

# Ancillary Appropriations

## Department Description

Ancillary Appropriations consists of 11 budget units from four different departments, which all assist their respective departments in achieving their goals through the provision of needed services. Individual departments and budget units include:

### Executive Department

- Office of Group Benefits
- Office of Risk Management
- Administrative Services
- Louisiana Property Assistance Agency
- Federal Property Assistance Agency
- Office of Telecommunications Management
- Office of Aircraft Services

### Department of Public Safety and Corrections

- Donald J. Thibodaux Training Academy
- Prison Enterprises

### Department of Health and Hospitals

- Safe Drinking Water Revolving Loan Fund

### Department of Environmental Quality

- Clean Water State Revolving Fund

## Ancillary Appropriations Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
<b>State General Fund by:</b>						
Total Interagency Transfers	252,670,199	295,042,722	295,042,722	293,792,113	283,062,793	(11,979,929)



## Ancillary Appropriations Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Fees and Self-generated Revenues	1,405,551,659	1,313,006,919	1,313,122,867	1,311,530,844	1,304,878,093	(8,244,774)
Statutory Dedications	73,644,383	81,000,000	81,000,000	81,000,000	121,000,000	40,000,000
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	11,478	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 1,731,877,719</b>	<b>\$ 1,689,049,641</b>	<b>\$ 1,689,165,589</b>	<b>\$ 1,686,322,957</b>	<b>\$ 1,708,940,886</b>	<b>\$ 19,775,297</b>
<b>Expenditures &amp; Request:</b>						
Donald J. Thibodaux Training Academy	\$ 6,946,999	\$ 8,028,231	\$ 8,028,231	\$ 7,664,219	\$ 7,729,327	\$ (298,904)
Office of Group Benefits	1,343,709,648	1,271,911,119	1,271,911,119	1,271,147,614	1,264,423,204	(7,487,915)
Office of Risk Management	216,297,862	221,689,052	221,689,052	221,833,366	216,064,314	(5,624,738)
Administrative Services	7,614,513	8,289,176	8,289,176	8,255,329	8,260,274	(28,902)
Louisiana Property Assistance	5,677,899	5,280,333	5,396,281	5,182,846	5,247,588	(148,693)
Federal Property Assistance	2,220,730	4,894,796	4,894,796	4,818,091	4,860,327	(34,469)
Office of Telecommunications Management	45,744,777	52,734,735	52,734,735	52,191,667	47,553,734	(5,181,001)
Prison Enterprises	29,347,140	35,093,707	35,093,707	34,092,262	33,648,236	(1,445,471)
Office of Aircraft Services	1,897,254	2,128,492	2,128,492	2,137,563	2,153,882	25,390
Clean Water State Revolving Fund	45,824,332	45,000,000	45,000,000	45,000,000	85,000,000	40,000,000
Safe Drinking Water Revolving Loan Fund	26,596,565	34,000,000	34,000,000	34,000,000	34,000,000	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 1,731,877,719</b>	<b>\$ 1,689,049,641</b>	<b>\$ 1,689,165,589</b>	<b>\$ 1,686,322,957</b>	<b>\$ 1,708,940,886</b>	<b>\$ 19,775,297</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	708	514	514	514	409	(105)
Unclassified	3	2	2	2	2	0
<b>Total FTEs</b>	<b>711</b>	<b>516</b>	<b>516</b>	<b>516</b>	<b>411</b>	<b>(105)</b>



## 21-790 — Donald J. Thibodaux Training Academy

### Agency Description

Donald J. Thibodaux Training Academy is an ancillary agency in the Department of Public Safety and Corrections, Public Safety Services, Office of the State Police.

The Donald J. Thibodaux Training Academy will provide basic and continuing training to State Police personnel, other law enforcement agencies as well as various commercial entities. Louisiana State Police has the only state law enforcement training facilities in Louisiana. It is dedicated to producing law enforcement officers that will be highly educated and skilled with the competency necessary to perform their duties in a manner consistent with the Agency Philosophy.

The Donald J. Thibodaux Training Academy was instituted to provide a training school for Public Safety and other employees of the state. The training of sworn law enforcement personnel is integral to the success of a professional law enforcement officer. The Donald J. Thibodaux Training academy has only one program, Administrative. Therefore the mission and goals of the Donald J. Thibodaux Training academy are the same as those listed for the Administrative Program in the program description that follows.

### Donald J. Thibodaux Training Academy Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	2,216,205	2,793,297	2,793,297	2,675,849	2,639,545	(153,752)
Fees and Self-generated Revenues	4,730,794	5,234,934	5,234,934	4,988,370	5,089,782	(145,152)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 6,946,999</b>	<b>\$ 8,028,231</b>	<b>\$ 8,028,231</b>	<b>\$ 7,664,219</b>	<b>\$ 7,729,327</b>	<b>\$ (298,904)</b>
<b>Expenditures &amp; Request:</b>						
Administrative	\$ 6,946,999	\$ 8,028,231	\$ 8,028,231	\$ 7,664,219	\$ 7,729,327	\$ (298,904)
<b>Total Expenditures &amp; Request</b>	<b>\$ 6,946,999</b>	<b>\$ 8,028,231</b>	<b>\$ 8,028,231</b>	<b>\$ 7,664,219</b>	<b>\$ 7,729,327</b>	<b>\$ (298,904)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	39	39	39	39	39	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>0</b>



## 790\_1000 — Administrative

Program Authorization: Act 10 of 1998, La R.S. 40:1375 and 42:1264

### Program Description

The Donald J. Thibodeaux Training Academy will employ a contemporary/best-practice philosophy designed to promote skill enhancement and frequent dissemination of subject-related information consistent with the identified needs of the Academy's clientele, and will deliver goods and services to a variety of programs and customers while being self-supporting.

The goals of the Administrative Program are:

- I. Conduct annual training to ensure that each officer demonstrates the physical and professional competency necessary to perform his/her assigned duties and responsibilities
- II. Provide basic training that identifies individual skills proficiency, enforces survival and tactical competency, and enhances the cognitive capabilities of each officer to effectively perform his/her duties and responsibilities
- III. Provide a variety of nutritious and well-balanced meals to its principal clients at a reasonable cost

The Administrative Program consists of the following sections: the Donald J. Thibodeaux Training Academy, the Joint Emergency Services Training Center, and the Public Safety Services Cafeteria.

- The Donald J. Thibodeaux Training Academy (TA) provides qualified instructors, up to date training materials, classroom facilities, dorm rooms, and all other materials necessary to conduct a State Police Academy. The TA trains the Louisiana State Police Cadets in defensive tactics, handcuffing, penal code, communications, multiculturalism, ethics, critical thinking, problem solving, report writing, firearms, and defensive driving. The TA is utilized by local, state and federal agencies, and the private sector, for professional training purposes. The TA conducts in-service training, professional development courses, instructional courses, and other specialized training. It is also equipped for physical training with a gym, pool, and track. The East Baton Rouge Emergency Medical Services (EMS) and the Capital Area Regional Training Academy (CARTA), a law enforcement agency operated by the East Baton Rouge Sheriff's Office, are based at the TA.
- Joint Emergency Services Training Center (JESTC) consists of 1,472 acres and is used by Louisiana State Police, as well as the U.S. Military, local and federal law enforcement agencies, and private industry, for training. JESTC is a state of the art facility with classrooms, conference rooms, overnight lodging, firearms ranges, a driving track, bomb/explosive ranges, accident investigation and reconstruction, and hazardous material training. The driving track simulates open highway as well as a city grid with working traffic lights to train in emergency vehicle operations, officer survival, and defensive driving.



- The Public Safety Services Cafeteria consists of 2 entities: the Barracks Cafeteria, and the Public Safety Cafeteria. The Barracks Cafeteria operates 7 days a week, serving 3 meals per day for the housed inmates, Department of Public Safety Police Officers, and individuals training at Joint Emergency Services Training Center. Public Safety Services Cafeteria serves cadets, state employees, inmates working on the Louisiana State Police compound, individuals training at the State Police Training Academy, and the general public by offering breakfast and lunch 5 days a week. It can also accommodate special programs during or after food service hours.

## Administrative Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	2,216,205	2,793,297	2,793,297	2,675,849	2,639,545	(153,752)
Fees and Self-generated Revenues	4,730,794	5,234,934	5,234,934	4,988,370	5,089,782	(145,152)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 6,946,999</b>	<b>\$ 8,028,231</b>	<b>\$ 8,028,231</b>	<b>\$ 7,664,219</b>	<b>\$ 7,729,327</b>	<b>\$ (298,904)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 3,025,784	\$ 4,060,647	\$ 3,392,647	\$ 3,416,215	\$ 3,305,989	\$ (86,658)
Total Operating Expenses	2,946,783	2,136,635	2,904,635	3,092,272	3,053,567	148,932
Total Professional Services	88,384	437,455	287,455	299,785	287,455	0
Total Other Charges	886,048	875,154	925,154	855,947	827,016	(98,138)
Total Acq & Major Repairs	0	518,340	518,340	0	255,300	(263,040)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 6,946,999</b>	<b>\$ 8,028,231</b>	<b>\$ 8,028,231</b>	<b>\$ 7,664,219</b>	<b>\$ 7,729,327</b>	<b>\$ (298,904)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	39	39	39	39	39	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>0</b>



## Source of Funding

This program is funded from Interagency Transfers and Fees and Self-generated Revenues. The Interagency Transfers are derived by charging various agencies (including State Police) for use of the academy and cafeteria services. The Fees and Self-generated Revenues are derived by charging law enforcement agencies and private sector clients for the use of the dormitory, classroom facilities, and cafeteria services.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 8,028,231	39	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	15,548	0	Louisiana State Employees' Retirement System Rate Adjustment
0	10,990	0	Louisiana State Police Retirement System Rate Adjustment
0	(3,193)	0	Group Insurance Rate Adjustment for Active Employees
0	(1,892)	0	Group Insurance Rate Adjustment for Retirees
0	(19,136)	0	Group Insurance Base Adjustment
0	769,072	0	Salary Base Adjustment
0	(858,047)	0	Attrition Adjustment
0	404,232	0	Acquisitions & Major Repairs
0	(518,340)	0	Non-Recurring Acquisitions & Major Repairs
0	(98,312)	0	Risk Management
0	113	0	UPS Fees
0	61	0	Civil Service Fees
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 7,729,327	39	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 7,729,327	39	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 7,729,327	39	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
\$187,455	To provide necessary In-Service training for commissioned officers.
\$100,000	JESTC's operating contracts (such as food service)
<b>\$287,455</b>	<b>TOTAL PROFESSIONAL SERVICES</b>



## Other Charges

Amount	Description
	<b>Other Charges:</b>
\$332,745	Donald J. Thibodaux Training Academy - In-Service Training
\$36,240	Interagency Transfer Agreement with the Department of Wildlife and Fisheries for in-service training
<b>\$368,985</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$270,596	Office of Risk Management (ORM)
\$2,113	Uniform Payroll System (UPS) Fees
\$55,000	Office of Telecommunications Management (OTM) Fees
\$3,900	Civil Service and Comprehensive Public Training Program (CPTP) Fees
\$126,422	Automotive Supplies
<b>\$458,031</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$827,016</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$200,000	JESTC Major Repairs
\$55,300	Training Academy Acquisitions
<b>\$255,300</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

- (KEY) Through the Training activity, by June 30, 2016, 95% of officers will attend in-service training to receive instruction in contemporary law enforcement topics and demonstrate proficiency in the use of firearms and defensive tactics.**

Human Resource Policies Beneficial to Women and Families Link: Public Safety Services grants flexible work schedules, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program, which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Law Act and uphold practices within those guidelines, supporting employees and families.

Children's Budget Link: Not Applicable

Other Link(s): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Number of In-Service Courses Delivered (LAPAS CODE - 5904)	25	16	20	20	20	20
FY 2011-2012 Prior Year Actual: The number of in-service sessions were reduced with more personnel attending each session.							
K	Number of Commissioned Officers attending In-Service Courses (LAPAS CODE - 24182)	1,059	1,073	1,059	1,059	1,059	1,059
K	Percentage of Commissioned Officers attending In-Service Courses (LAPAS CODE - 22424)	95%	101%	95%	95%	95%	95%
FY 2011-2012 Prior Year Actual: The department conducts in-service training by calendar year (not state fiscal year). Therefore, an officer may attend only one training in a calendar year, but possibly two in a fiscal year. This occurred in fiscal year 2012, which caused the actual performance to be 101%.							

**2. (KEY) Through the Training activity, to conduct at least one State Police cadet class annually through June 30, 2016.**

Human Resource Policies Beneficial to Women and Families Link: Public Safety Services grants flexible work schedules, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program, which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Law Act and uphold practices within those guidelines, supporting employees and families.

Children's Budget Link: Not Applicable

Other Link(s): Not Applicable



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of cadets successfully completing training (LAPAS CODE - 22425)	Not Applicable	0	0	0	90%	0
	Funding was not provided for a State Trooper Cadet class in Fiscal Years 2010-2011, 2011-2012, and 2012-2013. Continuation Budget Level for Fiscal Year 2013-2014 anticipated the department conducting one cadet class during the fiscal year.						
K	Number of State Police cadet classes conducted (LAPAS CODE - 20794)	Not Applicable	0	0	0	1	0
	Funding was not provided for a State Trooper Cadet class in Fiscal Years 2010-2011, 2011-2012, and 2012-2013. Continuation Budget Level for Fiscal Year 2013-2014 anticipated the department conducting one cadet class during the fiscal year.						
S	Number of cadets entering training (LAPAS CODE - 20795)	Not Applicable	0	0	0	50	0
	Funding was not provided for a State Trooper Cadet class in Fiscal Years 2010-2011, 2011-2012, and 2012-2013. Continuation Budget Level for Fiscal Year 2013-2014 anticipated the department conducting one cadet class during the fiscal year.						
S	Number of cadets successfully completing training (LAPAS CODE - 24183)	Not Applicable	0	0	0	45	0
	Funding was not provided for a State Trooper Cadet class in Fiscal Years 2010-2011, 2011-2012, and 2012-2013. Continuation Budget Level for Fiscal Year 2013-2014 anticipated the department conducting one cadet class during the fiscal year.						

### 3. (KEY) Through the Public Safety Services Cafeteria, to support all agencies within Public Safety services and the general public by providing affordable food service through June 30, 2016.

Children's Budget Link: Not Applicable

Human Resources Policies Beneficial to Women and Families Link: Public Safety Services grants flexible work schedules to accommodate employees with child care or other family issues. The department has an employee assistance program which provides information and guidance for employees and/or family members. In accordance with federal law, the department supports the Family and Medical Leave Law and uphold practices within those guidelines, supporting employees and families.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percent of operation costs self-funded (LAPAS CODE - 24221)	100%	100%	100%	100%	100%	100%
K	Sales to state agencies (LAPAS CODE - 6000)	\$ 653,834	\$ 421,059	\$ 680,744	\$ 680,744	\$ 670,893	\$ 670,893
	Sales to other state agencies are beyond the control of the agency.						
K	Sales to customers (LAPAS CODE - 6001)	\$ 680,744	\$ 683,950	\$ 656,834	\$ 656,834	\$ 914,178	\$ 914,178
	Sales to customers are beyond the control of the agency.						



## 21-800 — Office of Group Benefits



### Agency Description

The Mission of the Office of Group Benefits is to offer an employee benefits system that meets or exceeds industry standards and/or benchmarks.

The goals of the Office of Group Benefits are:

- To measure and improve operational efficiency and effectiveness at the Office of Group Benefits.
- To continuously increase customer satisfaction.
- To improve the health of plan members.

For additional information, see:

[Office of Group Benefits](#)

### Office of Group Benefits Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	400,490	400,490	400,490	400,490	0
Fees and Self-generated Revenues	1,343,698,170	1,271,510,629	1,271,510,629	1,270,747,124	1,264,022,714	(7,487,915)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	11,478	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 1,343,709,648</b>	<b>\$ 1,271,911,119</b>	<b>\$ 1,271,911,119</b>	<b>\$ 1,271,147,614</b>	<b>\$ 1,264,423,204</b>	<b>\$ (7,487,915)</b>
<b>Expenditures &amp; Request:</b>						

## Office of Group Benefits Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
State Group Benefits	\$ 1,343,709,648	\$ 1,271,911,119	\$ 1,271,911,119	\$ 1,271,147,614	\$ 1,264,423,204	\$ (7,487,915)
<b>Total Expenditures &amp; Request</b>	\$ 1,343,709,648	\$ 1,271,911,119	\$ 1,271,911,119	\$ 1,271,147,614	\$ 1,264,423,204	\$ (7,487,915)
<b>Authorized Full-Time Equivalents:</b>						
Classified	324	148	148	148	77	(71)
Unclassified	3	2	2	2	2	0
<b>Total FTEs</b>	327	150	150	150	79	(71)



## 800\_E000 — State Group Benefits

Program Authorization: LSA-R.S. 42:801 et. seq (Chapter 12 of Title 42 of the Louisiana Revised Statutes of 1950, Section 821, 851 and 871-879 as amended by Act 150 of the First Extraordinary Session of 1998)

### Program Description

The mission of the Office of Group Benefits is to offer an employee benefits system that meets or exceeds industry standards and/or benchmarks.

The goals of the Office of Group Benefits for the years 2011 through 2016 are as follows:

- To measure and improve operational efficiency and effectiveness at the Office of Group Benefits.
- To continuously increase customer satisfaction.
- To improve the health of the plan members.

The Office of Group Benefits consists of the following activities:

**Health Insurance** - Provides state employees, retirees and their dependants a comprehensive benefits plan through the PPO and HMO plans offered. All of these plans include a prescription drug plan and mental health and substance abuse coverage. Additionally, Consumer Driven Health Plans (CDHPs) with Health Savings Accounts (HSAs) are offered.

**Life Insurance** - Provides affordable term life insurance products for eligible employees and retirees, with the State of Louisiana participating in 50% of the cost. Life insurance is available on eligible dependents with no State participation.

**Fully Insured Products** - Provides an alternative health option for those members whose needs are not best suited by enrollment in the PPO and HMO plans. The alternatives offered are Medical Home Health Plan (Northeast LA only) and Medicare Advantage Plans. These products are fully insured by the underwriters and involve lower premium costs along with certain restrictions on access to health care.

**DHH Products** - Provides an efficient means to enroll members, compute premiums, issue invoices, collect payments, account for funds, create and maintain databases of those individuals enrolled in the LaCHIP Affordable Plan, Family Opportunity Act, and Medicaid Purchase Plan.

**Administrative Duties** - Performs the administrative duties for the health and accidental benefits, life insurance, and the flexible benefits plan offered to state employees, retirees and their dependents.



## State Group Benefits Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	400,490	400,490	400,490	400,490	0
Fees and Self-generated Revenues	1,343,698,170	1,271,510,629	1,271,510,629	1,270,747,124	1,264,022,714	(7,487,915)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	11,478	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 1,343,709,648</b>	<b>\$ 1,271,911,119</b>	<b>\$ 1,271,911,119</b>	<b>\$ 1,271,147,614</b>	<b>\$ 1,264,423,204</b>	<b>\$ (7,487,915)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 24,174,750	\$ 14,004,439	\$ 14,004,439	\$ 14,004,439	\$ 3,860,670	\$ (10,143,769)
Total Operating Expenses	5,386,630	11,130,993	11,130,993	11,130,993	2,713,447	(8,417,546)
Total Professional Services	9,163,482	15,203,443	15,203,443	15,203,443	1,440,000	(13,763,443)
Total Other Charges	1,304,670,615	1,230,375,746	1,230,375,746	1,230,369,739	1,255,974,582	25,598,836
Total Acq & Major Repairs	314,171	1,196,498	1,196,498	439,000	434,505	(761,993)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 1,343,709,648</b>	<b>\$ 1,271,911,119</b>	<b>\$ 1,271,911,119</b>	<b>\$ 1,271,147,614</b>	<b>\$ 1,264,423,204</b>	<b>\$ (7,487,915)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	324	148	148	148	77	(71)
Unclassified	3	2	2	2	2	0
<b>Total FTEs</b>	<b>327</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>79</b>	<b>(71)</b>

## Source of Funding

This program is funded with Interagency Transfers, Fees and Self-generated Revenues, and Federal Funds. The Interagency Transfers budget authority is received from the Department of Health and Hospitals for the administration of LaCHIP, Family Opportunity Act, and the Medicaid Purchase Plan. Fees and Self-generated Revenues are received from state agencies, colleges and universities, judicial and legislative branch entities, school boards and non-state agencies who participate in the Group Insurance program and premiums collected from plan members and employees, as well as earnings of program funds. Federal funds are received due to partici-



pation in the Employer Group Waiver Plan (EGWP). Participation in EGWP, offered through Center of Medicare & Medicaid Services (CMS), will allow the agency to receive reimbursements in the range of 15% to 20% of prescription drug costs for retirees enrolled in Medicare. Participation in EGWP will coincide with the move to a calendar year for benefit plans. The move to a calendar year for benefit plans will allow the agency to receive additional subsidies built into EGWP to provide catastrophic coverage to plan participants.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 1,271,911,119	150	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	439,000	0	Acquisitions & Major Repairs
0	(1,196,498)	0	Non-Recurring Acquisitions & Major Repairs
0	25,958	0	Risk Management
0	(17,230)	0	Legislative Auditor Fees
0	872	0	Rent in State-Owned Buildings
0	(1,211)	0	Maintenance in State-Owned Buildings
0	432	0	Capitol Police
0	1,028	0	UPS Fees
0	(12,936)	0	Civil Service Fees
0	21,181	0	State Treasury Fees
0	(15,856)	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			
0	(6,750,000)	0	This adjustment provides for the annualization of savings realized through the move to a third party administrator (TPA) for the Office of Group Benefits' Preferred Provider Organization (PPO) plan. The TPA contract has been awarded to Blue Cross Blue Shield of Louisiana, effective January 1, 2013. The reduction amount represents the difference between the 6 months projected savings taken for the latter half of FY13 (then projected to be \$13,250,000) and the current twelve month projected savings of \$20,000,000.
0	6,455,447	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Commissioner's Office, Office of Human Resources, office of General Counsel, Office of Information Services, and the Office of Finance and Support Services.



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	(6,438,102)	(71)	TRANSFER OUT - This adjustment transfers 71 T. O. positions from the following sections to the Division of Administration (DOA): Information Services (31), Fiscal (30), Health Insurance Portability and Accountability Act (HIPPA) (4), Legal (3), and Internal Audit (3). The functions associated with these sections will now be performed by DOA offices on behalf of OGB.
\$ 0	\$ 1,264,423,204	79	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 1,264,423,204	79	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 1,264,423,204	79	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
\$660,792	Management and Consulting - Buck Consultants, LLC - Actuarial services
\$15,000	Management and Consulting - David Giles - Provider services, reimbursement evaluation, etc.
\$100,000	Legal - Long law Firm - Legal representation
\$100,000	Legal - Phelps Dunbar, LLC - Litigation services
\$20,000	Legal - Roedel, Parsons, Koch, Blache, Balhoff & McCollister - Legal representation
\$44,208	Medical and Dental - George McKnight - Medical Director services
\$500,000	Other Professional Services - Managed Care Systems - IMPACT system technical assistance
<b>\$1,440,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

### Other Charges

Amount	Description
<b>Other Charges:</b>	
\$275,610,338	Misc Charges - Catalyst Rx - Prescription Drug Claim Payments
\$12,000,000	Misc Charges - Catalyst Rx - Administrative Fee
\$876,131,014	Misc Charges - Blue Cross Blue Shield - Medical Claim Payments
\$36,277,608	Misc Charges - Blue Cross Blue Shield - Administrative Fee (PPO, HMO, and CDHP)
\$3,500,000	Misc Charges - Blue Cross Blue Shield - Administrative Fee (Disease Management)
\$720,000	Misc Charges - People's Health - Medicare Advantage Plan
\$7,000,000	Misc Charges - Vantage - Medicare Advantage Plan (Premium Plan)
\$500,000	Misc Charges - Vantage - Medicare Advantage Plan (Zero Plan)
\$700,000	Misc Charges - Vantage - Fully Insured HMO Plan
\$240,000	Misc Charges - Extend Health - Health Reimbursement Arrangement Plan



## Other Charges (Continued)

Amount	Description
\$720,000	Misc Charges - Bancorp Bank - Health Savings Account Plan
\$200,000	Misc Charges - Datapath - Flexible Spending Account
\$20,000	Misc Charges - LaChip V - Claim payments for the LaCHIP Affordable Plan.
\$4,000	Misc Charges - Family Opportunity Act - health care for children with disabilities (Medicaid)
\$2,000	Misc Charges - Medicaid Purchase Plan
\$32,000,000	Misc Charges - Prudential Insurance - Life Insurance Premium Payments
\$181,630	Misc Charges - Information Technology Training
\$40,000	Misc Charges - Other Training
<b>\$1,245,846,590</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$207,921	Legislative Auditor Fees
\$65,047	State Civil Service Fees
\$123,180	Office of the Secretary of State - Imaging/microfilm
\$74,409	State Treasurer Fees
\$6,605	Department of Public Safety - Capitol Police Fees
\$1,665,000	LSU Pennington Biomedical Research Center - Obesity Study
\$126,000	Office of State Printing
\$20,525	Office of State Mail
\$215,388	Office of Risk Management - Insurance Premiums
\$10,844	Office of Computing Services
\$16,993	Division of Administration - Uniform Payroll System Fees
\$27,617	Division of Administration - Maintenance in State-Owned Buildings
\$48,340	Division of Administration - Rent in State-Owned Buildings
\$6,648,269	Division of Administration - Cost Allocation for Support Services
\$334,585	Division of Administration - Human Resources services
\$6,100	Rentals - LSU Alexandria, Pennington Biomedical, SLU
\$521,169	Office of Telecommunications Management - Telephone and data fees
\$10,000	Westlaw subscription
<b>\$10,127,992</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$1,255,974,582</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$244,505	Capitalized Software
\$165,000	Capitalized Hardware
\$20,000	Software
\$5,000	Hardware
<b>\$434,505</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>



## Performance Information

### 1. (KEY) Through the Health Insurance activity, maintain the efficiency and effectiveness of The Office of Group Benefits processes for the current and future years.

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: The primary mission of the Office of Group Benefits (OGB) is to offer an employee benefits system that meets or exceeds industry standards and/or benchmarks. Health insurance is the main component of a total benefit package that is offered by OGB and the State of Louisiana.

### Performance Indicators

Level	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Average turnaround time for health claim payments [in days] (LAPAS CODE - 5911)	3.00	6.00	3.00	3.00	3.00	3.00
K	Number of group health and accident claims processed annually (LAPAS CODE - 5912)	7,000,000	9,656,898	7,000,000	7,000,000	7,000,000	7,000,000
K	Dollar amount of claims processed annually [in millions] (LAPAS CODE - 5913)	\$ 500.0	\$ 1,128.0	\$ 500.0	\$ 500.0	\$ 500.0	\$ 500.0
S	Number of HMO plan members (fully insured) (LAPAS CODE - 5914)	2,500	6,141	2,500	2,500	2,500	2,500
S	Number of indemnity plan members (self-insured) (LAPAS CODE - 5915)	130,000	133,587	130,000	130,000	130,000	130,000



## State Group Benefits General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Baseline average turnaround time for health claim payments [in days] (LAPAS CODE - 5911)	2.4	2.2	2.1	6.0	6.1
Baseline number of group health and accident claims processed annually (LAPAS CODE - 5912)	6,899,946	6,956,778	7,126,527	9,194,543	9,656,898
Dollar amount of claims processed annually [in millions] (LAPAS CODE - 5913)	\$ 435.3	\$ 479.8	\$ 517.0	\$ 1,009.0	\$ 1,128.0
Baseline number of HMO plan members (fully insured) (LAPAS CODE - 5914)	618	837	1,080	6,171	6,141
Baseline number of indemnity plan members (self-insured) (LAPAS CODE - 5915)	128,609	135,859	139,975	134,916	133,587

### 2. (KEY) Through the Administrative Duties activity, maintain administrative costs at a level below industry standards.

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link:

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other):

Explanatory Note: It is the goal of the Administrative Unit to provide services to its members at the lower possible cost possible by meeting or exceeding industry standards and/or benchmarks. Larger firms with at least 1,000 employees had an average 7 percent in administrative costs.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Maintaining Administrative Costs at level below industry standard - PPO (LAPAS CODE - 24189)	2.9%	3.4%	2.9%	2.9%	2.9%	2.9%
	Effective January 1, 2013, the Office of Group Benefits will no longer self-administer the PPO plan, but will instead be administered by a third party administrator (TPA).						
K	Maintaining Administrative Costs at level below industry standard - Total Administrative Cost (LAPAS CODE - 24190)	4.9%	5.9%	4.9%	4.9%	4.3%	4.3%



**3. (KEY) Through the Life Insurance activity, maintain the current cost for life insurance products offered to state employees, retirees and their dependants.**

Children's Budget Link:

Human Resource Policies Beneficial to Women and Families Link:

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other):

Explanatory Note: Provide an affordable term life insurance product for eligible employees and retirees, with the State of Louisiana participating in 50% of the cost. In addition, life insurance is available on eligible dependents with no State participation.

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Maintaining Current Cost with an Aging Insured Population - Cost Per \$1,000 (Employee Life) (LAPAS CODE - 24191)	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
K	Maintaining Current Cost with an Aging Insured Population - Cost Per \$1,000 (Dependent Life) (LAPAS CODE - 24192)	\$ 0.88	\$ 0.88	\$ 0.88	\$ 0.88	\$ 0.88	\$ 0.88

**4. (KEY) Through the Fully Insured Products activity, increase enrollment in alternative health care plans by 3% - 5% annually to lower member costs as well as state contribution for healthcare coverage.**

Children's Budget Link:

Human Resource Policies Beneficial to Women and Families Link:

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other):

Explanatory Note: Provide an alternative health option for those members whose needs are not best suited by enrollment in the Preferred Provider Organization (PPO) or the Health Maintenance Organization (HMO).



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Provide OGB membership an alternative health care delivery system that stresses a relationship with a primary care physician to provide or coordinate all medical care - % of Billed Premium for Fully Insured (LAPAS CODE - 24193)	1.0%	2.9%	1.0%	1.0%	1.0%	1.0%

**5. (KEY) Through the DHH Products activity, maintain current administrative costs for the LaChip, Family Opportunity Act, and Medicaid Purchase Plan programs offered through the Department of Health and Hospitals.**

Children's Budget Link:

Human Resource Policies Beneficial to Women and Families Link:

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other):

Explanatory Note: Provide an efficient means to enroll members, compute premiums, issue invoices, collect payments, account for funds, create and maintain databases of individuals that are enrolled in the LaCHIP Affordable Plan, Family Opportunity Act, and Medicaid Purchase Plan using existing resources within OGB.



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Maintaining Current Administration Cost of DHH Products - Administrative Charge for LaChip (LAPAS CODE - 24194)	\$ 29.36	\$ 29.36	\$ 29.36	\$ 29.36	\$ 7.50	\$ 7.50
<p>Effective January 1, 2013, the Office of Group Benefits will no longer pay LaChip claims. Going forward, OGB will only collect premiums and determine eligibility for the program.</p>							
K	Maintaining Current Administration Cost of DHH Products - Administrative Fee charge to DHH for the Family Opportunity Act & Medicaid Purchase Plan (LAPAS CODE - 24195)	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50



## 21-804 — Office of Risk Management



### Agency Description

The mission of the Office of Risk Management is to develop, direct, achieve, and administer a cost-effective, comprehensive risk management program for all agencies, boards and commissions of the State of Louisiana and for any other entity for which the State has an equity interest, in order to preserve and protect the assets of the State of Louisiana.

The goals of the Office of Risk Management are:

- To provide a comprehensive loss prevention program that will minimize losses and protect the assets of the state.
- To manage all state property and liability insurance through commercial underwriters, self-insurance, or a combination of both utilizing sound management practices.

The Office of Risk Management has four programs: Administrative, Claims Losses and Related Payments, Contract Litigation and Risk Litigation. The Office of Risk Management is an ancillary agency in the Division of Administration.

For additional information, see:

[Office of Risk Management](#)

### Office of Risk Management Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	171,485,210	203,494,740	203,494,740	203,639,054	197,870,002	(5,624,738)
Fees and Self-generated Revenues	43,589,166	16,194,312	16,194,312	16,194,312	16,194,312	0
Statutory Dedications	1,223,486	2,000,000	2,000,000	2,000,000	2,000,000	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 216,297,862</b>	<b>\$ 221,689,052</b>	<b>\$ 221,689,052</b>	<b>\$ 221,833,366</b>	<b>\$ 216,064,314</b>	<b>\$ (5,624,738)</b>



## Office of Risk Management Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Expenditures &amp; Request:</b>						
Administrative	\$ 10,682,098	\$ 13,010,679	\$ 13,010,679	\$ 13,154,993	\$ 11,557,931	\$ (1,452,748)
Claims Losses and Related Payments	175,877,502	176,228,329	176,228,329	176,228,329	171,955,807	(4,272,522)
Contract Litigation	12,178,112	15,000,000	15,000,000	15,000,000	15,000,000	0
Division of Risk Litigation	17,560,150	17,450,044	17,450,044	17,450,044	17,550,576	100,532
<b>Total Expenditures &amp; Request</b>	<b>\$ 216,297,862</b>	<b>\$ 221,689,052</b>	<b>\$ 221,689,052</b>	<b>\$ 221,833,366</b>	<b>\$ 216,064,314</b>	<b>\$ (5,624,738)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	92	78	78	78	52	(26)
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>92</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>52</b>	<b>(26)</b>



## 804\_E000 — Administrative

Program Authorization: R.S. 39:1527-1544

### Program Description

The mission of the Administrative Program is to develop, direct, achieve and administer a cost-effective, comprehensive risk management program for all agencies, boards and commissions of the State of Louisiana and any for any other entity for which the state has an equity interest, in order to preserve and protect the assets of the State of Louisiana and to handle and manage all tort litigation against the state.

The goals of the Administrative Program are:

- To provide a comprehensive loss prevention program that will minimize losses and protect the assets of the state.
- To manage all state property and liability insurance through commercial underwriters, self-insurance, or a combination of both utilizing sound management practices.

The Administrative Program consists of one activity – Administrative Support. The Administration Support activity has the responsibility for the management and direction of the self-insurance program. It provides administrative support functions performed by ORM state employees such as personnel administration, claims processing/payment, accounting, underwriting, contracts administration, information technology, and loss prevention. The program activity also funds certain payments to F. A. Richard & Associates (FARA), under a five year professional services contract with the State of Louisiana effective in fiscal year 2010-2011. The contract essentially out-sources functions formerly performed by ORM employees under a phased in plan. The costs paid to FARA from this program include contract implementation costs during the multi-year phases of the contract, as well as contractual fees for loss prevention services.

### Administrative Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	10,682,098	13,010,679	13,010,679	13,154,993	11,557,931	(1,452,748)
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 10,682,098</b>	<b>\$ 13,010,679</b>	<b>\$ 13,010,679</b>	<b>\$ 13,154,993</b>	<b>\$ 11,557,931</b>	<b>\$ (1,452,748)</b>



### Administrative Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 6,678,506	\$ 7,342,527	\$ 7,342,527	\$ 7,452,902	\$ 4,539,117	\$ (2,803,410)
Total Operating Expenses	646,828	1,333,376	1,333,376	1,333,376	1,311,938	(21,438)
Total Professional Services	1,662,352	1,788,710	1,788,710	1,788,710	1,763,710	(25,000)
Total Other Charges	1,673,656	2,511,066	2,511,066	2,545,005	3,910,114	1,399,048
Total Acq & Major Repairs	20,756	35,000	35,000	35,000	33,052	(1,948)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 10,682,098</b>	<b>\$ 13,010,679</b>	<b>\$ 13,010,679</b>	<b>\$ 13,154,993</b>	<b>\$ 11,557,931</b>	<b>\$ (1,452,748)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	92	78	78	78	52	(26)
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>92</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>52</b>	<b>(26)</b>

### Source of Funding

This program is funded with Interagency Transfers and Fees and Self-generated Revenues. The revenue stream is derived from premiums billed for insurance provided by this office and from interest earnings from the self insurance fund. State and Quasi-State agencies obtain insurance from the Office of Risk Management.

### Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 13,010,679	78	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	929	0	Civil Service Training Series
0	91,560	0	Louisiana State Employees' Retirement System Rate Adjustment
0	104,412	0	Louisiana State Employees' Retirement System Base Adjustment
0	3,395	0	Teachers Retirement System of Louisiana Rate Adjustment
0	(1,274)	0	Teachers Retirement Base Adjustment
0	(6,999)	0	Group Insurance Rate Adjustment for Active Employees
0	(8,698)	0	Group Insurance Rate Adjustment for Retirees
0	(23,790)	0	Group Insurance Base Adjustment
0	55,680	0	Group Insurance Base Adjustment for Retirees
0	(164,429)	0	Salary Base Adjustment
0	35,000	0	Acquisitions & Major Repairs



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	(35,000)	0	Non-Recurring Acquisitions & Major Repairs
0	26,562	0	Risk Management
0	(7,115)	0	Legislative Auditor Fees
0	(12,788)	0	Rent in State-Owned Buildings
0	(2,090)	0	Maintenance in State-Owned Buildings
0	349	0	Capitol Park Security
0	(585)	0	UPS Fees
0	(69)	0	Civil Service Fees
0	(567)	0	State Treasury Fees
0	29,606	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			
0	(607,507)	(9)	This adjustment represents the elimination of nine (9) positions and associated funding resulting from the continued implementation of the outsourcing contract. These positions terminated September 2012.
0	(763,407)	0	This adjustment represents reductions to Salaries and Related Benefits associated with positions that will be eliminated in November 2013 due to the continued implementation of the outsourcing contract.
0	(25,000)	0	This adjustment eliminates funding for a Professional Services contract for property insurance consulting that is no longer needed.
0	1,397,372	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Commissioner's Office, Office of Human Resources, Office of Information Services, and the Office of Finance and Support Services.
0	(1,433,883)	(17)	TRANSFER OUT - This adjustment transfers 17 T. O. positions from the following sections to the Division of Administration (DOA): Fiscal (9), Contracts (4), and Information Technology (4). The functions associated with these sections will now be performed by DOA offices on behalf of ORM.
0	(104,412)	0	Retirement Funding from Other Line Items
\$ 0	\$ 11,557,931	52	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 11,557,931	52	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 11,557,931	52	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
\$120,000	Accounting and Auditing - Tillinghast, Nelson & Warren - Reserve analysis and forecasting
\$20,000	Accounting and Auditing - Consultant - MIP accounting system upgrade
\$54,750	Management Consulting - Supervisor Management training



## Professional Services (Continued)

Amount	Description
\$50,000	Management Consultant - Debbie Rogers - IT consultant
\$6,000	Other Professional Services - JP Morgan Chase - Banking services not covered by Treasurer's Office
\$1,472,500	Other Professional Services - F.A. Richard and Associates - Implementation costs, annual service fees
\$40,460	Other Professional Services - Imaging System - Filenet replacement
<b>\$1,763,710</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## Other Charges

Amount	Description
	<b>Other Charges:</b>
\$400,000	Other Charges Interagency - Road Hazard and Safety Funds - provided to state agencies to use to reduce and/or eliminate hazards that could lead to costly future claims to the state.
<b>\$400,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$201,504	Office of Risk Management - Insurance Premiums
\$45,106	Department of Public Safety - Capitol Park Security Fees
\$179,330	Legislative Auditor Fees
\$8,632	Department of the Treasury - Central Banking Services Fees
\$20,807	State Civil Service Fees
\$40,943	Division of Administration - Human Resources Fees
\$1,611,399	Division of Administration - Cost Allocation for Support Services
\$3,908	Division of Administration - Office of State Uniform Payroll Fees
\$183,936	Division of Administration - Office of Computing Services Fees
\$49,240	Division of Administration - Legal fees
\$500	Division of Administration - Lab fees
\$4,921	Division of Administration - Maintenance in State-Owned Buildings Fees
\$518,044	Division of Administration - Office of Facilities Corporation Rent Fees
\$135,000	Louisiana State Police - Training
\$11,000	Office of State Printing & Forms Management
\$71,485	Office of State Mail
\$424,359	Office of Telecommunications Management fees
<b>\$3,510,114</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$3,910,114</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$8,052	Hardware - Six (6) Replacement Laptop Computers
\$20,000	Capitalized Automotive - One (1) Replacement Vehicle
\$5,000	Non-routine repairs to state vehicles not covered
<b>\$33,052</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>



### Performance Information

**1. (KEY) Through the Administrative Duties activity, conduct comprehensive safety audits or re-certifications on 100% of state agencies participating in the Loss Prevention Program each fiscal year.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links: Not applicable

Explanatory Note: By conducting safety audits and certifications that verify state agencies are following safety guidelines, losses will be reduced.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of agencies audited and/or certified (LAPAS CODE - 11786)	100%	100%	100%	100%	100%	100%

### Administrative General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of agencies audited (LAPAS CODE - 11788)	252	253	295	663	649
Safety Audits were suspended in FY 2005-2006 due to Hurricanes Katrina and Rita.					
Number of agencies passing audit (LAPAS CODE - 11789)	251	250	292	646	645
Safety Audits were suspended in FY 2005-2006 due to Hurricanes Katrina and Rita.					

**2. (KEY) Through the Administrative Duties activity, maintain the underwriting review process for insurance requirements for all contracts, such as professional services, joint ventures, leases, construction, etc., submitted for all state agencies by reviewing 90% of contracts received within four (4) working days.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links: Not applicable



Explanatory Note: State agencies submit contracts to ORM for review. ORM must read and interpret insurance requirements contained in the contract, determine whether ORM can provide coverage as stated, advise the agency if insurance requirements are acceptable or make recommendations for changes, and once insurance terms are acceptable, issue a certificate of insurance as needed. "Processing" means that all of these steps have been completed.

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of contracts reviewed within four (4) working days (LAPAS CODE - 14690)	90%	94%	90%	90%	90%	90%

**Administrative General Performance Information**

Performance Indicator Name	Performance Indicator Values					
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	
Number of contracts received (LAPAS CODE - 21354)	147	112	157	189	162	
Number of contracts processed within 4 days (LAPAS CODE - 21355)	140	110	152	182	153	
Percentage of contracts processed within 4 days (LAPAS CODE - 14690)	95%	98%	96%	96%	94%	

**3. (KEY) Through the Administrative Duties activity, maintain the insurance certification process for all state agencies by issuing 95% of requested insurance certificates within three (3) working days.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links: Not applicable

Explanatory Note: State agencies submit requests for insurance certificates to the Office of Risk Management. The process includes reviewing the proof of insurance request and/or contract language, gathering more information from the agency as needed, preparing the certificate with the proper coverages and special wording, and providing to the agency.



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percent of certificates issued within 3 working days (LAPAS CODE - 14691)	95%	96%	95%	95%	95%	95%

## Administrative General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of certificates issued (LAPAS CODE - 21358)	1,141	1,139	1,187	1,108	1,038
Number of certificates issued within 3 working days (LAPAS CODE - 21359)	1,067	1,051	1,083	1,091	998



## 804\_E100 — Claims Losses and Related Payments

Program Authorization: R.S. 39:1527-1544

### Program Description

The mission of the Claims Losses and Related Payments Program is to fund the claims and loss related liabilities and expenses of the self insurance program of the state as administered by the Office of Risk Management.

The goal of the Claims & Related Program is:

To manage all state property and liability insurance through commercial underwriters, self-insurance, or a combination of both utilizing sound management practices.

The Claims Losses & Related Payments Program consists of one activity – The Payment of Claims and Associated Costs. This activity funds all claims and claims expenses other than contract attorney costs and Division of Risk Litigation attorney costs. The program activity also funds certain payments to F.A. Richard & Associates (FARA), under a five year professional services contract with the State of Louisiana effective in fiscal year 2010-2011. The contract essentially out-sources functions formerly performed by ORM employees under a phased in plan. The contractual costs paid to FARA from this program include fees for claims management, claims adjusting, processing and administrative services, ancillary services and emergency adjusting services when necessary.

### Claims Losses and Related Payments Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	141,104,602	168,317,970	168,317,970	168,317,970	164,045,448	(4,272,522)
Fees and Self-generated Revenues	33,549,414	5,910,359	5,910,359	5,910,359	5,910,359	0
Statutory Dedications	1,223,486	2,000,000	2,000,000	2,000,000	2,000,000	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 175,877,502</b>	<b>\$ 176,228,329</b>	<b>\$ 176,228,329</b>	<b>\$ 176,228,329</b>	<b>\$ 171,955,807</b>	<b>\$ (4,272,522)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Expenses	0	0	0	0	0	0
Total Professional Services	8,334,548	8,933,483	12,477,866	12,477,866	12,477,866	0



## Claims Losses and Related Payments Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Total Other Charges	167,542,954	167,294,846	163,750,463	163,750,463	159,477,941	(4,272,522)
Total Acq & Major Repairs	0	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 175,877,502</b>	<b>\$ 176,228,329</b>	<b>\$ 176,228,329</b>	<b>\$ 176,228,329</b>	<b>\$ 171,955,807</b>	<b>\$ (4,272,522)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Source of Funding

This program is funded from Interagency Transfers and Fees & Self-generated Revenues that are derived from premiums billed for insurance provided by this office and from interest earnings from the self insurance fund. Also, the agency is funded with Statutory Dedications derived from the Future Medical Care Fund. State and Quasi-State agencies obtain insurance from the Office of Risk Management, per R.S. 39:36B.(8). See table below for a listing of expenditures out of each Statutory Dedicated fund.

## Claims Losses and Related Payments Statutory Dedications

Fund	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Future Medical Care Fund	\$ 1,223,486	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 0

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 176,228,329	0	Existing Oper Budget as of 12/01/12

Statewide Major Financial Changes:

Non-Statewide Major Financial Changes:



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ (4,272,522)	0	This adjustment reduces Other Charges expenditures due to an anticipated decrease in cost for excess commercial insurance premiums.
\$ 0	\$ 171,955,807	0	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 171,955,807	0	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 171,955,807	0	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
\$1,100,000	Other Professional Services - Elevator Tech - Elevator inspection/repair
\$280,000	Other Professional Services - Claims investigation services
\$11,097,866	Other Professional Services - F.A. Richard and Associates - Annual service fees, ancillary fees
<b>\$12,477,866</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

### Other Charges

Amount	Description
	<b>Other Charges:</b>
\$1,500,000	Contract Adjustor Expenses
\$2,510,000	Contract Expert Witness Expenses
\$93,031,617	Misc Charges - Claims payments
\$750,000	Misc Charges - Contract adjustors
\$2,763,650	Misc Charges - Outsourcing Contract Ancillary Fees
\$2,950,000	Misc Charges - Firefighter and Police Survivor Benefit payments
\$52,869,674	Misc Charges - Commercial insurance to protect state against excessive losses in the event of a catastrophe
\$2,000,000	Misc Charges - Future Medical payments
\$953,000	Recoveries - Second Injury and Subrogation Claims Recoveries
<b>\$159,327,941</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$150,000	State Police - Accident reconstruction
<b>\$150,000</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$159,477,941</b>	<b>TOTAL OTHER CHARGES</b>



## Acquisitions and Major Repairs

Amount	Description
	This program does not have funding recommended for Acquisitions and Major Repairs for Fiscal Year 2013-2014.

## Performance Information

- (KEY) Through the Payment of Claims and Associated Costs activity's Subrogation Unit, obtain a recovery on at least 50% of the claims filed which ultimately qualify for subrogation.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission): Not applicable

Explanatory Note: Subrogation is the recovery of losses paid by ORM from a 3rd party who was responsible for the accident/occurrence. In order for a claim to be subrogable, it must have been caused by a 3rd party and the cost to pursue subrogation must not exceed the amount that could be collected through subrogation. Subrogation will be waived only on those cases where cost would exceed the benefit or the 3rd party cannot be located. Percentage of claims recovered on will be calculated as the number of claims which qualify minus the number waived to get the number feasible for collection and then the number collected on divided by the number feasible for collection.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of claims on which recoveries were made (LAPAS CODE - 14692)	50%	27%	50%	50%	50%	50%



**Claims Losses and Related Payments General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of claims possible subrogable (LAPAS CODE - 13383)	704	401	529	783	716
Number of claims subrogation was waived (LAPAS CODE - 13384)	Not Applicable	0	0	115	2
Number of claims which qualify for subrogation (LAPAS CODE - 21425)	704	401	529	624	605
Number of claims on which subrogation was collected (LAPAS CODE - 13385)	220	171	172	193	164
Average dollar amount of subrogation collected per claim (LAPAS CODE - 13386)	\$ 9,078	\$ 5,275	\$ 7,993	\$ 11,102	\$ 11,102
Dollar amount of subrogation collected (LAPAS CODE - 13387)	\$ 1,997,188	\$ 902,204	\$ 1,374,790	\$ 2,142,619	\$ 1,399,026

**2. (KEY) Through the Payment of Claims and Associated Costs activity's Claims Unit, ensure at least 75% of new claims are entered within three (3) working days of receipt.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: Insurance industry studies have shown that claims processed as soon as possible result in lower claims costs. Claims must be entered in the system as quickly as possible so that processing can begin as quickly as possible.

**Performance Indicators**

Level	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of claims entered within three (3) working days of receipt (LAPAS CODE - 13392)	75%	89%	75%	75%	75%	75%



### Claims Losses and Related Payments General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of new claims reported (LAPAS CODE - 13393)	7,568	10,073	7,230	8,374	7,493
New claims entered within three (3) working days (LAPAS CODE - 13394)	4,634	5,343	4,661	7,651	6,629

### 3. (KEY) Through the Payment of Claims and Associated Costs activity's Claims Unit, close 30% of claims reported within 90 days of receipt.

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links: Not applicable

Explanatory Note: Insurance industry studies have shown that claims processed as soon as possible result in lower claims costs. Claims must be entered in the system as quickly as possible so that processing can begin as quickly as possible.

#### Performance Indicators

Performance Indicator Name	Performance Indicator Values					
	Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K Percentage of claims processed within 90 days (LAPAS CODE - 13395)	30%	48%	30%	30%	30%	30%

### Claims Losses and Related Payments General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of claims closed (LAPAS CODE - 13396)	2,844	8,327	7,847	10,625	5,565
Number of claims closed within 90 working days of receipt (LAPAS CODE - 13397)	608	860	1,005	3,338	2,674
Percentage of claims closed within 90 days of receipt (LAPAS CODE - 13395)	21%	10%	13%	32%	48%



## 804\_E400 — Contract Litigation

Program Authorization: R.S. 39:1527-1544

### Program Description

The mission of the Contract Litigation Program is to provide funding for contract legal services used to defend the state against claims and legal actions.

The goal of this program is:

To manage all state property and liability insurance through commercial underwriters, self-insurance, or a combination of both utilizing sound management practices.

The Contract Litigation Program consists of once activity – Payment of Costs Billed by Contract Attorneys. This activity program provides funding for the payment of contracts issued for the professional legal defense of claims made against the state, including attorneys and expert witnesses.

### Contract Litigation Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	10,240,146	13,062,034	13,062,034	13,062,034	13,062,034	0
Fees and Self-generated Revenues	1,937,966	1,937,966	1,937,966	1,937,966	1,937,966	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 12,178,112</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 0</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Expenses	0	0	0	0	0	0
Total Professional Services	0	0	0	0	0	0
Total Other Charges	12,178,112	15,000,000	15,000,000	15,000,000	15,000,000	0
Total Acq & Major Repairs	0	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 12,178,112</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 0</b>



## Contract Litigation Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Source of Funding

This program is funded from Interagency Transfers derived from premiums billed for insurance provided by this office and from interest earnings from the self insurance fund. State and Quasi-State agencies obtain insurance from the Office of Risk Management.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 15,000,000	0	Existing Oper Budget as of 12/01/12
<b>Statewide Major Financial Changes:</b>			
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 15,000,000	0	Recommended FY 2013-2014
\$ 0	\$ 0	0	Less Supplementary Recommendation
\$ 0	\$ 15,000,000	0	Base Executive Budget FY 2013-2014
\$ 0	\$ 15,000,000	0	Grand Total Recommended

## Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.



### Other Charges

Amount	Description
<b>Other Charges:</b>	
\$15,000,000	Contract Attorney Expenses
<b>\$15,000,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
This program does not have funding for Interagency Transfers for Fiscal Year 2013-2014.	
<b>\$15,000,000</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2013-2014.	

### Performance Information

**1. (KEY) Through the Payment of Costs Billed by Contract Attorneys activity, issue 90% of contracts within three weeks of assignment.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: Issuance of contracts is the process involving receipt of contract request, obtaining all documentation required, producing the contract, entry of the contract in the ISIS Contract Management System and distribution of the contract for signatures.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of contracts processed within three (3) weeks (LAPAS CODE - 14693)	90%	96%	90%	90%	90%	90%



### Contract Litigation General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of contracts issued (LAPAS CODE - 21462)	923	815	734	670	588
Number of contracts issued within 3 weeks (LAPAS CODE - 21463)	853	722	710	653	562
Percentage of contracts issued within 3 weeks (LAPAS CODE - 22192)	92	89	97	97	96



## 804\_E500 — Division of Risk Litigation

Program Authorization: R.S. 39:1527-1544

### Program Description

The mission of the Risk Litigation Program is to provide funding for Department of Justice/Litigation Division services used to defend the state against claims and legal actions.

The goal of the program is:

To manage all state property and liability insurance through commercial underwriters, self-insurance, or a combination of both utilizing sound management practices.

The Division of Risk Litigation Program consists of one activity – Funding the Division of Risk Litigation. This activity reimburses the Department of Justice-Division of Risk Litigation for costs incurred in the professional legal defense of claims made against the state.

### Division of Risk Litigation Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	9,458,364	9,104,057	9,104,057	9,104,057	9,204,589	100,532
Fees and Self-generated Revenues	8,101,786	8,345,987	8,345,987	8,345,987	8,345,987	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 17,560,150</b>	<b>\$ 17,450,044</b>	<b>\$ 17,450,044</b>	<b>\$ 17,450,044</b>	<b>\$ 17,550,576</b>	<b>\$ 100,532</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Expenses	0	0	0	0	0	0
Total Professional Services	0	0	0	0	0	0
Total Other Charges	17,560,150	17,450,044	17,450,044	17,450,044	17,550,576	100,532
Total Acq & Major Repairs	0	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 17,560,150</b>	<b>\$ 17,450,044</b>	<b>\$ 17,450,044</b>	<b>\$ 17,450,044</b>	<b>\$ 17,550,576</b>	<b>\$ 100,532</b>



## Division of Risk Litigation Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Source of Funding

This program is funded from Interagency Transfers derived from premiums billed for insurance provided by this office and from interest earnings from the self insurance fund. State and Quasi-State agencies obtain insurance from the Office of Risk Management.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 17,450,044	0	<b>Existing Oper Budget as of 12/01/12</b>
			<b>Statewide Major Financial Changes:</b>
			<b>Non-Statewide Major Financial Changes:</b>
0	100,532	0	This adjustment increases funding provided to the Department of Justice Risk Litigation Program for use in defending the state against claims and legal actions, based upon projected need.
\$ 0	\$ 17,550,576	0	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 17,550,576	0	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 17,550,576	0	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
	This program does not have funding recommended for Professional Services for Fiscal Year 2013-2014.



### Other Charges

Amount	Description
<b>Other Charges:</b>	
This program does not have funding recommended for Other Charges for Fiscal Year 2013-2014.	
<b>\$0</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$17,550,576	State Attorney General Fees - Risk Litigation Services
<b>\$17,550,576</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
This program does not have funding recommended for Acquisitions and Major Repairs for Fiscal Year 2013-2014.	

### Performance Information

**1. (KEY) Through the Funding the Division of Risk Litigation activity, enter 100% of the cost allocations for the Department of Justice's Division of Risk Litigation (DRL) costs to each claim represented by the DRL within 45 days of receipt of DRL report.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: Provides funding for reimbursement of the Division of Risk Litigation in the Louisiana Department of Justice for the costs incurred for the professional legal defense of claims made against the state.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of costs entered on claims within 45 days of receipt (LAPAS CODE - 10436)	100%	100%	100%	100%	100%	100%



### Division of Risk Litigation General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Number of entries made to claims (LAPAS CODE - 21467)	16,355	15,471	35,667	28,442	28,697
Number of entries made to claims within 45 days of receipt (LAPAS CODE - 21468)	16,355	15,471	35,667	28,442	28,697
Amount paid to Division of Risk Litigation (LAPAS CODE - 21469)	\$ 16,899,026	\$ 16,667,206	\$ 17,060,903	\$ 17,066,304	\$ 17,560,150



## 21-805 — Administrative Services

### Agency Description

The mission of Administrative Services is to provide design, printing, warehousing and distribution assistance and services to the agencies in state government. Additionally, Administrative Services is to provide quality mail, messenger and bar coding services to the agencies.

The goals of Administrative Services are:

- I. To provide quality, timely service at a cost equal to or less than commercial vendors by utilizing resources within state government as well as in the private sector.
- II. To provide the most economical procurement and production of printing services in a quick and efficient manner.
- III. To provide quality, cost effective messenger, mail processing, and presorting services utilizing resources within state government as well as in the private sector.

Administrative Services has only one program: State Printing & State Mailing Operations.

For additional information, see:

[Office of State Printing](#)

[Office of State Mail Operations](#)

### Administrative Services Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	7,604,790	8,270,166	8,270,166	8,236,319	8,241,264	(28,902)
Fees and Self-generated Revenues	9,723	19,010	19,010	19,010	19,010	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 7,614,513</b>	<b>\$ 8,289,176</b>	<b>\$ 8,289,176</b>	<b>\$ 8,255,329</b>	<b>\$ 8,260,274</b>	<b>\$ (28,902)</b>
<b>Expenditures &amp; Request:</b>						
Administrative Services	\$ 7,614,513	\$ 8,289,176	\$ 8,289,176	\$ 8,255,329	\$ 8,260,274	\$ (28,902)



## Administrative Services Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 7,614,513	\$ 8,289,176	\$ 8,289,176	\$ 8,255,329	\$ 8,260,274	\$ (28,902)
<b>Authorized Full-Time Equivalents:</b>						
Classified	46	45	45	45	45	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	46	45	45	45	45	0



## 805\_E000 — Administrative Services

Program Authorization: R.S. 49:205

### Program Description

The mission of State Printing & State Mail Operations is to provide design, printing, warehousing, and distribution assistance and service to the agencies within state government. Additionally, it is to provide quality mail, messenger and bar coding services to the agencies.

The goals of the program are:

- I. To provide the most economical procurement and production of printing services in a quick and efficient manner.
- II. To provide quality, timely service at a cost equal to or less than commercial vendors by utilizing resources within state government as well as in the private sector.
- III. To provide quality, cost effective messenger mail, regular mail processing and presorting services utilizing resources within state government as well as in the private sector.

The Administrative Services Program includes the following activities:

- State Printing - Provides fast, secure, high quality printing and copying services (including design assistance, bindery and finishing services, and product delivery) to state agencies.
- State Mail - Provides messenger, mail processing, and presorting (bar-coding) services to state agencies.

### Administrative Services Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	7,604,790	8,270,166	8,270,166	8,236,319	8,241,264	(28,902)
Fees and Self-generated Revenues	9,723	19,010	19,010	19,010	19,010	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 7,614,513</b>	<b>\$ 8,289,176</b>	<b>\$ 8,289,176</b>	<b>\$ 8,255,329</b>	<b>\$ 8,260,274</b>	<b>\$ (28,902)</b>



## Administrative Services Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 2,824,094	\$ 2,696,124	\$ 2,696,124	\$ 2,758,530	\$ 2,659,098	\$ (37,026)
Total Operating Expenses	4,322,068	4,851,376	4,851,376	4,851,376	4,875,376	24,000
Total Professional Services	0	0	0	0	0	0
Total Other Charges	402,092	598,176	598,176	581,923	662,300	64,124
Total Acq & Major Repairs	66,259	143,500	143,500	63,500	63,500	(80,000)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 7,614,513</b>	<b>\$ 8,289,176</b>	<b>\$ 8,289,176</b>	<b>\$ 8,255,329</b>	<b>\$ 8,260,274</b>	<b>\$ (28,902)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	46	45	45	45	45	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>46</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>0</b>

## Source of Funding

This program is funded with Interagency Transfers and Fees and Self-generated Revenues derived from the sale of printing and/or mailing (pre-sorting and bar-coding) services to other state agencies and local governmental entities.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 8,289,176	45	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	3,898	0	Civil Service Training Series
0	35,854	0	Louisiana State Employees' Retirement System Rate Adjustment
0	929	0	Louisiana State Employees' Retirement System Base Adjustment
0	1,106	0	Teachers Retirement System of Louisiana Rate Adjustment
0	10,340	0	Teachers Retirement Base Adjustment
0	(2,913)	0	Group Insurance Rate Adjustment for Active Employees
0	(3,388)	0	Group Insurance Rate Adjustment for Retirees
0	(9,790)	0	Group Insurance Base Adjustment
0	36,975	0	Group Insurance Base Adjustment for Retirees
0	(23,281)	0	Salary Base Adjustment
0	63,500	0	Acquisitions & Major Repairs



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	(143,500)	0	Non-Recurring Acquisitions & Major Repairs
0	(14,126)	0	Risk Management
0	(2,277)	0	Capitol Park Security
0	186	0	UPS Fees
0	(2,411)	0	Civil Service Fees
0	(36)	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			
0	(536,826)	(9)	This adjustment provides for the elimination of nine (9) positions and associated funding due to lay-off of printing press personnel. Positions terminated October 2012.
0	82,788	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Office of Finance and Support Services, Office of State Purchasing, and the Office of Human Resources.
0	633,826	12	TRANSFER IN - This adjustment provides for the transfer in of 12 T.O. position and associated expenditures to the State Mail and State Printing sections of Administratives Services from the Louisiana Department of Revenue (LDR), due to the consolidation of LDR's back office functions.
0	(158,827)	(3)	This adjustment provides for the elimination of three (3) T.O. positions and associated expenditures as a result of economies of scale achieved in the centralization, consolidation and streamlining the back office functions of state agencies that will now utilize Administrative Services for their printing and mail needs.
0	(929)	0	Retirement Funding from Other Line Items
\$ 0	\$ 8,260,274	45	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 8,260,274	45	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 8,260,274	45	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.

### Other Charges

Amount	Description
	<b>Other Charges:</b>
	This program does not have funding for Other Charges for Fiscal Year 2013-2014.
<b>\$0</b>	<b>SUB-TOTAL OTHER CHARGES</b>



## Other Charges (Continued)

Amount	Description
<b>Interagency Transfers:</b>	
\$62,598	Office of Risk Management (ORM) Fees
\$219,675	Louisiana Property Assistance Agency (LPAA)
\$46,135	Louisiana Equipment Acquisition Fund (LEAF)
\$26,880	Office of Telecommunications (OTM) Fees
\$5,865	State Civil Service Fees
\$230,353	Division of Administration - Office of Finance and Support Services
\$48,615	Division of Administration - Office of Human Resources
\$3,024	Division of Administration - Office of Computing Services (OCS) Fees
\$2,441	Division of Administration - Office of State Uniform Payroll (UPS) Fees
\$16,714	Division of Administration - Office of State Purchasing Fees
<b>\$662,300</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$662,300</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$2,000	GPS Units for Vehicles
\$42,000	Baum Press and Bindery Equipment Repairs
\$6,500	Production Software
\$11,000	Replacement of 11 Computers and a Server
\$2,000	Coil Spinner Binders
<b>\$63,500</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

- (KEY) Through the State Printing activity, to complete 90% of State Printing customer orders by the requested due date through June 30, 2014.**

Children's Budget: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	The percentage of print orders completed accurately by requested due date (LAPAS CODE - 22426)	90%	100%	95%	95%	95%	95%
Format changed to show the percentage of orders completed by the customer's request date.							

**2. (KEY) Through the State Mail activity, to maintain a barcode reject rate of 9.5% in Presorted First Class Mail through June 30, 2014.**

Children's Budget: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percent Presorted First Class Mail Rejects (LAPAS CODE - 5995)	9.5%	7.0%	9.5%	9.5%	9.5%	9.5%

**Administrative Services General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Percent of presorted first class mail rejects (LAPAS CODE - 5995)	9.60%	8.40%	7.30%	7.20%	7.00%
The percentage of print orders completed accurately by requested due date (LAPAS CODE - 24501)	Not Applicable	99%	99%	100%	100%



## 21-806 — Louisiana Property Assistance

### Agency Description

The mission of Louisiana Property Assistance Agency is to provide for the accountability of the state's moveable property using sound management practices; to ensure that all state agencies comply with the State Property Control and Fleet Management Regulations; to provide a savings and return on state and federal monies through redistribution and sale of surplus property; and to track the utilization of the state's fleet of passenger vehicles.

The goals of Louisiana Property Assistance Agency are:

- I. To ensure accountability of the state's movable property according to the guidelines set forth in property control and fleet management regulations (R.S. 39 part XI, Sections 321-332 & Part XIII, Sections 361-364).
- II. To provide pickup services for surplus property that meet the needs of our customers while being timely and efficient (R.S. 39 Part XI, Sections 321-332 & Part XIII, Sections 361-364).

For additional information, see:

[Louisiana Property Assistance](#)

### Louisiana Property Assistance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	851,685	906,081	906,081	904,346	903,780	(2,301)
Fees and Self-generated Revenues	4,826,214	4,374,252	4,490,200	4,278,500	4,343,808	(146,392)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 5,677,899</b>	<b>\$ 5,280,333</b>	<b>\$ 5,396,281</b>	<b>\$ 5,182,846</b>	<b>\$ 5,247,588</b>	<b>\$ (148,693)</b>
<b>Expenditures &amp; Request:</b>						
Louisiana Property Assistance Program	\$ 5,677,899	\$ 5,280,333	\$ 5,396,281	\$ 5,182,846	\$ 5,247,588	\$ (148,693)



## Louisiana Property Assistance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 5,677,899	\$ 5,280,333	\$ 5,396,281	\$ 5,182,846	\$ 5,247,588	\$ (148,693)
<b>Authorized Full-Time Equivalents:</b>						
Classified	41	39	39	39	39	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	41	39	39	39	39	0



## 806\_E000 — Louisiana Property Assistance Program

Program Authorization: R.S. 39:321- 330

### Program Description

The mission of Louisiana Property Assistance is to provide for the accountability of the state's moveable property using sound management practices; to ensure that all state agencies comply with the State Property Control and Fleet Management Regulations; to provide a savings and return on state and federal monies through redistribution and sale of surplus property; and to track the utilization of the state's fleet of passenger vehicles.

The goals of Louisiana Property Assistance are:

- I. To ensure accountability of the state's movable property according to the guidelines set forth in property control and fleet management regulations (R.S. 39 part XI, Sections 321-332 & Part XIII, Sections 360-364).
- II. To provide pickup service for surplus property that meets the needs of customers while being timely and efficient (R.S. 39 part XI, Sections 321-332 & Part XIII, Sections 360-364).

The Louisiana Property Assistance Program includes the following activities:

- Property Certifications - Responsible for ensuring that all state agencies comply with property and fleet regulations. This is achieved, in part, by the review of inventory certification documents submitted by each agency. Approval of certification (or rejection) depends upon factors such as percentage, dollar value, or types of items that cannot be located.
- Surplus Property - Assists state agencies by providing transportation and manpower resources to remove surplus property from state agency locations across the state. Louisiana Property Assistance Agency (LPAA) attempts to reutilize surplus movable property by making it available to other state agencies, municipalities, and qualifying non-profit entities.

### Louisiana Property Assistance Program Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
<b>State General Fund by:</b>						
Total Interagency Transfers	851,685	906,081	906,081	904,346	903,780	(2,301)
Fees and Self-generated Revenues	4,826,214	4,374,252	4,490,200	4,278,500	4,343,808	(146,392)



## Louisiana Property Assistance Program Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 5,677,899</b>	<b>\$ 5,280,333</b>	<b>\$ 5,396,281</b>	<b>\$ 5,182,846</b>	<b>\$ 5,247,588</b>	<b>\$ (148,693)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 2,464,461	\$ 2,371,008	\$ 2,371,008	\$ 2,477,408	\$ 2,457,782	\$ 86,774
Total Operating Expenses	686,565	963,361	963,361	874,126	883,995	(79,366)
Total Professional Services	0	0	0	0	0	0
Total Other Charges	2,036,318	1,618,064	1,618,064	1,649,312	1,723,811	105,747
Total Acq & Major Repairs	490,555	327,900	443,848	182,000	182,000	(261,848)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 5,677,899</b>	<b>\$ 5,280,333</b>	<b>\$ 5,396,281</b>	<b>\$ 5,182,846</b>	<b>\$ 5,247,588</b>	<b>\$ (148,693)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	41	39	39	39	39	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>41</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>0</b>

## Source of Funding

This program is funded with Interagency Transfers derived from the sale of state surplus property to state agencies, political subdivisions, and charitable organizations. This program is also funded with Fees and Self-generated Revenues derived from the sale of state surplus property at public auctions.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 115,948	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 5,396,281	39	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	32,165	0	Louisiana State Employees' Retirement System Rate Adjustment
0	11,136	0	Louisiana State Employees' Retirement System Base Adjustment
0	(3,033)	0	Group Insurance Rate Adjustment for Active Employees
0	(3,188)	0	Group Insurance Rate Adjustment for Retirees



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	(730)	0	Group Insurance Base Adjustment
0	25,895	0	Group Insurance Base Adjustment for Retirees
0	24,529	0	Salary Base Adjustment
0	182,000	0	Acquisitions & Major Repairs
0	(417,135)	0	Non-Recurring Acquisitions & Major Repairs
0	(115,948)	0	Non-recurring Carryforwards
0	25,197	0	Risk Management
0	801	0	Capitol Park Security
0	(6)	0	UPS Fees
0	131	0	Civil Service Fees
0	5,256	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			
0	9,869	0	This adjustment provides for an increase in cost associated with hosting and maintenance of the agency's asset management software (ProtÈgÈ).
0	74,368	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Office of Finance and Support Services, Office of State Purchasing, and the Office of Human Resources.
\$ 0	\$ 5,247,588	39	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 5,247,588	39	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 5,247,588	39	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.

## Other Charges

Amount	Description
	<b>Other Charges:</b>
\$104,134	Miscellaneous Charges - Reimbursements to state agencies for the portion of proceeds received from the resale of surplus property purchased with certain Federal Funds, grants or revolving funds that require reimbursement upon the resale of property purchased with such funds
<b>\$104,134</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>



### Other Charges (Continued)

Amount	Description
\$7,340	State Civil Service Fees
\$32,000	Office of State Printing
\$165,530	Office of Risk Management (ORM) Fees
\$62,775	Louisiana Equipment Acquisition Fund (LEAF) payments
\$8,400	Office of State Mail Operations - Mail processing and Messenger services
\$26,560	Office of Telecommunications Management (OTM) Fees
\$39,336	Division of Administration - Office of Computing Services (OCS) Fees
\$250,991	Division of Administration - Office of Finance and Support Services
\$19,102	Division of Administration - Office of State Purchasing
\$44,495	Division of Administration - Office of Human Resources
\$2,269	Division of Administration - Office of State Uniform Payroll (UPS) Fees
\$898,885	Miscellaneous Interagency Transfers for reimbursements to state agencies for items sold by LPAA and originally purchased with Federal Funds or Self-generated Revenues.
\$61,994	Department of Public Safety - Capitol Park Security Fees
<b>\$1,619,677</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$1,723,811</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
\$85,000	Replacement of Flourescent Light Fixtures
\$75,000	New Overhead Warehouse Fans
\$7,500	Flooring Repair/Replacement
\$6,000	Replacement of Network Printers
\$5,000	Replacement of Ice Makers
\$3,500	Replacement of Air Compressor
<b>\$182,000</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

### Performance Information

**1. (KEY) Through the Property Certifications activity, to ensure that at least 95% of the state's moveable property accounts remain compliant with the Louisiana Property Assistance Agency's rules and regulations through June 30, 2016.**

Children's Budget: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of the state's moveable property accounts that are in compliance with state property control rules and regulations (LAPAS CODE - 11912)	95%	92%	95%	95%	95%	95%

## 2. (KEY) Through the Surplus Property activity, to pick up 95% of agencies' surplus property within 45 days of their request for pickup by June 30, 2016.

Children's Budget: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of surplus property picked up within 45 days (LAPAS CODE - 17013)	95%	93%	95%	95%	95%	95%



### Louisiana Property Assistance Program General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Percentage of state's moveable property accounts that are in compliance with state property control rules and regulations (LAPAS CODE - 11912)	94%	93%	96%	93%	92%
Percentage of surplused property picked up within 45 days (LAPAS CODE - 17013)	55%	67%	70%	66%	93%



## 21-807 — Federal Property Assistance

### Agency Description

The mission of Louisiana Federal Property Assistance Agency is to re-utilize the tax dollar by putting federal property that is no longer needed into the hands of Louisiana entities. This surplus property may be used by all eligible donees in public and private health facilities, cities, parish and state government, as well as qualified 501 non-profit organizations and federal Small Business Administration subcontractors.

The goal of Louisiana Federal Property Assistance Agency is:

- I. To maximize the percentage of federal property donated annually within Louisiana by assuring the efficient and equitable distribution of property allocated.

For additional information, see:

[Federal Property Assistance](#)

### Federal Property Assistance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	421,940	1,371,800	1,371,800	1,354,397	1,355,041	(16,759)
Fees and Self-generated Revenues	1,798,790	3,522,996	3,522,996	3,463,694	3,505,286	(17,710)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 2,220,730</b>	<b>\$ 4,894,796</b>	<b>\$ 4,894,796</b>	<b>\$ 4,818,091</b>	<b>\$ 4,860,327</b>	<b>\$ (34,469)</b>
<b>Expenditures &amp; Request:</b>						
Federal Property Assistance	\$ 2,220,730	\$ 4,894,796	\$ 4,894,796	\$ 4,818,091	\$ 4,860,327	\$ (34,469)
<b>Total Expenditures &amp; Request</b>	<b>\$ 2,220,730</b>	<b>\$ 4,894,796</b>	<b>\$ 4,894,796</b>	<b>\$ 4,818,091</b>	<b>\$ 4,860,327</b>	<b>\$ (34,469)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	12	11	11	11	11	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>0</b>



## 807\_E000 — Federal Property Assistance

Program Authorization: Public Law 94-519: Executive Order KBB 2007-10

### Program Description

The mission of Louisiana Federal Property Assistance Agency is to assure the fair and equitable distribution of federal property allocated to Louisiana by the General Services Administration to eligible Louisiana donees in accordance with Public Law 94-519.

The goal of the Federal Property Assistance Agency is to assure Louisiana’s use of federal surplus property and improve our operations by maximizing the percentage of property donated annually within Louisiana.

The Federal Property Assistance Program includes the following activity:

- Transfer of Federal Surplus Property to Louisiana- the Louisiana Federal Property Assistance Agency (LFPAA) re-utilizes tax dollars by securing surplus federal property and making it available to eligible donees in Louisiana, including public and private education entities, public and private health facilities, local, parish and state governments, and qualified 501(c) non-profit organizations.

### Federal Property Assistance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	421,940	1,371,800	1,371,800	1,354,397	1,355,041	(16,759)
Fees and Self-generated Revenues	1,798,790	3,522,996	3,522,996	3,463,694	3,505,286	(17,710)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 2,220,730</b>	<b>\$ 4,894,796</b>	<b>\$ 4,894,796</b>	<b>\$ 4,818,091</b>	<b>\$ 4,860,327</b>	<b>\$ (34,469)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 617,766	\$ 800,717	\$ 800,717	\$ 828,442	\$ 825,564	\$ 24,847
Total Operating Expenses	1,480,660	3,631,804	3,631,804	3,631,804	3,631,804	0
Total Professional Services	0	0	0	0	0	0
Total Other Charges	122,304	212,748	212,748	204,595	249,709	36,961
Total Acq&Major Repairs	0	249,527	249,527	153,250	153,250	(96,277)



## Federal Property Assistance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 2,220,730</b>	<b>\$ 4,894,796</b>	<b>\$ 4,894,796</b>	<b>\$ 4,818,091</b>	<b>\$ 4,860,327</b>	<b>\$ (34,469)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	12	11	11	11	11	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>0</b>

## Source of Funding

This program is funded from Interagency Transfers and Fees and Self-generated Revenues derived from commissions earned from the sale of federal surplus property to state agencies and institutions.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 4,894,796	11	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	1,578	0	Civil Service Training Series
0	10,438	0	Louisiana State Employees' Retirement System Rate Adjustment
0	1,745	0	Louisiana State Employees' Retirement System Base Adjustment
0	(1,358)	0	Group Insurance Rate Adjustment for Active Employees
0	(1,720)	0	Group Insurance Rate Adjustment for Retirees
0	8,192	0	Group Insurance Base Adjustment
0	5,972	0	Salary Base Adjustment
0	153,250	0	Acquisitions & Major Repairs
0	(249,527)	0	Non-Recurring Acquisitions & Major Repairs
0	(7,870)	0	Risk Management
0	(79)	0	UPS Fees
0	(519)	0	Civil Service Fees
0	(204)	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	45,633	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Office of Finance and Support Services, Office of State Purchasing, and the Office of Human Resources.
\$ 0	\$ 4,860,327	11	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 4,860,327	11	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 4,860,327	11	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.

## Other Charges

Amount	Description
	<b>Other Charges:</b>
	This program does not have funding for Other Charges for Fiscal Year 2013-2014.
<b>\$0</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$147,754	Division of Administration - Office of Finance and Support Services
\$9,818	Division of Administration - Office of Human Resources
\$11,939	Division of Administration - Office of State Purchasing
\$424	Division of Administration - Office of State Uniform Payroll (UPS) Fees
\$10,296	Division Of Administration - Office of Computing Services (OCS) Fees
\$1,436	State Civil Service Fees
\$17,560	Office of Risk Management (ORM) Fees
\$44,365	Office of Telecommunications Management (OTM) Fees
\$6,117	Office of State Mail - Mail processing and Messenger services
<b>\$249,709</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$249,709</b>	<b>TOTAL OTHER CHARGES</b>



## Acquisitions and Major Repairs

Amount	Description
\$74,700	Replacement of 900 Tons of Limestone Gravel
\$40,000	Exterior Painting of Two (2) Warehouses
\$27,650	Replacement of Five (5) Overhead Warehouse Doors
\$8,400	Seven (7) Replacement Computers
\$2,500	Re-Deck Step Trailer
<b>\$153,250</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

### 1. (KEY) Through the Federal Property Assistance activity, to donate 60% of the federal surplus property allocated by June 30, 2014

Children's Budget: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Federal Property is subject to the policies which the Division of Administration (DOA) has implemented. The following human resource policies which have been implemented by the DOA are beneficial to women and families: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

Explanatory Note: Better quality property has been more difficult to obtain due to Federal requirements that are eliminating physical viewing of property. Available property must be requested sight unseen.

## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of property transferred (LAPAS CODE - 10444)	60%	75%	60%	60%	60%	60%



## Federal Property Assistance General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2007-2008	Prior Year Actual FY 2008-2009	Prior Year Actual FY 2009-2010	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012
Dollar value of property received (LAPAS CODE - 21496)	\$ 9,838,984	\$ 34,331,727	\$ 6,080,418	\$ 8,006,216	\$ 6,628,334
Dollar value of property donated (LAPAS CODE - 21497)	\$ 5,561,675	\$ 32,624,023	\$ 4,225,864	\$ 3,823,166	\$ 4,988,242
Percentage of property donated (LAPAS CODE - 24220)	57%	95%	69%	48%	75%

The 12% decrease from the Performance Standard FY 2010-2011 and the Actual Yearend Performance FY 2010-2011 is attributed to a lack of available federal property. Additionally, the agency has been more selective in screening property to insure better quality and condition. While inventory has decreased, sales have increased; this is reflected in the agency financial statements. The agency will continue to target a 60% property transfer level.



## 21-808 — Office of Telecommunications Management

### Agency Description

The mission of the Office of Telecommunications Management is to establish cost-effective and competitive contracts for the procurement and provisioning of enterprise class telecommunications systems and services while acting as the sole centralized customer for the acquisition, billing and record keeping of those telecommunications systems and services. The Office of Telecommunications Management shall charge respective user agencies for the cost of the telecommunications and services provided including the cost of the operation of the office in a fair, equitable, and consistent manner, in full compliance with Federal OMB A87 and State of Louisiana statutes.

The goals of the Office of Telecommunications Management are:

To procure and provide competitive, cost effective telecommunications systems and services. Leverage the state's buying power to secure the most favorable contract terms and conditions which provide for increases and/or reductions in customer consumption without termination penalties/liabilities.

To determine the most cost effective sourcing and procurement for the state enterprise.

To provide a comprehensive package of telecommunications systems and services which meet the communications needs of the government enterprise and enables individual agencies/customers to carry out their operational plans, missions, program goals and objectives in support of the state's nine (9) priority goals.

To assist customers in the assessment of their telecommunications requirements and provide consolidated management, administration, and implementation coordination/support of enterprise services as appropriate.

For additional information, see:

[Office of Telecommunications Management](#)

### Office of Telecommunications Management Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	45,740,777	51,507,566	51,507,566	50,964,498	46,326,565	(5,181,001)
Fees and Self-generated Revenues	4,000	1,227,169	1,227,169	1,227,169	1,227,169	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0



## Office of Telecommunications Management Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	\$ 45,744,777	\$ 52,734,735	\$ 52,734,735	\$ 52,191,667	\$ 47,553,734	\$ (5,181,001)
<b>Expenditures &amp; Request:</b>						
Telecommunications Management	\$ 45,744,777	\$ 52,734,735	\$ 52,734,735	\$ 52,191,667	\$ 47,553,734	\$ (5,181,001)
<b>Total Expenditures &amp; Request</b>	\$ 45,744,777	\$ 52,734,735	\$ 52,734,735	\$ 52,191,667	\$ 47,553,734	\$ (5,181,001)
<b>Authorized Full-Time Equivalents:</b>						
Classified	79	79	79	79	71	(8)
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	79	79	79	79	71	(8)



## 808\_E000 — Telecommunications Management

Program Authorization: Act 153 of the 1982 Regular Session; Act 1997 (no. 1098) of the 1997 Regular Session; LA R.S. 39:140-143; Act 745 of the 1989 Regular Session (Amended 1752 and 1753); Act 152 of the 1982 Regular Session; Act 772 of the 2001 Regular Session; LA R.S. 39: 1751-1755; Act 876 of the 1990 Regular Session

### Program Description

The mission of the Telecommunications Management Program is to establish competitive, cost-effective contracts for the procurement and provisioning of enterprise class telecommunications systems and services while acting as the sole centralized customer for the acquisition, billing and record keeping of those telecommunications systems and services. The Office of Telecommunications Management shall charge respective user agencies for the cost of the telecommunications and services provided including the cost of the operation of the office in a fair, equitable, and consistent manner, in full compliance with Federal OMB A87 and State of Louisiana statutes.

The goals of the Telecommunications Management Program are:

- To procure and provide competitive, cost effective telecommunications systems and services. Leverage the state's buying power to secure the most favorable contract terms and conditions which provide for increases and/or reductions in customer consumption without termination penalties/liabilities.
- To determine the most cost effective sourcing and procurement for the state enterprise.
- To provide a comprehensive package of telecommunications systems and services which meet the communications needs of the government enterprise and enables individual agencies/customers to carry out their operational plans, missions, program goals and objectives in support of the state's nine (9) priority goals.
- To assist customers in the assessment of their telecommunications requirements and provide consolidated management, administration, and implementation coordination/support of enterprise services as appropriate.

The Telecommunications Management program consists of one activity - Telecommunications Services. As the central procurement and provisioning agency for all telecommunications goods and services, OTM is uniquely positioned to identify the total cost of ownership/operations and make appropriate strategic sourcing determinations. OTM directly supports the administration's goal for a transparent, accountable and effective state government through the full disclosure of consumption levels and costs of telecommunications services. Additionally, OTM works collectively with the Division of Administration-Office of Information Technology to increase customer satisfaction with DOA services by establishing satisfaction level baselines for rates, service responsiveness and reliability and by improving upon them.



## Telecommunications Management Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	45,740,777	51,507,566	51,507,566	50,964,498	46,326,565	(5,181,001)
Fees and Self-generated Revenues	4,000	1,227,169	1,227,169	1,227,169	1,227,169	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 45,744,777</b>	<b>\$ 52,734,735</b>	<b>\$ 52,734,735</b>	<b>\$ 52,191,667</b>	<b>\$ 47,553,734</b>	<b>\$ (5,181,001)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 6,562,679	\$ 6,837,911	\$ 6,857,911	\$ 6,790,889	\$ 6,173,765	\$ (684,146)
Total Operating Expenses	202,604	491,744	532,744	532,744	524,175	(8,569)
Total Professional Services	0	30,000	30,000	30,000	30,000	0
Total Other Charges	38,613,946	45,146,180	44,885,180	44,691,634	40,680,143	(4,205,037)
Total Acq & Major Repairs	365,548	228,900	428,900	146,400	145,651	(283,249)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 45,744,777</b>	<b>\$ 52,734,735</b>	<b>\$ 52,734,735</b>	<b>\$ 52,191,667</b>	<b>\$ 47,553,734</b>	<b>\$ (5,181,001)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	79	79	79	79	71	(8)
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>71</b>	<b>(8)</b>

## Source of Funding

This program is funded with Interagency Transfers and Self-generated revenues derived from various departments and agencies of state government which use telecommunications services provided by the Office of Telecommunications Management.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 52,734,735	79	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	21,264	0	Civil Service Training Series
0	80,694	0	Louisiana State Employees' Retirement System Rate Adjustment
0	56,055	0	Louisiana State Employees' Retirement System Base Adjustment
0	1,761	0	Teachers Retirement System of Louisiana Rate Adjustment
0	(3,540)	0	Teachers Retirement Base Adjustment
0	(7,133)	0	Group Insurance Rate Adjustment for Active Employees
0	(7,097)	0	Group Insurance Rate Adjustment for Retirees
0	(57,155)	0	Group Insurance Base Adjustment
0	5,290	0	Group Insurance Base Adjustment for Retirees
0	(243,631)	0	Salary Base Adjustment
0	146,400	0	Acquisitions & Major Repairs
0	(428,900)	0	Non-Recurring Acquisitions & Major Repairs
0	7,963	0	Risk Management
0	(4,626)	0	Legislative Auditor Fees
0	4,652	0	Rent in State-Owned Buildings
0	(321,250)	0	Maintenance in State-Owned Buildings
0	387	0	Capitol Park Security
0	138	0	UPS Fees
0	1,333	0	Civil Service Fees
0	119,190	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			
0	(4,559,902)	0	This adjustment provides for a reduction in Other Charges expenditures due to anticipated reductions in vendor costs as OTM's clients migrate from older technologies/lines of service to newer technologies.
0	562,182	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Commissioner's Office, Office of Finance and Support Services, Office of State Purchasing, Office of Information Services, and the Office of Human Resources.



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	(555,076)	(8)	TRANSFER OUT - This adjustment transfers eight (8) T.O. positions from the following sections to the Division of Administration (DOA): Fiscal (5) and Information Technology (3). The functions associated with these sections will now be performed by DOA offices on behalf of OTM.
\$ 0	\$ 47,553,734	71	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 47,553,734	71	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 47,553,734	71	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
\$30,000	Other Professional Services - Engineering, cost allocation, integrated accounting systems, etc.
<b>\$30,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

### Other Charges

Amount	Description
	<b>Other Charges:</b>
\$14,175,000	Misc Charges - Local Service - Standard rate service, non-standard rated service, voice processing service, automated call distribution , etc.
\$22,154,031	Misc Charges - Network Services - LINC long distance, 800 services, LA secure internet, hosted IP telephony, data dial tone, etc.
\$50,000	Misc Charges - Wireless Services - Blackberry Enterprise Server
\$1,150,000	Misc Charges - Long Distance Services
\$26,000	Misc Charges - Equipment Services - maintenance, automated directory assistance, etc.
\$645,000	Other Charges Acquisitions - Capitol Park repairs and upgrades
\$35,000	Other Charges Professional Services - ENS Security staff augmentation
\$534,290	Other Charges Interagency Transfers
<b>\$38,769,321</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$58,941	Department of Public Safety - Capitol Park Security Fees
\$16,011	Legislative Auditor Fees
\$65,676	Risk Management Premiums
\$22,130	State Civil Service Fees
\$825,185	Division of Administration - Cost Allocation for Support Services
\$4,220	Division of Administration - Uniform Payroll System (UPS) Fees



## Other Charges (Continued)

Amount	Description
\$200,806	Division of Administration - Rent in State Owned Buildings
\$616,941	Division of Administration - LEAF/MIPA financing
\$14,385	Office of State Mail Operations & Messenger Service
\$85,527	Office of Telecommunications Management (OTM) Fees
\$1,000	Secretary of State - Archives
<b>\$1,910,822</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$40,680,143</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$400	Automobile Acquisitions - Accessories
\$100,000	Capitalized Software - IT telecommunications expense management system annual license fee
\$25,000	Capitalized Hardware - Stonehouse Equipment Servers
\$6,751	Hardware - Five (5) Replacement Laptop Computers
\$3,000	Software - Data processing software
\$8,500	Hardware - Five (5) Replacement Desktop Computers and Monitors, and Two (2) Replacement Network Printers
\$2,000	Office furniture and equipment
<b>\$145,651</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

- 1. (KEY) Through the Telecommunications Services activity, provide outbound intrastate long distance services to state agencies at rates which are equal to or less than 45% of generally available AT&T commercial offerings.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links: Not Applicable

## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	OTM Rate as a percent of generally available commercial long distance rate (efficiency) (LAPAS CODE - 21086)	45%	29%	36%	36%	36%	36%



**2. (KEY) Through the Telecommunications Services activity, provide Basic Class standard dial tone service to state agencies at rates equal to or less than 62% of the generally available commercial Centrex offering.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links: Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard	Actual Yearend Performance	Performance Standard as Initially Appropriated	Existing Performance Standard	Performance At Continuation Budget Level	Performance At Executive Budget Level
		FY 2011-2012	FY 2011-2012	FY 2012-2013	FY 2012-2013	FY 2013-2014	FY 2013-2014
K	OTM Rate as a percent of the generally available commercial Centrex rate (LAPAS CODE - 21207)	65%	59%	63%	63%	63%	63%

**3. (KEY) Through the Telecommunications Services activity, process 90% of standard dial tone line of service - Basic Class service orders at a service level interval of three (3) days or less.**

Children's Budget Link:

Human Resource Policies Beneficial to Women and Families Link:

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other):

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard	Actual Yearend Performance	Performance Standard as Initially Appropriated	Existing Performance Standard	Performance At Continuation Budget Level	Performance At Executive Budget Level
		FY 2011-2012	FY 2011-2012	FY 2012-2013	FY 2012-2013	FY 2013-2014	FY 2013-2014
K	Percentage of OTM Service Orders processed within three (3) days or less (LAPAS CODE - 21210)	90%	97%	93%	93%	93%	93%
S	OTM Service Orders processing objective - in Days (LAPAS CODE - 21211)	3	3	3	3	3	3



## 21-811 — Prison Enterprises



### Agency Description

The mission of the Prison Enterprises is to lower the costs of incarceration by providing productive job opportunities to offenders that instill occupational and skills training while producing quality products and services for sale to state and local governments, non-profit organizations, political subdivisions, and others. Operation of Prison Enterprises programs serves to further the Corrections Services reentry initiative by enabling offenders to increase the potential for successful rehabilitation and reintegration into society.

The goals of Prison Enterprises are:

- I. To operate in a professional, customer focused work environment in order to provide quality products and services at competitive prices ensuring customer satisfaction and increased sales.
- II. To increase involvement in the Department's reentry efforts through the continued use of occupational job titles for the offender workforce and through the expansion of offender work programs and Private Sector/Prison Industry Enhancement (PS/PIE) programs.
- III. To research, evaluate, expand and/or curtail existing industrial, agricultural, and service programs and product lines based upon financial data, marketing trends, customer requests, and overall operational values.

This agency has one program: Prison Enterprises.

For additional information, see:

[Prison Enterprises](#)

[Louisiana Legislative Fiscal Office - 2010 Report - Adult Correctional Systems](#)

## Prison Enterprises Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	22,509,256	24,229,858	24,229,858	23,539,365	23,231,992	(997,866)
Fees and Self-generated Revenues	6,837,884	10,863,849	10,863,849	10,552,897	10,416,244	(447,605)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 29,347,140</b>	<b>\$ 35,093,707</b>	<b>\$ 35,093,707</b>	<b>\$ 34,092,262</b>	<b>\$ 33,648,236</b>	<b>\$ (1,445,471)</b>
<b>Expenditures &amp; Request:</b>						
Prison Enterprises	\$ 29,347,140	\$ 35,093,707	\$ 35,093,707	\$ 34,092,262	\$ 33,648,236	\$ (1,445,471)
<b>Total Expenditures &amp; Request</b>	<b>\$ 29,347,140</b>	<b>\$ 35,093,707</b>	<b>\$ 35,093,707</b>	<b>\$ 34,092,262</b>	<b>\$ 33,648,236</b>	<b>\$ (1,445,471)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	72	72	72	72	72	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>0</b>



## 811\_E000 — Prison Enterprises

Program Authorization: R.S. 15:1151-1161

### Program Description

Prison Enterprises has two components: Industry Operations and Agriculture Operations.

- **Industry Operations** - The mission of Industry Operations is to utilize offender labor in the production of low-cost goods and services, which reduce the overall cost of incarceration and save funds for other state agencies, parishes, and local government entities.
  - Prison Enterprises operates fourteen different industries located within seven different adult correctional institutions across the state. The major goal of these operations is to provide quality, low-cost products to the department, thus reducing the cost of incarceration. Offenders, who are normally a financial burden on taxpayers, work to produce a variety of products and services that actually save taxpayer dollars. Prison Enterprises strives to produce goods that meet or exceed the quality of similar products available on state contract, offering them for sale at lower prices.
- **Agriculture Operations** - The mission of Agriculture Operations is to utilize offender labor in the production of vegetables that are fed to the offender population, growing a wide variety of crops sold on the open market and raising livestock.
  - Prison Enterprises works with Louisiana State Penitentiary (LSP) to raise a large variety of vegetables that are fed to LSP offenders at a substantial savings over open market prices. Range herd operations at several different prisons produce cattle that are sold at public auction. While prison-based agriculture operations have not been historically profitable, they play an important role in the institutional environment: increasing offender jobs, decreasing the number of security officers necessary to supervise the offender population, and assisting in basic work ethic development among the offenders.

For additional information, see:

[Prison Enterprises](#)

### Prison Enterprises Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	22,509,256	24,229,858	24,229,858	23,539,365	23,231,992	(997,866)
Fees and Self-generated Revenues	6,837,884	10,863,849	10,863,849	10,552,897	10,416,244	(447,605)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0



### Prison Enterprises Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	\$ 29,347,140	\$ 35,093,707	\$ 35,093,707	\$ 34,092,262	\$ 33,648,236	\$ (1,445,471)
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 5,689,373	\$ 6,111,347	\$ 6,111,347	\$ 4,306,348	\$ 4,304,153	\$ (1,807,194)
Total Operating Expenses	19,043,919	22,950,273	22,950,273	23,384,539	22,950,273	0
Total Professional Services	73,523	403,017	403,017	410,594	403,017	0
Total Other Charges	3,064,224	3,636,719	3,636,719	3,615,006	3,615,018	(21,701)
Total Acq & Major Repairs	1,476,101	1,992,351	1,992,351	2,375,775	2,375,775	383,424
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	\$ 29,347,140	\$ 35,093,707	\$ 35,093,707	\$ 34,092,262	\$ 33,648,236	\$ (1,445,471)
<b>Authorized Full-Time Equivalents:</b>						
Classified	72	72	72	72	72	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	72	72	72	72	72	0

### Source of Funding

This program is funded by Interagency Transfers and Fees and Self-generated Revenue derived from sales to state agencies, municipalities, parishes, non-profit organizations, and the sale of surplus farm products on the open market.

### Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 35,093,707	72	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	97,389	0	Louisiana State Employees' Retirement System Rate Adjustment
0	(1,244,850)	0	Louisiana State Employees' Retirement System Base Adjustment
0	2,089	0	Teachers Retirement System of Louisiana Rate Adjustment
0	6,919	0	Teachers Retirement Base Adjustment
0	(7,523)	0	Group Insurance Rate Adjustment for Active Employees
0	(698,469)	0	Group Insurance Base Adjustment
0	37,251	0	Salary Base Adjustment
0	2,375,775	0	Acquisitions & Major Repairs



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	(1,992,351)	0	Non-Recurring Acquisitions & Major Repairs
0	(23,287)	0	Risk Management
0	146	0	UPS Fees
0	1,440	0	Civil Service Fees
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 33,648,236	72	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 33,648,236	72	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 33,648,236	72	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
\$59,000	Management consulting contracts to provide programming assistance for computer and accounting software; to provide forestry management consulting for timber operations; and to provide environmental reports for all Prison Enterprises locations.
\$150,000	Engineering and architectural contracts to provide technical assistance for construction and expansion of Prison Enterprises operations
\$35,000	Veterinary services for livestock
\$159,017	Other professional services to provide for consultation regarding computer-generated apparel patterns, pork production methods, development and testing of chemical formulations for cleaning products, and website maintenance.
<b>\$403,017</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## Other Charges

Amount	Description
<b>Other Charges:</b>	
\$1,181,862	Incentive wages of 20 cents per hour for adult state offenders who are employed in Prison Enterprises operations
<b>\$1,181,862</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$1,263,788	Reimbursement to Dixon Correctional Institute for for Capital Complex work crews
\$172,500	Reimbursement to Louisiana State Penitentiary for utilities
\$369,771	Office of Risk Management (ORM) Fees
\$75,969	Office of Telecommunications Management (OTM) Fees
\$503,334	Division of Administration - LEAF payments
\$30,363	Civil Service Fees
\$10,296	Division of Administration - Printing and postage services



### Other Charges (Continued)

Amount	Description
\$3,926	Uniform Payroll System (UPS) fees
\$3,209	Comprehensive Public Training Program (CPTP) Fees
<b>\$2,433,156</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$3,615,018</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
\$1,875,775	Acquisitions - Includes replacement of computers, printers, industrial sewing machines, farm equipment, and other items needed for the production of goods by Prison Enterprises. The existing items are in poor mechanical condition or broken and can no longer be repaired.
\$500,000	Major repairs - Includes roof repairs, repair and replacement of the HVAC systems, repairs to Prison Enterprises buildings and warehouses, and repairs to tractors and other farm equipment.
<b>\$2,375,775</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

### Performance Information

**1. (KEY) Decrease the percentage of customer complaints by 5% by 2016.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of customer complaints to orders delivered (LAPAS CODE - 20641)	0.98%	0.96%	0.96%	0.96%	0.94%	0.94%
K	Total volume of sales (LAPAS CODE - 20648)	\$ 24,847,852	\$ 27,871,786	\$ 25,959,018	\$ 25,959,018	\$ 27,471,598	\$ 27,471,598
K	Percentage of orders damaged (LAPAS CODE - 20643)	0.30%	0.07%	0.25%	0.25%	0.20%	0.20%



**2. (KEY) Provide 100% on-time deliveries by 2016.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of orders delivered on or before promised delivery date (LAPAS CODE - 20644)	89.8%	81.7%	89.8%	89.8%	89.8%	89.8%

**3. (KEY) Ensure that 100% of Prison Enterprises' operating units are in compliance with American Correctional Association (ACA) Performance-Based Standards for Correctional Industries every three years.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of operating units that are in compliance with ACA Performance-Based Standards for Correctional Industries (LAPAS CODE - 20653)	100%	100%	100%	100%	100%	100%

**4. (KEY) Increase the number of offenders working in Prison Enterprises programs by 5% by 2016.**

Children's Budget Link: Not Applicable



Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percent increase in offenders assigned to Prison Enterprises programs (LAPAS CODE - 24502)	1%	-4%	1%	1%	1%	1%



## 21-829 — Office of Aircraft Services

### Agency Description

The mission of the Office of Aircraft Services is to manage the overall maintenance and provide all needed and required support for safe, proper, and economic operation of the State's various aircraft.

The goal of the Office of Aircraft Services is:

- I. To supply and manage the overall maintenance and provide all needed and required support for safe, proper, and economic operation of the State's various aircraft.

### Office of Aircraft Services Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	1,840,336	2,068,724	2,068,724	2,077,795	2,094,114	25,390
Fees and Self-generated Revenues	56,918	59,768	59,768	59,768	59,768	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 1,897,254</b>	<b>\$ 2,128,492</b>	<b>\$ 2,128,492</b>	<b>\$ 2,137,563</b>	<b>\$ 2,153,882</b>	<b>\$ 25,390</b>
<b>Expenditures &amp; Request:</b>						
Flight Maintenance	\$ 1,897,254	\$ 2,128,492	\$ 2,128,492	\$ 2,137,563	\$ 2,153,882	\$ 25,390
<b>Total Expenditures &amp; Request</b>	<b>\$ 1,897,254</b>	<b>\$ 2,128,492</b>	<b>\$ 2,128,492</b>	<b>\$ 2,137,563</b>	<b>\$ 2,153,882</b>	<b>\$ 25,390</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	3	3	3	3	3	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>



## 829\_E000 — Flight Maintenance

Program Authorization: R.S. 36:501, 504

### Program Description

The mission of the Flight Maintenance Program is to manage the overall maintenance and provide all needed and required support for safe, proper, and economic operation of the State’s various aircraft.

The goal of the Flight Maintenance Program is:

- I. To have no aircraft accidents caused by equipment malfunctions stemming from inadequate or faulty maintenance.

The Flight Maintenance Program consists of one activity - Supply and Manage State's Aircraft Fleet. Through this activity, the agency performs maintenance, inspections, modifications, parts procurement and replacement avionics services, fuel services, storage, and outside services as required within the guidelines, rules and regulations of the Federal Aviation Administration, aircraft and engine manufacturers, industry standards and laws of the State of Louisiana.

### Flight Maintenance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	1,840,336	2,068,724	2,068,724	2,077,795	2,094,114	25,390
Fees and Self-generated Revenues	56,918	59,768	59,768	59,768	59,768	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 1,897,254</b>	<b>\$ 2,128,492</b>	<b>\$ 2,128,492</b>	<b>\$ 2,137,563</b>	<b>\$ 2,153,882</b>	<b>\$ 25,390</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 296,965	\$ 420,373	\$ 420,373	\$ 418,353	\$ 414,032	\$ (6,341)
Total Operating Expenses	1,507,750	1,357,057	1,357,057	1,357,057	1,357,057	0
Total Professional Services	14,630	0	0	0	0	0
Total Other Charges	77,909	92,762	92,762	103,853	124,493	31,731
Total Acq & Major Repairs	0	258,300	258,300	258,300	258,300	0



## Flight Maintenance Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 1,897,254</b>	<b>\$ 2,128,492</b>	<b>\$ 2,128,492</b>	<b>\$ 2,137,563</b>	<b>\$ 2,153,882</b>	<b>\$ 25,390</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	3	3	3	3	3	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

## Source of Funding

This program is funded with Interagency Transfers from agencies who utilize flight services and Fees and Self Generated revenue derived from federal, state, and local governments for hangar rentals, fueling and maintenance charges.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 2,128,492	3	<b>Existing Oper Budget as of 12/01/12</b>
<b>Statewide Major Financial Changes:</b>			
0	3,697	0	Louisiana State Employees' Retirement System Rate Adjustment
0	(1,048)	0	Louisiana State Employees' Retirement System Base Adjustment
0	(316)	0	Group Insurance Rate Adjustment for Active Employees
0	(206)	0	Group Insurance Rate Adjustment for Retirees
0	(2,451)	0	Group Insurance Base Adjustment
0	(6,017)	0	Salary Base Adjustment
0	258,300	0	Acquisitions & Major Repairs
0	(258,300)	0	Non-Recurring Acquisitions & Major Repairs
0	11,102	0	Risk Management
0	13	0	UPS Fees
0	93	0	Civil Service Fees
0	(24)	0	Office of Computing Services Fees
<b>Non-Statewide Major Financial Changes:</b>			



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	20,547	0	This adjustment provides for an increase in Interagency Transfer expenditures due to costs allocated to the Division of Administration for support services provided by the Office of Finance and Support Services and the Office of Human Resources.
\$ 0	\$ 2,153,882	3	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 2,153,882	3	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 2,153,882	3	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.

### Other Charges

Amount	Description
	<b>Other Charges:</b>
	This program does not have funding recommended for Other Charges for Fiscal Year 2013-2014.
	<b>Interagency Transfers:</b>
\$46,925	Office of Risk Management (ORM) Fees
\$39,594	Division of Administration - Office of Human Resources
\$96	Division of Administration - Office of Computing Services Fees
\$36,053	Division of Administration - Office of Finance and Support Services
\$1,099	State Civil Service Fees
\$250	Department of Environmental Quality - Registration Fees for Gas Tanks
\$100	Office of Telecommunications Management (OTM) Fees
\$158	Division of Administration - Office of State Uniform Payroll (UPS) Fees
\$218	Office of State Printing
<b>\$124,493</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$124,493</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
\$61,000	Rotor Balancer and Tracking Equipment



## Acquisitions and Major Repairs (Continued)

Amount	Description
\$1,700	Four (4) Shop Fans
\$12,500	Helicopter Work Stands
\$900	Replacement Band Saw
\$750	Replacement Belt Sander
\$12,750	Replacement Reflex/Constant Current Ni-CAD Battery Charger
\$17,000	Replacement Tractor
\$8,500	Lawn Mower
\$2,300	Electric Gate Repairs
\$140,900	Roof repairs on Two (2) Hangars
<b>\$258,300</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

- 1. (KEY) To supply and manage the overall maintenance and support for safety and economic operation of the states various aircraft as well as maintain scheduled flight cancellations due to non-scheduled maintenance at 10% or less.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percentage of flights canceled due to unscheduled maintenance (LAPAS CODE - 8694)	10%	0	10%	10%	10%	10%
K	Number of flights cancelled due to unscheduled maintenance. (LAPAS CODE - 17015)	0	0	0	0	0	0

- 2. (KEY) To maintain maintenance man-hour costs below the national average (as published by the Federal Aviation Administration).**

Children's Budget Link: Not applicable



Human Resource Policies Beneficial to Women and Families Link: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	National man-hour cost average (LAPAS CODE - 8696)	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
K	State man-hours cost average (LAPAS CODE - 8697)	\$ 32	\$ 31	\$ 29	\$ 29	\$ 32	\$ 32
K	Number of fixed wing aircraft maintained. (LAPAS CODE - 8698)	23	23	23	23	23	23
K	Number of helicopters maintained. (LAPAS CODE - 8699)	7	7	7	7	7	7



## 21-860 — Clean Water State Revolving Fund

### Agency Description

The mission of the Business, Community Outreach, and Incentives Divisions in conjunction with the Financial and Administrative Services Division is to uphold Title VI of the federal Clean Water Act and to protect the health and welfare of the citizens of the state by administering the Clean Water State Revolving Fund.

The agency's goal is to protect the health and welfare of the citizens of the state, as well as to enhance the environment of the state, by providing financial assistance to eligible borrowers for the construction of wastewater treatment facilities.

For additional information, see:

[Clean Water State Revolving Fund](#)

[DEQ Strategic Plan](#)

### Clean Water State Revolving Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	45,824,332	45,000,000	45,000,000	45,000,000	85,000,000	40,000,000
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 45,824,332</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 85,000,000</b>	<b>\$ 40,000,000</b>
<b>Expenditures &amp; Request:</b>						
Clean Water State Revolving Fund	\$ 45,824,332	\$ 45,000,000	\$ 45,000,000	\$ 45,000,000	\$ 85,000,000	\$ 40,000,000
<b>Total Expenditures &amp; Request</b>	<b>\$ 45,824,332</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 85,000,000</b>	<b>\$ 40,000,000</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 860\_E000 — Clean Water State Revolving Fund

Program Authorization: R.S. 30:2302

### Program Description

The program’s mission is to uphold Title VI of the federal Clean Water Act and to protect the health and welfare of the citizens of the state by administering the Clean Water State Revolving Fund.

The goal of the Community Based Support Program is to protect the health and welfare of the citizens of the state, as well as to enhance the environment of the state, by providing financial assistance to eligible borrowers for improvement and/or construction of wastewater treatment facilities. DEQ is committed to supporting the three major objectives found in Title VI of the Clean Water Act; these are:

1. Construction of publicly owned treatment works (Section 212)
2. Implementing a management program (Section 319); and
3. Developing and implementing a conservation and management plan (Section 320).

### Clean Water State Revolving Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	45,824,332	45,000,000	45,000,000	45,000,000	85,000,000	40,000,000
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 45,824,332</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 85,000,000</b>	<b>\$ 40,000,000</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Expenses	0	0	0	0	0	0
Total Professional Services	0	0	0	0	0	0
Total Other Charges	45,824,332	45,000,000	45,000,000	45,000,000	85,000,000	40,000,000
Total Acq & Major Repairs	0	0	0	0	0	0



## Clean Water State Revolving Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 45,824,332</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 45,000,000</b>	<b>\$ 85,000,000</b>	<b>\$ 40,000,000</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Source of Funding

This program is funded with Statutory Dedications from the Clean Water State Revolving Fund (CWSRF) (R.S. 30:2302). (Per R.S. 39:36B.(8), see table below for listing of expenditures out of each Statutory Dedicated fund). The CWSRF consists of federal funds and state match via general obligations bonds and general fund, which will be used to make direct loans to local governments to finance sewer system improvements to clean up water in the state.

## Clean Water State Revolving Fund Statutory Dedications

Fund	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Clean Water State Revolving Fund	\$ 45,824,332	\$ 45,000,000	\$ 45,000,000	\$ 45,000,000	\$ 85,000,000	\$ 40,000,000

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 45,000,000	0	Existing Oper Budget as of 12/01/12
<b>Statewide Major Financial Changes:</b>			
<b>Non-Statewide Major Financial Changes:</b>			



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 40,000,000	0	Increase to the Clean Water State Revolving Fund Statutory Dedication based on projected expenditure levels for the Clean Water State Revolving Fund program.
\$ 0	\$ 85,000,000	0	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 85,000,000	0	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 85,000,000	0	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.

### Other Charges

Amount	Description
	<b>Other Charges:</b>
\$85,000,000	Clean Water State Revolving Fund - to reimburse municipalities who have received loans from the department for the construction and/or repair of publicly owned treatment work facilities.
<b>\$85,000,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	This program does not have funding for Interagency Transfers for Fiscal Year 2013-2014.
<b>\$0</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$85,000,000</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2013-2014.



## Performance Information

**1. (KEY) To review 100% of the loan applications and associated documents processed within 30 days of receipt in FY 2013-2014.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links: Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
K	Percent of loan applications and associated documents processed within 30 days of receipt (LAPAS CODE - 10583)	100%	100%	100%	100%	100%	100%



## 21-861 — Safe Drinking Water Revolving Loan Fund

### Agency Description

The mission of the Drinking Water Revolving Loan Fund (DWRLF) is to assist public water systems in financing needed drinking water infrastructure improvements (e.g. treatment plant, distribution main replacement, storage facilities, new wells).

The goal of the DWRLF is to provide assistance in the form of low-interest loans and technical assistance to public water systems in Louisiana to assist them with complying with state and federal drinking water regulations ensuring that their customers are provided with safe drinking water thereby protecting the public health. The recipients of the services provided by the DWRLF Program are the consumers of water from all publicly and privately owned community water systems and nonprofit, non-community publicly owned water systems in the state of Louisiana. The DWRLF program provides subsidized low-interest loans to these water systems for construction of eligible projects, as well as assistance through the capacity development programs and technical assistance. This affects all persons who are direct customers of these water systems which ultimately improves their quality of life.

For additional information, see:

[Office of Public Health](#)

[Environmental Protection Agency](#)

### Safe Drinking Water Revolving Loan Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	26,596,565	34,000,000	34,000,000	34,000,000	34,000,000	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 26,596,565</b>	<b>\$ 34,000,000</b>	<b>\$ 34,000,000</b>	<b>\$ 34,000,000</b>	<b>\$ 34,000,000</b>	<b>\$ 0</b>
<b>Expenditures &amp; Request:</b>						
Safe Drinking Water Revolving Loan Fund	\$ 26,596,565	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 0



## Safe Drinking Water Revolving Loan Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 26,596,565	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 0
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	0	0	0	0	0	0



## 861\_E000 — Safe Drinking Water Revolving Loan Fund

Program Authorization: Program Authorization: Chapter 32 of Title 40 of the Louisiana Revised Statutes of 1950, as amended (R.S. 40:2821-2826).

### Program Description

The Safe Drinking Water Revolving Loan Fund (SDWRLF) was created to assist public water systems in financing needed drinking water infrastructure improvements (e.g., treatment plant, distribution main replacement, storage facilities, and new wells).

The goal of the DWRLF is to provide assistance in the form of low-interest loans and technical assistance to public water systems in Louisiana to assist them with complying with state and federal drinking water regulations ensuring that their customers are provided with safe drinking water thereby protecting the public health. The recipients of the services provided by the DWRLF Program are the consumers of water from all publicly and privately owned community water systems and nonprofit, non-community publicly owned water systems in the state of Louisiana. The DWRLF program provides subsidized low-interest loans to these water systems for construction of eligible projects, as well as assistance through the capacity development programs and technical assistance. This affects all persons who are direct customers of these water systems which ultimately improves their quality of life.

### Safe Drinking Water Revolving Loan Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	26,596,565	34,000,000	34,000,000	34,000,000	34,000,000	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 26,596,565</b>	<b>\$ 34,000,000</b>	<b>\$ 34,000,000</b>	<b>\$ 34,000,000</b>	<b>\$ 34,000,000</b>	<b>\$ 0</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Expenses	0	0	0	0	0	0
Total Professional Services	0	0	0	0	0	0
Total Other Charges	26,596,565	34,000,000	34,000,000	34,000,000	34,000,000	0
Total Acq & Major Repairs	0	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0



## Safe Drinking Water Revolving Loan Fund Budget Summary

	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 26,596,565	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 0
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	0	0	0	0	0	0

## Source of Funding

This program is funded with Statutory Dedications from the Safe Drinking Water Revolving Loan Fund (SWDRLF) (R.S. 40:2821-2826). (Per R.S. 39:36B.(8), see table below for listing of expenditures out of each Statutory Dedicated fund). The SDWRLF consists of federal funds and state match via general funds, which will be used to make direct loans to community water systems and non-profit non-community water systems, which are included in the state project list, to finance improvements to the water systems.

## Safe Drinking Water Revolving Loan Fund Statutory Dedications

Fund	Prior Year Actuals FY 2011-2012	Enacted FY 2012-2013	Existing Oper Budget as of 12/01/12	Continuation FY 2013-2014	Recommended FY 2013-2014	Total Recommended Over/(Under) EOB
Safe Drinking Water Revolving Loan Fund	\$ 26,596,565	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 34,000,000	\$ 0

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 34,000,000	0	Existing Oper Budget as of 12/01/12
<b>Statewide Major Financial Changes:</b>			



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 34,000,000	0	<b>Recommended FY 2013-2014</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 34,000,000	0	<b>Base Executive Budget FY 2013-2014</b>
\$ 0	\$ 34,000,000	0	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2013-2014.

### Other Charges

Amount	Description
	<b>Other Charges:</b>
\$34,000,000	Safe Drinking Water Revolving Loan Fund to make low interest loans to local political subdivisions for the construction of water system improvements to meet or maintain the EPA and State standards.
<b>\$34,000,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
	This program does not have funding for Interagency Transfers for Fiscal Year 2013-2014.
<b>\$34,000,000</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$34,000,000</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2013-2014.



## Performance Information

- (KEY) Through the Safe Drinking Water Revolving Loan Fund activity, to review 100% of the loan applications and associated documents within 60 days of receipt each year through June 30, 2016.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

Explanatory Notes: Safe Drinking Water Revolving Loan Fund is an ancillary fund in the Department of Health and Hospitals, Office of Public Health. The Drinking Water Revolving Loan Fund, (DWRLF) was created to assist public water systems in financing needed drinking water infrastructure improvements (e.g., treatment plant, distribution main replacement, storage facilities, and new wells). The recipients of the services provided by the DWRLF Program are the consumers of water from those publicly and privately owned community water systems and nonprofit, non-community publicly owned water systems in the state of Louisiana. The DWRLF consists of federal funds and state match via interest on loans outstanding from the fund.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2011-2012	Actual Yearend Performance FY 2011-2012	Performance Standard as Initially Appropriated FY 2012-2013	Existing Performance Standard FY 2012-2013	Performance At Continuation Budget Level FY 2013-2014	Performance At Executive Budget Level FY 2013-2014
		K Percentage of loan applications and associated documents processed within 60 days of receipt (LAPAS CODE - 17023)	100%	100%	100%	100%	100%



