## Budget Request Proposal (PB-4 Form)

The purpose of the Budget Request Proposal is to provide documented justification of departmental requests for additional funds. Request proposals should be complete, concise, and reasonable. All budget requests, no matter how large, must include an itemized description of all components of the request and must provide corresponding costing information on the PB-5. If the budget request can be partially funded, this detailed information will allow for a better analysis of the individual components of a request. Below are descriptions of the PB-4 sections.

**Name of Budget Request**: Be descriptive yet concise to make it easier for the budget request to be easily identified.

**Priority Number of Request**: Each budget request must have a unique priority number that matches the list provided on the PB-1 form. Do not list more than one budget request as the top priority for funding as it defeats the purpose of the priority ranking. In cases with no clear ranking, PBO will assign priorities based on PBO’s understanding of the Office’s or Department’s issues.

**Name of Program from Program Results Form:** Include the associated funds center and organizational unit name and number.

**Description of Request**: What is the problem this request is intended to address and how does the Office or Department propose to address it? Describe the current issues that create the need for increased funding and explain how the request relates to the mission, goals, and objectives of the Office/Department.

**Desired Outcomes:** Describe the current service level and explain why it does not produce the desired outcomes. Indicate if the proposal is a new program, an expansion of an existing program, or maintenance of current service level. The more complex the problem or creative the proposed solution, the more space should be devoted to describing it. Describe how the performance measures for this request were determined and why this proposal is necessary to produce the desired outcomes.

**Description of New or Program-Specific Measures and Evaluation:** Explain the basis of measurement in this narrative section. First, describe how the proposal will be measured and evaluated. Identify any independent evaluation components that may be available to the Department or Office. Discuss any research, comparisons with other local programs, or existing best practices. List any identified benchmarks or comparison groups.

**Impact on Existing Relevant Departmental Performance Measures:** Use this section to justify the proposed investment of County resources. Explain the relevance of the measures used in the performance measure table and the expected impact to the program area if the request is funded. Describe the impact of funding the proposal on departmental performance measures, service levels, and program outcomes.

**Proposed Implementation Timeline:** Timelines should be realistic and may span multiple years. Include the expected dates of results, considering budgetary impacts the request will have for future fiscal years.

**Leveraged Resources and Collaboration:** Identify any existing opportunities for internal efficiencies or leveraged resources. Describe the impact of other resources such as grant funds and other County Department/Office or non-county external agency resources. Describe collaboration efforts with other Travis County Offices and Departments or related partner agencies that will be used in the program.

**IT, Space, and Related Costs**: Offices and Departments should work with FMD and ITS to identify and develop the cost of feasible space (County-owned or leased) and related furniture and fixtures, records storage shelving, cabling, software, hardware, and other technology infrastructure costs for a proposed program or FTE increase. PBO urges requesting Offices and Departments to begin working with the support Departments as soon as possible. Enter the name of the contact in ITS and FMD who has been consulted on the budget request. If space is available, please specify the building address, floor, suite, Office, and workstation (if applicable) on the PB-4. A look-up chart of the building locations as identified in SAP is located on the Budget Forms web page. If no space is available, any associated requests will be deferred until space can be secured.

**Security**: Offices and Departments that wish to request funds for improved security should coordinate such requests with Gabriel Stock and Darren Long in FMD, and applicable support Departments to obtain input and help in developing cost estimates. PBO will rely on FMD’s recommendations to determine which requests may be included in the Preliminary Budget. FMD and PBO will work together to present preliminary security recommendations to the Commissioners Court for specific direction in an executive session discussion during the summer. This will allow the Preliminary Budget to include those recommendations acted upon by the Commissioners Court.

**Technology**: Commissioners Court has charged ITS with the responsibility for increased oversight and review of technology issues and opportunities within the County. To meet this responsibility, budget requests for technology must be reviewed by ITS before budgets are due on April 22. All large-scale enterprise technology requests that may include multiple Offices and Departments should be submitted directly to ITS with a letter of support that can be included in the submission from ITS. ITS’s responsibility of submitting these joint requests will ensure consistency and cost effectiveness of these enterprise requests. Offices and Departments should begin working with ITS no later than **Monday, April 1, 2024** so the request can be considered for the FY 2025 Preliminary Budget. Complete and submit the online “ITS Assessment Request” form located on the ITS intranet page.

Obtaining ITS input and full project costing early is critical to ensuring that ITS can adequately support the requested technology. If a budget request requires certain specialized hardware, software or other IT-related components please describe in the box provided in the PB-4. If there is a significant IT component to the request, an ITS Assessment form will need to be attached. Please also list the ITS contact for the project.

Technology projects that are submitted without ITS review and costing will be considered incomplete and will likely result in no funding recommendation in the Preliminary Budget. This early review does not apply to basic computer equipment requested on the PB-5 ITS worksheets.

Any technology projects that may involve or impact the County’s financial systems must also be reviewed by the County Auditor’s Office during that same time.