

## EXECUTIVE BUDGET INFORMATION THAT WILL ADDRESS ISSUES OF LOCATING AGENCY FUNCTIONS AWAY FROM A CENTRAL OFFICE SETTING

Agency responses to the types of inquiries listed below will provide information to the Legislative Assembly on the decisionmaking process used by a state agency in determining the location of new FTE positions, new programs, or new capital construction of the agency. The information would be provided by an agency as part of the agency's budget request. The agency's analysis will be provided for any new FTE positions, new programs, or new capital construction being requested by the agency.

### LOCATION ANALYSIS

This information will be provided for any agency request for a new position or related positions, a new program, or new construction. "Offsite" means a location other than the agency, department, or institution's main office or campus.

1. May the position(s), program, or facility be located offsite or away from a central office setting? If not, explain, in detail, the criteria used in arriving at this decision.
2. What offsite setting and location would be most appropriate?
 

Branch office site	City _____	County _____
Employee's home site	City _____	County _____
Other _____	City _____	County _____
3. Estimated additional biennial costs associated with the offsite location (type of cost, amount, funding source).
4. Estimated biennial savings resulting from the offsite location (type of cost, amount, funding source).
5. Advantages of locating offsite.
6. Disadvantages of locating offsite.