

## EVALUATION OF SELECTED BUDGET REQUESTS

The Legislative Fiscal Division (LFD) utilizes a process to collect and analyze information regarding proposals that add new functions or considerably expand functions of state government. The purpose of this process is to collect the same information on each proposal identified and integrate that information into the publications of the LFD. Additional information requests beyond this initial collection will be based on the proposal and the needs of the individual analyst performing the analysis.

### PROCESS

Analysts from the LFD and the Office of Budget and Program Planning (OBPP) will negotiate which approved EPP proposals will be reviewed through this process. This is negotiated on a per agency basis, not a statewide basis. The LFD analysts will notify the agency contacts of the decision packages that are initially selected for this process. The agency will provide the requested information to both the LFD and OBPP by September 15, 2008. The LFD analysts will utilize this information as part of the budget analysis and may request additional information or clarification when necessary.

### DIRECTIONS

The following outlines the requirements for submission of the information on the selected decision packages.

#### Formatting

Enter the requested information in the narrative portion of the decision package description window in MBARS. The space available in this window is ample to record the requested information. Utilize the following headings as written:

JUSTIFICATION  
PROJECT OUTCOMES  
PERFORMANCE CRITERIA  
MILESTONES  
FTE  
FUNDING  
OBSTACLES  
RISKS

The LFD will use these headings to separate out information and convert to LFD formatting standards.

#### General Writing Guidelines

Answer the key question listed with the heading. Be clear, concise and to the point. Avoid the use of abbreviations, acronyms and industry specific jargon.

#### *Justification*

*Why is this proposal needed?* Clearly describe the problem or situation the proposal is intended to address. Provide the history of the problem or situation and supply simple supporting statistics or data.

#### *Project Outcome(s)*

*What are the desired outcomes for this project??* Provide key outcomes for this proposal. Describe how the outcomes fit in the overall mission of the department.

#### *Performance Criteria*

*How will progress be measured?* Provide the criteria that will be used to measure progress toward the outcomes. Performance criteria need to fit the SMART criteria in that they should be specific, measurable, accountable, results-

oriented and time-bound. Be sure to include how the monitoring will be done, who will do the monitoring, and what results could trigger a change in implementation plans.

### ***Milestones***

*When will key activities to the proposal be completed?* Provide a timeline in general terms (month/year) of significant milestones for the proposal. Significant milestones can include hiring of employees, training of contractors/providers, developing administrative rules, etc. Be prepared to provide greater detail to the appropriations subcommittees.

### ***FTE***

*Who will do the work?* Furnish a description of the work each position requested will complete (i.e. the program specialist will track enrollment and utilization of services.) Provide a timeline for recruitment and hiring of all FTE tied to the proposal. Identify and provide a plan to address any potential recruitment issues. Discuss any current retention issues of similarly classified employees.

If the proposal does not request any additional FTE, identify who will complete the work under the proposal. If current employees, discuss how new responsibilities will be integrated in to the current job.

### ***Funding***

*How does the funding work?*

- If the proposal is based on a new revenue source, provide projection of collections for the biennium. Include the assumptions made that support the estimate.
- If the proposal is funded with state special revenue, discuss why the specific funding source is appropriate.
- If funded by federal funds provide the CFDA number and discuss the stability of the funding.
- If general fund is being requested, discuss the lack of alternative funding sources.

*How much is needed beyond the 2011 biennium?*

- Estimate the cost, by fund source, to fund the activity in the 2013 biennium.

### ***Obstacles***

*What are the challenges to implementing this proposal?* Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

### ***Risk***

*What is the risk to the state if the proposal is not adopted?* In real terms, discuss the risks to the state if the proposal is not approved. Avoid the “sky will fall” approach to defining risks.

## **THEN WHAT?**

The information provided in the budget request will be edited and analyzed for inclusion in the budget analysis. As stated, analysts may request additional information or clarification to complete their work. The budget analysis document will include the collected information and may be followed with commentary by LFD staff.

The legislature will utilize this information in the budget deliberation process and may choose to use the information to condition appropriations. In addition this information will be the basis of monitoring agency performance during the 2011 interim. All action associated with the information will be recorded in the Fiscal Report in June of 2009.