

**NON-FORMULA INSTITUTIONS/ENTITIES
APPROPRIATION REQUEST GUIDELINES
2021-23 BIENNIAL BUDGET REQUESTS**

For budget request purposes, the following institutions/entities should submit appropriation requests on a justification basis. Non-formula entities associated with formula institutions should develop appropriation requests as a separate category based upon historical expenditures plus any requests for program enhancements.

Non-Formula Institutions/Entities

ADTEC/University Center

Arkansas Research Education Optical Network (AREON)

Arkansas State University System Office (ASU-SYS)

Arkansas State University Delta Heritage Sites (ASU-Heritage)

Henderson State University Community Education Center (HSU-CEC)

Northwest Arkansas Community College – Child Protection Training Center (CPTC)

South Arkansas Community College – Arboretum (SACC – Arboretum)

Southern Arkansas University Tech - Environmental Training Academy (SAUT-ETA)

Southern Arkansas University Tech - Fire Training Academy (SAUT-FTA)

University of Arkansas System:

System Administration (UA-SYS)

Archeological Survey (UA-AS)

Division of Agriculture (UA-DivAgri)

Arkansas School of Mathematics, Sciences and Arts (UA-ASMSA)

Clinton School (UA-CS)

Criminal Justice Institute (UA-CJI)

University of Arkansas, Fayetteville

Arkansas Research and Technology Park (UAF-ARTP)

Arkansas Centers for Rural Education in Autism and Related Disabilities (UAF-Autism)

Garvan Woodland Gardens (UAF-GWG)

The David & Barbara Pryor Center for Arkansas Oral and Visual History (UAF-Pryor Center)

World Trade Center Arkansas (UAF – WTC AR)

University of Arkansas at Little Rock – Research and Public Service/Nanotechnology Unit (UALR-RAPS)

University of Arkansas for Medical Sciences (UAMS)

University of Arkansas at Pine Bluff - 1890 Land Grant Universities Match (UAPB – Non-Formula)

Forms to be Completed:

Form A: Institutional Goals, Objectives, and Strategies as related to the 2021-23 Appropriation Requests

This is the formal institutional overview of 2021-23 goals, objectives, and strategies. Instructions for Form A and DHE Biennial Legislative Request Narrative (which will be due in September when DHE prepares the Legislative A budget books) will be interchangeable.

Form B: Summary of Unrestricted Educational and General Expenditures/Income and General Revenue Requests for the 2021-23 Biennium

- Report 2019-20 Actual (estimated) and 2020-21 Budgeted expenditures in columns 2 and 3, lines 1-21 by functional expenditure categories (column 1), such as salaries, maintenance and operations, travel, etc.
- General Revenue & Educational Excellence Trust Fund (EETF) funding amounts for 2019-20 and 2020-21 should match forecast sheets distributed by ADHE and also provided as an attachment to these instructions. **A preliminary forecast for 2020-21 for general revenue and EETF has been created to aid you in this process since the final forecast for EETF will not be available until August.**

- The amount for 2021-22 continuing level operations is 2019-20 General Revenue multiplied by 2.5%. The 2020-21 continuing level operations is equal to the 2021-22 Base plus the 2.5% continuing level (NOT the Total Request) multiplied by 2.5%. These amounts should then be distributed among the expenditure categories listed.
- Educational Excellence Funding should equal the 2020-21 forecast for both 2021-22 and 2022-23.
- General Revenue for program enhancements should be requested in column 6 for FY2021-22 and column 10 for FY 2022-23. The amount requested in the second year of the biennium should include the amount requested in the first year of the biennium unless 1) the request is for a program enhancement beginning in the second year; or 2) the first year included one-time expenditures for capital or other start-up costs which will not be repeated in the second year.
- Projected tuition and other local income (lines 27 & 28) should be shown in columns 7 and 11 "Total Requests". Revenue generated from the requested program enhancements should be detailed in separate lines by program enhancement title and shown in columns 6 and 10 "Program Enhancements".
- Substantial increases or decreases in income projections should be explained. Assumptions and documentation must be provided when an institution is projecting a significant change in a revenue source.

Form C: Justification of Program Enhancement

Non-formula institutions/entities should complete Form C only for requested program enhancements.

- Complete a narrative description of the program enhancement and the rationale for the request.
- Allocate requested program enhancement funds among classified and non-classified salaries (specify on lines 2 and 4 the number of FTE positions in each category), extra help, staff benefits, maintenance and operations, and capital outlay expenditures. If the request is an enhancement of an existing program, please detail the 2020-21 budgeted expenditures in the column "2020-21 Base".
- Detail in the breakout section of Form C the program costs by expenditure category. The program may cross expenditure lines but must be detailed as such on the breakout form.
- All Form C requests must be included on Form B, in columns 6 and 10 ("Program Enhancements") for FY2021-22 and FY2022-23. If more than one program is represented in a request on a Form B line, complete a Form C for each program.
- The total of all Form C's must equal the total of Form B columns 6 and 10 ("Program Enhancements") requested in respective years.

Submission Instructions

Electronic copies **ONLY** to Nicholas.Fuller@adhe.edu by **Friday, May 29, 2020**

NOTE: It is no longer required to mail or submit five (5) bound copies DHE