

# **State Council on Developmental Disabilities**

**Draft Budget**

**July 1, 2024- June 30, 2025**



# Key Takeaways

- Staff prepared a balanced budget.
- State increased salary and benefits costs off set by targeted reductions in other expenditures.
- The reductions match actual and trending expenditures.
- No item will go unfunded because of reduced expenditures.



# Explanation of Terms

- Expenditures – 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.
- SCDD funding includes four sources:
  - Basic State Grant (Federal Funds)
  - Quality Assessment (State Contract)
  - Clients' Rights Advocates/Volunteer Advocacy Services (State Contract)
  - Supported Decision-making Technical Assistance (Limited-term Funding)



# PERSONAL SERVICES – SALARIES & WAGES

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

It also includes the Honoraria payments to Council members.



## **Personal Services (BSG)**

**\$6,378,000**

❖ Increased by \$131,000 from SFY 2023-24.

Includes salary changes associated with recent approved labor agreements, merit salary increases, and an 8 percent salary savings resulting from vacant positions. Examples include:

- Staff Salaries
- Health, Dental and Vision Insurance contributions
- PERS Retirement contributions
- State Disability Insurance tax
- Unemployment insurance tax
- Temporary Help (e.g., Retired Annuitants)
- Council Member Honorarium

# **Operating Expenses & Equipment (BSG) \$1,424,000**

❖ Reduced by \$91,000 from SFY 2023-24.

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

The following slides explain these items and their proposed budget levels

# **General Expense (BSG)**

**\$38,000**

❖ Reduced by \$12,000 from SFY 2023-24.

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

- Office supplies and non-IT equipment.
- Service contracts.
- Association dues, membership fees and subscriptions to publications.
- Meeting rooms, conference facilities and fees.



# **Printing (BSG)**

**\$20,000**

❖ Reduced by \$10,000 from SFY 2023-24.

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.

# **Communications (BSG)**

**\$45,000**

❖ Reduced by \$10,000 from SFY 2023-24.

This line item includes all telecommunication and communications related expenses such as:

- Telephones and mobile devices (iPhones and iPads).
- Zoom licenses.
- Constant Contact

# **Postage (BSG)**

**\$7,000**

❖ Reduced by \$2,000 from SFY 2023-24.

This line item includes postage related expenses such as:

- Postage meter rental, repairs, postage refills and stamps.
- Mailing services such as FedEx and UPS.

# **In-State Travel (BSG)**

**\$150,000**

❖ Reduced by \$25,000 from SFY 2023-24.

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

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

# **Out - of - State Travel (BSG)      \$7,000**

❖ Reduced by \$1,000 from SFY 2023-24.

Same as in-state travel but for travel outside California and approved by the Governor's Office.

# **Training (BSG)**

**\$29,000**

❖ Reduced by \$6,000 from SFY 2023-24.

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 such as books and supplies.

# **Facilities Ops. (BSG)**

**\$550,000**

❖ Unchanged from SFY 2023-24.

This line item includes the monthly lease or rental costs for SCDD Headquarters and SCDD's Regional Offices.

# **Utilities (BSG)**

**\$8,000**

❖ Unchanged from SFY 2023-24.

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



# **Interdepartmental Srvcs. (BSG)**

**\$250,000**

❖ Unchanged from SFY 2023-24

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 (legal advice and litigation support).
- Department of General Services (facilities support, purchase order, and contract review).
- State Controller's Office (expedited processing of payments).

# **External Contract Srvcs. (BSG)**

**\$100,000**

❖ Unchanged from SFY 2023-24.

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 (BSG) \$190,000**

❖ Reduced by \$25,000 from SFY 2023-24

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 and monitors).
- Software licenses (Windows operating system, Microsoft Office 365, Adobe Professional, and Qualtrics).

# **SWCAP (BSG)**

**\$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 (BSG)**

**\$5,000**

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

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

The community program development (Cycle) grants are competitively awarded annually as directed by the Council. For SFY 2023-24, the Council approved a one-time increase of \$40,000 to this line item. This raised the budget to \$300,000.

The draft 2024-25 budget reduces this item to its historical level (\$260,000).

Staff note that the Council's budget anticipates unexpended funds at the end of this fiscal year. Should this happen, additional funding could be dedicated to increasing the grants line item to \$300,00.

# **Prudent Reserve and Estimated Unexpended Funds**

**Prudent Reserve: \$1,750,000**

The prudent reserve identifies funding that would be available should the federal government shutdown or if Congress reduces state council budgets. We would be able to maintain stable funding for a few months, providing time to plan and make necessary operational decisions.

**Estimated Unexpended Funds: \$395,000**

Consistent with previous years, this is an estimated funding amount that could be available to the Council for one-time expenditures.

# **TOTAL PRELIMINARY 24-25 COUNCIL BUDGET ALL PROGRAMS**

Basic State Grant (BSG) Federal Funds	\$8,062,000
Quality Assessment (QA) State Contract	\$3,784,000
Client's Rights Advocates	
Volunteer Advocacy(CRA/VAS) State Contract	\$1,694,000
Supported Decision-making Technical Assistance Program	\$416,000
<b>Total Council Budget</b>	<b>\$13,957,000</b>



**Questions?**

