

LEGISLATIVE BUDGET BOARD

# ABEST Instructions for Legislative Appropriations Request 2026–27 Biennium

## Data Entry for State Agencies, Appellate Courts, and Institutions of Higher Education for the

**Eighty-ninth Legislature, Regular Session** 

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LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

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## **DOCUMENT CONVENTIONS**

This document uses the following symbolic conventions:



Caution: This symbol warns you of the possible loss of data.



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

## **GETTING STARTED**

The agency submissions portion of the Automated Budget and Evaluation System of Texas (ABEST) is a web-based application. The Legislative Budget Board (LBB) uses ABEST to track agency requests for appropriations through the stages of the legislative appropriations process and agency performance through the biennial budget cycle.

Before state agencies, appellate courts, and institutions of higher education (all are referred to as "agencies" in these instructions) can begin entering data for the Legislative Appropriations Request (LAR) for the 89th Legislative Regular Session (89-R), the agency's Base Reconciliation (Stage SBR) must be completed in ABEST. Your LBB analyst will notify you when to begin entering LAR data.

Actual expenditures for fiscal year 2023, estimated expenditures for fiscal year 2024, and budgeted expenditures for fiscal year 2025 are pre-loaded in ABEST on the LAR **Summary of Requests** menu (submenus for **MOFs** and **FTEs**). These figures were data entered into ABEST during the Base Reconciliation phase for 89-R.

Your agency may have modified its strategic plan and you have started or completed the process of defining the agency's measures in ABEST for 89-R. The LAR data entry screens for 89-R will reflect these changes in the agency's budget structure (goals, objectives, strategies, and measures).

## IMPORTANT



You can simultaneously work in ABEST on the agency's **Strategic Plan/Measure Definitions** business process as well as the LAR business process for the upcoming biennium. However, you will not be able to set the agency's LAR **Status** in ABEST to **COMPLETE** until the agency's performance measure definitions for 89-R are completed in ABEST.

If you have a question about what data to enter for the LAR, read the 2026–27 Legislative Appropriations Request Detailed Instructions. From the LBB website (www.lbb.texas.gov), click AGENCIES PORTAL, and under AGENCY INSTRUCTIONS AND APPLICATIONS, click INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING DATA. Then select Legislative Appropriations Request (LAR) Instructions.

If you do not find the answer, contact your agency's assigned LBB analyst. Visit the LBB website at <u>www.lbb.texas.gov</u> to determine the LBB analyst assigned to your agency. Select **ABOUT LBB**→**Staff**→**Analyst Assignments** from the home page. You will find the LBB analyst's name assigned for your agency listed in the document.

You may also browse LBB's **Frequently Asked Questions** and answers. Click **AGENCIES PORTAL** from the LBB website. Under **GENERAL INFORMATION**, click **Frequently Asked Questions (FAQ)**, or go to: <u>www.lbb.texas.gov/FAQ.aspx</u>.

If you have a problem with the ABEST application that you cannot resolve using these data entry instructions, send an email to **WebAppSupport@lbb.texas.gov** or call the LBB Help Desk at 512-463-3167 (refer to the <u>HELP</u> and <u>HELP DESK CONTACT INFORMATION</u> sections of these instructions for more details).

The recommended approach and resources for entering the LAR data into ABEST are:

• Read the *2026–27 Legislative Appropriations Request Detailed Instructions* (hereafter called the *Detailed Instructions*) for information about LAR data, submission requirements, and deadlines. Also, if you are reporting for an institution of higher education

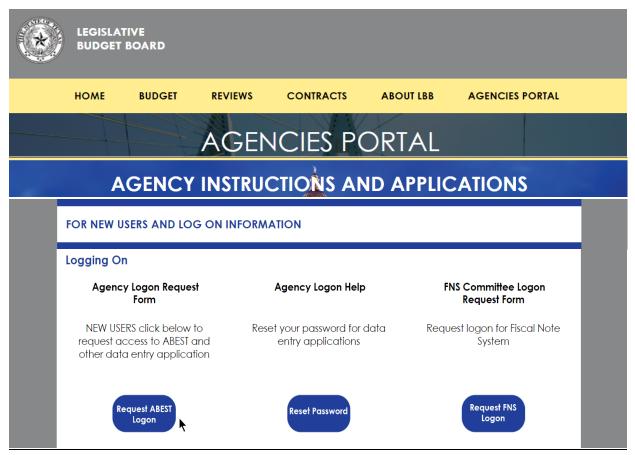
(IHE), appellate court, or judicial branch agency, you have additional, supplemental policy instructions and examples on the LBB's webpage.

- Familiarize yourself with these *ABEST Instructions* for all data entry. Also, IHEs, appellate courts, and judicial branch agencies have additional, supplemental ABEST data entry instructions on the LBB's webpage.
- Change your agency **Status** from **EMPTY** to **INCOMPLETE**, and enter the data in the order listed in these instructions. Specifically, enter strategy requests <u>before</u> capital budget requests and supporting information. The order is important because ABEST rolls some entered data into other data entry screens/grids.
- Clear any closing edits, change the agency **Status** to **COMPLETE**, and submit and print reports.

## ACCESSING ABEST

The following steps should be completed to request a user ID and password for ABEST. If you have forgotten your user ID or password, refer to the <u>LOGGING IN</u> section of these instructions.

To request a user ID, click **AGENCIES PORTAL** from the LBB website (<u>www.lbb.texas.gov</u>). Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **FOR NEW USERS AND LOG ON INFORMATION**, then click **Request ABEST Logon** (as shown in the following graphic).



Fill out the form (shown below).

Logon Request Form				
Please ensure that you	have approval from your supervisor to request a userid.			
* Agency :	000 - Local V			
* Full Name:				
* Password :				
* Confirm Password :				
*Phone #:				
Fax #:				
Cell Phone #:				
* Email Address:				
Access Needed for:	<ul> <li>ABEST (Automated Budget and Evaluation System of Texas)</li> <li>Includes:         <ul> <li>Base Recon</li> <li>LAR Submissions</li> <li>Operating Budget</li> <li>Actual Performance Measures</li> <li>USAS Reconciliation</li> <li>Biennial Operating Plan</li> <li>Federal Funds Pandemics</li> </ul> </li> <li>Document Submission         <ul> <li>Annual Financial Report</li> <li>Annual Report of Nonfinancial Data</li> <li>Energy Conservation Report</li> <li>Junior College Operating Budgets</li> <li>Legislative Appropriations Request</li> <li>Operating Budget</li> <li>Report of Customer Service</li> <li>Strategic Plan</li> </ul> </li> <li>FNS (Fiscal Notes System)</li> <li>State Contracts</li> </ul>			
Comments:				
	Submit			
* Required				

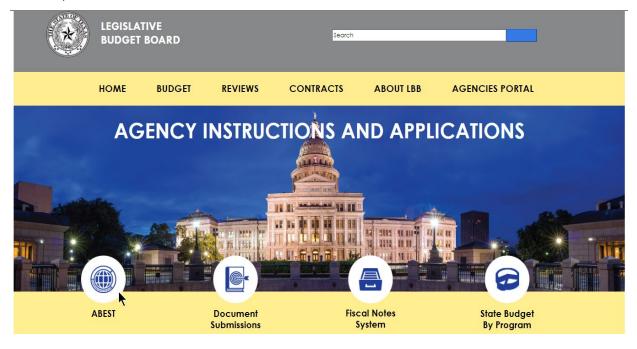
When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, send an email request to **WebAppSupport@lbb.texas.gov** or call the ABEST Help Desk at 512-463-3167. The LBB will email you a user ID and password for ABEST within one business day.

## LOGGING IN

Google Chrome can be used for ABEST data entry. Other browsers (e.g., Firefox, Safari, Microsoft Edge, etc.) will not work consistently and can create problems in the application. The recommended screen resolution is 1280 x 1024, as shown below.

🐯 ADVANCED DISPLAY SETTINGS		
Customize your display		
	1	
Identify Detect		
Resolution		
1280 × 1024	K	
	μ,	
Apply Cancel		

From the LBB website (<u>www.lbb.texas.gov</u>), click **AGENCIES PORTAL**. Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **ABEST** (Automated Budget Evaluation System of Texas), as shown below.



## IMPORTANT

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If you already have a user ID and have forgotten the user ID or password, or if your user ID or password does not work, do one of the following:

- Under AGENCY INSTRUCTIONS AND APPLICATIONS on the LBB's website (<u>www.lbb.texas.gov</u>), click on FOR NEW USERS AND LOG ON INFORMATION, then click on Reset Password under Agency Logon Help. Enter your User ID or email address and click Send User Info.
- Send an email to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167.

Enter your username and password and click Login, as shown in the following example.

Automated Budget and Evaluation System of	Texas (ABEST)	Hello, Guest. Login Help Contact Us
STATE OF TEXAS	Image: Control of the system       Username:     agytst1       Password:     •       Login     •	
	Request Login	
TIP		
You can also access the Logon	Request Form by clicking the Request Login hy	perlink shown in the above example.

## PROFILE SELECTION AND CONFIRMATION

Upon successfully logging into ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the "user profile confirmation bar" and the second row is the "user profile selection bar." Options selected on the "user profile selection bar" determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, Strategic Plan/Measure Definitions, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections. The saved selections will appear in the "user profile confirmation bar."

#### IMPORTANT

Before you can set your user profile for LAR data entry, you must first complete your agency's Base Reconciliation in ABEST and have it approved by the LBB. Your agency's assigned LBB analyst will notify you when LAR data entry is available for your agency.

To set your user profile for the business process addressed in these *ABEST Instructions*, complete the following steps.

From the available drop-down menu boxes, select **89TH LEGISLATIVE REGULAR SESSION**, **Legislative Appropriation Request**, **S01 – AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your profile, as shown in the below example.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST) Welcome, jnewton Logout Hell				Logout Help Contact Us	
89TH LE	GISLATIVE REGULAR SESSION	Base Reconciliation	S01 - AGENCY SUBMISSION	405 - Department of Public Safet	Status: COMPLETE
89TH LE	GISLATIVE REGULAR SESSION ~	Legislative Appropriation Request  - Business Process not selected	S01 - AGENCY SUBMISSION ~	405 - Department of Public Safety	✓ Save Selections
News	Base Reconci	Base Reconciliation Strategic Plan/Measure Definitions			
Status	Status	Legislative Appropriation Request Biennial Operating Plan			0
MOFs		State Budget By Program			



Many of the screenshot examples used throughout these *ABEST Instructions* include a notation (\*\*\***DEV**\*\*\*) in the upper left corner of the graphic. This notation (\*\*\***DEV**\*\*\*) will not appear on your ABEST screens because it only displays in the test version of ABEST which was used to create the screenshot examples.

The options you selected on your "user profile selection bar" will display on the "user profile confirmation bar", as shown in the below example. The agency **Status** associated with these settings is also included on that bar, as shown below (designated as **EMPTY**).

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)		Welcome, jnewton	Logout Help Contact Us	
89TH LEGISLATIVE REGULAR SESSION	Legislative Appropriation Reques	S01 - AGENCY SUBMISSION	405 - Department of Public Safet	Status: EMPTY
89TH LEGISLATIVE REGULAR SESSION -	Legislative Appropriation Request 🗸	S01 - AGENCY SUBMISSION V	405 - Department of Public Safety	Save Selections

The agency **Status** is explained in the following "**IMPORTANT**" box and in more detail later in the <u>CHANGING AGENCY STATUS TO INCOMPLETE</u> section of these instructions.

## IMPORTANT

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Before you enter data into ABEST, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if the agency's **Status** is set to **RESTRICTED** or **LOCKED** (**Status** is located at the right top portion of the "user profile confirmation bar"). The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down menu box when their **Status** is set to **COMPLETE** in ABEST. If the current profile settings (they appear on the same row as the agency **Status**) are not correct, click in the drop-down menu boxes to select the appropriate settings and click **Save Selections**.

## **NEWS SCREEN**

The ABEST **News** screen (shown in the following graphic) provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log in or if the **News** screen has been updated.

News		
Status	Legislative Appropriation Request	0
Strategy Base Reductions	News	V

## HELP

You can view this user instructions manual online or get help based on your screen location. Click the **Help** button to view the entire user manual, as shown below.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)	Welcome, jnewton Logout Help Contact Us
IMPORTANT	



If you are not logged into ABEST or have timed out of ABEST and you click the **Help** button, an overview of ABEST will display instead of the user manual. To view the user manual, log into ABEST and click the **Help** button again.

Click the **Help icon** (shown below) to get detailed information about the screen you are using. The user manual opens and links to the information based on your screen location. The **Help icon** (is available on every ABEST screen.

*** DEV *** Automated	d Budget and Ev	valuation System of Texas (AB	EST)	Welcome, jnewtor	n Logout Help Contact Us
89TH LEGISLATIVE REC	GULAR SESSION	Legislative Appropriation Reques	S01 - AGENCY SUBMISSION	405 - Department of Public Safet	Status: EMPTY
89TH LEGISLATIVE REG	ULAR SESSION V	Legislative Appropriation Request 🗸	S01 - AGENCY SUBMISSION ♥	405 - Department of Public Safety	✓ Save Selections
News					
Status	Legislative Ap	propriation Request			
Strategy	O News				
Rider					Click here for h

## HELP DESK CONTACT INFORMATION

Contact the LBB Help Desk by clicking on **Contact Us**, as shown below.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)	Welcome, jnewton Logout Help Contact Us
	<b>「</b> 「

After clicking on the **Contact Us** button, the window in the following graphic will display. Enter your message and click **Send Email**.

Te	Contact Us						
	Phone Numbers						
	Helpdesk: (512) 463-3167						
	Main: (512) 463-1200						
	Fax: (512) 475-2902						
	Email It is our goal to respond to you within 1 business day,						
	regardless of whether you make contact by phone or email.						
Your Email:	enter your email address here						
Your Phone:	(### ) ### - #### Ext.						
Subject:	ABEST Help Request from Agency #XYZ						
Message:	Enter your message here Specify the ABEST business process you are working in (e.g., Actual Performance Measures; Operating Budget; USAS Reconciliation, Legislative Appropriation Request; Strategic Plan/Measure Definitions; etc.). Please do not call the ABEST Helpdesk and send an email simultaneously for assistance. Using both options at the same time makes it hard for our team to determine who has been helped. Thank you.						
	Send Email Cancel						

The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by sending an email to **WebAppSupport@lbb.texas.gov** or calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

## CHANGING AGENCY STATUS TO INCOMPLETE

After your agency's Base Reconciliation is completed in ABEST and you have selected the appropriate profile settings, you can start entering the LAR data into ABEST. To begin data entry, complete the following steps.

Click the Status menu, as shown below.

*** DEV *** Automated	DEV *** Automated Budget and Evaluation System of Texas (ABEST) Welcome, jnewton Log				
89TH LEGISLATIVE REG	ULAR SESSION	Legislative Appropriation Reques	S01 - AGENCY SUBMISSION	405 - Department of Public Safet	Status: EMPTY
89TH LEGISLATIVE REGU	JLAR SESSION V	Legislative Appropriation Request V	S01 - AGENCY SUBMISSION V	405 - Department of Public Safety	Save Selections
News Status Strategy	Legislative Ap	propriation Request			0

Select the **INCOMPLETE** radio button and click **Save**.

News	Legislative Appropriation Request		
Status	Status		
Strategy			
Rider			
Measures			
Summary of Requests	Save		

#### IMPORTANT

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ABEST will not allow you to enter data until you set the agency **Status** to **INCOMPLETE**. As you enter data, closing edits will appear on the **Status** screen. You must clear the edits before you can change your agency **Status** to **COMPLETE** and submit your LAR electronically. Refer to the <u>CHANGING AGENCY STATUS TO COMPLETE</u> section of these instructions. Although the LAR submission is electronic, you will use the **Reports** menu to print hard copies of the LAR reports.

## CAUTION

When your agency's LBB analyst approves the agency's Base Reconciliation submission, your agency will receive an email indicating the agency's limits (targets) for General Revenue Funds and General Revenue-Dedicated Funds requests for the upcoming biennium. If your agency does not receive an email, contact your agency's assigned LBB analyst. You can begin work on the LAR in ABEST but cannot complete the LAR until these limits (targets) are entered into ABEST by the LBB staff.

Your agency will need to ensure that its total LAR GR/GR-D request for the upcoming biennium is within the agency's limits (targets) for General Revenue Funds and General Revenue-Dedicated Funds. ABEST DOES PROVIDE A LAR CLOSING EDIT FOR THIS ISSUE. Your agency's limits (targets) display on the ABEST report titled **General Revenue** (GR) & General Revenue Dedicated (GR-D) Baseline that can be found on the Reports menu under Budget Requests reports.

## DATA ENTRY CONSIDERATIONS

Refer to the following reference table for information on various data entry considerations.

TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
<ul> <li>You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets.</li> <li>Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields.</li> </ul>	<ul> <li>Click in the data cell and enter the data.</li> <li>Press the Tab key to move across to the next cell.</li> <li>At the end of a row, manually click the cursor in a cell on a new row to enter more data.</li> <li>You can expand some multi-line text fields by double clicking in the field. Use the Enter key to start a new line of text in a multi-line text field. Click the cursor outside the field or press the Tab key to move out of the field. Save your work by clicking Save. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.</li> <li>In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the "=" button, click Send to Grid. The calculated number transfers to the cell.</li> </ul>	<ul> <li>Save data by pressing Enter on your keyboard or by clicking Save on the screen.</li> <li>Use the gray section to add new information to a corresponding grid and click Save.</li> </ul>
COLOR CONVENTIONS	IF THE EXPLORER STATUS BAR DOES NOT APPEAR	NAVIGATION
<ul> <li>Unsaved numbers appear blue in color. Saved numbers are black.</li> <li>Grayed out data cells are "read only" and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST.</li> </ul>	<ul> <li>Open the Tools menu in Internet Explorer and choose Internet options. Click the Security tab and select Trusted Sites. Click the Sites button and enter: *.Ibb.texas.gov.</li> </ul>	<ul> <li>To move to the top of a long screen, click the To hyperlink at the bottom o the screen.</li> <li>To move to the bottom o long screen, click the Bottom hyperlink.</li> </ul>

## DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

CAUII	ON
Δ	١
	+1

You will lose data if ABEST is inactive for 30 minutes or more. Always click "**Save**" if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your internet browser and log back in. Any unsaved data must be re-entered.

#### CAUTION

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If an ABEST screen has multiple grids for data entry and each individual grid has its own respective "**Save**" button, you will lose data if you move to another grid without saving first. Save your work frequently by clicking "**Save**". Any unsaved data must be re-entered.

## CAUTION

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If an ABEST screen has multiple grids for data entry and the screen only has one "**Save**" button for that screen, ABEST allows you to click "**Save**" one time on that screen with multiple grids. You can click "**Save**" after entering data for each grid on the screen or you can enter data for all the grids and click "**Save**" one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen.

## IMPORTANT

Read the **News** screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

The ABEST LAR reports are listed below along with the corresponding ABEST data entry menus and submenus.

ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS						
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE ABEST DATA ENTRY MENU/SUBMENU						
LAR Report						
Administrator's Statement	Supporting Information/Administrative Statement					
Mission Statement	Supporting Information/Mission					
Strategy Justification	Supporting Information/Strategy Justification					
Strategy External/Internal Factors	Supporting Information/Strategy External/Internal Factors					
Summaries of Request						
Budget Overview – Biennial Amounts	Strategy/Budgeting; Strategy/CFDA/ALNs; Strategy/FTEs; Exceptional Items/Request Strategy Related Detail					
2.A. Summary of Base Request by Strategy	Strategy/Budgeting; Strategy/FTEs					
2.B. Summary of Base Request by Method of Finance	Summary of Requests/MOFs; Summary of Requests/FTEs					
2.C. Summary of Base Request by Object of Expense	Strategy/Budgeting					
2.C.1.Operating Costs Detail – Base Request*	Supporting Information/Operating Costs Detail					
2.D. Summary of Base Request Objective Outcomes	Measures/Outcomes					
2.E. Summary of Exceptional Items Request	Exceptional Items/Request Descriptions Exceptional Items/Request Strategy Related Details					
2.F. Summary of Total Request by Strategy	Strategy/Budgeting; Exceptional Items/Request Strategy Related Details					
2.G. Summary of Total Request Objective Outcomes	Measures/Outcomes Measures/Impact on Outcomes					

3.A.	Strategy Request (Note: The " <u>Service Categories</u> " information that is reflected on the 3.A. Strategy Request report is entered into ABEST by state agencies during the statewide " <i>Finalizing Budget Structures and Defining Measures</i> " phase of the ABEST Strategic Plan process.)	Strategy/Budgeting; Strategy/CFDA/ALNs Strategy/FTEs Measures/Outcomes Measures/Strategy Related Supporting Information/Strategy Justifications
3.C.	Rider Appropriations and Unexpended Balances Request	Rider/Descriptions Rider/Amounts
Reque	st for Exceptional Items	
4.A.	Exceptional Item Request Schedule	Exceptional Items/Request Descriptions Exceptional Items/Request Strategy Related Details
4.B.	Exceptional Items Strategy Allocation Schedule	Exceptional Items/Request Strategy Related Details
4.C.	Exceptional Items Strategy Request	Strategy/Budgeting; Strategy/FTEs; Exceptional Items/Request Strategy Related Details
	Exceptional Item Request Schedule with Sub Requests	Exceptional Items/Sub Request Strategy Related Details
		Exceptional Items/Sub Request Anticipated Out-year Costs/Contracting Details
Capita	I Budget Supporting Schedules**	
5.A.	Capital Budget Project Schedule	Capital Projects/Financing; Capital Projects/Strategy Allocation; Capital Projects/Rider Financing
5.B.	Capital Budget Project Information	Capital Projects/Information
5.C.	Capital Budget Allocation to Strategies (Baseline)	Capital Projects/Strategy Allocation: Capital Projects/Rider Allocation
5.D.	Capital Budget Operating and Maintenance Expenses	Capital Projects/Operating & Maintenance
5.E.	Capital Budget Project - OOE and MOF Detail by Strategy	Capital Projects/Strategy Allocation: Capital Projects/Rider Allocation
	Capital Budget Project Schedule - Exceptional	Capital Projects/Financing; Capital Projects/Strategy Allocation
	Capital Budget Allocation to Strategies by Project - Exceptional	Capital Projects/Strategy Allocation
Suppo	rting Schedules	
6.A.	Historically Underutilized Business Supporting Schedule	Supporting Information/Historically Underutilized Business (HUB)
6.C.	Federal Funds Supporting Schedule***	Supporting Information/Federal Funds/Supporting Schedule
6.D.	Federal Funds Tracking Schedule***	Supporting Information/Federal Funds/Tracking Schedule
6.E.	Estimated Revenue Collections Supporting Schedule****	Supporting Information/Estimated Revenue Collections Schedule

6.F.a. Advisory Committee Supporting Schedule – Part A 6.F.b. Advisory Committee Supporting Schedule – Part B	Supporting Information/Advisory Committee Supporting Information/Advisory Committee - Meetings/Strategies/Expenses/MOFs				
<ul> <li>6.K. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule*****</li> <li>6.K. Part B Summary of Costs Related to Recently Enacted State Legislation*****</li> </ul>	Supporting Information/Budgetary Impacts Related to Recently Enacted State Legislation (BIRRESL)/Descriptions; Supporting Information/BIRRESL/IT Components; Supporting Information/BIRRESL/Contract Details; Supporting Information/BIRRESL/Strategy Related Details; Supporting Information/BIRRESL/CFDAs/ALNs; Supporting Information/BIRRESL/Outcomes				
*applies only to appellate courts and judicial branch agencies					
**reports not required for appellate courts or institutions of higher of	education				
***report not required for institutions of higher education					
****report not required for institutions of higher education unless requested by staff of the LBB or Governor's Office					
*****report only required if specifically requested by staff of the LB	B or Governor's Office				

## STRATEGY DETAIL

Begin the LAR process by entering the total funding requested for each strategy. Enter data for each strategy listed in the agency's LBB-approved budget structure, which includes full-time-equivalent (FTEs) positions, objects of expense (OOEs), and methods of finance (MOFs).

All MOFs for specific federal grant award funding refer to a unique 5-digit identifier. Prior to May 2018, the unique 5-digit identifiers were called Catalog of Federal Domestic Assistance numbers (CFDAs). The federal Catalog of Federal Domestic Assistance website (CFDA.gov) transitioned to SAM.gov in May 2018. As part of this change, the term "CFDA number" was replaced by the term "Assistance Listing Number" (ALN), though the unique 5-digit identifier remains the same. Although the term CFDA has been phased out at the federal level, some state and federal guidance may reference CFDAs instead of ALNs. These instructions use the term "CFDA/ALNs."

The OOE and MOF data for each strategy must balance; you cannot complete the LAR until each strategy has its financing (MOFs) and expenditures (OOEs) balanced. Also, you will enter applicable OOEs, MOFs, and FTEs information on other ABEST screens later in the LAR data entry process. To avoid repetition of these instructions, hyperlink section references (denoted in blue, underlined text) will refer you to these initial data entry procedures under the **Strategy** menu. You must use the relevant ABEST submenu depending on where you are in the data entry process, but the basic steps are identical.

## BUDGETING

Click the **Strategy** menu and **Budgeting** submenu (as shown below) to enter the OOEs, MOFs and CFDAs/ALNs for each strategy.

News	Legislative Appropriation Request
Status	Status
Strategy	Budgeting
	T

## OBJECT OF EXPENSE (OOES)

The agency's first Goal, Objective, and Strategy (GOS) loads into the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down menu box.



After you select a GOS, you can add multiple OOEs to the **OOEs** grid or you can add each OOE separately along with the corresponding fiscal year dollar amounts.

Adding Multiple OOEs – Click the Add Multiple OOEs hyperlink to add multiple OOEs for the selected GOS (Strategy).

Strategy >	Budgeting					9
Strategy: 3-REGUL	ATORY SERVICES	1-PROVIDE	LAW ENFORCEMENT	SERVICES	OOE MOF 2-CRIME RECORDS	SBC Bottom
Add Multiple OOEs	t					8

Select the appropriate **OOEs** for the selected strategy and click **Save** (example shown below).

Click	SAVE or CANCEL to return to previous screen.
Select (	DOEs:
<b>1</b> 100	1-SALARIES AND WAGES
<b>1</b> 00:	2-OTHER PERSONNEL COSTS
0 100	5-FACULTY SALARIES

The selected OOEs display in the **OOEs** grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.

	Strategy > Budgetin	ng						U
~								DE SBC Bottom
Str	ategy: 3-REGULATORY SERV	/ICES	1-PR	OVIDE LAW ENFC	RCEMENT SERVI	CES 2-CRIM	IE RECORDS SERV	/ICES V
<u>Add</u>	I Multiple OOEs							
00	Es:							8
	OOE	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
	1001 - SALARIES AND WAGES	\$5,704,393	\$6,307,873	\$8,642,194	\$7,256,161	\$8,803,647	\$0	\$0
×	1002 - OTHER PERSONNEL COSTS	444555	477888	511222	499000	515000	\$0	\$0
	1005-FACULTY SALARIE -							
	OOE Strategy Totals:	\$5,704,393	\$6,307,873	\$8,642,194	\$7,256,161	\$8,803,647	\$0	\$0
								Save

Adding A Single OOE – Use the gray section to add a single OOE. As shown in the below example, select an OOE from the drop-down menu box, enter the dollar amounts associated with each fiscal year and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for each selected OOE.

	tive Appropriation Requ							
Sti	rategy > Budgetir	ng						-
								DF SBC Bottom
Strateg	Y: 3-REGULATORY SERV	VICES	1-PR	OVIDE LAW ENFO	RCEMENT SERVI	CES 2-CRIN	IE RECORDS SERV	VICES V
dd Mul	<u>Itiple OOEs</u>							
OEs:								(
		Expended	Estimated		Requested	Requested	Exceptional	Exceptional
	OOE	2023	2024	Budgeted 2025	2026	2027	2026	2027
	1 - SALARIES AND GES	\$5,704,393	\$6,307,873	\$8,642,194	\$7,256,161	\$8,803,647	\$0	\$0
	2 - OTHER RSONNEL COSTS	\$444,555	\$477,888	\$511,222	\$499,000	\$515,000	\$0	\$
		55555	56666	57000	57000	57000		
200	05-TRAVEL 05-FACULTY SALARIE		56666 6,785,761		57000 \$7,755,161	57000 \$9,318,647	\$0	\$
200 100 101	05-TRAVEL	ARIES					\$0	\$ Save Cancel
200 100 101 101	05-TRAVEL 05-FACULTY SALARIE 0-PROFESSIONAL SAL	ARIES ARIES	6,785,761				\$0 (	
200 100 101 101 200	05-TRAVEL 05-FACULTY SALARIE 0-PROFESSIONAL SAL 5-PROFESSIONAL SAL	ARIES ARIES	6,785,761				\$0 [	
200 100 101 101 200	05-TRAVEL 05-FACULTY SALARIE 0-PROFESSIONAL SAL 5-PROFESSIONAL SAL	ARIES ARIES	6,785,761				\$0 [	
200 100 101 101 200	05-TRAVEL 05-FACULTY SALARIE 0-PROFESSIONAL SAL 5-PROFESSIONAL SAL	ARIES ARIES ES AND SERVICE	6,785,761	\$9,153,416	\$7,755,161	\$9,318,647	[	Save Cancel
200 100 101 101 200	5-TRAVEL 5-FACULTY SALARIER 10-PROFESSIONAL SAL 5-PROFESSIONAL SAL 11-PROFESSIONAL FEE	ARIES ARIES ES AND SERVICE	6,785,761	\$9,153,416	\$7,755,161	\$9,318,647	[	Save Cancel
200 100 101 101 200	5-TRAVEL 5-FACULTY SALARIER 10-PROFESSIONAL SAL 5-PROFESSIONAL SAL 11-PROFESSIONAL FEE Click in the drop-d	ARIES ARIES ES AND SERVICE	6,785,761	\$9,153,416	\$7,755,161	\$9,318,647	[	Save Cancel
200 100 101 101 200	5-TRAVEL 5-FACULTY SALARIEA 0-PROFESSIONAL SAL 5-PROFESSIONAL SAL 11-PROFESSIONAL FEE Click in the drop-d following example	ARIES ARIES ES AND SERVICE lown menu box ) related to the	6,785,761	\$9,153,416	\$7,755,161	\$9,318,647	[	Save Cancel
200 100 101 101 200	15-TRAVEL 15-FACULTY SALARIER 10-PROFESSIONAL SAL 15-PROFESSIONAL SAL 11-PROFESSIONAL FEE Click in the drop-d following example 1005-FACULT	ARIES ARIES SAND SERVICE lown menu box ) related to the TY SALAR	6,785,761	\$9,153,416	\$7,755,161	\$9,318,647	[	Save Cancel
200 100 101 101 200	5-TRAVEL 5-FACULTY SALARIER 10-PROFESSIONAL SAL 11-PROFESSIONAL SAL Click in the drop-d following example 1005-FACULT 1005-FACULT	ARIES ARIES SAND SERVICE lown menu box ) related to the TY SALAR	6,785,761	\$9,153,416 e cursor over in in the drop-dov	\$7,755,161	\$9,318,647	[	Save Cancel
200 100 101 101 200	5-TRAVEL 5-FACULTY SALARIER 10-PROFESSIONAL SAL 11-PROFESSIONAL SAL 11-PROFESSIONAL FEE Click in the drop-d following example 1005-FACULT 1005-FACULT 1010-PROFE	ARIES ARIES SAND SERVICE lown menu box ) related to the TY SALAR SSIONAL	6,785,761	\$9,153,416 e cursor over in in the drop-dow	\$7,755,161 ndividual OOE vn menu box.	\$9,318,647	[	Save Cancel
200 100 101 101	5-TRAVEL 5-FACULTY SALARIER 10-PROFESSIONAL SAL 11-PROFESSIONAL SAL Click in the drop-d following example 1005-FACULT 1005-FACULT	ARIES ARIES SAND SERVICE lown menu box ) related to the TY SALAR SSIONAL essional Salaries	and hover the OOEs listed in the OOEs listed in the Second	\$9,153,416 e cursor over in in the drop-dov	\$7,755,161	\$9,318,647	[	Save Cancel

Repeat the previous steps to add as many OOEs as needed to the **OOEs** grid.

**Revising OOE Data** – Select the GOS from the **Strategy** drop-down menu box, revise any dollar amounts associated with the OOE and click **Save**. As you save the data, notice that the OOE total fields update at the bottom of the grid.

	×	2005 - TRAVEL	\$55,555	\$55,555	\$55,555	\$55,555	\$55,555	\$0	\$0
		1005-FACULTY SALARII 🗸							
		OOE Strategy Totals:	\$145,979,059	\$146,554,165	\$143,385,903	\$143,854,515	\$143,854,515	\$0	\$0
Ι		k							

## IMPORTANT

You *cannot* modify the selected OOE code once the item has been saved. To change the OOE code, delete the existing row and re-add the information.

**Deleting OOE Data** – Save any unsaved data first and then click the red '**x**' to the left of the OOE to delete a row of data, as shown in the following example. Click **OK** in the pop-up window to confirm.

00	OOEs:								
	OOE	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027	
<b>S</b>	1001 - SALARIES AND WAGES	\$5,704,393	\$6,307,873	\$8,642,194	\$7,256,161	\$8,803,647	\$0	\$0	
<b>S</b>	1002 - OTHER PERSONNEL COSTS	\$444,555	\$477,888	\$511,222	\$499,000	\$515,000	\$0	\$0	
×		\$55,555	\$56,666	\$57,000	\$57,000	\$57,000	\$0	\$0	

Are you sure you want to delete Row# 2?

Review the following navigation options (hyperlinks). These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIC	DNS REFERENCE
OOE	Hyperlink directs you to the top portion of the screen and displays the <b>OOEs</b> you have entered for the selected strategy.
MOF	Hyperlink directs you to the middle portion of the screen and displays the <b>MOFs</b> you have entered for the selected strategy.
SBC	Hyperlink directs you to the bottom portion of the screen and displays the <b>Strategy</b> <b>Biennial Change (SBC)</b> data you have entered for the selected strategy.
Top and Bottom	Hyperlink positions the cursor at the top or bottom of the screen.
<b>Double Arrow</b> (top right of each grid)	Use this toggle switch ( <b>Double Arrow)</b> to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid (as shown below).

Add Multiple OOEs	
OOEs:	Click to Hide or View OOE Values
	Click to Hide or View OOE Values

## METHODS OF FINANCE (MOFS)

Scroll down to the **MOFs** grid or click the **MOF** hyperlink at the top of the screen, as shown below. The hyperlink will take you to the **MOFs** grid near the middle of the screen.

Legislative Appropriation Request				
Strategy > Budgeting				?
			OOE MOF SBC Botton	<u>n</u>
Strategy: 3-REGULATORY SERVICES	1-PROVIDE LAW ENFORCEMENT	SERVICES 2-CR	IME RECORDS VERVICES	•
Add Multiple OOEs				
OOEs:				8
Add Multiple MOFs				
MOFs:				1

For the selected strategy, you can add multiple MOFs to the **MOFs** grid or you can add each MOF separately along with the corresponding dollar amounts.

Adding Multiple MOFs – Click the Add Multiple MOFs hyperlink (as shown below) to add multiple MOFs for the selected strategy.

Add Multiple MOFs				
MOFs:				۸

Select the appropriate MOFs and click Save, as shown in the following example.

Click SAVE or CANCEL to return to previous screen.						
Select MOFs:						
1-General Revenue Fund						
2-Available School Fund						
□ 3-Tech & Instr Materials Fund						
□ 4-UT Pan Am Special Mineral Fund						
□ 5-Confederate Pension Fund						
Co-State Highway Fund State Highway Fund No. 006 =und						

The selected **MOFs** display in the **MOFs** grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.

M	MOFs:									
			MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
×	\$		1 - General Revenue Fund	\$3,046,668	\$9,140,769	\$9,010,954	\$15,172,375	\$14,329,360	\$0	\$0
×	\$		6 - State Highway Fund	\$11,000,000	\$12,000,000	\$13,000,000	\$13,000,000	\$13,000,000	\$0	\$0
×	\$	2	555 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0

For all federally funded **MOFs**, select the applicable federally funded MOF(s) from the **MOFs** list and click **Save**. ABEST will save the selected federally funded MOF(s) and add zero dollar amounts for each fiscal year. Refer to the <u>CFDA/ALNs</u> section of these instructions on how to enter dollar amounts by **CFDA/ALNs** numbers.

## IMPORTANT

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All MOFs for specific federal grant award funding refer to a unique 5-digit identifier. Prior to May 2018, the unique 5-digit identifiers were called Catalog of Federal Domestic Assistance numbers (CFDAs). The federal Catalog of Federal Domestic Assistance website (CFDA.gov) transitioned to SAM.gov in May 2018. As part of this change, the term "CFDA number" was replaced by the term "Assistance Listing Number" (ALN), though the unique 5-digit identifier remains the same. Although the term CFDA has been phased out at the federal level, some state and federal guidance may reference CFDAs instead of ALNs. These instructions use the term "CFDA/ALNs."

Adding A Single MOF – Use the gray section to add a single MOF (as shown below). Select an **MOF** from the drop-down menu box, enter the dollar amounts associated with each fiscal year, and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the selected MOF.

MO	MOFs:								
		MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
×		1 - General Revenue Fund	\$3,046,668	\$9,140,769	\$9,010,954	\$15,172,375	\$14,329,360	\$0	\$0
×		6 - State Highway Fund	\$11,000,000	\$12,000,000	\$13,000,000	\$13,000,000	\$13,000,000	\$0	\$0
×	٩	555 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		666-Appropriated Receir 🗙	999999	1000000	15000000	2000000	2000000	0	0
		MOF Strategy Totals:	\$14,046,668	\$21,140,769	\$22,010,954	\$28,172,375	\$27,329,360	\$0	\$0

TIP

Click in the drop-down menu box and hover the cursor over individual MOF names to show details related to the MOFs listed in the drop-down menu box.

Repeat the previous steps to add as many MOFs as needed to the MOFs grid.

**Revising MOF Data** – Select the GOS from the **Strategy** drop-down menu box, revise any dollar amounts associated with the MOF and click **Save**. As you save the data, notice that the **MOF Strategy Totals** fields update at the bottom of the **MOFs** grid.

#### IMPORTANT

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You *cannot* modify the selected **MOF** code once the **MOF** item is saved. To change the **MOF** code, delete the existing **MOF** row and re-add the information.

**Deleting MOF Data** – Save any unsaved data first and then click the red '**x**' to the left of the **MOF** to delete a row of data, as shown in the following example. Click **OK** in the pop-up window to confirm.

МО	NOFs:								
		MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
×		1 - General Revenue Fund	\$3,046,668	\$9,140,769	\$9,010,954	\$15,172,375	\$14,329,360	\$0	\$0
×		6 - State Highway Fund	\$11,000,000	\$12,000,000	\$13,000,000	\$13,000,000	\$13,000,000	\$0	\$0
×	2	555 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
×		666 - Appropriated Receipts	\$999,999	\$1,000,000	\$15,000,000	\$2,000,000	\$2,000,000	\$0	\$0
	Del	ete wailable School Fund ✓							
		MOF Strategy Totals:	\$15,046,667	\$22,140,769	\$37,010,954	\$30,172,375	\$29,329,360	\$0	\$0

Are you sure you want to delete Row# 4?		
	ОК	Cancel

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After completing your data entry for all OOEs and MOFs, review the **OOE/MOF Difference** for each strategy (as shown in the below example). This total must be zero for each fiscal year listed. You cannot set your agency's LAR **Status** to **COMPLETE** until each strategy has its financing (MOFs) and expenditures (OOEs) in balance. Note the imbalance for the **OOE/MOF Difference** in the example shown below. Any differences will appear as a closing edit and will prevent you from submitting the LAR. You can clear these edits by examining the amounts you entered for the OOEs and MOFs. You can also clear the closing edits at the end of the LAR data entry process. Refer to the <u>Closing Edits and Warnings</u> section of these instructions for details.

Add Multiple MOFs							
MOFs:							8
OOE / MOF Difference:	(\$7,842,165)	(\$14,298,342)	(\$12,800,538)	(\$20,360,214)	(\$17,953,713)	\$0	\$0
▲							

#### STRATEGY BIENNIAL CHANGE (SBC)

This section requires agencies to report detailed information describing the increase or decrease between the agency's 2024–25 base spending amounts as compared to the 2026–27 baseline funding request for each strategy. Refer to the *Detailed Instructions* for further guidance.

Scroll down to the **Strategy Biennial Change (SBC)** grid or click the **SBC** hyperlink at the top of the screen, as shown below. The hyperlink will take you to the **Strategy Biennial Change (SBC)** grid at the bottom of the screen.

Strategy > Budgeting		8
Strategy: 3-REGULATORY SERVICES	1-PROVIDE LAW ENFORCEMENT SERVICES	OOE MOF SBC Bottom
Strategy. S-REGULATORI SERVICES	I-PROVIDE LAW ENFORCEMENT SERVICES	2-CRIME RECORDS SERVICES

	MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptiona 2027
	1 - General Revenue Fund	\$3,046,668	\$9,140,769	\$9,010,954	\$15,172,375	\$14,329,360	\$0	9
	6 - State Highway Fund	\$11,000,000	\$12,000,000	\$13,000,000	\$13,000,000	\$13,000,000	\$0	
٩	555 - Federal Funds	\$111,222,333	\$118,860,533	\$114,901,365	\$109,180,204	\$110,023,219	\$0	
	2-Available School Fund 🗸							
	MOF Strategy Totals:	\$125,269,001	\$140,001,302	\$136,912,319	\$137,352,579	\$137,352,579	\$0	
		40.064.409) (\$4	22 4E0 07E) ((	407 704 002) (6	400 540 449) (	\$407 076 020)	¢0	
L .	DOE / MOF Difference: (\$1	19,064,498) (\$1	/33,158,875) (*	\$127,701,903) (\$	129,540,418) (	\$127,976,932)	\$0	

The details displayed in the top portion of the **Strategy Biennial Change (SBC)** grid (shown in the following examples) are calculations based on the information entered in the **MOFs** grid.

MOFs:										
		MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027	
×		1 - General Revenue Fund	\$3,046,668	\$9,140,769	\$9,010,954	\$15,172,375	\$14,329,360	\$0	\$0	
×		6 - State Highway Fund	\$11,000,000	\$12,000,000	\$13,000,000	\$13,000,000	\$13,000,000	\$0	\$0	
×	9	555 - Federal Funds	\$111,222,333	\$118,860,533	\$114,901,365	\$109,180,204	\$110,023,219	\$0	\$0	
		2-Available School Fund 🗸								
		MOF Strategy Totals:	\$125,269,001	\$140,001,302	\$136,912,319	\$137,352,579	\$137,352,579	\$0	\$0	
			19,064,498) (\$1	33,158,875) (\$	\$127,701,903) (\$	\$129,540,418) (	\$127,976,932)	\$0	\$0	
	-	y Biennial Change (SBC): itions (includes Rider App	ropriations amo	unts):					۸	
	В	Strateg ase Spending (Est 2024 + Bud	y Biennial Total - A 1 2025) Baselin	ll Funds ie Request (BL 20	026 + BL 2027)	Biennial Change	Total Incr Chan		Difference (must be \$0)	
		\$276,913,621		\$274,705	,158	(\$2,208,463	) \$0	)	(\$2,208,463)	

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**Calculations** used in the **Strategy Biennial Change (SBC)** grid include rider appropriation amounts that are applicable (if any) to the selected strategy.

In the Strategy Biennial Change (SBC) grid, enter an Amount and the corresponding Explanation(s) of Amount, and click Save. The character limit is 200 for the Explanation(s) of Amount text field, and a warning displays when entered data exceeds the field limit.

Stra	ategy Biennial Change (SBC):				۲				
Cal	Calculations (includes Rider Appropriations amounts):								
	Strategy Base Spending (Est 2024 + Bud	Biennial Total - All Funds 2025) Baseline Request (BL 2026 + BL 2027)	Biennial	Total Incremental	Difference (must be \$0)				
	\$276.913.621	\$274.705.158	Change (\$2,208,463)	Changes \$0	(must be \$0) (\$2,208,463)				
	\$270,913,021	\$274,705,156	(\$2,200,463)	<u>۵</u> 0	(\$2,200,463)				
Exp	planation(s):								
	Seq Amount	Explanation(s) of Ame	ount (must specify	MOFs and FTEs)					
Ent	Enter data below.								

Each entered biennial dollar **Amount** (incremental increases or decreases in All Funds) should represent an item or issue that contributes to and helps explain the total All Funds **Biennial Change** dollar amount (example shown below). Each of the corresponding **Explanation(s)** of **Amount** must identify the specific MOFs that make up the All Funds **Amount** and any related FTEs that are increased or decreased.

_										
Str	Strategy Biennial Change (SBC):									
Ca	Calculations (includes Rider Appropriations amounts):									
Strategy Biennial Total - All Funds         Biennial         Total Incremental         Difference           Base Spending (Est 2024 + Bud 2025)         Baseline Request (BL 2026 + BL 2027)         Change         Changes         (must be \$0)										
			\$276,913,621	\$274,705,158	(\$2,208,463)	\$11,350,012	(\$13,558,475)			
Ex	Explanation(s):									
	Seq Amount Explanation(s) of Amount (must specify MOFs and FTEs)									
×	:	1	\$11,350,012	\$11,350,012 of the (\$2,208,463) net Bien increased by \$11,350,012 from FY2024-25	nial Change is d to FY2026-27. R	ue to reason ABC. GR elated GR-funded FTE:	Fund 001 s increased by 12.			
	-13,558,475 (\$13,558,475) of the (\$2,208,463) net Biennial Change is due to reason XYZ. The (\$13,558,475) consists of a \$1,000,000 Fund 006 increase and a \$14,558,475 Federal Funds decrease. FTEs									
	\$11,350,012 Total Incremental Changes									
	Save									
						2	DOE MOE SBC Top			

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In the Strategy Biennial Change (SBC) grid, the calculations for the Total Incremental Changes and Difference (must be \$0) fields will update each time you enter items and click Save. For each of the agency's strategies, the Difference (must be \$0) field must ultimately equal zero and you must have at least one entry in the Explanation(s) of Amount field before you can set your agency Status to COMPLETE. If your Biennial Change field is zero for a given strategy and there are no changes in need of explanation, then enter a comment such as: "No change requested from the Base Spending amount to the Baseline Request amount." If your agency's Biennial Change field is a net zero for a given strategy, you could have a situation where the need for an explanation does exist, such as offsetting MOF swaps are requested or other offsetting budget actions are anticipated.

To delete a row of entered **Explanation(s)** data in the **Strategy Biennial Change (SBC)** grid, save any unsaved data first and then click the red '**x**' in the leftmost column. Click **OK** in the pop-up window to confirm.

		Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
×	t	1	\$11,350,012	<pre>\$11,350,012 of the (\$2,208,463) net Biennial Change is due to reason ABC. GR Fund 001 increased by \$11,350,012 from FY2024-25 to FY2026-27. Related GR-funded FTEs increased by 12.</pre>
×	De	elete	(\$13,558,475)	(\$13,558,475) of the (\$2,208,463) net Biennial Change is due to reason XYZ. The (\$13,558,475) consists of a \$1,000,000 Fund 006 increase and a \$14,558,475 Federal Funds decrease. FTEs
			(\$2,208,463)	Total Incremental Changes

Are you sure you want to delete Row# 1?	
	OK Cancel

To change the sequencing of the entered items, you can either change the numbers in the **Seq** column or click on the up/down arrows in the second column, and click **Save**.

		Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
×	t	1	\$11,350,012	<pre>\$11,350,012 of the (\$2,208,463) net Biennial Change is due to reason ABC. GR Fund 001 increased by \$11,350,012 from FY2024-25 to FY2026-27. Related GR-funded FTEs increased by 12.</pre>
×	Ť	2	(\$13,558,475)	(\$13,558,475) of the (\$2,208,463) net Biennial Change is due to reason XYZ. The (\$13,558,475) consists of a \$1,000,000 Fund 006 increase and a \$14,558,475 Federal Funds decrease. FTEs
	[]	Move U		
			(\$2,208,463)	Total Incremental Changes

## CATALOG OF FEDERAL DOMESTIC ASSISTANCE/ASSISTANCE LISTING NUMBERS (CFDA/ALNs)

## IMPORTANT

All MOFs for specific federal grant award funding refer to a unique 5-digit identifier. Prior to May 2018, the unique 5-digit identifiers were called Catalog of Federal Domestic Assistance numbers (CFDAs). The federal Catalog of Federal Domestic Assistance website (CFDA.gov) transitioned to SAM.gov in May 2018. As part of this change, the term "CFDA number" was replaced by the term "Assistance Listing Number" (ALN), though the unique 5-digit identifier remains the same. Although the term CFDA has been phased out at the federal level, some state and federal guidance may reference CFDAs instead of ALNs. These instructions use the term "CFDA/ALNs."

Federally funded MOFs can be added from the **Strategy→Budgeting** submenu or from the **Strategy→CFDA/ALNs** submenu. Select the option that works best for you.

- Use the **Strategy→Budgeting** submenu if you want to add CFDA/ALNs while you add federally funded MOFs. Refer to the <u>BUDGETING SUBMENU</u> section of these instructions for details.
- Use the **Strategy**→**CFDA/ALNs** submenu if you want to navigate directly to the **Strategy** > **CFDA/ALNs** data entry screen to add your federally funded MOFs and CFDA/ALNs. Refer to the <u>CFDA/ALNs SUBMENU</u> section of these instructions for details.

## TIP

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You can navigate to the **Strategy** > **CFDA**/**ALNs** data entry screen by clicking the **Strategy** → **Budgeting** submenu and then the magnifying glass  $\triangleleft$  displayed to the left of a federally funded MOF or you can go directly to the **Strategy** > **CFDA**/**ALNs** data entry screen by clicking the **Strategy** → **CFDA**/**ALNs** submenu.

## IMPORTANT

If a specific CFDA/ALNs number cannot be found in ABEST, send an email to <u>CFDA@lbb.texas.gov</u> and provide the following information:

- Contact Information (name and phone number of requestor);
- Agency code and agency name;
- CFDA/ALNs number;
- Program name for the CFDA/ALNs number you are requesting; and
- Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient.

## BUDGETING SUBMENU

Use the **Strategy** $\rightarrow$ **Budgeting** menu/submenu if you want to add federally funded **MOFs** along with your other **MOFs**. Complete the steps mentioned previously in the *METHODS OF FINANCE (MOFs)* section to add your federally funded **MOFs**.

To enter dollar amounts at the CFDA/ALNs level, click the **magnifying glass** located to the left of a federally funded **MOF** code . You will be directed to the **Strategy** > **CFDA/ALNs** screen.

Strategy > Budgeting										
							OOE MOF	SBC Bottom		
Str	ategy: 3-REGULATORY SERVIC	ES	2-PROV	IDE REGULATORY	SERVICES	1-REGUL	ATORY SERVICES	~		
Add	Add Multiple OOEs									
00	Es:							8		
Add	I Multiple MOFs									
мо	Fs:							٨		
	MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027		
≍	S55 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Show CFDA/ALN Amounts									
	MOF Strategy Totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

At the top of the **Strategy > CFDA/ALNs** screen, you will see the **Strategy** and federally funded **MOF** code that you selected are loaded in the drop-down menu boxes (as shown below).

Legislative Appropriation Request								
Strategy > CFDA/ALNs								
		Bottom						
Strategy: 3-REGULATORY SERVICES	2-PROVIDE REGULATORY SERVICES	1-REGULATORY SERVICES 🗸						
MOFs: 555 - Federal Funds		~						
へ								

Adding Multiple CFDA/ALNs – Click the Add Multiple CFDA/ALNs hyperlink to add multiple CFDA/ALNs for the selected Strategy and MOF, as shown below.

Legislative Appropriation	Request								
Strategy > CFDA/ALNs									
							<b>Bottom</b>		
Strategy: 3-REGULATORY	SERVICES	2	-PROVIDE REGU	LATORY SERVIC	ES 1	-REGULATORY S	ERVICES 🗸		
MOFs: 555 - Federal	Funds						~		
Add Multiple CFDA/ALNs Add MOFs									
CFDA	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027		
Enter data below.						1			
Enter data below.									
000.000.001 Comptroll V	·								
CFDA/ALN Strateg		\$0	\$0	\$0	\$0	\$0	\$0		

Select the appropriate CFDA/ALNs and click Save, as shown below.

Click SAVE or CANCEL to return to previous screen.	
Select CFDA/ALNs:	
000.000.001 Comptroller Misc Claims Fed Fnd Pym	
000.000.002 Single Retention (Bonus) Payment	
000.000.003 Salary Adjustments	
000.301.001 Information and Referral	
000.301.001 Information and Referral mployer	
ТІР	

 $\bigcirc$ 

The nine-digit CFDA/ALNs codes display leading zeroes. For example, to add CFDA/ALNs 16-922, select 016-922-000 from the CFDA/ALNs listing.

The selected CFDA/ALNs display in the grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.

Leg	islative Appropriation Requ	lest							
Ø	Strategy > CFDA/A	LNs							(
								Botte	om
Str	ategy: 3-REGULATORY SERV	ICES	2-1	PRO <mark>V</mark> IDE REGUI	LATORY SERVIC	ES 1	-REGULATORY S	SERVICES	~
1	MOFs: 555 - Federal Fun	ıds							~
	Multiple CFDA/ALNs MOFs CFDA/ALN	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exception 2027	ıal
	000.301.001 Information								
	and Referral	0	11111	22222	33333	33333	0		
	000.000.001 Comptroll 🗸								
	CFDA/ALN Strategy Totals:	\$0	\$0	\$0	\$0	\$0	\$0	)	\$0
							l	Save Canc	;el
									<u>Top</u>

Adding A Single CFDA/ALNs – Use the gray section to add a CFDA/ALNs for the strategy and MOF listed. Select the CFDA/ALNs from the drop-down list (as shown below), enter the dollar amounts associated with each fiscal year and click Save. The system will not save the data unless you have entered at least one fiscal year amount for the selected CFDA/ALNs.

Leg	islative Appropriation Requ	iest							6
Ø	Strategy > CFDA/A	LNs							C
								Bottom	1
Str	ategy: 3-REGULATORY SERV	/ICES	2-1	PROVIDE REGUI	LATORY SERVIC	ES 1	-REGULATORY SH	ERVICES 🗸	•
1	MOFs: 555 - Federal Fur	nds						~	•
	Multiple CFDA/ALNs								
	Multiple CFDA/ALNs MOFs CFDA/ALN	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027	
Add	MOFs			-	•			•	
Add	CFDA/ALN 000.301.001 Information	2023	2024	2025	2026	2027	2026	2027	
Add	CFDA/ALN           000.301.001 Information           and Referral           000.000.001 Comptroll            000.000.001 Comptroll            000.000.002 Single Retent	2023 \$0 Misc Claims Fed tion (Bonus) Pay	2024 \$11,111 Fnd Pym	2025	2026 \$33,333	2027 \$33,333	2026	2027	0
Add	CFDA/ALN 000.301.001 Information and Referral 000.000.001 Comptroll V 000.000.001 Comptroll I	2023 \$0 Visc Claims Fed tion (Bonus) Pay tments tch Employer	2024 \$11,111	2025 \$22,222 \$22,222 \$22,222	2026 \$33,333	2027 \$33,333 \$33,333 \$33,333	2026 \$0]	2027 \$0	0

Repeat the previous steps to add as many **CFDA/ALNs** as needed.

To add additional federally funded MOFs from the **Strategy > CFDA/ALNs** screen, click **Add MOFs** (as shown in the following example).

-	e Appropriation Request tegy > CFDA/ALNs		(
	3-REGULATORY SERVICES	2-PROVIDE REGULATORY SERVICES 1-REGULATORY	
	le CFDA/ALNs		~

Select the appropriate **MOFs** and click **Save**, as shown below.

Click SAVE or CANCEL to return to previous screen.
Select MOFs:
92-Federal Disaster Fund
Save

The selected MOFs load into the **MOFs** drop-down menu box for the selected **Strategy**, as shown in the below example.

Strate	tegy > CFDA/ALNs			1
				Bottom
Strategy:	3-REGULATORY SERVICES	2-PROVIDE REGULATORY SERVICES	1-REGULATORY	SERVICES 🗸
MOFs:	555 - Federal Funds			~
	92 - Federal Disaster Fund			
Add Multip	555 - Federal Funds			

Select the **Strategy**→**Budgeting** menu/submenu to return to the OOE and MOF detail by strategy on the **Strategy** > **Budgeting** screen. Then select the desired **Strategy**. The CFDA/ALNs detail rolls up for the corresponding **MOF** and the CFDA/ALNs amounts are not editable from the **MOFs** grid.

Strategy > Budgeting						<b>B</b>
					<u>OOE</u> MOF	<u>SBC</u> Bottom
Strategy: 3-REGULATORY SERVICES	2-PROV:	IDE REGULATORY	SERVICES	1-REGULA	ATORY SERVICES	•
Add Multiple OOEs						
OOEs:						8
Add Multiple MOFs						
MOFs:						8
MOF Expen 202		Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
🗙 🔍 92 - Federal Disaster Fund	<mark>\$0</mark> \$0	\$0	<mark>\$0</mark>	<mark>\$0</mark>	\$0	\$0
🗙 🔍 555 - Federal Funds 🔨	\$0 \$11,111	\$22,222	\$38,333	\$38,333	\$0	\$0

**Revising CFDA/ALNs Data** – Click the **magnifying glass** next to the federally funded **MOF** to update the CFDA/ALNs entries for the corresponding **MOF**. Select the appropriate **CFDA/ALNs**, revise any dollar amounts associated with the **CFDA/ALNs** and click **Save**.

MOF	is:							8
	MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
×	🔍 92 - Federal Disaster Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
×	555 - Federal Funds	\$0	\$11,111	\$22,222	\$38,333	\$38,333	\$0	\$0
	Show CFDA/ALN Amounts							
	MOF Strategy Totals:		\$11,111	\$22,222	\$38,333	\$38,333	\$0	\$(

#### IMPORTANT

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You *cannot* modify the selected **CFDA/ALNs** code once the item is saved. To modify this field, delete the applicable existing CFDA/ALNs row of data (as described below) and re-add the information.

**Deleting CFDA/ALNs Doto** – Save any unsaved data first and then click the **magnifying glass** next to the federally funded **MOF** which will direct you to the **CFDA/ALNs** grid. As shown below, click the red '**x**' to the left of the **CFDA/ALNs** to delete a row of data. Then click **OK** to confirm your request.

Str	ategy > CFDA/A	LNs							ų
								Botto	<u>m</u>
Strategy	C 3-REGULATORY SERV	VICES	2-	PROVIDE REGU	LATORY SER <b>V</b> IC	ES	1-REGULATORY S	ERVICES	~
MOFs	: 555 - Federal Fur	ıds							~
Add Multi Add MOF	i <u>ple CFDA/ALNs</u> - <u>s</u>								
	CFDA/ALN	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptiona 2027	1
000.0	000.002 Single								
	ntion (Bonus)	\$0	\$0	\$0	\$5,000	\$5,000	\$0		\$0
Delet	ent ent								
	لبط1.001 Information Referral	\$0	\$11,111	\$22,222	\$33,333	\$33,333	\$0		<b>\$</b> 0
Are you	sure you want to delete	Row# 1?		ancel		-			3

## CFDA/ALNS SUBMENU

Use the **Strategy**→**CFDA/ALNs** menu/submenu to add federally funded MOFs and CFDA/ALNs.

Status	Legislative Appropriation Request				
Strategy	Budgeting				
Rider	CFDA/ALNs				
Measures	FTEs				

The agency's first GOS loads into the **Strategy** drop-down menu box. The **MOFs** drop-down box will be empty unless a federally funded MOF was added previously during your data entry on the **Strategy**→**Budgeting** menu/submenu. To change the GOS, select a different item from the **Strategy** drop-down menu box. To add a new MOF, click **Add MOFs**, as shown below.

Legislative Appropriation Reque	est						
Strategy > CFDA/AL	Ns						
						Botto	<u></u>
Strategy: 5-AGENCY SERVICES	AND SUPPORT	1-PROVIDE	ADMINISTRATION	AND SUPPORT	2-INFORMATION	TECHNOLOGY	~
MOFs:							~
Add MOFs							
· · · · · · · · · · · · · · · · · · ·							

Select the appropriate **MOFs** and click **Save**, as shown below.

Click SAVE or CANCEL to return to previous screen.
Select MOFs:
☑ 92-Federal Disaster Fund
102-Air Control Board Acct
□ 118-Fed Pub Library Serv Fd

The selected MOFs load into the **MOFs** drop-down menu box for the selected **Strategy**.

Strategy > CFDA/ALNs						le l			
								Botte	<u>om</u>
Strategy: 5-AGE	ENCY SERVI	CES AND SUPPO	RT 1	L-PROVIDE AD	MINISTRATION 2	AND SUPPORT	2-INFORMATION	TECHNOLOGY	~
MOFs: 92 -	Federal D	)isaster Fund							~
92 -	Federal D	isaster Fund							
Add Multiple CFD	A/ALNs								
Add MOFs									
		Expanded	Estimated	<b>Rudated</b>	Deguastad	Desugated	Eventional	Evention	
CFDA Expended Estimated 2023 2024				Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exception 2027	a
Enter data belov	w.								

Select a MOF from the **MOFs** drop-down menu box, then click **Add Multiple CFDA/ALNs** to choose the CFDA/ALNs associated with the selected strategy and MOF.

Stra	ategy > CFDA/ALNs								
								Bo	<u>ottom</u>
Strategy:	5-AGENCY SERVICES AND	SUPPORT	1-PROVIDE	ADMINISTRATION	AND	SUPPORT	2-INFORMATION	TECHNOLO	GY 🗸
MOFs:	92 - Federal Disaster	Fund							~
Add Multip Add MOFs	DIE CFDA/ALNS								

Select the appropriate **CFDA/ALNs** and click **Save**, as shown in the below example.

Click SAVE or CANCEL to return to previous screen.
Select CFDA/ALNs:
000.000.001 Comptroller Misc Claims Fed Fnd Pym 00.000.002 Single Retention (Bonus) Payment
Save
TIP

The nine-digit CFDA/ALNs codes display leading zeroes. For example, to add CFDA/ALNs 16-555, select 016-555-000 from the CFDA/ALNs listing.

The selected CFDA/ALNs load into the **CFDA/ALNs** grid. Enter the dollar amounts for each fiscal year and click **Save** (example shown below).

Leg	gislative Appropriation Requ	iest						
U	Strategy > CFDA/A	LNs						
								Bottom
Str	rategy: 5-AGENCY SERVICES	AND SUPPORT	1-	PROVIDE ADMI	NISTRATION AN	D SUPPORT 2	2-INFORMATION	TECHNOLOGY 🗸
1	MOFs: 92 - Federal Disa	ster Fund						~
	<u>l Multiple CFDA/ALNs</u> <u>l MOFs</u>							
		Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
Add	<u>I MOFs</u>			-	•	•	2026	
Add	CFDA/ALN 000.000.001 Comptroller		2024	2025	2026	2027	2026	
Add	CFDA/ALN 000.000.001 Comptroller Misc Claims Fed Fnd Pym	2023 0	2024	2025 2222	2026	2027	2026 0	

Add, delete, and revise individual CFDA/ALNs, just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u> and <u>MOFs</u> sections of these instructions for data entry details.

## FULL-TIME-EQUIVALENTS (FTES)

Click the Strategy menu and FTEs submenu to enter the FTEs for each strategy, as shown below.

Status	Legislative Appropriation Request
Strategy	Budgeting
Rider	CFDA/ALNs
Measures	FTES
measures	

Enter the FTE numbers associated with each GOS, and click **Save** (shown below). As you save the data, the **FTE Strategy Totals** at the bottom of the **FTEs** grid will update.

Legislative Appropriation Request							
O Strategy > FTEs							
							Bottom
FTEs:							♠
				-	-	-	
Goal.Objective.Strategy	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027	Exceptional 2026	Exceptional 2027
Goal.Objective.Strategy		2024		2026	2027	2026	Exceptional
	2023	2024	2025 162.0	<b>2026</b> 221.5	<b>2027</b> 221.5	2026 0	Exceptional

After you enter the OOE, MOF, CFDA, and FTE data for each strategy and the OOEs and MOFs are in balance for each strategy, your work on the **Strategy** menu is complete.

## **RIDER APPROPRIATIONS DETAIL**

The ABEST rider portion of the LAR should include appropriations historically made to your agency by riders (including appropriation riders in your agency bill pattern, in applicable end-of-article special provisions, and in Article IX, General Provisions). It should also include new rider appropriations requests for the upcoming biennium (all new rider appropriations requests in ABEST should begin with code 701).

Rider appropriations detail data entry should only request appropriations in addition to the amounts included in the strategies. No riders should be included here that direct your agency to spend funds already appropriated in strategies or for Exceptional Items. Since rider appropriations are included in strategies for history years, the rider detail you add for those history fiscal years is informational only (i.e., will not result in double-counting the dollar amounts included in the strategies). Refer to the *Detailed Instructions* for *PART 3.C. RIDER APPROPRIATIONS AND UNEXPENDED BALANCES REQUEST* for more information.

Rider appropriations detail is not copied forward in ABEST from the 88<sup>th</sup> legislative session to the 89<sup>th</sup> legislative session. All appropriation rider descriptions/amounts must be entered for the upcoming biennium.

## **RIDER APPROPRIATIONS DESCRIPTIONS**

Click the Rider menu and Descriptions submenu (shown below) to create the rider appropriations.

Measures	Amounts Seq Short N
Rider	Descriptions
Strategy	
Status	Rider > Descriptions
News	Legislative Appropriation Request

Adding Rider Appropriations Descriptions – Enter in the grid the Code, Seq (Sequence), Short Name, Full Name, GOS, Rider Type, Location, Description, and click Save (shown in below example).

Legislative Approp	priation Request					0
💿 Rider > D	escriptions					U
Code Seq	Short Name	Full Name	GOS	Rider Type	Location	Bottom Description
		T un Name	600	Kidel Type	Location	Description
Enter data below.						
3 1	Rider's Short Name	Rider's Full Name 🗸	6.1.1-INDIRECT ADMINISTRA			Update rider for
						Тор
						Save Cancel

Enter the rider detail (as shown in the above grid) based on the criteria listed in the following table labeled **Rider Appropriations Detail Criteria**.

RIDER APPROPR	ATIONS DETAIL CRITERIA
Code	Enter the rider number found in the current appropriations bill for existing appropriation riders. Begin with code 701 for new appropriation riders.
Seq (Sequence)	Enter the sequence number associated with the appropriation rider. You may have more than one GOS that is affected by a given appropriation rider. Use the same rider code, but increase the sequence number by one for each GOS added.
Short Name	Double click in the field to enter the <b>Short Name</b> for the appropriation rider. The character limit is 35 (a character counter is provided in the text field).
Full Name	Double click in the field to enter the <b>Full Name</b> for the appropriation rider. The character limit is 70 (a character counter is provided in the text field).
GOS	Click in the drop-down menu box to select the goal, objective and strategy associated with the appropriation rider.
Rider Type	Click in the drop-down menu box to select the appropriate <b>Rider Type</b> (e.g., Estimated, Sum Certain, or Unexpended Balance).
Location	Double click in the field to enter the location in the current appropriations bill. The character limit is 70 (a character counter is provided in the field). For a new appropriation rider request, type in the text field: " <i>New rider requested</i> ."
Description	Double click in the field to enter a description of the appropriation rider. The character limit is 2,000 (a character counter is provided in the text field).

TIP

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You can expand some multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.

Repeat the previous steps to add additional appropriation riders.

Wł	<b>0</b>	RTANT											
(		row o showi	f rider d n in the	nodify the <b>Code</b> ata by clicking o below example) ith the rider (incl	n the red " <b>x</b> , then re-ad	" to the left d the rider	of the <b>C</b> o	ode an on infor	d click <b>OK</b> to co mation. If you d	nfirm your de	eletio	on request (as	-
.eg		ative App ider >		n Request ptions	Message from web	page	>	<					
		Code	Seq	Short Name	? Are you	sure you want to de	lete Row# 2?	_	Rider Type	Location		Bot Description	ttom
×	٩	3	1	Rider's Short Name	F	ОК	Cancel			GAA,V-23, Rider 3	$\hat{}$	Update rider for	$\sim$
×	٩	701	1		New Rider Full Name	6.1.2-INF	RASTRUC	CTUF 🗸	S-SUM CERT	New rider requested		New rider to do XYZ	< >
2				A		1.1.1-HE			M-ESTIMATE V		^		^

Add, delete, and revise appropriation rider entries, just as you did earlier for the strategy. Refer to the strategy <u>MOFs</u> section of these instructions for data entry details.

## **RIDER AMOUNTS**

Click the **Rider** menu and the **Amounts** submenu (shown below) to enter the dollar amounts associated with each rider appropriations description.

Strategy			a.
Rider	Descriptions		
Measures	Amounts 📐	Seq	Short Na
			D'1 C

TIP	
$\bigcirc$	You can also move to the rider amounts by clicking on the magnifying glass 🔍 on the Rider > Descriptions grid.

The agency's first appropriation rider displays in the **Rider** drop-down menu box. To change the rider, select a different **Rider** from the drop-down menu box, as shown below.

Legislative Appropriation Request	
Rider > Amounts	<b>U</b>
	OOE MOF Bottom
Rider: 701.1 - New Rider Short Name	

Add the OOEs and MOFs for each appropriation rider, just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u> and <u>MOFs</u> sections of these instructions for data entry details.

Legislative Appropriation Requ	lest								
Rider > Amounts					•				
Rider: 701.1 - New Rider	Short Name				OOE MOF Bottom				
Ridel. Vol. 1 - New Ridel	SHOLE NAME				•				
Add Multiple OOEs									
OOEs:					۲				
OOE	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027				
Enter data below.									
1001-SALARIES AND WAG	0	0	0	123500	144000				
OOE Strategy Totals:	\$0	\$0	\$0	\$0	\$0				
Add Multiple MOFs									
MOFs:	MOFs:								
MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027				
Enter data below.									
1-General Revenue Fund 🗸				123500	144000				
MOF Strategy Totals:	\$0	\$0	\$	\$0	\$0				
OOE / MOF Differe	nce:	\$0 \$	\$0 \$	0 \$0	\$0				
					OOE MOE Top				
					Save Cancel				

#### IMPORTANT

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Review the **OOE/MOF Difference** for each rider appropriation (example shown below). This total should be zero for each fiscal year listed. You cannot complete the LAR until each rider appropriation has its financing (**MOFs**) and expenditures (**OOEs**) in balance.

ſ		OOE Strategy Totals:	\$0	\$0	\$0	\$123,500	\$144,000
A	dd	Multiple MOFs					
Ν	/IOF	s:					۸
		MOF	Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027
1	×	1 - General Revenue Fund	\$0	\$0	\$0	\$123,500	\$144,000
/		2-Available School Fund 🗸					
		MOF Strategy Totals:	\$0	\$0	\$0	\$123,500	\$144,000
		OOE / MOF Difference		<b>0</b> \$	0 \$	0 \$0	\$0
L	_	OOL HWOF Difference			<u> </u>	<b>5</b>	OOE MOE Top
		へ					

To enter dollar amounts at the CFDA/ALNs level for a rider appropriation, enter data on the **Rider** > CFDA/ALNs screen just as you did on the **Strategy** > CFDA/ALNs screen.

# **PERFORMANCE MEASURES**

The LAR process requires your agency to project its performance using outcome, output, explanatory, and efficiency measures from the agency's updated strategic plan. Your agency has begun or completed entry of the performance measure definitions in ABEST as part of the strategic planning process. Now you will enter values for the measures approved for your agency for 89-R. The data entry is for actual performance in fiscal year 2023, expected performance for fiscal year 2024, and projected performance for fiscal years 2025, 2026, and 2027.

#### IMPORTANT

For the LAR, you must enter values for *all* measures, both key and non-key. Key measures are those referenced in the General Appropriations Act (GAA). Non-key performance measures are not referenced in the GAA, but are reported on in the agency's operating budget and LAR.

#### TIP

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The *Detailed Instructions* indicate that historical data must be maintained and available for any performance measures that are changed during the strategic planning and budgeting structure process to allow for comparison of performance between fiscal years. For an approved new measure for the upcoming 2024–25 biennium, an agency may have to report a historical value for what would have occurred if the measure had existed in the previous fiscal year(s). Obtain further direction, as needed, from your agency's assigned LBB analyst.

## **OUTCOME MEASURES**

Click the **Measures** menu and the **Outcomes** submenu, as shown below.

Measures	Outcomes 📐
Summary of Requests	Strategy Related
Exempt Positions	Impact on Outcomes

The agency's first goal and objective (GO) displays in the **Goal/Objective** drop-down menu box. To change the GO, select a different GO from the drop-down menu box, as shown below.

Legislative Appr	opriation Request		
Measure	s > Outcomes		(
			<u>Bottom</u>
Goal/Objective:	1-PROTECT TEXAS	1-PROVIDE INTELLIGENCE	*
	1-PROTECT TEXAS	1-PROVIDE INTELLIGENCE	
	1-PROTECT TEXAS	2-CONDUCT INVESTIGATIONS	N
	1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	
	2-SECURE THE TEXAS BORDER	1-SECURE TX FROM TRANSNATIONAL CRIME	,

Adding Outcome Amounts – Enter the amounts for each fiscal year listed (as shown in the following example) and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the outcome listed. Repeat for each outcome.

Legis	slative Appropriation Request						(c)
O	Measures > Outcomes						<pre>(</pre>
Goa	I/Objective: 1-PROTECT TEXAS			2-CONDUCT INVE	ESTIGATIONS		Bottom
	omes:						۸
Seq	Description	%	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
1	Annual Texas Index Crime Rate	N	2,450	2,562	2,824	2811	2811
2	Number of High Threat Criminals Arrested	N					
			·		·	·	Save Cancel
							<u>Top</u>

#### IMPORTANT



Refer to the <u>EXCEPTIONAL ITEMS IMPACT ON OUTCOMES</u> section of these instructions to enter data for Exceptional Items that relate to outcomes.

**Revising Outcome Amounts –** Select the GO from the **Goal/Objective** drop-down menu box. Revise any fiscal year amounts associated with the selected outcome and click **Save**.

### **OUTPUT, EXPLANATORY, AND EFFICIENCY MEASURES**

Click the Measures menu and the Strategy Related submenu, as shown below.

Measures	Outcomes
Summary of Requests	Strategy Related 📐
Exempt Positions	Impact on Outcomes

The agency's first GOS displays in the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down menu box, as shown in the below example.

Legislativ	e Appropriation Request		Â
🔘 Mea	asures > Strategy Related		Ø
			Bottom
Strategy:	1-PROTECT TEXAS	1-PROVIDE INTELLIGENCE	1-INTELLIGENCE V
	1-PROTECT TEXAS	1-PROVIDE INTELLIGENCE	1-INTELLIGENCE
	1-PROTECT TEXAS	1-PROVIDE INTELLIGENCE	2-INTEROPERABILITY AND COMMUNICATIONS
	1-PROTECT TEXAS	2-CONDUCT INVESTIGATIONS	1-CRIMINAL INVESTIGATIONS
	1-PROTECT TEXAS	2-CONDUCT INVESTIGATIONS	2-TEXAS RANGERS
	1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	1-TEXAS HIGHWAY PATROL
	1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	2-AIRCRAFT OPERATIONS
	1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	3-SECURITY PROGRAMS
	1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	4-STATEWIDE EMERGENCY RESPONSE
	2-SECURE THE TEXAS BORDER	1-SECURE TX FROM TRANSNATIONAL CRIME	1-DRUG AND HUMAN TRAFFICKING
	2-SECURE THE TEXAS BORDER	1-SECURE TX FROM TRANSNATIONAL CRIME	2-ROUTINE OPERATIONS
	2-SECURE THE TEXAS BORDER	1-SECURE TX FROM TRANSNATIONAL CRIME	3-EXTRAORDINARY OPERATIONS
	3-REGULATORY SERVICES	1-PROVIDE LAW ENFORCEMENT SERVICES	1-CRIME LABORATORY SERVICES

Review the following navigation options (hyperlinks). These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIO	ONS REFERENCE
Outputs	Hyperlink (shown in the following example) directs you to the top portion of the screen (first grid) and displays the output measures for the selected strategy.
Efficiency	Hyperlink directs you to the middle portion of the screen (second grid) and displays the efficiency measures for the selected strategy.
Explanatory	Hyperlink directs you to the bottom portion of the screen (third grid) and displays the explanatory measures for the selected strategy.
Top and Bottom	Hyperlink positions the cursor at the top or bottom of the screen.
Double Arrow (top right of each grid)	Use this toggle switch ( <b>Double Arrow</b> ) to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid.

In these instructions, output measures are used as the primary example of working with strategy related measures. Working with explanatory and efficiency measures is a similar process. In the example below, notice that the grids for outputs and explanatory measures include columns for entering values for Exceptional Items (**Excp**). Also note in the below example that this selected strategy does not have any efficiency measures.

C	Measures > Strategy R	lela	ited						
								<u>Outputs</u> Explar	atory Bottom
Stra	tegy: 2-SECURE THE TEXAS BO	RDEI	۱.	1-SECURE	TX FROM TRA	NSNATIONAL C	RIME 2-RO	UTINE OPERAT	IONS 🗸
Outp	outs:								٨
Seq		%	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
1	Number of Tactical Marine Unit Patrol Hours	N							
2	Total Number of Weapons Seized by LEAs in the Border Region	N							
3	Total Dollar Value of Currency Seized by LEAs in the Border Region	N							
•									•
		The	re are no Effi	iciency Measu	ires associate	d with this Str	ategy.		
Expl	anatory:								۲
Seq	Description	%	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
1	Number of Cameras Deployed	Ν							
/									
									•
						•		Outputs E	xplanatory Top
									Save Cancel

When entering values in the Exceptional Items columns (**Excp**) for output measures, the data should be *incremental*, indicating only the quantity associated with the impact made by the Exceptional Item (for example, if the base measurement amount is 100 and the Exceptional Item increases it to 110, enter 10).

For efficiency and explanatory measures, consider the data as *cumulative* when entering values in the Exceptional Items columns. In those cases, you should consider the base measurement and how that amount is affected by the Exceptional Item (for example, if the base measurement amount is \$248 and the Exceptional Item increases it to \$260, enter \$260).

Adding Output Amounts – In the Outputs grid (example shown below), enter the amounts for each fiscal year listed and click Save. The system will not save the data unless you have entered at least one fiscal year amount for the output listed. Repeat the steps for each strategy and all applicable measure types (output, efficiency, and explanatory).

Legis	lative Appropriation Request								
0	Veasures > Strategy R	ela	ated						(
								Outputs Explar	natory Bottom
Strate	egy: 2-SECURE THE TEXAS BOP	RDE	R	1-SECURE	TX FROM TRA	NSNATIONAL C	RIME 2-RO	UTINE OPERAT	IONS 🗸
Outp	uts:								۲
Seq	Description	%	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
	Number of Tactical Marine Unit Patrol Hours	N	3,681	3690	3700	3700	3700	0	0

**Revising Output Amounts –** Select the GOS from the **Strategy** drop-down menu box. Revise any amounts associated with the selected output and click **Save**.

## **EXCEPTIONAL ITEMS IMPACT ON OUTCOMES**

ABEST allows you to describe how the Exceptional Item dollars (that are requested in the LAR at the strategy level) will affect the agency's outcomes. Click the **Measures** menu and the **Impact on Outcomes** submenu, as shown below.

Measures	Outcomes
Summary of Requests	Strategy Related
Exempt Positions	Impact on Outcomes
Exceptional Items	5

The agency's first GO that has an outcome measure will display in the **Strategy** drop-down menu box. All strategies related to a given GO that has an outcome measure will be included in the drop-down menu box. To change the GO, select a different **Strategy** from the drop-menu down box.

Measures > Impact on Outcomes		Ø
		Bottom
Strategy: 1-PROTECT TEXAS	2-CONDUCT INVESTIGATIONS	1-CRIMINAL INVESTIGATIONS 🗸
1-PROTECT TEXAS	2-CONDUCT INVESTIGATIONS	1-CRIMINAL INVESTIGATIONS
Seq 1-PROTECT TEXAS	2-CONDUCT INVESTIGATIONS	2-TEXAS RANGERS
1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	1-TEXAS HIGHWAY PATROL
Enter dat 1-PROTECT TEXAS	Goal 1-PROTECT TEXAS: Objective 2-PROVIDE D	JBLIC SAFETY; Strategy: 1-TEXAS HIGHWAY PATROL
1-PROTECT TEXAS	Goal, I-PROTECT TEXAS, Objective, S-PROVIDE P	SEEC SALETT, Stategy, PTEARS HIGHWAT PATROE
01.1-PROTECT TEXAS	3-PROVIDE PUBLIC SAFETY	4-STATEWIDE EMERGENCY RESPONSE

Adding Outcome Data – After selecting the desired Strategy from the drop-down menu box, select the appropriate outcome from the drop-down list that is located under **Description** (as shown below), and hover the cursor over the **Description** short name to display the full outcome name. Enter the amounts for each fiscal year listed, and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the selected outcome.

Legislative Appropriation Request					
Measures > Impact on Outcomes					
				<u>Bot</u>	<u>tom</u>
Strategy: 1-PROTECT TEXAS	3-PROVIDE PUBLIC SAM	FETY	1-TEXA	AS HIGHWAY PATROL	~
Seq Description		Excp 2026		Excp 2027	
Enter data below.					
Liner data below.					
01 - LOC GOVTS W/CURRENT EMER OPS PLAN	~				
01 - LOC GOVTS W/CURRENT EMER OPS PLAN					
02 - OPEN HAZARD MITIGATION GRANTS					
03 - OPEN DISASTER RECOVERY GRANTS	umber of Public Entities with Open	Hazard Mitigation Grants			<u>Top</u>

### IMPORTANT

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The Exceptional Items data for outcomes should be the *cumulative* effect, taking into account the base level strategy request. For example, if a base level funding request is projected to result in an outcome measure of 95% and the related Exceptional Item (if funded) increases that outcome measure to 100%, then enter 100% for the applicable fiscal year.

The outcome **Description** (full name) will display on the screen after the data is saved (as shown in the below example).

Leg	islativ	e Appropriation Request		
Ø	Me	asures > Impact on Outcomes		•
				Bottom
Str	ategy:	1-PROTECT TEXAS 3-PROVIDE PUBLIC SAFE	тү 1-тех	AS HIGHWAY PATROL 🗸
	Seq	Description	Excp 2026	Excp 2027
×		Description Number of Public Entities with Open Hazard Mitigation Grants	Excp 2026 1,234.0000	Excp 2027 1,240.0000
×			•	
×		Number of Public Entities with Open Hazard Mitigation Grants	•	
*		Number of Public Entities with Open Hazard Mitigation Grants	•	

Repeat this step for each strategy and outcome that would be impacted by your agency's requested Exceptional Items.

**Revising Outcome Amounts –** Select the GO from the **Strategy** drop-down menu box. Revise any amounts associated with the selected outcome and click **Save**.

# SUMMARY OF REQUESTS

The MOF Summary your agency entered into ABEST Base Reconciliation-Stage SBR has been copied forward to your agency's ABEST LAR-Stage 01 and those numbers will be reflected on the LAR **Summary of Requests**→ MOFs menu/submenu. For your agency's LAR, you will need to review the historical data for **Expended 2023**, **Estimated 2024**, and **Budgeted 2025** (that was previously entered by your agency during the Base Reconciliation-Stage SBR phase), and enter data for the baseline request years (**BL 2026** and **BL 2027**).

## **METHOD OF FINANCE (MOFS)**

Click the **Summary of Requests** menu and the **MOFs** submenu, as shown below.

Summary of Requests	MOFs 📐
	and the second se
Exempt Positions	FTES

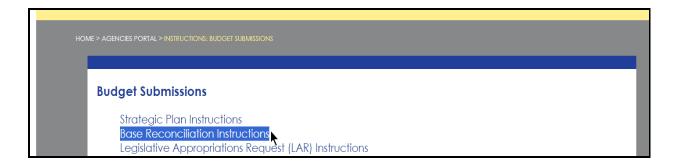
The **Summary of Requests > MOFs** screen displays. The first MOF code used in your agency's Base Reconciliation displays on the screen in the **Existing MOFs** grid, as shown below.

Summary of Requests > MOFs			0
	Existing MOFs	Available MOFs	Bottom
Existing MOFs:			8
MOFs: 1 - General Revenue Fund			$\checkmark$

**Reviewing/Revising Historical Data** – For the listed MOF, review the historical data for **Expended** (Exp) 2023, Estimated (Est) 2024, and Budgeted (Bud) 2025 that was previously entered by your agency during the Base Reconciliation-Stage SBR phase. Contact your agency's assigned LBB analyst if you need to make any changes to the historical dollar amounts or appropriation types (Appr. Type). To make the changes, first update your user profile selection. As shown below, from the drop-down menu boxes, select 89TH LEGISLATIVE REGULAR SESSION, Base Reconciliation, S01-AGENCY SUBMISSION, and your agency. Click Save Selections to update your user profile.

*** DEV *** Automated	Budget and Ev	valuation System of Texas (AB	EST)	Welcome, jnewton	Logout Help Contact Us
89TH LEGISLATIVE REG	BULAR SESSION	Legislative Appropriation Reques	S01 - AGENCY SUBMISSION	405 - Department of Public Safet	Status: INCOMPLETE
89TH LEGISLATIVE REGU	JLAR SESSION ¥	Legislative Appropriation Request 🐱	S01 - AGENCY SUBMISSION ¥	405 - Department of Public Safety	✓ Save Selections
		- Business Process not selected			
News		Base Reconciliation Strategic Plan/Measure Definitions	+		
Status	Legislative Ap	Legislative Appropriation Request Biennial Operating Plan	•		
Strategy	News	State Budget By Program			<b>U</b>

If you have a question about data entry when revising your historical data for the LAR, read the applicable Base Reconciliation Instructions by going to the LBB website (www.lbb.texas.gov), then click AGENCIES PORTAL, and under AGENCY INSTRUCTIONS AND APPLICATIONS click INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING and click Base Reconciliation Instructions (as shown in the following graphic).



Adding Appropriation Types for Existing MOFs – On the LAR Summary of Requests > MOFs screen, use the gray section at the bottom of the Existing MOFs grid to add additional appropriation types (Appr. Type) for the selected MOF. Click in the drop-down menu box and hover the cursor over the Appr. Type abbreviations to show the full names listed in the drop-down menu box. Enter data in the appropriate fields (as shown in the below example), and click Save.

		oriation Request						
) Su	immary	of Requests > MOFs						
	105					Existing MOFs	<u>Available</u>	e MOFs Bottom
isting	g MOFs:							(2
OFs:	1 - Gene	eral Revenue Fund						v
Ap	opr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
	RA	Regular Appropriations from MOF Table (2024-25	FY2024-25 ▲ expenditu ▼	\$16,222,000	\$16,500,000	\$23,000,000	\$0	\$(
RI		Art IX, Sec 8.13, Licen V	Projected 🔺				0700	070
RI	•	Art IX, Sec 8.13, License Plate Receipts (2026-27	receipts 👻				8700	8700
BA GV			MOF Summary	\$16,222,000	\$16,500,000	\$23,000,000	\$0	\$
LA	BASE AD	JUSTMENT	Totals:	\$10,222,000	\$10,000,000	\$20,000,000	Ŷ	Ŷ
RA								
P								
	In the E	xisting MOFs grid, you can e	expand the <b>Sum</b>	mary Descrip	tion and Com	ments fields	by double	e clicking in the
	cell. The	e character limits are 150 and	2,500 respectiv	vely. Use your l	keyboard's <b>En</b>	<b>ter</b> key to sta	rt a new li	ne of text in th
	cell. The text field	e character limits are 150 and d. Within the text field, click <b>O</b>	2,500 respectiv <b>K</b> or <b>Cancel</b> to r	vely. Use your l move out of the	keyboard's <b>En</b> e text field. Sa	<b>ter</b> key to sta	rt a new li	ne of text in th
	cell. The text field those te	e character limits are 150 and	2,500 respectiv <b>K</b> or <b>Cancel</b> to r	vely. Use your l move out of the	keyboard's <b>En</b> e text field. Sa	<b>ter</b> key to sta	rt a new li	ne of text in th
<b>POR</b>	cell. The text field	e character limits are 150 and d. Within the text field, click <b>O</b>	2,500 respectiv <b>K</b> or <b>Cancel</b> to r	vely. Use your l move out of the	keyboard's <b>En</b> e text field. Sa	<b>ter</b> key to sta	rt a new li	ne of text in th
	cell. The text field those te <b>RTANT</b> Some a	e character limits are 150 and d. Within the text field, click <b>O</b> ext fields provides a character ppropriation types ( <b>Appr. Typ</b>	2,500 respectiv K or Cancel to r counter and ide () have a drop-	vely. Use your hemove out of the entifies the char	keyboard's <b>En</b> e text field. Sa racter limit. andard descrip	ter key to sta ve your work l otions. Select	rt a new li by clicking a standar	ne of text in th g <b>Save</b> . Each d description
	cell. The text field those te <b>RTANT</b> Some a enter a	e character limits are 150 and d. Within the text field, click <b>O</b> ext fields provides a character	2,500 respectiv K or Cancel to r counter and ide () have a drop- a unique descrip	vely. Use your I move out of the entifies the char down list of sta tion, double cli	keyboard's <b>En</b> e text field. Sav racter limit. andard descrip ck in the white	ter key to sta ve your work l otions. Select e space above	rt a new li by clicking a standar the drop	ne of text in the <b>Save</b> . Each description -down menu
	cell. The text field those te <b>RTANT</b> Some a enter a box and own des	e character limits are 150 and d. Within the text field, click <b>O</b> ext fields provides a character ppropriation types ( <b>Appr. Typ</b> unique description. To enter a	2,500 respectiv K or Cancel to r counter and ide (counter and ide) (counter and ide (counter and ide) (counter and ide) (coun	rely. Use your H move out of the entifies the char down list of sta tion, double cli is to the selected LBB analysts g	eyboard's <b>En</b> e text field. Sav racter limit. andard descrip ck in the white ed appropriatio ather informat	ter key to sta ve your work l otions. Select e space above on type, use it	rt a new li by clicking a standar the drop rather th	ne of text in th g <b>Save</b> . Each d description of -down menu an entering yo

**Revising or Deleting BL 2026 and BL 2027 Data** – You can modify your entries for the fields labeled **Summary Description, Comments, BL 2026,** and **BL 2027,** but you cannot modify the **Appr. Type** field from the **Existing MOFs** grid. To change an **Appr. Type**, delete the existing row of data by clicking on the red "**x**" to the left of the **Appr. Type** (shown in the following example) and click **OK** to confirm your deletion request, then re-add the new appropriation type information. If you delete an **Appr. Type**, data associated with that row (including all entered dollar amounts) is deleted. Also,

you cannot delete a row of information in the **Existing MOFs** grid if it contains historical data (**Exp** 2023, **Est 2024**, or **Bud 2025** – refer to the <u>*Reviewing/Revising Historical Data*</u> section of these instructions for guidance).

Exis MO	sting MOFs: Fs: 1 - Genera	al Revenue Fund				-		×
	Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
	1 RA	Regular Appropriation 👻	FY2024-25 expenditure 👻	\$16,222,000	\$16,500,000	\$23,000,000	\$0	\$0
×	2 RI	Art IX, Sec 8.13, License ▼	Projected receipts	\$0	\$0	\$0	\$8,700	\$8,700
	Delete 🗸	~						
			MOF Summary Totals:	\$16,222,000	\$16,500,000	\$23,000,000	\$8,700	\$8,700

Adding New MOFs for BL 2026 and BL 2027 Requests – Click the Available MOFs hyperlink at the top of the screen (as shown below) or scroll down to the Available MOFs grid.

Legislative Appropriation	egislative Appropriation Request							
Summary of F	Reque	ests > MOFs						Q
Existing MOFs:						Existing M	OFs <u>Available</u>	MOFs Bottom
								<u>^</u>
Available MOFs:								
	Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
2 - Available 🗸	<b>~</b>	<b>~</b>						

The **MOF** drop-down list in the **Available MOFs** grid includes all the MOFs that have not been used in your agency's **Summary of Request**. Select a **MOF**, **Appr. Type**, and **Summary Description** from each of the drop-down lists. Enter **Comments** and the dollar amounts for each baseline request year and click **Save** (as shown below).

C	Summary of	Requ	ests > MOFs						×.
_							Existing M	OFs <u>Available</u>	MOFs Bottom
	vailable MOFs:								×
	MOF	Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
[	555 - Federal 🗸	RI 🗸	Art IX, Sec♥ Article IX, ♀ Sec 13.01,	New federal 🗘 grant for 🏑				144000	144000
								S	aveCancel

TIP	
$ \mathbf{\mathbf{S}} $	In the <b>Available MOFs</b> grid, you can expand the <b>Summary Description</b> and <b>Comments</b> fields by double clicking in the cell. The character limits are 150 and 2,500 respectively. Use your keyboard's <b>Enter</b> key to start a new line of text in the text field. Within the text field, click <b>OK</b> or <b>Cancel</b> to move out of the text field. Save your work by clicking <b>Save</b> . Each of those text fields provides a character counter and identifies the character limit.
IMPO	RTANT
<b>i</b>	Some appropriation types ( <b>Appr. Type</b> ) have a drop-down list of standard descriptions. Select a standard description or enter a unique description. To enter a unique description, double click in the white space above the drop-down menu box and begin typing. If a standard description applies to the selected appropriation type, use it rather than entering your own description. Using a standard description helps LBB analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.
IMPO	RTANT
<b>i</b>	Each MOF you add has its own data entry screen with appropriation types and descriptions. You may add as many appropriation types and descriptions as needed for each MOF.

Review and revise (as needed) the data for each MOF listed in the **Existing MOFs** grid drop-down menu box (as shown below).

Exis	sting	g MOFs:								×
Мо	Fs:	1 - General Re	venue Fund							
		6 - State High	way Fund		Ν					
		- 116 - Law Offi	.cer Stds & H	Ed Ac	63					1
		444 - Interage								
		501 - Motorcyc	le Educatior	n Acct						
		555 - Federal	Funds							
	1	666 - Appropri								
		- 777 - Interage								-
	2	780 - Bond Pro		2						
	-	5010 - Sexual	-	-						
		5013 - Breath								
	3	5124 - Emergir								
		_ 5153 - Emerger								
	4	8000 - Disaste	r/Deficiency	/Emergenc	y Gra					
	4	Ap	propriati 🗸	GAA	$\sim$	φU	\$990,000,007	\$940,070,020	<u>۵</u> ۵	<del>م</del> ر

As you move to and from the **Existing MOFs** grid and **Available MOFs** grid, keep in mind the following navigation options (hyperlinks) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIC	ONS REFERENCE
Available MOFs	Hyperlink directs you to the <b>Available MOFs</b> grid. Use this grid to add new <b>MOFs</b> to your agency's summary of request.
Existing MOFs	Hyperlink directs you to the <b>Existing MOFs</b> grid. Use this grid to add new appropriation types ( <b>Appr. Type</b> ) to an existing MOF in your agency's summary of request. Click in the <b>Appr. Type</b> drop-down menu box and hover the cursor over the <b>Appr. Type</b> abbreviations to show the full names listed in the drop-down menu box.
Top and Bottom	Hyperlink positions the cursor at the top or bottom of the screen.

As you enter data in the **Existing MOFs** grid, notice that the **MOF Summary Totals** update (shown in the below example). The **MOF Strategy & Rider Totals** include data from the strategies for the historical years (**Exp 2023, Est 2024**, and **Bud 2025**) and strategies plus riders for the baseline request years (**BL 2026** and **BL 2027**).

Existing MOFs: MOFs: 1 - General Revenue Fund V								
	Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
1	RA	Regular Appropriation 👻	FY2024-25 A expenditure 👻	\$16,222,000	\$16,500,000	\$23,000,000	\$0	\$0
<b>x</b> 2	RI	Art IX, Sec 🔺 8.13, License 🔻	Projected receipts	\$0	\$0	\$0	\$8,700	\$8,700
	~	~						
			MOF Summary Totals:		\$16,500,000	\$23,000,000	\$8,700	\$8,70
		MOF Strat	egy & Rider Total	∕∖ s:│\$712,682,56	65 \$1,315,176,271	\$1,049,724,844	\$2,540,094,349	\$1,440,308,40
	ORTANT							

The **MOF Summary Totals** and the **MOF Strategy & Rider Totals** must match for each fiscal year to balance. A difference other than zero for any fiscal year results in a closing edit.

## FULL-TIME-EQUIVALENTS (FTES)

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To enter a summary of FTE data for the LAR, click the **Summary Requests** menu and the **FTEs** submenu, as shown below.

Measures	
Summary of Requests	MOFs
Exempt Positions	FTES
Exceptional Items	

**Revising FTEs** – On the **Summary of Requests** > **FTEs** screen, review the historical data that was entered by your agency during the Base Reconciliation phase. Also, enter the FTE amounts for each baseline (**BL**) request year (as shown in the below example) and click **Save**.

O	Summary	of Requests > FTEs						Q
	<b>-</b>					<u>FTEs</u> <u>F</u> e	ed Funded FT	Es Bottom
	Es: Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
1	RA	Regular Appropriations from MOF Table (2022-23 GAA)		123	0	0	0	0
2	RA	Regular Appropriations from MOF Table (2024-25 GAA)	add any ^ comments +	0	136.3	139.5	0	0
	RA 🗸	Regular Appropriations from MOF Regular Appropriations from MOF Table (2026-27 GAA)	comments go here				152.5	152.5
			FTE Summary Totals:		136.3	139.5	0	0
		FTE Strateg	gy Totals: 9	9,209.5 9,	293.9 1	10,325.7	12,039.2	12,039.7
		Differe	nce: (9,086	.5) (9,157	.6) (10,	186.2) (	12,039.2) Sav	(12,039.7) /e Cancel

#### IMPORTANT

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You cannot delete data for the historical fiscal years that was entered by your agency during the Base Reconciliation phase. To modify the data for the historical fiscal years, refer to the <u>Reviewing/Revising Historical Data</u> section of these instructions.

You cannot modify the appropriation type (Appr. Type) from the Summary of Requests > FTEs screen. To change an appropriation type (for baseline [BL] request years only and does not include historical years data), delete the existing row and re-add the new appropriation type.

Adding Appropriation Types for FTEs Summary – Use the gray section at the bottom of the FTEs grid to add additional appropriation types (Appr. Type). Click in the (Appr. Type) drop-down menu box and hover the cursor over the Appr. Type abbreviations to show the full names listed in the drop-down menu box. Enter data (as shown below) in the appropriate fields and click Save.

0	S	Summary of	Requests > FTEs						
		_					FTEs Fee	d Funded FT	Es Bottom
FT		Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
	1	RA	Regular Appropriations from MOF Table (2022-23 GAA)		123	0	0	0	0
	2	RA	Regular Appropriations from MOF Table (2024-25 GAA)	add any comments	0	136.3	139.5	0	0
×	3	RA	Regular Appropriations from MOF Table (2026-27 GAA)	comments go here	0	0	0	152.5	152.5
		RI 🗸	Art IX, Sec 6.10(i), FTEs Funded w ▼         Art IX, Sec 6.10(i), FTEs         Funded with Gifts or Grants	New federal grant for XYZ				23.5	23.5
		LA RA RE		FTE Summary Totals:	123	136.3	139.5	152.5	152.5
		RI SU RIDER	FTE Strategy To	otals: 9,20	9.5 9,293	.9 10,	325.7	12,039.2	12,039.7
		TR UN	Difference:	(9,086.5)	(9,157.6)	(10,18	6.2) (1	1,886.7)	(11,887.2)

#### IMPORTANT

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To balance, the **FTE Summary Totals** and the **FTE Strategy Totals** should display identical numbers for each fiscal year. A difference other than zero for any fiscal year results in a closing edit for the LAR.

**Deleting Appropriation Types –** Save any unsaved data first, and then click the red '**x**' to the left of the **Appr. Type** (example shown below) to delete an **Appr. Type**. Click **OK** in the confirmation window.

Ű	S	Summary of	Requests > FT	Es					
FTE	s:	:					FTI	Es Fed Funded	IFTEs Bottom
		Appr. Type	Summary Description	Comments	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
	1	RA	Regular Appropriations 👻		123	0	0	0	0
	2		Regular Appropriations 👻	add any comments here ♥	0	136.3	139.5	0	0
×	3	RA	Regular Appropriations 👻	comments go here	0	0	0	152.5	152.5
*	D	elete RI	· · · · · ·	New federal grant for XYZ	0	0	0	23.5	23.5

Enter the Number (#) Of 100% Federally Funded FTEs in the bottom grid and click Save, as shown in the below example.

Legislative Appro	priation Request						
Summary	of Requests	s > FTEs					(
FTEs: # Of 100% Federa	Ily Funded FTEs				E	TEs Fed Funded	FTEs Bottom
Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027	
2.3	3.4	4.5	6.5	6.5	0	0	
						S	ave

# **EXEMPT POSITIONS**

Exempt positions from the previous session have been copied forward in ABEST. Click the **Exempt Positions** menu, as shown below.

Summary of Requests	
Exempt Positions	
Exceptional Items	
IMPORTANT	
	positions should be addressed in the LAR's Administrator's Statement. Refer to the <u>at</u> section of these instructions for details.

**Revising Exempt Positions –** Review the data copied forward to the **Exempt Positions** screen, make any necessary changes (as shown below), and click **Save**.

														Ø			
																B	ottom
Se	eq	Short Name	Full Name	Description	Uni Pos	Key Pos	Sal Grp	2023 Sal	2023 Pos	2024 Sal	2024 Pos	2025 Sal	2025 Pos	2026 Req Sal	2026 Req Pos	2027 Req Sal	2027 Req Pos
2					N	Y	6 🗸	\$144,000	1	\$144,000	1	\$144,000	1	\$147,000	1	\$147,000	1
							<										
				-												Save	ancel <u>Top</u>
	E)	Exem	Exempt Posit	Director, Director,	Exempt Positions           Seq         Short Name         Full Name         Description           2         Director,         Director,         Director,	Exempt Positions           Seq         Short Name         Full Name         Description         Uni Pos           2         Director,         Director,         Director,         N	Exempt Positions           Seq         Short Name         Full Name         Description         Unil Pos         Key Pos           2         Director,         Director,         Director,         N         V	Exempt Positions           Seq         Short Name         Full Name         Description         Uni         Key Pos         Sal Pos           2         Director, Group 6         Director, Group 6         Director, Group 6         N         Y         6         Image: Sal Pos         Sal Pos         Image: Sal Pos         Image	Seq       Short Name       Full Name       Description       Uni Not Pos Pos       Sal Grp       2023 Sal         2       Director, Group 6       Director, Group 6       N       Y       6 •       \$144,000	Exempt Positions       Seq     Short Name     Full Name     Description     Uni Pos     Key Pos     Sal Grp     2023 Sal     2023 Pos       2     Director, Group 6     Director, Group 6     Director, Group 6     N     Y     6 •     \$144,000     1	Exempt Positions         Seq       Short Name       Full Name       Description       Uni Pos       Key Pos       Sal Grp       2023 Sal       2023 Pos       2024 Sal         2       Director, Group 6       Director, Group 6       Director, Group 6       N       Y       6 •       \$144,000       1       \$144,000	Exempt Positions         Seq       Short Name       Full Name       Description       Uni Rey Pos       Sal Grp       2023 Sal       2023 Pos       2024 Sal       2024 Pos         2       Director, Group 6       Director, Group 6       N       Y       6 •       \$144,000       1       \$144,000       1	Exempt Positions         Seq       Short Name       Full Name       Description       Uni Ney Pos       Sal Grp       2023 Sal       2023 Pos       2024 Sal       2024 Pos       2025 Sal         2       Director, Group 6       Director, Group 6       N       Y       6 v       \$144,000       1       \$144,000       1       \$144,000	Exempt Positions         Seq       Short Name       Full Name       Description       Uni Pos       Key Pos       Sal Grp       2023 Sal       2023 Pos       2024 Sal       2024 Pos       2025 Sal       2025 Pos         2       Director, Group 6       Director, Group 6       Director, Group 6       N       Y       6 •       \$144,000       1       \$144,000       1       \$144,000       1	Exempt Positions         Seq       Short Name       Full Name       Description       Unit Key Pos Pos       Sal Grp       2023 Sal       2023 Pos       2024 Sal       2025 Sal       2025 Sal       2026 Req Sal         2       Director, Director, Group 6       Director, Group 6       N       Y       6 •       \$144,000       1       \$144,000       1       \$144,000       1       \$144,000       1       \$147,000	Exempt Positions	Exempt Positions

Adding New Exempt Positions – Use the gray section at the bottom of the Exempt Positions grid to add exempt positions, as shown in the following example. You may use up to 35 characters for the Short Name, 200 characters for the Full Name, and 2000 characters for the Description fields.

TIP

 $\checkmark$ 

You can expand the multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit.

Leg	islativ	e Appropriat	ion Request		_									
O	Exe	mpt Posi	tions		E	Edit Text		x			0			
						New position does ABC for t	his agency, and it was	7						
						authorized by HB9999, 88th							E	<u>Bottom</u>
	Seq	Short Name	Full Name	Descriptic					25 Sal	2025 Pos	2026 Req Sal	2026 Req Pos	2027 Req Sal	2027 Req Pos
×	2	Director, Group 6	Director, Group 6	Director, Group 6					\$144,000	1	\$147,000	1	\$147,000	1
		Assista 🔶 nt 👻	Assistant Inspector	New position	ł									
								1.						<u>Top</u>
					c	Character Count = 97; MAX = 2000	§							
							OK Canc	el						

Enter whether the new position is unlimited (**Unl Pos**) and key (**Key Pos**) in the agency (you can only enter **N** for "no" or **Y** for "yes" for these two fields). Select the salary group (**Sal Grp**) from the dropdown menu box, enter the requested salary (**Sal**) amounts and number of positions (**Pos**) being requested for each fiscal year (as shown in the below example), and click **Save**.

-		e Appropriat mpt Posit	ion Request tions											0			
	Seq	Short Name	Full Name	Description	Uni Pos	Key Pos	Sal Grp	2023 Sal	2023 Pos	2024 Sal	2024 Pos	2025 Sal	2025 Pos	2026 Req Sal	2026 Req Pos	<u>B</u> 2027 Req Sal	2027 Req Pos
×	2			Director, Group 6	N	Y	6 🗸	\$144,000	1	\$144,000	1	\$144,000	1	\$147,000	1	\$147,000	1
			Assistant Inspector	New position 👻	N	Y	5 🗸							101555	1	101555	1
																Save	Cancel

**Resequencing Positions** – To resequence the exempt positions, either click the  $\mathbf{1}$  arrows (as shown below) or change the numbers in the sequence (**Seq**) field.

Leg	isla	ative	Appropriatio	on Request														
Ø	E	xen	npt Positi	ons											0			
																	-	
	:	Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2023 Sal	2023 Pos	2024 Sal	2024 Pos	2025 Sal	2025 Pos	2026 Req Sal	2026 Req Pos	2027 Req Sal	2027 Req Pos
×	Ť	2		Director, Group 6	Director, Group 6	N	Y	6 🗸	\$144,000	1	\$144,000	1	\$144,000	1	\$147,000	1	\$147,000	
×	1	Move		Assistant Inspector	New 🔶	N	Y	5 🗸	\$0	0	\$0	0	\$0	0	\$101,555	1	\$101,555	1
								5 🗸										

Repeat the previous steps to add additional exempt positions.

**Deleting Exempt Positions** – Save any unsaved data first, and then click the red ' $\mathbf{x}$ ' in the leftmost column (shown below). Click **OK** in the confirmation window.

Û	E	xen	npt Positi	ions											U			
		Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2023 Sal	2023 Pos	2024 Sal	2024 Pos	2025 Sal	2025 Pos	2026 Req Sal	2026 Req Pos	2027 Req Sal	2027 Req Pos
×	Ŧ	1 1	Assistant Inspector	Assistant Inspector	New 🄶 position 👻	N	Y	5 🗸	\$0	0	\$0	0	\$0	0	\$101,555	1	\$101,555	1
×	De		Director, Group 6	Director, Group 6	Director, Group 6	N	Y	6 🗸	\$144,000	1	\$144,000	1	\$144,000	1	\$147,000	1	\$147,000	1
								5 🗸										

Are you sure you want to delete Row# 1?	
	ОК Cancel

# **EXCEPTIONAL ITEMS**

Agencies may request funding above the base level in their LARs. These requests are referred to as "Exceptional Items." Each Exceptional Item request should identify the enhanced services or increased effectiveness of agency operations that would result from receiving the request.

### IMPORTANT

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For institutions of higher education (IHEs), IHEs must also complete ABEST data entry for LAR HE-Schedule 9 for every requested Exceptional Item that is an IHE non-formula support item. Refer to the additional, supplemental ABEST data entry instructions for IHEs on the LBB's webpage.

#### IMPORTANT

Agencies that typically provide **SUB REQUESTS** within an Exceptional Item request now may do so in ABEST. A **SUB REQUEST** is the smallest actionable piece of an Exceptional Item. If utilized, **SUB REQUESTS** should be entered in priority order. Contact your agency's assigned LBB analyst with any questions on **SUB REQUESTS**.

## **EXCEPTIONAL ITEMS REQUEST DESCRIPTIONS**

Click the **Exceptional Items** menu and the **Request Descriptions** submenu, as shown below.

Exempt Positions	
Exceptional Items	Request Descriptions
Capital Projects	Request IT Component Details
Supporting Information	Request Anticipated Out-year Costs/Contracting Details
Reports	Request Strategy Related Details
LAR to PDF	Request CFDA/ALNs
	Sub Requests

As shown below, add each Exceptional Item by entering a **Short Name, Full Name, Justification**, and an explanation of related external or internal factors (**Ext or Int Factors**). Select "**Y**" (Yes) or "**N**" (No) for "**Is there an IT component?**", "**Anticipated Out-year Costs?**", "**Will this item likely involve contracts** > **\$50,000?**", and "**Is this item required to be broken down into Sub Requests?**" (each of the four questions apply to all aspects of each Exceptional Item), and click **Save**.

-	ative Appropriation R xceptional Item		Descriptions				0	
Pric	ority Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out- year Costs?	Will this item likely involve contracts > \$50,000?	Bottom Is this item required to be broken down into Sub Requests?
Enter	data below.							
	Info Tech Request	Information Technology	Agency Needs funds to XYZ	External factors are	Υ¥	YV	Yv	-
								N
								Top Save Cancel

#### IMPORTANT

A pop-up dialog box will display indicating additional data entry requirements if "**Y**" is selected on any of the four questions that have drop-down menu boxes. If a dialog box displays, click **OK** and refer to the <u>IT Component Details</u> or <u>Anticipated Out-year Costs/Contracting Details</u> sections of these instructions for details on the additional data entry.

You may use up to 35 characters for the **Short Name**, 210 characters for the **Full Name**, and 2000 characters for the **Justification** and **Ext or Int Factors** text fields.

#### TIP

You can expand the multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit.

ABEST will automatically enter a **Priority** for each Exceptional Item added. To resequence the priority, click the **1** arrows (as shown below).

Leg	egislative Appropriation Request											
	E	(Cé	eption	al Items > F	Request Des	scriptions		U				
											Bott	tom
			Priority	Short Name	Full Name	Justification	Ext or Int Factors	is there an IT component?	Anticipated Out- vear Costs?	Will this item likely involve contracts > \$50.000?	Bott Is this item required to be broken down into Sub Requests?	
×	٩	t	1		Informatio ▲ n Technolo ▼	Agency needs funds to XYZ	External 🔺	Y v	Y v	Y V	N V	
×	٩	Ť	2	L <sub>Grime Unit</sub>		New law passed requiring	Internal ▲ factors are ▼	Υv	Υv	Υv	YV	¥
			Move Up	, 				•	~	~	V	

Clicking on the **magnifying glass** (see below example) to the left of the **Priority** field on the **Exceptional Items > Request Descriptions** screen will take you to the **Exceptional Items > Request Strategy Related Details** screen. The **Exceptional Items > Request Strategy Related Details** screen (example shown below) is where you will enter related data on MOFs, OOEs, FTEs, and impact on performance measures. More details on the **Exceptional Items > Request Strategy Related Details** screen will be provided later in these instructions.

Le	egislative Appropriation Request Exceptional Items > Request Descriptions											
			Priority	Short Name	Full Name	Justification	Ext or Int Factors	is there an IT component?	Anticipated Out- year Costs?	Will this item likely involve contracts > \$50,000?	Bott Is this item required to be broken down into Sub Requests?	
×		ţ	1			New law passed requiring	Internal ▲ factors are ▼	Υv	Υv	Υv	Υv	¥
×	9	Sh	-		Informatio ≜ n Technolo ▼	Agency needs funds to XYZ	External 🔺 factors are 🔻	Υv	Υv	Υv	NV	
								•	~	~	~	

Exceptional Items > Request Strategy Relate	d Details
	OOEs MOFs FTEs Outcomes Outputs Efficiency Explanatory Bottom
Excp. Item: 1-Fel and Misd Crime Unit	~
Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLA	NNING AND ALIGNMENT 1-STATEWIDE PLANNING AN
dd Multiple OOEs	
DOEs:	6
dd Multiple MOFs	
IOFs:	3)
OOE / MOF Difference:	\$0 \$(
TEs:	(
mpact on Outcomes:	(3
Dutputs:	6
fficiency:	(
Explanatory:	(5
	OOEs MOFs FTEs Outcomes Outputs Efficiency Explanatory To

The **Exceptional Items > Request Descriptions** screen will display a down-arrow (see below)



when you select "**Y**" (Yes) for the question: "Is this item required to be broken down into Sub **Requests?**" (see the far right column in the following example).

	Legislative Appropriation Request Exceptional Items > Request Descriptions									0	Bottom
			Priority	Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out- year Costs?	Will this item likely involve contracts > \$50,000?	Is this item required to be broken down into Sub Requests?
×	۹	t	1	Fel and Misd Crime Unit	Felony and A Misdemeano 🔻	New law passed requiring	Internal 🔶 factors are 👻	Υv	Υv	Yv	Y
×	٩	î	2	Info Tech Request		Agency needs funds to XYZ	External factors are 👻	Υv	Y 🗸	Y •	N V Show Sub Requests
								~	~	~	~
											Save Cancel

If Sub Requests data is required for your agency, click on the down-arrow (shown in the above and below examples) to enable the **Enter Sub Requests:** grid to display for the **Selected Exceptional Item**. Enter data in all the required fields and click Save.

egi												
	Exc	ception	al Items > F	Request Des	scriptio	ns				U		
												<u>Bottom</u>
		Priority	Short Name	Full Name	Justif	ication	Ext or In Factors			Will this item likely invo contracts > \$50,0003	olve Is this item required to b down into Sub Requ	
×	≤ †	1	Fel and Misd Crime Unit	Felony and ≜ Misdemeano ♥	New law requirir		Internal factors ar	e 🕈 Y 🗸	Y 🗸	Y 🗸	Y 🗸	X
×	<b>1</b> ک	2	Info Tech Request	Informatio ≜ n Technolo ▼	Agency r funds to		External factors ar	·e 🕶 Y 🕶	Υv	Y 🗸	N V	Show Sub Requ
								~	~	~	~	
					с 	ľ		;				
		d Excep b Reques	tional Item: 1	- Fel and Mise	d Crime	Unit						
			its:			Unit Justific	cation	Ext or Int Factors	Is there an IT component?	Anticipated Out-year Costs?	Will this item likely involve contracts > \$50,000?	•
		b Reques	its:	e Full N	<b>ame</b> ime		assed	Ext or int Factors External factors are				•
Ente	r Su	b Reques	sts: Short Name Fel Crime Uni	Full N Felony Cr Unit Comp	ame ime onent or	Justific	assed 	External factors are Internal factors	component?	Costs?	contracts > \$50,000?	2
Ente	r Su	b Reques	sts: Short Name Fel Crime Uni Component Misd Crime Un	Full N t Felony Cr Unit Comp it Misdemean	ame ime onent or	Justific New law pa requiring Because of	assed 	External factors are Internal factors	component?	Costs?	contracts > \$50,000? ⋎ ▾	

Additional data entry will be required for each Sub Request on various other Sub Request screens, which will be discussed later in these instructions.

## EXCEPTIONAL ITEMS REQUEST IT COMPONENT DETAILS

You are required to enter **IT Component Details** if you answered "**Y**" (Yes) to "**Is there an IT component?**" on the **Exceptional Items > Request Descriptions** screen. Skip this section if "**N**" (No) was selected for every Exceptional Item regarding the IT component question. To enter **IT Component Details**, click the **Exceptional Items** menu and the **Request IT Component Details** submenu as shown on the following graphic.

Exempt Positions	
Exceptional Items	Request Descriptions
Capital Projects	Request IT Component Details
Supporting Information	Request Anticipated Out-year Costs/Contracting Details

Select an Exceptional Item from the drop-down menu box, as shown below.

Legislative Appropriation Request	Ô
Exceptional Items > Request IT Component Details	Q
	Bottom
Exceptional Items list with IT Component:	
2-Info Tech Request	

On the **Exceptional Items > Request IT Component Details** screen, enter data in the grid labeled **Exceptional Items IT Component**. The data needed for each text field is explained generally in the example below, and refer to the *Detailed Instructions* for additional information.

Exceptional	tems IT Component:
PCLS Trackin Key:	<sup>19</sup> enter tracking key generated by SPECTRIM for Prioritization of Cybersecurity and Legacy Systems project. (character limit is 30)
Description o IT Componer	
ls IT component New or Curre Project ?	nt New V
Status:	Status: for current IT projects, describe the status of the project, including: amounts appropriated, expended or allocated and allocation of FTE positions in both the 2024-25 and 2026-27 biennia; how funding was expended; and any detail on changes in cost, schedule, or scope since the project was initiated.
Outcomes:	Analyze the project cost factors related to the project's anticipated payback, benefit or gain.
Outputs:	Describe the program or system related performance objective and the measures that will gauge the project's success.
Type of Proje ?	ct Network Services
Alternative Analysis:	Please explain the alternative solution if this Information Technology component is not funded? Can the project be scaled down if partial funding is received? Indicate how the project can be scalable by cost and/or duration (i.e. implemented in multiple years).

On the Exceptional Items > Request IT Component Details screen (example shown below), enter data in the three grids labeled Estimated IT Cost, Scalability, and FTE's, and click Save. Refer to the *Detailed Instructions* for additional information. If the data entry fields on the three grids are grayed out for any particular Exceptional Item, that means that selected Exceptional Item includes Sub Requests data, and the data entry for that Exceptional Item will be done on the Exceptional Item > Sub Request Anticipated Out-year Costs/Contracting Details screen (discussed later in these instructions).

Exceptional Items > Request IT Component Details										
Bottom										
ceptional Items lis	t with IT Compone	ent:								
Info Tech Requ	lest						~			
ceptional Items I	T Component:						3			
timated IT Cost:							3			
2024	2025	2026	2027	2028	2029	2030	Total Over Life of Project			
11111	22222	33333	44444	55555	66666	77777	550000			
alability: 2024	2025	2026	2027	2028	2029	2030	Total Over Life of Project			
<u>ا</u> _						,	<u></u>			
E's:							3			
2024	2025	2026	2027	2028	2029	2030				
						,				
						Save	Delete Cano			
							- Y			

allows you to click "Save" one time on that screen with multiple grids. You can click "Save" after entering data for all the grids and click "Save" one time.

## EXCEPTIONAL ITEMS REQUEST ANTICIPATED OUT-YEAR COSTS/CONTRACTING DETAILS

Enter details here if you answered "**Y**" (Yes) to "**Anticipated Out-year Costs?**" and/or "**Will this item likely involve contracts > \$50,000?**" on the **Exceptional Items > Request Descriptions** screen (both questions apply to all aspects of each Exceptional Item). Skip this section if "**N**" (No) was selected for every Exceptional Item regarding the two questions. To enter details, select the **Exceptional Items** menu and the **Request Anticipated Out-year Costs/Contracting Details** submenu, as shown in the following graphic.

Exceptional Items	Request Descriptions
Capital Projects	Request IT Component Details
Supporting Information	Request Anticipated Out-year Costs/Contracting Details
Reports	Request Strategy Related Details

Select an **Exceptional Item** from the drop-down menu box, as shown below.

Legislative Appropriation Request	
Exceptional Items > Request Anticipated Out-year Costs/Contract Details	
	Bottom
Exceptional Items list with Anticipated Out-year Costs or Contracts valued at \$50,000 or above selected:	
2-Info Tech Request	~
	۸

Enter data in each field in the Anticipated Out-year Costs grid and Contracting grid, and click Save (example shown below). The character limit is unlimited for the text fields. If the data entry fields for the Estimated Anticipated Out-year Costs for Item: grid is grayed out for any particular Exceptional Item, that means that selected Exceptional Item includes Sub Requests data, and the data entry for that Exceptional Item will be done on the Exceptional Item > Sub Request Anticipated Out-year Costs of later in these instructions).

Exceptional Items > Request /	Exceptional Items > Request Anticipated Out-year Costs/Contract Details						
		Bottom					
Exceptional Items list with Anticipated Out-year	Costs or Contracts valued at \$50,000 or above se	ected:					
2-Info Tech Request		~					
Anticipated Out-year Costs:		8					
Describe antic	ipated out-year costs here						
Description of Anticipated	limit for this text field is unlimited.						
Out-year Costs :	sumer jon this text jeed is unconverse.						
Estimated Anticipated Out-year Costs for ite							
2028	2029	2030					
\$911,111	\$922,222	\$933,333					
Canturation							
Contracting:		(A)					
Approximate Percentage of Exceptional Item : 99%							
Describe the t	ype of contract and the duration here						
Contract Description : The character	limit for this text field is unlimited.						
Contract Description .	limit for this text field is unlimited.						
		Save Delete Cancel					
		Save Delete Cancel					

#### IMPORTANT

**i** 

If you answered "N" (No) to "Anticipated Out-year Costs?" or "Will this item likely involve contracts > \$50,000?" on the Exceptional Items > Descriptions screen, the grids will not appear on the Exceptional Items > Anticipated Out-year Costs/Contract Details screen.

### EXCEPTIONAL ITEMS REQUEST STRATEGY RELATED DETAILS

The Exceptional Items > Request Strategy Related Details screen allow you to:

- identify how an Exceptional Item's funding is allocated among strategies; and
- indicate how an Exceptional Item affects agency performance measures.

To begin entering strategy related details for each of your Exceptional Items, click the **Exceptional Items** menu and the **Request Strategy Related Details** submenu, as shown below.

Exempt Positions	
Exceptional Items	Request Descriptions
Capital Projects	Request IT Component Details
Supporting Information	Request Anticipated Out-year Costs/Contracting Details
Reports	Request Strategy Related Details
LAR to PDF	Request CFDA/ALNs

## IMPACT ON STRATEGY RELATED FUNDING AND FTES

The agency's first Exceptional Item (**Excp. Item**) and first GOS (**Strategy**) load into the drop-down menu boxes at the top of the screen. To change these, select an existing Exceptional Item from the first drop-down menu box (**Excp. Item**), and select a GOS (**Strategy**) from the second drop-down menu box .

y Related Details	
OOEs MOFs FTEs Outcomes	Outputs Efficiency Explanatory Bottom
	~
1-INDIRECT ADMINISTRATION	2-INFORMATION RESOURCES 🗸
/	OOEs MOFs FTEs Outcomes

Enter the Exceptional Item information for each affected strategy by either clicking on the applicable hyperlink (**OOEs**, **MOFs**, or **FTEs**) at the top of the screen, or you can scroll down to the grids for **OOEs**, **MOFs**, and **FTEs** (see the following example). Enter the OOEs, MOFs, and FTEs data for the Exceptional Item, just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u>, <u>MOFs</u>, <u>CFDA/ALNs</u>, and <u>FTEs</u> sections of these instructions for data entry details. The data you enter here should apply *only* to a specific Exceptional Item. If the data entry blue hyperlinks for Add Multiple OOEs and Add Multiple MOFs are not available on the **Exceptional Items > Request Strategy Related Details** screen for any particular Exceptional Item, that means that selected Exceptional Item includes Sub Requests data, and the data entry for that Exceptional Item will be done on the

**Exceptional Item > Sub Request Strategy Related Details** screen (discussed later in these instructions).

Exceptional Items > Request Strategy Related I		
	Details	
Excp. Item: 2-Info Tech Request	<u>OEs MOEs FIEs Outcomes Out</u>	outs Efficiency Explanatory Bottom
•	CT ADMINISTRATION	2-INFORMATION RESOURCES 🗸
Add Multiple OOEs		
OOEs:		(2)
00E	2026	2027
· · · · · · · · · · · · · · · · · · ·	2020	2021
Enter data below.		
1001-SALARIES AND WAGES		
OOE Totals:	\$0	\$0
Add Multiple MOFs		
MOFs:		۸
MOF	2026	2027
Enter data below.		
1.General Revenue Fund		
MOF Totals:	\$0	\$0
OOE / MOF Difference:	\$0	\$0
FTEs:		8
FTE 2026		2027
Enter data below.		
IMPORTANT		
Entered dollar amounts and FTEs should be incrementa	I reflecting quantities associate	d with the Exceptional Item only.
MOF Enter data below. 1-General Revenue Fund  MOF Totals: MOF Totals: FTEs: FTE 2026 Enter data below. MPORTANT	\$0 \$0	2027 2027 \$0 2027 2027

Funding for an Exceptional Item may link to one or multiple strategies.

IMPORTANT

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Strategy allocations and the FTEs associated with an Exceptional Item (Exceptional Item amounts that were entered under the **Strategy→Budgeting** menu/submenu) must equal the dollar amounts and FTEs requested for the Exceptional Item under the **Exceptional Items→Request Strategy Related Details** menu/submenu. If these amounts are not balanced, closing edits appear on the agency's **Status** screen.

### IMPACT ON STRATEGY RELATED PERFORMANCE MEASURES

Enter the Exceptional Item information for each affected measure by either clicking on the applicable measure hyperlink at the top of the screen (shown in the following example), or you can scroll down to the grids for **Impact on Outcomes**, **Outputs**, **Efficiency**, and **Explanatory**. The entered values identify how the Exceptional Item would affect measures if the Exceptional Item request is funded.

		<u>oc</u>	DEs MOFs FTES 🖸	utcomes Outpu	uts <u>Efficie</u>	ncy Explanatory Bo	ottom
Excp. Item:	2-Info Tech Request				~		~
		1-INDIREC	CT ADMINISTRATION	1	2-INFC	RMATION RESOURCE	E5 🗸
OOEs:							$\otimes$
OUES.							(V)
MOFs:							$\otimes$
	OOE / MOF Differe	ence:		\$0			\$0
FTEs:							≫
Impact on O	utcomes:						8
	Outcome Measure			2026		2027	
No measure	es defined for this strategy.						
			r		r		
Outputs:							8
	Output Measure			2026		2027	
No measure	s defined for this strategy.						
Efficiency:							٨
	Efficiency Measure		2026			2027	
Enter data t	elow.						
1-AVG COS	T/RECOMMENDATION PRODUCED	~					
r							
Explanatory	:						8

Review, as needed, the outcomes and strategy level data you previously entered under the **Measures** menu. The measures related data you enter on the **Exceptional Items > Request Strategy Related Details** screen should apply *only* to a specific Exceptional Item.

The value entered for an Exceptional Item's impact on output measures should be *incremental*, indicating only the quantity associated with the Exceptional Item. For example, if the base measurement amount is 100 and the Exceptional Item increases it to 110, enter 10 (as shown in the below example).

Output Measure		2026		2027
er data below.				
DLS & ID CARDS MAILED	~		10	

The value entered for an Exceptional Item's impact on efficiency, explanatory, and outcome measures should be the *cumulative* effect, which takes the base measurement amount into account. For example, if the base is 248 and the Exceptional Item increases it to 260, enter 260 (as shown in the following example).

Explanatory:		ß
Explanatory Measure	2026	2027
Enter data below.		
1-NUMBER OF DRIVER RECORDS MAINTAINED	260	26

To delete any performance measures data, save any unsaved data first, and then click the red '**x**' in the leftmost column (shown below). Click **OK** in the confirmation window.

Ou	itputs:			8
	Output Measure		2026	2027
×	1 - DLS & ID CARDS MAILED		10	10
	Delete			
А	re you sure you want to delete Row# 1?	1		

### **EXCEPTIONAL ITEMS REQUEST CFDA/ALNS**

To enter details for each of your Exceptional Items, click the **Exceptional Items** menu and the **Request CFDA/ALNs** submenu, as shown in the following graphic.

Exceptional Items	Request Descriptions
Capital Projects	Request IT Component Details
Supporting Information	Request Anticipated Out-year Costs/Contracting Details
Reports	Request Strategy Related Details
LAR to PDF	Request CFDA/ALNs
	<u></u>

Select the desired Exceptional Item (Excp. Item) and applicable Strategy, and click on the Add MOFs hyperlink. Select the applicable MOFs and click Save.

Legislative	egislative Appropriation Request								
C Exce	Operational Items > Request CFDA/ALNs								
Excp. Item:	2-Info Tech Request		~						
Strategy:	1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1	1-PLANNING AND ALIGNMENT 1-STATEWIDE	PLANNING ANE $\checkmark$						
MOFs:			~						
Add MOFs									
No Federa	Nunds Available								

The selected MOFs will display in the MOFs drop-down menu, as shown in the below example.

C Exce	ptional Items > Request CFDA/ALNs							
Excp. Item:	2-Info Tech Request		~					
Strategy:	1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANN	ING AND ALIGNMENT 1	-STATEWIDE PLANNING ANI 🗸					
MOFs:	555 - Federal Funds		~					
	7							
Add MOFs Add Multiple	e CFDA/ALNs							
	CFDA/ALN 2026 2027							
Enter data	Enter data below.							

Enter the **MOFs** and **CFDA/ALNs** data for the Exceptional Item, just as you did earlier for the strategy. Refer to the strategy <u>MOFs</u> and <u>CFDA/ALNs</u> sections of these ABEST instructions for data entry details. The data you enter here should apply *only* to a specific Exceptional Item.

### **EXCEPTIONAL ITEMS SUB REQUESTS**

Agencies that typically provide **Sub Requests** within an Exceptional Item request now may do so in ABEST. A **Sub Request** is the smallest actionable piece of an Exceptional Item. If utilized, **Sub Requests** should be entered in priority order. Contact your agency's assigned LBB analyst with any questions on **Sub Requests**.

The **Exceptional Items > Request Descriptions** screen will display a down-arrow (see below)



when you select "**Y**" (Yes) for the question: "Is this item required to be broken down into Sub **Requests?**" (see the far right column in the following example).

Legislative Appropriation Request Exceptional Items > Request Descriptions							0			
		Prio	ity Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out- year Costs?	Will this item likely involve contracts > \$50,000?	Bottom Is this item required to be broken down into Sub Requests?
×	۹,	L 1	Fel and Misd Crime Unit		New law passed requiring	Internal 🔺 factors are 🔻	Υv	Yv	Yv	Y 🕶 🖌
×	1	2	Info Tech Request		Agency needs funds to XYZ	External 🔺 factors are 🔻	Υv	ΥΨ	Yv	N   Show Sub Requests
							~	~	~	~
										Save

If **Sub Requests** data is required for your agency, on the **Exceptional Items > Request Descriptions** screen click on the down-arrow (shown below)



to enable the **Enter Sub Requests:** grid to display for the **Selected Exceptional Item**. Enter data in all the required fields as needed and click Save. Character limits for each text field are noted in the below example.

Leg											
Exceptional Items > Request Descriptions								V			
								B			
		Priority	Short Name	Full Name	Justification	Ext or Ir Factors		Anticipated Out- year Costs?	Will this item likely involve contracts > \$50,000?	e Is this item required to be bro down into Sub Requests	
×	4	1			New law passed requiring	d Internal factors ar	·e ♥ Y♥	Y 🕶	Y 🗸	Y •	
×	¢	2			Agency needs funds to XYZ	External factors ar	·e ♥	Y 🗸	Y •	N •	
				Ì				~	<b>~</b>	<b>v</b>	
			tional Item: 1 -	Fel and Misd	Crime Unit						
		d Excep b Reques	sts:			stification	Ext or Int Factors	Is there an IT component?	Anticipated Out-year Costs?	Will this item likely involve contracts > \$50.000?	
Ente		b Reques	sts:	Full Nar	me Ju me New 1a	stification w passed ing	Ext or Int Factors External factors are	Is there an IT component?			
Ente	er Sul	b Reques	sts: Short Name Fel Crime Unit	Full Nar Felony Crim Unit Compor	me Ju me New la nent requir r ABecaus	w passed ring e of the 🔺	External factors	component?	Costs?	contracts > \$50,000?	
Ente	er Sul	b Reques	sts: Short Name Fel Crime Unit Component Misd Crime Uni	Full Nar Felony Crim Unit Compor It Misdemeanor Crime Unit	me Ju me New la nent requir r decaus creati Limit Charge	w passed ring se of the * ton of Fel *	External factors are Internal factors	component?	Costs?	contracts > \$50,000? Y ✓	
Ente	er Sul	b Reques	Short Name Fel Crime Unit Component Misd Crime Uni Component Character Limi	Full Nar Felony Crim Unit Compor It Misdemeanor Crime Unit	me Ju me New la nent requir r decaus creati Limit Charge	w passed ring se of the * ton of Fel *	External factors are Internal factors are Character Limit	Component?	Costs?           Y •           Y •	contracts > \$50,000?           Y •           Y •	

## **EXCEPTIONAL ITEMS SUB REQUESTS DESCRIPTIONS**

The data your agency entered on the **Exceptional Items > Request Descriptions** screen will display on the **Exceptional Items > Sub Request Descriptions** screen. To access the **Exceptional Items > Sub Request Descriptions** screen, click on the **Exceptional Items** menu and the **Sub Requests/Sub Request Descriptions** submenus, as shown below.

Exceptional Items	Request Descriptions	
Capital Projects	Request IT Component Details	
Supporting Information	Request Anticipated Out-year Costs/Contracting Details	
Reports	Request Strategy Related Details	
LAR to PDF	Request CFDA/ALNs	
	Sub Requests	Sub Request Descriptions
TE OF		Sub Request IT Component Details
Sas and		Sub Request Anticipated Out-year Costs/Contracting Details
HAR		Sub Request Strategy Related Details
HEALE		Sub Request Strategy Related CFDA/ALNs

The **Exceptional Items > Sub Request Descriptions** screen will display as shown below. If additional Sub Request items need to be added for a selected Exceptional Item, you may enter that data on this screen.

Leg	Legislative Appropriation Request Exceptional Items > Sub Request Descriptions						0			
Ex	Excp. Item: 1-Fel and Misd Crime Unit								Bottom	
			Alpha Priority	Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out-year Costs?	Will this item likely involve contracts > \$50,000?
×	٩	ŕ	a	Fel Crime Unit Component	Felony Crime Unit Component	New law passed requiring	External factors are	Yv	Υ·	Y •
×	٩	î	b	Misd Crime Unit Component	Misdemeanor ^ Crime Unit -	Because of the creation of Fel 🔻	Internal factors are	Yv	Y •	Yv
								~	~	~
										Save Cancel

## EXCEPTIONAL ITEMS SUB REQUEST IT COMPONENT DETAILS

To begin entering **Sub Request IT Component Details** for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Requests** and **Sub Request IT Component Details**, as shown below.

Exceptional Items	Request Descriptions	
Capital Projects	Request IT Component Details	
Supporting Information	Request Anticipated Out-year Costs/Contracting Details	
Reports	Request Strategy Related Details	
LAR to PDF	Request CFDA/ALNs	
	Sub Requests	Sub Request Descriptions
ATE OF		Sub Request IT Component Details

On the **Exceptional Items > Sub Request IT Component Details** screen, select the desired **Exceptional Item** and **Sub Request** from the drop-down menus (example shown below).

Exceptional Items > Sub Request IT Component Details	<b>U</b>
	Bottom
Exceptional Items list with IT Component:	
1-Fel and Misd Crime Unit Sub Request:	~
(a)-Fel Crime Unit Component	~
(a)-Fel Crime Unit Component	<b>N</b>
(b)-Misd Crime Unit Component Exceptional terms II component:	Ś

## IMPORTANT

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If you answered "N" (No) to "Is there an IT component?" for a selected Sub Request item on the Exceptional Items > Sub Request Descriptions screen, the IT Components Details grid will not display for that selected Sub Request item on the Exceptional Items > Sub Request IT Components Details screen.

Enter data on the four grids (Exceptional Items IT Component:, Estimated IT Cost:, Scalability:, and FTEs:) just as your agency did previously on the Exceptional Items > Request IT Component Details screen. The dollar amounts entered on this Exceptional Items > Sub Request IT Component Details screen will roll up to the amounts displayed on the Exceptional Items > Request IT Component Details screen, as shown in the below examples.

Exceptional Items > Sub Request IT Component Details									
	Bottom								
Exceptional Items I	ist with IT Compor	ient:							
1-Fel and Misd	Crime Unit						~		
Sub Request:									
(a)-Fel Crime U	Unit Component						~		
Exceptional Items Estimated IT Cost	•						8		
2024	2025	2026	2027	2028	2029	2030	Total Over Life of Project		
0	0	222222	222222	333333	333333	44444	2500000		
Scalability:									
2024	2025	2026	2027	2028	2029	2030	Total Over Life of Project		
0	0	111111	111111	166666	166666	222222	1250000		
FTE's:									
2024	2025	2026	2027	2028	2029	2030			
0	0	6.5	6.5	7.0	7.0	7.5			
/		/	A			Save	Delete Cance		

Exception	al Items > Re	equest IT Co	mponent De	tails			,	
							Bottom	
Exceptional Items I	ist with IT Compo	nent:						
1-Fel and Misd	Crime Unit						~	
	Exceptional Items IT Component:							
2024	2025	2026	2027	2028	2029	2030	Total Over Life of Project	
\$0	\$0	\$222,222	\$222,222	\$333,333	\$333,333	\$444,444	\$2,500,000	
Scalability:	Scalability:							
2024	2025	2026	2027	2028	2029	2030	Total Over Life of Project	
\$0	\$0	\$111,111	\$111,111	\$166,666	\$166,666	\$222,222	\$1,250,000	

To make changes to the dollar amounts displayed on the **Exceptional Items > Request IT Component Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request IT Component Details** screen.

## EXCEPTIONAL ITEMS SUB REQUEST ANTICIPATED OUT-YEAR COSTS/CONTRACTING DETAILS

To begin entering **Sub Request Anticipated Out-year Costs/Contracting Details** for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Requests** and **Sub Request Anticipated Out-year Costs/Contracting Details**, as shown below.

Exceptional Items	Request Descriptions	
Capital Projects	Request IT Component Details	
Supporting Information	Request Anticipated Out-year Costs/Contracting Details	
Reports	Request Strategy Related Details	
LAR to PDF	Request CFDA/ALNs	
	Sub Requests	Sub Request Descriptions
TE OF		Sub Request IT Component Details
San and	\ \	Sub Request Anticipated Out-year Costs/Contracting Details
		Sub Request Strategy Related Details

On the Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details screen, select the desired Exceptional Item and Sub Request from the drop-down menu boxes. Enter data in each field in the Anticipated Out-year Costs grid and/or Contracting grid, and click Save (example shown below). The character limit is unlimited for the text fields.

Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details							
			Bottom				
Exceptional Items list with Anticipated Out-year Costs or Contracts valued at \$50,000 or above selected:							
1-Fel and Misd Crime Un	lit		~				
Sub Request: 1-Fel Crime Unit Compor							
li-rei crime onic compor	lenc		~				
Anticipated Out-year Costs	:		8				
	Describe the ant	cicipated out-year costs					
Description of Anticipated							
Out-year Costs :	The character Li	mit for this text field is unlimited.					
Estimated Anticipated Out-	vear Costs for item	:					
2028	,	2029	2030				
	\$123,456	\$234,567	\$345,678				
10		-4					
Contracting:			۲				
Approximate Percentage of	77%						
Approximate Percentage of Exceptional Item :	77%						
Approximate Percentage of Exceptional Item :		e of contract and the duration					
Exceptional Item :	Describe the typ	e of contract and the duration					
Approximate Percentage of Exceptional Item : Contract Description :	Describe the typ	e of contract and the duration mit for this text field is unlimited.					
Exceptional Item :	Describe the typ						
Exceptional Item :	Describe the typ						
Exceptional Item :	Describe the typ		Save Delete Cancel				

#### IMPORTANT

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If you answered "N" (No) to "Anticipated Out-year Costs?" or "Will this item likely involve contracts > \$50,000?" on the Exceptional Items > Sub Request Descriptions screen, the Anticipated Out-year Costs and/or Contracting grid will not appear on the Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details screen.

The dollar amounts for Estimated Anticipated Out-year Costs for item for fiscal years 2028, 2029, and 2030 that are entered on the Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details IT Component Details screen will roll up to the amounts displayed on the Exceptional Items > Request Anticipated Out-year Costs/Contract Details screen, as shown in the below examples.

Exceptional Items	₃ > Sub Requ∉	est Anticipated Out-year Costs/Co	ntract Details			
			Bottom	1		
Exceptional Items list with Ant	ticipated Out-year C	costs or Contracts valued at \$50,000 or above se	elected:			
1-Fel and Misd Crime Un	<u> </u>		~			
Sub Request:						
(a)-Fel Crime Unit Comp	onent		~	]		
a sector de la contra de sete			(2)	7		
Anticipated Out-year Costs:	;		( <u>*</u>	9		
	Describe the an	ticipated out-year costs				
Description of Anticipated						
Out-year Costs :	The character li	imit for this text field is unlimited.				
Estimated Anticipated Out-y	year Costs for item	1:				
2028		2029	2030	1		
	\$123,456	\$234,567	\$345,678			
	s > Request Ar	nticipated Out-year Costs/Contrac	ct Details Bottom	1		
Exceptional Items list with Anti	S > Request Ar icipated Out-year Co		ct Details Bottom	-		
	S > Request Ar icipated Out-year Co	nticipated Out-year Costs/Contrac	ct Details Bottom	-		
Exceptional Items list with Anti	S > Request Ar	nticipated Out-year Costs/Contrac	ct Details Bottom	]		
Exceptional Items list with Anti 1-Fel and Misd Crime Unit Anticipated Out-year Costs: Description of Anticipated Out-year Costs : Estimated Anticipated Out-y	S > Request Ar	nticipated Out-year Costs/Contrac osts or Contracts valued at \$50,000 or above se	elected:	]		
Exceptional Items list with Anti 1-Fel and Misd Crime Uni Anticipated Out-year Costs: Description of Anticipated Out-year Costs :	S > Request Ar	nticipated Out-year Costs/Contrac	elected:	]		

To make changes to the dollar amounts displayed on the **Exceptional Items > Request Anticipated Out-year Costs/Contract Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details IT Component Details** screen.

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### EXCEPTIONAL ITEMS SUB REQUEST STRATEGY RELATED DETAILS

To begin entering **Sub Request Strategy Related Details** for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Request** and **Sub Request Strategy Related Details**, as shown below.

Exceptional Items	Request Descriptions	
Capital Projects	Request IT Component Details	
Supporting Information	Request Anticipated Out-year Costs/Contracting Details	
Reports	Request Strategy Related Details	
LAR to PDF	Request CFDA/ALNs	
	Sub Requests	Sub Request Descriptions
TE OF		Sub Request IT Component Details
STOP OF A		Sub Request Anticipated Out-year Costs/Contracting Details
HI A A		Sub Request Strategy Related Details
	1	1

On the **Exceptional Items > Sub Request Strategy Related Details** screen, select the desired **Exceptional Item, Sub Request**, and **Strategy** from the drop-down menu boxes. Enter related data on MOFs, OOEs, and FTEs, just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u>, <u>MOFs</u>, <u>CFDA/ALNs</u>, and <u>FTEs</u> sections of these instructions for data entry details.

Exceptional Items > Sub Request Strategy Related Details							
		OOF, MOE, FTF, D.H.					
Excp. Item: 1-Fel and Misd Crime Unit		OOEs MOFs FTEs Bottom					
Sub (a)-Fel Crime Unit Component							
Request:     (14) -FET CFIME ONTO COMPONENT       Strategy:     1-PROMOTE EFFIC. IR POLICIES/SYSTEMS       1-STATEWIDE PLANNING AN V							
Add Multiple OOEs							
OOEs:		۸					
OOE	2026	2027					
Enter data below.							
1001-SALARIES AND WAGES  OOE Totals:	\$1,222,333 \$0	\$1,222,333 \$0					
Add Multiple MOFs							
MOFs:		8					
MOF	2026	2027					
Enter data below.							
1-General Revenue Fund	\$1,222,333	\$1,222,333					
MOF Totals:	\$0	\$0					
OOE / MOF Difference:	\$0	\$0					
FTEs:		۲					
FTE	2026	2027					
Full-Time Equivalents	29.5	29.5					
		Save					

The dollar amounts that are entered on the **Exceptional Items > Sub Request Strategy Related Details Request** screen will roll up to the amounts displayed on the **Exceptional Items > Request Strategy Related Details Request** screen (example shown below).

R Evention of Homes S, Deserved Chester av Deleted Details						
Exceptional Items > Request Strategy Related Details						
	DEs MOFs FTEs Outcomes Out	puts Efficiency Explan	atory Bottom			
Excp. Item: 1-Fel and Misd Crime Unit			~			
Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNIN	NG AND ALIGNMENT	1-STATEWIDE PLA	NNING A 🗸			
OOEs:			8			
OOE 1001 - SALARIES AND WAGES	2026	2027	\$1,222,333			
OOE Totals:	\$1,222,333		\$1,222,333			
MOFs:			2			
MOF	2026	2027				
1 - General Revenue Fund MOF Totals:	\$1,222,333		\$1,222,333 \$1,222,333			
mor lotals.	\$1,222,33	·	\$1,222,333			
OOE / MOF Difference:	\$0		\$0			
FTEs:			6			
FTE	2026	2027				
Full-Time Equivalents	29.5		29.5			
Impact on Outcomes:			8			
Outcome Measure	2026	2027				
Enter data below.						
1-PERCENT RECOMMENDATIONS ENACTED						
Outenter						
Outputs:			120			
Output Measure	2026	2027				
Enter data below.						
Enter data below.						
1-STATEWIDE RECOMMENDATIONSNumber of						
Efficiency:			8			
Efficiency Measure	2026	2027				
Entoring measure	2020	2021				
Enter data below.						
1-AVG COST/RECOMMENDATION PRODUCED						
Explanatory:			8			
Explanatory Measure		2026	2027			
No measures defined for this strategy.						

### IMPORTANT

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No performance measures data is entered on the **Exceptional Items > Sub Request Strategy Related Details** screen. An Exceptional Item's impact on performance measures is only entered on the **Exceptional Items > Request Strategy Related Details** screen. To make changes to the dollar amounts displayed on the **Exceptional Items > Sub Request Strategy Related Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request Strategy Related Details** screen.

## EXCEPTIONAL ITEMS SUB REQUEST STRATEGY RELATED CFDA/ALNS

To begin entering **Sub Request Strategy Related CFDA/ALNs** data for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Request** and **Sub Request Strategy Related CFDA/ALNs**, as shown below.

Exceptional Items	Request Descriptions	
Capital Projects	Request IT Component Details	
Supporting Information	Request Anticipated Out-year Costs/Contracting Details	
Reports	Request Strategy Related Details	
LAR to PDF	Request CFDA/ALNs	
	Sub Requests	Sub Request Descriptions
TE OF		Sub Request IT Component Details
Sino and	\ \	Sub Request Anticipated Out-year Costs/Contracting Details
H		Sub Request Strategy Related Details
EXX		Sub Request Strategy Related CFDA/ALNs
	2//	

On the Exceptional Items > Sub Request CFDA/ALNs screen, select the desired Exceptional Item, Sub Request, and Strategy from the drop-down menu boxes. Enter the MOFs and CFDA/ALNs data, just as you did earlier for the strategy. Refer to the strategy <u>MOFs</u> and <u>CFDA/ALNs</u> sections of these ABEST instructions for data entry details.

egislative Appropriation Request
Exceptional Items > Sub Request CFDA/ALNs
Excp. Item: 1-Fel and Misd Crime Unit
Sub (a)-Fel Crime Unit Component
Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING AND ALIGNMENT 1-STATEWIDE PLANNING AN 🗸
MOFs: 555 - Federal Funds
Add MOFs Add Multiple CFDA/ALNs
CFDA 2026 2027
Enter data below.
000.000.001 Comptroller Misc Claims Fed Fnd Pym 🗸 \$99,999 \$99,999
000.000.001 Comptroller Misc Claims Fed Fnd Pym 000.000.002 Single Retention (Bonus) Payment
000.000.002 Single Retended (bonds) Payment 000.000.003 Salary Adjustments 000.000.001 Comptroller Misc. Claims Fed Fnd Pymnts 000.001.001 Information and Referral

The dollar amounts that are entered on the **Exceptional Items > Sub Request CFDA/ALNs** screen will roll up to the amounts displayed on the **Exceptional Items > Request CFDA/ALNs** screen and on the **Exceptional Items > Request Strategy Related Details** screen (examples are shown below).

Legislative Appropriation Request		
Exceptional Items > Request CFDA/ALNs		
Even		
Excp. Item: 1-Fel and Misd Crime Unit		♥
Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING	AND ALIGNMENT	1-STATEWIDE PLANNING ANI
MOFs: 555 - Federal Funds		~
CFDA/ALN	2026	2027
000.000.001 Comptroller Misc Claims Fed Fnd Pym	\$99,9	
CFDA/ALN Total	ls: \$99,9	99 \$99,999
OOEs Excp. Item: 1-Fel and Misd Crime Unit	s <u>MOFs</u> <u>FTEs</u> <u>Outcomes</u> <u>Outpu</u>	uts Efficiency Explanatory Bottom
OOEs Excp. Item: 1-Fel and Misd Crime Unit Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING		✓ 1-STATEWIDE PLANNING AN ✓
OOEs:	S MOFS FTES Outcomes Outpu	✓ 1-STATEWIDE PLANNING AN ✔
OOEs:	S MOFS FTES Outcomes Output	✓ 1-STATEWIDE PLANNING AN ✓ 2027
OOEs:	S MOFS FTES Outcomes Outpu	✓ 1-STATEWIDE PLANNING AN ✔
OOEs	S MOFS FTES Outcomes Output AND ALIGNMENT 2026 \$1,222,333 \$1,222,333 2026	✓ 1-STATEWIDE PLANNING AN ✓ 2027 \$1,222,333 \$1,222,333
Excp. Item: 1-Fel and Misd Crime Unit Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING OOEs: 1001 - SALARIES AND WAGES OOE Totals: MOFs:	S MOFS FTES Outcomes Outpu AND ALIGNMENT 2026 \$1,222,333 \$1,222,333	✓ 1-STATEWIDE PLANNING AN ✓          (2027         \$1,222,333         \$1,222,333

To make changes to the dollar amounts displayed on the **Exceptional Items > Request CFDA/ALNs** screen or **Exceptional Items > Request Strategy Related Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request CFDA/ALNs** screen.

# **CAPITAL BUDGETS**

For agencies required to enter data for the **Capital Budget Project Schedule** (refer to the **Detailed Instructions** for guidance), enter data on the **Strategy** Budgeting menu/submenu <u>before</u> entering capital budget data; otherwise, the **Capital Projects** > **Strategy Allocation** screen will not have any strategies listed. Review the illustration on the next page and adhere to the listed rules when entering data. You can avoid closing edits for your capital budget by complying with the following information.

# ILLUSTRATION: Rules for Working with Capital Projects in ABEST:

recor	mmendations m	and MOF in strategy uust have at least uual the sum of all		Code	Strategy Re Strategy	commendations 2026	2027
proje	ects allocated to	that strategy/OOE and It's okay to have more.	OOE	1002 2009 5000	01-01-01	\$100,000 25,000 \$100,000	\$100,000 25,000 \$100,000
Proj. Seq. 1	<b>Project Name</b> Computer Network	Project Category 5005 Acquisition of Information Technology	MOF	1 666		75,000 150,000	75,000 150,000
2	Roof Repairs	5003 Repair/Rehab of Building	OOE MOF	5000 1	02-01-01	\$150,000 150,000	\$115,000 150,000

Capital Projects Financing					
Project 1—Computer Network (ID 1234)		Capital Projects Strategy Allocation Project 1—Computer Network (ID 1234)			
Project 1—Computer Network (ID 1254)		Froject I-	Computer Net	WOFK (ID 1234)	
Capital MOF/TOF		Capital Alle	oastions		
MOF TOF 2026 2027		Strategy		2026	2027
1 CA-Current Approp. \$120,000 \$120,000		01-01-01	1002	\$100,000	\$100,000
1 CA-Current Approp. \$120,000 \$120,000		01-01-01	5000	\$75,000	75,000
666 CA-Current Approp. <u>130,000</u> <u>130,000</u>		02-01-01	5000	\$75,000	75,000
		Total	5000		
Total \$250,000 \$250,000		Total	Rule 2	\$250,000	\$250,000
Informational MOF/TOF		Strategy	MOF	2026	2027
MOF TOF 2026 2027		01-01-01	1	\$45,000	\$75,000
1 CA-Current Approp. \$25,000 \$25,000		01-01-01	666	130,000	75,000
Total \$25,000 \$25,000		02-01-01	1	\$75,000	\$75,000
10121 925,000 925,000		Total	-	\$250,000	\$250,000
				4200,000	+200,000
	\	Information	nal Allocations		
Rule 2: For each project, the total in Capital	- 11	Strategy	OOE	2026	2027
Projects Strategy Allocation (OOE) must equal the	- 11	01-01-10	2009	\$25,000	\$25,000
total in Capital Projects Financing (MOF) for	- i \	Total		\$25,000	\$25,000
capital and informational costs.			Rule 2	4	4
		Strategy	MOF	2026	2027
	_	01-01-01	1	\$25,000	\$25,000
Capital Projects Financing		Total		\$25,000	\$25,000
Project 2—Roof Repairs					. ,
		~			
Capital MOF/TOF			jects Strategy	Allocations	
MOF TOF 2026 2027		Project 2-	Roof Repairs		
1 GO-Gen. Obligation		Capital Alle			
Bonds <u>\$50,000</u> Total \$50,000 \$50,000		Strategy		2026	2027
10tal \$50,000 \$50,000		01-01-01	5000	\$25,000	\$25,000
		02-01-01	5000	\$25,000 25,000	\$25,000 25,000
tt		02-01-01			
t		1	2000		
t	Ч	Total	5000	\$50,000	\$50,000
Rule 3: For each project the MOE total in Conital	-	Total		\$50,000	\$50,000
Rule 3: For each project, the MOF total in Capital	ľ	Total <u>Strategy</u>	MOF	\$50,000 2026	\$50,000 2027
Projects Financing (MOF) must equal the total in		Total <u>Strategy</u> 01-01-01	MOF 1	\$50,000 2026 \$25,000	\$50,000 2027 \$25,000
Projects Financing (MOF) must equal the total in Capital Projects Strategy Allocation (MOF) for		Total <u>Strategy</u> 01-01-01 02-01-01	MOF 1 1	\$50,000 2026 \$25,000 _25,000	\$50,000 2027 \$25,000 25,000
Projects Financing (MOF) must equal the total in		Total <u>Strategy</u> 01-01-01	MOF 1	\$50,000 2026 \$25,000	\$50,000 2027 \$25,000

Step 2: Capital Project Financing

### **PROJECTS LIST**

Click the **Capital Projects** menu and the **Projects List** submenu to create a capital project, as shown below.

Exceptional Items	
Capital Projects	Projects List 📐

### ONGOING CAPITAL PROJECTS

ABEST defines an "ongoing" capital project as a project your agency has used in the past.

Adding Ongoing Projects – To add an ongoing capital project, click the Add Ongoing Projects hyperlink as shown below.

Capital Projects > Projects List	
Add Ongoing Projects Add New Project	Bottom
Capital Projects: 🗤	۲

The screen lists all **Ongoing Capital Projects** for your agency. Review the ongoing projects for accuracy, select the appropriate projects (as shown in the below example), and click **Save**.

Click SAVE or CANCEL to return to previous	screen.
Select Ongoing Capital Projects:	
Helicopter (4)	
✓ 1,400 Vehicles	
100 Additional Troopers (Equip)	
00 Additional Troopers (IT)	

The selected ongoing projects display on the Capital Projects grid, as shown below.

© C	apital	Proj	ects > Pro	ojects List	
	ngoing F I Projec		Add New	Project	<u>Botton</u> ල
			Seq	Short Name	Full Name
×	٩	Ť	1	1,400 Vehicles	1,400 Vehicles & Related Equipment
×	٩	î	2	100 Additional Troopers (Equip)	100 Additional Troopers (Equipment)

### IMPORTANT

The sequence (**Seq**) field links projects in your agency's Biennial Operating Plan (BOP) submission to capital budget projects in categories 5005, 7000, 8000, 9000, and 9500. The BOP submission compares to the capital budget request using the **Seq** to link projects.

TIP

You cannot modify the project **Short Name** or **Full Name** from the **Capital Projects > Projects List** screen. To edit the project names, click on the **magnifying glass** q for the desired project (see below example). The icon directs you to the **Capital Projects > Projects Detail** screen where you can update these fields.

#### Capital Projects > Projects List

# Add Ongoing Projects Add New Project

Bottom

С	Capital Projects:							
				Seq	Short Name	Full Name		
	×	<u> </u>	→	1	1,400 Vehicles	1,400 Vehicles & Related Equipment		
	×	×	ſ	2	100 Additional Troopers (Equip)	100 Additional Troopers (Equipment)		

Review the navigation options (hyperlinks) below.

NAVIGATION OPTIONS REFERENCE				
Double Arrow (top right of Capital Projects grid)	Use this toggle switch ( <b>Double Arrow</b> ) to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid.			
Add Ongoing Projects	Hyperlink allows you to add multiple ongoing projects that your agency has used in the past.			
Add New Project	Hyperlink allows you to add new projects that your agency has requested for the first time. The link directs you to the <b>Capital Projects &gt; Projects Detail</b> screen. You can also access this <b>Capital Projects &gt; Projects Detail</b> scree by clicking the magnifying glass on <b>Capital Projects &gt; Projects List</b> screen or by clicking the <b>Capital Projects → Projects Detail</b> menu/submenu.			
Magnifying glass 🔍	Icon directs you to the Capital Projects > Projects Detail screen.			
€	Click on the up or down arrow to resequence your agency's capital projects.			
Top and Bottom	Hyperlink positions the cursor at the top or bottom of the screen.			

# NEW CAPITAL PROJECTS

ABEST defines a capital project as new when an agency requests funding for the first time.

Adding New Projects – To add a new capital project from the **Capital Projects > Projects List** screen, click the **Add New Project** hyperlink, as shown below. The hyperlink will direct you to the **Capital Projects > Projects Detail** screen. For more information, refer to the <u>Projects Detail</u> section of these instructions.

Capital Projects > Projects List	
Add Ongoing Projects Add New Project	Bottom
Capital Projects:	۱

TIP

You can add a new project by clicking the Add New Project hyperlink on the Capital Projects > Projects List screen or you can click the Capital Projects menu and the Capital Projects Detail submenu. Either option will direct you to the Capital Projects > Projects Detail screen.

Repeat the previous steps to add as many projects as necessary.

### RESEQUENCING AND DELETING PROJECTS

You can resequence or delete capital projects from the **Capital Projects** grid. ABEST lists projects in the order they are added.

**Resequencing Projects** – As shown in the below example, click the **1** arrows to resequence the capital projects. Sequence 2 moves to sequence 1 by clicking the up arrow.

Opital Projects > Projects List								
	Add Ongoing Projects Add New Project Bottom							
			Seq	Short Name		Full Name		
×	٩	r	1	Building Programs New Construction-		Building Programs New Construction- Multiple Buildings - H. B. 1, GAA	\$	
×	٩	<b>↑</b> ↓	2	Multiuse Training Facility	0	Multiuse Training Facility	$\langle \rangle$	

**Deleting Projects** – Delete a project by clicking the red '**x**' in the leftmost position on the **Capital Projects** list grid. Click **OK** to confirm your request.

O Ca	Oapital Projects > Projects List						
Add Ong	<u>going P</u>	rojects	Add New	Project	Bottom		
Capital	Capital Projects:						
	Seq Short Name Full Name						
×	۹	Ť	1	1,400 Vehicles	1,400 Vehicles & Related Equipment		
	te	↑	2	100 Additional Troopers (Equip)	100 Additional Troopers (Equipment)		

## **PROJECTS DETAIL**

To access the **Capital Projects > Projects Detail** screen, click the **Capital Projects** menu and the **Projects Detail** submenu, as shown below. You will also be directed to the **Capital Projects > Projects Detail** screen if you clicked on the **Add New Project** hyperlink while on the **Capital Projects > Projects List** screen.

Capital Projects	Projects List
Supporting Information	Projects Detail 📐

When you click the **Capital Projects** menu and the **Projects Detail** submenu, the **Capital Projects** > **Projects Detail** screen appears, as shown below. The first capital project displays in the **Capital Project** drop-down menu box. To select a different project, click in the **Capital Project** drop-down menu box.

Capital Projects > Projects Detail	8
Add Ongoing Projects Add New Project	Bottom
Capital Project: 1 - Building Programs New Construction-	►

If you were directed to the **Capital Projects > Projects Detail** screen after clicking on the **Add New Project** hyperlink located on the **Capital Projects > Projects List** screen, you will see the following screen.

Capital Projects > Projects Detail	U
Add Ongoing Projects	Bottom
PCLS Tracking	

For each **Capital Project** (on either of the **Capital Projects > Projects Detail** screens previously described), enter the project detail, and click **Save**. The character limits for each text field are noted in the below example, and a warning displays when entered data exceeds the field limit. Refer to the *Detailed Instructions* for further guidance on the information required for each data field.

PCLS Tracking Key:	Character limit is 30 for this field. Also, enter "N/A" if there is no PCLS Tracking Key Number.	
Short Name:	Character limit is 35 for this field.	
Full Name:	Character limit is 210 for this field.	
		$\sim$
		×.
Category:	Select a Capital Category	~
General	Character limit is 2,000 for this field.	
Justification:	See Detailed Instructions for further quidance on information required for this text field.	$\sim$
		$\sim$
Exceptional	Character limit is 2,000 for this field.	
Justification:		$\sim$
	See Detailed Instructions for further guidance on information required for this text field.	2.
		$\sim$
Operating	Character limit is 2,000 for this field.	
Maintenance		$\sim$
Justification:	See Detailed Instructions for further guidance on information required for this text field.	
	Also, see the Capital Projects Operating and Maintenance Expenses section of these ABEST Instructions.	
		1999 - L

## INFORMATION

You will enter descriptive information about each capital project on the **Capital Projects > Information** screen. Refer to the **Detailed Instructions** for guidance on the information required for each input field. Click the **Capital Projects** menu and the **Information** submenu, as shown in the following graphic.

Exceptional Items	
Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Information 📐

Near the top of the **Capital Projects > Information** screen are hyperlinks (shown in the following example) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen. You can also scroll down to each grid for **Descriptions**, **Additional Capital Expenditure Amounts Required**, **Estimated/Actual Debt Obligation Payments**, or **Revenue Generation/Cost Savings**.

	â
	Ø
Descriptions Expenditures Payments Revenue Generation Bot	tom
	✓ <sup>™</sup>
	Descriptions Expenditures Payments Revenue Generation Bot

The agency's first project displays in the capital project drop-down menu box. To change the project, select a different capital project from the drop-down menu box, as shown in the below example.

Legislative Appropriation Request					
Capital Projects > Information					۷
	Descriptions	Expenditures	Payments	Revenue Generation	Bottom
2 - Multiuse Training Facility					~
					63
Descriptions:					۸

#### IMPORTANT

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Enter data in the grids for **Descriptions**, **Additional Capital Expenditure Amounts Required**, and **Estimated/Actual Debt Obligation Payments** before clicking the **Save** button. Data will not be saved and error messages will display if information is not entered for these three grids. Also, if applicable to the selected project, enter data in the fourth grid which is labeled **Revenue Generation/Cost Savings**. ABEST data entry instructions on these four grids are provided in the next sections of these instructions.

#### DESCRIPTIONS

For the selected capital project, enter information in the **Descriptions** grid for the **Average Unit Cost, Estimated Completion Date, General Information, Explanation, Location, Beneficiaries,** and **Frequency of Use/External Factors.** The character limit for each input text field is noted in the following example, and a warning displays when entered data exceeds the text field limit.

Descriptions:		(*
	Character limit is 70. See Detailed Instructions for further guidance.	$\sim$
Average Unit Cost:		$\sim$
		-
Estimated Completion Date:	Character limit is 35.	
General Information Explanation	Location Beneficiaries Frequency of Use / External Factors	
Character limit for the	General Information tab is 2000.	
Character limit for the		^
Character limit for the		
Character limit for the		
	Frequency of Use/External Factors tab is 500.	
See the Detailed Instruc	tions for further guidance on the information required for each tab.	~

#### ADDITIONAL EXPENDITURES

For the selected capital project, enter information in the second grid labeled **Additional Capital Expenditure Amounts Required**. Select a type of financing (**TOF**) from the drop-down menu box (as shown below) and enter data in the remaining fields.

If the proposed type of financing is the Master Lease Purchase Program (**ML**), lease-purchase (**LP**: Non-MLPP), general obligation bonds (**GO**) or revenue bonds (**RB**), enter expenditures amounts and applicable text (character limit is 70 for each text field, and double click in the text box to bring up a character counter). If a text field is not applicable, enter N/A, and refer to the *Detailed Instructions* for additional guidance.

Additional Capital Expenditure Amounts Required:								
TOF	Projected Useful Life	Estimated / Actual Project Cost	Financing/Lease Period	2028	2029			
	CHARACTER LIMIT is 70 for this field	\$11,000,000	CHARACTER LIMIT is 70 for this field	\$2,000,000	\$2,000,000			
	ERAL OBLIGATION BONDS							

### ESTIMATED/ACTUAL DEBT OBLIGATION PAYMENTS

For the selected capital project, enter information in the third grid labeled **Estimated/Actual Debt Obligation Payments**, as shown below. Enter the data in the appropriate fields and click **Save**, and refer to the *Detailed Instructions* for additional guidance.

Estimated/Actual Debt Obligation Payments:								
2026		2027	2028	2029	Total Over Project Life			
	\$1,750,000	\$1,750,000	\$2,000,000	\$2,000,000	\$11,000,000			

## REVENUE GENERATION/COST SAVINGS

For the selected capital project, enter information (if applicable) in the fourth grid labeled **Revenue Generation/Cost Savings**. Select an **MOF** and **Savings** option (**Revenue Generation** or **Cost Savings**) from the drop-down menu boxes, enter data for the **Average Annual Amount**, and click **Save**. Refer to the **Detailed Instructions** for additional guidance.

Revenue Generation / Cost Savings:		8
MOF	Savings	Average Annual Amount
Enter data below.		
1 - General Revenue Fund	Revenue 🗸	

After entering data in all four grids (including all tabs on the **Descriptions** grid) for each capital project, your work on the **Capital Projects > Information** screen is complete.

## FINANCING

Click the **Capital Projects** menu and the **Financing** submenu to add MOFs and TOFs for each capital project. You will need to enter the required data here before moving to the **Strategy Allocation** submenu.

Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Information
LAR to PDF	Financing 📐
	Strategy Allocation

The **Capital Projects > Financing** screen displays two grids (**Capital** and **Informational**) for data entry. The **Capital** grid refers to expenses you would normally include in the capital budget, and the **Informational** grid refers to non-capital costs associated with the project. Refer to the **Detailed** *Instructions* for additional guidance.

Near the top of the **Capital Projects > Financing** screen are three hyperlinks (**Capital, Informational,** and **Bottom**) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen. You can also scroll down to the **Capital** or **Informational** grids.

The agency's first capital project loads into the **Capital Project** drop-down menu box. To change the project, select a different **Capital Project** from the drop-down menu box, as shown below.

Capital Projects > Financing	Ø
Capital Project: 1 - Building Programs New Construction-	Capital Informational Bottom
Add Multiple MOFs - Capital	

Adding Single or Multiple MOFs – After you have selected a capital project, click the Add Multiple MOFs - Capital hyperlink to add single or multiple MOFs and types of financing (TOFs) to the project. Select the appropriate MOF/TOF combinations (example shown below) and click Save.

Click SAVE or CANCEL to return to previous screen.								
Select Capital MOFs:								
□ 1 - General Revenue Fund : CA - CURRENT APPROPRIATIONS								
$\blacksquare$ 1 - General Revenue Fund : GO - GENERAL OBLIGATION BONDS								
$\Box$ 1 - General Revenue Fund : LP - LEASE PURCHASE (NON-MLPP)								

The selected item(s) load into the **Capital** grid on the **Capital Projects > Financing** screen. Enter the dollar amounts for each fiscal year, and click **Save**, as shown in the following example.

		MOF TOF Capital Totals:		\$0	\$0	\$0	\$0	\$0	\$0
×	1	1 - General Revenue Fund	GO	\$0	\$0	\$250,000	\$250,000	\$100,000	\$100,000
		MOF	TOF	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
Capital:									
Add Multiple MOFs - Capital									
Capital Project: 1 - Building Programs New Construction									
Opital Projects > Financing									
Legislative Appropriation Request									

IMPORTANT

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If you have Exceptional Items associated with a capital project, enter the Exceptional Item (**Excp**) amounts on the **Capital Projects > Financing** screen, as shown in the above example.

**Entering Informational Expenses** – To enter the informational expenses on the **Capital Projects** > **Financing** screen, click in the second grid or click the **Informational** hyperlink. Add the data just like you did for the capital expenses in the **Capital** grid.

Optical Projects > Financing									
					<u>Capita</u>	I Informational Bottom			
Capital Project: 1 - Building Programs New Construction									
Add Multiple MOFs - Capital									
Capital:						≶			
Add Multiple MOFs - Informational									
Informational:									
MOF TO	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027			
Enter data below.									

As you save the data, the **MOF TOF Capital Totals** fields at the bottom of each grid (**Capital** and **Informational**) will update (as shown in the below example).

Cap	Capital:									
		MOF	TOF	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027	
×	1	1 - General Revenue Fund	CA	\$0	\$0	\$75,000	\$75,000	\$0	\$0	
×	2	1 - General Revenue Fund	GO	\$0	\$0	\$250,000	\$250,000	\$100,000	\$100,000	
		MOF TOF Capital Totals:		\$0	\$0	\$325,000	\$325,000	\$100,000	\$100,000	
	▶									

Repeat the previous steps to add as many **MOFs/TOFs** as needed. You may add more than one **TOF** for each **MOF**.

**Revising MOF Data** – Select the project from the **Capital Project** drop-down menu box. Revise any dollar amounts associated with the **MOF** and **TOF**, and click **Save**.

# IMPORTANT

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You cannot modify the **MOF** or **TOF** fields. To change the **MOF** or **TOF**, delete the existing row and re-enter the data with the appropriate codes.

**Deleting MOF Data** – Save any unsaved data first and then click the red '**x**' in the leftmost column on the screen, as shown below. Click **OK** in the confirmation window.

Cap	Capital:										
		MOF	TOF	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027		
×	1	1 - General Revenue Fund	CA	\$0	\$0	\$75,000	\$75,000	\$0	\$0		
*	Delete	- General Revenue Fund	GO	\$0	\$0	\$250,000	\$250,000	\$100,000	\$100,000		

Are you sure you want to delete Row# 1?		
	ОК	Cancel

#### IMPORTANT

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To minimize closing edits, the MOF/TOF Totals must equal the Capital > Strategy Allocation for each project (Capital and Informational).

### STRATEGY ALLOCATION

As shown in the following example, click the **Capital Projects** menu and the **Strategy Allocation** submenu to assign the strategies, OOEs, and MOFs for each capital project.

Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Information
LAR to PDF	Financing
	Strategy Allocation
	Operating & Maintenance

Near the top of the **Capital Projects > Strategy Allocation** screen are hyperlinks that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen. You can also scroll down to each grid for **Capital OOE**, **Capital MOF**, **Informational OOE**, or **Informational MOF**.



The agency's first capital project loads into the **Capital Project** drop-down menu box. To change the project, select a different **Capital Project** from the drop-down menu box, as shown below.

Legislative Appropriation Request	e e e e e e e e e e e e e e e e e e e
Capital Projects > Strategy Allocation	×.
	Capital OOE Capital MOF Informational OOE Informational MOF Bottom
Capital Project: 1 - Building Programs New Construction	~
1 - Building Programs New Construction	
Add Multiple Cap 2 - Angleton DL Office	
3 - E. J. "Joe" King Center	
Capital OOE: 4 - Denton DL Office	
5 - Enh Cap Sec-Canine kennelstrng ctr	
6 - League City Mega Center	
3.1.1 - (7 - Deferred Maintenance	
1 LABOR 8 - CVE Modular Building Lease SERVI(9 - CVE IT Equipment	
10 - Crime Records Technology Projects	
10 - Crime Records Technology Projects 11 - DL Technology Upgrades	1
12 - IT Modernization	
13 - Enhance Capitol Security-IT Purch	as
Add Multiple Cap 14 - 11 - Border Security - HB 9 87(2) 15 - 100 Additional Troopers (IT)	
Capital MOF: 16 - Legacy System Modernization	3
17 - Case Management & Reporting Syste	m
18 - ICT Technology Projects	1
3.1.2 - (19 - RSD Technology Projects	1
★ 1 RECOF 20 - Business Biometric Document Mgt S	уз 🗸
SEDVICES Intevenue Fund	

After selecting a **Capital Project**, enter the strategies (**GOS**), **OOEs**, and **MOFs** by capital project. The **Capital Projects > Strategy Allocation** data entry screen allows you to add **OOEs** and **MOFs**, just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u> and <u>MOFs</u> sections of these instructions for data entry details.

### IMPORTANT

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If you have Exceptional Items associated with a capital project, enter the Exceptional Item (Excp) amounts on the Capital Projects > Strategy Allocation screen.

Select a GOS and an OOE or MOF code by clicking on the hyperlinks for Add Multiple Capital OOEs, Add Multiple Capital MOFs, Add Multiple Informational OOEs, or Add Multiple Informational MOFs. You cannot use capital OOE 5000 for Informational grid data.

Legislative	Appropriatio	on Request									
🔘 Capi	tal Projec	ts > Strategy All	ocation								
				Can	ital OOE	Conital M(	D5 Informati	onal (	DOE Information	nol MOE Br	sttom
Capital Pro	oject: 1 - Bu	uilding Programs Ne	w Construct					Unar c			<b>~</b>
Add Multiple	e Capital OOI	Es									
Capital OO											8
GOS		00E	Est 2024	Bud 202	25 F	BL 2026	BL 2027	1	Excp 2026	Excp 202	.7
Enter data	below.										
		Capital OOE Totals:	\$0		\$0	\$0	\$	60	\$0		\$0
Add Multiple	e Capital MOI	Fs									
Capital MO											8
GOS		MOF	Est 2024	Bud 202	25 F	BL 2026	BL 2027	E	Excp 2026	Excp 202	7
Enter data	below.										
/		Capital MOF Totals:	\$0		\$0	\$0	\$	60	\$0		\$0
	Capital OOE	/ MOF Difference:	<b>\$</b> 0		\$0	\$0	)	\$0	\$0		\$0
Add Multiple	e Information	al OOEs									
Informatio	nal OOE:										8
GOS		00E	Est 20	024 Bu	d 2025	BL 2026	6 BL 202	27	Excp 2026	Excp 202	27
Enter data	below.										
		Informational OOE T	otals:	\$0	\$(	0	\$0	\$0	\$0		\$0
Add Multiple	e Information	al MOFs									
Information											8
GOS		MOF	Est 20	024 Bu	d 2025	BL 2026	6 BL 202	27	Excp 2026	Excp 202	27
Enter data	below.		·								
		Informational MOF T	otals:	\$0	\$(	0	\$0	\$0	\$0		\$0
			·								
Inform	ational OOE	/ MOF Difference:	\$0		\$0	\$0	)	\$0	<b>\$</b> 0		\$0

Select the appropriate combination of GOS and OOE/MOF for each grid and click Save.

Click SAVE or CANCEL to return to previous screen.	
Select Capital MOFs:	
3.1.2 - CRIME RECORDS SERVICES: 1 - General Revenue Fund	

#### IMPORTANT

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You cannot use capital OOE 5000 for Informational grid data.

Enter the dollar amounts associated with each selected **GOS** and **OOE/MOF** code and click **Save**, as shown in the below example.

Capi	ital C	DOE:							8
		GOS	OOE	Est	2024 Bud 2	025 BL 2020	6 BL 2027	Excp 2026	Excp 2027
×		3.1.1 - CRIME LABORATORY	5000 - CAPITAL		SO	S0 \$10.000.0	000 \$10.000.00	0 50	50
^		SERVICES	EXPENDITURE	s	30	30 310,000,	310,000,00	30	
Add I	Add Multiple Capital MOFs								
Capi	tal N	MOF:							(*
		GOS	MOF	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
		3.1.2 - CRIME		2312024	Dud 2025	DL 2020	DL 2021	Excp 2020	Excp 2021
×	1	RECORDS	1 - General Revenue Fund	\$0	\$0	\$6,000,000	\$6,000,000	\$0	\$0
×	2	3.1.2 - CRIME RECORDS SERVICES	6 - State Highway Fund	\$0	\$0	\$4,000,000	\$4,000,000	\$0	\$0
		02.11020							
		Capital OOE / MOF	Difference:	\$0	\$0	\$0	\$0	\$0	\$0
Infor	mat	ional OOE:	0.05	5 4 000 4	D LOOOT	<b>DI</b> 0000	DI 0007	5 0000	8
		GOS 3.1.2 - CRIME	OOE	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
×	1	RECORDS SERVICES	2005 - TRAVEL	S0	S0	\$50,000	\$50,000	\$0	\$0
			Informational OOE Totals:		\$0	<b>\$</b> 50,000	\$50,000	\$0	\$0
Add I	Multi	iple Informational MOF	<u>s</u>						
Informational MOF:									
		GOS	MOF	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
		3.1.2 - CRIME	6 - State Highway	50	S0	\$50,000	\$50,000	\$0	\$0
×	1	RECORDS							
*	1		Fund Informational		\$0	\$50,000	\$50,000	\$0	\$0
*	1	RECORDS	Fund		\$0	\$50,000	\$50,000	\$0	\$0
	1	RECORDS	Fund Informational MOF Totals:		\$0	\$50,000 \$0	\$50,000	\$0	\$0

#### IMPORTANT

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Only those strategies for which you have entered **OOE/MOF** amounts in the **Strategy**→**Budgeting** menu/submenu can be selected for display on the **Capital Projects** > **Strategy Allocation** data entry screen. To allocate a capital project to a strategy that does not appear here, return to the **Strategy**→**Budgeting** menu/submenu, select the strategy, add the desired **OOE**(s) or **MOF**(s), and enter the data. Then return to this **Capital Projects** > **Strategy Allocation** screen.

You have completed the **Capital Projects**→**Strategy Allocation** menu/submenu once you have entered the informational and capital costs by strategy, OOE, and MOF for each project.

To minimize closing edits, review the edit checks listed in the following table.

Rule 1 - There must be enough money in your agency's strategies (Strategy→Budgeting menu/submenu) to cover the sum of all strategy allocations to all projects (Capital Budgets→Strategy Allocations menu/submenu and Capital Budgets→Financing menu/submenu).

Rule 2 - For each project, the total in **Capital Projects Strategy Allocation** (OOE) must equal the total in **Capital Projects Financing** (MOF) for capital and informational costs.

Rule 3 - For each project, the MOF total in **Capital Projects > Financing** (MOF) must equal the total in **Capital Projects > Strategy Allocation** (MOF) for capital and informational costs.

## CAPITAL PROJECT OPERATING AND MAINTENANCE EXPENSES

You must identify costs necessary to operate or maintain an asset or facility after it is in service. Click the **Capital Projects** menu and the **Operating & Maintenance** submenu, as shown below.

Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Information
LAR to PDF	Financing
	Strategy Allocation
TATE OF	Operating & Maintenance 📐

The **Capital Projects > Operating & Maintenance** data entry screen allows you to add OOEs, MOFs, CFDAs and FTEs, just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u>, <u>MOFs</u>, <u>CFDA/ALNs</u>, and <u>FTEs</u> sections of these instructions for data entry details.

Legislativ	re Appropriation Request
O Cap	oital Projects > Operating & Maintenance
	3
	OOEs MOFs FTEs Bottom
TIP	
$\bigcirc$	Click the <b>Capital Projects</b> menu and the <b>Projects Detail</b> submenu to add or revise the <u>Operating Maintenance</u> <u>Justification</u> if needed.

# **RIDER FINANCING AND RIDER ALLOCATIONS**

As shown in the following graphic, click on the **Capital Projects** menu and the submenus for **Rider Financing** and **Rider Allocation** in order to access the data entry screens for **Capital Projects** > **Rider Financing** and **Capital Projects** > **Rider Allocation**.

Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Information
LAR to PDF	Financing
	Strategy Allocation
ANTE OF	Operating & Maintenance
308 ST	Operating & Maintenance - CFDAs
	Rider Financing
F	Rider Allocation

The process for adding rider financing and rider allocations data for capital projects is similar to the details explained on the **Capital Projects** Financing menu/submenu and **Capital Projects** Strategy Allocation menu/submenu.

# SUPPORTING INFORMATION

Agencies are required to enter LAR supporting information in addition to the information previously discussed. Refer to the *Detailed Instructions* to identify the supporting information that is required for your agency (e.g., state agencies, appellate courts, or institutions/agencies of higher education).

## TIP

Typically, the LAR menus and submenus listed for your agency in ABEST are an indication of the supporting information that is required for your agency. Because there can be exceptions, contact your agency's assigned LBB analyst if you have any questions.

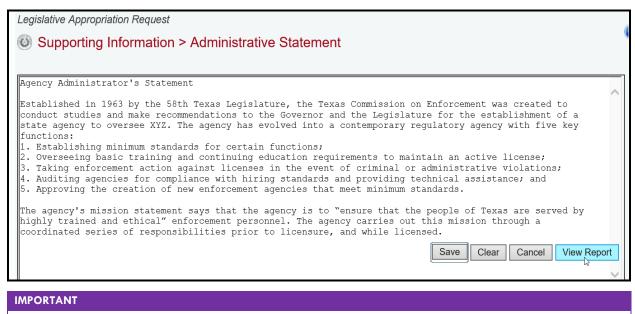
# ADMINISTRATOR'S STATEMENT

Click the Supporting Information menu and Administrative Statement submenu.

Capital Projects	
Supporting Information	Administrative Statement
Reports	Mission 7
LAR to PDF	Strategy Justifications
	Historically Underutilized Business (HUB)

Your agency's Administrator's Statement for 88-R has been copied forward to 89-R. Review the information, make any necessary changes, and click Save. You may enter up to 30,000 characters in

the text field, and a warning displays when entered data exceeds the field limit. Click **View Report** (as shown below) to view/print the **Administrator's Statement**. The report is also available on the **Reports** menu.



Formatting is not an option in the text field on the **Supporting Information > Administrative Statement** screen. Agencies may supplement the ABEST-entered **Administrative Statement** with a supplemental PDF that includes charts and figures (and other formatting), not to exceed four (4) pages. Refer to the <u>LAR to PDF Generator</u> section of these instructions for further details on how to add a supplemental PDF.

### **MISSION STATEMENT**

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Click the **Supporting Information** menu and the **Mission** submenu, as shown below.

Supporting Information	Mission 📐
Reports	Strategy Justifications

The agency's **Mission Statement** for 88-R has been copied forward to 89-R. Review the information, make any necessary changes, and click **Save**. You may enter up to 2,000 characters in the **Mission Statement** text field, and a warning displays when entered data exceeds the field limit. Click **View Report** (as shown below) to view/print the **Mission Statement**. The report is also available on the **Reports** menu.

Legislative Appropriation Request
Supporting Information > Mission
The Department of Public Safety's mission is to serve the people of the State of Texas by enforcing the laws protecting the public safety, by promoting the public safety, and by providing for the prevention and detection of crime.
Save Clear Cancel View Report

# STRATEGY JUSTIFICATIONS

Each strategy must have a justification and external/internal factors assigned to it. The justification and external/internal factors are located on the same input screen. Click the **Supporting Information** menu and the **Strategy Justifications** submenu, as shown below.

Supporting Information	Strategy Justifications 📐
Reports	Historically Underutilized Business (HUB)

The agency's first **Strategy** (GOS) displays in the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down menu box, as shown below.



Enter the **Justification General** and **External/Internal Factors** in the appropriate grids (as shown in the below example) and click **Save**. The character limit is 1,600 for each grid field, and a warning displays when entered data exceeds the field limit. Repeat the previous steps for each **Strategy** listed in the **Strategy** drop-down menu box.

Strategy: 3-ENHANCE PUBLIC SAFETY	1-IMPROVE HIGHWAY SAFETY IN TEXAS	1-TRAFFIC ENFORCEMENT	
Justification General:			
The enabling statute is Chapter 411,	Government Code.		
safety of the motoring public and end patrol and traffic enforcement on the high traffic crash rates as well as t Department strives to reduce the numk	visors are responsible for patrolling Texas re- courage voluntary compliance with all laws three state's roadways. By concentrating enforcement argeting those violations which directly contri- ber of fatal traffic crashes and the number and educates its personnel in all aspects of crimin	hugh high visibility at efforts in areas with wibute to crashes, the severity of all traffic	
External/Internal Factors:			_
state of Texas has tremendous impact Department works extremely close with	in Texas, with nearly two-thirds in rural area on the Department's organization, activities, n rural sheriff's offices, police departments, pronnel are provided office space and dispatch	and strategies. The and county court	,

### HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

You will report Historically Underutilized Business (HUB) data for fiscal years 2020–21. Refer to the *Detailed Instructions* for more information. Click the **Supporting Information** menu and the **Historically Underutilized Business (HUB)** submenu.

Supporting Information	Historically Underutilized Business (HUB) 📐
Reports	Federal Funds Supporting Schedule

# GOALS

Click in the first grid labeled **Goals**. Note that the **Goals** grid has additional tabs, which require data entry (shown below). The character limit for each tab is 1,200 characters, and a warning displays when entered data exceeds the field limit. Enter data for each tab and click **Save**.

Legislative Appropriation Request	
Supporting Information > Historically Underutilized Business (HUB)	U
Goals Procuren	ment Table Bottom
Goals:	(*)
Attainment Applicability Factors Affecting Attainment Good-Faith Efforts to Increase HUB Participation	
Enter "Attainment" information here. Then enter information for the other tabs (Applicability, Factors Affecting Attainment, Good-Faith Effor	rts to Increase
HUB Participation).	Save Cancel

# PROCUREMENT

Scroll down to the second grid labeled **Procurement Table**.

Adding HUB Categories – Use the gray section to add new HUB categories (example shown below). Select a **Procurement Category** from the drop-down menu box, enter your agency's expenditures for the fiscal years indicated, and click **Save**.

ation Request								
Supporting Information > Historically Underutilized Business (HUB)								
						Goals	Procurement 1	Table Bottom
								$\otimes$
								(*)
HUB	HUB	AGENCY HUB GOAL % FY 2022	HUB Expenditures FY 2022	Total Expenditures FY 2022	AGENCY HUB Actual % FY 2023	AGENCY HUB GOAL % FY 2023	HUB Expenditures FY 2023	Total Expenditures FY 2023
		22.3	\$3,444,555	\$14,555,666		22.5	\$3,666,777	\$14,777,888
			\$0	\$0			\$0	\$0
Services Building C	Construction						Sav	/e Cancel
	struct V struct V struction struction se Services	Information > Historic	Information > Historically Und	Information > Historically Underutilized I nent ry Statewide HUB Goals % AGENCY HUB Actual % FY 2022 FY 2022 Struct > 22.3 \$3,444,555 FY 2022 Building Construction Building Construction	Information > Historically Underutilized Business (         Information > Historically Underutilized Business (         nent       AGENCY       AGENCY       HUB       Total         nent       HUB       Actual %       GOAL %       Expenditures       Expenditures         goals %       FY 2022       FY 2022       S3,444,555       \$14,555,666         struct >       22.3       \$3,444,555       \$14,555,666         Struction       \$0       \$0       \$0         e       Services       Building Construction       \$0       \$0	Information > Historically Underutilized Business (HUB)         Information = Hubble Bu	Information > Historically Underutilized Business (HUB) Goals  Ment Ty  Statewide HUB Actual % GOAL FY 2022 HUB GOAL % FY 2022 FY 2022 FY 2022 FY 2022 FY 2022 Struct Struct P Building Construction B	Information > Historically Underutilized Business (HUB) Goals Procurement Goals Procurement Statewide HUB Actual % Goals % AGENCY HUB Goals % AGENCY HUB COAL % FY 2022 FY 2022 FY 2022 FY 2022 FY 2022 FY 2023

Notice that some fields cannot be edited (see following example). The **Statewide HUB Goals %** field contains the established statewide percentage that your agency should have tried to reach or exceed. As you save the data, ABEST calculates the percentage of total expenditures your agency spent on HUBs (**Actual % FY2022** and **Actual % FY2023**).

Pro	Procurement Table:										
	Code	Procurement Category		HUB Actual %	HUB	HUB	Total Expenditures FY 2022	HUB Actual %	AGENCY HUB GOAL % FY 2023	HUB	Total Expenditures FY 2023
×	1 2	Building Construction	21.10	23.66	22.3	\$3,444,555	\$14,555,666	24.81	22.5	\$3,666,777	\$14,777,888
		Heavy Constructic ~									
		Total Expenditures:				\$3,444,555	\$14,555,666			\$3,666,777	\$14,777,888

**Deleting HUB Categories –** Save any unsaved data first and then click the red ' $\mathbf{x}$ ' to the left of the **Code**. Click **OK** in the confirmation window, as shown below.

Pro	Procurement Table:										
	Code	Procurement Category		AGENCY HUB Actual % FY 2022	HUB GOAL %	HUB	Total Expenditures	HUB	GUAL %	HUB Expenditures FY 2023	Total Expenditures FY 2023
×	2	Building Construction	21.10	23.66	22.3	\$3,444,555	\$14,555,666	24.81	22.5	\$3,666,777	\$14,777,888
	Delete	Heavy Constructio 🗸									

Are you sure you want to delete Row# 1?



# FEDERAL FUNDS SUPPORTING SCHEDULE

#### IMPORTANT

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All agencies are required to submit a **Federal Funds Tracking Schedule** for any grant award of \$5.0 million or greater in fiscal year 2023 or upon request by the LBB or Office of the Governor. Please note the \$5.0 million threshold refers specifically to the award and not the final expended amount. Refer to the *Detailed Instructions* for additional details.

For any federal award that requires a state expenditure to fulfill a maintenance of effort (MOE) or federal match requirement, please record the minimum required MOE and/or federal match requirement amount for each federal fiscal year. Refer to the **Detailed Instructions** for additional details.

The CFDA/ALNs detail you entered on the **Strategy** menu populates some of the **Federal Funds Supporting Schedule**. For any Federal Funds reported in the **Federal Funds Tracking Schedule**, you must identify amounts for the related employee benefits (federal and related state general revenue) for each CFDA/ALNs program from which you received Federal Funds.

The employee benefits costs include Federal Funds and related state General Revenue Funds used as a match and/or maintenance of effort for employee benefits. Refer to the *Detailed Instructions* for further guidance.

## IMPORTANT



If your agency expended/budgeted more than \$5.0 million in Federal Funds in FY2023, FY2024, or FY2025, ABEST will display a "warning" on the closing edits screen to enter benefits data for Federal Funds (and related General Revenue Funds) on the **Supporting Information > Federal Funds Supporting Schedule** screen. If you have entered the required benefits data, you can ignore the "warning" because it is not a closing edit that will prevent LAR submission.

Click the **Support Information** menu and the **Federal Funds Supporting Schedule** submenu, as shown below. The **Supporting Information > Federal Funds Supporting Schedule** screen will appear and display two grids for data entry (one labeled **Fed Funds Info**, one labeled **Supporting Schedule**).

Supporting Information	Federal Funds Supporting Schedule 🖌	
Reports	Federal Funds Tracking Schedule	
TIP		
	enus and submenus listed for your agency in ABEST are an indication of the su ur agency. Because there can be exceptions, contact your LBB analyst if you h	

# FEDERAL FUNDS INFORMATION

On the **Supporting Information > Federal Funds Supporting Schedule** screen, click in the first grid labeled **Fed Funds Info**. The grid has two tabs that require data entry, as shown in the below example.

On the first tab, enter the **Assumptions/Methodologies** you used to project federal funding for fiscal years 2026–27 (the character limit is 2,000, and a warning displays when entered data exceeds the field limit). One set of assumptions and methodologies will cover all CFDA/ALNs.

Click on the second tab labeled **PotentialLoss**. Enter projected losses in federal funding for fiscal years 2026–27 (character limit is 2,000) and click **Save**. One entry will cover all CFDA/ALNs.

Legislative Appropriation Request			
Supporting Information > Federal Funds Supporting Schedule			×
Fed Fund	Info	Supporting Schedule	Bottom
Fed Funds Info:			8
Assumptions/Methodologies PotentialLoss			
Enter the Assumptions/Methodologies your agency used to project federal funding (character limit of 2,000). One set of assumptions and methodologies will cover			~
Click on the second tab labeled PotentialLoss. Enter projected losses in federal of 2,000) and click Save. One entry will cover all CFDAs.	func	ling (character lim	nit
		Save	Cancel

# SUPPORTING SCHEDULE

Scroll down to the second grid labeled **Supporting Schedule**. A list of the CFDA/ALNs you previously entered on the **Strategy→Budgeting** menu/submenu appear in the CFDA/ALNs drop-down menu box just above the **Supporting Schedule** grid. Select a **CFDA/ALNs** from the drop-down menu box, as shown in the following example.

Legislative	e Appropriation Request		
🔘 Sup	porting Information > Fee	deral Funds Supporting Schedule	Q
		Fed Funds Info Supporting Schedule	Bottom
Fed Funds	s Info:		8
CFDA:	000.000.001 - Comptroller M	lisc Claims Fed Fnd Pym	~
Supportin	000.000.001 - Comptroller Mi	-	5
	000.301.001 - Information an 016.740.000 - Victim Notific		
		cation system	
5.1.2 - INF	FORMATION TECHNOLOGY	Statewide Automated Victim Information Notification (SAVIN) System ,333	\$3,333
	Strategy Totals:	\$0 \$2,222 \$2,222 \$3,333	\$3,333

The **Supporting Schedule** grid displays the strategies you identified previously that relate to the selected CFDA/ALNs. Enter the **Additional Federal Funds for Employee Benefits** (not included in the strategy amounts). Then scroll down and enter **Additional General Revenue for Employee Benefits** used as a match and/or maintenance of effort for employee benefits, and click **Save** (as shown in the following example). Refer to the *Detailed Instructions* for further guidance on the information required.

Legislative Appropriation Request						
Supporting Information > Fe	Supporting Information > Federal Funds Supporting Schedule					
				Fed Funds Info	Supporting S	Schedule Bottom
Fed Funds Info:						8
CFDA: 000.000.001 - Comptroller N	Aisc Claims Fed	Fnd Pym				~
Supporting Schedule:						8
Strategy	Expended 2023	Estimated 202				Requested 2027
3.1.2 - CRIME RECORDS SERVICES	\$111,222,333		4		09,180,204	\$110,023,219
Strategy Totals:	\$111,222,333	\$118,860,	533  \$114,9	01,365 \$1	09,180,204	\$110,023,219
		Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027
Additional Federal Funds for Employee Bene	fits	\$987,654	\$999,999	\$950,000	\$950,00	\$950,000
Total	Federal Funds	\$111,222,333	\$118.860.533	\$114.901.365	\$109,180,20	94 \$110,023,219
		,,	,,	,,	,	,,
1						•
						8
		Expended 2023	Estimated 2024	Budgeted 2025	Requested 2026	Requested 2027
Additional General Revenue for Employee B	enefits	12222	13333	4000	400	00 4000
•						
				Fed Funds	Info Support	
						Save

Repeat the previous steps for each CFDA/ALNs listed in the drop-down menu box on the **Supporting Information > Federal Funds Supporting Schedule** screen.

## FEDERAL FUNDS TRACKING SCHEDULE

All agencies in receipt of Federal Funds for any grant award that equaled or exceeded \$5.0 million, or upon request of the LBB or Office of the Governor, are required to submit the **Federal Funds Tracking Schedule**.

Because the federal and state fiscal years do not begin on the same date, the LBB and Office of the Governor need specific data to track Federal Funds efficiently. Enter data in ABEST for specific CFDA/ALNs and tie it to the state's fiscal year. For the fiscal years 2026–27 LAR, you must supply CFDA/ALNs data through state fiscal year 2027 on the **Federal Funds Tracking Schedule**. Include data for all historical federal fiscal years in which awarded Federal Funds are still remaining at the agency and that are available for expenditure by the agency. Refer to the *Detailed Instructions* for further guidance.

Click the Supporting Information menu and the Federal Funds Tracking Schedule submenu.

Supporting Information	Federal Funds Tracking Schedule 📐
Reports	Estimated Revenue Collections Schedule

Select a **CFDA/ALNs** from the drop-down list on the **Supporting Information > Federal Funds Tracking Schedule** screen, as shown in the following example.



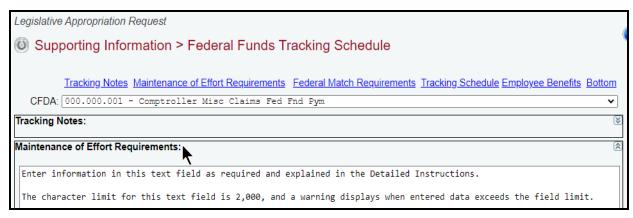
# TRACKING NOTES

Click in the first grid labeled **Tracking Notes**. Use the **Tracking Notes** text field to describe any adjustments made to the reported data for the selected CFDA/ALNs, and click **Save**. Refer to the *Detailed Instructions* for further guidance. The character limit for the **Tracking Notes** field is 2,000, and a warning displays when entered data exceeds the field limit.



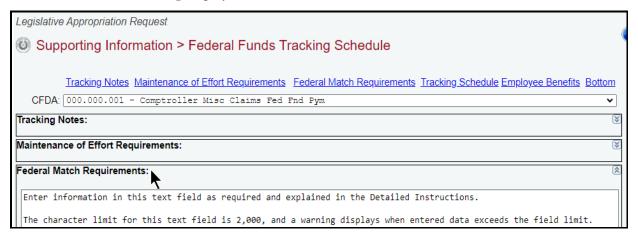
## MAINTENANCE OF EFFORT REQUIREMENTS

Click in the second grid labeled **Maintenance of Effort Requirements**. Enter the information as required and explained in the *Detailed Instructions*. The character limit for the **Maintenance of Effort Requirements** field is 2,000, and a warning displays when entered data exceeds the field limit.



## FEDERAL MATCH

Click in the third grid labeled **Federal Match Requirements**. Enter the information as required and explained in the *Detailed Instructions*. The character limit for the **Federal Match Requirements** field is 2,000, and a warning displays when entered data exceeds the field limit.



### TRACKING SCHEDULE

Click in the fourth grid labeled **Tracking Schedule**. Review the following **Tracking Schedule Criteria** table for data entry guidance.

Tracking Schedule Criteria					
Award Amount	Enter the total amount of Federal Funds awarded for the selected <b>CFDA/ALNs</b> for each federal fiscal year ( <b>FFY</b> ).				
Expended SFY	Enter the dollars actually expended for the selected CFDA/ALNs for the state fiscal years (SFY).				

Estimated SFY	Enter the estimated expenditures for the selected CFDA/ALNs for the state fiscal years (SFY).
Budgeted SFY	Enter the amount budgeted for the selected CFDA/ALNs for the state fiscal year (SFY).
Requested SFY	Enter the amount requested for the selected CFDA/ALNs for the state fiscal year (SFY).
Remainder	The <b>Remainder</b> column displays the difference between the <b>Award Amount</b> and the total of all the <b>SFY</b> columns for each federal fiscal year ( <b>FFY</b> ).

Adding Data – Use the drop-down menu box in the gray section of the **Tracking Schedule** grid to select the **FFY** (Federal Fiscal Year) in which the **Award Amount** was made, enter the dollar amounts associated with each state fiscal year (**SFY**), and click **Save**. An example is shown below.

	~									
Ŋ	Suppo	orting Inform	nation > Fe	ederal ⊢un	ds Trackir	ng Schedul	e			
	Ţ	racking Notes 1	Aaintenance of	Effort Require	ments Federa	<u>al Match Requi</u>	rements Track	king Schedule E	<u>Employee Ben</u>	efits Botton
(	CFDA: 🛛	00.000.001 -	Comptroller	Misc Claims	Fed Fnd Py	m				~
rac	king Not	es:								
/air	tenance	of Effort Requ	lirements:							
an	nenance	of Enorthequ	inements.							
ed	eral Mato	h Requiremen	ts:							
rac	king Sch	nedule:								
								-	_	
	FFY	Award Amount	Expended SFY 2021	Expended SFY 2022	Expended SFY 2023	Estimated SFY 2024	Budgeted SFY 2025	Requested SFY 2026	Requested SFY 2027	Remainde
×	2017	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,00
×	2018	\$10,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$6,000,00
×	2019	\$15,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$6,000,00
×	2020	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$0	)
×	2021	\$2,000,000	\$10,000	\$398,000	\$398,000	\$398,000	\$398,000	\$398,000	\$0	
×	2022	\$3,000,000	\$0	\$0	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	5
×	2023	\$4,000,000	\$0	\$0	\$22,000	\$795,600	\$795,600	\$795,600	\$795,600	\$795,60
×	2024	\$5,000,000	\$0	\$0	\$0	\$11,000	\$997,800	\$997,800	\$997,800	\$1,995,60
×	2025	\$6,000,000	\$0	\$0	\$0	\$0	\$600,000	\$1,200,000	\$1,200,000	\$3,000,00
×	2026	\$7,000,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$1,400,000	\$4,900,00
	2027	\$8,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	\$7,200,00
≍	1999 🗸									
×		\$66,000,000	\$6,210,000	\$5,598,000	\$4,220,000	\$2.004.600	\$3,591,400	\$4,691,400	AC 700 400	\$33,891,20

#### IMPORTANT

**(i**)

The **Remainder** column displays the difference between the **Award Amount** and the total of all the **SFY** columns for each federal fiscal year (**FFY**). If a dollar amount appears in the **Remainder** column for any given **FFY** (as shown in the previous example), an explanation on each amount should be provided in the **Tracking Notes** text field if that amount is anything other than carry forward award balance (an example explanation: *"Regarding the \$4.0 million in FFY 2017 that displays in the Remainder column, \$3.0 million of it was expended by the agency in state fiscal years 2014–16 and \$1.0 million of it was never issued by the federal government."*).

**Revising Data** – Click in the appropriate fields to modify the data and click **Save**.

 IMPORTANT

 Vou cannot modify the FFY field. To change the FFY, delete the existing row and re-add the desired year.

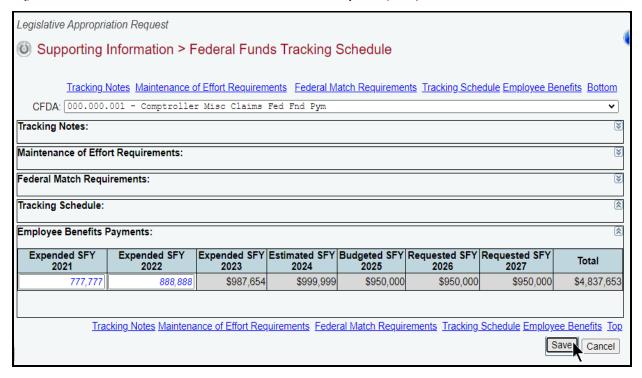
**Deleting Data** – Save any unsaved data first, and then click the red '**x**' to the left of the **FFY** (as shown below) to delete a row of data. Click **OK** in the confirmation window.

Tra	Tracking Schedule:									
	FFY	Award Amount	Expended SFY 2021	Expended SFY 2022	Expended SFY 2023	Estimated SFY 2024	Budgeted SFY 2025	Requested SFY 2026	Requested SFY 2027	Remainder
×	2017	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000
*	Delete	\$10,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$6,000,000
×	2019	\$15,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$6,000,000



### EMPLOYEE BENEFITS PAYMENTS

Click the fifth grid labeled **Employee Benefits Payments** (as shown in the below example). Enter *only* the Federal Funds benefit amounts for state fiscal years (**SFY**) 2021 and 2022 and click **Save**.



Repeat the previous steps for each of the agency's CFDA/ALNs, as needed.

## ESTIMATED REVENUE COLLECTIONS SUPPORTING SCHEDULE

The following agencies are required to enter data for the **Supporting Information > Estimated Revenue Collections Supporting Schedule**.

- Article II Health and Human Services and Article VIII Regulatory;
- agencies with an "Appropriations Limited to Revenue Collections" rider;
- agencies collecting revenues that are reported in the agency's **Summary of Base Request by Method of Finance** schedule (including riders); and
- agencies instructed by the LBB or the Office of the Governor.

If your agency needs to submit this schedule, refer to the *Detailed Instructions* for data requirement details.

IMPORTANT

Agencies affected by Article IX, Section 13.10, Definition, Appropriation, Reporting and Audit of Earned Federal Funds, of the 2024–25 General Appropriations Act should read the **Detailed Instructions** about reporting earned Federal Funds on this schedule.

Click the **Supporting Information** menu and the **Estimated Revenue Collections Schedule** submenu, as shown below.

Supporting Information	Estimated Revenue Collections Schedule 📐
Reports	Advisory Committee

### REVENUES

i

You can add multiple MOFs to the **Revenues** grid or you can add each MOF separately along with the corresponding dollar amounts.

Adding Multiple MOFs – Click the Add Multiple Funds/Accounts hyperlink (as shown in the following graphic) to add multiple MOFs for your agency's Estimated Revenue Collections Supporting Schedule.



Select all the appropriate **MOFs** for your agency's **Estimated Revenue Collections Supporting Schedule** (example shown below), and click **Save**.

Click SAVE or CANCEL to return to previous screen.
Select MOFs:
I - General Revenue Fund  N - Available School Fund

All the MOFs you select and save will load into the **Fund/Account** drop-down menu box (example shown below). When you click on a MOF from the **Fund/Account** drop-down menu box, it will display in the **Revenues** and **Fund/Account** grids.

Legislative Appropriation Request	Legislative Appropriation Request						
Supporting Information > Estimate	ed Revenue	Collections S	Schedule		(		
			Deductio	Augusta Francis			
			Deductio	ns <u>Avallable Fund</u>	d/Account Bottom		
Fund/Account: 1 - General Revenue Fund				~			
Add Multiple Funds/Accounts				R			
Add Multiple Revenue Codes							
Revenues:	Revenues:						
Contact:							
Assumption:							
Fund/Account	Act 2023	Exp 2024	Est 2025	Est 2026	Est 2027		
🗱 1 - General Revenue Fund	\$0	) <b>\$</b> (	\$0	\$0	\$0		
Enter data below.							
3001-Fed Receipts Matched-Transport Pgm V							
Subtotal Revenue:	\$0	\$0	\$0	\$0	\$0		
Total Available:	\$0	\$0	\$0	\$0	\$0		

Adding a Single MOF – To add an available single MOF, click the Available Fund/Account hyperlink (as shown below). The Available Fund/Account hyperlink directs you to the bottom portion of the screen where the MOFs that have not been used can be accessed. You can also scroll down to the Available Fund/Account grid if you prefer.

Legislative Appropriation Request							
Supporting Information > Estimated Revenue Collections Schedule							
	Deductions	Available Fund/Account	Bottom				
Fund/Account: 1 - General Revenue Fund		<u> </u>					

As shown in the following example, select a MOF from the **Available Fund/Account** drop-down menu box and enter the name of the agency's **Contact** person for the selected **Fund/Account** (the character limit for the **Contact** field is 35, and a warning displays when entered data exceeds the field limit), and click **Save**. You can enter the fiscal year dollar amounts at this time or later, but at a minimum, the **Contact** name must be entered in order for the selected MOF to save.

Supporting Information	n > Estimated Reve	nue Co	ollections	Schedule			
				De	aductions	Available Fund/Acc	count Bottom
Fund/Account: 1 - General Rev	enue Fund					~	
Add Multiple Funds/Accounts							
Add Multiple Revenue Codes							
Revenues:							8
Deductions:							*
Ending I	Fund/Acct Bal:	\$0	\$	\$0	\$0	\$0	\$0
Available Fund/Account:							*
Fund/Account	Contact		Act 2023	Exp 2024	Est 2028	5 Est 2026	Est 2027
29 - GR Dedicated - Traf	Jane Doe						

The selected/saved MOF will load into the Fund/Account drop-down menu box, as shown below.

Supporting Information > Estimated Revenue Collections Schedu	lle		,
	Deductions Availa	able Fund/Account	Bottom
Fund/Account: 29 - Traffic Safety Acct		~	
Add Multiple Fund 29 - Traffic Safety Acct			

When you click on a MOF from the **Fund/Account** drop-down menu box, it will display in the **Revenues** and **Fund/Account** grids (shown below). Once the MOF is displayed, the remaining data fields can be completed or revised for that selected MOF. Complete all fields and click **Save**.

Support	ting Information > Estimate	ed Revenue (	Collections S	chedule		
				Deductio	ns Available Fund	I/Account Bottom
Fund/Account:	29 - Traffic Safety Acct				~	
Add Multiple Fu	unds/Accounts					
Add Multiple R	evenue Codes					
Revenues:						٨
Contact:	Jane Doe (the CHARACTER LIMIT	for this text field is 3	85)			
Assumption:	List and explain assumptions a	used in estimati	ng revenue coll	ections for each	Fund/Account.	
	Refer to the Detailed Instruct	tions for furthe	r guidance on t	he required info	rmation.	
The CHARACTER LIMIT for this text field is 2,000.						
_	L		1			
20. CD D	Fund/Account edicated - Traffic Safety Account	Act 2023	Exp 2024	Est 2025	Est 2026	Est 2027
× No. 029	edicated - framic Safety Account	22333	33444	44555	55666	55666
Enter data be			5		4	
3001-Fed Re	ceipts Matched-Transport Pgm					
	Subtotal Revenue:	\$0	\$0	\$0	\$0	\$0
						Save Cancel

#### IMPORTANT

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For each selected **Fund/Account** MOF, the entered dollars should represent the unencumbered beginning balances for each fiscal year.

**Revenue Codes** – For the selected MOF, enter its applicable revenue codes and the corresponding fiscal year amounts (example shown below), and click **Save**.

Fund/Account	Act 2023	Exp 2024	Est 2025	Est 2026	Est 2027
29 - GR Dedicated - Traffic Safety Account No. 029	\$22,333	\$ \$33,444	\$44,555	\$55,666	\$55,666
Enter data below.					
3002-Fed Rcpts Not Matched-Transport Pgm 🗸	5555	6666	7777	8888	8888
3001-Fed Receipts Matched-Transport Pgm	\$0	\$0	\$0	\$0	\$0
3002-Fed Rcpts Not Matched-Transport Pgm 3004-Motor Vehicle Sales/Use Tax	002-Fed Rcpts Not Matched	-Transport Pgm		I	
3005-Motor Vehicle Rental Tax	€ \$22,000		\$44,555	\$55,666	\$55,666

Estimated revenue code amounts may exceed amounts budgeted and/or appropriated, and should represent collections rather than appropriated amounts.

Repeat the previous steps to add all the revenue codes for each MOF listed in the **Fund/Account** drop-down menu box.

#### DEDUCTIONS

i

Click the **Deductions** hyperlink (as shown below) to add deductions data for the selected MOF, or scroll down to the **Deductions** grid.

Legislative Appropriation Request							
Supporting Information > Estimated Revenue Collections Schedule							
	Deductions Available Fund/Account Bottom						
Fund/Account: 29 - Traffic Safety Acct	~						

If there is **Deductions** data for a selected MOF, enter a **Description(s)** and the amounts for each fiscal year (as shown below), and click **Save**. The **Description** text you choose to enter is optional (refer to the *Detailed Instructions* for examples) and the character limit for the **Description** field is 70 (a warning displays when entered data exceeds the field limit). Enter the deductions as positive numbers (the entered dollar amounts will display as negative deductions on the generated ABEST report).

Deductions:					(2)
Description	Act 2023	Exp 2024	Est 2025	Est 2026	Est 2027
Enter data below.				· · · ·	
Transfers to Agency X	2222	3333	4444	5555	5555
Total Deductions:	\$0	\$0	\$0	\$0	\$0
					Save

Repeat the previous steps to add all the deductions for each MOF listed in the MOFs drop-down menu box.

**Revising Estimated Revenue Collections Schedule Data** – Once MOFs are added, you can revise the detail (e.g., contact person, assumption(s), fiscal year dollars, revenues/deductions).

**Deleting Estimated Revenue Collections Schedule Data** – Save any unsaved data first, and then click the red '**x**' in the leftmost column of a grid to delete a row of data (as shown in the below example). If you delete a MOF that has existing revenue codes and/or deductions, all of the revenue codes and deductions associated with the MOF will be deleted. Click **OK** in the confirmation window.

	Fund/Account	Act 2023	Exp 2024	Est 2025	Est 2026	Est 2027
37	29 - GR Dedicated - Traffic Safety Account No. 029	\$22,333	\$33,444	\$44,555	\$55,666	\$55,666
×	Delete - Fed Rcpts Not Matched-Transport Pgm	\$5,555	\$6,666	\$7,777	\$8,888	\$8,888
	3001-Fed Receipts Matched-Transport Pgm 🗸					
	Subtotal Revenue:	\$5,555	\$6,666	\$7,777	\$8,888	\$8,888



# ADVISORY COMMITTEES

Agencies must request authority to reimburse the expenses of advisory committee members. You must also provide reasons why each committee should continue to exist and identify those that need to be consolidated or abolished. Refer to the *Detailed Instructions* for a definition of an advisory committee as well as guidance on the information requirements.

Click the **Supporting Information** menu and the **Advisory Committee** submenu to enter advisory committees information for your agency (as shown below).

Supporting Information	Advisory Committee 📐
Reports	Advisory Committee - Meetings/Strategies/Expenses/MOFs

Adding Multiple Ongoing Committees - Click the Add Multiple Ongoing Committees hyperlink.



Select the appropriate ongoing committees (as shown in the following example) and click Save.

Click SAVE or CANCEL to return to previous screen.
Select Ongoing Committees:
Emmissions Advisory Board
☑ The Training Advisory Board

The selected ongoing committees data loads in the **Advisory Committees** grid (example shown below). Enter/revise the information as needed for each field (refer to the *Detailed Instructions* for further guidance), and click **Save**.

C	Sı	upporting	Information >	> Advisor	y Committe	е				6
			<u>g Committees</u>							Bottom
Adv	lso	ry Committe Name	ees: Statutory Authorization	# of Membs.	New/Ongoing	Date Created	Description	Should be Abolished	Date to be Abolished	Abolish Reasons
×	٩	The Trainin 🗸	Tx.Occupat. Code,Sec.	11	New Ongoing	09/01/1968	Board was 💊	● ○ No Yes	N/A	$\langle \rangle$
		< >	$\langle \rangle$		Ongoing			O     No Yes		< >
TIP								-		
The text fields can be expanded by double clicking in the field (Name, Statutory Authorization, Description, Abolish Reasons). Use your keyboard's Enter key to start a new line of text in an expanded multi-line text field. Within a multi-line text field, click OK or Cancel to move out of the field. Save your work by clicking Save. Each multi-line text field provides a character counter and identifies the character limit for the selected field.						thin a multi-				
TIP										
•	)	,	u click in the field to be entered.	s for <b>Date C</b>	Created and Da	ite to be Ab	olished, a cale	ndar will pop	-up and you ca	an click on

Adding a Single Committee – To add an advisory committee that is not currently listed in the agency's Ongoing Committees list (click the Add Multiple Ongoing Committees hyperlink to view the list), enter data into the gray section fields of the Advisory Committees grid (double click in the blank text boxes), and click Save. The character limits for each text box are noted in the below example.

Û	Sı	upporting	Information	> Advisor	y Committee	9				
Add	Mu	<u>Itiple Ongoin</u>	<u>g Committees</u>							Bottom
Ad	/iso	ry Committe	es:							8
		Name	Statutory Authorization	# of Membs.	New/Ongoing	Date Created	Description	Should be Abolished	Date to be Abolished	Abolish Reasons
×		The Trainin	1	11	O ● New Ongoing	09/01/1968	Board was 🔷 establishe 🗸		N/A	
		701imit charact 🗸	40 limit characters	9	New Ongoing	1/01/2018	2000limit characters 🗸	• O No Yes	N/A	2000limi 🖍 characte 🗸
									[	Top Save Cance

**Revising Committees** – Click in the appropriate fields on the **Advisory Committees** grid to modify the information and click **Save**.

TIP	
$\bigcirc$	You can add or modify the related <b>Advisory Committee - Meetings/Strategies/Expenses/MOFs</b> details by clicking on the magnifying glass 🔍 next to the <b>Name</b> field in the <b>Advisory Committees</b> grid.

**Deleting Committees** – Click the red 'x' in the leftmost position on the **Advisory Committees** grid, as shown below. Click **OK** in the confirmation window.

Adv	/iso	ory Committe	es:									\$
		Name	Statutory Authorization	# of Membs.	New/Ongoing	Date Created	Descrip	ption	Should be Abolished	Date to be Abolished	Abolish Reasons	
×	٩	The Trainin 🗸	Tx.Occupat. Code,Sec.	11	○ ● New Ongoing	09/01/1968	Board w establi			N/A		$\hat{}$
×	۹	70limit 🔨	40 limit characters	9	● ○ New Ongoing	1/01/2018	2000lim charact		● ○ No Yes	N/A	2000limi characte	\$
			$\sim$	Message	e from webpage		×	0	• O No Yes			$\hat{\mathbf{x}}$
				_ ?	Are you sure you w	vant to delete Rov	w# 2?		A		Т	op
1					(	ОК С	Cancel				<u> </u>	ΔÞ

### ADVISORY COMMITTEE DETAILS

As shown below, click the Supporting Information menu and the Advisory Committee - Meetings/Strategies/Expenses/MOFs submenu.

Supporting Information Advisory Committee - Meetings/Strategies/Expenses/MOFs

The agency's first advisory committee displays in the drop-down menu box. To change the committee, select a different **Advisory Committee** from the drop-down menu box, as shown below.

		Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
Meetings:	8 - Trainin	ng Advisory Board				2
-	7 - Emissio	ons Advisory Board	1			
Advisory Committee:	7 - Emissi	ons Advisory Board	d			~
				Meetings	Strategies Expendit	tures MOFs Bottom
Supporting Information > Advisory Committee - Meetings/Strategies/Expenses/MOFs						
-						
Legislative Appropria	tion Request					

### MEETINGS

Click in the first grid labeled **Meetings**, as shown in the following example. Enter the number of meetings per fiscal year for each fiscal year listed and click **Save**.

Legislative Appropriation Request					
Supporting Information :	> Advisory Com	nmittee - Meetii	ngs/Strategies/	Expenses/MOI	Fs
	-				
			<u>Meetings</u>	Strategies Expendit	ures MOFs Bottom
Advisory Committee: 7 - Emission	ns Advisory Board				~
Meetings:					٨
	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
Enter data below.					
Meetings per Fiscal Year	4	4	4	4	4
					Save Cancel
					· · · · · · · · · · · · · · · · · · ·

#### STRATEGIES

Click in the second grid labeled **Strategies**. Select the strategy or strategies that relate to the committee (example shown below), and click **Save**.

Legislative Appropriation Request	
Supporting Information > Advisory Committee	- Meetings/Strategies/Expenses/MOFs
	Meetings Strategies Expenditures MOFs Bottom
Advisory Committee: 7 - Emissions Advisory Board	<b>v</b>
Meetings:	¥
Strategies:	٨
□ Select or deselect all	
🚔 🕰 1-PROTECT TEXAS 1-PROVIDE INTELLIGENCE 1-INTELLIGE	NCE
-PROTECT TEXAS 1-PROVIDE INTELLIGENCE 2-INTEROPE	RABILITY

IMPOR	ΤΑΝΤ
<b>i</b>	The <u>Advisory Committee Supporting Schedule ~ Part A</u> report will not display data unless at least one strategy is selected on the <b>Strategies</b> grid (example shown above).

#### DIRECT EXPENSES

Click the **Expenditures** hyperlink or scroll down to the third grid labeled **Expenditures**.

Legislative Appropriation	Request
Supporting Information	rmation > Advisory Committee - Meetings/Strategies/Expenses/MOFs
·	
	Meetings Strategies Expenditures MOFs Bottom
Advisory Committee: 7	- Emissions Advisory Board

Adding Multiple Direct Expenses – Click the Add Multiple Direct Expenses hyperlink to add multiple categories for direct expenses, as shown below.

Legislative Appropriation Reque	st				
Supporting Informati	on > Advisory Cor	nmittee - Meet	ings/Strategies	/Expenses/M	OFs
			Meeting	s Strategies Expen-	ditures MOFs Bottom
Advisory Committee: 7 - Emis	sions Advisory Board	1			~
Meetings:					≷
Strategies:					8
Strategies.					2
Expenditures:					8
Add Multiple Direct Expenses					
Committee Members' Direct	xpenses:				۲
Seq Expense	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027

Select the appropriate expenses from the existing available categories (as shown below) and click Save.

Click SAVE or CANCEL to return to previous screen.					
Select Expenses:					
Save					

The selected expense categories will load into the **Expenditures** grid. Enter the dollar amounts associated with each fiscal year and click **Save**, as shown below.

E	•	enditu						8
	_		iple Direct Expenses tee Members' Direct Expenses:					۸
		Seq	Expense	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
	×	1	COMMITTEE MEMBERS DIRECT EXPE	7777	8888	9000	9500	9500
			Total Direct Expenses:	\$0	\$0	\$0	\$0	\$0
								Save Cancel

Adding a Single Direct Expense – To add a single direct expense that is not currently listed in the agency's existing expense categories list (click the Add Multiple Direct Expenses hyperlink to view the existing list), enter data into the gray section fields at the bottom of the Committee Members' Direct Expenses grid. Enter your sequence number (Seq) and the dollar amounts associated with each fiscal year, and click Save (as shown in the following example). The character limit for the Expense category/description field is 35, and a warning displays when entered data exceeds the field limit.

A		res: i <u>ple Direct Expenses</u> tee Members' Direct Expenses:					» () ()
	Seq	Expense	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
*	1	COMMITTEE MEMBERS DIRECT EXPE	\$7,777	\$8,888	\$9,000	\$9,500	\$9,500
	2	Other Operating Costs	1111	2222	3333	4444	4444
		Total Direct Expenses:	\$7,777	\$8,888	\$9,000	\$9,500	\$9,500
-							Save Cancel

#### IMPORTANT

i

A sequence number (**Seq**) must be unique within the grid, and once entered and saved, a sequence number may not be changed for a given **Expense**. To change a sequence number for a specific **Expense**, click the red '**x**' in the leftmost column on the grid to delete the data row, click **OK** in the confirmation window, and re-enter the **Expense** information.

#### **INDIRECT EXPENSES**

As shown below, enter supporting expenditures (e.g., cost of agency staff, etc.) in the grid labeled **Committee Members' Indirect Expenses** (similar to data entry for direct expenses).

Expenditu	res:							8		
	<u>ple Direct Expenses</u> ee Members' Direct Expen	ses:						8		
Committ	Add Multiple Indirect Expenses Committee Members' Indirect Expenses:									
Seq	Other Expense	Exp 2023	) E	st 2024	Bu	d 2025	BL 2026	BL 2027		
Enter da	ta below.									
1 <sup>Ag</sup>	ency Support Staff		5555	5750		6000	6000	6000		
			\$0	\$0		\$0	\$	0 \$0		
Total Dire	ect + Indirect Expenses:		\$8,88	8 <b>\$</b> 1	11,110	\$12,33	33 \$13,9	44 \$13,944		

## The Total Direct + Indirect Expenses will display at the bottom of the Expenditures grid.

	enditu						
_		iple Direct Expenses tee Members' Direct Expenses:					8
	Seq	Expense	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
×	: 1	COMMITTEE MEMBERS DIRECT EXPE	\$7,777	\$8,888	\$9,000	\$9,500	\$9,500
×	2	Other Operating Costs	\$1,111	\$2,222	\$3,333	\$4,444	\$4,444
			\$8,888	\$11,110	\$12,333	\$13,944	\$13,944
_		iple Indirect Expenses tee Members' Indirect Expenses:	\$8,888	\$11,110	\$12,333	\$13,944	
_		······	\$8,888 Exp 2023	\$11,110 Est 2024	\$12,333 Bud 2025	\$13,944 BL 2026	\$13,944 &
_	ommitt Seq	tee Members' Indirect Expenses:					
Co	ommitt Seq	tee Members' Indirect Expenses: Other Expense	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027
Co	ommitt Seq	tee Members' Indirect Expenses: Other Expense	Exp 2023	Est 2024	Bud 2025	BL 2026	BL 2027

## METHOD OF FINANCE (MOFS)

To enter MOF data related to the expenditures for the selected advisory committee, click the **MOFs** hyperlink (at the top or bottom of the screen) or scroll down and click in the fourth grid labeled **MOFs**. Click the **Add Multiple MOFs** hyperlink to add multiple MOF codes or use the gray section (at the bottom of the **MOFs** grid) to add entries individually. An example is shown below.

Expenditures:						8
Add Multiple Direct Expenses						
Committee Members' Direct Expenses:						$\overline{\mathbf{x}}$
Add Multiple Indirect Expenses						
Committee Members' Indirect Expenses	s:					$\otimes$
Total Direct + Indirect Expenses:	\$	14,443	\$16,860	\$18,333	\$19,944	\$19,944
1						
Add Multiple MOFs						
MOFs:						8
MOFs	Exp 2023	Est 2024	E	3ud 2025	BL 2026	BL 2027
Enter data below.				·	·	
Enter data below.						
1 - General Revenue Fund	14443	168	360	18333	19944	19944
	\$0		\$0	\$0	\$0	\$0
-						
Expenses / MOEs Difference:	\$	14 443	\$16 860	\$18 333	\$19.944	\$19.944
Expenses / MOFs Difference:	\$	14,443	\$16,860	\$18,333	\$19,944	\$19,944

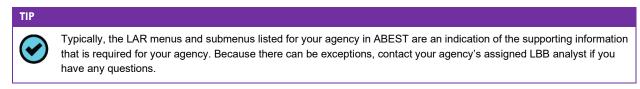
Review the **Expenses/MOFs Difference** for each advisory committee. The total for each fiscal year should be zero. You cannot complete the LAR until each advisory committee has its expenses and MOFs in balance.

Repeat the previous steps for each advisory committee listed.

# **OPERATING COSTS DETAIL**

i

Appellate courts and judicial branch agencies must enter **Operating Costs Detail**. Skip this section if you are not an appellate court or judicial branch agency.



Click the Supporting Information menu and Operating Costs Detail submenu (shown below).

Supporting Information Operating Costs Detail

The court's/agency's first GOS displays in the **Select a Goal Objective Strategy** drop-down menu box. To change the GOS, select a different GOS from the drop-down menu box, as shown below.

Legislative Appropriation Request		
Supporting Information > Operating Costs Detail		
Select a Goal Objective Strategy: 1-APPELLATE COURT OPERATIONS 1-APPELLATE CO	JRT OPERATIONS	~
Add Multiple Expense Items		Bottom 6
Operating Costs:		8

Adding Multiple Expense Items – After the desired GOS is selected, click the Add Multiple Expense Items hyperlink, as shown below.



Select the appropriate Expense Items (as shown below) and click Save.

Click SAVE or CANCEL to return to previous screen.
Select Expense Items:
✓ 1 - Consumable Supplies
☑ 2 - Postage

The selected expense items load into the **Operating Costs** grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.

Legislative Appropriation Request					
Supporting Information > Operation	ing Costs Def	ail			(
Select a Goal Objective Strategy: 1-APPEL	LATE COURT OPER	ATIONS	1-APPELLATE C	OURT OPERATIONS	1~
Add Multiple Expense Items					Bottom
Operating Costs:					8
Type of Expense	Exp 2023	Est 2024	Bud 2025	Req 2026	Req 2027
¥ 1 - Consumable Supplies	1111	2222	3333	4444	4444
🗙 2 - Postage	333	444	555	777	777
3 - Telephone					
3 - Telephone   Operating Costs Totals:	\$0	\$0	\$0	\$0	\$0
					Top Save Cancel
					Calicel

Adding Individual Expense Items – Use the gray section at the bottom of the **Operating Costs** grid to add an individual expense. Select the **Type of Expense** from the drop-down menu box (as shown in the following example), enter the dollar amounts associated with each fiscal year and click **Save**. The system will not save the data unless you have entered at least one amount for the selected expense.

Legislative Appropriation Request					
Supporting Information > Opera	ting Costs De	tail			
Select a Goal Objective Strategy: 1-APPE	LLATE COURT OPER	ATIONS	1-APPELLATE	COURT OPERATIONS	1~
Add Multiple Expense Items					Bottom
Operating Costs:					٨
Type of Expense	Exp 2023	Est 2024	Bud 2025	Req 2026	Req 2027
1 - Consumable Supplies	\$1,111	\$2,222	\$3,333	\$4,444	\$4,444
2 - Postage	\$333	\$444	\$555	\$777	\$777
3 - Telephone 🗸	5000	6000	7000	8000	8000
3 - Telephone	\$1,444	\$2,666	\$3,888	\$5,221	\$5,221
4 - Travel 5 - Westlaw/Lexis					
6 - Registrations/Training 7 - Subscriptions/Periodicals 8 - Auto Equip/Maint. Costs					Save Cance

**Revising Expense Data** – Select the GOS from the **Select a Goal Objective Strategy** drop-down menu box, revise any dollar amounts associated with a **Type of Expense**, and click **Save**.

#### IMPORTANT

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You *cannot* modify the selected **Type of Expense** name once the item has been saved. To change the **Type of Expense**, delete the existing row and re-add the information.

**Deleting Expense Data** – Save any unsaved data first and then click the red 'x' to the left of the **Type of Expense**, as shown below. Click **OK** in the pop-up window to confirm.

Operating Costs:						
	Type of Expense	Exp 2023	Est 2024	Bud 2025	Req 2026	Req 2027
×	1 - Consumable Supplies	\$1,111	\$2,222	\$3,333	\$4,444	\$4,444
×	Delete tage	\$333	\$444	\$555	\$777	\$777
×	5 - Westlaw/Lexis	\$5,000	\$6,000	\$7,000	\$8,000	\$8,000

Are you sure you want to delete Row# 1?

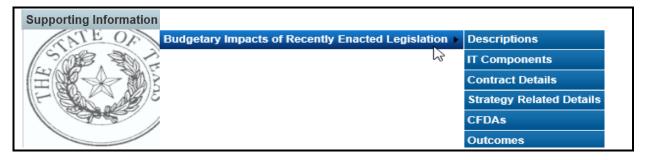


Repeat the previous Operating Costs Detail steps for each GOS, as needed.

## BUDGETARY IMPACTS RELATED TO RECENTLY ENACTED STATE LEGISLATION SCHEDULE

The **Budgetary Impacts Related to Recently Enacted State Legislation Schedule** is a LAR supporting schedule that is ONLY REQUIRED IF SPECIFICALLY REQUESTED by the LBB or Governor's Office. If requested by the LBB or Governor's Office, the schedule applies to newly implemented or expanded programs because of recently enacted state legislation by the Eighty-eighth Legislature. Read the *Detailed Instructions* for information about the data required for this LAR supporting schedule.

The data entered into ABEST on six different screens produces two reports: Schedule 6.K. Part A and Schedule 6.K. Part B (for additional information refer to the <u>GENERATING REPORTS</u> section of these instructions). The six ABEST data entry screens are accessed by clicking on the Supporting Information menu, then the submenu items that are shown below.



## DESCRIPTIONS

To access the first screen for data entry, click the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus, as shown below.

Supporting Information			
ANTE OF	Budgetary Impacts of Recently Enacted Legislation	Descriptions	
Some and	2	IT Components	1

Four areas of information (shown below) must be entered for each expanded or new initiative that is implemented because of recently enacted state legislation by the Eighty-eighth Legislature: **Expanded** or New Initiative Name; State Budget by Program Name; Legal Authority; and Description/Key Assumptions.

Legislative Approp	priation Request							
Budgetary	Impacts of Re	cently Enacted	Legislation > Desc	riptions	Edit Text		ж	
		-				is 2000 for this expanda field (Description/Key	ble	Bottom
ltem #	Expanded or New Initiative Name	State Budget by Program Name	Legal Authority (Session Law and Statute)	Description/Key Assumptions	Refer to the Det	on and key assumptions he tailed Instructions for e on the information	re.	likely involve > \$50,000?
Enter data below.						r this text field.		
	Character limit is 210. V		Character limit is 300.	Ĺ	Ş			~
							~	
					Character Count = 256; M/	AX = 2000		<u>Top</u>
						ОК	Cancel	

TIP

 $\checkmark$ 

Ĭ

As shown in the previous example, you can expand the multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.

After making the informational text entries, four questions (shown below) need to be answered with a yes  $(\mathbf{Y})$  or no  $(\mathbf{N})$  for each entered **Expanded or New Initiative Name**, and click **Save**.

Legi	slative Appr	opriation Request						â	
$\odot$	Budgetar	y Impacts of Re	cently Enacted	Legislation > Desc	criptions		(	0	
					1				Bottom
	ltem #	Expanded or New Initiative Name	State Budget by Program Name	Legal Authority (Session Law and Statute)	Description/Key Assumptions	Are there cost/savings to this item?	Any impact to FTEs?	Is there an IT component?	Will this item likely involve contracts > \$50,000?
Ente	r data belov	v.							
	0	Character limit is 210.		Character limit is 300.	Character Alimit is	ΥV	ΥV	ΥV	N
									Y
		-							
IMI	PORTAN	11							
6		four questions	to the right of	the Description/K	Key Assumpt	ions column re	late to the	e entire initia	ative you enter in

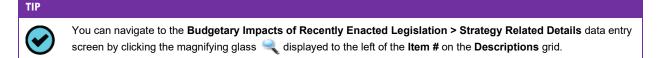
Expanded or New Initiative Name.

If you select yes (**Y**) for any of the four questions in the **Descriptions** grid, when you click **Save** a caution window will display (shown below) that reminds you to enter the required supporting data for the item(s) in which yes (**Y**) was selected. If the required supporting data is not provided on the applicable submenu, a LAR closing edit will occur.

Budgetary Impacts of Recently Er	acted Legislation > Descriptions		0	
	Message from webpage X			Bottom
Item # Expanded or New State Bud Initiative Name Program		Are there cost/savings to this item?	Is there an IT component?	Will this item likely involve contracts > \$50,000?
Enter data below.	Are there cost/savings? to Yes, Any Impacts to FTEs? to Yes. Please enter supporting data for your selections			
Character limit is 210. Character limit is 210.	ОК	Y • Y •	Υv	ΥV

**Deleting Data** – Save any unsaved data first and then click the red ' $\mathbf{x}$ ' to the left of the magnifying glass  $\triangleleft$  to delete a row of data (as shown below). Click **OK** in the confirmation window.

Budgetary Impacts of Recently Enacted Legislation > Descriptions			V	)						
							Message from webpage X			Bottom
		ltem #	Expanded or New Initiative Name	State Budget by Program Name	Legal Authority (Session Law and Statute)	De A	5 15	y impact FTEs?	Is there an IT component?	Will this item likely involve contracts > \$50,000?
×	۹	1	Character limit is 210.	Character		Char limi		YV	ΥV	ΥV
		0	0		$\sim$		OK Cancel	~	~	~



### **IT COMPONENTS**

If you entered an **Expanded or New Initiative Name** that has an information technology (IT) component, then click the **Supporting Information** $\rightarrow$ **Budgetary Impacts** of **Recently Enacted Legislation** $\rightarrow$ **IT Components** menu/submenus, as shown below.

Supporting Information		
ANTE OF	Budgetary Impacts of Recently Enacted Legislation	Descriptions
508 30 2	2	IT Components

As shown in the below example, select the desired initiative from the drop-down menu box, and enter information in the various text fields (character limit for each text field is unlimited). Then, for the drop-down menu boxes for **Is IT component New or Current Project?** and **Type of Project?**, select the applicable category.

Budgeta	ry Impacts of Recently Enacted Legislation > IT Components	(
	w Initiative list with IT Component: or Collecting Certain Information	
1-Database 10	Initiative Cost FTEs Bott	<b>~</b>
		<u>om</u>
Expanded or Ne	ew Initiative with IT Component:	8
	The IT Component for this New Initiative consists of three areas:	
Description of IT Component :	<ol> <li>Track-Kits;</li> <li>Ehelp Tech Support costs; and</li> </ol>	
Tr Component .	3) One agency FTE for a help desk at \$65,835 per fiscal year for salaries/wages plus \$16,460 per fiscal year for other personnel costs.	
ls IT		
component New or Current	New 🗸	
Project ?		
Development	Breakdown of development costs associated with the proposed IT Component are:	
Cost and Other	1) Track-Kits: \$10,000 total cost per fiscal year, and each kit costs \$1,000 and;	
Cost(Please Provide a	2) Ehelp Tech Support costs: \$2,000 total cost per fiscal year for projected 20 hours at \$100 per hour.	
breakdown):		
Type of Project		
?	Data Management / Data Warehousing	~
	Ehelp Tech Support costs include the following software-related items	
Proposed Software		
oonanano .		
	Track-Kits costs include the following hardware-related items	
Proposed Hardware:		

The remainder of the **Budgetary Impacts of Recently Enacted Legislation** > **IT Components** screen is shown in the following example. For each fiscal year, enter the **Estimated IT Cost** dollars and the number of **FTEs Related to IT**. Regarding the dollar amount entered for **Total Over Life of Project**, that amount must be equal to or exceed the sum of the fiscal years. Then click **Save**.

Budgetary Impacts or	f Recently Enact	ted Legislati	ion > IT C	ompone	ents			(
Expanded or New Initiative list with 1-Database for Collecting C	the second se				Initiati	ve <u>Cost</u>	FTEs	► Bottom
Expanded or New Initiative with Estimated IT Cost:	IT Component:							*
Exp 2023 Bu	d 2024 E	st 2025	Est 202	?6	Est 2027	Tota	al Over L Project	
G	94295	94295		95000	950	00		500000
FTEs Related to IT:								۲
Exp 2023	Bud 2024	Est 20		E	st 2026	E	st 2027	
0	1.0		1.0		1.0			1.0
<u> </u>					<u>lni</u>	tiative <u>C</u> Save	ost <u>FT</u>	Es <u>Top</u> Cancel

IMPORTANT		
screen a on the B	ck on the <b>Delete</b> button on the <b>Budgetary Impacts of Recently Enacted Le</b> is shown below, all of the <b>IT Components</b> information for the selected initiati <b>udgetary Impacts of Recently Enacted Legislation &gt; Descriptions</b> scree matically be changed from " <b>Y</b> " (yes) to " <b>N</b> " (no).	ve will be deleted; and the answer
*** DEV *** Automated	Budget and Evaluation Are you sure you want to delete all of the IT Components information?	Icome, jnewton Logout Help Contact Us
89TH LEGISLATIVE REG	ULAR SESSION Legislative	of Texas Status: INCOMPLETE
89TH LEGISLATIVE REGU	LAR SESSION V Legislative /	f Texas Save Selections
News	Legislative Appropriation Regress	
Status	Budgetary Impacts of Recently Enacted Legislation > IT Components	0
Strategy		
Rider		
Measures	Expanded or New Initiative list with IT Component:	
Summary of Requests	1-Database for Collecting Certain Information	✓ Initiative Cost FTEs Bottom
Exempt Positions		Initiative Cost FTES Bottom
Exceptional Items	Expanded or New Initiative with IT Component:	8
Capital Projects	Estimated IT Cost:	8
Supporting Information	FTEs Related to IT:	(*)
Reports		Initiative Cost FTEs Top
LAR to PDF		Save Delete Cancel

### CONTRACT DETAILS

If you entered an **Expanded or New Initiative Name** that will likely require a contract (for any purpose) that will exceed \$50,000, you must provide information about the potential contract(s). Click the **Supporting Information**→**Budgetary Impacts of Recently Enacted Legislation**→**Contract Details** menu/submenus, as shown below.

Supporting Information	
Budgetary Impacts of Recently Enacted Legislation >	Descriptions
	IT Components
	Contract Details
F C A A A A A A A A A A A A A A A A A A	Strategy Related Details
1 conco	CFDAs
	Outcomes

For each initiative, enter in the box for Approximate Percentage of Expanded or New Initiative Contracted in FYs 2024–25 the percentage of the total initiative cost estimated to be expended on contracted goods or services. Also, provide information in the Contract Description box (character limit is unlimited) as shown in the following example, and click Save.

Legislative Appropriation Re	equest	6
Budgetary Impact	s of Recently Enacted Legislation > Contract Details	<b>W</b>
	Bottom	1
Expanded or New Initiative list	t with Contracts valued at \$50,000 or above selected:	
1-Database for Collecti	ng Certain Information 🗸 🗸	)
Country stimus	(4)	3
Contracting:		1
Approximate Percentage of		
Expanded or New Initiative Contracted in FYs 2024-25:	19.0%	
	Please provide: 1) description of the goods/services to be procured by contract; 2) type of contract to be awarded (consulting, professional, construction, major information systems,	
Contract Description :	etc.); 3) expected duration of the anticipated contract; 4) anticipated method of procurement for the contract (e.g., sole source, proprietary, RFP, etc.); and 5) explanation of why the	
	service is being contracted out.	
	Save Delete Cance	
		2

#### IMPORTANT

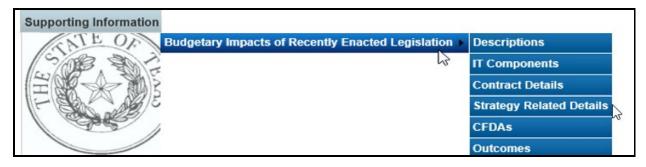
i

If you click on the **Delete** button on the **Budgetary Impacts of Recently Enacted Legislation > Contract Details** screen as shown below, a confirmation window will display. Before clicking on the **OK** button, ensure that you do want all of the **Contract Details** information for the initiative to be deleted, and the answer on the **Descriptions** screen for "<u>Will this item likely involve contracts > \$50,000?</u>" will automatically be changed from "**Y**" (yes) to "**N**" (no).

Legislative Appropriation R	equest
Budgetary Impac	ts of Recently Enacted Legislation > Contract Details
	Bottom
Expanded or New Initiative list	t with Contracts valued at \$50,000 or above selected:
1-Database for Collect:	ng Certain Information 🗸
Contracting:	(۵)
Approximate Percentage of Expanded or New Initiative Contracted in FYs 2024-25:	19.0%
Contract Description :	Please provide: 1) description of the goods/services to be procured by contract; 2) type of contract to be awarded (consulting, professional, construction, major information systems, etc.); 3) expected duration of the anticipated contract; 4) anticipated method of procurement for the contract (e.g., sole source, proprietary, RFP, etc.); and 5) explanation of why the service is being contracted out.
	Save Delete Cancel
Are you sure you want to d	elete all of the Contract Details information?
	OK Cancel

## STRATEGY RELATED DETAILS

If you entered an **Expanded or New Initiative Name** that has a cost and/or savings, then click the **Supporting Information** Budgetary Impacts of Recently Enacted Legislation Strategy Related Details menu/submenus (as shown below).



As shown in the following example, select an initiative from the drop-down menu box for **Expanded** or **New Initiative**, click on the applicable GOS from the **Strategy** drop-down box, and enter information in the different grids on the **Budgetary Impacts of Recently Enacted Legislation** > **Strategy Related Details** screen. Add the OOEs, MOFs, CFDA/ALNs and FTEs data just as you did earlier for the strategy. Refer to the strategy <u>OOEs</u>, <u>MOFs</u>, <u>CFDAs</u>, and <u>FTEs</u> sections of these instructions for data entry details. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

Legislative Appropriation Request				0		
Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details						
0 , ,	, in the second s					
					OOEs MOFs FTEs Outp	uts Efficiency Explanatory Bottom
Expanded or 1-Database for Collecting Certa: New Initiative:	in Information					~
Strategy: 1-APPELLATE COURT OPERATIONS	1-APPELL	ATE COURT OPERATIONS	1-APPELLATE COURT OF	ERATIONS		~
Add Multiple OOEs						
OOEs:						8
OOE		Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027
Enter data below.						
1001-SALARIES AND WAGES	✓					SO
	OOE Totals:	\$0	\$0	\$0	\$0	30
Add Multiple MOFs						
MOFs:						2
MOF 36 S55 - Federal Funds		Exp 2023 \$333,333	Bud 2024 \$350,00	Est 2025 \$400,000	Est 2026 \$400,00	Est 2027 0 \$400,000
1-General Revenue Fund	~	0000,000		0 000,000	*100,00	9100,000
	MOF Totals:	\$333,333	\$350,00	\$400,000	\$400,00	0 \$400,000
OOE / MOF Diffe	forence.	(\$333,333)	(\$350,000)	(\$400,000)	(\$400,000)	(\$400,000)
	menoc.	(0000,000)	(0000,011)	(0400,)	(********)	(********
FTEs:	-					8
FTE Exp 2023	В	ud 2024	Est 2025	Est 202	26	Est 2027
Enter data below.						
Enter data below.						
Outputs:						ă
Output Measure		Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027
		Exp 2023	DUU 2VE+	C 51 2020	L312020	EST AVE?
Enter data below.						
1-# CASES DISPOSED	~					
Efficiency:						8
Efficiency Measure		Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027
Enter data below.						
1-AVERAGE TIME SINCE FILING-PENDING	~					
Explanatory:						8
Explanatory Measure		Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027
No measures defined for this strategy.						
			-			
						Save Cancel
						Carloer Carloer

#### IMPORTANT

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If you entered an **Expanded or New Initiative Name** that caused (or is projected to cause) an estimated savings or cost reduction in a given fiscal year(s), enter those fiscal year dollar amounts as a negative value.

Continuing with the three remaining grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen (as shown in the previous example), use the dropdown menu boxes to select the desired measure name, then enter the fiscal year data for each applicable strategy related performance measure (**Outputs**, **Efficiency**, **Explanatory**), and click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

### CFDA/ALNS

Click the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→ CFDA menu/submenus (as shown in the following graphic) if any of the MOFs entered on the Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details screen are federally funded MOFs.

Supporting Information		
ANTE OF	Budgetary Impacts of Recently Enacted Legislation 🕨	Descriptions
50B 30 1	2	IT Components
E		Contract Details
F		Strategy Related Details
1 and		CFDAs

Select an initiative from the drop-down menu box for **Expanded or New Initiative**, click on the desired GOS from the **Strategy** drop-down box, select the federally funded MOF from the **MOFs** drop-down box, click on the applicable CFDA/ALNs number from the **CFDA** drop-down box (as shown in the following example), and enter dollars for each fiscal year. Click on **Add Multiple CFDA/ALNs** or **Add MOFs** to select additional CFDA/ALNs or MOFs to include for your selected initiative and strategy. Then click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

Legislative Appropriation Request			4	à		
Budgetary Impacts of Recently Enacted	ed Legislation > CFDA/A	LNs		0		
					Botto	m
Expanded						_
or New 1-Database for Collecting Certain In Initiative:	formation				```	<u>·</u>
Strategy: 1-APPELLATE COURT OPERATIONS	1-APPELLATE COURT OPERAT	TIONS 1-APP	ELLATE COURT OPERATIO	NS	```	7
MOFS: 555 - Federal Funds					```	วี
Add Multiple CFDA/ALNs						
Add MOFs						
CFDA	Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027	
Enter data below.						
000.000.001 Comptroller Misc Claims Fed Fnd Pym 🗸						
000.000.001 Comptroller Misc Claims Fed Fnd Pym 000.000.002 Single Retention (Bonus) Payment	<u>^</u> \$0	\$0	\$0	\$0	9	\$0
000.000.002 Single Retention (Bonus) Payment	0.000.001 Comptroller Misc. Claims Fe	ed Fnd Pymnts				
000.301.001 Information and Referral		,				

**Deleting Data** – Save any unsaved data first and then click the red '**x**' to the left of the **CFDA/ALN** to delete a row of data, as shown below. Click **OK** in the confirmation window.

Expanded					
or New 1-Database for Collecting Certain Inf	ormation				~
Initiative:					
Strategy: 1-APPELLATE COURT OPERATIONS	1-APPELLATE COURT OPERATIO	DNS 1-APPEL	LATE COURT OPERATIONS		~
MOFs: 555 - Federal Funds					~
Add Multiple CFDA/ALNs Add MOEs CFDA/ALN	Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027
* 000.000.001 Comptroller Misc Claims Fed Fnd Pym	\$333.333	\$350.000	\$400,000	\$400.000	\$400,000
	\$333,333	\$550,000	\$400,000	9400,000	\$400,000
Delete 0.002 Single Retention (Bonus) Payment 🗸 🗸					
		0050.000	A 400.000	A 400.000	
CFDA/ALN Totals	\$333,333	\$350,000	\$400,000	\$400,000	\$400,000

Are you sure you want to delete Row# 1?		
	ок	Cancel

### OUTCOMES

If you entered an **Expanded or New Initiative Name** that impacts your agency's outcome measures, click the **Supporting Information** Budgetary Impacts of Recently Enacted Legislation Outcomes menu/submenus, as shown in the following graphic.

Supporting Information	
Budgetary Impacts of Recently Enacted Legislation	Descriptions
	IT Components
	Contract Details
E Banger E	Strategy Related Details
1 mars	CFDAs
	Outcomes

Select an initiative from the drop-down menu box for **Expanded or New Initiative** and click on the desired objective from the **Objective** drop-down menu box. Use the drop-down menu box under **Outcome Measure** to select the desired outcome performance measure name (example shown below). Enter the fiscal year data for each applicable performance measure, and click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

Legislative Appropriation Request			Â			
Budgetary Impacts of Recently Enacted Le	gislation > Outcomes	Ø				
						Bottom
Expanded or 1-Database for Collecting Certain Infor New Initiative:	mation					•
Objective: 1-APPELLATE COURT OPERATIONS	1-APPELLATE COURT OPERATION	5				~
Outcomes:						8
Outcome Measure	Exp 2023	Bud 2024	Est 2025	Est 2026	Est 2027	
Enter data below.			_			
1-DISPOSITION RATE V						
1-DISPOSITION RATE						
2-AVERAGE TIME PENDING - ALL MATTERS						
2-AVERAGE TIME PENDIN	G - ALL MATTERS					<u>Top</u>

# CHANGING AGENCY STATUS TO COMPLETE

You must change the **Status** for your agency from **INCOMPLETE** to **COMPLETE** to submit your LAR. Although you can generate and print ABEST reports when your agency's **Status** is set to **INCOMPLETE** or **COMPLETE**, you should print the final copies *after* changing the **Status** to **COMPLETE**. Click the **Status** menu, select the **COMPLETE** radio button (as shown below) and click **Save**.

News	Legislative Appropriation Request	
Status	Status	
Strategy		
Rider		
Measures		
Summary of Requests	Save Cancel	

If you have no closing edits, the Status will change to COMPLETE when you click Save.

IMPO	RTANT
<b>i</b>	If you have imbalances or other problems with the LAR, they will display on the <b>Status</b> screen as closing edits. You cannot change the agency <b>Status</b> to <b>COMPLETE</b> until you clear the closing edits. Refer to the <u>CLOSING EDITS AND</u> <u>WARNINGS</u> section of these instructions to resolve any issues. Change your agency's <b>Status</b> to <b>COMPLETE</b> when you have cleared all the closing edits.

After you change the **Status** to **COMPLETE**, your LBB analyst and the Office of the Governor can view the LAR. Call your LBB analyst if you need to make LAR revisions after you have set the **Status** to **COMPLETE**, and the LBB analyst can have the agency's **Status** changed to **INCOMPLETE** to enable you to make any needed revisions. You must change the **Status** back to **COMPLETE** after making any LAR revisions.

# **CLOSING EDITS AND WARNINGS**

Closing edits will display on your agency's **Status** menu if required LAR data is not entered or is entered incorrectly. The closing edits provide important information (e.g., fiscal year, OOE, MOF, strategy, etc.) about each closing edit issue. Click the **hyperlink** displayed above each section, as shown in the below examples. A hyperlink will direct you to the screen location in question.

Logisialive App	propriation Request				
O Status					•
	Save Cancel				
	Cancel				
					Bottom
Page Pagen S	tatus must be Complete				(*)
Dase Recoil 5	status must be complete	,			
		Base Re	econ > Status		
		Base R	lecon Status		
		Inc	complete		
			ompiete		
Measure Defir	nition Status must be Co				۱
Measure Defir	nition Status must be Co	omplete	efinitions > Status		(8)
Measure Defir	nition Status must be Co	omplete <u>Measure De</u> Measure D	efinitions > Status efinitions Status		(Ř)
Measure Defir	nition Status must be Co	omplete <u>Measure De</u> Measure D	efinitions > Status		ŝ.
Measure Defir	nition Status must be Co	omplete <u>Measure De</u> Measure D	efinitions > Status efinitions Status		۸
Measure Defir	nition Status must be Co	omplete <u>Measure De</u> Measure D	efinitions > Status efinitions Status		8
		omplete <u>Measure De</u> Measure D Inc	efinitions > Status efinitions Status		<ul> <li>(8)</li> <li>(8)</li> <li>(8)</li> <li>(8)</li> </ul>
	nition Status must be Co	omplete <u>Measure De</u> Measure D Inc Difference	efinitions > Status efinitions Status complete		
		omplete <u>Measure De</u> Inc Difference <u>Summary F</u>	efinitions > Status efinitions Status complete Requests > MOFs		
		omplete <u>Measure De</u> Inc Difference <u>Summary F</u>	efinitions > Status efinitions Status complete Requests > MOFs y > Budgeting		
MOF Summar	y - Strategy MOF/Rider I	omplete <u>Measure De</u> Inc Difference <u>Summary Fe</u> <u>Strategy</u> <u>Rider</u>	efinitions > Status efinitions Status complete Requests > MOFs y > Budgeting > Amounts	Der 2026	
		omplete <u>Measure De</u> Inc Difference <u>Summary F</u>	efinitions > Status efinitions Status complete Requests > MOFs y > Budgeting	Req 2026 (\$2,540,085,649)	

IMPOR	TANT	
<b>i</b>	The closing edit hyperlinks (as shown in the previous examples) will take not take you to the specific item in question.	you to the screen location affected, but will
CAUTIO	ON	
	Your agency will need to ensure that its total LAR GR/GR-D request for the limits (targets) for General Revenue Funds and General Revenue-Dedicated CLOSING EDIT FOR THAT ISSUE.	
	Also, your agency's limits (targets) display on the ABEST report titled <b>Ge</b> <b>Dedicated (GR-D) Baseline</b> that can be found on the <b>Reports</b> menu und	
© R	eports	
LAR	to PDF	
Budg	get Requests	
B	udget Overview - Biennial Amounts	
	A. Summary of Base Request by Strategy	
1 1	B. Summary of Base Request by Method of Finance	
1 1	C. Summary of Base Request by Object of Expense	
	D. Summary of Base Request Objective Outcomes	
	E. Summary of Exceptional Items Request F. Summary of Total Request by Strategy	
	G. Summary of Total Request Objective Outcomes	
1 1	A. Strategy Request	
	A. Exceptional Item Request Schedule	
	B. Exceptional Items Strategy Allocation Schedule	
-4.	C. Exceptional Items Strategy Request	
G	eneral Revenue (GR) & General Revenue Dedicated (GR-D) Baseline 🔉	

Resolve the items listed on the **Status** screen. The closing edit will disappear from the **Status** screen once the issue is resolved. Refer to the following table for resolutions to closing edits. Your agency **Status** cannot be changed to **COMPLETE** until you correct all errors/closing edits.

<b>RESOLUTIONS FOR C</b>	LOSING EDITS
CLOSING EDIT	RESOLUTION
Base Recon Status must be Complete	The agency's Base Reconciliation <b>Status</b> must be set to <b>COMPLETE</b> . From the available drop-down menu boxes in the user profile selection area, select <b>88TH LEGISLATIVE REGULAR SESSION</b> , <b>Base Reconciliation</b> , <b>S01 – AGENCY SUBMISSION</b> , and your agency. Click <b>Save Selections</b> to update your user profile. Select the <b>Status</b> menu, click the <b>COMPLETE</b> radio button and click <b>Save</b> .
Budgetary Impacts: Missing IT Components	Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>IT Components</b> submenus. Select the appropriate <b>Expanded or New Initiative</b> from the drop- down menu box. Enter data in the appropriate fields and click <b>Save</b> .
Budgetary Impacts: Missing Strategy Related Details: Cost/Savings (OOEs/MOFs)	This closing edit appears if an Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus has been selected ("Y") to have cost/savings and no OOE/MOF data has been entered. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Enter OOE/MOF data and click Save. If the Expanded or New Initiative has no cost/savings impact, click the appropriate Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus and change the "Y" to "N".

RESOLUTIONS FOR CLC	DSING EDITS
CLOSING EDIT	RESOLUTION
Budgetary Impacts: Missing Contract Details	Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Contract Details</b> submenus. Select the appropriate <b>Expanded or New Initiative</b> from the drop- down menu box. Enter data in the appropriate fields and click <b>Save</b> .
Budgetary Impacts: Missing Strategy Related Details: FTEs	This closing edit appears if an Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus has been indicated ("Y") to have an impact on FTEs and FTE data has not been entered. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Enter FTE data and click Save. If the Expanded or New Initiative has no FTE impact, click the appropriate Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus and change the "Y" to "N".
Budgetary Impacts: Strategy Related Details: Costs/Savings (OOEs/MOFs) data not in agreement	This closing edit appears if an Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus has been indicated ("N") to have no cost/savings but OOE/MOF data has been entered. If the Expanded or New Initiative has cost/savings impact, click the appropriate Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus and change the "N" to "Y". If the Expanded or New Initiative does not have cost/savings, click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down box. Delete the OOE/MOF data and click Save.
Budgetary Impacts: Missing Strategy Related Details: FTEs data not in agreement	This closing edit appears if an Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus has been indicated ("N") to have no impact on FTEs but FTE data has been entered. If the Expanded or New Initiative has an impact on FTEs, click the appropriate Expanded or New Initiative in the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus and change the "N" to "Y". If the Expanded or New Initiative does not have an impact on FTEs, click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down box. Delete the FTE data and click Save.
Budgetary Impacts: OOE / MOF Difference	This closing edit appears when the OOEs and MOFs are not in balance for an <b>Expanded or New</b> <b>Initiative</b> . Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted</b> <b>Legislation</b> and <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>OOE / MOF Difference</b> row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click <b>Save</b> .
Budgetary Impacts: IT Costs > Budget Impacts: Strategy Related Details: OOEs	This closing edit appears when an <b>Estimated IT Cost</b> is greater than the total for the OOEs for an <b>Expanded or New Initiative</b> . Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>IT Components</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>OOE Difference</b> row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click <b>Save</b> .
Budgetary Impacts: IT FTEs > Budget Impacts: Strategy Related Details: FTEs	This closing edit appears when a <b>FTEs Related to IT</b> amount is greater than the total for the FTEs for an <b>Expanded or New Initiative</b> . Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts</b> <b>of Recently Enacted Legislation</b> and <b>IT Components</b> submenus. Select the <b>Expanded or New</b> <b>Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>FTE Difference</b> row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click <b>Save</b> .

RESOLUTIONS FOR CLO	DSING EDITS
CLOSING EDIT	RESOLUTION
Capital Projects: Rider Allocation OOEs = Rider Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between OOE and MOF rider allocation amounts in rider capital budget projects for each year. This closing edit lists OOE and MOF differences by project. To clear this edit, click the <b>Capital Budgets</b> menu and the <b>Rider Allocation</b> submenu. Select the project listed in the closing edit. Adjust the OOE and MOF data so that the <b>OOE / MOF Difference</b> row for the project shows a zero for each year ( <b>Capital</b> and/or <b>Informational</b> data).
Capital Projects: Rider Financing = Rider Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between rider capital projects financing and capital rider allocations (MOF) for each year. To clear this edit, click the <b>Capital Projects</b> menu and the <b>Rider Financing</b> submenu. The closing edit displays the project number and if the project is <b>Capital</b> or <b>Informational.</b> Select the project and review the data; revise if necessary and click <b>Save</b> . If the edit has not cleared, click the <b>Capital Projects</b> menu and the <b>Rider Allocation</b> submenu. Select the project and review if necessary and click <b>Save</b> . The MOF amounts should balance for both menu items by project and year.
Capital Projects: Financing = Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between capital projects financing and capital allocations (MOF) for each year. To clear this edit, click the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. The closing edit displays the project number and if the project is <b>Capital</b> or <b>Informational</b> . Select the project and review the data; revise if necessary and click <b>Save</b> . If the edit has not cleared, click the <b>Capital Projects</b> menu and the <b>Allocation</b> submenu. Select the project and review the MOF data; revise if necessary and click <b>Save</b> . The MOF amounts should balance for both menu items by project and year.
Capital Projects: Strategy Allocation OOEs = Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between OOE and MOF strategy allocation amounts in capital budget projects for each year. This closing edit lists OOE and MOF differences by project and strategy. To clear this edit, click the <b>Capital Budgets</b> menu and the <b>Strategy Allocation</b> submenu. Select the project listed in the closing edit. Adjust the OOE and MOF data so that the <b>OOE / MOF Difference</b> row for the project shows a zero for each year ( <b>Capital</b> and/or <b>Informational</b> data).
Capital Rider OOE Allocation Difference	This edit appears when there is a difference between rider OOE amounts in capital budget projects and the total OOE amount for each year. To balance, for the OOE listed in the closing edit, either increase the amount on the rider menu (click the <b>Rider</b> menu and the <b>Amounts</b> submenu) or decrease the amount in capital projects for riders allocated to this OOE (click the <b>Capital Budgets</b> menu and the <b>Rider Allocation</b> submenu). The total OOEs from the <b>Capital Projects-&gt;Rider</b> <b>Allocation</b> menu/submenu must be less than or equal to the total OOEs from the <b>Rider-&gt;Amounts</b> menu/submenu.
Capital Rider MOF Allocation Difference	This edit appears when there is a difference between rider MOF amounts in capital budget projects and the total MOF amount for each year. To balance, for the MOF listed in the closing edit, either increase the amount on the rider menu (click the <b>Rider</b> menu and the <b>Amounts</b> submenu) or decrease the amount in capital projects for riders allocated to this MOF (click the <b>Capital Budgets</b> menu and the <b>Rider Allocation</b> submenu). The total MOFs from the <b>Capital Projects</b> → <b>Rider</b> <b>Allocation</b> menu/submenu must be less than or equal to the total MOFs from the <b>Rider→Amounts</b> menu/submenu.
Capital Strategy Request – Capital Budget Project = Difference (OOE Difference must be >= \$0)	This edit appears when there is a difference between strategy-level OOE amounts in capital budget projects and OOE amounts in strategies. To balance, for the strategy and OOE listed in the closing edit, either increase the amount on the strategy menu (click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu) or decrease the amount in capital projects allocated to this strategy and OOE (click the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu). The total OOEs from the <b>Capital Projects</b> → <b>Strategy Allocation</b> menu/submenu must be less than or equal to the total OOEs from the <b>Strategy→Budgeting</b> menu/submenu.

RESOLUTIONS FOR CLO	DSING EDITS
CLOSING EDIT	RESOLUTION
Capital Strategy Request – Capital Budget Project (MOF Difference must be >= \$0)	This edit appears when there is a difference between strategy-level MOF amounts in capital budget projects and MOF amounts in strategies. To balance, for the strategy and MOF listed in the closing edit, either increase the amount on the strategy menu (click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu) or decrease the amount in capital projects allocated to this strategy and MOF (click the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu). The total MOFs from the <b>Capital Projects→Strategy Allocation</b> menu/submenu must be less than or equal to the total MOFs from the <b>Strategy→Budgeting</b> menu/submenu.
Committee Expense MOF Summary Difference	This edit appears when there is a difference in expenses and MOFs for advisory committees. Click the <b>Supporting Information</b> menu and the <b>Advisory Committee Meetings/Strategies/Expenses/MOFs</b> submenu. Select the committee code of the committee listed in the closing edit. The <b>Expense/MOF Difference</b> will show an imbalance. Expenses and MOFs must balance. Make the adjustments to the appropriate grids and click <b>Save</b> .
Exceptional Item IT Component needs	Click the <b>Exceptional Items</b> menu and the <b>IT Component Details</b> submenu. Select the appropriate <b>Exceptional Item</b> from the drop-down menu box. Enter data in the appropriate fields and click <b>Save</b> .
supporting data	If the selected <b>Exceptional Item</b> includes <b>Sub Requests</b> , then click on the <b>Exceptional Items</b> menu and the submenus for <b>Sub Requests</b> and <b>Sub Request IT Component Details</b> , and then enter data <b>in the</b> appropriate fields and click <b>Save</b> .
Exceptional Items Anticipated Out-year Costs and Contracting cost more than \$50,000 needs supporting data	Click the Exceptional Items menu and the Anticipated Out-year Costs/Contracting Details submenu. Select the appropriate Exceptional Item from the drop-down menu box. Enter data in the appropriate fields and click Save. If the selected Exceptional Item includes Sub Requests, then click on the Exceptional Items menu and the submenus for Sub Requests and Sub Request Anticipated Out-year Costs/Contracting Details, and then enter data in the appropriate fields and click Save.
Exceptional Item OOE/ MOF Difference	This closing edit appears when the OOEs and MOFs are not in balance for an Exceptional Item and strategy. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select the Exceptional Item and the strategy listed in the closing edit. The <b>OOE / MOF Difference</b> row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click <b>Save</b> .
Exceptional Items Request Description missing Sub Request data	Click the <b>Exceptional Items</b> menu and the <b>Request Descriptions</b> submenu. Click on the down arrow located in the far right column of the grid. Enter data in all the fields in the <b>Enter Sub Requests:</b> grid. Then click <b>Save</b> .
FF Supporting/ Tracking Schedules do not match – Check State Fiscal Year Federal Funds Expenditures	This closing edit appears when a <b>Federal Funds Tracking Schedule</b> is filled out for a CFDA, and the total on that tracking schedule does not equal the total Federal Funds on the <b>Federal Funds</b> <b>Supporting Schedule</b> . To clear the edit, update the <b>Federal Funds Supporting Schedule</b> so that the last 5 years of the employee benefits payments matches the 5 years on the <b>Federal Funds</b> <b>Tracking Schedule's</b> "Employee Benefits Payments" grid.
FTE Summary – Strategy FTE/Rider Difference	This edit appears when the summary of FTEs and the FTEs entered for strategies are out of balance. Clearing this edit may mean checking multiple screens. First, click the <b>Summary of Request</b> menu and the <b>FTEs</b> submenu. The <b>FTE Summary Totals</b> and <b>FTE Strategy Totals</b> must be the same. The <b>FTE Summary Totals</b> row includes data for the current years that you entered and the historical data entered during Base Reconciliation. Check the data for the current years for accuracy and revise if necessary. The totals for each should be the same. To revise historical data, call your LBB analyst to have ABEST reopened for Base Reconciliation. Make the changes and close the Base Reconciliation status in ABEST. The <b>FTE Strategy Totals</b> are rolled up from the FTEs you entered for each strategy under the <b>Strategy</b> menu, Check the FTEs for each strategy listed in the closing edit for errors and make revisions.

RESOLUTIONS FOR CL	RESOLUTION
General Revenue &	Your agency's GR and GR–D baseline targets (limits) are typically entered into ABEST by LBB staff before you start working on your agency's LAR. If this message appears in the closing edits, contact
Dedicated baseline targets have not been set	your LBB analyst and advise them of the closing edit. Your LBB analyst will contact LBB Application Support to get the issue rectified.
The total LAR requested amounts entered for GR and GR-D cannot exceed the total GR/GR-D baseline target	After your agency's GR and GR–D baseline targets (limits) are entered into ABEST by LBB staff, if thi message appears in the closing edits, that means the agency's total appropriations request (entered into ABEST) for the upcoming biennium has exceeded the agency's total GR/GR–D baseline targets (limits). To clear the edit, review your agency's requested amounts for each strategy and rider appropriation and make necessary revisions to ensure the agency's total appropriations request does not exceed the agency's total GR/GR–D baseline targets (limits).
Measure Definition Status must be Complete	The agency's Strategic Plan/Measures Definitions <b>Status</b> must be set to <b>COMPLETE</b> . From the available drop-down menu boxes in the user profile selection area, select <b>88TH LEGISLATIVE REGULAR SESSION</b> , <b>Strategic Plan/Measures Definitions</b> , <b>S01 – AGENCY SUBMISSION</b> , and your agency. Click <b>Save Selections</b> to update your user profile. Select the <b>Status</b> menu, click the <b>COMPLETE</b> radio button and click <b>Save</b> .
Measures Outcome Missing Amounts	This edit appears when no actual or projected amounts have been entered for key and non-key outcome measures. Click on the <b>Measures</b> menu and the <b>Outcomes</b> submenu. Enter missing amounts and click <b>Save</b> .
Measures Outputs Missing Amounts	This edit appears when no actual or projected amounts have been entered for key and non-key outpu measures. Click on the <b>Measures</b> menu and the <b>Strategy Related</b> submenu. Enter missing amounts and click <b>Save</b> .
Missing Advisory Committee Strategies	This edit appears when no strategies have been selected for an advisory committee. Click on the <b>Supporting Information</b> menu and the <b>Advisory Committee</b> - <b>Meetings/Strategies/Expenses/MOFs</b> submenu. Click on the <b>Strategies</b> hyperlink at the top of the screen. Select a strategy on the grid and click <b>Save</b> .
MOF Summary – Strategy MOF/Rider Difference	This closing edit appears when the <b>MOF Summary Totals</b> and the rolled-up totals for MOFs for strategies and appropriation riders do not match. The out-of-balance MOFs are listed by code. Clearing this edit may mean checking multiple screens. Click the <b>Summary of Requests</b> menu and the <b>MOFs</b> submenu. The <b>MOF Summary Totals</b> and the <b>MOF Strategy &amp; Rider Totals</b> rows should have the same values for each year. The <b>MOF Summary Totals</b> row rolls up data entered for the selected MOF during Base Reconciliation as well as data entered on this screen for the current years. The <b>MOF Strategy &amp; Rider Totals</b> include data from the strategies for the historical years and strategies plus appropriation riders for the baseline years. Thus, the imbalance may be due to incorrect current MOF data, incorrect Base Reconciliation MOF data, and/or incorrect MOF data for any strategy or rider. Start with an MOF code listed in the closing edit. To clear incorrect MOF data for strategy and revise if needed. If you are still unsure where the imbalance is, first check the data you entered on the <b>Summary of Requests &gt; MOFs</b> screen for the current years and revise if needed. If you agency's LBB analyst to have ABEST reopened for Base Reconciliation. Make the changes and close Base Reconciliation in ABEST (set agency <b>Status</b> to <b>COMPLETE</b> ). If you have appropriation rider requests, click the <b>Rider</b> menu and the <b>Amounts</b> submenu to check the MOF data for each appropriation rider each appropriation rider. Revise if needed.
MOF/TOF Capital Project Strategy Allocation Difference	This edit appears if the financing for a capital project does not equal the strategy allocation. OOEs and MOFs must balance. To clear this edit, click the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. The closing edit displays the project number and if the project is <b>Capital</b> or <b>Informational</b> . Select the project and review the MOF data; revise if necessary and click <b>Save</b> . If the edit has not cleared, click the <b>Strategy Allocation</b> submenu. Select the project and review the OOE data; revise if necessary and click <b>Save</b> . OOEs and MOFs should be in balance.

<b>RESOLUTIONS FOR CLO</b>	DSING EDITS
CLOSING EDIT	RESOLUTION
MOF/TOF Capital Project Strategy Allocation Difference Table	This edit appears if your agency's total project financing for either capital or informational items does not equal the strategy allocation total. Click on the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. Select the project listed on the closing edit screen ( <b>Status</b> menu). Review your source data, calculations, and data entry. In addition, click on the <b>Capital Projects</b> menu and the <b>Strategy</b> <b>Allocation</b> submenu. Select the project listed on the closing edit screen ( <b>Status</b> menu). Review your source data, calculations, and data entry. The totals on the <b>Financing</b> and <b>Strategy Allocation</b> screens must equal.
OOE / MOF Difference Table	Edits are listed by OOE/MOF differences and strategy. Click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu. Select the strategy listed on the closing edit screen ( <b>Status</b> menu) and scroll to the bottom. The <b>OOE/MOF Balance</b> row displays differences by year. The difference totals must display zero for each year. Review your agency's MOF and OOE source data, calculations, and data entry. Repeat for each strategy listed on the closing edit screen.
Rider Difference	This appears if the OOEs and MOFs for the appropriation riders are not balanced. To clear, click the <b>Rider</b> menu and the <b>Amounts</b> submenu. Select a rider listed in the closing edit. Adjust OOE and MOF data so that the <b>OOE / MOF Difference</b> row shows a zero for every year.
Strategy Biennial Difference (SBC) must be \$0 AND Explanation(s) must exist	Click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu. Enter <b>Amounts</b> and <b>Explanations</b> in the <b>SBC</b> grid and click <b>Save</b> . The <b>Difference</b> column in the <b>Calculations</b> grid must equal zero and you must have at least one entry in the <b>Explanations</b> grid (even if your agency's biennial difference is zero) before you can set your agency's <b>Status</b> to <b>COMPLETE</b> .
Strategy FTE Exceptional Item FTE Difference	This closing edit appears when the values for FTEs for Exceptional Items do not match the values for FTEs for strategies for Exceptional Items. Click the <b>Exceptional Items</b> menu and the <b>Strategy</b> <b>Related Detail</b> submenu. Select an Exceptional Item and the strategy listed in the closing edit. The values entered for <b>Full-Time-Equivalents</b> must match the values entered for <b>FTEs</b> for that strategy in the <b>Exceptional</b> years on the <b>Strategy</b> → <b>FTEs</b> menu/submenu.
Strategy MOF Exceptional Item MOF Difference	This edit appears when the values for MOFs for Exceptional Items do not match the values for MOFs for strategies for Exceptional Items. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select an Exceptional Item and the strategy listed in the closing edit. The values entered for the MOF listed in the closing edit on this screen must match the values entered for the MOF in the <b>Exceptional Item</b> years on the <b>Strategy</b> -Budgeting menu/submenu.
Strategy OOE Exceptional Item OOE Difference	This closing edit shows an imbalance in values for OOEs for Exceptional Items and for strategies. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select an Exceptional Item and the strategy listed in the closing edit. The values entered for the OOE listed in the closing edit on this screen must match the values entered for the OOE in the <b>Exceptional Item</b> years on the <b>Strategy→Budgeting</b> menu/submenu. Make the adjustments on these screens to balance Exceptional Item OOEs.

ABEST will also display warnings on the Status/closing edits screen.

Review the following table for possible ABEST warnings that may display on the **Status**/closing edits screen. If you have entered the required LAR data, ignore the warning because it is not a closing edit and will not prevent you from submitting the LAR.

Note that **Biennial Operating Plan (BOP)** warnings for the LAR display as closing edits in the **Biennial Operating Plan** user profile selection of ABEST.

A/ALNS:
ounts greater than \$5,000,000 require checking additional Federal Funds and General Revenue
(Closing Edits for BOP and Warnings for LAR):
Cycle Replacement Data is Required
nated/Actual Project Cost Cannot be Zero (Project Information Screen)
ect ID Cannot be Zero
y Operations Categories / MOF/TOF Difference
DLUMN_HDR4") Total must be equal to DCC Base Control Total or Explained on Project Information Screen
Cycle - Life Cycle Detail Summary = Difference ( Difference Must be Equal to Zero )
rating & Maintenance Expenses OOE / MOF Difference
F/TOF DCC Projects and nonDCC Projects Difference (DCC {Category 30000} Must be Less Than or Equal to nonDCC)
F TOF Capital Detail - DCC Related Costs Detail = Difference (Difference Must be > or = to Zero)
ect Strategy Allocation / MOF/TOF Difference
C Projects Require Dollars in all 4 Years
tegy Request - Strategy Allocation = Difference (Difference Must be Greater than or Equal to Zero)
ital Project Financing by Project ID - Project Financing by Project ID
tegy Allocation Projects (non DCC) - DCC Projects = Difference (Difference Must be Greater Than or Equal to Zero)
ital Strategy Allocation - Strategy Allocation
ing Business Case or Statewide Impact Analysis for 5005, 9000, 9500 Projects Over \$5 Million
sing Business Case, Workbook or Statewide Impact Analysis for non-6000 and 7000 projects over \$5 Million
P has not yet been completed

# **GENERATING REPORTS**

ABEST can produce several reports based on the LAR data you submit.

You can generate these reports at any time when your agency's **Status** is set to **INCOMPLETE** or **COMPLETE**. However, *before* printing the final copy of your reports, it is advisable that you complete all your ABEST data entry and change your **Status** to **COMPLETE**.

To assist in navigating the **Reports** menu, review the following table titled: **SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS**.

DEST	REPORTS BY TYPE AND PART NUMBER/TITLE	ABEST REPORT MENU/SUBMENU
.AR R	eport	
	Administrator's Statement	Reports/Supporting Information
	Mission Statement	Reports/Supporting Information
	Strategy Justification	Reports/Supporting Information
	Strategy External/Internal Factors	Reports/Supporting Information
	Budget Overview – Biennial Amounts	Reports/Budget Requests
2.A.	Summary of Base Request by Strategy	Reports/Budget Requests
2.B.	Summary of Base Request by Method of Finance	Reports/Budget Requests
2.C.	Summary of Base Request by Object of Expense	Reports/Budget Requests
Summ	aries of Request	
2.C.1	. Operating Costs Detail – Base Request*	Reports/Supporting Information
2.D.	Summary of Base Request Objective Outcomes	Reports/Budget Requests
2.E.	Summary of Exceptional Items Request	Reports/Budget Requests
2.F.	Summary of Total Request by Strategy	Reports/Budget Requests
2.G.	Summary of Total Request Objective Outcomes	Reports/Budget Requests
3.A.	Strategy Request	Reports/Budget Requests
3.C.	Rider Appropriations and Unexpended Balances Request	Reports/Riders
	General Revenue (GR) & General Revenue Dedicated (GR-D) Baseline	Reports/Budget Requests
Reque	st for Exceptional Items	
4.A.	Exceptional Item Request Schedule	Reports/Budget Requests
4.B.	Exceptional Items Strategy Allocation Schedule	Reports/Budget Requests
4.C.	Exceptional Items Strategy Request	Reports/Budget Requests
	Exceptional Item Request Schedule with Sub Requests	Reports/Budget Requests
Capita	Budget Supporting Schedules**	
5.A.	Capital Budget Project Schedule	Reports/Capital Budget
5.B.	Capital Budget Project Information	Reports/Capital Budget
5.C.	Capital Budget Allocation to Strategies (Baseline)	Reports/Capital Budget
5.D.	Capital Budget Operating and Maintenance Expenses	Reports/Capital Budget
5.E.	Capital Budget Project - OOE and MOF Detail by Strategy	Reports/Capital Budget
	Capital Budget Project Schedule - Exceptional	Reports/Capital Budget
	Capital Budget Allocation to Strategies by Project - Exceptional	Reports/Capital Budget

#### SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS

Sun	nortina	Schedules	
Sup	porung	Scheuules	

Supporting Schedules	
6.A. Historically Underutilized Business Supporting Schedule	Reports/Supporting Information
6.C. Federal Funds Supporting Schedule***	Reports/Federal Funds
6.D. Federal Funds Tracking Schedule***	Reports/Federal Funds
6.E. Estimated Revenue Collections Supporting Schedule****	Reports/Supporting Information
6.F.a. Advisory Committee Supporting Schedule – Part A 6.F.b. Advisory Committee Supporting Schedule – Part B	Reports/Supporting Information Reports/Supporting Information
<ul> <li>6.K. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule****</li> <li>6.K. Part B Summary of Costs Related to Recently Enacted State Legislation*****</li> </ul>	Reports/Supporting Information Reports/Supporting Information
*applies only to appellate courts and judicial branch agencies	1
*applies only to appellate courts and judicial branch agencies	
**reports not required for appellate courts or institutions of higher education	
***report not required for institutions of higher education	
**** report not required for institutions of higher education unless requested by staff of the LB	B or Governor's Office
*****report only required if specifically requested by staff of the LBB or Governor's Office	

### **GENERATING A SINGLE REPORT**

ABEST lists the reports in submenus/categories on the screen. To generate and view an ABEST report, select the **Reports** menu, then click the plus sign (+) to the left of a submenu/category (as shown below), and select a report name.



A preview of the report you selected displays. Use the arrow keys at the top to navigate through multipage reports. To use the search feature within the report, click on the **binoculars icon** (as shown in the following example) at the top of the screen after entering your search text.

Return	
6.C. Federal Funds Supporting Schedule	4/4/2022 2:00:40PM

To print the selected report, click the **printer icon** below the **Return** button, as shown below. A **Print Options** window will display, select the desired options, and print. If you click your internet browser's printer icon, the report will not print.

Return		
🕼 🚰 陆 🖛 🕨 🗎 1/2	Main Report 🗸 🐧 Million V Business Objects	
Print	Print the Report - Google Chrome	×
	A Not secure   10.27.200.225/aspnet_client/System_Web/2_0_50727/CrystalReportWebFormViewer4/html/crystalexportdialo	Ð
		Î
CFDA NUMBER/ STRATEGY		
00.000.001 Comptroller Misc Claims Fed Fnd	Print Options	
5 - 1 - 2 INFORMATION TECHNOL	Enter the page range that you want to Print.	
TOTAL, ALL STRATEGIES		
ADDL FED FNDS FOR EMPL BEN	All	
TOTAL, FEDERAL FUNDS		
ADDL GR FOR EMPL BENEFITS	From: 1 To: 1	
00.301.001 Information and Referral 3 - 2 - 1 REGULATORY SERVICES	To Print:	
TOTAL, ALL STRATEGIES	1. In the next dialog that appears, select the "Open this file" option and click the OK	
ADDL FED FNDS FOR EMPL BEN	button.	
TOTAL, FEDERAL FUNDS	2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.	
ADDL GR FOR EMPL BENEFITS	<u> </u>	30

To export the selected report, click the leftmost **Export icon** immediately below the **Return** button. An **Export Options** window will display, as shown below.

Return		
📄 🍜 🏪 H 🔹 🕨 1/2	Main Report V 🔿 Min 100% V Business Objects	
Export	S Export the Report - Google Chrome -	×
Export	A Not secure   10.27.200.225/aspnet_client/System_Web/2_0_50727/CrystalReportWebFormViewer4/html/crystalex	€
CFDA NUMBER/ STRATEGY	Expert Options	-
00.000.001 Comptroller Misc Claims Fed Fnd Pym 5 - 1 - 2 INFORMATION TECHNOLOGY	Export Options	
5 - 1 - 2 INFORMATION TECHNOLOGY	Please select an Export format from the list.	
TOTAL, ALL STRATEGIES	Formats:	
ADDL FED FNDS FOR EMPL BENEFITS	Enter the page range that you want to Export.	
TOTAL, FEDERAL FUNDS	All	
ADDL GR FOR EMPL BENEFITS	○ Pages	
00.301.001 Information and Referral		
3 - 2 - 1 REGULATORY SERVICES	From: 1 To: 1	
TOTAL, ALL STRATEGIES		-
ADDL FED FNDS FOR EMPL BENEFITS	OK	
TOTAL, FEDERAL FUNDS		_
ADDL GR FOR EMPL BENEFITS		

Select the appropriate export format from the drop-down list (as shown in the below example) and click **OK**. The report will download into the selected/appropriate application. Save your file to a directory/file location on your computer.

Export Options			
Please	Please select an Export format from the list.		
	Formats:		
Enter the page range the	Formats: Crystal Reports (RPT)		
All	Acrobat Format (PDF) MS Word		
<ul> <li>Pages</li> </ul>	MS Excel 97-2000		
From: 1 To:	MS Excel 97-2000 (Data Only) Rich Text Format		
	ОК		

Click Return (as shown below) to go back to the Reports screen.

Return	
🔐 🗇 🚰 K < ▶ ▶ 1/2 🔛 Main Report ∨ 🕆 🕅 100% ∨ Business Objects	
6.C. Federal Funds Supporting Schedule	4/4/2022 2:15:21PM

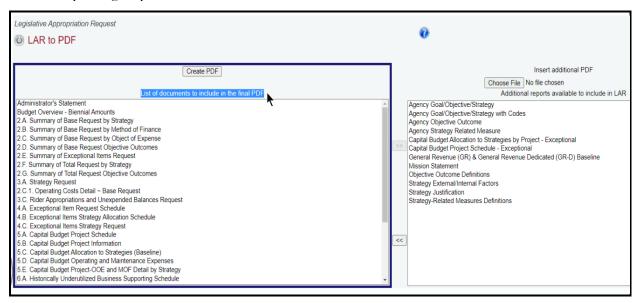
### LAR TO PDF GENERATOR

The **LAR to PDF** generator allows you to combine reports from ABEST along with additional PDF documents (provided by the agency) to create a single PDF file. The **LAR to PDF** generator may be helpful in creating the agency's LAR bound copies and the agency's electronic submission of its LAR into the LBB's **Document Submissions** application. Refer to the **Detailed Instructions** for guidance on all assembly and distribution requirements, as well as the next section on <u>SUBMITTING</u> AND POSTING THE LEGISLATIVE APPROPRIATIONS REQUEST.

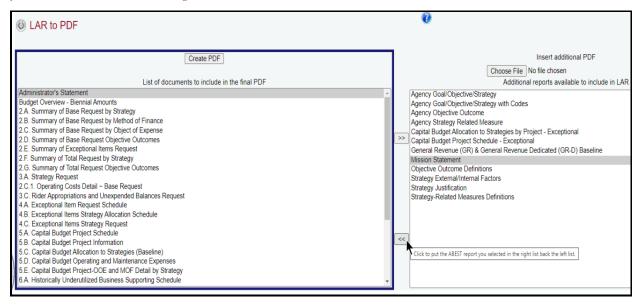
To open the **LAR to PDF** generator application, click the **LAR to PDF** menu option, as shown below. You can also click the **LAR to PDF** hyperlink from the **Reports** screen.



The **LAR to PDF** generator application opens and lists LAR reports routinely used from ABEST on the left side of the screen. Additional reports are available to include in your agency's PDF on the right side of the screen, as shown below. You can include additional reports and/or insert additional files from your agency.



**Appending Additional ABEST Reports** – To add an additional ABEST report to the LAR PDF, you must specify the placement for the additional item by selecting a report on the left side of the screen. The selected additional item will be placed after the report you select. Select the ABEST report item you want to add from the right side of the screen and click the **left double arrow**.



**Removing ABEST Reports** – To remove ABEST reports from the LAR PDF list, click the report on the left side of the screen and click the **right double arrow** to move the ABEST report to the right side of the screen, as shown below. The right side of the screen lists the ABEST reports you want to exclude from your LAR PDF.

LAR to PDF		
Create PDF List of documents to include in the final PDF Administrator's Statement Mussion Statement Budget Overview - Biennial Amounts 2 A. Summary of Base Request by Method of Finance 2.C. Summary of Base Request by Object of Expense 2.D. Summary of Base Request by Objective Outcomes 2.E. Summary of Expense and Items Request 2.F. Summary of Total Request 2.F. Summary of Total Request 2.F. Summary of Total Request 3.A. Strategy Request	Insert additional PDF Choose File No file chosen Additional reports available to include in LAR Agency Goal/Objective/Strategy Agency Objective/Strategy with Codes Agency Objective Outcome Agency Strategy Related Measure Capital Budget Alrocation to Strategies by Project - Exceptional Capital Budget Project Schedule - Exceptional Capital Budget Project Schedule - Exceptional Capital Budget Project Schedule - Exceptional Capital Budget Alrocation to Strategies by Broject - Exceptional Strategy - Vealted Measures Definitions	

**Appending PDF Files From Your Agency** – Specify the placement for the additional agency PDF file by selecting a report from the reports list on the left side of the screen. Your selected agency file (on the right side of the screen) will be inserted after the report you select on the left side of the screen. Click **Choose File** (on the right side of the screen) to select the agency PDF file you want to insert from your computer's files.

I LAR to PDF	٩
Create PDF List of documents to include in the final PDF Administrator's Statement Mission Statement	Insert additional PDF Choose File No file chosen Addition Click to Choose a pdf file that you are going to include in your LAR report. Agency Goal/Objective/Strategy Agency Goal/Objective/Strategy with Codes

Select the desired PDF report from your agency files (example shown below).

💻 This			×
	File name: Administrator's Statement Supplemental Pages.pdf	✓ All Files (*.*)	$\sim$
		Open	Cancel
IMPOR	TANT		
<b>(i)</b>	You can only insert PDFs files. If your selected file is not a PDF, convert the file first, then <b>File</b> button on the <b>LAR to PDF</b> screen.	select it through the	e <b>Choose</b>

Click the **Open** button, as shown below.

This PC	Adobe Acrobat Document		×
	File name: Administrator's Statement Supplemental Pages.pdf	All Files (*.*)	$\sim$
		Open 🔶	Cancel

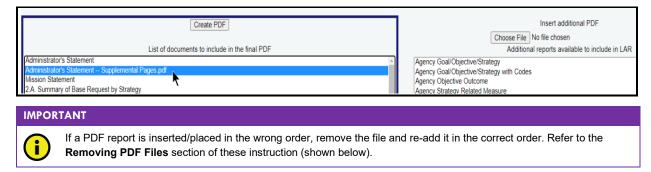
Your selected agency PDF document displays in the file window to the right of the **Choose File** button, as shown below.

LAR to PDF	v
Create PDF List of documents to include in the final PDF	Insert additional PDF Choose File Administrator's State plemental Pages pdf Additional reports available to include in LAR
Administrator's Statement	Agency Goal/Objective/Strategy Agency Goal/Objective/Strategy with Codes

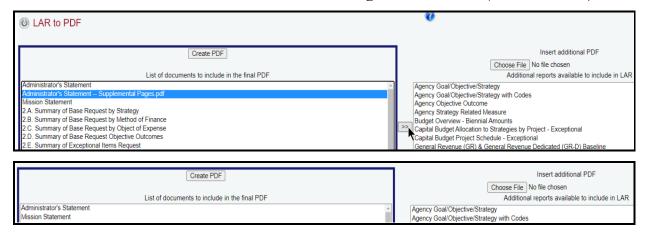
Click the left double arrow (as shown in the below example) to append your agency's LAR PDF file.

Create PDF	Insert additional PDF
	Choose File Administrator's Stateplemental Pages.pdf
List of documents to include in the final PDF	Additional reports available to include in LAR
Administrator's Statement Mission Statement 2.A. Summary of Base Request by Strategy 2.B. Summary of Base Request by Method of Finance	Agency Goal/Objective/Strategy Agency Goal/Objective/Strategy with Codes Agency Objective Outcome Agency Strategy Related Measure
2 C. Summary of Base Request by Object of Expense 2 D. Summary of Base Request Objective Outcomes 2 E. Summary of Exceptional Items Request	Budget Overview - Biennial Amounts     Capital Budget Allocation to Strategies by Project - Exceptional     Capital Budget Project Schedule - Exceptional
2.F. Summary of Total Request by Strategy 2.G. Summary of Total Request Objective Outcomes 3.A. Strategy Request	General Revenue (GR) & General Revenue Dedicated (GR-D) Baseline Objective Outcome Definitions Strategy External/Internal Factors
2.C.1. Operating Costs Detail - Base Request 3.C. Rider Appropriations and Unexpended Balances Request 4.A. Exceptional Item Request Schedule	Strategy Justification Strategy-Related Measures Definitions
4 B. Exceptional Items Strategy Allocation Schedule 4 C. Exceptional Items Strategy Request 5 A. Capital Budget Project Schedule	
5.B. Capital Budget Project Information 5.C. Capital Budget Allocation to Strategies (Baseline) 5.D. Canital Budget Allocation and Maintenance Eveneses	Click to put the ABEST report you selected in the right list back the left list.

The selected file moves from the right side of the screen to the left side of the screen and displays in the specified location on the agency's LAR PDF report list, as shown below.



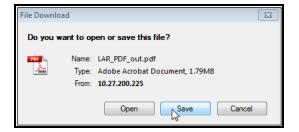
**Removing PDF Files** – To remove a PDF file from the agency's LAR PDF report list, select the **file** from the list on the left side of the screen and click the **right double arrow** (as shown below).



**Creating The LAR PDF** – Review the reports/files on the screen to ensure that the left side of the screen includes all the documents/files you wish to include in your agency's LAR PDF and the right side of the screen displays all the ABEST reports you wish to exclude from your agency's LAR PDF. Click **Create PDF**, as shown in the following example.

IAR to PDF	<b>U</b>
Create PDF	Insert additional PDF
When click this button, system will create a larg List of documents to incl download dialog for you.	e PDF file that includes ABEST LAR reports and, if any, your PDF files inserted. Then system pops up a
Administrator's Statement	Agency Goal/Objective/Strategy

Click Save on the File Download screen to store the PDF file on your computer, as shown below.



Click another menu option to move away from the **LAR to PDF** screen or click the back button on your internet browser to return to the **Reports** menu.

### SUBMITTING AND POSTING THE LEGISLATIVE APPROPRIATIONS REQUEST

The agency's LAR is submitted electronically, both through ABEST and as a PDF document. Refer to the *Detailed Instructions* for guidance on all assembly and distribution requirements. The request submitted in ABEST is the agency's official submission. Agencies are also required to submit their PDF document electronically to the LBB through the **DOCUMENT SUBMISSIONS** application.

IMPOR	IMPORTANT		
<b>i</b>	To access the <b>DOCUMENT SUBMISSIONS</b> application, from the LBB website ( <u>www.lbb.texas.gov</u> ), click <b>AGENCIES</b> <b>PORTAL</b> , then under the <b>AGENCY INSTRUCTIONS AND APPLICATIONS</b> heading click on <b>DOCUMENT</b> <b>SUBMISSIONS</b> . For additional information on the application, refer to the help menu on the logon screen in <b>DOCUMENT SUBMISSIONS</b> .		

As part of the submitted LAR PDF document, an agency must submit a certification of the content of the dual submissions and assurance that the ABEST electronic submission and the submitted PDF document are one and the same. If there is a discrepancy between the ABEST submission and the PDF document, the ABEST submission will be presumed correct. The certification form is available at www.lbb.texas.gov  $\rightarrow$  AGENCIES PORTAL  $\rightarrow$  AGENCY INSTRUCTIONS AND APPLICATIONS  $\rightarrow$  INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING  $\rightarrow$  Budget Submissions  $\rightarrow$  Legislative Appropriations Request (LAR) Instructions  $\rightarrow$  General Instructions  $\rightarrow$  Certificate of Dual Submission. If an office is headed by an elected official, the first assistant may sign for the elected official.

In addition, agencies are required to post completed LARs on their websites.

#### IMPORTANT

When posting a LAR to your agency's website, create a searchable PDF when possible. Scanned documents are not accessible for the blind or visually impaired who rely on screen readers to retrieve the content from a website.

# **TROUBLESHOOTING ISSUES AND TIPS**

Review the following table regarding calls previously made to the LBB Help Desk on various ABEST LAR issues.

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
How do I print my agency's submitted LAR reports from the previous session?	Log into ABEST and change your user profile to Session: <b>88-R, LAR, S01</b> , and click <b>Save Selections</b> . Click the <b>Reports</b> menu to generate/view/print reports.
I have logged into ABEST, but I cannot do anything on my agency's LAR.	You must change the agency <b>Status</b> from <b>EMPTY</b> to <b>INCOMPLETE</b> before you can begin data entry. Refer to the <u>CHANGING THE AGENCY'S STATUS</u> <u>TO INCOMPLETE</u> section of these ABEST instructions.
The application is not responding when I click on some items.	You must use Google Chrome for ABEST data entry. Other browsers will not work consistently in ABEST.
What is the deadline for my agency to submit our agency's LAR?	The schedule is online at <u>www.lbb.texas.gov</u> . Click <b>AGENCIES PORTAL</b> , and under <b>DATA ENTRY APPLICATIONS</b> select <b>INSTRUCTIONS</b> and click <b>Legislative Appropriations Request (LAR) Instructions</b> . Then click the <b>LAR</b> <b>Submission Schedule</b> .
I want to get data from ABEST into a spreadsheet so I can sort the data the way I want to. How can I do that?	Refer to the <u>GENERATING REPORTS</u> section of these ABEST instructions.
My agency starts early dividing our LAR data entry among various agency staff members. We need to know character limits for the ABEST data entry fields.	These ABEST instructions identify character limits for data entry fields throughout the text. In addition, you may view character limits on the ABEST LAR screens – some will display in expanded multi-line text boxes and others will display in a window that pops up when character limits are exceeded for a non-expandable text box.
ABEST is acting erratic.	Sometimes ABEST behaves in a strange manner right before it times out. Close your internet browser window, then reopen it and log back into ABEST. If the problem is still occurring, send an email to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167.
There are missing strategies in my capital budget.	Enter the strategy budgeting data under the <b>Strategy</b> menu <i>before</i> entering the capital budget data.
Regarding capital budget data entry, when I try to enter Project Strategy Allocation data I get the message, "All requested OOE funds have been allocated to the project." What do I need to do?	Enter the data under the <b>Strategy</b> menu <i>before</i> entering the data under the <b>Capital Projects</b> → <b>Strategy Allocation</b> menu.

PROBLEM	RESOLUTION
Where do I need to enter Exceptional Items in ABEST?	<ul> <li>Enter Exceptional Items from the menu/submenu options listed below:</li> <li>1) Strategy→Budgeting</li> <li>2) Strategy→FTEs (if FTEs are applicable)</li> <li>3) Exceptional Items→Request Descriptions</li> <li>4) Exceptional Items→Request Strategy Related Details</li> <li>5) Measures→Outcomes, Measures→Strategy Related, and Measures→Impact on Outcomes (if measures are affected).</li> </ul>
I cannot find my Exceptional Item values on the ABEST reports.	Verify that all Exceptional Item data has been entered in the correct places because Exceptional Items reports will not print the Exceptional Item data if that data has not been entered correctly. Also, refer to the <u>ABEST DATA</u> <u>ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS</u> table in these ABEST instructions.
The Exceptional Item report is not calculating my data correctly.	When entering dollar amounts, FTEs, and output measures, the data should be <i>incremental</i> , indicating only the quantity associated with the Exceptional Item. For example, if the base amount is 100 and the Exceptional Item increases it to 110, enter 10. Consider the data as <i>cumulative</i> when entering values for outcomes, efficiency and explanatory measures. You should account for the base amount. For example, if the base is \$248 and the Exceptional Item increases it to \$260, enter \$260.
The CFDA/ALN number that I need does not display in ABEST. How do I request a new CFDA/ALN number be added into ABEST? IMPORTANT: All MOFs for specific federal grant award funding refer to a unique 5-digit identifier. Prior to May 2018, the unique 5-digit identifiers were called Catalog of Federal Domestic Assistance numbers (CFDAs). The federal Catalog of Federal Domestic Assistance website (CFDA.gov) transitioned to SAM.gov in May 2018. As part of this change, the term "CFDA number" was replaced by the term "Assistance Listing Number" (ALN), though the unique 5-digit identifier remains the same. Although the term CFDA has been phased out at the federal level, some state and federal guidance may reference CFDAs instead of ALNs. These instructions use the term "CFDA/ALN."	<ul> <li>First, make sure you are using the correct CFDA/ALN format on the drop-down list, which uses leading zeroes. For example, if you are looking for 16-59-2, search for 016-059-002. If a CFDA/ALN number cannot be found in ABEST, please send an email to <u>CFDA(@lbb.texas.gov</u> and provide the following information:</li> <li>Contact Information (name and phone number of requestor);</li> <li>Agency code and agency name;</li> <li>CFDA/ALN number;</li> <li>Program name for the CFDA/ALN number you are requesting; and</li> <li>Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient.</li> </ul>

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
I changed my agency's LAR Status to COMPLETE. How do I submit my agency's LAR to the LBB?	Refer to the <u>Submitting and Posting The Legislative Appropriations</u> <u>Request</u> section of these ABEST instructions.
I changed my agency's LAR Status to COMPLETE, but now I need to revise something.	Call your agency's LBB analyst who will contact LBB Application Support to have ABEST reopened. After modifying your agency's LAR, send an email to WebAppSupport@lbb.texas.gov or contact the LBB Help Desk at 512-463-3167 to have LBB DOCUMENT SUBMISSIONS reopened. Submit your revisions to LBB DOCUMENT SUBMISSIONS.