

**2008-09
Spending
Plan**

Agency Name: Developmental Disabilities Planning Council

Agency Head: Sheila M. Carey, Executive Director

A. Overview of Proposed Plan

A.1 Overall Approach - The Developmental Disabilities Planning Council (DDPC) is a New York State agency that is also one of 55 similar entities in the various states and U.S. territories authorized by the Federal Development Disabilities Assistance and Bill of Rights Act. Annual formula aid for the various councils is appropriated by Congress and distributed through the Administration on Development Disabilities of the Administration used for Children and Families in the Department of Health and Human Services.

The New York State DDPC is 100 percent (100%) federally funded. Of its annual Federal grant of approximately \$4.1 million, half is distributed as grants to local not-for-profit and government agencies for demonstration projects; and the remainder supports the quarterly meetings and other activities of the unpaid, appointed Council Members; other internal projects in support of State Plan objectives; and the salaries and administrative expenses of the DDPC staff.

In the last two decades, the Federal award has been completely expended each year. However, more recently, the Federal award for the State has remained level, causing the annual amount available for grants to local agencies to decline slightly as annual inflation has increased personnel and administrative costs.

Nevertheless, to ensure that the maximum amount of resources is available for demonstration projects, and within the general spirit of the Governor's 2008-09 Spending Reduction initiative, the DDPC has initiated the following cost-saving measures:

- Personal Service: While the DDPC is federally funded for its 18 permanent positions, we have achieved some cost savings by moving with deliberate speed in filling vacancies when they occur. Also, currently there is one (1) vacant position, which will remain unfilled (Annual savings = approximately \$30,000). In addition, a senior staff member will convert to 80% status in June 2008 (Annual savings = approximately \$15,000).
- Non-Personal Service:
 - Fiscal Management: All fiscal controls and procedures, including the Approval to Spend process, have been reviewed and updated and linked to DDPC's internal controls framework. A modest investment in QuickBooks software and training (+\$1,000) has been made that will result in improved monthly reporting to control expenditures, as well as in the ability to project future budgets, at the departmental level.
 - General Administration: The supplies inventory has been reduced, and future supplies and furniture purchases have been limited or will be deferred. (Annual savings = approximately \$4,000). We have opted out of the NYS Office for

Technology (OFT) equipment maintenance agreement in favor of self-insurance (Annual savings = approximately \$1,000).

- Information Technology: We use the internet and OGS lists for comparative pricing for hardware and software purchases. Our IT professionals design and maintain three websites, as well as repair and upgrade existing computers, rather than outsourcing. We are delaying purchase of some computers and rollout of Microsoft Vista and Office 2007 indefinitely (Annual savings = approximately \$15,000). We have also limited use of cell-phones and other mobile devices and have pooled charges and minutes into one plan (Annual savings = approximately \$3,000). A modest investment in videoconferencing system equipment (+\$2,000) has been made that will result in reduced travel costs for program task force and committee meetings and the expense of rescheduling meetings due to inclement weather or lack of a quorum (Annual savings = approximately \$1,000).
- Public Information: The Federal Developmental Disabilities Act and the State Plan require that the DDPC interact with consumers, policymakers and the general public to carry out its public information mission. However, all DDPC publications are now prepared in-house, from text and graphics to layout. Most routine printing is done in-house or through the OMRDD print shop; the remaining outside printing of major reports is done at discount with established vendors. Further savings on publications – paper, printing, postage – have been realized by shifting to electronic distribution and reduction of quantities. To comply with the Executive Order concerning webcasting of public meetings (an additional NPS expense), we have developed a plan for our quarterly Council meetings using the New York Network that is considerably less expensive than in-house production or using other commercial vendors (Annual combined savings = approximately \$10,000).
- Travel: The DD Act and the State Plan require that the DDPC interact with consumers, policymakers and the general public to carry out its public information, advocacy and systems change mandates. Also, the full Council meets quarterly to conduct official business, and site visits, required by our Federal funding, by program staff are integral to management of demonstration projects. However, travel for Council Members and DDPC staff is now limited by essential function, number of people, number of overnight stays and mode of travel (rental vehicles or public transportation wherever possible) . Arrangements for both Council and staff travel, including lodging, are made centrally, using the agency travel card and State-approved travel agency where appropriate (Annual combined savings = approximately \$5,000).

A.2 Achievement of Savings on a Recurring Basis – Most savings cited above will be recurring. Specifically:

- Personal Service: One (1) vacant position will remain unfilled (Annual savings = approximately \$30,000). A senior staff member will convert to 80% status for the next 1-2 years, after which a replacement will be hired at the same grade but at a lower salary level (Annual savings = approximately \$15,000).

- Non-Personal Service:
 - Fiscal Management: No change, but improved fiscal controls and procedures.
 - General Administration: Continued limiting/deferral of supplies and furniture purchases. (Annual savings = approximately \$4,000). Continue self-insuring of equipment maintenance (Annual savings = approximately \$1,000).
 - Information Technology: Continued savings in purchasing, in-house design and maintenance, and pooled mobile communications (Annual savings = approximately \$12,000). Reduced travel costs from use of videoconferencing system for program meetings (Annual savings = approximately \$1,000).
 - Public Information: Continued savings in publications, printing and webcasting (Annual savings = approximately \$10,000).
 - Travel: Continued savings from controls on travel by Council Members and DDPC staff (Annual savings = approximately \$4,000).

A.3 Protecting Key Priorities – As mentioned previously, New York State’s DDPC is mandated by the Federal DD Act and the State Plan to advocate for persons with developmental disabilities and their families, to educate the public and policymakers, and to effect systems change. The two key priority areas are: (1) The functioning and activities of the Council; and (2) The awarding and monitoring of grants for demonstration projects.

Less than half of the annual Federal award to the DDPC goes for the staff and administrative costs that support the Council and manage the grants. Moreover, Federal funding has been flat or declining for five years and will likely continue to be so. As all Federal funding received is expected to be expended annually, any savings realized in staff salaries and related administrative costs will be redirected to the two priority areas, particularly the second – grants for demonstration projects..

A.4 Treatment of New Initiatives – No new initiatives outside the framework of Council activities and demonstration projects mentioned above are planned.

B. Summary of General Fund Financial Impacts

GENERAL FUND -- SAVINGS SUMMARY			
	<u>Required Reduction</u>	<u>2008-09 Savings</u>	<u>2009-10 Savings</u>
Local Assistance	N/A	N/A	N/A
Personal Service	N/A	N/A	N/A
Non-personal Service	N/A	N/A	N/A
Total State Operations	N/A	N/A	N/A
Capital	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A

GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	N/A	N/A	N/A
Personal Service	N/A	N/A	N/A
Non-personal Service	N/A	N/A	N/A
Total State Operations	N/A	N/A	N/A
Capital	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A

C. Identification of Proposed General Fund Actions

	2008-09 Cash	2009-10 Cash	2010-11 Cash
GENERAL FUND			
Local Assistance			
1. None	N/A	N/A	N/A
State Operations			
11. None	N/A	N/A	N/A
Capital Projects			
15. None	N/A	N/A	N/A

D. Summary of Impact on Other Funds

OTHER FUNDS -- SAVINGS SUMMARY			
Special Revenue - Federal	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	N/A	N/A	N/A
Personal Service	N/A	45,000	45,000
Non-personal Service	N/A	36,000	32,000
Total State Operations	N/A	81,000	77,000
Capital		N/A	N/A
TOTAL	N/A	81,000	77,000

OTHER FUNDS -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
Special Revenue - Federal	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	N/A	N/A	N/A
Personal Service	1,245,780	1,200,780	(3.61)
Non-personal Service	372,893	336,893	(9.65)
Total State Operations	1,618,673	1,537,673	(5.00)
Capital	N/A	N/A	N/A
TOTAL	1,618,673	1,537,673	(5.00)

E. Identification of Proposed Other Fund Actions

	2008-09 Cash	2009-10 Cash	2010-11 Cash
Special Revenue – Federal			
OTHER FUNDS (Note the fund/s affected by each proposal, in parentheses at the end of each entry)			
Local Assistance			
1. None	N/A	N/A	N/A
State Operations			
8. Personal Service	45,000	45,000	45,000
9. General Administration & Travel	10,000	9,000	9,000
10. Information Technology	17,000	13,000	13,000
11. Public Information	10,000	10,000	10,000
Capital Projects			
12. None	N/A	N/A	N/A

F. Plan to Manage the Workforce

F.1 Overall Approach – The DDPC workforce is relatively small (18 FTE) and 100% federally funded. All staff members are fully engaged, and even a single vacancy has an impact on the agency. However, we will analyze the impact on mandated DDPC functions of any impending vacancies before submitting requests to fill and will continue to move with deliberate speed in filling vacancies when they occur.

F.2 Plan for Refill of Vacant Positions (both current and anticipated vacancies) – Currently there is one (1) vacant support position, which will remain unfilled, and a senior administrative staff member will convert to 80% status in June 2008. We anticipate one (1) additional vacancy in June 2008 in a program position critical to the monitoring of demonstration projects and expenditure of Federal grant funds, which we plan to fill.

Workforce Impact -- All Funds	
a. Initial Target:	18.0
b. Current Fills PP# 3 or 4	17.0
c. Recurring impact of proposed actions (see Parts C & E)	(1.2)
d. Recurring impact of vacancy-refilling plan (see F.2)	1.0
e. Total FTEs March 31, 2009 (line b minus line c, plus/minus line d)	16.8
f. Change from Initial 2008-09 Target (line e minus line a)	(1.2)

G. Monthly Projections: All Funds Workforce; General Fund State Operations/Local/Capital

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
A. Workforce - All Funds													
Est FTEs Month-end	17.0	17.0	17.0	15.8	15.8	15.8	16.8	16.8	16.8	16.8	16.8	16.8	16.6
B. State Operations (\$ in thousands)													
Personal Service													
1st PP	45.44	45.44	45.44	43.12	43.12	43.12	43.12	44.84	44.84	44.84	44.84	44.84	533.00
2nd PP	45.44	45.44	45.44	43.12	43.12	43.12	43.12	44.84	44.84	44.84	44.84	44.84	533.00
3rd PP (if applies)	45.44	0.00	0.00	0.00	0.00	0.00	44.50	0.00	0.00	0.00	0.00	44.84	134.78
Subtotal PS	136.32	90.88	90.88	86.24	86.24	86.24	130.74	89.68	89.68	89.68	89.68	134.52	1200.78
NPS	28.07	28.07	28.07	28.07	28.07	28.07	28.07	28.07	28.07	28.07	28.07	28.07	336.89
Total Disbursements -- State Ops	164.39	118.95	118.95	114.31	114.31	114.31	158.81	117.75	117.75	117.75	117.75	162.59	1537.67
C. Local Assistance													
Program x	0	0	0	0	0	0	0	0	0	0	0	0	0
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Local	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Capital Projects													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Capital	0	0	0	0	0	0	0	0	0	0	0	0	0

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H. Assumptions Underlying the Proposed Plan:

1. Maintain critical functions mandated by DD ACT and State Plan;
2. Fully expend annual Federal award;
3. Reduce administrative expense, where possible; and
4. Apply savings to key priority areas, particularly grant funding of demonstration projects.

I. Management of Risks Inherent in the Plan:

1. Savings may be limited by an unanticipated expense in a key priority area or an additional expense mandated at the State or Federal level (i.e., webcasting of public meetings); and
2. Savings (and overall functioning of the DDPC) may be limited by annual availability of Federal funds appropriated by Congress.

J. Additional Savings Opportunities for 2008-09:

None noted.

K. Potential Future Savings Opportunities/Operational Improvements (indicate if statutory change is required)

None noted.