

Schedule 13

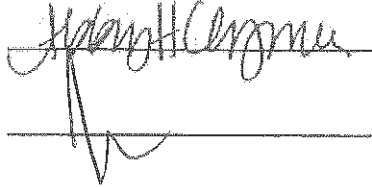
Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-01 Cybersecurity Liability Insurance Policy

Dept. Approval By:



Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$887,149	\$0	\$841,973	\$3,069	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$239,816	\$0	\$226,801	\$827	\$0
	CF	\$91,205	\$0	\$79,789	\$291	\$0
	RF	\$556,128	\$0	\$535,383	\$1,951	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$887,149	\$0	\$841,973	\$3,069	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration -- Payment to Risk Management and Property Funds	GF	\$239,816	\$0	\$226,801	\$827	\$0
	CF	\$91,205	\$0	\$79,789	\$291	\$0
	RF	\$556,128	\$0	\$535,383	\$1,951	\$0
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request				
Interagency Approval or Related Schedule 13s: Department of Personnel and Administration					

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-02 CBMS/PEAK Budget Re-alignment

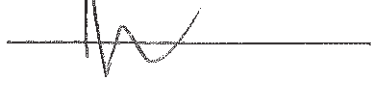
Dept. Approval By:



Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$20,456,517	\$0	\$20,570,682	\$3,391,028	\$4,697,491
FTE		97.1	0.0	97.1	0.0	0.0
Total of All Line Items	GF	\$0	\$0	\$0	\$0	\$0
Impacted by Change Request	CF	\$1,122,226	\$0	\$1,122,226	\$0	\$0
	RF	\$19,334,291	\$0	\$19,448,456	\$3,391,028	\$4,697,491
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$6,399,762	\$0	\$6,501,424	\$367,926	\$509,677
FTE		97.1	0.0	97.1	0.0	0.0
04. Central Services, (B)	GF	\$0	\$0	\$0	\$0	\$0
Integrated Document Solutions	CF	\$141,615	\$0	\$141,615	\$0	\$0
-- Personal Services	RF	\$6,258,147	\$0	\$6,359,809	\$367,926	\$509,677
	FF	\$0	\$0	\$0	\$0	\$0

Total		\$6,078,937	\$0	\$6,091,440	\$1,683,292	\$2,331,815
FTE		0.0	0.0	0.0	0.0	0.0
04. Central Services, (B)	GF	\$0	\$0	\$0	\$0	\$0
Integrated Document Solutions	CF	\$240,313	\$0	\$240,313	\$0	\$0
-- Operating Expenses	RF	\$5,838,624	\$0	\$5,851,127	\$1,683,292	\$2,331,815
	FF	\$0	\$0	\$0	\$0	\$0

Total		\$7,977,818	\$0	\$7,977,818	\$1,339,810	\$1,855,999
FTE		0.0	0.0	0.0	0.0	0.0
04. Central Services, (B)	GF	\$0	\$0	\$0	\$0	\$0
Integrated Document Solutions	CF	\$740,298	\$0	\$740,298	\$0	\$0
-- IDS Postage	RF	\$7,237,520	\$0	\$7,237,520	\$1,339,810	\$1,855,999
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
CF Letternote Text Revision Required?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If Yes, see schedule 4 fund source detail.	
RF Letternote Text Revision Required?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
FF Letternote Text Revision Required?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Requires Legislation?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Type of Request?		Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:		Office of Information Technology			

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-03 Annual Fleet Vehicle Request

Dept. Approval By:

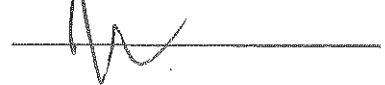


Supplemental FY 2017-18

 X

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$191,940	\$0	\$191,940	\$41,867	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$2,128	\$0	\$2,128	\$0	\$0
	RF	\$189,812	\$0	\$189,812	\$41,867	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$191,940	\$0	\$191,940	\$41,867	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration -- Vehicle Lease Payments	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$2,128	\$0	\$2,128	\$0	\$0
	RF	\$189,812	\$0	\$189,812	\$41,867	\$0
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<u> </u>	No	<u> X </u>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	<u> </u>	No	<u> X </u>	
FF Letternote Text Revision Required?	Yes	<u> </u>	No	<u> X </u>	
Requires Legislation?	Yes	<u> </u>	No	<u> X </u>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request				
Interagency Approval or Related Schedule 13s:	Department of Personnel and Administration				

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-04 Operating System Suite

Dept. Approval By:

Supplemental FY 2017-18

X

Change Request FY 2018-19

OSPB Approval By:

 Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base Request	Change Request	Continuation
		Appropriation	Request			
Total		\$15,211,200	\$0	\$14,929,646	\$34,098	\$37,401
FTE		15.4	0.0	15.4	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$1,899,183	\$0	\$2,517,559	\$9,105	\$9,987
	CF	\$1,745,847	\$0	\$1,621,054	\$3,240	\$3,554
	RF	\$11,566,170	\$0	\$10,791,033	\$21,753	\$23,860
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base Request	Change Request	Continuation
		Appropriation	Request			
Total		\$100,006	\$0	\$100,006	(\$352)	(\$352)
FTE		0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$475	\$0	\$475	\$0	\$0
	RF	\$99,531	\$0	\$99,531	(\$352)	(\$352)
	FF	\$0	\$0	\$0	\$0	\$0
	Total		\$3,621,953	\$0	\$4,653,976	\$42,217
FTE		0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration -- Payments to OIT	GF	\$808,719	\$0	\$1,411,916	\$9,951	\$10,833
	CF	\$344,129	\$0	\$441,030	\$5,138	\$5,452
	RF	\$2,469,105	\$0	\$2,801,030	\$27,128	\$29,235
	FF	\$0	\$0	\$0	\$0	\$0
	Total		\$53,794	\$0	\$53,794	(\$212)
FTE		0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$53,794	\$0	\$53,794	(\$212)	(\$212)
	FF	\$0	\$0	\$0	\$0	\$0
	Total		\$53,794	\$0	\$53,794	(\$212)
FTE		0.0	0.0	0.0	0.0	0.0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$815,666	\$0	\$835,254	(\$154)	(\$154)
	FTE	8.0	0.0	8.0	0.0	0.0
01. Executive Director's Office, (B) Statewide Special Purpose, (2) Office of the State Architect -- Office of the State Architect	GF	\$815,666	\$0	\$835,254	(\$154)	(\$154)
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$88,496	\$0	\$88,496	(\$369)	(\$369)
	FTE	0.0	0.0	0.0	0.0	0.0
02. Division of Human Resources, (A) Human Resource Services, (1) State Agency Services -- Operating Expenses	GF	\$88,496	\$0	\$88,496	(\$369)	(\$369)
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$1,692,541	\$0	\$1,697,340	(\$77)	(\$77)
	FTE	4.0	0.0	4.0	0.0	0.0
02. Division of Human Resources, (A) Human Resource Services, (2) Training Services -- Training Services	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$40,305	\$0	\$40,305	\$0	\$0
	RF	\$1,652,236	\$0	\$1,657,035	(\$77)	(\$77)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$58,324	\$0	\$58,324	(\$231)	(\$231)
	FTE	0.0	0.0	0.0	0.0	0.0
02. Division of Human Resources, (B) Employee Benefits Services, (1) Employee Benefits Services - Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$58,324	\$0	\$58,324	(\$231)	(\$231)
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$62,539	\$0	\$62,539	(\$221)	(\$221)
	FTE	0.0	0.0	0.0	0.0	0.0
02. Division of Human Resources, (C) Risk Management Services, (1) Risk Management Program Administrative Cost -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$62,539	\$0	\$62,539	(\$221)	(\$221)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$19,185	\$0	\$19,185	(\$92)	(\$92)
	FTE	0.0	0.0	0.0	0.0	0.0
03. Constitutionally Independent Entities, (A) Personnel Board -- Operating Expenses	GF	\$19,185	\$0	\$19,185	(\$92)	(\$92)
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$40,254	\$0	\$40,254	(\$154)	(\$154)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (A) Administration -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$40,254	\$0	\$40,254	(\$154)	(\$154)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$6,078,937	\$0	\$6,091,440	(\$1,867)	(\$1,867)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (B) Integrated Document Solutions -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$240,313	\$0	\$240,313	(\$74)	(\$74)
	RF	\$5,838,624	\$0	\$5,851,127	(\$1,793)	(\$1,793)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$269,962	\$0	\$273,653	(\$65)	(\$65)
	FTE	3.4	0.0	3.4	0.0	0.0
04. Central Services, (B) Integrated Document Solutions -- Address Confidentiality Program	GF	\$159,017	\$0	\$162,708	\$0	\$0
	CF	\$110,945	\$0	\$110,945	(\$65)	(\$65)
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	(\$231)	(\$231)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Colorado State Archives -- Operating Expenses	GF	\$0	\$0	\$0	(\$231)	(\$231)
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$138,886	\$0	\$138,886	(\$583)	(\$583)
	FTE	0.0	0.0	0.0	0.0	0.0
05. Division of Accounts and Control, (A) Financial Operations and Reporting, (1) Financial Operations and Reporting -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$138,886	\$0	\$138,886	(\$583)	(\$583)
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$553,401	\$0	\$553,401	(\$539)	(\$539)
	FTE	0.0	0.0	0.0	0.0	0.0
05. Division of Accounts and Control, (A) Financial Operations and Reporting, (2) Collections Services -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$553,401	\$0	\$553,401	(\$539)	(\$539)
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$37,309	\$0	\$37,309	(\$340)	(\$340)
	FTE	0.0	0.0	0.0	0.0	0.0
05. Division of Accounts and Control, (B) Procurement and Contracts -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$37,309	\$0	\$37,309	(\$340)	(\$340)
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$1,369,408	\$0	\$60,000	(\$410)	(\$410)
	FTE	0.0	0.0	0.0	0.0	0.0
05. Division of Accounts and Control, (C) CORE Operations -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$221,760	\$0	\$66	(\$66)	(\$66)
	RF	\$1,147,648	\$0	\$59,934	(\$344)	(\$344)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$210,539	\$0	\$165,789	(\$856)	(\$856)
	FTE	0.0	0.0	0.0	0.0	0.0
06. Administrative Courts -- Operating Expenses	GF	\$8,100	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$202,439	\$0	\$165,789	(\$856)	(\$856)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	(\$1,062)	(\$1,062)
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B) Facilities Maintenance - Capitol Complex -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	(\$1,062)	(\$1,062)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	(\$304)	(\$304)
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C) Fleet Management Program and Motor Pool Services -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	(\$304)	(\$304)
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	X	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	No	X	
FF Letternote Text Revision Required?	Yes	No	X	
Requires Legislation?	Yes	No	X	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Office of Information Technology			

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-05 Request for Additional troopers and Support Staff

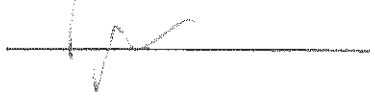
Dept. Approval By:



Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
Total		\$0	\$0	\$0	\$29,477 \$0
FTE		0.0	0.0	0.0	0.0 0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0 \$0
	CF	\$0	\$0	\$0	\$0 \$0
	RF	\$0	\$0	\$0	\$29,477 \$0
	FF	\$0	\$0	\$0	\$0 \$0

Line Item Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
Total		\$0	\$0	\$0	\$29,477 \$0
FTE		0.0	0.0	0.0	0.0 0.0
07. Division of Capital Assets, (C) Fleet Management Program and Motor Pool Services	GF	\$0	\$0	\$0	\$0 \$0
Vehicle Replacement	CF	\$0	\$0	\$0	\$0 \$0
Lease/Purchase	RF	\$0	\$0	\$0	\$29,477 \$0
	FF	\$0	\$0	\$0	\$0 \$0

CF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Other			

Schedule 13

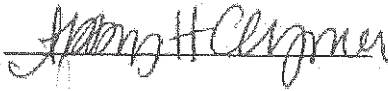
Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-06 Black Market Interdiction

Dept. Approval By:



Supplemental FY 2017-18

 X

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base Request	Change Request	Continuation
		Appropriation	Request			
	Total	\$0	\$0	\$0	\$43,260	\$0
Total of All Line Items Impacted by Change Request	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$43,260	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base Request	Change Request	Continuation
		Appropriation	Request			
	Total	\$0	\$0	\$0	\$43,260	\$0
07. Division of Capital Assets, (C) Fleet Management Program and Motor Pool Services --	FTE	0.0	0.0	0.0	0.0	0.0
Vehicle Replacement Lease/Purchase	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$43,260	\$0
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	<u> X </u>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	No	<u> X </u>	
FF Letternote Text Revision Required?	Yes	No	<u> X </u>	
Requires Legislation?	Yes	No	<u> X </u>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Other			

Schedule 13

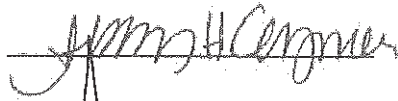
Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

NP-07 Additional Staffing & Equipment for Flowline Safety

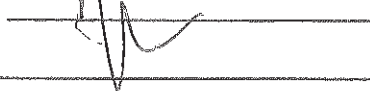
Dept. Approval By:



Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
	Total	\$0	\$0	\$0	\$2,148 \$6,444
Total of All Line Items Impacted by Change Request	FTE	0.0	0.0	0.0	0.0 0.0
	GF	\$0	\$0	\$0	\$0 \$0
	CF	\$0	\$0	\$0	\$0 \$0
	RF	\$0	\$0	\$0	\$2,148 \$6,444
	FF	\$0	\$0	\$0	\$0 \$0

Line Item Information	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
	Total	\$0	\$0	\$0	\$2,148 \$6,444
	FTE	0.0	0.0	0.0	0.0 0.0
07. Division of Capital Assets, (C) Fleet Management	GF	\$0	\$0	\$0	\$0 \$0
Program and Motor Pool	CF	\$0	\$0	\$0	\$0 \$0
Services -- Vehicle	RF	\$0	\$0	\$0	\$2,148 \$6,444
Replacement Lease/Purchase	FF	\$0	\$0	\$0	\$0 \$0

CF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Other			

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

R-01 Address Confidentiality Program Resources

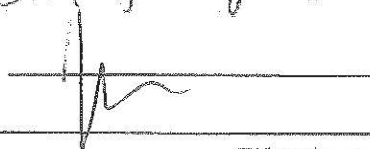
Dept. Approval By: _____



Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By: _____



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$269,962	\$0	\$273,653	\$303,113	\$381,383
	FTE	3.4	0.0	3.4	2.5	3.6
Total of All Line Items Impacted by Change Request	GF	\$159,017	\$0	\$162,708	\$283,113	\$361,383
	CF	\$110,945	\$0	\$110,945	\$20,000	\$20,000
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$269,962	\$0	\$273,653	\$303,113	\$381,383
	FTE	3.4	0.0	3.4	2.5	3.6
04. Central Services, (B) Integrated Document Solutions -- Address Confidentiality Program	GF	\$159,017	\$0	\$162,708	\$283,113	\$361,383
	CF	\$110,945	\$0	\$110,945	\$20,000	\$20,000
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Prioritized Request			
Interagency Approval or Related Schedule 13s:	None			



Cost and FTE

- The Department of Personnel & Administration is requesting a total of \$283,113 General Funds and \$20,000 cash funds for 2.5 FTE in FY 2018-19, annualizing to 3.6 FTE and \$361,383 General Funds and \$20,000 cash funds in FY 2019-20 to meet the Address Confidentiality Program's (ACP's) caseload growth and funding needs.

Current Program

- The ACP provides a confidential address and mail forwarding services to the victims of various types of crimes. The confidential address helps to prevent the perpetrators from tracking down their victims through any number of services, agencies, institutions or providers that do not typically protect customer addresses.
- The Program is statutorily required to accept all applicants that qualify for its services (24-30-2105 (4) C.R.S.) and is charged with serving the entire victim community in the State of Colorado.

Problem or Opportunity

- Currently only fifteen counties have application assistants who actively serve applicants leaving victims in 49 counties essentially unable to access the services and safeguards provided by the ACP. Given caseload growth and current resources, daily ACP operations take priority over agency outreach.
- Operating costs, including postage and printing costs, continue to climb effectively squeezing out appropriations available for personal services.

Consequences of Problem

- If this request is not approved, crime victims may be unintentionally barred from accessing a potentially life-saving service. Enrollees may experience service delays resulting from the focus of ACP resources on day-to-day operations rather than caseload management and outreach.
- Additionally, given that program operating costs continue to edge out personal services funds, program positions will remain unfilled and current staff resources will be redirected and prioritized to ensure uninterrupted mail forwarding for existing participants. Daily operations--program enrollment, household and address changes and requests for technical guidance will be delayed.

Proposed Solution

- The Department is requesting 0.9 FTE at the Administrative Assistant III level in FY 2018-19 annualizing to 1.0 FTE in FY 2019-20 and ongoing to serve as a dedicated training and outreach position. Ensuring statewide access will be the position's task priority, with the initial goal of ensuring that each county has at least two trained and registered application assistants who could enroll qualifying crime victims into the program.
- The Department is requesting 1.6 FTE at the Administrative Assistant II level in FY 2018-19 annualizing to 2.6 FTE in FY 2019-20 and ongoing. The additional staff resources will allow the ACP to accommodate the anticipated increase in application assistants and subsequent increase in enrolled victims due to the efforts of the newly created outreach position.
- The Department is requesting \$125,000 in FY 2018-19 and \$170,000 in FY 2019-20 and ongoing in additional operating funding to keep pace with rising postage costs and free up funding to hire previously approved staff resources.



COLORADO
Department of Personnel &
Administration

FY 2018-19 Funding Request | November 1, 2017

John W. Hickenlooper
Governor

June Taylor
Executive Director

Department Priority: R-01
Request Detail: Address Confidentiality Program Resources

Summary of Incremental Funding Change for FY 2018-19	Total Funds	General Fund	Cash Funds
Address Confidentiality Program Resources	\$303,113	\$283,113	\$20,000

Problem or Opportunity:

The Department of Personnel & Administration is requesting a total of \$283,113 General Funds and \$20,000 cash funds for 2.5 FTE in FY 2018-19, annualizing to 3.6 FTE and \$361,383 General Funds and \$20,000 cash funds in FY 2019-20 to meet the Address Confidentiality Program's (ACP's) caseload growth and funding needs. Strategic planning during FY 2016-17 has identified the need for additional resources for the program in order for the ACP to increase statewide coverage of the program with a corresponding increase in ongoing operational capacity.

The Address Confidentiality Program (ACP) provides survivors of domestic violence, sexual offenses, and/or stalking with a legal substitute address for interacting with all state and local government agencies. The program also provides a confidential mail forwarding service. The intent of the program is to protect the location of a survivor's actual address and reduce the risk of future harm. All state and local government agencies must accept the substitute address as the participant's legal address of record. In October of 2015, the Address Confidentiality Program received the "Outstanding Victim Services Program" award from the Colorado Organization for Victim Assistance. Further evidence of the program's commitment to serving the victim community is its 2017 nomination for the Governor's Elevation Award.

The ACP has faced an ongoing mismatch between funding levels and increased demand for its services. In the 2013 legislative session, the General Assembly passed S.B. 13-271, which allowed the ACP to use General Fund appropriations to support its operations. Before this legislation's passage, the Program's sole revenue source was a fee levied against offenders found guilty of specific crimes against other individuals. This was problematic because the fee represented one-time revenue, but the threat against individuals in the Program was, and continues to be, ongoing. The ACP has historically applied for and been awarded state and federal grants in order to offset program costs, but grant funds are limited to the awarded grant project and are not available for general program use. In addition, federal grant awards (the program now has a Victims of Crime Act, or VOCA award) require documented efforts to provide enhanced or expanded services to underserved populations. This becomes a double-edged sword as outreach efforts produce accelerated growth and subsequent increases in operating costs. The current federal grant expires on December 31, 2017. This

grant has one renewal, which provides similar funding for calendar year 2018. Additional funding requests (for calendar years 2019 and 2020) will require a new grant application and a new proposed project. The ACP plans to continue applying for grant funds to enhance program services as grant award opportunities arise.

In addition to historically insufficient fee revenue, the ACP has a statutory obligation to accept all individuals who apply and qualify for admission into the program regardless of budget or staff resources. The combination of the one-time fee supporting ongoing needs and the program's inability to control its enrollment makes it impossible for the ACP to manage the escalating expenses incurred by the program.

Outreach and Training

The Address Confidentiality Program is charged with serving the entire victim community in the State of Colorado. This is accomplished through outreach and training to develop local "Application Assistants." Application assistants are those who provide direct victim services through a government or non-profit agency, and who are trained and designated by the ACP to enroll qualifying victims into the program. Application Assistants do not serve a county, but rather clients at their own agency. For example, a law enforcement application assistant will typically be unable to assist anyone outside of their jurisdiction or anyone who does not want a police report generated.

Application Assistants evaluate individual needs, as well as program qualifications and fit. Since ACP services are intended to enhance, but not replace a comprehensive safety plan, Application Assistants ensure that only those who qualify for, and will benefit from ACP services are enrolled. The ACP statute requires Application Assistant recommendation for program enrollment (Section 24-30-2105 C.R.S).

Crime victims who live in a county without active Application Assistants must travel to an agency in a county where an active application assistant exists to request ACP enrollment. However, application assistants are not required to serve clients outside of their own agency, and they may be reluctant or prevented from recommending ACP services for those who are not receiving the agency's services.

Currently only fifteen counties have application assistants who are actively serving applicants. This leaves victims in 49 counties essentially unable to access the services and safeguards provided by the ACP. Furthermore, all state and local government agencies must accommodate the ACP laws. Ideally these agencies should be aware of the program and have policies and processes in place to comply. However, given caseload growth daily ACP operations must take priority over agency outreach and many key agencies (such as schools and law enforcement) remain unaware of the program and of their statutory obligation.

Printing

The ACP creates and provides a "welcome folder" for each new program household. These folders include ACP authorization cards, unique ACP voter registration forms, a handbook for utilizing program services, forms for making household and address changes, and original letters which verify actual county residency for accessing county-based services. These packets are also provided to each household upon program renewal, which means each household will be provided with one folder every four years.

The contents of these folders are not appropriate or conducive for distribution by email since they contain authorization cards, specialized forms and original letters. Since all ACP participants are actively being stalked, most participants do not participate in email correspondence.

In addition to the welcome folders, the ACP also distributes “starter packets” to Application Assistants. These packets contain application assistant agreement forms, program enrollment applications, program brochures and reference guides with instructions for completing the forms. These packets are provided at the time of initial training and upon Application Assistant renewal (every two years). The ACP is increasingly providing these documents electronically, and they are available on the program website. However, many victim advocates prefer using the paper versions, which can be completed while sitting in a victim’s living room. With virtually no current outreach to increase the number of Application Assistants, turnover and renewal of Application Assistants still necessitates continual printing of these packets.

Between FY 2012-13 and FY 2016-17 the ACP has also had an almost 50% increase in the number of outgoing envelopes used to forward participant mail. These envelopes are specifically ordered to reflect the program’s return address in order to safeguard program participants’ locations.

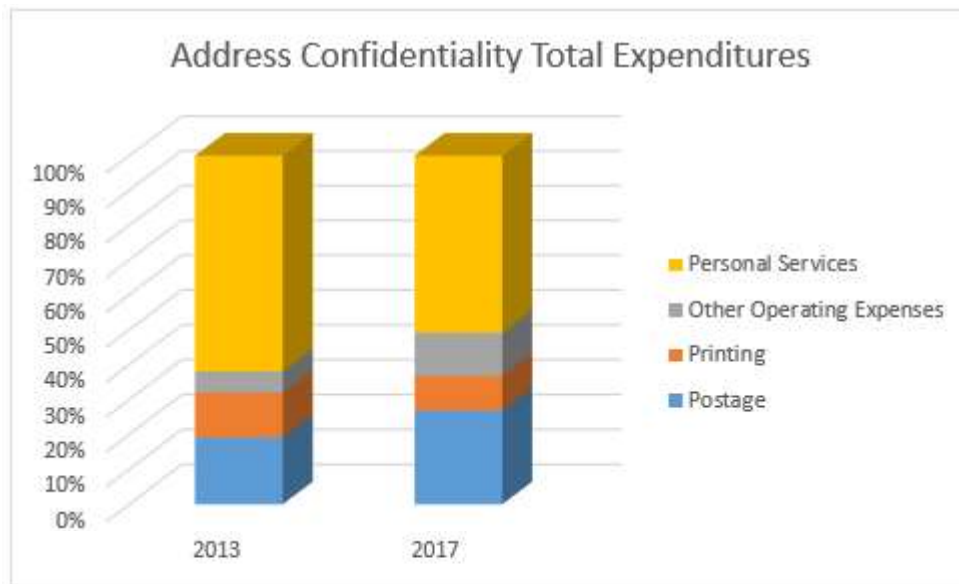
Mail Processing

Another cost driver for the Address Confidentiality Program is its mail processing function. Regardless of the content of the mail received, someone at the ACP must sort the mail manually to separate and discard second class and bulk mail from the mail that must be forwarded to program participants. After this, the mail must be sorted into individual compartments for each household, packaged into separate envelopes, labeled, have postage applied, and then be sent to the program participant. The program has been through a LEAN review (details in Appendix A), which suggested the possibility of Integrated Document Solutions (IDS) auto-sort ACP mail. The ACP would have to pay for this service. The ACP will continue to look at this as a possible option as volume increases however, recent IDS rate increases may make this option less feasible. From FY 2012-13 through FY 2016-17 the volume of both incoming and outgoing mail more than doubled, not only driving mail costs significantly higher but increasing workload for the staff assigned to mail processing. As the program continues to expand, reductions in mail processing workloads are not anticipated. Rather, the program faces increased need for personal services. Unfortunately, the ACP only has one exempt staff (the Director), and all other employees are paid hourly.

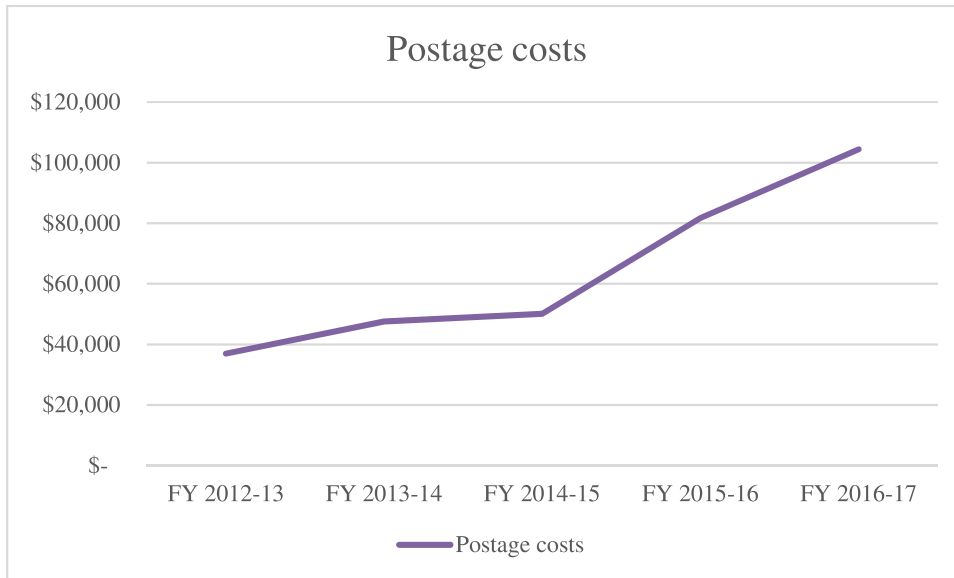
The ACP has been through the LEAN process and has taken additional steps to maximize efficiencies associated with sorting incoming and processing outgoing mail. For example, the ACP primarily uses #12 envelopes for mail forwarding because they large enough to accommodate a business-size envelope, but small enough to keep postage at the standard \$0.44 rate. Other strategies include delaying some non-essential mail (such as a reminder to make a routine dental appointment) in order to place more items in an outgoing envelope, or splitting a large pile of mail into several envelopes in order to avoid creating a “parcel or package” which is determined by envelope width and which escalates postage costs significantly beyond postage for a few envelopes. In addition, the program has undertaken a more rigorous screening of all incoming mail to reduce the amount of discretionary mail that is forwarded to participants.

Postage

The program has made efforts to control incoming and outgoing mail volume such as returning mail addressed to former participants or non-participants or returning packages and magazines of current participants to the sender as “Refused” or “Unable to Forward” in hopes that senders amend their mailing lists thus preventing similar mailings from occurring again. In spite of these efforts, program postage costs continue to climb. A portion of the increase is due to the weight or size of mail consolidated in an envelope but primarily the increase is a result of rising incoming and outgoing mail volume. Incoming mail volume rose from 90,358 pieces in FY 2012-13 to 217,763 pieces in FY 2016-17. A LEAN review suggestion to fold CBMS outgoing envelopes actually increased postage as the envelopes became an odd shape and could not be auto-sorted. Costs for X-raying and sorting the incoming mail are charged to the program. Since FY 2012-13 the average cost of an outgoing ACP envelope has climbed from \$0.82 to the current rate of \$1.47 through FY 2016-17, and outgoing mail volume has climbed from 45,179 pieces to 66,645 pieces. During this time span, the portion of program’s overall total expenses charged to postage rose from 19% in FY 2012-13 to 26% in FY 2016-17.



In FY 2015-16, postage and printing costs alone climbed \$41,000 over the previous fiscal year representing nearly the entire increase in operating costs for the program. This dramatic increase in operating costs effectively squeezed out appropriations available for personal services and required an over-allocation of POTS to the program sufficient to backfill cash fund and personal services shortfalls. Aware of the ACP’s inability to cap enrollment due to statutory requirements and in anticipation of continued growth in operating costs, IDS in partnership with the ACP agreed to assume a portion of the ACP’s personal services mail duties and costs beginning FY 2016-17. As expected, FY 2016-17 postage and printing costs climbed an additional \$22,700 beyond FY 2015-16 levels although a significant amount of these costs were offset with new grant funding.



Proposed Solution:

The Department of Personnel & Administration is requesting additional resources for the Address Confidentiality Program resulting from recently completed strategic planning which focused on increasing the efficiency of managing current participant caseload, mail workload and intentional outreach efforts.

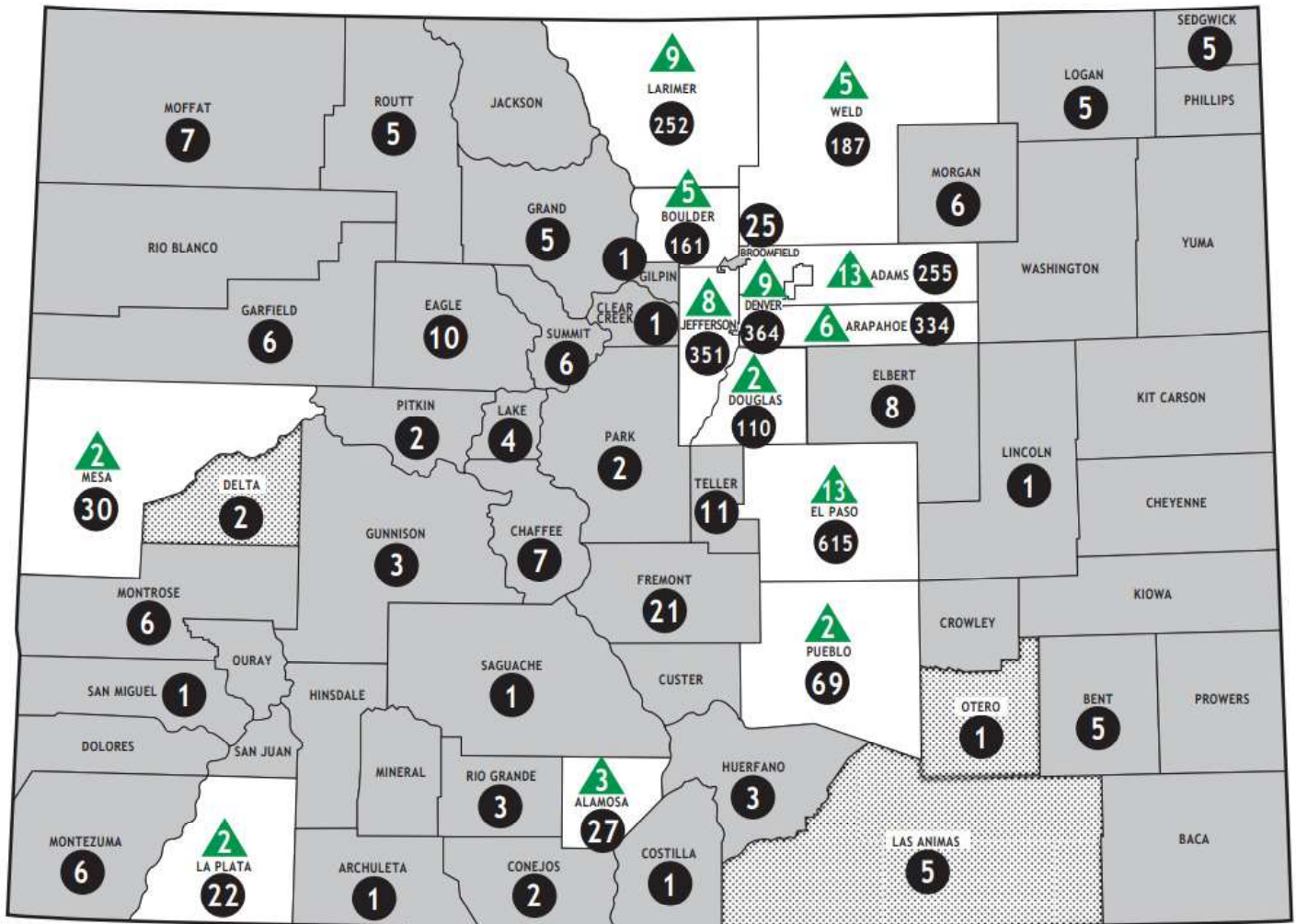
Outreach

ACP service availability is dependent upon Application Assistant availability. The lack of ACP resources for cultivating new Application Assistants as well as the ongoing attrition of current Application Assistants (due to the high turnover rate of victim advocates as a profession) are preventing qualified victims from accessing ACP services. The ACP increasingly receives calls from victims who are having difficulty finding an Application Assistant. Currently, only fifteen counties in Colorado have application assistants actively enrolling new participants. The map below shows that vast regions of the state have no participants or very few participants enrolled in the ACP and utilizing the protections and services the program provides. Because current program resources are necessary for the day-to-day operations of the program, trainings and outreach service opportunities are not being prioritized. The Department is requesting 0.9 FTE at the Administrative Assistant III level in FY 2018-19 annualizing to 1.0 FTE in FY 2019-20 to serve as a dedicated training and outreach position. Ensuring statewide access will be the position’s task priority, with the initial goal of ensuring that each county has at least two trained and registered Application Assistants who could enroll qualifying crime victims into the program. Because agencies are limited in who they can serve, adequate county coverage would ideally include training advocates at multiple agencies within each county. After initial coverage is established, this position would continually evaluate Application Assistant coverage throughout the state and perform recruitment efforts on an ongoing basis to ensure there are an adequate number of locations throughout the state where victims can apply for program certification. Since so few Colorado counties have active Application Assistants, the initial plan for increasing access will involve reaching out to ACP community partner membership organizations (The Colorado Coalition Against Domestic Violence – CCADV, the Colorado Coalition Against Sexual Assault – CCASA, and the Colorado Organization for Victim Assistance - COVA) for the purpose of teaming an outreach effort with each

organization’s regional representative, ideally in coordination with other regional trainings. In addition to the in-person trainings, the Outreach Coordinator will provide additional training options such as online training and webinars.



Participants & Application Assistant Coverage by County



LEGEND

- ▲ Number of Active Application Assistants (sent at least one application during 2016)
- Number of Active Participants
- ▨ Counties with One Active Application Assistant
- Counties with Zero Active Application Assistants

Program Support Staff

In addition to the increasing costs associated with postage, including X-raying incoming mail and metering charges for outgoing mail, current mail processing workload is outpacing dedicated mail processing resources. Manually separating, sorting and repackaging mail into individual envelopes for each household is a time-consuming process presently requiring other program staff to delay their regular workload (such as enrolling new participants or renewing current Application Assistants) to assist with the forwarding of participant mail. Because current ongoing workload is greater than the staff available for processing, program tasks have had to be prioritized in order to process the most urgent needs first. Program resources have been

shifted to mail processing but at the cost of other case management and other needs. Additional resources are needed to conduct the day-to-day operations of the program, provide management with the opportunity to proactively establish program processes with other state and local government agencies, and ensure that program services are available to all qualifying Colorado victims. The Department is requesting 1.6 FTE at the Administrative Assistant II level in FY 2018-19 annualizing to 2.6 FTE in FY 2019-20. The additional staff resources will allow the ACP to accommodate the anticipated increase in Application Assistants and subsequent increase in enrolled victims due to the efforts of the newly created outreach position above. (Caseload growth projections appear in Table B in the Assumptions and Calculations section.) Because the new staff will be performing much of the intake, maintenance and mail work required for the program, current program staff will be allowed to return to their assigned duties.

Program-related Operating Costs

Because program operating costs have climbed significantly over the last few years relative to the total funding available for the program, including grant funding, IDS continues to assume a portion of the ACP's personal services mail duties and costs. Management has also intentionally held positions vacant in order to pay for operating costs associated with forwarding program participant mail and program printing needs--envelopes and packets for application assistants and program participants. This has hindered current staff's ability to complete other assigned duties in a timely fashion. Additional funding for postage related costs is necessary in order free up funds to allow program management to hire previously approved staff for day-to-day operations.

The Department is also requesting operating funding related to the new outreach position—travel, printing of application assistant and new participant documents and other operating costs in order to successfully implement the duties of this new position whose goal is to increase the number of counties with active Application Assistants. This would allow access to the ACP to victims statewide.

To offset its total need, the ACP has once again applied for grants. The Department was awarded \$74,349 in one-time grant funding from Victims of Crime Act (VOCA). The funding spanned a portion of FY 2015-16 and FY 2016-17. The grant was fully utilized to offset program costs. The current VOCA grant awarded to ACP for calendar year 2017 is for \$149,051. The program anticipates a renewed grant for calendar year 2018. Important to note is that grant related tasks include a hefty time component. The application process takes about 90 hours of program manager time (primarily after business hours) and ongoing grant tracking, reporting and management contribute to the program's inability to conduct proactive agency outreach and keep up with regular daily program work.

If this request is not approved, crime victims may be unintentionally barred from accessing a potentially life-saving service. The ACP staff will continue redirecting resources to mail-related duties to handle current workload. Enrollees may experience service delays resulting from the focus of ACP resources on day-to-day operations rather than caseload management and outreach. Enrollees will continue to experience difficulty using the core services if insufficient resources exist to respond to participant questions or sustain responsive, collaborative relationships with other agencies and service providers. Outreach will not be possible leaving large portions of the state without trained Application Assistants. Local agencies and law enforcement will

remain unaware of the program and unknowingly be out of compliance with the ACP laws depriving potential program participants of the potential safeguards the program provides. With insufficient and unsustained outreach, even the numbers of active Application Assistants will decline through attrition, further limiting ACP enrollment resources. Additionally, given that program operating costs (specifically printing and postage costs) continue to edge out personal services funds, program positions will remain unfilled and current staff resources will be redirected and prioritized to ensure uninterrupted mail forwarding for existing participants. Daily operations, such as program enrollment, household and address change requests and requests for technical guidance will be delayed.

Anticipated Outcomes:

If this request is approved, the Department anticipates swift progress towards meeting the legislative mandate to serve all qualifying crime victims across the state (Section 24-30-2105 (4) C.R.S.). An approved request would provide those citizens participating in the Address Confidentiality Program decreased processing time for intake, maintenance, and un-enrollment activities, more efficient mail processing, and the ability to meet the demands of growing caseload. The Department also anticipates greater accessibility to the ACP through increasing the number of active Application Assistants as well as increasing agency awareness of the program in tandem increasing the ACP presence in more Colorado counties. Because the ACP is required to accept all victims who qualify for the program, the program will be able to fulfill this statutory requirement within reasonable timeframes if the additional staffing is approved. The program manager will have the opportunity to fully-staff the ACP ensuring not only adequate staff for ongoing operations but caseload management as well.

The Department will measure the success of the additional staff through various metrics including, but not limited to: the number of new and renewed applications, maintenance requests, un-enrollment requests, and other changes that are performed by the program. The Department will know that this request will have been successful if the Address Confidentiality Program can expand to all 64 counties in the State and accommodate the additional associated workload.

Assumptions and Calculations:

To develop the projected staffing need for this request, the Department surveyed other states that operate similar service-level address confidentiality programs and conducted its own analysis of its current workload. For the state-level analysis, each state was asked to provide the number of staff it employs and the number of participants it serves (See Table A). Due to efficiencies that appear to be gained when serving larger populations, the Department only used data from states offering comparable services to at least 900 participants to develop the staffing ratios used to project the need for Colorado's Address Confidentiality Program. An updated analysis, based on comparable states and accelerated growth due to dedicated outreach efforts, indicates that the Address Confidentiality Program requires 9.9 additional FTE (See Table B).

Table A: Summary of State-level Address Confidentiality Staffing			
<i>States with at Least 900 Participants Offering Comparable Services</i>			
State	Staff	Participants	Staffing Ratio
Maryland	8.5	960	112.9
California	7.5	3,094	412.5
Minnesota	6.5	1,500	230.8
Missouri	2.0	1,582	791.0
Arizona	4.0	1,450	362.5
Average	5.7	1,717	301.3
Colorado	4.0*	2,998	749.5
*Includes 1.0 FTE funded from Integrated Document Solutions (IDS) mail processing unit and grant-funded staff.			

Table B: Summary of FY 2018-19 Projected Caseload & Staffing Requirements			
Row	Description	Active Participants	Notes
1	FY 2015-16 Year-End Caseload	2,694	
2	FY 2016-17 Year-End Caseload	2,998	
3	Projected accelerated FY 2018-19 Year-End Caseload	4,193	
4	Average Staffing Ratio for Comparable States	301	From Table A
5	FTE Required to Comparably Staff ACP Program	13.9	Row 3 / Row 4
6	Current Available Staff	4.0	
7	Incremental Comparable Program FTE Need	9.9	Row 5 - Row 6

The program uses active participants as a metric to gauge activity because it is common to all states and allows for comparisons to be drawn between different states and Colorado’s ACP, such as workload and staffing ratios. However, it’s important to note that caseload growth does not reflect the complete workload of the program due to the fact that it represents net change in program participants and does not address the workload associated with renewing, removing or updating a participant. Renewing, removing or updating a program participant requires as many steps as enrolling a new participant. Therefore, the transaction volume of the program is the primary indicator of workload and should be used when gauging the resource needs of the ACP. For the Department’s own analysis, the program manager assessed the frequency and time required to perform the tasks required to operate the ACP under optimal conditions given current caseload. The Department then extrapolated the FTE needed in FY 2018-19 using the caseload growth developed in Table ZZ. This analysis indicates that the ACP will require approximately 2.6 additional FTE in order to process general program workload (Table C).

Table C: Address Confidentiality Program Workload Metrics				
Work Type	Annual Frequency	Average Time Required	Annual FTE Hours Necessary	Description
General Program Work				
Program Calls/Emails	4,876	11.57 minutes/each	941	Responding to calls require pulling a participant's file, summarizing content of the call in the file, and replacing the file. This is enrollee specific email and does not include inter-office email.
Standard Mail Processing	285,953	28.77 seconds/each	2,286	Incoming mail processing includes junk mail handling. Outgoing household envelopes. This does not include time spent on undeliverable mail the ACP receives or resolving issues with mail that is addressed incorrectly.
Other Mail Processes	3,196	20 minutes each	1,065	Resolving issues related to returned mail, packages that must be returned, insufficient address issues and correspondence with post office, mail carriers and participants Requires the completion of a process checklist, which includes verbal and written communication.
Documenting certified mail	288	5 minutes each	24	Statutorily required to track each piece of certified mail.
New Household Application Processing	440	3 Hours/App	1,320	This process consists of 23 steps and can vary considerably depending upon the size of the household and a number of other factors.
Household Renewals	100	2 Hours/App	200	This process consists of 23 steps and can vary considerably depending upon the size of the household and a number of other factors.
Household Case Closures	285	0.5 Hours/Request	143	8 step process done for each household that is unenrolled from the program.
Participant Case Management	400	0.73 hours/each	291	Address changes--10 Step process that include internet searches, phone calls, and drafting of at least one letter. School enrollment and verification requests received per month. Change of name requests.
Current Application Assistant Administration	387	0.43 hours/agreement	166	Includes processing the agreement and sending out materials. Includes time spent sending notices.
State and national conferences	4	32 hours	256	32 hours per staff/ per conference (average 2 staff attend)
Document management	6	10 hours per item	60	Creating and editing templates, drafting bi-annual participant newsletter
Application Assistant Records Management	Daily	48 hrs/month	576.0	Currently, there are no staff assigned to application assistant records management. This work is chronically behind. Outreach will increase the amount of needed to manage Application Assistant records.
Data collection and reporting	70	1 hr per report	70	Program source data reports and national reports in addition to preparing, sending and tracking notices for renewal, minor turned 18, and cancellations.
Complying with record retention schedule	monthly	2 hours	24.0	New records and enrollments are taking priority over the management of old records.
ACP website updates	monthly	4 hours	48.0	ACP website reflects out of date information and materials; may need some reorganization.
Misc staff tasks	36	1.5 hours	54	Internal and external stakeholder meetings, new issue resolution, order supplies
Program Manager Specific Workload				
Email correspondence	5,400	10 min/per	900	Internal and external stakeholder communication. Sent average of 491 emails in May and June 2017. Based number on 450 per month.
Grant Management			284	Grant Application, Grant Reporting Follow-up, Ongoing Grant tracking, Miscellaneous reporting
Internal Program Administration			589	Meetings, financial reporting, staff administration and interpreting the ACP laws for program implementation and interactions with other agencies.
External Program Administration			386	Presentations/trainings to reach state administrators, leaders and policy makers. Video projects. National Association of Confidential Address Programs (NACAP) officer and committee work. Respond to and collaborate with other states.
Grant Staff Work				
Grant task tracking and survey work. All other grant staff work is incorporated with other task numbers.	12	8 Hours/Week	96	Tracking daily tasks on time sheet, sending and tracking surveys
FTE Hours Required for Current Workload			9,778	Sum of the hours above.
FTE Needed (Current Workload)			4.7	Hours / 2,080
FY 2018-19 Estimated FTE Need			6.6	Current FTE * (1+FY18 annual growth rate)*(1+FY19 annual growth rate)

Dedicated Outreach Work				
VOCA grant compliance - ensure ACP access to underserved populations	52	20 hours/week	1040	Hiring process for bi-lingual outreach advocate was delayed due to budget and ability for program to absorb additional participants. (Plan to hire by August 1, 2017).
State and local agency Outreach (24 agencies/year)	24	16 hours/agency	384	Currently, ACP deals with compliance issues on a reactive basis, rather than proactively reaching out to proactively implement the ACP laws. Law enforcement agencies, courts, schools and other state and local government agencies are unaware of the ACP or their agency's need to accommodate the laws.
Application Assistant outreach and training	36	16 hours/training	576	Provide statewide access for all qualified victims.
FTE Hours for Outreach Work			2,000	Sum of the hours above.
FTE Needed (FY 2018-19 Workload)			1.0	Hours / 2,080
FY 2018-19 Estimated FTE Need			7.6	

The Department is using the more conservative of the two estimates that is based upon the incremental FTE identified through the comparison of data to other benchmark states. For the total cost of staffing, the Department based its need on the cost of 2.6 FTE at the Administrative Assistant II level for the additional program support staff whose duties will include mail processing and caseload management in addition to 1.0 FTE at the Administrative Assistant III level for the dedicated outreach position. The Department will require initial and ongoing operating expenses for all new staff as well as additional funding for expenses specific to the outreach position including travel, additional Application Assistant packets and participant welcome packets, laptop, presentation software, and cell phone.

Between FY 2012-13 and FY 2016-17 total program costs increased from \$193,405 to \$388,371. Significantly, the proportion of operating costs to total program costs increased from 38% to 49% effectively crowding out personal services funding available for day-to-day operating staff. Program management has intentionally held positions vacant in order to pay operating expenses. Postage related costs are a major driver of operating costs having risen \$67,000 over this same time period. Given the program's current request for a dedicated outreach position and the anticipated accelerated increase in participant enrollment, postage related costs are expected to climb even more. The Department is requesting \$125,000 in FY 2018-19 and \$170,000 in FY 2019-20 and ongoing in additional operating appropriations in order to keep pace with rising postage costs and free up funding to hire previously approved staffing resources.

The Department is also requesting \$21,817 in FY 2018-19 (\$19,585 in FY 2019-20 and ongoing) in additional operating funds related to the functioning of the proposed outreach position. Funding will pay for travel, printing and other training supplies for this position.

Table D: Additional Operating Requirements for the ACP				
	FY 2018-19	FY 2019-20		
OUTREACH POSITION				
Additional Operating	\$ 2,287	\$ 1,634	laptop, presentation software, cell phone	
Travel	\$ 10,030	\$ 9,490	outreach activities	
Total Additional Outreach Operating Need	\$ 12,317	\$ 11,124		
PROGRAM OPERATING				
New Participant Welcome Packets	\$ 1,634	\$ 1,782	for new participants attributed to outreach position	
Application Assistant Packets	\$ 7,866	\$ 6,679	training & operating documents	
Postage Related Costs	\$ 125,000	\$ 170,000	backfill	
Program Operating Need	\$ 134,500	\$ 178,461		
Additional Operating Requirements for the ACP	\$ 146,817	\$ 189,585		

The Department's cash flow projections support the sustainability of funding a portion of this request with cash funds due to the availability and use of grant funds. (Table based on trial balance as of 7/11.)

Address Confidentiality Program Fund Cash Flow						
	Actual	Actual	Actual	Actual	Projected	Projected
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Cash Flow Summary						
Revenue Total	\$140,869	\$133,115	\$142,630	\$141,139	\$141,947	\$121,947
Fees	\$140,365	\$132,800	\$142,283	\$140,916	\$141,600	\$141,600
Interest	\$504	\$315	\$347	\$223	\$347	\$347
Overhead Transfer						(\$20,000)
Expenses Total	\$172,368	\$185,274	\$126,616	\$65,820	\$65,820	\$85,820
Cash Expenditures	\$172,368	\$185,274	\$126,616	\$65,820	\$65,820	\$65,820
Change Requests (If Applicable)	\$0	\$0	\$0	\$0	\$0	\$20,000
Net Cash Flow	(\$31,499)	(\$52,159)	\$16,014	\$75,319	\$76,127	\$36,127

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	Year 1 (FY 2018-19)		Year 2 (FY 2019-20)	
<i>Personal Services:</i>	FTE	\$	FTE	
	Monthly Salary			
ADMIN ASSISTANT II	\$ 2,783	1.6	53,433	2.6
PERA			5,424	8,814
AED			2,672	4,342
SAED			2,672	4,342
Medicare			775	1,259
STD			102	164
Health-Life-Dental			15,854	23,782
Subtotal ADMIN ASSISTANT II		1.6	\$ 80,932	2.6
	Monthly Salary			
ADMIN ASSISTANT III	\$ 3,458	0.9	37,346	1.0
PERA			3,791	4,212
AED			1,867	2,075
SAED			1,867	2,075
Medicare			542	602
STD			71	79
Health-Life-Dental			7,267	7,927
Subtotal ADMIN ASSISTANT III		0.9	\$ 52,751	1.0
Subtotal Personal Services		2.5	\$ 133,683	3.6
<i>Operating Expenses</i>				
Regular FTE Operating Expenses	500	4.0	2,000	3.6
Telephone Expenses	450	4.0	1,800	3.6
PC, One-Time	1,230	4.0	4,920	-
Office Furniture, One-Time	3,473	4.0	13,892	-
Other			-	-
Other			-	-
Other			-	-
Other			-	-
Subtotal Operating Expenses			\$ 22,612	\$ 3,800
TOTAL REQUEST		2.5	\$ 156,295	3.6
<i>General Fund:</i>			\$ 156,295	\$ 191,799
<i>Cash funds:</i>			\$ -	\$ -
<i>Reappropriated Funds:</i>			\$ -	\$ -
<i>Federal Funds:</i>			\$ -	\$ -

In March of 2014, the ACP conducted a LEAN review of the returned mail process, case closure process and reviews the enrollment and mail forwarding processes.

Review enrollment process—does it *really* take 26 steps to enroll participants?

Outcome: The LEAN process validated current enrollment processes and streamlined the actual enrollment checklist. The enrollment checklist was reduced by two steps by consolidating a couple of items. The process now takes 20-24 steps, rather than 22-26 steps depending on whether the applicant has current court or voting records. The ACP received a suggestion to utilize a program database to improve overall enrollment efficiencies. A dedicated program database is currently in process and is anticipated to be up and running shortly after the first of the year. The anticipated efficiency from this has been included in the Decision Item. In the meantime, program staff spend many hours each month sifting through several large spreadsheets to reconcile numbers and then spend more time when the reconciliation is off by one of something (household addition, closure, etc.) because something is missing or misplaced on a spreadsheet. The new database will streamline all program processes, reports and time spent documenting phone calls. Currently every phone call or message means pulling a file, writing notes on the note page, and then putting the file back in the drawer.

Review returned mail and case closure process.

Outcome: The LEAN process identified a missed efficiency. The previous process had a stopping point after conducting the initial steps. The stopping point allowed files to languish while waiting for staff to revisit the file and resume the rest of the processes. As a result of the LEAN process, the stopping point has been removed.

Review mail forwarding.

Outcome: The LEAN review resulted in several suggestions for program consideration.

Suggestion 1: Folding some envelopes to reduce postage: CBMS envelopes going out as pre-sorted flats (.48). The program explored folding for lower postage but folding envelopes actually increased postage costs because the envelopes become odd shapes and could not be auto-sorted.

Suggestion 2: Having IDS auto-sort ACP mail. The ACP would have to pay for this service and mail often comes from the post office in a rough numerical sort. The ACP will continue to look at this as a possible option as volume increases however, recent IDS rate increases may make this option cost prohibitive.

Schedule 13

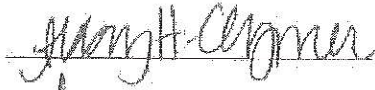
Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

R-02 Cybersecurity Liability Insurance Policy

Dept. Approval By:




X

Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information

	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
Total		\$5,856,007	\$0	\$5,297,029	\$375,000
FTE		0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0
	RF	\$5,856,007	\$0	\$5,297,029	\$375,000
	FF	\$0	\$0	\$0	\$0

Line Item Information

	Fund	FY 2017-18		FY 2018-19	FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
Total		\$5,492,182	\$0	\$4,915,029	\$50,000
FTE		0.0	0.0	0.0	0.0
02. Division of Human Resources, (C) Risk Management Services, (2) Liability -- Liability Claims	GF	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0
	RF	\$5,492,182	\$0	\$4,915,029	\$50,000
	FF	\$0	\$0	\$0	\$0

Total		\$363,825	\$0	\$382,000	\$325,000
FTE		0.0	0.0	0.0	0.0
02. Division of Human Resources, (C) Risk Management Services, (2) Liability -- Liability Excess Policy	GF	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0
	RF	\$363,825	\$0	\$382,000	\$325,000
	FF	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	X	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	No	X	
FF Letternote Text Revision Required?	Yes	No	X	
Requires Legislation?	Yes	No	X	
Type of Request?	Department of Personnel & Administration Prioritized Request			
Interagency Approval or Related Schedule 13s:	None			



COLORADO

Department of Personnel & Administration

Priority: R-02
Cybersecurity Liability Insurance Policy
FY 2018-19 Change Request

Cost and FTE

- The Department is requesting \$375,000 in Reappropriated Funds for allocation through the Risk Management common policy line item “Payments to Risk Management and Property Funds” to procure a statewide Cybersecurity Liability Insurance Policy. This insurance policy will be added to the Liability Fund within the Risk Management Program. This will be an ongoing expense beginning FY 2018-19.

Current Program

- The State’s Risk Management Program protects the State’s human resources and property assets through the administration of liability, property, and workers’ compensation and loss control programs. The Risk Management Program provides loss control training and consulting services including accident investigation, legal defense, safety training, hazard mitigation, building inspection, insurance procurement, claim evaluation, and data collection.
- The Liability Fund provides self-funded liability coverage for tort and federal claims; liability claims and lawsuits arising from allegations of state negligence related to such occurrences as auto accidents, employment discrimination, and road maintenance.

Problem or Opportunity

- Cyber-attacks on businesses and governments are more common than ever before, and are likely to increase. In the event of a cyber-attack, the State could face millions of dollars of expenses without risk mitigation. The Department has been working in collaboration with OIT on improving cybersecurity across the state while mitigating potential risks.

Consequences of Problem

- Without a cybersecurity liability insurance policy, in the event of a cyber-attack, the State could face millions of dollars of expenses which would be borne by individual state agencies. This could impose an undue hardship on individual agencies, requiring them to use existing funds or seek supplemental funds with possible General Fund impacts.

Proposed Solution

- The Department requests \$375,000 in Reappropriated Funds in FY 2018-19 through the Risk Management common policy to procure a commercial cybersecurity liability insurance policy. The scope of the policy will allow for coverage of all state agencies if they choose to participate. This insurance policy is estimated to have a \$1 million deductible (self-insured through the Liability Fund), and cover up to \$5 million per occurrence, with an annual premium of \$325,000 and estimated annual losses of \$50,000.
- This solution would remove the financial burden from individual state agencies for up to \$6 million per occurrence, since the deductible will be paid out of the liability fund. Additionally, it allows for individual agencies to proactively budget and plan for the established common policy allocations, rather than reactively scrambling to come up with the necessary funds in the event of a cyber-attack. The approval of this request will effectively limit the State’s cyber exposure.



COLORADO
Department of Personnel &
Administration

FY 2018-19 Funding Request | November 1, 2017

John W. Hickenlooper
Governor

June Taylor
Executive Director

Department Priority: R-02
Request Detail: Cybersecurity Liability Insurance Policy

Summary of Incremental Funding Change for FY 2018-19	Total Funds	Reappropriated Funds
Cybersecurity Liability Insurance Policy	\$375,000	\$375,000

Problem or Opportunity:

The Department of Personnel & Administration is requesting \$375,000 in Reappropriated Funds for allocation through the FY 2018-19 Risk Management common policy line item titled “Payment to Risk Management and Property Funds.” The Department has worked in collaboration with the Office of Information Technology (OIT) on improving cybersecurity across the state while mitigating potential risks. This request will help to mitigate potential cyber risk by adding a cybersecurity liability insurance policy to the Risk Management Program for all state agencies that choose to participate. This insurance policy will be purchased through the Risk Management Program insurance broker and added to the Liability program; the estimated costs associated with the cybersecurity liability insurance policy will be included in the Liability allocable cost pool of the Risk Management common policies and allocated to all participating agencies.

The State’s Risk Management Program protects the State’s human resources and property assets through the administration of liability, property, and workers’ compensation and loss control programs. The Risk Management Program provides loss control training and consulting services including accident investigation, legal defense, safety training, hazard mitigation, building inspection, insurance procurement, claim evaluation, and data collection. The Liability fund provides self-funded liability coverage for tort and federal claims; liability claims and lawsuits arising from allegations of state negligence related to such occurrences as auto accidents, employment discrimination, and road maintenance. Claims are administered internally with the use of third-party adjusters and advice from the Attorney General’s Office.

For FY 2018-19, the State has identified a need to add a cybersecurity liability insurance policy to the existing Risk Management Program due to the ever-evolving vulnerability of computer networks and systems. Cyber-attacks on businesses and governments are more common than ever before, and are likely to increase. A cybersecurity liability insurance policy is designed to help an organization mitigate internet-based risk exposure by offsetting costs involved with recovery after a cyber-related security breach or similar event. In the event that State data is destroyed, stolen, hacked, extorted, or compromised, cybersecurity liability insurance benefits kick in to minimize and indemnify the State for losses to others. The 2016 U.S. Government Cybersecurity Report – a study that graded over 600 government agencies on IT security – noted that within state governments, agencies often retain legacy systems longer than other private organizations,

which increases their exposure to vulnerabilities. The report concluded that government agencies should consider using outside resources to assist in examining vulnerabilities and developing plans for short and long-term remediation¹.

Several states have experienced cyber-attacks that have resulted in millions of dollars of additional expenses. One example of a significant cyber-attack in the public sector is the state of South Carolina, which experienced a data breach in 2012 that resulted in 3.8 million personal financial records stolen from the state's Department of Revenue². This event not only impacted millions of taxpayers, but the hackers stole information on nearly 1.9 million dependents and nearly 700,000 businesses as well. As a result, South Carolina agreed to pay approximately \$12 million to provide a free year of credit monitoring and identity theft prevention to anyone affected.

Additionally, the Federal Government is attempting to set an example for cybersecurity awareness. In February 2016, the Federal Government announced a cybersecurity budgetary increase from \$14 billion to \$19 billion to implement a Cybersecurity National Action Plan to enhance cybersecurity awareness and protections³. A fact sheet released by the White House Office of the Press Secretary stated that "cybersecurity is one of the most important challenges we face as a Nation" and "as more and more sensitive data is stored online, the consequences of those attacks grow more significant each year." In May 2017, amid news of cyber-attacks worldwide, President Donald Trump signed an executive order to strengthen the cybersecurity of federal networks and critical infrastructure including cybersecurity risk mitigation⁴.

The Department notes that although the Office of Information Technology was appropriated additional funding in FY 2017-18 for "Secure Colorado," which will fund several initiatives related to the State's cybersecurity program, cybersecurity is not solely a technology matter for the IT Department to solve. Even if it were possible to create a technology solution that is 100% secure from cyber-attacks, it wouldn't begin to protect the rapidly growing amount of data that flows outside the firewall through devices and systems beyond the State's direct control. It is far more important to focus on two things: identifying and protecting the State's cyber assets and figuring out in advance how to mitigate damage when cyber-attacks occur.

Proposed Solution:

The addition of a cybersecurity liability insurance policy to the Risk Management Program will mitigate cyber risk for all participating state agencies. Once approved, the State will purchase the insurance policy through the Risk Management Program insurance broker. The policy is estimated to have an annual premium of \$325,000, a maximum deductible of \$1 million per event, and a per occurrence limit of \$5 million. The estimated annual expenses related to this new insurance policy (\$325,000 annual insurance premiums plus an estimated \$50,000 for prospective losses within the deductible per year) will be added to the total allocable cost pool for the liability program, and allocated across all participating agencies through the Risk

¹ https://cdn2.hubspot.net/hubfs/533449/SecurityScorecard_2016_Govt_Cybersecurity_Report.pdf?t=1460656738045

² www.nytimes.com/2012/11/21/us/more-details-of-south-carolina-hacking-episode.html

³ <http://www.whitehouse.gov/the-press-office/2016/02/09/fact-sheet-cybersecurity-national-action-plan>

⁴ <https://www.whitehouse.gov/the-press-office/2017/05/11/presidential-executive-order-strengthening-cybersecurity-federal>

Management common policies. The addition of this insurance policy will be an ongoing expense beginning in FY 2018-19.

With the addition of this cybersecurity liability insurance policy, participating state agencies will have access to the following services and coverage:

Services

- Loss Mitigation Services – Access to the tools and resources needed to address and gauge key areas of cyber security risks before an event occurs. Tools include password defense and online cyber security education available to all employees.
- Post-Incident Services – A diverse team of legal experts in the legal, computer forensics, notification, call center, public relations, fraud consultation, credit monitoring and identity restoration service areas to help limit exposure to a loss.

Coverage

Third-Party Liability Coverage, which protects the insured for liability resulting from the loss of personal and confidential information:

- Cyber, Privacy, and Network Security Liability – Failure to protect private or confidential information of others, and failure to prevent a cyber incident from impacting others' systems.
- Payment Card Loss – Contractual liabilities owed as a result of a cyber incident.
- Regulatory Proceedings – Defense for regulatory actions and coverage for fines and penalties.
- Media Liability – Copyright and trademark infringement within scope of defined media content.

First-Party coverage, which is designed to minimize the effects of a cyber event:

- Cyber Incident Response – Legal fees, forensics, privacy notification expenses, credit monitoring, public relations, etc.
- Business Interruption – Loss of revenues and extra expenses as a result of interruptions of insured's systems.
- Digital Data Recovery – Costs to restore or replace lost or damaged data or software, including cost of labor and equipment.
- Telephone Toll Fraud – Costs incurred as phone bill charges due to fraudulent calling.
- Network Extortion – Payments to prevent digital destruction or impairments, which explicitly includes Bitcoin and other cryptocurrencies.

Coverage of Cyber Crime by Endorsement:

- Computer Fraud – Third party accessing insured's computers to take money.
- Funds Transfer Fraud – Third party tricking a bank into transferring funds from insured's account.
- Social Engineering Fraud – Third party tricking an employee into transferring money (this can include web-based attacks, phishing, malicious code, etc.).

If this request is approved, in the event of a cyber-attack, the deductible will cover the first \$1 million through the self-insured Liability fund, and the commercial cybersecurity liability insurance policy will cover the next \$5 million per occurrence. This takes the burden off of individual state agencies for up to \$6 million per occurrence. It will allow for individual agencies to proactively budget and plan for the established common policy allocations, rather than reactively scrambling to come up with the funds to pay for unanticipated and potentially large expenses related to cyber-attacks. The approval of this request will effectively limit the State's cyber exposure.

If this request is not approved, in the event of a cyber-attack, the State will be responsible for paying all expenses resulting from the cyber-attack, which could potentially be several millions of dollars. These expenses would be borne by the individual agencies directly affected by the cyber-attack, or by OIT, depending upon the source of the breach. This could impose an undue hardship on individual agencies, requiring them to use existing funds or to seek emergency supplemental funds with possible General Fund impacts. Without the addition of a cybersecurity liability insurance policy, the State faces the potential for significant cyber exposure.

Anticipated Outcomes:

Following the approval of this request, the Risk Management Program insurance broker will procure a cybersecurity liability insurance policy, which links to the Department's performance plan initiative to improve customer service by mitigating cyber risk for all participating agencies.

Assumptions and Calculations:

The Department utilized the existing risk management actuary to estimate prospective losses within the deductible related to cybersecurity at \$50,000 per year. The estimated insurance premiums of \$325,000 and maximum deductible of \$1 million per event are based on the preliminary quotes provided by the Risk Management Program's insurance broker.

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

R-03 CO State Archives Digitization & Electronic Record Plan

Dept. Approval By:



Supplemental FY 2017-18

X

Change Request FY 2018-19

OSPB Approval By:

_____ Budget Amendment FY 2018-19

Summary Information

	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation	
Total		\$0	\$0	\$0	\$414,335	\$246,632
FTE		0.0	0.0	0.0	3.0	3.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$372,335	\$230,632
	CF	\$0	\$0	\$0	\$42,000	\$16,000
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information

	Fund	FY 2017-18		FY 2018-19	FY 2019-20	
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation	
Total		\$0	\$0	\$0	\$218,590	\$153,590
FTE		0.0	0.0	0.0	3.0	3.0
04. Central Services, (C) Colorado State Archives -- Personal Services	GF	\$0	\$0	\$0	\$218,590	\$153,590
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total		\$0	\$0	\$0	\$195,745
FTE		0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Colorado State Archives -- Operating Expenses	GF	\$0	\$0	\$0	\$153,745	\$77,042
	CF	\$0	\$0	\$0	\$42,000	\$16,000
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total		\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	_____	No	<u>X</u>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	_____	No	<u>X</u>	
FF Letternote Text Revision Required?	Yes	_____	No	<u>X</u>	
Requires Legislation?	Yes	_____	No	<u>X</u>	
Type of Request?	Department of Personnel & Administration Prioritized Request				
Interagency Approval or Related Schedule 13s:	None				



Cost and FTE

- The Department of Personnel & Administration (DPA) is requesting \$414,335 (\$372,335 General Fund, \$42,000 cash fund) and 3.0 FTE in FY 2018-19, and \$246,632 (\$230,632 General Fund, \$16,000 cash fund) and 3.0 FTE in FY 2019-20 and ongoing to continue the legislative audio digitization project, update the program's technology, and begin migration to digital storage.

Current Program

- Colorado State Archives is the official repository of permanent State records and has rebuilt its business model into two distinct business centers. The first, which is General Funded, preserves Colorado's legal and historical data. The second, which is cash funded, serves customers by fulfilling requests for historical documents or research.

Problem or Opportunity

- Archives' progress on the digitization of State records has been slower than anticipated due to the inability to run the tapes at the expected speed and the fragility of many of the old recordings. The result is only 13% of the files being converted to an accessible digital format.
- Archives is in need of an upgrade to much of its technology, as many ordinary tasks asked of the staff are made more difficult and require more time than should be necessary because the tasks are being done with inefficient or outdated means, increasing the workload for each of the employees.
- The State does not currently have a means of preserving permanent digital records (with a lifespan of 500+ years). Saving permanent digital records requires implementation of a Trusted Digital Repository to ensure certification, cataloging, preservation, and access to records.

Consequences of Problem

- Denial of this request may increase the risk of complete loss of legislative files dating back to 1973.
- Archives employees find themselves compromising the efficiency and amount of time dedicated to archival work in order to fulfill customer requests.
- Without a move to a digital repository, Archives will be unable to improve efficiency in preservation efforts and in customer-facing duties. The risk of loss or damage is also much greater if the files remain solely in analog format.

Proposed Solution

- DPA requests a continuation of the funding approved in FY 2014-15, which allowed for the hire of 2.0 FTE through FY 2017-18, as well as an addition of 1.0 FTE currently being paid for by a grant from the National Historic Publications and Records Commissions. This will continue the legislative recordings move to a digital format.
- DPA requests additional spending authority to purchase the following equipment: 2 ledger scanners, 2 microfilm scanners, and 7 computer work stations.
- DPA requests funding for digital storage costs. This will be a large scale, multi-stage project that will require a large investment in the future. The first step is to bring in a consultant to assess the State's digital storage needs and build a multi-year plan for migration to a digital records system.



COLORADO
 Department of Personnel &
 Administration

FY 2018-19 Funding Request | November 1, 2017

John W. Hickenlooper
 Governor

June Taylor
 Executive Director

Department Priority: R-03
Request Detail: Colorado State Archives Digitization and Electronic Records Plan

Summary of Incremental Funding Change for FY 2018-19	Total Funds	General Fund	Cash Funds
Long Term Digitization Plan FY 2018-19	\$414,335	\$372,335	\$42,000

Problem or Opportunity:

The Department of Personnel & Administration is requesting a total of \$414,335 and 3.0 FTE in FY 2018-19, and \$246,632 and 3.0 FTE in FY 2019-20 and ongoing to meet the needs of the Colorado State Archives. Of this amount, \$372,335 is being requested from General Funds and \$42,000 will be cash funded. These funds will be designated to continue the legislative audio digitization project and to general archival work and fulfilling public requests, as well as updating the program’s technology and beginning migration to a digital storage system. Strategic planning during the Spring of 2017 has identified the need for additional technology and support for the program in order for the Colorado State Archives to continue record keeping and archival efforts as well as increasing the level of service provided to a full range of customers.

The Colorado State Archives is the official repository of permanent State records. In the last year, Colorado State Archives has been rebuilding its business model and organizing the program into two distinct business centers. The first business center, whose funding comes from the General Fund, is charged with preserving Colorado’s legal and historical original source data stored in both analog and digital formats. These records provide critical historical context to complex legislative and legal issues throughout the State and are at risk of being permanently lost if immediate and ongoing steps are not taken to preserve them. The second business center, which is cash funded through rates charged to entities requesting specific research, is much more public facing, aiding the public, state agencies, the General Assembly, and the judiciary with various research requests. Despite being two business centers, they are interrelated, as the cash funded access business could not exist without the archival collections.

The Colorado State Archives request is three pronged, and is outlined below:

Continued Legislative Audio Digitization Project

Colorado State Archives has been working toward completing the digitization of State records, spanning many different formats following the five year funding approved in the Department’s FY 2014-15 “BA-1 Legislative Audio Digitization” request. Historical audio recordings of legislative hearings are stored at the Colorado State Archives and date back to 1973. These recordings are comprised of several thousand audio

tapes in five different formats. Recordings from 1973 to 1981, recorded on Dictaphone tapes, are very difficult to access because of machine and tape degradation due to age and decay. Recordings from 1981 to 1997, recorded on Magnasync tapes, are at risk of becoming inaccessible due to the unavailability of historical machines used to play the specialized, multi-track recordings. Recordings from 1997 to 2002, recorded on Digital Audio Tapes and Digital Data Storage tapes (DATS/DDS), are becoming difficult to access due to the degradation and corruption of the digital tapes and the unstable nature of the obsolete proprietary software. Recordings stored on the Freedom System (used from 2002 to 2012) are also in a proprietary format. Each era of audio recordings utilizes a different format historical machine; all of which are unique proprietary multi-track tape reproducers manufactured in those specific eras, or are recordings in proprietary digital formats, playable only on computers no longer supported by Office of Information Technology (OIT) due to their outdated software. The ability to access these tapes is impacted by age, decades of wear and tear, as well as the deteriorating condition of the archaic playback machines and computers.

The file migration process funded by the term limited resources of the FY 2014-15 “BA-1 Legislative Audio Digitization” has been much slower than anticipated due to several unforeseeable factors and obstacles. These include the inability to run the tapes at the expected speed; uncovering recordings in formats that were not addressed in the original request; and unexpected need for repairs of the specialized, one-of-a-kind, machines and computers needed for playback.

The fragility of many of the old recordings make it necessary to not only run the tapes at a slower speed than anticipated, but also to pre-treat many of them before beginning the digitization process to avoid irreparable damage or complete destruction of the tapes. The tapes were originally expected to be run at double speed, but it quickly became apparent that technique would actually take longer due to conversion issues. As an example of the pre-treatment that needs to be done, each Dictaphone tape (from the era of 1973 to 1981) has to undergo a preservation process that takes one week per tape. This involves the tape being repacked (12 hours), baked in an incubator (3-4 days), and then digitized (another 12 hours). There is no way to expedite this process, but the program has a solid workflow in place that keeps the process moving along steadily.

Another major obstacle faced was needing repairs to the highly historical machines used in the digitization process. It is extremely difficult to locate someone to repair the playback machines, it can only be done at a high cost locally, or by flying in a more cost-effective vendor from out of state. An out of state vendor had to fly out two times already to perform repairs. Each time a repair is needed the digitization processes is delayed several months due to coordination.

The term limited five year funding from FY 2014-15 “BA-1 Legislative Audio Digitization” has improved efficiency and customer turnaround time for all audio requests, but was primarily only focused on two of the six formats of audio created by the General Assembly. A grant was awarded from the National Historical Publications and Records Commission (NHPRC) to assist with migration of one additional format (Freedom System), but there are three other formats of legislative recordings that still need to be addressed, this includes 7 inch tapes, DATS/DDS tapes, and digital video and audio from The Colorado Channel. The initial digitizing and migration of the recordings is only the first step in long term preservation and access.

The digitization of the Dictaphone and Magnasync tapes has been underway. There are 1163 Dictaphone tapes that need to be digitized. Each tape has 120 hour of recordings, total recording hours in this format are 139,560. 24,960 hours have already been digitized and by the end of FY 2017-18 it is projected that that number will increase to 34,890 hours, which will leave 104,670 hours of recordings remaining to be digitized. There are 900 Magnasync tapes that need to be digitized. Each tape has 640 hours of recordings, total recording hours in this format are 576,000. 64,000 hours have already been digitized and by the end of FY 2017-18 it is projected that that number will increase to 128,000 hours, which will leave 448,000 hours of recordings remaining to be digitized. The digitization of the Freedom System records has been completed. There were a total of 44,371 hours of recordings in this format, this format was made a priority due to these recordings being at a greater risk of loss. Archivist staff still need to catalog these recordings into a collections management system and embed metadata. 7 inch tapes account for 3,018 hours of recordings and DATS/DDS tapes account for 5,940 hours of recorded material and The Colorado Channel video and audio accounts for 4,437 recording hours per year, ongoing. The digitization of these formats has not yet begun.

While the first step has been underway, the digitization project has also been the pilot program for developing and implementing a digital records program at the Colorado State Archives. Once the tapes are digitized, staff is needed to embed and catalog metadata. Staff will also need to determine how long the files need to be stored based on a tier system. The files will have to be cataloged into a database and made accessible for requests, the staff will be facilitating access into the database to locate the files/recordings being requested. Lastly, any digital file has to be migrated every 3-5 years into newer formats to ensure accessibility. Authenticity checks need to be performed frequently to prove that the files have not changed or been corrupted over time, ensuring legality. All of these steps require trained archivists with experience and education in digital records. Staff archivists will also need to determine a plan for three other formats of recordings including early 7-inch reel tapes, DATS/DDS tapes, and born-digital video and audio from The Colorado Channel.

Enhance Customer Service through Technology

The Colorado State Archives is currently in need of an upgrade to much of the technology necessary for daily operations. Outdated technology is currently being used to respond to customers' requests. Many of the ordinary tasks asked of the staff are made more difficult and require more time than should be necessary because the tasks are being done with inefficient or outdated means, increasing the workload for each of the employees. The outdated equipment increases the time it takes to fulfill requests and is also damaging to the materials being handled. For example, currently Colorado State Archives uses a conventional photocopy machine to scan historic ledger books. Colorado State Archives has over 20,000 ledgers and conservatively damages around 30 per year due to using the conventional photocopy machine. The average cost to repair such damages is \$450 per ledger book, which results in a \$13,500 annual repair cost (30 x \$450). The scanners currently being used by the Archives are outdated and inefficient both in terms of speed and capabilities. These inefficiencies unnecessarily eat into the program's resources. The current microfilm machines are outdated and it is difficult to find technicians to repair them. The current machines require customers or archivists to print the pages from the microfilm reader, then scan them, then recycle the printed pages. A one-time investment in scanning equipment will significantly improve the program's ability to efficiently serve

its customers. Without these upgrades the Colorado State Archives will continue to operate inefficiently in intake and upkeep of State records and in service of both State and public customers.

Prepare for and Begin Migration to Digital Storage

The State's records now primarily come in digital form. These digital records contain the same type of information and are regulated under the same retention schedules as the State's paper records. The State does not currently have a means of preserving permanent digital records (with a lifespan of 500+ years). Saving permanent digital records requires implementation of a Trusted Digital Repository to ensure certification, cataloging, preservation, retention, and access to records. Archives occasionally denies requests for information as it lacks the means to provide access to certain types of requests. In addition to the Archives' inability to take in or access digital records, server and storage costs are perpetually increasing as the data created from the migration to digital archives grows quickly. The program needs to begin evaluating the cost and needs to build and maintain a long term digital repository. Digital repository systems have quickly become the industry standard, having already been implemented in many other states.

Without a digital repository, the State's digital records will be at risk of corruption and possibly complete deletion. Authenticity and integrity of files will not be tracked, which may result in documents being inadmissible in courts of law. Current digital files may become inaccessible within 3-5 years without proper migration to a digital repository in the proper format.

Proposed Solution:

After undertaking the strategic planning process which identified these areas of need, the Colorado State Archives proposes the following solutions to improve the level of service the program is able to provide to its customers, and plan for and begin to implement a move to a digital record keeping system.

Continued Legislative Audio Digitization Project

The Department is requesting to extend the funding that was approved by "BA-1 Legislative Audio Digitization" in FY 2014-15. Colorado State Archives was granted funding to hire 2.0 FTE through FY 2017-18 for the purpose of digitizing the legislative audio recordings for a period of five years only; the funding does not continue past June 30, 2018. The Department is also requesting the addition of 1.0 FTE that is currently funded by the one-time project based grant from NHPRC, the grant funding ends on August 31, 2018. The archivists working on this project will continue the historical legislative recordings migration from various media to the proper digital format for preservation and future access to the records. During the course of this project the archivists have gained experience and expertise in the processes involved in these digital migrations. Different tape formats require different methods of pre-treatment prior to transferring them to the digital format. The archivists are also trained in the methodology for running the necessary periodic checks to ensure the preservation and legality of the files on an ongoing basis, allowing for the maintenance of records authenticity.

An additional outcome of funding this request will be to ensure that the Judicial Branch has access to the legislative records that are necessary to conduct the business of the courts.

Enhance Customer Service through Technology

Colorado State Archives requests additional spending authority to purchase the following equipment to assist researchers and archivists with access to archival materials: two ledger scanners, two microfilm scanners, and seven computer work stations. This technology upgrade will increase efficiency in both business centers within the Colorado State Archives. The scanners and computers will allow archivists to save time by being able to utilize multiple terminals simultaneously during intake of new records. The equipment will also improve efficiency for the researchers in the public facing business center. Adding more terminals allows the staff to help customers immediately as opposed to having to share the machines with the archivists. The new scanners will also produce better quality images and clearer records for safekeeping by the State or for customers' own records.

Two new ledger scanners will prevent ongoing damages to the ledger books and in the long run save time and money. To scan a full ledger and have it fully prepared for use by archivists would take about 3 hours using a ledger scanner. For an archivist to hand type the information contained in the ledgers would be about 38 hours per ledger. Once the ledgers are scanned they can then be placed online for the public's access. The purchase of two microfilm scanners will also result in time and money savings. The current machines are outdated and it is difficult to find technicians for repair. Having new equipment that is under warranty, ensures qualified technicians are in the area for service if needed. These machines will also provide better service for the customers and less paper waste as most customers prefer digital copies. The current process requires customers or archivists to print the pages from the microfilm reader, then scan them, then recycle the printed pages. Digital microfilm readers will eliminate the need for printing and scanning. The ledger scanner and microfilm scanners will allow the Archivist to work more efficiently freeing up time to assist more customers with their requests. The program strives to fulfill the needs of its public customers, state agencies, the General Assembly, and the judiciary and provide excellent customer service while also carrying on its chief purpose of maintaining permanent State records.

In addition to the equipment purchase, the program requests spending authority to purchase ongoing maintenance of the equipment, ongoing software service fees, and ongoing scanning services through Integrated Document Solutions (IDS). In the past, the program has had some larger scanning projects sent to IDS but the projects that are being sent now are scanning jobs comprised of materials that are stable enough to withstand IDS's scanning machines. Fragile, older documents are not fit for outsourcing due to their delicate nature and need to be handled by Archives staff. The ability to outsource some of these larger jobs to IDS means the non-customer service Archives staff spends less time scanning materials for customers. These scanning jobs equate to an average of 12 hours a week total staff time if the jobs were not outsourced to IDS.

This purchase would use a large portion of the cash fund balance the program has built up over the past few years. The program is assessing the possibility of a shift in revenue generation as a central records center is being considered. This type of records center is the chief means of revenue generation for archival programs in many other states and the program tentatively anticipates an increase in revenues if the records center is established. If costs and revenues remain unchanged, however, Colorado State Archives' cash fund balance

will become negative in FY 2020-21 and the program may seek a shift in fund splits through the budget process.

Prepare for and Begin Migration to Digital Storage

Colorado State Archives requests additional funding to begin assessment of migration to digital storage costs, via the use of a consultant. This will be a large scale project that will require a large investment in the future and requires multiple steps in the preparation stages. The first step, which has already been undertaken by many states, is to bring in a consultant to assess the State's digital storage needs and build a multi-year plan for migration to a digital records system. The program requests additional spending authority from the cash fund in FY 2018-19 to bring in a consultant to assess the State's digital records and design a plan for a digital repository. This repository will allow the State's records to safely be stored digitally with significantly reduced risk of damage or loss and exponentially increased ease of access. Digital repository vendors will perform the future format migrations if necessary, allowing the records to be preserved and accessible indefinitely.

Preservation supply costs are ongoing, so the program also requests that current operational funds from this appropriation be extended by \$40,000 ongoing to purchase an annual subscription of 50 terabytes of storage from a digital repository vendor, one of whom is already used by 19 other states. The subscription will be used for the long-term storage and maintenance of the earliest and most at-risk audio collections. This amount of storage will be sufficient for the beginning stages of this migration but will need to be increased in future years as the Colorado State Archives team continues to digitize and catalog the State's collections.

Anticipated Outcomes:

Colorado State Archives plans to continue to operate as two distinct business centers with the customer-facing, revenue generating employees being cash funded and the archival and research team being general funded. The program's goals are to improve customer service and efficiency of fulfilling requests, and begin the move toward a digitized archive.

Continued Legislative Audio Digitization Project

Thanks to experience and training, as well as having quality employees in place, work on the legislative audio project is moving more quickly than in the past. Despite the increased efficiency of this project, the work is slower than anticipated when funding was initially requested. Extending the tenure of the term-limited archivists, funded by the initial request, will allow Colorado State Archives to continue the digitization and preservation of State legislative recordings and design a plan to convert the other remaining formats of recordings to the digital format that is necessary for proper storage and preservation, allowing the program to continue saving the records of the General Assembly. It is important to understand that aside from digitizing these aged formats, intake of new collections still needs to be processed. Once all aged formats are digitized, the Archivist will focus on the intake of records from other State Agencies, writing and embedding metadata, and organizing the files before they are cataloged. The Archivist will need to make the determination on how long the files need to be stored based on a 3 tier system. The Archivist will then be in charge of facilitating the access to the files once they are stored in the Digital Repository. Without approval

of this request, the legislative audio project will suffer a significant blow and the risk of complete loss of these records will greatly increase. Additionally, denial of this request will result in a lack of funding to continue employment for three term-limited employees (two from the Budget Amendment and one from the Grant) who have been working on this project and they will have to be separated from the State.

Enhance Customer Service through Technology

A significant equipment upgrade will result in much improved efficiency and will give the program improved access to the capabilities necessary to carry out records collection and archival functions. This upgrade will help address the backlog of materials that need to be digitized and will help employees with cataloging and organizing the ever-increasing amount of new materials that the program intakes. Improved efficiency in these areas will enable the program to approve more customer requests. This will also allow the program to continue operating as two distinct business centers, with employees being able to focus more on their main responsibilities as opposed to dividing their time and providing coverage in other areas.

Prepare for and Begin Migration to Digital Storage

The hiring of a temporary consultant will better position the program for continued digitization and preservation of records and intake of new digital records that need to be migrated to the proper format for permanent maintenance. These measures will be instrumental in helping the program prevent any damage, decay, or loss of current and future records.

Digital repository vendors will perform any future necessary migrations for the lifetime of any files stored with them. This system will also allow archivists to easily search for and access the files when needed and legal authenticity and integrity will be preserved. The digital repository will ensure quick turnaround of digital files being imported and exported, saving the program and its customers both time and money.

Assumptions and Calculations:

The Department is requesting a total of \$414,335 and 3.0 FTE in FY 2018-19. Of this amount, \$372,335 is being requested from the General Fund and \$42,000 will be cash funded. The Department’s request for FY 2019-20 and ongoing is for a total of \$246,632, of which \$230,632 will be from the General Fund and \$16,000 from the cash fund.

The following table (Table 1) shows an overview of the total request:

Table 1. Total Request				
FY 2018-19			FY 2019-20 and ongoing	
<i>General Fund</i>			<i>General Fund</i>	
1.0 FTE Archivist I	\$ 54,102		1.0 FTE Archivist I	\$ 49,399
Continued Legislative Audio Digitalization Including 2.0 Currently Term-limited FTE	\$ 141,233		Continued Legislative Audio Digitalization Including 2.0 Currently Term-limited FTE	\$ 141,233
Digital Storage	\$ 40,000		Digital Storage	\$ 40,000
Two Ledger Scanners (\$36,000 ea.)	\$ 72,000			-
Digital Repository Consultant	\$ 65,000			-
Total General Fund FY 2018-19	\$ 372,335		Total General Fund FY 2019-20	\$ 230,632
<i>Cash Fund</i>			<i>Cash Fund</i>	
Two Microfilm Scanners (\$10,500 ea.)	\$ 21,000			-
Seven Public Work Stations	\$ 5,000			-
Scanner Maintenance (\$5,000/yr)	\$ 5,000		Scanner Maintenance (\$5,000/yr)	\$ 5,000
Software Services (\$1,000/yr)	\$ 1,000		Software Services (\$1,000/yr)	\$ 1,000
IDS Scanning Services (\$10,000/yr)	\$ 10,000		IDS Scanning Services (\$10,000/yr)	\$ 10,000
Total Cash Fund FY 2018-19	\$ 42,000		Total Cash Fund FY 2019-20	\$ 16,000
TOTAL FUND REQUEST FY 2018-19	\$ 414,335		TOTAL FUND REQUEST FY 2019-20	\$ 246,632

Continued Legislative Audio Digitization Project

The Departments request to transition 2.0 FTE from term-limited to permanent State employees, and add one additional FTE is not to add new Archivists but rather to transition the currently filled roles into permanent State employees. The grant funding ends on August 31, 2018; however, the project will extend far beyond expiration of the grant and it is important to transition the one FTE currently paid for by the grant into a permanent position. Archives grants are typically for one-time projects and are not meant to supplement ongoing funding. This particular grant is being discontinued due to the NHPRC’s funding being under federal review. If this request is not approved, the audio digitization project will need to be put on hold and the program will need to part ways with three employees due to a lack of funding rather than attrition.

The following table shows the FTE calculation for the new 1.0 FTE at the Archivist I level:

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		Year 1 (FY 2018-19)		Year 2 (FY 2019-20)	
<i>Personal Services:</i>		FTE	\$	FTE	
	Monthly Salary				
ARCHIVIST I	\$ 3,315	1.0	39,780	1.0	39,780
PERA			4,038		4,038
AED			1,989		1,989
SAED			1,989		1,989
Medicare			577		577
STD			76		76
Health-Life-Dental					
Subtotal ARCHIVIST I		1.0	\$ 48,449	1.0	\$ 48,449
Subtotal Personal Services		1.0	\$ 48,449	1.0	\$ 48,449
Operating Expenses					
Regular FTE Operating Expenses	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	-	-
Other			-		-
Other			-		-
Other			-		-
Other			-		-
Subtotal Operating Expenses			\$ 5,653		\$ 950
TOTAL REQUEST		1.0	\$ 54,102	1.0	\$ 49,399
	<i>General Fund:</i>		\$ 54,102		\$ 49,399
	<i>Cash funds:</i>		\$ -		\$ -
	<i>Reappropriated Funds:</i>		\$ -		\$ -
	<i>Federal Funds:</i>		\$ -		\$ -

The following table depicts the details of the Legislative Audio Digitization request:

Continued Legislative Audio Digitization

	Original Request	New Request	Total Request
Operating	\$ 36,092	\$ 5,653	\$ 41,745
FTE Allocation	2.0	1.0	3.0
Personal Services	\$ 105,141	\$ 48,449	\$ 153,590
TOTAL REQUEST	\$ 141,233	\$ 54,102	\$ 195,335

Enhance Customer Service through Technology

Colorado State Archives currently has a fund balance that has built up as a result of limiting expenditures and holding positions open following years of uncertain revenue levels. This fund balance will provide the finances for the equipment purchase pending approval of an increased spending authority. Market research was used to build the following table which shows the anticipated costs associated with the one-time purchase of equipment and ongoing maintenance costs:

Cash Flow					
Fund Balance Impact FY 2018-19		Amount	Fund Balance Impact FY 2019-20		Amount
Estimated Fund Balance 7/1/18		\$268,872	Estimated Fund Balance 7/1/19		\$166,866
Estimated Revenues FY 2018-19		\$107,523	Estimated Revenues FY 2019-20		\$107,523
DCS Overhead Transfer		(\$20,000)	DCS Overhead Transfer		(\$20,000)
Total Funds		\$356,395	Total Funds		\$254,389
<i>One-Time Costs</i>					
Two Microfilm Scanners (\$10,500 ea.)		(\$21,000)			
Seven Computer Work Stations		(\$5,000)			
<i>Ongoing Costs</i>			<i>Ongoing Costs</i>		
Scanner Maintenance (\$5,000/yr)		(\$5,000)	Scanner Maintenance (\$5,000/yr)		(\$5,000)
Software Services (\$1,000/yr)		(\$1,000)	Software Services (\$1,000/yr)		(\$1,000)
IDS Scanning Services (\$10,000/yr)		(\$10,000)	IDS Scanning Services (\$10,000/yr)		(\$10,000)
Existing Expenses		(\$147,529)	Existing Expenses		(\$147,529)
Estimated Fund Balance EOY		\$166,866	Estimated Fund Balance EOY		\$90,860
Target Fund Balance 16.5% of Expenses		\$31,272	Target Fund Balance 16.5% of Expenses		\$26,982
Difference		\$135,594	Difference		\$63,878

Prepare for and Begin Migration to Digital Storage

Market research has revealed the anticipated cost for Archives' current digital storage needs is a \$40,000 annual subscription and the one-time cost for a digital repository consultant to assess the State's digital storage needs and build a multi-year plan for full records migration will be \$65,000. The Consultant will provide a risk assessment of the State's digital records as a whole, develop a workflow for new incoming collections, develop a multi-year budget plan including staffing, and assist in implantation of tools and products for managing the State's permanent and temporary electronic records.

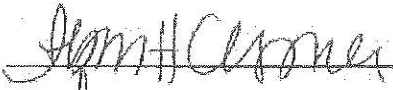

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

R-04 Departmental Operating Adjustments

Dept. Approval By:		<input type="checkbox"/>	Supplemental FY 2017-18
		<input checked="" type="checkbox"/>	Change Request FY 2018-19
OSPB Approval By:		<input type="checkbox"/>	Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$624,131	\$0	\$581,556	\$21,379	\$21,379
FTE		0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$27,285	\$0	\$19,185	\$3,876	\$3,876
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$596,846	\$0	\$562,371	\$17,503	\$17,503
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$340,613	\$0	\$342,788	\$6,747	\$6,747
FTE		0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration -- Leased Space	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$340,613	\$0	\$342,788	\$6,747	\$6,747
	FF	\$0	\$0	\$0	\$0	\$0
Total		\$53,794	\$0	\$53,794	\$4,756	\$4,756
FTE		0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$53,794	\$0	\$53,794	\$4,756	\$4,756
	FF	\$0	\$0	\$0	\$0	\$0
Total		\$19,185	\$0	\$19,185	\$3,876	\$3,876
FTE		0.0	0.0	0.0	0.0	0.0
03. Constitutionally Independent Entities, (A) Personnel Board -- Operating Expenses	GF	\$19,185	\$0	\$19,185	\$3,876	\$3,876
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$210,539	\$0	\$165,789	\$6,000	\$6,000
	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$8,100	\$0	\$0	\$0	\$0
06. Administrative Courts -- Operating Expenses	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$202,439	\$0	\$165,789	\$6,000	\$6,000
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Prioritized Request				
Interagency Approval or Related Schedule 13s:	None				



Cost and FTE

- The Department of Personnel & Administration is requesting \$21,379 in FY 2018-19 and ongoing to support the operating expenses for three of the Department's programs; Colorado State Employee Assistance Program (CSEAP), State Personnel Board (SPB), and Office of Administrative Courts (OAC).

Current Program

- CSEAP's function is to address workplace and personal issues before they impact safety, productivity, working relationships, healthcare costs, and absenteeism, and before they have a negative impact on the efficiency and effectiveness of state employees and managers.
- SPB promulgates rules governing the state personnel system and reviews appeals by employees regarding any adverse action that affects an employee's rights to which an employee is entitled by law.
- OAC provides an accessible, independent, cost-effective administrative law adjudication system for Colorado.

Problem or Opportunity

- During the past five years, CSEAP travel expenses have increased by 44%. In spite of this large increase in travel, CSEAP has continued to send employees to these locations in order to provide the essential EAP services, which has begun to crowd out other essential operating expenses such as printing, professional development, program development and delivery, and infrastructure. Additionally, the Colorado Springs leased facility will no longer be available after 6/30/2018, so the program is pursuing a new facility at the current market lease rates.
- A new case management system that will improve customer service by allowing electronic filing of appeals or claims and will provide greater ease in the filing process, user visibility in claims and improved customer service is scheduled to be implemented by the end of 2017 for both the State Personnel Board and the Office of Administrative Courts. The new software system will require that the Board purchases licenses for all of its users.
- The customers of the Office of Administrative Courts are provided a valuable service when their case can be heard in a location that is convenient for them. The cases being heard by the OAC that require travel focus on the resolution of dispute relating to workers' compensation wage replacement. Asking the parties in these cases to travel to the three statutorily mandated locations of the OAC does not maintain a high customer service standard. The costs related to holding hearings in remote locations have grown over the past few years, and the OAC has accommodated this growth in order to provide this valuable service to its customers. As the caseload and requests for remote hearings grow, the Office is seeking additional funding to accommodate these requests without displacing the other critical needs of the program.

Consequences of Problem

- CSEAP will not be able to cover the cost of travel and customer service will be negatively affected.
- Without licenses, the State Personnel Board will not be able to access the new case management system or use the system in its daily operations.
- OAC will not be able to cover the cost of travel and hearings will not be able to take place in remote locations.

Proposed Solution

- The Department is requesting \$11,503 in reappropriated funds spending authority for the Colorado State Employees Assistance Program - \$7,356 for operating expenses and \$4,147 for leased space.
- The Department requests \$3,876 in General Funds for operating expenses for the State Personnel Board.
- The Department requests \$6,000 in reappropriated funds spending authority for operating expenses for the Office of Administrative Courts. For each of the programs included in this request, the funding requested in this document are for services directly related to the ability of the program to provide customer services directly related to the ability of the program to provide customer service to their client base.



COLORADO
Department of Personnel &
Administration

FY 2018-19 Funding Request | November 1, 2017

John W. Hickenlooper
Governor

June Taylor
Executive Director

Department Priority: R-04
Request Detail: Departmental Operating Adjustments

Summary of Incremental Funding Change for FY 2018-19	Total Funds	General Fund
Operating Adjustments - CSEAP	\$11,503	\$0
Operating Adjustments – State Personnel Board	\$3,876	\$3,876
Operating Adjustments – Office of Administrative Courts	\$6,000	\$0
Total Request	\$21,379	\$3,876

Problem or Opportunity:

The Department of Personnel & Administration is requesting \$21,379 in FY 2018-19 and ongoing to support the operating expenses for three of the Department's programs. Of this total, the Department is requesting \$7,356 in reappropriated funds spending authority within the operating expenses line item and \$4,147 in reappropriated funds spending authority within the centrally appropriated leased space line item for the Colorado State Employees Assistance Program. Additionally, the Department requests \$3,876 in General Funds within the operating expenses line item of the State Personnel Board. Finally, the Department requests \$6,000 in reappropriated funds spending authority within the operating expenses line item of the Office of Administrative Courts. For each of the programs included in this request, the funding requested in this document are for services directly related to the ability of the program to provide customer service to their client base. While the increases are relatively small, these new expenses or increased expenses due to caseload continue to squeeze program operating budgets.

CSEAP

The Colorado State Employees Assistance Program (CSEAP) is requesting \$7,356 in additional operating expenses reappropriated funds for FY 2018-19 and ongoing to pay for travel mileage reimbursement for services provided to Loveland and Canon City. Additionally, the Department is requesting to move the Loveland leased space operating expenses from the (1) Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program, Operating Expenses line to the (1) Executive Director's Office, (A) Department Administration, Leased Space line item which will have a net zero impact overall, and offset the total operating request by \$2,600. Finally, the Department is requesting an additional \$4,147 in reappropriated funds for FY 2018-19 and ongoing for the centrally appropriated (1) Executive

Director's Office, (A) Department Administration, Leased Space line for the additional annual expense associated with leasing new office space in Colorado Springs at the current market rates.

CSEAP is a team of professionals who provide confidential counseling and referrals, mediation, coaching, group facilitation, crisis response, organizational consultation/development, and educational services statewide. CSEAP's function is to address workplace and personal issues before they impact safety, productivity, working relationships, healthcare costs, and absenteeism, and before they have a negative impact on the efficiency and effectiveness of state employees and managers. CSEAP has offices located in Denver, Colorado Springs, Grand Junction, Pueblo, Loveland, Sterling, Durango, Alamosa, and Canon City. The program is currently funded with Reappropriated Funds through the Risk Management common policy from the Liability program.

CSEAP has been providing EAP services out of a Loveland office for six years, initially staffing the Loveland office one day per week, and moving to two days per week this past year due to demand. In addition, services have been provided out of a satellite office in Canon City for the past 14 years. The Canon City office is staffed once per week by employees living in Pueblo and Colorado Springs to meet the demand for services there. CSEAP attempted to hire local residents to staff the Loveland and Canon City offices, but because local applicants did not apply, the program continues to send Pueblo and Colorado Springs employees to Canon City, and has been sending employees who live in Denver to Loveland. CSEAP travel expenses have increased by 44% since FY 2012-13. In spite of this large increase in travel expenses, CSEAP has continued to send employees to these locations in order to provide the essential EAP services, which has begun to crowd out other essential operating expenses such as printing, professional development, program development and delivery, and infrastructure. As the program continues to grow, these mileage reimbursement expenses will no longer be sustainable within the existing operating expense budget.

Over the last four years, CSEAP has been sub-leasing office space in Colorado Springs through the Colorado Department of Labor & Employment (CDLE) leased space facility. The current leased space utilized by CSEAP is approximately 385 square feet (two offices plus a shared waiting area), and because CSEAP is currently sub-leasing the space from CDLE, the current sub-lease rates paid by CSEAP are significantly lower than the current market lease rates in the area. In July 2017, CSEAP received notification from CDLE that the space CSEAP has been sub-leasing will no longer be available as of June 30, 2018; CDLE has reported that they are no longer in need of the leased facility and will be moving out at the end of the lease term, primarily due to a decrease in CDLE employees working out of that office. CSEAP will continue to share space with CDLE until June 30, 2018. As a result of the lease ending in the current Colorado Springs facility, CSEAP must find a new leased space facility in order to maintain the current service levels CSEAP provides in Colorado Springs.

State Personnel Board

The State Personnel Board (Board), a Type 1 transfer in the Department of Personnel & Administration is requesting \$3,876 General Fund for FY 2018-19 and ongoing to pay for required licenses for the electronic filing and case management system implemented by Office of Administrative Courts (OAC) and utilized by the Board.

The State Personnel Board, as designated by state Constitution, promulgates rules governing the state personnel system and reviews appeals by employees regarding any adverse action that affects an employee's base pay, status, tenure or other rights to which an employee is entitled by law. The Board may also use its discretion to grant a hearing for actions that do not adversely affect pay, status or tenure and where the individual does not, otherwise, have a right to a hearing, appeal or review by law or rule. The Board consists of three gubernatorial appointees and two members elected by certified state employees. The Board staff includes the Director, three part-time Administrative Law Judges (ALJs), and two administrative assistants.

In separate audits of SPB and OAC, the Office of State Auditors noted significant limitations and deficiencies with the quality and functionality of the case management system utilized by both the OAC and the SPB. The OAC sought and was approved for the ongoing funding for a new case management system, that would allow electronic filing of appeals or claims that would provide greater ease in the filing process, user visibility in claims and improved customer service. The new case management system is scheduled to be implemented by the end of calendar year 2017 for both the State Personnel Board and the Office of Administrative Courts.

The new software system will require that the Board purchases licenses for all of its users. Without licenses, the Board will not be able to access the new case management system or use the system in its daily operations. As a result, the Department is seeking the additional funding for the annual cost of the licenses necessary for the SPB to utilize the updated case management system.

Office of Administrative Courts

The Office of Administrative Courts (OAC) provides an accessible, independent, cost-effective administrative law adjudication system for Colorado. The OAC conducts mediations, holds hearings and decides cases for more than 50 state departments, agencies, boards, and county departments as well as serves the State's citizens. There are three OAC offices that serve Colorado; the main office located in Denver, the Western Regional Office in Grand Junction, and the Southern Regional Office in Colorado Springs, as required by statute (Section 24-30-1001(2), C.R.S.). The OAC handles cases primarily involving Workers' Compensation, Medicaid, Human Services, Regulatory Agencies, Education, mediations, as well as other general services.

While the OAC has three metropolitan locations to serve the State, the cases heard by the Office originate in all parts of the state. The OAC also holds hearings in regional court rooms in other locations in an effort to serve those Coloradans with workers' compensation cases in more remote locations. Those locations include Durango, Glenwood Springs, Greeley and Pueblo. Traveling to these locations to provide hearings requires that the OAC rent a courtroom from either a state or local entity. The OAC is mindful of this additional cost, and has taken steps to secure municipal courtroom rentals at low or no costs. In addition, the OAC combined the Ft. Collins/ Loveland location with the Greeley location approximately 2 years ago in an attempt to further reduce travel costs. Moreover, the OAC began extending the Durango docket from a monthly docket to one occurring every six weeks.

The costs related to holding hearings in remote locations have grown over the past few years, and the OAC

has accommodated this growth in order to provide this valuable service to its customers. Specific caseload numbers are not tracked by hearing location in the current system, but the case management system scheduled to be implemented in the Fall of 2017 will be able to track the location of each hearing. As the general caseload for the entire state grows and requests for remote hearings increase, the Office is seeking additional funding to accommodate these remote hearings without displacing the other critical needs of the program.

Proposed Solution:

CSEAP

The Department is requesting additional reappropriated funds spending authority to cover the additional travel the program has been required to do in order to keep up with the demand for services in Loveland and Canon City. The estimated annual cost for additional travel is \$7,356, which is detailed in the calculation section below. The Department is also requesting that the annual Loveland facility lease expense of \$2,600 move from the (1) Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program, Operating Expenses line into the centrally appropriated (1) Executive Director's Office, (A) Department Administration, Leased Space line item which will offset the requested increase to travel operating expenses. Finally, the Department is requesting additional reappropriated funds spending authority for the (1) Executive Director's Office, (A) Department Administration, Leased Space line for the estimated lease expense for the new Colorado Springs leased facility, beginning July 1, 2018. The estimated incremental need for the new leased space in Colorado Springs is estimated at \$4,147 annually (detailed in the calculation section below), based on current market rates and availability.

Should this request not be approved, CSEAP will be required to cut necessary resources for programmatic needs including travel to and from state agencies and resources to support programs. This may cause an increased wait time for State employees currently utilizing CSEAP's services in Loveland and Canon City. An alternative that has been considered is offering CSEAP's services to Canon City and Loveland employees via video platform; the program has encountered challenges with implementing this alternative, as employees are less likely to seek CSEAP's services if they are not able to meet with a counselor confidentially face-to-face, as well as the cost to upgrade technology at the locations that would be affected is expensive (video equipment, upgraded computers, HIPAA compliant connection, etc.). The Department notes that the increased travel mileage reimbursement is the most cost-effective solution to meet the current demands for CSEAP services in Loveland and Canon City. Furthermore, since the cost of the Colorado Springs leased space is expected to more than double per year due to moving from sub-lease rates to current market lease rates, should the request not be approved the leased space expense will further eat into the program's operating budget, which may crowd out other necessary program expenses such as printing, professional development, program development and delivery, and infrastructure.

State Personnel Board

The Office of Administrative Courts (OAC) and the State Personnel Board (Board) have historically shared both E-Filing systems and case management systems. The Office of Administrative Courts currently holds the license for the existing case management system, which will be replaced by a new and customized system in late 2017. When the OAC transitions to the new system, the prior case management system will no longer be supported. As a result, the Board must also transition to the new system or face the possibility of a catastrophic loss of case management data. The prior case management system will no longer be used and implementing a separate system or attempting to continue to use the current, obsolete system are not feasible solutions for the Board.

The new case management system being implemented by the OAC is comprised of software that provides several functions, but primarily electronic filing of documents, case management and reporting. Licenses are required for access to the system as well as routine administration. The Board will be required to have six *Sales Force* licenses, which will permit all Board employees access to and use of the system to review, verify, copy, and retain case information for all appeals filed with the Board. Additionally, the Board will be required to retain two licenses for *Conga* and two for *Cirrus* supporting software, which will be used by specified employees who will have administrative authority related to updating and managing content, calendaring functions and interface with other resources.

In FY 2017-18, the Board anticipates that the cost of the pro-rated licenses may be accommodated within the existing project budget of the system. Annual licensing fees will be required for the Board for its access and use of the new system in subsequent years. The Board, therefore, is seeking continued funding to cover the annual costs of licensing required to perform necessary functions and to meet responsibilities mandated by the state constitution.

Office of Administrative Courts

The customers of the Office of Administrative Courts are provided a valuable service when their case can be heard in a location that is convenient for them. The cases being heard by the OAC that require travel focus on the resolution of dispute relating to workers' compensation wage replacement. Asking the parties in these cases to travel to Grand Junction, Denver, or Colorado Springs does not maintain the high customer service standard that the Department seeks to implement through its Strategic Policy Initiative.

The OAC is seeking \$6,000 ongoing to cover the costs of courtroom rental and travel for certain workers' compensation cases. Approval of this request will ensure the OAC is able to service its customer base in an effective and judicious manner. The alternative to traveling to hear workers' compensation cases in more remote locations is to require the parties to those cases to travel to Denver, Grand Junction, or Colorado Springs to have their cases heard. In FY 2016-17, this alternative was employed due to extremely limited resources in the operating budget of the Office. The OAC cancelled the Durango, Glenwood Springs, Greeley and Pueblo dockets in May and June of this year. Following the cancellation, the OAC was aware through the Bars Associations in the areas of the cancelled dockets that customers were displeased that their cases could not be heard in a location convenient to the parties.

Anticipated Outcomes:

CSEAP

Should this request for \$11,503 be approved, this will help to ensure the continuation of quality CSEAP services for State employees in Loveland, Canon City, and Colorado Springs with licensed and fully qualified counselors. The proposed solution links to the Department's goals of Customer Service and Efficiency by meeting customer needs in a timely and consistent manner. Additionally, funding this request will further equip the State to potentially avoid additional costs due to workers' compensation and liability claims, litigation and lost productivity, which may occur if the services CSEAP offers are reduced.

State Personnel Board

Following approval of the additional \$3,876, the State Personnel Board will be able to purchase the licenses necessary to access and utilize the new case management system. The Board has a statutory mandate to process and adjudicate appeals in a timely manner. Without the licensing for use of the case management software, and the imminent loss of the existing case management system, the Board will have no means of managing cases, maintaining case files, managing the docket, or tracking statutory deadlines to ensure timely decisions on appeals.

Office of Administrative Courts

Following the approval of this request, the Office of Administrative Courts will be poised to continue to effectively serve all citizens of Colorado needing the services of the OAC, and not just those located in the three metropolitan locations required by statute. This request is aligned with the Department's Strategic Policy Initiative of improving customer service.

Assumptions and Calculations:

CSEAP

The following table details the requested mileage reimbursement by travel location, the movement of Loveland's leased space from the (1) Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program, Operating Expenses line into the centrally appropriated (1) Executive Director's Office, (A) Department Administration, Leased Space line, as well as an increase to the (1) Executive Director's Office, (A) Department Administration, Leased Space line for the additional annual lease expense related to a new Colorado Springs facility.

Table 2: CSEAP Request

Travel to Loveland & Canon City		
From	To	Cost
Colorado Springs	Canon City	\$1,131
Pueblo	Canon City	\$1,033
Denver	Loveland	\$5,192
Requested Travel		\$7,356
Loveland Facility Lease Expense		
Moving to Leased Space Line		(\$2,600)
Total Requested Operating Expenses		\$4,756

Colorado Springs Leased Space		
Current Leased Space Cost at CDLE Facility		
Cost Per Sq Ft	Square Feet	Cost
\$7.93	385*	\$3,053
Estimated Leased Space Cost for New Facility		
Cost Per Sq Ft	Square Feet	Cost
\$15.00	480	\$7,200

Incremental Increase of Leased Space	\$4,147
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Loveland Facility Lease Expense Moving to Leased Space Line	\$2,600
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Total Requested Leased Space	\$6,747
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CSEAP Total Request	\$11,503
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*Current facility square feet only includes 50% of the total waiting area, which is currently shared by CDLE and CSEAP.

Table 3: CSEAP Request Detail by Long Bill Line Item

Long Bill Line Item	FY 2017-18 Appropriation	Requested Move of Leased Space out of Operating Line	Increased Travel to Loveland & Canon City	Additional Leased Space for New Colorado Springs Leased Facility	Requested FY 2018-19 Appropriation
(1) Executive Director's Office (A) Department Administration Leased Space	\$340,613	\$2,600	\$0	\$4,147	\$347,360
(1) Executive Director's Office (B) Statewide Special Purpose (1) Colorado State Employees Assistance Program Operating Expenses	\$53,794	(\$2,600)	\$7,356	\$0	\$58,550

State Personnel Board

The staff of the State Personnel Board will require six annual licenses to access and utilize the new e-filing/case management system and additional two licenses for each of the two supporting software systems used by SPB employees designated as “administrators”. The chart below breaks down the annual costs per license and the number of licenses needed.

	Number of Licenses Needed	Annual License Cost	Total Annual Cost
Sales Force	6	\$495	\$2,970
Conga	2	\$205	\$410
Siris	2	\$248	\$496
Total			\$3,876

Office of Administrative Courts

In FY 2016-17, the Office of Administrative Courts spent \$8,658 on the costs of courtroom rentals and travel and accommodations for the Administrative Law Judges to travel to locations other than the three statutorily mandated locations where the OAC has courtrooms. The Department has been able to reduce costs by finding cost effective or free courtroom facilities in certain locations, reducing the Department cost by \$1,400. The Department has been able to further reduce costs by \$1,200 due to no longer traveling for IDEA mediations. As a result, the Department is seeking funding in the amount of \$6,000, as outlined in the chart below.

Courtroom Rentals	\$ 1,510
Travel for Workers' Compensation Hearings	\$ 4,490
Total Request	\$ 6,000

The OAC currently travels one day each week to both the Greeley and Pueblo locations and once per month to the Glenwood Springs location. The OAC has limited the dockets in these three locations to only one day in an attempt to save potential lodging costs. In addition, the OAC travels to Durango approximately every six weeks. The Durango location is set for either a two day docket or a three day docket. This requires lodging and per diem expenses for the ALJ. All of these dockets are scheduled in advance for the entire year.

Impact to Common Policies

Although the Colorado State Employees Assistance Program and the Office of Administrative Courts are funding through common policy allocations to user agencies, the Department anticipates that because of the low dollar value of the requests that the amounts within this request do not need to be allocated out to user agencies in the first year. Instead, these costs will be covered by existing fund balance in the first year and later allocated to user agencies in FY 2019-20 and ongoing.

Schedule 13

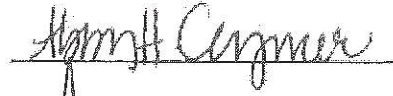
Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

R-05 Central Services Administration Realignment

Dept. Approval By:




Supplemental FY 2017-18

 X

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$68,290,471	\$0	\$69,831,138	\$0	\$0
	FTE	188.1	0.0	186.3	(0.4)	(0.4)
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$1,500,545	\$0	\$0
	CF	\$802,040	\$0	\$835,306	\$0	\$0
	RF	\$67,488,431	\$0	\$67,495,287	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$664,083	\$0	\$571,560	(\$571,560)	(\$571,560)
	FTE	12.0	0.0	10.0	(10.0)	(10.0)
01. Executive Director's Office, (B) Statewide Special Purpose, (3) Colorado State Archives -- Personal Services	GF	\$535,324	\$0	\$442,801	(\$442,801)	(\$442,801)
	CF	\$99,688	\$0	\$99,688	(\$99,688)	(\$99,688)
	RF	\$29,071	\$0	\$29,071	(\$29,071)	(\$29,071)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$93,836	\$0	\$57,744	(\$57,744)	(\$57,744)
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (B) Statewide Special Purpose, (3) Colorado State Archives -- Operating Expenses	GF	\$93,836	\$0	\$57,744	(\$57,744)	(\$57,744)
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$671,236	\$0	\$686,322	(\$206,044)	(\$206,044)
	FTE	8.0	0.0	8.0	(2.8)	(2.8)
04. Central Services, (A) Administration -- Personal Services	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$671,236	\$0	\$686,322	(\$206,044)	(\$206,044)
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$40,254	\$0	\$40,254	(\$12,410)	(\$12,410)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (A) Administration -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$40,254	\$0	\$40,254	(\$12,410)	(\$12,410)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$80,464	\$0	\$21,887	(\$8,352)	(\$8,352)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (A) Administration -- Indirect Cost Assessment	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$80,464	\$0	\$21,887	(\$8,352)	(\$8,352)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$6,399,762	\$0	\$6,501,424	(\$75,504)	(\$75,504)
	FTE	97.1	0.0	97.1	(0.5)	(0.5)
04. Central Services, (B) Integrated Document Solutions -- Personal Services	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$141,615	\$0	\$141,615	\$0	\$0
	RF	\$6,258,147	\$0	\$6,359,809	(\$75,504)	(\$75,504)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$6,078,937	\$0	\$6,091,440	(\$2,950)	(\$2,950)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (B) Integrated Document Solutions -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$240,313	\$0	\$240,313	\$0	\$0
	RF	\$5,838,624	\$0	\$5,851,127	(\$2,950)	(\$2,950)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$987,807	\$0	\$1,023,905	(\$1,023,905)	(\$1,023,905)
	FTE	15.8	0.0	16.0	(16.0)	(16.0)
04. Central Services, (C) Fleet Management Program and Motor Pool Services -- Personal Services	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$987,807	\$0	\$1,023,905	(\$1,023,905)	(\$1,023,905)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$368,136	\$0	\$358,920	(\$358,920)	(\$358,920)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services -- Operating Expense	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$368,136	\$0	\$358,920	(\$358,920)	(\$358,920)
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$200,000	\$0	\$200,000	(\$200,000)	(\$200,000)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services -- Motor Pool Vehicle Lease and Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$200,000	\$0	\$200,000	(\$200,000)	(\$200,000)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$20,649,618	\$0	\$20,649,618	(\$20,649,618)	(\$20,649,618)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services -- Fuel and Automotive Supplies	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$20,649,618	\$0	\$20,649,618	(\$20,649,618)	(\$20,649,618)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$19,962,157	\$0	\$19,962,157	(\$19,962,157)	(\$19,962,157)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services -- Vehicle Replacement Lease/Purchase	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$19,962,157	\$0	\$19,962,157	(\$19,962,157)	(\$19,962,157)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$371,178	\$0	\$63,275	(\$63,275)	(\$63,275)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services -- Indirect Cost Assessment	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$371,178	\$0	\$63,275	(\$63,275)	(\$63,275)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$3,206,979	\$0	\$3,302,422	(\$3,302,422)	(\$3,302,422)
	FTE	55.2	0.0	55.2	(55.2)	(55.2)
04. Central Services, (D) Facilities Maintenance - Capitol Complex -- Personal Services	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$3,206,979	\$0	\$3,302,422	(\$3,302,422)	(\$3,302,422)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$2,709,468	\$0	\$2,709,468	(\$2,709,468)	(\$2,709,468)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (D) Facilities Maintenance - Capitol Complex -- Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$2,709,468	\$0	\$2,709,468	(\$2,709,468)	(\$2,709,468)
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$56,520	\$0	\$56,520	(\$56,520)	(\$56,520)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (D) Facilities	GF	\$0	\$0	\$0	\$0	\$0
Maintenance - Capitol Complex --	CF	\$0	\$0	\$0	\$0	\$0
Capitol Complex Repairs	RF	\$56,520	\$0	\$56,520	(\$56,520)	(\$56,520)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$469,099	\$0	\$469,099	(\$469,099)	(\$469,099)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (D) Facilities	GF	\$0	\$0	\$0	\$0	\$0
Maintenance - Capitol Complex --	CF	\$0	\$0	\$0	\$0	\$0
Capitol Complex Security	RF	\$469,099	\$0	\$469,099	(\$469,099)	(\$469,099)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$4,868,967	\$0	\$5,062,512	(\$5,062,512)	(\$5,062,512)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (D) Facilities	GF	\$0	\$0	\$0	\$0	\$0
Maintenance - Capitol Complex --	CF	\$320,424	\$0	\$353,690	(\$353,690)	(\$353,690)
Utilities	RF	\$4,548,543	\$0	\$4,708,822	(\$4,708,822)	(\$4,708,822)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$1,000,000	\$0	\$1,000,000	(\$1,000,000)	(\$1,000,000)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (D) Facilities	GF	\$1,000,000	\$0	\$1,000,000	(\$1,000,000)	(\$1,000,000)
Maintenance - Capitol Complex --	CF	\$0	\$0	\$0	\$0	\$0
Maintenance and Historical	RF	\$0	\$0	\$0	\$0	\$0
Renovation	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$1,041,130	\$0	\$1,002,611	(\$1,002,611)	(\$1,002,611)
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (D) Facilities	GF	\$0	\$0	\$0	\$0	\$0
Maintenance - Capitol Complex --	CF	\$0	\$0	\$0	\$0	\$0
Indirect Cost Assessment	RF	\$1,041,130	\$0	\$1,002,611	(\$1,002,611)	(\$1,002,611)
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$571,560	\$571,560
	FTE	0.0	0.0	0.0	10.0	10.0
04. Central Services, (C) Colorado	GF	\$0	\$0	\$0	\$442,801	\$442,801
State Archives -- Personal Services	CF	\$0	\$0	\$0	\$99,688	\$99,688
	RF	\$0	\$0	\$0	\$29,071	\$29,071
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base	Change	Continuation
		Appropriation	Request	Request	Request	
	Total	\$0	\$0	\$0	\$57,744	\$57,744
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Colorado	GF	\$0	\$0	\$0	\$57,744	\$57,744
State Archives -- Operating	CF	\$0	\$0	\$0	\$0	\$0
Expenses	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$316,006	\$316,006
	FTE	0.0	0.0	0.0	3.9	3.9
07. Division of Capital Assets, (A)	GF	\$0	\$0	\$0	\$0	\$0
Administration -- Personal Services	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$316,006	\$316,006
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$18,310	\$18,310
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (A)	GF	\$0	\$0	\$0	\$0	\$0
Administration -- Operating	CF	\$0	\$0	\$0	\$0	\$0
Expenses	RF	\$0	\$0	\$0	\$18,310	\$18,310
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$8,352	\$8,352
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (A)	GF	\$0	\$0	\$0	\$0	\$0
Administration -- Indirect Cost	CF	\$0	\$0	\$0	\$0	\$0
Assessment	RF	\$0	\$0	\$0	\$8,352	\$8,352
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$3,267,964	\$3,267,964
	FTE	0.0	0.0	0.0	54.2	54.2
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$0	\$0
Facilities Maintenance - Capitol	CF	\$0	\$0	\$0	\$0	\$0
Complex -- Personal Services	RF	\$0	\$0	\$0	\$3,267,964	\$3,267,964
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$2,706,518	\$2,706,518
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$0	\$0
Facilities Maintenance - Capitol	CF	\$0	\$0	\$0	\$0	\$0
Complex -- Operating Expenses	RF	\$0	\$0	\$0	\$2,706,518	\$2,706,518
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$0	\$0	\$0	\$56,520	\$56,520
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$0	\$0
Facilities Maintenance - Capitol Complex -- Capitol Complex Repairs	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$56,520	\$56,520
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$469,099	\$469,099
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$0	\$0
Facilities Maintenance - Capitol Complex -- Capitol Complex Security	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$469,099	\$469,099
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$5,062,512	\$5,062,512
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$0	\$0
Facilities Maintenance - Capitol Complex -- Utilities	CF	\$0	\$0	\$0	\$353,690	\$353,690
	RF	\$0	\$0	\$0	\$4,708,822	\$4,708,822
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$1,000,000	\$1,000,000
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Facilities Maintenance - Capitol Complex -- Maintenance and Historical Renovation	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$1,002,611	\$1,002,611
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (B)	GF	\$0	\$0	\$0	\$0	\$0
Facilities Maintenance - Capitol Complex -- Indirect Cost Assessment	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$1,002,611	\$1,002,611
	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$1,023,905	\$1,023,905
	FTE	0.0	0.0	0.0	16.0	16.0
07. Division of Capital Assets, (C)	GF	\$0	\$0	\$0	\$0	\$0
Fleet Management Program and Motor Pool Services -- Personal Services	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$1,023,905	\$1,023,905
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$0	\$0	\$0	\$358,920	\$358,920
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C)	GF	\$0	\$0	\$0	\$0	\$0
Fleet Management Program and	CF	\$0	\$0	\$0	\$0	\$0
Motor Pool Services -- Operating	RF	\$0	\$0	\$0	\$358,920	\$358,920
Expenses	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$200,000	\$200,000
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C)	GF	\$0	\$0	\$0	\$0	\$0
Fleet Management Program and	CF	\$0	\$0	\$0	\$0	\$0
Motor Pool Services -- Motor Pool	RF	\$0	\$0	\$0	\$200,000	\$200,000
Vehicle Lease and Operating	FF	\$0	\$0	\$0	\$0	\$0
Expenses						
	Total	\$0	\$0	\$0	\$20,649,618	\$20,649,618
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C)	GF	\$0	\$0	\$0	\$0	\$0
Fleet Management Program and	CF	\$0	\$0	\$0	\$0	\$0
Motor Pool Services -- Fuel and	RF	\$0	\$0	\$0	\$20,649,618	\$20,649,618
Automotive Supplies	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$19,962,157	\$19,962,157
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C)	GF	\$0	\$0	\$0	\$0	\$0
Fleet Management Program and	CF	\$0	\$0	\$0	\$0	\$0
Motor Pool Services -- Vehicle	RF	\$0	\$0	\$0	\$19,962,157	\$19,962,157
Replacement Lease/Purchase	FF	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$0	\$0	\$63,275	\$63,275
	FTE	0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C)	GF	\$0	\$0	\$0	\$0	\$0
Fleet Management Program and	CF	\$0	\$0	\$0	\$0	\$0
Motor Pool Services -- Indirect Cost	RF	\$0	\$0	\$0	\$63,275	\$63,275
Assessment	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If Yes, see schedule 4 fund source detail.
RF Letternote Text Revision Required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Revised letternote text within decision item document.
FF Letternote Text Revision Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Requires Legislation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Prioritized Request	
Interagency Approval or Related Schedule 13s:	None	



Cost and FTE

- The Department of Personnel & Administration is requesting a net-zero adjustment to its Long Bill to reflect a reorganization of all programs within the current (4) Central Services Long Bill group, as well as the State Archives program.

Current Program

- Currently, there are four programs under the umbrella of the (4) Central Service Long Bill group, and they are: Administration, Integrated Document Solutions (IDS), Facilities Maintenance – Capitol Complex (CCLS) and the Fleet Management Program and Motor Pool Services (SFM). Previously, all of these groups reported to a Central Services Division Director, and administrative support for all groups was provided through the (A) Administration program.
- The Colorado State Archives program is currently appropriated under the (1) Executive Director’s Office, (B) Statewide Special Purpose subgroup.

Problem or Opportunity

- In the latter half of FY 2016-17, the Department reorganized the structure of the (4) Central Services Division, splitting the responsibilities of the Administration group between two separate and distinct entities, each lead by organizational peers.
- The two new groups are called the Division of Central Services and the Division of Capital Assets, which will be assigned Long Bill groups four and seven, respectively.
- The Colorado State Archives has been moved under the umbrella of the Division of Central Services.
- The Department’s request to realign the two new groups into Long Bill groups requires a reallocation of the administrative support, FTE and funding, to each of the programs.

Consequences of Problem

- The Department has already implemented the functional changes associated with this request. Without a realignment of the Department’s Long Bill, there will be decreased transparency into the Department’s overall reporting structure.

Proposed Solution

- The Department is requesting a net-zero reallocation of the resources within the current (4) Central Services division.
- In addition, the Department is requesting that the Long Bill recognize the movement of the Colorado State Archives program underneath the proposed (4) Division of Central Services Long Bill group.
- The Department is requesting the creation of two new Long Bill groups, each with their own administration programs. The Department is requesting that each of these administration programs be funded by spending authority currently appropriated within the (4) Central Services, (A) Administration program, as well as transfers of spending authority from programs that formerly supported the newly appointed directors.



COLORADO
Department of Personnel &
Administration

FY 2018-19 Funding Request | November 1, 2017

John W. Hickenlooper
Governor

June Taylor
Executive Director

Department Priority: R-05
Request Detail: Central Services Administration Realignment

Summary of Incremental Funding Change for FY 2018-19	Total Funds	General Fund
DCS Administration	\$0	\$0

Problem or Opportunity:

The Department of Personnel & Administration is requesting a net zero adjustment to its Long Bill to realign the (4) Central Services' (DCS) organizational structure. During the last half of FY 2016-17, the Department's executive management team implemented a new organizational structure for the Division of Central Services with the intent of flattening DPA's organization. The goal of the reorganization was to create better alignment within working groups, provide greater agility and improve communications between programs.

There were two principle changes included in DPA's reorganization. First, the State Fleet Management (SFM) and the Facilities Maintenance - Capitol Complex (known colloquially as CCLS) programs were consolidated into a single working group named the Division of Capital Assets. Second, the reorganization kept the Integrated Documents Solutions (IDS) program and the Address Confidentiality Program together and under the DCS name, but also placed the Colorado State Archives program under the DCS umbrella. The new DCS and Capital Assets programs are now organizational peers at the Long Bill group level.

In the previous organizational structure, the Division of Central Services included a group of line item appropriations, including FTE, that provided support to all programs within the (4) Central Services Long Bill group. The services provided by this Administration group included program-specific accounting, procurement, marketing and administrative support. Organizationally, the former Division Director's position was allocated to the Administration program as well. While the FTE included in the Administration line still support the former programs within (4) Central Services, the Department believes that allocating FTE and expenses to the new Long Bill groups is the appropriate course of action.

Proposed Solution:

The Department of Personnel & Administration is requesting the realignment of FTE and spending authority to comport with its new organizational structure. The realignment would include:

1. Creating Long Bill group seven for the Division of Capital Assets. This division will include three programs. The first program will be a new Capital Assets Administration group, which includes

\$281,548 and 2.9 FTE from the former (4) Central Services (A) Administration group. The Division of Capital Assets Administration group will also include a transfer of \$37,408 (between Personal Services and Operating Expenses) and 1.0 FTE from the Facilities Maintenance – Capitol Complex Personal Services and Operating Expenses appropriations to reflect the reallocation of its former manager into the Capital Assets division director position. The second program will be the Facilities Maintenance – Capitol Complex program, and the third program will be State Fleet Management.

2. Consolidating three program groups under the (4) Central Services division. The first is a new Division of Central Services Administration group, which includes \$404,774 and 4.7 FTE from the former (4) Central Services (A) Administration group. The Division of Central Services Administration group will also include a transfer of \$78,454 (between Personal Services and Operating Expenses) and 0.5 FTE from the Integrated Documents Solutions Personal Services and Operating Expenses appropriations. The second program is the Integrated Document Solutions program, which will still include the bottom-line funded Address Confidentiality Program. The third program is the Colorado State Archives program.
3. Eliminating the (4) Central Services (A) Administration group – its appropriations and FTE will be allocated to the two new administrative programs created in each Long Bill group.
4. The Department will shed 0.4 FTE from the (4) Central Services (A) Administration group as part of the reorganization.

DPA believes that these changes will accurately reflect the new organizational structure of the current Central Services Long Bill group.

Anticipated Outcomes:

The Department has already implemented the functional realignment of the Division of Central Services, including the updated reporting structure for Facilities Management – Capitol Complex, State Fleet Management, and the Colorado State Archives. Recognizing the realignment of the Division of Central Services in the Long Bill provides the General Assembly and the public transparency into the Department’s organizational structure. The reorganization itself has already flattened DPA’s structure and is intended to gain operational flexibility, improved communications between work units and, eventually, improved customer service for each Division’s client base.

Current Statute authorizes the Department to provide a variety of services to other state agencies, including printing, document management, mail processing, fleet management, and facilities management. Following the restructure of the Division within the Long Bill through this change request, the Department anticipates the need for legislation to adjust references to the two new divisions in Sections 24-30-1101 through 1118 CRS, Sections 24-82-103 (5)(a) CRS, and 24-80-1401 (2) CRS.

Assumptions and Calculations:

The Department is requesting to allocate the appropriations currently appropriated in the (4) Central Services, (A) Administration program as follows:

Table 1: Requested Breakout of (4) Central Services, (A) Administration								
Position	Current Status		Allocation to Division of:		Central Services		Capital Assets	
	FTE	Total Salary*	Central Services	Capital Assets	Funding	FTE	Funding	FTE
Purchasing Agent	1.0	\$102,795	50%	50%	\$51,398	0.5	\$51,398	0.5
Accountant	1.0	\$55,849	50%	50%	\$27,924	0.5	\$27,924	0.5
Marketing & Communications	1.0	\$85,781	90%	10%	\$77,203	0.9	\$8,578	0.1
Marketing & Communications	0.5	\$47,983	50%	50%	\$23,992	0.25	\$23,992	0.25
Program Assistant	1.0	\$62,432	90%	10%	\$56,189	0.9	\$6,243	0.1
Program Assistant	1.0	\$72,002	50%	50%	\$36,001	0.5	\$36,001	0.5
Accountant	1.0	\$94,778	50%	50%	\$47,389	0.5	\$47,389	0.5
Senior Executive Service	1.0	\$151,008	50%	50%	\$75,504	0.5	\$75,504	0.5
HR Professional	0.1	\$13,694	67%	33%	\$9,174	0.1	\$4,519	0.0
Total	7.6	\$686,322			\$404,774	4.7	\$281,548	2.9

The percent distributions were derived from an assessment of current workload by program by FTE. The following table distributes the Operating Expenses and Indirect Cost Assessment appropriations proportionate to the final FTE allocations above. This breakout is detailed in Table 2 below.

Table 2: Requested Breakout of (4) Central Services Operating & Indirect Cost Line Items				
Description	Amount	Percent	Operating Expenses	Indirect Costs
Long Bill Appropriation	7.6	100.0%	\$40,254	\$21,887
Division of Central Services	4.7	61.8%	\$24,894	\$13,535
Division of Capital Assets	2.9	38.2%	\$15,360	\$8,352

The following tables provide the build for the appropriations within the newly created administrative units. The first, Table 3, is the new (4) Division of Central Services, (A) Administration program. The second, Table 4, is the new (7) Division of Capital Assets, (A) Administration program. Note that the build to the appropriations for these Administration units includes the transfer of the remaining salary and FTE from personal services lines (CCLS for Capital Assets, and IDS for Central Services) to make up the difference between the equal allocation of the SES salary from the original administrative line (shown in Table 1).

Table 3: (4) Division of Central Services, (A) Administration Appropriation Build		
Line Item	Amount	Notes
Personal Services		
From (4) Central Services, (A) Administration	\$404,774	From Table 1
From Integrated Document Solutions	\$75,504	Move Remaining Salary from IDS
Personal Services Appropriation	\$480,278	Sum of Personal Services needs
FTE		
From (4) Central Services, (A) Administration	4.7	From Table 1
From Integrated Document Solutions	0.5	Move 50% Director's FTE from IDS
FTE Appropriation	5.2	Sum of all FTE
Operating Expenses		
From (4) Central Services, (A) Administration	\$24,894	From Table 2
From Integrated Document Solutions	\$2,950	\$500 supplies, \$450 telephone, \$2,000 travel
Operating Expenses Appropriation	\$27,844	Sum of Operating Expenses
Indirect Costs Assessment Appropriation	\$13,535	From Table 2

Table 4: (7) Division of Capital Assets, (A) Administration Appropriation Build		
Line Item	Amount	Notes
Personal Services		
From (4) Central Services, (A) Administration	\$281,548	From Table 1
From Facilities Maintenance - Capitol Complex	\$34,458	Move Remaining Salary from CCLS
Personal Services Appropriation	\$316,006	Sum of Personal Services needs
FTE		
From (4) Central Services, (A) Administration	2.9	From Table 1
From Facilities Maintenance - Capitol Complex	1	Move Director's FTE from CCLS
FTE Appropriation	3.9	Sum of all FTE
Operating Expenses		
From (4) Central Services, (A) Administration	\$15,360	From Table 2
From Facilities Maintenance - Capitol Complex	\$2,950	\$500 supplies, \$450 telephone, \$2,000 travel
Operating Expenses Appropriation	\$18,310	Sum of Operating Expenses
Indirect Costs Assessment Appropriation	\$8,352	From Table 2

The following tables show the final appropriations for all programs within the two new divisions at DPA.

Table 5: Division of Central Services Long Bill Structure & Requested Appropriations						
Division, Program & Appropriation	FTE	Fund Type				
		Total	General	Cash	Reappropriated	Federal
(4) Division of Central Services						
(A) Administration						
Personal Services	5.2	\$480,278	\$0	\$0	\$480,278	\$0
Operating Expenses		\$27,844	\$0	\$0	\$27,844	\$0
Indirect Costs		\$13,535	\$0	\$0	\$13,535	\$0
(B) Integrated Document Solutions						
Personal Services	96.6	\$6,425,920	\$0	\$141,615	\$6,284,305	\$0
Operating Expenses		\$6,088,490	\$0	\$240,313	\$5,848,177	\$0
Commercial Print Payments		\$1,733,260	\$0	\$0	\$1,733,260	\$0
IDS Postage		\$7,977,818	\$0	\$740,298	\$7,237,520	\$0
Utilities		\$69,000	\$0	\$0	\$69,000	\$0
Address Confidentiality Program	3.4	\$273,653	\$162,708	\$110,945	\$0	\$0
Indirect Cost Assessment		\$266,991	\$0	\$0	\$266,991	\$0
(C) Colorado State Archives						
Personal Services	10.0	\$571,560	\$442,801	\$99,688	\$29,071	\$0
Operating Expenses		\$57,744	\$57,744	\$0	\$0	\$0
Total	115.2	\$23,986,093	\$663,253	\$1,332,859	\$21,989,981	\$0

Table 6: (7) Division of Capital Assets Long Bill Structure & Requested Appropriations

Division, Program & Appropriation	FTE	Fund Type				
		Total	General	Cash	Reappropriated	Federal
(7) Division of Capital Assets						
(A) Administration						
Personal Services	3.9	\$316,006	\$0	\$0	\$316,006	\$0
Operating Expenses		\$18,310	\$0	\$0	\$18,310	\$0
Indirect Costs		\$8,352	\$0	\$0	\$8,352	\$0
(B) Facilities Maintenance - Capitol Complex						
Personal Services	54.2	\$3,267,964	\$0	\$0	\$3,267,964	\$0
Operating Expenses		\$2,706,518	\$0	\$0	\$2,706,518	\$0
Capitol Complex Repairs		\$56,520	\$0	\$0	\$56,520	\$0
Capitol Complex Security		\$469,099	\$0	\$0	\$469,099	\$0
Utilities		\$5,062,512	\$0	\$353,690	\$4,708,822	\$0
Maintenance & Historical Renovation		\$1,000,000	\$1,000,000	\$0	\$0	\$0
Indirect Cost Assessment		\$1,002,611	\$0	\$0	\$1,002,611	\$0
(C) Fleet Management Program & Motor Pool Services						
Personal Services	16.0	\$1,023,905	\$0	\$0	\$1,023,905	\$0
Operating Expenses		\$358,920	\$0	\$0	\$358,920	\$0
Motor Vehicle Lease and Operating Expenses		\$200,000	\$0	\$0	\$200,000	\$0
Fuel and Automotive Supplies		\$20,649,618	\$0	\$0	\$20,649,618	\$0
Vehicle Replacement Lease/Purchase		\$19,962,157	\$0	\$0	\$19,962,157	\$0
Indirect Cost Assessment		\$63,275	\$0	\$0	\$63,275	\$0
Total	74.1	\$56,165,767	\$1,000,000	\$353,690	\$54,812,077	\$0

The figures above reflect the Department’s base appropriations for FY 2018-19, and do not reflect other pending decision items. Included in the adjustments for the IDS and CCLS Personal Services and Operating Expenses line items are the reductions that reflect the movement of part of each directors’ salary into their respective Administration programs. The Department’s Schedule 13 includes the exact movements, by line item that will be needed to fully implement this request.

The Department requires that the letternote attached to the (4) Division of Central Services, (A) Administration line items be updated to reflect the support from the Address Confidentiality Program and the Colorado State Archives. The Department proposes the following letternote: “This amount shall be from various sources of reappropriated funds including, the Department of Personnel Revolving Fund created in Section 24-30-1108 (1) CRS, the State Archives and Public Records Cash Fund created in Section 24-80-102 (10)(a) CRS, and the Address Confidentiality Program Surcharge Fund created in Section 24-30-2114 (4)(a) CRS. ”

Additionally, the Department requires that a letternote attached to the (4) Division of Capital Assets, (A) Administration line items be included to reflect the support from Capitol Complex and State Fleet. The Department proposes the following letternote: “This amount shall be from various sources of reappropriated funds including, the Department of Personnel Revolving Fund created in Section 24-30-1108 (1) CRS, and the Fleet Management Fund created in Section 24-30-1115 (1) CRS. The amount is from user fees from state agencies.”

Schedule 13

Funding Request for the FY 2018-19 Budget Cycle

Department of Personnel & Administration

Request Title

R-06 Annual Fleet Vehicle Request

Dept. Approval By:



X

Supplemental FY 2017-18

Change Request FY 2018-19

OSPB Approval By:



Budget Amendment FY 2018-19

Summary Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base Request	Change Request	Continuation
		Appropriation	Request			
Total		\$0	\$0	\$0	\$1,899,894	\$0
FTE		0.0	0.0	0.0	0.0	0.0
Total of All Line Items	GF	\$0	\$0	\$0	\$0	\$0
Impacted by Change Request	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$1,899,894	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2017-18		FY 2018-19		FY 2019-20
		Initial	Supplemental	Base Request	Change Request	Continuation
		Appropriation	Request			
Total		\$0	\$0	\$0	\$1,899,894	\$0
FTE		0.0	0.0	0.0	0.0	0.0
07. Division of Capital Assets, (C) Fleet Management Program and Motor Pool Services -- Vehicle Replacement Lease/Purchase	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$0	\$0	\$0	\$1,899,894	\$0
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	X	If Yes, see schedule 4 fund source detail. Department of Personnel, Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase --Pursuant to Sections 24-82-801(1)(b) and (1)(c), C.R.S., the Department of Personnel is authorized to enter into a lease-purchase agreement for the approved FY 2017-18 vehicle replacements and additions. The lease-purchase agreement shall be for a period of up to ten years and shall not exceed the amount of \$30,000,000.
RF Letternote Text Revision Required?	Yes	No	X	
FF Letternote Text Revision Required?	Yes	No	X	
Requires Legislation?	Yes	No	X	
Type of Request?	Department of Personnel & Administration Prioritized Request			
Interagency Approval or Related Schedule 13s:	None			



Cost and FTE

- The Department of Personnel & Administration (DPA) is requesting to replace 767 fleet vehicles (413 of which are designated as potential Alternate Fuel Vehicles (AFV)), requiring an increase of \$1,425,833 in appropriated funds for all state agencies' vehicle lease payment appropriations, and an increase of \$1,899,894 for the Department's Vehicle Replacement Lease/Purchase line item for FY 2018-19.

Current Program

- DPA is charged with the oversight of the State Fleet, including its maintenance, operation, and replacement as necessary. All departments that participate in the State Fleet program are impacted by this request.

Problem or Opportunity

- On an annual basis, DPA submits a fleet replacement request to address the needs of individual state agencies across the State.
- The Department's Fleet Management Program analyzes each vehicle on an annual basis to determine its replacement eligibility. This year, 2,049 vehicles were identified as potentially eligible. Due to budget and resource constraints, for FY 2018-19 the Department included 777 replacement vehicles, in the most critical need of replacement. Ten of these vehicles will be replaced by reassigning vehicles that are currently in the fleet and have been identified as underutilized.

Consequences of Problem

- Replacement vehicles for the Colorado State Patrol represent 23.1 percent of the request. These vehicles routinely travel at a high rate of speed under various conditions. Failing to replace these vehicles in a timely fashion would significantly increase the likelihood of failure of key components, thereby increasing the probability of injury to patrolmen.
- For other agencies, replacement vehicles are typically requested because the cost to maintain the older vehicle meets or exceeds the cost of replacing the vehicle.

Proposed Solution

- The Department proposes the replacement of 767 state fleet vehicles, 413 of which are AFV vehicles. The incremental cost to State agencies is estimated to be an increase of \$1,425,833 in total funds, with a General Fund increase of \$601,704.
- The proposed solution is anticipated to save the State \$1,643,066 between reduced maintenance costs and reduced fuel expense.



COLORADO
Department of Personnel &
Administration

FY 2018-19 Funding Request | November 1, 2017

John W. Hickenlooper
Governor

June Taylor
Executive Director

Department Priority: R-06
Request Detail: Annual Fleet Vehicle Request

Summary of Incremental Funding Change for FY 2018-19	Total Funds	General Fund
Annual Fleet Request-DPA	\$1,899,894	\$0
Annual Fleet Request – Agency Appropriations	\$1,425,833	\$601,704

Problem or Opportunity:

This request is submitted on an annual basis through the combined efforts of State Fleet Management (SFM), the Office of State Planning and Budgeting, and the State agencies that participate in the State Fleet Management Program.

Fleet replacements are necessary to control maintenance expenses. For example, from FY 2009-10 to FY 2010-11 the cost per mile for maintenance decreased by 7.1 percent due to a large replacement cycle in FY 2009-10. From FY 2010-11 through FY 2011-12, a 56.0 percent decrease in fleet replacements resulted in a 12.0 percent increase in total maintenance costs. In addition, using established economic rationale for replacement decisions, and consistent funding of reasonable levels of replacements is the most cost effective approach to fleet management, and will allow State Fleet Management to minimize future increases in vehicle maintenance and minimize the net impact to all fund sources.

The Department's original analysis identified 2,049 vehicles for replacement using the standard criteria. However, due to the limited personnel and physical resources (such as lot space) available to the State Fleet Management Program, the Department has revised the list to only include 777, or the "worst of the worst" vehicles for FY 2018-19.

Proposed Solution:

The Department of Personnel & Administration requests 767 replacement vehicles for the State Fleet, including 413 potential AFV (Alternate Fuel Vehicles) eligible vehicles. To accomplish this, the Department will require an increase of \$1,899,894 in Reappropriated Funds to its (7)* Central Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item (*Pending approval of decision item R-05 DCS Administration Realignment. If R-05 is not approved the increase of Reappropriated Funds will be to (4) Central Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item). For individual State agencies, this request will require an increase of \$1,425,833 in funding for the respective Vehicle Lease Payments appropriations, with

an estimated \$601,704 increase in General Fund in FY 2018-19. Replacing 767 vehicles in FY 2018-19 will reduce SFM’s projected maintenance and fuel costs by \$1,643,066. Additionally, ten vehicles that were identified as part of the “worst of the worst” will be replaced by reassigning vehicles that are currently in the fleet and have been identified as underutilized. The following table shows the number of requested replacements and potential AFV vehicles by agency and vehicle type:

FY 2018-19 Summary of Requested Replacement Vehicles by Department			
Department	Standard	Alternate Fuel Vehicles	Total
Agriculture	6	12	18
Corrections	30	50	80
Governor's Office	0	6	6
Education	0	1	1
Health	4	18	22
Higher Education	35	55	90
Human Services	10	38	48
Judicial	1	9	10
Law	0	5	5
Labor & Employment	1	7	8
Local Affairs	1	7	8
Military & Veterans Affairs	0	2	2
Natural Resources	29	98	127
Personnel	3	8	11
Public Safety	176	15	191
Regulatory Agencies	8	4	12
Revenue	12	9	21
Secretary of State	0	0	0
Transportation	38	69	107
Total	354	413	767

The following table shows the incremental appropriation increase or decrease by department.

FY 2018-19 Annual Fleet Request							
Department	FY 2017-18 Appropriation	Estimated FY 2018-19 Appropriation	Total Incremental	GF	CF	RF	FF
Agriculture	\$ 236,066	\$ 264,961	\$28,895	\$12,017	\$16,522	\$0	\$355
Corrections	\$ 3,206,280	\$ 3,651,602	\$445,322	\$368,994	\$76,328	\$0	\$0
Education	\$ 22,963	\$ 29,931	\$6,968	\$5,862	\$0	\$1,106	\$0
Governor's Office	\$ 99,728	\$ 108,946	\$9,218	\$1,259	\$0	\$7,959	\$0
Health Care Policy and Financing	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Higher Education	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Human Services	\$ 1,063,662	\$ 1,241,325	\$177,663	\$112,302	\$10,961	\$41,041	\$13,360
Judicial Branch	\$ 188,116	\$ 227,631	\$39,515	\$39,514	\$0	\$0	\$0
Labor And Employment	\$ 190,733	\$ 206,336	\$15,603	\$1,249	\$6,445	\$211	\$7,700
Law (Attorney General's Office)	\$ 46,084	\$ 66,827	\$20,743	\$9,689	\$2,721	\$8,023	\$309
Legislative Branch	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Local Affairs	\$ 86,086	\$ 106,304	\$20,218	\$18,166	\$0	\$2,052	\$0
Military and Veterans Affairs	\$ 58,069	\$ 53,956	(\$4,113)	(\$4,113)	\$0	\$0	\$0
Natural Resources	\$ 4,207,446	\$ 4,437,287	\$229,841	\$14,733	\$208,788	\$2,643	\$3,677
Personnel & Administration	\$ 191,940	\$ 233,807	\$41,867	\$0	\$1,449	\$40,419	\$0
Public Health and Environment	\$ 366,216	\$ 438,468	\$72,252	\$0	\$54,420	\$12,023	\$5,809
Public Safety	\$ 8,000,901	\$ 8,250,738	\$249,837	\$21,036	\$217,707	\$8,969	\$2,124
Regulatory Agencies	\$ 173,575	\$ 241,436	\$67,861	\$0	\$67,861	\$0	\$0
Revenue	\$ 660,489	\$ 664,360	\$3,871	\$997	\$2,874	\$0	\$0
State	\$ 4,038	\$ 4,308	\$270	\$0	\$270	\$0	\$0
Transportation	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Treasury	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Total Appropriated	\$18,802,392	\$ 20,228,225	\$1,425,833	\$601,704	\$666,346	\$124,446	\$33,335

Anticipated Outcomes:

If this request is funded, the State will maintain a fleet of vehicles that is sufficient to address the needs of State agencies. With respect to law enforcement vehicles, the vehicle replacements help ensure that the maximum safety standards are met for the patrolmen that must travel at high speeds in various conditions. For the rest of the State's agencies, the replacement vehicles will allow the State to operate an efficient fleet, as well as follow the statutory guidance to migrate towards a more environmentally friendly fleet. Finally, with the exception of the State Patrol vehicles, the vehicles requested for replacement are estimated to cost the State more in maintenance costs than would otherwise be required to replace the vehicle. If all 767 vehicles, of which 179 vehicles for State Patrol, are replaced, the maintenance and fuel savings is projected to be \$1,643,066.

Assumptions and Calculations:

Please see the appendix of this request for a detailed description of the Department's methodology for identifying replacement vehicles, as well as detail on how the incremental funding request is developed.

Appendix

Development of Incremental Budget Need

The budget assumptions for this request include preliminary estimates of the impacts of a FY 2017-18 vehicle reconciliation performed by State Fleet Management, and a further estimated reconciliation of leases ending and increasing during the budget period. Finally, the pro-rated impact of the requested vehicles has been added to the reconciled appropriation.

For FY 2018-19, the Department has assumed continuation funding for the vehicles being replaced since the vehicles arrive at various times during the year and the Department cannot reasonably estimate the arrival of each vehicle. Therefore, the Department will true-up the appropriations for FY 2017-18 during the annual fleet supplemental in the request year.

Estimated State Agency Need

The Department estimated the projected need for State agencies in FY 2017-18 and FY 2018-19 by performing the following steps, as shown in the Summary of Appropriated Department Need tables:

Summary of Appropriated Department Need for FY 2017-18		
Line	Agency Lease Line Analysis	FY 2017-18
1	FY 17-18 Base Long Bill Appropriation	\$18,802,392
2	Non-Appropriated Vehicle Lease Payments*	\$2,651,876
3	Total FY 17-18 Base Funding (All Agencies)	\$21,454,268
4	Estimated Reduction to FY 17-18 Based on Current Lease Payments	(\$691,722)
5	Approved Additions (Prorated)	\$33,644
6	Approved Replacements (Prorated)	\$1,905,092
7	Remaining Payment Obligations	\$234,805
8	Leases Ending in FY 17-18 (impact to FY 17-18)	(\$1,062,324)
9	Estimated FY 17-18 Statewide Need After FY 17-18 Supplemental	\$21,873,763
10	Non-Appropriated Vehicle Lease Payments*	(\$3,016,115)
11	Net Appropriated Agency Need for FY 17-18	\$18,857,648
12	Net FY 17-18 Estimated Increase from Current LB Appropriation	\$55,256

- 1) Begin with the appropriated (Line 1) and non-appropriated (Line 2) vehicle lease payments and develop a total base funding (Line 1 + Line 2 = Line 3)
- 2) Reduce the base by the difference between actual lease payments and the total base (Line 4)
- 3) Add the approved additions (Line 5), the approved replacements (Line 6), and Remaining Payment Obligation (Line 7)
- 4) Reduce the total need by the value of the leases that will terminate in that year (Line 8) to determine the total statewide need (Line 9)
- 5) Then, reduce the total Statewide appropriation by the payments that will be made on behalf of non-appropriated agencies (Line 10) to develop the total appropriated agency need for FY 2017-18 (Line 11)
- 6) Finally, line 12 of the table takes the difference between Line 11 and Line 1. This is the incremental need for State agency appropriations in FY 2017-18 and serves as the base for determining FY 2018-19 total need.

The FY 2018-19 Agency Lease Line Analysis table is calculated the same way that the FY 2017-18 Agency Lease Line Analysis table. That table below shows the calculation for FY 2018-19 and a description of the calculation steps:

Summary of Appropriated Department Need for FY 2018-19		
Line	Agency Lease Line Analysis	FY 2018-19
13	FY 18-19 Estimated Need after Additions/Subtractions	\$18,857,648
14	Non-Appropriated Vehicle Lease Payments*	\$3,016,115
15	Total Estimated FY 18-19 Base Funding (All Agencies)	\$21,873,763
16	Leases ending in FY 18-19 (impact on FY 18-19)	(\$2,028,417)
17	New FY 18-19 Leases annualized for FY 18-19	\$2,982,596
18	Leases ending in FY 18-19	(\$684,367)
19	767 Vehicle Replacements for FY 18-19	\$1,536,220
20	Remaining Payment Obligations	\$205,583
21	Estimated FY 18-19 Statewide Need After FY 18-19 Replacements	\$23,885,378
22	Net Statewide Increase Over FY 18-19 Long Bill	\$2,431,110
23	Non-Appropriated Vehicle Lease Payments*	(\$3,657,153)
24	Net Appropriated Agency Need for FY 18-19	\$20,228,225
25	Net Increase Over FY 18-19 Base Long Bill (Appropriated Agencies)	\$1,425,833

- 1) Add Line 12 of the FY 2018-19 Lease Line analysis table to the adjusted FY 2017-18 appropriated spending authority and the payments for non-appropriated agencies (Line 14) to get to the total base funding (Line 15).
- 2) To this, the following adjustments are entered:
 - a. the impact of FY 2017-18 leases ending on FY 2018-19 (Line 16)
 - b. the annualization of FY 2017-18 leases approved for FY 2018-19 (Line 17)
 - c. a reduction for leases ending in FY 2018-19 (Line 18)
 - d. the FY 2018-19 costs for the replacement of the 767 vehicles (Line 19)
 - e. remaining payment obligations (Line 20).
- 3) The actions above are aggregated into the Estimated FY 2018-19 Statewide Need for FY 2018-19 Replacement line (Line 21).
- 4) Line 22 calculates the incremental need for the entire State, and the non-appropriated funds (Line 23) are reduced from Line 20 to drive the total need for appropriated agencies in FY 2018-19 (Line 24).
- 5) The FY 2017-18 appropriated amount is subtracted from Line 24 to arrive at the incremental need for State agencies (Line 25).

Detailed Analysis of Departmental Need

The following tables show the Department's detailed calculations regarding the need of individual agencies for FY 2017-18 and FY 2018-19 that tie to the values presented in the tables above.

Lease Line Reconciliation for FY 2017-18											
Dept	Division	Long Bill Vehicle Lease Payment Appropriation for FY 2017-18	CARS Agency Billing Thru 2017	CARS Monthly Billing for July 2017	Annualized Fixed Payments for FY 2017-18	Approved Additions Fixed Payments (Prorated) for FY 2017-18	Approved Replacements Fixed Payments (Prorated) for FY 2017-18	Remaining Revenue FY 2017-18	Vehicle Leases (Prorated) Ending by 6/30/18	Total Need FY 2017-18	**Projected Variance from Appropriation for FY 2017-18
Long Bill Appropriated Agencies											
EDO (see note)		567,345	36,358	399,938	436,296		29,304	-	(1,292)	464,308	(103,037)
CDPS Colorado State Patrol (see note)		7,146,590	594,348	6,537,828	7,132,176	24,732	870,144	26,171	(770,347)	7,282,876	136,286
CDPS CBI		286,966	31,817	349,987	381,804	-	7,676	11,548	(8,943)	392,085	105,119
CDPS CDPS Total		8,000,901	662,523	7,287,753	7,950,276	24,732	907,124	37,719	(780,582)	8,139,269	138,368
CDA Agriculture		236,066	17,956	197,516	215,472	-	16,216	-	(8,364)	223,324	(12,742)
CDHS Department of Human Services		1,063,662	90,797	1,002,021	1,092,818	-	56,952	12,274	(16,499)	1,145,545	81,883
CDLE Labor and Employment		190,733	16,362	179,982	196,344	-	7,608	-	(5,371)	198,581	7,848
DOC Department of Corrections		3,206,280	251,792	2,769,712	3,021,504	-	184,268	36,596	(28,117)	3,214,251	7,971
DOE Department of Education		22,963	1,599	17,589	19,188	-	2,648	1,229	-	23,065	102
DOL Attorney General		46,084	3,783	41,613	45,396	3,360	5,640	-	(2,680)	51,716	5,632
DOLA Local Affairs		86,086	7,046	77,506	84,552	-	6,972	5,895	(3,537)	93,882	7,796
DOMA Military Affairs		58,069	4,319	47,509	51,828	-	-	-	-	51,828	(6,241)
DONR Natural Resources		4,207,446	315,046	3,465,506	3,780,552		305,776	65,682	(112,721)	4,039,289	(168,157)
DOR Department of Revenue		660,489	48,486	533,346	581,832	-	34,352	6,836	(14,941)	608,079	(52,410)
DORA Regulatory Agencies		173,575	13,346	146,806	160,152	-	35,808	3,818	(5,187)	194,591	21,016
DOS Secretary of State		4,038	359	3,949	4,308	-	-	-	-	4,308	270
DPA Dept of Personnel		191,940	15,297	168,267	183,564	-	16,584	4,513	(13,626)	191,035	(905)
DPHE Department of Health		366,216	27,863	306,493	334,356	-	27,184	6,874	(8,301)	360,113	(6,103)
GOV Economic Development		11,256	1,013	11,143	12,156	-	-	-	-	12,156	900
GOV CEO		3,212	50	550	600	-	1,712	-	-	2,312	(900)
GOV OIT		85,260	7,220	79,420	86,640	-	3,428	-	(2,936)	87,132	1,872
JUD Public Defender		94,354	8,493	93,423	101,916	5,552	6,020	9,033	(1,944)	120,597	26,243
JUD Courts		93,762	8,001	88,011	96,012	-	4,720	-	(4,157)	96,575	2,813
Total Long Bill Appropriated Agencies		18,802,392	1,501,351	16,518,115	18,019,466	33,644	1,623,012	190,490	(1,008,963)	18,857,648	55,256
Non Long Bill Appropriated Agencies											
DOT Department of Transportation		2,034,760	180,067	1,980,737	2,160,804	-	134,404	39,980	(45,333)	2,289,855	255,095
DOHE Higher Education Total		617,116	48,523	533,753	582,276	-	147,676	4,335	(8,027)	726,260	109,144
Total Non Appropriated Agencies		2,651,876	228,590	2,514,490	2,743,080	-	282,080	44,315	(53,360)	3,016,115	364,239
Statewide Total		21,454,268	1,729,941	19,032,605	20,762,546	33,644	1,905,092	234,805	(1,062,324)	21,873,763	419,495

Replacement Analysis for FY 2018-19

Dept	Division	Total Projected Need FY 2017-18	Payments Included in Current Year Not Needed in FY 2018-19	New Leases Annualized for Full Year in FY 2018-19	Leases (Prorated) for Leases Ending by 6/30/2019	Base Need Without Requested Replacements	Replacement Leases Being Requested (Prorated)	FY19 Remaining Revenue	Total Need After Requested Replacements	Decision Item Figures for Agencies' Schedule 13
Long Bill Appropriated Agencies										
CDPS	EDO (see note)	464,308	(11,893)	58,608	(14,917)	496,106	16,392	443	512,942	(54,403)
CDPS	Colorado State Patrol (see note)	7,282,876	(963,711)	894,876	(299,062)	6,914,979	485,848	812	7,401,639	255,049
CDPS	CBI	392,085	(66,440)	15,352	(12,919)	328,078	6,436	1,644	336,157	49,191
CDPS	CDPS Total	8,139,269	(1,042,044)	968,836	(326,898)	7,739,163	508,676	2,899	8,250,738	249,837
CDA	Agriculture	223,324	(23,977)	32,432	(5,174)	226,605	34,900	3,456	264,961	28,895
CDHS	Department of Human Services	1,145,545	(78,140)	113,904	(40,829)	1,140,481	83,288	17,556	1,241,325	177,663
CDLE	Labor and Employment	198,581	(19,755)	15,216	(198)	193,844	12,492	-	206,336	15,603
DOC	Department of Corrections	3,214,251	(137,818)	368,536	(32,095)	3,412,874	201,148	37,581	3,651,602	445,322
DOE	Department of Education	23,065	-	5,296	(166)	28,195	1,736	-	29,931	6,968
DOL	Attorney General	51,716	(8,935)	18,000	(238)	60,543	6,284	-	66,827	20,743
DOLA	Local Affairs	93,882	(9,623)	13,944	(3,302)	94,902	11,072	330	106,304	20,218
DOMA	Military Affairs	51,828	-	-	(2,168)	49,660	4,296	-	53,956	(4,113)
DONR	Natural Resources	4,039,289	(308,229)	611,552	(163,010)	4,179,602	215,836	41,849	4,437,287	229,841
DOR	Department of Revenue	608,079	(34,386)	68,704	(15,691)	626,706	31,644	6,010	664,360	3,871
DORA	Regulatory Agencies	194,591	(40,193)	71,616	(16,426)	209,588	25,836	6,012	241,436	67,861
DOS	Secretary of State	4,308	-	-	-	4,308	-	-	4,308	270
DPA	Dept of Personnel	191,035	(17,879)	33,168	(1,525)	204,799	19,972	9,037	233,807	41,867
DPHE	Department of Health	360,113	(22,586)	54,368	(9,741)	382,154	34,436	21,878	438,468	72,252
GOV	Economic Development	12,156	-	-	-	12,156	1,068	-	13,224	1,968
GOV	CEO	2,312	-	3,424	-	5,736	-	-	5,736	2,524
GOV	OIT	87,132	(14,271)	6,856	(204)	79,513	8,948	1,525	89,986	4,726
JUD	Public Defender	120,597	(29,843)	23,144	(8,975)	104,923	14,968	5,537	125,428	31,074
JUD	Courts	96,575	(12,169)	9,440	(816)	93,029	4,600	4,574	102,203	8,441
Total Long Bill Appropriated Agencies		18,857,648	(1,799,847)	2,418,436	(627,456)	18,848,782	1,221,200	158,243	20,228,225	1,425,833
					Variance to Long Bill for:		FY 2017-18		1,425,833	
Non Long Bill Appropriated Agencies										
DOT	Department of Transportation	2,289,855	(197,192)	268,808	(51,588)	2,309,883	183,672	45,070	2,538,625	248,770
DOHE	Higher Education Total	726,260	(31,378)	295,352	(5,323)	984,911	131,348	2,270	1,118,528	392,268
Total Non Appropriated Agencies		3,016,115	(228,570)	564,160	(56,912)	3,294,793	315,020	47,340	3,657,153	641,038
Statewide Total		21,873,763	(2,028,417)	2,982,596	(684,367)	22,143,575	1,536,220	205,583	23,885,378	
					Variance to Long Bill for:		FY 2017-18		2,431,110	

Detailed Description of Replacement Methodology

Step 1. Initial Screen: The initial candidate list is generated from the Colorado Automotive Reporting System (CARS) using a minimum threshold for further replacement consideration. An extraction is done that lists all vehicles projected to meet the following requirements by time of replacement in the final quarter of FY 2018-19. In order to be considered for analysis, a vehicle must meet one of the following criteria:

- Non Colorado State Patrol (CSP) vehicles must be projected to have greater than 100,000 miles.
- CSP vehicles must have greater than 80,000 miles for patrol vehicles and be four years old and greater than 40,000 miles for motorcycles.
- A vehicle that will be 18 years old or older at the time that the proposed replacement would occur. This is consistent with one of the elements of Executive Order 0012 07, which specified that a priority be placed on the replacement of vehicles model year 1999 and older as a means of improving fuel efficiency.

For FY 2018-19, this initial screen produced 2,049 potential replacements meeting the minimum criteria.

Rationale: This initial screen limits the replacement candidates based upon a logical minimum standard. Mileage is projected through May of the budget request year to include all vehicles that will meet the criteria within the request year. Vehicles that meet this criterion proceed to the next step.

Step 2. Manual Adjustments: Decisions for vehicle replacement are not made on the basis of the mileage criterion or vehicle age alone. The ideal process would involve a detailed mechanical evaluation of each replacement candidate by a qualified technician, and the decision would be based on the projected costs involved to maintain the vehicle over the next one to two years. This level of analysis is not always practical for the State. However, State Fleet Management can use additional information and resources that are readily available to further refine the replacements list to make sure the right vehicles are ultimately replaced.

- **Agency retention requests:** State Fleet Management confers with agencies concerning proposed replacements, taking into consideration factors such as internal rotations, cascading vehicle assignments for additional use, and other extensions to a vehicle's life. No one knows the individual vehicles better than agency Vehicle Coordinators and the users of the vehicles. State Fleet Management uses agency input to eliminate vehicles from the replacement analysis that, in an agency's opinion, are in good condition considering mileage and age. State Fleet Management also uses agency input to keep vehicles on the replacement list that are in exceptionally poor condition, create an unacceptable safety risk, or are not meeting the functional requirements of the agency, even in some cases when the vehicle does not meet typical replacement criteria.
- **Vehicles with major recent repairs (New engine, transmission, etc.):** The most recent 12 months of repairs are analyzed to identify any individual repairs that required significant expenditures (typically in excess of \$5,000 for an individual repair). If the State has recently made a significant investment replacing a major component of a vehicle, the State should expect that the cost to operate the vehicle over the short-term should be reduced, and the State should not replace such vehicles until it has had the opportunity to benefit from that investment.

- **Vehicles in the low cost, low mile work functions:** Vehicles in this category are typically maintenance and support vehicles used in campus type environments. They are typically low mileage (approximately 1,000 miles per year), are often very old, and may have a high cost per mile even though the total annual operating cost is very low. Ideally, these vehicles should be replaced with used, but safe and operable vehicles out of the vehicle turn-in pool. Vehicles that are no longer suitable for high usage functions can often be used in these maintenance type roles without incurring significant repairs, and it is often not economically justifiable to purchase brand new vehicles for low use assignments. Therefore, only the very worst of these maintenance and support vehicles are included in the final submission for replacement.
- **Very high mileage vehicles (>160,000):** Vehicles with this mileage projection are at least 50 percent over the State’s minimum mileage replacement criterion. At this point, vehicles tend to deteriorate rapidly, with costly major component breakdowns, decreased reliability, and increased safety concerns. The cost effective operation of such vehicles is highly unlikely after this mileage threshold is reached. In fact, in a less restrictive fiscal environment, State Fleet Management would typically recommend lower thresholds.

Step 3. Rank Highest Priority to Lowest Priority: All of the vehicles passed through the initial screening criteria meet the basic requirements for replacement. These vehicles are nearly all high-mileage, high-cost and are primarily older vehicles. While all of these vehicles meet the basic criteria for the replacement cycle, the challenge is to make sure that the worst of these vehicles are identified, so that only the worst of the worst will be replaced given any level of funding. By comparing these vehicles to the average vehicle of similar age and type, the State will be able to identify the vehicles that display the greatest operational cost variance from the average. Those that have a considerably higher than average cost will rank out higher than those with lower than average costs. This way the State can identify the worst vehicles (from a cost standpoint) and make sure these are assigned the highest replacement priority.

Note that all State Patrol vehicles meeting the minimum criteria will be submitted; therefore State Patrol vehicles are not included in this ranking. State Patrol vehicles have unique utilization, performance, and safety needs that require replacement on a 4-year cycle. Though State Patrol have these unique qualifications the “Suspect” replacement list does rank the patrol vehicles internally against each other.

Step 4. AFV Analysis: For the request, SFM identified all vehicles that could be replaced with a known AFV vehicle to maximize the number of AFV vehicles in the fleet. For model year 2018 Hybrid technologies have become much more broadly available offering significant fuel savings across the spectrum of the vehicle platforms.

For all other AFV vehicle selections the location of the vehicle was not used as the variety of AFV vehicles give the agencies more flexibility in where they are assigned. Location is important when assigning the new AFV vehicles, but it was not used to eliminate any vehicles off the suspect list. This is in alignment with SFM’s methodology of only replacing the “worst of the worst” (WOW) vehicles for this proposal.

Each year SFM conducts an AFV Vehicle Cost Analysis for awarded vehicles against their gasoline equivalents to ensure they are cost effective, and are within the 10% life cycle cost thresholds per S.B. 13-070.

Step 5. Further Considerations to Determine Final List: The State Fleet Management program does not operate in a static environment. Changes in the budgetary environment, evolving agency needs, historical funding patterns for the fleet, regulatory changes, legislative actions, and the impact of recent internal fleet initiatives can, and should, be taken into consideration in developing the final request for any given year.

- **State funding capabilities:** In any given year, it is impractical to replace all the vehicles necessary to maintain an optimal fleet, from a total cost of fleet perspective. When funds are scarce, it is especially important that the highest mileage vehicles that present immediate safety concerns are replaced so that the funds that are spent on the fleet can provide the optimal financial benefit to the State.
- **Impact of Fleet or Agency reduction initiatives:** Initiatives undertaken by State Fleet Management and individual agencies to reduce the total number of vehicles in the fleet can affect the replacement process in two ways. First, by reducing the overall size of the fleet, the percentage of optimal replacements necessary to maintain the fleet each year produces a smaller number of candidates. Second, a large number of vehicles leaving the fleet inevitably includes some of the worst vehicles in the fleet. These are also the same vehicles that should be the highest priority for replacement, and since they no longer need to be replaced, the number of requested replacements in that year might be reduced.
- **Prior year funding and replacement levels:** Reduced funding of replacements in previous years has put additional pressure on the fleet, and will require reasonable levels of replacements in subsequent years. With an average vehicle life of 10 years the State should be replacing approximately 1/10 of the non-CSP fleet or 550+ non-CSP vehicles each year. In recent years the replacement program was at a reasonable level (averaging 491 non-CSP vehicles per year). This level of replacement allowed for maintenance costs to remain relatively unchanged year over year.
- This year's request represents vehicle replacements returning to near normal levels. If all 767 vehicles are replaced, the maintenance and fuel savings is projected to be \$1,643,066 across appropriated and non-appropriated vehicles.

Step 6: Economic Validation: The final step involves a financial analysis of the alternatives to make sure that the proposed replacements have a solid economic justification and represent an optimal financial decision for the State.

Underutilized Vehicles

While undergoing the annual State Fleet funding request process, State Fleet Management was simultaneously performing the annual underutilized vehicle audit. In an effort to more efficiently and effectively manage the State Fleet, ten vehicles were identified as underutilized based on mileage for two or more fiscal years. In working with those Departments, it was determined that those vehicles would be well suited to replace vehicles on the "worst of the worst" list which were slated for replacement. The result of reassigning these vehicles rather than purchasing new vehicles is a reduction in the State Fleet size and a reduction in agency appropriations of \$15,612. The following table identifies the vehicles to be reassigned.

Vehicles Identified for Reassignment	
Department	Vehicle Count
Agriculture	2
Higher Education	3
Human Services	3
Public Safety	1
Regulatory Agencies	1
Total	10

Colorado State Patrol Appropriation Adjustment

Also during the annual State Fleet funding request process, State Fleet Management in conjunction with the Department of Public Safety have determined that the six month pro-ration that they had previously been receiving was not required. A four month pro-ration is sufficient to purchase the required Colorado State Patrol vehicles. Colorado State Patrol will be formally changing to a four month pro-ration, which is what has been used in practice. The four month pro-ration is in line with all other departments. This two month pro-ration reduction results in a reduction of agency appropriations of \$242,924.

Additional Request Calculations

DPA Vehicle Replacement Lease/Purchase Line Item Calculation: Based on recommended replacement vehicles for FY 2018-19, the following table outlines the calculation of the (7)* Central Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item (*Pending approval of decision item R-05 DCS Administration Realignment. If R-05 is not approved the line item will continue to be (4) Central Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item).

STATE FLEET LEASE LINE APPROPRIATION ANALYSIS			
SFM Lease Payments Due by Trust Year	FY 17-18	FY 18-19	FY 19-20
TRUST 2008 (Exhibit B)	\$ 37,415	\$ 13,332	\$ -
TRUST 2009 (Exhibit B)	\$ 1,131,832	\$ 886,471	\$ 315,385
TRUST 2010 (Exhibit B)	\$ 1,013,038	\$ 743,352	\$ 650,983
TRUST 2011 (Exhibit B)	\$ 178,421	\$ 175,119	\$ 35,054
TRUST 2012 (Exhibit B)	\$ 293,208	\$ 230,491	\$ 221,303
TRUST 2013 (Exhibit B)	\$ 2,116,933	\$ 1,240,620	\$ 1,079,470
TRUST 2014 (Exhibit B)	\$ 3,408,466	\$ 2,261,161	\$ 1,807,715
TRUST 2015 (Exhibit B)	\$ 3,876,759	\$ 3,848,342	\$ 2,275,198
TRUST 2016 (Exhibit B)	\$ 3,713,206	\$ 3,713,202	\$ 3,651,428
TRUST 2017 (17 Pro-Ration)	\$ 2,693,204	\$ 2,693,204	\$ 2,693,204
TRUST 2018 (18 Pro-Ration)	\$ 906,162	\$ 4,845,132	\$ 4,845,132
TRUST 2019 (19 Pro-Ration) Pending	\$ -	\$ 888,542	\$ 4,595,772
Total Known Lease Payments Due	\$ 19,368,645	\$ 21,538,967	\$ 22,170,643
UNFORESEEN (Accident totals, denied repairs, etc.) @ 1.5%	\$ 290,530	\$ 323,085	\$ 332,560
ACCIDENT TOTALS (Known YTD)	\$ -	\$ -	\$ -
Total SFM Lease Spending Authority Need for FY 17-18=	\$ 19,659,175	\$ 21,862,051	\$ 22,503,203
FY 17-18 APPROPRIATION			
Current Year Base Spending Authority (FY 17-18 Base)	\$ 19,962,157	\$ 19,962,157	\$ 19,962,157
Required Additional Spending Authority (over FY 17-18 Base)=	\$ (302,982)	\$ 1,899,894	\$ 2,541,046