

Schedule 13

Department of Military and Veterans Affairs

Funding Request for The FY 2019-20 Budget Cycle

Request Title

R-02 Western Region Director and One Source Utilities

Dept. Approval By: _____

Supplemental FY 2018-19

OSPB Approval By: _____

Budget Amendment FY 2018-20

X

Change Request FY 2019-20

Summary Information	Fund	FY 2018-19		FY 2019-20		FY 2020-21
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$2,980,450	\$0	\$3,288,908	\$251,919	\$285,857
FTE		13.1	0.0	15.1	0.9	1.0
Total of All Line Items Impacted by Change Request	GF	\$1,716,466	\$0	\$1,934,471	\$217,484	\$186,947
	CF	\$64,003	\$0	\$77,464	\$34,455	\$68,910
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$1,199,981	\$0	\$1,276,973	\$0	\$0

Line Item Information	Fund	FY 2018-19		FY 2019-20		FY 2020-21
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$1,066,855	\$0	\$1,185,084	\$7,927	\$7,927
01. Executive Director and Army National Guard, (A) Executive Director and Army National Guard, (1) Executive Director and Army National Guard - Health, Life, And Dental	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$426,233	\$0	\$511,803	\$7,927	\$7,927
	CF	\$7,262	\$0	\$21,610	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$633,160	\$0	\$651,671	\$0	\$0

Line Item Information	Fund	FY 2018-19		FY 2019-20		FY 2020-21
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$14,114	\$0	\$15,846	\$148	\$181
01. Executive Director and Army National Guard, (A) Executive Director and Army National Guard, (1)	FTE	0.0	0.0	0.0	0.0	0.0
Executive Director and Army National Guard - Short-Term Disability	GF	\$5,199	\$0	\$5,895	\$148	\$181
	CF	\$233	\$0	\$216	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$8,682	\$0	\$9,535	\$0	\$0
	Total	\$425,625	\$0	\$476,907	\$3,895	\$4,249
01. Executive Director and Army National Guard, (A) Executive Director and Army National Guard, (1)	FTE	0.0	0.0	0.0	0.0	0.0
Executive Director and Army National Guard - Amortization Equalization Disbursement	GF	\$156,246	\$0	\$179,149	\$3,895	\$4,249
	CF	\$7,004	\$0	\$6,569	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$262,375	\$0	\$291,189	\$0	\$0
	Total	\$425,625	\$0	\$476,907	\$3,895	\$4,249
01. Executive Director and Army National Guard, (A) Executive Director and Army National Guard, (1)	FTE	0.0	0.0	0.0	0.0	0.0
Executive Director and Army National Guard - Supplemental Amortization Equalization Disbursement	GF	\$156,246	\$0	\$179,149	\$3,895	\$4,249
	CF	\$7,004	\$0	\$6,569	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$262,375	\$0	\$291,189	\$0	\$0
	Total	\$51,368	\$0	\$51,368	\$3,119	\$3,119
01. Executive Director and Army National Guard, (A) Executive Director and Army National Guard, (1)	FTE	0.0	0.0	0.0	0.0	0.0
Executive Director and Army National Guard - Vehicle Lease Payments	GF	\$17,979	\$0	\$17,979	\$3,119	\$3,119
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$33,389	\$0	\$33,389	\$0	\$0

Line Item Information	Fund	FY 2018-19		FY 2019-20		FY 2020-21
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$873,598	\$0	\$900,604	\$95,115	\$98,332
	FTE	12.0	0.0	12.0	0.9	1.0
02. Division of Veterans Affairs, (A) Division of Veterans Affairs, (1)	GF	\$831,098	\$0	\$858,104	\$95,115	\$98,332
Division of Veterans Affairs - Veterans Service Operations	CF	\$42,500	\$0	\$42,500	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

	Total	\$123,465	\$0	\$182,392	\$137,820	\$137,820
	FTE	1.1	0.0	3.1	0.0	0.0
02. Division of Veterans Affairs, (A) Division of Veterans Affairs, (1)	GF	\$123,465	\$0	\$182,392	\$103,365	\$68,910
Division of Veterans Affairs - Grand Junction One-Stop Center	CF	\$0	\$0	\$0	\$34,455	\$68,910
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Auxiliary Data			
Requires Legislation?	NO		
Type of Request?	Department of Military and Veterans Affairs Prioritized Request	Interagency Approval or Related Schedule 13s:	Impacts DPA



COLORADO

Department of Military and
Veterans Affairs

Priority: R-02
Western Region Director and One Source Utilities
FY 2019-20 Funding Request

Cost and FTE

- The Department is requesting \$251,919 total funds, which includes \$217,464 General Fund and \$34,455 in cash fund spending authority from the Veterans One-Stop Center Cash Fund, to hire a Western Region Division Director and to pay for operating and utilities at the Western Region One Source in Grand Junction, CO. The request will annualize to \$255,857 total funds, including \$186,947 General Fund and \$68,910 cash fund spending authority, beginning in FY 2020-21.

Current Program

- The Western Region One Source (WROS) facility renovation was funded with capital construction funds in FY 2017-18 and is scheduled to be fully open and operational in May 2019.
- The program is designed to address a gap in services for Western Slope military members, veterans and their families due to geographical barriers and the lack of a clear or centralized location to access services.

Problem or Opportunity

- The overall management and utility costs for this new facility were unknown when the previous request (FY 2018-19, R-01 Grand Junction Veterans One Stop) was being considered and so the current budget for the WROS does not include funding for these costs.
- Additionally, the operational design for administering Western Slope veterans' resources within the Department had not been conceived at the time of the previous request. The Department has since realized an opportunity exists to further enhance customer service to military members and veterans living on the Western Slope.

Consequences of Problem

- The Department is not adequately funded or staffed to succeed with Western Slope veterans programs in the current construct.

Proposed Solution

- The request includes \$114,099 General Fund for 1.0 FTE to oversee the newly developed Colorado Western Region Division of Veterans Affairs, and \$137,820 (\$103,365 General Fund and \$34,455 cash funds) for maintenance and utility costs for the WROS.
- Funding a regional division director gives the Department the opportunity to appropriately manage the full portfolio of veterans resources on the Western Slope that includes the WROS, the Veterans Memorial Cemetery of Western Colorado, and the training and assistance provided to 24 County Veterans Service Officers on the Western Slope.
- Funding utility costs for the new facility will allow for a bridge until true operating cost, capacity, and rental revenue is established. The Department intends to maximize its use of rental revenue to offset its reliance on General Fund in the long term.



COLORADO
 Department of Military and
 Veterans Affairs

John W. Hickenlooper
 Governor

Maj Gen Michael Loh
 Executive Director

FY 2019-20 Funding Request | November 1, 2018

Department Priority: R-02
Request Detail: Western Region Director and One Source Utilities

Summary of Incremental Funding Change for FY 2019-20	Total Funds	General Fund	Cash Fund
Western Region Director and One Source Utilities	\$251,919	\$217,464	\$34,455

Problem or Opportunity:

The Western Region One Source (WROS) is a new program designed to address a gap in services for Western Slope military members, veterans and their families due to geographical barriers and the lack of a clear or centralized location to access services. The program operates in a former readiness center in Grand Junction that is currently being renovated, and is scheduled to be open and operational in May 2019. The overall management and utility costs for this facility were unknown when the previous request (FY 2018-19, R-01 Grand Junction Veterans One Stop) was being considered and so the current budget for the WROS does not include funding for these costs.

Additionally, the operational design for administering the larger construct of Western Slope veterans resources within the Department had not been conceived at the time of the previous request and the Department has since realized an opportunity exists to further enhance customer service to military members and veterans living on the Western Slope. This request aligns the Department’s need to properly administer and operate the veterans support mechanisms on the Western Slope.

Proposed Solution:

The Department is requesting \$251,919 total funds, which includes \$217,464 General Fund and \$34,455 in cash fund spending authority from the Veterans One-Stop Center Cash Fund, to hire a Western Region Division Director and to pay for operating and utilities at the Western Region One Source in Grand Junction, CO. The request will annualize to \$255,857 total funds, including \$186,947 General Fund and \$68,910 cash fund spending authority, beginning in FY 2020-21.

The request includes funding to hire 1.0 FTE classified as Program Management II to oversee the newly developed Colorado Western Region Division of Veterans Affairs. The position will serve our Veterans Affairs division as part of the leadership team to develop strategic partnerships with a variety of communities, formulate policy, develop procedures, identify and pursue areas of opportunities for our veterans; and specifically for the Western Slope. This position will lead the Western Region One Source and the Grand Junction Veterans Memorial Cemetery operations to ensure operational viability and integrity. The position will develop strategic partnerships with a variety of new and existing constituents (i.e. hospitals and nursing

homes, non-profits, and local businesses.) The position will coordinate advocacy and services to our Western Slope veteran population. This person will oversee 11.0 FTE.

Funding a regional division director gives the Department the opportunity to appropriately manage the full portfolio of veterans resources on the Western Slope that includes the Western Region One Source, the Veterans Memorial Cemetery of Western Colorado, and the training and assistance provided to 24 County Veterans Service Officers on the Western Slope.

Funding utility costs for the new facility will allow for a bridge until true operating cost, capacity, and rental revenue is established. The lack of continuous spending authority prevents the Department from utilizing incoming rental revenue in a timely manner at the present time.

This position will positively impact our veterans outreach (SPI 2) and customer service and allow point-of-contact managers to focus on their team while the regional division director can provide oversight and work on achieving long-term regional goals.

Providing a regional director for management and team building and a surety of operating funds will allow for more effective implementation of new WROS services with less travel required to the Western Slope by Department leadership. It will also create a direct point of contact for community leaders and stakeholders as we continue to improve our network of responsive and agile support options to rural veterans.

Anticipated Outcomes:

The Department will measure the effectiveness of this position by the level of increased engagement in the Western Slope region. Success will be defined as a robust and vibrant veterans network and limited personnel turnover for the Department’s Western Division.

The Department has created a network centered around the regional hub that is Grand Junction. The opportunity with this position is to cement the presence and performance of this network.

Assumptions and Calculations:

Personal services and operating expenses include common policy items along with a State fleet vehicle to cover the Western Slope region of Colorado. The newly renovated WROS requires funding for utilities (O&M) to include but not limited to: gas, water, electric, sewer, water, consumables, and internet.

Request Summary:	FY 2019-20	FY 2020-21
Personal Services for 1.0 FTE	\$102,999	\$111,640
FTE Operating	\$5,653	\$950
Fleet Vehicle/Mileage	\$5,447	\$5,447
Utilities/Maint (O&M)	\$137,820	\$137,820
Total Request	\$251,919	\$255,857

FTE Calculation Assumptions:

Operating Expenses -- Base operating expenses are included per FTE for \$500 per year. In addition, for regular FTE, annual telephone costs assume base charges of \$450 per year.

Standard Capital Purchases -- Each additional employee necessitates the purchase of a Personal Computer (\$900), Office Suite Software (\$330), and office furniture (\$3,473).

General Fund FTE -- New full-time General Fund positions are reflected in Year 1 as 0.9166 FTE to account for the pay-date shift. This applies to personal services costs only; operating costs are not subject to the pay-date shift.

Expenditure Detail		FY 2019-20		FY 2020-21	
Personal Services:					
Classification Title	Monthly	FTE		FTE	
Program Mgmt II	\$7,082	0.9	\$77,902	1.0	\$84,984
PERA			\$8,102		\$8,838
AED			\$3,895		\$4,249
SAED			\$3,895		\$4,249
Medicare			\$1,130		\$1,232
STD			\$148		\$161
Health-Life-Dental			\$7,927		\$7,927
Subtotal Position 1, 1.0 FTE		0.9	\$102,999	1.0	\$111,640
Subtotal Personal Services		0.9	\$102,999	1.0	\$111,640
Operating Expenses:					
		FTE		FTE	
Regular FTE Operating	\$500	1.0	\$500	1.0	\$500
Telephone Expenses	\$450	1.0	\$450	1.0	\$450
PC, One-Time	\$1,230	1.0	\$1,230	-	
Office Furniture, One-Time	\$3,473	1.0	\$3,473	-	
Fleet Vehicle	259.9	1.0	\$3,119	1.0	\$3,119
Fleet Vehicle mileage	0.2	1.0	\$2,328	1.0	\$2,328
O&M at WROS	11485.0	1.0	\$137,820	1.0	\$137,820
		1.0	\$0	1.0	\$0
Subtotal Operating Expenses			\$148,920		\$144,217
TOTAL REQUEST		0.9	\$251,919	1.0	\$255,857
	<i>General Fund:</i>	<i>0.9</i>	<i>\$217,464</i>	<i>1.0</i>	<i>\$186,947</i>
	<i>Cash funds:</i>		<i>\$34,455</i>		<i>\$68,910</i>

The request includes one State fleet vehicle that will cost \$3,119 for the annual lease payment and \$2,328 for the variable vehicle expense (mileage). Cost estimates were provide by the Department of Personnel and Administration based on the cost of a 4x4 SUV (Dodge Durango).

Utilities / Maintenance (O&M) Cost Breakout

ITEM	MONTHLY COST
Utilities	\$4,400
Trash	\$150
Pest Control	\$90
Fire Inspection	\$45
Fire Alarm Monitoring	\$30
HVAC Filters	\$80
Light Bulbs	\$225
Water Backflow Inspection	\$15
Custodial Supply	\$1,800
Outside Maintenance	\$350
Communications/Data	\$3,300
Copy Machine Lease	\$500
Misc. / Consumables	\$500
TOTAL MONTHLY	\$11,485

The Department requests General Fund for all line items except that of the O&M line. DMVA has projected it can recover 25 percent of costs for the first year and 50 percent of total O&M costs the second year. The goal is for the Department to have most of the O&M costs covered by the lessees in the long term; however, even at 100 percent occupancy they still may not be able to fully recover the full O&M expenditure.

FY 2019-20 Request with Fund Splits			
	Total	GF	Cash
Personal Services	\$102,999	\$102,999	\$0
FTE Operating Expenses	\$5,653	\$5,653	\$0
Vehicle Lease/Mileage	\$5,447	\$5,447	\$0
O&M (split 75% GF / 25% CF)	\$137,820	\$103,365	\$34,455
Total	\$251,919	\$217,464	\$34,455

FY 2020-21 Request with Fund Splits			
	Total	GF	Cash
Personal Services	\$111,640	\$111,640	\$0
FTE Operating Expense	\$950	\$950	\$0
Vehicle Lease/Mileage	\$5,447	\$5,447	\$0
O&M (split 75% GF / 25% CF)	\$137,820	\$68,910	\$68,910
Total	\$255,857	\$186,947	\$68,910