Instructions for completing the Decision Package Narrative Justification   (Form NJ)

General information

Please use the Word format provided by DPB.

You can download the format for Form NJ from DPB's web site (go to www.dpb.virginia.gov, then click on the "Documents & Forms" link in the blue column at left, then type in "Decision Package" in the Search window).

Complete a separate narrative justification for each decision package. Please put each narrative justification into a separate document in Microsoft Word. In addition, for each amendment request involving new positions, you must complete the DPB form "NP" position calculator and submit it along with each associated amendment Word document (NJ) form. Form NP is an Excel file that can also be found on the DPB website. As with the Form NJ, a separate form NP Excel file must be submitted for each amendment that involves new positions.

For technical adjustments, you must complete Section 1 of Form NJ (the other sections are optional for technical adjustments). For all non-technical amendments, you must complete all the items. If an item is not applicable, insert "N/A." Do not delete any items.

When you save the completed forms, name them according to the following convention: your agency's three-digit code followed by "NJ" followed by the decision package number. Example: If you are agency 999 and you submit three decision packages numbered 300, 400, and 401, the files would be named *999NJ300.doc, 999NJ400.doc, and 999NJ401.doc*. When submitting the new position Excel files (Form NP), use the same naming convention (replace "NJ" with "NP"). Example: agency 999 amendment 400 involves new positions. The associated form NP file should be called *999NP400.xls*.

Form NJ Item by Item Instructions:

Section 1: Summary Information

- **Item 1. Agency name:** Type in the agency name.

- **Item 2. Agency code**. Insert your agency's three-digit code.

- **Item 3. Amendment number.** Use the three-digit category number as specified in "amendment categories" section of these instructions. It is important that you use the SAME number here that you do in WebBEARS for the "addenda" number.

- **Item 4. Title.** Insert a short descriptive title (no more than 100 characters long). Remember that your title should begin with an action verb such as "increase," "add," "reduce," "transfer," "shift," "expand," etc.

- **Item 5. Priority.** Insert a number here indicating the priority your agency puts on each decision package, with "1" as most important. (Your agency's most important budget amendment would be numbered "1," next most important, "2," etc. Do not use sub-categories such as "1a" and "1b"). No two amendments should have the same priority number.

- **Item 6. Key objectives and measures (Institutional Performance Standard for Higher Education)**. Detail how your request does or does not impact the Governor's key objectives and measures. *If your request does not impact a "key," how will the success or failure of the funding be evaluated. Make sure to include any performance measures that will be used to evaluate. This section is required.*

- **Item 7. Summary of costs and positions.** Complete this short table to summarize the overall resources required for the budget request. For each year, show the total general fund dollars, nongeneral fund dollars, personal services dollars, nonpersonal services dollars, and positions. Show negative numbers (reductions) in parentheses. You must cost out your proposal for six years taking into account one-time and start-up costs. Do not make any assumptions about future salary or fringe benefit cost increases. These will be handled centrally.

- **Item 8. Summary of nongeneral fund sources.** For nongeneral fund amounts requested, insert in the table the revenue source code, the fund/fund detail code, the title of the fund/fund detail, and the amount required for each year of the biennium. Add additional lines if needed for more revenue source codes or fund details. Also provide in the block marked "Explanation / comments on nongeneral fund sources" the methodology used to calculate the nongeneral fund amounts. *Note: Institutions of higher education should explain the impact on student tuition and fees of any requests for nongeneral fund dollars.*

- **Item 9. Description (including discussion on need for request).** Summarize the actions your agency proposes to take with the requested dollars or position. If the decision package is for language only, explain what the language will allow the agency to do. In addition, provide detailed information to indicate the need for the proposed service. For example, is there a waiting list for services? If so how long is the wait, how many individuals are on the list, what is the average wait time to receive services? Have demographic, weather, or other factors changed the need for the service? Cite quantitative data wherever possible. Make sure to explain why request is inherently governmental.

Section 2: Expected Outcomes

- **Item 10. Consequences of not funding.** Indicate the consequences you expect if your proposal is not approved.

- **Item 11. Alternatives considered.** Indicate any other alternatives you considered for accomplishing the objectives of the request and why you selected the proposed action. Briefly list the pros and cons of each alternative.

- **Item 12. What are the expected results to be achieved if this request is funded?** Describe the anticipated results or outcomes that your agency expects to accomplish if the proposal is approved. What issue or problem are you trying to resolve? Indicate how you will measure the success of the effort if this proposal were to be funded, giving the specific results that you expect should this proposal be funded.

Section 3: Detailed Cost Information

- **Item 13. Does the request contain one-time funding?** If the request involves additional funding, put an "X" in the "YES" box to indicate if it represents a one-time need. If the requested expenditures are made up of some one-time and some recurring costs, insert an "X" in the YES box, but be sure to explain and indicate how much of the request is one-time. Explain why you consider the funding to be one-time.

- **Item 14. Does the request contain recurring funding?** If the funding is recurring, put an "X" in the "Yes" box. If yes, indicate and explain whether and why funding requirements in future years will be more or less than the current biennium.

- **Item 15. Does the request contain funding for the cost of new positions?** Put an "X" in the appropriate box to indicate if the amendment includes any personal services dollars involving new full-time (or part-time classified) positions. If yes, complete the separate form "NP" Excel file that can be fund on the DPB website (www.dpb.virginia.gov). A separate form NP should be completed for each amendment that involves new full-time or part-time classified positions. Enter the GF and NGF dollar totals from the bottom of Form NP and the total number of positions requested in the table provided. Explain the methodology used in determining the cost and other assumptions in the appropriate block. Also describe how these positions relate to the services to be provided through this proposal (i.e., do these positions provide administrative support or do they deliver direct services?). For wage employees or other personal services cost requests, see Item 17.

- **Item 16. Does the request contain funding for personal services costs other than new positions?** Put an "X" in the appropriate box to indicate if the amendment request includes any personal services dollars that do <u>not</u> involve new full-time or part-time classified employees. For example, if the request includes funding for additional wage employees, or a salary increase for a specific group of existing employees, then include the cost in this item. In the table provided, list each separate other personal services request and the associated costs. Explain the methodology used in determining the cost and other assumptions in the appropriate block.

- **Item 17. Does the request contain funding for nonpersonal services?** Put an "X" in the appropriate box to indicate if any nonpersonal services costs are included in the request. If yes, use the table to indicate by major object of expenditure the change in resources your agency is requesting for nonpersonal services. Identify and explain specific expenses such as grants and contracts, operating fixed assets, and debt service. **(Institutions of higher education: Include information to justify any proposed increases in student fees.)**

Section 4: Other Information and Requirements

- **Item 18. Are the proposed services mandated?** Put an "X" in the appropriate box to indicate if the proposed services are mandated. If so, indicate what precisely the mandate requires and what is its origin (cite federal or state statutory provisions). **Note:** Requirements of state or federal *regulations* are <u>not</u> considered "mandates." Also, a service is not mandated if legislation <u>enables</u> or <u>authorizes</u> the service but does not <u>require</u> it.

- **Item 19. Will new legislation be required as a result of this request?** Put an "X" in the appropriate box to indicate if your request requires a legislative proposal to amend the Code

of Virginia. If so, give the proposal identification number and summarize the proposal. If the legislation has not been submitted to the Governor's Policy Office to date, when will it be, and where is it now? Indicate why the legislation is essential for the success of the request. If the proposal does not involve any needed legislation, indicate "no."

- **Item 20. Is Appropriation Act language required as part of this request?** Put an "X" in the appropriate box to indicate if there is a need to add, revise, or delete language in the Appropriation Act. (If so, please include a detailed explanation of the language changes required.)