

<b>AGENCY NAME:</b>	Lieutenant Governor's Office		
<b>AGENCY CODE:</b>	E040	<b>SECTION:</b>	95



**Fiscal Year 2018-19  
Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS (FORM B1)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input checked="" type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS (FORM B2)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.

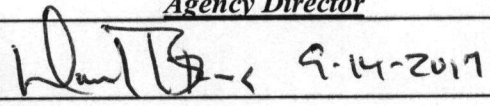
<b>CAPITAL REQUESTS (FORM C)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.

<b>PROVISOS (FORM D)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	Ken Burton	803-734-9917	<a href="mailto:kburton@aging.sc.gov">kburton@aging.sc.gov</a>
<b>SECONDARY CONTACT:</b>	Lisa Crosby	803-734-9950	<a href="mailto:lcrosby@aging.sc.gov">lcrosby@aging.sc.gov</a>

I have reviewed and approved the enclosed FY 2018-19 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>	 9-14-2017	
<b>TYPE/PRINT NAME:</b>	Darryl Broome	

*This form must be signed by the agency head – not a delegate.*

Fiscal Year 2018-19 Budget Request Executive Summary

Agency Code: E040  
 Agency Name: Lieutenant Governor's Office  
 Section:

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Federal funds authorization increase with state matching funds	19,808	2,887,269			2,907,077					0.00
2							0					0.00
3							0					0.00
4							0					0.00
5							0					0.00
6							0					0.00
7							0					0.00
8							0					0.00
9							0					0.00
10							0					0.00
11							0					0.00
12							0					0.00
13							0					0.00
14							0					0.00
15							0					0.00
16							0					0.00
17							0					0.00
18							0					0.00
19							0					0.00
20							0					0.00
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
TOTAL BUDGET REQUESTS			19,808	2,887,269	0	0	2,907,077	0.00	0.00	0.00	0.00	0.00

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**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1 – Form #13052</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Federal funds authorization increase with state matching funds</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$19,808</b> <b>Federal: \$2,887,269</b> <b>Other:</b> <b>Total: \$2,907,077</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>None</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

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<b>ACCOUNTABILITY OF FUNDS</b>	<p>The Statewide Enterprise Strategic Objective is related to Government and Citizens. It is related to the Accountability object of II. B. Office on Aging Assistance that provides funding for aging services and programs in order to improve the quality and length of life for South Carolina seniors.</p> <p>The Lieutenant Governor's Office on Aging program managers provide oversight of the funds that are pass-through to the Area Agencies on Aging. The reimbursement requests are reviewed for accuracy by multiple managers before the funds are reimbursed to the Area Agencies on Aging.</p>
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*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>Sub-grantees and vendors to provide services to the seniors of South Carolina. Some of the federal funds are based on an existing formula and others are discretionary funds that are allocated based on criteria established by the program.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Lieutenant Governor's Office on Aging is requesting \$2,887,269 additional federal budget authorization to allow the funds to be expended to provide services to the senior citizens of South Carolina.</p> <p>The reason for the increase is as follows:</p> <ul style="list-style-type: none"> <li>• Increase in federal award amounts to the LGOA</li> <li>• LGOA implemented a process of using federal funds first when possible, which increased the use of the federal authorization</li> <li>• Applied for additional grants to enhance services provided by the Lieutenant Governor's Office on Aging that will require additional authorization</li> </ul> <p>The Lieutenant Governor's Office is requesting \$19,808 of state funds to use as matching funds to the federal funds. For every .25 cents matched by state funds, the federal funds will provide .75 cents to cover the cost of the services provided to the seniors.</p> <p>The Lieutenant Governor's Office is leveraging state funds with federal funds to increase the amount of services to the seniors of South Carolina. The agency determined the projected amount of matching funds needed for Fiscal Year 2019 and subtracted the current amount of state matching funds to determine that \$19,808 would be required. The agency only took into account the grants that require matching funds. This is based on the information received by U.S. Department of Health and Human Services but is subject to change.</p> <p>If the Lieutenant Governor's Office does not have enough matching funds available, the agency is unable to receive the federal funds. If the agency is unable to receive the federal funds, it increases the risk that the agency will have to return to the federal funds unused to the general account and risk future awards will be reduced by the federal entity that would result in reducing the amount of services.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION  
CONTINGENCY PLAN**

<b>TITLE</b>	Agency Cost Savings and General Fund Reduction Contingency Plan
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<b>AMOUNT</b>	<b>\$544,311</b> <i>What is the General Fund 3% reduction amount (minimum based on the FY 2017-18 recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by EBO.</i>
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<b>ASSOCIATED FTE REDUCTIONS</b>	None.  <i>How many FTEs would be reduced in association with this General Fund reduction?</i>
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<b>PROGRAM/ACTIVITY IMPACT</b>	<p>The Lieutenant Governor's Office has limited areas to reduce general funds by the 3%. The agency would reduce the following programs and activities:</p> <table border="0"> <tr> <td>Information Technology - Operating</td> <td align="right">65,000</td> </tr> <tr> <td>South Carolina Guardian ad Litem -Operating</td> <td align="right">100,000</td> </tr> <tr> <td>South Carolina Guardian ad Litem - Attorneys</td> <td align="right">200,000</td> </tr> <tr> <td>Staff Salaries and Fringe</td> <td align="right">72,000</td> </tr> <tr> <td>Family Caregivers</td> <td align="right">72,000</td> </tr> <tr> <td>Home and Community Based Services</td> <td align="right">35,311</td> </tr> <tr> <td></td> <td align="right"><u><b>544,311</b></u></td> </tr> </table> <p>The agency has attempted to limit the amount of impact to any one specific activity and program as well as prevent interruption of services to the seniors of South Carolina. As the senior population continues to grow in South Carolina, any reduction of funds would impact the agency significantly with the current staffing to manage and provide services to the seniors.</p>	Information Technology - Operating	65,000	South Carolina Guardian ad Litem -Operating	100,000	South Carolina Guardian ad Litem - Attorneys	200,000	Staff Salaries and Fringe	72,000	Family Caregivers	72,000	Home and Community Based Services	35,311		<u><b>544,311</b></u>
Information Technology - Operating	65,000														
South Carolina Guardian ad Litem -Operating	100,000														
South Carolina Guardian ad Litem - Attorneys	200,000														
Staff Salaries and Fringe	72,000														
Family Caregivers	72,000														
Home and Community Based Services	35,311														
	<u><b>544,311</b></u>														

*What programs or activities are supported by the General Funds identified?*

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<b>SUMMARY</b>	<p>The Lieutenant Governor's Office limited the impact to any specific program or activity by reducing operating, salaries, fringe, attorneys' expense, and Family Caregiver Program. The Family Caregiver Program would be reduced by \$72,000, which is 3% reduction. The Home and Community-Based Service would only be reduced by \$35,311, which is less than 1%.</p> <p>As the population of seniors continues to grow and the demands of services increases, any reduction in funds would have an impact on the level and quality of services provided to the seniors of South Carolina. The programs and services that the Lieutenant Governor's Office on Aging coordinate for seniors and caregivers from having to use more expensive institutions saving the state significant amount of funds annually.</p>
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

<b>AGENCY COST SAVINGS PLANS</b>	<p>The Lieutenant Governor's Office continues to find ways to reduce costs. The relocation of the South Carolina Guardian ad Litem Program saved the agency approximately \$91,000 annually from paying indirect cost to the University of South Carolina. The saving was retained by the South Carolina Vulnerable Adult Guardian ad Litem Program to support the mission and prevent from requesting any additional funds.</p> <p>The Lieutenant Governor's Office on Aging (LGOA) receives \$226,087 and the Lieutenant Governor's Office (LGO) receives \$70,169 in operating funds. The LGOA would have to reduce the operating expenses by 22% and LGO by 71% to meet the \$50,000 threshold.</p> <p>The agency does reduce expenses as much as possible and look for ways to increase operating efficiency with technology. The LGOA is in discussion with Department of Technology Operating in using the fax server to reduce cost and increase productivity. The agency is committed to finding cost saving measures.</p>
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*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

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**FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS**

<b>TITLE</b>	Lieutenant Governor's Office on Aging – Increase efficiency.
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*Provide a brief, descriptive title for this request.*

<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</b>	Increase efficiency in providing services to the seniors of South Carolina.
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*What is the expected savings to South Carolina's businesses and citizens that is generated by this proposal? The savings could be related to time or money.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <input type="checkbox"/> Repeal or revision of regulations. <input type="checkbox"/> Reduction of agency fees or fines to businesses or citizens. <input checked="" type="checkbox"/> Greater efficiency in agency services or reduction in compliance burden. <input type="checkbox"/> Other
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<b>METHOD OF CALCULATION</b>	Not Applicable.
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*Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.*

<b>REDUCTION OF FEES OR FINES</b>	Not Applicable.
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*Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?*

<b>REDUCTION OF REGULATION</b>	Not Applicable.
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*Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?*



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**SUMMARY**

Under the guidance of the Lieutenant Governor, the Office on Aging provides services to seniors in the least restrictive manner possible, promoting consumer choice and encouraging local initiatives to better serve the constituency of the ten regional Area Agencies on Aging. Efficacious use of home and community based services delays or avoids institutionalization for many consumers in the aging network, thereby resulting in substantial cost savings.

*Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?*