



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Date: August 15, 2014

To: Agency Fiscal Officers

From: Paul Potamianos
Executive Budget Officer

Subject: Capital Equipment Purchase Fund (CEPF) Requests for FY 2016 and FY 2017

In the [Secretary's August 6, 2014, guidance memo](#) regarding budget requests for the FY 2016 and FY 2017 biennium, General Fund agencies are instructed to request funding in their operating budget only for equipment that does not meet the requirements for disbursement under the Capital Equipment Purchase Fund (CEPF). The purpose of this memorandum is to address the process for General Fund Executive Branch agencies to request funding for any equipment to be funded from CEPF.

OPM will use the lesser of the CEPF amount recommended for each agency for FY 2014 or FY 2015 (see attached) as the baseline for funding for the FY 2016 and FY 2017 biennium, subject to adjustments. Agencies should contact their assigned analyst with any adjustments (increases or decreases) to the baseline figure, and should provide any detail requested by the analyst regarding such adjustments. While not required, it is highly recommended that agencies supply the following information to support the requested funding level for each year of the biennium:

- Description of item
- Quantity requested of each item
- Unit cost of each item
- Total cost (quantity times unit cost) for each item
- Explanation and justification for each item

Suggested format and examples:

Item Description	Unit Cost	FY 2016 Quantity	FY 2017 Quantity	FY 2016 Total Cost	FY 2017 Total Cost	Explanation
HP EliteBook Folio 1040 G1 Notebook PC	\$1,404	40	40	\$56,160	\$56,160	Refresh one-quarter of agency laptops each year
Server blades and blade chassis	\$12,500	7	0	\$87,500	\$0	Update network hardware
Autoclave	\$4,274	0	1	\$0	\$4,274	Replace 10 year old item past its useful life
GRAND TOTAL				\$143,660	\$60,434	

Baseline adjustments and any requested supporting detail should be submitted to your assigned analyst by September 1, 2014, with a copy also supplied to the Office of Fiscal Analysis. If you have any questions, please contact your assigned analyst.

c: Alan Calandro, Office of Fiscal Analysis

Attachment

Attachment
Baseline for FY 2016 and FY 2017 CEPF Requests

Agency	FY 2014 Recommended	FY 2015 Recommended	Baseline, FY 2016 and FY 2017
AES	\$316,200	\$224,400	\$224,400
CSL	\$90,695	\$0	\$0
DAS (includes DCS)	\$3,549,716	\$1,765,712	\$1,765,712
DCF	\$2,222,377	\$2,032,230	\$2,032,230
DCJ	\$1,601,545	\$904,987	\$904,987
DCP	\$168,399	\$150,000	\$150,000
DDS	\$2,406,801	\$1,839,408	\$1,839,408
DEP	\$1,600,000	\$1,600,000	\$1,600,000
OHE	\$5,400	\$5,400	\$5,400
DOC	\$4,248,015	\$2,885,435	\$2,885,435
DOL	\$128,482	\$99,020	\$99,020
DPH	\$1,810,635	\$314,000	\$314,000
DESPP	\$6,692,024	\$6,640,010	\$6,640,010
DRS	\$1,439,840	\$595,830	\$595,830
DSS	\$3,166,881	\$6,963,586	\$3,166,881
DVA	\$1,089,589	\$220,426	\$220,426
DECD	\$41,400	\$117,900	\$41,400
CHRO	\$4,933	\$4,933	\$4,933
DMHAS	\$3,115,179	\$2,152,423	\$2,152,423
MIL	\$234,100	\$376,800	\$234,100
OAG	\$480,000	\$430,000	\$430,000
OGA	\$309,400	\$191,100	\$191,100
OPM	\$190,593	\$0	\$0
OSC	\$410,500	\$500,000	\$410,500
SDR	\$589,699	\$0	\$0
OPA	\$16,880	\$10,890	\$10,890
OCME	\$10,000	\$100,000	\$10,000
BOR	\$951,000	\$750,000	\$750,000

All Agencies Not Otherwise Listed Above: Baseline = \$0