

## DBS Execution Budget Request

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Program Name:	Submitted By:
Email:	Phone:

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**Name of Request:** High level descriptive title

**Nature of the Request:**

- *What is the need for the request?*
- *What is being done now to address the problem/need?*
- *What resources are currently being expended in the budget related to the request?*
- *How are revenues affected? No change, increase, or decrease?*
- *Why can't it be resolved within existing resources and why are current efforts insufficient?*
- *What are the impacts if this proposal is not approved? (Be realistic in this assessment.)*
- *How will the program be coordinating with others who are affected?*
- *What is the priority of this request vs. other program activities in which the department is involved?*
- *What is the fund type, amount, limitation, POS/FTE need and is it one-time or ongoing need?*

**Background and history:**

- *What is the authority (state/federal law, regulation, agency, etc.) for this program activity/service?*
- *What clientele is being served, who benefits?*
- *What is the history (recent) of similar proposals?*
- *What other activities, past and present, address this general area and are they effective/efficient?*
- *Are there examples from other agencies or states where this approach has succeeded?*

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### Statewide Level Considerations:

- *What is the state policy (Governor, Legislature, stakeholders, etc.) concerning this issue, or a closely related one; and is this proposal consistent with such policy?*
- *What is the impact on other state departments?*

### Justification:

- *Will this proposal solve the problem?*
- *How does the proposal affect the quality of the service being provided?*
- *Is this a high priority long-term need, if so, how does the proposal affect the long-term problem?*
- *Why is the recommended program level the correct one and does this have to be done now?*
- *Are there other funding sources that can be used?*
- *What facts and figures support the recommendation?*
- *What support/opposition is there to the request?*
- *Any legal considerations?*
- *How does this help or affect stakeholders?*