

# **State Council on Developmental Disabilities**

## **Basic Support Grant (BSG) Draft Budget**

**July 1, 2022- June 30, 2023**



# Explanation of Terms

- Expenditure – Items bought and paid for within a fiscal year
- Calendar Year – January 1 through December 31
- State Fiscal Year (SFY) – July 1 through June 30
- Federal Fiscal Year (FFY) – October 1 through September 30th



# What is a budget?

- It is a spending plan
  - An itemized summary of likely income and expenses for a given period
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- Basic State Grant (Federal Funds)
  - Quality Assessment (State Contract)
  - Clients' Rights Advocates/Volunteer Advocacy Services (State Contract)





# Draft SFY 2022-23 Budget

State Council on Developmental  
Disabilities  
State Council Budgeted Base  
Draft Fiscal Year 2022-23 Budget



## State Council on Developmental Disabilities

State Council Budgeted Base  
Fiscal Year 2022-23 Budget

Categories	Basic State Grant (BSG)	Quality Assessment	Clients' Rights Advocates/ Volunteer Advocacy	TOTAL
	Federal Grants	State Grants	State Grants	
<b>1. Personal Services:</b>				
Net Salaries & Wages	\$ 4,110,060	\$ 1,532,000	\$ 698,000	\$ 6,340,060
Temporary Help / Honorarium	\$ 60,000	\$ -	\$ -	\$ 60,000
Worker's Compensation	\$ 55,000	\$ 3,000	\$ 5,000	\$ 63,000
Staff Benefits	\$ 1,951,994	\$ 731,000	\$ 346,000	\$ 3,028,994
Less 5% Salary Savings From Vacancies	\$ (205,503)			
<b>Total Personal Services</b>	<b>\$ 5,972,000</b>	<b>\$ 2,266,000</b>	<b>\$ 1,049,000</b>	<b>\$ 9,492,000</b>
<b>2. Operating Expense and Equipment:</b>				
General Expense	\$ 60,000	\$ 21,260	\$ 5,000	\$ 86,260
Printing	\$ 40,000	\$ 53,000	\$ 9,000	\$ 102,000
Communications	\$ 100,000	\$ 40,000	\$ 10,000	\$ 150,000
Postage	\$ 18,000	\$ 28,600	\$ 1,000	\$ 47,600
Travel-in-State :	\$ 100,000	\$ 95,000	\$ 32,000	\$ 227,000
Out-of-State Travel	\$ 10,000	\$ -	\$ -	\$ 10,000
Training (Tuition and Registration)	\$ 35,000	\$ 3,000	\$ 15,000	\$ 53,000
Facilities Operations (Rent)	\$ 550,000	\$ 269,000	\$ 24,000	\$ 843,000
Utilities	\$ 8,000	\$ 2,000	\$ -	\$ 10,000
Interdepartmental Services:	\$ 250,000	\$ 164,000	\$ 134,000	\$ 548,000
External Contract Services	\$ 100,000	\$ 10,000	\$ 3,000	\$ 113,000
Information Technology	\$ 225,000	\$ 50,000	\$ 45,000	\$ 320,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 923,500	\$ 108,000	\$ 1,036,500
<b>Total Operating Expense and Equipment</b>	<b>\$ 1,526,000</b>	<b>\$ 1,659,360</b>	<b>\$ 386,000</b>	<b>\$ 3,571,000</b>
<b>3. Community Grants / Other Projects</b>	<b>\$ 260,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,000</b>
<b>4. Total Council Budget (1 + 2 + 3)</b>	<b>\$ 7,758,000</b>	<b>\$ 3,925,000</b>	<b>\$ 1,435,000</b>	<b>\$ 13,323,000</b>
<b>5. Total Basic State Grant Award (Estimate)</b>	<b>\$ 7,759,000</b>			
<b>6. Difference between Total Council Budget and Basic State Grant Award</b>	<b>\$ 1,000</b>			
<b>7. Cash Reserve</b>	<b>\$ 1,750,000</b>			
<b>8. Estimated Unexpended Funds Available for the Council to Spend</b>	<b>\$ 445,000</b>			

Estimate as of February 2, 2022

# PERSONAL SERVICES – SALARIES & WAGES

The Personal Services category contains a single line item that includes the salaries, wages, and benefits for department staff, and the Honoraria payments to the Council members.



# **Salaries & Wages, Including Benefits**

**\$5,972,000**

Includes salary adjustment associated with merit salary increases, as well as an anticipated 2.5% general salary increase for state employees consistent with their bargaining union agreements, as approved by the Legislature and the Governor. Also includes a 5% salary savings due to vacancies.

Specific examples include:

- Staff Salaries
- Social Security and Medicare taxes
- Health, Dental and Vision Insurance contributions
- PERS Retirement contributions
- State Disability Insurance tax
- Unemployment insurance tax
- Life Insurance
- Temporary help wages (Retired Annuitants)
- Council Member Honorarium



# OPERATING EXPENSE & EQUIPMENT

The Operating Expense and Equipment (OE&E) category consists of several line items that cover all the statewide operational costs of doing business.



# **General Expense**

**\$60,000**

❖ Reduced by \$15,000 from SFY 2021-22

This line item includes a variety of expenses that may not fall under specific line items.



- Office supplies [pens, staples, etc.]
- Office equipment purchase and service contracts
- Association dues, membership fees and subscriptions to publications
- Meeting rooms, conference facilities and fees



# **Printing**

**\$40,000**

❖ Reduced by \$5,000 from SFY 2021-22

This line item includes the production of all printed materials such as:

- Copier maintenance in all offices
- Council and committee agenda packets
- Pamphlets, leaflets, brochures, etc.
- State Plan and reports
- Printed manuals, forms, stationery and business cards
- Copy paper



# **Communications**

**\$100,000**

❖ Unchanged from SFY 2021-22

This line item funds our Policy and Communications expenses.

This line item also includes all telecommunication related expenses such as:

- Telephones and Mobile devices (iPhone, iPad, wireless Internet access devices)
- Zoom for meetings
- Conference Call Services
- Constant Contact

# **Postage**

**\$18,000**

❖ Reduced by \$2,000 from SFY 2021-22

This line item includes postage related expenses such as:

- Postage meter rental, repairs, postage refills and stamps
- Overnight mail [FedEx, UPS]





# **In-State Travel**

# **\$100,000**

❖ Reduced by \$200,000 from SFY 2021-22

The draft budget for travel is based on spending and patterns over the last two years. This line item includes all staff and member travel expenses within California such as:

- Airfare, train fare
- Taxi, bus, shuttle, rental car, Uber, Lyft fare
- Personal car mileage and parking expenses
- Hotel rooms
- Meal allowances and incidentals [per diem]



# **Out - of - State Travel**

# **\$10,000**

❖ Reduced by \$10,000 from SFY 2021-22

Same as in-state travel but for travel outside California approved by the Governor.



# **Training**

**\$35,000**

❖ Unchanged from SFY 2021-22

This line item includes required and desired trainings for staff and members, and the costs of staff providing SCDD-related training in the community. Examples include:

- Ethics, Sexual Harassment Prevention, Basic Supervision, Leadership and other required trainings
- Tuition and training fees
- Training materials [books and supplies]





# **Facilities Operations**

**\$550,000**

❖ Reduced by \$50,000 from SFY 2021-22

This reduction is a result of a move to smaller office space.

This line item includes the monthly lease or rent costs for Headquarters and regional offices.



# **Utilities**

**\$8,000**

❖ Increased by \$2,000 from SFY 2021-22

This line item includes the monthly water, electricity, gas, and trash expenses in offices where they are not included in the lease or rent agreement.



# **Inter-departmental Services    \$250,000**

❖ Increased by \$25,000 from SFY 2021-22

This line item includes the cost of contracts with other state agencies for required services such as:

- Department of Social Services [Accounting and IT support]
- Department of Human Resources [HR advice and consultation]
- Department of Justice [expert legal advice and litigation]
- Department of General Services [facilities support, purchase order and contract review]
- State Controller Office [expedited processing of payments]





# **External Contract Services**

**\$100,000**

❖ Reduced by \$200,000 from SFY 2021-22

This line item includes the costs of contracts with non-governmental entities and local vendors for required services such as:

- Janitorial services for field offices where it is not included in the lease/rent agreement
- Worksite/ergonomic evaluations
- Captioning, interpreting and translation services
- Consultants, presenters



# **Information Technology**

**\$225,000**

❖ Reduced by \$240,000 from SFY 2021-22

This line item includes costs related to information technology such as:

- Department of Technology data lines for Internet access in Headquarters and regional offices
- Department of Technology [website maintenance and support]
- Computer hardware peripherals and accessories [computer parts, monitors, printers]
- Software licenses [Windows 10 operating system, Microsoft Office 365, Adobe Professional, Qualtrics]



# **SWCAP**

**\$25,000**

The Statewide Cost Allocation Plan (SWCAP) represents the SCDD's share of support for statewide general administrative costs (i.e., indirect costs incurred by central service agencies) from federal funding sources. By statute, SCDD's share is fixed at \$25,000. This charge applies only to the federal Basic Support Grant as the CRA/VAS and QA programs are funded by the Department of Developmental Services, which is a non-federal funding source.





# **Other Items of Expenses**

**\$5,000**

This line item captures miscellaneous charges that don't fall under the other line items.



# **Community Program Development Grants    \$260,000**

- ❖ Currently unchanged from the typical regional grant funding levels.

The community program development (Cycle) grants are competitively awarded annually as directed by the Council.



# **TOTAL PRELIMINARY 22-23 COUNCIL BUDGET ALL PROGRAMS**

Basic State Grant (BSG)	\$7,758,000
Federal Funds	

Quality Assessment (QA)	\$3,925,000
State Contract	

Client's Rights Advocates	\$1,435,000
Volunteer Advocacy(CRA/VAS)	
State Contract	

<b>Total Council Budget</b>	<b>\$13,323,000</b>
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**Questions?**

