

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110



## Fiscal Year 2017-18 Agency Budget Plan

### FORM A – SUMMARY

**RECURRING FUNDS  
(FORM B  
DECISION PACKAGES)**

My agency is submitting the following recurring decision packages listed in <u>priority order</u> (Form B): 11735; 11738; 11741; 11744; 11747;	
For FY 2017-18, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting a net increase in recurring General Fund appropriations.
<input type="checkbox"/>	Not requesting a net increase in recurring General Fund Appropriations.

**CAPITAL &  
NON-RECURRING  
FUNDS  
(FORM C  
DECISION PACKAGES)**

My agency is submitting the following one-time decision packages listed in <u>priority order</u> (Form C): 11750; 11753; 11756; 11759; 11762	
For FY 2017-18, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting capital and/or non-recurring funds.
<input type="checkbox"/>	Not requesting capital and/or non-recurring funds.

**PROVISOS  
(FORM D)**

For FY 2017-18, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
<input checked="" type="checkbox"/>	Not requesting any proviso changes.

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

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	Ami Franklin	803-253-4192 Ext. 0	<a href="mailto:ami@ethics.sc.gov">ami@ethics.sc.gov</a>
<b>SECONDARY CONTACT:</b>	Kristin S. Nabors	803-253-4192 Ext. 0	<a href="mailto:kristin@ethics.sc.gov">kristin@ethics.sc.gov</a>

I have reviewed and approved the enclosed FY 2017-18 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>		
<b>TYPE/PRINT NAME:</b>	Herbert R. Hayden, Jr.	James I Warren, III

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

<b>AGENCY NAME:</b>	State Ethics Commission		
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**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>11735</b>
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*Provide the decision package number issued by the PBF system (“Governor’s Request”).*

<b>TITLE</b>	<b>Additional Office Space/Increase of Yearly Office Rent</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$87,000</b>
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*What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package’s total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	<p><b>The General Assembly established the State Ethics Commission’s mandate to restore public trust in governmental institutions and the political and governmental processes. The State Ethics Commission’s mission is established by the statutory provisions of the Ethics Reform Act of 1991, Sections 2-17-5, et. seq., and 8-13-100, et. seq., Code of Laws for South Carolina, 1976, as amended. The State Ethics Commission has one program, Administration. This program encompasses four distinct areas of responsibility: lobbying registration and disclosure; ethical rules of conduct; financial disclosure; and campaign practices and disclosure.</b></p> <p><b>This is a stand-alone program within the State Ethics Commission with no shared staff or resources with other agencies.</b></p> <p><b>This decision package is prompted by the establishment of or a revision to this authority. During the 2016 legislative session, new laws were passed giving the State Ethics Commission the responsibility of investigating and prosecuting complaints against members or candidates of the General Assembly.</b></p> <p><i>What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.</i></p>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark “X” for all that apply:</b></p> <table border="1"> <tr><td><input type="checkbox"/></td><td>(Base Adjustment) Allocation of statewide employee benefits.</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>(Base Adjustment) Realignment within existing programs and lines.</td></tr> <tr><td><input type="checkbox"/></td><td>(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i></td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Decision Package # _____</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change in cost of providing current services to existing program audience.</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change in case load / enrollment under existing program guidelines.</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility / enrollment for existing program.</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas.</td></tr> <tr><td><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative.</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program.</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program.</td></tr> </table>	<input type="checkbox"/>	(Base Adjustment) Allocation of statewide employee benefits.	<input checked="" type="checkbox"/>	(Base Adjustment) Realignment within existing programs and lines.	<input type="checkbox"/>	(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Decision Package # _____	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience.	<input checked="" type="checkbox"/>	Change in case load / enrollment under existing program guidelines.	<input type="checkbox"/>	Non-mandated change in eligibility / enrollment for existing program.	<input type="checkbox"/>	Non-mandated program change in service levels or areas.	<input type="checkbox"/>	Proposed establishment of a new program or initiative.	<input type="checkbox"/>	Loss of federal or other external financial support for existing program.	<input checked="" type="checkbox"/>	Exhaustion of fund balances previously used to support program.
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<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

**RECIPIENTS OF FUNDS** The State Ethics Commission would use these funds to lease current and additional office space. The amount requested would be allocated through a competitive process in conjunction with the Department of Administration–Real Property Services.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**ACCOUNTABILITY OF FUNDS** 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5  
2.1.1, 2.1.2            2.2.1, 2.2.2  
This request is needed for additional office space. The Commission has used all office space for current employees (with six employees sharing office space). The Commission needs additional space for a larger conference room which would accommodate the staff, commissioners, attorneys and media for meetings and hearings.

*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective?*

**POTENTIAL OFFSETS** There will not be an offset within existing programs.  
All programs are statutorily mandated.

*For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).*

**MATCHING FUNDS** No, there would be no matching funds.

*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.*

**FUNDING ALTERNATIVES** There are no other funding sources being considered. All revenue generated by the Commission is not guaranteed and vary each year.

*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

**SUMMARY** The Commission was notified that the current office building had been sold and discussion has begun by the new owner to buy out the terms of the current lease. Staff is working with state Property Services to submit a solicitation for new and additional office space.  
  
During the current fiscal year, Commission staff is in the process of filling positions that have been allocated for additional staff. At the current location, staff will be sharing offices.  
  
The funds will be used to pay the rent at the current location or at a new location to be determined. At either location additional space is needed for additional employees.

*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency’s security or technology plan.*

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<b>METHOD OF CALCULATION</b>	<p>The amount of the request was calculated using the current office building rent for 2018 plus 40 percent for new office space and additional space for all employees.</p> <p>Due to the timing of the notification from the new building management, a solicitation could not be prepared for a new office location in time for this budget request. This could cause deviations between the request and the amount needed.</p>
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*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>No, the state will not incur any maintenance-of-effort or other obligations by adopting this decision package.</p> <p>Yes, there will be an impact on future operating budgets if this request is or is not honored. If this request is honored, in 5-7 years we would be requesting more funding based on a new lease for office space. If this request is not honored, we would not be able to lease additional office space for additional personnel so that we can continue the efforts of the Commission of enforcing the Ethics Act.</p> <p>No, a source of any such funds has not been identified and/or obtained by the agency.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	<p>If no or insufficient new funds are available for this request, the agency would prefer to generate new revenue through an increase in the lobbying fees. However, lobbying fees are not guaranteed from year to year so there would be some risk obligating the funds for leasing additional office space.</p>
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

<b>INTENDED IMPACT</b>	<p>Over the next fiscal year, the impact is significant to the Commission. Staff will be soliciting new office space and moving the entire agency to a new location.</p> <p>Securing additional office space will allow the staff and the Commission to function more effectively, thereby providing better assistance to the public.</p>
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	n/a
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

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**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>11738</b> <i>Provide the decision package number issued by the PBF system (“Governor’s Request”).</i>
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<b>TITLE</b>	<b>New Administrative Assistants 2 positions</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>\$105,300</b> <i>What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package’s total in PBF across all funding sources.</i>
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<b>ENABLING AUTHORITY</b>	<p><b>The General Assembly established the State Ethics Commission’s mandate to restore public trust in governmental institutions and the political and governmental processes. The State Ethics Commission’s mission is established by the statutory provisions of the Ethics Reform Act of 1991, Sections 2-17-5, et. seq., and 8-13-100, et. seq., Code of Laws for South Carolina, 1976, as amended. The State Ethics Commission has one program, Administration. This program encompasses four distinct areas of responsibility: lobbying registration and disclosure; ethical rules of conduct; financial disclosure; and campaign practices and disclosure.</b></p> <p><b>This is a stand-alone program within the State Ethics Commission with no shared staff or resources with other agencies.</b></p> <p><b>This decision package is prompted by the establishment of or a revision to this authority. During the 2016 legislative session, new laws were passed giving the State Ethics Commission the responsibility of investigating and prosecuting complaints against members or candidates of the General Assembly.</b></p> <p><i>What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.</i></p>
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<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>RECIPIENTS OF FUNDS</b>	<p>The State Ethics Commission would use these funds to create new Administrative Assistant positions.</p> <p>These funds would be allocated using the pay band from OHR for an Administrative Assistant position, plus fringe benefits and other operating costs.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>ACCOUNTABILITY OF FUNDS</b>	<p>1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5 2.1.1, 2.1.2      2.2.1, 2.2.2</p> <p>These positions would greatly assist in the investigative, legal and non-compliance departments. These funds would create more staff to assist with the increasing number of complaints and non-compliance matters.</p>
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective?*

<b>POTENTIAL OFFSETS</b>	<p>There will not be an offset within existing programs.</p> <p>All programs are statutorily mandated.</p>
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*For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).*

<b>MATCHING FUNDS</b>	No, there would be no matching funds.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.*

<b>FUNDING ALTERNATIVES</b>	<p>There are no other funding sources being considered.</p> <p>No, this request could not be met with the use of other resources or fund balances. All revenue generated by the Commission is not guaranteed and vary each year.</p>
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	<p>Current Commission staff is inundated with non-compliance from filers and with complaints regarding public officials, public employees, public members, lobbyists, and lobbyist’s principals. The Commission has increased meetings to once a month to deal with the ongoing hearings that need to be scheduled. As the complexity of issues vary, the amount of time staff must spend with each case is increasing.</p>
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*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency’s security or technology plan.*

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<b>METHOD OF CALCULATION</b>	<p>The amount was calculated using the job classification details from the Administrative Assistant position.</p> <p>For one FTE position, rounding the midpoint to \$39,000 plus 35% for employer contributions and benefits which equals \$52,650 x 2 positions.</p> <p>No factors should contribute to deviations between the request and the amount needed.</p> <p>Salary \$39,000 Fringe \$13,650 Total \$52,650 x 2 = 105,300</p>
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*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>No, the state will not incur any maintenance-of-effort or other obligations by adopting this decision package.</p> <p>No, there will not be any impact on future capital and/or operating budgets if this request is or is not honored.</p> <p>No, a source of any such funds has not been identified and/or obtained by the agency.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	<p>If no or insufficient new funds are available for this request, the agency would prefer to generate new revenue through an increase in the lobbying fees. However, lobbying fees are not guaranteed from year to year so this would not be ideal for funding employee salaries.</p>
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

<b>INTENDED IMPACT</b>	<p>During FY18, these positions would be an addition to the Administrative program within our agency (specifically, non-compliance and investigative/legal). The non-compliance department consists of one FTE and a PT employee who works less than 20 hours per week. One position is needed to assist with the continuing efforts to ensure compliance with disclosure statutes.</p> <p>The investigative/legal departments currently do not have any administrative staff assigned specifically to them. The agency has one Administrative Assistant who helps all staff members.</p>
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

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<b>PROGRAM EVALUATION</b>	<p>The commission believes that additional staff would move the process along quicker. Commission filed complaints begin with the administrative staff creating the complaint, moving it to the investigation staff, to the Commission for a probable cause ruling, to the General Counsel for prosecution at the administrative or criminal hearing stage.</p> <p>Evaluating the time table of beginning to end would be used to assess the effectiveness of additional employees.</p> <p>Failure to fund this position will result in an increase in workload for existing staff and possible delays in the efforts to make the non-compliance and complaint processes more efficient.</p>
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

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**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>11741</b>
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*Provide the decision package number issued by the PBF system (“Governor’s Request”).*

<b>TITLE</b>	<b>New Investigator V Position</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$93,541</b>
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*What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package’s total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	<p><b>The General Assembly established the State Ethics Commission’s mandate to restore public trust in governmental institutions and the political and governmental processes. The State Ethics Commission’s mission is established by the statutory provisions of the Ethics Reform Act of 1991, Sections 2-17-5, et. seq., and 8-13-100, et. seq., Code of Laws for South Carolina, 1976, as amended. The State Ethics Commission has one program, Administration. This program encompasses four distinct areas of responsibility: lobbying registration and disclosure; ethical rules of conduct; financial disclosure; and campaign practices and disclosure.</b></p> <p><b>This is a stand-alone program within the State Ethics Commission with no shared staff or resources with other agencies.</b></p> <p><b>This decision package is prompted by the establishment of or a revision to this authority. During the 2016 legislative session, new laws were passed giving the State Ethics Commission the responsibility of investigating and prosecuting complaints against members or candidates of the General Assembly.</b></p> <p><i>What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.</i></p>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark “X” for all that apply:</b></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>(Base Adjustment) Allocation of statewide employee benefits.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>(Base Adjustment) Realignment within existing programs and lines.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td>IT Technology/Security related</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Consulted DTO during development</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Related to a Non-Recurring request – If so, Decision Package # _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Change in cost of providing current services to existing program audience.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Change in case load / enrollment under existing program guidelines.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non-mandated change in eligibility / enrollment for existing program.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non-mandated program change in service levels or areas.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Proposed establishment of a new program or initiative.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Loss of federal or other external financial support for existing program.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exhaustion of fund balances previously used to support program.</td> </tr> </table>	<input checked="" type="checkbox"/>	(Base Adjustment) Allocation of statewide employee benefits.	<input checked="" type="checkbox"/>	(Base Adjustment) Realignment within existing programs and lines.	<input type="checkbox"/>	(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Decision Package # _____	<input type="checkbox"/>	Change in cost of providing current services to existing program audience.	<input checked="" type="checkbox"/>	Change in case load / enrollment under existing program guidelines.	<input type="checkbox"/>	Non-mandated change in eligibility / enrollment for existing program.	<input type="checkbox"/>	Non-mandated program change in service levels or areas.	<input type="checkbox"/>	Proposed establishment of a new program or initiative.	<input type="checkbox"/>	Loss of federal or other external financial support for existing program.	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program.
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<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>RECIPIENTS OF FUNDS</b>	<p>The State Ethics Commission would use these funds to promote the current Investigator IV position to the Chief Investigator as an Investigator V. With the growing investigative department and with the additional responsibilities of investigating the legislative offices/candidates a strong supervisor is needed to lead the unit.</p> <p>These funds would be allocated using the pay band from OHR for Investigator V position, plus fringe benefits and other operating costs.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>ACCOUNTABILITY OF FUNDS</b>	<p>1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5 2.1.1, 2.1.2</p> <p>This request would assist the investigative department investigate complaint matters and conduct random audits on various forms filed with the State Ethics Commission. A chief investigator is needed to lead the growing investigative team.</p>
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective?*

<b>POTENTIAL OFFSETS</b>	<p>There will not be an offset within existing programs.</p> <p>All programs are statutorily mandated.</p>
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*For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).*

<b>MATCHING FUNDS</b>	No, there would be no matching funds.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.*

<b>FUNDING ALTERNATIVES</b>	There are no other funding sources being considered. All revenue generated by the Commission is not guaranteed and vary each year.
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	<p>This decision package is being requested for the investigative department.</p> <p>On April 1, 2017 changes will go into effect giving the State Ethics Commission jurisdiction over complaint/investigation matters involving Senate and House Members/Candidates. A strong chief investigator is needed to keep the investigative department running smoothly.</p>
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*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency’s security or technology plan.*

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>METHOD OF CALCULATION</b>	<p>The amount was calculated using the job classification details from the Investigator V position.</p> <p>For the FTE position, using the midpoint of \$69,289 plus 35% for employer contributions and benefits which equals \$24,252.</p> <p>No factors should contribute to deviations between the request &amp; the amount needed.</p> <p>Salary \$69,289 Fringe \$24,252 Total = \$93,541</p>
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*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>No, the state will not incur any maintenance-of-effort or other obligations by adopting this decision package.</p> <p>No, there will not be any impact on future capital and/or operating budgets if this request is or is not honored.</p> <p>No, a source of any such funds has not been identified and/or obtained by the agency.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	<p>If no or insufficient new funds are available for this request, the agency would prefer to generate new revenue through an increase in the lobbying fees. However, lobbying fees are not guaranteed from year to year so this would not be ideal for funding employee salaries.</p>
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

<b>INTENDED IMPACT</b>	<p>During FY18, this position would be an addition to the Investigative division within our agency. The investigative department consists of FTE law enforcement officers working to ensure compliance with disclosure statutes.</p> <p>The investigative division currently does not have any administrative staff assigned specifically to them. The agency has one Administrative Assistant who helps all staff members.</p>
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	<p>Evaluation of investigations and the length of time taken to complete them would be evaluated.</p>
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

**FORM B – PROGRAM REVISION REQUEST**

**DECISION PACKAGE**      **11744**  
*Provide the decision package number issued by the PBF system (“Governor’s Request”).*

**TITLE**      **Health Plan Allocation/Pay Plan Allocation/Retirement Increase**  
*Provide a brief, descriptive title for this request.*

**AMOUNT**      **\$28,500**  
*What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package’s total in PBF across all funding sources.*

**ENABLING AUTHORITY**      **General Assembly**  
*What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.*

**FACTORS ASSOCIATED WITH THE REQUEST**

**Mark “X” for all that apply:**

<input checked="" type="checkbox"/>	(Base Adjustment) Allocation of statewide employee benefits.
<input type="checkbox"/>	(Base Adjustment) Realignment within existing programs and lines.
<input type="checkbox"/>	(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Decision Package # _____
<input type="checkbox"/>	Change in cost of providing current services to existing program audience.
<input type="checkbox"/>	Change in case load / enrollment under existing program guidelines.
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<input type="checkbox"/>	Proposed establishment of a new program or initiative.
<input type="checkbox"/>	Loss of federal or other external financial support for existing program.
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program.

**RECIPIENTS OF FUNDS**      **Agency and Employees**  
*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**ACCOUNTABILITY OF FUNDS**      n/a  
*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective?*

**POTENTIAL OFFSETS**      n/a  
*For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).*

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>MATCHING FUNDS</b>	No, these would not be matched.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.*

<b>FUNDING ALTERNATIVES</b>	There are no other funding sources being considered. These funds were allocated by the General Assembly.
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	Health Insurance allocation, retirement allocation, and pay plan allocation given for current fiscal year.  Decision Package is needed to load allocations to agencies in FY 2016-17.
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*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.*

<b>METHOD OF CALCULATION</b>	Calculated by the Executive Budget Office.  Pay Plan - \$23,159 Retirement - \$2,948 Health/Dental - \$2,393  Total: \$28,500
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*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	n/a
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	n/a
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

<b>INTENDED IMPACT</b>	n/a
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	n/a
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<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>11747</b>
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*Provide the decision package number issued by the PBF system (“Governor’s Request”).*

<b>TITLE</b>	<b>Employee Retention</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$123,804</b>
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*What is the net change in requested appropriations for FY 2017-18? This amount should correspond to the decision package’s total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	<p>The General Assembly established the State Ethics Commission’s mandate to restore public trust in governmental institutions and the political and governmental processes. The State Ethics Commission’s mission is established by the statutory provisions of the Ethics Reform Act of 1991, Sections 2-17-5, et. seq., and 8-13-100, et. seq., Code of Laws for South Carolina, 1976, as amended. The State Ethics Commission has one program, Administration. This program encompasses four distinct areas of responsibility: lobbying registration and disclosure; ethical rules of conduct; financial disclosure; and campaign practices and disclosure.</p> <p>This is a stand-alone program within the State Ethics Commission with no shared staff or resources with other agencies.</p> <p>This decision package is prompted by the establishment of or a revision to this authority. During the 2016 legislative session, new laws were passed giving the State Ethics Commission the responsibility of investigating and prosecuting complaints against members or candidates of the General Assembly.</p> <p><i>What specific state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority? Please avoid citing general provisions of law where possible, and instead cite to the most specific legal authority supporting the request.</i></p>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark “X” for all that apply:</b></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>(Base Adjustment) Allocation of statewide employee benefits.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>(Base Adjustment) Realignment within existing programs and lines.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td>IT Technology/Security related</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Consulted DTO during development</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Related to a Non-Recurring request – If so, Decision Package # _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Change in cost of providing current services to existing program audience.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Change in case load / enrollment under existing program guidelines.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non-mandated change in eligibility / enrollment for existing program.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non-mandated program change in service levels or areas.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Proposed establishment of a new program or initiative.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Loss of federal or other external financial support for existing program.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exhaustion of fund balances previously used to support program.</td> </tr> </table>	<input checked="" type="checkbox"/>	(Base Adjustment) Allocation of statewide employee benefits.	<input checked="" type="checkbox"/>	(Base Adjustment) Realignment within existing programs and lines.	<input type="checkbox"/>	(Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Decision Package # _____	<input type="checkbox"/>	Change in cost of providing current services to existing program audience.	<input checked="" type="checkbox"/>	Change in case load / enrollment under existing program guidelines.	<input type="checkbox"/>	Non-mandated change in eligibility / enrollment for existing program.	<input type="checkbox"/>	Non-mandated program change in service levels or areas.	<input type="checkbox"/>	Proposed establishment of a new program or initiative.	<input type="checkbox"/>	Loss of federal or other external financial support for existing program.	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program.
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<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>
<b>RECIPIENTS OF FUNDS</b>	<p>The State Ethics Commission would receive these funds for the purposes of retaining its employees.</p> <p><i>What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?</i></p>		
<b>ACCOUNTABILITY OF FUNDS</b>	<p>This request supports all objectives outlined in the agency’s accountability report.</p> <p>Due to changes in the Ethics Act brought about by passage of H. 3184 and H. 3186, the Commission’s duties will be undergoing significantly expansion. Retention of current staff with knowledge of the complaint process, the electronic filing system, and the current Ethics Act is important to ensure the Commission properly fulfills its current and future statutory mandates.</p> <p><i>What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective?</i></p>		
<b>POTENTIAL OFFSETS</b>	<p>There will not be an offset within existing programs.</p> <p>All programs are statutorily mandated.</p> <p><i>For decision packages that request non-mandatory funding increases to programs or initiatives, please identify a potential offset within an existing lower priority or ineffective program(s).</i></p>		
<b>MATCHING FUNDS</b>	<p>No. These funds would not be matched.</p> <p><i>Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.</i></p>		
<b>FUNDING ALTERNATIVES</b>	<p>All funding sources have been considered. All revenue generated by the Commission is not guaranteed and vary each year.</p> <p><i>What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.</i></p>		
<b>SUMMARY</b>	<p>The State Ethics Commission is non-competitive with salaries for similar positions at other state agencies. Beginning with 2002, the Commission was one of many agencies in state government that experienced significant budget reductions resulting from the state fiscal crisis. As a result of these cuts, money allocated for Classified Positions was cut, and the Commission was forced to pay a large portion of employee salaries from generated funds (which includes fines, penalties, and lobbying registration fees). Because these generated funds are not guaranteed year-to-year, they are not an economically prudent source to pay for recurring expenses. Even as other agencies eventually saw improvements in funding, the Commission was forced to continually rely heavily on generated funds for its employee salaries each year until FY2015-16, when the Legislature raised appropriations for the agency to where all salaries could be paid for with recurring funds.</p> <p>The Commission is a small agency, with only twelve classified positions. Starting with the budget reductions in the yearly 2000’s and continuing until the budget was issued for FY2015-16, the vast majority of the Commission’s employees have only received pay</p>		

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

increases that were granted by the Legislature. With the increase in the budget starting with FY2015-16, the Commission’s overall fiscal situation improved, but the recurring funds are not enough to grant enough employees meaningful pay increases.

Based on its small staff and the amount of public officials, public employees, public members, lobbyists, and lobbyist’s principals under its jurisdiction, Commission employees have a strenuous workload, while their pay has remained stagnant. With the passage of H.3184 and H.3186, this workload is only expected to increase.

Especially in light of this increased workload, the Commission needs to adequately compensate its underpaid existing staff in addition to being able to pay competitive salaries to new hires that will be needed to fulfill these responsibilities.

*Using as much detail as necessary to make an informed decision regarding this request, provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency’s security or technology plan.*

<b>METHOD OF CALCULATION</b>	Current funds allocated for the Commission’s classified positions is \$611,374. This reflects a 15% increase in salary for these classified positions, which would bring the total allocation up to \$703,080 (for a \$91,706 increase).	
	Increase	\$91,706
	Employer Contributions	\$32,098
	Total Requested	\$123,804

*How was the amount of the request calculated? List the per unit or per FTE costs of implementation. What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

**FUTURE IMPACT** No other obligations will be required.

*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

**PRIORITIZATION** If insufficient funds are available to enact a full 15% increase, the Commission would ask for a lesser amount to fulfill the overall purpose for this request.

*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2017-18? Please be specific.*

**INTENDED IMPACT** Retain the agency’s employees and pay salaries comparable to similar positions in other state agencies.

*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

**PROGRAM EVALUATION** The agency would continue to use the state Employee Performance Management System to track employee performance.

*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

**FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST**

<b>DECISION PACKAGE</b>	11750 <i>Provide the decision package number issued by the PBF system ("Governor's Request").</i>
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<b>TITLE</b>	<b>Additional Office Space/Increase of Yearly Office Rent Internet/Computer Wiring and One Time Expenses</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>\$15,000</b> <i>How much is requested for this project in FY 2017-18?</i>
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<b>BUDGET PROGRAM</b>	Administration <i>Identify the associated budget program(s) by name and budget section.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input checked="" type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input checked="" type="checkbox"/> Related to a Recurring request – If so, Decision Package # _____
	<input type="checkbox"/> Capital Request
	<input type="checkbox"/> Included in CPIP – If so, CPIP Priority # _____
<input checked="" type="checkbox"/> Non-recurring request for funding	
<input type="checkbox"/> Non-recurring request for authorization to spend existing cash/revenue	

<b>SUMMARY</b>	<p>The Commission was notified that the current office building had been sold and discussion has begun by the new owner to buy out the terms of the current lease. Staff is working with state Property Services to submit a solicitation for new and additional office space.</p> <p>During the current fiscal year, Commission staff is in the process of filling positions that have been allocated for additional staff. At the current location, staff will be sharing offices.</p> <p>The funds will be used to pay for the wiring and telephone installation at the new location to be determined.</p>
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*Provide a summary of the project and explain why it is necessary. If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.*

<b>CLASSIFICATION OF FUNDS</b>	No, this requests is not a part of a capital project or other non-recurring expenditures. This project could be very important if the current lease buy out doesn't include other operating expenses to pay for new internet/computer wiring and phones.
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*Is this request in support of a capital project or is it in support of other non-recurring expenditures? If this request is for a capital project, is it included in the agency's CPIP (please include CPIP year and priority)? How does this project rank in priority to all other nonrecurring agency requests?*

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

**MATCHING FUNDS** No, there would be no matching funds.

*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

**FUNDING ALTERNATIVES** The agency has considered using carry forward funds to assist with this project or the new owner of the current building being leased could assist with funds for this project.

*What other possible funding sources were considered?*

**LONG-TERM PLANNING AND SUSTAINABILITY** This request is in conjunction with a new office space lease and additional space. Until new office space is acquired, the Commission does not know what other operating funds would be requested for future fiscal years.

*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?*

**OTHER APPROVALS** There are no other approvals needed. The agency will work together with Property Services and DTO/DIS to handle these issues.

*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

### **FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST**

<b>DECISION PACKAGE</b>	<b>11753</b> <i>Provide the decision package number issued by the PBF system (“Governor’s Request”).</i>
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<b>TITLE</b>	<b>New Administrative Assistants 2 New Positions</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>\$10,000</b> <i>How much is requested for this project in FY 2017-18?</i>
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<b>BUDGET PROGRAM</b>	<b>Administration</b> <i>Identify the associated budget program(s) by name and budget section.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>	
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Decision Package # _____
	<input type="checkbox"/>	Capital Request
	<input type="checkbox"/>	Included in CPIP – If so, CPIP Priority # _____
	<input checked="" type="checkbox"/>	Non-recurring request for funding
<input type="checkbox"/>	Non-recurring request for authorization to spend existing cash/revenue	

<b>SUMMARY</b>	<p>Current Commission staff is inundated with non-compliance from filers and with complaints regarding public officials, public employees, public members, lobbyists, and lobbyist’s principals. The Commission has increased meetings to once a month to deal with the ongoing hearings that need to be scheduled. As the complexity of issues vary, the amount of time staff must spend with each case is increasing.</p> <p>These non-recurring funds would be used to purchase equipment for the new employees.</p> <p><i>Provide a summary of the project and explain why it is necessary. If the request is related to information security or information technology, explain its relationship to the agency’s security or technology plan.</i></p>
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<b>CLASSIFICATION OF FUNDS</b>	<p>No, this requests is not a part of a capital project or other non-recurring expenditures. This request would be necessary to purchase equipment for the new employees. (Desk, computer, telephone, etc.)</p> <p><i>Is this request in support of a capital project or is it in support of other non-recurring expenditures? If this request is for a capital project, is it included in the agency’s CPIP (please include CPIP year and priority)? How does this project rank in priority to all other nonrecurring agency requests?</i></p>
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<b>MATCHING FUNDS</b>	<p>No, there would be no matching funds.</p> <p><i>Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.</i></p>
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<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>FUNDING ALTERNATIVES</b>	<p>There are no other funding sources being considered.</p> <p>No, this request could not be met with the use of other resources or fund balances. All revenue generated by the Commission is not guaranteed and vary each year.</p>
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*What other possible funding sources were considered?*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	<p>We invested in new IT equipment in 2012. The IT equipment usually has a life span of five years. We would look for funds approximately four-five years after funding in FY2017.</p>
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*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?*

<b>OTHER APPROVALS</b>	<p>The commission staff will work with DTO to obtain quotes for new IT equipment.</p>
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*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

**FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST**

<b>DECISION PACKAGE</b>	11756 <i>Provide the decision package number issued by the PBF system ("Governor's Request").</i>														
<b>TITLE</b>	<b>New Investigator V Position – Equipment Purchases</b> <i>Provide a brief, descriptive title for this request.</i>														
<b>AMOUNT</b>	<b>\$7,500</b> <i>How much is requested for this project in FY 2017-18?</i>														
<b>BUDGET PROGRAM</b>	<b>Administration</b> <i>Identify the associated budget program(s) by name and budget section.</i>														
<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table border="1"> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Related to a Recurring request – If so, Decision Package # _____</td></tr> <tr><td><input type="checkbox"/></td><td>Capital Request</td></tr> <tr><td><input type="checkbox"/></td><td>Included in CPIP – If so, CPIP Priority # _____</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Non-recurring request for funding</td></tr> <tr><td><input type="checkbox"/></td><td>Non-recurring request for authorization to spend existing cash/revenue</td></tr> </table>	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Decision Package # _____	<input type="checkbox"/>	Capital Request	<input type="checkbox"/>	Included in CPIP – If so, CPIP Priority # _____	<input checked="" type="checkbox"/>	Non-recurring request for funding	<input type="checkbox"/>	Non-recurring request for authorization to spend existing cash/revenue
<input type="checkbox"/>	IT Technology/Security related														
<input type="checkbox"/>	Consulted DTO during development														
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Decision Package # _____														
<input type="checkbox"/>	Capital Request														
<input type="checkbox"/>	Included in CPIP – If so, CPIP Priority # _____														
<input checked="" type="checkbox"/>	Non-recurring request for funding														
<input type="checkbox"/>	Non-recurring request for authorization to spend existing cash/revenue														
<b>SUMMARY</b>	<p>This decision package is being requested for the investigative department.</p> <p>On April 1, 2017 changes will go into effect giving the State Ethics Commission jurisdiction over complaint/investigation matters involving Senate and House Members/Candidates. A strong chief investigator is needed to keep the investigative department running smoothly.</p> <p>These funds would be used to purchase equipment for use by the investigator.</p> <p><i>Provide a summary of the project and explain why it is necessary. If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.</i></p>														
<b>CLASSIFICATION OF FUNDS</b>	<p>This request is not in support of a capital project or other non-recurring expenditures.</p> <p>If the funding is provided for the Investigator V position, then this request would be a necessity for providing the equipment.</p> <p><i>Is this request in support of a capital project or is it in support of other non-recurring expenditures? If this request is for a capital project, is it included in the agency's CPIP (please include CPIP year and priority)? How does this project rank in priority to all other nonrecurring agency requests?</i></p>														
<b>MATCHING FUNDS</b>	<p>No, there would be no matching funds.</p> <p><i>Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.</i></p>														

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>FUNDING ALTERNATIVES</b>	<p>There are no other funding sources being considered. All revenue generated by the Commission is not guaranteed and vary each year.</p>
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*What other possible funding sources were considered?*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	<p>There have been no other funds invested in this project. Funds would be requested in the future as needed to purchase new equipment.</p>
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*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?*

<b>OTHER APPROVALS</b>	<p>There are no other approvals needed.</p>
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*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

**FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST**

<b>DECISION PACKAGE</b>	11759
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	Updated IT Equipment
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$45,000
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*How much is requested for this project in FY 2017-18?*

<b>BUDGET PROGRAM</b>	Administration
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*Identify the associated budget program(s) by name and budget section.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input type="checkbox"/>	Related to a Recurring request – If so, Decision Package # _____
	<input type="checkbox"/>	Capital Request
	<input type="checkbox"/>	Included in CPIP – If so, CPIP Priority # _____
	<input checked="" type="checkbox"/>	Non-recurring request for funding
<input type="checkbox"/>	Non-recurring request for authorization to spend existing cash/revenue	

<b>SUMMARY</b>	<p><b>A continuous strategic goal is maintaining and upgrading the electronic filing system for documents received by the Commission. Electronic filing has allowed for timelier filing and provides almost immediate access of information to all Commission customers. In accordance with Section 8-13-365, the Commission created a system of electronic filing for all disclosures and reports required pursuant to Article 13 of Chapter 13 of Title 8 from all candidates and entities subject to its jurisdiction. In June 2010, House Bill 3066 was signed into law requiring all forms filed with the Commission to be filed electronically.</b></p> <p><b>With the ever changing technology advances, the Commission needs to update its computer hardware and software to ensure the security of the stored information.</b></p> <p><b>The staff provides support to the public with the electronic filing system. Outdated hardware and software makes the support process more time consuming, more vulnerable to security breaches, and limits the number of callers staff can help each day. As filing deadlines approach, it is critical that the staff be available to work with the public.</b></p>
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*Provide a summary of the project and explain why it is necessary. If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.*

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>CLASSIFICATION OF FUNDS</b>	<p>No, this request is not in support of a capital project or other non-recurring expenditures.</p>
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*Is this request in support of a capital project or is it in support of other non-recurring expenditures? If this request is for a capital project, is it included in the agency's CPIP (please include CPIP year and priority)? How does this project rank in priority to all other nonrecurring agency requests?*

<b>MATCHING FUNDS</b>	<p>No, there would be no matching funds.</p>
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

<b>FUNDING ALTERNATIVES</b>	<p>There are no other funding sources being considered.</p>
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*What other possible funding sources were considered?*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	<p>This is a new project so no funds have been invested in this project.</p>
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*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?*

<b>OTHER APPROVALS</b>	<p>There have not been any other approvals obtained.</p> <p>This request will be submitted this year with our IT Plan to the Division of Information Technology.</p>
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*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

**FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST**

<b>DECISION PACKAGE</b>	<b>11762</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Lobby Furniture</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$10,000</b>
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*How much is requested for this project in FY 2017-18?*

<b>BUDGET PROGRAM</b>	<b>Administration</b>
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*Identify the associated budget program(s) by name and budget section.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input type="checkbox"/> Related to a Recurring request – If so, Decision Package # _____
	<input type="checkbox"/> Capital Request
	<input type="checkbox"/> Included in CPIP – If so, CPIP Priority # _____
	<input checked="" type="checkbox"/> Non-recurring request for funding
<input type="checkbox"/> Non-recurring request for authorization to spend existing cash/revenue	

<b>SUMMARY</b>	<p>This is a request for furniture for a secure waiting area at the State Ethics Commission office. At the present time, we have Commission meetings an average of eleven times per year.</p> <p>These meetings are held to handle complaint matters filed with the Commission. We average approximately twenty hearings per meeting. Notice is given to each party involved and witnesses are called. Our office is not designed for a waiting area and we now move chairs out into the public hallway to accommodate the additional people in attendance. This hallway is the building hallway and is located at the elevators which is not very accommodating to the people visiting our office nor the other tenants of our building.</p>
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*Provide a summary of the project and explain why it is necessary. If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.*

<b>CLASSIFICATION OF FUNDS</b>	<p>No, this request is not associated with any other capital or non-recurring requests.</p> <p>This is not a top priority. These funds would be used in conjunction with relocation of the Commission office.</p>
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*Is this request in support of a capital project or is it in support of other non-recurring expenditures? If this request is for a capital project, is it included in the agency's CPIP (please include CPIP year and priority)? How does this project rank in priority to all other nonrecurring agency requests?*

<b>AGENCY NAME:</b>	<b>State Ethics Commission</b>		
<b>AGENCY CODE:</b>	<b>R520</b>	<b>SECTION:</b>	<b>110</b>

<b>MATCHING FUNDS</b>	No, funds would not be matched by other resources.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

<b>FUNDING ALTERNATIVES</b>	There are no other funding sources available.
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*What other possible funding sources were considered?*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	<p>This is a new project so no funds have been invested in this project.</p> <p>There should not be any other requests for funds for this project.</p>
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*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?*

<b>OTHER APPROVALS</b>	None. No additional approvals are needed.
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*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)*

<b>AGENCY NAME:</b>	State Ethics Commission		
<b>AGENCY CODE:</b>	R520	<b>SECTION:</b>	110

### FORM E – 3% GENERAL FUND REDUCTION

<b>DECISION PACKAGE</b>	11765
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	Agency General Fund Reduction Analysis
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	-\$27,997
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*What is the General Fund reduction amount (minimum based on the FY 2016-17 recurring appropriations)? This amount should correspond to the decision package's total in PBF.*

<b>METHOD OF CALCULATION</b>	Calculated by the Executive Budget Office.
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*Describe the method of calculation for determining the reduction in General Funds.*

<b>ASSOCIATED FTE REDUCTIONS</b>	n/a
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*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM/ACTIVITY IMPACT</b>	Administration
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*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	Our investigative department would lose their law enforcement radios and cars with a budget reduction. This would greatly impair the investigative process which is mandated by statute. There would be no traveling to investigate. Everything would be completed by phone and email which would limit the scope of the investigation.
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations.*