



## Arizona State Board for Private Postsecondary Education

August 30, 2016

The Honorable Doug Ducey  
Governor, State of Arizona  
1700 West Washington Street  
Phoenix, AZ 85007

Dear Governor Ducey:

The Arizona State Board for Private Postsecondary Education ("Board") respectfully submits the Operating Budget for FY 2018.

At its meeting on August 25, 2016, the Board reviewed and approved the FY2018 Operating Budget requests to include the Funding Issues, the Master Lists and the 2016-2021 Strategic Plan.

Enclosed please find the following:

1. FY 2018 Operating Budget Request and Organizational Chart;
2. Master List;
2. 5- Year Strategic Plan.

An original and two copies are being submitted as required.

Your consideration is appreciated. Please contact me at 602-542-2399 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Teri Stanfill".

Teri Stanfill  
Executive Director

TS:t

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ROOM 260  
PHOENIX,  
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# State of Arizona Budget Request

State Agency

## State Board for Private Postsecondary Education

A.R.S. Citation: A.R.S. § 32-3001 et. seq.

### Appropriated Funds

	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total Budget
<b>Total Amount Requested:</b>	396.1	90.8	486.9
Private Postsecondary Education Fund	396.1	90.8	486.9

### Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2018.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Agency Head: Teri Stanfill

Title: Executive Director

  
(signature)

Phone: (602) 542-2399

Prepared By: Teri Stanfill

Email Address: [teri.stanfill@azppse.gov](mailto:teri.stanfill@azppse.gov)

Date Prepared: Tuesday, August 30, 2016

### Non-Appropriated Funds

	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total Budget
<b>Total Amount Planned:</b>	277.0	0.0	277.0
Student Tuition Recovery Fund	277.0	0.0	277.0

## Revenue Schedule

<b>Agency:</b> PVA State Board for Private Postsecondary Education
<b>Fund:</b> 2056 Private Postsecondary Education Fund

AFIS Code	Category of Receipt and Description	FY 2016	FY 2017	FY 2018
4417	REGULATORY LICENSES	468.5	450.0	460.0
4519	OTHER FINES OR FORFEITURES OR PENALTIES	4.7	2.0	2.0
<b>Fund Total:</b>		473.2	452.0	462.0

## Revenue Schedule

**Agency:** PVA State Board for Private Postsecondary Education

**Fund:** 2056 Private Postsecondary Education Fund

**Justification:** FY2014 Supplemental License Applications for new programs was significantly higher than normal. Forecasts for FY2015 and FY2016 have been adjusted down accordingly.

## Revenue Schedule

<b>Agency:</b> PVA State Board for Private Postsecondary Education
<b>Fund:</b> 3027 Student Tuition Recovery Fund

AFIS Code	Category of Receipt and Description	FY 2016	FY 2017	FY 2018
4332	OTHER EDUCATION FEES	19.7	16.0	0.0
4611	UNRESTRICTED DONATIONS	0.0	0.0	125.0
4631	TREASURERS INTEREST INCOME	4.0	3.5	3.5
4901	OPERATING TRANSFERS IN	600.0	0.0	0.0
<b>Fund Total:</b>		623.7	19.5	128.5

## Revenue Schedule

**Agency:** PVA State Board for Private Postsecondary Education

**Fund:** 3027 Student Tuition Recovery Fund

**Justification:** \$600..0 is the fund transfer from fund 2056 to 3027

## Sources and Uses of Funds

<b>Agency:</b>	<b>PVA State Board for Private Postsecondary Education</b>
<b>Fund:</b>	<b>2056 Private Postsecondary Education Fund</b>

<b>Cash Flow Summary</b>	<b>Actual FY 2016</b>	<b>Estimate FY 2017</b>	<b>Estimate FY 2018</b>
Balance Forward from Prior Year	887.1	378.5	434.4
Revenue (From Revenue Schedule)	473.2	452.0	462.0
Total Available	1,360.3	830.5	896.4
Total Appropriated Disbursements	981.8	396.1	486.9
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	378.5	434.4	409.5

<b>Appropriated Expenditure</b>	<b>Actual FY 2016</b>	<b>Estimate FY 2017</b>	<b>Estimate FY 2018</b>
<b>Expenditure Categories</b>			
Personal Services	227.7	234.5	251.5
Employee Related Expenses	80.7	86.2	90.0
Prof. And Outside Services	24.7	27.4	27.4
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.5	2.0	2.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	40.9	40.2	40.2
Equipment	3.0	5.8	75.8
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	600.0	0.0	0.0
<b>Expenditure Categories Total:</b>	<b>977.5</b>	<b>396.1</b>	<b>486.9</b>
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	4.3	0.0	0.0
Capital Projects (Land, Buildings,Improvements)	0.0	0.0	0.0
Appropriated 27th Pay Roll	0.0	0.0	0.0
Legislative Fund Transfers	0.0	0.0	0.0
<b>Appropriated Expenditure Total:</b>	<b>981.8</b>	<b>396.1</b>	<b>486.9</b>
<b>Appropriated FTE:</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>Non-Appropriated Expenditure</b>	<b>Actual FY 2016</b>	<b>Estimate FY 2017</b>	<b>Estimate FY 2018</b>
<b>Expenditure Categories</b>			
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Prof. And Outside Services	0.0	0.0	0.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	0.0	0.0
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	0.0	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
<b>Non-Appropriated Expenditure Total:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Non-Appropriated FTE:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

## Sources and Uses of Funds

**Agency:** PVA State Board for Private Postsecondary Education

### Fund Justification

**Justification:** To carry out the statutory duties pursuant to A.R.S. Titel 32, Chapter 30 - licensing and regulation of the private postsecondary educational institutions.

### Fund Description

**Source:** Licensing fees are charged to private postsecondary educational institutions according to A.R.S. 32-3027. The Board is a 90/10 agency, 90% of the fees are deposited into the agency fund account and 10% is deposited into the State General Fund.

**Use:** To carry out the statutory duties established in Title 32, Chapter 30 - licensing and regulation of the private postsecondary educational institutions.

**OSPB:** Revenues are from license filing fees paid by private postsecondary education institutions, including vocational and degree programs. The annual filing fees are based on gross tuition revenues. License filing fees are used to support the regulatory activities of the State Board for Private Postsecondary Education.

## Sources and Uses of Funds

<b>Agency:</b>	<b>PVA State Board for Private Postsecondary Education</b>
<b>Fund:</b>	<b>3027 Student Tuition Recovery Fund</b>

<b>Cash Flow Summary</b>	<b>Actual FY 2016</b>	<b>Estimate FY 2017</b>	<b>Estimate FY 2018</b>
Revenue (From Revenue Schedule)	623.7	19.5	128.5
Total Available	623.7	19.5	128.5
Total Non-Appropriated Disbursements	283.9	277.0	277.0
Balance Forward to Next Year	339.8	82.3	(66.2)

<b>Non-Appropriated Expenditure</b>	<b>Actual FY 2016</b>	<b>Estimate FY 2017</b>	<b>Estimate FY 2018</b>
<b>Expenditure Categories</b>			
Personal Services	69.8	75.0	75.0
Employee Related Expenses	17.0	19.0	19.0
Prof. And Outside Services	31.1	27.0	27.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	93.3	20.0	20.0
Other Operating Expenses	72.4	106.0	106.0
Equipment	0.3	30.0	30.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	<b>283.9</b>	<b>277.0</b>	<b>277.0</b>
<b>Non-Appropriated Expenditure Total:</b>	<b>283.9</b>	<b>277.0</b>	<b>277.0</b>
<b>Non-Appropriated FTE:</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

### Fund Justification

**Justification:** 2016 Budget approved a \$600,000 transfer from fund 2056, licensing & regulation, to fund 3027, Student Tuition Recovery Fund

### Fund Description

**Source:** Fund sources are assessments for an institution licensed under A.R.S. Title 32, Chapter 30 seeking renewal of a regular or provisional license if the fund is below \$500,000.

Interest income is earned through the deposit of the fund with the State Treasurer's Office.

Student Records Requests are \$10.00.

**Use:** To provide students access to their student educational records and provide restitution to students who have been injured by a school closure.

**OSP:** Revenues are from school assessments of tuition of newly enrolled students up to a maximum of \$10 per assessed student. Regionally accredited private postsecondary institutions, such as the University of Phoenix, are exempt from assessments. The board levies an assessment only when the fund's balance falls below \$500,000. The fund is used to compensate students who suffer financial damages as a result of an institution ceasing operations.

## Funding Issues List

<b>Agency:</b> PVA State Board for Private Postsecondary Education
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FY 2018

Priority	Funding Issue Title	Category	Total FTE	Total Amount	General Fund	Other Funds	Non-App Funds
1	Elicensing software	Decision Pack	0.0	70.0	0.0	70.0	0.0
2	Vacation one-time payout - retirement	Decision Pack	0.0	20.8	0.0	20.8	0.0
<b>Total:</b>			0.0	90.8	0.0	90.8	0.0
<b>Decision Package Total:</b>			0.0	90.8	0.0	90.8	0.0

## Funding Issue Detail

<b>Agency:</b>	<b>PVA State Board for Private Postsecondary Education</b>
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<b>Issue:</b>	1 Elicensing software	<b>Issue Category:</b> Decision Package
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**Justification:** This Board, along with numerous other regulatory agencies, have been working with ADOA-ASET to procure a state-wide elicensing softward that can be used by all licensing agencies participating. Please see the attached ASET approved Project Investment Justification (PIJ) form.

In case this project does not materialize, this Board has worked with ADOA-ASET to develop our own elicensing system.

Either project will greatly improve efficiencies in licensing and provide online access to licensees.

<b>Program:</b>	1-1 Licensing and Regulation
<b>Fund:</b>	2056-A Private Postsecondary Education (Appropriated)

**Calculated ERE:** \$0.00  
**Uniform Allowance:** \$0.00

**Justification:**

Expenditure Categories	FY 2018
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>0.0</b>
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food (Library for Universities)	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	70.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>70.0</b>

<b>Issue:</b>	2 Vacation one-time payout - retirement	<b>Issue Category:</b> Decision Package
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**Justification:** Vacation payout for ED in 2018 - retirement.

<b>Program:</b>	1-1 Licensing and Regulation
<b>Fund:</b>	2056-A Private Postsecondary Education (Appropriated)

**Calculated ERE:** \$3.80  
**Uniform Allowance:** \$0.00

**Justification:**

Expenditure Categories	FY 2018
FTE	0.0
Personal Services	17.0
Employee Related Expenses	3.8
<b>Subtotal Personal Services and ERE:</b>	<b>20.8</b>
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food (Library for Universities)	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>20.8</b>

## Summary of Expenditure and Budget Request for All Funds

**Agency:** PVA State Board for Private Postsecondary Education

**Appropriated**

		FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:					
1	Licensing and Regulation	977.5	396.1	90.8	486.9
		977.5	396.1	90.8	486.9
<b>Expenditure Categories</b>					
	FTE	4.0	4.0	0.0	4.0
	Personal Services	227.7	234.5	17.0	251.5
	Employee Related Expenses	80.7	86.2	3.8	90.0
	Professional and Outside Services	24.7	27.4	0.0	27.4
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.5	2.0	0.0	2.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	40.9	40.2	0.0	40.2
	Equipment	3.0	5.8	70.0	75.8
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	600.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		977.5	396.1	90.8	486.9

## Summary of Expenditure and Budget Request for All Funds

**Agency:** PVA State Board for Private Postsecondary Education

**Non-Appropriated**

		FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:					
2	Student Tuition Recovery	283.9	277.0	0.0	277.0
		283.9	277.0	0.0	277.0
<b>Expenditure Categories</b>					
	FTE	1.0	1.0	0.0	1.0
	Personal Services	69.8	75.0	0.0	75.0
	Employee Related Expenses	17.0	19.0	0.0	19.0
	Professional and Outside Services	31.1	27.0	0.0	27.0
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	93.3	20.0	0.0	20.0
	Other Operating Expenses	72.4	106.0	0.0	106.0
	Equipment	0.3	30.0	0.0	30.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		283.9	277.0	0.0	277.0

# Summary of Expenditure and Budget Request for All Funds

Agency: PVA State Board for Private Postsecondary Education

Agency Total for All Funds:	1,261.4	673.1	90.8	763.9			
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## Summary of Expenditure and Budget Request for Selected Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Fund:</b>	2056	Private Postsecondary Education (Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:				
1      Licensing and Regulation	977.5	396.1	90.8	486.9
	977.5	396.1	90.8	486.9
<b>Expenditure Categories</b>				
FTE	4.0	4.0	0.0	4.0
Personal Services	227.7	234.5	17.0	251.5
Employee Related Expenses	80.7	86.2	3.8	90.0
Professional and Outside Services	24.7	27.4	0.0	27.4
Travel In-State	0.0	0.0	0.0	0.0
Travel Out of State	0.5	2.0	0.0	2.0
Food (Library for Universities)	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	40.9	40.2	0.0	40.2
Equipment	3.0	5.8	70.0	75.8
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	600.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	977.5	396.1	90.8	486.9
<b>Fund Total:</b>	977.5	396.1	90.8	486.9

## Summary of Expenditure and Budget Request for Selected Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Fund:</b>	3027	Student Tuition Recovery (Non-Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:				
2 Student Tuition Recovery	283.9	277.0	0.0	277.0
	283.9	277.0	0.0	277.0
<b>Expenditure Categories</b>				
FTE	1.0	1.0	0.0	1.0
Personal Services	69.8	75.0	0.0	75.0
Employee Related Expenses	17.0	19.0	0.0	19.0
Professional and Outside Services	31.1	27.0	0.0	27.0
Travel In-State	0.0	0.0	0.0	0.0
Travel Out of State	0.0	0.0	0.0	0.0
Food (Library for Universities)	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	93.3	20.0	0.0	20.0
Other Operating Expenses	72.4	106.0	0.0	106.0
Equipment	0.3	30.0	0.0	30.0
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	283.9	277.0	0.0	277.0
<b>Fund Total:</b>	283.9	277.0	0.0	277.0

## Summary of Expenditure and Budget Request for Selected Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Fund:</b>	3027	Student Tuition Recovery (Non-Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
<b>Agency Total for Selected Funds</b>	1,261.4	673.1	90.8	763.9

## Program Summary of Expenditures and Budget Request

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1	Licensing and Regulation

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
<b>Program Summary</b>				
1-1 Licensing and Regulation	977.5	396.1	90.8	486.9
<b>Program Summary Total:</b>	977.5	396.1	90.8	486.9
<b>Expenditure Categories</b>				
0000 FTE Positions	4.0	4.0	0.0	4.0
6000 Personal Services	227.7	234.5	17.0	251.5
6100 Employee Related Expenses	80.7	86.2	3.8	90.0
6200 Professional and Outside Services	24.7	27.4	0.0	27.4
6500 Travel In-State	0.0	0.0	0.0	0.0
6600 Travel Out of State	0.5	2.0	0.0	2.0
6700 Food (Library for Universities)	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	40.9	40.2	0.0	40.2
8000 Equipment	3.0	5.8	70.0	75.8
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	600.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	977.5	396.1	90.8	486.9
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
2056-A Private Postsecondary Education (Appropriated)	977.5	396.1	90.8	486.9
<b>Fund Source Total:</b>	977.5	396.1	90.8	486.9

## Program Group Summary of Expenditures and Budget Request for Selected Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1	Licensing and Regulation

		FY 2016	FY 2017	FY 2018	FY 2018
		Actual	Expd. Plan	Fund. Issue	Total
<b>Fund: 2056-A Private Postsecondary Education (Appropriated)</b>					
<b>Program Expenditures</b>					
COST CENTER/PROGRAM BUDGET UNIT					
1-1	Licensing and Regulation	977.5	396.1	90.8	486.9
	Total	977.5	396.1	90.8	486.9
<b>Appropriated Funding</b>					
<b>Expenditure Categories</b>					
	FTE Positions	4.0	4.0	0.0	4.0
	Personal Services	227.7	234.5	17.0	251.5
	Employee Related Expenses	80.7	86.2	3.8	90.0
	Professional and Outside Services	24.7	27.4	0.0	27.4
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.5	2.0	0.0	2.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	40.9	40.2	0.0	40.2
	Equipment	3.0	5.8	70.0	75.8
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	600.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		977.5	396.1	90.8	486.9
<b>Fund 2056-A Total:</b>		977.5	396.1	90.8	486.9
<b>Program 1 Total:</b>		977.5	396.1	90.8	486.9

## Program Budget Unit Summary of Expenditures and Budget Request for All Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1-1	Licensing and Regulation

Expenditure Categories	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
0000 FTE	4.0	4.0	0.0	4.0
6000 Personal Services	227.7	234.5	17.0	251.5
6100 Employee Related Expenses	80.7	86.2	3.8	90.0
6200 Professional and Outside Services	24.7	27.4	0.0	27.4
6500 Travel In-State	0.0	0.0	0.0	0.0
6600 Travel Out of State	0.5	2.0	0.0	2.0
6700 Food (Library for Universities)	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	40.9	40.2	0.0	40.2
8000 Equipment	3.0	5.8	70.0	75.8
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	600.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	977.5	396.1	90.8	486.9
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
2056-A Private Postsecondary Education (Appropriated)	977.5	396.1	90.8	486.9
<b>Fund Source Total:</b>	977.5	396.1	90.8	486.9

## Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

<b>Agency: PVA State Board for Private Postsecondary Education</b>					
		<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>
		<b>Actual</b>	<b>Expd. Plan</b>	<b>Fund. Issue</b>	<b>Total</b>
<b>Program: 1-1 Licensing and Regulation</b>					
<b>Fund: 2056-A Private Postsecondary Education Fund</b>					
<b>Appropriated</b>					
0000	FTE	4.0	4.0	0.0	4.0
6000	Personal Services	227.7	234.5	17.0	251.5
6100	Employee Related Expenses	80.7	86.2	3.8	90.0
6200	Professional and Outside Services	24.7	27.4	0.0	27.4
6500	Travel In-State	0.0	0.0	0.0	0.0
6600	Travel Out of State	0.5	2.0	0.0	2.0
6700	Food (Library for Universities)	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	40.9	40.2	0.0	40.2
8000	Equipment	3.0	5.8	70.0	75.8
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	600.0	0.0	0.0	0.0
<b>Appropriated Total:</b>		977.5	396.1	90.8	486.9
<b>Fund Total:</b>		977.5	396.1	90.8	486.9
<b>Program Total For Selected Funds:</b>		977.5	396.1	90.8	486.9

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>FTE Positions</b>		
FTE	4.0	4.0
<b>Expenditure Category Total</b>	<b>4.0</b>	<b>4.0</b>
<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	4.0	4.0
<b>Fund Source Total</b>	<b>4.0</b>	<b>4.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Personal Services</b>		
Personal Services	225.2	231.5
Boards and Commissions	2.5	3.0
<b>Expenditure Category Total</b>	<b>227.7</b>	<b>234.5</b>
<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	227.7	234.5
<b>Fund Source Total</b>	<b>227.7</b>	<b>234.5</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Employee Related Expenses</b>		
Employee Related Expenses	80.7	86.2
<b>Expenditure Category Total</b>	<b>80.7</b>	<b>86.2</b>
<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	80.7	86.2
<b>Fund Source Total</b>	<b>80.7</b>	<b>86.2</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Professional &amp; Outside Services</b>		
External Prof/Outside Serv Budg And Appn	0.0	0.0
External Investment Services	0.0	0.0
Other External Financial Services	0.0	0.0
Attorney General Legal Services	21.2	20.0
External Legal Services	0.0	0.0
External Engineer/Architect Cost - Exp	0.0	0.0
External Engineer/Architect Cost- Cap	0.0	0.0
Other Design	0.0	0.0
Temporary Agency Services	0.0	0.0
Hospital Services	0.0	0.0
Other Medical Services	0.0	0.0
Institutional Care	0.0	0.0
Education And Training	0.0	0.0
Vendor Travel	0.0	0.0

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Professional &amp; Outside Services</b>		
Professional & Outside Services Excluded from Cost Alloca	0.0	0.0
Vendor Travel - Non Reportable	0.0	0.0
External Telecom Consulting Services	0.0	0.0
Non - Confidential Specialist Fees	0.0	0.0
Confidential Specialist Fees	0.0	0.0
Outside Actuarial Costs	0.0	0.0
Other Professional And Outside Services	3.5	7.4
<b>Expenditure Category Total</b>	<b>24.7</b>	<b>27.4</b>
<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	24.7	27.4
	<b>24.7</b>	<b>27.4</b>
<b>Fund Source Total</b>	<b>24.7</b>	<b>27.4</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Travel In-State</b>		
Travel In-State	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	0.0	0.0
	<b>0.0</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Travel Out-of-State</b>		
Travel Out of State	0.5	2.0
<b>Expenditure Category Total</b>	<b>0.5</b>	<b>2.0</b>
<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	0.5	2.0
	<b>0.5</b>	<b>2.0</b>
<b>Fund Source Total</b>	<b>0.5</b>	<b>2.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Food (Library for Universities)</b>		
Food (Library for Universities)	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Aid to Organizations &amp; Individuals</b>		
Aid to Organizations and Individuals	0.0	0.0

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1-1	Licensing and Regulation

<b>Expenditure Category</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Expd. Plan</b>
<b>Aid to Organizations &amp; Individuals</b>		
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

<b>Expenditure Category</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Expd. Plan</b>
<b>Other Operating Expenditures</b>		
Other Operating Expenditures	0.0	0.0
Insurance & Related Charges	2.0	2.0
Information Technology Services	10.3	8.5
Utilities	4.1	4.0
Non-Building or Land Rent	0.0	0.0
Building Rent Charges to State Agencies	13.5	0.0
COP Building Rent Charges to State Agencies	0.0	13.5
Rental of Land & Buildings	0.0	0.0
Interest Payments	0.0	0.0
Internal Acct, Budgeting and Financial Svcs.	0.0	7.8
Payments for Internal Services	0.0	2.0
Repair & Maintenance	1.6	0.5
Software Support and Maintenance	0.0	0.0
Operating Supplies	5.5	0.0
Resale Supplies	0.0	0.0
Sales of Assets	0.0	0.0
Conference, Education & Training	0.4	0.5
Advertising	0.0	0.0
Printing & Photography	1.3	0.0
Postage & Delivery	0.9	1.0
Miscellaneous Operating	1.3	0.4
Depreciation Expense	0.0	0.0
<b>Expenditure Category Total</b>	<b>40.9</b>	<b>40.2</b>

<b>Fund Source</b>		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	40.9	40.2
<b>Fund Source Total</b>	<b>40.9</b>	<b>40.2</b>

<b>Expenditure Category</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Expd. Plan</b>
<b>Equipment</b>		
Vehicles - Capital Leases	0.0	0.0
Furniture - Capital Leases	0.0	0.0
EDP Equipment - Mainframe - Capital Leases	0.0	0.0
EDP Equipment - Midrange - Capital Leases	0.0	0.0
EDP Equipment - PCs/LAN - Capital Leases	0.0	0.0
Telecommunication Equipment - Capital Leases	0.0	0.0
Other Equipment - Capital Leases	0.0	0.0
Capital Equipment Purchases	0.0	0.0
Vehicles - Non-Capital	1.1	0.0
Furniture - Non-Capital	0.0	0.0
EDP Equipment - Mainframe - Non-Capital	1.9	0.0

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Equipment</b>		
Telecommunication Equipment - Non Capital	0.0	0.0
Other Equipment - Non-Capital	0.0	0.0
Purchased Or Licensed Software/Website	0.0	0.0
Internally Generated Software/Website	0.0	5.8
<b>Expenditure Category Total</b>	<b>3.0</b>	<b>5.8</b>

Fund Source		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	3.0	5.8
<b>Fund Source Total</b>	<b>3.0</b>	<b>5.8</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Capital Outlay</b>		
Capital Outlay	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Debt Services</b>		
Debt Service	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Cost Allocation</b>		
Cost Allocation	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Transfers</b>		
Transfers	600.0	0.0
<b>Expenditure Category Total</b>	<b>600.0</b>	<b>0.0</b>

Fund Source		
<b>Appropriated</b>		
2056-A Private Postsecondary Education (Appropriated)	600.0	0.0
<b>Fund Source Total</b>	<b>600.0</b>	<b>0.0</b>

Classification Listing			
Class Code	Title	Grade	Total FTE
AUN03	AH PROG PROJ SPCT	18	0.9

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	1-1	Licensing and Regulation

ESP00	INTERN	09	0.1
AUN04	PV ADMV ASST II	15	0.1
AUN04	PV ADMV ASST II	15	0.1
AUN06	PV DPTY DIR	E1	0.9
AUN05	PV EXECUTIVE DIRECTOR	E2	0.9

### Employee Retirement Coverage

Retirement System	FTE	Personal Services	Fund#
State Retirement System	4.0	231.5	2056-A

### Combined Regular & Elected Positions At/Above FICA Maximum of \$118,500

Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
0.0	0.0	0.0

## Program Summary of Expenditures and Budget Request

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2	Student Tuition Recovery

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
<b>Program Summary</b>				
2-1 Student Tuition Recovery	283.9	277.0	0.0	277.0
<b>Program Summary Total:</b>	283.9	277.0	0.0	277.0
<b>Expenditure Categories</b>				
0000 FTE Positions	1.0	1.0	0.0	1.0
6000 Personal Services	69.8	75.0	0.0	75.0
6100 Employee Related Expenses	17.0	19.0	0.0	19.0
6200 Professional and Outside Services	31.1	27.0	0.0	27.0
6500 Travel In-State	0.0	0.0	0.0	0.0
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food (Library for Universities)	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	93.3	20.0	0.0	20.0
7000 Other Operating Expenses	72.4	106.0	0.0	106.0
8000 Equipment	0.3	30.0	0.0	30.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	283.9	277.0	0.0	277.0
<b>Fund Source</b>				
<b>Non-Appropriated Funds</b>				
3027-N Student Tuition Recovery (Non-Appropriated)	283.9	277.0	0.0	277.0
<b>Fund Source Total:</b>	283.9	277.0	0.0	277.0

## Program Group Summary of Expenditures and Budget Request for Selected Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2	Student Tuition Recovery

		FY 2016	FY 2017	FY 2018	FY 2018
		Actual	Expd. Plan	Fund. Issue	Total
<b>Fund: 3027-N Student Tuition Recovery (Non-Appropriated)</b>					
<b>Program Expenditures</b>					
COST CENTER/PROGRAM BUDGET UNIT					
2-1	Student Tuition Recovery	283.9	277.0	0.0	277.0
	Total	283.9	277.0	0.0	277.0
<b>Non-Appropriated Funding</b>					
<b>Expenditure Categories</b>					
	FTE Positions	1.0	1.0	0.0	1.0
	Personal Services	69.8	75.0	0.0	75.0
	Employee Related Expenses	17.0	19.0	0.0	19.0
	Professional and Outside Services	31.1	27.0	0.0	27.0
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	93.3	20.0	0.0	20.0
	Other Operating Expenses	72.4	106.0	0.0	106.0
	Equipment	0.3	30.0	0.0	30.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		283.9	277.0	0.0	277.0
<b>Fund 3027-N Total:</b>		283.9	277.0	0.0	277.0
<b>Program 2 Total:</b>		283.9	277.0	0.0	277.0

## Program Budget Unit Summary of Expenditures and Budget Request for All Funds

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2-1	Student Tuition Recovery

Expenditure Categories	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
0000 FTE	1.0	1.0	0.0	1.0
6000 Personal Services	69.8	75.0	0.0	75.0
6100 Employee Related Expenses	17.0	19.0	0.0	19.0
6200 Professional and Outside Services	31.1	27.0	0.0	27.0
6500 Travel In-State	0.0	0.0	0.0	0.0
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food (Library for Universities)	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	93.3	20.0	0.0	20.0
7000 Other Operating Expenses	72.4	106.0	0.0	106.0
8000 Equipment	0.3	30.0	0.0	30.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>	283.9	277.0	0.0	277.0
<b>Fund Source</b>				
<b>Non-Appropriated Funds</b>				
3027-N Student Tuition Recovery (Non-Appropriated)	283.9	277.0	0.0	277.0
<b>Fund Source Total:</b>	283.9	277.0	0.0	277.0

## Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

Agency: PVA State Board for Private Postsecondary Education		FY 2016	FY 2017	FY 2018	FY 2018
		Actual	Expd. Plan	Fund. Issue	Total
Program: 2-1 Student Tuition Recovery					
Fund: 3027-N Student Tuition Recovery Fund					
<b>Non-Appropriated</b>					
0000	FTE	1.0	1.0	0.0	1.0
6000	Personal Services	69.8	75.0	0.0	75.0
6100	Employee Related Expenses	17.0	19.0	0.0	19.0
6200	Professional and Outside Services	31.1	27.0	0.0	27.0
6500	Travel In-State	0.0	0.0	0.0	0.0
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food (Library for Universities)	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	93.3	20.0	0.0	20.0
7000	Other Operating Expenses	72.4	106.0	0.0	106.0
8000	Equipment	0.3	30.0	0.0	30.0
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
<b>Non-Appropriated Total:</b>		283.9	277.0	0.0	277.0
<b>Fund Total:</b>		283.9	277.0	0.0	277.0
<b>Program Total For Selected Funds:</b>		283.9	277.0	0.0	277.0

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2-1	Student Tuition Recovery

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>FTE Positions</b>		
FTE	1.0	1.0
<b>Expenditure Category Total</b>	<b>1.0</b>	<b>1.0</b>
<b>Fund Source</b>		
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	1.0	1.0
<b>Fund Source Total</b>	<b>1.0</b>	<b>1.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Personal Services</b>		
Personal Services	69.8	75.0
Boards and Commissions	0.0	0.0
<b>Expenditure Category Total</b>	<b>69.8</b>	<b>75.0</b>
<b>Fund Source</b>		
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	69.8	75.0
<b>Fund Source Total</b>	<b>69.8</b>	<b>75.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Employee Related Expenses</b>		
Employee Related Expenses	17.0	19.0
<b>Expenditure Category Total</b>	<b>17.0</b>	<b>19.0</b>
<b>Fund Source</b>		
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	17.0	19.0
<b>Fund Source Total</b>	<b>17.0</b>	<b>19.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Professional &amp; Outside Services</b>		
External Prof/Outside Serv Budg And Appn	0.0	0.0
External Investment Services	0.0	0.0
Other External Financial Services	0.0	0.0
Attorney General Legal Services	3.8	5.0
External Legal Services	0.0	0.0
External Engineer/Architect Cost - Exp	0.0	0.0
External Engineer/Architect Cost- Cap	0.0	0.0
Other Design	0.0	0.0
Temporary Agency Services	10.8	12.0
Hospital Services	0.0	0.0
Other Medical Services	0.0	0.0
Institutional Care	0.0	0.0
Education And Training	0.0	0.0
Vendor Travel	0.0	0.0

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2-1	Student Tuition Recovery

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Professional &amp; Outside Services</b>		
Professional & Outside Services Excluded from Cost Alloca	0.0	0.0
Vendor Travel - Non Reportable	0.0	0.0
External Telecom Consulting Services	0.0	0.0
Non - Confidential Specialist Fees	0.0	0.0
Confidential Specialist Fees	0.0	0.0
Outside Actuarial Costs	0.0	0.0
Other Professional And Outside Services	16.5	10.0
<b>Expenditure Category Total</b>	<b>31.1</b>	<b>27.0</b>

Fund Source	FY 2016 Actual	FY 2017 Expd. Plan
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	31.1	27.0
<b>Fund Source Total</b>	<b>31.1</b>	<b>27.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Travel In-State</b>		
Travel In-State	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Travel Out-of-State</b>		
Travel Out of State	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Food (Library for Universities)</b>		
Food (Library for Universities)	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Aid to Organizations &amp; Individuals</b>		
Aid to Organizations and Individuals	93.3	20.0
<b>Expenditure Category Total</b>	<b>93.3</b>	<b>20.0</b>

Fund Source	FY 2016 Actual	FY 2017 Expd. Plan
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	93.3	20.0
<b>Fund Source Total</b>	<b>93.3</b>	<b>20.0</b>

## Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2-1	Student Tuition Recovery

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Other Operating Expenditures</b>		
Other Operating Expenditures	0.0	0.0
Insurance & Related Charges	0.0	0.0
Information Technology Services	0.0	3.0
Utilities	2.5	6.0
Non-Building or Land Rent	0.0	0.0
Building Rent Charges to State Agencies	21.2	10.0
COP Building Rent Charges to State Agencies	0.0	3.4
Rental of Land & Buildings	46.1	81.6
Interest Payments	0.0	0.0
Internal Acct, Budgeting and Financial Svcs.	0.0	0.0
Payments for Internal Services	0.0	0.0
Repair & Maintenance	0.1	0.0
Software Support and Maintenance	0.0	0.0
Operating Supplies	1.1	1.0
Resale Supplies	0.0	0.0
Sales of Assets	0.0	0.0
Conference, Education & Training	0.0	0.0
Advertising	0.0	0.0
Printing & Photography	0.0	0.0
Postage & Delivery	1.4	1.0
Miscellaneous Operating	0.0	0.0
Depreciation Expense	0.0	0.0
<b>Expenditure Category Total</b>	<b>72.4</b>	<b>106.0</b>
<b>Fund Source</b>		
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	72.4	106.0
<b>Fund Source Total</b>	<b>72.4</b>	<b>106.0</b>

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
<b>Equipment</b>		
Vehicles - Capital Leases	0.0	0.0
Furniture - Capital Leases	0.0	0.0
EDP Equipment - Mainframe - Capital Leases	0.0	0.0
EDP Equipment - Midrange - Capital Leases	0.0	0.0
EDP Equipment - PCs/LAN - Capital Leases	0.0	0.0
Telecommunication Equipment - Capital Leases	0.0	0.0
Other Equipment - Capital Leases	0.0	0.0
Capital Equipment Purchases	0.0	0.0
Vehicles - Non-Capital	0.0	0.0
Furniture - Non-Capital	0.0	0.0
EDP Equipment - Mainframe - Non-Capital	0.0	0.0
Telecommunication Equipment - Non Capital	0.0	0.0
Other Equipment - Non-Capital	0.3	20.0
Purchased Or Licensed Software/Website	0.0	10.0
Internally Generated Software/Website	0.0	0.0

# Program Expenditure Schedule

<b>Agency:</b>	PVA	State Board for Private Postsecondary Education
<b>Program:</b>	2-1	Student Tuition Recovery

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
<b>Equipment</b>		
<b>Expenditure Category Total</b>	<b>0.3</b>	<b>30.0</b>
<b>Fund Source</b>		
<b>Non-Appropriated</b>		
3027-N Student Tuition Recovery (Non-Appropriated)	0.3	30.0
<b>Fund Source Total</b>	<b>0.3</b>	<b>30.0</b>

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
<b>Capital Outlay</b>		
Capital Outlay	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
<b>Debt Services</b>		
Debt Service	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
<b>Cost Allocation</b>		
Cost Allocation	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
<b>Transfers</b>		
Transfers	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

## Classification Listing

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>Total FTE</u>
AUN03	AH PROG PROJ SPCT	18	0.1
ESP00	INTERN	09	0.0
AUN07	PROG PROJ SPCT 1	18	1.0
AUN04	PV ADMV ASST II	15	0.7
AUN04	PV ADMV ASST II	15	0.0
AUN06	PV DPTY DIR	E1	0.1
AUN05	PV EXECUTIVE DIRECTOR	E2	0.1

# Program Expenditure Schedule

**Agency:** PVA State Board for Private Postsecondary Education

**Program:** 2-1 Student Tuition Recovery

## Employee Retirement Coverage

<b>Retirement System</b>	<b>FTE</b>	<b>Personal Services</b>	<b>Fund#</b>
State Retirement System	1.0	75.0	3027-N

## Combined Regular & Elected Positions At/Above FICA Maximum of \$118,500

<b>Total FTE</b>	<b>Personal Services</b>	<b>FTE's not eligible for Health, Dental &amp; Life</b>
0.0	0.0	0.0

## Administrative Costs

**Agency:** PVA State Board for Private Postsecondary Education

### Administrative Costs Summary

Common Administrative Area	FY 2018
Other Central Administration	1.0
Business and Finance	1.0
Information Technology	5.4
Human Resources	1.1
Director's Office	10.5
<b>Administrative Costs Total:</b>	<b>19.0</b>

### Administrative Cost / Total Expenditure Ratio

	Request	Admin %
<b>FY 2018</b>	763.9	2.5%

### Administrative Costs Detail

Common Administrative Area Administrative Activity	Admin Costs %	Program Costs %	Discussion
<b>Director's Office</b>			
Budget/Strategic Planning	2.0	98.0	Preparing budget, monitoring monthly reports
Laws/Rules	5.0	95.0	Rule revisions
Reporting requirements	2.5	97.5	Prepare required state reports, attend meetings
<b>Human Resources</b>			
Personnel Administration	1.0	99.0	approve T&A, manage employees
<b>Information Technology</b>			
Computer Systems	5.0	95.0	computer issues/website (RM)
<b>Business and Finance</b>			
General accounting	0.5	99.5	process claims
Prepare deposits	1.0	99.0	prepare deposits
<b>Other Central Administration</b>			
General Office	2.5	97.5	Reception, mail, phone

## Teri Stanfill

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**From:** Strategic Oversight  
**Sent:** Monday, August 29, 2016 2:44 PM  
**To:** Teri Stanfill; Kevin LaMountain  
**Cc:** Rebecca Perrera; Christopher Olvey; Bret Cloninger; Ashoke Seth; Terri L Johnson; Jeff Stearns; J.R. Sloan; Douglas Lange; Morgan Reed; Strategic Oversight  
**Subject:** Correction: PV17001 Online Customer Portal - Database Upgrade Pre-PIJ Approval with Conditions

Good afternoon,

There was an error in the amount stated in the official email. The amount requested in the narrative is misstated as \$40.0 thousand. The correct amount is \$70.0 thousand, as stated in chart. I have corrected the number in the email below and highlighted.

Apologies for the confusion.

As always, let us know if you have any questions

Thank you,

### Strategic Oversight

ADOA – Arizona Strategic Enterprise Technology (ASET) Office | State of Arizona  
100 North 15<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007  
p: 602.542.2140 | [Strategic\\_Oversight@azdoa.gov](mailto:Strategic_Oversight@azdoa.gov)  
<http://aset.azdoa.gov>

**How am I doing? Please take a moment to answer a few questions.**

<https://www.surveymonkey.com/r/VOCASETStTrIn>

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**From:** Strategic Oversight <Strategic\_Oversight@azdoa.gov>  
**Date:** Monday, August 29, 2016 at 2:06 PM  
**To:** Teri Stanfill <Teri.Stanfill@azppse.gov>, Kevin LaMountain <Kevin.LaMountain@azppse.gov>  
**Cc:** Rebecca Perrera <rperrera@azleg.gov>, Christopher Olvey <colvey@az.gov>, Bret Cloninger <bcloninger@az.gov>, Ashoke Seth <Ashoke.Seth@azdoa.gov>, Terri L Johnson <Terri.Johnson@azdoa.gov>, Jeff Stearns <Jeff.Stearns@azdoa.gov>, John Sloan <JR.Sloan@azdoa.gov>, Douglas Lange <Doug.Lange@azdoa.gov>, Morgan Reed <Morgan.Reed@azdoa.gov>, Strategic Oversight <Strategic\_Oversight@azdoa.gov>  
**Subject:** PV17001 Online Customer Portal - Database Upgrade Pre-PIJ Approval with Conditions

Executive Director Stanfill,

In response to the Pre-Project Investment Justification (Pre-PIJ) for the “**Online Customer Portal - Database Upgrade**” project, the Arizona Department of Administration (ADOA) Strategic Enterprise Technology (ASET) office has reviewed your plan to leverage the Statewide Enterprise eLicensing application, once awarded, to implement an online licensing application to help automate the licensing process, increasing efficiencies throughout the Board.

While final funding sources and cost figures may vary, the Pre-PIJ implies finding will be requested in the amount of \$70.0 thousand to implement the project, depending on approach, as noted below.

All Figures in Thousands (\$000)						
Cost Description	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Development Costs	70.0	0.0	0.0	0.0	0.0	70.0
Operational Costs	0.0	0.0	0.0	0.0	0.0	0.0
Total Project Costs	70.0	0.0	0.0	0.0	0.0	70.0

This notification is the Arizona Strategic Enterprise Technology Office's **Approval with Conditions** of the technology project as follows:

1. The Board may not award a contract or proceed with further development efforts until a full PIJ reflecting the final costs, scope of work, technology, and implementation schedule for the proposed solution has been submitted to ADOA-ASET for review and approval.

You may proceed to secure additional approvals as required from the Joint Legislative Budget Committee, the Office of Strategic Planning and Budgeting, and the State Procurement Office.

As always, let us know if you have any questions

Thank you,

### Strategic Oversight

ADOA – Arizona Strategic Enterprise Technology (ASET) Office | State of Arizona  
100 North 15<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007  
p: 602.542.2140 | [Strategic\\_Oversight@azdoa.gov](mailto:Strategic_Oversight@azdoa.gov)  
<http://aset.azdoa.gov>

**How am I doing? Please take a moment to answer a few questions.**

<https://www.surveymonkey.com/r/VOCASETStTrIn>

<b>Online Customer Portal - Database Upgrade</b>	
<b>Agency Requesting The Project:</b>	
Private Postsecondary Education	
<b>Business Unit Requesting The Project:</b>	
Records Management	
<b>Sponsor Of the Project:</b>	
Kevin LaMountain	
<b>Sponsor Title:</b>	
Records Manager	
<b>Sponsor Phone Number:</b>	<b>Extension:</b>
602-542-5716	
<b>Sponsor Email Address:</b>	
kevin.lamountain@azppse.gov	

Has a Project Request been completed for this PIJ?	Y
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<p>What is the operational issue or business need that the Agency is trying to solve? (i.e. ...current process is manual, which increases resource time/costs to the State/Agency, and leads to errors...)</p> <p>Currently the Board does not have the ability to accept online information required for a renewal license. Customers must submit all forms in hardcopy for an initial license and each year thereafter for a renewal license. Change of address, change of instructors, and changes in programs are in hardcopy. The Board then reviews the documents and manually updates the database.</p> <p>The Board wants the ability to allow an institution to request a user id to access the PPSE database and for PPSE staff to grant it.</p>
--

<p>How will solving this issue or addressing this need benefit the State or the Agency?</p> <p>The Online Customer Portal (OCP) will streamline the licensing process for both schools and for staff at AZPPSE. Current systems require the initial and renewal licenses to be completed by filling out forms, printing forms, sending in forms, and then having staff at AZPPSE input the data from the forms into an electronic database. This process is cumbersome and time consuming. By adding an OCP to our current database (or by utilizing an enterprise eLicensing solution) our customers (Schools) can interact with our database and make corrections quickly and accurately in real time.</p>
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<p>Describe the proposed solution to this business need:</p> <p>There are two possible solutions we have considered. First, the AZPPSE has been working with ADOA-ASET to upgrade the current database (hosted by ASET) to incorporate the OCP. AZPPSE has met with Karen Hendryx (Project Manager) and two programmers to scope out the requirements. ASET has provided AZPPSE with a Business Requirements Document that provides both the scope of the project and forecasted financial budget.</p> <p>Secondly, AZPPSE is actively participating in the Enterprise Licensing project through ASET. Currently ASET has completed an RFP and is awaiting approval to distribute the RFP to acceptable vendors. AZPPSE has taken part of a few vendor presentations and is comfortable the systems previewed will meet the needs of the Board.</p> <p>Either project will have an estimated cost of \$70K.</p>
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Has the existing technology environment, into which the proposed solution will be implemented, been documented?	N
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Please describe the existing technology environment into which the proposed solution will be implemented.

Current the ADOA-ASET hosts our database. We plan to utilize the same servers currently in use. If the enterprise solution is selected our plan would be to utilize the technology services negotiated in the new contract. No additional technology for users would need to be implemented.

Have the business requirements been gathered, along with any technology requirements that have been identified?  Y

Are you submitting this as a Pre-PIJ in order to issue a Request for Proposal (RFP) to evaluate options and select a solution that meets the project requirements?  Y

Is the final Statement of Work (SOW) for the RFP available for review?  Y

Will you be completing an assessment/Pilot/RFP phase, i.e., an evaluation by a vendor, third party or your agency, of the current state, needs, and desired future state, in order to determine the cost, effort, approach (RFP or otherwise) and/or feasibility of a project before submitting the full PIJ?  Y

Describe the reason for completing the assessment/Pilot/RFP and the expected deliverable(s) below:

An RFP has been issues as of August, 2016 to review the different licensing options available. The reason for fully documenting the requirements with the DOA and other State ABCs was to ensure that the solution would be able to support as many ABCs as possible, and the requirements were defined by the people who know the process the best.

Provide the estimated cost, if any, to conduct the assessment phase and/or Pilot and/or RFP/solicitation process:

\$0.00

Provide the estimated start and finish date for conducting the assessment/Pilot/RFP solicitation:

Estimated Start	06/30/16	Estimated Finish	10/30/16
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Provide a projected start and finish date for implementing the final solution.

Estimated Start	07/01/17	Estimated Finish	12/31/17
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Based on research to date, provide a high-level cost estimate to implement the final solution below:

\$70,000.00



## Official ADOA-ASET Use Only

✓	Has the value of the IT project to the public and the State been identified?
✓	Does the proposed solution address the stated problem or situation?
	Has the budget unit demonstrated competency to carry out the project successfully?
	Have all applicable questions in the PIJ been addressed?
	Have the Areas of Impact associated with the project been identified?
✓	Is sufficient sponsorship and support by budget unit leadership evidenced in the meeting?
	Has the compatibility of the proposed solution with other budget unit solutions been addressed?
	Has a reasonable Project Plan been provided?
	Has the compliance of the proposed solution with all applicable statewide standards been confirmed?
	Have any potential risks or issues associated with the project or the proposed solution been identified and appropriately addressed to minimize unintended consequences?
	Have the cost estimates for the project been vetted for accuracy?
	Have the PIJ Financials been completed?
	Have any/all of the following startup costs to implement the project been included under Development in the financial tables, if applicable - tax; shipping; upfront maintenance and support; professional services (P&OS); ancillary software to run on equipment; ancillary hardware to install equipment, e.g., cables; other associated costs, e.g., training, travel, documentation, etc.?
	Have any/all of the following ongoing/5-year support costs, once the project is implemented, been included under Operational in the financial tables, if applicable - ongoing vendor hosting costs, including any projected increase over time; annual maintenance and support not acquired upfront; extended costs after warranty expiration; P&OS commitments beyond implementation?
	Have you confirmed that no Full Time Employee (FTE) related costs have been included in the project costs?
	Have quotes been provided for all itemized costs in the PIJ, e.g., professional services, hardware, software, licensing, etc.?
	Do the quotes match the itemized list and only reflect those items and costs (within 5%) associated with this project?
	If not, describe below how the costs in the PIJ differ from the quotes, e.g., if quantities are different, costs are comprised of portions of multiple quotes provided, etc.:

If any of the above are not complete, the PIJ cannot be approved at this time.....

## PIJ Disposition

<input type="checkbox"/>	Approved
<input checked="" type="checkbox"/>	Approved with conditions
<input type="checkbox"/>	Not Approved
<b>Strategic Program Manager Analysis</b>	
<p>The Arizona State Board for Private Postsecondary Education currently uses a predominately manual process for the receipt, review, and approval of applications and renewals. While a database is used to store the information, it is old, outdated, and is difficult to support. In order to increase efficiencies through the Board, provide better support to the applicants, and better utilize resources, the Board is requesting FY18 funds to utilize the Statewide Enterprise eLicensing platform. An RFP was submitted in August of 2016 and is planned to be award in FY17. Once awarded any Agency, Board, or Commission in the state who provides licenses will be able to jump on board. This Pre-PIJ is to assist in the request of FY18 funds, and will be updated once final costs are available after award of the contract. Approved via delegated authority.</p>	
Authorized Approver:	James Dean
Approval Date:	8/26/2016

## Condition (If Applicable)

<p>The Board may not award a contract or proceed with further development efforts until a full PIJ reflecting the final costs, scope of work, technology, and implementation schedule for the proposed solution has been submitted to ADOA-ASET for review and approval.</p>

# Arizona State Board for Private Postsecondary Education

## Organization Chart

