**The Budget Initiative consists of two written parts, the Description and the Justification, as well as a section containing associated funding entries.**

**The Description briefly states the intent of the initiative in a stylized format and must begin with the wording provided in the first bullet shown below. Text in the Description field appears in the budget bill.**

**The Justification provides additional information about the initiative in a less stylized manner. Information contained in the Justification field is sent to the Office of Fiscal and Program Review but does not appear in the bill itself. Refer to the “Budget Guidance 18-19 biennium” for an example of how information will be displayed.**

**Both the Description and the Justification are required entries for each initiative.**

**Note - Copying and pasting information from a MS Word document into BFMS sometimes results in odd formatting when printing from BFMS. This can generally be resolved in BFMS by placing the cursor directly after the last period in the affected section and pressing the “Delete” key several times.**

**General Information**

* All entries in the Description field should begin with one of the following:
  + Provides funding, Reduces funding or Adjusts funding or
  + An action verb such as: Establishes, Transfers, Reorganizes, Eliminates, Continues or
  + Reallocates the cost of… when reallocating the cost of position(s)
* Reference to a statute should read “Maine Revised Statutes, Title 5, section 1585, subsection 1.”
* Reference to a law should read “Public Law 2005, chapter 457, Part KK, section 3.”
* Reference to a biennium should be written as “2018-2019 biennium.”
* Reference to a fiscal year should be written as “fiscal year 2017-18.”
* No abbreviations or acronyms should be used; with the exception of STA-CAP or DICAP, and other limited exceptions.
* Percentages should be expressed in Arabic form (e.g. 40%, 0.5%) except when occurring as the first word of a sentence.
* One-time funding requests must include the phrase “one-time” in the Description field. ( *e.g.*. “Provides one-time funding”) (see example 14)
* The title of the state program for which the legislature appropriates or allocates funds should be used rather than the account title. The word “program” should follow the title. If the word “program” is included as part of the title it is capitalized, otherwise it is not. (Elderly Tax Deferral Program or Solid Waste Management Fund program) (see examples 12, 18)

***Find the program name on the Reporting and Budget level maintenance screen in BFMS.***

***(Admin>Admin>Reporting Levels>Maintenance)***

***Use the Level 3 name for the associated appropriation. number.***

* It is not necessary to include the fund title unless the initiative involves more than one fund or program. (see examples 10, 18)
* Common fund titles:
  + General Fund
  + Highway Fund
  + Federal Expenditures Fund
  + Other Special Revenue Funds
  + Federal Block Grant Fund
* When transferring between programs, both the “from” and “to” programs must be identified, except when “within the same program”. (see examples 11, 12)
* A comma should **not** be inserted between the next to the last item and the last item of a series. (example 5)
* **Hyphenate**: **Do Not Hyphenate**:

Cost-effective Departmentwide

Federally-funded Nonprofit

In-state Ongoing

Limited-period Statewide

Low-income

One-time

Self-funded

State-funded

State-owned

* The following words are capitalized: Personal Services, All Other and Capital Expenditures, as well as all fund titles, position titles and proper names.
* Only capitalize the following words: department, board, office, bureau, commissioner, legislature, state and federal, when part of an actual title or name (e.g. the department or the Department of Labor; the commissioner or Commissioner Jane Doe; state employees or employees of the State).
* Capitalize the words “financial order” only when referencing a specific order (e.g. Financial Order 003328 F8). (see example 3)
* If a request generates revenue for the General Fund, the description field should contain a statement indicating the amount of revenue anticipated. (*e.g.* “this request will generate $xx,xxx in General Fund undedicated revenue in fiscal year 20xx-xx”. (see example 2)
* If an initiative is to be funded through a line category transfer, then the transfer should be stated as part of the initiative (e.g. “…transfers funding from All Other to Personal Services to fund the position…” or “…transfers funding from All Other to Capital Expenditures to fund the purchase of….”.) (see examples 6, 7)
* Requests for new capital equipment and requests for replacement pieces of capital equipment must appear in separate initiatives. (see examples 19, 20)

**Information Specific to Positions**

* Use “Establishes” to request a new position. (see example 1)
* Use “Continues” to permanently establish a position that was previously established by financial order. (see example 3)
* Use “Continues” to continue a limited-period position previously established by law or financial order. (see example 4)
* Use “Eliminates” when removing a position. (see example 8)
* Use “Transfers” when changing a position’s home account to a different account. (see example 12)
* Use “Reallocates the costs” when changing the funding allocation of a position without changing the position’s home account. (see example 10)
* Use “Transfers and reallocates” when changing both the funding allocation and the position’s home account. (see example 11)
* Position titles included in the initiative must be **the actual job classification title** and must be capitalized.
* A position level is noted with a Roman numeral. (e.g. Laborer II position, Plant Maintenance Engineer III position).
* A count must precede each job classification title and the word “position” must follow each title. The word “one” is used when a single position is involved; multiple positions use numerals. (e.g. “**one** Office Associate II position” or “**3** Office Associate II positions”).
* Position numbers should not be included in the initiatives that will appear in the budget bill.
* Positions that are less than 40 hours per week are identified as “part-time.” (one part-time Office Assistant II position)
* When establishing positions with end dates, the position should be designated as “limited-period” and the end date should be included in the description field. (see examples 4 and 5)
* Management initiated reorganizations are Part A initiatives and are not retroactive. (see example 6)
* Bureau of Human Resources approved employee initiated reclassifications if self-funded should be submitted as Part B initiatives. However if the reclassification requires General Fund appropriation or Highway Fund allocation and the department cannot self-fund the change, the request for reclassification must be included in Part A. (see example 7 for Part A)
* The use of the wording “Positions are on file in the Bureau of the Budget” in the budget initiative is not acceptable in most situations; please consult with your Budget Analyst before using.

**EXAMPLES**

***Note: To conserve space, only some of the following examples show text for the Justification part of the initiative. However, both fields are required as part of the budget initiative.***

**Personal Services**

**1)** *Description*: Establishes one Senior Information System Support Specialist position, 3 Information System Support Specialist II positions and one part-time Office Assistant II position to support statewide security and network maintenance and provides funding for related All Other costs.

*Justification*: This request establishes one Senior Information System Support Specialist position, 3 Information System Support Specialist II positions and one part-time Office Assistant II position to provide MS Windows maintenance and security; manage the growth of state call centers and perform network and application analytics, installations, and upgrades in the Office of Information Technology core business area and provides associated All Other funding.

**2)** *Description*: Establishes one Senior Tax Examiner position and one Tax Examiner position assigned to the Collections Unit to collect unpaid business and trust fund taxes and provides funding for related All Other costs. This request will generate $901,550 in General Fund undedicated revenue in fiscal year 2018-19.

**3)** *Description*: Continues 2 Management Analyst I positions previously established by Financial Order 003354 F6 and reduces All Other to fund the positions.

*Permanently establishes the positions previously created by the financial order.*

**4)** *Description*: Continues one limited-period Education Specialist III position, previously established by Public Law 2015, chapter 267 through June 13, 2017.

*Continues the position as limited period and provides an end date.*

**5)** *Description*: Continues the following limited-period positions through June 30, 2017 that were previously authorized to continue in Public Law 2013, chapter 368: 4 Customer Representative Associate I Employment positions, one Hearings Examiner position and one Office Associate II position. Also reallocates these positions from 100% Federal Expenditures Fund to 50% Federal Expenditures Fund and 50% Other Special Revenue Funds within the same program and provides funding for related All Other costs.

**6)** *Description*: Reorganizes one Auditor II position to an Auditor III position and transfers All Other to Personal Services to fund the reorganization.

**7)** *Description*: Provides funding for the approved reclassification of one Public Service Manager III position from range 33 to range 34 and transfers All Other to Personal Services to fund the reclassification.

**8)** *Description*: Eliminates one Public Service Coordinator III position and reduces funding for related All Other costs.

**9)** *Description*: Reduces funding by decreasing the hours of one Office Assistant II position from 80 hours to 60 hours biweekly.

**10)** *Description*: Reallocates the cost of one Civil Engineer I position from 100% General Fund to 80% General Fund and 20% Federal Expenditures Fund within the same program.

**11)** *Description*: Transfers one Contract Grant Specialist position and reallocates the cost from 100% General Fund to 30% General Fund and 70% Federal Expenditures Fund within the same program.

*Transfers headcount from the General Fund to the Federal Expenditures Fund and reallocates the cost of the position.*

**12)** *Description*: Transfers one Program Manager, Employment and Training position from the Governor’s Training Initiative Program, General Fund to the Employee Services Activity program, Other Special Revenue Funds.

**All Other**

**13)**  *Description*: Provides funding for state vehicle operations due to increased fuel prices and larger fleet sizes.

**14)**  *Description*: Reduces funding by recognizing one-time savings achieved by delaying contractual computer consulting work.

**15)** *Description*: Reduces funding by restructuring the low-cost drugs for the elderly and disabled program to reflect a change in drug coverage for Medicare beneficiaries.

**16)** *Description*: Reduces funding to align allocations with projected available resources.

**17)** *Description*: Adjusts funding to meet the current rates published by the Office of Information Technology for the replacement of desktop and laptop computers.

**18)** *Description*: Transfers funding for administrative contracts from the Medical Care – Payments to Providers program to the Bureau of Medical Services program.

**Capital Expenditures**

**19)**  *Description:* Provides one-time funding for the purchase of one additional autopsy table.

*Justification:* The cooler in the morgue can accommodate 6 autopsy tables; the Medical Examiner's Office currently has five. Adding an additional table increases capacity by 20% and reduces delays due to lack of autopsy space.

**20)** *Description*: Transfers All Other to Capital to provide one-time funding for the replacement of one dump truck used for the maintenance of state-owned grounds.

*Justification:*  The current dump truck is at the end of its life cycle. Annual costs to maintain the truck are more than the value of the truck and the frequent breakdowns cause delays in scheduled grounds work.

**Revenue**

**21)** *Description*: Adjusts revenue and transfers to reflect projected receipts.

**22)** *Description*: Reallocates revenue to reflect budgeted sales and transfers.

**23)** *Description*: Recognizes an increase to General Fund undedicated revenue due to the phase out and elimination of the Business Equipment Tax Reimbursement (BETR) program.

Additional guidance can be found at: <http://maine.gov/legis/ros/manual/Draftman2009.pdf>