



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

OFFICE of MANAGEMENT & BUDGET

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TO: Department Directors and Agency Heads

FROM: Peter Marino, Director
Office of Management and Budget

DATE: June 16, 2014

SUBJECT: Overview of Agency Submission Requirements for FY 2016 Budget Cycle

As part of the state FY 2016 budget cycle, the Office of Management and Budget (OMB) will require six items for submission on a tiered schedule. Instructions for capital budget submissions have already been sent to the agencies. Guidance documents for each of the five remaining requirements will be provided to assist agencies in completing these tasks. This memorandum outlines each requirement and the timeline for submission to provide advance notice so that you may plan and allocate staff resources accordingly. In addition, strategic planning guidance documents are attached to this memorandum.

Submission Requirements

1. Strategic Plan: As outlined in the FY 2015 budget instructions, each agency is required to submit a strategic plan with its FY 2016 budget submission. This strategic plan should be used to inform your agency's budget and performance measures for the coming fiscal year. Agencies that submitted plans last year should update that plan in its FY 2016 budget submission. OMB staff are available to provide assistance to agencies in developing strategic plans. These strategic plans will also be central to transition discussions for newly elected officials.
2. Federal Grants Catalog: Each agency will be required to update its federal grant awards information through June 30, 2014. Much of this work has already been completed. Agencies will be asked to submit data on federal awards received from another state agency as part of this year's submission.
3. Performance Measures: As required in prior budget submissions, each performance measure will be updated with the latest data. Agencies should submit recommendations for new measures or indicators to remove so the measures are consistent with the agency's strategic goals.
4. Budgets: Each agency will propose its FY 2016 budget requests based on our standard schedule. Similar to last year, two separate budgets will be submitted, one for current services level and a constrained budget request.
5. Regulation Modification: Consistent with your ongoing, comprehensive "look back" reviews, agencies that have identified regulations that should be amended or repealed for the benefit of small business will be required to submit a timeline and any legislative language necessary to implement those changes.

Submission Timeline

The table below lays out the timeline for submission organized by the due date.

Due Date	Submission Requirement	Guidance Sent to Agencies
July 9	Capital Budget Requests	April 7
August 15	Federal Grant Awards	July 1
September 1	Strategic Plan	June 16
September 16 or October 1*	Budget Requests and Performance Measures Data	July 15
October 31	Regulation Modification Timeline	September 15

*Note: Agencies with total FY 2015 enacted budgets of less than \$10.0 million (all funds) will submit on September 16th; agencies with FY 2015 enacted budgets of more than \$10.0 million (all funds) will submit on October 1st.

The due dates and issuance of guidance materials are staggered to provide time to complete each task and so that each task can inform the next. Specifically, priority areas identified in your agency's strategic plan should be reflected in your budget request whenever possible through investments and efficiencies. Any key performance indicators you identify for measurement should reflect the strategic plan and the budget request.

If you have any questions, please contact the appropriate OMB staff member listed below:

- Brian Daniels, Performance Management: 574-9202 or Brian.Daniels@omb.ri.gov;
- Tom Mullaney, Budget Office: 222-6300 or Thomas.Mullaney@budget.ri.gov;
- Derrick Pelletier, Regulatory Reform: 574-8427 or Derrick.Pelletier@omb.ri.gov;
- Laurie Petrone, Grants Management: 574-8423 or Laurie.Petrone@omb.ri.gov; and
- Abby Swienton, Strategic Management: 574-8422 or Abby.Swienton@omb.ri.gov.

Thank you in advance for your cooperation and adherence to the submission timeline.

cc: State Agency Chief Financial Officers

Attachments: Strategic Planning Guidance
Strategic Plan Template
Sample Agency Strategic Plan