Governor's Budget Request Instructions

Context

These instructions provide information on the materials agencies will be required to prepare for consideration in the Governor's 2016-17 biennial budget recommendations to the legislature. Agencies should follow these instructions to bring forward all initiatives having a fiscal impact. Any legislative initiatives submitted through the Governor's Office legislative initiative process, which is intended for technical and policy items, that have a fiscal impact must also be submitted to MMB through the process outlined in these instructions so that they are considered in the biennial budget process.

Process, Deliverables and Timelines

Preparing the Governor's budget recommendations includes several steps and work over multiple months. Background information is gathered in the form of budget narratives which are submitted to MMB late in August. These will be published to the MMB website in October. An agency's base, or current law budget will be established in BPAS by October 15, and the Governor's decision-making traditionally begins immediately following the release of the November forecast.

All agencies must complete two pieces of information for every change item they wish to be considered in the Governor's 2016-17 budget:

> 1) A complete change item request form; and

> 2) Change item summary level information entered in the BPAS Change application.

Both of these pieces of information must be completed and submitted to MMB by **Wednesday, October 15, 2014.**

Change Item Requests: Due October 15

Early in June, MMB provided the change item and cross-agency change item templates for use by agencies. Any change item requests will ultimately be published in an agency budget book if they are included in the Governor's proposed budget. The templates for change requests are available at:

> http://www.mn.gov/mmb/budget/budget-instructions/bibudprep/

Take the following steps when completing the change item request:

- Submit a separate complete change item request for each item you would like considered in the Governors 2016-17 biennial budget submission to the legislature.
- Answer each of the questions on the Change Item template, making a strong case for the necessity of the change item.
- Prepare change items so related items are grouped together, but do not obscure or combine separate and distinct budget decisions.

- Carefully evaluate existing programs and services to determine their effectiveness, and consider available funding for lesser priority programs as alternatives for funding new initiatives.
- Identify low or no cost options, rather than options requiring a significant investment of new dollars.
- Include any necessary revenue and fee changes related to a policy or expenditure change in the same change item request with expenditures. If the request is for a fee change, include information on the current fee and whether or not the fee is over or under-recovering the costs of the program.
- Include your agency CIO in the planning for any information technology (IT) related change items. Your agency CIO will work with you to determine if a change item has a significant IT component requiring the completion of a supplemental IT-related change item addendum. A template for this addendum is currently under development and will be posted to the MMB website.
- Use plain language to describe your change item. Avoid jargon and acronyms.
- Upload complete change item forms for each request to the Budget Division Document Submission Share Point site no later than October 15.

Entering Summary Information in BPAS Change Application: Due October 15

Agencies should use the Change application in BPAS to enter summary level information related to each individual change item. The information collected in BPAS will be used for reporting to support the decision-making process with the Governor. Below is a list of the required elements:

- Change Item Name: Develop a clear and concise name for the change item using the same title that was used on the change item template.
- Category A: TBD
- Category B: Select the statewide outcome that the change item will affect.
- IT Spend: Indicate by selecting either yes or no whether or not the change item has an IT component.
- Change Item Description: Provide a brief and clear description of the change item request.
- Performance Measures: Provide specific indicators and the anticipated results for each change item.
- High Level Funding by Fund: Identify the fiscal impact, both revenues and expenditures associated with the change item for each fund.
- Full Time Equivalent position count: Identify any new FTEs by year
- IT Spending: Indicate the amount of the request that is dedicated to IT activities.

IT Related Change Items

Agencies should make sure they work closely with their CIO when developing budget requests involving information technology spending.

M.S. 16E.01 and 16E.03 requires that the state's chief information officer review and report on any information technology projects in the Governor's budget. Technology related change items should be

clearly identified both in the change item request as well as in BPAS. Agencies should include a description of the purpose (infrastructure, hardware, software, MN.IT staffing or training) as well as costs through 2020-21 on the change item request form. For change items with a significant IT component as identified by an agency CIO, agencies should work with their CIOs to complete the IT-related change item addendum for those change items.

MMB will provide MN.IT with all agencies' information related to budget requests that have an IT impact so that they may complete their review of the requests. MN.IT staff may follow-up directly with individual agencies to request additional information.

Executive Budget Team (EBT) Meetings: October and November

In the decision-making process, agencies will be expected to present their agency budget package to the Governor's Office and MMB in late October or early November. Agencies should plan to have their commissioner/agency head, CFO and legislative liaison available for these meetings. Additional details will be provided in late September.

Non-Executive Branch Agency Requests

Budget requests submitted by non-executive branch agencies will be considered in a similar fashion in developing the Governor's budget recommendations. These requests will also be forwarded directly to the legislature on December 1 with the base budget information.

Resources to Assist Agencies

The following resources are available to assist agencies when putting together change items for consideration in the Governor's 2016-17 biennial budget. These documents can be found on MMB's website at http://www.mn.gov/mmb/budget/budget-instructions/bibudprep/

Change Item Narratives

Sample Change Item Narrative (see example of completed budget narratives)

Plain Language and Style Instructions

Using SharePoint for Document Submission

Statewide Outcomes and Results Based Accountability Instructions

Creating Accessible Documents

BPAS Training (http://www.mn.gov/mmb/budget/statewide-budget-systems/bpas/)