



FY 2024 Budget Development Kickoff Meeting

Office of Management & Budget

August 11, 2022

**RHODE
ISLAND**

Agenda

1. Miscellaneous Announcements
2. Introduction to FY 2024 Budget Development Kickoff
3. Budget Submission Timeline
4. Notable Updates to FY 2024 Budget Development
5. FY 2023 Revised Budget Guidelines
6. BFM Decision Package Form Overview
7. FY 2024: Trainings and Support
8. Questions

1. Miscellaneous Announcements

- Thank you for patience with Budget Office staff reorganization
- **Capital Submissions:** Due on August 5. Thank you to compliant agencies. Those still not submitted should reach out to Budget Analyst immediately to provide context for delay and expected date of submission.
- **Capital Tours:** Scheduling underway; we encourage agencies to schedule in-person tours of critical facilities.
- **Consultant Reporting:** Expect instructions to be distributed regarding RIGL 42-9-1(b) & (c) Consultant Transparency Reporting in coming weeks immediately following preliminary close. Deadline will be adjusted appropriately based on date of instructions.

1. Miscellaneous Announcements

- Announcement from Accounts and Control re: Assessment of Grants Office charges
 - **Adjusting Journal Entries due August 15th before 4 pm.** This date is firm, and no entries will be allowed after this day/time.
 - Grant Assessment – to be considered as you build your budgets. The 1% on ARPA direct awards was a one-time charge. Separate from the ISF-like financing that the GMS will use moving forward.
 - Regarding the charge to come in Spring of FY23 – Accounts & Controls has engaged a Cost Allocation Plan consultant to develop an equitable distribution of ongoing GMS charges and GMO staff using a methodology to be developed in consultation with the Controller consistent with RIGL 35.1-1.5 & budget articles.
 - Factors that will likely be used include GMS user licenses, total amount of federal awards etc.

2. Introduction to FY 2024 Budget Development Kickoff

Because the FY 2023 budget funded many new initiatives and programs, agencies should now focus on implementing them successfully and delivering results. FY 2024 requests should be limited and targeted toward long-term improvements.

- The State still faces outyear deficits and economic headwinds; agencies are therefore asked to submit a constrained budget (5.0% reduction).
 - Constrained budget requests should be reasonable and realistic; they should address areas of cost growth or eliminate unnecessary, inefficient or duplicative programs.
- Agencies may submit a limited number of unconstrained proposals but should not propose new programs or major expansions. Examples of unconstrained proposals include addressing immediate health/safety needs or risk areas; accommodating statutory requirements; investing to reduce outyear costs; or improving the efficiency or outcomes of existing programs (as demonstrated through performance data).
 - If resources are available, priority will be given to agencies that submitted reasonable constrained requests (i.e., reinvesting savings)
- Agencies will be asked to review and revise performance measures for consistency with agency mission and priorities. Performance data will now be collected along with quarterly financial reporting.
- Budget analysts will be available to work with agencies to answer questions and provide support/feedback.

3. FY 2024 Budget Timeline

August 5: Budget Instructions posted; Budget analysts distribute target sheets and narratives to CFOs

August 11: FY 2024 Budget Process Kickoff

August/September: Capital Budget Tours Should Occur

August 20: Final Decision on Reappropriations Requests

Mid-August - September: BFM Trainings and OMB Office Hours Available

September 1: Quasi-Government & Public Corporation Budget Instruction Memo Sent Out

September 23: Small Agency Budget Submissions Due (if the FY 2023 Enacted Budget is less than \$15.0 million All Funds)

September 30 (October 1st falls on a Saturday): Large Agency Budget Submissions Due (statutory budget submission deadline)

Early October: RIGL 42-9-1(b) & (c) [Consultant Transparency](#) Report Due

October 28: Quasi-Government & Public Corporation Budget Submissions /Brief Financial Statement Due)

January 19: Governor's Recommended Budget Submitted to General Assembly

4. Notable Updates to FY 2024 Budget Development

Notable Changes in FY 2024:

- Focus on implementation; instructions feature incremental change relative to FY 2023
- Five percent constrained target; no specific unconstrained target, but agencies are instructed to be limited in unconstrained requests
- All Decision Package fields to be completed via BFM, no attachment (courtesy form provided for internal agency use)
- Emphasis on performance metrics and outyear cost drivers
- Two areas of common non-compliance in prior years: BR-3B Contract Professional Services Form and List of Required Reports

5. FY 2023 Revised Budget Guidelines

Agencies are expected to operate within the current year budget as enacted, both within the bounds of the individual line items of the prevailing Appropriations Act as well as by agency “bottom-line” funding levels

- Particularly with respect to appropriations of general revenue and the Rhode Island Capital Plan Fund (RICAP)
- Reallocations of appropriated funding between general revenue or RICAP line items of any agency, even if of a “zero-sum” nature, is likewise prohibited
- However, through the use of the BFM base budget form and the Personnel Cost Forecasting module, agencies will maintain the ability to reallocate funding among natural accounts and between line-sequences *within* general revenue line items as necessary
- If an increase to general revenue or RICAP line items in FY 2022 is deemed absolutely crucial to the continuation of effective and efficient agency operations, agencies must submit an FY 2022 Decision Package that clearly explains the underlying causes and programmatic rationale(s) for the increase
- Increases to Federal Funds, Restricted Receipt, and (non-RICAP) Other Funds line items are allowable within the agency budget submission but are subject to review and revision by OMB and the Governor’s Office on a case-by-case basis

6. BFM Decision Package Form Overview

Substantively the Decision Package form remains very similar to prior years, but process for submission now requires entry into BFM form fields.

- This change is necessary for Budget Office to effectively run reports, sort, process, and track requests.
- Fields formerly included in PDF/Word attachments now incorporated into position and narrative tabs
- Supplemental attachments always encouraged; but core required submission should be entered into BFM fields
- Budget Office will post and share a courtesy copy of decision package form and standalone instructions document for agency internal use (do not attach to submission)
- Retains other enhancements from recent years including availability of base budget decision package designation, revenue naturals, five-year forecast functionality

Budget Form Header

[Comment History](#) [Comment](#) [Submit](#) [Configuration](#) [Close](#)

Instance ID	Form Definition	Definition Name	Name
13553	9480	Decision Package - OMB	test

Stage Code:* Header Organization:
OMB Analyst Review ALL AGENCIES

[Header](#) [Budget](#) [Position Tab](#) [Narrative](#) [Revenue Notes](#) [Evidence/Evaluation](#) [Attachments](#)

[Save](#)

Anticipated Outcome/Impacts:

Existing Performance Data:

BFM Decision Package Form: 5-Year Forecast Detail

Outyear forecasts can be included for constrained and unconstrained Decision Packages in the BFM budget form

- If the outyear field is left blank, the Budget Office will assume that the proposal’s outyear impact will remain steady and will apply standard growth rates to estimate outyear costs
- If proposals have unique outyear impacts (for example, if a proposal begins six months into a fiscal year, or there are expected changes in caseload across years, or a proposal is a one-time expense and does not have outyear costs) agencies should include their outyear estimates in the Decision Package form

Actions: Add New Copy Zero Out Screen Configuration Action Configuration Validation Configuration

Row	Audit Trail	Line Seq	LS Name	Source - Program	Revenue Cat	Natura	Natural Name	2023 Budget Request*	2024 Budget Request*	2025 Budget Request*	2026 Budget Request*	2027 Budget Request*	2028 Budget Request*
1		1000101	Director of Administrator	01 - Central Manage	0	637300	Other Temporary Services	75,000	38,000	0	0	0	0

Records per page: 50

7. FY 2024: Trainings and Support

In FY 2024, OMB will continue to provide trainings and budget development support to CFOs and other agency staff. **Support components include:**

- BFM trainings – all CFOs should have been invited to training by functional area
- Weekly OMB office hours
- Templates and instructions available on the OMB website, [here](#)
- Additional one-on-one assistance from OMB staff upon request
- Points of Contact
 - Technical Specialist: Lisa Henriques, Database Administrator (lisa.Henriques@budget.ri.gov)
 - General Point of Contact: Reach out to your assigned Budget Analyst

Documents Available on OMB Website

The following FY 2024 budget development documents are available on the OMB website:

- FY 2024 Budget Instructions
- BFM Agency User Guide
- Courtesy Copy of Decision Package Template
- Decision Package Field Description Handout
- Planning Values
- Pay Period Tables
- Budget Article Item Formatting Template
- Budget Article Item: Statutory Impact Summary Memo Template
- Revenue Impact Statement Template
- Rhode Island Evidence Scale

[OMB Website Linked Here](#)

Note: FY 2024 Budget Targets as well as the statutorily mandated List of Required Reports form will be emailed to agencies shortly

BFM Trainings and Office Hours Schedule

FY 2024 Operating Budget Training and Office Hours Schedule

- Trainings in August:
 - 8/12: 10 - 11:30 (*Natural Resources and Transportation*)
 - 8/12: 1-2:30 (*Public Safety*)
 - 8/15: 10:30 – 11 (*General Government*)
 - 8/18: 10:30 – 11am (*Health and Human Services*)
 - 8/23: 9:30 – 11am (*Education*)
 - 8/25: 10 – 11:30 (*Make-up session*)
- Office Hours in September (optional – all agencies):
 - 9/7: 12-2pm
 - 9/9: 12-2pm
 - 9/12: 12-2pm
 - 9/14: 12-2pm
 - 9/2-: 12-2pm
 - 9/22: 10:30 – 12:30pm
 - 9/26: 10:30 – 12:30pm
 - 9/28: 12-2pm

8. Questions?

We will spend the remainder of the allocated time answering any questions or concerns you may have about the FY 2024 budget development process.