



Office of Budget
and Management

Mike DeWine, Governor
Jon Husted, Lt. Governor

Kimberly Murnieks, Director

INVESTING in **Ohio's** **FUTURE**

BUDGET OF THE STATE OF OHIO | FY 2024-2025

OPERATING BUDGET GUIDANCE



Mike DeWine, Governor
Jon Husted, Lt. Governor

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Kimberly Murnieks, Director

July 19, 2022

Dear Colleagues,

I have deeply appreciated the hard work and dedication of your agency teams as we navigated the uncertainties of recent fiscal years. Your partnership and leadership helped propel Ohio's robust economic recovery. I look forward to continuing this collaboration to develop the next Executive budget, building on the DeWine-Husted Administration's progress while ensuring that Ohio continues to be the best place in the world to live, work, raise a family, and start or build a business.

As we plan for the upcoming FY 2024-2025 biennium, we continue to focus on demonstrating results and using data to guide decisions. The OBM staff streamlined the budgeting process for you and your teams in several ways.

First, a new Budget Enterprise Application replaces three applications that agencies used to submit requests during past planning cycles. New functionality will simplify the budget request process, save time, and eliminate duplicative work.

Additionally, we reduced the number of required questions by more than 60 percent and revised the questions to focus on and to gather information about the impacts of programs.

Finally, agencies are only required to submit one scenario that represents a level of funding that supports agency priorities for the benefit of Ohioans while reducing bureaucracy. Budget requests to create new programs or to expand existing programs will require justification with demonstrable results and supporting data.

Thank you in advance for your participation in this updated and streamlined budgeting process. Please reach out to me or any one of us here at OBM if you have questions as you prepare and submit your FY 2024-2025 operating budget requests.

Very respectfully yours,

A handwritten signature in blue ink that reads "Kimberly A. Murnieks".

Kimberly A. Murnieks
Director

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PROJECTED BUDGET TIMELINE

July 19, 2022	Operating Budget Guidance released
August 2022	Agency training available (Budget Enterprise Application)
September 16, 2022	Group 1 requests due – Licensing boards and commissions
October 14, 2022	Group 2 requests due – Small to mid-size agencies
October 28, 2022	Group 3 requests due – Cabinet agencies and all other executive agencies
November 1, 2022	Group 4 requests due – Legislative, judicial, and statewide elected agencies
November - January	OBM reviews agency requests and works with the Governor’s Office to develop budget recommendations
January 31, 2023	Executive Budget (Blue Book) published
February 14, 2023*	Main Operating Budget Bill introduced
February - June*	Main Operating Budget Bill moves through legislative process
July 1, 2023*	New main operating budget appropriations become effective

*Dates are subject to change

Please see [Appendix B](#) for budget request due dates by agency.

GENERAL AGENCY GUIDELINES

Budget Enterprise Application

Agencies will use the Budget Enterprise Application to prepare their FY 2024- 2025 budget requests. This new application unifies three systems: OAKS BPM, the OBM Budget Portal, and budget-related BI-Cognos Reports. Training must be completed so that agency users may be granted access to the application. Please register for training in OhioLearn through [MyOhio.gov](https://myohio.gov).

Payroll and DAS Service Charges Cost Projection Assumptions

State of Ohio Payroll Projection System (SOPPS)

The SOPPS reports provide estimates of employer costs that are calculated by individual employee (and vacant positions, if that option is selected) for the future biennium. SOPPS estimates of payroll costs are found in BI Cognos at: Public Folders > BI Reporting Folders > BI Standard Reports > Payroll Projections. Users need the OH_BI_SOPPS_REPORTING role to view and run the SOPPS reports in BI Cognos. This role is assigned by Agency Security Designees via the FIN Online Security Form. In addition, users need HCM access to their agencies. This access is assigned by Agency HR staff.

SOPPS reports are presented in summary form with the ability to drill down to detail if needed. The reports are based on transaction level Chartfield values in the DeptID and Program Chartfields for each employee. These Chartfield values are based on actual HCM coding for the selected pay period or the prior 26 pay periods, depending on the option selected when running the report.

The projections include OBM assumptions for FY 2024 and FY 2025 personnel costs including step and longevity increases, benefit selections and rates, and agency checkoff charge rates. Cost assumptions for fringe costs and other personnel charges used by OBM and DAS to develop the payroll projections are available in the SOPPS PAY-0006 report.

Other Payroll Assumptions

Additionally, agencies should budget for and document the costs associated with vacant positions that are planned to be filled, shift differentials, and overtime costs the agency expects to incur.

If it is necessary to use payroll assumptions or projections other than those provided in SOPPS, the agency must describe the alternative assumptions and projections in detail as a component of the appropriation line item (ALI) questions in the agency budget submission where payroll costs are impacted.

Service Charges

Department of Administrative Services (DAS) service charges include rent for state-owned office buildings, building lease service fees, computer and telecommunications charges, vehicles, printing, and other services provided by DAS. A list of administrative services with FY 2022 rates is found on DAS's website (das.ohio.gov/rates).

Agencies should plan for the IT development assessment to continue at its current level. However, note that because the assessment is based on each agency's proportional share of the total statewide IT spending in the prior fiscal year, it is possible for an agency's billed amount to change even when the total billed to all agencies does not.

RESULTS-FOCUSED BUDGETING

Agencies use data and credible evidence to design and implement programs to best serve the people of Ohio. OBM seeks to incorporate this work into the FY 2024-2025 operating budget to demonstrate return on investment for taxpayer dollars. This framework builds on our efforts that promote transparency and data-driven decision making, including the Ohio Checkbook and the DataOhio portal. By focusing the budgeting process on results, Ohio is at the forefront of evidence-based governance in the United States.

Collecting data and evaluating results for continuous improvement is happening across the state. Results-focused budgeting uses this important information about the effectiveness of programs, allowing policymakers to make the best use of limited taxpayer dollars.

To document and justify requested program expansions, new initiatives, or significant increases, each agency will complete the Results-Focused Budgeting template for any appropriation line item (ALI) with a requested budget increase of five percent or more, or for new program ALI requests for new initiatives.

The Results-Focused Budgeting template requires agencies to provide output and outcome measures, data for those measures, and if applicable, a summary of the evidence that demonstrates the impact of the program model. Your agency has a wealth of available data, including 293 datasets from 92 programs currently available on the [DataOhio portal](#) and Ohio's data infrastructure has been recognized as a leading example by [Results for America](#). Additionally, data on many outcome measures can be found through the Federal Statistical Agencies listed below. To determine if a program or initiative is evidence-based, agencies can either provide information from an agency sponsored evaluation or can search one of the many evidence clearinghouses listed below.

Agencies should consult with their OBM Budget Analysts if they have questions about results-focused budgeting. OBM will provide training sessions to agencies on the topic.

Federal Statistical Agencies

There are 13 principle statistical agencies that provide essential data that can be utilized to report on outcome measures, create baselines and targets, and make comparisons to national averages, and/or other states.

- [Bureau of Economic Analysis \(Department of Commerce\)](#)
- [Bureau of Justice Statistics \(Department of Justice\)](#)
- [Bureau of Labor Statistics \(Department of Labor\)](#)
- [Bureau of Transportation Statistics \(Department of Transportation\)](#)
- [Economic Research Service \(Department of Agriculture\)](#)

- [National Agricultural Statistics Service](#) (Department of Agriculture)
- [National Center for Education Statistics](#) (Department of Education)
- [National Center for Health Statistics](#) (Department of Health and Human Services)
- [National Center for Science and Engineering Statistics](#) (National Science Foundation)
- [Office of Research, Evaluation, and Statistics](#) (Social Security Administration)
- [Statistics of Income](#) (Department of the Treasury)
- [U.S. Census Bureau](#) (Department of Commerce)
- [U.S. Energy Information Administration](#) (Department of Energy)

Clearinghouses for Evidence-Based Program Evaluations

Evidence-based clearinghouses classify the quality of evidence supporting individual programs or program models and are designed to be accessible to non-researchers. Clearinghouses can be a great place to start for agencies wishing to locate evidence for existing program models or identify evidence-based interventions when an agency is starting a new program. The sampling of clearinghouses listed below by policy area is designed to provide a starting point for agency staff as you engage in results-focused reviews of budget priorities. This list is not exhaustive, and inclusion on this list should not be construed as an endorsement of the specific policies or studies identified in any clearinghouse. Other resources to consider include academic research institutions, peer-reviewed journals, information from other states, local pilot programs, and your own agency research and data. OBM encourages agencies to engage in additional investigation as you develop your budget requests.

- **Social Policy Programs from Nine Clearinghouses**
 - [Results First Clearinghouse Database | The Pew Charitable Trusts](#)
- **Children, Families, and Education**
 - [Office of Planning, Research & Evaluation | U.S. Administration for Children & Families](#)
 - [Blueprints for Healthy Youth Development | University of Colorado Boulder](#)
 - [California Evidence-Based Clearinghouse for Child Welfare | California Department of Social Services](#)
 - [Clearinghouse for Maternal and Child Health Programs | Georgetown University](#)
 - [Evidence for ESSA | Johns Hopkins University](#)
 - [Home Visiting Evidence of Effectiveness | U.S. Administration for Children & Families](#)
 - [National Clearinghouse on Homeless Youth & Families | U.S. Administration for Children & Families](#)
 - [Ohio's Evidence-Based Clearinghouse | Ohio Department of Education](#)
 - [Title IV-E Prevention Services Clearinghouse | U.S. Administration for Children & Families](#)

- [What Works Clearinghouse | U.S. Department of Education](#)
- **Health**
 - [Curated Library about Opioid Use for Decision-makers | Oregon Health & Science University](#)
 - [Evidence-Based Cancer Control Programs | U.S. National Cancer Institute](#)
 - [Evidence-Based Reports | U.S. Agency for Healthcare Research and Quality](#)
 - [Healthy People Evidence-Based Resources | U.S. Office of Disease Prevention and Health Promotion](#)
 - [The Community Guide | U.S. Centers for Disease Control](#)
 - [What Works for Health | University of Wisconsin Population Health Institute](#)
- **Other Policy Areas**
 - [Clearinghouse for Labor Evaluation and Research | U.S. Department of Labor](#)
 - [Crime Solutions | U.S. National Institute of Justice](#)
 - [Model Programs Guide | U.S. Office of Juvenile Justice and Delinquency Prevention](#)
 - [Pathways to Work | U.S. Administration for Children & Families](#)
 - [Suicide Prevention Resource Center | U.S. Substance Abuse and Mental Health Services Administration](#)

REQUIRED COMPONENTS OF A BUDGET REQUEST

With the implementation of the new Budget Enterprise Application, substantial changes are now in place for the budget scenario, the budgeting process, and the final deliverables.

This year agencies will be completing one budget request scenario. This scenario will represent an agency's total budget plan for the FY 2024-2025 biennium.

This request should represent the level of funding that an agency needs to continue operating while maintaining the level of service provided in the current fiscal year. As always, efficiencies are encouraged, and each agency should take advantage of the opportunity that the budget process provides to identify and eliminate non-value-added processes and workloads, and redirect resources to higher-impact priorities. The request should also include appropriation levels that account for:

- Cost of living adjustments
- General inflation in product prices
- Increases in rent or IT service charges
- Impacts due to supply-chain shortages and issues
- Projected payroll increases due to longevity and anticipated promotions
- If an agency plans for office space reduction savings, please remember that a Real Estate Plan and an accompanying Fiscal Impact Statement must be submitted pursuant to the policy found on DAS's website (das.ohio.gov/wps)

Budget Request Submission Requirements

For this budget process, almost everything will be accomplished within the Budget Enterprise Application. Agencies will enter the budget request amounts by line item in the budget application, respond to the ALI and Fund Questions, and enter information used in the Executive Budget Blue Book. Agency Fee Changes and the Customer Standards Survey are also entered directly into the application.

Agencies will run budget reports within the budget application and will upload documents including, but not limited to, a cover letter, the Director's Summary Letter, the Table of Organization, the Staffing Table, and the Major IT Project Worksheet in the budget application.

When all budget data are entered and the required documents are uploaded, agencies will generate a budget request PDF within the application. The budget application will autogenerate a Table of Contents for each agency budget request. The complete budget request will then be submitted to OBM within the application. Printed copies are not required.

OBM Review Process

After submission of the budget request to OBM within the Budget Enterprise Application, OBM Budget Analysts conduct a non-budgetary, technical review of each agency's budget request. If clarifying information or technical corrections are needed, the OBM analyst will notify the agency within 10 calendar days of the initial submission. After updating the budget submission with any requested changes, agencies will be asked to submit a final complete budget request electronically as a PDF in the budget application.

Following the completion of any necessary technical corrections, OBM will conduct a thorough analysis and prepare recommendations for consideration by the Governor's office.

Budget Request Components

The table below lists the required components of a budget request. These items are generated using data entered into the budget application unless otherwise noted.

Order Within Budget Request	Required Budget Request Component
1	Cover Page*
2	Table of Contents
3	Director's Summary Letter*
4	Agency Table of Organization* (Appendix L)
5	Agency Staffing Table* (Appendix G)
6	BEA-0004 Executive Agency Budget Request - Summary
7	BEA-0002 Operating Budget Request – Detail
8	BEA-0003 Fund Activity Summary Report and Fund Questions (Appendix D)
9	Grant Table* (Appendix E)
10	Appropriation Line Item (ALI) Narrative (Appendix C)
11	Results-Focused Budgeting Template* (Appendix K)
12	Customer Service Standards Survey (Appendix I)
13	Agency Fee Change Worksheet* (Appendix H)
14	Major IT Project Worksheet* (Appendix J)
15	Executive Budget (Blue Book) questions

*Documents will be uploaded in the budget application.

Cover Page and Table of Contents

Agencies will upload a cover page; the table of contents will be auto generated by the budget application.

Director's Summary Letter

A letter from the agency director to the Director of the Office of Budget and Management should provide a high-level overview of the budget request and focus on the agency's mission, goals, objectives, and priorities. This includes major operational and policy issues faced by the agency, the methods the agency has used to address these issues in the recent past, and the plans for addressing these issues in the future.

The length of the Director’s Summary Letter should be governed by what is necessary to effectively characterize the agency’s budget request. While the letter’s length will vary from agency to agency, a suggested length is two to four pages.

Path to upload: Reporting -> Library -> Operating Budget Requests -> Agency
Operating Budget Request Templates - Agency

Agency Table of Organization

A high-level Table of Organization will be included in both the agency budget request and the agency’s section of the Blue Book. The one-page Table of Organization should include current major organizational units. The Table of Organization template is found in [Appendix L](#) and in the budget application.

Path to upload: Reporting -> Library -> Operating Budget Requests -> Agency
Operating Budget Request Templates - Agency

Agency Staffing Table

Each agency will complete one staffing table to reflect the staffing levels for Full-Time Permanent (FTP), Part-Time Permanent (PTP), Intermittent, and All Other positions. The updated table is by fiscal year and the amounts for payroll in the budget request should be based on these staffing estimates. The Agency Staffing Table template and instructions are found in [Appendix G](#) and in the budget application.

Path to upload: Reporting -> Library -> Operating Budget Requests -> Agency
Operating Budget Request Templates – Agency.

Executive Agency Budget Request Reports

The Executive Agency Budget Request Reports, the BEA-0004 Executive Agency Budget Request – Summary and the BEA-0002 Executive Agency Budget Request – Detail, are reports in the budget application. For more information on these reports, please refer to the application Reports Summary Sheet in [Appendix F](#).

Path to run reports: Reporting -> Library -> Shared Reports

Fund Activity Summary Report (BEA-0003)

The BEA-0003 Fund Activity Summary Report is in the budget application. For more information on this report, refer to the application Reports Summary Sheet in [Appendix E](#).

Each Fund Activity Summary must reflect a projected ending cash balance (“Net Cash Balance”) equal to or greater than zero for FY 2023, FY 2024, and FY 2025. If a fund is projected to have an ending cash balance of less than zero in any of these years, an agency should contact their assigned OBM Budget Analyst.

The fund owner, as identified in OAKS FIN, may contact another agency using the fund to verify the data has been entered correctly; however, each agency using the fund is responsible for entering their agency’s portion of revenues and expenses.

The Budget Analyst assigned to OBM will prepare the Fund Activity Statement for the Occupational and Professional Licensing Fund (Fund 4K90).

Path to run reports: Reporting -> Library -> Shared Reports or Reporting -> Library -> Operating Budget Requests -> General Resources

Fund Questions & Grant Table

Responses to fund questions and, if applicable, a grant table should be completed for each agency non-GRF fund. Responses to these questions are valuable in helping OBM understand the nature of revenue and expenditure patterns of non-GRF funds for an agency. The Fund Questions are available in the budget application, and instructions can be found in [Appendix D](#).

Each agency that uses a shared fund must complete the required questions for their portion of the shared fund even though the BEA-0003 report will be submitted by the fund owner.

The Grant Table must be populated, when applicable, to provide information helpful in understanding an agency’s grant funding. See [Appendix E](#) for the Grant Table template and the application.

Path for data entry: Operating Budget -> Budget Request Questions -> Fund Questions tab

Appropriation Line Item (ALI) Activity Questions

Agencies must answer ALI activity questions in the budget application for each appropriation line item requested in FY 2024 or FY 2025 for any function other than paying debt service. Agencies must justify requests for appropriation increases or decreases from FY 2023 level by supplying supporting data. The ALI Questions are available in the budget application, and instructions can be found in [Appendix C](#).

Path for data entry: Operating Budget -> Budget Request Questions -> ALI Questions tab

Results-Focused Budgeting Template

To document and justify requested program expansions, new initiatives, or significant increases, each agency will complete the Results-Focused Budgeting template for any appropriation line item (ALI) with a requested budget increase of five percent or more, or for new program ALI requests for new initiatives. Information on results-focused budgeting and the template is found in the results-focused section of this guidance and in [Appendix K](#).

Path to upload: Reporting -> Library -> Operating Budget Requests -> Agency Operating Budget Request Templates – Agency.

Agency Fee Changes

If an agency proposes a change to the current fee structure or a change in a fee amount, the agency must complete the Fee Change Worksheet in the budget application ([Appendix H](#)). This applies to each fee change, including those made in rule, and any renewal of a fee which would otherwise sunset.

Path for data entry: Operating Budget -> Budget Request Questions -> Fee Change Worksheet tab

Customer Service Standards Survey

Each agency will complete the Customer Service Standards Survey. See [Appendix I](#) for the specific questions of the survey and in the budget application.

Path for data entry: Operating Budget -> Budget Request Questions -> Customer Standards Survey tab

Major Information Technology Project Worksheet

Each agency will complete the Major Information Technology Project Worksheet. Major IT projects are defined in the Major Project Governance Policy ([OBM.ohio.gov/files](https://obm.ohio.gov/files)) as:

- Projects with a total value expected to exceed \$5.0 million.
- Projects with a total value expected to exceed \$2.5 million and is determined to be high risk, the project develops or re-engineers a mission critical business process and application, or high impact, the project has a statewide impact and involves more than one agency or non-state governmental organizations.

Please refer to the instructions provided on [Appendix J](#) to fill out the worksheet and upload it to the budget Application.

Path to upload: Reporting -> Library -> Operating Budget Requests -> Agency Operating Budget Request Templates – Agency.

Executive Budget (Blue Book) Items – Budget Enterprise Application Forms

Responses to the following items will populate the Agency Budget Recommendations section of the FY 2024-2025 Executive Budget. Responses will be entered into the budget application. Agencies will have an opportunity to modify the responses prior to the introduction of the budget to account for differences between the requested budget and the Governor’s final funding recommendations.

Role and Overview

Please provide the following in a brief description of your agency’s role and overview:

- Agency mission
- Agency relationship with federal and local governments (e.g., shared missions, grant programs, etc.)
- Unique aspects of the agency
- Current number of filled full-time, permanent employees

Do not state the size of your overall agency budget, and feel free to use your Role and Overview narrative from the FY 2022 and FY 2023 Executive Budget as a guide. Responses must be no more than 2,000 characters.

Verify that your agency’s website address is correct.

Path for data entry: Operating Budget Data Collection -> Blue Book Questions -> Role and Overview tab

Results

Please provide three to five informative statistics that demonstrate results achieved with the FY 2022-2023 budget. Each of these statistics should be one to two sentences that help readers understand the impact of the services and programs of the agency. Statistics should include both outputs (i.e., number of citizens, organizations, or clients served), and outcomes (i.e., the reduction in negative incidents due to implementation of the program).

Path for data entry: Operating Budget Data Collection -> Blue Book Questions -> Results tab

Agency Goals and Objectives

For this section, provide three to five goals for the upcoming biennium, with corresponding objectives for each goal. These goals should directly relate to the agency's core mission and may include a target to increase the number of citizens served, improving the results of a program, or updating or modernizing major processes.

For each stated goal, your agency should also have one to three objectives. These objectives should be specific, measurable standards or actions that the agency intends to meet or take during the biennium that will assist in achieving each goal. For example, a program may have a goal to increase program participation to 90 percent of the eligible population. Potential objectives could include implementing three regional outreach initiatives, providing training for all customer service employees to encourage program participation in their contacts, and completing a major technology upgrade to make it easier for Ohioans to access services.

Path for data entry: Operating Budget Data Collection -> Blue Book Questions -> Agency Goals and Objectives tab

Agency Budget Highlights

Please provide three to five highlights of what your agency will accomplish with the requested funding level. OBM may request updates to this section after funding level recommendations are made.

Path for data entry: Operating Budget Data Collection -> Blue Book Questions -> Agency Budget Highlights tab

Major Funding Sources and Uses

Funding Sources: Briefly describe the agency’s overall largest funding sources by budget fund group. Include details such as which types of fees produce the most revenue and how much of the agency’s budget is funded through the General Revenue Fund.

For example:

- “The largest funding source for the Department of [AGENCY NAME] is Dedicated Purpose Funds, which composed 37.9 percent of the FY 2022 budget. These funds are primarily from inspections and user fees. The second largest funding source is the General Revenue Fund (GRF), which composed 37.0 percent of the FY 2022 budget.”

Uses: Briefly describe the primary uses of the agency’s budget by account category. Include details as pertinent.

For example:

- “The largest expense for the Department of [AGENCY NAME] in FY 2022 was personnel (47.6% of expenses). The second largest expense was subsidies and shared revenue (23.6% of expenses). There was a decrease in subsidies and shared revenue in the (program area description) during FY 2022 due to a one-time payment in the previous fiscal year.”

Path for data entry: Operating Budget Data Collection -> Blue Book Questions -> Major Funding Sources and Uses Tab

GLOSSARY OF TERMS

<u>Appropriation</u>	Authorization granted by the Ohio General Assembly to make expenditures and incur obligations for specific purposes. No appropriation may be made for a period greater than two years.
<u>Appropriation Line Item or ALI</u>	A six-digit numeric code (in the format xxxyyy) used to identify and account for amounts appropriated for the activities of an agency. The first three digits identify the administering agency, division, or activity responsible for the specific purpose. The last three digits indicate the specific purpose.
<u>Biennium</u>	Ohio’s operating budget is enacted for a two-year period, called a biennium, beginning on July 1 of odd-numbered years. For example, the FY 2024-2025 biennium begins July 1, 2023, and ends June 30, 2025.
<u>Blue Book</u>	See Executive Budget.
<u>Budget Enterprise Application</u>	An online budgeting system which the state uses to develop, submit, and report on biennial operating and capital budgets. This application encompasses three systems that were separate in past budgets: the Budget & Planning Module (BPM), the Budget Portal, and the BI-Cognos system (for reporting). All agencies use the budget application to prepare both the numeric and narrative portions of the biennial operating budget requests. The application is accessed through MyOhio.gov.
<u>Chartfield</u>	Refers to fields on the Chart of Accounts. Chartfield values provide basic structure to categorize transactional and budget data. Primary Chartfields for budgeting are Department, Fund, Appropriation Line Item, and Account.
<u>Codified (Permanent) Law</u>	Codified law, also known as permanent law, remains in effect until it is repealed or amended by the General Assembly. It is law that is codified in the Revised Code. Codified law sections are usually subject to voter referendum; therefore, unless a referendum petition is filed or a bill specifies otherwise, codified law becomes effective ninety days after a bill passed by the General Assembly is filed by the Governor in the Office of the Secretary of State.
<u>Dedicated Purpose Fund (DPF)</u>	Dedicated Purpose is a Fund Group that consists of funds which receive specific revenues for activities conducted in accordance with the law.

<u>Executive Budget</u>	Also known as the “Blue Book,” the Executive Budget provides the legislature and the public with the Governor’s funding recommendations for the next operating biennium. Proposed funding levels, historical spending patterns, and descriptive narratives are presented for each agency. The Executive Budget also includes information about the budget process, revenue sources and estimates, economic forecasts, capital improvements, state funds, and special program areas. The document is the Executive’s financial plan for state government and is made available electronically on OBM’s website.
<u>Federal (FED)</u>	The Federal Budget Fund Group consists of funds that receive federal grants or awards. Expenditures from these funds are made in accordance with state and federal laws.
<u>Fiscal Year</u>	Ohio’s fiscal year runs from July 1 to June 30. The federal fiscal year runs from October 1 to September 30. The fiscal year for most local governments is the calendar year.
<u>Full-Time Equivalent (FTE)</u>	2080 hours worked per year equals one FTE. For budget development purposes, OBM uses this method of calculating personnel levels. Anything less than 2080 hours per year should be counted as a proportionate percentage of an FTE (i.e., 1040 hours per year equals .5 FTE).
<u>Fund</u>	A fund is a separate fiscal and accounting entity with a self-balancing set of accounts. A fund created in the state treasury usually has one or more appropriation line items from which expenditures are made. If the fund has only one appropriation line item, the line item name is often the same as the fund name.
<u>Fund Activity Summary</u>	See BEA-0003 Fund Activity Summary under the Budget Enterprise Application.
<u>Fund Group</u>	For budgetary reporting purposes, Ohio's funds are categorized into fund groups according to their revenue sources and the purposes for which they are used.
<u>General Revenue Fund (GRF)</u>	The General Revenue Budget Fund Group consists of the General Revenue Fund that accounts for all financial resources except those required to be accounted for in another fund. Primary sources of revenue include personal income tax, the sales and use tax, commercial activity tax, and the public utilities tax as well as reimbursements from the federal government (which are not specifically directed to another fund) that primarily support human service programs. The law allows for broad discretion in the purposes for which the General Revenue Fund is used. For example, expenditures support education, health and human services, general government, and property tax relief.

<u>Internal Service Activity Fund (ISA)</u>	Internal Service Activity is a Fund Group that consists of funds used for operations serving other funds or departments within the state.
<u>Part-Time Permanent (PT-P)</u>	A Part-Time Permanent is defined by the Department of Administrative Services as an appointment type “4” position. PT-P appointments may be filled at varying numbers of hours per year.
<u>Program</u>	Generally referring to agency budget line items as described in each legislative act that includes appropriations for either an operating or a capital function of a state agency, board, or commission. Programs are implemented within the bounds set by the Ohio General Assembly in both statute and budget language.
<u>Uncodified Law</u>	Also known as Temporary Law, includes appropriations, language describing the use of appropriations, and other provisions of law that are related to the implementation of the operating budget but are not codified (permanent) provisions of law. Uncodified law is found in the agency appropriation sections and in the back of the budget act after the appropriation sections. Appropriations must be made in uncodified law because an appropriation cannot be made for a longer period than two years, and therefore, codification is not appropriate (Article II, Section 22 of the Ohio Constitution). Uncodified law in the operating budget that meets the requirements of Section 1.471 of the Revised Code typically becomes effective immediately when the budget is enacted. Unless otherwise indicated in the bill, uncodified law in the operating budget expires at the end of the operating biennium. If a language item should remain in effect indefinitely, codification of the item is appropriate.

APPENDIX A: OAKS BUDGET ACCOUNT CHARTFIELDS

OAKS Budget Account Chartfields Revenue Accounts

FEDERAL GRANTS:	INTRASTATE TRANSACTIONS:
-----------------	--------------------------

44000 - Agriculture	47010 - State Sales Tax GEN/ISTV
44010 - Commerce	47020 - Licenses and FEES/ISTV
44020 - Defense	47040 - Federal Pass THRU/ISTV
44030 - Health and Human Services	47060 - Recoveries and Refunds/ISTV
44040 - Housing and Urban Development	47070 - Earnings - Invests/ISTV
44050 - Interior	47080 - Intragovernmental Service/ISTV
44060 - Justice	47090 - Transfers-State Funds
44070 - Labor	47095 - Statewide Indirect Cost Allocation
44080 - Transportation	47100 - Other Finance Sources/ISTV
44090 - Veterans Administration	47110 - Payroll Checkoffs/ISTV
44100 - Environmental Protection AG	47120 - Payroll Employee Reimburse/ISTV
44110 - Federal Emergency Management	47130 - Payroll Benefits & Deductions
44120 - Education	47140 - Intragovernmental Transfers
44130 - US Treasury	47150 - Debt Service/GRF to Other/ISTV
44140 - Homeland Security	47160 - Budget Stabilization Transfer
44210 - Other Federal Participation	47170 - Loan Repayments/ISTV

RECOVERIES AND REIMBURSEMENTS:	OTHER TAXES:
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45000 - Fines and Penalties	41400 - Foreign Insurance Companies Tax
45050 - Rentals & Misc Reimbursements	41450 - Domestic Insurance Franchise Tax
45100 - Recoveries - Tobacco Settlement	41500 - Severance Tax
45150 - Recoveries - Tobacco Settlement	41550 - Motor Fuel Use Tax
45200 - Intergovernmental Reimbursements	41600 - Motor Vehicle Fuel Tax
45250 - Other Reimbursements	41650 - Horse Racing Wager Tax
45300 - Gifts and Contributions	41700 - Motor Transport Tax
	41750 - Intangible Taxes
	41800 - Cigarette Tax
	41850 - Alcoholic Beverages Tax
	41900 - Liquor Gallonage Tax
	41950 - Estate Taxes

INCOME AND EXCISE TAXES:	LICENSES AND FEES:
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41100 - Personal Income Tax	42000 - Motor Vehicle Operator License
41150 - Corporate Franchise Tax	42050 - Motor Vehicle Licenses

41200 - Commercial Activity Tax
 41250 - Public Utility Excise Tax
 41300 - Kilowatt Hours Excise Tax

42100 - Business Licenses & Fees
 42600 - Wildlife Water License Fee Permit

PERMISSIVE TAXES:	OTHER SOURCES OF FINANCING:
49000 - Permissive Taxes	46000 - Bond Proceeds
49100 - Permissive Taxes Nec	46100 - Sales of Assets
49200 - Municipal Income Tax	46200 - Loans Repayments

SALES TAXES:	EARNINGS ON INVESTMENTS:
41000 - Non-Auto Sales and Use	45600 - Investment Income
41050 - Auto Sales and Use	45670 - Undistributed Investment Income

PAYROLL EMPLOYEE SHARE:	OTHER INCOME - SALES:
48000 - PR Deductions	43000 - Sales and Service

OTHER GRANTS AND CONTRIBUTIONS:
44300 - Participation - Local Government

OAKS BUDGET ACCOUNT CHARTFIELDS EXPENSE ACCOUNTS

500 - PERSONAL SERVICE-PAYROLL	510 - PURCHASES PERSONAL SERVICES AND OTHER
5010 - Basic Wages for Work Performed	5100 - Purchased Personal Services
	5120 - Awards, Prizes, Bonus, and Other
	5177 - ISTV - Training

520 - SUPPLIES AND MAINTENANCE	530 - EQUIPMENT
5200 - Edible Products & Food Handling	5300 - Food Handling Equipment
5210 - Supplies, Materials, & Minor Expenditures	5311 - Office Equipment
5220 - Motor Vehicles, Air & Watercraft	5321 - Motor Vehicles
5230 - Travel	5331 - Construction, Agricultural, and Groundskeeping Equipment
5240 - Information Technology and Shipping	5351 - Medical, Laboratory, or Therapeutic Equipment
5250 - Fuels & Utilities	5361 - Laundry, Cleaning, Educational, and Recreational Equipment
5260 - Maintenance & Repairs	5371 - Information Technology/Communications
5270 - Rentals	5377 - ISTV - Equipment
5277 - ISTV – Goods and Services	5381 - Copying & Printing Equipment
5280 - Printing, Binding, & Advertising	5391 - Recycled & Other Equipment

5290 - General and Other Expenses

550 - SUBSIDIES & SHARED REVENUE	560 - GOODS & SERVICES FOR RESALE
5500 - Subsidies and Shared Revenue	5600 - Goods for Resale – Pass Thru
5577 - ISTV – Grants, Subsidies, and Shared Revenue	5677 - ISTV – Goods and Service for Resale
570 - CAPITAL ITEMS	590 - JUDGMENTS, SETTLEMENTS, & BONDS
5700 - Capital Items	5900 - Judicial Actions - Payments
5730 - Roads, Highways, & Waterways	5907 - Judgments/Settlements
5770 - Information Technology Equipment - Capital	5910 - Debt Services
5777 - ISTV - Capital	5950 - Transfers and Non-Expense
5780 - Infrastructure Grants	5957 - Transfers, Non-Expense, Pass-thru ISTV

**OAKS BUDGET ACCOUNT CODES
OPERATING TRANSFERS**

TRANSFERS-IN:	TRANSFERS-OUT:
885000 - Oper Transfer In-Liquor	887000 - Oper Transfer Out-Liquor
885001 - Oper Transfer In-Lottery	887001 - Oper Transfer Out-Lottery
885002 - Oper Transfer In-Lottery Annuity	887002 - Oper Transfer Out-Lottery Annuity
885003 - Oper Transfer In-State Share	887003 - Oper Transfer Out-State Share
885004 - Oper Transfer In-Pub Safety	887004 - Oper Transfer Out-Pub Safety
885500 - Oper Transfer In-Other	887500 - Oper Transfer Out-Other
885999 - Oper Transfer In-Bud Stab Fund	887999 - Oper Transfer Out-Bud Stab Fund
886000 - Temporary Transfer In	888000 - Temporary Transfer Out

APPENDIX B: AGENCY DUE DATES AND OBM BUDGET ANALYST ASSIGNMENT

This table shows when the budget request submission for each group of agencies is due. Agencies are listed by OAKS FIN code and agency name and the agency’s assigned OBM budget analyst is included for reference. OBM budget analyst contact information is listed below.

Group 1 – Budget request is due on September 16, 2022

ACC	Accountancy Board of Ohio	Tara Clayton
ARC	Ohio Architects Board and Ohio Landscape Architects Board	Steve Riester
ATH	Athletic Commission	Mikaela Perkins
CDP	Chemical Dependency Professionals Board	Paul DiNapoli
CHR	Chiropractic Board	Paul DiNapoli
COS	Cosmetology and Barber Board	Jasmine Winston
CRB	Motor Vehicle Repair Board	Paul Ingiosi
CSW	Counselor, Social Worker, and Marriage and Family Therapist Board	Paul DiNapoli
DEN	Dental Board	Nick Strahan
DVM	Veterinary Medical Licensing Board	Luis da Cruz
ENG	Engineers and Surveyors, Board of	Adam Damin
FUN	Embalmers and Funeral Directors, Board of	Ben Boettcher
MED	Medical Board	Mikaela Perkins
NUR	Nursing, Board of	Luis da Cruz
PRX	Pharmacy, Board of	Paul DiNapoli
PSY	Psychology, Board of	Nick Strahan
PYT	Occupational Therapy, Physical Therapy, and Athletic Trainers Board	Luis da Cruz
SHP	Speech and Hearing Professionals Board	Paul DiNapoli
VPB	State Vision Professionals Board	Mikaela Perkins

Group 2 – Budget request is due on October 14, 2022

AIR	Air Quality Development Authority	Paul Ingiosi
ART	Arts Council	Tara Clayton
BTA	Tax Appeals, Board of	Chris Hall
BWC	Workers' Compensation, Bureau of	Craig Rethman
CAC	Casino Control Commission	Melissa Snider
CEB	Controlling Board	Ben Boettcher
CIV	Civil Rights Commission	Paul Ingiosi
CSV	Service and Volunteerism, Commission on	Tara Clayton
EBR	Environmental Review Appeals Commission	Paul Ingiosi
ELC	Elections Commission	Steve Riester
ERB	Employment Relations Board	Jasmine Winston
ETC	Broadcast Educational Media Commission	Melissa Snider
ETH	Ethics Commission	Taylor Pair
EXP	Expositions Commission	Steve Peishel

FCC	Ohio Facilities Construction Commission	Steve Riester
HFA	Housing Finance Agency	Chris Hall
IGO	Inspector General, Office of	Sári Klepacz
LCO	Liquor Control Commission	Taylor Pair
LEC	Lake Erie Commission	Steve Peishel
LIB	Library Board	Steve Riester
MIH	Minority Health, Commission on	Mikaela Perkins
OCC	Consumers' Counsel, Office of the	Taylor Pair
OHS	History Connection	Jason Akbar
OIC	Industrial Commission	Craig Rethman
OSB	School for the Blind	Tara Clayton
OSD	School for the Deaf	Tara Clayton
PUB	Public Defender Commission	Paul Ingiosi
PWC	Public Works Commission	Steve Riester
RAC	Racing Commission	Melissa Snider
SCR	Career College and Schools, Board of	Adam Damin
SPA	Commission on Hispanic/Latino Affairs	Paul DiNapoli
UST	Petroleum Underground Storage Tank Release Compensation Board	Taylor Pair

Group 3 – Budget request is due on October 28, 2022

ADJ	Adjutant General's Department	Melissa Snider
AGE	Aging, Department of	Paul DiNapoli
AGR	Agriculture, Department of	Steve Peishel
BOR	Higher Education, Department of	Adam Damin
COM	Commerce, Department of	Jasmine Winston
DAS	Administrative Services, Department of	Jasmine Winston
DDD	Developmental Disabilities, Department of	Nick Strahan
DEV	Development Services Agency	Craig Rethman
DNR	Natural Resources, Department of	Steve Peishel
DOH	Health, Department of	Luis da Cruz
DOT	Transportation, Department of	Taylor Pair
DPS	Public Safety, Department of	Taylor Pair
DRC	Rehabilitation and Correction, Department of	Paul Ingiosi
DVS	Veterans Services, Department of	Luis da Cruz
DYS	Youth Services, Department of	Paul Ingiosi
EDU	Education, Department of	Tara Clayton
EPA	Environmental Protection Agency	Steve Peishel
HEF	Higher Educational Facility Commission	Adam Damin
INS	Insurance, Department of	Jasmine Winston
JFS	Job and Family Services, Department of	Steve Riester
LOT	Lottery Commission	Melissa Snider
MCD	Medicaid, Department of	Nick Strahan
MHA	Mental Health and Addiction Services, Department of	Mikaela Perkins
OBM	Budget and Management, Office of	Jason Akbar

OOD Opportunities for Ohioans with Disabilities Agency
 PAY Employee Benefits Funds
 PUC Public Utilities Commission of Ohio
 TAX Taxation, Department of
 VTO Veterans Organizations

Mikaela Perkins
 Jasmine Winston
 Chris Hall
 Chris Hall
 Luis da Cruz

Group 4 – Budget request is due on November 1, 2022

AGO Attorney General
 AUD Auditor of State
 BDP Deposit, Board of
 CLA Claims, Court of
 CSF Sinking Fund, Commissioners of the
 CSR Capitol Square Review and Advisory Board
 GOV Governor, Office of the
 JCO Judicial Conference of Ohio
 JCR Agency Rule Review, Joint Committee on
 JLE Joint Legislative Ethics Committee
 JMO Joint Medicaid Oversight Committee
 JSC Judiciary / Supreme Court
 LCO Liquor Control Commission
 LSC Legislative Service Commission
 PEN Pension Subsidies
 REP Representatives, House of
 SEN Senate
 SOS Secretary of State
 TOS Treasurer of State

Paul DiNapoli
 Nick Strahan
 Ben Boettcher
 Sári Klepacz
 Ben Boettcher
 Tara Clayton
 Jason Akbar
 Sári Klepacz
 Adam Damin
 Jason Akbar
 Nick Strahan
 Sári Klepacz
 Taylor Pair
 Jason Akbar
 Ben Boettcher
 Jason Akbar
 Jason Akbar
 Craig Rethman
 Ben Boettcher

OBM Budget Analyst	Email
Jason Akbar (Education Section Chief)	Jason.Akbar@obm.ohio.gov
Ben Boettcher (Business Regulation and State Assets Section Chief)	Benjamin.Boettcher@obm.ohio.gov
Todd Clark	Todd.Clark@obm.ohio.gov
Tara Clayton	Tara.Clayton@obm.ohio.gov
Luis da Cruz	Luis.daCruz@obm.ohio.gov
Adam Damin	Adam.Damin@obm.ohio.gov
Paul DiNapoli (Health and Human Services Section Chief)	Paul.Dinapoli@obm.ohio.gov
Chris Hall	Christopher.Hall@obm.ohio.gov
Paul Ingiosi	Paul.Ingiosi@obm.ohio.gov
Sári Klepacz (Natural Resources and Security Section Chief)	Sari.Klepacz@obm.ohio.gov
Taylor Pair	Taylor.Pair@obm.ohio.gov
Steve Peishel	Steven.Peishel@obm.ohio.gov
Mikaela Perkins	Mikaela.Perkins@obm.ohio.gov
Craig Rethman	Craig.Rethman@obm.ohio.gov
Stephen Riester	Stephen.Riester@obm.ohio.gov
Melissa Snider	Melissa.Snider@obm.ohio.gov
Nick Strahan	Nick.Strahan@obm.ohio.gov
Jasmine Winston	Jasmine.Winston@obm.ohio.gov

APPENDIX C: ALI QUESTIONS

- 1. Provide a brief overview of the ALI, including the purpose, populations served and/or regulated, and services and/or activities that are provided.**
- 2. What drives the cost supported by this ALI (e.g., trends in demographics, caseloads, and any changes in federal/state regulations)? If this ALI serves as a passthrough to other state or local entities, not including central service charges, also describe the distribution methodology.**
- 3. Do changes to this ALI impact spending in other areas of this agency or another agency excluding lines related to Medicaid (65xxxx)? If yes, identify the ALI(s) and describe the relationship (e.g., federal/state matches, MOUs or other financial partnerships between agencies).**
- 4. If the request represents an increase or decrease from FY 2023 levels, please explain what is driving the difference (e.g., payroll, inflation, etc.). If the requested appropriation level for this ALI exceeds 105.0 percent of FY 2023 appropriation, please explain the reason for the new or expanded services.**
- 5. Provide any additional information concerning this ALI not included above that will serve to assist OBM in the analysis of this request.**

APPENDIX D: FUND QUESTIONS

- 1. Explain the legal authority of this fund, including the Ohio Revised Code chapter, the section of temporary (uncodified) law, and/or the Controlling Board action number and approval date.**
- 2. Explain all major sources of revenue deposited into this fund and the assumptions used in developing revenue estimates. If this fund receives grants, please fill out the grants table in Appendix F.**
- 3. Identify and explain patterns in revenue flow in this fund (e.g., all revenue received in May and June due to seasonal nature of renewals; revenues received evenly throughout the fiscal year, etc.).**
- 4. What is the target ending cash balance for this fund, as either a percentage of revenue or months of expenditures? What is the rationale for this target?**
- 5. If there are any "transfers-in" or "transfers-out" shown on the Fund Activity Summary for this fund, explain the source or recipient and the legal authority for each transfer.**

APPENDIX E: GRANTS TABLE

Fund Name:

Grant Name	Assistance Listing Number (if applicable)	In this fund, which line items are associated with the grant?	ALI(s) providing match or maintenance of effort	Match Rate or Maintenance of Effort (MOE) Amount	How is funding allocated to the agency and then granted to the sub-recipients?	Is funding continuous or one-time?	For each grant (only grants over \$1 M for cabinet agencies), does the agency expect the grant award to decrease, stay the same, or increase in the future? Please explain.
Grant 1							
Grant 2							
Grant 3							

*Add rows as necessary

APPENDIX F: BUDGET ENTERPRISE APPLICATION & SOPPS REPORTS

Budget Enterprise Application Reports

Navigation: [Reporting](#) > [Library](#) > [Shared Reports](#)

Report	Report Function
BEA-0002 Operating Budget Detail Analysis	Displays specified Agency, Fund, ALI, and Accounts through prompts, as well as display historical upon request. Used for analysis by OBM analysts and agency users.
BEA-0002 Operating Budget Request - Detail	Displays Fund, ALI, and Account combinations for six fiscal years. Used by Agency users in the Agency Operating Budget Request package.
BEA-0002 Six-Year Operating Budget by Fund and ALI	Displays Fund and ALI combinations for six fiscal years. Used for presentation by agencies and analysts.
BEA-0003 Fund Activity Summary	Displays expenses, revenue, transfers in and out, as well as beginning and ending cash balances by Fund. Uses Roll Forward accounts. Used by Agency and OBM users.
BEA-0004 Executive Agency Budget Request - Summary	Displays summary of the budget request, broken down by Budget Fund Group and three-digit accounts. Used by Agency users for Operating Budget Request.
BEA-0024 FIN CC Appropriation - CUR Variance	Displays current year appropriation from OAKS FIN, current year budget request amounts, and the variance in dollars and percent between the two, grouped by Fund and ALI, used by Agency and OBM users.

SOPPS Reports

Navigation: [Public Folders](#) > [BI Reporting Folders](#) > [BI Standard Reports](#) > [Payroll Projections](#)
 Role: [OH_SOPPS_BI_REPORTING](#)

Report	Report Purpose
PAY-0001: Payroll Projections (Dashboard)	Provides a summary bar chart view of payroll projections in total and on a full-time equivalent (FTE) average basis.
PAY-0002: Chartfield Summary Annual	Displays summary payroll data for each of an agency's line items. This can be useful for developing payroll operating budget requests and determining payroll allotments.
PAY-0004: Payroll Projection Comparison	Compares summary projection data for upcoming fiscal years at two selected pay period ending (PPE) dates to show how the payroll projections have changed over time. This can be useful if an agency's number of employees has changed significantly. It does not include projections for the current fiscal year since the results for the remainder of the year would not be comparable at two different points in time.
PAY-0005: Detailed Payroll Projection Roster	Like PAY-0002, this report displays summary payroll data for each of an agency's line items, but it does not include the option to add program. The report can be run for the department (like PAY-0002) or for each employee.
PAY-0006: SOPPS Assumptions	Displays the assumptions used for various pay and benefit provisions to generate the payroll projections.
PAY-0007: Detailed Roster by Department	Displays details of pay, enrollments, and cost components for each employee and vacant positions.
PAY-0008: Detailed Roster by Employee	Displays the same detailed data as PAY-0007, but for one employee.
PAY-0010: PSP Detail	Provides a projected G/L Allotment budget balance by pay period and broken down by Fund and ALI. A prompt provides options to view the data as a summary, divided by Chartfield or as a comparison between SOPPS estimates and current allotment amounts.

APPENDIX G: AGENCY STAFFING TABLE

Agency	[agency name]
Date	

FY 2023 FTE Position Ceiling	
FY 2023 PTE Position Ceiling	
FY 2023 Intermittent Position Ceiling	

	Actual FY 2022	End of FY 2023	FY 2024 Request	FY 2025 Request	Count Change FY 2022-2025	% Change FY 2022-2025
Full Time Permanent					0	#DIV/0!
Part Time Permanent					0	#DIV/0!
Intermittent					0	#DIV/0!
All Other					0	#DIV/0!
Total	0	0	0	0	0	#DIV/0!

Notes: Actual FY 2022

Notes: Estimate FY 2023

Notes: Request FY 2024-2025

Instructions:

Agency Staffing Table levels should reflect the total headcount paid for by your budget request for Full-Time Permanent, Part-Time Permanent, Intermittent, and All other positions.

The actual FY 2022 column should be populated using SOPPS figures (BI Cognos Report PAY-0007) from the pay period end date July 02, 2022 report, which was the last paycheck processed against FY 2022 appropriations. If for some reason this report does not accurately portray your agency's filled headcount, please populate using your own levels and explain in the Notes: Actual FY 2022 section.

The End of FY 2023 column should reflect the best estimate of how many people will be in each category at the end of the fiscal year. An explanation of how this was estimated should be included in the Notes: Estimate FY 2023 section.

The Request columns should reflect the best estimate of how many people will be in each category throughout the FY 2024-2025 biennium. An explanation of how these were estimated should be included in the Notes: Request FY 2024-2025 section.

Also, details pertaining to your agency's hiring plans should be reflected in your budget request narratives.

APPENDIX H: AGENCY FEE CHANGES

AGENCY:

FY23														
Fee Name	Current Fee Amount	Statutory Authority	Frequency of Collection	Current Year Total Fee Revenue	Fund(s) Receiving Revenue	Line Item(s) Supported	Program(s) Supported	Proposed Fee Amount	Proposed Change from Current Fee Amount	Estimated Budget Year 1 Revenue	Estimated Budget Year 2 Revenue	Date of Last Change	Total Future Revenue Including Proposed Fee	Fee Notes
Fee Proposal 01														
Fee Proposal 02														
Fee Proposal 03														

APPENDIX I: CUSTOMER SERVICE STANDARDS SURVEY

1. Has your agency developed and adopted customer service standards? Please write “Yes” or “No.”

2. If the response to question 1 is “Yes,” please (a) Identify the standards below or attach a list; (b) State when these standards were adopted; and (c) Describe how success of implementation of the standards is monitored.

3. If the response to question 1 is “No,” please use the space below to detail why no standards have been adopted and any plans that the agency may have with respect to developing standards in the future.

APPENDIX J: MAJOR INFORMATION TECHNOLOGY PROJECT WORKSHEET

Agency Name:	
Biennium for Request:	
CFO:	
CIO:	
Prepared By:	

SUMMARY OF IT OPERATIONS, SERVICES, AND BUSINESS SUPPORT							
Describe the agency's IT operations, major service areas, and core business support functions:							
MAJOR PROJECTS LIST							
Major Information Technology Project Name	Project Description & Justification	Fund	ALI	Actual FY 2022 Cost	Estimated FY 2023 Cost	Requested FY 2024 Cost	Requested FY 2025 Cost
INDIRECT COST							
Describe the agency's indirect cost allocation method (Answer if data includes indirect costs):							

Instructions

General: Populate the headings, including Agency Name, Agency Code (three-digit code), and Biennium for Request (e.g., FY 2024-2025).

CFO, CIO, and Preparer: Enter the names of the Chief Financial Officer (CFO), Chief Information Technology Officer (CIO), and Preparer(s) (of the worksheets) into the sheet. If an agency does not have a CFO or CIO, use the equivalent.

Summary of IT Operations, Services, and Business Support: Describe the agency's IT operations, major service areas, and core business support functions.

Major Projects: List the agency's major IT projects, provide a brief description and justification for each and outline actual and projection costs for FY 2022-2025. Please add additional lines if needed.

Indirect Cost Allocation: Indicate if the agency's expenditure information includes indirect costs allocated to the provision of IT services within the agency. If the expenditure information includes indirect costs, please describe the method used to allocate indirect costs and summarize what is included.

APPENDIX K: RESULTS-FOCUSED BUDGETING TEMPLATE

Agency	
Program or Initiative Name	
ALI	
Fund	
Other Funds and ALIs Supporting this Program	

If/Then Statement							
	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Estimated FY 2023	Projected FY 2024	Projected FY 2025
Program Funding							
Output Measure #1 -							
Output Measure #2 -							
Output Measure #3 -							
Outcome Measure #1 -							
Outcome Measure #2 -							
Outcome Measure #3 -							
Evidence of Impact of Program Model							
If this program or similar program model has not been evaluated, either in Ohio or elsewhere, please indicate "Not Applicable".							
Summary of findings from evaluation or research							
Citation(s) or link(s) to evaluation or research study							
If program or initiative is in a clearinghouse, provide name of clearinghouse and rating provided							
Optional: Additional information provided by the evaluation							

APPENDIX L: TABLE OF ORGANIZATION

