

# Agency Certification and Transmittal Sheet

Code:

**A15**

Name:

**South Carolina Legislative**

(A) The Legislative Council's mission is threefold: First, it provides research, reference, and bill drafting services to the General Assembly. Second, it codifies the statutory laws of this State into various publications mandated by state law. Third, it establishes and implements all procedures for carryout out the provisions of the Administrative Procedures Act relating to the General Assembly review of regulations and the publication of the *State Register*. (B) The mission statement of the Legislative Council is as follows: "To provide high quality bill drafting and legal services to the General Assembly and others on a timely basis in compliance with the highest ethical standards and to accurately publish enactments of the General Assembly in codified form for use by government, the courts, and general public."

To the Office of State Budget

This, and accompanying statements, schedules, and explanatory sheets consisting of 19 pages constitute the operating budget estimates of this agency for all proposed expenditures for the 2012-2013 fiscal year.

All statements and explanations contained in the estimates submitted herewith are true and correct to the best of my knowledge.

Signed:

Stephen T. Draffin  
(Agency Head)

Date:

27-Sep-11

## FISCAL YEAR 2012-13 BUDGET PLAN

### I. EXECUTIVE SUMMARY

A. **Agency Section/Code/Name:**

Codification of Laws and Legislative Council/A15/Section 70C

B. **Summary Description of Strategic or Long-Term Goals:**

The long-term goals of the Legislative Council are:

- (1) to provide timely and quality research and bill drafting services to the members of the General Assembly and its standing committees;
- (2) to timely compile and cause to have published and distributed the public statutes of the State of South Carolina including the South Carolina Code of Laws, annual cumulative supplements to the Code, revised volumes of the Code, annual advance sheets of statutes, and the annual Acts and Joint Resolutions of the General Assembly; and
- (3) to timely and accurately receive, print, and distribute the regulations of state agencies required to be submitted to the General Assembly for its review under the Administrative Procedures Act and incorporate them in the State Register and the Code of State Regulations after they are adopted or take effect.

C. **2011-2012 Agency Recurring Base Appropriation:**

State	\$2,929,469
Federal	\$0
Other	300,000

D. **Number of Budget Categories:**

Three

E. **Agency-wide Vacant FTEs**

Vacant FTEs as of July 31, 2011: 16  
% Vacant 35%

F. **Efficiency Measures:**

This agency has completed a number of efficiency measures in the areas we work including the following:

- (1) We redesigned our bill drafting procedures to allocate more responsibility to support staff including resolution clerks, thereby saving attorney time.
- (2) We worked with other legislative agencies to consolidate certain functions we do jointly with them.
- (3) We wrote each recipient of 1976 Code supplements, pursuant to authorization of the General Assembly, to inform them that they would now be required to reimburse us for our cost of securing these code supplements. This has substantially reduced our cost of the annual cumulative supplement and has eliminated the distribution of unnecessary supplement sets.
- (4) The completion of the project began eight years ago when two volumes a year of the South Carolina Code of Laws, 1976, were replaced with new volumes thereby reducing the lengthy cumulative supplements of those volumes resulting in a reduction in the annual code supplement cost.
- (5) In order to save money, the hard copy printed format of the South Carolina State Register was no longer made available to members of the General Assembly, officers, and employees of the State or state agencies, clerks of court, and county libraries. Instead, it became available electronically. This happened as a result of communications with Register subscribers. This has resulted in a significant cost reduction of paper, printing, and postage to the State.
- (6) We renegotiated our contracts for printing and copy machines, and secured another product which was much less expensive on a per copy basis than the standard Xerox copiers on state contract. Given the volume of copying we do for the General Assembly, our copying costs were reduced significantly.

G. **Number of Provisos:**

Three

IIA. OPERATING BUDGET PROGRAMS

Agency Section/Code/Name:

SUMMARY OF OPERATING BUDGET PROGRAMS FOR FY 2012-13

OPERATING BUDGET PROGRAMS			FUNDING				FTEs				
Title	Activity Name	Activity No.	Non-Recurring State	Recurring State	Federal	Other	Total	State	Federal	Other	Total
Legislative Bill Drafting		1		2,534,792			2,534,792	28.00			28.00
Code of Laws Codification		2		301,000		300,000	601,000				0.00
State Register		3		93,677			93,677	2.00			2.00
							0				0.00
							0				0.00
							0				0.00
For additional rows, place cursor in this gray box and press "Ctrl" + "b". (You need to start in this gray box for each row needed or the formulas will not copy properly.)											
<b>TOTAL OF ALL OPERATING BUDGET PROGRAMS</b>			<b>0</b>	<b>2,929,469</b>	<b>0</b>	<b>300,000</b>	<b>3,229,469</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>

**IIB. CAPITAL BUDGET/NON-RECURRING REQUESTS FOR FY 2012-13**  
**Agency Section/Code/Name: South Carolina Legislative Council/A15/Section 70**

**SUMMARY OF CAPITAL BUDGET/NON-RECURRING REQUESTS FOR FY 2012-13**

<b>CAPITAL BUDGET/NON-RECURRING REQUESTS</b>				<b>Additional State Funds</b>	<b>Previously Authorized State Funds</b>	<b>Total Other Fund Sources</b>	<b>Project Total</b>
<b>Project No.*</b>	<b>Project Name</b>	<b>Activity Name</b>	<b>Activity No.</b>				
	NONE						0
							0
							0
							0
							0
For additional rows, place cursor in this gray box and press "Ctrl" + "c". (You need to start in this gray box for each row needed or the formulas will not copy properly.)							
<b>TOTAL OF ALL CAPITAL BUDGET/NON-RECURRING REQUESTS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*if applicable

**A. Summary description of programs and how they relate to the mission of the agency:**

The first mission of the agency as required by state law is to provide research, reference, and bill drafting services to the General Assembly. This program accomplishes this mission.

**B. Budget Program Number and Name:**

Legislative Bill Drafting - Program 1.

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
1	Legis. Bill Drafting		2,534,792			2,534,792

**D. Performance Measures:**

This agency during fiscal year 2010-2011, including the 2011 Session of the General Assembly, produced several thousand documents, including bills, amendments, and resolutions, which resulted in 1534 bills and joint resolutions being introduced and 111 acts being ratified and enrolled during the 2011 session. See chart in current Accountability Report for five-year comparison.

**E. Program Interaction:**

All FTE's, except the Editor of the State Register and an assistant, perform activities with regard to this program.

**F. Change Management:**

No change

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		28.00	0.00	0.00	28.00
Personal Service	\$0	\$1,481,031	\$0	\$0	\$1,481,031
Employer Contributions	\$0	\$501,070	\$0	\$0	\$501,070
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0
Other Operating Expenses	\$0	\$552,691	\$0	\$0	\$552,691
<b>Total</b>	\$ 0	\$2,534,792	\$ 0	\$ 0	\$2,534,792

\* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.

Is this budget category or program associated with a Capital Budget Priority?

If yes, state Capital Budget Priority Number and Project Name.: N/A

Please List proviso numbers that relate to this budget category or programs funded by this category.

Provisos 70.8 and 70.19

**H. Changes to the Appropriation: N/A**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year’s appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
STARS Agency A15		100%				

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE’s filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)	44			44	
2011-2012 (A)	44			44	
2010-2011 (F)	28			28	
2010-2011 (A)	44			44	
2009-2010 (F)	28			28	
2009-2010 (A)	44			44	
2008-2009 (F)	32			32	
2008-2009 (A)	44			44	
2007-2008 (F)	32			32	
2007-2008 (A)	44			44	

**K. Detailed Justification for FTEs: N/A**

- (1) Justification for New FTEs
  - (a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**A. Summary description of programs and how they relate to the mission of the agency:**

The second mission of the agency as required by state law is to codify the statutory laws of this State into the South Carolina Code of Laws, including publication of annual Code supplements. This program accomplishes this mission.

**B. Budget Program Number and Name:**

Code Codification - Program #2

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
2	Code Codification		301,000		300,000	601,000

**D. Performance Measures:**

During fiscal year 2010-2011 over one thousand copies of the annual cumulative Code supplement were distributed to the public sector recipients at a cost representing a savings of \$26,968 from the previous year. See chart in current Accountability Report for five-year comparison of code supplement costs.

**E. Program Interaction:**

One FTE, in addition to bill drafting, has a secondary assignment for code codification. The monetary appropriations for this program are used to pay the outside print publisher of the Code for its contractual services.

**F. Change Management:**

No change.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0
Program/Case Services	\$0	\$301,000	\$0	\$300,000	\$601,000
Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0
Other Operating Expenses	\$0	\$0	\$0	\$0	\$ 0
<b>Total</b>	\$ 0	\$301,000	\$ 0	\$300,000	\$601,000

\* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.

Is this budget category or program associated with a Capital Budget Priority?

If yes, state Capital Budget Priority Number and Project Name.:N/A

Please List proviso numbers that relate to this budget category or programs funded by this category.

Proviso 70.22



**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below: N/A

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
STARS Agency A15		301,000	300,000			

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions: N/A**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)					
2011-2012 (A)					
2010-2011 (F)					
2010-2011 (A)					
2009-2010 (F)					
2009-2010 (A)					
2008-2009 (F)					
2008-2009 (A)					
2007-2008 (F)					
2007-2008 (A)					

**K. Detailed Justification for FTEs: N/A**

- (1) Justification for New FTEs
- (a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**A. Summary description of programs and how they relate to the mission of the agency:**

The third mission of the agency as required by state law is to administer the Administrative Procedures Act as it relates to the General Assembly’s review of state agency regulations and publish the State Register monthly containing the state agency regulations taking effect. This program accomplishes this mission.

**B. Budget Program Number and Name:**

State Register - Program #3

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
3	State Register		93,677			93,677

**D. Performance Measures:**

The number of documents processed by the *State Register* during fiscal year 2010-2011 includes proposed regulations (44), emergency regulations (9), and documents for General Assembly review (37), constituting a total of 90 processed documents. See chart in current Accountability Report for five years comparison of State Register Documents Processed.

**E. Program Interaction:**

One FTE (the Editor of the State Register) together with one assistant (another FTE) administers this program.

**F. Change Management:**

No change.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		2.00	0.00	0.00	2.00
Personal Service	\$0	\$93,677	\$0	\$0	\$93,677
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0
Other Operating Expenses	\$0	\$0	\$0	\$0	\$ 0
<b>Total</b>	\$ 0	\$93,677	\$ 0	\$ 0	\$93,677

\* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.

Is this budget category or program associated with a Capital Budget Priority?

If yes, state Capital Budget Priority Number and Project Name.:N/A

Please List proviso numbers that relate to this budget category or programs funded by this category.

None

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year’s appropriation, as detailed below: N/A

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
STARS Agency A15		93,677				

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE’s filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)	2			2	
2011-2012 (A)	2			2	
2010-2011 (F)	2			2	
2010-2011 (A)	2			2	
2009-2010 (F)	2			2	
2009-2010 (A)	2			2	
2008-2009 (F)	2			2	
2008-2009 (A)	2			2	
2007-2008 (F)	2			2	
2007-2008 (A)	2			2	

**K. Detailed Justification for FTEs: N/A**

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0



**A. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicate the proviso number (*If new indicate "New #1", "New #2", etc.*):

70.8

**B. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):  
Legislative Bill Drafting

**C. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences?

Agency - Specific

**D. Action**

(Indicate Keep, Amend, Delete, or Add):

Delete

**E. Title**

Descriptive Proviso Title:

LEG: (Leg. Council Employment/Salary Adjustments)

**F. Summary**

Summary of Existing or New Proviso:

This proviso authorizes the Legislative Council to adjust employee salaries.

**G. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified):

This proviso is no longer necessary because the Legislative Council has this authority as a state agency.

**H. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

N/A

**I. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected

N/A

**J. Fiscal Impact (Include impact on each source of funds – state, federal, and other)**

N/A

**K. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

N/A

(INSERT PROVISOR FROM FY 2012-13 RENUMBERED PROVISOR BASE HERE)

**A. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicate the proviso number (*If new indicate "New #1", "New #2", etc.*):

70.19

**B. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):  
Legislative Bill Drafting

**C. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences?

Agency - Specific

**D. Action**

(Indicate Keep, Amend, Delete, or Add):

Delete

**E. Title**

Descriptive Proviso Title:

LEG: (Leg. Council Combined Position)

**F. Summary**

Summary of Existing or New Proviso:

This proviso authorizes the Director of the Legislative Council to combine two FTE positions into one.

**G. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified):

The proviso is no longer necessary because the Director has this authority as a state agency head.

**H. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

N/A

**I. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected

N/A

**J. Fiscal Impact (Include impact on each source of funds – state, federal, and other)**

N/A

**K. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

N/A

(INSERT PROVISOR FROM FY 2012-13 RENUMBERED PROVISOR BASE HERE)



**A. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicate the proviso number (*If new indicate "New #1", "New #2", etc.*):

70.22

**B. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):

Code Codification

**C. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences?

Agency - Specific

**D. Action**

(Indicate Keep, Amend, Delete, or Add):

Keep

**E. Title**

Descriptive Proviso Title:

LEG: (Code of Law Reimbursement)

**F. Summary**

Summary of Existing or New Proviso:

This proviso states that the Legislative Council may require reimbursement from public sector recipients except the General Assembly of its cost of acquiring codes of law, supplements, or replacement volumes distributed to them.

**G. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified):

N/A

**H. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

This proviso allows the agency to recover approximately \$200,000.00 each year of its cost of providing code supplements to those public sector recipients who request them. Some years ago, these supplements and volumes were provided without charge but in an attempt to recoup the cost of these publications, save money, and to reduce unnecessary distributions, this proviso was enacted.

**I. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected

Without this proviso, the agency could not publish and distribute the code supplement annually unless additional state general funds of a comparable amount (\$200,000.00) were appropriated and provided. This proviso could be codified as Code Section 2-11-85.

**J. Fiscal Impact (Include impact on each source of funds – state, federal, and other)**

N/A

**K. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

N/A

*(INSERT PROVISOR FROM FY 2012-13 RENUMBERED PROVISOR BASE HERE)*

Federal Aid Justification

NONE

**Summary**

Award Title	<input type="text"/>		
CFDA Number/Title	<input type="text"/>	→ If "Other", identify:	<input type="text"/>
Award Number (Federal)	<input type="text"/>	Start Date	<input type="text"/>
		Federal Agency	<input type="text"/>
Award Number (State)	<input type="text"/>	End Date	<input type="text"/>
		Federal Subagency	<input type="text"/>
Award Period	<input type="text"/>	→ If "Other", explain:	<input type="text"/>

**Financial**

Total Award Amount	<input type="text"/>	Amount Available in FY 2012-13	<input type="text"/>
State Match Required?	<input type="text"/>	If "Yes", describe, and provide SAP Fund Number(s) of funding sources	<input type="text"/>
Local Match Required?	<input type="text"/>	If "Yes", describe	<input type="text"/>
Assistance Type	<input type="text"/>	If "Other", explain	<input type="text"/>
Is administrative and/or indirect cost recovery permitted? If so, explain:	<input type="text"/>		
Will funds be passed-through to other entities? If so, what types of entities, and how will funds be distributed?	<input type="text"/>		

Federal Aid Justification

NONE

**Questions**

How is the use of these funds essential to your agency's mission?

Text.

What budgetary, compliance, and programmatic obligations will the state incur (now or in the future) through the receipt of these funds?

Text.

What outcome and/or performance measures will you track and/or report on in association with this award?

Text.

What is the name and title of the individual in your agency who is responsible for the success of this program?

Text.