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<https://mn.gov/admin/>

AT A GLANCE

- 507 employees in FY 2022
- Oversee over \$3 billion in state procurement annually, including negotiating more than \$14 million in contract savings and increasing purchasing from diverse businesses in FY 2022
- Reduction in Capitol Complex energy consumption by 15.9% and greenhouse gas emissions by 53.7% since 2008 and increased reliance on renewable energy sources to nearly one-third of annual usage
- Manage more than 290 construction projects and 800 property leases in FY 2022
- Monitor facility conditions and asset preservation needs of over 6,000 state-owned buildings
- Oversee a fleet of more than 2,000 vehicles, increasing use of electric and fuel-efficient vehicles
- Provide data practices and open meeting law technical assistance and in-person or webinar training to over 3,500 partners each year
- Provide direct training and informational resources to over 12,000 individuals with developmental disabilities, family members, students, and professionals in FY 2022

PURPOSE

The Department of Administration is a core central service agency serving the Governor, legislature, state agencies, local governments, and the public. Its mission is to provide leadership, innovation, solutions, and support to help its partners succeed. That mission is achieved by focusing on partner service and satisfaction; agency culture; diversity, equity, and inclusion; sustainability; technology optimization; and stewardship positioning the Department for the future.

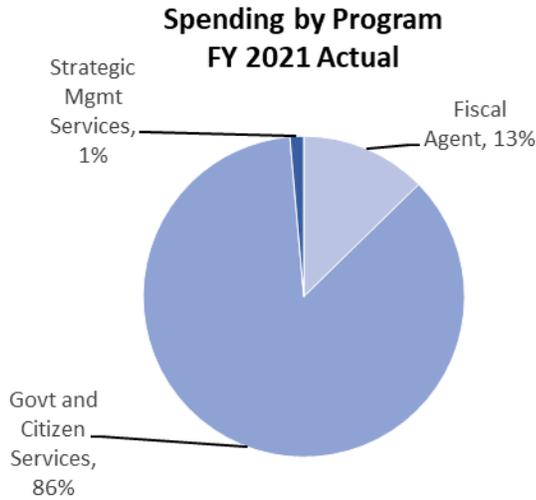
The purpose and benefit of effective centralized core administrative services is to achieve better value for state agencies by leveraging economies of scale, ensuring open and fair competition, reducing risk, and promoting success through standardized processes. Centralizing and standardizing core services, such as procurement, contract terms, leasing, risk management, and many other centralized administrative functions, facilitates greater understanding and transparency for policymakers and the public to understand what is expected to occur and what does occur in government and to evaluate both.

Specifically, the Department provides enterprise leadership for a broad range of professional services and business functions essential to the efficient operation of government, including:

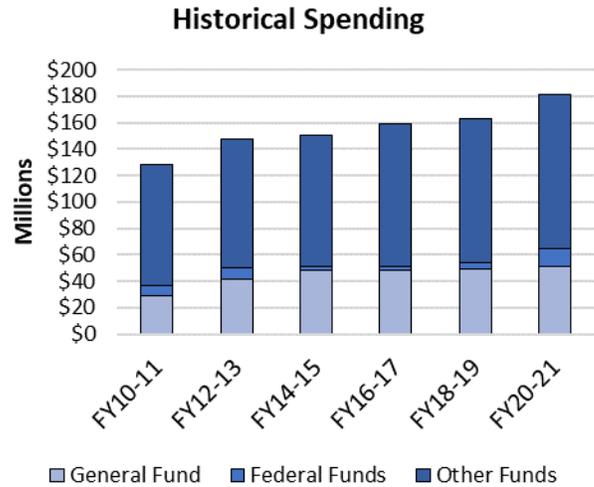
- Overseeing real property and sustainable state operations
- Helping agencies comply with state procurement and contracting laws while also achieving the best value in purchasing goods, services, and vehicle fleets
- Overseeing state facilities' construction and leasing
- Providing property, liability, and workers' compensation insurance coverage for state operations
- Establishing best practices for state grants administration and training agency staff across the enterprise
- Providing government and non-governmental agencies, businesses, and the public with population data and demographic services
- Providing financial management and human resource support to a growing number of small state agencies, boards, and commissions
- Operating the Capitol Complex and other buildings efficiently and keeping the Capitol grounds beautiful
- Providing technical assistance to small businesses seeking federal or state contracts
- Overseeing state and federal historic preservation laws and administering historic preservation tax credits

In addition, the Department provides key services directly to the public. It helps individuals and organizations understand and access their rights to government data. It promotes efficient management of archaeological resources in Minnesota. It provides opportunities for those with developmental disabilities and their families to advocate for their rights to education, work, and community participation. And it provides assistive technology so those with physical disabilities can lead more independent and productive lives.

BUDGET



Source: Budget Planning & Analysis System (BPAS)



Source: Consolidated Fund Statement

The Department’s mix of funding is as complex and diverse as the services it provides, with 88% of funds spent through internal service, special revenue, enterprise, and other non-general fund resources it manages. Additionally, more than half of the general fund dollars the Department is appropriated are passed on to, or spent on behalf of, other entities or non-operating activities via its fiscal agent work.

STRATEGIES

The Department of Administration utilizes multiple strategies and service delivery models to support the priorities of fiscal accountability and measurable results; equity and inclusion; children and families; thriving communities; and Minnesota’s environment. These strategies provide efficient and accountable government services and ensure the best value in government administrative services. They include:

- Sustainable services that leverage enterprise expertise in fleet, leasing, construction, facilities management, and purchasing services, and the expertise of partner agencies to advance environmentally sustainable operations, avoid costs, and reduce the state’s carbon footprint.
- Real property services that provide a single, enterprise-wide inventory of facility conditions necessary to strategically plan for asset preservation, workforce, and citizen service investments.
- Procurement services that leverage bulk purchasing opportunities to achieve best value by developing contracts for use by multiple government units; standardizing and consolidating purchases; and aggressively negotiating contract terms and pricing.
- Facilities management services such as maintenance, engineering, and energy retrofits that provide well-maintained facilities necessary for the daily operations of the state’s executive, legislative, and judicial branches.
- Construction and space leasing services, serving as the state’s leasing agent and owner’s representative on construction projects. The Department provides efficient and effective oversight of capital construction projects, ensures facility solutions that meet the space needs of state agencies and their customers, and facilitates effective management and optimal use of state real property assets.

- Government-to-Government shared services that provide financial and human resource services to small agencies, boards and commissions, continuous improvement resources, dispute resolution, workers' compensation, historic preservation and archeological services, grants management training, and vehicle fleet services.
 - Government consultation to help agencies achieve energy reduction goals, comply with open government requirements, reduce workers' compensation costs, and reduce the state's reliance on fossil fuels.
 - Public services that include assistive technology, demographic services, and resources for people with developmental disabilities. The Department also facilitates the public's access to state government by educating on the public's right to government data, granting permits to stage public rallies, and administering public spaces in the State Capitol building.
-

The Department of Administration's legal authority comes from:

M.S. 13 (<https://www.revisor.mn.gov/statutes/?id=13>)

M.S. 16B (<https://www.revisor.mn.gov/statutes/?id=16B>)

M.S. 16C (<https://www.revisor.mn.gov/statutes/?id=16C>)

M.S. 4A.02 (<https://www.revisor.mn.gov/statutes/?id=4a.02>)

M.S. 176.541 (<https://www.revisor.mn.gov/statutes/?id=176.541>)

M.S. 138.31-138.42 (<https://www.revisor.mn.gov/statutes/?id=138.31>)

M.S. 307.08 (<https://www.revisor.mn.gov/statutes/?id=307.08>)

Administration

Agency Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--------------------------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 26,155 | 24,981 | 26,094 | 32,464 | 28,155 | 28,180 |
| 1251 - COVID-19 Minnesota | 5,683 | 427 | | | | |
| 2000 - Restrict Misc Special Revenue | 4,369 | 4,214 | 37,659 | 2,155 | 3,943 | 3,789 |
| 2001 - Other Misc Special Revenue | 42,051 | 37,423 | 2,460 | 54,587 | 49,422 | 49,638 |
| 2301 - Arts & Cultural Heritage | 11,230 | 9,933 | 11,995 | 11,398 | 261 | |
| 2340 - Renewable Development | | | 158 | 274 | 90 | 92 |
| 2403 - Gift | 90 | 104 | 601 | 9,398 | 1,792 | |
| 3000 - Federal | 3,246 | 8,830 | 3,325 | 3,868 | 3,671 | 3,576 |
| 3010 - Coronavirus Relief | 436 | 1,501 | | | | |
| 3015 - ARP-State Fiscal Recovery | | | 6,069 | 9,776 | | |
| 3800 - Permanent School | 78 | 484 | | | | |
| 4500 - MN Bookstore | 933 | 564 | 338 | 258 | 260 | 266 |
| 4501 - Coop Purchasing | 25,408 | 27,472 | 38,850 | 34,386 | 32,770 | 33,571 |
| 4502 - Surplus Property | 1,278 | 1,264 | 1,810 | 1,877 | 1,609 | 1,617 |
| 5000 - Master Lease | 12,456 | 9,866 | 4,004 | 19,497 | 21,000 | 21,000 |
| 5100 - Fleet Services | 7,796 | 7,275 | 7,639 | 7,538 | 7,588 | 7,603 |
| 5203 - Central Mail | 9,082 | 10,337 | 11,013 | 11,429 | 11,467 | 11,504 |
| 5300 - Risk Management | 14,304 | 14,819 | 16,407 | 18,214 | 18,301 | 18,344 |
| 5400 - Plant Management | 58,988 | 60,926 | 57,677 | 58,564 | 63,800 | 59,836 |
| Total | 223,582 | 220,419 | 226,101 | 275,683 | 244,129 | 239,016 |
| Biennial Change | | | | 57,782 | | (18,639) |
| Biennial % Change | | | | 13 | | (4) |

Expenditures by Program

| | | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Government and Citizen Services | 191,679 | 189,044 | 198,754 | 241,123 | 224,847 | 219,686 |
| Strategic Management Services | 3,045 | 3,068 | 2,029 | 5,849 | 5,823 | 5,871 |
| Fiscal Agent | 28,858 | 28,308 | 25,318 | 28,711 | 13,459 | 13,459 |
| Total | 223,582 | 220,419 | 226,101 | 275,683 | 244,129 | 239,016 |

Expenditures by Category

| | | | | | | |
|--------------------|---------|---------|---------|---------|---------|---------|
| Compensation | 46,224 | 45,278 | 45,959 | 53,357 | 55,385 | 56,338 |
| Operating Expenses | 111,445 | 117,790 | 118,698 | 141,947 | 129,738 | 132,885 |

Administration

Agency Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|------------------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| | | | | | FY24 | FY25 |
| Grants, Aids and Subsidies | 15,690 | 13,517 | 15,041 | 15,558 | 4,484 | 4,464 |
| Capital Outlay-Real Property | 20,618 | 15,207 | 6,791 | 28,932 | 25,340 | 23,851 |
| Other Financial Transaction | 29,605 | 28,627 | 39,611 | 35,889 | 29,182 | 21,478 |
| Total | 223,582 | 220,419 | 226,101 | 275,683 | 244,129 | 239,016 |

| | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Total Agency Expenditures | 223,582 | 220,419 | 226,101 | 275,683 | 244,129 | 239,016 |
| Internal Billing Expenditures | | | | 3,744 | 3,875 | 3,909 |
| Expenditures Less Internal Billing | 223,582 | 220,419 | 226,101 | 271,939 | 240,254 | 235,107 |

| | | | | | | |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <u>Full-Time Equivalents</u> | 525.00 | 499.27 | 487.31 | 501.84 | 499.93 | 500.21 |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | 0 | 884 | | 854 | | |
| Direct Appropriation | 26,085 | 24,965 | 26,285 | 26,511 | 26,511 | 26,511 |
| Open Appropriation | 661 | 710 | 896 | 5,336 | 1,881 | 1,906 |
| Transfers In | 925 | 1,225 | | | | |
| Transfers Out | 911 | 2,493 | 234 | 237 | 237 | 237 |
| Cancellations | 0 | 309 | | | | |
| Balance Forward Out | 604 | | 853 | | | |
| Expenditures | 26,155 | 24,981 | 26,094 | 32,464 | 28,155 | 28,180 |
| Biennial Change in Expenditures | | | | 7,423 | | (2,223) |
| Biennial % Change in Expenditures | | | | 15 | | (4) |
| Full-Time Equivalents | 93.97 | 87.83 | 86.23 | 81.90 | 78.70 | 77.41 |

1251 - COVID-19 Minnesota

| | | | | | | |
|-----------------------------------|--------------|------------|--|---------|--|---|
| Balance Forward In | | 1,236 | | | | |
| Direct Appropriation | 6,900 | | | | | |
| Cancellations | | 809 | | | | |
| Balance Forward Out | 1,217 | | | | | |
| Expenditures | 5,683 | 427 | | | | |
| Biennial Change in Expenditures | | | | (6,111) | | 0 |
| Biennial % Change in Expenditures | | | | (100) | | |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|--------------|--------------|---------------|--------------|--------------|--------------|
| Balance Forward In | 3,315 | 3,651 | 39,596 | 3,279 | 2,374 | 2,274 |
| Receipts | 6,852 | 5,502 | 35,217 | 3,886 | 6,016 | 5,656 |
| Transfers In | | 37,037 | 18,290 | | | |
| Transfers Out | 2,795 | 2,787 | 52,164 | 2,636 | 2,173 | 2,180 |
| Balance Forward Out | 3,003 | 39,187 | 3,279 | 2,374 | 2,274 | 1,961 |
| Expenditures | 4,369 | 4,214 | 37,659 | 2,155 | 3,943 | 3,789 |
| Biennial Change in Expenditures | | | | 31,231 | | (32,082) |
| Biennial % Change in Expenditures | | | | 364 | | (81) |
| Full-Time Equivalents | 10.85 | 11.09 | 32.72 | 6.78 | 9.62 | 9.56 |

2001 - Other Misc Special Revenue

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| Balance Forward In | 34,934 | 34,293 | 3,789 | 41,165 | 33,861 | 32,834 |
| Receipts | 33,875 | 34,508 | 2,284 | 41,051 | 42,989 | 44,663 |
| Internal Billing Receipts | | | | 3,514 | 3,628 | 3,678 |
| Transfers In | 15,054 | 15,015 | 39,747 | 14,915 | 13,809 | 13,576 |
| Transfers Out | 8,562 | 45,688 | 2,195 | 8,683 | 8,403 | 8,345 |
| Balance Forward Out | 33,250 | 706 | 41,165 | 33,861 | 32,834 | 33,090 |
| Expenditures | 42,051 | 37,423 | 2,460 | 54,587 | 49,422 | 49,638 |
| Biennial Change in Expenditures | | | | (22,427) | | 42,013 |
| Biennial % Change in Expenditures | | | | (28) | | 74 |
| Full-Time Equivalents | 36.68 | 39.76 | 17.14 | 66.75 | 66.59 | 65.78 |

2301 - Arts & Cultural Heritage

| | | | | | | |
|-----------------------------------|---------------|--------------|---------------|---------------|------------|----------|
| Balance Forward In | 210 | 886 | 1,057 | 441 | 268 | 7 |
| Direct Appropriation | 11,811 | 10,050 | 11,383 | 11,225 | 0 | 0 |
| Transfers In | 347 | 302 | 341 | 337 | | |
| Transfers Out | 347 | 302 | 341 | 337 | | |
| Cancellations | 0 | | 5 | | | |
| Balance Forward Out | 792 | 1,003 | 440 | 268 | 7 | 7 |
| Expenditures | 11,230 | 9,933 | 11,995 | 11,398 | 261 | |
| Biennial Change in Expenditures | | | | 2,230 | | (23,132) |
| Biennial % Change in Expenditures | | | | 11 | | (99) |
| Full-Time Equivalents | 2.60 | 2.63 | 2.62 | 2.69 | 2.42 | |

2340 - Renewable Development

| | | | | | | |
|---------------------------------|--|--|------------|------------|-----------|-----------|
| Balance Forward In | | | | 5,205 | 4,529 | 3,639 |
| Direct Appropriation | | | 5,344 | 88 | 90 | 92 |
| Receipts | | | 19 | 10 | 10 | 10 |
| Transfers In | | | 5,000 | | | |
| Transfers Out | | | 5,000 | | | |
| Net Loan Activity | | | | (500) | (900) | (1,200) |
| Balance Forward Out | | | 5,206 | 4,529 | 3,639 | 2,449 |
| Expenditures | | | 158 | 274 | 90 | 92 |
| Biennial Change in Expenditures | | | | 432 | | (250) |

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |
| Biennial % Change in Expenditures | | | | | | (58) |
| Full-Time Equivalents | | | 0.06 | 0.06 | 0.06 | 0.06 |

2403 - Gift

| | | | | | | |
|-----------------------------------|-----------|------------|------------|--------------|--------------|---------|
| Balance Forward In | 900 | 1,115 | 1,234 | 11,735 | 2,389 | 600 |
| Receipts | 33 | 196 | 11,102 | 52 | 3 | 1 |
| Transfers In | 219 | | | | | |
| Transfers Out | 7 | 0 | | | | |
| Balance Forward Out | 1,055 | 1,206 | 11,735 | 2,389 | 600 | 601 |
| Expenditures | 90 | 104 | 601 | 9,398 | 1,792 | |
| Biennial Change in Expenditures | | | | 9,805 | | (8,207) |
| Biennial % Change in Expenditures | | | | 5,053 | | (82) |

3000 - Federal

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Balance Forward In | 6 | 8 | 2 | 22 | 33 | 8 |
| Receipts | 3,248 | 8,827 | 3,345 | 3,879 | 3,646 | 3,568 |
| Balance Forward Out | 7 | 5 | 22 | 33 | 8 | |
| Expenditures | 3,246 | 8,830 | 3,325 | 3,868 | 3,671 | 3,576 |
| Biennial Change in Expenditures | | | | (4,883) | | 54 |
| Biennial % Change in Expenditures | | | | (40) | | 1 |
| Full-Time Equivalents | 18.60 | 18.26 | 18.52 | 19.83 | 18.50 | 17.89 |

3002 - Oil Overcharge

| | | | | | | |
|---------------------|---|---|---|---|---|---|
| Balance Forward In | 3 | 3 | 3 | 3 | 3 | 3 |
| Balance Forward Out | 3 | 3 | 3 | 3 | 3 | 3 |

3010 - Coronavirus Relief

| | | | | | | |
|---------------------------------|------------|--------------|--|---------|--|---|
| Balance Forward In | | 0 | | | | |
| Direct Appropriation | 436 | 2,876 | | | | |
| Cancellations | 0 | 1,376 | | | | |
| Balance Forward Out | 0 | | | | | |
| Expenditures | 436 | 1,501 | | | | |
| Biennial Change in Expenditures | | | | (1,937) | | 0 |

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |
| Biennial % Change in Expenditures | | | | (100) | | |
| Full-Time Equivalents | 3.73 | 0.02 | | | | |

3015 - ARP-State Fiscal Recovery

| | | | | | | |
|-----------------------------------|--|--|--------------|--------------|---|----------|
| Balance Forward In | | | | 8,418 | | |
| Direct Appropriation | | | 14,838 | 1,358 | 0 | 0 |
| Cancellations | | | 350 | | | |
| Balance Forward Out | | | 8,419 | | | |
| Expenditures | | | 6,069 | 9,776 | | |
| Biennial Change in Expenditures | | | | 15,845 | | (15,845) |
| Biennial % Change in Expenditures | | | | | | (100) |
| Full-Time Equivalents | | | 3.58 | 8.00 | | |

3800 - Permanent School

| | | | | | | |
|-----------------------------------|-----------|------------|--|-------|--|---|
| Balance Forward In | 535 | 519 | | | | |
| Cancellations | | 35 | | | | |
| Balance Forward Out | 457 | | | | | |
| Expenditures | 78 | 484 | | | | |
| Biennial Change in Expenditures | | | | (562) | | 0 |
| Biennial % Change in Expenditures | | | | (100) | | |
| Full-Time Equivalents | 0.55 | 0.03 | | | | |

4500 - MN Bookstore

| | | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|------------|
| Balance Forward In | 285 | 176 | 216 | 374 | 626 | 876 |
| Receipts | 764 | 583 | 496 | 510 | 510 | 510 |
| Balance Forward Out | 116 | 195 | 374 | 626 | 876 | 1,120 |
| Expenditures | 933 | 564 | 338 | 258 | 260 | 266 |
| Biennial Change in Expenditures | | | | (901) | | (70) |
| Biennial % Change in Expenditures | | | | (60) | | (12) |
| Full-Time Equivalents | 5.82 | 4.38 | 2.96 | 2.00 | 2.00 | 2.00 |

4501 - Coop Purchasing

| | | | | | | |
|--------------------|--------|--------|--------|--------|--------|--------|
| Balance Forward In | 48,061 | 51,044 | 56,548 | 47,495 | 44,509 | 43,674 |
|--------------------|--------|--------|--------|--------|--------|--------|

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| Receipts | 26,551 | 30,938 | 29,800 | 31,400 | 31,935 | 32,608 |
| Transfers Out | 2 | 2 | 2 | | | |
| Balance Forward Out | 49,202 | 54,508 | 47,495 | 44,509 | 43,674 | 42,711 |
| Expenditures | 25,408 | 27,472 | 38,850 | 34,386 | 32,770 | 33,571 |
| Biennial Change in Expenditures | | | | 20,357 | | (6,895) |
| Biennial % Change in Expenditures | | | | 39 | | (9) |
| Full-Time Equivalents | 82.33 | 81.14 | 77.44 | 101.27 | 104.07 | 104.19 |

4502 - Surplus Property

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Balance Forward In | 1,451 | 1,434 | 375 | 273 | 1,300 | 1,300 |
| Receipts | 1,255 | 1,555 | 1,509 | 1,604 | 1,609 | 1,617 |
| Transfers In | | | 200 | 1,300 | | |
| Transfers Out | 1 | 1,501 | 1 | | | |
| Balance Forward Out | 1,428 | 225 | 273 | 1,300 | 1,300 | 1,300 |
| Expenditures | 1,278 | 1,264 | 1,810 | 1,877 | 1,609 | 1,617 |
| Biennial Change in Expenditures | | | | 1,145 | | (461) |
| Biennial % Change in Expenditures | | | | 45 | | (13) |
| Full-Time Equivalents | 8.36 | 9.75 | 10.36 | 9.75 | 9.75 | 9.75 |

5000 - Master Lease

| | | | | | | |
|-----------------------------------|---------------|--------------|--------------|---------------|---------------|---------------|
| Balance Forward In | 127 | | 1 | 13 | | |
| Receipts | 12,329 | 9,875 | 4,017 | 19,484 | 21,000 | 21,000 |
| Transfers Out | 0 | 8 | | | | |
| Balance Forward Out | | 1 | 13 | | | |
| Expenditures | 12,456 | 9,866 | 4,004 | 19,497 | 21,000 | 21,000 |
| Biennial Change in Expenditures | | | | 1,180 | | 18,499 |
| Biennial % Change in Expenditures | | | | 5 | | 79 |

5100 - Fleet Services

| | | | | | | |
|--------------------|--------|--------|--------|--------|--------|--------|
| Balance Forward In | 2,456 | 1,887 | 3,728 | 3,054 | 2,873 | 3,228 |
| Receipts | 17,586 | 18,923 | 18,882 | 20,424 | 20,040 | 19,795 |
| Transfers In | | 1,500 | 0 | | | |
| Transfers Out | 11,143 | 12,561 | 11,916 | 13,067 | 12,097 | 12,297 |

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| Balance Forward Out | 1,102 | 2,475 | 3,054 | 2,873 | 3,228 | 3,123 |
| Expenditures | 7,796 | 7,275 | 7,639 | 7,538 | 7,588 | 7,603 |
| Biennial Change in Expenditures | | | | 106 | | 14 |
| Biennial % Change in Expenditures | | | | 1 | | 0 |
| Full-Time Equivalents | 8.30 | 8.82 | 8.64 | 8.25 | 8.25 | 8.25 |

5203 - Central Mail

| | | | | | | |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Balance Forward In | 2 | 1,084 | 1,771 | 1,780 | 2,082 | 2,346 |
| Receipts | 9,828 | 10,973 | 11,347 | 11,731 | 11,731 | 11,731 |
| Transfers Out | | | 325 | | | |
| Balance Forward Out | 747 | 1,720 | 1,780 | 2,082 | 2,346 | 2,573 |
| Expenditures | 9,082 | 10,337 | 11,013 | 11,429 | 11,467 | 11,504 |
| Biennial Change in Expenditures | | | | 3,022 | | 529 |
| Biennial % Change in Expenditures | | | | 16 | | 2 |
| Full-Time Equivalents | 7.70 | 6.35 | 7.13 | 6.45 | 6.37 | 6.40 |

5300 - Risk Management

| | | | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Balance Forward In | 23,999 | 22,923 | 22,930 | 23,336 | 23,008 | 22,593 |
| Receipts | 13,121 | 14,652 | 16,814 | 17,886 | 17,886 | 17,886 |
| Balance Forward Out | 22,816 | 22,756 | 23,337 | 23,008 | 22,593 | 22,135 |
| Expenditures | 14,304 | 14,819 | 16,407 | 18,214 | 18,301 | 18,344 |
| Biennial Change in Expenditures | | | | 5,499 | | 2,024 |
| Biennial % Change in Expenditures | | | | 19 | | 6 |
| Full-Time Equivalents | 10.35 | 10.10 | 9.93 | 13.15 | 12.15 | 12.15 |

5400 - Plant Management

| | | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Balance Forward In | 15,546 | 17,883 | 18,958 | 18,612 | 21,135 | 16,610 |
| Receipts | 77,003 | 78,857 | 77,047 | 80,968 | 78,022 | 78,479 |
| Transfers In | 0 | | 325 | | | |
| Transfers Out | 19,987 | 19,978 | 20,040 | 19,881 | 18,747 | 18,056 |
| Balance Forward Out | 13,574 | 15,835 | 18,612 | 21,135 | 16,610 | 17,197 |
| Expenditures | 58,988 | 60,926 | 57,677 | 58,564 | 63,800 | 59,836 |
| Biennial Change in Expenditures | | | | (3,673) | | 7,395 |

Administration

Agency Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------|
| | | | | | FY24 | FY25 |
| Biennial % Change in Expenditures | | | | (3) | | 6 |
| Full-Time Equivalents | 235.16 | 219.11 | 209.98 | 174.96 | 181.45 | 186.77 |

Administration

Agency Change Summary

(Dollars in Thousands)

| | FY23 | FY24 | FY25 | Biennium 2024-25 |
|---|--------|----------|----------|---------------------|
| Direct | | | | |
| Fund: 1000 - General | | | | |
| FY2023 Appropriations | 26,511 | 26,511 | 26,511 | 53,022 |
| Forecast Base | 26,511 | 26,511 | 26,511 | 53,022 |
| Fund: 2301 - Arts & Cultural Heritage | | | | |
| FY2023 Appropriations | 11,225 | 11,225 | 11,225 | 22,450 |
| Base Adjustments | | | | |
| One-Time Legacy Fund Appropriations | | (11,225) | (11,225) | (22,450) |
| Forecast Base | 11,225 | 0 | 0 | 0 |
| Fund: 2340 - Renewable Development | | | | |
| FY2023 Appropriations | 88 | 88 | 88 | 176 |
| Base Adjustments | | | | |
| Current Law Base Change | | 2 | 4 | 6 |
| Forecast Base | 88 | 90 | 92 | 182 |
| Fund: 3015 - ARP-State Fiscal Recovery | | | | |
| FY2023 Appropriations | 1,358 | 1,358 | 1,358 | 2,716 |
| Base Adjustments | | | | |
| All Other One-Time Appropriations | | (1,358) | (1,358) | (2,716) |
| Forecast Base | 1,358 | 0 | 0 | 0 |
| Open | | | | |
| Fund: 1000 - General | | | | |
| FY2023 Appropriations | 4,539 | 4,539 | 4,539 | 9,078 |
| Base Adjustments | | | | |
| Forecast Open Appropriation Adjustment | (842) | (2,692) | (2,496) | (5,188) |
| November Forecast Adjustment | 1,639 | 34 | (137) | (103) |
| Forecast Base | 5,336 | 1,881 | 1,906 | 3,787 |
| Dedicated | | | | |
| Fund: 2000 - Restrict Misc Special Revenue | | | | |
| Planned Spending | 2,155 | 3,943 | 3,789 | 7,732 |
| Forecast Base | 2,155 | 3,943 | 3,789 | 7,732 |
| Fund: 2001 - Other Misc Special Revenue | | | | |
| Planned Spending | 54,587 | 49,422 | 49,638 | 99,060 |
| Forecast Base | 54,587 | 49,422 | 49,638 | 99,060 |

Administration

Agency Change Summary

(Dollars in Thousands)

| | FY23 | FY24 | FY25 | Biennium 2024-25 |
|--------------------------------------|--------|--------|--------|---------------------|
| Fund: 2403 - Gift | | | | |
| Planned Spending | 9,398 | 1,792 | | 1,792 |
| Forecast Base | 9,398 | 1,792 | | 1,792 |
| Fund: 3000 - Federal | | | | |
| Planned Spending | 3,868 | 3,671 | 3,576 | 7,247 |
| Forecast Base | 3,868 | 3,671 | 3,576 | 7,247 |
| Fund: 4500 - MN Bookstore | | | | |
| Planned Spending | 258 | 260 | 266 | 526 |
| Forecast Base | 258 | 260 | 266 | 526 |
| Fund: 4501 - Coop Purchasing | | | | |
| Planned Spending | 34,386 | 32,770 | 33,571 | 66,341 |
| Forecast Base | 34,386 | 32,770 | 33,571 | 66,341 |
| Fund: 4502 - Surplus Property | | | | |
| Planned Spending | 1,877 | 1,609 | 1,617 | 3,226 |
| Forecast Base | 1,877 | 1,609 | 1,617 | 3,226 |
| Fund: 5000 - Master Lease | | | | |
| Planned Spending | 19,497 | 21,000 | 21,000 | 42,000 |
| Forecast Base | 19,497 | 21,000 | 21,000 | 42,000 |
| Fund: 5100 - Fleet Services | | | | |
| Planned Spending | 7,538 | 7,588 | 7,603 | 15,191 |
| Forecast Base | 7,538 | 7,588 | 7,603 | 15,191 |
| Fund: 5203 - Central Mail | | | | |
| Planned Spending | 11,429 | 11,467 | 11,504 | 22,971 |
| Forecast Base | 11,429 | 11,467 | 11,504 | 22,971 |
| Fund: 5300 - Risk Management | | | | |
| Planned Spending | 18,214 | 18,301 | 18,344 | 36,645 |
| Forecast Base | 18,214 | 18,301 | 18,344 | 36,645 |
| Fund: 5400 - Plant Management | | | | |
| Planned Spending | 58,564 | 63,800 | 59,836 | 123,636 |
| Forecast Base | 58,564 | 63,800 | 59,836 | 123,636 |

(Dollars in Thousands)

| | FY23 | FY24 | FY25 | Biennium 2024-25 |
|---|--------|--------|--------|---------------------|
| Revenue Change Summary | | | | |
| Dedicated | | | | |
| Fund: 2000 - Restrict Misc Special Revenue | | | | |
| Forecast Revenues | 3,886 | 6,016 | 5,656 | 11,672 |
| Fund: 2001 - Other Misc Special Revenue | | | | |
| Forecast Revenues | 41,051 | 42,989 | 44,663 | 87,652 |
| Fund: 2340 - Renewable Development | | | | |
| Forecast Revenues | 10 | 10 | 10 | 20 |
| Fund: 2403 - Gift | | | | |
| Forecast Revenues | 52 | 3 | 1 | 4 |
| Fund: 3000 - Federal | | | | |
| Forecast Revenues | 3,879 | 3,646 | 3,568 | 7,214 |
| Fund: 4500 - MN Bookstore | | | | |
| Forecast Revenues | 510 | 510 | 510 | 1,020 |
| Fund: 4501 - Coop Purchasing | | | | |
| Forecast Revenues | 31,400 | 31,935 | 32,608 | 64,543 |
| Fund: 4502 - Surplus Property | | | | |
| Forecast Revenues | 1,604 | 1,609 | 1,617 | 3,226 |
| Fund: 5000 - Master Lease | | | | |
| Forecast Revenues | 19,484 | 21,000 | 21,000 | 42,000 |
| Fund: 5100 - Fleet Services | | | | |
| Forecast Revenues | 20,424 | 20,040 | 19,795 | 39,835 |
| Fund: 5203 - Central Mail | | | | |
| Forecast Revenues | 11,731 | 11,731 | 11,731 | 23,462 |
| Fund: 5300 - Risk Management | | | | |
| Forecast Revenues | 17,886 | 17,886 | 17,886 | 35,772 |

(Dollars in Thousands)

| | FY23 | FY24 | FY25 | Biennium 2024-25 |
|--------------------------------------|--------|--------|--------|---------------------|
| Fund: 5400 - Plant Management | | | | |
| Forecast Revenues | 80,968 | 78,022 | 78,479 | 156,501 |

Program: Government and Citizen Services

Activity: Governor's Council on Developmental Disabilities

<https://mn.gov/mnddc>

<https://mn.gov/mnddc/pipm>

AT A GLANCE

- Celebrated the Council's 50th Anniversary in October 2021 and the 35th Anniversary of Partners in Policymaking® in May 2022
- Disseminated more than 3 million publications and downloads about developmental disabilities in federal fiscal year 2021
- Reached a milestone of 1,150 Minnesota Partners in Policymaking® graduates in May 2022
- Continue to update the largest online archive of developmental disabilities history

PURPOSE AND CONTEXT

The Governor's Council on Developmental Disabilities fulfills the requirements of the federal Developmental Disabilities Act (DD Act) for Minnesota. The mission of the Council is to provide information, education, and training to people with developmental disabilities and their families in order to increase their independence, productivity, self-determination, integration, and inclusion (IPSII) into community life.

Developmental disabilities are significant disabilities that begin during the developmental period, impact three major areas of functioning, and last throughout a person's lifetime. Approximately 1.58% of Minnesotans have a developmental disability. The Council was first appointed in 1971 and the Department of Administration has served as the federally designated state agency since 1991.

SERVICES PROVIDED

The DD Act requires that 70% of the federal allocation must be spent on program goals approved by the federal government. These program goals include:

- Leadership training through the Partners in Policymaking® program, an 8-month leadership training course designed for people with developmental disabilities (self-advocates) and family members
- Free training materials, publications, resource materials, and online courses
- Sponsorship of training conferences
- Assisting individuals with developmental disabilities to advocate for themselves including an anti-bullying program for 4th graders taught by individuals with developmental disabilities who have been bullied
- Outreach to diverse racial and ethnic communities
- Innovative employment opportunities for people with developmental disabilities
- Research studies on topics critical to the field including a 60-year study of attitudes about people with developmental disabilities from 1962 to 2022.

After approval of Minnesota's Olmstead Plan in 2015, the Legislature provided funding for the Council to:

- Assist in conducting research studies and policy analysis
- Increase community engagement activities
- Document disparities for individuals with disabilities in the areas of health care and abuse
- Assist in tracking Olmstead Plan results and creation of a ten-year chronology of Olmstead efforts
- Help with the statewide Quality of Life study and provide historical archiving of resource materials used in developing and implementing the Olmstead Plan

RESULTS

| Type of Measure | Name of Measure | Previous | Current | Dates |
|-----------------|---|-----------|-----------|---------------------|
| Quantity | Number of copies of Council publications distributed and number of downloads from Council websites | 2 million | 3 million | FY 2019, FY 2022 |
| Quality | Partner satisfaction | 98% | 98% | FY 2019, FY 2022 |
| Results | Level of independence, self-determination, productivity, integration and inclusion (IPSII) ¹ | 4.44 | 4.5 | FY 2019, FY 2022 |

1. The DD Act defines federal outcomes of increased independence (making decisions); self-determination (taking control of one’s life); productivity (volunteering or working at a paid job); and integration and inclusion (being part of a community) for people with developmental disabilities. The scores above are post-training self-assessments of federal outcomes on a scale of 1-5 (5 is highest).

The legal authority for the Council is provided in the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402 (<https://www.congress.gov/106/plaws/publ402/PLAW-106publ402.pdf>), M.S. 16B.053 (<https://www.revisor.mn.gov/statutes/cite/16B.053>), and M.S. 16B.054 (<https://www.revisor.mn.gov/statutes/cite/16B.054>).

Governor's Council on Developmental Disabilities

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 222 | 222 | 222 | 222 | 222 | 222 |
| 3000 - Federal | 1,198 | 1,336 | 1,259 | 1,188 | 1,161 | 1,123 |
| Total | 1,420 | 1,558 | 1,481 | 1,410 | 1,383 | 1,345 |
| Biennial Change | | | | (87) | | (163) |
| Biennial % Change | | | | (3) | | (6) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 375 | 372 | 417 | 395 | 401 | 409 |
| Operating Expenses | 474 | 450 | 728 | 728 | 719 | 693 |
| Grants, Aids and Subsidies | 568 | 736 | 333 | 285 | 260 | 240 |
| Other Financial Transaction | 3 | | 3 | 2 | 3 | 3 |
| Total | 1,420 | 1,558 | 1,481 | 1,410 | 1,383 | 1,345 |
| Total Agency Expenditures | 1,420 | 1,558 | 1,481 | 1,410 | 1,383 | 1,345 |
| Internal Billing Expenditures | | | | 29 | 29 | 29 |
| Expenditures Less Internal Billing | 1,420 | 1,558 | 1,481 | 1,381 | 1,354 | 1,316 |
| <u>Full-Time Equivalent</u> | 3.68 | 3.24 | 3.86 | 3.60 | 3.60 | 3.60 |

Governor's Council on Developmental Disabilities

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Direct Appropriation | 222 | 222 | 222 | 222 | 222 | 222 |
| Expenditures | 222 | 222 | 222 | 222 | 222 | 222 |
| Biennial Change in Expenditures | | | | 0 | | 0 |
| Biennial % Change in Expenditures | | | | 0 | | 0 |
| Full-Time Equivalents | 1.35 | 0.82 | 1.41 | 0.70 | 0.70 | 0.70 |

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 3000 - Federal | | | | | | |
| Balance Forward In | | 0 | | | | |
| Receipts | 1,198 | 1,336 | 1,259 | 1,188 | 1,161 | 1,123 |
| Expenditures | 1,198 | 1,336 | 1,259 | 1,188 | 1,161 | 1,123 |
| Biennial Change in Expenditures | | | | (87) | | (163) |
| Biennial % Change in Expenditures | | | | (3) | | (7) |
| Full-Time Equivalents | 2.33 | 2.42 | 2.45 | 2.90 | 2.90 | 2.90 |

Program: Government and Citizen Services

Activity: Fleet and Surplus Services

<https://mn.gov/admin/government/vehicles/>

<https://mn.gov/admin/government/surplus-property/>

AT A GLANCE

- Manage a fleet of approximately 2,030 vehicles
- Utilize vehicle telematics to increase safety, efficiency, sustainability, and effectiveness of fleet management
- 92.8% of managed vehicles use alternative fuels or are hybrid vehicles
- Increased number of electric and hybrid vehicles from 997 in FY 2020 to 1,145 in FY 2022
- Increased fuel efficiency by 31 miles per gallon, on average, for vehicle replacements in FY 2022
- Assist state and local governments with the distribution and disposal of surplus property
- Repurposed 30,126 items through the Surplus Property Distribution Center in FY 2022
- Returned \$22 million to agencies from surplus property sales in FY 2022
- Sold 4,649 lots of property through the State Auction Program in FY 2022

PURPOSE AND CONTEXT

Fleet and Surplus Services strives to ensure that state agencies have access to critical logistical services related to transportation and state and federal surplus property recapture for reuse or disposal.

The Fleet Services unit provides safe, cost-effective transportation solutions for official government business. It ensures a cost-effective operation by tailoring services to actual agency usage. It monitors key data points such as mileage and fuel consumption to advise agencies on the best vehicle to meet their needs, how long the vehicle should be kept, and other transportation options.

In addition, the green fleet choice initiative aims to reduce vehicle life-cycle costs, greenhouse gas emissions, and petroleum consumption. It helps agencies transition to “greener” vehicles through scheduled replacement of existing fleet inventory. 90% of vehicles acquired in the Department’s leased fleet in FY 2020 had an emission score of 7 or greater on a 10-point scale.

The Surplus Services unit assists state agencies and local governments to distribute surplus property in an environmentally and financially responsible manner. Additionally, it maximizes the public investment in equipment through redistribution to other public entities or sale. It returns approximately 93% of sale proceeds to the agencies that dispose of surplus property.

Primary partners are state agencies, local governments, nonprofit organizations, and the public. Fleet Services is organized as an internal service fund and generates its revenue through the fleet vehicle leasing program. Surplus Services is an enterprise fund and generates its revenue through the resale of goods.

SERVICES PROVIDED

The work of Fleet and Surplus Services can be divided into two primary categories: Fleet Services and Surplus Services.

Specific transportation services provided include:

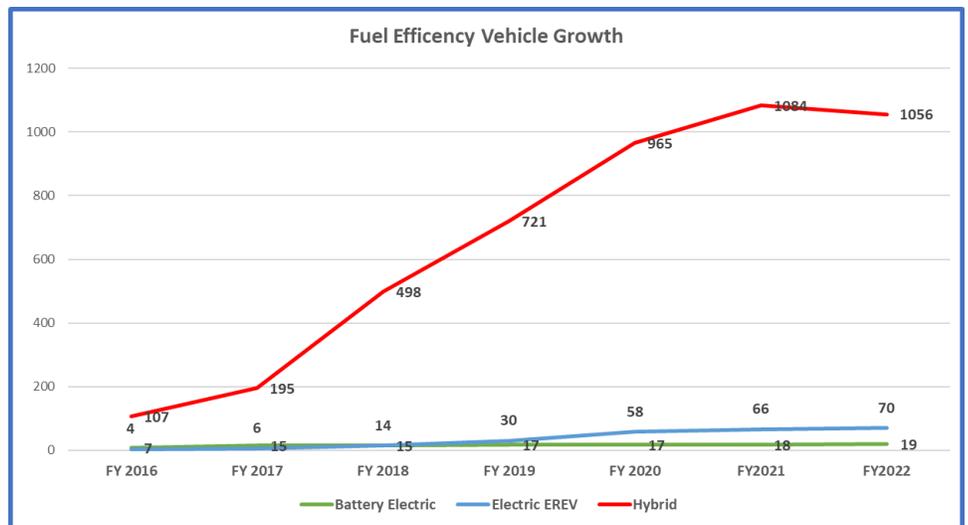
- Full service long-term vehicle rental program
- Vehicle maintenance service
- Fuel card program
- Statewide fleet reporting and information management system
- Telematics
- Agency assistance with vehicle utilization and lifecycle management
- Vehicle usage policy guidance

The surplus property program provides:

- Guidelines and procedures for the management and disposal of state surplus property
- Management of a surplus redistribution center for state and federal surplus property
- Live and online auction program
- Surplus exchange program
- Storage services

RESULTS

Measure (Quantity): Number of fuel-efficient vehicles by year. Fuel efficiency improved by an average of 7.1 miles per gallon on vehicle replacements in FY 2021 – FY 2022. Service and program reductions within agencies and right sizing their fleet, has resulted in a decrease of 220 Department Fleet vehicles since 2020.



| Type of Measure | Name of Measure | Previous | Current | Dates |
|-----------------|---|----------|---------|---------------------|
| Quality | Reduction of agency owned vehicles by converting to Department leased vehicles. This program provides a managed life cycle for vehicles to improve safety, dependability, and cost effectiveness. | 621 | 500 | FY 2020, FY 2022 |
| Quantity | Increase Surplus Services program active donee partner participation. Goal of increasing participation by 10% over the biennium. | 505 | 555 | FY 2020, FY 2022 |

M.S. 16B.2975 (<https://www.revisor.mn.gov/statutes/cite/16B.2975>),
M.S. 16B.24 (<https://www.revisor.mn.gov/statutes/cite/16B.24>), and
M.S. 16B.54 (<https://www.revisor.mn.gov/statutes/?id=16B.54>) provide the legal authority for these programs.

Fleet and Surplus Services

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|------------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 4502 - Surplus Property | 1,278 | 1,264 | 1,810 | 1,877 | 1,609 | 1,617 |
| 5000 - Master Lease | 12,302 | 9,866 | 4,004 | 19,497 | 21,000 | 21,000 |
| 5100 - Fleet Services | 7,796 | 7,275 | 7,639 | 7,538 | 7,588 | 7,603 |
| Total | 21,377 | 18,404 | 13,453 | 28,912 | 30,197 | 30,220 |
| Biennial Change | | | | 2,585 | | 18,052 |
| Biennial % Change | | | | 7 | | 43 |

Expenditures by Category

| | | | | | | |
|------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Compensation | 1,568 | 1,716 | 1,802 | 1,611 | 1,635 | 1,667 |
| Operating Expenses | 8,121 | 7,441 | 7,293 | 7,804 | 7,562 | 7,451 |
| Grants, Aids and Subsidies | 8 | 24 | 22 | | | |
| Capital Outlay-Real Property | 11,679 | 9,223 | 3,835 | 19,497 | 21,000 | 21,000 |
| Other Financial Transaction | 0 | 0 | 502 | | | 102 |
| Total | 21,377 | 18,404 | 13,453 | 28,912 | 30,197 | 30,220 |

| | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Agency Expenditures | 21,377 | 18,404 | 13,453 | 28,912 | 30,197 | 30,220 |
| Internal Billing Expenditures | | | | 152 | 154 | 154 |
| Expenditures Less Internal Billing | 21,377 | 18,404 | 13,453 | 28,760 | 30,043 | 30,066 |

Full-Time Equivalent

| | | | | | | |
|--|-------|-------|-------|-------|-------|-------|
| | 16.66 | 18.57 | 19.00 | 18.00 | 18.00 | 18.00 |
|--|-------|-------|-------|-------|-------|-------|

Fleet and Surplus Services

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| 4502 - Surplus Property | | | | | | |
| Balance Forward In | 1,451 | 1,434 | 375 | 273 | 1,300 | 1,300 |
| Receipts | 1,255 | 1,555 | 1,509 | 1,604 | 1,609 | 1,617 |
| Transfers In | | | 200 | 1,300 | | |
| Transfers Out | 1 | 1,501 | 1 | | | |
| Balance Forward Out | 1,428 | 225 | 273 | 1,300 | 1,300 | 1,300 |
| Expenditures | 1,278 | 1,264 | 1,810 | 1,877 | 1,609 | 1,617 |
| Biennial Change in Expenditures | | | | 1,145 | | (461) |
| Biennial % Change in Expenditures | | | | 45 | | (13) |
| Full-Time Equivalents | 8.36 | 9.75 | 10.36 | 9.75 | 9.75 | 9.75 |

5000 - Master Lease

| | | | | | | |
|-----------------------------------|---------------|--------------|--------------|---------------|---------------|---------------|
| Balance Forward In | 127 | | 1 | 13 | | |
| Receipts | 12,176 | 9,875 | 4,017 | 19,484 | 21,000 | 21,000 |
| Transfers Out | | 8 | | | | |
| Balance Forward Out | | 1 | 13 | | | |
| Expenditures | 12,302 | 9,866 | 4,004 | 19,497 | 21,000 | 21,000 |
| Biennial Change in Expenditures | | | | 1,334 | | 18,499 |
| Biennial % Change in Expenditures | | | | 6 | | 79 |

5100 - Fleet Services

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Balance Forward In | 2,456 | 1,887 | 3,728 | 3,054 | 2,873 | 3,228 |
| Receipts | 17,586 | 18,923 | 18,882 | 20,424 | 20,040 | 19,795 |
| Transfers In | | 1,500 | 0 | | | |
| Transfers Out | 11,143 | 12,561 | 11,916 | 13,067 | 12,097 | 12,297 |
| Balance Forward Out | 1,102 | 2,475 | 3,054 | 2,873 | 3,228 | 3,123 |
| Expenditures | 7,796 | 7,275 | 7,639 | 7,538 | 7,588 | 7,603 |
| Biennial Change in Expenditures | | | | 106 | | 14 |
| Biennial % Change in Expenditures | | | | 1 | | 0 |
| Full-Time Equivalents | 8.30 | 8.82 | 8.64 | 8.25 | 8.25 | 8.25 |

Program: Government and Citizen Services

Activity: Data Practices Office

<https://mn.gov/admin/data-practices/>

AT A GLANCE

- Provides data practices and open meeting law technical assistance and in-person or webinar training to over 3,500 partners each year
- Maintains a website with information and training materials on data practices and open meetings, including over 1,000 Advisory Opinions drafted on behalf of the Commissioner of Administration
- Hosted or presented at 35 training or outreach events across the state in FY 2022

PURPOSE AND CONTEXT

The Data Practices Office is a statewide resource on Minnesota’s data practices and open meeting laws. It helps to ensure fiscal accountability and measurable results in providing timely, expert technical assistance, issuing advisory opinions, conducting training, and maintaining an informational website and library of more than 1,000 relevant advisory opinions.

By promoting compliance with and understanding of these laws, the Data Practices Office ensures that government data and information can be accessed appropriately and effectively by policymakers, members of the public and the media, the legislature, and state and local governments.

SERVICES PROVIDED

Technical Assistance and Consultation

- Assist government, public, media, and legislative partners with questions about data practices and open meeting laws
- Informally resolve formal advisory opinion requests when possible

Training and Resource Development

- Develop resource materials including model policies and guides
- Present training on data practices and open meeting laws

Statutory Duties

- Assist the Commissioner of Administration by drafting advisory opinions
- Assist the Commissioner in handling requests for temporary classification of government data
- Provide services related to appeals of challenges to the accuracy and completeness of government data
- Review automated license plate reader audits of law enforcement agencies

These functions help promote fiscal accountability and measurable results by providing government entities with resources to ensure compliance with the laws and by providing the public, media, and legislature with an understanding of their rights and implications of the laws.

RESULTS

The Data Practices Office’s performance measures show consistently high ratings for the usefulness of training, and it remains committed to reaching even more people who need help. The Office presents smaller, hands-on workshops, as well as presentations via webinar that reach a larger audience. In FY 2022, the office trained exclusively on a remote platform. In FY 2022, the Office changed the questions attendees answer to evaluate the effectiveness of training. Prior to a workshop, the Office asks attendees to rate their data practices or Open

Meeting Law knowledge on a five-point scale – very high, somewhat high, neither high nor low, somewhat low, low. After the workshop, the Office collects responses to the same question. The Office also asks whether attendees would recommend a Data Practices Office training to other interested individuals. The Office will work to maintain high numbers of partner contacts both through training events and informal consultations such as phone calls, emails, and in-person meetings.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|---|-----------------|----------------|------------------|
| Quantity | Total partners assisted and trained per year | 4,269 | 3,533 | FY 2020, FY 2022 |
| Quality | Partners who would recommend a Data Practices Office training to someone interested in data practices or the Open Meeting Law. This is a new measure. | N/A | 98% | FY 2022 |
| Results | Partners rated the increase in their knowledge following training on a 5-point scale. This is a new measure. | N/A | 1pt | FY 2022 |

The legal authority for the Data Practices Office is provided in:
M.S. 13.073 (<https://www.revisor.mn.gov/statutes/cite/13.073>) and
Minn. Rules 1205.1700 (<https://www.revisor.mn.gov/rules/1205.1700/>).

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 511 | 487 | 479 | 670 | 580 | 580 |
| 2000 - Restrict Misc Special Revenue | 49 | 8 | 41 | 49 | 53 | 47 |
| Total | 559 | 495 | 520 | 719 | 633 | 627 |
| Biennial Change | | | | 185 | | 21 |
| Biennial % Change | | | | 18 | | 2 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 515 | 428 | 458 | 463 | 501 | 514 |
| Operating Expenses | 44 | 67 | 61 | 254 | 130 | 111 |
| Other Financial Transaction | 0 | | 1 | 2 | 2 | 2 |
| Total | 559 | 495 | 520 | 719 | 633 | 627 |
| Total Agency Expenditures | 559 | 495 | 520 | 719 | 633 | 627 |
| Internal Billing Expenditures | | | | 41 | 41 | 41 |
| Expenditures Less Internal Billing | 559 | 495 | 520 | 678 | 592 | 586 |
| <u>Full-Time Equivalent</u> | 4.59 | 4.07 | 4.35 | 4.20 | 4.44 | 4.44 |

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 45 | | 90 | | |
| Direct Appropriation | 557 | 557 | 571 | 582 | 582 | 582 |
| Transfers In | | 25 | | | | |
| Transfers Out | 1 | 114 | 2 | 2 | 2 | 2 |
| Cancellations | | 26 | | | | |
| Balance Forward Out | 45 | | 90 | | | |
| Expenditures | 511 | 487 | 479 | 670 | 580 | 580 |
| Biennial Change in Expenditures | | | | 151 | | 11 |
| Biennial % Change in Expenditures | | | | 15 | | 1 |
| Full-Time Equivalents | 4.11 | 4.04 | 3.99 | 3.82 | 4.04 | 4.11 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|-----------|----------|-----------|-----------|-----------|-----------|
| Balance Forward In | 33 | 1 | 27 | 29 | 20 | 7 |
| Receipts | 17 | 30 | 44 | 40 | 40 | 40 |
| Balance Forward Out | 1 | 23 | 29 | 20 | 7 | |
| Expenditures | 49 | 8 | 41 | 49 | 53 | 47 |
| Biennial Change in Expenditures | | | | 34 | | 10 |
| Biennial % Change in Expenditures | | | | 61 | | 11 |
| Full-Time Equivalents | 0.48 | 0.03 | 0.36 | 0.38 | 0.40 | 0.33 |

Program: Government and Citizen Services

Activity: Office of State Procurement

<https://www.mmd.admin.state.mn.us/>

AT A GLANCE

- Oversee Minnesota state agency purchasing valued over \$3.1 billion in FY 2021 and \$3.4 billion in FY 2022
- Operate the Office of Equity in Procurement that helps veteran-, minority-, and woman-owned small businesses become state vendors
- Manage about 2,300 contracts offering best value options to state agencies, counties, cities, and school districts in FY 2022
- Review about 6,600 professional and technical contract documents prepared by agencies annually
- Negotiate over \$14 million in contract savings for government entities in FY 2022

PURPOSE AND CONTEXT

The Office of State Procurement (OSP) strives to achieve the best value for taxpayers through strategic contracting and purchasing of goods and services. It oversees and facilitates purchasing across the enterprise valued at over \$3 billion annually.

OSP's primary partners are state agencies, counties, cities, school districts, public health care facilities, the public, and vendors doing business with the state and competing for state contracts.

A general fund appropriation provides funding for the contracting and purchasing services OSP provides to state agencies. Vendor-paid contract administration fees fund the services the office provides to other government entities and health-related facilities.

SERVICES PROVIDED

The Office of State Procurement utilizes four key strategies to achieve best value in state procurement:

- Statewide procurement policy and process leadership
- Objective competitive vendor solicitations
- Contracting expertise
- Targeted procurement with women-, minority-, disabled-, and veteran-owned small businesses to eliminate contract disparities

Specific services provided include:

- Purchasing and contracting for goods, services, utilities, and construction
- Operating a cooperative purchasing program for over 1,600 local units of government
- Operating a national purchasing cooperative for pharmaceuticals and medical supplies through MMCAP Infuse, which establishes contracts on behalf of thousands of participating facilities in all 50 states and the District of Columbia
- Promoting equity in contracting and environmentally responsible purchasing
- Oversight of professional and technical contracts
- Working with businesses to ensure fair and open competition
- Certifying Minnesota small businesses that are owned by minorities, women, and veterans
- Managing procurement functions manually and through the Statewide Integrated Financial Tools (SWIFT) system

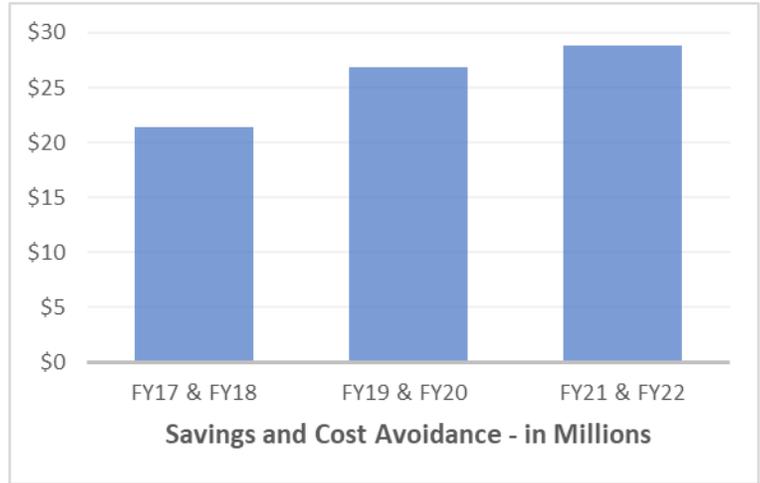
- Monitoring compliance with state procurement law, policy, and contract terms
- Conducting training for state agencies, vendors, and other partners

RESULTS

OSP uses a variety of quantity, quality, and result metrics to monitor success.

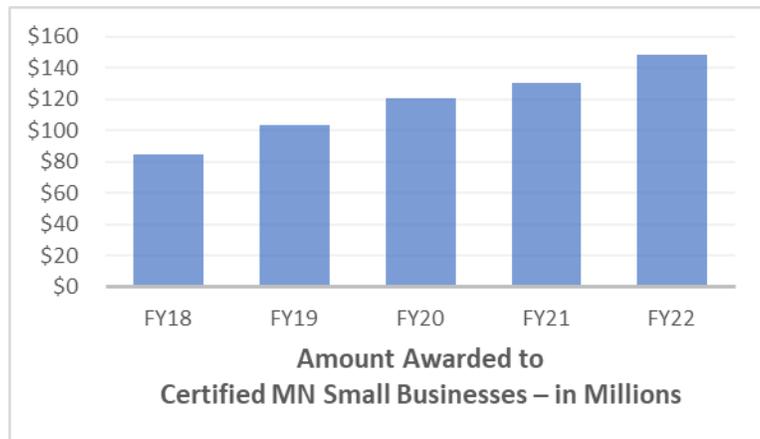
Performance Measure (Result of Program): Dollars saved through contract negotiations.

In FY 2022, OSP tracked savings and cost avoidance of \$14.4 million, which is nearly six times greater than its General Fund appropriation of \$2.5 million for the same period.



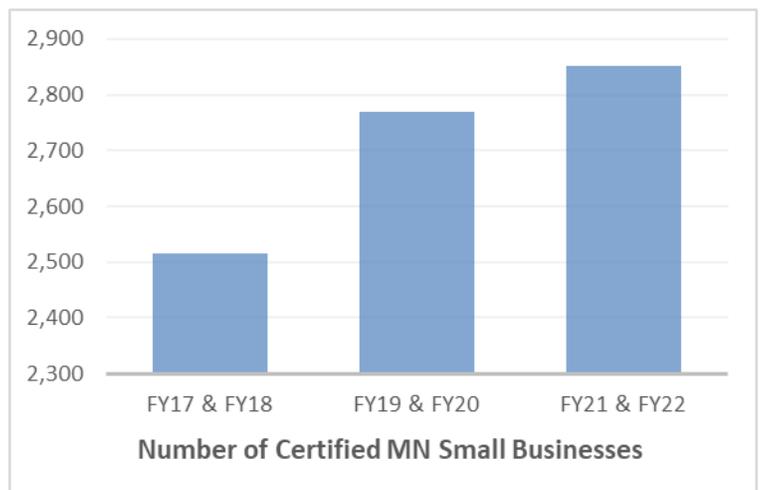
Performance Measure (Result of Program): Contract dollars awarded to certified Minnesota Small Businesses.

Contract dollars awarded to certified Minnesota small businesses continues to grow from \$85 million in FY 2018 to \$148.8 million in FY 2022, an increase of 75%.



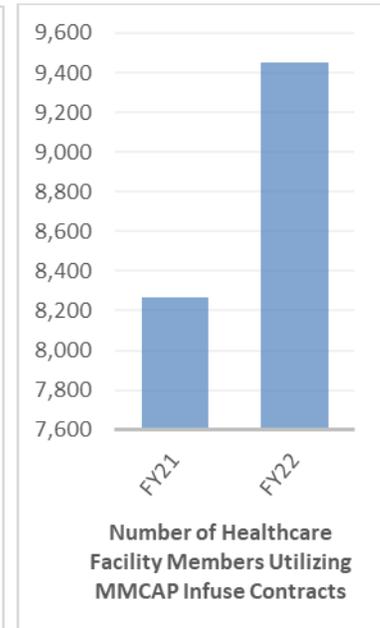
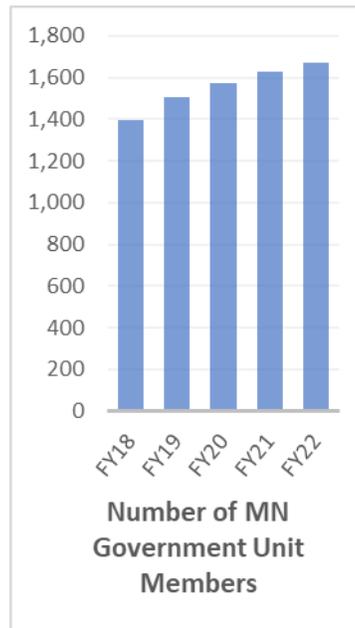
Performance Measure (Quantity of Program): The number of certified Minnesota Small Businesses.

Increasing the number of certified small businesses is critical to expand equity in State contracting opportunities. State law authorizes preferences, sheltered-market, and direct select authority within monetary limits to vendors certified under the program.



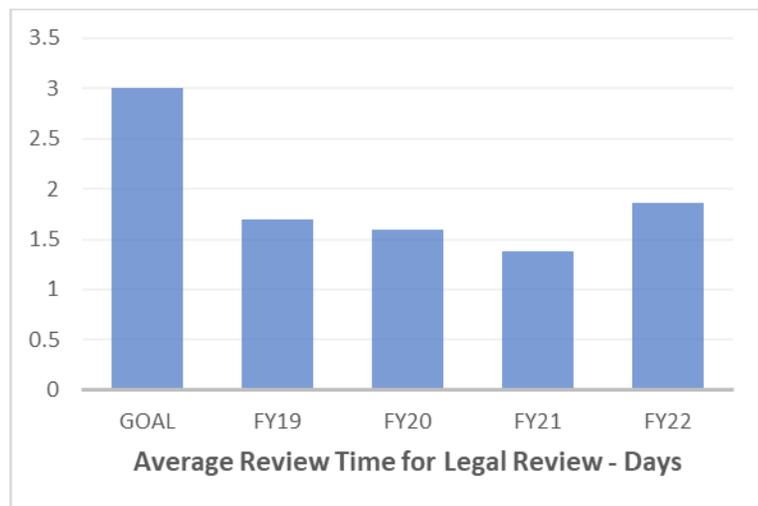
Performance Measure (Quantity of Program): The number of local governments and healthcare facilities that use OSP contracts.

OSP tracks this measure because local governments and healthcare facilities can choose among a wide variety of purchasing programs and contract options that they determine provides the best value to their organization.



Performance Measure (Quality of Program): Average time to provide a legal review.

Agencies need prompt turnaround on the nearly 6,600 contract documents they send OSP annually for compliance review. OSP measures work quality by assessing the average time it takes to provide a legal review, with the goal being fewer than 3 days.



M.S. 16C (<https://www.revisor.mn.gov/statutes/?id=16c>) provides the legal authority for the Office of State Procurement.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--------------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 2,369 | 2,359 | 2,422 | 2,549 | 2,515 | 2,515 |
| 2000 - Restrict Misc Special Revenue | | | 11 | | | |
| 2001 - Other Misc Special Revenue | 19 | 16 | | 18 | 15 | 16 |
| 3015 - ARP-State Fiscal Recovery | | | 77 | 883 | | |
| 4501 - Coop Purchasing | 25,408 | 27,472 | 38,850 | 34,386 | 32,770 | 33,571 |
| Total | 27,795 | 29,846 | 41,359 | 37,836 | 35,300 | 36,102 |
| Biennial Change | | | | 21,554 | | (7,793) |
| Biennial % Change | | | | 37 | | (10) |

| | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 10,441 | 10,503 | 10,635 | 13,454 | 13,966 | 14,139 |
| Operating Expenses | 4,624 | 4,787 | 5,059 | 7,620 | 7,010 | 7,012 |
| Other Financial Transaction | 12,730 | 14,556 | 25,666 | 16,762 | 14,324 | 14,951 |
| Total | 27,795 | 29,846 | 41,359 | 37,836 | 35,300 | 36,102 |

| | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Agency Expenditures | 27,795 | 29,846 | 41,359 | 37,836 | 35,300 | 36,102 |
| Internal Billing Expenditures | | | | 956 | 956 | 956 |
| Expenditures Less Internal Billing | 27,795 | 29,846 | 41,359 | 36,880 | 34,344 | 35,146 |

| | | | | | | |
|------------------------------------|---------------|---------------|--------------|---------------|---------------|---------------|
| <u>Full-Time Equivalent</u> | 104.20 | 101.87 | 98.81 | 126.34 | 121.36 | 121.02 |
|------------------------------------|---------------|---------------|--------------|---------------|---------------|---------------|

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 49 | | 34 | | |
| Direct Appropriation | 2,421 | 2,421 | 2,463 | 2,522 | 2,522 | 2,522 |
| Transfers In | | 9 | | | | |
| Transfers Out | 6 | 105 | 7 | 7 | 7 | 7 |
| Cancellations | | 15 | | | | |
| Balance Forward Out | 46 | | 34 | | | |
| Expenditures | 2,369 | 2,359 | 2,422 | 2,549 | 2,515 | 2,515 |
| Biennial Change in Expenditures | | | | 243 | | 59 |
| Biennial % Change in Expenditures | | | | 5 | | 1 |
| Full-Time Equivalents | 21.70 | 20.54 | 20.52 | 19.87 | 16.99 | 16.53 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|--|----|-----------|------|------|------|
| Balance Forward In | | | 10 | | | |
| Receipts | | | 19 | | | |
| Transfers In | | 10 | | | | |
| Transfers Out | | | 19 | | | |
| Balance Forward Out | | 10 | | | | |
| Expenditures | | | 11 | | | |
| Biennial Change in Expenditures | | | | 11 | | (11) |
| Biennial % Change in Expenditures | | | | | | |
| Full-Time Equivalents | | | 0.11 | 0.11 | 0.11 | 0.11 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|-----------|-----------|------|-----------|-----------|-----------|
| Balance Forward In | 19 | 15 | | 19 | 13 | 10 |
| Receipts | 15 | 11 | | 12 | 12 | 12 |
| Transfers In | | | 19 | | | |
| Transfers Out | 1 | 10 | | | | |
| Balance Forward Out | 15 | | 19 | 13 | 10 | 6 |
| Expenditures | 19 | 16 | | 18 | 15 | 16 |
| Biennial Change in Expenditures | | | | (16) | | 13 |
| Biennial % Change in Expenditures | | | | (47) | | |
| Full-Time Equivalents | 0.17 | 0.19 | 0.01 | 0.19 | 0.19 | 0.19 |

(Dollars in Thousands)

| | Actual | Actual | Actual | Estimate | Forecast Base | |
|--|--------|--------|--------|----------|---------------|------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |

3015 - ARP-State Fiscal Recovery

| | | | | | | |
|-----------------------------------|--|--|-----------|------------|--|-------|
| Balance Forward In | | | | 883 | | |
| Direct Appropriation | | | 960 | | | |
| Balance Forward Out | | | 883 | | | |
| Expenditures | | | 77 | 883 | | |
| Biennial Change in Expenditures | | | | 960 | | (960) |
| Biennial % Change in Expenditures | | | | | | (100) |
| Full-Time Equivalents | | | 0.73 | 4.90 | | |

4501 - Coop Purchasing

| | | | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Balance Forward In | 48,061 | 51,044 | 56,548 | 47,495 | 44,509 | 43,674 |
| Receipts | 26,551 | 30,938 | 29,800 | 31,400 | 31,935 | 32,608 |
| Transfers Out | 2 | 2 | 2 | | | |
| Balance Forward Out | 49,202 | 54,508 | 47,495 | 44,509 | 43,674 | 42,711 |
| Expenditures | 25,408 | 27,472 | 38,850 | 34,386 | 32,770 | 33,571 |
| Biennial Change in Expenditures | | | | 20,357 | | (6,895) |
| Biennial % Change in Expenditures | | | | 39 | | (9) |
| Full-Time Equivalents | 82.33 | 81.14 | 77.44 | 101.27 | 104.07 | 104.19 |

Program: Government and Citizen Services

Activity: Procurement Technical Assistance Center

mn.gov/admin/ptac

AT A GLANCE

- Improve Minnesota’s economy by helping businesses obtain contracts through the federal, state, and local government procurement processes
- Work in tandem with the Office of Equity in Procurement to provide counseling and offer training
- Improved services in FY 2022 by adding a team member to staff an office in East Central/Northeastern Minnesota as well as an additional team member in the Metro Area
- Conduct one-on-one counseling with the Minnesota business community
- Offer certification assistance, bid matching, and training to all 87 counties with five offices in Greater Minnesota

PURPOSE AND CONTEXT

The Procurement Technical Assistance Center (PTAC) is funded in part through a cooperative agreement with the United States Department of Defense to implement the Procurement Technical Assistance Program and has been available to Minnesota businesses since 1991. PTAC’S mission is to strengthen Minnesota’s economy by stimulating job creation, growth, and business retention. To accomplish this goal, PTAC assists Minnesota businesses in securing government contracts.

PTAC’s primary purpose is to offer free counseling, education, training, certification, and guidance for Minnesota businesses including women-, minority-, and veteran-owned businesses wishing to sell their products and services to federal, state, and local government entities. PTAC contributes to the growth of its partners and Minnesota’s economy by providing counseling and procurement technical assistance of the highest quality and relevancy. PTAC provides partners with the tools needed to be competitive in the contracting arena.

PTAC staff are geographically located throughout the state. Greater Minnesota personnel provide in-person training and counseling services in a variety of communities allowing government services to extend to all Minnesotans. The ability to connect with a local PTAC representative makes government contracting less intimidating and more accessible for all women-, minority-, and veteran-owned businesses in Minnesota.

SERVICES PROVIDED

Using market identification, registration assistance, contracting regulations and compliance assistance, and on-going technical support, PTAC helps businesses navigate through the complexities of obtaining federal, state, and local government contracts. The PTAC team is located throughout the state and advises and assists partners in the identification of market opportunities. PTAC also assists with the preparation and proper submission of applications, certifications, and registrations necessary for businesses to work with government entities at all levels.

Specific services include:

- Assist with government website and database registrations and with socio-economic certifications
- Provide a bid matching service to look for bidding opportunities
- Conduct product and procurement history research
- Identify federal regulations and military specifications
- Subcontracting guidance

- Offer workshops and other training on contracting topics
- Assist with proposal preparation
- Provide post-award assistance

RESULTS

Since joining the Department of Administration in 2017, PTAC has provided significant impacts for Minnesotans including assisting Minnesota vendors in achieving nearly \$922 million in prime and subcontractor contracts at all levels of government.

PTAC goals are negotiated with the U.S. Defense Logistics Agency. Goals are set annually and approved prior to the start of the fiscal year. PTAC’s goals for FY 2023 are to serve 450 new clients, provide 4500 counseling hours, and host or partner on 85 events.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|---|-----------------|----------------|---------------------|
| Quantity | Number of new clients (Goal of 450) | 841 | 702 | FY 2021, FY 2022 |
| Quantity | Number of counseling hours (Goal of 4500) | 5152 | 4580 | FY 2021, FY 2022 |
| Quantity | Number of events that PTAC hosted or partnered with another organization (Goal of 80) | 121 | 146 | FY 2021, FY 2022 |

10 U.S. Code Chapter 388

(<https://uscode.house.gov/view.xhtml?path=/prelim@title10/subtitleA/part5/subpartI/chapter388&edition=prelim>) and M.S. 16C.16 (<https://www.revisor.mn.gov/statutes/cite/16C.16>) provide the legal authority for the Procurement Technical Assistance Center.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 2001 - Other Misc Special Revenue | | 50 | 75 | 42 | | |
| 3000 - Federal | 613 | 584 | 636 | 728 | 764 | 747 |
| Total | 613 | 634 | 711 | 770 | 764 | 747 |
| Biennial Change | | | | 234 | | 30 |
| Biennial % Change | | | | 19 | | 2 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 537 | 588 | 639 | 645 | 635 | 619 |
| Operating Expenses | 76 | 46 | 71 | 125 | 129 | 128 |
| Other Financial Transaction | 1 | | 1 | | | |
| Total | 613 | 634 | 711 | 770 | 764 | 747 |
| <u>Full-Time Equivalents</u> | | | | | | |
| | 5.66 | 6.58 | 6.50 | 6.29 | 6.10 | 5.85 |

Procurement Technical Assistance Center

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base FY24 FY25 | |
|--|----------------|----------------|----------------|------------------|----------------------------|-------|
| 2001 - Other Misc Special Revenue | | | | | | |
| Receipts | | 50 | 75 | 42 | | |
| Expenditures | | 50 | 75 | 42 | | |
| Biennial Change in Expenditures | | | | 67 | | (117) |
| Biennial % Change in Expenditures | | | | | | (100) |
| Full-Time Equivalents | | 0.53 | 0.82 | 0.41 | | |

3000 - Federal

| | | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|------------|
| Balance Forward In | 3 | 7 | 2 | 22 | 33 | 8 |
| Receipts | 618 | 581 | 656 | 739 | 739 | 739 |
| Balance Forward Out | 7 | 5 | 22 | 33 | 8 | |
| Expenditures | 613 | 584 | 636 | 728 | 764 | 747 |
| Biennial Change in Expenditures | | | | 167 | | 147 |
| Biennial % Change in Expenditures | | | | 14 | | 11 |
| Full-Time Equivalents | 5.66 | 6.05 | 5.68 | 5.88 | 6.10 | 5.85 |

Program: Government and Citizen Services

Activity: Continuous Improvement

<https://mn.gov/admin/continuous-improvement/>

AT A GLANCE

In the last biennium, the Office of Continuous improvement provided services to address the State’s response to the COVID-19 Pandemic and to plan for future service delivery. This work included:

- Providing continuous improvement, project management, and planning expertise to support both COVID-19 Response efforts for the Enterprise and the Department of Administration
- Assisting in the development of Enterprise guidance, communications development, and planning for COVID-19 response initiatives such as enterprise human resource data analysis, support of the Enterprise Redeployment Center, standing up the Capitol Complex Testing Site
- Leading Return to Office (RTO) and internal planning efforts for the Department of Administration. Providing ad hoc consulting, coaching, and training to both internal and external partners, on organizational planning, engagement, and continuous improvement initiatives

PURPOSE AND CONTEXT

The Minnesota Office of Continuous Improvement (MNCI) works with state agencies, boards, and commissions to improve Minnesota government operations. MNCI’s focus is on improvements that have the greatest impact on productivity and services across state government. MNCI’s goal is to implement work that significantly and sustainably impacts the efficiency and effectiveness of government services for all Minnesotans. This work helps prepare for and respond to challenges facing state government including:

- Public expectations for greater accountability and transparency
- Customer expectations, declining or static budgets
- An aging state population
- A higher employee retirement rate
- New technology implementation

SERVICES PROVIDED

MNCI was redeployed to assist with the state enterprise’s COVID-19 response throughout the last biennium. However, the historical services provided to all cabinet-level agencies include:

- Providing innovation and continuous improvement training to all Minnesota public sector employees, including local government and federal agency staff who may also attend trainings
- Sharing best practices and new practices in continuous improvement and innovation in the public sector
- Facilitating the executive branch continuous improvement network via the Continuous Improvement Advisory Council
- Working with agencies to help them utilize continuous improvement to achieve strategic goals
- Managing enterprise-wide projects from initial scoping through implementation
- Supporting state agency improvement projects with consulting and project management

RESULTS

*Since the onset of the pandemic, the MNCI team has been redeployed and CI activities were temporarily suspended impacting measurements.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|---|---|----------------|---------------------|
| Quantity | CI Index: "In the last 12 months I have had the opportunity to improve the way my group or organization does its work" | 78% | N/A* | FY 2019, FY 2022 |
| Quantity | Percentage of cabinet agencies with staff participating in MNCI training | 88% | N/A* | FY 2019, FY 2022 |
| Quantity | Impact of MNCI training: How many respondents do at least one of the following activities within the six months after completing training: <ul style="list-style-type: none"> • Used what I learned to analyze a problem in new way • Independently made an improvement to my individual work area or process • Sponsored, led, facilitated, an improvement effort | <ul style="list-style-type: none"> • 58% • 53% • 26% | N/A* | FY 2019, FY 2022 |

M.S. 16B (<https://www.revisor.mn.gov/statutes/?id=16b>) provides the statutory authority for this activity.

Continuous Improvement (Lean)

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 420 | 353 | 375 | 466 | 423 | 423 |
| Total | 420 | 353 | 375 | 466 | 423 | 423 |
| Biennial Change | | | | 68 | | 5 |
| Biennial % Change | | | | 9 | | 1 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 344 | 322 | 343 | 299 | 339 | 347 |
| Operating Expenses | 76 | 31 | 31 | 167 | 84 | 76 |
| Total | 420 | 353 | 375 | 466 | 423 | 423 |
| Total Agency Expenditures | 420 | 353 | 375 | 466 | 423 | 423 |
| Internal Billing Expenditures | | | | 25 | 25 | 25 |
| Expenditures Less Internal Billing | 420 | 353 | 375 | 441 | 398 | 398 |
| <u>Full-Time Equivalent</u> | 2.84 | 2.62 | 2.67 | 2.50 | 2.81 | 2.81 |

Continuous Improvement (Lean)

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 27 | | 43 | | |
| Direct Appropriation | 420 | 420 | 424 | 430 | 430 | 430 |
| Transfers In | | 0 | | | | |
| Transfers Out | | 94 | 7 | 7 | 7 | 7 |
| Cancellations | | 0 | | | | |
| Balance Forward Out | 0 | | 43 | | | |
| Expenditures | 420 | 353 | 375 | 466 | 423 | 423 |
| Biennial Change in Expenditures | | | | 68 | | 5 |
| Biennial % Change in Expenditures | | | | 9 | | 1 |
| Full-Time Equivalents | 2.84 | 2.62 | 2.67 | 2.50 | 2.81 | 2.81 |

Program: Government and Citizen Services

Activity: Office of Grants Management

<https://mn.gov/admin/government/grants/>

<https://mn.gov/grants/>

AT A GLANCE

- Provides guidance to state grant making entities through the administration of 13 comprehensive grant policies to improve state grant-making
- Maintains two websites that provide information and assistance to grant-makers and grant-seekers
- Provides consultation and technical assistance for over 480 inquiries annually
- Web-based resources received more than 96,000 visits in FY 2022

PURPOSE AND CONTEXT

The Office of Grants Management (OGM) provides policy leadership and direction to promote consistent grants administration between state agencies, funders, and grantees. This increases access to state grant opportunities and state grants policies and leads to greater program accountability and transparency. OGM ensures fiscal accountability and measurable results by providing timely, expert technical assistance through individual consultation, conducting training, and maintaining two informational websites. The office also develops and maintains policies that promote diversity, equity, and inclusion in grant administration.

OGM's primary partners are state and local governments, nonprofit organizations, the legislature, private foundations, institutions of higher education, and citizens. This activity is funded through the general fund.

SERVICES PROVIDED

OGM provides services in the following categories to promote more efficient and effective management of state grants and to provide increased access to state-wide grant opportunities:

- Policy development and state grants leadership
- Training, consulting, and development
- Technical assistance

Specific services include:

- Develop, enhance, and revise state grants management policies to create greater oversight, consistency, and transparency for state grant expenditures
- Convene a grants governance committee to provide guidance and promote cooperation between state agencies, grantees, and community partners
- Create and share information and resources about best practices in state grants management through training (virtual, web-based, and in-person) and consulting
- Manage two informational websites that provide resources for executive branch grant-makers (<https://mn.gov/admin/government/grants/>) and a complete listing of state grant opportunities for grant-seekers (<https://mn.gov/grants/>)

These functions help promote fiscal accountability and measurable results by providing:

- Executive branch agencies with consultation, training, and resources to assist with state grant policy implementation, highlighting best practices and compliance
- Cross-sector partners, the legislature, and the public with education and information on state grant administration

- A comprehensive listing of state grant opportunities to grant-seekers

RESULTS

OGM’s performance measures show consistently high ratings for the usefulness of training. Like many programs, OGM adjusted to the impact of COVID-19. The Office transitioned to online training platforms and collected data and continued to strive for a high level of success by having training attendees rate and report on the trainer’s effectiveness and knowledge about the policy topic.

OGM will work to maintain high numbers of partner contacts both through training events and informal consultations including phone calls, emails, and meetings.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Quantity | Total number of participants that attended trainings and presentations | 1180 | 812 | FY 2021, FY 2022 |
| Results | Percent of participants in OGM trainings who rated the trainer as effective and knowledgeable about the policy topic | 96% | 97% | FY 2021, FY 2022 |

M.S. 16B.97 (<https://www.revisor.mn.gov/statutes/cite/16B.97>) and M.S. 16B.98 (<https://www.revisor.mn.gov/statutes/cite/16B.98>) provide the legal authority for the Office of Grants Management.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 146 | 149 | 147 | 193 | 171 | 171 |
| 2301 - Arts & Cultural Heritage | 267 | 269 | 275 | 322 | 261 | |
| Total | 413 | 418 | 422 | 515 | 432 | 171 |
| Biennial Change | | | | 106 | | (334) |
| Biennial % Change | | | | 13 | | (36) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 361 | 356 | 375 | 401 | 379 | 119 |
| Operating Expenses | 50 | 62 | 47 | 114 | 53 | 52 |
| Grants, Aids and Subsidies | 2 | | | | | |
| Other Financial Transaction | | 0 | | | | |
| Total | 413 | 418 | 422 | 515 | 432 | 171 |
| Total Agency Expenditures | 413 | 418 | 422 | 515 | 432 | 171 |
| Internal Billing Expenditures | | | | 28 | 28 | 28 |
| Expenditures Less Internal Billing | 413 | 418 | 422 | 487 | 404 | 143 |
| <u>Full-Time Equivalents</u> | | | | | | |
| | 3.74 | 3.66 | 3.67 | 3.69 | 3.42 | 1.00 |

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 18 | | 22 | | |
| Direct Appropriation | 166 | 166 | 170 | 173 | 173 | 173 |
| Transfers In | | 18 | | | | |
| Transfers Out | 1 | 34 | 2 | 2 | 2 | 2 |
| Cancellations | | 19 | | | | |
| Balance Forward Out | 18 | | 22 | | | |
| Expenditures | 146 | 149 | 147 | 193 | 171 | 171 |
| Biennial Change in Expenditures | | | | 44 | | 2 |
| Biennial % Change in Expenditures | | | | 15 | | 1 |
| Full-Time Equivalents | 1.14 | 1.03 | 1.05 | 1.00 | 1.00 | 1.00 |
| 2301 - Arts & Cultural Heritage | | | | | | |
| Balance Forward In | 66 | 146 | 179 | 246 | 261 | |
| Transfers In | 347 | 302 | 341 | 337 | | |
| Cancellations | 0 | | 0 | | | |
| Balance Forward Out | 146 | 179 | 246 | 261 | | |
| Expenditures | 267 | 269 | 275 | 322 | 261 | |
| Biennial Change in Expenditures | | | | 62 | | (336) |
| Biennial % Change in Expenditures | | | | 12 | | (56) |
| Full-Time Equivalents | 2.60 | 2.63 | 2.62 | 2.69 | 2.42 | |

Program: Government and Citizen Services

Activity: State Archaeologist

<https://mn.gov/admin/archaeologist/>

AT A GLANCE

- Approves qualifications and jointly issues licenses with the Minnesota Historical Society for archaeological work on Minnesota's public (non-federal) land
- Documents unrecorded burials and cemeteries
- Recovers or assists with the recovery of human remains and burial items from unrecorded burials and cemeteries over 50 years old (does not include crime scenes)
- Works with the Minnesota Indian Affairs Council and Tribal Historic Preservation Offices to preserve and protect American Indian archaeological and cemetery sites
- Records archaeological sites and maintains recorded archaeological site files for Minnesota
- Develops procedures and archaeological standards for the state in collaboration with Minnesota Indian Affairs Council, State Historic Preservation Office, and Minnesota Historical Society
- Promotes collaboration between cultural resource professionals, government agencies, Native American groups, and the public

PURPOSE AND CONTEXT

The Office of the State Archaeologist (OSA) acts as the chief public contact for archaeology in Minnesota. With three full time equivalent team members, OSA strives to preserve archaeological sites and un-platted burials, encourage communication between state agencies regarding archaeological sites and cemeteries, foster collaboration between the archaeological and tribal communities, and promote archaeological research and education in Minnesota. The OSA works with developers, tribal representatives, governmental agencies, and the public to preserve, protect, and interpret Minnesota's archaeological resources.

The OSA's primary partners are landowners, state and local governments, developers, tribal communities, professional archaeologists, students, and the public. The office is funded by an inter-agency agreement with the Minnesota Department of Transportation, an agreement with the Minnesota Historical Society under the Arts and Cultural Heritage fund, and an appropriation from the general fund.

SERVICES PROVIDED

The OSA works with the Minnesota Indian Affairs Council, State Historic Preservation Office, Tribal Historic Preservation Offices, tribal representatives, professional and amateur archaeologists, and agencies to review and discuss proposed development projects, un-platted cemetery sites, and the future of archaeology in Minnesota.

The OSA serves Minnesota by:

- Promoting collaboration between cultural resource professionals, state and local agencies, and tribal representatives
- Answering questions, giving presentations, and providing cultural resource-related training opportunities
- Compiling and maintaining up-to-date information on recorded archaeological sites and un-platted cemeteries in the site files and via the internet on the OSA Portal
- Educating the public about cultural resources by meeting with individuals, answering questions, and giving public presentations
- Facilitating research activities by prioritizing, promoting, and managing the Legacy-funded *Statewide Survey of Historical and Archaeological Sites*

- Reviewing development plans to limit harm to archaeological sites and cemeteries cost-effectively and efficiently
- Evaluating professional qualifications and licensing professionals working on public lands

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|--|--|---------------------|
| Quantity | Development projects reviewed during the fiscal year | 19 | 409 | FY 2018, FY 2022 |
| Quantity | Number of archaeological licenses issued for work on non-federal public land | 100 | 324 | FY 2018, FY 2022 |
| Quantity | Number of archaeological site forms processed and the total number of recorded archaeological sites in the OSA's files | 280 site forms processed resulting in a total of 19,671 recorded sites | 445 site forms processed resulting in a total of 20,847 recorded sites | FY 2018, FY 2022 |

The following Minnesota Statutes guide the work of the State Archaeologist:

M.S. 138.31–138.42 (<https://www.revisor.mn.gov/statutes/cite/138>)

M.S. 307.08 (<https://www.revisor.mn.gov/statutes/?id=307.08>)

M.S. 129D.17 (<https://www.revisor.mn.gov/statutes/?id=129D.17>)

M.S. 390.25 (<https://www.revisor.mn.gov/statutes/?id=390.25>)

State Archaeologist

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 260 | 265 | 312 | 312 | 312 | 312 |
| 2000 - Restrict Misc Special Revenue | 5 | 4 | 40 | 54 | 6 | 6 |
| 2001 - Other Misc Special Revenue | 86 | 102 | 65 | 69 | 70 | 70 |
| Total | 352 | 371 | 416 | 435 | 388 | 388 |
| Biennial Change | | | | 128 | | (75) |
| Biennial % Change | | | | 18 | | (9) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 293 | 301 | 365 | 353 | 283 | 283 |
| Operating Expenses | 58 | 70 | 51 | 82 | 105 | 105 |
| Total | 352 | 371 | 416 | 435 | 388 | 388 |
| Total Agency Expenditures | 352 | 371 | 416 | 435 | 388 | 388 |
| Internal Billing Expenditures | | | | 13 | 27 | 27 |
| Expenditures Less Internal Billing | 352 | 371 | 416 | 422 | 361 | 361 |
| <u>Full-Time Equivalent</u> | 2.78 | 2.68 | 2.92 | 2.94 | 2.31 | 2.28 |

State Archaeologist

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 4 | | | | |
| Direct Appropriation | 262 | 262 | 314 | 314 | 314 | 314 |
| Transfers Out | 1 | 2 | 2 | 2 | 2 | 2 |
| Balance Forward Out | 0 | | 0 | | | |
| Expenditures | 260 | 265 | 312 | 312 | 312 | 312 |
| Biennial Change in Expenditures | | | | 99 | | 0 |
| Biennial % Change in Expenditures | | | | 19 | | 0 |
| Full-Time Equivalents | 2.12 | 1.84 | 2.34 | 2.03 | 1.80 | 1.78 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|----------|----------|-----------|-----------|----------|----------|
| Balance Forward In | 0 | | 0 | 1 | | |
| Receipts | 5 | 4 | 41 | 53 | 6 | 6 |
| Balance Forward Out | | | 1 | | | |
| Expenditures | 5 | 4 | 40 | 54 | 6 | 6 |
| Biennial Change in Expenditures | | | | 84 | | (82) |
| Biennial % Change in Expenditures | | | | 920 | | (87) |
| Full-Time Equivalents | 0.04 | 0.02 | 0.04 | 0.45 | 0.05 | 0.05 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|-----------|------------|-----------|-----------|-----------|-----------|
| Receipts | 86 | 102 | 65 | 69 | 70 | 70 |
| Expenditures | 86 | 102 | 65 | 69 | 70 | 70 |
| Biennial Change in Expenditures | | | | (55) | | 6 |
| Biennial % Change in Expenditures | | | | (29) | | 5 |
| Full-Time Equivalents | 0.62 | 0.82 | 0.54 | 0.46 | 0.46 | 0.45 |

2403 - Gift

| | | | | | | |
|---------------------|---|---|---|---|---|---|
| Balance Forward In | 1 | 1 | 1 | 1 | 1 | 1 |
| Receipts | 0 | 0 | 0 | | | |
| Balance Forward Out | 1 | 1 | 1 | 1 | 1 | 1 |

Program: Government and Citizen Services

Activity: Facilities Management

<https://mn.gov/admin/government/buildings-grounds>

AT A GLANCE

- Maintain 4.7 million square feet of office, laboratory, ceremonial, meeting, and other space in 23 buildings, including the State Capitol
- Maintain the grounds of the 140-acre Capitol Complex
- Maintain 25 monuments and memorials
- Operate and maintain over 6,000 parking stalls in 28 facilities
- Issue more than 400 special event permits annually
- Processed 16 million pieces of mail and achieved \$1.7 million in postage savings in FY 2022
- Reduced carbon emissions by 53.7% from CY 2008 while also increasing building square footage and capacity
- Oversee a 'Toward Zero Waste' recycling and organics diversion program

PURPOSE AND CONTEXT

Facilities Management Division (FMD) maintains facilities and grounds on the State Capitol Complex and other select locations in the State of Minnesota while keeping lease and parking rates competitive. The division seeks innovative solutions for parking asset management and to ensure sustainability through energy management and environmental stewardship.

Additionally, FMD mail processing and distribution services through Central Mail provide cost-effective solutions critical to state agency functions.

FMD's primary partners are state agencies and their customers, state employees, the Governor's Office, the Legislature, Judicial branch and visitors to the Capitol Complex.

FMD operates as an internal service fund with revenue generated from building lease rates charged to state agencies, the in-lieu-of-rent appropriation, and other tenants. Revenue also comes from central mail postage rates and parking fees. There is a general fund appropriation for processing incoming federal mail and for interagency mail delivery.

FMD works to create an inclusive workplace by partnering with a local non-profit, Project for Pride in Living (PPL), to train individuals from disadvantaged neighborhoods by providing on-site internships for building operations technician students in order to help them gain the experience they need to obtain full employment. FMD also participates in Project Search, hosting up to four special needs high school seniors from the St. Paul School district to provide hands-on training and workplace experiences with the goal of preparing them for meaningful full-time employment after graduation.

During the upcoming biennium FMD will work towards facilitating a smooth return to office for state agencies that occupy FMD managed buildings through timely programming, execution of maintenance and repairs, and minor alteration work necessary to meet their post-COVID building needs.

SERVICES PROVIDED

FMD provides services in four primary categories:

- Facilities
- Parking and transit

- Groundskeeping
- Centralized mail service for agencies located in St. Paul

Specific services include:

- Provide clean, safe, and environmentally sound facilities
- Energy management
- Recycling
- Event permitting and coordination
- Capitol Complex food service oversight
- Maintenance of green spaces including monuments and memorials
- Process federal and inter-office mail for state agencies
- Maintain and operate parking facilities
- Provide snow and ice control on Capitol Complex sidewalks and parking facilities

RESULTS

FMD measures performance in multiple ways including partner satisfaction, service disruptions, work completion rates, and carbon reduction. The division also continually monitors the conditions of the buildings it manages by conducting annual facility condition audits.

| Type of Measure | Name of Measure | Previous | Current | Dates |
|-----------------|--|---------------|---------------|------------------|
| Quality | Percentage of Partner Satisfaction. <i>*FY 2020, FY 2021, and FY 2022 data are incomplete as a result of temporary suspension of survey program due to COVID-19. Survey program resumed at the start of FY 2023 with agencies returning to the office.</i> | 92% | * | FY 2019, FY 2022 |
| Result | FMD-caused Service Disruptions. <i>A service disruption is any change or interruption in a building service such as heating, cooling, plumbing, or electrical service that degrades an occupant's ability to accomplish their mission.</i> | 3 | 2 | FY 2021, FY 2022 |
| Quality | Percentage of work orders completed on-time. <i>The slight decrease in timeliness can be attributed to COVID-19 absences and supply chain delays for work order materials.</i> | 86% | 84% | FY 2021, FY 2022 |
| Quantity | Energy Use in Metric Million British Thermal Unit (MMBtu). <i>Energy use in Admin managed facilities has been reduced by 15.9% since CY08.</i> | 465,117 MMBtu | 487,905 MMBtu | CY 2020, CY 2021 |
| Quantity | Greenhouse gas emissions. <i>Greenhouse gas emissions in Admin managed facilities have been reduced by 53.7% since CY08.</i> | 40,113 Tons | 43,370 Tons | CY 2020, CY 2021 |

M.S. 16B.24-16B.58 (<https://www.revisor.mn.gov/statutes/cite/16B/full#stat.16B.24.1>) provides the legal authority for Facilities Management Division's services.

Facilities Management

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--------------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 397 | 461 | 438 | 442 | 440 | 440 |
| 2000 - Restrict Misc Special Revenue | 4,089 | 3,979 | 4,555 | 1,770 | 3,587 | 3,433 |
| 2001 - Other Misc Special Revenue | 7,288 | 3,121 | | 12,469 | 6,084 | 4,750 |
| 2403 - Gift | 2 | 17 | 43 | | | |
| 3015 - ARP-State Fiscal Recovery | | | 1,523 | 2,835 | | |
| 5000 - Master Lease | 153 | | | | | |
| 5203 - Central Mail | 9,082 | 10,337 | 11,013 | 11,429 | 11,467 | 11,504 |
| 5400 - Plant Management | 58,988 | 60,926 | 57,677 | 58,564 | 63,800 | 59,836 |
| Total | 79,999 | 78,841 | 75,250 | 87,509 | 85,378 | 79,963 |
| Biennial Change | | | | 3,919 | | 2,582 |
| Biennial % Change | | | | 2 | | 2 |

| | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 19,164 | 18,517 | 18,524 | 19,323 | 20,621 | 21,543 |
| Operating Expenses | 44,004 | 46,603 | 41,086 | 48,885 | 47,703 | 49,494 |
| Capital Outlay-Real Property | 3,348 | 384 | 2,217 | 5,920 | 3,678 | 2,851 |
| Other Financial Transaction | 13,483 | 13,337 | 13,422 | 13,381 | 13,376 | 6,075 |
| Total | 79,999 | 78,841 | 75,250 | 87,509 | 85,378 | 79,963 |

| | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Agency Expenditures | 79,999 | 78,841 | 75,250 | 87,509 | 85,378 | 79,963 |
| Internal Billing Expenditures | | | | 1,704 | 1,736 | 1,770 |
| Expenditures Less Internal Billing | 79,999 | 78,841 | 75,250 | 85,805 | 83,642 | 78,193 |

| | | | | | | |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <u>Full-Time Equivalent</u> | 256.95 | 239.81 | 231.72 | 191.73 | 198.20 | 203.56 |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|

Facilities Management

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 44 | | 2 | | |
| Direct Appropriation | 440 | 440 | 440 | 440 | 440 | 440 |
| Transfers In | | 13 | | | | |
| Transfers Out | | 23 | | | | |
| Cancellations | | 13 | | | | |
| Balance Forward Out | 43 | | 2 | | | |
| Expenditures | 397 | 461 | 438 | 442 | 440 | 440 |
| Biennial Change in Expenditures | | | | 22 | | 0 |
| Biennial % Change in Expenditures | | | | 3 | | (0) |
| Full-Time Equivalents | 5.62 | 5.10 | 5.55 | 3.16 | 3.10 | 3.10 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Balance Forward In | 2,025 | 2,471 | 27,168 | 1,338 | 960 | 754 |
| Receipts | 6,621 | 5,093 | 4,374 | 3,569 | 5,554 | 5,554 |
| Transfers In | | 25,967 | 10,163 | | | |
| Transfers Out | 2,790 | 2,787 | 35,812 | 2,177 | 2,173 | 2,180 |
| Balance Forward Out | 1,766 | 26,765 | 1,338 | 960 | 754 | 695 |
| Expenditures | 4,089 | 3,979 | 4,555 | 1,770 | 3,587 | 3,433 |
| Biennial Change in Expenditures | | | | (1,743) | | 695 |
| Biennial % Change in Expenditures | | | | (22) | | 11 |
| Full-Time Equivalents | 8.47 | 9.25 | 6.21 | 4.06 | 7.28 | 7.29 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|--------------|--------------|--------|---------------|--------------|--------------|
| Balance Forward In | 23,661 | 23,200 | 860 | 29,643 | 22,413 | 21,201 |
| Transfers In | 10,514 | 10,493 | 28,783 | 9,743 | 9,013 | 8,652 |
| Transfers Out | 4,588 | 30,544 | | 4,504 | 4,141 | 3,955 |
| Balance Forward Out | 22,298 | 28 | 29,643 | 22,413 | 21,201 | 21,148 |
| Expenditures | 7,288 | 3,121 | | 12,469 | 6,084 | 4,750 |
| Biennial Change in Expenditures | | | | 2,060 | | (1,635) |
| Biennial % Change in Expenditures | | | | 20 | | |

2403 - Gift

| | | | | | | |
|--------------------|-----|-----|-----|-----|-----|-----|
| Balance Forward In | 563 | 575 | 620 | 578 | 579 | 580 |
|--------------------|-----|-----|-----|-----|-----|-----|

Facilities Management

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |
| Receipts | 14 | 50 | 2 | 1 | 1 | 1 |
| Balance Forward Out | 575 | 609 | 579 | 579 | 580 | 581 |
| Expenditures | 2 | 17 | 43 | | | |
| Biennial Change in Expenditures | | | | 25 | | (43) |
| Biennial % Change in Expenditures | | | | 139 | | |

3015 - ARP-State Fiscal Recovery

| | | | | | | |
|-----------------------------------|--|--|--------------|--------------|---|---------|
| Balance Forward In | | | | 1,477 | | |
| Direct Appropriation | | | 3,000 | 1,358 | 0 | 0 |
| Balance Forward Out | | | 1,477 | | | |
| Expenditures | | | 1,523 | 2,835 | | |
| Biennial Change in Expenditures | | | | 4,358 | | (4,358) |
| Biennial % Change in Expenditures | | | | | | (100) |
| Full-Time Equivalents | | | 2.85 | 3.10 | | |

5000 - Master Lease

| | | | | | | |
|-----------------------------------|------------|--|--|-------|--|---|
| Receipts | 153 | | | | | |
| Transfers Out | 0 | | | | | |
| Expenditures | 153 | | | | | |
| Biennial Change in Expenditures | | | | (153) | | 0 |
| Biennial % Change in Expenditures | | | | | | |

5203 - Central Mail

| | | | | | | |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Balance Forward In | 2 | 1,084 | 1,771 | 1,780 | 2,082 | 2,346 |
| Receipts | 9,828 | 10,973 | 11,347 | 11,731 | 11,731 | 11,731 |
| Transfers Out | | | 325 | | | |
| Balance Forward Out | 747 | 1,720 | 1,780 | 2,082 | 2,346 | 2,573 |
| Expenditures | 9,082 | 10,337 | 11,013 | 11,429 | 11,467 | 11,504 |
| Biennial Change in Expenditures | | | | 3,022 | | 529 |
| Biennial % Change in Expenditures | | | | 16 | | 2 |
| Full-Time Equivalents | 7.70 | 6.35 | 7.13 | 6.45 | 6.37 | 6.40 |

5400 - Plant Management

Facilities Management

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| Balance Forward In | 15,546 | 17,883 | 18,958 | 18,612 | 21,135 | 16,610 |
| Receipts | 77,003 | 78,857 | 77,047 | 80,968 | 78,022 | 78,479 |
| Transfers In | 0 | | 325 | | | |
| Transfers Out | 19,987 | 19,978 | 20,040 | 19,881 | 18,747 | 18,056 |
| Balance Forward Out | 13,574 | 15,835 | 18,612 | 21,135 | 16,610 | 17,197 |
| Expenditures | 58,988 | 60,926 | 57,677 | 58,564 | 63,800 | 59,836 |
| Biennial Change in Expenditures | | | | (3,673) | | 7,395 |
| Biennial % Change in Expenditures | | | | (3) | | 6 |
| Full-Time Equivalents | 235.16 | 219.11 | 209.98 | 174.96 | 181.45 | 186.77 |

Program: Government and Citizen Services

Activity: Real Estate and Construction Services

<https://mn.gov/admin/government/real-estate/>

<https://mn.gov/admin/government/construction-projects/>

AT A GLANCE

- Managed 800 non-state-owned and state-owned real property leases in FY 2022
- Leased 3.8 million useable square feet of non-state-owned space
- Managed over 290 construction projects for state-owned facilities in FY 2022
- Oversaw capital expenditures from 2017, 2018, and 2020 bond appropriations

PURPOSE AND CONTEXT

Real Estate and Construction Services delivers project management and leasing services to achieve facility solutions that help state agencies deliver efficient and effective services. Through development of building sustainability guidelines, in partnership with the Department of Commerce and the University of Minnesota, the construction services team increases sustainability standards in buildings constructed or renovated with state funds.

Additionally, by utilizing statutory contracting preferences, subcontracting goals, and sheltered market contracts, Real Estate and Construction Services is increasing the participation of women-, minority-, disabled-, and veteran-owned small businesses in public construction projects.

Effective lease negotiations ensure that agencies receive competitive market rates. Real Estate and Construction Services also helps agencies get the most functionality and efficiency from their space through implementation of space standards and oversight of space lease terms and conditions.

Activities are primarily funded through the General Fund and capital appropriations.

SERVICES PROVIDED

Construction

- Project management for new, remodel, and asset preservation building projects
- Management of the Capital Asset Preservation and Replacement Account (CAPRA) funds
- Management of predesign program
- Capital improvement planning
- Management and oversight of the Minnesota Sustainable Building Guidelines and Benchmarking Tool for the Sustainable Buildings 2030 (SB 2030) energy standard

Real Estate

- Acquiring and selling real property
- Coordination of transfers of real property between agencies
- Space utilization services for efficient facility management
- Negotiation and drafting of easements and permits

Leasing

- Negotiation and drafting of lease documents
- Management of state-owned and non-state-owned real property leases

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|---|-----------------|----------------|---------------------|
| Quantity | Capital improvement projects reviewed for Sheltered Market eligibility. This is a procurement initiative designed to offer bidding exclusively among certified Targeted Group, Economically Disadvantaged, and Veteran-Owned (TG/ED/VO) small businesses in Minnesota | 100% | 100% | FY 2020, FY 2022 |
| Quantity | Invited at least one or more TG/ED/VO vendor(s) to submit proposals on at least 25% of RFPs issued. This is a new measure | N/A | 100% | FY 2022 |

M.S.16A.632 (<https://www.revisor.mn.gov/statutes/cite/16A.632>),
M.S.16B.24-16B.26 (<https://www.revisor.mn.gov/statutes/cite/16B.24>),
M.S.16B.281-16B.287 (<https://www.revisor.mn.gov/statutes/cite/16B.281>),
M.S.16B.30 (<https://www.revisor.mn.gov/statutes/cite/16B.30>),
M.S.16B.305 (<https://www.revisor.mn.gov/statutes/cite/16B.305>),
M.S.16B.31-16B.335 (<https://www.revisor.mn.gov/statutes/cite/16B.31>), and
M.S.16C (<https://www.revisor.mn.gov/statutes/?id=16C>) are the statutes that provide the legal authority for Real Estate and Construction Services.

Real Estate and Construction Services

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 2,636 | 2,541 | 2,651 | 3,162 | 2,938 | 2,938 |
| 2001 - Other Misc Special Revenue | 500 | 504 | 500 | 542 | 500 | 500 |
| 2340 - Renewable Development | | | 125 | | | |
| 2403 - Gift | 82 | 85 | 548 | 9,387 | 1,792 | |
| 3015 - ARP-State Fiscal Recovery | | | 881 | 3,119 | | |
| Total | 3,218 | 3,129 | 4,704 | 16,210 | 5,230 | 3,438 |
| Biennial Change | | | | 14,567 | | (12,246) |
| Biennial % Change | | | | 229 | | (59) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 2,061 | 2,065 | 2,145 | 2,202 | 2,315 | 2,315 |
| Operating Expenses | 1,157 | 1,064 | 2,071 | 5,133 | 1,121 | 1,121 |
| Capital Outlay-Real Property | | | 489 | 3,493 | 660 | |
| Other Financial Transaction | | 0 | 0 | 5,382 | 1,134 | 2 |
| Total | 3,218 | 3,129 | 4,704 | 16,210 | 5,230 | 3,438 |
| Total Agency Expenditures | 3,218 | 3,129 | 4,704 | 16,210 | 5,230 | 3,438 |
| Internal Billing Expenditures | | | | 197 | 222 | 222 |
| Expenditures Less Internal Billing | 3,218 | 3,129 | 4,704 | 16,013 | 5,008 | 3,216 |
| <u>Full-Time Equivalents</u> | 19.51 | 19.44 | 19.15 | 18.84 | 19.12 | 18.73 |

Real Estate and Construction Services

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 303 | | 224 | | |
| Direct Appropriation | 2,825 | 2,825 | 2,882 | 2,946 | 2,946 | 2,946 |
| Transfers In | | 110 | | | | |
| Transfers Out | 5 | 587 | 7 | 8 | 8 | 8 |
| Cancellations | | 110 | | | | |
| Balance Forward Out | 184 | | 224 | | | |
| Expenditures | 2,636 | 2,541 | 2,651 | 3,162 | 2,938 | 2,938 |
| Biennial Change in Expenditures | | | | 637 | | 63 |
| Biennial % Change in Expenditures | | | | 12 | | 1 |
| Full-Time Equivalents | 19.51 | 19.44 | 19.15 | 18.84 | 19.12 | 18.73 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|---------------------|-----|-----|-----|-----|-----|-----|
| Balance Forward In | 498 | 498 | 498 | 498 | 498 | 498 |
| Balance Forward Out | 498 | 498 | 498 | 498 | 498 | 498 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|------------|
| Balance Forward In | 9 | 13 | 42 | 42 | | |
| Receipts | 500 | 500 | 500 | 500 | 500 | 500 |
| Balance Forward Out | 9 | 9 | 42 | | | |
| Expenditures | 500 | 504 | 500 | 542 | 500 | 500 |
| Biennial Change in Expenditures | | | | 38 | | (42) |
| Biennial % Change in Expenditures | | | | 4 | | (4) |

2340 - Renewable Development

| | | | | | | |
|-----------------------------------|--|--|------------|-----|--|-------|
| Direct Appropriation | | | 125 | | | |
| Balance Forward Out | | | 0 | | | |
| Expenditures | | | 125 | | | |
| Biennial Change in Expenditures | | | | 125 | | (125) |
| Biennial % Change in Expenditures | | | | | | |

2403 - Gift

| | | | | | | |
|--------------------|-----|-----|-----|--------|-------|----|
| Balance Forward In | 323 | 528 | 587 | 11,140 | 1,804 | 14 |
|--------------------|-----|-----|-----|--------|-------|----|

Real Estate and Construction Services

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------|
| | | | | | FY24 | FY25 |
| Receipts | 8 | 128 | 11,100 | 51 | 2 | |
| Transfers In | 219 | | | | | |
| Balance Forward Out | 468 | 571 | 11,139 | 1,804 | 14 | 14 |
| Expenditures | 82 | 85 | 548 | 9,387 | 1,792 | |
| Biennial Change in Expenditures | | | | 9,768 | | (8,143) |
| Biennial % Change in Expenditures | | | | 5,847 | | (82) |

3015 - ARP-State Fiscal Recovery

| | | | | | | |
|-----------------------------------|--|--|------------|--------------|--|---------|
| Balance Forward In | | | | 3,119 | | |
| Direct Appropriation | | | 4,000 | | | |
| Balance Forward Out | | | 3,119 | | | |
| Expenditures | | | 881 | 3,119 | | |
| Biennial Change in Expenditures | | | | 4,000 | | (4,000) |
| Biennial % Change in Expenditures | | | | | | (100) |

Program: Government and Citizen Services**Activity: Enterprise Real Property Program****AT A GLANCE**

- Manages data for approximately 6,000 state-owned buildings consisting of more than 36 million square feet, and more than 3.1 million acres of land
- Preserves a catalog of floorplans for more than 86% of state-owned space
- Performs standardized and consistent Facility Condition Assessments of state-owned space
- Tracks an average of 121,000 maintenance and work orders annually for state facilities
- Manages data and tracks approximately 790 active leases
- Inventories and tracks maintenance history of more than 41,000 pieces of facility-supporting equipment
- Facilitates space planning to allow for the most effective use of work areas

PURPOSE AND CONTEXT

Enterprise Real Property's mission is to assist the state in making critical decisions for property assets at an enterprise level by collaboratively setting and enforcing policy, procedures, standards, and guidelines concerning coordination and cooperation between agencies on real property matters, and to clearly communicate these strategies within state agencies and to legislators.

Enterprise Real Property provides the tools and information necessary for a data-driven facility investment strategy and management across state government to promote fiscal accountability and measurable results.

By leading collaboration and data analysis with the services and tools offered to the 19 state agencies that maintain state-owned property, Enterprise Real Property helps operate state facilities more cost-effectively by encouraging a proactive maintenance strategy rather than a reactive one. Enterprise Real Property's data is consistent, trusted, and available in real-time. This allows policymakers the opportunity to understand a space's condition, occupancy, and how it is used, operated, and maintained in order to make infrastructure decisions that will have a positive impact on Minnesota's environment.

The Enterprise Real Property Program consolidates data from the 19 agencies that maintain state-owned property into one database and application (ARCHIBUS; <https://realprop.admin.state.mn.us/archibus/login.axvw>). Enterprise Real Property utilizes this data to standardize real property management across state government. Enterprise Real Property directs collaborative efforts for developing and establishing policies, procedures, consistent standards, and guidelines for operating, sustaining, and managing the state's real property portfolio. Enterprise Real Property also uses this data to help determine state asset preservation funding needs and the fiscal impact of deferring facility maintenance.

The system modules are used for space management, building operations, Facility Condition Assessments (FCAs), employee moves, project management, asset management, compliance management, environmental health and safety management, geographic information system (GIS) asset locating, and lease management to manage the state's real property.

SERVICES PROVIDED

- Manage state facility data
- Create and maintain compliance of standards, policies, and processes to ensure consistency
- Train users to maximize program results
- Research new technologies to leverage data and optimize operations
- Implement application installations
- Implement enhancements to support agency business needs and optimize user friendliness
- Resolve system issues
- Create enterprise-level facility reports
- Assist agencies with consultations and action plans to align ARCHIBUS data to meet business goals

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Quantity | Active facilities personnel using system | 2,099 | 2,080 | FY 2020, FY 2022 |
| Quantity | Number of work orders processed annually | 122,211 | 116,275 | FY 2020, FY 2022 |
| Quality | Percent of work orders completed on time | 66% | 76% | FY 2020, FY 2022 |
| Quality | Percent of state-owned buildings assessed | 99% | 100% | FY 2020, FY 2022 |
| Result | Percent of square footage in poor and crisis condition | 18% | 19% | FY 2019, FY 2022 |

The Enterprise Real Property Program supports and maintains compliance with the following statutes and orders:
M.S.16A.632 (<https://www.revisor.mn.gov/statutes/cite/16A.632>)
M.S.16B.24–16B.26 (<https://www.revisor.mn.gov/statutes/cite/16B/full#stat.16B.24>)
M.S.16B.281–16B.287 (<https://www.revisor.mn.gov/statutes/cite/16B/full#stat.16B.281>)
M.S.16B.30–16B.307 (<https://www.revisor.mn.gov/statutes/cite/16B/full#stat.16B.30>)
Executive Order 05-06 (<https://www.leg.state.mn.us/archive/execorders/05-06.pdf>).

Enterprise Real Property Program

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 717 | 707 | 676 | 841 | 761 | 761 |
| 2001 - Other Misc Special Revenue | 288 | 60 | | 328 | | |
| Total | 1,005 | 767 | 676 | 1,169 | 761 | 761 |
| Biennial Change | | | | 74 | | (323) |
| Biennial % Change | | | | 4 | | (18) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 208 | 220 | 228 | 236 | 241 | 246 |
| Operating Expenses | 797 | 547 | 448 | 933 | 520 | 515 |
| Other Financial Transaction | | | 1 | | | |
| Total | 1,005 | 767 | 676 | 1,169 | 761 | 761 |
| Total Agency Expenditures | 1,005 | 767 | 676 | 1,169 | 761 | 761 |
| Internal Billing Expenditures | | | | 21 | 21 | 21 |
| Expenditures Less Internal Billing | 1,005 | 767 | 676 | 1,148 | 740 | 740 |
| <u>Full-Time Equivalent</u> | | | | | | |
| | 1.76 | 2.03 | 2.04 | 2.00 | 2.00 | 2.00 |

Enterprise Real Property Program

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base FY24 FY25 | |
|-----------------------------------|----------------|----------------|----------------|------------------|----------------------------|------------|
| 1000 - General | | | | | | |
| Balance Forward In | | 30 | | 80 | | |
| Direct Appropriation | 719 | 719 | 756 | 761 | 761 | 761 |
| Transfers Out | | 43 | | | | |
| Balance Forward Out | 2 | | 80 | | | |
| Expenditures | 717 | 707 | 676 | 841 | 761 | 761 |
| Biennial Change in Expenditures | | | | 94 | | 5 |
| Biennial % Change in Expenditures | | | | 7 | | 0 |
| Full-Time Equivalents | 1.76 | 2.03 | 2.04 | 2.00 | 2.00 | 2.00 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|------------|-----------|-----|------------|--|-------|
| Balance Forward In | 384 | 305 | 328 | 328 | | |
| Receipts | 70 | 83 | | | | |
| Transfers In | 29 | | | | | |
| Balance Forward Out | 195 | 328 | 328 | | | |
| Expenditures | 288 | 60 | | 328 | | |
| Biennial Change in Expenditures | | | | (20) | | (328) |
| Biennial % Change in Expenditures | | | | (6) | | |

Program: Government and Citizen Services

Activity: Risk Management

<https://www.mn.gov/admin/risk>

AT A GLANCE

- Provide cost-effective management of the state's self-insured coverages for property, auto, general liability, and workers' compensation liability
- Help partners and stakeholders understand operational risks and maintain financial stability through insurance or the use of other risk management strategies
- Insure \$20.6 billion in state property and 13,700 vehicles for auto liability
- Cover over 57,500 employees in the executive, legislative, and judicial branches of state government, Minnesota State Colleges and Universities, and quasi-state agencies such as the Minnesota Zoo for workers' compensation
- Manage 4,425 new liability, property, and workers' compensation claims annually (includes 1,484 COVID-19 workers' compensation claims)
- Lead MnSAFE, the statewide injury reduction effort, which has helped prevent more than 5,000 injuries to state employees
- Provide \$1 million Disaster Management Services coverage for natural and man-made disasters on state owned or leased properties that result in three or more critical injuries – services include counseling, victim assistance, behavioral health, and communications management

PURPOSE AND CONTEXT

The Risk Management Division serves as the state's property and casualty insurance experts by providing risk management advice and property, liability, and workers' compensation insurance services to all of Minnesota state government, quasi-state agencies, and Minnesota State.

The division helps its partners and stakeholders understand their operational risks and maintain financial stability through insurance or the use of other risk management strategies. In addition, it helps state agencies develop and promote a safe, productive workplace that helps protect state employees and state resources. It delivers comprehensive, cost-effective property, liability, and workers' compensation services through proactive and innovative risk, loss-control, and claims management practices. The Workers' Compensation Program operates as a special revenue fund and the Property and Casualty Program operates as an internal service fund.

SERVICES PROVIDED

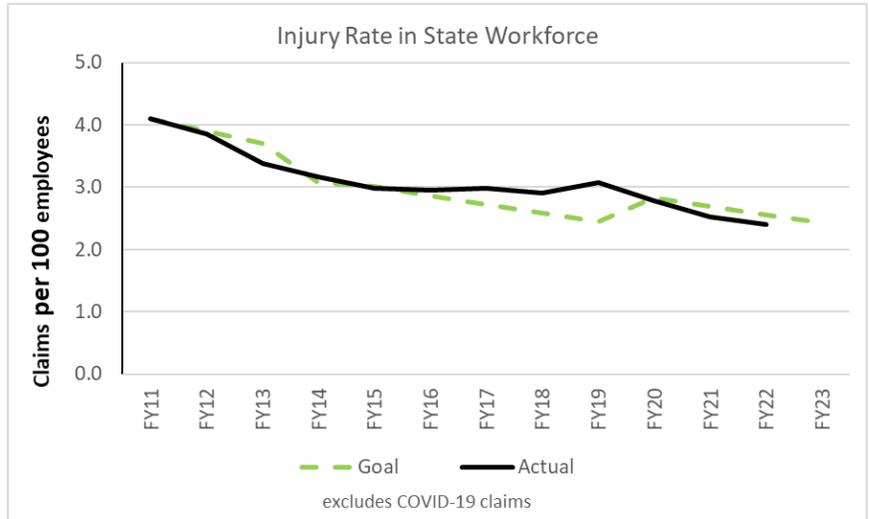
Risk Management helps state agencies and employees return to serving Minnesota citizens following unexpected events or accidents.

The services provided by Risk Management include:

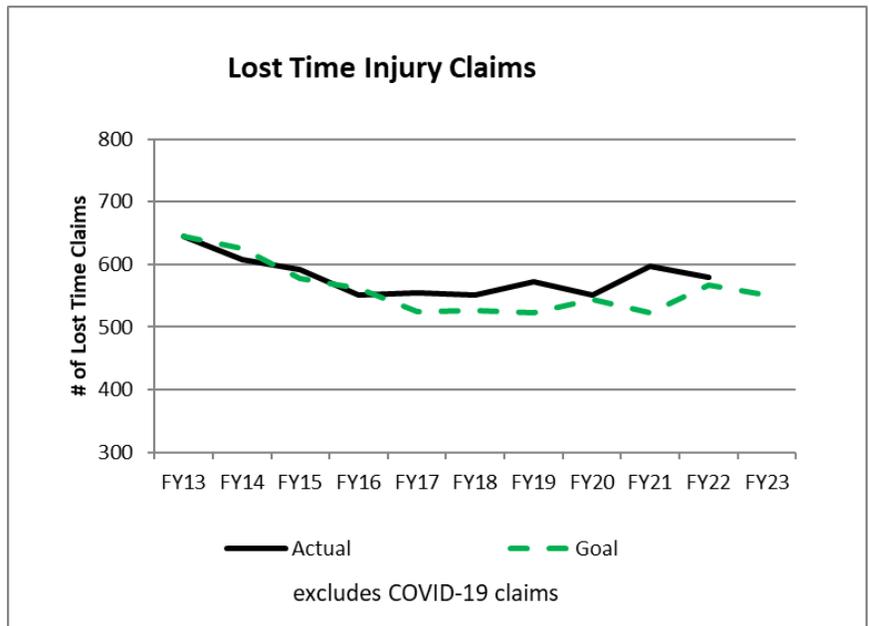
- Advising partners about how to best control operational and contractual risks
- Helping partners acquire specialty insurance coverage when self-insuring the risk is not cost-effective
- Protecting state property and the public through loss control efforts
- Preventing injuries to employees and providing benefits when injuries occur that are work related
- Returning employees to work as soon as possible following workplace injuries
- Resolving property damage and injuries to the public caused by Risk Management's customers
- Repairing partners' damaged property and vehicles

RESULTS

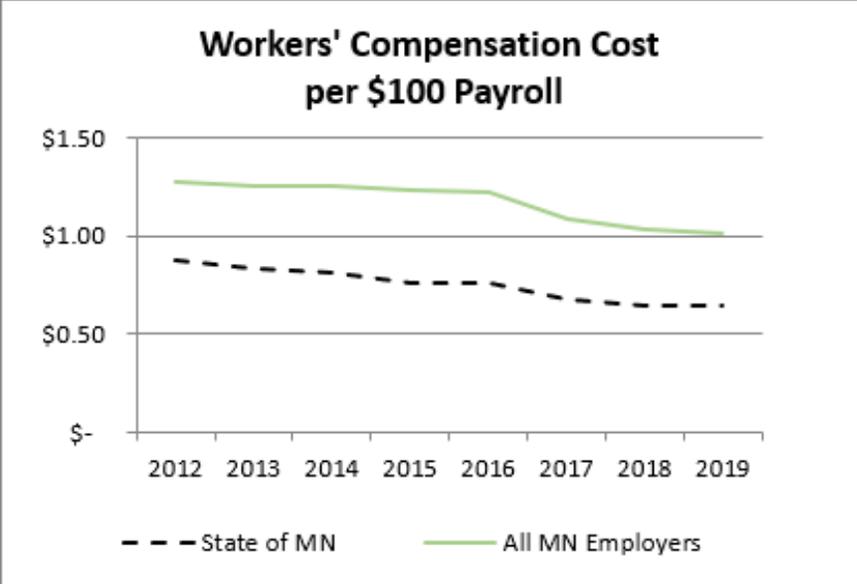
Performance Measure (Result): The number of workplace injuries is declining.



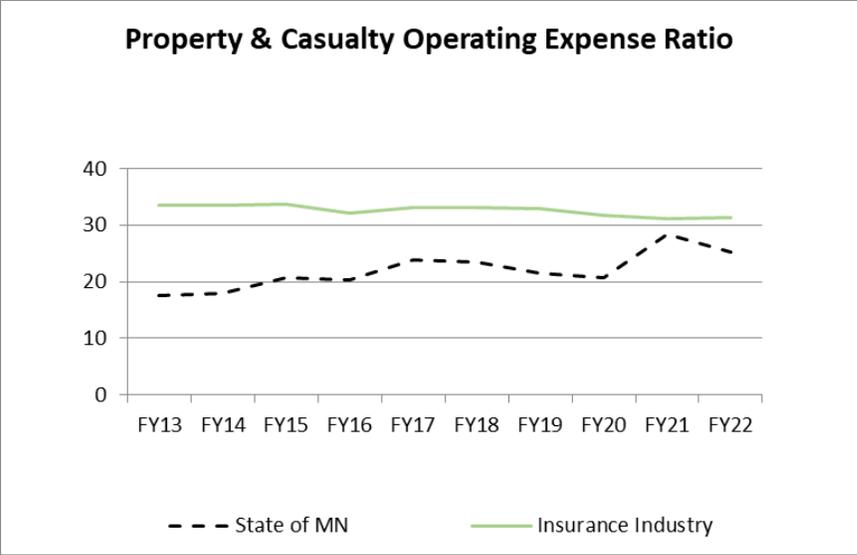
Performance Measure (Result): The number of lost time injury claims is decreasing, but more slowly than the target goal.



Performance Measure (Quality): To ensure cost effective services, Risk Management routinely compares its costs with those of private and public employers. Risk Management’s workers’ compensation cost per every \$100 of payroll is less than that of other Minnesota employers.



Performance Measure (Quality): Risk Management strives to keep administrative expenses low and measures costs annually against insurance market averages. Property and casualty operating expenses are less than the average insurance industry operating costs.



The legal authority for Administration’s Risk Management Division is provided by: M.S. 16B.85 (<https://www.revisor.mn.gov/statutes/?id=16B.85>) and M.S. 176.541 (<https://www.revisor.mn.gov/statutes/?id=176.541>).

Risk Management

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--------------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 661 | 710 | 764 | 850 | 875 | 900 |
| 2000 - Restrict Misc Special Revenue | | | 32,615 | | | |
| 2001 - Other Misc Special Revenue | 32,276 | 31,759 | | 35,221 | 36,762 | 38,337 |
| 3010 - Coronavirus Relief | 34 | 1,500 | | | | |
| 3015 - ARP-State Fiscal Recovery | | | 3,589 | 2,289 | | |
| 5300 - Risk Management | 14,304 | 14,819 | 16,407 | 18,214 | 18,301 | 18,344 |
| Total | 47,274 | 48,788 | 53,375 | 56,574 | 55,938 | 57,581 |
| Biennial Change | | | | 13,887 | | 3,570 |
| Biennial % Change | | | | 14 | | 3 |

Expenditures by Category

| | | | | | | |
|------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Compensation | 3,915 | 3,961 | 4,024 | 4,466 | 4,627 | 4,704 |
| Operating Expenses | 40,015 | 44,128 | 49,342 | 51,781 | 50,984 | 52,550 |
| Capital Outlay-Real Property | | | 0 | | | |
| Other Financial Transaction | 3,343 | 699 | 10 | 327 | 327 | 327 |
| Total | 47,274 | 48,788 | 53,375 | 56,574 | 55,938 | 57,581 |

| | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Agency Expenditures | 47,274 | 48,788 | 53,375 | 56,574 | 55,938 | 57,581 |
| Internal Billing Expenditures | | | | 357 | 357 | 357 |
| Expenditures Less Internal Billing | 47,274 | 48,788 | 53,375 | 56,217 | 55,581 | 57,224 |

Full-Time Equivalents

| | | | | | | |
|--|-------|-------|-------|-------|-------|-------|
| | 36.21 | 35.06 | 35.37 | 41.15 | 39.65 | 39.65 |
|--|-------|-------|-------|-------|-------|-------|

Risk Management

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Open Appropriation | 661 | 710 | 764 | 850 | 875 | 900 |
| Expenditures | 661 | 710 | 764 | 850 | 875 | 900 |
| Biennial Change in Expenditures | | | | 243 | | 161 |
| Biennial % Change in Expenditures | | | | 18 | | 10 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|--|--------|---------------|--------|--|----------|
| Balance Forward In | | | 11,022 | 459 | | |
| Receipts | | | 30,385 | | | |
| Transfers In | | 11,022 | 7,927 | | | |
| Transfers Out | | | 16,260 | 459 | | |
| Balance Forward Out | | 11,022 | 459 | | | |
| Expenditures | | | 32,615 | | | |
| Biennial Change in Expenditures | | | | 32,615 | | (32,615) |
| Biennial % Change in Expenditures | | | | | | |
| Full-Time Equivalents | | | 23.92 | | | |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|---------------|---------------|--------|---------------|---------------|---------------|
| Balance Forward In | 10,645 | 10,473 | 2,114 | 10,446 | 10,915 | 11,230 |
| Receipts | 32,091 | 32,434 | | 35,231 | 37,077 | 38,662 |
| Transfers In | 3,974 | 4,031 | 10,302 | 4,628 | 4,252 | 4,380 |
| Transfers Out | 3,974 | 15,053 | 1,969 | 4,169 | 4,252 | 4,380 |
| Balance Forward Out | 10,460 | 126 | 10,446 | 10,915 | 11,230 | 11,555 |
| Expenditures | 32,276 | 31,759 | | 35,221 | 36,762 | 38,337 |
| Biennial Change in Expenditures | | | | (28,814) | | 39,878 |
| Biennial % Change in Expenditures | | | | (45) | | |
| Full-Time Equivalents | 25.86 | 24.96 | 1.52 | 28.00 | 27.50 | 27.50 |

3010 - Coronavirus Relief

| | | | | | | |
|----------------------|-----------|--------------|--|--|--|--|
| Balance Forward In | | 0 | | | | |
| Direct Appropriation | 34 | 1,500 | | | | |
| Cancellations | | 0 | | | | |
| Balance Forward Out | 0 | | | | | |
| Expenditures | 34 | 1,500 | | | | |

Risk Management

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |
| Biennial Change in Expenditures | | | | (1,534) | | 0 |
| Biennial % Change in Expenditures | | | | (100) | | |

3015 - ARP-State Fiscal Recovery

| | | | | | | |
|-----------------------------------|--|--|--------------|--------------|--|---------|
| Balance Forward In | | | | 2,289 | | |
| Direct Appropriation | | | 5,878 | | | |
| Balance Forward Out | | | 2,289 | | | |
| Expenditures | | | 3,589 | 2,289 | | |
| Biennial Change in Expenditures | | | | 5,878 | | (5,878) |
| Biennial % Change in Expenditures | | | | | | (100) |

5300 - Risk Management

| | | | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Balance Forward In | 23,999 | 22,923 | 22,930 | 23,336 | 23,008 | 22,593 |
| Receipts | 13,121 | 14,652 | 16,814 | 17,886 | 17,886 | 17,886 |
| Balance Forward Out | 22,816 | 22,756 | 23,337 | 23,008 | 22,593 | 22,135 |
| Expenditures | 14,304 | 14,819 | 16,407 | 18,214 | 18,301 | 18,344 |
| Biennial Change in Expenditures | | | | 5,499 | | 2,024 |
| Biennial % Change in Expenditures | | | | 19 | | 6 |
| Full-Time Equivalents | 10.35 | 10.10 | 9.93 | 13.15 | 12.15 | 12.15 |

Program: Government and Citizen Services

Activity: Small Agency Resource Team

<https://mn.gov/admin/government/small-agency/>

AT A GLANCE

- Serves 44 diverse agencies, boards, and councils
- Provides financial guidance for budgets totaling \$139 million in FY 2022
- Delivers human resource services for approximately 649 employees in FY 2022

PURPOSE AND CONTEXT

The Small Agency Resource Team (SmART) provides accounting, budgeting, and human resources services to small agencies, boards, and councils. SmART agencies retain ultimate authority for human resources, finance, and budget decisions.

SmART learns the needs of state agency partners and provides expert technical knowledge of policies, procedures, and best practices. This eliminates the need for these agencies, boards, and councils to hire dedicated administrative staff to handle infrequent transactional functions so that they can focus on delivering their core missions. Through SmART’s work, partners more accurately and easily navigate the complexities of performing state government financial and human resource functions.

SmART is required by statute to serve the state’s three ethnic councils, the Indian Affairs Council, and the Minnesota Council on Disability. By directing resources to these entities, they can dedicate their resources to supporting the state’s goals surrounding diversity and inclusion in public programs and services. Currently, SmART serves 40 additional agency partners including the Health Licensing Boards, the Minnesota Racing Commission, the Peace Officers Standards Training (POST) Board, and the Minnesota Department of Human Rights. This work is supported by a combination of general fund resources and inter-agency agreements. Under either funding source, SmART delivers high value services at a lower cost than hiring administrative staff for each program.

SERVICES PROVIDED

SmART provides partners with the financial and human resources information and services they need to operate effectively and efficiently:

| Financial Management | Human Resources |
|--|--|
| Budget support | Affirmative action planning |
| Biennial budget guidance and entry | Payroll services |
| Fiscal note assistance and processing | Personnel transactions entries |
| Budget entries | Benefits administration |
| Processing of purchase orders, professional/technical contracts, grant contracts, inter-agency agreements, annual plans, and employee business and travel reimbursements | Performance management and labor relations |
| Payment processing | Classification and compensation analysis |
| Deposits | Vacancy filling |
| Reporting | Reporting |
| Training | Training |

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Results | General Fund savings. SmART's appropriation is less – by the listed percentage – than the estimated cost for each agency, board, or council to perform the same duties independently | 44% | 48% | FY 2020, FY 2022 |
| Quantity | Number of partners served. SmART partner base has doubled since 2019. This allows more agencies to get expert business services and enables partners to focus their most vital resources on their core missions | 39 | 44 | FY 2020, FY 2022 |

M.S. 16B.371 (<https://www.revisor.mn.gov/statutes/?id=16B.371>) provides the legal authority for this activity.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 457 | 451 | 392 | 584 | 493 | 493 |
| 2001 - Other Misc Special Revenue | 838 | 1,092 | 1,188 | 1,382 | 1,358 | 1,400 |
| Total | 1,295 | 1,542 | 1,580 | 1,966 | 1,851 | 1,893 |
| Biennial Change | | | | 709 | | 198 |
| Biennial % Change | | | | 25 | | 6 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 1,190 | 1,408 | 1,472 | 1,634 | 1,622 | 1,664 |
| Operating Expenses | 94 | 134 | 108 | 332 | 229 | 229 |
| Capital Outlay-Real Property | 7 | | | | | |
| Other Financial Transaction | 4 | 0 | | | | |
| Total | 1,295 | 1,542 | 1,580 | 1,966 | 1,851 | 1,893 |
| <u>Full-Time Equivalents</u> | 12.58 | 15.26 | 14.92 | 16.24 | 15.80 | 15.87 |

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base FY24 FY25 | |
|-----------------------------------|----------------|----------------|----------------|------------------|----------------------------|------------|
| 1000 - General | | | | | | |
| Balance Forward In | | 26 | | 91 | | |
| Direct Appropriation | 471 | 471 | 483 | 493 | 493 | 493 |
| Transfers Out | | 46 | | | | |
| Balance Forward Out | 14 | | 91 | | | |
| Expenditures | 457 | 451 | 392 | 584 | 493 | 493 |
| Biennial Change in Expenditures | | | | 68 | | 10 |
| Biennial % Change in Expenditures | | | | 8 | | 1 |
| Full-Time Equivalents | 5.66 | 4.67 | 3.76 | 3.72 | 3.64 | 3.56 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|------------|--------------|--------------|--------------|--------------|--------------|
| Balance Forward In | 112 | 150 | 177 | 387 | 332 | 320 |
| Receipts | 875 | 1,089 | 1,399 | 1,327 | 1,346 | 1,385 |
| Transfers In | | 25 | | | | |
| Balance Forward Out | 149 | 172 | 388 | 332 | 320 | 305 |
| Expenditures | 838 | 1,092 | 1,188 | 1,382 | 1,358 | 1,400 |
| Biennial Change in Expenditures | | | | 641 | | 188 |
| Biennial % Change in Expenditures | | | | 33 | | 7 |
| Full-Time Equivalents | 6.92 | 10.59 | 11.16 | 12.52 | 12.16 | 12.31 |

Program: Government and Citizen Services

Activity: State Assistive Technology & State Accommodation Reimbursement

<https://mn.gov/star>

<https://mn.gov/admin/government/disability-services/accommodation-fund/>

AT A GLANCE

During FY 2021 and FY 2022, System of Technology to Achieve Results provided:

- 330 long-term loans of assistive technology that saved Minnesotans with disabilities \$740,182
- 756 short-term loans of assistive technology for trial or temporary use
- 313 demonstrations of assistive technology
- Technical assistance to various state agency committees

During FY 2021 and FY 2022, the State Accommodation Reimbursement Fund:

- Received 306 accommodation reimbursement requests, with applications from 13 state agencies
- Provided reimbursement of \$271,098 to state agencies

PURPOSE AND CONTEXT

A System of Technology to Achieve Results (STAR) is Minnesota's Assistive Technology Act program and is 100% federally funded.

STAR helps Minnesotans of all ages who have disabilities find and get the assistive technology they need to function more independently at home, school, work, and in their communities. Assistive technology can be any item or product that helps an individual with a disability perform a task. Examples of assistive technology include:

- Communication devices
- Handheld magnifiers
- Software that reads text aloud
- Assistive listening devices
- Adapted eating utensils
- Grab bars

STAR also administers the State's Accommodation Reimbursement Fund to provide support to applicants with disabilities applying for state jobs and to provide a more inclusive workplace for current state employees with disabilities.

SERVICES PROVIDED

STAR provides the following free services to Minnesotans with disabilities so they may function more independently at home, school, work, and in their communities:

- Device loans
- Device demonstrations
- Information and assistance
- Public awareness

STAR has developed assistive technology training in collaboration with a variety of partners, including Microsoft Word document accessibility training and an assistive technology online learning site. Additionally, STAR provides technical assistance to help programs and agencies improve their assistive technology services, management, and policies. Technical assistance may include information and training on integrating assistive technology into the

development and implementation of service plans, including education, health, or employment plans required by law.

Demonstrations and short-term loans (45 days or less) help Minnesotans better understand product features and gain hands-on experience with assistive technology before selecting and buying a device. STAR’s services minimize the possibility that Minnesotans will buy an item that doesn’t meet their needs. Professionals working with people with disabilities can also borrow devices to gain experience with them before they work with and make recommendations for their clients. Minnesotans may also borrow assistive technology to use while waiting to receive a new device or while their device is being repaired. Long-term loans allow Minnesotans to borrow older devices that are still in good working condition for as long as needed to use in school, at work, or for essential daily living needs.

RESULTS

STAR loaned 756 devices for short-term trial during FY 2021 and FY 2022. Below is the percentage of borrowers who were able to determine if a device would meet their needs based on their experience during the loan period.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|--------------------|--------------------|---------------------|
| Result | Percentage of device loans for decision-making that resulted in borrowers determining if assistive technology would meet their educational needs | 90% (130 loans) | 96% (84 loans) | FY 2021, FY 2022 |
| Result | Percentage of device loans for decision-making that resulted in borrowers determining if assistive technology would meet their employment needs | 100% (20 loans) | 97% (34 loans) | FY 2021, FY 2022 |
| Result | Percentage of device loans for decision-making that resulted in borrowers determining if assistive technology would meet their community living needs | 99% (202 loans) | 99% (181 loans) | FY 2021, FY 2022 |

The following relates to the State’s Accommodation Fund.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Quantity | One-time expenses (e.g., assistive technology) for a state employee that totals more than \$1,000. | 10 | 8 | FY 2021, FY 2022 |
| Quantity | Expenses for current state employees for services provided on a periodic or ongoing basis (e.g., American Sign Language interpreter) | 139 | 133 | FY 2021, FY 2022 |
| Quantity | Number of individual job applicants for whom agencies submitted expenses for reimbursement from the Accommodation Fund | 0 | 1 | FY 2021, FY 2022 |

The legal authority for STAR is provided in:

Public Law 108-364 (<http://www.gpo.gov/fdsys/pkg/PLAW-108publ364/html/PLAW-108publ364.htm>)

M.S. 16B.055 (<https://www.revisor.mn.gov/statutes/cite/16B.055>)

The State Accommodation Reimbursement Fund is authorized in:

M.S. 16B.4805 (<https://www.revisor.mn.gov/statutes/cite/16B.4805>)

State Assistive Technology & Accommodation Reimbmt

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 2000 - Restrict Misc Special Revenue | | | 164 | | | |
| 2001 - Other Misc Special Revenue | 176 | 163 | | 207 | 205 | 205 |
| 2403 - Gift | 5 | | | 6 | | |
| 3000 - Federal | 409 | 382 | 425 | 710 | 602 | 562 |
| Total | 589 | 545 | 589 | 923 | 807 | 767 |
| Biennial Change | | | | 378 | | 62 |
| Biennial % Change | | | | 33 | | 4 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 277 | 219 | 304 | 325 | 337 | 348 |
| Operating Expenses | 292 | 315 | 279 | 560 | 468 | 419 |
| Grants, Aids and Subsidies | 1 | | | | | |
| Capital Outlay-Real Property | | 2 | | 22 | 2 | |
| Other Financial Transaction | 20 | 9 | 6 | 16 | | |
| Total | 589 | 545 | 589 | 923 | 807 | 767 |
| Total Agency Expenditures | 589 | 545 | 589 | 923 | 807 | 767 |
| Internal Billing Expenditures | | | | 17 | 17 | 17 |
| Expenditures Less Internal Billing | 589 | 545 | 589 | 906 | 790 | 750 |
| <u>Full-Time Equivalent</u> | 2.87 | 2.32 | 2.78 | 3.17 | 3.15 | 3.15 |

State Assistive Technology & Accommodation Reimbmt

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Direct Appropriation | 200 | 200 | 200 | 200 | 200 | 200 |
| Transfers In | | 117 | | | | |
| Transfers Out | 200 | 200 | 200 | 200 | 200 | 200 |
| Cancellations | | 117 | | | | |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|--|----|------------|-----|--|-------|
| Balance Forward In | | | 38 | | | |
| Transfers In | | 38 | 200 | | | |
| Transfers Out | | | 74 | | | |
| Balance Forward Out | | 38 | | | | |
| Expenditures | | | 164 | | | |
| Biennial Change in Expenditures | | | | 164 | | (164) |
| Biennial % Change in Expenditures | | | | | | |
| Full-Time Equivalents | | | 0.23 | | | |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|------------|------------|------|------------|------------|------------|
| Balance Forward In | 92 | 118 | 1 | 75 | 68 | 63 |
| Transfers In | 200 | 83 | 74 | 200 | 200 | 200 |
| Transfers Out | | 38 | | | | |
| Balance Forward Out | 116 | | 75 | 68 | 63 | 58 |
| Expenditures | 176 | 163 | | 207 | 205 | 205 |
| Biennial Change in Expenditures | | | | (132) | | 203 |
| Biennial % Change in Expenditures | | | | (39) | | |
| Full-Time Equivalents | 0.18 | 0.17 | 0.01 | 0.14 | 0.12 | 0.12 |

2403 - Gift

| | | | | | | |
|-----------------------------------|----------|---|---|----------|--|-----|
| Balance Forward In | | 5 | 6 | 6 | | |
| Receipts | 10 | 0 | 0 | | | |
| Balance Forward Out | 5 | 6 | 6 | | | |
| Expenditures | 5 | | | 6 | | |
| Biennial Change in Expenditures | | | | 1 | | (6) |
| Biennial % Change in Expenditures | | | | | | |

State Assistive Technology & Accommodation Reimbmt

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base FY24 FY25 | |
|-----------------------------------|----------------|----------------|----------------|------------------|----------------------------|------------|
| 3000 - Federal | | | | | | |
| Balance Forward In | 3 | | 0 | | | |
| Receipts | 406 | 382 | 425 | 710 | 602 | 562 |
| Expenditures | 409 | 382 | 425 | 710 | 602 | 562 |
| Biennial Change in Expenditures | | | | 345 | | 29 |
| Biennial % Change in Expenditures | | | | 44 | | 3 |
| Full-Time Equivalents | 2.69 | 2.15 | 2.54 | 3.03 | 3.03 | 3.03 |

Program: Government and Citizen Services

Activity: State Demographer

<https://mn.gov/admin/demography/>

AT A GLANCE

- Prepare estimates of people and households for all counties, cities, and townships in the state
- Produce updated data projections about people by age and gender for Minnesota, its Economic Development Regions, and all counties — to guide planning in the coming decades
- Provided data to state agencies, local government, the legislature, businesses, nonprofits, researchers, and others on 207 occasions in FY 2022
- Delivered 89 presentations about critical issues and demographic trends, reaching 3,600 listeners in FY 2022
- Act as a liaison to the U.S. Census Bureau to ensure a complete and accurate census count

PURPOSE AND CONTEXT

The Minnesota State Demographic Center (SDC) plays a lead role in coordinating Minnesota’s decennial census response and assists state and local leaders in making informed decisions by providing timely and reliable demographic information. It helps leaders locate and understand the best data available so that they can match their policies and programs to the state’s ever-changing needs and be wise stewards of their resources.

SDC assistance provides state leaders with the social, economic, and demographic information they need to support thriving communities and to address racial, geographic, and socioeconomic inequities. SDC analysis is used by federal, state, and local governments; the legislature; educators; the news media; nonprofits; grant-makers; businesses; and community advocates.

SERVICES PROVIDED

The work of the SDC can be divided into two broad categories:

- Data production and analysis
 - Prepare annual estimates of the number of people and households in all counties, cities, and townships in the state to assist with planning and distributing resources
 - Create projections of the population and labor force by age, gender, race, and location to plan for impacts to the state budget, economy, and services in the coming decades
 - Produce new data for Minnesota’s unique needs and populations — such as on immigrant groups and languages spoken in Minnesota homes, moving patterns of people by education and income, and different age patterns among Minnesota’s communities
- Public awareness
 - Plan and implement promotional and engagement strategies for Minnesota around the census
 - Support cities and counties to do their own promotion and engagement for the census
 - Work with the U.S. Census Bureau and local grant-making and non-profit leaders to create and implement a Minnesota-specific census plan

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|---|-----------------|----------------|---------------------|
| Quantity | Website pageviews each year | 184,606 | 166,699 | FY 2021, FY 2022 |
| Quantity | Number of stakeholders served by individual data requests and presentations each year | 5,418 | 3,700 | FY 2014, FY 2022 |
| Quantity | Self-response rate to the Census | 74.1% | 75.1% | CY 2010, CY 2020 |

M.S. 4A.02 (<https://www.revisor.mn.gov/statutes/cite/4A.02>) provides the legal authority for the State Demographic Center. The State Demographic Center serves as an official liaison to the U.S. Census Bureau.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |

Expenditures by Fund

| | | | | | | |
|--------------------------------------|--------------|------------|------------|------------|------------|------------|
| 1000 - General | 2,249 | 686 | 678 | 827 | 759 | 759 |
| 2000 - Restrict Misc Special Revenue | 11 | | | | | |
| Total | 2,259 | 686 | 678 | 827 | 759 | 759 |
| Biennial Change | | | | (1,441) | | 13 |
| Biennial % Change | | | | (49) | | 1 |

Expenditures by Category

| | | | | | | |
|-----------------------------|--------------|------------|------------|------------|------------|------------|
| Compensation | 788 | 555 | 545 | 555 | 563 | 572 |
| Operating Expenses | 413 | 131 | 132 | 272 | 196 | 187 |
| Grants, Aids and Subsidies | 1,049 | (20) | | | | |
| Other Financial Transaction | 10 | 20 | 0 | | | |
| Total | 2,259 | 686 | 678 | 827 | 759 | 759 |

| | | | | | | |
|---|--------------|------------|------------|------------|------------|------------|
| Total Agency Expenditures | 2,259 | 686 | 678 | 827 | 759 | 759 |
| Internal Billing Expenditures | | | | 55 | 55 | 55 |
| Expenditures Less Internal Billing | 2,259 | 686 | 678 | 772 | 704 | 704 |

Full-Time Equivalent

| | | | | | | |
|--|------|------|------|------|------|------|
| | 7.81 | 4.90 | 4.65 | 4.50 | 4.50 | 4.50 |
|--|------|------|------|------|------|------|

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base FY24 FY25 | |
|-----------------------------------|----------------|----------------|----------------|------------------|----------------------------|------------|
| 1000 - General | | | | | | |
| Balance Forward In | | 138 | | 68 | | |
| Direct Appropriation | 2,339 | 739 | 747 | 761 | 761 | 761 |
| Transfers Out | 1 | 190 | 2 | 2 | 2 | 2 |
| Balance Forward Out | 89 | | 68 | | | |
| Expenditures | 2,249 | 686 | 678 | 827 | 759 | 759 |
| Biennial Change in Expenditures | | | | (1,430) | | 13 |
| Biennial % Change in Expenditures | | | | (49) | | 1 |
| Full-Time Equivalentents | 7.71 | 4.90 | 4.65 | 4.50 | 4.50 | 4.50 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|-----------|--|--|------|--|---|
| Receipts | 11 | | | | | |
| Expenditures | 11 | | | | | |
| Biennial Change in Expenditures | | | | (11) | | 0 |
| Biennial % Change in Expenditures | | | | | | |
| Full-Time Equivalentents | 0.10 | | | | | |

Program: Government and Citizen Services

Activity: State Historic Preservation Office

<https://mn.gov/admin/shpo>

AT A GLANCE

- New Minnesota Statewide Historic Preservation Plan 2022-2032 approved by the National Park Service to guide Minnesotans to recognize, preserve and protect diverse historic and cultural resources
- Completed environmental reviews for 2,806 federal and 574 state projects in federal FY 2021
- Approved a record 34 properties to receive federal and state historic tax credits in state FY 2021, 15 in greater Minnesota; project developers plan to invest \$890 million in rehabilitation with an estimated \$124.6 million of state historic tax credits to be awarded (state FY 2022 data is not yet available)
- In state FY 2021, the total estimated economic impact of the Minnesota Historic Rehabilitation Tax Credit was \$1.4 billion creating an estimated 9,660 full-time jobs; for every \$1 of state credit, \$11.30 in economic activity is created (state FY 2022 data is not yet available)
- Partnered with Minnesota Department of Transportation Cultural Resources Unit and completed scanning and organizing over two million paper forms that make up the Statewide Historic Inventory from FY 2019 through FY 2022
- Awarded more than \$118,000 in grants and scholarships in federal FY 2021 to several Certified Local Governments who leveraged local match to support local preservation projects
- Minnesota has 1,784 nationally recognized places, encompassing 25 National Historic Landmarks, two Traditional Cultural Properties, and over 7,500 historic and cultural resources

PURPOSE AND CONTEXT

The Minnesota State Historic Preservation Office (SHPO) administers federal and state programs aimed at preserving historic and cultural resources important to all Minnesotans. SHPO's mission is to encourage best practices for preservation, so that all people can share in the enduring environmental, social, and economic benefits of Minnesota's cultural heritage. The office draws on both cooperative approaches and expertise to help individuals and the community at all levels of planning, development, and government to achieve their preservation goals and responsibilities under the law.

The SHPO leads the state's historic preservation efforts by articulating a statewide preservation vision and supporting all Minnesotans to identify, protect, rehabilitate, and celebrate historic properties. The statewide vision is set with public and partner participation that help SHPO create and implement a comprehensive statewide preservation plan that is updated every five to ten years.

The SHPO partners with local governments, state and federal agencies, Tribes, the public, developers and investors, and other stakeholders, as outlined in the National Historic Preservation Act of 1966 and Minnesota Statutes. SHPO activities are generally funded by the Historic Preservation Fund, through the U.S. Department of the Interior, matching state general fund appropriation, and state Historic Structure Rehabilitation Tax Credit fees.

SERVICES PROVIDED

The State Historic Preservation Office provides services in the following general program areas:

- **National Register of Historic Places:** The National Register is the official list of the nation's historic places worthy of preservation

- **Historic Resource Inventory:** SHPO began a systematic survey in 1977, and today maintains the inventory records of over 100,000 properties, both historical and archaeological, that continues to grow with stakeholder support
- **Historic Preservation Tax Incentives:** Property owners rehabilitating historic buildings are eligible to receive federal and state income tax credits on qualifying rehabilitations
- **Federal Section 106 and Environmental Reviews:** SHPO reviews state and federal projects for their potential to affect historic resources; and it ensures the state’s historic resources are part of project planning and development
- **Certified Local Governments (CLGs):** CLGs directly benefit with SHPO partnership because 10% of SHPO’s federal funding passes to local communities
- **Statewide Historic Preservation Planning and Disaster Planning for Historic and Cultural Resources:** Responsible for creating and implementing a comprehensive statewide plan, SHPO participates in the State’s Interagency Climate Adaptation Team to encourage building reuse and resiliency for Minnesota’s historic and cultural resources to address effects of climate change

RESULTS

SHPO submits an annual economic analysis of state historic tax credits to the state legislature and an annual report to the National Park Service reporting on all SHPO services that support a comprehensive statewide preservation program and Minnesotans.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Quality | Meet the 30-day response time for federal and state environmental compliance reviews | 90% | 89% | FY 2020, FY 2022 |
| Quantity | Number of new partners and projects SHPO engaged with to carry out the State’s goals in the updated statewide preservation plan. This is a new measure | N/A | 53 | FY 2022 |
| Quality | All forms and documents produced are electronically accessible | 60% | 90% | FY 2020, FY 2022 |
| Quality | Ensure that all forms and information needed by partners and the public is posted and easily accessed on the SHPO website | 40% | 50% | FY 2020, FY 2022 |

The following federal and state laws provide the statutory authority for the State Historic Preservation Office:
 54 U.S. Code 300101 (<https://www.govinfo.gov/content/pkg/USCODE-2018-title54/html/USCODE-2018-title54-subtitleIII-divsnA-app.htm>)
 54 U.S. Code 302102-302108 (<https://www.govinfo.gov/content/pkg/USCODE-2018-title54/html/USCODE-2018-title54-subtitleIII-divsnA-app-dup1.htm>)
 54 U.S. Code 302501-302503 (<https://www.govinfo.gov/content/pkg/USCODE-2018-title54/html/USCODE-2018-title54-subtitleIII-divsnA-app-dup1-chap3025.htm>)
 36 Code of Federal Regulations 60 (https://www.ecfr.gov/cgi-bin/text-idx?SID=b36f494ab8c19284178b4c593eda2a8f&tpl=/ecfrbrowse/Title36/36cfr60_main_02.tpl)

36 Code of Federal Regulations 61 (https://www.ecfr.gov/cgi-bin/text-idx?SID=e31d3d9a0c0a4a86790f77b0d997161d&mc=true&tpl=/ecfrbrowse/Title36/36cfr61_main_02.tpl)

36 Code of Federal Regulations 800 (https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=2e3f521c1d07518a220bf5e543296b64&tpl=/ecfrbrowse/Title36/36cfr800_main_02.tpl)

M.S. 138.31-138.42 (<https://www.revisor.mn.gov/statutes/cite/138/full#stat.138.31.1>)

M.S. 138.661-138.666 (<https://www.revisor.mn.gov/statutes/cite/138/full#stat.138.661>)

M.S. 138.71-138.75 (<https://www.revisor.mn.gov/statutes/cite/138/full#stat.138.71>)

M.S. 290.0681 (<https://www.revisor.mn.gov/statutes/cite/290.0681>)

M.S. 471.193 (<https://www.revisor.mn.gov/statutes/cite/471.193>)

Minnesota Constitution Article XI, Sec. 15 (https://www.revisor.mn.gov/constitution/#article_11)

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--------------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 519 | 451 | 539 | 1,522 | 1,557 | 1,557 |
| 2000 - Restrict Misc Special Revenue | 215 | 224 | 233 | 282 | 297 | 303 |
| 2001 - Other Misc Special Revenue | | 4 | 13 | 125 | 125 | 125 |
| 3000 - Federal | 1,026 | 1,026 | 1,005 | 1,242 | 1,144 | 1,144 |
| Total | 1,761 | 1,705 | 1,791 | 3,171 | 3,123 | 3,129 |
| Biennial Change | | | | 1,496 | | 1,290 |
| Biennial % Change | | | | 43 | | 26 |

Expenditures by Category

| | | | | | | |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Compensation | 1,318 | 1,359 | 1,450 | 1,569 | 1,415 | 1,409 |
| Operating Expenses | 324 | 211 | 227 | 508 | 584 | 596 |
| Grants, Aids and Subsidies | 120 | 135 | 113 | 1,089 | 1,120 | 1,120 |
| Other Financial Transaction | (1) | | 1 | 5 | 4 | 4 |
| Total | 1,761 | 1,705 | 1,791 | 3,171 | 3,123 | 3,129 |

| | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| Total Agency Expenditures | 1,761 | 1,705 | 1,791 | 3,171 | 3,123 | 3,129 |
| Internal Billing Expenditures | | | | 69 | 127 | 127 |
| Expenditures Less Internal Billing | 1,761 | 1,705 | 1,791 | 3,102 | 2,996 | 3,002 |

Full-Time Equivalent

| | | | | | | |
|--|-------|-------|-------|-------|-------|-------|
| | 13.47 | 13.31 | 13.59 | 14.40 | 12.61 | 12.13 |
|--|-------|-------|-------|-------|-------|-------|

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 22 | | 2 | | |
| Direct Appropriation | | | 541 | 551 | 551 | 551 |
| Open Appropriation | | | | 969 | 1,006 | 1,006 |
| Transfers In | 527 | 535 | | | | |
| Transfers Out | | 98 | | | | |
| Cancellations | | 8 | | | | |
| Balance Forward Out | 8 | | 2 | | | |
| Expenditures | 519 | 451 | 539 | 1,522 | 1,557 | 1,557 |
| Biennial Change in Expenditures | | | | 1,091 | | 1,053 |
| Biennial % Change in Expenditures | | | | 112 | | 51 |
| Full-Time Equivalents | 3.79 | 3.84 | 3.79 | 3.90 | 3.56 | 3.44 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|------------|
| Balance Forward In | 586 | 544 | 672 | 764 | 706 | 825 |
| Receipts | 177 | 351 | 325 | 224 | 416 | 56 |
| Transfers Out | 5 | 1 | | | | |
| Balance Forward Out | 542 | 671 | 764 | 706 | 825 | 578 |
| Expenditures | 215 | 224 | 233 | 282 | 297 | 303 |
| Biennial Change in Expenditures | | | | 76 | | 85 |
| Biennial % Change in Expenditures | | | | 17 | | 16 |
| Full-Time Equivalents | 1.76 | 1.79 | 1.85 | 1.78 | 1.78 | 1.78 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|--|----------|-----------|------------|------------|------------|
| Receipts | | 4 | 13 | 125 | 125 | 125 |
| Expenditures | | 4 | 13 | 125 | 125 | 125 |
| Biennial Change in Expenditures | | | | 134 | | 112 |
| Biennial % Change in Expenditures | | | | | | 81 |
| Full-Time Equivalents | | 0.04 | 0.10 | 0.70 | 0.80 | 0.80 |

3000 - Federal

| | | | | | | |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Receipts | 1,027 | 1,026 | 1,005 | 1,242 | 1,144 | 1,144 |
| Expenditures | 1,026 | 1,026 | 1,005 | 1,242 | 1,144 | 1,144 |
| Biennial Change in Expenditures | | | | 195 | | 41 |

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |
| Biennial % Change in Expenditures | | | | 10 | | 2 |
| Full-Time Equivalents | 7.92 | 7.64 | 7.85 | 8.02 | 6.47 | 6.11 |

Program: Government and Citizen Services

Activity: Office of Collaboration and Dispute Resolution

<https://mn.gov/admin/ocdr>

AT A GLANCE

- Helps to resolve contentious legislative, interagency, and community issues
- Provides training and capacity building on conflict resolution for state and local governments
- Works in partnership with the League of Minnesota Cities and the Association of Minnesota Counties to resolve difficult local issues and to provide conflict resolution training and capacity building for local officials
- Administers a statewide conflict resolution grant program
- Helps to coordinate the legislature’s Civility Caucus

PURPOSE AND CONTEXT

The Office of Collaboration and Dispute Resolution (OCDR) uses collaborative processes, public engagement, and the science of human relations to help government and stakeholders improve relationships, build trust, and develop wise and durable solutions to seemingly intractable issues. OCDR provides innovative collaborative and consensus-building services to help resolve contentious public issues, assists state and local government in providing meaningful public engagement, and builds the capacity of government to resolve differences in an effective and efficient manner.

SERVICES PROVIDED

- **Public Policy Collaborative Problem-Solving Services.** OCDR uses issue assessment, process design, consensus building, and implementation support to develop wise and durable solutions to seemingly intractable issues.
- **Capacity Building.** OCDR provides training, resources and technical assistance to other state and local agencies in effectively implementing collaborative and dispute resolution initiatives and public engagement services. OCDR works with other state offices, local governments, and external partners in Minnesota and nationally to apply the latest trends and best practices in the field of conflict resolution to cases and training models in Minnesota.
- **Community Based Dispute Resolution.** OCDR administers a small grant program to and supports the development and statewide expansion of Community Dispute Resolution Programs which are certified by the Office of the State Court Administrator under Minnesota Statute 494. These centers use highly trained volunteer mediators to resolve disputes such as family disputes, disputes between neighbors, disputes over school discipline, and community-level disputes.
- **Management of dispute resolution programs.** For efficiency and effectiveness, OCDR manages some dispute resolution programs for other state agencies. A past example includes a federally required mediation for disputes over special education services. Current examples include statutorily required mediation programs for disputes over services provided by State Services for the Blind and Vocational Rehabilitation Services (both at the Department of Employment and Economic Development).
- **Minnesota Legislative Civility Caucus.** The Civility Caucus was formed by legislative leadership in 2017 to foster effective policy making by promoting trust and understanding between political parties. The caucus hosts relationship building and professional development activities. These activities are developed by legislators for legislators. OCDR coordinates the caucus as part of its statutory charge to “assist state agencies, offices of the executive, legislative, and judicial branches, and units of local government in improving collaboration and dispute resolution”.

OCDR builds the State’s capacity to work together effectively across differences. Through collaborative problem solving, training, and meaningful public engagement, OCDR assists both state agencies and units of local government in accomplishing their missions and goals in an inclusive way which integrates the perspectives and needs of all stakeholders.

Diversity, equity, and inclusion are central issues of most OCDR collaborative problem-solving processes. OCDR assists state and local government in having challenging conversations productively and developing solutions that lead to greater equity and inclusion in Minnesota. Additionally, OCDR works to build government’s capacity to conduct meaningful public engagement through training, online resources, and process design. The result of this work fosters the development of policy which leads to increased equity and inclusion.

Through its grant program, OCDR also supports nonprofit community dispute resolution programs across the state in the areas of landlord-tenant disputes, school discipline, and small business-client disputes. Most of these services are provided at little or no cost to low-income Minnesotans.

RESULTS

The collaborative resolution of public policy disputes improves the efficiency and effectiveness of government by preventing or mitigating gridlock, avoiding costly litigation, generating higher quality solutions, and speeding up implementation of more durable solutions.

| <i>Type of measure</i> | <i>Name of measures</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|------------------|
| Quantity | Number of mediations provided by OCDR-funded nonprofit dispute resolution centers | 664 | 1522 | CY 2020, CY 2021 |
| Quality | Percentage of mediations provided by OCDR-funded centers which successfully reached resolution | 68% | 56% | CY 2020, CY 2021 |
| Quality | Percentage of OCDR processes successfully addressed through collaborative problem solving | 85% | 100% | CY 2020, CY 2021 |
| Quantity | Number of people trained by OCDR in conflict resolution or public engagement | 760 | 1584 | CY 2020, CY 2021 |

M.S. 179.90 (<http://www.revisor.mn.gov/statutes/cite/179.90>) and M.S. 179.91 (<http://www.revisor.mn.gov/statutes/cite/179.91>) provide the legal authority for the Office of Collaboration and Dispute Resolution.

Office of Collaboration and Dispute Resolution

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 397 | 397 | 383 | 495 | 439 | 439 |
| Total | 397 | 397 | 383 | 495 | 439 | 439 |
| Biennial Change | | | | 83 | | 0 |
| Biennial % Change | | | | 10 | | (0) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 237 | 231 | 213 | 254 | 231 | 231 |
| Operating Expenses | 1 | 6 | 10 | 81 | 48 | 48 |
| Grants, Aids and Subsidies | 160 | 160 | 160 | 160 | 160 | 160 |
| Other Financial Transaction | | 0 | 0 | | | |
| Total | 397 | 397 | 383 | 495 | 439 | 439 |
| Total Agency Expenditures | 397 | 397 | 383 | 495 | 439 | 439 |
| Internal Billing Expenditures | | | | 23 | 23 | 23 |
| Expenditures Less Internal Billing | 397 | 397 | 383 | 472 | 416 | 416 |
| <u>Full-Time Equivalent</u> | 1.90 | 1.95 | 1.62 | 1.88 | 1.63 | 1.59 |

Office of Collaboration and Dispute Resolution

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | | | 56 | | |
| Direct Appropriation | | | 439 | 439 | 439 | 439 |
| Transfers In | 398 | 398 | | | | |
| Cancellations | 0 | 0 | | | | |
| Balance Forward Out | | | 56 | | | |
| Expenditures | 397 | 397 | 383 | 495 | 439 | 439 |
| Biennial Change in Expenditures | | | | 83 | | 0 |
| Biennial % Change in Expenditures | | | | 10 | | (0) |
| Full-Time Equivalents | 1.90 | 1.95 | 1.62 | 1.88 | 1.63 | 1.59 |

Program: Government and Citizen Services

Activity: Office of Enterprise Sustainability

<https://mn.gov/admin/government/sustainability>

AT A GLANCE

- Maintain a web-based Sustainability Reporting Tool designed to track state agencies' progress towards achieving sustainability goals and provide transparency in government operations at <https://sustainability.mn.gov/>
- Publish Enterprise Sustainability Report annually
- Manage \$5 million for the State Building Energy Conservation Improvement Revolving Loan Account to help state agencies reduce energy and water consumption and utility costs and improve operations
- Increase the overall fuel efficiency of the state fleet by adding hybrids, electric vehicles (EV), and EV charging stations at state buildings and manage \$2 million in appropriations to install EV fast charging and level 2 charging equipment at state-owned facilities throughout the state
- Host remote "lunch and learn" events for state employees annually during Climate Week
- Work with Facilities Management and Real Estate and Construction Services to install three additional solar installations on the Capitol Complex for a total of 303 kilowatts direct current capacity and expect to avoid 230 metric tons of carbon dioxide equivalent (CO₂e) per year
- Work with the Office of State Procurement to develop umbrella contracts for renewable energy, energy-efficiency and solid waste services, and the procurement of EVs and EV charging stations

PURPOSE AND CONTEXT

The Office of Enterprise Sustainability (OES) assists all cabinet level agencies in embracing a culture of sustainability to maintain Minnesota's economic viability, be socially responsible, and preserve natural resources for future generations. Executive Order 19-27 affirms the State of Minnesota's goals to reduce greenhouse gas emissions, waste, energy and fossil fuel consumption, and water usage; as well as improve the sustainable procurement of goods and services in government operations. The Executive Order also confirms the Sustainability Enterprise Governance System, the Office of Enterprise Sustainability, and the Sustainability Workgroups, and outlines cabinet-level agency responsibilities. The Office is funded through inter-agency agreements.

SERVICES PROVIDED

The Office of Enterprise Sustainability supports the 24 cabinet-level state agencies' efforts to reduce greenhouse gas emissions and to fulfill the sustainability goals by:

- Managing sustainability metrics and reporting for the enterprise (through the Sustainability Reporting Tool)
- Publishing an annual report on progress towards goals at <https://sustainability.mn.gov/>
- Educating on sustainability best practices with other agencies, local government, higher education, Fortune 500 companies, and international partners
- Assisting with development of agency sustainability plans
- Providing technical assistance on energy-efficiency, renewable energy, water, and solid waste improvements
- Administering annual sustainability awards

RESULTS

Strengthening sustainability in state government operations leads to better government and smart stewardship of taxpayer dollars. Minnesotans expect continual improvements to government operations, including sustainability improvements that will help avoid costs, increase efficiencies, and result in more resilient facilities and operations, along with enhanced environmental and health protection.

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> | <i>Progress Towards Goal</i> |
|------------------------|---|--------------------------------|--------------------------------|-----------------------------|------------------------------|
| Result | State operations water consumption reduction of 15% | 2,120,773 kilogallons | 1,827,180 kilogallons | FY 2017 (adjusted), FY 2021 | 92% |
| Result | State operations solid waste diversion rate at 75% or higher by 2030 | 26% | 28% | FY 2020, FY 2021 | 38% |
| Result | State operations greenhouse gas emissions reduction of 30% by 2025 | 797,167 metric tons | 470,505 metric tons | FY 2005, FY 2021 | 100% |
| Result | State operations fleet fossil fuel use reduction of 30% by 2027 | 18,242,068 fossil fuel gallons | 14,812,313 fossil fuel gallons | FY 2017, FY 2021 | 63% |
| Result | State operations energy intensity use by sq ft reduction of 30% by 2027 | 129.6 Kbtu/sqft | 107.5 Kbtu/sqft | FY 2017 (adjusted), FY 2021 | 57% |
| Result | State operations annual avoided costs due to energy conservation measures | \$7.66M | \$5.81M | FY 2017, FY 2021 | N/A |

Executive Order 19-27 (<https://www.leg.state.mn.us/archive/execorders/19-27.pdf>), M.S. 16B.24 (<https://www.revisor.mn.gov/statutes/cite/16B.24>), M.S. 16B.30-16B.327 (<https://www.revisor.mn.gov/statutes/cite/16B/full#stat.16B.30>), M.S. 16B.531-16B.58 (<https://www.revisor.mn.gov/statutes/cite/16B/full#stat.16B.531>), and M.S. 216H (<https://www.revisor.mn.gov/statutes/cite/216H>) provide the legal authority for the Office of Enterprise Sustainability.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 2001 - Other Misc Special Revenue | | | 619 | 684 | 691 | 575 |
| 2340 - Renewable Development | | | 33 | 274 | 90 | 92 |
| Total | | | 651 | 958 | 781 | 667 |
| Biennial Change | | | | 1,609 | | (161) |
| Biennial % Change | | | | | | (10) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | | | 357 | 415 | 421 | 307 |
| Operating Expenses | | | 294 | 543 | 360 | 360 |
| Other Financial Transaction | | | 0 | | | |
| Total | | | 651 | 958 | 781 | 667 |
| <u>Full-Time Equivalents</u> | | | | | | |
| | | | 2.85 | 3.00 | 2.78 | 1.89 |

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 2001 - Other Misc Special Revenue | | | | | | |
| Balance Forward In | | | 43 | 225 | 116 | |
| Receipts | | | 232 | 231 | 231 | 231 |
| Transfers In | | 43 | 569 | 344 | 344 | 344 |
| Balance Forward Out | | 43 | 225 | 116 | | |
| Expenditures | | | 619 | 684 | 691 | 575 |
| Biennial Change in Expenditures | | | | 1,303 | | (37) |
| Biennial % Change in Expenditures | | | | | | (3) |
| Full-Time Equivalents | | | 2.79 | 2.94 | 2.72 | 1.83 |

2340 - Renewable Development

| | | | | | | |
|-----------------------------------|--|--|-----------|------------|-----------|-----------|
| Balance Forward In | | | | 5,205 | 4,529 | 3,639 |
| Direct Appropriation | | | 5,219 | 88 | 90 | 92 |
| Receipts | | | 19 | 10 | 10 | 10 |
| Transfers In | | | 5,000 | | | |
| Transfers Out | | | 5,000 | | | |
| Net Loan Activity | | | | (500) | (900) | (1,200) |
| Balance Forward Out | | | 5,205 | 4,529 | 3,639 | 2,449 |
| Expenditures | | | 33 | 274 | 90 | 92 |
| Biennial Change in Expenditures | | | | 307 | | (125) |
| Biennial % Change in Expenditures | | | | | | (41) |
| Full-Time Equivalents | | | 0.06 | 0.06 | 0.06 | 0.06 |

Program: Government and Citizen Services

Activity: State Register and Mailing List Services

<https://mn.gov/admin/bookstore/register.jsp>

AT A GLANCE

- The *State Register* is published weekly and accessed exclusively online.
- Statutory changes in 1998 required the *State Register* to post a free online edition.
- Mailing List Services handled \$337,000 in list sales on behalf of Executive Branch boards and commissions in FY 2021.

PURPOSE AND CONTEXT

The *State Register* and Mailing List Services (MLS) provide statutorily mandated notifications and information related to state government services to the public. The *State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate for notice of State activities. Minnesota law requires that names and addresses of individuals or organizations licensed by the State of Minnesota be made available to the public. Since 1982, selected mailing lists have been sold by MLS. Lists are purchased by individuals and companies from across the country.

SERVICES PROVIDED

The *State Register* is the official weekly magazine of the executive branch of state government publishing information related to state rulemaking, official notices, contracts, and other agency announcements. The *State Register* contains:

- Proposed Rules
- Executive Orders of the Governor
- Commissioners' Orders
- Contracts for Professional, Technical and Consulting Services
- Adopted Rules
- Exempt Rules
- Appointments
- Revenue Notices
- State Grants and Loans
- Expedited Rules
- Proclamations
- Official Notices
- Non-State Public Bids, Contracts and Grants
- Withdrawn Rules
- Vetoed Rules

MLS manages and sells lists of names and addresses of individuals or organizations licensed by the State of Minnesota to individuals and companies. Lists are typically purchased by vendors to market new services, continuing education, recruiting, charities, and to conduct research.

RESULTS

| Type of Measure | Name of Measure | Previous | Current | Dates |
|-----------------|--|----------|---------|--------------------|
| Quality | <i>State Register</i> customer satisfaction rate of 90 percent or higher | 88% | N/A* | FY 2019 FY 2022 |
| Quality | Mailing List Services customer satisfaction rate of 90 percent or higher | N/A* | N/A* | FY 2022 |

* Customer surveys have not been completed this year due to the change in the business model of the *State Register* and the COVID-19 pandemic. Mailing List Services is a new budget activity whose customers had not previously been surveyed.

M.S. 14.46 (<https://www.revisor.mn.gov/statutes/cite/14.46>) and
M.R. 1400.2080 (<https://www.revisor.mn.gov/rules/1400.2080/>) provide the legal authority for the State Register.
M.S. 16B.04, Subd. 2, Para. (8) (<https://www.revisor.mn.gov/statutes/cite/16B.04#stat.16B.04.2>);
M.S. 13.03 (<https://www.revisor.mn.gov/statutes/cite/13.03>); and
M.S. 13.41 (<https://www.revisor.mn.gov/statutes/cite/13.41>) provide the legal authority for the Mailing List Services.

State Register and Mailing List Services

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|---|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 4500 - MN Bookstore | 933 | 564 | 338 | 258 | 260 | 266 |
| Total | 933 | 564 | 338 | 258 | 260 | 266 |
| Biennial Change | | | | (901) | | (70) |
| Biennial % Change | | | | (60) | | (12) |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 488 | 380 | 228 | 160 | 162 | 168 |
| Operating Expenses | 445 | 184 | 110 | 98 | 98 | 98 |
| Total | 933 | 564 | 338 | 258 | 260 | 266 |
| Total Agency Expenditures | 933 | 564 | 338 | 258 | 260 | 266 |
| Internal Billing Expenditures | | | | 32 | 32 | 32 |
| Expenditures Less Internal Billing | 933 | 564 | 338 | 226 | 228 | 234 |
| <u>Full-Time Equivalent</u> | 5.82 | 4.38 | 2.96 | 2.00 | 2.00 | 2.00 |

State Register and Mailing List Services

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 4500 - MN Bookstore | | | | | | |
| Balance Forward In | 285 | 176 | 216 | 374 | 626 | 876 |
| Receipts | 764 | 583 | 496 | 510 | 510 | 510 |
| Balance Forward Out | 116 | 195 | 374 | 626 | 876 | 1,120 |
| Expenditures | 933 | 564 | 338 | 258 | 260 | 266 |
| Biennial Change in Expenditures | | | | (901) | | (70) |
| Biennial % Change in Expenditures | | | | (60) | | (12) |
| Full-Time Equivalents | 5.82 | 4.38 | 2.96 | 2.00 | 2.00 | 2.00 |

Program: Strategic Management Services

Activity: Executive Leadership and Partnerships

<https://mn.gov/admin/about/who-we-are/commissioners-office.jsp>

AT A GLANCE

- Provide executive leadership to the agency
- Establish and lead implementation of agency strategic vision to implement statutory responsibilities and meet the needs of Minnesotans
- Ensure a safe, inclusive, and productive work environment
- Serve as State Historic Preservation Officer
- Provide agency-wide executive, legislative, and public communications and transparency
- Coordinate agency telework program and update in-person safety processes to adapt to team member expectations and department business needs

PURPOSE AND CONTEXT

Executive Leadership and Partnerships drives the agency mission, vision, and values. Providing leadership and strategic direction across the agency, Executive Leadership and Partnerships sets aggressive goals, expects a high level of partner service, and holds the agency accountable for its work. Executive Leadership and Partnerships oversees and manages the administrative functions of other executive branch state agencies, including their purchasing and contracting, facilities management and more. Executive Leadership and Partnerships also manages strategic planning efforts for the state and investigate and study the management of state agencies, reorganizing them when necessary to ensure effective and efficient operations.

SERVICES PROVIDED

Executive Leadership

- Executive management support
- Internal and external communications
- Data practices and records management compliance
- Website management

Partnerships

- Intra-agency and inter-agency coordination
- Legislative coordination
- Media relations
- Continuity of operations and emergency preparedness
- Enterprise sustainability

RESULTS

| Type of Measure | Name of Measure | Previous | Current | Dates |
|-----------------|---|----------|-----------|------------------|
| Quantity | Department website views | 53,632 | 1,924,526 | FY 2020, FY 2022 |
| Quantity | Agency Continuity of Operations trainings | 30 | 39 | FY 2020, FY 2021 |

M.S. 16B.04 (<https://www.revisor.mn.gov/statutes/cite/16B.04>) provides the legal authority for the Department of Administration.

Executive Leadership and Partnerships

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|-------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 659 | 647 | 695 | 773 | 743 | 743 |
| 2001 - Other Misc Special Revenue | 581 | 552 | | | | |
| 3010 - Coronavirus Relief | 402 | | | | | |
| Total | 1,642 | 1,199 | 695 | 773 | 743 | 743 |
| Biennial Change | | | | (1,372) | | 18 |
| Biennial % Change | | | | (48) | | 1 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 1,129 | 700 | 456 | 494 | 505 | 505 |
| Operating Expenses | 510 | 497 | 238 | 274 | 233 | 233 |
| Capital Outlay-Real Property | 0 | | | | | |
| Other Financial Transaction | 3 | 1 | 1 | 5 | 5 | 5 |
| Total | 1,642 | 1,199 | 695 | 773 | 743 | 743 |
| <u>Full-Time Equivalents</u> | | | | | | |
| | 10.28 | 6.04 | 3.60 | 3.80 | 3.80 | 3.75 |

Executive Leadership and Partnerships

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 57 | | 30 | | |
| Direct Appropriation | 1,248 | 1,248 | 732 | 750 | 750 | 750 |
| Transfers Out | 532 | 658 | 7 | 7 | 7 | 7 |
| Balance Forward Out | 56 | | 30 | | | |
| Expenditures | 659 | 647 | 695 | 773 | 743 | 743 |
| Biennial Change in Expenditures | | | | 162 | | 18 |
| Biennial % Change in Expenditures | | | | 12 | | 1 |
| Full-Time Equivalents | 3.62 | 3.56 | 3.41 | 3.80 | 3.80 | 3.75 |

2000 - Restrict Misc Special Revenue

| | | | | | | |
|---------------------|-----|-----|-----|-----|-----|-----|
| Balance Forward In | 174 | 137 | 160 | 190 | 190 | 190 |
| Receipts | 22 | 23 | 30 | | | |
| Balance Forward Out | 196 | 160 | 190 | 190 | 190 | 190 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|------------|------------|------|---------|--|---|
| Balance Forward In | 12 | 19 | 226 | | | |
| Receipts | 238 | 234 | | | | |
| Transfers In | 338 | 341 | | | | |
| Transfers Out | | 43 | 226 | | | |
| Balance Forward Out | 7 | | | | | |
| Expenditures | 581 | 552 | | | | |
| Biennial Change in Expenditures | | | | (1,132) | | 0 |
| Biennial % Change in Expenditures | | | | (100) | | |
| Full-Time Equivalents | 2.93 | 2.46 | 0.19 | | | |

3010 - Coronavirus Relief

| | | | | | | |
|-----------------------------------|------------|------|--|-------|--|---|
| Direct Appropriation | 402 | | | | | |
| Cancellations | 0 | | | | | |
| Expenditures | 402 | | | | | |
| Biennial Change in Expenditures | | | | (402) | | 0 |
| Biennial % Change in Expenditures | | | | | | |
| Full-Time Equivalents | 3.73 | 0.02 | | | | |

Program: Strategic Management Services

Activity: Financial Management and Reporting

<https://www.mn.gov/admin/about/contact-us/fmr.jsp>

AT A GLANCE

- Provide financial management, accounting, and purchasing support of the agency's \$213 million expenditures in FY 2021
- Produce more than 50 financial statements each year for monthly, quarterly, and annual reporting
- Serve each of the agency's 25 divisions
- Support the financial management and accounting needs of 40 agencies served by the Small Agency Resource Team

PURPOSE & CONTEXT

Financial Management and Reporting (FMR) provides administrative services within the agency, overseeing financial management, financial reporting, internal controls, and budget planning. In addition, FMR completes financial transactions, including purchasing, payments, billing, and cash receipts for partners served by the Small Agency Resource Team (SmART). The number of SmART partners supported has increased more than two-fold since FY 2019, from 19 partners to 40 partners.

SERVICES PROVIDED

FMR serves as the agency's financial liaisons and consultants. Through effective financial management, FMR achieves fiscally responsible utilization of available resources, as governed by applicable laws, policies, and procedures. FMR provides the following agency services:

- Annual, biennial, capital, and supplemental budget preparation
- Purchasing
- Transaction review and approval
- Financial reporting in accordance with Generally Accepted Accounting Principles (GAAP)
- Internal control coordination
- Financial statement preparation for proprietary funds
- Billing and accounts receivable management
- Cash and asset management
- Business plan and rate review oversight
- Fiscal note management
- Policy and procedure development and process training
- Financial analysis
- Accounts payable processing
- SWIFT security management
- Financial verification
- State accounting system coordination, implementation, and maintenance

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|---|-----------------|----------------|---------------------|
| Quality | Agency prompt payment: Percent of valid obligations paid to vendors within 30 days following receipt of the invoice or delivery of the product or service, whichever is later | 97% | 97% | FY 2021, FY 2022 |
| Quality | Percentage of accounting processes (internal accounts receivable, cash management, and accounts payable) converted from paper-based to paperless | 33% | 70% | FY 2020, FY 2022 |
| Quality | Percentage of accounts receivable billing invoices processed withing 2 days of the request or by the requested date. This is a new measure | N/A | 87% | FY 2022 |

M.S. 16A.124 (<https://www.revisor.mn.gov/statutes/cite/16A.124>) describes agency's goals for prompt payment of vendors.

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 903 | 920 | 893 | 1,068 | 989 | 989 |
| 2001 - Other Misc Special Revenue | | | | 3,500 | 3,612 | 3,660 |
| Total | 903 | 920 | 893 | 4,568 | 4,601 | 4,649 |
| Biennial Change | | | | 3,638 | | 3,789 |
| Biennial % Change | | | | 200 | | 69 |
| <u>Expenditures by Category</u> | | | | | | |
| Compensation | 612 | 675 | 622 | 3,694 | 3,780 | 3,823 |
| Operating Expenses | 281 | 242 | 270 | 869 | 816 | 821 |
| Other Financial Transaction | 10 | 3 | 1 | 5 | 5 | 5 |
| Total | 903 | 920 | 893 | 4,568 | 4,601 | 4,649 |
| <u>Full-Time Equivalents</u> | | | | | | |
| | 6.60 | 6.89 | 6.83 | 27.57 | 28.84 | 28.67 |

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 77 | | 79 | | |
| Direct Appropriation | 964 | 944 | 972 | 989 | 989 | 989 |
| Transfers Out | | 101 | | | | |
| Balance Forward Out | 61 | | 79 | | | |
| Expenditures | 903 | 920 | 893 | 1,068 | 989 | 989 |
| Biennial Change in Expenditures | | | | 138 | | 17 |
| Biennial % Change in Expenditures | | | | 8 | | 1 |
| Full-Time Equivalents | 6.60 | 6.89 | 6.83 | 6.18 | 6.20 | 6.09 |

2001 - Other Misc Special Revenue

| | | | | | | |
|-----------------------------------|--|--|--|--------------|--------------|--------------|
| Balance Forward In | | | | | 4 | 10 |
| Receipts | | | | 3,514 | 3,628 | 3,678 |
| Internal Billing Receipts | | | | 3,514 | 3,628 | 3,678 |
| Transfers Out | | | | 10 | 10 | 10 |
| Balance Forward Out | | | | 4 | 10 | 18 |
| Expenditures | | | | 3,500 | 3,612 | 3,660 |
| Biennial Change in Expenditures | | | | 3,500 | | 3,772 |
| Biennial % Change in Expenditures | | | | | | |
| Full-Time Equivalents | | | | 21.39 | 22.64 | 22.58 |

Program: Strategic Management Services

Activity: Human Resources-Administration

<https://mn.gov/admin/employees/hr/>

AT A GLANCE

- Posted 367 jobs for 471 employment opportunities in FY 2022 for partner agencies; increasing 150% from the average number of job postings in previous fiscal years
- Filled 79% of the 471 employment opportunities, resulting in 373 new hires in FY 2022 for partner agencies
- Processed 5,002 total transactions in FY 2022; more than 1,500 transactions from FY 2020
- Participates in Joint Labor-Management Safety Committee to help maintain open communication between team members and management concerning safety and health
- Process 200 Family and Medical Leave Act requests per year
- Provides human resource consultation and services to 41 partner agencies and 1300 employees

PURPOSE AND CONTEXT

The Human Resources Division provides comprehensive human resources services and talent solutions to team members, prospective employees, and management of the Department of Administration (Admin), Minnesota Management and Budget, and multiple agencies, boards, and commissions through Admin's Small Agency Resource Team. Core functions include strategic sourcing to attract and hire top talent; developing and retaining a productive, diverse, and highly competent workforce; and payroll administration. In addition, the division provides strategic direction to managers and supervisors on workforce planning, coaching, and mentoring, employee engagement, performance management, and diversity, equity, and inclusivity opportunities to increase the overall organizational health of the agencies it serves. The division's work is subject to compliance with federal and state law as well as internal policies and procedures.

SERVICES PROVIDED

The Human Resources Division provides the following services:

- Americans with Disabilities Act compliance and coordination
- Affirmative Action planning, review, and monitoring
- Benefits enrollment and administration including Family Medical Leave, Military Leave, and Paid Parental Leave
- Bi-weekly payroll processing
- Classification and compensation/wage administration
- Consultation on human resources management issues
- Employee training and development
- Labor contract administration and employee relations
- New employee orientation
- Performance management
- Recruitment and selection
- Safety Administration and Occupational Safety and Health Administration compliance and general safety and wellness program administration
- Workers' compensation administration
- Workforce planning

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Result | Maintain at least a 75% retention rate for newly hired employees for two years | 72% | 75% | FY 2019, FY 2022 |
| Quality | Percent of Admin staff who self-report as minority race or ethnicity | 20.3% | 20.2% | FY 2018, FY 2022 |
| Quality | Percent of Admin staff who self-report as having a disability | 6.5% | 10.5% | FY 2018, FY 2022 |
| Quality | Safety Perceptions Survey (1-5 ranking with 5 reflecting a favorable safety culture). FY 2021 survey delayed due to COVID-19 | 3.88 | 3.98 | FY 2017, FY 2019 |
| Quality | Employees receive performance reviews annually. FY 2022 is not yet available | 94% | 91.5% | FY 2020, FY 2021 |

M.S. 16A.14-26 (<https://www.revisor.mn.gov/statutes/cite/16A/full#stat.16A.14>) and M.S. 16B.04, Subd. 4 (2) (<https://www.revisor.mn.gov/statutes/cite/16B.04>) provide the legal authority for the Human Resources Division.

Human Resources-Administration

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|------|
| | | | | | FY24 | FY25 |

Expenditures by Fund

| | | | | | | |
|-------------------|------------|------------|------------|------------|------------|------------|
| 1000 - General | 423 | 465 | 441 | 508 | 479 | 479 |
| Total | 423 | 465 | 441 | 508 | 479 | 479 |
| Biennial Change | | | | 62 | | 9 |
| Biennial % Change | | | | 7 | | 1 |

Expenditures by Category

| | | | | | | |
|-----------------------------|------------|------------|------------|------------|------------|------------|
| Compensation | 356 | 402 | 359 | 406 | 406 | 406 |
| Operating Expenses | 67 | 63 | 82 | 100 | 71 | 71 |
| Other Financial Transaction | | 0 | 1 | 2 | 2 | 2 |
| Total | 423 | 465 | 441 | 508 | 479 | 479 |

Full-Time Equivalents

| | | | | | | |
|--|------|------|------|------|------|------|
| | 4.49 | 4.56 | 3.45 | 3.97 | 3.81 | 3.72 |
|--|------|------|------|------|------|------|

Human Resources-Administration

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | | 43 | | 29 | | |
| Direct Appropriation | 459 | 459 | 470 | 479 | 479 | 479 |
| Transfers Out | | 37 | | | | |
| Balance Forward Out | 36 | | 29 | | | |
| Expenditures | 423 | 465 | 441 | 508 | 479 | 479 |
| Biennial Change in Expenditures | | | | 62 | | 9 |
| Biennial % Change in Expenditures | | | | 7 | | 1 |
| Full-Time Equivalents | 4.49 | 4.56 | 3.45 | 3.97 | 3.81 | 3.72 |

Program: Fiscal Agent

Activity: Public Broadcasting

<https://mn.gov/admin/government/grants/arts-cultural-heritage-fund/>

AT A GLANCE

- Administered and managed 24 public broadcasting general fund grant contracts totaling almost \$3 million in FY 2022.
- Administered and managed 19 Arts and Cultural Heritage Fund grants contracts totaling just over \$8 million in FY 2022
- Executed six five-year Minnesota Public Television Association (MPTA) appropriation bond grant contracts totaling \$15 million
- Conducted 23 financial reconciliations with general fund public broadcasting grantees in FY 2022
- Conducted eight financial reconciliations and monitoring visits with arts and cultural heritage public broadcasting grantees in FY 2022

PURPOSE AND CONTEXT

The Department of Administration’s fiscal agent function – conducted by the Office of Grants Management – ensures that grants and other special funding received through specific appropriations are distributed and managed according to all applicable laws, statutes, policies, and procedures. Administration of these funds allows the Department to provide value to the recipients and public by ensuring resources are used as intended.

The fiscal agent function serves a variety of entities representing public television and radio funds appropriated by the legislature.

The fiscal agent functions allow public broadcasting grantees to produce content for all Minnesotans that aligns with important state priorities. Examples are as follows:

- Public broadcasting grantees provide grant-funded resources for K-12 educators to access artistic, historical, and cultural programming
- Public broadcasting grants were awarded to three Tribal Nations in FY 2022. Programming from Tribal Nation grantees and other grantees includes:
 - Native language education and preservation
 - Native American news and history programming
- Most of the public broadcasting grantees are in Greater Minnesota, and six are in the Twin Cities Metropolitan Area.
- Public Broadcasting programming highlights local, and Minnesota-focused content and increases listeners and viewers knowledge of and access to Minnesota history and culture
- Public Broadcasting programming includes segments featuring Minnesota Veterans with an emphasis on Veterans from BIPOC communities that have largely gone untold. Public broadcasting programming includes “Minnesota History in 90 Seconds”, a program that delivers Minnesota history statewide in a fun and informative manner allowing Minnesotans to be aware of how Minnesota history impacts their lives.

SERVICES PROVIDED

The fiscal agent function oversees funding for:

- Administration and management of 24 public broadcasting general fund grant contracts to 24 grantees in FY 2022

- Administration and management of 19 Arts and Cultural Heritage Fund grant contracts to 18 public broadcasting entities
- Administration and management of six, five-year MPTA appropriation bond grant contracts totaling \$15 million. The grants are for statutorily defined equipment.
- Financial reconciliations, 31 conducted in FY 2022 (23 general fund and eight arts and cultural heritage fund) on public broadcasting grantees, meeting Office of Grants Management policies.

Specific services provided include:

- Administer grants and ensure state grant policies and procedures are followed
- Provide consultation and technical assistance to grantees
- Conduct trainings to increase grantees’ understanding of grant requirements and policies
- Maintain information on the state’s Legacy website <https://www.legacy.mn.gov/>

The fiscal agent function has established and maintained processes for handling financial transactions, tracking information, and reporting the information as required by the legislature. Grant contract agreements are an integral function of this activity.

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Quantity | Percent of required reports from grantees received in a timely manner | 94% | 92% | FY 2020, FY 2022 |
| Result | Percent of grantees stating in legislative report that they achieved or mostly achieved grant outcomes for their Legacy grant projects | 93% | 100% | FY 2020, FY 2021 |

The legal authority for this program is provided by appropriations bills and the following statutes:

M.S. 16B (<https://www.revisor.mn.gov/statutes/?id=16B>)

M.S. 129D.17-19 (<https://www.revisor.mn.gov/statutes/cite/129D/full#stat.129D.17>)

Public Broadcasting

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 2,819 | 2,818 | 2,940 | 2,948 | 2,944 | 2,944 |
| 2301 - Arts & Cultural Heritage | 8,183 | 7,191 | 8,188 | 8,257 | | |
| Total | 11,002 | 10,009 | 11,128 | 11,205 | 2,944 | 2,944 |
| Biennial Change | | | | 1,322 | | (16,445) |
| Biennial % Change | | | | 6 | | (74) |
| <u>Expenditures by Category</u> | | | | | | |
| Grants, Aids and Subsidies | 11,002 | 10,009 | 11,132 | 11,205 | 2,944 | 2,944 |
| Other Financial Transaction | | | (4) | | | |
| Total | 11,002 | 10,009 | 11,128 | 11,205 | 2,944 | 2,944 |

Public Broadcasting

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Balance Forward In | 0 | 0 | | 4 | | |
| Direct Appropriation | 2,981 | 2,981 | 2,944 | 2,944 | 2,944 | 2,944 |
| Transfers Out | 162 | 162 | | | | |
| Cancellations | | 1 | | | | |
| Balance Forward Out | | | 4 | | | |
| Expenditures | 2,819 | 2,818 | 2,940 | 2,948 | 2,944 | 2,944 |
| Biennial Change in Expenditures | | | | 251 | | 0 |
| Biennial % Change in Expenditures | | | | 4 | | 0 |

2301 - Arts & Cultural Heritage

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|---|----------|
| Balance Forward In | 137 | 94 | 233 | 149 | | |
| Direct Appropriation | 8,295 | 7,500 | 8,360 | 8,360 | 0 | 0 |
| Transfers Out | 249 | 225 | 251 | 252 | | |
| Cancellations | | | 5 | | | |
| Balance Forward Out | | 178 | 148 | | | |
| Expenditures | 8,183 | 7,191 | 8,188 | 8,257 | | |
| Biennial Change in Expenditures | | | | 1,071 | | (16,445) |
| Biennial % Change in Expenditures | | | | 7 | | (100) |

Program: Fiscal Agent

Activity: In Lieu of Rent

AT A GLANCE

- In Lieu of Rent appropriation funds the space costs of the legislature, veterans' organizations, and ceremonial space on the Capitol Complex
- Space funded by In Lieu of Rent is billed in the same manner, and at the same rate per square foot, as other tenant-occupied space in the same buildings

PURPOSE AND CONTEXT

The In Lieu of Rent (ILR) appropriation is essential for the proper stewardship and operation of buildings that are integral to the state's democratic process, as well as offices that provide support and advocacy on behalf of Minnesota's veterans and vocational opportunities for the blind. ILR is used to fund space costs of the legislature, veterans' organizations, ceremonial space, the capitol grounds, and statutorily free space. Rent is funded by ILR in areas that are either ceremonial or where occupants do not directly pay rent. More specifically, the ILR appropriation covers rent for:

- **Ceremonial Space** – space in the Capitol Building (such as the Rotunda), Governor's Residence, ceremonial grounds, and monuments and memorials in the Capitol area.
- **State Services for the Blind** – space occupied by State Services for the Blind to operate vending operations and convenience stores at eleven sites.
- **Rent Waived** – space in the State Capitol Building, the State Office Building, and Veterans Service Building that is occupied by the House of Representatives, Senate, Revisor of Statutes, Legislative Reference Library, and Congressionally-chartered veterans' organizations. The public areas that were recently created during the Capitol restoration are also included in this area.

The core of state government is in buildings on or near the State Capitol Complex, including the legislative branch, the judicial branch, constitutional offices, and many executive branch functions. In general, the funding required to operate and maintain state-owned buildings in the Capitol Complex comes through rents paid from the operating budgets of the state government entities that occupy that space. The Commissioner of Administration determines lease rates with approval from the Commissioner of Minnesota Management and Budget. In contrast, the costs to operate and maintain certain legislative and other space defined in law is funded by ILR which is a direct appropriation to the Commissioner of Administration as the fiscal agent. ILR funded space is billed in the same manner, and at the same rate per square foot, as other tenant-occupied space in the same buildings.

SERVICES PROVIDED

The appropriation provides the staffing and maintenance necessary to care for many of the state's most valuable real property assets, including the state's recent investment in the restoration of the Capitol building. These services are intended to provide clean, safe, and environmentally sound facilities; energy management; recycling; event permitting and coordination; Capitol Complex food service oversight; and maintenance of green spaces including monuments and memorials.

The appropriation also helps the state build a more inclusive workplace by providing a training platform for individuals from disadvantaged neighborhoods and offering them the experience they need to gain full employment. It provides the workspace for special needs high school seniors from the St. Paul School district to provide hands-on training and workplace experiences with the goal of preparing them for meaningful full-time employment after graduation.

During the upcoming biennium, the Facilities Management Division (FMD) will work towards facilitating a smooth return to office for state agencies and other entities that occupy FMD managed buildings through timely programming, execution of maintenance and repairs, and minor alteration work necessary to meet their future building needs.

RESULTS

The Department of Administration’s Facilities Management Division (FMD), which is responsible for maintaining spaces funded by ILR, measures performance in multiple ways including partner satisfaction, service disruptions, work completion rates, and carbon reduction. FMD also continually monitors the condition of the buildings it manages by conducting annual Facility Condition Assessments.

| Type of Measure | Name of Measure | Previous | Current | Dates |
|-----------------|--|---------------|---------------|------------------|
| Quality | Percentage of Partner Satisfaction. <i>*FY 2020, FY 2021, and FY 2022 data are incomplete as a result of temporary suspension of survey program due to COVID-19. Survey program resumed at the start of FY 2023 with agencies returning to the office.</i> | 92% | * | FY 2019, FY 2022 |
| Result | FMD-caused Service Disruptions. <i>A service disruption is any change or interruption in a building service such as heating, cooling, plumbing, or electrical service that degrades an occupant’s ability to accomplish their mission.</i> | 3 | 2 | FY 2021, FY 2022 |
| Quality | Percentage of work orders completed on-time. <i>The slight decrease in timeliness can be attributed to COVID-19 absences and supply chain delays for work order materials.</i> | 86% | 84% | FY 2021, FY 2022 |
| Quantity | Energy Use in Metric Million British Thermal Unit (MMBtu). <i>Energy use in Admin managed facilities has been reduced by 15.9% since CY08.</i> | 465,117 MMBtu | 487,905 MMBtu | CY 2020, CY 2021 |
| Quantity | Greenhouse gas emissions. <i>Greenhouse gas emissions in Admin managed facilities have been reduced by 53.7% since CY08.</i> | 40,113 Tons | 43,370 Tons | CY 2020, CY 2021 |

M.S. 197.55 (<https://www.revisor.mn.gov/statutes/cite/197.55>) and M.S. 248.07, Subd. 7 (<https://www.revisor.mn.gov/statutes/cite/248.07#stat.248.07.7>) provide the legal authority for In Lieu of Rent.

In Lieu of Rent

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|--|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | 9,391 | 9,891 | 10,515 | 10,515 | 10,515 | 10,515 |
| Total | 9,391 | 9,891 | 10,515 | 10,515 | 10,515 | 10,515 |
| Biennial Change | | | | 1,748 | | 0 |
| Biennial % Change | | | | 9 | | 0 |
| <u>Expenditures by Category</u> | | | | | | |
| Operating Expenses | 9,391 | 9,891 | 10,515 | 10,515 | 10,515 | 10,515 |
| Total | 9,391 | 9,891 | 10,515 | 10,515 | 10,515 | 10,515 |

In Lieu of Rent

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Direct Appropriation | 9,391 | 9,891 | 10,515 | 10,515 | 10,515 | 10,515 |
| Expenditures | 9,391 | 9,891 | 10,515 | 10,515 | 10,515 | 10,515 |
| Biennial Change in Expenditures | | | | 1,748 | | 0 |
| Biennial % Change in Expenditures | | | | 9 | | 0 |

Program: Fiscal Agent

Activity: Miscellaneous Grants, Studies, and Others

<https://mn.gov/admin/government/grants/arts-cultural-heritage-fund>

AT A GLANCE

- Administered and managed 14 Arts and Cultural Heritage grant fund contracts to zoos, museums, gardens, memorials and non-profit organizations totaling over \$3 million in FY 2022.

PURPOSE AND CONTEXT

The Department of Administration's fiscal agent function – conducted by the Office of Grants Management (OGM) – ensures that grants and other special funding that Admin receives through specific appropriations are distributed and managed according to all applicable laws, statutes, policies, and procedures. Administration of these funds allows the Department to provide value to the recipients and public by ensuring resources are used as intended.

All the grants in this activity are made from the Arts and Cultural Heritage Fund. Grants managed by this activity include two separate grants to the City of Saint Paul (Como Park Zoo and Conservatory and Phalen Park), Lake Superior Zoo, Science Museum, Disabled Veterans Rest Camp, Wilderness Inquiry, Appetite for Change, and seven municipalities for Veteran's memorials. The fiscal agent function allows Arts and Cultural Heritage Fund grantees to produce programs, improvements, exhibits and memorials with a statewide reach and align with important state priorities. Examples are as follows:

- Grant outcomes include providing students with outdoor educational experiences aligned with Minnesota history graduation standards, providing and increasing access to STEM programming, and increased interest, understanding and knowledge of county veteran and military history, heritage and culture.
- Eight grantees are in Greater Minnesota and five are in the Twin Cities Metropolitan Area.
- Local expertise will be used to design and develop the Chinese garden in Phalen Park, including cultural leaders and a local artist, that will help tell the Hmong experience.
- Programming includes access to live music and special exhibits such as Pollinators and autism/sensory sensitivity experiences.

SERVICES PROVIDED

The fiscal agent oversees funding, administration, and management of 14 Arts and Cultural Heritage Fund grant contracts to 13 grantees.

Specific services provided include:

- Administer grants and ensure grantees follow state grant policies and procedures
- Provide consultation and technical assistance to grantees
- Conduct trainings to increase grantees' understanding of grant requirements and policies
- Maintain information on the state's Legacy website

OGM conducted three financial reconciliations and three monitoring visits for grantees with expenditures over \$250,000, meeting Office of Grants Management policy requirements.

OGM has established and maintained processes for handling financial transactions, tracking information, and reporting the information as required by the legislature. Grant contract agreements are an integral function of this activity.

RESULTS

| <i>Type of Measure</i> | <i>Name of Measure</i> | <i>Previous</i> | <i>Current</i> | <i>Dates</i> |
|------------------------|--|-----------------|----------------|---------------------|
| Quantity | Percent of required reports from grantees received in a timely manner | 100% | 100% | FY 2020, FY 2022 |
| Result | Percent of grantees stating in Legislative report that they achieved or mostly achieved grant outcomes for their Legacy grant projects | 100% | 100% | FY 2020 FY 2021 |

The legal authority for this activity is provided by appropriations bills and the following statutes:

M.S. 16A.016, Subd. 2 (<https://www.revisor.mn.gov/statutes/cite/16A.016>)

M.S. 15B.32 (<https://www.revisor.mn.gov/statutes/cite/15B.32>)

Miscellaneous Grants/Studies/Others

Activity Expenditure Overview

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base FY24 FY25 | |
|------------------------------------|----------------|----------------|----------------|------------------|----------------------------|--|
| <u>Expenditures by Fund</u> | | | | | | |
| 1000 - General | | | 133 | 3,517 | | |
| 1251 - COVID-19 Minnesota | 5,683 | 427 | | | | |
| 2301 - Arts & Cultural Heritage | 2,780 | 2,474 | 3,532 | 2,819 | | |
| 2403 - Gift | 1 | 3 | 10 | 5 | | |
| 3000 - Federal | | 5,503 | | | | |
| 3010 - Coronavirus Relief | | 1 | | | | |
| 3015 - ARP-State Fiscal Recovery | | | | 650 | | |
| Total | 8,464 | 8,407 | 3,675 | 6,991 | | |
| Biennial Change | | | | (6,206) | (10,666) | |
| Biennial % Change | | | | (37) | (100) | |

Expenditures by Category

| | | | | | | |
|------------------------------|--------------|--------------|--------------|--------------|--|--|
| Compensation | | | | 3 | | |
| Operating Expenses | 100 | 335 | 143 | 4,169 | | |
| Grants, Aids and Subsidies | 2,780 | 2,474 | 3,282 | 2,819 | | |
| Capital Outlay-Real Property | 5,584 | 5,599 | 250 | | | |
| Total | 8,464 | 8,407 | 3,675 | 6,991 | | |

Full-Time Equivalents

| | | | | | | |
|--|--|--|--|------|--|--|
| | | | | 0.03 | | |
|--|--|--|--|------|--|--|

Miscellaneous Grants/Studies/Others

Activity Financing by Fund

(Dollars in Thousands)

| | Actual FY20 | Actual FY21 | Actual FY22 | Estimate FY23 | Forecast Base | |
|-----------------------------------|----------------|----------------|----------------|------------------|---------------|---------|
| | | | | | FY24 | FY25 |
| 1000 - General | | | | | | |
| Open Appropriation | | | 133 | 3,517 | 0 | 0 |
| Expenditures | | | 133 | 3,517 | | |
| Biennial Change in Expenditures | | | | 3,650 | | (3,650) |
| Biennial % Change in Expenditures | | | | | | (100) |
| Full-Time Equivalents | | | | 0.03 | | |

1251 - COVID-19 Minnesota

| | | | | | | |
|-----------------------------------|--------------|------------|--|---------|--|---|
| Balance Forward In | | 1,236 | | | | |
| Direct Appropriation | 6,900 | | | | | |
| Cancellations | | 809 | | | | |
| Balance Forward Out | 1,217 | | | | | |
| Expenditures | 5,683 | 427 | | | | |
| Biennial Change in Expenditures | | | | (6,111) | | 0 |
| Biennial % Change in Expenditures | | | | (100) | | |

2301 - Arts & Cultural Heritage

| | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|---|---------|
| Balance Forward In | 7 | 645 | 646 | 46 | 7 | 7 |
| Direct Appropriation | 3,516 | 2,550 | 3,023 | 2,865 | 0 | 0 |
| Transfers Out | 98 | 77 | 91 | 85 | | |
| Cancellations | | | 0 | | | |
| Balance Forward Out | 645 | 645 | 46 | 7 | 7 | 7 |
| Expenditures | 2,780 | 2,474 | 3,532 | 2,819 | | |
| Biennial Change in Expenditures | | | | 1,097 | | (6,351) |
| Biennial % Change in Expenditures | | | | 21 | | (100) |

2403 - Gift

| | | | | | | |
|-----------------------------------|----------|----------|-----------|----------|---|-------|
| Balance Forward In | 14 | 5 | 21 | 10 | 5 | 5 |
| Receipts | 0 | 18 | 0 | | | |
| Transfers Out | 7 | 0 | | | | |
| Balance Forward Out | 5 | 20 | 11 | 5 | 5 | 5 |
| Expenditures | 1 | 3 | 10 | 5 | | |
| Biennial Change in Expenditures | | | | 11 | | (15) |
| Biennial % Change in Expenditures | | | | 250 | | (100) |

Miscellaneous Grants/Studies/Others

Activity Financing by Fund

(Dollars in Thousands)

| | Actual | Actual | Actual | Estimate | Forecast Base | |
|--|--------|--------|--------|----------|---------------|------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |

3000 - Federal

| | | | | | | |
|-----------------------------------|--|--------------|--|---------|--|---|
| Receipts | | 5,503 | | | | |
| Expenditures | | 5,503 | | | | |
| Biennial Change in Expenditures | | | | (5,503) | | 0 |
| Biennial % Change in Expenditures | | | | | | |

3002 - Oil Overcharge

| | | | | | | |
|---------------------|---|---|---|---|---|---|
| Balance Forward In | 3 | 3 | 3 | 3 | 3 | 3 |
| Balance Forward Out | 3 | 3 | 3 | 3 | 3 | 3 |

3010 - Coronavirus Relief

| | | | | | | |
|-----------------------------------|--|----------|--|-----|--|---|
| Direct Appropriation | | 1,376 | | | | |
| Cancellations | | 1,376 | | | | |
| Expenditures | | 1 | | | | |
| Biennial Change in Expenditures | | | | (1) | | 0 |
| Biennial % Change in Expenditures | | | | | | |

3015 - ARP-State Fiscal Recovery

| | | | | | | |
|-----------------------------------|--|--|-------|------------|--|-------|
| Balance Forward In | | | | 650 | | |
| Direct Appropriation | | | 1,000 | | | |
| Cancellations | | | 350 | | | |
| Balance Forward Out | | | 650 | | | |
| Expenditures | | | | 650 | | |
| Biennial Change in Expenditures | | | | 650 | | (650) |
| Biennial % Change in Expenditures | | | | | | |