

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 X
Department: Purchasing Agent 0.5 FTE
Priority Number: Military and Veterans Affairs
 DMVA - 04

Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Dept. Approval by: *William H. Robinson*
OSPB Approval: *RMZ*

Date: *9 October 2007*
Date: *10/16/07 for 4/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,806,772	3,031,741	0	3,031,741	2,954,278	24,737	2,979,015	0	2,979,015	27,064
	FTE	25.6	28.6	0.0	28.6	28.6	0.5	29.1	0.0	29.1	0.5
	GF	2,477,004	2,477,658	0	2,477,658	2,367,377	24,737	2,392,114	0	2,392,114	27,064
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,564	0	3,564	3,748	0	3,748	0	3,748	0
	CFE	4,259	47,297	0	47,297	47,548	0	47,548	0	47,548	0
	FF	325,509	503,222	0	503,222	535,605	0	535,605	0	535,605	0
(1) Executive Director and Army National Guard Personal Services	Total	1,833,140	1,764,176	0	1,764,176	1,840,335	23,982	1,864,317	0	1,864,317	26,322
	FTE	25.6	28.6	0.0	28.6	28.6	0.5	29.1	0.0	29.1	0.5
	GF	1,693,652	1,675,952	0	1,675,952	1,747,504	23,982	1,771,486	0	1,771,486	26,322
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,511	0	3,511	3,670	0	3,670	0	3,670	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	139,488	84,713	0	84,713	89,161	0	89,161	0	89,161	0
(1) Executive Director and Army National Guard Operating Expenses	Total	957,050	1,157,021	0	1,157,021	958,745	250	958,995	0	958,995	250
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	768,178	762,488	0	762,488	564,212	250	564,462	0	564,462	250
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,851	46,000	0	46,000	46,000	0	46,000	0	46,000	0
	FF	186,021	348,533	0	348,533	348,533	0	348,533	0	348,533	0
(1) Executive Director and Army National Guard S.B. 04-257 Amortization Equalization Disbursement	Total	16,582	92,304	0	92,304	117,548	344	117,892	0	117,892	375
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	15,174	33,276	0	33,276	42,168	344	42,512	0	42,512	375
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	44	0	44	59	0	59	0	59	0
	CFE	1,408	1,073	0	1,073	1,173	0	1,173	0	1,173	0
	FF	0	57,911	0	57,911	74,148	0	74,148	0	74,148	0

**Schedule 13
Change Request for FY 08-09 Budget Request Cycle**

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Purchasing Agent 0.5 FTE
Department: Military and Veterans Affairs
Priority Number: DMVA – 04

Dept. Approval by: _____ **Date:** _____
OSPB Approval: _____ **Date:** _____

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(1) Executive Director and Army National Guard	Total	0	18,240	0	18,240	37,650	161	37,811	0	37,811	117
S.B. 06-235 Supplemental	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Amortization Equalization	GF	0	5,942	0	5,942	13,493	161	13,654	0	13,654	117
Disbursement	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	9	0	9	19	0	19	0	19	0
	CFE	0	224	0	224	375	0	375	0	375	0
	FF	0	12,065	0	12,065	23,763	0	23,763	0	23,763	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No If Yes, List Other Departments Here:

Request Title: Purchasing Agent 0.5 FTE
 Military and Veterans Affairs
 DMVA - 04

FTE and Operating Costs								GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES		General Prof. III							
Number of PERSONS / class title		0.5	0.5	0	0	0	0		
Number of months working in FY 08-09 and FY 09-10		12	12	0	0	0	0		
Number months paid in FY 08-09 and FY 09-10*		11	12	0	0	0	0		
Calculated FTE per classification		0.5	0.5	0.0	0.0	0.0	0.0	0.5	0.5
Annual base salary		\$46,884	\$46,884	\$0	\$0	\$0	\$0		
Salary		\$21,489	\$23,442	\$0	\$0	\$0	\$0	\$21,489	\$23,442
PERA	10.15%	\$2,181	\$2,379	\$0	\$0	\$0	\$0	\$2,181	\$2,379
Medicare	1.45%	\$312	\$340	\$0	\$0	\$0	\$0	\$312	\$340
Prior Year SAED	N/A	\$0	\$161	\$0	\$0	\$0	\$0	\$0	\$161
Subtotal Personal Services at Division Level		\$23,982	\$26,322	\$0	\$0	\$0	\$0	\$23,982	\$26,322
Subtotal AED at EDO Long Bill Group Level	1.60%	\$344	\$375	\$0	\$0	\$0	\$0	\$344	\$375
Subtotal SAED at EDO Long Bill Group Level	Varies	\$161	\$117	\$0	\$0	\$0	\$0	\$161	\$117
Department Specific Average Cost for HLD / Employee**		\$0	\$0	\$0	\$0	\$0	\$0		
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES									
Supplies @ \$500/\$500***	\$500	\$250	\$250	\$0	\$0	\$0	\$0	\$250	\$250
Computer @ \$900/\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Equipment @ \$2,225 /\$0	\$2,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Base @ \$450/\$450***	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Operating Expenses		\$250	\$250	\$0	\$0	\$0	\$0	\$250	\$250
GRAND TOTAL ALL COSTS		\$24,737	\$27,064	\$0	\$0	\$0	\$0	\$24,737	\$27,064

Department:	Military and Veterans Affairs
Priority Number:	DMVA-04
Change Request Title:	Purchasing Agent 0.5 FTE

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

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

Short Summary of Request:

Add a 0.5 FTE Purchasing Agent authorization to provide the Department with a full FTE (General Professional III @ \$ 24,737 GF in FY 2008-09).

Background and Appropriation History:

Up until FY02-03 the Department's purchasing/contracting section consisted of one Contracting and one Purchasing FTE. When the Division of Veterans Affairs was transferred to the Department in 2003 (HB02-1413) a 0.5 FTE purchasing position was also transferred as "support".

The budget reductions in FY03-04 eliminated among other positions this 0.5 purchasing FTE. In FY07-08 this 0.5 purchasing FTE was restored to support the Division of Veterans Affairs. It did not address the existing work backlog in purchasing/contracting

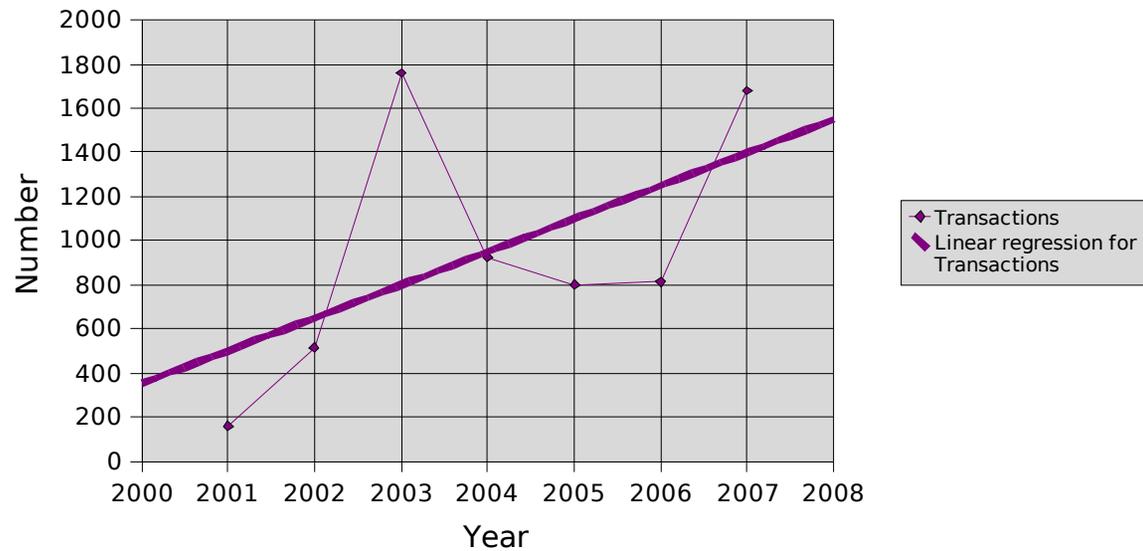
General Description of Request:

- The current backlog of tasks in Purchasing Contracting includes:
- Follow-up of Documents to signatories **20 hrs**
 - Discretionary Purchases spot check **45 hrs**
 - Cell Phones **25 hrs**
 - >Replacements
 - >Supplies
 - >New Orders
 - >Spot check phone bills
 - Process and enter into COFRS purchase orders under \$5000 **230 Hrs**
 - >Personal Services
 - Receipt of forms
 - Route/track to HR
 - >Alien Waivers
 - Fax to vendors, when required
 - Attach to Purchase Orders
 - >DQ, IFB, & RFP, awards printed and filed w/ purchase order
 - >Insurance
 - Copy and attach to Purchase Order
 - Insurance verification
 - *Verify amts and correct verbiage
 - *Request corrections from Ins/Vendor
 - File
 - Assist w/bid openings **20 hrs**
 - Credit Card back-up (Travel and Procurement Cards) **75 hrs**
 - Real Estate Services (Main Contact) **625 Hrs**

This backlog will only increase with the additional purchasing/contracting workload that will be generated due to the \$6.9M in accumulated Controlled Maintenance projects and the upcoming building of 3 to 4 new armories during 2009 – 2013. Anticipated workload increase includes:

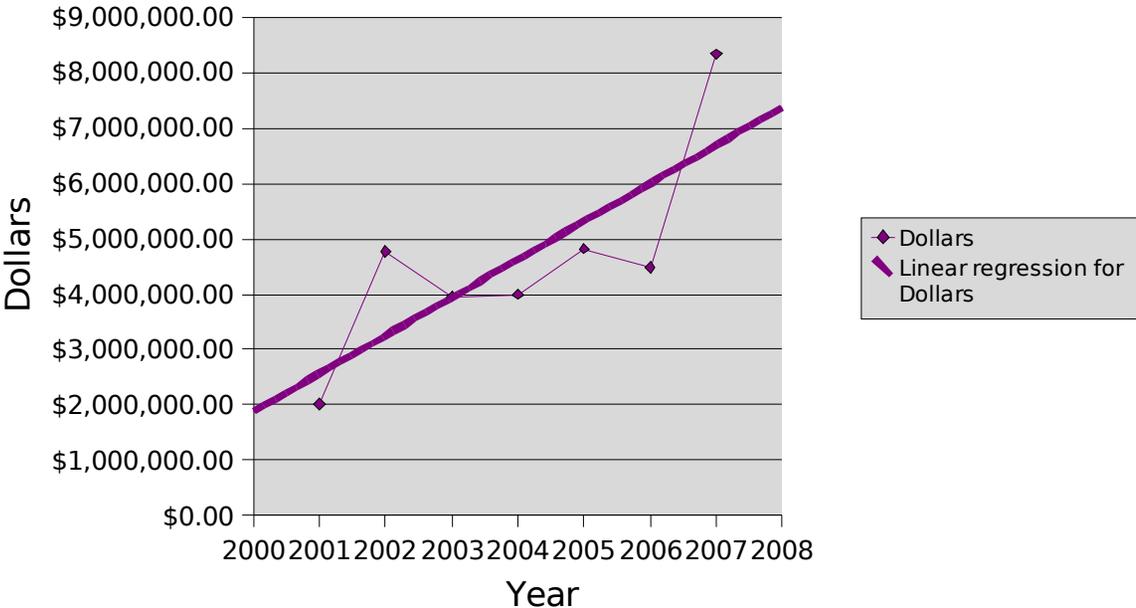
- Construct 2 Armories in FY2008-09 dollar impact approx \$21 million.
 - Construct 2 Armories in FY2009-10-11 dollar impact approx \$25 million
- Transaction impact is difficult to determine but when the Guard Maintenance Facility at Ft Carson was being built the transactions tripled from the prior year (see transactions chart below).

P&C Transactions



Regression Transaction increase of 150 transactions per year (10% - 15% increase per year)
Note: the spike in 2003 was the construction of the Guard Maintenance Facility at Ft Carson.

P&C Dollars



Regression Dollars increase of \$667,000 per year (10% - 17% increase per year)

The duties of the position include:
Develop, solicit, and award Documented Quotes (DQ), Request for Proposals (RFP), and Invitations for Bids (IFB). Includes surveying customers to obtain exactly what is needed to create the DQ, RFP, or IFB. Review and revise specifications, applicable terms and conditions and solicitation documents to solicit in an international bid system to obtain

maximum competition. Evaluate all responses, and award in accordance with terms of bid, to the most responsible bidder. Implement and administer the award.

Work with vendors to resolve any problems surrounding purchase orders and contracts.

Enter solicitations in BIDS and purchase orders in EPS. Complete and ensure that all necessary documentation is in order for purchases to comply with audits and prevent vendor grievances.

Distribute fully executed purchase orders to appropriate parties, accordingly. Use professional judgment and knowledge to determine need to prepare personal services waiver request for purchase orders.

Collaborate/negotiate with vendors and professional purchasing groups concerning quality and availability of commodities/services and price changes/discounts. Especially pertinent in areas where pricing is unclear and/or competition is not adequate. Provide guidance and counsel to customers, vendors, including but not limited to, explaining and clarifying the department's internal purchasing procedures. Assist vendors with issues pertaining to invoices and late payments on completed projects. Provide training to customers with respect to the department's procurement policies for purchasing.

Serve on committees for the development of statewide price agreements. Obtain additional training in procurement through other organizations such as the Colorado Contract Improvement Team, State Contract Advisory Network, and the Procurement Advisory Committee.

Manage Travel Card program: Responsible for issuing travel cards, tracking and reviewing all travel card purchases for agency cardholders. Update and manage the training requirements for the travel card program, including generation of instructional material exclusive to DMVA, inclusion of all updates for department, fiscal rules and procurement rule updates as they pertain to the travel card program. Keep Procurement Director advised on a monthly basis of dollars spent, lateness of payments, potential or actual inappropriate use.

Real Estate Lease Program: Working with State Building on creating, amending and canceling leases. Tracking existing leases amendments and cancellations.

Consequences if Not Funded:

The funding of this 0.5 FTE will allow the Department to hire a full time purchasing agent (currently the funding only allows for a part-time agent). This full time FTE will provide the ability to work off the backlog and support the future increase in workload. If the additional 0.5 FTE is not funded it will limit the Departments ability to support the ongoing facilities maintenance and construction program and will cause the continuing accumulation of backlogged tasks. This could result in loss of the federal funds share for armory maintenance and construction.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$ 24,737	\$ 24,737	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Personal Services	\$ 23,982	\$ 23,982	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Operating Expenses	\$ 250	\$ 250	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 04-257 Amortization Equalization Disbursement	\$ 344	\$ 344	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 06-235 Supplemental Amortization Equalization Disbursement	\$ 161	\$ 161	\$0	\$0	\$0	0.0

Total Request	\$ 27,064	\$ 27,064	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Personal Services	\$ 26,322	\$ 26,322	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Operating Expense	\$ 250	\$ 250	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 04-257 Amortization Equalization Disbursement	\$ 375	\$ 375	\$0	\$0	\$0	0.0
1) Executive Director and Army National Guard S.B. 06-235 Supplemental Amortization Equalization Disbursement	\$ 117	\$ 117	\$0	\$0	\$0	0.0

Assumptions for Calculations: See attached Schedule 13 for calculations

Impact on Other Government Agencies: None

Cost Benefit Analysis:

Purchasing/Contracting Cost Benefit Analysis		
Benefits	Costs	Ratio
- Work off backlog tasks in purchasing/contracting - Support timely execution of Controlled Maintenance projects to avoid the loss of federal funding (approx \$2.1 M)	The total amount that is requested is \$ 24,737	
- Support the execution of \$30M - \$40M in federal funds for 3 to 4 new armories.		

Implementation Schedule:

Task	Month/Year
Start-Up Date	1 July 2008

Statutory and Federal Authority: Section 28-3-106 C.R.S (2007)

Performance Measures:

Division Measure:

- To provide efficient and effective purchasing/contracting support to all customers by providing prompt customer service, continuously improving processes and complying with State rules
- Process purchase orders within 3 days

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 X Budget Analyst 0.5 FTE
Department: Military and Veterans Affairs
Priority Number: DMVA – 05

Base Reduction Item FY 08-09 **Supplemental FY 07-08** **Budget Request Amendment FY 08-09**

Dept. Approval by: *William F. Robinson*
OSPB Approval: *John M. Z...*

Date: *9 October 2007*
Date: *10/16/07 for 11/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,806,772	3,031,741	0	3,031,741	2,954,278	27,700	2,981,978	0	2,981,978	30,310
	FTE	25.6	28.6	0.0	28.6	28.6	0.5	29.1	0.0	29.1	0.5
	GF	2,477,004	2,477,658	0	2,477,658	2,367,377	27,700	2,395,077	0	2,395,077	30,310
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,564	0	3,564	3,748	0	3,748	0	3,748	0
	CFE	4,259	47,297	0	47,297	47,548	0	47,548	0	47,548	0
	FF	325,509	503,222	0	503,222	535,605	0	535,605	0	535,605	0
(1) Executive Director and Army National Guard Personal Services	Total	1,833,140	1,764,176	0	1,764,176	1,840,335	26,884	1,867,219	0	1,867,219	29,509
	FTE	25.6	28.6	0.0	28.6	28.6	0.5	29.1	0.0	29.1	0.5
	GF	1,693,652	1,675,952	0	1,675,952	1,747,504	26,884	1,774,388	0	1,774,388	29,509
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,511	0	3,511	3,670	0	3,670	0	3,670	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	139,488	84,713	0	84,713	89,161	0	89,161	0	89,161	0
(1) Executive Director and Army National Guard Operating Expenses	Total	957,050	1,157,021	0	1,157,021	958,745	250	958,995	0	958,995	250
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	768,178	762,488	0	762,488	564,212	250	564,462	0	564,462	250
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,851	46,000	0	46,000	46,000	0	46,000	0	46,000	0
	FF	186,021	348,533	0	348,533	348,533	0	348,533	0	348,533	0
(1) Executive Director and Army National Guard S.B. 04-257 Amortization Equalization Disbursement	Total	16,582	92,304	0	92,304	117,548	385	117,933	0	117,933	420
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	15,174	33,276	0	33,276	42,168	385	42,553	0	42,553	420
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	44	0	44	59	0	59	0	59	0
	CFE	1,408	1,073	0	1,073	1,173	0	1,173	0	1,173	0
	FF	0	57,911	0	57,911	74,148	0	74,148	0	74,148	0

**Schedule 13
Change Request for FY 08-09 Budget Request Cycle**

Request Title: Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
 Budget Analyst 0.5 FTE
Department: Military and Veterans Affairs **Dept. Approval by:**
Priority Number: DMVA – 05 **OSPB Approval:** **Date:**
Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(1) Executive Director and Army National Guard	Total	0	18,240	0	18,240	37,650	181	37,831	0	37,831	131
S.B. 06-235 Supplemental Amortization Equalization Disbursement	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	5,942	0	5,942	13,493	181	13,674	0	13,674	131
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	9	0	9	19	0	19	0	19	0
	CFE	0	224	0	224	375	0	375	0	375	0
	FF	0	12,065	0	12,065	23,763	0	23,763	0	23,763	0

Letternote revised text:
Cash Fund name/number, Federal Fund Grant name:
 IT Request: Yes No
 Request Affects Other Departments: Yes No **If Yes, List Other Departments Here:**

Request Title: Budget Analyst 0.5 FTE
 Military and Veterans Affairs
 DMVA - 05

FTE and Operating Costs								GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:	Budget Analyst II							
Number of PERSONS / class title		0.5	0.5	0	0	0	0		
Number of months working in FY 08-09 and FY 09-10		12	12	0	0	0	0		
Number months paid in FY 08-09 and FY 09-10*		11	12	0	0	0	0		
Calculated FTE per classification		0.46	0.50	0.00	0.00	0.00	0.00	0.46	0.50
Annual base salary		\$52,560	\$52,560	\$0	\$0	\$0	\$0		
Salary		\$24,090	\$26,280	\$0	\$0	\$0	\$0	\$24,090	\$26,280
PERA	10.15%	\$2,445	\$2,667	\$0	\$0	\$0	\$0	\$2,445	\$2,667
Medicare	1.45%	\$349	\$381	\$0	\$0	\$0	\$0	\$349	\$381
Prior Year SAED	N/A	\$0	\$181	\$0	\$0	\$0	\$0	\$0	\$181
Subtotal Personal Services at Division Level		\$26,884	\$29,509	\$0	\$0	\$0	\$0	\$26,884	\$29,509
Subtotal AED at EDO Long Bill Group Level	1.60%	\$385	\$420	\$0	\$0	\$0	\$0	\$385	\$420
Subtotal SAED at EDO Long Bill Group Level	Varies	\$181	\$131	\$0	\$0	\$0	\$0	\$181	\$131
Department Specific Average Cost for HLD / Employee**		\$0	\$0	\$0	\$0	\$0	\$0		
Subtotal for Health, Life, Dental (if over 20 FTE)	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal for Short Term Disability (if over 20 FTE)	0.13%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES									
Supplies @ \$500/\$500***	\$500	\$250	\$250	\$0	\$0	\$0	\$0	\$250	\$250
Computer @ \$900/\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Suite Software @ \$330/\$0	\$330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Equipment @ \$2,225 /\$0	\$2,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Base @ \$450/\$450***	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Operating Expenses		\$250	\$250	\$0	\$0	\$0	\$0	\$250	\$250
GRAND TOTAL ALL COSTS		\$27,700	\$30,310	\$0	\$0	\$0	\$0	\$27,700	\$30,310

Department:	Military and Veterans Affairs
Priority Number:	DMVA-05
Change Request Title:	Budget Analyst 0.5 FTE

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

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

Short Summary of Request:

Add a 0.5 FTE Budget Analyst authorization to provide the Department with a full FTE (Budget Analyst II, @ \$27,700 GF in FY2008-09).

Background and Appropriation History:

In FY2001-02 the Department submitted a decision item to add a Budget Analyst position to the EDO-Personal Services line. At that time the Department had no Budget position authorized and budget was prepared by as an extra responsibility by a combination of 4 persons – two in accounting, resource manager and deputy executive director. The Decision Item stated in part:

“The duties of department budget officer have grown into a full-time position. The more comprehensive budget submission requirements including documenting and tracking of program objectives, performance measures of efficiency, effectiveness, and workload, as well as program budgeting require a full-time position to oversee the state budget effort. The Department needs the resources to do a better job of identifying, analyzing and presenting all feasible alternatives in decision item requests. The level of analysis that is required for a quality submission of base budget review also supports a request for increased budgeting resources.”

Last year's budget submission required nearly 1100 man-hours to complete. Nearly 210 of those hours were provided by exempt personnel working overtime and on weekends. The huge budget workload was a major consideration in the decision of the previous controller to retire early. The estimate of 1100 hrs only covered the initial budget submission workload. It did not include budget tracking, reporting and providing management reports on expenditure rates, federal funds tracking and state share tracking. Nor did it include support for the preparation of the capitol construction budget and associated activities. This year, more than 300 hours were spent on that portion of the budget submission. "

The JBC decided to fund a 0.5 FTE Budget Analyst position. The Department was fortunate to be able to hire as a permanent part-time employee a PERA retiree with over 30 years of state budget experience.

General Description of Request:

Currently the Department has a permanent part time Budget Analyst II in this position (0.5 FTE). Due to the extensive nature of the duties, the duties must be shared with the Resource Manager & Deputy Executive Director even though the current incumbent spends 20 - 40 hrs/month of uncompensated time to meet the deadlines imposed by the Executive and the Legislature. The current part-time incumbent (a PERA retiree with over 30 years of state budget experience) has been willing to spend extra uncompensated time to meet those deadlines. The incumbent will be leaving the Department in 2008.

The budget is a 14 month process. The major budget effort takes place July through the 3rd week in December (25 weeks). The persons involved in budget preparation, submission and responding to OSPB & JBC inquiries are:

- Deputy Executive Director (Jul – Dec approx 10-15 hrs /week = 250-375)
- Resource Manager (Jul – Dec approx 20 – 30 hrs /week = 500 - 750)
- Budget Analyst (Jul – Jun uncompensated time approx 5 – 10 hrs / week = 250 - 500)

The total "extra" effort is between 1000 – 1625 hours per year.

This position performs the following functions:

- Coordinates the entire budget process.

- Develops budgetary information (annual and supplemental budget requests, roll forward requests and fiscal assessments of proposed legislation) to ensure sufficient funding of statutory requirements by soliciting needed data from the appropriate staff to justify all requests and by analyzing, assessing and modifying such requests, and by constructing financial schedules and summaries.

- Justifies and defends departmental practices, decisions and requests primarily to OSPB, Legislative Council (fiscal notes) and the JBC, by researching issues, compiling pertinent information and developing justification to substantiate such practices, decisions and requests.

- Resolves budget-related problems within the department and between DMVA and other departments by anticipating issues, assessing risks and consequences, researching and developing pertinent information, correcting inconsistencies and inaccuracies between various informational sources, consulting managers and by negotiating compromises as necessary.

- Ensures efficient and optimal utilization of all funds by identifying or assisting in identifying departmental needs by anticipating problems and by developing and recommending alternative plans of action to meet those needs.

- Develops and prepares all management budgetary decision support tools and reports. It is responsible for highlighting budgetary areas that need special attention (i.e. potential over expenditures).

- Responsible for developing the supporting data for various management decision making reports.

Consequences if Not Funded:

- The quality and timeliness of the Departments budget submissions will be negatively impacted.
- The analysis of the budget as a management decision tool will be severely diminished and the probability of over expenditures of operating and personal services appropriation lines will increase.
- The ability of the Department to provide timely fiscal note analysis to the legislature will be curtailed.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$ 27,700	\$ 27,700	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Personal Services	\$ 26,884	\$ 26,884	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Operating Expense	\$ 250	\$ 250	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 04-257 Amortization Equalization Disbursement	\$ 385	\$ 385	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 06-235 Supplemental Amortization Equalization Disbursement	\$ 181	\$ 181	\$0	\$0	\$0	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$ 30,310	\$ 30,310	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Personal Services	\$ 29,509	\$ 29,509	\$0	\$0	\$0	0.5
(1) Executive Director and Army National Guard Operating Expense	\$ 250	\$ 250	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 04-257 Amortization Equalization Disbursement	\$ 420	\$ 420	\$0	\$0	\$0	0.0
(1) Executive Director and Army National Guard S.B. 06-235 Supplemental Amortization Equalization Disbursement	\$ 131	\$ 131	\$0	\$0	\$0	0.0

Assumptions for Calculations:

See attached Schedule 13 for calculations

Impact on Other Government Agencies:

None

Cost Benefit Analysis:

Budget Analyst Cost Benefit Analysis		
Benefits	Costs	Ratio
- Provide budget analysis as a management decision tool to make timely financial decisions and to prevent over expenditures. - Provide correct and timely budget submissions to OSPB & the legislature.	The total amount that is requested is \$27,700	
- Provide timely fiscal note analysis for legislation affecting DMVA		

Implementation Schedule:

Task	Month/Year
Start-Up Date	1 July 2008

Statutory and Federal Authority:

Section 28-3-106 C.R.S (2007)

Performance Measures:

Division Measures:

- To provide a budget analysis and review capability, to identify efficiencies, prioritize resources, and recommend budget priorities
- Insure no budget line is over expended. (% of total budget over expended goal=0%)

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
 Department: Military and Veterans Affairs
 Priority Number: DMVA-06
 Dept. Approval by: *William L. Robinson*
 OSPB Approval: *Lu M Z*
 Date: *10 Oct 2007*
 Date: *10/15/07 for 11/1/07*

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 08-09
Total of All Line Items	Total	0	0	0	0	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Lotternote revised text: \$2,280,900 General Fund is transferred into the balance of the Veterans Trust Fund in FY 2008-09

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes NO

Request Affects Other Departments: Yes NO If Yes, List Other Departments Here:

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Department:	Military and Veterans Affairs
Priority Number:	DMVA-06
Change Request Title:	Restore Funding To Veterans Trust Fund

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

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

Short Summary of Request:

The Department requests \$2,280,900 GF in FY2008-09 to restore funds taken from the Veterans Trust Fund in FY 2003. This change request does not impacted the 6% Arvescough-Bird limit but will require legislative action.

Background and Appropriation History:

In FY 2003, \$2,280,900 was taken from the Veterans Trust Fund and put into the state GF during the state fiscal crisis. The funds were never replaced. During the FY02-03 budget reductions the legislature transferred \$2,280,900 from the Veterans Trust Fund (VTF) balance to the General Fund. The objective of the VTF was to accumulate approximately \$20,000,000 over 25 years (until 2026 – expiration of Master Tobacco Settlement). The interest from the fund balance would then fund veterans’ grants, far into the future, without the need to request General Funds for certain veterans’ needs which could be funded through the VTF. The VTF is administered by the Colorado Board of Veterans Affairs (CBVA). The current fund balance accumulation is significantly below the rate needed to meet the 20 year goal.

The Veterans Trust Fund (VTF) was established by SB00-071. The purpose of the VTF was to provide funding for grants to veterans service organizations, state veterans nursing homes and other authorized entities from the annual expenditure appropriation and to accumulate the balance so that after 25 years (until 2026) the VTF would reach a balance of approximately \$20,000,000. The annual transfer from the tobacco settlement would be

capped at 1% not to exceed \$1,000,000. Of this amount 25% plus interest was to be available for expenditure (grants) the remaining 75% would build the fund balance. In 2003 the fund balance had reached \$2,280,900 when the budget crisis hit Colorado.

In the FY02-03 budget cycle the legislature transferred \$2,280,900 from the VTF balance to the General Fund and reduced the General Fund to the Division of Veterans Affairs by approximately \$213,000.

The veterans' community in conjunction with the Department, immediately sought legislation (SB03-282) to allow for an increase, in the expenditure appropriation, to 75% and a reduction to 25% in the fund balance accumulation rate for a three year period. This allowed the Colorado Board of Veterans Affairs (CBVA), who administers the VTF, to back fill the general funds cut from the Division of Veterans Affairs. This action prevented the laying off of two State Veteran Service Officers and the discontinuation of stipends to the County Veterans Service Officers.

The result on the fund balance accumulation was dramatic. Starting at \$0 in FY03-04 the annual accumulation has averaged \$200,000 - \$230,000. As of 1 January 2007 the unreserved fund balance is only \$1,213,953 in contrast to the original plan which would have shown a fund balance of approximately \$4,500,000. This \$3.3M difference constitutes an interest loss of approximately \$132,000 per year.

The possibility of achieving the \$20,000,000 fund balance during the life of the Tobacco settlement is no longer possible. HB06-1310 provided for a change in the expenditure and accumulation percentages on a sliding scale. By FY11-12 the percentages will revert back to the original 25% expenditure and 75% accumulation rate. This change was made possible by the appropriation of sufficient General Funds to fully fund the Division of Veterans Affairs and the County Veteran Service Officer stipends.

General Description of Request:

The request to restore \$2,280,900 GF to the Veterans Trust Fund would allow veterans' projects to be funded into the future. This was the initial intent of the fund – spend a small portion each year and allow the principal to grow and fund veteran's projects with the accumulated interest.

Consequences if Not Funded:

The consequence of not funding the restoration of the Veterans Trust Fund would affect the future funding of veteran's projects as defined in the Colorado Revised Statutes. Grant amount available will decline – statutory ratchet down of expenditures will not be offset by earned interest.

Calculations for Request:

There is no entry in the Long Bill that reflects the amount of funds in the Veterans Trust Fund.

The following information is presented to show the impact of the Tobacco Settlement Funds the Veterans Trust Fund.

Amount Received From
Tobacco Trust Fund

FY	Amount
2002-2003	\$989,841
2003-2004	\$987,430
2004-2005	\$873,298
2005-2006	\$871,980
2006-2007	\$873,913
2007-2008	\$822,217
Total	\$5,418,679
6 Yr Average	\$903,113

Veterans Trust Fund
10/1/2007

Fiscal Year	Begin Balance	Long Bill			Al-low-able	Received*	Add to Fund***	Proj End Fund	4%
		Interest	Spend able						Proj Int Earned**
Prior years DVA was assigned to Dept of Human Services									
FY 02-03	\$1,608,546.61		\$324,460	25%	989,841.00	665,381.00	2,273,927.61		
FY 03-04	\$182,165.56		\$280,332	75%	987,430.00	707,098.00	889,263.56		
FY 04-05	\$334,568.64		\$655,503	75%	873,298.00	217,795.00	552,363.64		
FY 05-06	\$624,009.57	\$25,000.00	\$678,986	75%	871,980.00	192,994.00	817,003.57	25,000.00	
FY 06-07	\$928,507.15	\$25,000.00	\$625,304	75%	873,913.00	248,609.00	1,177,116.15	67,784.00	
FY 07-08	\$1,289,325.00	\$67,784.00	\$534,441	65%	822,217.00	287,776.00	1,577,101.00	63,084.04	
FY 08-09	\$1,577,101.00	\$63,084.04	\$496,712	55%	903,113.00	2,687,301.00	4,264,402.00	170,576.08	
FY 09-10	\$4,264,402.00	\$170,576.08	\$406,401	45%	903,113.00	496,712.00	4,761,114.00	190,444.56	

*Actual amounts received from Tobacco Trust Fund from FY02-03 to FY07-08. For FY 08-09 and FY 09-10, estimated 6 year average.

**For FY 02-03 through FY04-05, interest was included in spend able. 4% is interest rate projected in FY 08-09 and FY09-10

Interest earned in one FY is spent in following FY

*** In FY02-03, the Legislature appropriated \$2,280,900 from the fund and placed the amount in GF

FY 06-07 Veterans Trust Fund Grants

GRANT #	POST NAME	PURPOSE	GRANTED/ EN-CUMBERED AMOUNT
0607-1	American Legion Post 113 Alamosa, CO	Provide transportation for homeless & indigent veterans to appointments.	25,870.00
0607-2	American Legion Post 2 Pueblo, CO	Purpose to provide transportation to homeless, indigent, aging & mental health veterans to Otero, Pueblo, Fremont, Bent & Crowley Counties	10,540.00
0607-3	American Legion Post 108 Pagosa Spgs, CO	Purchase a new vehicle & to provide transportation for Archuleta County veterans to their health care appointments.	32,710.00
0607-4	VFW Post 3621 Lamar, CO	Purchase a new vehicle & to provide transportation	31,400.00
0607-5	VFW Post 4031 Durango, CO	Provide transportation services to Veterans in Durango	25,000.00
0607-6	VFW Post 4265 Craig, CO	Provide transportation for medical appointments	10,000.00
0607-7	Disabled American Veterans, Chapter 8 Greeley, CO	Renovation of Homeless Shelter & reimbursement for volunteer drivers	8,949.00
0607-8	VFW Post 9644 Sheridan, CO	Provide supportive services for the homeless program.	75,000.00
0607-9	American Legion Post 1992 Aurora, CO	Provide supportive services for the homeless and work programs.	30,000.00
0607-10	American Legion Post 66 Akron, CO	Provide transportation to veterans	10,000.00
0607-11	State Veterans Nursing Home SVNH Walsenburg, CO	Purchase entertainment system for the residents.	7,500.00

GRANT #	POST NAME	PURPOSE	GRANTED/ EN-CUMBERED AMOUNT
0607-12	American Legion Post 2700 Grand Jct, CO	To provide assistance and employment outreach services to Veterans in Mesa County	33,000.00
0607-13	American Legion Post 44 Steamboat Spgs, CO	Provide transportation services to VA Medical Facilities in Denver & Grand Jct	5,000.00
0607-14	Disabled American Veterans, VA Regional Office, Denver	Homeless Veterans Stand Down program.	10,200.00
0607-15	VFW Post 6331 Aurora, CO	Employment training program. Teacher resource materials, student workbooks, bus tickets, & printing	9,650.00
0607-16	VFW Post 4051 Colo Spgs, CO	Supportive service expenses provided by the Crawford House	50,000.00
0607-17	VFW Post 171 Golden, CO	Provide supportive services to Veterans in need in Jefferson County	20,000.00
0607-18	American Legion Post 203 Pueblo, CO	Homeless Veterans Stand Down & Homeless Program	10,000.00
0607-19	VFW Post 5231 Mancos, CO	Assistant Employment Program	2,063.00

GRANT #	POST NAME	PURPOSE	GRANTED/ EN-CUMBERED AMOUNT
0607-20	State Veterans Nursing Home SVNH Walsenburg, CO	Purchase a new van	22,033.00
0607-21	VFW Post 899 Alamosa, CO	Assistant Employment Program	3,000.00
0607-22	TREA Chapter 1 Colo Spgs, CO	Provide supportive services to Veterans in need in Colo Spgs. \$3000 for Stand Down & \$500 for professional suits.	11,500.00
0607-23	Disabled American Veterans Chapter 5 Loveland, CO	Purchase 2 vans for veterans to VA medical facilities.	31,000.00
0607-24	State Veterans Nursing Home SVNH Homelake, CO	Provide wheelchair accessible green house, foundation pad, renovation of tub room, smoking gazebo, ice machine, dishwasher, & other maintenance cost.	63,110.00
		TOTAL	537,525.00

Assumptions for Calculations:

Actual funds taken from the Veterans Trust Fund

Impact on Other Government Agencies:

Possible impact on veterans' nursing homes in supporting grant requests made to the Board of Veterans for veterans' trust fund dollars.

Cost Benefit Analysis:

Cost	Benefit
\$2,280,900	Long term funding of veterans to include: state nursing homes, cemeteries, Division of Veterans Affairs, and nonprofit veterans' organizations.

Statutory and Federal Authority:

Article 28-5-709 C.R.S. (2007). Colorado state veterans trust fund - created - report - repeal.

Statute text

(1) (a) There is hereby created in the state treasury the Colorado state veterans trust fund that shall consist of the moneys transferred thereto pursuant to subsection (2) of this section. In addition, the state treasurer may credit to the trust fund any public or private gifts, grants, or donations received prior to July 1, 2002, by the department of human services or, on or after July 1, 2002, by the department of military and veterans affairs for implementation of the purposes specified in this subsection (1).

(b) The moneys in the trust fund shall be used for:

(I) Capital improvements or needed amenities for existing or future state veterans nursing homes;

(I.5) Costs incurred by the legislative oversight committee and the state and veterans nursing home commission created in part 3 of article 12 of title 26, C.R.S., to evaluate the quality of care provided to veterans and their families at certain state and veterans nursing homes;

(II) Costs incurred by existing or future state veterans' cemeteries;

(III) Costs incurred by the division; and

(IV) Veterans programs operated by nonprofit veterans organizations that meet criteria adopted by the board and that are selected by the board as grant recipients.

(c) The division may retain up to five percent of the amount annually appropriated from the trust fund for the actual costs incurred by the division and the board in implementing the provisions of this article. Notwithstanding the provisions of section 24-36-114, C.R.S., all interest derived from the deposit and investment of moneys in the trust fund shall be credited to the trust fund. All unexpended and unencumbered moneys remaining in the trust fund at the end of any fiscal year shall remain in the trust fund and shall neither revert to

the general fund nor be transferred to the tobacco litigation settlement trust fund created in section 24-22-115.5, C.R.S., nor be transferred or credited to any other fund.

(2) (a) Pursuant to section 24-75-1104.5 (1) (g), C.R.S., beginning in the 2006-07 fiscal year, and for each fiscal year thereafter so long as the state receives moneys pursuant to the master settlement agreement, the state treasurer shall annually transfer to the trust fund one percent of the total amount received by the state pursuant to the provisions of the master settlement agreement, other than attorney fees and costs, during the preceding fiscal year; except that the amount so transferred to the trust fund in any fiscal year shall not exceed one million dollars. The state treasurer shall transfer the amount specified in this subsection (2) from moneys credited to the tobacco litigation settlement cash fund created in section 24-22-115, C.R.S.

(b) Repealed.

(3) (a) (I) All of the funds appropriated to the trust fund pursuant to subsection (2) of this section in fiscal year 2000-01 shall be credited to the trust fund and retained as principal in the trust fund.

(II) For fiscal years 2001-02 through 2005-06, seventy-five percent of the amount of annual appropriations made pursuant to subsection (2) of this section, shall be credited to the trust fund and retained as principal in the trust fund. For fiscal years 2001-02 through 2005-06, twenty-five percent of the amount of annual appropriations made pursuant to subsection (2) of this section, and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(III) For fiscal year 2006-07 and fiscal years thereafter, seventy-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section shall be credited to the trust fund and retained as principal in the trust fund. For fiscal year 2006-07 and fiscal years thereafter, twenty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(b) (I) Notwithstanding the provisions of paragraph (a) of this subsection (3):

(A) For the 2003-04 through 2006-07 fiscal years, twenty-five percent of the amount of annual transfers made pursuant to subsection (2) of this section shall be credited to the trust fund and retained as principal in the trust fund, and seventy-five percent of the amount of annual transfers made pursuant to subsection (2) of this section and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(B) For the 2007-08 fiscal year, thirty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section shall be credited to the trust fund and retained as principal in the trust fund, and sixty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(C) For the 2008-09 fiscal year, forty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section shall be credited to the trust fund and retained as principal in the trust fund, and fifty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(D) For the 2009-10 fiscal year, fifty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section shall be credited to the trust fund and retained as principal in the trust fund, and forty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(E) For the 2010-11 fiscal year, sixty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section shall be credited to the trust fund and retained as principal in the trust fund, and thirty-five percent of the amount of the annual transfer made pursuant to subsection (2) of this section and one hundred percent of any interest earned on the principal in the trust fund shall be subject to annual appropriation by the general assembly and may be allocated by the board for the purposes outlined in subsection (1) of this section.

(II) This paragraph (b) is repealed, effective July 1, 2011.

(3.5) Notwithstanding any provision of this section to the contrary, on March 5, 2003, the state treasurer shall deduct two million two hundred eighty thousand nine hundred dollars from the Colorado state veterans trust fund and transfer such sum to the general fund.

(4) (a) Funds shall be allocated out of the trust fund using the following process:

(I) The director of the state and veterans nursing homes or the director of the division of veterans affairs shall submit to the board a written request for funds to be used for the purposes described in subsection (1) of this section; or

(II) A nonprofit veterans organization, in compliance with the procedures and timelines adopted by the board, shall submit to the board a grant application, in a form adopted by the board, requesting funding for a veterans program.

(b) The board shall vote on each request for funds and on each grant application submitted by a nonprofit veterans organization that meets the criteria established by the board. A majority vote shall be sufficient to approve an allocation of moneys out of the trust fund.

(5) The board shall adopt guidelines that address, at a minimum, the following issues:

(a) The form of an application for use by nonprofit veterans organizations in applying for grants pursuant to this section;

(b) Criteria for identifying nonprofit veterans organizations that may apply for and receive grants pursuant to this section;

-
- (c) Criteria for selecting appropriate veterans programs to receive grants pursuant to this section;
- (d) The term and amounts of grants awarded to nonprofit veterans organizations pursuant to this section; and
- (e) Standards for determining the effectiveness of veterans programs that receive grants pursuant to this section.
- (6) The department may contract with one or more private or public entities for program monitoring and evaluation of any veterans program operated by a nonprofit veterans organization that receives funding pursuant to this section. The board may allocate funds to the division for the costs incurred in entering into such contracts.
- (7) (a) The board shall prepare a report evaluating the implementation of this section, including the number and type of improvements or additions to nursing homes that have been made, the number and type of improvements to veterans cemeteries, the number of veterans served through the veterans outreach program, the number and types of veterans programs operated by nonprofit veterans organizations that receive grants pursuant to this section, and the results achieved as a result of allocations made out of the trust fund.
- (b) The department shall submit the report to the department of public health and environment for inclusion in the report prepared by the department of public health and environment pursuant to section 25-1-108.5 (3), C.R.S.

History

Source: L. 2002: Entire part added with relocations, p. 351, § 3, effective July 1; (1)(a) amended, p. 689, § 4, effective July 1. L. 2003: (3.5) added, p. 464, § 6, effective March 5; (1) (b) (III), (2) (a), and (3) amended, p. 2565, § 9, effective June 5. L. 2004: (2) (a) amended and (2) (b) repealed, p. 1713, §§ 15, 16, effective June 4. L. 2005: (1) (b) (I.5) added, p. 597, § 3, effective July 1. L. 2006: (1) (a), (2) (a), (3) (a), and (3) (b) (I) amended, pp. 1040, 1041, §§ 11, 13, effective May 25; (3) (b) amended, p. 1108, § 1, effective May 25; (1) (a) amended, p. 145, § 25, effective August 7.

Annotations

Editor's note: (1) This section was formerly numbered as 26-10-111.

(2) Amendments to subsection (1) (a) by House Bill 06-1310 and Senate Bill 06-033 were harmonized.

(3) Section 17 of chapter 226, Session Laws of Colorado 2006, provided that amendments to subsection (3) (b) (I) are effective upon passage only if Senate Bill 06-126 is enacted and becomes law. Senate Bill 06-126 was signed by the governor on May 25, 2006.

(4) Subsection (1) (a) was contained in a 2006 act that was passed without a safety clause. For further explanation concerning the effective date, see page vii of this volume.

Annotations

Cross references: For the legislative declaration contained in the 2005 act enacting subsection (1) (b) (I.5), see section 1 of chapter 168, Session Laws of Colorado 2005.

Performance Measures:

The Board of Veterans Affairs is not included in the Department Strategic Plan but the Board's goal is to provide assistance to veterans. The measure that can be monitored is the number of veterans affected by the grant provided by the Veterans Trust Fund that is administered through the Board of Veterans Affairs.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
 Department: Military & Veterans Affairs Dept. Approval by: *William L. Robinson* Date: *10 October, 2007*
 Priority Number: DMVA-07 OSPB Approval: *Sum 3* Date: *10/15/07 for 11/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,122,034	2,032,970	0	2,032,970	2,121,860	0	2,121,860	0	2,121,860	0
	FTE	30.7	33.7	0.0	33.7	33.7	0.0	33.7	0.0	33.7	0.0
	GF	1,805,830	1,816,925	0	1,816,925	1,894,496	0	1,894,496	0	1,894,496	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,511	0	3,511	3,670	0	3,670	0	3,670	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	316,204	212,534	0	212,534	223,694	0	223,694	0	223,694	0
(1) Executive Director and Army National Guard Personal Services	Total	1,833,140	1,764,176	0	1,764,176	1,840,335	281,525	2,121,860	0	2,121,860	281,525
	FTE	25.8	28.6	0.0	28.6	28.6	5.1	33.7	0.0	33.7	5.1
	GF	1,693,652	1,675,952	0	1,675,952	1,747,504	146,992	1,894,496	0	1,894,496	146,992
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,511	0	3,511	3,670	0	3,670	0	3,670	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	139,488	84,713	0	84,713	89,161	134,533	223,694	0	223,694	134,533
(1) Executive Director and Army National Guard Administrative Services	Total	288,894	268,794	0	268,794	281,525	(281,525)	0	0	0	(281,525)
	FTE	5.1	5.1	0.0	5.1	5.1	(5.1)	0.0	0.0	0.0	(5.1)
	GF	112,178	140,973	0	140,973	146,992	(146,992)	0	0	0	(146,992)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	176,716	127,821	0	127,821	134,533	(134,533)	0	0	0	(134,533)

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No If Yes, List Other Departments Here:

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Department:	Military and Veterans Affairs
Priority Number:	DMVA-07
Change Request Title:	Move EDO - Administrative Services to EDO-Personal Services

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

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

Short Summary of Request:

Merge Administrative Services line with EDO-Personal Services. This moves 5.1 FTE to EDO-Personal Services and has no cost impact. A total of \$146,992 GF and \$134,533 FF would be moved from EDO-Administrative Services to EDO-Personal Services in FY 2008-09.

Background and Appropriation History:

The Administrative Services Line was added to EDO in the FY99-00 Long Bill. The Master Cooperative Agreement (MCA) facilitates DMVA's execution of federal funds in support of the National Guard mission. The FTE in the Administrative Services Line provided the administrative support in accounting, personnel and purchasing for the management, expenditure, and accounting of federal funds in the MCA. In 1999 the National Guard Bureau agreed to offset some of the administrative support salaries with federal funds. The FTE in the Administrative Services Line belong to the EDO functions of accounting, personnel and purchasing/contracting. The reasons for moving the FTE out of the EDO-Personal Services line and to this separate line are not clear.

General Description of Request:

Merging of the 5.1 FTE in the Administrative Services Line with the EDO-Personal Services Line is a technical change.

Personnel Services lines that have 1.0 to 5.0 FTE in them are very difficult to manage because the funds allocated to them are based on the Option 8 calculation rather than the actual costs of the positions. It is very difficult for these lines to generate vacancy savings to pay for retirements and potential promotions as the responsibilities and duties of the persons in such lines change over time. Consolidating lines with few FTE into the EDO-Personal Services lines allows for a more flexible, people oriented and cost effective management of those FTE and more properly incorporates them into the line that contains the rest of the Department general administrative support personnel.

Consequences if Not Funded:

No funding required

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	0.0
(1)Executive Director and Army National Guard Personal Services	\$281,525	\$146,992	\$0	\$0	\$134,533	5.1
(1)Executive Director and Army National Guard Administrative Services	(\$281,525)	(\$146,992)	\$0	\$0	(\$134,533)	(5.1)

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	0.0
(1)Executive Director and Army National Guard Personal Services	\$281,525	\$146,992	\$0	\$0	\$134,533	5.1
(1)Executive Director and Army National Guard Administrative Services	(\$281,525)	(\$146,992)	\$0	\$0	(\$134,533)	(5.1)

Assumptions for Calculations: N/A

Impact on Other Government Agencies: N/A

Cost Benefit Analysis: No Cost
Benefit: This will allow the Department more flexible, people oriented and cost effective management of those FTE and be able to use EDO – Personal Services generated vacancy savings to pay off accumulated vacation and sick days upon the retirement of administrative services personnel.

Implementation Schedule:

Task	Month/Year
Start-Up Date	1 July 2008

Statutory and Federal Authority: Section 28-3-106 C.R.S. (2007)

Performance Measures:

Department Measure:
- Deploy initial National Guard forces and equipment within 4 hours of declaration of state emergency

Division Measure:
- Establish and maintain efficient responsive administrative services in support of Department Programs.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
Request Title: Merge Utilities with EDO-Operating Expenses line
Department: Military & Veterans Affairs
Priority Number: DMVA-08
Dept. Approval by: *William L. Robinson* **Date:** *10 Oct 2007*
OSPB Approval: *Sum Z* **Date:** *10/15/07 for 11/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	2,158,139	2,273,612	0	2,273,612	2,075,336	0	2,075,336	0	2,075,336	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,403,730	1,398,040	0	1,398,040	1,199,764	0	1,199,764	0	1,199,764	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,851	46,000	0	46,000	46,000	0	46,000	0	46,000	0
	FF	751,558	829,572	0	829,572	829,572	0	829,572	0	829,572	0
(1) Executive Director and Army National Guard	Total	957,050	1,157,021	0	1,157,021	958,745	1,116,591	2,075,336	0	2,075,336	1,116,591
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	768,178	762,488	0	762,488	564,212	635,552	1,199,764	0	1,199,764	635,552
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	2,851	46,000	0	46,000	46,000	0	46,000	0	46,000	0
	FF	186,021	348,533	0	348,533	348,533	481,039	829,572	0	829,572	481,039
(1) Executive Director and Army National Guard	Total	1,201,089	1,116,591	0	1,116,591	1,116,591	(1,116,591)	0	0	0	(1,116,591)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	635,552	635,552	0	635,552	635,552	(635,552)	0	0	0	(635,552)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	565,537	481,039	0	481,039	481,039	(481,039)	0	0	0	(481,039)

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No

If Yes, List Other Departments Here:

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Department:	Military and Veterans Affairs
Priority Number:	DMVA-08
Change Request Title:	Merge Utilities line with EDO-Operating Expenses line

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

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

Short Summary of Request:

Merge Utilities line with EDO Operating line to provide more flexibility in handling end of fiscal year Utilities balances. There is no cost or FTE impact. A total of \$635,552 GF and \$481,039 FF would be moved from EDO-Utilities to EDO-Operating Expenses in FY 2008-09.

Background and Appropriation History:

The appropriations history for this line is shown below:

Fiscal Year	Utilities GF Appropriation	Supplemental Appropriation	Total Appropriation	Utilities GF Expenditure	GF Over/Under	FF Appropriation	FF Expenditure	FF Over/Under
07-08	\$ 635,552			Unknown		\$ 481,039	Unknown	
06-07	\$ 635,552	\$ 0	\$ 635,552	\$ 635,552	\$ 0	\$ 481,039	\$ 565,537	\$ 84,498
05-06	\$ 415,280	\$ 131,870	\$ 547,150	\$ 547,149	(\$ 1)	\$ 629,517	\$ 408,216	(\$ 221,301)
04-05	\$ 415,280	\$ 0	\$ 415,280	\$ 441,008	\$ 25,728	\$ 141,180	\$ 480,902	\$ 339,722
03-04	\$ 415,280	\$ 63,714	\$ 478,994	\$ 510,536	\$ 31,542	\$ 157,741	\$ 403,128	\$ 245,387
02-03	\$ 512,421	(\$ 77,141)	\$ 435,280	\$ 435,280	\$ 0	\$ 141,180	\$ 143,098	\$ 1,918
01-02	\$ 452,637	\$ 59,784	\$ 512,421	\$ 512,421	\$ 0	\$ 141,180	\$ 110,837	(\$ 30,343)
00-01	\$ 516,189	(\$ 8,183)	\$ 508,006	\$ 613,480	\$ 105,474	\$ 131,750	\$ 125,252	(\$ 6,494)

In three of the last seven years we over expended the utilities line. We have no control over rates and only limited control over consumption. Each time we have over expended we requested emergency supplemental funding and were denied.

General Description of Request:

Merge the Utilities Line with the EDO-Operating Expenses Line. This will give the Department the flexibility it needs to adjust its spending to cover fluctuations in utility costs for the armories for both general and federal funds. This flexibility will prevent the Department from overspending the line and eliminate the extra time and effort required to initiate and pursue the 1331 emergency supplemental process. The Department over expended in three of the last seven years. Each time the Department realized that it would over spend an emergency supplemental was prepared which each time was disapproved. Typically in the year following the over expenditure the department received a supplemental appropriation (see table).

To provide visibility of the Utilities expenditures the Department plans to break out the Utilities portion of the EDO-Operating Expense line in a similar manner as is done for the budget submission of the DVA-Western Slope Veterans Cemetery line and the ANG-Operations & Maintenance Agreement Buckley/Greeley line.

Consequences if Not Funded:

No Funds requested

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	0.0
(1)Executive Director and Army National Guard Operating Expenses	\$1,116,591	\$635,552	\$0	\$0	\$481,039	0.0
(1)Executive Director and Army National Guard Utilities	(\$1,116,591)	(\$635,552)	\$0	\$0	(\$481,039)	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	0.0
(1)Executive Director and Army National Guard Operating Expenses	\$1,116,591	\$635,552	\$0	\$0	\$481,039	0.0
(1)Executive Director and Army National Guard Utilities	(\$1,116,591)	(\$635,552)	\$0	\$0	(\$481,039)	0.0

Assumptions for Calculations: N/A

Impact on Other Government Agencies: N/A

Cost Benefit Analysis: No Costs.
Benefit: Provides needed flexibility to not over expend utilities appropriation.

Implementation Schedule:

Task	Month/Year
Start-Up Date	1 July 2008

Statutory and Federal Authority: Section 28-3-106 C.R.S. (2007)

Performance Measures:

Department Measure:
- Deploy initial National Guard forces and equipment within 4 hours of declaration of state emergency

Division Measures:
- Insure no budget line is over expended. (% of total budget over expended)
- Establish and maintain efficient responsive administrative services in support of Department Programs.

**Schedule 13
Change Request for FY 08-09 Budget Request Cycle**

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
 Request Title: Statewide Multiuse Network Payments
 Department: Military and Veterans Affairs
 Priority Number: N/A
 Dept. Approval by: *William Robinson*
 OSPB Approval: *[Signature]*
 Date: *10 Oct, 2007*
 Date: *10/19/07 for 11/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	337,382	381,574	0	381,574	381,574	49,058	430,632	0	430,632	49,058
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	106,939	150,574	0	150,574	150,574	49,058	199,632	0	199,632	49,058
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	230,443	231,000	0	231,000	231,000	0	231,000	0	231,000	0
(1)EDO & Army Guard Multiuse Network Payments	Total	337,382	381,574	0	381,574	381,574	49,058	430,632	0	430,632	49,058
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	106,939	150,574	0	150,574	150,574	49,058	199,632	0	199,632	49,058
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	230,443	231,000	0	231,000	231,000	0	231,000	0	231,000	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes NO

Request Affects Other Departments: Yes NO

If Yes, List Other Departments Here:

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
 Request Title: Statewide C-SEAP Program - Workers Compensation
 Department: Military and Veterans Affairs
 Priority Number: N/A
 Dept. Approval by: *William L. Robinson*
 OSPB Approval: *[Signature]*
 Date: *9 October 2007*
 Date: *10/15/07 for 11/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	87,577	105,320	0	105,320	79,818	845	80,663	0	80,663	845
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	44,226	36,408	0	36,408	27,138	287	27,425	0	27,425	287
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	43,351	68,912	0	68,912	52,680	558	53,238	0	53,238	558
(1)EDG & Army Guard Workers' Compensation	Total	87,577	105,320	0	105,320	79,818	845	80,663	0	80,663	845
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	44,226	36,408	0	36,408	27,138	287	27,425	0	27,425	287
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	43,351	68,912	0	68,912	52,680	558	53,238	0	53,238	558

Letternote revised text:
 Cash Fund name/number, Federal Fund Grant name:
 IT Request: Yes NO
 Request Affects Other Departments: Yes NO If Yes, List Other Departments Here:

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Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
 Request Title: Statewide Vehicle Lease Payments
 Department: Military and Veterans Affairs
 Priority Number: N/A
 Dept. Approval by: *William L. Robinson* Date: *9 October 2007*
 OSPB Approval: *J. M. G.* Date: *10/15/07 for 11/1/07*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	22,758	62,512	0	62,512	62,512	(25,501)	37,011	0	37,011	(25,501)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	22,758	62,512	0	62,512	62,512	(25,501)	37,011	0	37,011	(25,501)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1)EDO & Army Guard Vehicle Lease Payments	Total	22,758	62,512	0	62,512	62,512	(25,501)	37,011	0	37,011	(25,501)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	22,758	62,512	0	62,512	62,512	(25,501)	37,011	0	37,011	(25,501)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes NO

Request Affects Other Departments: Yes NO

If Yes, List Other Departments Here:

End of Section II