

Meetings of the Finance Advisory Committee (FAC) for FY2021

In accordance with Governor Lamont's Executive Orders concerning "Stay Safe, Stay Home" and the conduct of public meetings remotely, the meeting will be conducted via teleconference of the members of the Finance Advisory Committee and state agencies with business on the agenda.

The agenda and additional information can be viewed [here](#).

NO in person public attendance will be permitted.

Please note that the meeting will NOT be broadcasted by CT-N as previously announced but will available via Microsoft Teams.

The meeting will be live via Microsoft Teams and the recording, including audio of the teleconference participants, will be available [here](#). The Microsoft Teams log-in information for audio-only is below:

Call-In Number: 1-860-840-2075

Passcode: 174806916#

Please note that attendees will be muted but may use the 'raise your hand' option to ask any questions.

FINANCE ADVISORY COMMITTEE

AGENDA

March 4, 2021

Meeting –1:00 P.M.

1. Minutes of the January 7, 2021 meeting.

2. New transactions as follows:

2021-05	Commission on Women, Children, Seniors, Equity, and Opportunity	\$ 25,000.00
2021-06	Department of Administrative Services	\$3,209,559.00
2021-07	Department of Energy and Environmental Protection	\$14,985.00
2021-08	Department of Transportation	\$4,870,700.00
2021-09	Public Defender Services Commission	\$540,310.00
2021-10	Department of Insurance	\$355,238.00

MINUTES OF THE MEETING OF THE FINANCE ADVISORY COMMITTEE
January 7, 2021

NOTE: Due to the State's declaration of a public health emergency, out of an abundance of caution and in compliance with the State's social distancing measures and consistent with Executive Order 7B, the August Finance Advisory Committee meeting was conducted via teleconference. Executive Order 7B provides for procedures for public meetings in lieu of the provisions of chapter 14 of the general statutes for the duration of the declared public health emergency.

The executive order provides for public meetings to be held by conference call, video conference or other technology as long as:

1. the public has the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology;
2. any such meeting or proceeding is recorded or transcribed, and such recording or transcript shall be posted on the agency's website within seven (7) days of the meeting or proceeding, and made available within a reasonable time in the agency's office;
3. the required notice and agenda for each meeting or proceeding is posted on the agency's website and shall include information about how the meeting will be conducted and how the public can access it;
4. any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the agency a minimum of twenty four (24) hours prior and posted to the agency's website for public inspection prior to, during, and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the agency a minimum of twenty-four (24) hours prior to the meeting and posted to the agency's website for public inspection prior to, during, and after the meeting; and
5. all speakers taking part in any such meeting or proceeding shall clearly state their name and title, if applicable, before speaking on each occasion that they speak." (Ex. Order 7B, March 14, 2020).

The Lieutenant Governor and the Secretary of the Office of Policy and Management convened at the Capitol, adhering to the social distancing requirements. CT-N live-broadcast the meeting, including audio of the teleconference participants. The remaining Finance Advisory Committee members and state agency representatives participated remotely by telephone.

PRESENT: Lieutenant Governor Susan Bysiewicz
Deputy Comptroller Martha Carlson
Deputy Treasurer Darrell Hill
Senator Catherine Osten
Senator Craig Miner
Representative Toni Walker
Representative Mike France
Representative Jeff Currey
Secretary Melissa McCaw
Office of Policy and Management, Finance Advisory Committee Clerk

Lieutenant Governor Bysiewicz called the meeting to order at 12:15 p.m.

The minutes of the August 13, 2020, meeting were adopted.

The following new transactions were considered by the committee:

2021-04 for the Department of Economic and Community Development. Transfer of \$3,000,000.00 from the Personal Services to the Capital Region Development Authority account to enable CRDA to pay payroll and operating expenses for the convention center and other venues that have been significantly impacted by the pandemic's effect on the economy.

Representative France asked how the Personal Services deficiency will be handled and why was it being used as opposed to another line item. Deputy Secretary Diamantis responded that this is a temporary measure, and that the Department of Economic and Community Development (DECD) will be able to manage in the near term pending a deficiency appropriation. This was the best resolution with the least impact to DECD and best course for the Capital Region Development Authority (CRDA). Representative France followed up and asked if the \$600,000 in remaining funds would be sufficient for CRDA to manage until the spring. The Deputy Secretary responded to this question in the affirmative. Representative France concluded by requesting the projected revenue from Olympic qualifier and the lacrosse championship. He also asked CRDA if they have a profit/loss (P/L) statement or the equivalent for each facility. Michael Freimuth, the Executive Director, stated that they do have a P/L for each entity, but this was not an ordinary year and the P/L statement would reflect that. CRDA stated that they would make the following available: P/L statements, CRDA annual report, and annual audit.

Lieutenant Governor Bysiewicz asked CRDA if the federal STAGES Act would be beneficial to them because it was for venues shuttered by pandemic. Michael Freimuth responded that the agency will not benefit because they are a quasi-public entity as opposed to a non-profit. They have looked at it, but the understanding as of today is that they are not eligible.

Senator Miner asked CRDA if the CARES Act funds a source of revenue that could have helped them. The Deputy Secretary responded by stating that the CARES Act was not a viable source of funding for CRDA for this purpose.

There were no additional questions and the item was approved.

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Melissa McCaw". The signature is written in a cursive, flowing style.

Melissa McCaw, Clerk

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST

B-107 REV 7/2018

**STATE OF CONNECTICUT
BUDGET AND FINANCIAL MANAGEMENT DIVISION
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment
 APPROPRIATION Adjustment
 APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
CWE11980		Commission on Women, Children, Seniors, Equity and Opportunity					2021-002 CWE	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2021	11000	CWE11980	10010		\$25,000.00		Personal Services	
2021	11000	CWE11980	10020			\$25,000.00	Other Expenses	
TOTALS					\$25,000.00	\$25,000.00		

REASON FOR ADJUSTMENT

CGS 2-127, 2-128 - transfer funds from Personal Services to Other Expenses in order to carry-out mandates regarding parent leadership. This request is for third quarter allotments. Please see attached.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
James Tamburro	Executive Director	12.23.2020

BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)
	CGS 4-87

OPM USE ONLY

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR
	M. LaFayette 12/31/2020	PJM 1/4/2021

FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2021-05				

COMPTROLLER'S USE ONLY

EFFECTIVE DATE	APPROVAL	APPROVAL

* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



The Commission on
Women, Children, Seniors, Equity & Opportunity

CWCSEO

Connecticut General Assembly

Memorandum

To: Jim Tamburro, Executive Director, OLM
Cc: John Harnick, Financial Administrator, OLM
From: Steven Hernández, Executive Director, CWCSEO
Date: December 18, 2020
Re: Request for Appropriation Adjustment, Requiring Finance Advisory Committee Action

The Commission hereby requests your assistance in securing a transfer from Personal Services to Other Expenses in the amount of \$25,000 to provide funding needed to extend an existing contractual service agreement for specific tasks necessary for addressing the mandates of the Commission (CGS Sec. 2-128). If authorized, the funds will support a contract extension for ongoing deliverables, to be completed on a monthly basis pursuant to the attached Deliverables Document, from expiration date of the current contract through the end of the fiscal year

This increase in OE is necessary as the Commission was unable to fill certain vacancies that would have allowed for internal satisfaction of these requirements.

In 1992, the Commission on Children (predecessor agency to the CWCSEO) designed the Parent Leadership Training Institute (PLTI), a strategy and curriculum to promote parent leaders. PLTI enables parents to become leading advocates for children. The PLTI program is a two-generation strategy to bolster parental involvement while promoting the lifelong health, safety and learning of children. The program integrates child development leadership and democracy skills into a parent curriculum. The Commission is the statutory authority charged with administering PLTI in the state of CT. This transfer would support the extension of an existing agreement with NPLI, a National organization modeled after Connecticut's PLTI, for the continues administration of this program

Thank you for your assistance in this matter. Please do not hesitate to call me with any questions or for clarification.

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST

B-107 REV 7/2018

**STATE OF CONNECTICUT
BUDGET AND FINANCIAL MANAGEMENT DIVISION
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment
 APPROPRIATION Adjustment
 APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DAS23000		Department of Administrative Services					DAS21010	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2021	11000	DAS23000	10010		\$851,877.00		Personal Services	
2021	11000	DAS23000	12511			\$542,318.00	IT Services	
2021	11000	DAS23000	10020			\$309,559.00	Other Expenses	
2021	11000	DAS23000	12179		\$1,857,682.00	\$0.00	Rents and Moving	
2021	11000	DAS23000	12511			\$1,857,682.00	IT Services	
2021	11000	DAS23000	12179		\$500,000.00		Rents and Moving	
2021	11000	DAS23000	10020			\$500,000.00	Other Expenses	
TOTALS					\$3,209,559.00	\$3,209,559.00		

REASON FOR ADJUSTMENT

To transfer funds for various agency initiatives such as statewide licenses and IT optimization

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Shantelle Varrs	Interim Director	2/23/2021
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	

OPM USE ONLY

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	C. LeMay 2/24/21	CL for PJM 2/24/21		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2021-06				

COMPTROLLER'S USE ONLY

EFFECTIVE DATE	APPROVAL	APPROVAL

* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



DEPARTMENT OF ADMINISTRATIVE SERVICES

MEMORANDUM

To: Melissa McCaw, Secretary of the Office of Policy & Management

From: Josh Geballe, Commissioner of Administrative Services *Josh Geballe*

Date: February 8, 2021

Re: Finance Advisory Committee: transfer of funds within DAS

The Department of Administrative Services (DAS) is requesting the transfer of a total of \$3.2 million from within its accounts, which were carried forward from Fiscal Year 2020, to provide funding for various statewide initiatives.

This request is to seek approval for transfer of the funds and subsequently work in partnership with OPM to have the funds released/allotted, as the funds are needed over the course of this fiscal year.

Specifically, DAS is requesting the transfer of just over \$850 thousand from Personal Services to the following accounts:

- \$542,000 to the IT Services account to support the statewide IT optimization initiative
- \$309,559 to Other Expenses to support the HR centralization initiative

The Personal Services' carry forward funding is related to savings resulting from delays in filling vacancies.

DAS is also requesting to transfer \$2.35 million from its Rents and Moving account to the following accounts:

- Approximately \$850,000 to the IT Services account to support the statewide IT optimization initiative
- \$1 million to support the statewide IT licensing agreement
- \$500,000 to support HR Centralization costs

The Rents and Moving carry forward funding is related to savings resulting from vacating 55 Elm Street, 765 Asylum and moving costs.

More specifically:

Finance Advisory Committee Snapshot for 3/4/2021 Meeting			
REDUCE	INCREASE	Actions	Description
(542,318.00)		Reduce Personal Services SID 10010	Savings from delays in filling vacancies
(309,559.00)		Reduce Personal Services SID 10010	Savings from delays in filling vacancies
(857,682.00)		Reduce Rents & Moving SID 12179	Savings from vacating 55 Elm St & Moving Costs
(1,000,000.00)		Reduce Rents & Moving SID 12179	Savings from vacating 55 Elm St & Moving Costs
(500,000.00)		Reduce Rents & Moving SID 12179	Savings from vacating 765 Ayslym & Moving Costs
	542,318.00	Increase IT Services SID 12511	Needed for IT Optimization Initiative
	309,559.00	Increase Other Expenses SID 10020	Needed for HR Centralization Consultants/Subscription Costs
	857,682.00	Increase IT Services SID 12511	Needed for IT Optimization Initiative
	1,000,000.00	Increase IT Services SID 12511	Needed to support Statewide IT Licenses
	500,000.00	Increase Other Expenses SID 10020	Needed for HR Centralization Consultants/Subscription Costs
(3,209,559.00)	3,209,559.00	Totals	

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST

B-107 REV 7/2018

**STATE OF CONNECTICUT
BUDGET AND FINANCIAL MANAGEMENT DIVISION
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment
 APPROPRIATION Adjustment
 APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DEP43000		Department of Energy and Environmental Protection					DEEP#0057	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2021	12006	DCC38100	10010		\$14,985.00		Personal Services	
2021	12006	DCC38100	12262			\$14,985.00	Indirect Overhead	
TOTALS					\$14,985.00	\$14,985.00		

REASON FOR ADJUSTMENT

The Dept of Energy and Environmental Protection (DEEP) is requesting an FAC adjustment of \$14,985.00 to be transferred from the Personal Services account into Direct Overhead on behalf of the Dept of Consumer Counsel. Funds are available in the personal services account due to the delay in filling a Consumer Counsel position. Since the Comptroller's invoice from FY20 was not paid in a timely manner, additional funds are needed in FY21 to cover both years. FY20 amount was \$40,568. FY21 amount is \$14,985.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Julie Wilson	ACFAS	1/20/2021

BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)
	CGS Sec. 4-87

OPM USE ONLY

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR
	M. LaFayette 01/26/2021	PJM 1/27/2021

FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2021-07				

COMPTROLLER'S USE ONLY

EFFECTIVE DATE	APPROVAL	APPROVAL

* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST

B-107 REV 7/2018

**STATE OF CONNECTICUT
BUDGET AND FINANCIAL MANAGEMENT DIVISION
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment
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 APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
57000		Department of Transportation					18566	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2021	12001	DOT57000	10010		\$4,870,700.00		Personal Services	
2021	12001	DOT57000	10020			\$4,870,700.00	Other Expenses	
TOTALS					\$4,870,700.00	\$4,870,700.00		

REASON FOR ADJUSTMENT

To transfer funding between appropriations to meet agency needs, per attached justification.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Robert Card	Bureau Chief of Finance and Administration	2/17/2021
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
n/a	Sec 4-87	

OPM USE ONLY

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	JMJaramillo - 2/24/21	CL for PJM 2/24/21		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2021-08				

COMPTROLLER'S USE ONLY

EFFECTIVE DATE	APPROVAL	APPROVAL

* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

Finance Advisory Committee - Meeting March 2021

The Department of Transportation (Department) requests the transfer of funds between its appropriations as detailed below.

Transfer from:

<u>FUND - SID</u>	<u>Appropriation Title</u>	<u>Transfer Amount</u>
12001-10010	Personal Services	<u>\$ (4,870,700)</u>
	Total	<u>\$ (4,870,700)</u>

Transfers to:

12001-10020	Other Expenses	<u>\$ 4,870,700</u>
	Total	<u>\$ 4,870,700</u>

Funds are available in the **Personal Services** appropriation due to budget savings from delays in the refill of vacant positions.

The transfer to **Other Expenses** is required to cover a projected shortfall of \$4.87 million. The majority of expenditures in this account (about 94%) are non-discretionary. While we continually monitor and restrict purchases to only the most essential, an overall deficit in this appropriation has become unavoidable due to higher-than-budgeted expenses in several line items including Highway/Electrical Supplies; Equipment Repair; and IT expenses, as well as Contractor Trucks. Increased reliance on contractors has been required to assist the DOT fleet in snow removal this season due to pandemic-related staffing shortages.

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST

B-107 REV 7/2018

**STATE OF CONNECTICUT
BUDGET AND FINANCIAL MANAGEMENT DIVISION
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment
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AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
PDS98500		Public Defender Services Commission					21-1	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2021	11000	PDS98500	12090	2021	\$140,310.00		Expert Witnesses	
2021	11000	PDS98500	12076	2021	\$400,000.00		Assigned Counsel	
2021	1100	PDS98500	10020	2021		\$540,310.00	Other Expenses	
TOTALS					\$540,310.00	\$540,310.00		

REASON FOR ADJUSTMENT

Funding is necessary in the Other Expenses account due to an unexpected upgrade to the Judicial Department's server and email. Currently, the Public Defenders (PDS) are on the Judicial Department's email server and utilize Judicial's network infrastructure. The Judicial Department is planning on moving to Microsoft 365 soon, which is a cost their Agency requested in their budget options. As we were not made aware of this change until now, PDS has been quoted a cost in order to continue having our email platform and network infrastructure supported by the Judicial Department. In order to pay for this, PDS is requesting a total FAC transfer of \$540,310 from the Expert Witnesses and Assigned Counsel accounts to the Other Expenses account. There is money available in the Expert Witnesses account and Assigned Counsel account due to the effect the pandemic has had on the courts and temporary decreased cases number of cases, which has resulted in a temporary decreased level of expenditures in those accounts. If approved, this FAC would cover the costs for Microsoft 365 for FY 21, FY 22 and FY 23. PDS would need to request a budget option for funding for this ongoing cost in the next biennial budget request, as by then PDS expects caseloads and Assigned Counsel and Expert Witnesses expenditures to return to the pre-pandemic level.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Christine Rapillo	Chief Public Defender	2/4/2021

BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)

OPM USE ONLY

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	JMJaramillo - 2/23/2021	CL for PJM 2/24/21		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2021-09				

COMPTROLLER'S USE ONLY

EFFECTIVE DATE	APPROVAL	APPROVAL

* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST

B-107 REV 7/2018

**STATE OF CONNECTICUT
BUDGET AND FINANCIAL MANAGEMENT DIVISION
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment
 APPROPRIATION Adjustment
 APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DOI37500		Department of Insurance					2021-01	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2021	12004	DOI37500	12244	2021	\$355,238.00		Fringe Benefits	
2021	12004	DOI37500	10020	2021		\$170,000.00	Other Expenses	
2021	12004	DOI37500	12262	2021		\$185,238.00	Indirect Overhead	
TOTALS					\$355,238.00	\$355,238.00		

REASON FOR ADJUSTMENT

Expenditures for Fringe benefits are projected to be lower than the appropriated amounts due to the actual FY 2021 fringe rate being lower than budgeted. Due to retirements in the Financial Analysis & Regulation Division, there was a need to implement a staffing contract to temporarily assist the Department with actuarial job functions until permanent staff can be hired and trained. The total contract value is \$250,000. Due to cost savings associated with remote working and no employee reimbursements/travel, we have some of the funds available and therefore are only requesting \$170,000. The FY 2021 Governor's recommended budget adjustments were not adopted due to COVID-19 ending the legislative session. As a result, Indirect Overhead is not funded at the Comptroller's projected amount of \$413,706, requiring a transfer of \$185,238.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Andrew Mais	Commissioner, Insurance Department	2/17/2021

BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)

OPM USE ONLY

REVIEWED BY BOND ANALYST (if applicable)		REVIEWED BY BUDGET ANALYST		REVIEWED BY SECTION DIRECTOR	
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED	
2021-10					

COMPTROLLER'S USE ONLY

EFFECTIVE DATE	APPROVAL	APPROVAL

* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND