

<b>AGENCY NAME:</b>	SC Revenue & Fiscal Affairs		
<b>AGENCY CODE:</b>	E500	<b>SECTION:</b>	102



## 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 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 checked="" 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 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>	Diane Porter	734-3802	Diane.porter@rfa.sc.gov
	Frank Rainwater	734-3786	Frank.Rainwater@rfa.sc.gov
<b>SECONDARY CONTACT:</b>			

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>	<i>Frank A. Rainwater 8/24/17</i>	<i>Edward B. Grimball 8/24/17</i>
<b>TYPE/PRINT NAME:</b>	Frank Rainwater	Edward Grimball

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

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AUG 24 2017  
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Fiscal Year 2018-19 Budget Request Executive Summary

Agency Code: E500  
 Agency Name: SC Revenue & Fiscal Affairs  
 Section:

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Longitudinal Data System	197,670				197,670	2.00				2.00
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			197,670	0	0	0	197,670	2.00	0.00	0.00	0.00	2.00

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**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1 – Form #13083</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Longitudinal Data System
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: 197,670</b> <b>Federal:</b> <b>Other:</b> <b>Total: 197,670</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>2</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 type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input 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 checked="" 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 type="checkbox"/>	Government and Citizens	

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<b>ACCOUNTABILITY OF FUNDS</b>	<p>This meets the agency mission of <i>“To provide independent research, analysis, and resources to the executive and legislative branches of state government, local government officials, and the private sector to facilitate informed policy decisions and administration of services”</i> and objective of <i>“data partnerships with state agencies, private entities and non-profits”</i></p> <p>Act of 2017 (H.3969) requires the Revenue and Fiscal Affairs Office (RFA) to provide a longitudinal data system. Of the data elements required, RFA currently maintains data regarding employment for South Carolina high school graduates. Data regarding students who enter postsecondary education without the need for remediation and working-aged adults who possess a postsecondary degree or industry credential will require data from the Commission on Higher Education and the State Technical College Board. Providing outcome data regarding student achievement and student growth will require further delineation as to the measures to be evaluated. RFA currently has data regarding standardized test scores and participation in talented and gifted programs. Additional data may be necessary to meet the requirement.</p> <p>Accountability Objective: Government and Citizens-Improve Customer Service and Partnerships. 1.2</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>	RFA for salaries and related operational expenses.
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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?*

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<b>JUSTIFICATION OF REQUEST</b>	<p>In order to develop and deploy the required data system, RFA will require two additional FTEs. One position is for a statistician to develop the data system, data linkages, and statistical analysis of outcome measures. Total recurring costs for salary and fringe benefits are estimated at \$77,000. The language is unclear as to the delivery mechanism for the data system. As such, RFA anticipates developing a secured, web-accessible portal to allow stakeholder access to the longitudinal data system. The development of this system will require an applications analyst at a total expenditure of \$91,000 for salary and fringe benefits. Additional operating costs for equipment, software, office supplies, and rent are estimated at \$29,670, for a total cost of \$197,670.00</p> <p>RFA cannot absorb the additional responsibilities with existing staff. Current FTEs within H&amp;D work on and are paid from specific projects/contracts – no state FTE vacancies exist within the Division.</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 D – PROVISO REVISION REQUEST**

**NUMBER** 102.3

*Cite the proviso according to the renumbered list for FY 2018-19 (or mark "NEW").*

**TITLE** RFAO: SC Health & Human Services Data Warehouse

*Provide the title from the FY 2017-18 Appropriations Act or suggest a short title for any new request.*

**BUDGET PROGRAM** II. Program Services

*Identify the associated budget program(s) by name and budget section.*

**RELATED BUDGET REQUEST**

*Is this request associated with a budget request you have submitted for FY 2018-19? If so, cite it here.*

**REQUESTED ACTION** Codify

*Choose from: Add, Delete, Amend, or Codify.*

**OTHER AGENCIES AFFECTED**

Departments of:

- (1) Health and Human Services;
- (2) Health and Environmental Control;
- (3) Mental Health;
- (4) Alcohol and Other Drug Abuse Services;
- (5) Disabilities and Special Needs;
- (6) Social Services;
- (7) Vocational Rehabilitation;
- (8) Education;
- (9) Juvenile Justice;
- (10) Corrections;
- (11) Probation, Parole and Pardon Services;

- Department of Administration:
  - (1) Children’s Foster Care Review Board;
  - (2) Continuum of Care;
- Office of the Lieutenant Governor, Division on Aging;
- South Carolina School for the Deaf and the Blind;
- Commission for the Blind; and
- Other entities as deemed necessary by the **Revenue and Fiscal Affairs Office.**

*Which other agencies would be affected by the recommended action? How?*

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<b>SUMMARY &amp; EXPLANATION</b>	<p>There is hereby established within the <b>Revenue and Fiscal Affairs Office</b>, the South Carolina Health and Human Services Data Warehouse. The purpose of the Warehouse is to ensure that the operation of health and human services agencies may be enhanced by coordination and integration of client information. Client data is defined as person-level data that is created, received, and/or maintained by state agencies and other entities required to report client information to the <b>Revenue and Fiscal Affairs Office</b> under this provision. To integrate client information, client data from health and human services state agencies will be linked to improve client outcome measures, enabling state agencies to analyze coordination and continuity of care issues. The addition of these data will enhance existing agency systems by providing client data from other state agency programs to assist in the provision of client services. Certain client information shall be delivered to the <b>Revenue and Fiscal Affairs Office</b> in order to assist in the development and maintenance of this Warehouse. The following agencies shall report client information:</p> <p>Codification would institutionalize relationships between the agencies listed and RFA. These data warehousing and analysis agreements have existed for over a decade. Codification would help simplify the legislative process by substituting a statute for a long-standing general proviso.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

<b>FISCAL IMPACT</b>	N/A
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*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

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**PROPOSED  
PROVISO TEXT**

*Paste FY 2017-18 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

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## FORM D – PROVISO REVISION REQUEST

<b>NUMBER</b>	102.5
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*Cite the proviso according to the renumbered list for FY 2018-19 (or mark "NEW").*

<b>TITLE</b>	RFAO: Revenue for Goods and Services
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<b>BUDGET PROGRAM</b>	II. Program Services
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	
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*Is this request associated with a budget request you have submitted for FY 2018-19? If so, cite it here.*

<b>REQUESTED ACTION</b>	Codify
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	N/A
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	<p><b>SECTION 1-11-335.</b> ◀Budget▶ and Control Board may provide to and receive from other governmental entities goods and services.</p> <p>Section effective until July 1, 2015. See, also, section effective July 1, 2015.</p> <p>The respective divisions of the ◀Budget▶ and Control Board are authorized to provide to and receive from other governmental entities, including other divisions and state and local agencies and departments, goods and services, as will in its opinion promote efficient and economical operations. The divisions may charge and pay the entities for the goods and services, the revenue from which shall be deposited in the state treasury in a special account and expended only for the costs of providing the goods and services, and such funds may be retained and expended for the same purposes.</p> <p>HISTORY: 1995 Act No. 145, Part II, § 6.</p> <p>When RFA was formed under restructuring, this act was inadvertently omitted from our section.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

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<b>FISCAL IMPACT</b>	
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*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

<b>PROPOSED PROVISO TEXT</b>	
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*Paste FY 2017-18 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

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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>	<p><b>\$148,222.00</b></p> <p><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></p>
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<b>ASSOCIATED FTE REDUCTIONS</b>	<p>This depends on the time of year, see explanation below.</p> <p><i>How many FTEs would be reduced in association with this General Fund reduction?</i></p>
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<b>PROGRAM/ACTIVITY IMPACT</b>	<p>Revenue &amp; Fiscal Affairs budget is based upon its strategic plan which includes priorities based upon its mandates, customer expectations, continuous improvement and workforce development needs. Each year, the agency reviews its budget and expenditures for the upcoming year based upon the priorities set forth in the strategic plan.</p> <p>Implementing a three percent general fund budget reduction will depend on several key factors: the time of the fiscal year it is announced, the status of planned projects, the status of vacancies and hiring, and the availability of carry forward or other funds. Currently 84% of general funds are used for personnel cost and 16% for operating. A three percent reductions would equal to \$146,886 and most likely would impact personnel services, as operating cost are primarily fixed cost. General funds are used to provide fiscal analyses to the executive and legislative branch.</p> <p>While the agency does not expect a three percent reduction to result in the elimination of a program, it would likely affect service delivery, by slower response times or delays in achieving IT Security milestones.</p>
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*What programs or activities are supported by the General Funds identified?*

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**SUMMARY**

A three percent reductions would equal to \$148,886 and most likely would impact personnel services, as operating cost are primarily fixed cost.

*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.*

**AGENCY COST SAVINGS PLANS**

RFA is a new state agency and we consistently look for new cost savings. The mandates and customer expectation are reviewed annually to ensure compliance and satisfaction. The demand for legislative request are at an all-time peak due to upcoming census and economic outlook.

*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?*