimens (\$65/test x 900 = \$58,500)
 - **400 plague** specimens (\$35/culture x 400 = \$14,000 and \$103 x 200 for follow up PCR on 50% of specimens = \$20,600 for total plague test costs of \$34,600)

- **200 Tularemia** specimens (\$50/culture x 200 = \$10,000 and \$103 x 100 for follow up PCR on 50% of specimens = \$10,300 for total tularemia test costs of \$20,300).
- Outbreak Testing: Costs for outbreak testing vary widely based on the type of testing required per incident (food borne, water borne, human testing, environmental testing, etc.) and the immediacy of the response. The cost to the laboratory for testing of numerous and varied samples from the Alamosa water incident in March/April 2008 was just over \$40,000. To address five such incidents per year, the costs are estimated at **\$200,000 and 1.5 FTE** to cover personal services, reagents/supplies, and equipment service agreements.
- Serological Testing: The Laboratory will perform serological testing for hepatitis and HIV, pertussis, Influenza, and tuberculosis testing and testing for sexually transmitted disease in support of the Disease Control and Environmental Epidemiology Division in the Department and local and county public health programs. Costs are estimated at **\$190,000 and 2.0 FTE** to cover personal services, reagents/supplies, and equipment service agreements.
- Radiochemistry Testing: The Laboratory will, in cooperation with CDPHE divisions, local and county health agencies, and federal law enforcement, perform human and environmental testing in support of emergency response activities suspecting radioactive materials. The state lab also will perform testing on soil and water supporting hazardous material compliance actions. Costs are estimated at **\$150,000 and 2.0 FTE** to cover personal services, reagents/supplies, and equipment service agreements.
- Laboratory Services Division Administrative Support: Costs to administer the division and pay portions of the director's salary, and portions of information technology staff, administrative staff, customer support staff, Quality Assurance officer, security and biosafety officer, and fiscal staff. Financial support for these positions unburdens the specific programs above thereby extending the provision of services. Personal services costs are estimated at **\$246,600 and 3.5 FTE**.

- The Disease Control and Environmental Epidemiology Division will require funding for 0.8 FTE in FY 2009-10 and 0.9 FTE in FY 2010-11 to perform surveillance and investigation of the diseases detected, and to work with local health agencies to mitigate potential outbreaks and ensure that the public health is protected.

The chart below details which programs within the lab will receive General Fund support, and the impact, if any, on the associated fee structure for those programs.

Summary of testing/surveillance activities detailed above				
Activity	Program Funded*	Fees Reduced/Eliminated	FTE	General Fund Allocation
Zoonotic Disease Testing	Public Health Micro (\$20,000) Molecular (\$53,400), Serology (\$40,000)	Eliminated fee for rabies, tularemia, and plague testing submitted by public health agencies	0.0	\$113,400
Outbreak Testing	Public Health Micro (\$55,000), Molecular (\$65,000), Serology (\$40,000), Environmental Micro (\$40,000)	The laboratory does not charge for outbreak testing at this time. However, if this request is not approved the laboratory must assess fees in the future.	1.5	\$200,000
Serological Testing	Serology	No reduced or eliminated fees. If there is an entity that can be charged a fee, they will be. The General Fund will support tests where no payee is available.	2.0	\$190,000
Radiochemistry Testing	Chemistry		2.0	\$150,451
Lab Administrative Support	Various Laboratory support units	None	3.5	\$246,600
Surveillance	DCEED	None	0.8	\$51,074
Total (Lab FTE non add)			0.8	\$951,525

*Please note, exact amounts will vary by program from year to year as the Division responds to a variety of outbreaks. All programs are funded from the same Long Bill line item.

- Fee for service charges will STILL be assessed in situations where a responsible party can be identified (i.e. the owner of a biting dog would be required to pay for a rabies test).

However, the majority of zoonotic disease surveillance involves testing wildlife for diseases such as rabies (bats, skunks), plague (rodents, fleas) and tularemia (rabbits, rodents) that can infect humans and domestic animals. By definition under 33-1-101(2) C.R.S. "All wildlife within this state not lawfully acquired and held by private ownership is declared to be the property of this state". This implies the State could have a legal responsibility to cover the cost of testing for wildlife it "owns" for diseases that impact public health.

- The State Laboratory's mission is to perform accurate and timely laboratory analyses on all specimens received to ensure the integrity of the public health for Colorado citizens. Because the Laboratory must remain flexible in responding to ever changing needs and emerging infectious diseases, it is difficult to say that a set number of tests will be performed in each area where funding is requested.
- The funding requested is to maintain the Laboratory capacity and capability to respond to each situation, should it be plague outbreaks in FY 2009-2010, Hepatitis B in FY 2010-2011, or E.coli outbreaks in food products in FY 2011-2012. The State Laboratory would like the ability to meet the needs of all citizens by providing the tests at no cost or, in some cases such as syphilis serology, at a reasonable cash fee. If the Laboratory cannot provide affordable testing options and citizens forgo testing, the health of all citizens is put at risk.

Impact on Other Government Agencies:

Local health agencies will be relieved of the burden of paying the State for public health response activities, i.e., rabies, plague and tularemia testing.

Cost Benefit Analysis:

There is significant benefit to local health agencies and private citizens who will be relieved of the fees necessary to support public health activities related to surveillance and outbreaks. To ensure adequate funding, the Laboratory would be forced to increase

the cash fees for these services, and in some cases, the costs may prohibit local agencies and private citizens from submitting specimens necessary to maintain surveillance activities.

The Division would have to significantly increase fees in public health areas to maintain the capability and capacity expected of a state laboratory. Because of low volume testing in some areas, even large fee increases would not generate sufficient funding to maintain the necessary expertise in all areas. Again, this is especially critical in areas where the Division is expected to respond to outbreaks or where private laboratories lack the capability to perform the necessary testing. Public health agencies and private citizens will pay the cash fees for the services listed below.

Test	FY2008 -09 Fee	FY2009-10 Fee (w/no GF support)	\$ Increase	% Increase	# Of Tests	Revenue Generated
Water – Environmental	\$18.00	\$27.50	\$9.50	53%	10,600	\$100,700
Water – Chemistry	\$82.00	\$100.00	\$18.00	22%	3,000	\$54,000
Salmonella, Shigella, Campylobacter culture (panel)	\$90	\$125.00	\$35.00	39%	1200	\$42,000
Salmonella, Shigella, Campylobacter (confirmation)	\$90	\$125.00	\$35.00	39%	700	\$24,500
Food – E coli	\$90	\$125.00	\$35.00	39%	800	\$28,000
Listeria	\$90	\$125.00	\$35.00	39%	50	\$1,750
Syphilis – RPR	\$5.00	\$15.00	\$10.00	200%	2,000	\$20,000
Syphilis – FTA	\$20.00	\$40.00	\$20.00	100%	1,200	\$24,000
Syphilis – Titer	\$10.00	\$30.00	\$20.00	200%	300	\$6,000
Hepatitis C	\$70.00	\$100.00	\$30.00	43%	50	\$1,500
Total						\$302,450

Radiochemistry fees are not included as they are already set at a high recovery rate based on the extremely low volume of testing. However, radiochemistry testing is a key capability of a fully functional state laboratory.

Even with these significant increases, Laboratory costs cannot be covered. And, given the steep increases, it is likely many citizens will forego testing.

The benefit of maintaining a public health laboratory that can quickly and accurately respond to the public health needs of Colorado citizens is not easily quantifiable in fiscal terms. However, losing cutting edge laboratory technology due to a lack of state funding would put Colorado far behind other states and the national scientific arena.

Without the state public health laboratory, some specific activities that would cease include:

- Colorado outbreak investigations such as the E coli O157 and salmonellosis events associated with contaminated ground beef and other products (including Hudson Foods, ConAgra, Naked Juice, spinach, and others). These would have not been detected or would have been detected by other state laboratories long after numerous cases of related illnesses had occurred.
- Response to possible anthrax spore-containing letters, as private laboratories refused to analyze them in 2001.
- Response to unusual events such as fish kills in Clear Creek, unknown chemical spills discovered by a highway, and chemical testing for metals and minerals in Colorado rivers and streams. The Department's Water Quality Control Division pays for some testing. There is a set budget for the public health testing. Private customers or water systems must pay for testing they directly submit.
- Primacy for drinking water compliance at the State level, which would be relinquished to the Environmental Protection Agency. The Water Quality Control Division pays for the testing services it requests. Anything above and beyond is paid by the submitter.
- Surveillance for West Nile virus in mosquitoes and birds, plague in prairie dogs, influenza virus infections, rabies, food borne agents in retail foods and numerous other surveillance efforts.

- Testing support for milk, food and water purity, drugs of abuse, alcohol, syphilis, tuberculosis, whooping cough and numerous other agents and chemicals for CDPHE divisions, local health departments, nursing services, water districts and law enforcement would cease.
- Maintenance of a confidential data management system and analysis for surveillance purposes.
- Analysis of potentially hazardous uncharacterized environmental samples.
- Molecular epidemiologic typing of microorganisms acceptable to public health authorities.

Restoring lost laboratory functionality is costly and will require significant investments of resources, supplies, equipment, and time to regain the expertise and quality laboratory environment necessary to operate a fully functioning and certified public health laboratory.

While the costs are not easily quantifiable, the Laboratory continues the process of restoring the Organic Chemistry capability and capacity that ceased in FY1996-97. The program is almost completely restored and has obtained certification in nearly all areas but the process has taken at least eight years and has only been possible due to the Public Health Preparedness grant funding during FY 2002-03 through FY 2006-07.

Implementation Schedule:

The implementation schedule is not applicable.

Statutory and Federal Authority:

25-1-102. Department created - executive director - divisions. (2008)

(2) The department shall consist of the following divisions:

(a) The division of administration, and such sections and units established as provided by law.

25-1.5-101. Powers and duties of the department. (2008)

(e) To establish, maintain, and approve chemical, bacteriological, and biological laboratories, and to conduct such laboratory investigations and examinations as it may deem necessary or proper for the protection of the public health;

25-1.5-102. Epidemic and communicable diseases - powers and duties of the department. (2008)

(1) The department has, in addition to all other powers and duties imposed upon it by law, the powers and duties provided in this section as follows:

(a) (I) to investigate and control the causes of epidemic and communicable diseases affecting the public health.

Performance Measures:

The following performance measures identified in the Division strategic plan will be impacted by this request.

Performance Measure	Outcome	FY 2006-2007 Actual		FY 2007-2008 Actual		FY 2008-2009 Anticipated	
		Measure	Change	Measure	Change	Measure	Change
Percent of results reported incorrectly (i.e., as false positives or false negatives).	Benchmark	Less than 5%	NA	Less than 5%	NA	Less than 5%	
	Actual		NA				

Performance Measure	Outcome	FY 2006-2007 Actual		FY 2007-2008 Actual		FY 2008-2009 Anticipated	
		Measure	Change	Measure	Change	Measure	Change
Percent of test completed and results reported within the established turn around times for 90% of samples received.	Benchmark	New measure	NA	90%		90%	
	Actual	New Measure	NA				

Performance Measure	Outcome	FY 2006-2007 Actual		FY 2007-2008 Actual		FY 2008-2009 Anticipated	
		Measure	Change	Measure	Change	Measure	Change
Percent of customer service surveys that rate Laboratory Services at a satisfactory or above level (i.e., rated a 3 or better on a scale of 1 to 5 with 5 being the highest rating).	Benchmark	Greater than 90%	NA	Greater than 90%	NA	Greater than 90%	NA
	Actual		NA				

Section 13

Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 <input checked="" type="checkbox"/>	Base Reduction Item FY 2009-10 <input type="checkbox"/>	Supplemental FY 2008-09 <input type="checkbox"/>	Budget Amendment FY 2009-10 <input type="checkbox"/>
Request Title: Surveillance and Public Health Outbreak Response		Dept. Approval by <i>Timothy A. Fear</i>	
Department: Colorado Department of Public Health and Environment		Date: <i>10-15-08</i>	
Priority Number: DI-1		OSP Approval: <i>Inuz</i>	
		Date: <i>10-15-08</i>	

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	7,377,455	8,460,619	0	8,460,619	8,585,728	951,525	9,537,253	0	9,537,253	956,381
	FTE	75.6	80.1	0.0	80.1	80.1	0.8	80.9	0.0	80.9	0.9
	GF	1,054,979	1,020,487	0	1,020,487	1,040,985	951,525	1,992,510	0	1,992,510	956,381
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	4,366,711	4,618,715	0	4,618,715	4,723,326	0	4,723,326	0	4,723,326	0
	CFE/RF	393,713	273,809	0	273,809	273,809	0	273,809	0	273,809	0
	FF	1,562,052	2,547,608	0	2,547,608	2,547,608	0	2,547,608	0	2,547,608	0
(3) Laboratory Services Division, (B) Laboratory Services - Chemistry and Microbiology, Personal Services	Total	3,563,566	4,480,960	0	4,480,960	4,591,823	596,885	5,188,708	0	5,188,708	596,885
	FTE	65.6	65.6	0.0	65.6	65.6	0.0	65.6	0.0	65.6	0.0
	GF	172,474	162,269	0	162,269	168,521	596,885	765,406	0	765,406	596,885
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	2,288,288	2,277,670	0	2,277,670	2,382,281	0	2,382,281	0	2,382,281	0
	CFE/RF	207,488	133,690	0	133,690	133,690	0	133,690	0	133,690	0
	FF	895,316	1,907,331	0	1,907,331	1,907,331	0	1,907,331	0	1,907,331	0
(3) Laboratory Services Division, (B) Laboratory Services - Chemistry and Microbiology, Operating Expenses	Total	2,617,014	2,699,244	0	2,699,244	2,699,244	303,566	3,002,810	0	3,002,810	303,566
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	12,712	12,712	0	12,712	12,712	303,566	316,278	0	316,278	303,566
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	2,077,171	2,334,507	0	2,334,507	2,334,507	0	2,334,507	0	2,334,507	0
	CFE/RF	186,225	140,119	0	140,119	140,119	0	140,119	0	140,119	0
	FF	340,906	211,906	0	211,906	211,906	0	211,906	0	211,906	0
(9) Disease Control and Environmental Epidemiology Division, (A) Administration, General Disease Control and Surveillance, Personal Services	Total	911,733	904,420	0	904,420	918,666	48,557	967,223	0	967,223	53,413
	FTE	10.0	14.5	0.0	14.5	14.5	0.8	15.3	0.0	15.3	0.9
	GF	614,177	589,890	0	589,890	604,136	48,557	652,693	0	652,693	53,413
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	297,556	314,530	0	314,530	314,530	0	314,530	0	314,530	0

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Surveillance and Public Health Outbreak Response
Department: Colorado Department of Public Health and Environment
Priority Number: DI-1
Dept. Approval by: _____ **Date:** _____
OSPb Approval: _____ **Date:** _____

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
(9) Disease Control and Environmental Epidemiology Division, (A) Administration, General Disease Control and Surveillance, Operating Expenses	Total	285,142	375,995	0	375,995	375,995	2,517	378,512	0	378,512	2,517
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	255,616	255,616	0	255,616	255,616	2,517	258,133	0	258,133	2,517
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,252	6,538	0	6,538	6,538	0	6,538	0	6,538	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	28,274	113,841	0	113,841	113,841	0	113,841	0	113,841	0

Non-Line Item Request: None
Letternote Revised Text: None
Cash or Federal Fund Name and COFRS Fund Number: There is no cash or federal funding impacted by this request
Reappropriated Funds Source, by Department and Line Item Name: None
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None

OSPB Common Policy for FTE Requests

		FTE and Operating Costs									GRAND TOTAL		
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11
PERSONAL SERVICES	Title:	Health Professional III											
Number of PERSONS / class title		0	1	1	0	0	0	0	0	0			
Number of months working in FY 08-09, FY 09-10 and FY 10-11		0	11	11	0	0	0	0	0	0			
Number months paid in FY 08-09, FY 09-10 and FY 10-11 ¹		0	10	11	0	0	0	0	0	0			
Calculated FTE per classification		0.0	0.8	0.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.8	0.9
Annual base salary			\$52,312	\$52,212									
Salary		\$0	\$43,510	\$47,861	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,510	\$47,861
PERA	10.15%	\$0	\$4,416	\$4,858	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,416	\$4,858
Medicare	1.45%	\$0	\$631	\$694	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$631	\$694
Subtotal Personal Services at Division Level		\$0	\$48,557	\$53,413	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,557	\$53,413
OPERATING EXPENSES													
Supplies @ \$500/\$500 ²	\$500	\$0	\$458	\$458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458	\$458
Computer @ \$900/\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Equipment @ \$3,998/\$0 (includes cubicle and chair)	\$3,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Base @ \$450/\$450 ²	\$450	\$0	\$413	\$413	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$413	\$413
Travel			\$1,318	\$1,318							\$0	\$1,318	\$1,318
Hotel			\$220	\$220							\$0	\$220	\$220
Per Diem			\$108	\$108							\$0	\$108	\$108
Subtotal Operating Expenses		\$0	\$2,517	\$2,517	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,517	\$2,517
GRAND TOTAL ALL COSTS		\$0	\$51,074	\$55,930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,074	\$55,930

1 - Initial year full salary is 11 months to account for Pay Date Shift if General Fund employee.

2 - The \$450 for Telephone Base and \$500 for Supplies will carry over each year as an acceptable expense. Items are prorated for partial FTE.

3 - Other non-routine expenses such as Fleet, Leased space, or a laptop must be separately defensed and calculated. Please provide documentation to justify these requested costs. Agencies must work with DPA or the Governor's Office of IT when requesting Fleet, MNT, GGCC, or other centralized items administered by this Department.

4 - Computer contract hours should be estimated at \$100 / hour and legal fees should be \$75.10 (blended attorney and paralegal services estimate charged by Dept. of Law). Exceptions will only be given if sufficient justification is provided. Mileage reimbursement rates are outlined below:

Mileage Reimbursement (per 24-9-104)	
2-wheel drive (90% of IRS rate (set at \$0.505 in 2008))	\$0.45
4-wheel drive (95% of IRS rate (set at \$0.505 in 2008))	\$0.48
nautical mileage	\$0.40

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-10
Change Request Title:	Replace Department's accounts receivable system

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment (CDPHE) requests a one-time appropriation of \$108,500 of reappropriated spending authority (indirect cost assessment) to replace the Department's existing custom-built billing and collections system (BACS). No FTE are included in this request and ongoing maintenance will be paid for with existing Department funds.

Background and Appropriation History:

The BACS system is the official accounting record for all amounts billed, owed, and collected that are associated with the fees, penalties, fines, licenses, permits, etc., administered by the Department. BACS provides the only method for electronically recording Colorado Financial Reporting System (COFRS) summary data for revenue, cash receipts, and amounts owed to the Department.

BACS initial development, subsequent enhancements, and annual maintenance have been funded from the Department's Administration and Support Division, Personal Services and Operating appropriations through indirect cost recovery. There is insufficient

spending authority available for this one-time expenditure to replace this high-risk software application.

General Description of Request:

Because COFRS only has the capability to record and track accounts receivable related data (customers, invoices, payments, unpaid amounts, etc.) at a summary level, the Department always has had its own centralized accounts receivable system for the detailed components that support the transactions recorded in COFRS. In FY 2007-08 BACS recorded more than 30,000 invoices and more than 52,000 payments amounting to over \$39 million.

The BACS system is a custom-designed and programmed system with several vulnerabilities. The most critical risk is that the ongoing technical support and maintenance is solely dependent on one contract individual who is the original system developer. While this contractor has completed his obligations with a high degree of competence and integrity, the Department believes it must transition to a more stable and reliable commercial software format. The Department's accounts receivable related requirements do not remain static and every new modification requires additional programming by this individual at a cost to the Department. The division has spent \$42,000 in the four years prior to FY 2007-08. Expenditures have been in response to the need for new functionality such as: adding new fees or modifying existing fees or penalties, resolving critical processing or internal control deficiencies identified by the accounting staff or auditors, and other modifications such as increasing postage costs which require format changes to customer mailings.

If this request is approved, BACS will be replaced with commercial-off-the-shelf (COTS) software. COTS systems don't require customized programming and have functionality that provide maximum flexibility to accommodate future needs. Moreover, these configuration changes can be instituted by accounting staff users without any programming changes. The ongoing annual maintenance for the proposed system will be approximately \$7,000, 30% less than current BACS annual maintenance. Of far greater significance, the COTS solution resolves the very high risk associated with the possibility of the sudden unavailability of the BACS program developer/programmer.

Consequences if Not Funded:

If the custom system is not replaced, the Department will continue to rely on the BACS system developer/programmer for future maintenance and support. More critically, as time passes the risk of this individual becoming unable to provide the aforementioned services leaves the Department vulnerable. While other individuals or organizations possess the requisite technical skill in the programming language used for BACS, it will be very time consuming (and expensive, especially in an emergency situation) for anyone to gain a sufficient understanding of how the system works and how to resolve the problem. Should such an emergency occur, the Department has no ability to record invoices, revenue, or cash receipts in COFRS, which will result in lost productivity and revenue.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$108,500	\$0	\$0	\$108,500	\$0	0.0
Administration and Support, Personal Services	\$65,000	\$0	\$0	\$65,000	\$0	0.0
Administration and Support, Operating Expenses	\$43,500	\$0	\$0	\$43,500	\$0	0.0

Cash Funds Projections:

A cash fund projection is not applicable, as the request will be funded from indirect cost recoveries.

Assumptions for Calculations:

After spending several hours reviewing both general, and several critical specific requirements unique to the Department, a potential contractor provided an informal estimate of the cost for acquiring the new accounts receivable system. The personal services costs are for the contractor's assistance with installation, configuration, testing and training. The operating expenditure component covers the software licensing cost and the first year's maintenance and licensing fees.

Impact on Other Government Agencies:

None.

Cost Benefit Analysis:

The primary benefits of this one-time expenditure are that the Department acquires software from a major software vendor and the inherent organizational support the vendor provides. Additionally, the proposed system would eliminate the risk of reliance on a single individual for the continued support and enhancement of the BACS system. Based on current pricing, annual support costs for the COTS product will be approximately \$3,000 (30% less) than for the BACS system. The COTS solution will also eliminate the need for additional programming charges (\$42,000 incurred over the last four fiscal years) to respond to changing needs. The risk of an unexpected disruption and a potentially expensive corrective action is minimized, if not eliminated.

After the new system is in place, the position that currently serves as the BACS system administrator will have additional time to conduct more aggressive and timely follow-ups on unpaid invoices. The financial benefit of following up on unpaid debt is unknown; however, unpaid invoices could range from a 5% to over a 90% return on collectables.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	July 2008 to March 2009
RFP issued	July 2009
Contract award	August 2009
Contract negotiated and executed	September 2009
System installation, configuration, staff training & data migration from old system	October 2009 to March 2010
Start date	April 2010

Statutory and Federal Authority:

There is no statutory or federal authority related to this request.

Performance Measures:

There is no direct link between the Department's strategic plan and its accounts receivable accounting system. However, this system (as noted previously) provides the sole method for the recording in COFRS of revenues, collections thereof, and tracking of unpaid amounts for programs across the Department. Without this information available

on a timely basis, these programs would be unable to monitor their financial resources, making it difficult to accomplish their program objectives that support the Department's strategic plan.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Replace Department's Accounts Receivable System
 Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]* Date: 9/29/08
 Priority Number: DI-10 OSPB Approval: *[Signature]* Date: 10-7-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	6,083,515	5,760,243	0	5,760,243	6,001,884	108,500	6,110,384	0	6,110,384	0
	FTE	59.9	60.4	0.0	60.4	60.9	0.0	60.9	0.0	60.9	0.0
	GF	0	30,750	0	30,750	61,096	0	61,096	0	61,096	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	89,959	82,570	0	82,570	85,303	0	85,303	0	85,303	0
	CFE/RF	5,914,542	5,646,923	0	5,646,923	5,855,485	108,500	5,963,985	0	5,963,985	0
	FF	79,014	0	0	0	0	0	0	0	0	0
(1) Administration and Support, (A)	Total	5,043,271	4,612,837	0	4,612,837	4,857,992	65,000	4,922,992	0	4,922,992	0
	FTE	59.9	60.4	0.0	60.4	60.9	0.0	60.9	0.0	60.9	0.0
	GF	0	30,750	0	30,750	61,096	0	61,096	0	61,096	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	89,959	82,570	0	82,570	85,303	0	85,303	0	85,303	0
	CFE/RF	4,874,298	4,499,517	0	4,499,517	4,711,593	65,000	4,776,593	0	4,776,593	0
	FF	79,014	0	0	0	0	0	0	0	0	0
(1) Administration and Support, (A)	Total	1,040,244	1,147,406	0	1,147,406	1,143,892	43,500	1,187,392	0	1,187,392	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,040,244	1,147,406	0	1,147,406	1,143,892	43,500	1,187,392	0	1,187,392	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letternote Revised Text: Of these amounts, \$13,073,948 \$13,182,448 shall be from indirect cost recoveries, \$28,000 shall be from tobacco-settlement moneys received from tobacco-settlement-supported programs in this and other departments pursuant to Section 25-1-108.5 (5) C.R.S., \$15,475 shall be from Medicaid funds appropriated to the Department of Health Care Policy and Financing, and \$65,759 shall be from various sources of reappropriated funds.

Cash or Federal Fund Name and COFRS Fund Number: None

Reappropriated Funds Source, by Department and Line Item Name: Indirect Recoveries come from multiple lines based on a cost allocation model.

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: None

CHANGE REQUEST for FY 09-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-11
Change Request Title:	Human Resources Professional Staff

SELECT ONE (click on box):

- Decision Item FY 09-10
- Base Reduction Item FY 09-10
- Supplemental Request FY 09-10
- Budget Request Amendment FY 09-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment requests \$51,256 in Reappropriated Funds from indirect cost recoveries and 1.0 FTE to provide human resources services to the Department. This additional position will help the Department achieve its employee recruitment and retention goals.

Background and Appropriation History:

The Office of Human Resources (OHR), working through a decentralized agreement with the Department of Personnel and Administration, is responsible for recruiting, testing, and referring applicants for vacant positions within the Colorado Department of Public Health and Environment (CDPHE). The OHR provides the Department with a full range of professional Human Resources (HR) services including: job evaluation to ensure correct classification and compensation for the job, valid testing processes to ensure proper selection of candidates, training of new hires to assure compliance with Department procedures and personnel system rules, benefits administration, family medical leave implementation, tracking workers compensation assistance, and leave administration. Additionally, OHR conducts criminal background and academic credentials checks prior to hiring. These activities require the skills of an experienced professional human resources employee. The OHR currently has 8.0 FTE who provide

the full range of services to the Departments 1225 employees. Of these, there are 3.0 general professional positions that are responsible for recruitment and retention. During the FY 2002-03 figure setting process OHR lost 1.0 FTE. This request is to restore the 1.0 FTE that was eliminated. By restoring the 1.0 FTE, the OHR will be able to meet the growing demand on HR related services, specifically those related to recruitment and retention of employees.

General Description of Request:

The workload in the OHR has increased substantially due to additional FTE allocations from legislation and decision items as well as staff turnover and retirements. The Department's current staffing level is not adequate to provide timely services due to significant growth in staff and a demand for more services to meet the goals of the Department's strategic plan. This is exacerbated by a rising separation rate, due to an increase in employee retirements.

Examples of growth in the health divisions include: The tobacco settlement has nine programs that have added 8.7 FTE, the tobacco taxation (Amendment 35) has five programs that have added 25.3 FTE, the Health Facilities and Emergency Services Division has added 7.4 FTE in the 2007 legislative session and 14 FTE in the 2008 session.

Examples of growth on the environmental side include: The Water Quality Control Division added 12.2 FTE (8.2 through legislation and 4.0 through approved decision items); the Air Quality Control Division added 8.0 FTE (7.0 legislation and 1.0 through decision items); and an additional 5.0 FTE were approved during the 2008 legislative session.

The chart below demonstrates the amount of growth the Division has experienced since the FY2006 legislative session, including approved Decision Items:

	2008 Leg Session Approved for FY 2009\2010	FY 2008\2009 Approved DI's	2008 Leg Session	FY 2007\ 2008 Approved DI's	2007 Leg Session	FY 2006\ 2007 Approved DI's	2006 Leg Session	Total
Total Department FTE Growth:	14.0	24.9	11.5	20.1	17.8	15.0	5.0	108.3

Staffing patterns for human resources offices in Colorado state government show that CDPHE is understaffed compared to its size and workload. The generally accepted HR industry standard (as published by the Society for Human Resources Management based in Alexandria, VA) is one HR staff for every 100 employees served. Using this standard CDPHE would need approximately 12 human resources staff to serve its workforce adequately. According to the Department of Personnel and Administration, Colorado's HR ratios average .87 HR staff for every 100 employees. The current ratio of 8.0 HR staff for 1,225 CDPHE employees is .65 (calculation: 8 HR staff divided by 1,225 = .65 of an HR FTE per 100 employees). This gap causes delays in hiring CDPHE employees, who are critical to accomplishing the mission of public health and environmental protection. This budget request will assist the Department in meeting its workload by improving the HR staff to employee ratio to .73, which is still below the industry standard. The requested 1.0 FTE would be a professional staff engaged in recruiting and retention services.

Below is a summary of the growth of the Department over the last six years and the number of professional HR staff engaged in recruiting and retention services:

Fiscal Year	Number of FTE in the Department	Percent of Growth in Department	Number of FTE in OHR to do hiring
FY 03-04	1,094.6	NA	3
FY 04-05	1,117.3	2.0%	3
FY 05-06	1,143.2	2.3%	3
FY 06-07	1,159.8	1.5%	3
FY 07-08	1,187.9	2.4%	3
FY 08-09	1,225.1	3.1%	3

Numbers of FTE are the appropriated levels with Long Bill and Special Bills. This does not necessarily reflect how many FTE were used in any given year, nor the number of positions filled.

In FY 04-05, the Department adopted a strategic plan that included the “Workforce Development Target Area: Provide the best service to the people of Colorado through recruitment, retention and training of the highest quality workforce.” The need for workforce development continues to be seen as a requirement in the Department’s current strategic plan, and there is a new emphasis on investing in the workforce for professional development and succession planning. These goals require the OHR to provide additional services. As a result, the OHR has implemented the following initiatives:

- Rewards/recognition program in each division
- Internship program for students to gain experience working in public health and enhance the Department’s recruiting efforts
- Succession planning and leadership development training
- Mentoring program for Department employees

These activities are important to workforce development efforts within the Department and are a necessary part of the Human Resources workload. If the Department is able to

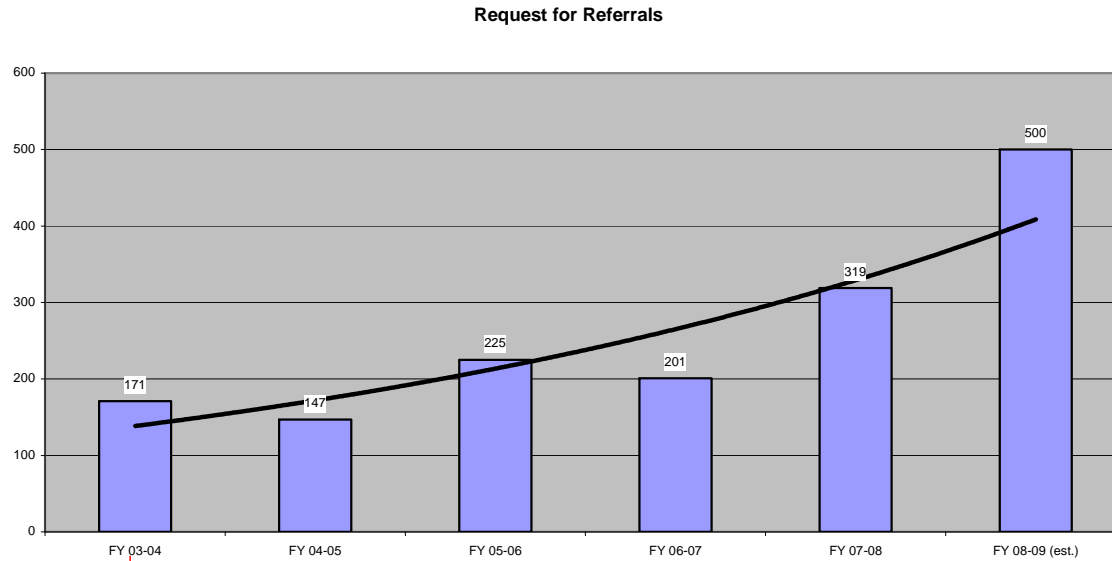
develop staff internally, or through internships employees are more likely to remain at the Department, easing strain on the recruitment and hiring process.

The Table below shows the increase in some of the services performed by Human Resources in the past five years:

Fiscal Year	Number of Exams done by OHR	Number of Training Classes by OHR	Number of Background Checks
FY 03-04	171	6	6
FY 04-05	147	14	10
FY 05-06	225	17	5
FY 06-07	201	62	25
FY 07-08	319	99	62
FY 08-09 estimate	509	109	190

The projected numbers for FY 08-09 are based on a turnover rate of 16% due to estimates of increased number of retirements (13% of workforce) and increased growth of FTE in the Department (3%). Based on these projections, the OHR would be required to do approximately 190 more exams ($16\% \times 1188 = 190$), conduct 10 more training classes (20 employees per class), and conduct background checks on the 190 new hires.

The chart below shows the number of exams done by OHR, actual from FY 03-04 to FY 07-08 and projected for FY 08-09.



Comment [r1]: This is the explanation, and I changed the numbers slightly to match the 190 new hires.

The increased workload in OHR has resulted from the growth of the Department's staff through approved Decision Items and new legislation. Additionally, increased workload has resulted from the new duties taken on by OHR staff which include more training and background checks as well as responding to the rising rate of employee separations, which is primarily caused by the increasing numbers of employees who are retiring.

In 2007, the Association of State and Territorial Health Officials (ASTHOS) found that 20% of the state health agency workforce would be eligible to retire within the next three

years.¹ The State of Colorado Workforce Report for FY 2006-2007 shows that 12.8% of CDPHE employees are eligible for early or full retirement as of 5/31/07 and 23.3% are eligible for retirement within 1-5 years.² The charts below show the actual number of employees who have retired from CDPHE and the percentage of separations for all reasons.

Fiscal Year	Number of retirements
FY 03-04	29
FY 04-05	31
FY 05-06	33
FY 06-07	38
FY 07-08	45
FY 08-09 (estimate)	50

Fiscal Year	Percent of Separations (employees leaving, for any reason)
FY 03-04	9.5%
FY 04-05	9.2%
FY 05-06	9.8%
FY 06-07	12.5%
FY 07-08	13.0%
FY 08-09 (estimate)	15.0%

Consequences if Not Funded:

If the OHR is not adequately staffed, then positions will not be filled in a timely fashion. Having vacant positions in the health and environmental divisions presents numerous problems such as: reduced ability to comply with mandates, lessening of monitoring and enforcement activities, meeting federal grant requirements, and controlling disease outbreaks. Program managers need to have adequate staffing to match the growth of

¹ 2007 State Public Health Workforce Survey Findings, presented at the Public Health Training Centers Annual Meeting by Melissa Lewis, ASTHOS, November 7, 2007.

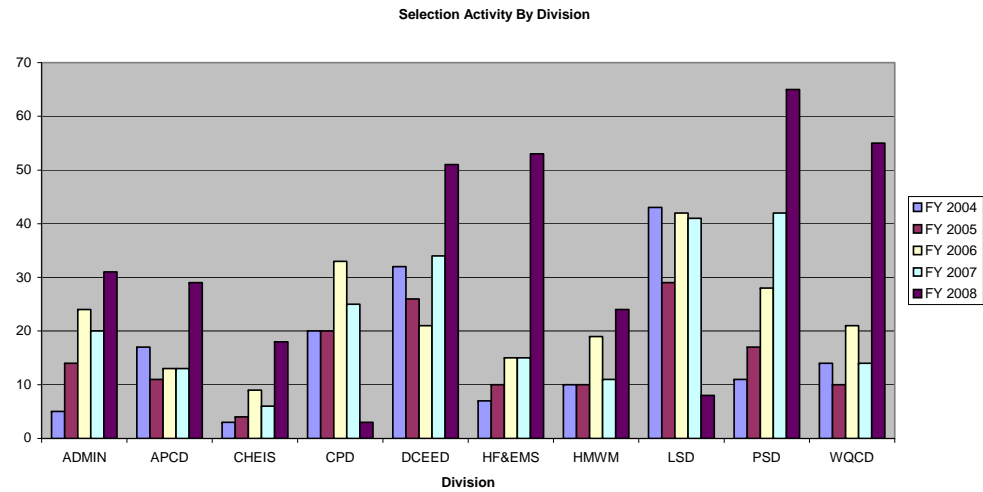
² State of Colorado Workforce Report FY2006-2007, presented by Rich Gonzales, Executive Director, and David M. Kay, Director, Division of Human Resources, Colorado Department of Personnel and Administration.

their programs. With the increasing number of retirements and loss of institutional knowledge, more training and professional development is required to have a competent workforce. Competing with private sector compensation makes recruitment more challenging. The OHR is also being asked to do more criminal background checks and academic credentials verification to ensure the hiring of the best-qualified candidates. If OHR cannot supply the workforce in a timely manner, the work performed for the citizens of Colorado will be delayed and money and FTE appropriated will not be used as anticipated.

Below is a list of the total number of positions that were filled by Division through the OHR during FY2007-08:

DIVISION	Total
Administration	30
Air Pollution Control Division	28
Center for Health and Environmental Information	18
Consumer Protection Division	3
Disease Control and Environmental Epidemiology Division	45
Emergency Preparedness and Response Division	1
Health Facilities and Emergency Medical Services Division	52
Hazardous Materials and Waste Management Division	21
Laboratory Services Division	7
Prevention Services Division	62
Water Quality Control Division	52
Grand Total	319

The chart below shows the number of positions that were filled by each Division through the OHR for the past four years.



The following are specific examples of where the delays in staffing have resulted in increased costs to the divisions.

- The Health Facilities and Emergency Medical Services Division hires surveyors with specific training requirements to conduct surveys but the recruitment difficulties have resulted in 52 vacancies in this division last year. This results in the surveyors working as much as 70 hours per week or more to ensure that federal- and state-mandated inspections occur on time. If the division does not meet the deadlines specified for federal inspections, each missed survey deadline results in the division being fined \$8,000 - \$10,000. To prevent this fine from happening, surveyors in work units that are short-staffed work many hours and are not compensated with overtime pay. This negatively affects morale and causes burnout, which leads to the high turnover rate among surveyors.

- In the Prevention Services Division, temporary employees have been hired to complete contracts work due to staff vacancies, which took four months to fill. The division also experienced a delay in hiring for the Coordinated School Health position, causing another staff member to do two jobs for several months, which led to lower employee productivity and accuracy.
- In the Water Quality Control Division, a vacancy in the programmer/analyst position responsible for database development activities resulted in the division hiring a computer programmer on contract to perform the duties of the vacant position. The contractor costs for four months were \$48,000 compared to the cost of the state FTE of \$29,000.
- The position responsible for ensuring compliance with the state and federal regulations relating to projects funded by the Drinking Water Revolving Fund (\$14 million in Federal grants), Water Pollution Control Revolving Fund (\$10 million in Federal funds) and the State and Tribal Assistance grants (\$10 million in Federal funds) was vacant for several months. As a result of the delay in filling this position and the significant project load being carried by the remaining two project managers, the potential for errors increased, and could have jeopardized the continued receipt of up to \$34 million of federal funds to the state for water and wastewater infrastructure projects.
- In the Disease Control and Environmental Epidemiology Division, the Refugee Program lost its clinic nurse on April 4, 2008 and immediately began the selection process. To fill the gap, the program hired a temporary nurse at a rate of \$47.60 per hour; nearly double the minimum salary for the Health Professional III position that was vacant. It may take 6 or more months to fill this position. The temporary nurse will cost \$49, 504 (1,040 hours at \$47.60) for those 6 months where a state employee would cost \$26,106 (\$4,351 X 6 months).

Calculations for Request:

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$51,256	\$0	\$0	\$51,256	\$0	1.0
<u>Personal Services:</u>	\$45,078	\$0	\$0	\$45,078	\$0	1.0
<u>Operating:</u>	\$6,178	\$0	\$0	\$6,178	\$0	0.0

Summary of Request FY 10-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$46,028	\$0	\$0	\$46,028	\$0	1.0
<u>Personal Services:</u>	\$45,078	\$0	\$0	\$45,078	\$0	1.0
<u>Operating: *</u>	\$950	\$0	\$0	\$950	\$0	0.0

*Operating for FY10-11 includes \$500 for supplies and \$450 for phones.

Cash Funds Projections: Not applicable as this request utilizes indirect cost recoveries.

Assumptions for Calculations:

Personal Services:	Annual
	Costs
General Professional II	
Class Min - \$3,366 mo	\$40,392
PERA - 10.15%	\$4,100
Medicare - 1.45%	\$586
Sub Total Personal Services:	\$45,078
Operating:	
Computer	\$900
Office Suite Software	\$330
Office Furniture	\$3,998
Telephone Base	\$450
Supplies	\$500
Sub Total Operating:	6,178
Total Request:	\$51,256

Impact on Other Government Agencies: Not Applicable

Cost Benefit Analysis: The cost of hiring one additional FTE in OHR will be offset by the benefits gained. Benefits gained include: filling jobs more quickly, reduced stress on current employees, reduction in stress and excessive workload related turnover, and implementation of the workforce development goals. The consequences of delays in filling positions have resulted in higher costs for contracting as well as delays in service to citizens that have consequences on the public health and environmental protection of the state.

The table below shows the number of FTE hours that are associated with filling a position and the related HR work:

TASKS	AVERAGE NUMBER OF HOURS TO COMPLETE
Job Evaluation (classification) of new position	2
Job Analysis	3
Job Announcement	2
Design Selection Process/Write exam questions and anchors	9
Administer and Score Exam	16
Complete Applicant Data System/paperwork for referrals	4
Background checks	1
Total	37 hours/new position

The total number of hours estimated to create and fill positions in FY 07-08 is 11,803 (319 exams times 37 hours). This would take 5.67 FTE (11,803 divided by 2080 hours). OHR has 3 FTE who perform these functions, instead of the 5.67 that are needed.

The cost of outsourcing recruitment and selection functions to fill 38.9 positions, which is only the new FTE appropriated through approved Decision Items and legislation, and excludes the positions vacant due to staff turnover, would cost approximately \$115,144. This cost is more than double the requested 1.0 FTE. The assumptions for the calculations are as follows:

Number of hours to fill a position = 37 (See table above)
 Cost per hour³ = \$80.
 38.9 positions X 37 hours = 1,439.3 hours
 1,439.3 hours X \$80 = \$115,144

³ The cost ranges from \$80.00 to \$100.00 per hour as quoted by Mountain States Employers Council.

Implementation Schedule:

Task	Month/Year
Department posts announcement for position	April 30, 2009
Position is filled and employee begins work	July 1, 2009

Statutory and Federal Authority: There is no statutory or federal authority regarding this request.

Performance Measures: This Decision Item will support the following performance measure in that the new employee will assist in recruiting and retaining employees.

Administrative Services Division					
Performance Measure	Outcome	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Approp.	FY 08-09 Request
Initiate and participate in pilot programs that improve our business processes and retain quality employees. These programs could include (But are not limited to) succession planning, compensation, retention, contracts, procurement, greening government, automation, or budget.	Benchmark	New measure	New measure	2 programs initiated	2 additional programs initiated
	Actual	New measure	New measure		

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Human Resources Professional Staff
 Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]* Date: 9/29/08
 Priority Number: DI-11 OSPB Approval: *[Signature]* Date: 10-2-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	6,083,515	5,760,243	0	5,760,243	6,001,884	51,256	6,053,140	0	6,053,140	46,028
	FTE	59.9	60.4	0.0	60.4	60.9	1.0	61.9	0.0	61.9	1.0
	GF	0	30,750	0	30,750	61,096	0	61,096	0	61,096	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	89,959	82,570	0	82,570	85,303	0	85,303	0	85,303	0
	CFE/RF	5,914,542	5,646,923	0	5,646,923	5,855,485	51,256	5,906,741	0	5,906,741	46,028
	FF	79,014	0	0	0	0	0	0	0	0	0
(1) Administration and Support, (A) Administration, Personal Services	Total	5,043,271	4,612,837	0	4,612,837	4,857,992	45,078	4,903,070	0	4,903,070	45,078
	FTE	59.9	60.4	0.0	60.4	60.9	1.0	61.9	0.0	61.9	1.0
	GF	0	30,750	0	30,750	61,096	0	61,096	0	61,096	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	89,959	82,570	0	82,570	85,303	0	85,303	0	85,303	0
	CFE/RF	4,874,298	4,499,517	0	4,499,517	4,711,593	45,078	4,756,671	0	4,756,671	45,078
	FF	79,014	0	0	0	0	0	0	0	0	0
(1) Administration and Support, (A) Administration, Operating Expenses	Total	1,040,244	1,147,406	0	1,147,406	1,143,892	6,178	1,150,070	0	1,150,070	950
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,040,244	1,147,406	0	1,147,406	1,143,892	6,178	1,150,070	0	1,150,070	950
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letternote Revised Text: Of these amounts, \$13,073,948 \$13,125,204 shall be from indirect cost recoveries, \$28,000 shall be from tobacco-settlement moneys received from tobacco-settlement-supported programs in this and other departments pursuant to Section 25-1-108.5 (5) C.R.S., \$15,475 shall be from Medicaid funds appropriated to the Department of Health Care Policy and Financing, and \$65,759 shall be from various sources of reappropriated funds.
 Cash or Federal Fund Name and COFRS Fund Number: None
 Reappropriated Funds Source, by Department and Line Item Name: Indirect Recoveries come from multiple lines based on a cost allocation model.
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None

OSPB Common Policy for FTE Requests

FTE and Operating Costs											GRAND TOTAL		
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11
PERSONAL SERVICES													
	Title:	General Professional II											
Number of PERSONS / class title		0	1	1	0	0	0	0	0	0			
Number of months working in FY 08-09, FY 09-10 and FY 10-11		0	12	12	0	0	0	0	0	0			
Number months paid in FY 08-09, FY 09-10 and FY 10-11 ¹		0	12	12	0	0	0	0	0	0			
Calculated FTE per classification		0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0
Annual base salary			\$40,392	\$40,392									
Salary		\$0	\$40,392	\$40,392	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,392	\$40,392
PERA	10.15%	\$0	\$4,100	\$4,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,100	\$4,100
Medicare	1.45%	\$0	\$586	\$586	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$586	\$586
Subtotal Personal Services at Division Level		\$0	\$45,078	\$45,078	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,078	\$45,078
OPERATING EXPENSES													
Supplies @ \$500/\$500 ²	\$500	\$0	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
Computer @ \$900/\$0	\$900	\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330	\$0
Office Equipment @ \$3,998/\$0 (includes cubicle and chair)	\$3,998	\$0	\$3,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,998	\$0
Telephone Base @ \$450/\$450 ²	\$450	\$0	\$450	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$450
Other ^{3,4}											\$0	\$0	\$0
Other ^{3,4}											\$0	\$0	\$0
Other ^{3,4}											\$0	\$0	\$0
Subtotal Operating Expenses		\$0	\$6,178	\$950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,178	\$950
GRAND TOTAL ALL COSTS		\$0	\$51,256	\$46,028	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,256	\$46,028

1 - Initial year full salary is 11 months to account for Pay Date Shift if General Fund employee.

2 - The \$450 for Telephone Base and \$500 for Supplies will carry over each year as an acceptable expense. Items are prorated for partial FTE.

3 - Other non-routine expenses such as Fleet, Leased space, or a laptop must be separately defended and calculated. Please provide documentation to justify these requested costs. Agencies must work with DPA or the Governor's Office of IT when requesting Fleet, MNT, GGCC, or other centralized items administered by this Department.

4 - Computer contract hours should be estimated at \$100 / hour and legal fees should be \$75.10 (blended attorney and paralegal services estimate charged by Dept. of Law). Exceptions will only be given if sufficient justification is provided. Mileage reimbursement rates are outlined below:

Mileage Reimbursement (per 24-9-104)	
2-wheel drive (90% of IRS rate (set at \$0.505 in 2008))	\$0.45
4-wheel drive (95% of IRS rate (set at \$0.505 in 2008))	\$0.48
nautical mileage	\$0.40

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-12
Change Request Title:	Administration and Support - Operating

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment requests \$51,403 of reappropriated fund spending authority to cover increased operating costs in the Administration and Support Division. The Department will generate the revenue necessary for these expenses from indirect cost recoveries. The increased costs are associated with postage, paper, and copiers.

Background and Appropriation History:

The operating line under the Administration and Support line supports core Department expenses including postage, paper, and copiers. These three budget items account for approximately 70% of the annual operating expenditures. The remaining 30% covers the administration division's general expenses such as employee travel reimbursement, supplies, computer replacements, cell phone service, furniture, the statewide financial audit, etc.

General Description of Request:

The increase requested in the operating appropriation stems from two separate and uncontrollable causes. First, the Department has grown significantly over the past several years. This growth has resulted in increased outgoing mail, paper consumption

and the addition of two new copiers. Second, the costs of paper and postage have significantly increased over the past several years and are projected to continue to increase in future years.

Issue 1, Postage (see table 1, under assumptions and calculations) – The Department requests \$17,285 of additional spending authority to offset the rising costs of postage. In May 2007, the United States Postal Service (USPS) increased its postage rates for all letter, flat and parcel mail. They also changed to “shape-based pricing”, which adjusted the way postage is calculated for all types of outgoing mail. Additionally, the USPS is now allowed to annually raise prices to keep pace with inflation. Since the USPS rate increase in May 2007, the Department has been working diligently to find the most cost-effective methods to ship outgoing mail. The Department mailroom staff measures and weighs each package and compares delivery costs for each delivery service (USPS, UPS, FedEx and DHL) to determine the least expensive vendor for that particular package.

In May of 2008 the USPS instituted an additional inflationary price increase, which averaged 3%. In FY 2006-07, the Department spent \$308,897 on postage. In FY 2007-08, the Department spent \$426,772 on postage, a 31.05% increase over FY 2006-07. This does not factor in recent additional price increase that will occur in FY 2008-09 (see table 1, under assumptions and calculations). This request is for postage increases in FY 2008-09 only, and the Department will continue to absorb previous increases. The Department has determined that continuing to absorb the increased postage costs within the existing budget will become unmanageable based on the factors below:

- On January 1, 2008, UPS raised its rates by 4.9%.
- As of May 2007, USPS changed to shape-based pricing which also allowed the USPS to raise prices annually to keep up with inflation. As of May 2008, USPS increased prices by another 3%.
- As of July 1, 2008, the Department of Personnel and Administration’s courier service costs increased by 32% due to the increased fuel prices.

- As of August 31, 2008, the state price agreement with Federal Express will expire. All indicators are that the prices will significantly rise due to increased fuel prices. The exact price increase is not yet known, however, the Department is estimating a 5% increase.

Issue 2, Paper (see table 3, under assumptions and calculations) – The Department requests \$14,252 of additional spending authority to offset the rising costs of paper. Paper costs have increased by approximately 60% since FY 2005-06. In FY 2005-06, the Department spent \$68,445 on paper; FY 2006-07 spent \$96,045 and in FY 2007-08 spent \$109,627. The increase in expenses is primarily caused by the significant increase in the cost of paper rather than an increase in the Department's use of paper. The average cost of a case of paper in FY 2006-07 was \$48.76. As of July 2008, the average price per carton is \$53.62. This request is for paper increases in FY 2008-09 only, and the Department will continue to absorb previous increases.

Issue 3, Copiers (see table 4, under assumptions and calculations) – The Department requests \$19,866 of additional spending authority to offset the rising costs of the main print shop copier and two additional satellite copiers. The Department's main print shop copier is under a five-year contract which ends June 30, 2008. This copier produces an average of 1,100,000 impressions per month. The contract is currently being renegotiated by the Department of Personnel and Administration. The anticipated outcome of these negotiations is a 10% increase over the current contract. The Department also acquired 23,146 square feet of additional leased space in FY 2006-07 as a result of personnel growth within the Department. This space required two additional satellite copiers. This request is for copier increases in FY 2008-09 only, and the Department will continue to absorb previous increases.

FTE Growth: Examples of growth in the health divisions include: The tobacco settlement has nine programs that have added 8.7 FTE, the tobacco taxation (Amendment 35) has five programs that have added 25.3 FTE, the Health Facilities and Emergency

Services Division has added 7.4 FTE in the 2007 legislative session and 14 FTE in the 2008 session.

Examples of growth on the environmental side include: The Water Quality Control Division added 12.2 FTE (8.2 through legislation and 4.0 through approved decision items); the Air Quality Control Division added 8.0 FTE (7.0 legislation and 1.0 through decision items); and an additional 5.0 FTE were approved during the 2008 legislative session.

The chart below demonstrates the amount of growth the department has experienced since the FY2006 legislative session, including approved Decision Items:

	2008 Leg Session Approved for FY 2009\2010	FY 2008\2009 Approved DI's	2008 Leg Session	FY 2007\ 2008 Approved DI's	2007 Leg Session	FY 2006\ 2007 Approved DI's	2006 Leg Session	Total
Total Department FTE Growth:	14.0	24.9	11.5	20.1	17.8	15.0	5.0	108.3

Consequences if Not Funded:

If an increase in spending authority is not approved, the Department would have two options. The first option would be to use the relatively small (30%) remaining operating appropriation to subsidize postage, printing, and copiers. This remaining operating authority is used for basic and necessary operating expenses in the Division such as travel, supplies, computer replacements, etc. If the Department uses the operating line for postage, paper, and copiers, core operating expenses would go unmet. The second alternative is to charge any excess costs for postage, paper, and copiers to the divisions which again, would reduce the amount the divisions had available for basic and necessary operating expenses. Directly charging the divisions would also present some issues since it would require them to pay both indirect and direct costs for the same services which would violate the federal A-87 circular.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$51,403	\$0	\$0	\$51,403	\$0	0.0
Postage	\$17,285	\$0	\$0	\$17,285	\$0	0.0
Paper	\$14,252	\$0	\$0	\$14,252	\$0	0.0
Copiers	\$19,866	\$0	\$0	\$19,866	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$51,403	\$0	\$0	\$51,403	\$0	0.0
Postage	\$17,285	\$0	\$0	\$17,285	\$0	0.0
Paper	\$14,252	\$0	\$0	\$14,252	\$0	0.0
Copiers	\$19,866	\$0	\$0	\$19,866	\$0	0.0

Cash Funds Projections:

Not applicable as this request is to be funded from indirect cost recoveries.

Assumptions for Calculations:

Postage: Table 1

Postage Increase Calculation:	USPS	Fed Ex	UPS	DHL	DPA	Total
September 2008 - Federal Express - estimated 5% Increase - calculated from FY07-08 costs	\$0	\$2,200	\$0	\$0	\$0	\$2,200
July 1, 2008 - DPA 32% increase - calculated from FY07-08 costs	\$0	\$0	\$0	\$0	\$15,085	\$15,085
Total requested increase	\$0	\$2,200	\$0	\$0	\$15,085	\$17,285

*The cost difference between postal carriers from FY2006-07 to 2007-08 is due to the CDPHE mailroom using the most economic carrier to send the mail.

Postage: Table 2

USPS Rate Increase as of 05/14/2008	
Letter	2.44%
Flat	3.75%
Parcel	2.72%
Average Increase	2.97%

Paper: Table 3

Paper Increase Calculation:	Total
FY 2008-09 estimated average increase of 13% from FY 2007-08	\$14,252
Total Requested Paper Increase:	\$14,252

Copiers: Table 4

Copier Increase Calculation:	Satellite Copiers	Print Shop Copier	Total Expenses
FY 2008-09 estimated 10% increase for copier contracts	\$5,250	\$14,616	\$19,866
Total requested Copier Increase	\$5,250	\$14,616	\$19,866

Impact on Other Government Agencies: There is no impact on other state agencies.

Cost Benefit Analysis:

If this request is not approved, the Department would need to curtail funding for support services such as computers and travel expenses. For example, the Division could not replace computers for staff. The Department could face issues with machines failing or becoming incompatible with Departmental programs. Additionally, if the spending authority were solely dedicated to postage, paper, and copiers, operating costs such as travel would be reduced or eliminated. If eliminated, Department staff including the Executive Director and senior managers, would not be able to meet their obligations to travel within the state, or to Atlanta for communications with the Centers for Disease Control, as examples.

Implementation Schedule:

Not applicable.

Statutory and Federal Authority:

There is no specific statutory authority for this request.

Performance Measures:

There are no specific performance measures that this Decision Item will impact. However, mail, copiers and paper are used in the day-to-day business of the Department, and if the Department cannot adequately fund these expenditures, program activities and outcomes will be impacted.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Administration and Support – Operating
Department: Colorado Department of Public Health and Environment **Dept. Approval by:** *[Signature]*
Priority Number: DI-12 **OSPb Approval:** *[Signature]* **Date:** 9/29/08
Date: 10-2-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	1,040,244	1,147,406	0	1,147,406	1,143,892	51,403	1,195,295	0	1,195,295	51,403
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,040,244	1,147,406	0	1,147,406	1,143,892	51,403	1,195,295	0	1,195,295	51,403
	FF	0	0	0	0	0	0	0	0	0	0
(1) Administration and Support, (A)	Total	1,040,244	1,147,406	0	1,147,406	1,143,892	51,403	1,195,295	0	1,195,295	51,403
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,040,244	1,147,406	0	1,147,406	1,143,892	51,403	1,195,295	0	1,195,295	51,403
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None

Letternote Revised Text: Of these amounts, \$13,073,948 \$13,125,351 shall be from indirect cost recoveries, \$28,000 shall be from tobacco-settlement moneys received from tobacco-settlement-supported programs in this and other departments pursuant to Section 25-1-108.5 (5) C.R.S., \$15,475 shall be from Medicaid funds appropriated to the Department of Health Care Policy and Financing, and \$65,759 shall be from various sources of reappropriated funds.

Cash or Federal Fund Name and COFRS Fund Number: None

Reappropriated Funds Source, by Department and Line Item Name: Indirect Recoveries come from multiple lines based on a cost allocation model.

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: None

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-13
Change Request Title:	Administration and Support – Leased Space Air

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment requests \$46,427 cash spending authority to cover increased lease costs for the Air Quality Control Division's (AQCD) Denver Emission Technical Center (DETC) at 2450 West Second Avenue. A new lease at the rate of \$9.75 per square foot, which is an increase of \$3.87 per square foot or 65%, will go into effect January 1, 2009. The Department has requested an emergency supplemental to cover the costs from January 1, 2009 through the end of the fiscal year. Revenue to fund this request is available from the Automobile Inspection and Readjustment (AIR) Account of the Highway Users Tax Fund (Fund 406).

Background and Appropriation History:

As a function of the AIR program authorized under C.R.S. 42-4-307(3), the Denver Emission Technical Center was established as a resource for the automotive repair industry and the general public for emission related vehicle repairs and maintenance. As part of this role, DETC technicians conduct diagnostic exams on heavily polluting vehicles to determine the appropriate course of repair or maintenance to reduce excess emissions.

DETC staff also provide thousands of telephone consultations for Denver metro area citizens each year, as well as emission repair training to the automotive industry. These efforts not only ensure that emission related repairs are done right, reducing motor vehicle pollution in the Front Range area, but also that repairs are done in a cost-effective manner to save the motoring public time and money.

General Description of Request:

The AQCD currently leases 7,544 square feet of space at 2450 West Second Avenue, in Denver. The DETC has been at its current location since July 1991, and at \$5.88 per square foot for the last 5 years, the department has been getting a great deal at a price well below today's market rates.

A new lease will commence on January 1, 2009 at the rate of \$9.75 per square foot and the department does not have the spending authority to make up the 65% increase. A commensurate increase in spending authority will allow the department to maintain the DETC, allowing the AIR program to continue fulfilling its statutory responsibilities. The department's goal is to renew the lease at the existing location, however if lease negotiations fail, there is an alternate property the department is considering.

The Automobile Inspection and Readjustment Account (Fund 406) is a subset of the Highway Users Tax Fund. The revenue for this fund comes from fees assessed on vehicle registrations. The Department is authorized to use these funds to operate technical or administrative centers as may be necessary for the proper administration and ongoing support of the automobile inspection and readjustment program, for enhanced inspection centers, for the small business technical assistance program, and for the state smoking vehicle programs provided for in sections 42-4-412 to 42-4-414, and for affected motorists. (C.R.S. 42-4-307(3)). Lease costs are considered a necessary part of operating these centers.

Consequences if Not Funded:

If this request is not approved, the department will have enough revenue but not enough spending authority to afford the new lease and maintain the DETC site. Closing the site will reduce the effectiveness of both the AIR and diesel inspection programs and eliminate an important service currently available to hundreds of thousands of motorists who undergo emissions testing each year. Closure will also adversely impact the

implementation of HB06-1302 (Emissions Testing Clean Screen Program), and significantly slow the AQCD's efforts to study other currently unregulated sources of vehicle emissions. Finally, if this request is not approved, the division will incur an estimated \$150,000 in costs to move and to restore the property to its original condition, which is required upon lease closure. The department does not have sufficient spending authority to cover these expenses in the existing lease line.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$46,427	\$0	\$46,427	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$50,966	\$0	\$50,966	\$0	\$0	0.0

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2007-08 Expenditures	FY 2007-08 End of Year Cash Balance	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
AIR Account	406	\$5,994,379	\$3,358,537	\$2,957,241	\$2,532,695	\$2,119,774

Please note: The Department has completed the cash funds projections table based on the Schedule 9 prepared by the Department of Treasury for the FY 2008-09 budget request. Updated figures are not available at this time.

Assumptions for Calculations:

Option #1 - Renewing the lease at the current location:	FY 2009-2010	FY 2010-11
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	# of SF	Base Rent Annualized Cost Per SF	Base Rent Annualized Costs	Additional Rent*	Total Annual Costs	Total Annual Costs**
Current costs/appropriation	754 4	5.88	\$44,359	\$0	<u>\$44,359</u>	<u>\$44,359</u>
Estimated costs after lease renewal	754 4	9.75	\$73,554	\$17,232	\$90,786	\$95,325
Increase over current costs/appropriation					\$46,427	\$50,966

*Additional rent covers operating expenses such as insurance, utilities, maintenance and repair costs
 **Assumes a 5% increase annually

Option #2 - Moving to a new site:	# of SF	Base Rent Annualized Cost Per SF	Base Rent Annualized Costs	Additional Rent*	FY 2009-2010 Total Annual Costs	FY 2010-11 Total Annual Costs**
Current costs	754 4	5.88	\$44,359	\$0	<u>\$44,359</u>	<u>\$44,359</u>
Estimated costs	780 0	9.75	\$76,050	\$21,411	\$97,461	\$102,334
Increase over current costs/appropriation					\$53,102	\$57,975

*Additional rent covers operating expenses such as insurance, utilities, maintenance and repair costs
 **Assumes a 5% increase annually

The calculations in option #1 above assume that the Department will renew its existing lease. However, negotiations with the landlord still are in progress. If the lease negotiations fail at the current property, the department will be forced to relocate to an

alternative site. The State's real estate brokers have located an alternative site that is larger than the current site. Those costs are based on the 9.75 per sq. ft. and is 7800 square feet as detailed in option #2 above. In addition, the department will require an additional one-time appropriation of \$150,000 for moving costs which include returning the current site to its original condition, as well as moving large equipment to the new location. In either option, the department will be signing a 10-year lease agreement, which will have a 5% annual increase and would need to be appropriated as such.

To ensure the needed spending authority is available for whichever option is realized, the Department will coordinate with OSPB and JBC staff as lease negotiations continue. The below chart demonstrates the out year escalation costs which account for the annual increase:

Out year escalation costs:

Fiscal Year	Full Lease Cost with 5% escalator
FY 2009-10 (Request)	\$90,786
FY 2010-11	\$95,325
FY 2011-12	\$100,092
FY 2012-13	\$105,096
FY 2013-14	\$110,351
FY 2014-15	\$115,868
FY 2015-16	\$121,662
FY 2016-17	\$127,745
FY 2018-19	\$134,132
FY 2019-20	\$140,839

Impact on Other Government Agencies: Not applicable

Cost Benefit Analysis: Continued operation of the DETC provides a number of environmental and monetary benefits. In general, DETC activities improve the overall effectiveness of the vehicle emission testing programs from a pollution reduction standpoint as well as reducing the cost of these programs to the general public. Because DETC activities are part of the

overall program, quantifying their full benefit is difficult. A portion of these benefits can be quantified as set forth in the following table:

Benefit	Cost	Ratio
The DETC staff provides a monetary benefit to the motoring public in the form of free automotive diagnostic services for difficult to repair emission related problems. Based on data year to date, DETC staff will perform approximately 1,600 diagnostic evaluations in 2008. Assuming a typical charge of \$100 per evaluation, DETC provides a monetary benefit to the general public of approximately \$160,000 per year for these services. Additional benefit from the approximately 4,000 phone consultations conducted per year is not readily quantifiable.	\$46,427	3.4
DETC staff works with Department of Revenue to perform covert inspections of emission testing facilities. In 2007, penalties paid to the state as a result of these covert activities totaled \$104,500.	\$46,427	2.3
DETC staff provides free training to the automotive industry. Based on the average attendance at DETC's quarterly training classes of 60 people, and an estimated cost of \$125 per person for a training session conducted by the private sector, the benefit of this service is \$30,000 per year.	\$46,427	0.6

Implementation Schedule:

Timeline	Date
Continuation of new lease from January 1, 2009	July 2009

Statutory and Federal Authority:

Operation of emission technical centers in support of the AIR and diesel emission testing programs is required under 42-4-307(3), C.R.S. (2008)

(3) The division shall establish and operate such technical or administrative centers as may be necessary for the proper administration and ongoing support of the automobile inspection and readjustment program, for enhanced inspection centers, for the small business technical assistance program, and for the state smoking vehicle programs

provided for in sections 42-4-412 to 42-4-414, and for affected motorists. The division is authorized to enter into a contract or service agreement in accordance with paragraph (a) of subsection (10) of this section for this purpose.

Performance Measures:

If this request is not approved, the department will not be able to meet the goals identified in these performance measures, as the DETC will be closed.

Air Quality Control Division					
Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Approp.	FY 09-10 Request
Maintain a robust vehicle emissions testing and inspection program. (Measure = number of gasoline vehicles that are emissions tested)	Benchmark	1.1 MM	.930 MM	1.00 MM	1.00 MM
	Actual	1.090 MM	1.090MM		

Air Quality Control Division					
Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Approp.	FY 09-10 Request
Improve and expand the vehicle remote sensing program. (Measure = percent of eligible fleet that is evaluated by remote sensing).	Benchmark	15%	28%	45%	45%
	Actual	12%	31%		

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Administration and Support – Leased Space Air
 Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]* Date: 9/30/08
 Priority Number: DI-13 OSPB Approval: *[Signature]* Date: 10-2-08

	Fund	1	2	3	4	5	6	November 1 Request FY 2009-10	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10		Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	5,051,559	5,069,896	0	5,069,896	5,069,896	46,427	5,116,323	0	5,116,323	50,966
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	152,140	0	152,140	152,140	46,427	198,567	0	198,567	50,966
	CFE/RF	5,013,171	4,879,368	0	4,879,368	4,879,368	0	4,879,368	0	4,879,368	0
	FF	38,388	38,388	0	38,388	38,388	0	38,388	0	38,388	0
(1) Administration and Support, (A) Administration, Leased Space	Total	5,051,559	5,069,896	0	5,069,896	5,069,896	46,427	5,116,323	0	5,116,323	50,966
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	152,140	0	152,140	152,140	46,427	198,567	0	198,567	50,966
	CFE/RF	5,013,171	4,879,368	0	4,879,368	4,879,368	0	4,879,368	0	4,879,368	0
	FF	38,388	38,388	0	38,388	38,388	0	38,388	0	38,388	0

Non-Line Item Request: None
 Letternote Revised Text: a Of these amounts, \$767,767 \$814,194 shall be from the Department of Public Health and Environment subaccount of the Automobile Inspection and Readjustment Account of the Highway Users Tax Fund established in Section 42-3-304 (18) (c), C.R.S., \$85,567 shall be from the Stationary Sources Control Fund created in Section 25-7-114.7 (2) (b) (l), C.R.S., and \$4,000,912 shall be from various sources of cash funds.

Cash or Federal Fund Name and COFRS Fund Number: Fund 406 - Automobile Inspection and Readjustment Account

Reappropriated Funds Source, by Department and Line Item Name: Not Applicable

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: None

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-14
Change Request Title:	Colorado Oil and Gas Commission

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment (department) requests \$25,375 in cash funds in FY 2009-10 and out years to maintain software programs to support the fulfillment of new regulatory requirements set by the Colorado Oil and Gas Conservation Commission (COGCC) under the legislative authority of HB 07-1341 (Modify Membership Oil & Gas Commission). The department implemented the development of the programs during FY 2008-09. The Oil and Gas Conservation and Environmental Response fund in the Department of Natural Resources will provide revenue for this request.

Background and Appropriation History:

HB 07-1341 (Modify Membership Oil & Gas Commission) required the COGCC to promulgate new oil and gas rules by July 2008. The Department of Public Health and Environment is required by these new rules to consult with the COGCC on certain oil and gas well permit applications. The department's consultation role focuses solely on permit applications with the greatest potential to impact public health and the environment. Specifically, the rules permit consultation in situations when an operator seeks a variance from COGCC rules that are designed to protect public health, welfare, or

the environment. Other consultation situations could occur when a local government requests consultation by CDPHE; when an area-wide comprehensive plan for the development of oil and gas resources is developed by COGCC; or when an operator seeks COGCC approval of an increase in well density. The department also is required to consult with the COGCC on Memorandums of Agreement with local governments regarding respective oil and gas development regulatory and oversight roles.

General Description of Request:

To track the permit consultation process, which involves input from multiple divisions across the department, a software system specifically tailored to this purpose is required. Tracking software will allow multiple permit applications to be processed at the same time, preventing delays in the permitting process. A further requirement to evaluate permits for the protection of water systems requires the use of an additional software program to map the distance of proposed wells from water supply sources. Both the tracking and the mapping systems will prevent confusion and delays in the oil and gas permitting process as well as help guarantee protection of public health and the environment.

Approval of cash funds spending authority enables the department to maintain the two software systems for managing COGCC oil and gas permit application consultations: the Oil and Gas Application Consultation Tracking System and the Oil and Gas Applicant Surface Water Area Mapping Tool. These tools are vital to ensure immediate implementation of the department's requirement to consult on certain oil and gas permit applications.

The department is requesting \$25,375 in FY 2009-10 and each year thereafter to provide maintenance for both software systems. Maintenance includes ongoing support of the developed systems through upgrades and fixing problems or "bugs."

Consequences if Not Funded:

HB 07-1341(Modify Membership Oil & Gas Commn) was one of the highest priorities of the General Assembly and Governor Ritter during the 2007 legislative session. The consultation requirements are intended to further protect the public health, welfare, and environment from the impacts of oil and gas development through a timely and efficient

process that avoids unnecessary delays in the oil and gas permitting process. If this request is not approved, the department's ability to implement its consultation responsibilities in a timely and effective manner will be significantly impaired. If these software tools are not in place by November 1, 2008, applicants will be forced to rely on separate, individual communications to determine whether a proposed oil and gas location is located within a source water protection area, which will delay departmental recommendations and will slow oil and gas exploration in Colorado. With the high visibility and political sensitivity of the proposed new oil and gas regulations, such delays would likely result in major financial and timely energy development concerns from oil and gas operators.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$25,375	\$0	\$25,375	\$0	\$0	0.0
Personal Services	\$25,000	\$0	\$25,000	\$0	\$0	0.0
Indirect Cost Assessment	\$375	\$0	\$375	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$25,375	\$0	\$25,375	\$0	\$0	0.0
Personal Services	\$25,000	\$0	\$25,000	\$0	\$0	0.0
Indirect Cost Assessment	\$375	\$0	\$375	\$0	\$0	0.0

Cash Funds Projections:

Not applicable. The cash fund is controlled by the Department of Natural Resources.

Assumptions for Calculations:

Expenses for FY2009-10

- o Contractual - **\$25,000** estimate for on-going maintenance costs as detailed in the chart below:

Task	Description	Estimated Development Time (Hours)	Cost Estimate
Maintenance of systems	Upgrades to software systems and fixing of problems, or “bugs”. System Developer (\$100 per hour)	250	\$25,000
Total		250	\$25,000

- o An indirect expense of \$375 is 1.5% of the total contractual services of \$25,000 as detailed above. This percentage is standard for all contractual services expenses throughout the Department.

Impact on Other Government Agencies:

The revenue for this cash spending authority request will originate from the Oil and Gas Conservation and Environmental Response Fund in the Department of Natural Resources.

Cost Benefit Analysis:

The benefits of balancing the development of oil and gas with the protection of the public health, environment, and wildlife far outweigh the costs. According to the Colorado Tourism Office and the Denver Metro Convention and Visitors Bureau a record number of 28 million people visited Colorado in 2007, contributing \$9.8 billion to the state’s tourism industry. Preserving these economic and environmental benefits through proactive measures taken by the department and the COGCC costs less than one half of one percent of the economic benefits.

Because the oil and gas industry supplies energy to the nation and to the state of Colorado, as well as more than \$23 billion in economic benefits to the state, the department has a responsibility to conduct environmental consultations in a timely and efficient manner in order to prevent delays in oil and gas drilling.

Implementation Schedule:

Task	Month/Year
Development of the systems	November 1, 2008
Ongoing maintenance of systems developed in FY 2008-09	July 1, 2009

Statutory and Federal Authority:

25-7-102 C.R.S.(2008) : *In order to foster the health, welfare, convenience, and comfort of the inhabitants of the state of Colorado and to facilitate the enjoyment and use of the scenic and natural resources of the state, it is declared to be the policy of this state to achieve the maximum practical degree of air purity in every portion of the state, to attain and maintain the national ambient air quality standards, and to prevent the significant deterioration of air quality in those portions of the state where the air quality is better than the national ambient air quality standards.*

34-60-102 (1) C.R.S. (2008): *Oil and Gas Conservation Act declares it is to be in the public interest to foster the responsible, balanced development, production, and utilization of the natural resources of oil and gas in the State of Colorado in a manner consistent with protection of public health, safety, and welfare, including protection of the environment and wildlife resources.*

34-60-106 (2) (d) C.R.S. (2008) Authority is granted to the COGCC to regulate *Oil and gas operations so as to prevent and mitigate significant adverse environmental impacts on any air, water, soil, or biological resource resulting from oil and gas operations to the extent necessary to protect public health, safety, and welfare, including protection of the environment and wildlife resources, taking into consideration cost-effectiveness and technical feasibility.*

Performance Measures:

Performance Measure: Timely implementation of CDPHE consultation responsibilities under HB07-1341.				
Workload Indicators			FY 07-08 Approp.	FY 08-09 Request
<ul style="list-style-type: none"> - Number of required oil and gas permit consultations completed. - Number of required oil and gas permit consultations completed within the deadlines established by rule. 			New Measure	600-800 600-800

Performance Measure: Effective implementation of CDPHE consultation responsibilities under HB07-1341.				
Workload Indicators	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Approp.	FY 08-09 Request
Number of site visits completed to facilitate effective implementation of CDPHE consultation responsibilities.			New Measure	60-160

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Colorado Oil and Gas Commission

Department: Public Health and Environment

Priority Number: DI-14

Dept. Approval by: *[Signature]*

OSPB Approval: *[Signature]*

Date: 9/26/08

Date: 10-2-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	5,967,668	9,156,921	0	9,156,921	9,288,407	25,375	9,313,782	0	9,313,782	25,375
	FTE	46.1	87.2	0.0	87.2	87.2	0.0	87.2	0.0	87.2	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	4,177,704	7,483,061	0	7,483,061	7,614,547	25,375	7,639,922	0	7,639,922	25,375
	CFE/RF	746,929	0	0	0	0	0	0	0	0	0
	FF	1,043,035	1,673,860	0	1,673,860	1,673,860	0	1,673,860	0	1,673,860	0
(5) Air Quality Control Division, (A) Administration, Indirect Cost Assessment	Total	2,199,239	2,624,743	0	2,624,743	2,624,743	375	2,625,118	0	2,625,118	375
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,067,781	2,313,464	0	2,313,464	2,313,464	375	2,313,839	0	2,313,839	375
	CFE/RF	668,914	0	0	0	0	0	0	0	0	0
	FF	462,544	311,279	0	311,279	311,279	0	311,279	0	311,279	0
(5) Air Quality Control Division, (D) Stationary Sources, Personal	Total	3,768,429	6,532,178	0	6,532,178	6,663,664	25,000	6,688,664	0	6,688,664	25,000
	FTE	46.1	87.2	0.0	87.2	87.2	0.0	87.2	0.0	87.2	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	3,109,923	5,169,597	0	5,169,597	5,301,083	25,000	5,326,083	0	5,326,083	25,000
	CFE/RF	78,015	0	0	0	0	0	0	0	0	0
	FF	580,491	1,362,581	0	1,362,581	1,362,581	0	1,362,581	0	1,362,581	0

Sched. 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Colorado Oil and Gas Commission

Department: Public Health and Environment

Priority Number: DI-14

Dept. Approval by:

OSPb Approval:

Date:

Date:

	1	2	3	4	5	6	7	8	9	10
Fund	Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11

Non-Line Item Request: None

Letternote Revised Text: (HB 08-1375 Page 170, Air Quality Control Division) Letternote a should be changed to read: Of these amounts, \$878,732 shall be from the Department of Public Health and Environment subaccount of the Automobile Inspection and Readjustment Account of the Highway Users Tax Fund established in Section 42-3-304 (18) (c), C.R.S., \$133,756 shall be from the Stationary Sources Control Fund created in Section 25-7-114.7 (2) (b) (I), C.R.S., ~~\$23,355~~ **\$23,730** shall be from the Oil and Gas Conservation and Environmental Response Fund created in Section 34-60-122, C.R.S., and \$1,549,368 shall be from various sources of cash

(HB 08-1375 Page 171, Air Quality Control Division) Letternote a should be changed to read: Of these amounts, \$5,640,373 shall be from the Stationary Sources Control Fund created in Section 25-7-114.7 (2) (b) (I), C.R.S., ~~\$140,886~~ **\$135,886** shall be from the Oil and Gas Conservation and Environmental Response Fund created in section 34-60-122 (5), C.R.S., and \$46,269 shall be from the Lead Hazard Reduction Cash Fund created in Section 25-5-1106 (2), C.R.S.

Cash or Federal Fund Name and COFRS Fund Number: CDPHE Fund 100, from the Department of Natural Resources, Oil and gas Conservation and Environmental Response Fund

Reappropriated Funds Source, by Department and Line Item Name: Not applicable

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: None, Department of Natural Resources provides the funding but does not need a change to their Long Bill.

Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Emergency Preparedness and Response

Department:

Colorado Department of Public Health and Environment

Dept. Approval by: *[Signature]*

Date: *10/6/08*

Priority Number:

DI-2

OSPB Approval: *[Signature]*

Date: *10-9-08*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	149,415	182,701	0	182,701	182,701	18,321,800	18,504,501	0	18,504,501	19,202,967
	FTE	1.1	1.8	0.0	1.8	1.8	1.8	3.6	0.0	3.6	2.0
	GF	0	0	0	0	0	881,167	881,167	0	881,167	1,762,334
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	149,415	182,701	0	182,701	182,701	17,440,633	17,623,334	0	17,623,334	17,440,633
(9) Disease Control and Environmental Epidemiology Division, (D) Emergency Management, Personal Services	Total	95,091	118,168	0	118,168	118,168	(118,168)	0	0	0	(118,168)
	FTE	1.1	1.8	0.0	1.8	1.8	(1.8)	0.0	0.0	0.0	(1.8)
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	95,091	118,168	0	118,168	118,168	(118,168)	0	0	0	(118,168)
(9) Disease Control and Environmental Epidemiology Division, (D) Emergency Management, Operating Expenses	Total	54,324	64,533	0	64,533	64,533	(64,533)	0	0	0	(64,533)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	54,324	64,533	0	64,533	64,533	(64,533)	0	0	0	(64,533)
New Division (12) Emergency Preparedness and Response Division, Program Costs	Total	0	0	0	0	0	18,504,501	18,504,501	0	18,504,501	19,385,668
	FTE	0.0	0.0	0.0	0.0	0.0	3.6	3.6	0.0	3.6	3.8
	GF	0	0	0	0	0	881,167	881,167	0	881,167	1,762,334
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	17,623,334	17,623,334	0	17,623,334	17,623,334

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 <input checked="" type="checkbox"/>	Base Reduction Item FY 2009-10 <input type="checkbox"/>	Supplemental FY 2008-09 <input type="checkbox"/>	Budget Amendment FY 2009-10 <input type="checkbox"/>
Request Title: Emergency Preparedness and Response			
Department: Colorado Department of Public Health and Environment		Dept. Approval by:	Date:
Priority Number: DI-2		OSPB Approval:	Date:
Non-Line Item Request: None			
Letternote Revised Text: None			
Cash or Federal Fund Name and COFRS Fund Number: Federal Grants, Bioterrorism Hospital Preparedness, Public Health Preparedness and Suppt, Work plan for Transportation of Transuranic Materials			
Reappropriated Funds Source, by Department and Line Item Name: None			
Approval by OIT? Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input checked="" type="checkbox"/>			
Schedule 13s from Affected Departments: None			

OSPB Common Policy for FTE Requests

FTE and Operating Costs											GRAND TOTAL		
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11
PERSONAL SERVICES	Title:	General Professional III											
Number of PERSONS / class title		0	2	2	0	0	0	0	0	0			
Number of months working in FY 08-09, FY 09-10 and FY 10-11		0	12	12	0	0	0	0	0	0			
Number months paid in FY 08-09, FY 09-10 and FY 10-11 ¹		0	11	12	0	0	0	0	0	0			
Calculated FTE per classification		0.0	1.8	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	2.0
Annual base salary			\$46,470	\$46,470									
Salary		\$0	\$85,195	\$92,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,195	\$92,940
PERA	10.15%	\$0	\$8,647	\$9,433	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,647	\$9,433
Medicare	1.45%	\$0	\$1,235	\$1,348	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,235	\$1,348
Subtotal Personal Services at Division Level		\$0	\$95,077	\$103,721	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,077	\$103,721
Department Specific Average Cost for HLD / Employee ²		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal for Short Term Disability (if over 20 FTE)	Varies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES													
Supplies @ \$500/\$500 ³	\$500	\$0	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Computer @ \$900/\$0	\$900	\$0	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$660	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$660	\$0
Office Equipment @ \$3,998/\$0 (includes cubical and chair)	\$3,998	\$0	\$7,996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,996	\$0
Telephone Base @ \$450/\$450 ³	\$450	\$0	\$900	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$900
Other ^{4,5}											\$0	\$0	\$0
Other ^{4,5}											\$0	\$0	\$0
Other ^{4,5}											\$0	\$0	\$0
Subtotal Operating Expenses		\$0	\$12,356	\$1,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,356	\$1,900
GRAND TOTAL ALL COSTS		\$0	\$107,433	\$105,621	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$107,433	\$105,621

1 - Initial year full salary is 11 months to account for Pay Date Shift if General Fund employee.

2 - Estimated Health Life and Dental and Short Term Disability costs cannot be claimed for under 20 Requested FTE. If claiming more than 20 FTE for Health Life and Dental please use the agency average in your calculation as a placeholder. For Short Term

3 - The \$450 for Telephone Base and \$500 for Supplies will carry over each year as an acceptable expense. Items are prorated for partial FTE.

4 - Other non-routine expenses such as Fleet, Leased space, or a laptop must be separately defended and calculated. Please provide documentation to justify these requested costs. Agencies must work with DPA or the Governor's Office of IT when requesting

5 - Computer contract hours should be estimated at \$100 / hour and legal fees should be \$75.10 (blended attorney and paralegal services estimate charged by Dept. of Law). Exceptions will only be given if sufficient justification is provided. Mileage rei

Mileage Reimbursement (per 24-9-104)	
2-wheel drive (90% of IRS rate (set at \$0.505 in 2008))	\$0.45
4-wheel drive (95% of IRS rate (set at \$0.505 in 2008))	\$0.48
nautical mileage	\$0.40

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-3
Change Request Title:	Health Facility License Fees

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment requests \$717,977 [\$88,195 General Fund and \$629,782 cash funds] and 7.4 FTE for FY 2009-10 and a total of \$1,550,722 [\$194,648 General Fund and \$1,356,074 cash funds] and a total of 18.7 FTE for FY 2010-11, to fund the actual direct and indirect cost of license processing and enforcement for several types of health facilities.

Background and Appropriation History:

During the 2007 legislative session, HB 07-1221 DPHE Fee Schedule Admin Enforce Costs replaced the \$360 statutory license fee with authority for the Board of Health to establish individualized fees for the licensure of health care facilities. The fiscal note accompanying the bill only provided spending authority for the fees related to licensure of hospitals and ambulatory surgical centers. In 2007 and 2008 the Board of Health adopted a new fee structure for all the covered health facilities. This Decision Item requests the spending authority necessary to conduct licensure activities for the remaining ten health facility types (dialysis treatment clinics, hospices, community clinics, community clinics with emergency care centers, convalescent centers, mental health centers, group homes for the developmentally disabled, intermediate care facilities

for the mentally retarded, nursing homes, and birth centers). A request for General Fund is included to cover the costs associated with government-owned facilities such as community clinics and group homes, which are statutorily exempt from paying health facilities licensure fees.

During FY 2003-04 the appropriation for Health Facilities General Licensure was restructured by SB 03-287 Health Facilities License Fee. The intent was to eliminate the existing General Fund component and replace it with cash funding. The licensure fee was increased from \$150 to \$360 to cover the expenses of the program.

The Hospital Infection Rate Reporting bill (HB 06-1045), established requirements for certain licensed health care facilities to report on the incidence of facility-acquired infections. As a result of the new requirements, the FY 2006-07 General Fund appropriation was increased by \$76,166 and 1.0 FTE.

In FY 2007-08 the appropriation was increased again due to the passage of HB 07-1221 DPHE Fee Schedule Admin Enforce Costs. This legislation added \$557,925 and 6.7 FTE for the licensure of hospitals and ambulatory surgical centers [\$76,000 in General Fund and \$481,925 in cash funds]. Additionally, HB 07-1131 Hemodialysis Technicians Training Stds, added funding for the Department to monitor the credentialing of hemodialysis technicians [\$5,862 General Fund for FY 2007-08.] In FY 2008-09 this funding was replaced with \$7,236 cash authority with 0.2 FTE.

General Description of Request:

The Department requests spending authority to fund the proper oversight of the remaining ten health facility types. As recognized by the General Assembly with the passage of HB07-1221 DPHE Fee Schedule Admin Enforce Costs, the Department does not have sufficient revenue to conduct necessary licensure activities. For the facilities covered by this request, the Department relies on attestations of compliance with applicable regulations for initial licensure and lacks sufficient resources to perform critical inspections and complaint investigations. Periodic follow-up on-site inspections also are not conducted due to fiscal constraints.

Additional revenue would allow the Department to conduct on-site inspection for initial licensure, periodic on-site inspection thereafter, review plans of correction for deficiencies found on inspection, investigate complaints, review building plans and buildings for life safety code compliance, and review applicant fitness. Funding these critical oversight activities would result in approximately 161 additional on-site inspections, 387 complaint investigations, and an estimated 76 reviews of building plans per year. Additional information regarding the number of licensed facilities by type and more detail about specific oversight components is available in the accompanying spreadsheet *Tables for HF Licensure DI.xls*

If this Decision Item is approved, program costs including work activities and staff time for each facility type will be reviewed in order to determine appropriate fee levels. The Board of Health would conduct a significant stakeholder process to vet the new fee structure with the affected regulated community. After the stakeholder process, the Board of Health would conduct a formal rulemaking, allowing for additional public input, before adopting new fees.

Consequences if Not Funded:

If this proposal were not funded, the Division would be unable to perform the activities necessary to protect the health and safety of the patients and residents in 684 facilities affected by this proposal. The Division would be forced to rely upon attestations of compliance, voluntary occurrence reporting, and limited complaint investigations to ensure compliance with state requirements. Without this proposal the Division will not be able to conduct comprehensive fitness reviews for initial licensure as mandated by statute, construction plan reviews to determine compliance with fire safety and environmental health standards established in 6 CCR 1011-1, Chapter II, periodic inspections to monitor regulatory compliance, on-site comprehensive complaint investigations, enforcement actions, data collection and trend analyses, technical assistance requested by providers, and updates of antiquated regulations putting the health and safety of thousands of Coloradans at risk.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$717,977	\$88,195	\$629,782	\$0	\$0	7.4
Administration and Support Vehicle Lease	\$12,089	\$1,620	\$10,469	\$0	\$0	0.0
Health Facilities General Licensure – Personal Services	\$436,964	\$65,476	\$371,488	\$0	\$0	7.4
Health Facilities General Licensure – Operating	\$154,996	\$21,099	\$133,897	\$0	\$0	0.0
Health Facilities Indirect Cost Assessment	\$113,928	\$0	\$113,928	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$1,550,722	\$194,648	\$1,356,074	\$0	\$0	18.7
Administration and Support Vehicle Lease	\$36,267	\$4,860	\$31,407	\$0	\$0	0.0
Health Facilities General Licensure – Personal Services	\$1,085,084	\$165,346	\$919,738	\$0	\$0	18.7
Health Facilities General Licensure – Operating	\$179,718	\$24,442	\$155,276	\$0	\$0	0.0
Health Facilities Indirect Cost Assessment	\$249,653	\$0	\$249,653	\$0	\$0	0.0

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2007-08 Expenditures	FY 2007-08 End of Year Cash Balance	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
Health Facilities General Licensure Cash Fund	265	\$404,636	\$189,648	\$147,000	\$152,000	\$158,000

Assumptions for Calculations:

Please see tables in accompanying spreadsheet *Tables for HF Licensure DI.xls* for assumptions regarding the Department's oversight activities, the staff hours and FTE required, and the related cost calculations.

The information in these tables has been prepared using the average staff time required to complete the various oversight activities. Actual licensure fees, when proposed and adopted, will be tailored to the type of facility, and most likely be scaled in some way to adjust for the differing sizes and complexities among facilities of the same type. Staffing hour data were compiled through analysis of staff time and effort records for similar activities conducted for federal oversight purposes, supplemented by interviews with staff.

The Department assumes that for all staff that 11 vehicles will need to be leased. The lease for FY 2009-10 will begin in March, so will account for four months. All vehicles will be leased for the full 12 months in FY 2010-11. The Department intends to lease Toyota Prius vehicles for this purpose.

11 Vehicles at \$251.75 per month for lease + \$23 management fee = \$274.75 per month
 11 Vehicles X 4 months (FY 2009-10) = \$12,089

11 Vehicles X 12 months (FY 2010-11) = \$36,267

Impact on Other Government Agencies:

The Department of Personnel and Administration will manage the fleet vehicles included with this request.

Cost Benefit Analysis:

All of the analyses are based on an average cost per facility, including the government owned facilities. In most of the facility types, the fee to be adopted to ensure the necessary level of oversight will be scaled in some way to reflect the size and ability of the facility to pay the fee. Since these are averages and the fee structure will not be established until appropriate rules are adopted by the Board of Health, it is not possible to estimate the specific cost for any given facility.

Total Request FY 2010-11	Number of Facilities	Average Cost per Facility
\$1,550,722	684	\$2,267

The purpose of any potential fee increase is to prevent adverse impact on the customer. According to the Centers for Disease Control, in 2004, 265 Coloradans age 65 or older died from unintentional falls. The national average of direct medical costs for each fall in 2000 was \$19,417. If only one fall per facility is prevented through ensuring that a facility is in compliance with state requirements, the financial and emotional benefits far outweigh the cost (684 facilities X \$19,417 per facility = \$13,281,228). The estimated financial costs do not account for the long-term medical costs or the physical and emotional consequences of falls, such as disability, functional limitations, decreased productivity, and diminished quality of life.

Implementation Schedule:

Task	Month/Year
Life Safety Code plan review rules adopted and effective	May 2009
Additional Life Safety Code inspectors and related clerical staff hired	July 2009
Life Safety Code reviews begin for initial licensure applicants	July 2009
Stakeholder discussions – health requirements and licensure rules	April 2009 – November 2009
Board of Health rulemaking process initiated	September 2009
Health and general licensure rules adopted and effective	February 2010
Additional health surveyors and related clerical/other staff hired	February 2010
Renewal surveys and complaint investigations initiated	March 2010

Statutory and Federal Authority:

25-3-101. (2008) Hospitals – health facilities – Licensed

(1) It is unlawful for any person, partnership, association, or corporation to open, conduct, or maintain any general hospital, hospital unit as defined in subsection (2) of this section, psychiatric hospital, community clinic, rehabilitation center, convalescent center, community mental health center, acute treatment unit, facility for persons with developmental disabilities, habilitation center for brain-damaged children, chiropractic center and hospital, maternity hospital, nursing care facility, pilot project rehabilitative nursing facility, hospice care, assisted living residence, except an assisted living residence shall be assessed a license fee as set forth in section [25-27-107](#), dialysis treatment clinic, ambulatory surgical center, birthing center, or other facility of a like nature, except those wholly owned and operated by any governmental unit or agency, without first having obtained a license therefore from the department of public health and environment.

25-3-102. License – application – issuance

(1) An application for a license described in section [25-3-101](#) shall be made to the department of public health and environment annually upon such form and in such manner as prescribed by the department; except that a community residential home shall

make application for a license pursuant to section [27-10.5-109](#), C.R.S. The department has authority to administer oaths, subpoena witnesses or documents, and take testimony in all matters relating to issuing, denying, limiting, suspending, or revoking such license. The department shall issue licenses to applicants furnishing satisfactory evidence of fitness to conduct and maintain a facility described in section [25-3-101](#) in accordance with the provisions of this part 1 and the rules and regulations adopted by such department. The license shall be signed by the president and attested by the secretary of the state board of health and have the seal thereof affixed thereto. Such license expires one year from the date of issuance.

Performance Measures:

This Decision Item will decrease the actual number of days it takes for the Department to issue licenses for health facilities, as well as decrease the time it takes to respond to complaints and ensure that an adequate investigation of those complaints is conducted.

Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Approp.	FY 09-10 Request
Percent of health survey citations at the "harm and immediate jeopardy" level in long-term care facilities.	Benchmark			7%	6.5%
	Actual	9.65%	7.55%		

Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Approp.	FY 09-10 Request
Percent of life/safety citations in the three categories: “widespread (W)” “pattern (p)” and “isolated (I)” in long-term care facilities.	Benchmark			(I) 60% (P) 30% (W)10%	(I) 65 (P) 25% (W) 10%
	Actual	(I) 69.35% (P) 23.29% (W) 7.36%	(I) 53.9% (P) 33.53% (W)12.47%		

Sch. 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Health Facilities License Fees
 Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]* Date: 9/29/08
 Priority Number: DI-3 OSPB Approval: *[Signature]* Date: 10-7-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	2,001,018	3,052,492	0	3,052,492	3,833,760	717,977	4,551,737	0	4,551,737	1,550,722
	FTE	5.6	16.4	0.0	16.4	27.5	7.4	34.9	0.0	34.9	18.7
	GF	163,111	153,977	0	153,977	160,987	88,195	249,182	0	249,182	194,648
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	588,587	1,675,439	0	1,675,439	2,449,697	629,782	3,079,479	0	3,079,479	1,356,074
	CFE/RF	536,392	598,235	0	598,235	598,235	0	598,235	0	598,235	0
	FF	712,928	624,841	0	624,841	624,841	0	624,841	0	624,841	0
(1) Administration and Support, (A)	Total	235,433	234,043	0	234,043	234,043	12,089	246,132	0	246,132	36,267
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Administration, Vehicle Lease Payments	GF	970	0	0	0	970	1,620	2,590	0	2,590	4,860
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	88,176	169,388	0	169,388	168,418	10,469	178,887	0	178,887	31,407
	CFE/RF	88,738	45,475	0	45,475	45,475	0	45,475	0	45,475	0
	FF	57,549	19,180	0	19,180	19,180	0	19,180	0	19,180	0
(11) Health Facilities and Emergency Medical Services, (A) Licensure, (1) Health Facilities General Licensure, Personal Services	Total	466,909	1,076,672	0	1,076,672	1,778,675	436,964	2,215,639	0	2,215,639	1,085,084
	FTE	5.6	16.4	0.0	16.4	27.5	7.4	34.9	0.0	34.9	18.7
	GF	155,354	150,245	0	150,245	156,285	65,476	221,761	0	221,761	165,346
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	311,555	926,427	0	926,427	1,622,390	371,488	1,993,878	0	1,993,878	919,738
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Health Facilities License Fees
 Department: Colorado Department of Public Health and Environment Dept. Approval by: Date:
 Priority Number: DI-3 OSPB Approval: Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
(11) Health Facilities and Emergency Medical Services, (A) Licensure,	Total	54,674	38,425	0	38,425	118,902	154,996	273,898	0	273,898	179,718
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
(1) Health Facilities General Licensure,	GF	6,787	3,732	0	3,732	3,732	21,099	24,831	0	24,831	24,442
	GFE	0	0	0	0	0	0	0	0	0	0
Operating Expenses	CF	47,887	34,693	0	34,693	115,170	133,897	249,067	0	249,067	155,276
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(11) Health Facilities and Emergency Medical Services, (D) Indirect Cost Assessment	Total	1,244,002	1,703,352	0	1,703,352	1,702,140	113,928	1,816,068	0	1,816,068	249,653
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	140,969	544,931	0	544,931	543,719	113,928	657,647	0	657,647	249,653
	CFE/RF	447,654	552,760	0	552,760	552,760	0	552,760	0	552,760	0
	FF	655,379	605,661	0	605,661	605,661	0	605,661	0	605,661	0

Non-Line Item Request: None
 Letternote Revised Text: a Of these amounts ~~\$720,062~~ \$1,349,844 shall be from the Health Facilities General Licensure Cash Fund created in Section 25-3-103.1 (1) C.R.S>, and \$71,090 shall be from various sources of cash funds.

Cash or Federal Fund Name and COFRS Fund Number: Fund 265, Health Facilities General Licensure Cash Fund

Reappropriated Funds Source, by Department and Line Item Name:

Approval by OIT? Yes: No: N/A:

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

Please Note: The Decision Item request does not match the FTE template exactly because the Department already has some spending authority in cash funds. Please see table 12 in appendix 1 for details

OSPB Common Policy for FTE Requests

FTE and Operating Costs

Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11
PERSONAL SERVICES	Title:	Health Professional IV			Health Professional VI			Inspector III		
Number of PERSONS / class title		0	3	8	0	2	2	0	4	4
Number of months working in FY 08-09, FY 09-10 and FY 10-11		0	11	12	0	4	12	0	6	10
Number months paid in FY 08-09, FY 09-10 and FY 10-11 ¹		0	10.5	11.5	0	4	12	0	6	9.5
Calculated FTE per classification		0.0	2.6	7.7	0.0	0.7	2.0	0.0	2.0	3.2
Annual base salary		\$57,540	\$57,576	\$57,576	\$69,936	\$69,936	\$69,936	\$52,260	\$52,260	\$52,260
Salary		\$0	\$151,043	\$441,416	\$0	\$46,624	\$139,872	\$0	\$104,520	\$165,490
PERA	10.15%	\$0	\$15,331	\$44,804	\$0	\$4,732	\$14,197	\$0	\$10,609	\$16,797
Medicare	1.45%	\$0	\$2,190	\$6,401	\$0	\$676	\$2,028	\$0	\$1,516	\$2,400
Subtotal Personal Services at Division Level		\$0	\$168,564	\$492,621	\$0	\$52,032	\$156,097	\$0	\$116,645	\$184,687
OPERATING EXPENSES										
Supplies @ \$500/\$500 ²	\$500	\$0	\$1,313	\$4,000	\$0	\$333	\$1,000	\$0	\$1,000	\$1,667
Computer @ \$900/\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laptop Computer for field work	\$2,640	\$0	\$7,920	\$13,200	\$0	\$5,280	\$0	\$0	\$10,560	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$990	\$1,650	\$0	\$660	\$0	\$0	\$1,320	\$0
Office Equipment @ \$3,998/\$0 (includes cubicle and chair)	\$3,998	\$0	\$11,994	\$19,990	\$0	\$7,996	\$0	\$0	\$15,992	\$0
Telephone Base @ \$450/\$450 ²	\$450	\$0	\$1,181	\$3,600	\$0	\$300	\$900	\$0	\$900	\$1,500
Other - Surveyor Reference Materials	\$200	\$0	\$600	\$1,600	\$0	\$400	\$400	\$0	\$800	\$800
Other - General Training	\$200	\$0	\$520	\$1,540	\$0	\$140	\$400	\$0	\$400	\$400
Staff - In State Hotel and Per Diem		\$0	\$19,800	\$58,100		\$15,300	\$25,900			
Other - Fleet Vehicles, including variable			\$13,651	\$32,320		\$10,549	\$14,408			
Subtotal Operating Expenses		\$0	\$57,969	\$136,000	\$0	\$40,958	\$43,008	\$0	\$30,972	\$4,367
GRAND TOTAL ALL COSTS		\$0	\$226,533	\$628,621	\$0	\$92,990	\$199,105	\$0	\$147,617	\$189,054

1 - Initial year full salary is 11 months to account for Pay Date Shift if General Fund employee.

2 - The \$450 for Telephone Base and \$500 for Supplies will carry over each year as an acceptable expense. Items are prorated for partial FTE.

3 - Other non-routine expenses such as Fleet, Leased space, or a laptop must be separately defended and calculated. Please provide documentation to justify these requested costs. Agencies must work with DPA or I

4 - Computer contract hours should be estimated at \$100 / hour and legal fees should be \$75.10 (blended attorney and paralegal services estimate charged by Dept. of Law). Exceptions will only be given if sufficient

Mileage Reimbursement (per 24-9-104)	
2-wheel drive (90% of IRS rate (set at \$0.505 in 2008))	\$0.45
4-wheel drive (95% of IRS rate (set at \$0.505 in 2008))	\$0.48
nautical mileage	\$0.40

Surveyor reference materials are updated each year, and thus the cost is recurring.

Laptop computers are necessary for on-site surveyor staff. Those employees will not have desktops.

Computers are purchased in FY 2009-10 for all staff hired in that year. New staff hired in FY 2010-11 will have computers purchased.

FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11
General Professional VI			Administrative Assistant III			Technician IV			General Professional IV			General Professional V		
0	1	1	0	2	5	0	1	1	0	1	2	0	1	1
0	1	2	0	9	10	0	4	12	0	8	10	0	4	10
0	1	2	0	8.5	9.9	0	4	12	0	8	9.5	0	4	10
0.0	0.1	0.2	0.0	1.4	4.1	0.0	0.3	1.0	0.0	0.7	1.6	0.0	0.3	0.8
\$72,492	\$72,492	\$72,492	\$34,764	\$34,764	\$34,764	\$42,408	\$42,408	\$42,408	\$56,796	\$56,796	\$56,796	\$65,772	\$65,772	\$65,772
\$0	\$6,041	\$12,082	\$0	\$49,249	\$143,402	\$0	\$14,136	\$42,408	\$0	\$37,864	\$89,927	\$0	\$21,924	\$54,810
\$0	\$613	\$1,226	\$0	\$4,999	\$14,555	\$0	\$1,435	\$4,304	\$0	\$3,843	\$9,128	\$0	\$2,225	\$5,563
\$0	\$88	\$175	\$0	\$714	\$2,079	\$0	\$205	\$615	\$0	\$549	\$1,304	\$0	\$318	\$795
\$0	\$6,742	\$13,483	\$0	\$54,962	\$160,036	\$0	\$15,776	\$47,327	\$0	\$42,256	\$100,359	\$0	\$24,467	\$61,168
\$0	\$42	\$83	\$0	\$708	\$2,083	\$0	\$167	\$500	\$0	\$333	\$833	\$0	\$167	\$417
\$0	\$0	\$0	\$0	\$1,800	\$2,700	\$0	\$900	\$0	\$0	\$900	\$900	\$0	\$900	\$0
\$0	\$2,640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$330	\$0	\$0	\$660	\$990	\$0	\$330	\$0	\$0	\$330	\$330	\$0	\$330	\$0
\$0	\$3,998	\$0	\$0	\$7,996	\$11,994	\$0	\$3,998	\$0	\$0	\$3,998	\$3,998	\$0	\$3,998	\$0
\$0	\$38	\$75	\$0	\$638	\$1,875	\$0	\$150	\$450	\$0	\$300	\$750	\$0	\$150	\$375
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$20	\$20	\$0	\$280	\$820	\$0	\$60	\$200	\$0	\$140	\$400	\$0	\$60	\$160
\$0	\$7,068	\$178	\$0	\$12,082	\$20,462	\$0	\$5,605	\$1,150	\$0	\$6,001	\$7,211	\$0	\$5,605	\$952
\$0	\$13,810	\$13,661	\$0	\$67,044	\$180,498	\$0	\$21,381	\$48,477	\$0	\$48,257	\$107,570	\$0	\$30,072	\$62,120

the Governor's Office of IT when requesting Fleet, MNT, GGCC, or other centralized items administered by this Department.

nt justification is provided. Mileage reimbursement rates are outlined below:

<i>GRAND TOTAL</i>		
FY 08-09	FY 09-10	FY 10-11
0.0	8.1	20.6
\$0	\$431,401	\$1,089,407
\$0	\$43,787	\$110,574
\$0	\$6,256	\$15,797
\$0	\$481,444	\$1,215,778
\$0	\$4,063	\$10,583
\$0	\$4,500	\$3,600
\$0	\$26,400	\$13,200
\$0	\$4,950	\$2,970
\$0	\$59,970	\$35,982
\$0	\$3,657	\$9,525
\$0	\$1,800	\$2,800
\$0	\$1,620	\$3,940
\$0	\$35,100	\$84,000
\$0	\$24,200	\$46,728
\$0	\$166,260	\$213,328
\$0	\$647,704	\$1,429,106

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 <input checked="" type="checkbox"/>	Base Reduction Item FY 2009-10 <input type="checkbox"/>	Supplemental FY 2008-09 <input type="checkbox"/>	Budget Amendment FY 2009-10 <input type="checkbox"/>
Request Title: NP-02 Fleet Vehicle Leases corresponding to Department of Public Health and Environment DI-3			
Department: Personnel and Administration		Dept. Approval by: <i>[Signature]</i>	
Priority Number: N/A		OSPB Approval: <i>[Signature]</i>	
		Date: November 1, 2008	Date: 10-9-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decisional Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	13,170,783	12,558,203	0	12,558,203	12,558,203	12,089	12,570,292	0	12,570,292	36,267
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,948,015	0	0	0	0	0	0	0	0	0
	CFE/RF	11,222,768	12,558,203	0	12,558,203	12,558,203	12,089	12,570,292	0	12,570,292	36,267
	FF	0	0	0	0	0	0	0	0	0	0
(4) Central Services, (C)	Total	13,170,783	12,558,203	0	12,558,203	12,558,203	12,089	12,570,292	0	12,570,292	36,267
Fleet Management	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Program and Motor	GF	0	0	0	0	0	0	0	0	0	0
Pool Services, Vehicle	GFE	0	0	0	0	0	0	0	0	0	0
Replacement Lease,	CF	1,948,015	0	0	0	0	0	0	0	0	0
Purchase or	CFE/RF	11,222,768	12,558,203	0	12,558,203	12,558,203	12,089	12,570,292	0	12,570,292	36,267
Lease/Purchase	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None.

Letternote Revised Text: None.

Cash or Federal Fund Name and COFRS Fund Number: State Fleet Motor Vehicle Fund (COFRS 607)

Reappropriated Funds Source, by Department and Line Item Name: Fees from the Department of Public Health and Environment, (1) Admin. And Support, (A) Vehicle Lease

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: Not applicable.

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-4
Change Request Title:	Newborn Screening and Genetics Counseling

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment Newborn Screening and Genetics Counseling Program requests increased cash spending authority of \$635,484 and \$725,810 in FY 2009-2010 and FY 2010-2011 respectively in order to keep pace with the increased costs of providing crucial testing and medical follow-up for Colorado-born infants. Of this amount, \$368,331 will be appropriated to the Prevention Services Division (for both years) and \$267,153 will be appropriated to the Laboratory Services Division for FY 2009-10 and \$357,479 in FY 2010-11.

The Department will increase the Colorado newborn screening fee \$10 in FY 2009-10 to support this request. Of the \$10 increase, \$4.35 will support the Laboratory Services Division Newborn Screening program, and \$5.65 will support Prevention Services Division's Genetics Counseling program.

Background and Appropriation History:

CDPHE is responsible for the implementation of the Newborn Screening and Genetic Counseling and Education Act pursuant to CRS 25-4-1001-1006. This Act requires that

all newborns be screened for certain conditions and that medical follow-up services be provided including genetic counseling and education. Fees that are paid at the time of birth by the hospitals, which later bill insurance or Medicaid for the cost, wholly fund the Newborn Screening Program.

The Laboratory Services Division Chemistry and Microbiology line in the Long Bill includes many service areas, however the Newborn Screening Program encompasses the largest portion of the Cash Funds spending authority. The Genetics Counseling portion of the Newborn Screening Program is funded from Prevention Services Division's Genetics Counseling Long Bill Line (both Operating Expenses and Personal Services).

In FY 2006-07, the Prevention Services Division's Genetics Counseling Operating Expense Long Bill Line spent less than its spending authority by \$43,537. In FY2007-08, the Division reverted approximately \$68,000 in spending authority. In both of these cases, the revenue generated by the newborn screening fee was insufficient to fund the program's spending authority.

Between FY 2007-08 and FY 2008-09, the newborn screening fee increased \$5, from \$65 to \$70 per birth. Of this \$5 increase, \$3.75 was used to support Laboratory Services, and \$1.25 was used to support Prevention Services' Genetics Counseling.

General Description of Request:

The Newborn Screening fee, which is set by the department, is intended to pay for initial screening for all infants as well as diagnostic review and follow-up services for all those with an abnormal result. Timely follow-up for an abnormal initial screening test is crucial, as a delay in the identification and treatment of these conditions can result in irreversible developmental problems, severe illness and even death. This Decision Item requests an increase in spending authority for inflationary increases for diagnostic, genetic counseling and other medical follow-up services described below.

Laboratory Operating Base Increase:

Increasing base operating spending authority by \$140,842 in FY2009-10 will allow the Division to maintain current service levels ensuring Colorado newborns are receiving the most accurate and timely screening possible to minimize the devastating effects of several key congenital disorders.

The Division purchases the laboratory supplies for newborn screening from the largest supplier of these materials. The supplier submitted its FY 2008-09 price quotation in June 2008 with a 4.5% increase over FY 2007-08 prices, the same percentage increase as in the previous four years. This is a typical increase as vendors pass the increased costs for shipping onto their customers. The Division anticipates the trend to continue for at least the next several years.

Courier Services:

The Division implemented a courier network in FY 2006-2007 to transport microbiology specimens as part of the Public Health Preparedness grant. This program has been highly successful and well received by Laboratory customers and other State programs that rely on test data for surveillance and outbreak investigations. The primary benefit of the courier service is the decreased turn-around time for result reporting, though customers have also benefited through postage and shipping savings. As stated above, a rapid result turn-around is critical for those infants who have conditions for which early detection and treatment are key to preventing adverse health outcomes. The success of the program depends on a highly reliable collection system. Using this network for newborn screening represents a critical improvement for the program.

Adding newborn screening to the courier network will increase the number of specimens by approximately 5,800 each month, more than doubling the monthly volume and number of specimen pickups. The division is requesting an increase of \$81,600 per year to pay for the additional contract costs associated with this change in service level.

Genetic Counseling:

Utilizing the diagnosis and medical follow-up portion of the newborn fee, the Children with Special Health Care Needs Unit of the Prevention Services Division contracts with specialists at The Children's Hospital, University of Colorado Denver Health Sciences Center and University of Colorado Hospital to provide a variety of services that include diagnostic testing, genetic counseling, tracking and follow-up of laboratory results, medical management and care coordination with the primary care provider, and intervention therapies. The hospital contracts for services cover the staffing and operating costs of those medical providers that provide the follow-up care mandated by the Newborn Screening, Counseling and Education Act. The Department contracts with the providers for amounts that are based on the percentage of their employees' time dedicated to the Newborn Screening Program.

Increases in spending authority and fees for the Colorado Newborn Screening Programs have not kept pace with actual costs experienced by the clinics performing genetics counseling and other follow-up care. HealthINFLATION News, published by Price Index Communications, LLC reports 23.2% inflation—or an average of 5.8% per year—in the Consumer Price Index for Health Care for 2002-2006. The Genetics Counseling provider contracts have experienced this type of inflation in the cost of the services they provide without any increase in the overall contract amount. Because of the lack of inflationary growth in the contracts, the hospital contractors for the program have funding needs that are greater than the current spending authority. The needs of the contractors began to exceed the spending authority of the program in FY 2007-08, and this problem is projected to become much worse, as illustrated in the chart below. If the requested increase is not granted, the projected needs to operate the program will exceed spending authority by \$570,774 in FY 2010-11. This Decision Item requests \$352,404 for contract operating expenses spending authority increases based on the CPI for Health Care of 5.8% per year, rather than the needs projected by the contractors. Therefore, the Decision Item requests spending authority that is lower than the projected need. The fee increase that would be necessary to totally close this funding gap would be significant; therefore this request is only for a portion of the amount necessary to match the rising costs.

Purchased Medical Services*

	FY2007-08	FY2008-09	FY2009-10	FY2010-11
Projected Need	1,247,662.00	1,455,244.83	1,689,696.49	1,810,443.29
Spending Authority	1,239,669.00	1,239,669.00	1,239,669.00	1,239,669.00
Variance	(7,993.00)	(215,575.83)	(450,027.49)	(570,774.29)

* Includes Inherited Metabolic Diseases, Sickle Cell, Pediatric Endocrinology, Cytogenetics Laboratory, Confirmatory Hemoglobinopathies and Sweat Tests, and Tandem Mass Spectrometry confirmatory testing.

Spending Authority with Medical Inflation Applied

Fiscal Year	PSD Genetics Counseling Spending Authority for Contracts (Operations)	Non-Inflationary Increases (I.e. Decision Items)	Medical Inflation Increase	% Medical Inflation Increase Granted	Medical Care inflation (Assumes an average of 5.8% per year)	What Spending Authority Would Have Been with Medical Inflationary Increase Over Previous Year	Difference
FY 2001-02	\$894,570	\$0	\$44,617	5.0%	5.8%	\$946,545	\$7,358
FY 2002-03	\$939,187	\$0	\$0	\$0	5.8%	\$993,754	\$54,567
FY 2003-04	\$939,187	\$0	\$0	\$0	5.8%	\$993,680	\$54,493
FY 2004-05	\$939,187	\$82,250	\$0	\$0	5.8%	\$1,075,910	\$54,473
FY 2005-06	\$1,021,437	\$197,882	\$0	\$0	5.8%	\$1,278,562	\$59,243
FY 2006-07	\$1,219,319	\$0	\$20,350	\$0	5.8%	\$1,290,040	\$50,371
FY 2007-08	\$1,239,669	\$0	\$0	0%	5.8%	\$1,311,570	\$71,901
FY 2008-09	\$1,239,669	\$0	\$0	TBD	TBD	\$0	\$0
FY 2009-10 Request	\$1,239,669	\$0	\$0	TBD	TBD	\$0	\$0
Sum of "Difference" which shows how much additional spending authority would have been applied if Medical Inflation had been granted each year.							\$352,404

The Prevention Services Division is also requesting an additional \$15,927 in the Personal Services line to support the 1.0 FTE Newborn Screening Follow-Up Coordinator currently allocated in the Long Bill. The demands of the associated FTE require the skills of a General Professional III, yet the current funding level only supports an administrative assistant level classification.

Consequences if Not Funded:

Costs to Colorado's health care delivery system will rise if babies do not receive early treatment for the types of disorders which are identified by this program. If early screening and intervention are reduced or eliminated and these infants are left untreated, costly medical care over the course of their lifetime will be required. In some cases, death may occur. A common outcome if these disorders are untreated is severe and permanent generalized developmental problems. Associated health problems requiring medical treatment, such as seizure disorders may also result from these conditions. Children with developmental problems require special attention within the education and social service systems.

Newborn screening, medical follow-up, and genetic counseling are all statutorily mandated activities. The primary function of the State genetics counseling follow-up program is to facilitate timely diagnostic testing and medical management. The lack of these services would represent a significant threat to the public health of the state.

Laboratory Operating Base Increase:

Operating costs in FY2009-2010 are estimated at \$154,751 per month. Without an increase in the operating spending authority, the Division will be required to curtail testing for other cash funded programs (such as drinking water tests and infectious disease surveillance and investigation) to allow the spending authority to be used for the Newborn Screening program.

Courier Services:

Testing newborns within days of their birth is critical to the goal of preventing or minimizing the impacts of congenital disorders. To optimize effectiveness and ensure the best outcome for affected children, it is critical that samples be analyzed and results

reported quickly. Delays in the delivery of the specimens to the Laboratory via the postal service can negatively impact the identification and subsequent treatment of affected children.

Genetic Counseling Increase:

Without the additional spending authority requested in this Decision Item, medical contractors who provide genetics counseling would need to restructure the services provided to families. Currently, all presumptive positives (defined as high score on certain tests; two positive screens on others) receive follow-up. Additionally, borderline cases also receive initial follow-up by the program's Newborn Screening Follow-Up Coordinator or the clinics that handle the identified disorder. Without any inflationary increase in FY 2009-10, the program would continue to do this follow-up for all of the presumptive positive cases. However, the providers and clinics will likely have to impose a prioritization plan for admitting infants with borderline cases to the clinics for care. Medical follow-up and diagnostic testing would continue. However, clinic visits would be reduced, and much of the genetics counseling would occur through interactive websites and pamphlets, rather than face-to-face consultations.

It is also likely that the Genetic Regional Clinics, which provide services at more remote locations, would be discontinued. This would mean the 307 children who are currently receiving care through these clinics would not be able to access care in their communities. Additionally, certain clinics only would be able to see as many children as were seen in 2006, which would mean clinics would not be able to see all children in need.

Although not included in the estimate of cases eliminated, a phone call service to parents whose infants have the sickle cell trait also would be discontinued. This would impact as many as 400 families throughout the State of Colorado. If providers limit the level of services to what they can afford with their current contract amounts, it will ultimately result in reducing the level of care to newborns with life-threatening disorders. In addition to the unnecessary suffering for these children and their families, failure to

adequately fund these programs will place added burden on healthcare, educational and human services systems.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$635,484	\$0	\$635,484	\$0	\$0	0.0
<i>Operating Expense</i> Chemistry and Microbiology Laboratory Services Division	\$222,442	\$0	\$222,442	\$0	\$0	0.0
<i>Indirect Cost Assessment</i> Directors Office Laboratory Services Division	\$44,711	\$0	\$44,711	\$0	\$0	0.0
<i>Operating Expenses</i> Children With Special Needs, Genetics Counseling Prevention Services Division	\$352,404	\$0	\$352,404	\$0	\$0	0.0
<i>Personal Services</i> Children With Special Needs, Genetics Counseling Prevention Services Division	\$15,927	\$0	\$15,927	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$725,810	\$0	\$725,810	\$0	\$0	0.0
<i>Operating Expense</i> Chemistry and Microbiology Laboratory Services Division	\$297,651	\$0	\$297,651	\$0	\$0	0.0
<i>Indirect Cost Assessment</i> Directors Office Laboratory Services Division	\$59,828	\$0	\$59,828	\$0	\$0	0.0
<i>Operating Expenses</i> Children With Special Needs, Genetics Counseling Prevention Services Division	\$352,404	\$0	\$352,404	\$0	\$0	0.0
<i>Personal Services</i> Children With Special Needs, Genetics Counseling Prevention Services Division	\$15,927	\$0	\$15,927	\$0	\$0	0.0

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2007-08 Expenditures	FY 2007-08 End of Year Cash Balance	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
Newborn Screening Fund	121	\$5,328,265	\$5,000	\$55,000	\$83,778	\$75,204

Note: Spending Authority has outpaced revenue in FY2006-07 and FY2007-08. A proposed CDPHE promulgated fee increase in FY2009-10 will generate a cash balance in FY2009-10.

Assumptions for Calculations:

	FY2009-10 request	FY2010-11 request
Laboratory Base Operating Increase	\$140,842	\$216,051
Increase to Courier Contract	\$81,600	\$81,600
CDPHE Indirect @ 20.1%	\$47,711	\$59,828
Sub-Total: Laboratory Request	\$267,153	\$357,479
Hospital Contract Increase:	\$352,404	\$352,404
Personal Services:	\$15,927	\$15,927
Sub-Total: PSD Request	\$368,331	\$368,331
Total Increases	\$635,484	\$725,810

Laboratory Operating Base Increase:

Newborn screening's largest supplier of medical supplies submitted its FY 2008-09 price quotation in June 2008 at a 4.5% increase over FY 2007-08 prices, the same percentage increase as the previous four years. This increase is typical as vendors cite fuel and shipping charges as the major reasons they must pass their increased costs onto customers. Based on the current inflation level amongst medical supply vendors, the Newborn Screening Program will expend an additional \$68,871 for medical supplies in FY 2008-09, an additional \$71,971 in FY 2009-2010 (for a combined FY2009-10 request of \$140,842), and yet another \$75,209 in FY 2010-2011 (for a combined FY 2010-11 request of \$216,051).

Courier Service:

The existing courier network currently has significantly fewer stops per week at designated locations than would be anticipated if this request were approved. Adding newborn screening to the courier network will increase the number of specimens by approximately 5,800 each month which more than doubles the monthly volume of pickups. Given this significant increase, the contract cost is estimated to increase by \$81,600 per year.

Although the network has not yet been developed, it is estimated that hospitals submitting more than 10 but fewer than 25 specimens per month will have two pickups weekly, hospitals submitting between 25 and 100 specimens per month will have three pickups weekly, and hospitals submitting more than 100 specimens per month will have daily pickups.

There are seven locations that meet the first criteria of twice weekly pickups for a total of 728 additional pickups per year ($7 \times 2 = 14 \times 52$). Of these hospitals, one is currently on the schedule for once weekly pickup. Therefore, the total number of annual pickups is 676 for these locations ($728 - 52$).

There are 15 locations that meet the second criteria for three pickups per week for a total of 2,340 additional pickups per year ($15 \times 3 = 45 \times 52$). Of these hospitals, one is currently on the schedule for a daily pickup. Therefore, the total number of annual pickups is 2,184 for these locations ($2,340 - 156$).

There are 22 locations that meet the criteria for daily pickups per week for a total of 5,720 additional pickups per year ($22 \times 5 = 110 \times 52$). Of these hospitals, one is currently on the schedule for a daily pickup and one is on the schedule for pickups three days a week. Therefore, the total number of annual pickups is 5,304 for these locations ($5,720 - 416$).

Therefore, the number of additional annual courier pickups will be 8,164 ($676 + 2,184 + 5,304$). Given the number of stops in Denver and along the Front Range, the contract has been estimated to be \$81,640, or \$10.00 per pick up, in FY 2009-10.

Genetics Counseling Increase:

Price Index Communications, LLC reports an average of 5.8% per year in the Consumer Price Index for Health Care between 2002-2006. The Genetics Counseling provider contracts have experienced this type of inflation, and the Department has used this assumption in its calculations of the requested spending authority in the Operating line.

This Decision Item requests contract operating expenses spending authority increases based on the CPI for Health Care of 5.8% per year, rather than the projected needs of the contractors.

Purchased Medical Services*

	FY2007-08	FY2008-09	FY2009-10	FY2010-11
Projected Need	1,247,662.00	1,455,244.83	1,689,696.49	1,810,443.29
Spending Authority	1,239,669.00	1,239,669.00	1,239,669.00	1,239,669.00
Variance	(7,993.00)	(215,575.83)	(450,027.49)	(570,774.29)

* Includes Inherited Metabolic Diseases, Sickle Cell, Pediatric Endocrinology, Cytogenetics Laboratory, Confirmatory Hemoglobinopathies and Sweat Tests, and Tandem Mass Spectrometry confirmatory testing.

Newborn Screening Fee Increase:

The FY 2008-09 fee for Colorado newborns is \$70 and includes a first screen, second screen, confirmatory testing (if necessary), and genetic counseling services. All Colorado newborns must be tested at the State Laboratory so it is assumed that a specimen will be submitted for each baby born in Colorado. Birth rates have remained consistent at just under 70,000 for the last several years. For purposes of this projection, births are assumed to continue this trend and are estimated at 69,600 per year.

The Department will fund the increased spending authority in this request by raising the newborn screening fee from the \$70 amount assessed in FY 2008-09 by \$10.00. The proposed fee amount is consistent with, if not lower than; fees assessed by other State laboratories for comparable testing and follow up genetic counseling services. South Dakota currently utilizes a private vendor for newborn screening, and the 2006 fee for this testing service alone was \$99.16 per child. There is currently no mechanism in place to refer children for testing at a private laboratory nor to ensure proper genetic follow up and counseling services occur. The burden of finding and obtaining these services would fall to the parents and physicians.

	FY2008-09	FY2009-10	Increase
Newborn Screening Fee	\$70.00	\$80.00	\$10.00
Laboratory Portion	\$50.65	\$55.00	\$4.35
Genetic Counseling Portion	\$19.35	\$25.00	\$5.65
Estimated Revenues	\$5,535,875	\$6,247,475	\$711,600
Laboratory Portion	\$4,189,115	\$4,507,475	\$318,360
Genetic Counseling Portion	\$1,346,760	\$1,740,000	\$393,240

Allocation of Fee by Cost Increase	
	Portion of Fee Increase
Laboratory Portion	
Supply Costs	\$2.29
Courier Network	\$1.33
CDPHE Indirect	\$0.73
Genetic Counseling Portion	
Hospital Contract Increase	\$5.41
Personal Services	\$.24
Total	\$10.00

Impact on Other Government Agencies: Because a higher fee will be assessed for the Newborn Screening Program, there may be a slight increase in Medicaid reimbursement for those fees. However, no change in the Health Care Policy and Financing Long Bill will be required based on this fee increase because the increase would have been accounted for in general medical inflation.

The screening reimbursement rate for Medicaid clients is paid as part of the hospital delivery payment. The delivery payment is determined by a combination of the

Diagnosis Related Group (DRG) weights and a hospital specific Medicare rate. The proposed increase is not expected to have a measurable effect on the Medicare rate set by the federal Centers for Medicare and Medicaid Services (CMS). The Medicare rates are set by CMS based on a national standardized amount that is adjusted by regional geographical factors. Therefore, any change to hospital specific Medicare rates is expected to be negligible due to the increase in the screening rate. The DRG weights are not expected to be recalculated in the near future. In the event that the weights are recalculated, any increase in the weights associated with deliveries would necessarily be offset by reductions in the weights in other DRG groups. For this reason, the Department of Health Care Policy and Financing does not expect the increase in the screening rates to drive any measurable changes in Medicaid expenditures. However, if the result of the screening rate increase is a significant increase in costs to hospitals, the Department may implement measures to compensate for these additional costs, in whole or in part, through the normal state budgetary process.

Cost Benefit Analysis:

It is estimated that at least 100 children will be identified *each month* for follow up testing and that 10%, or 10 children, will be diagnosed with a disorder through newborn screening. Four of those 10 will be diagnosed with a severe disorder and six are borderline cases. If just one of those six borderline cases were to be a mis-diagnosis, and based on the new prioritization process, were directed to an interactive website rather than receive a genetics counseling appointment, the associated medical costs would far out reach the costs of this Decision Item.

In 2004, (FY 2005-06 Decision Item #1 Laboratory Services/Newborn Screening Prevention Services Division/MCH Medical Consultation and Genetic Services, page 15) an analysis was completed regarding the cost benefit impact of follow-up services. Based on this analysis, failing to detect a severe disorder will cost, on average \$246,850 per child per year (adjusted to FY 2009-10 costs at 4.5%, compounded annually).

Overall medical treatment for these 12 children annually is approximately \$2.9M. If the standard Medicaid usage factor of 30% were applied (assumes that 30% of Colorado children rely on Medicaid for health care services), the direct cost to the State would be

\$888,660. The cost to the State for medical treatment for these infants exceeds the \$641,224 requested spending authority increase by \$247,436.

Cost of Medical Treatment for Undiagnosed Disorder (per Year, per Child)	Average Number of Severe Disorders Diagnosed per Year	Overall Cost due to Undiagnosed Condition (# cases x cost)	Annual Cost to the State (cost x Medicaid usage factor)
\$246,850	12	\$2,962,200	\$888,660

Without the cash funded increase to spending authority for newborn screening and follow-up requested in this Decision Item children could be at risk for severe impairments, developmental delay or death. The emotional distress of the family, impact on the medical, educational and social service systems and cost of treatment associated with failing to diagnose a treatable disorder far outweigh the cost of medical inflationary increases.

Implementation Schedule:

Task	Month/Year
Contracts with 3 providers with the new Budget written	April 2009
Work with CDPHE Executive Director to implement Newborn Screening fee increase for FY2009-10	April 2009
Modify Courier Contract to Include Newborn Screening Sites	May 2009
Contracts Signed	June 2009
Start Date of New Contracts and Expanded Courier Network	July 2009

Statutory and Federal Authority:

Newborn Screening and Genetic Counseling and Education Act, CRS 25-4-1001 through 1006.

25-4-1003 (1) (a) C.R.S. (2008) *The executive director of the department of public health and environment shall have the authority to: (a) Establish and administer state programs for newborn screening and genetic counseling and education.*

25-4-1004 (2), C.R.S. (2008) *The executive director of the department of public health and environment shall assess a fee which is sufficient to cover the costs of such testing and to accomplish the other purposes of this part 10. Hospitals shall assess a reasonable fee to be charged the parent or parents of the infant to cover the costs of handling the specimens, the reimbursement of laboratory costs, and the costs of providing other services necessary to implement the purposes of this part 10*

24-1-1004.5 (1) (a) C.R.S. (2008) *The general assembly finds that (a) Newborn screening authorized by section 25-4-1004 is provided for every newborn in the state; (b) Newborn testing is designed to identify metabolic disorders that cause mental retardation and other health problems unless they are diagnosed and treated early in life; (c) In order to ensure that children with metabolic disorders are able to lead as normal a life as possible and to minimize long-term health care costs for such children, it is necessary to provide centralized follow-up testing and treatment services;*

Performance Measures:

This Decision Item will impact the following performance measure, identified in the Department’s strategic plan. If the request is not approved, certain tests will need to be delayed (i.e. water tests) to allow the spending authority to be used for Newborn Screening.

Performance Measure	Outcome	FY 2006-2007 Actual		FY 2007-2008 Anticipated		FY 2008-2009 Anticipated	
		Measure	Change	Measure	Change	Measure	Change
Percent of test completed and results reported within the established turn around times for 90% of samples received.	Benchmark	New Measure	NA	New Measure			
	Actual	New Measure	NA	New Measure			

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Newborn Screening and Genetics Counseling
 Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]* Date: 9/29/08
 Priority Number: DI-4 OSPB Approval: *[Signature]* Date: 10-2-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	5,060,827	5,291,291	0	5,291,291	5,297,031	635,484	5,932,515	0	5,932,515	725,810
	FTE	1.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0
	GF	12,712	12,712	0	12,712	12,712	0	12,712	0	12,712	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	4,067,044	4,675,390	0	4,675,390	4,681,130	635,484	5,316,614	0	5,316,614	725,810
	CFE/RF	186,225	173,272	0	173,272	173,272	0	173,272	0	173,272	0
	FF	794,846	429,917	0	429,917	429,917	0	429,917	0	429,917	0
(3) Laboratory Services Division, (A) Director's Office, Indirect Cost Assessment	Total	1,220,316	1,293,476	0	1,293,476	1,293,476	44,711	1,338,187	0	1,338,187	59,828
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	766,376	1,042,312	0	1,042,312	1,042,312	44,711	1,087,023	0	1,087,023	59,828
	CFE/RF	0	33,153	0	33,153	33,153	0	33,153	0	33,153	0
	FF	453,940	218,011	0	218,011	218,011	0	218,011	0	218,011	0
(3) Laboratory Services Division, (B) Laboratory Services - Chemistry and Microbiology, Operating Expenses	Total	2,617,014	2,699,244	0	2,699,244	2,699,244	222,442	2,921,686	0	2,921,686	297,651
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	12,712	12,712	0	12,712	12,712	0	12,712	0	12,712	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	2,077,171	2,334,507	0	2,334,507	2,334,507	222,442	2,556,949	0	2,556,949	297,651
	CFE/RF	186,225	140,119	0	140,119	140,119	0	140,119	0	140,119	0
	FF	340,906	211,906	0	211,906	211,906	0	211,906	0	211,906	0
(10) Prevention Services Division, (E) Family and Community Health, (3) Children With Special Needs, (b) Genetics Counseling, Personal Services	Total	53,555	58,902	0	58,902	64,642	15,927	80,569	0	80,569	15,927
	FTE	1.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	53,555	58,902	0	58,902	64,642	15,927	80,569	0	80,569	15,927
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Newborn Screening and Genetics Counseling
Department: Colorado Department of Public Health and Environment **Dept. Approval by:**
Priority Number: DI-4 **OSPb Approval:** **Date:**
Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
(10) Prevention Services Division, (E) Family and Community Health, (3) Children With Special Needs, (b) Genetics Counseling, Operating Expenses	Total	1,169,942	1,239,669	0	1,239,669	1,239,669	352,404	1,592,073	0	1,592,073	352,404
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,169,942	1,239,669	0	1,239,669	1,239,669	352,404	1,592,073	0	1,592,073	352,404
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
Letternote Revised Text: LSD Indirect - a Of these amounts, \$200,000- \$244,711 shall be from the Newborn Screening and Genetic Counseling Cash Funds created in Section 25-4-1006 (1), C.R.S., \$50,529 shall be from the Law Enforcement Assistance Fund created in Section 43-4-401, C.R.S., and \$1,381,781 shall be from various sources of cash funds. LSD - Laboratory Services - Chemistry and Microbiology - a Of these amounts, \$1,666,842 \$1,889,254 shall be from the Newborn Screening and Genetic Counseling Cash Funds created in Section 25-4-1006 (1), C.R.S., \$36,361 shall be from the Law Enforcement Assistance Fund created in Section 43-4-401, C.R.S., and \$2,909,004 shall be from various sources of cash funds.
 a These amounts shall be from the Newborn Screening and Genetic Counseling Cash Funds created in Section 25-4-1006 (1), C.R.S.

Cash or Federal Fund Name and COFRS Fund Number: Fund 121, Newborn Screening Fund
Reappropriated Funds Source, by Department and Line Item Name:
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-5
Change Request Title:	Operation and Maintenance of the Argo Tunnel Water Treatment Plant

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment, Hazardous Materials and Waste Management Division (HMWMD) requests \$994,200 cash fund spending authority to operate the Argo Tunnel water treatment plant in Clear Creek County. Current federal FTE and spending authority will be reduced by a corresponding amount, resulting in a net \$0 change to the overall appropriation. The Department is transferring 0.5 FTE from federal funds to cash funds.

Background and Appropriation History:

As part of the remedy for the Central City/Clear Creek Superfund site, a water treatment plant was constructed to remove heavy metals being discharged from the Argo Tunnel in Idaho Springs. The tunnel discharges to Clear Creek which is the drinking water supply for more than 300,000 Front Range residents. Under the Superfund statute, during the first 10 years of a project, the federal government and the state have shared responsibility for ground water restoration activities on a 90/10 basis (the state is responsible for 10 percent of the costs). After ten years, the state is required to assume full responsibility for all operation and maintenance (O&M) activities.

The Argo treatment plant has been in operation for nine years under this 90/10 cost split. In FY 2009-10, the state must assume 100 percent of the operating and maintenance costs effective October 1, 2009. This Decision Item reflects the increase in state expenditures and the corresponding decrease in federal FTE and spending authority required by the EPA agreement and statutes.

General Description of Request:

The Hazardous Materials and Waste Management Division requests the conversion of 0.5 FTE and \$994,200 in cash spending authority for 100 percent of the costs to operate and maintain the Argo Tunnel water treatment plant. The amount requested in this Decision Item reflects spending for nine months—from October 2009 through June 2010 with subsequent full year funding for FY 2010-11 estimated at \$1,453,800 as reflected in the table below.

The Federal Superfund statute, specifically CERCLA§ 104(c), requires states to pay for or assure payment of all future O&M costs. The state also provides its assurance in accordance with CERCLA section 104(c)(3)(A) to assume responsibility for operation and maintenance of implemented remedial actions for the expected life of such actions.

The HMWMD will not operate the plant directly, but will continue to contract with the firm currently operating the plant. The current cost of the operator's contract and plant utilities is \$1,025,000. Plant operating costs are expected to increase by 10 percent per year to cover annual increases and provide funding for necessary minor repairs.

This request will be funded through the Hazardous Substance Response Fund, which was created in part to provide the resources needed to fund the operating and maintenance costs for Superfund site remediation. The fund primarily receives its revenue from landfill "tipping fees" and interest earned on the fund balance.

Consequences if Not Funded:

If the request is not funded, the state will be in violation of state statute and the funding agreement with EPA and there will be no funding to continue to operate the plant. Without the plant, the water quality of Clear Creek would be significantly affected and the state could face litigation or other punitive actions.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE*
Total Request	\$0	\$0	\$994,200	\$0	(\$994,200)	0.0
Contaminated Sites Operation and Maintenance Costs for Plant Operation	\$0	\$0	\$931,000	\$0	(\$931,000)	0.0
Contaminated Sites - Personal Services Costs	\$0	\$0	\$37,000	\$0	(\$37,000)	0.0
Contaminated Sites - Operating Costs	\$0	\$0	\$4,000	\$0	(\$4,000)	0.0
Administration – Indirect Costs	\$0	\$0	\$22,200	\$0	(\$22,200)	0.0

The costs in this table are for 75% of the state fiscal year (October – June)

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE*
Total Request	\$0	\$0	\$1,453,800	\$0	(\$1,453,800)	0.0
Contaminated Sites - Operation and Maintenance Costs for Plant Operation	\$0	\$0	\$1,365,000	\$0	(\$1,365,000)	0.0
Contaminated Sites - Personal Services Costs	\$0	\$0	\$51,500	\$0	(\$51,500)	0.0
Contaminated Sites - Operating Costs	\$0	\$0	\$5,300	\$0	(\$5,300)	0.0
Administration – Indirect Costs	\$0	\$0	\$32,000	\$0	(\$32,000)	0.0

The costs in this table are for a full fiscal year

- Reduction of 0.5 FTE from the federal appropriation and an increase of 0.5 FTE in the cash appropriation.

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	Estimated FY 2007-08 Expenditures	Cash Balance as of 05/31/08	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
Hazardous Substance Response Fund	116	<u>\$4.03 million</u>	<u>\$39.21 million</u>	<u>\$35.06 million</u>	<u>\$33.29 million</u>	<u>\$33.72 million</u>

Assumptions for Calculations:

Department staff personal services costs for oversight and monitoring of the contract are approximately \$50,000 for a full year and approximately \$37,000 for the partial year cost in FY 2009-10. While no additional FTE are being requested, the FTE must be converted from a federal appropriation to a cash appropriation. Personal services and operating costs for oversight and monitoring are estimated to increase by five percent per year.

FY2008-09 staff FTE distributions, salary and contract and utility costs for operating the plant were used as the baseline for the cost projections. Request for FY 2009-10 represents a partial year spending requirement and FY 2010-11 is for a full year. Indirect costs are based on the Department's current rates, which are subject to change.

Plant operating costs are expected to increase by 10 percent per year to cover annual increases and provide funding for necessary minor repairs. Personal services and operating costs for oversight and monitoring are estimated to increase by five percent per year.

Indirect cost assessments are based on 20% of direct expenses for onsite costs (personal services and operating) and 1.5% for contract expenses.

Calculations for cash spending authority		
Line	Calculations for cash spending authority	FY 2009-10 Request
1	Plant Operation Contract FY 2007-08 (Baseline) Actual contract costs	\$1,025,000
2	Plant Operation Inflation FY 2008-09 at 10% increase (Calculation)	\$1,127,500
3	Plant Operation Inflation FY 2009-10 at 10% increase (Calculation)	\$1,240,250
4	State responsibility for 9 months FY 2009-10 (Line 3 X 75%)	\$930,188
5	FY 2009-10 Contaminated Sites Operating and Maintenance costs (Line 4 rounded up)	\$931,000
6	Plant Operation Inflation FY 2010-11 at 10% increase (from Line 3)	\$1,364,275
7	FY 2010-11 Contaminated Sites Operating and maintenance costs (line 6 rounded up)	\$1,365,000
8	Personal Services costs FY 2008-09 Estimated	\$46,700
9	Personal Services costs FY 2009-10 at 5% increase (Calculation)	\$49,035
10	State responsibility for 9 months (FY 2009-10 (line 9 X 75%))	\$36,776
11	Personal Services costs FY 2009-10 (line 10 Rounded)	\$37,000
12	Personal Services costs FY 2010-11 at 5% increase (over line 9)	\$51,487
13	Personal Services costs FY 2010-11 (line 12 Rounded)	\$51,500
14	Operating costs FY 2008-09 Estimated	\$5,000
15	Operating costs FY 2009-10 at no increase	\$5,000
16	State responsibility for 9 months (FY 2009-10 (line 9 X 75%))	\$3,750
17	Operating costs FY 2009-10 (line 10 Rounded)	\$4,000
18	Operating costs FY 2010-11 at 5% increase (over line 9)	\$5,250
19	Operating costs FY 2010-11 (line 12 Rounded)	\$5,300
20	Indirect Costs for FY 2009-10	
21	On site direct costs (line 17 + line 11 * 20.0%)	\$8,200
22	Flow Through direct costs (Line 5 * 1.5%) Rounded	\$14,000
23	Total	\$22,200
20	Indirect Costs for FY 2010-11	
21	On site direct costs (line 19 + line 13 * 20.0%) Rounded	\$11,500
22	Flow Through direct costs (Line 7 * 1.5%) Rounded	\$20,500
23	Total	\$32,000

- Impact on Other Government Agencies: There is no impact to other state agencies. The federal government will no longer be required to contribute 90 percent of the operating costs to the state for the plant.
- Cost Benefit Analysis: A cost benefit analysis is not included in this request because current law (state and federal) requires the change from federal funding to cash funding at this time.
- Implementation Schedule: The implementation schedule is not applicable, as the Department is simply changing the source of funding for this project and the operational aspect of the project will not be impacted.
- Statutory and Federal Authority: The state has the authority to participate in the cleanup of Superfund sites under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) 42 USC sections 9601 to 9675; the Colorado Hazardous Waste Management Act, sections. 25-15-301 to 313; the state Hazardous Waste Sites Act, sections 25-16-101 to 201 as well as other state and federal public health and environmental statutes.
- 25-16-104 C.R.S. (2008) Subject to the provisions of section 25-16-103, the general assembly accepts the provisions of section 104 (c) (3) (C) of the federal act requiring the state to pay or assure payment of the necessary state share of response costs, as appropriated by the general assembly, including all future operation and maintenance costs. Any remedial action requiring state matching payment shall be explicitly approved by the general assembly acting by bill and shall be subject to appropriation*
- Performance Measures: The division will continue to monitor water treatment plant performance to ensure compliance with state and federal surface water quality standards.

Performance Measure	Outcome	FFY 2007 Actual		FFY 2008 Anticipated		FFY 2009 Anticipated	
		% of systems	Change	% of systems	Change	% of systems	Change
The percentage of small community water systems (population less than 10,000) that provide drinking water that meets all health based standards.	Benchmark	New Measure	NA	89.0%	-6%	90%	1.0%
	Actual	89.6%	NA				

Schedule 13

Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Operation and Maintenance of the Argo Tunnel Water Treatment Plant

Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]*

Date: 9/29/08

Priority Number: DI-5

OSPB Approval: *[Signature]*

Date: 10/3/08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	7,140,933	8,878,034	0	8,878,034	8,925,861	0	8,925,861	0	8,925,861	0
	FTE	43.4	38.4	0.0	38.4	38.4	0.0	38.4	0.0	38.4	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,775,622	2,769,287	0	2,769,287	2,817,114	994,200	3,811,314	0	3,811,314	1,453,800
	CFE/RF	62,947	43,045	0	43,045	43,045	0	43,045	0	43,045	0
	FF	5,302,364	6,065,702	0	6,065,702	6,065,702	(994,200)	5,071,502	0	5,071,502	(1,453,800)
(7) Hazardous Materials and Waste Management Division, (A) Administration, Indirect Cost Assessment	Total	1,747,412	2,050,621	0	2,050,621	2,050,621	0	2,050,621	0	2,050,621	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	826,141	1,357,576	0	1,357,576	1,357,576	22,200	1,379,776	0	1,379,776	32,000
	CFE/RF	34,890	43,045	0	43,045	43,045	0	43,045	0	43,045	0
	FF	886,381	650,000	0	650,000	650,000	(22,200)	627,800	0	627,800	(32,000)
(7) Hazardous Materials and Waste Management Division, (E) Contaminated Site Cleanups, Personal Services	Total	4,036,513	4,515,558	0	4,515,558	4,563,385	0	4,563,385	0	4,563,385	0
	FTE	43.4	38.4	0.0	38.4	38.4	0.0	38.4	0.0	38.4	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	799,763	1,103,443	0	1,103,443	1,151,270	37,000	1,188,270	0	1,188,270	51,500
	CFE/RF	27,127	0	0	0	0	0	0	0	0	0
	FF	3,209,623	3,412,115	0	3,412,115	3,412,115	(37,000)	3,375,115	0	3,375,115	(51,500)
(7) Hazardous Materials and Waste Management Division, (E) Contaminated Site Cleanups, Operating Expenses	Total	298,789	222,991	0	222,991	222,991	0	222,991	0	222,991	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	32,202	48,082	0	48,082	48,082	4,000	52,082	0	52,082	5,300
	CFE/RF	930	0	0	0	0	0	0	0	0	0
	FF	265,657	174,909	0	174,909	174,909	(4,000)	170,909	0	170,909	(5,300)
(7) Hazardous Materials and Waste Management Division, (E) Contaminated Site Cleanups, Contaminated Sites Operation and Maintenance	Total	1,058,219	2,088,864	0	2,088,864	2,088,864	0	2,088,864	0	2,088,864	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	117,516	260,186	0	260,186	260,186	931,000	1,191,186	0	1,191,186	1,365,000
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	940,703	1,828,678	0	1,828,678	1,828,678	(931,000)	897,678	0	897,678	(1,365,000)

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Operation and Maintenance of the Argo Tunnel Water Treatment Plant

Department: Colorado Department of Public Health and Environment **Dept. Approval by:**

Date:

Priority Number: DI-5

OSPB Approval:

Date:

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11

Non-Line Item Request:

None

Letternote Revised Text:

Letternote A. (Indirect Cost Assessment, Cash) Of these amounts, \$260,934 shall be from the Radiation Control Fund created in Section 25-11-104 (6) (c), C.R.S., \$179,583 shall be from the Solid and Hazardous Waste Commission Fund created in Section 25-15-315, C.R.S., \$161,445 shall be from the Solid Waste Management Fund created in Section 30-20-118 (1), C.R.S., ~~\$54,974~~ **\$74,171** shall be from the Hazardous Substance Response Fund created in Section 25-16-104.6 (1) (a), C.R.S., \$48,348 shall be from the Hazardous Waste Service Fund created in Section 25-15-304, C.R.S., and \$1,241,219 shall be from various sources of cash funds.

Letternote B (Contaminated Sites) Of these amounts, ~~\$1,830,744~~ **\$2,802,711** shall be from the Hazardous Substance Response Fund created in Section 25-16-104.6 (1) (a), C.R.S., and \$6,000 shall be from fees collected under the Colorado Open Records Act.

Cash or Federal Fund Name and COFRS Fund Number:

Cash Fund: Hazardous Substance Response Fund (Fund 116)

Reappropriated Funds Source, by Department and Line Item Name:

None

Approval by OIT?

Yes:

No:

N/A:

Schedule 13s from Affected Departments:

None

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-6
Change Request Title:	Radiation Control Program Operating Authority

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment Hazardous Materials and Waste Management Division (HMWMD) requests an additional \$24,000 in cash fund spending authority for the Radiation Control Program Operating line to fund training and travel required for radioactive materials inspectors.

Background and Appropriation History:

The HMWMD is responsible for inspecting more than 350 specific radioactive materials licensees and other entities operating in the state under reciprocal recognition of the Nuclear Regulatory Commission (NRC) or other agreement state licenses.

The HMWMD receives an annual operating appropriation to cover its non-personal services costs to operate the program including training costs, including travel and registration fees. With staff turnover in the program, training costs have increased and as a result, the annual appropriation has been insufficient to cover all of the program's operating costs.

General Description of Request:

The Hazardous Materials and Waste Management Division requests an additional \$24,000 in operating spending authority for the Radiation Control Program to address the need for training and travel required for new radioactive materials inspectors. During the past three years, the Radiation Control Program has lost three experienced staff members and anticipates further staff turnover in the future.

The new employees hired to fill the vacancies caused by retirements and staff turnover must obtain significant training in various aspects of licensing, inspection, and emergency and incident response for radioactive materials. Before each license reviewer and/or radioactive materials inspector can be certified for certain types of radioactive material licenses or inspection, U.S. Nuclear Regulatory Commission training is required for the specific use (e.g., medical use, industrial radiography, nuclear gauges, etc.). Newer program staff require training courses over a three to five year period to become fully trained and certified in all of the approximately 50 categories and subcategories of radioactive material licensing and inspection. It is estimated that staff will attend a total of 12 trainings during the request year and approximately the same number in FY 2010-11.

The federal Nuclear Regulatory Commission audits the state program periodically to determine its adequacy for licensing radioactive material. The program relies upon the ability to retain experienced and trained inspectors to meet the required inspection schedules for achieving a satisfactory rating from the NRC. With the recent retirements and turnover in the program, any additional delays in training and certification of new inspectors will lead to the inability to get licensees inspected within the required timeframes. This, in turn, will lead to undesired and unintended consequences for our periodic NRC audits.

The cash funds supporting this request for additional spending authority come from license application fees, annual licensing fees, and hourly radiation services fees already required of applicants and licensees. Licensees include, but are not limited to, industrial radiographers, hospitals, nuclear pharmacies and universities. Because of a cash fund balance, fees do not need to be increased to cover this request.

Consequences if Not Funded:

If not funded, the Division will be unable to adequately train its staff, seriously impacting the program's ability to meet its required inspection timelines and compliance with U.S. Nuclear Regulatory Commission requirements and guidelines. If the U.S. Nuclear Regulatory Commission finds the HMWMD inspections to be unsatisfactory, it could revoke the Agreement and exercise its own jurisdiction over Colorado radioactive materials licensees. This would significantly increase the burden and cost on current licensees. Inadequately trained staff could also result in a failure to identify critical issues, which could have significant, even catastrophic, consequences to public health and the environment.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$24,000	\$0	\$24,000	\$0	\$0	0.0
Training Registration Fees	\$7,200	\$0	\$7,200	\$0	\$0	0.0
Travel and Per Diem Costs	\$16,800	\$0	\$16,800	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$24,000	\$0	\$24,000	\$0	\$0	0.0
Training Registration Fees	\$7,200	\$0	\$7,200	\$0	\$0	0.0
Travel and Per Diem Costs	\$16,800	\$0	\$16,800	\$0	\$0	0.0

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2007-08 Estimated Expenditures	FY 2007-08 End of Year Cash Balance	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
Radiation Control Fund	123	\$2,092,838	\$165,431	\$233,722	\$228,600	\$268,855

Assumptions for Calculations:

Training Costs for three new staff members:
Four out of state trainings per year x 3 people = 12 trips
Length of stay per training – 5 days
Airfare per trip - \$600 = \$7,200
Registration per course - \$600 = \$7,200
Lodging - \$100/day x 60 days = \$6,000
Per Diem - \$60/day x 60 days = \$3,600

Impact on Other Government Agencies:

There is no impact to other state or local government agencies.

Cost Benefit Analysis:.

If the training were not provided to the newly hired staff, the department would face sanctions from the U.S. Nuclear Regulatory Commission and possible revocation of the Agreement with Colorado for regulation of radioactive materials. The department is required to meet inspection time frames for radioactive materials licensees or risk being found “unsatisfactory” or “not adequate to protect public health and safety” by the U.S. Nuclear Regulatory Commission. The revocation of the agreement with the NRC would also add significantly to the cost for licensees due to having to pay fees to both Colorado and the U.S. Nuclear Regulatory Commission. Colorado’s fees are a fraction of U.S. Nuclear Regulatory Commission fees for similar license types and hourly level of effort. Splitting responsibility for licensing and inspection between federal and state programs would not only result in higher costs to licensees, but inefficient and ineffective response to compliance issues, duplicative requirements, and increased confusion for licensees. This cash funded request of \$24,000 is a fraction of the cost the CDPHE and radioactive materials licensees would face if the staff were unable to receive the training they are required to have.

Implementation Schedule:

Training is offered at specific times throughout each year and specific locations throughout the country. New staff must attend training as available for various types of radioactive materials inspection whenever and wherever it is offered before they can be

certified to conduct inspections independently. HMWMD has developed training plans that identify the training required for each radioactive materials inspector. The supervisor and compliance lead work with new staff to develop individual training plans and schedules.

Statutory and Federal Authority:

25-11-103. Radiation control agency - powers and duties. (2008)

(1) The department is designated as the radiation control agency of this state.

(2) Pursuant to rules and regulations adopted as provided in section 25-11-104, the department shall issue licenses pertaining to radioactive materials, prescribe and collect fees for such licenses, and require registration of other sources of ionizing radiation. No other agency or branch of this state shall have such power or authority.

(3) The department shall develop and conduct programs for evaluation and control of hazards associated with the use of any and all radioactive materials and other sources of ionizing radiation, including criteria for disposal of radioactive wastes and materials to be considered in approving facilities and sites pursuant to part 2 of this article.

(4) The department may institute training programs for the purpose of qualifying personnel to carry out the provisions of this part 1 and may make said personnel available for participation in any program of the federal government, other states, or interstate agencies in furtherance of the purposes of this part 1.

Performance Measures:

Approval of this Decision Item will enable the Department to continue to meet – and possibly exceed the benchmarks for the following performance measure in the Department’s strategic plan.

Objective: Protect and Improve Air and Water Quality Throughout the State					
Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 07-08 Approp.	FY 08-09 Request
Increase compliance [rates] with regulatory requirements for solid and hazardous waste and radioactive materials	Benchmark	85%	85%	85%	90%
	Actual	90%			

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Radiation Control Program Operating Authority
Department: Colorado Department of Public Health and Environment
Priority Number: DI-6
Dept. Approval by: *Kimberly...* **Date:** 9/29/08
OSPB Approval: *...* **Date:** 10-2-08

		1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	267,965	229,625	0	229,625	229,625	24,000	253,625	0	253,625	24,000
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	71,766	72,139	0	72,139	72,139	24,000	96,139	0	96,139	24,000
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	196,199	157,486	0	157,486	157,486	0	157,486	0	157,486	0
(7) Hazardous Materials and Waste Management Division, (G) Radiation Management, Operating Expenses	Total	267,965	229,625	0	229,625	229,625	24,000	253,625	0	253,625	24,000
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	71,766	72,139	0	72,139	72,139	24,000	96,139	0	96,139	24,000
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	196,199	157,486	0	157,486	157,486	0	157,486	0	157,486	0

Non-Line-Item Request: None
Letternote Revised Text: No change to letternotes.
Cash or Federal Fund Name and COFRS Fund Number: Radiation Control Fund, Fund 123
Reappropriated Funds Source, by Department and Line Item Name:
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-7
Change Request Title:	Solid Waste Program Additional FTE

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Colorado Department of Public Health and Environment Hazardous Materials and Waste Management Division requests 3.4 FTE for continuing workload increases in the solid waste program. The FTE will be funded within the existing spending authority for personal services and operating expenses.

Background and Appropriation History:

The solid waste program is responsible for regulating all solid waste management facilities in Colorado including landfills, composting facilities, recycling facilities, transfer facilities, certain types of waste surface impoundments, asbestos waste facilities, solid waste incinerators, medical waste facilities, and scrap tire haulers and disposal facilities.

The cash funding for this appropriation is derived from “tipping fees”, which are based on cubic yards of waste per truck, charged at solid waste disposal facilities, as well as permits and document review fees charged by the Department.

In FY 2007-08, a 3-cent/cubic yard increase to the volume fees was approved via HB 07-1288 Sustainable Resources/Recycling that provided the funding for the additional FTE

being requested. The Solid Waste Program has sufficient spending authority, appropriated through this bill for these new positions.

General Description of Request:

Due to significantly increased workload, the solid waste and material management unit has identified the need for 3.4 additional FTE.

2.1 FTE will address continuing workload increases. The additional FTE are needed to support the increasing number of regulated solid waste facilities and ongoing review and revision of the solid waste regulations. Based on current information, the division anticipates at least 30 new solid waste composting facilities and between 75 and 100 new solid waste impoundment facilities falling under our regulatory purview in the next year. In addition, we continue to receive applications for new landfills, recycling facilities, exploration and production waste disposal facilities and an increasing number of asbestos remediation sites.

Activity	Estimated Annual Hours
Review and evaluation of permit applications	374
Review and evaluation of permit modifications	936
Review of site annual monitoring reports	328
Ongoing review and revision of solid waste regulations	579
Provide guidance training and technical assistance	527
Inspections of solid waste/asbestos facilities	878
Documenting inspection findings	205
Inspection follow-up to address findings	120
Post corrective action inspections	146
Drafting and issuance of compliance and enforcement orders	158
Litigation	117
Total	4,368

1.0 FTE will focus on important program initiatives. The first initiative will be the development and implementation of a solid waste self-certification program. As the

number of solid waste facilities continues to grow it becomes increasingly difficult to conduct physical inspections and provide outreach to every facility in the regulated community. A self-certification program will improve compliance evaluation efficiency and allow the division to manage its staff resources as the number of facilities continues to increase. A self-certification program improves inspection and outreach efforts without compromising the division's responsibility to provide oversight of these facilities to ensure the protection of citizens and environment. Self-certification programs are not only very resource intensive in the development and implementation phase, but will require ongoing effort to improve the process as the number of facilities participating increases.

Activity	Estimated Annual Hours
Design and issue surveys to facilities	329
Collect and compile survey data	438
Analyze, evaluate and report on survey data	383
Conduct audit inspections to verify validity of data	383
Develop and disseminate guidance and training based on data	383
Identify any necessary regulation modifications based on data	164
Total	2,081

0.3 FTE will provide administrative services to support the requested staffing additions. As program workload has increased, so does the need for administrative support. The additional program workload creates an increase in processing, classifying, recording, filing and retrieving documents in the division's records center; added effort to maintain the program databases; an increase in the amount of staff time needed for the billing and fee collections process; and an increase in general administrative activities such as budget tracking and analysis, payroll, travel and program cost payment processing.

Consequences if Not Funded:

Without the requested FTE, the Solid Waste Program cannot effectively respond to industry requests for permits, permit modifications and remediation plan approvals. A permit backlog will impact regulated entities by delaying their construction efforts at a time when new construction is urgently needed to build capacity and continue to provide

solid waste disposal to communities in Colorado. In addition, without the requested FTE, the Solid Waste Program will not be able to conduct the inspections needed to ensure compliance at the increasing number of regulated facilities. Capacity limits and fewer inspections could create situations that present undesirable effects on public health and the environment from mismanaged solid waste disposal.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	3.4
Solid Waste Control	\$0	\$0	\$0	\$0	\$0	3.4

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	3.4
Solid Waste Control	\$0	\$0	\$0	\$0	\$0	3.4

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	Estimated FY 2007-08 Expenditures	FY 2007-08 Cash Balance as of 05/31/08	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
Solid Waste Management Fund	117	<u>\$1,734,675</u>	<u>\$367,573</u>	<u>\$343,271</u>	<u>\$221,715</u>	<u>\$93,772</u>

Assumptions for Calculations:

This is a request for additional FTE only. The number of FTE requested is based on current activity and estimated workload increases associated with program activities. The increased spending authority was approved as part of the fee increase legislation (HB 07-1288 Sustainable Resource/Recycling) that passed during the 2007 legislative session.

The fiscal note for this bill provided spending authority based on anticipated revenues for the first two years. The Solid Waste Program has sufficient revenue and spending authority, however additional FTE authority is required.

The requested 2.1 FTE is based on the assumption that approximately 4,368 hours of annual staff time will be needed to provide oversight and services to new facilities, to handle the changes and upgrades to existing facilities and to accommodate the workload associated with the regulatory activities for solid waste recycling, composting, oil and gas, drinking water treatment facilities, and asbestos-contaminated soil.

The 1.0 FTE request is based on an estimate that 2,081 hours per year are needed to work with stakeholders and perform other activities needed to overhaul the solid waste regulations and to develop and implement a facility self-certification program.

The 0.3 FTE requested for administrative support is based on the Divisions overhead calculations and cost allocation plan.

Impact on Other Government Agencies: Not Applicable

Cost Benefit Analysis: This request is a technical change to authorize an increase to FTE and thus a cost benefit analysis was not completed.

Implementation Schedule:

Task	Month/Year
FTE Hired (New FTE based on this request)	July 1, 2009

Statutory and Federal Authority:

30-20-118. Solid waste management fund - created. (2008)

(1) There is hereby created in the state treasury a fund to be known as the solid waste management fund, which shall consist of moneys collected pursuant to sections 30-20-

103.7 and 30-20-109, as well as that portion of the fee designated for solid waste management under section 25-16-104.5 (2), C.R.S. Such moneys shall be appropriated annually to the department by the general assembly. Except as provided in section 25-15-314, C.R.S., the moneys in the solid waste management fund shall not be credited or transferred to the general fund or any other fund of the state.

(2) Moneys in the solid waste management fund may be appropriated by the general assembly for the implementation of the department's solid waste program pursuant to this part 1.

30-20-109. Commission to promulgate rules. (2008)

(2) The solid and hazardous waste commission may promulgate rules concerning:

(a) The establishment of an initial examination of each application for a solid wastes disposal site and facility to establish the completeness of the information submitted. Such initial examination shall be completed within thirty days after the department receives such application, and the department shall mail written notification to an applicant and to the governing body having jurisdiction within such time period stating the decision of the department to begin its review of such application or to reject the application based on incompleteness.

(b) The establishment of a fee for the review of solid wastes disposal site and facility submittals and the preoperation inspection for such site and facility, for the attendance of department staff at public meetings and associated activities, and for the assessment of remediation activities concerning closed or old disposal sites or spill and incident clean-ups. The total fee charged for the review of an application or amendments to an application shall not exceed the actual documented costs incurred by the department in the performance of these activities and shall be subject to the maximum levels established in accordance with the provisions of subsection (2.5) of this section. Such review shall be completed within one hundred fifty days from date of issuance of the department's decision to begin its review. Moneys from the collection of such fees shall be credited to the solid waste management fund pursuant to the provisions of section 30-20-118. Such

moneys shall be used solely to support the application review process and to support the staff of the department involved with such process.

Performance Measures:

The Solid Waste Program is obligated each year to provide a demonstration of our effectiveness and efficiency to the Colorado Legislature per (C.R.S. 30-20-101.5(3)) as shown below. The Department is in the process of implementing performance measures to determine the performance of this program and continually improve the programs efficiency and effectiveness.

This decision Item will address the following performance measures, identified in the Division’s strategic plan. With the approval of the Decision Item, the Department will be able to meet and perhaps surpass the benchmark for FY 2009-10.

Performance Measure	Outcome	FY 2007 Actual		FY 2008 Actual		FY 2009 Projected	
		Percent	Change	Percent	Change	Incidents	Change
Hazardous Waste Program: Percent of facilities in compliance with permit or interim status requirements.	Benchmark	85%		85%	NC	75%	-10%
	Actual	89%		78%	-11%		
Solid Waste Program: Percent of facilities in compliance with regulatory requirements	Benchmark	85%		85%	NC	75%	-10%
	Actual	81%		76%	-5%		
Radiation Program: Percent of facilities in compliance with regulatory requirements	Benchmark	85%		85%	NC	75%	-10%
	Actual	80%		79%	-1%		

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Solid Waste Program Additional FTE
Department: Colorado Department of Public Health and Environment
Priority Number: DI-7
Dept. Approval by: *[Signature]* **Date:** 9/29/08
OSPB Approval: *[Signature]* **Date:** 10-2-08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	1,351,494	2,385,661	0	2,385,661	2,385,661	0	2,385,661	0	2,385,661	0
	FTE	16.7	17.0	0.0	17.0	17.0	3.4	20.4	0.0	20.4	3.4
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,351,494	2,385,661	0	2,385,661	2,385,661	0	2,385,661	0	2,385,661	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(7)Hazardous Materials and Waste Management Division, (C) Solid Waste Control Program	Total	1,351,494	2,385,661	0	2,385,661	2,385,661	0	2,385,661	0	2,385,661	0
	FTE	16.7	17.0	0.0	17.0	17.0	3.4	20.4	0.0	20.4	3.4
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,351,494	2,385,661	0	2,385,661	2,385,661	0	2,385,661	0	2,385,661	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
Letternote Revised Text: None
Cash or Federal Fund Name and COFRS Fund Number: Solid Waste Management Fund, Fund 117
Reappropriated Funds Source, by Department and Line Item Name:
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None

OSPB Common Policy for FTE Requests

OSPB Common Policy for FTE Requests													
FTE and Operating Costs										GRAND TOTAL			
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11
PERSONAL SERVICES	Title:	Environmental Protection Specialist I	Environmental protection Speicalist II	General professional III									
Number of PERSONS / class title		0	3	3	0	1	1	0	1	1			
Number of months working in FY 08-09, FY 09-10 and FY 10-11		0	8	8	0	12	12	0	4	4			
Number months paid in FY 08-09, FY 09-10 and FY 10-11 ¹		0	8.25	8.25	0	12	12	0	4	4			
Calculated FTE per classification		0.0	2.1	2.1	0.0	1.0	1.0	0.0	0.3	0.3	0.0	3.4	3.4
Annual base salary		\$51,360	\$105,930	\$105,930	\$59,448	\$59,448	\$59,448	\$46,740	\$46,740	\$46,740			
Salary		\$0	\$105,930	\$105,930	\$0	\$59,448	\$59,448	\$0	\$15,580	\$15,580	\$0	\$180,958	\$180,958
PERA	10.15%	\$0	\$10,752	\$10,752	\$0	\$6,034	\$6,034	\$0	\$1,581	\$1,581	\$0	\$18,367	\$18,367
Medicare	1.45%	\$0	\$1,536	\$1,536	\$0	\$862	\$862	\$0	\$226	\$226	\$0	\$2,624	\$2,624
Subtotal Personal Services at Division Level		\$0	\$118,218	\$118,218	\$0	\$66,344	\$66,344	\$0	\$17,387	\$17,387	\$0	\$201,949	\$201,949
OPERATING EXPENSES													
Supplies @ \$500/\$500 ²	\$500	\$0	\$1,000	\$1,000	\$0	\$500	\$500	\$0	\$167	\$167	\$0	\$1,667	\$1,667
Computer @ \$900/\$0	\$900	\$0	\$2,700	\$0	\$0	\$900	\$0	\$0	\$900	\$0	\$0	\$4,500	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$990	\$0	\$0	\$330	\$0	\$0	\$330	\$0	\$0	\$1,650	\$0
Office Equipment @ \$3,998/\$0 (includes cubicle and chair)	\$3,998	\$0	\$11,994	\$0	\$0	\$3,998	\$0	\$0	\$3,998	\$0	\$0	\$19,990	\$0
Telephone Base @ \$450/\$450 ²	\$450	\$0	\$900	\$900	\$0	\$450	\$450	\$0	\$150	\$150	\$0	\$1,500	\$1,500
Other ^{3,4}											\$0	\$0	\$0
Other ^{3,4}											\$0	\$0	\$0
Other ^{3,4}											\$0	\$0	\$0
Subtotal Operating Expenses		\$0	\$17,584	\$1,900	\$0	\$6,178	\$950	\$0	\$5,545	\$317	\$0	\$29,307	\$3,167
GRAND TOTAL ALL COSTS		\$0	\$135,802	\$120,118	\$0	\$72,522	\$67,294	\$0	\$22,932	\$17,704	\$0	\$231,256	\$205,116

1 - Initial year full salary is 11 months to account for Pay Date Shift if General Fund employee.

2 - The \$450 for Telephone Base and \$500 for Supplies will carry over each year as an acceptable expense. Items are prorated for partial FTE.

3 - Other non-routine expenses such as Fleet, Leased space, or a laptop must be separately defended and calculated. Please provide documentation to justify these requested costs. Agencies must work with DPA or the Governor's Office of IT when requesting Fleet, MNT, GGCC, or other centralized items administered by this Department.

4 - Computer contract hours should be estimated at \$100 / hour and legal fees should be \$75.10 (blended attorney and paralegal services estimate charged by Dept. of Law). Exceptions will only be given if sufficient justification is provided. Mileage reimbursement rates are outlined below:

Mileage Reimbursement (per 24-9-104)	
2-wheel drive (90% of IRS rate (set at \$0.505 in 2008))	\$0.45
4-wheel drive (95% of IRS rate (set at \$0.505 in 2008))	\$0.48
nautical mileage	\$0.40

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-8
Change Request Title:	Radiation Control Program Uranium Licensing and Inspection

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Hazardous Materials and Waste Management Division (HMWMD) at the Colorado Department of Public Health and Environment requests 2.0 FTE and \$145,044 in cash fund spending authority for the Radiation Control Program to address a sharp increase in demand for uranium recovery facility licenses and inspections.

Background and Appropriation History:

The Radiation Control Program is responsible for licensing all uranium processing facilities in Colorado, including conventional uranium mills (e.g. the Cotter Cañon City Mill) and in-situ uranium recovery (e.g. the current PowerTech proposal in Larimer County).

The Radiation Control Program is cash funded by license application fees, annual licensing fees, and hourly radiation services fees. A fee increase is not necessary to fund this request. The division estimates the additional demand for services will require 4,000 billable hours which translates to the requested 2.0 FTE in the 2009-2010 fiscal year. The Division projects the need for these additional staff will continue into the future as utility prices and demands for nuclear energy rise.

General Description of Request:

After a long period of decline, a recent ten-fold increase in the price of uranium and the expanded use of nuclear power have created a surge of interest and activity in the exploration, development, and production of uranium for the nuclear fuel cycle. Due to the renewed interest in the production of nuclear power, the Division anticipates this growth will continue well into the future.

In the beginning of the 2009-10 fiscal year, the program expects to be in the process of reviewing five new uranium license applications. Each application requires extensive baseline data collection and analysis of ground water, surface water, soil, and air samples; evaluations of the socioeconomic impacts to the area being mined; impact assessments on local wildlife; as well as multi-faceted collaboration with other state departments. The Radiation Control Act (25-11-101 through 305) requires the department to meet several timelines through the review of a license application. The total processing time is approximately 15 months. However, with the division's current resources, the application processing timelines laid out in statute cannot be met without an additional 2.0 FTE to cover the increase in workload.

While the department has not had a new uranium license application in several years, because of the exploration and feasibility studies that the companies (i.e. PowerTech) have performed the department is confident that there will be at least two applications submitted, one in January – February of 2009 and the second in March – April of 2009. The department will be able to begin processing these licenses using existing staff in the current fiscal year, but once the analysis and review starts on these applications, additional staff will be required.

Consequences if Not Funded:

If this request is not authorized, the program will not meet statutory requirements for timely review and processing of uranium license applications. The program also may be forced to approve or deny licenses without proper review. The inability to review applications within statutory timelines places the department at risk for costly lawsuits and could limit the economic potential for local communities where a uranium mill may bring in new jobs and tax revenues. If the division is pressured to make decisions on

uranium licenses without the appropriate environmental and public impact reviews, it could place mill workers, the community’s health and the environment at risk for excessive radiological exposures. Denial of this request would result in a reallocation of staff time and effort from current licensing and inspection activities to absorb the increased workload. Adding additional responsibilities to existing staff will negatively impact their ability to perform their responsibilities. This, in turn, could have significant consequences for public health. Additionally, if Colorado fails to meet benchmarks for timeliness and quality of licensing and inspection, the U.S. Nuclear Regulatory Commission (NRC) would identify adverse findings during its periodic audits of the program. These findings could prompt the NRC to revoke its agreement with Colorado and implement its own regulatory program within the state. NRC oversight would result in significant costs and license delays for the regulated community.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$145,044	\$0	\$145,044	\$0	\$0	2.0
2 - EPS II at FY 2008-09 Estimated Entry Level Annual Salary	\$118,896	\$0	\$118,896	\$0	\$0	2.0
PERA, Medicare Annual Costs	\$13,792	\$0	\$13,792	\$0	\$0	0.0
Operating	\$12,356	\$0	\$12,356	\$0	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$134,588	\$0	\$134,588	\$0	\$0	2.0
2 - EPS II at FY 2008-09 Estimated Entry Level Annual Salary	\$118,895	\$0	\$118,896	\$0	\$0	0.0
PERA, Medicare Annual Costs:	\$13,792	\$0	\$13,792	\$0	\$0	0.0
Operating	\$1,900	\$0	\$1,900	\$0	\$0	0.0

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2007-08 Estimated Expenditures	FY 2007-08 End of Year Cash Balance	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
Radiation Control Fund	123	\$2,092,838	\$165,431	\$233,722	\$228,600	\$268,855

Assumptions for Calculations:

New FTE Cost Calculations:

Two additional FTE at the EPS II level will be required to meet the needs of the Program as outlined above:

FY09-10

EPS II FY 20-1009 Estimated Entry Level Annual Salary: \$59,448

PERA, Medicare Annual Costs: \$6,896

Operating Cost Allowance per FTE, per common policy: \$6,178

Base Operating (\$500),

Computer (\$900),

Office Equip (\$3,998),

Telephone Base (\$450),

Software (\$330) per FTE

Total Cost per FTE: \$72,522 x 2.0 FTE = \$145,044

FY10-11

EPS II FY 20010-11 Estimated Entry Level Annual Salary \$59,448

PERA, Medicare Annual Costs \$6,896

Operating Cost Allowance per FTE (Supplies and Telephone Base per common policy) = \$950

Total Cost per FTE: \$67,294 x 2.0 FTE = \$134,588

Additional work required per license application.

Title	Job Duties	Hours required per activity						
		License Review	Compliance Inspections	Emergency & Incident Response	Uranium Licenses	Admin. & Training	Holiday & Leave Hours	Total FY2008 Hours
Environmental Protection Specialist II	Radioactive Materials Inspector and License Reviewer	0.00	0.00	0.00	1683.00	111.00	286.00	2,080.00
Environmental Protection Specialist II	Radioactive Materials Inspector and License Reviewer	0.00	0.00	0.00	1683.00	111.00	286.00	2,080.00

Initially these employees will perform uranium-licensing activities, however, if the licenses are granted they will then need to perform compliance inspections.

Current staff and workload analysis

Radiation Management Unit -- Radioactive Materials Licensing, Inspection, and Incident and Emergency Response
 Workload Analysis (FY 2008 Hours)

Title	Job Duties	Hours required per activity						
		License Review	Compliance Inspections	Emergency & Incident Response	Uranium Licenses	Admin. & Training	Holiday & Leave Hours	Total FY2008 Hours
Environmental Protection Specialist IV	Radiation Management Unit Supervisor	462.00	273.00	140.00	291.00	705.00	215.00	2,086.00
Environmental Protection Specialist III	Radioactive Materials Licensing Team Leader	868.00	675.50	154.50	10.00	73.00	309.00	2,090.00
Environmental Protection Specialist III	Radioactive Materials Compliance Team Leader	29.00	1,568.25	170.25	28.00	52.50	275.00	2,123.00
Environmental Protection Specialist III	Radioactive Materials Contamination Decontamination and Decommissioning	82.00	541.00	158.00	690.00	403.00	335.00	2,209.00
Environmental Protection Specialist II	Radioactive Materials Inspector and License Reviewer	1,419.00	185.00	44.00	0.00	183.50	247.50	2,079.00
Environmental Protection Specialist II	Radioactive Materials Inspector and License Reviewer	1,252.25	174.25	0.00	352.75	46.50	288.50	2,114.25
Environmental Protection Specialist II	Radioactive Materials Inspector and License Reviewer	696.00	894.00	70.00	28.00	111.00	286.00	2,085.00
Environmental Protection Specialist II	Radioactive Materials Inspector and License Reviewer	1,016.50	461.50	167.75	0.00	168.75	283.25	2,097.75
Environmental Protection Specialist I (* vacant part of year - retirement)	Radioactive Materials Inspector and License Reviewer	666.00	810.25	41.75	0.00	0.00	401.50	1,919.50
Environmental Protection Specialist I (* vacant part of year - resignation)	Radioactive Materials Inspector and License Reviewer	1,156.00	323.00	40.00	0.00	59.00	207.00	1,785.00
Technician III (* vacant part of year - resignation)	Radioactive Materials Technical Support	0.00	0.00	0.00	0.00	1,508.50	211.50	1,720.00
	Totals	7,646.75	5,905.75	986.25	1,399.75	3,310.75	3,059.25	22,308.50

Currently there are 11 FTE in the unit. This workload analysis shows 22,308 hours of work performed in FY 2007-08. Each FTE works 2,080 hours, and thus this equates to 10.75 FTE. Several of the positions were vacant for part of the year – and workload was not included for the time they were vacant. The additional work generated by the uranium license applications can not be incorporated into the workload of the existing employees.

Impact on Other Government Agencies:

The Program currently collaborates with the Department of Natural Resources' Division of Reclamation, Mining, and Safety who also has regulatory authority for uranium mills and in-situ recovery operations. If the uranium Program is unable to meet the increased workload, the division will not have the capacity to provide quick and effective responses to DNR's requests for information and collaboration, which will impact their ability to fulfill regulatory and statutory obligations.

Cost Benefit Analysis:

If this request is not approved, the Department will be unable to approve license applications within the required timeframe set forth through statute. If this occurs, the Department could face costly lawsuits from license applicants, findings of "unsatisfactory" or "inadequate" from the U.S. Nuclear Regulatory Commission, and possible federal revocation of the program. The revocation of the agreement with the NRC would also add significantly to the cost for licensees due to having to pay fees to both Colorado and the U.S. Nuclear Regulatory Commission. Colorado's fees are a fraction of U.S. Nuclear Regulatory Commission fees for similar license types and hourly level of effort. Splitting responsibility for licensing and inspection between federal and state programs would not only result in higher costs to licensees, but inefficient and ineffective response to compliance issues, duplicative requirements, and increased confusion for licensees.

In addition, if the Department issues a license without a thorough data collection and analysis process and the licensee has an accident, the Department would be responsible for environmental and public health damages as well as any clean up costs. Cleanups of some of the old uranium mills such as Uravan have cost as much as \$120 million.

Implementation Schedule:

Task	Month/Year
FTE Hired (New FTE based on this request)	July 1, 2009

Statutory and Federal Authority:

Colorado Department of Public Health and Environment responsibility and authority for licensing and inspection of radioactive material is established in statute at C.R.S. 25-11-101, et seq., and further defined in regulation 6 CCR 1007-1.

25-11-102. Agreements for transfer of functions from federal government to state government (2008)

(1) The governor, on behalf of this state, is authorized, from time to time, to enter into agreements with the federal government providing for the assumption by this state through the department, and the discontinuance by the federal government, of any and all responsibilities within the state of Colorado relating to the protection of persons and property from the hazards of radioactive materials and other sources of ionizing radiation.

(2) The governor, on behalf of this state, is authorized, from time to time, to enter into agreements with the federal government, other states, or interstate agencies whereby the department shall perform, on a cooperative basis with the federal government, other states, or interstate agencies, inspections or other functions relating to control of sources of ionizing radiation.

25-11-103. Radiation control agency - powers and duties. (2008)

(1) The department is designated as the radiation control agency of this state.

(2) Pursuant to rules and regulations adopted as provided in section 25-11-104, the department shall issue licenses pertaining to radioactive materials, prescribe and collect fees for such licenses, and require registration of other sources of ionizing radiation. No other agency or branch of this state shall have such power or authority.

(3) The department shall develop and conduct programs for evaluation and control of hazards associated with the use of any and all radioactive materials and other sources of ionizing radiation, including criteria for disposal of radioactive wastes and materials to be considered in approving facilities and sites pursuant to part 2 of this article.

Performance Measures:

Approval of this Decision Item will allow the Department to continue to meet, or exceed the benchmark for FY 2009-10 for the performance measures shown below.

Objective: Healthier Coloradans Throughout the Life Cycle					
Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Approp.	FY 09-10 Request
Reduce exposures to releases of hazardous substances by increasing the percentage of contaminated sites with remedies implemented (construction of the remedy is complete)	Benchmark	55%	60%	60%	60%
	Actual	56%			

Objective: Healthier Coloradans Throughout the Life Cycle					
Performance Measure	Outcome	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Approp.	FY 09-10 Request
Ensure safety and appropriate management of hazardous substances and radiation through timely processing of permit and license applications (% processed within established time frames)	Benchmark	95%	95%	95%	95%
	Actual	97%			

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Radiation Control Program Uranium Licensing and Inspection
Department: Colorado Department of Public Health and Environment
Priority Number: DI-8
Dept. Approval by: *[Signature]* **Date:** 9/29/08
OSPB Approval: *[Signature]* **Date:** 10/3/08

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	2,197,873	2,036,225	0	2,036,225	2,103,456	145,044	2,248,500	0	2,248,500	134,588
	FTE	21.5	21.5	0.0	21.5	21.5	2.0	23.5	0.0	23.5	2.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,794,585	1,697,667	0	1,697,667	1,764,898	145,044	1,909,942	0	1,909,942	134,588
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	403,288	338,558	0	338,558	338,558	0	338,558	0	338,558	0
(7) Hazardous Materials and Waste Management Division, (G) Radiation Management, Personal Services	Total	1,929,908	1,806,600	0	1,806,600	1,873,831	132,688	2,006,519	0	2,006,519	132,688
	FTE	21.5	21.5	0.0	21.5	21.5	2.0	23.5	0.0	23.5	2.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	1,722,819	1,625,528	0	1,625,528	1,692,759	132,688	1,825,447	0	1,825,447	132,688
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	207,089	181,072	0	181,072	181,072	0	181,072	0	181,072	0
(7) Hazardous Materials and Waste Management Division, (G) Radiation Management, Operating Expenses	Total	267,965	229,625	0	229,625	229,625	12,356	241,981	0	241,981	1,900
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	71,766	72,139	0	72,139	72,139	12,356	84,495	0	84,495	1,900
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	196,199	157,486	0	157,486	157,486	0	157,486	0	157,486	0

Non-Line Item Request: None
Letternote Revised Text: No letternote revisions are required because of this Decision Item.
Cash or Federal Fund Name and COFRS Fund Number: Radiation Control Fund, Fund 123
Reappropriated Funds Source, by Department and Line Item Name: None
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None

OSPB Common Policy for FTE Requests

FTE and Operating Costs													GRAND TOTAL		
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11	FY 08-09	FY 09-10	FY 10-11		
PERSONAL SERVICES															
	Title:	Environ Prot Spec II													
Number of PERSONS / class title		0	2	2	0	0	0	0	0	0					
Number of months working in FY 08-09, FY 09-10 and FY 10-11		0	12	12	0	0	0	0	0	0					
Number months paid in FY 08-09, FY 09-10 and FY 10-11 ¹		0	12	12	0	0	0	0	0	0					
Calculated FTE per classification		0.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0		
Annual base salary			\$59,448	\$59,448											
Salary		\$0	\$118,896	\$118,896	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,896	\$118,896		
PERA	10.15%	\$0	\$12,068	\$12,068	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,068	\$12,068		
Medicare	1.45%	\$0	\$1,724	\$1,724	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,724	\$1,724		
Subtotal Personal Services at Division Level		\$0	\$132,688	\$132,688	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,688	\$132,688		
OPERATING EXPENSES															
Supplies @ \$500/\$500 ²	\$500	\$0	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000		
Computer @ \$900/\$0	\$900	\$0	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$0		
Office Suite Software @ \$330/\$0	\$330	\$0	\$660	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$660	\$0		
Office Equipment @ \$3,998/\$0 (includes cubicle and chair)	\$3,998	\$0	\$7,996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,996	\$0		
Telephone Base @ \$450/\$450 ²	\$450	\$0	\$900	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$900		
Other ^{3,4}											\$0	\$0	\$0		
Other ^{3,4}											\$0	\$0	\$0		
Other ^{3,4}											\$0	\$0	\$0		
Subtotal Operating Expenses		\$0	\$12,356	\$1,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,356	\$1,900		
GRAND TOTAL ALL COSTS		\$0	\$145,044	\$134,588	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$145,044	\$134,588		

1 - Initial year full salary is 11 months to account for Pay Date Shift if General Fund employee.

2 - The \$450 for Telephone Base and \$500 for Supplies will carry over each year as an acceptable expense. Items are prorated for partial FTE.

3 - Other non-routine expenses such as Fleet, Leased space, or a laptop must be separately defensed and calculated. Please provide documentation to justify these requested costs. Agencies must work with DPA or the Governor's Office of IT when requesting Fleet, MNT, GGCC, or other centralized items administered by this Department.

4 - Computer contract hours should be estimated at \$100 / hour and legal fees should be \$75.10 (blended attorney and paralegal services estimate charged by Dept. of Law). Exceptions will only be given if sufficient justification is provided. Mileage reimbursement rates are outlined below:

Mileage Reimbursement (per 24-9-104)	
2-wheel drive (90% of IRS rate (set at \$0.505 in 2008))	\$0.45
4-wheel drive (95% of IRS rate (set at \$0.505 in 2008))	\$0.48
nautical mileage	\$0.40

CHANGE REQUEST for FY 2009-10 BUDGET REQUEST CYCLE

Department:	Colorado Department of Public Health and Environment
Priority Number:	DI-9
Change Request Title:	Administration and Support – Leased Space

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department of Public Health and Environment requests \$575,080 of increased reappropriated fund spending authority for FY 2009-10 to acquire additional leased space. For FY 2010-11 the Department will need \$594,220. The Department will generate the revenue necessary for the increase from indirect cost recoveries.

Background and Appropriation History:

The Department currently leases 271,273 square feet of space at 4300 Cherry Creek Drive South, in Denver, CO. The Department has conducted several space analyses and incorporated recommended changes to ensure that it is utilizing its existing office space as efficiently as possible.

In FY 2007-08 the Department received a supplemental for \$178,191 because of the lease escalator within the contract. The Department included a \$196,528 base adjustment in the FY 2008-09 budget request for the escalator. This also was approved.

General Description of Request:

During the 2007 legislative session, approximately 37.9 FTE were added to the Department without any allowance for additional office space. An additional 50.4 FTE

were added during the 2008 legislative session. These additional FTE have forced the Department to: 1) office multiple employees in space normally sized for one person; 2) office employees in hallways; 3) convert some of its remaining conference room space to office use creating a shortage of space for its many public/employee meetings

In order to meet space needs, the Department is requesting additional re-appropriated funds spending authority starting in FY2009–10, and continuing each year thereafter, to allow it to lease 22,000 additional square feet at the current location. The state's real estate broker, The Staubach Company, the Department's landlord, has estimated that additional space in the current complex, on or around July 1, 2009, will cost on average approximately \$28.00 per rentable square foot over the remaining lease term. Please note that the actual lease rate at the commencement of the lease term will be lower than this average and may be approximately \$25.00 per square foot. However, the lease rate will then exceed the average in the latter half of the term. In addition, the square foot rates used above do not include any proportionate share of operating costs. Spending authority request amounts for these estimated annual costs will be provided in the calculation section below. The estimated rate does include a sufficient construction allowance to build-out the leased space, which will give the Department sufficient room to office approximately 67 employees and allow for future growth.

Consequences if Not Funded:

If this request is not funded, the Department will continue its current practice of officing multiple FTE in office space originally designed for a single occupant. In some cases, employees are working in internal hallways and storage rooms, which puts the Department in violation of local fire code. However, regardless of actions taken, at some point in the future the Department will run out of options and will no longer have ways to deal with office needs for new staff.

Calculations for Request:

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$575,080	\$0	\$0	\$575,080	\$0	0.0

Summary of Request FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$594,220	\$0	\$0	\$594,220	\$0	0.0

Table 1:

FTE GROWTH								
Division	2008 Leg Session Approved for FY09-10	FY08-09 Approved DI's	2008 Leg Session	FY07-08 Approved DI's	2007 Leg Session	FY06-07 Approved DI's	2006 Leg Session	Total
Administration	0.0	4.0	4.5	4.7	0.6	1.0	0.0	14.8
Laboratory Services	0.0	0.0	0.0	10.1	0.0	0.0	0.0	10.1
Center for Health and Environmental Information	0.0	8.0	(0.5)	0.0	0.2	0.0	0.0	7.7
Prevention Services	0.0	1.0	(1.0)	5.0	1.0	4.7	0.7	11.4
Disease Control and Environmental Epidemiology	0.0	10.6	0.5	(12.0)	0.0	0.0	1.2	0.3
Health Facilities and Emergency Medical Services	14.0	2.5	2.7	0.2	6.8	3.1	1.1	30.4
Hazardous Materials and Waste Management	0.0	0.0	0.0	(3.1)	4.2	(3.7)	0.0	(2.6)
Water Quality Control	0.0	0.0	0.0	8.2	4.0	8.5	0.0	20.7
Air Quality Control	0.0	(1.5)	5.0	7.0	1.0	1.3	2.0	14.8
Consumer Protection	0.0	0.3	0.3	0.0	0.0	0.1	0.0	0.7
Total Department FTE Growth:	14.0	24.9	11.5	20.1	17.8	15.0	5.0	108.3
Less the laboratory Services Division figure above - located off-site at the State Lab								(10.1)
Total On-site Department FTE Growth:								98.2

Table 2:

Total On-site Department FTE Growth since FY2006-2007 (See Table 1):	98.2
Less additional leased space acquired 09/2006 for 45 FTE	(45.0)
Anticipated additional growth 2009 Leg session based on Departmental initiatives being considered	13.8
Total FTE requiring additional space	67.0

Cash Funds Projections:

Not applicable as the request utilizes indirect cost recoveries.

Assumptions for Calculations:

Although the Staubach Company estimates an average rate for July 1, 2009 to be \$28, the actual annual base rent rate for the first half of the term will be less than the average and the annual base rent for the second half of the term will be higher than the average. Given this it is estimated that the annual base rent rate for year one will be \$25.00 per rentable square foot and the annual base rent rate for year two will be \$25.50. In addition to the base rent, the lease at the Cherry Creek Campus requires a proportionate share payment of the operating costs that exceed a specified amount. An estimate of this cost has been applied to both year one and year two amounts. Year 1 - \$25.00 per square foot x 22,000 square feet = \$550,000 plus \$25,080 of additional operating cost totals \$575,080. Year 2 - \$25.50 per sf x 22,000 sf = \$561,000 plus \$33,220 of additional operating cost totals \$594,220. The additional operating costs are based on historical costs for the existing space.

Impact on Other Government Agencies:

There will be no impact on other Government agencies.

Cost Benefit Analysis:

Continuing to hire staff without associated new office space may ultimately have a detrimental impact on the productivity, health, and welfare of the Department's employees. In addition, employee population density will at some point reach a state where fire code violations are inevitable. Violations of this nature will limit the Department's ability to hire additional staff.

Implementation Schedule:

Timeline	Date
DI Approved during 2009 Legislative Session	April 1, 2009
Lease Negotiations with Landlord	April 2009 thru July 2009
Construction	July 2009 thru September 2009
Move in	September 1, 2009

Statutory and Federal Authority:

There is no Statutory or Federal Authority related to this request.

Performance Measures:

There are not typical performance measures available to set as standards or to measure the effects of real property leasing that the Department is aware of. However, employee morale and goodwill gained by giving each person adequate office space in which they are allowed to do the job assigned them is a measure that can be used. Employees forced to work each day in space that is sub-standard in size and quality can eventually have a detrimental affect on any Department's strategic plan and achievements. This request will allow the Department to ultimately better achieve its mission and objectives and offer a healthier work environment for its employees.

Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Administration and Support – Leased Space
 Department: Colorado Department of Public Health and Environment Dept. Approval by: *[Signature]* Date: 9/29/09
 Priority Number: DI-9 SOP Approval: *[Signature]* Date: 10-2-08

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	4,905,361	5,069,896	0	5,069,896	5,069,896	575,080	5,644,976	0	5,644,976	594,220
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GO	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	152,140	0	152,140	152,140	0	152,140	0	152,140	0
	CFE/RF	4,871,560	4,879,368	0	4,879,368	4,879,368	575,080	5,454,448	0	5,454,448	594,220
	FF	33,801	38,388	0	38,388	38,388	0	38,388	0	38,388	0
(1) Administration and Support, (A) Administration, Leased Space	Total	4,905,361	5,069,896	0	5,069,896	5,069,896	575,080	5,644,976	0	5,644,976	594,220
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	152,140	0	152,140	152,140	0	152,140	0	152,140	0
	CFE/RF	4,871,560	4,879,368	0	4,879,368	4,879,368	575,080	5,454,448	0	5,454,448	594,220
	FF	33,801	38,388	0	38,388	38,388	0	38,388	0	38,388	0

Non-Line Item Request: None
 Letter note Revised Text: Of these amounts, ~~\$13,073,948~~ \$13,649,028 shall be from indirect cost recoveries, \$28,000 shall be from tobacco-settlement moneys received from tobacco-settlement-supported programs in this and other departments pursuant to Section 25-1-108.5 (5) C.R.S., \$15,475 shall be from Medicaid funds appropriated to the Department of Health Care Policy and Financing, and \$65,759 shall be from various sources of reappropriated funds.
 Cash or Federal Fund Name and COFRS Fund Number: None
 Reappropriated Funds Source, by Department and Line Item Name: Indirect Recoveries come from multiple lines based on a cost allocation model.
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None