

Governor's Budget Request Instructions

Context

These instructions provide information on the materials agencies will be required to provide for changes to base budgets to be considered in the Governor's 2018-19 biennial budget recommendations to the legislature. Agencies should follow these instructions to bring forward all initiatives having a fiscal impact; this includes budget proposals and policy proposals submitted through the Governor's Office legislative initiative process that have a fiscal impact.

What's New

While the form and format of budget requests are similar to the past biennial budget, there are a few changes.

- Due date: October 17th. Typically, proposals are due to MMB on October 15th. This year they will be due October 17th.
- Relevant base budget. You will need to identify, in the budget system, what you are currently spending on activities related to the request. Instructions are in the Budget Planning & Analysis System (BPAS) entry section below.
- Equity and Inclusion. Each proposal will need to identify the extent to which it impacts equity and inclusion. Instructions are on the change item template.

Process, Deliverables and Timelines

Preparing the Governor's budget recommendations is done in several phases over multiple months. Background information is first gathered in the form of budget narratives which are submitted to MMB in August. These will be published to the MMB website by September 30. Next, an agency's base, or current law budget will be established in the Budget Planning and Analysis System (BPAS) by October 17. Agency base budget information will be provided to the Legislature by November 30th. Instructions for these first two phases can be found on our website (<https://www.mn.gov/mmb/budget/budget-instructions/bibudprep/>). The final phase, changes to the base budget, begins with these instructions and culminates with the Governor's budget recommendations released by January 24, 2017.

All agencies must do two things for each proposal they wish to be considered in the Governor's 2018-19 budget:

- 1) Complete a change item narrative template; and
- 2) Enter change item summary level information in BPAS Change application.

Both of these steps must be completed by **Monday, October 17, 2016**.

Change Item Requests: Due October 17

The change item template agencies must use is available on the [MMB budget instructions webpage](#). These change item requests will be used by MMB and the Governor's Office to better understand your proposed changes, and ultimately will be published in an agency budget book if the proposal is included in the Governor's budget recommendations released by January 24th, 2017.

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 Governor's 2018-19 biennial budget submission to the legislature. Prepare change items so related items are grouped together, but do not obscure or combine separate and distinct budget decisions.
- Answer each of the questions on the Change Item narrative template, making a strong case for the necessity of the change item.
- 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 Chief Business Technology Officer (CBTO) in the planning for any information technology (IT) related change items. Your agency CBTO 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 posted on the [MMB budget instructions webpage](#).
- Use plain language to describe your change item. Avoid jargon, acronyms and word salads.
- Upload complete change item forms for each request to the Budget Division Document Management Share Point site (<https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx>) in the Biennial Budget/2018-19 Biennial Budget/Change Item Narratives folder no later than October 17.

As you evaluate the need to request new or additional funding, we ask that you also:

- Evaluate existing programs and services to determine their effectiveness, and consider how available funding for lesser priority programs could be used as alternatives for funding new initiatives.
- Identify low or no cost options that could help address the need, rather than options requiring a significant investment of new dollars.

Entering Summary Information in BPAS Change Application: Due October 17

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 by MMB 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: If the change item is part of one of the Governor's Priority Area, select the priority from the Category A list: Early Childhood Education, World's Best Workforce, Workforce, Transportation, Clean Water, Cybersecurity, Mental Health & Substance Abuse, Asset Preservation, Energy/Climate Change, Criminal Justice Reform, Taxes, State Agencies Operating Budgets.
- 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.

- 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 FTE and/ or FTEs being maintained by year.
- IT Spending: Indicate the amount of the request that is dedicated to IT activities.

Two additional required elements will help us to understand how much you currently spend, from all sources, on activities related to the request. When completing the 'relevant base' questions, 'base' should be a relevant and specific comparison of the amount being requested to the current funding for the specific service at your agency. It should be identified by fund and at a low enough level of detail that it provides helpful context. This means it may be at a different level than either a program or budget activity base for the agency. For example, if funding is being requested to increase the frequency of boat launch inspections, the relevant base would be the amount of money currently being spent on boat launch inspections from all sources at your agency.

- Relevant Base Description: Provide a definition of what is included in the base and describe the base budget numbers entered in the Relevant Base High Level Funding. Revenue base information need only be completed for proposals including revenue changes.
- Relevant Base High Level Funding and FTE: Identify the current funding base and FTE for the activity for which you're requesting funds. Revenue base information need only be completed for proposals including revenue changes.

IT Related Change Items

Agencies should make sure they work closely with their CBTO 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 narrative 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 FY 2022-23 on the change item request form. For change items with a significant IT component as identified by an agency CBTO, agencies should work with their CBTO 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.

Non-Executive Branch Agency Requests

Budget requests submitted by non-executive branch agencies will be considered for inclusion in the Governor's budget recommendations. However, these requests will also be forwarded directly to the legislature on November 30 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 2018-19 biennial budget. These documents can be found on MMB's [website](#).

Change Item Narrative

Plain Language and Style Instructions

Statewide Outcomes and Results Based Accountability Instructions

Creating Accessible Documents

Using SharePoint for Document Submission

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