

**FY23 Budget Performance Review**  
**160 - Oklahoma Department of Commerce**

Lead Administrator: Brent Kisling

Lead Financial Officer: Stacie Willis

**Agency Mission**

To help create an environment where economic growth will occur.

**Division and Program Descriptions**

*Note: Please define any acronyms used in program descriptions.*

**43 - Community Services**

Community Services fosters economic development by helping communities understand and implement infrastructure projects and comprehensive planning in order to maximize their resources.

**43 - Main Street**

The Main Street Program provides specific services and training to participating towns or neighborhoods as they begin the process of revitalizing their districts. It also offers education to non-Main Street communities on the benefits of historic preservation and community commercial development.

**45 - Business Services**

This division currently includes the Aerospace Commerce Economic Services and Auto. The purpose of ACES and Auto is to create a partnership of education and training, research, and economic development in the Aerospace and Auto industries.

**67 - Contracts for Community & Economic Development**

Contracts for Community and Economic Development are contracts to local governments and community action agencies, which include ones that the Oklahoma Department of Commerce has been statutorily mandated to administer via annual appropriations.

**70 - Operational Support Services**

These services include Executive Leadership, Finance, Human Resources, Communications, Purchasing, General Counsel, and Research and Economic Analysis, which all provide the tools and support services necessary for the agency to operate. Business Group is also included in this division to provide for the creation and retention of jobs, to recruit business investment to Oklahoma, and to contribute to economic development through export trade and the attraction of foreign investment.

**88 - ISD Data Processing**

Information technology expenditures must be budgeted as a separate line item within agency budgets. (62 O.S. § 34.43) All IT expenses should be budgeted in division 88 unless otherwise approved.

**93 - Rural Economic Action Plan**

This is a continuing fund, not subject to fiscal year limitations, for economic development in rural areas with populations of less than 7000. Funds have to be used for one of the following items: rural water quality, rural waste, rural sanitary sewage, rural roads, rural health services, rural fire protection, rural telecommunications, municipal energy employment projects, and other projects approved by 2/3 of the substate governing board. The Community Development Services Division annually monitors the REAP program at each COG.

**FY'22 Budgeted Department Funding By Source**

Dept. #	Department Name	Appropriations	Federal	Revolving	Local <sup>1</sup>	Other <sup>2</sup>	Total
43	Community Development	\$806,413	\$5,905,649	\$86,000			\$6,798,062
43	Main Street Program	\$806,876		\$18,005			\$824,881
45	Business Services	\$1,708,665		\$295,000			\$2,003,665
67	Contracts and Comm. & Economic Dev.	\$9,409,136	\$61,579,016	\$23,556,425			\$94,544,577
70	Operational Support	\$9,619,100		\$16,994,950			\$26,614,050
88	ISD Data Processing	\$439,769	\$392,016	\$334,463			\$1,166,248
93	REAP (Rural Economic Action Plan)	\$15,475,000					\$15,475,000
<b>Total (includes \$712,279 for Film and Music Office)</b>		<b>\$38,264,959</b>	<b>\$67,876,681</b>	<b>\$41,284,843</b>	<b>\$0</b>	<b>\$0</b>	<b>\$147,426,483</b>

1. Please describe source of Local funding not included in other categories:
2. Please describe source(s) and % of total of "Other" funding if applicable for each department

**FY'21 Carryover by Funding Source**

Class Fund #	Carryover Class Fund Name	Appropriations	Federal	Revolving	Local <sup>1</sup>	Other <sup>2</sup>	Total
19101/19111	FY21 General Revenue Fund	\$3,088,112					\$3,088,112
							\$0

1. Please describe source of Local funding not included in other categories:
2. Please describe source(s) and % of total of "Other" funding if applicable:

**What changes did the agency make between FY'21 and FY'22?**

- 1.) Are there any services no longer provided because of budget cuts? None
- 2.) What services are provided at a higher cost to the user? N/A
- 3.) What services are still provided but with a slower response rate? The agency continually reviews processes to ensure we are operating efficiently and seeks out best value/lowest cost options when making purchases, allowing us to continue providing the same level of service to customers.
- 4.) Did the agency provide any pay raises that were not legislatively/statutorily required? Please see tab labelled FY21 Salary Changes

**FY'23 Requested Funding By Department and Source**

Dept. #	Department Name	Appropriations	Federal	Revolving	Other <sup>1</sup>	Total	% Change
43	Community Development	\$806,413	\$5,905,649	\$86,000	\$0	\$6,798,062	0.00%
43	Main Street Program	\$1,027,876	\$0	\$18,005	\$0	\$1,045,881	26.79%
45	Business Services	\$1,708,665	\$0	\$295,000	\$0	\$2,003,665	0.00%
67	Contracts and Comm. & Economic Dev.	\$11,075,778	\$61,579,016	\$23,556,425	\$0	\$96,211,219	1.76%
70	Operational Support	\$10,527,750	\$0	\$16,994,950	\$0	\$27,522,700	3.41%
88	ISD Data Processing	\$439,769	\$392,016	\$334,463	\$0	\$1,166,248	0.00%
93	REAP (Rural Economic Action Plan)	\$15,475,000	\$0	\$0	\$0	\$15,475,000	0.00%
<b>Total</b>		<b>\$41,061,251</b>	<b>\$67,876,681</b>	<b>\$41,284,843</b>	<b>\$0</b>	<b>\$150,222,775</b>	<b>1.90%</b>

1. Please describe source(s) and % of total of "Other" funding for each department:

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**FY'23 Top Five Operational Appropriation Funding Requests**

Request by Priority	Request Description	Appropriation Request Amount (\$)
Request 1:	Transfer of Film and Music Office from Tourism to Commerce	\$200,000
Request 2:	Automotive Initiative	\$300,000
Request 3:	Funding for federally disallowed costs related to OPERS and Pathfinder retirement programs	\$21,000
Request 4:	Agriculture Initiative	\$150,000
Request 5:	GIS to include mapping of Broadband access	\$110,000
<b>Top Five Request Subtotal:</b>		<b>\$781,000</b>
<b>Total Increase above FY-22 Budget (including all requests)</b>		<b>\$ 2,796,292</b>
Difference between Top Five requests and total requests:		\$2,015,292

**Does the agency have any costs associated with the Pathfinder retirement system and federal employees?**

Yes, we have costs associated with the Pathfinder retirement system and federal employees.

**How would the agency be affected by receiving the same appropriation for FY '23 as was received in FY '22? (Flat/ 0% change)**

Agency would be able to operate at the same level as FY '22.

**How would the agency handle a 2% appropriation reduction in FY '23?**

Agency would be able to operate at the same level as FY '22 and use carryover to cover any deficits related to one-time expenditures.

**Is the agency seeking any fee increases for FY '23?**

Increase	Request (\$)	Statutory change required? (Yes/No)
Increase 1	N/A	

**What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?**

Description of request in order of priority	Appropriated Amount (\$)	Submitted to LRCPC? (Yes/No)
Priority 1		

**Federal Funds**

CFDA	Federal Program Name	Agency Dept. #	FY 22 budgeted	FY 21	FY 20	FY 19	FY 18
11.307	EDA - Economic Development Admin	45		0	0	31,606	91,774
14.228	CDBG - Community Development Block Grant	43 & 67	20,965,000	13,853,783	12,500,176	13,369,153	10,954,133
14.231	ESG - Emergency Solutions Grant	43 & 67	6,975,000	5,967,520	1,537,009	1,696,486	1,623,671
14.269	CDBGDR - Community Development Block Grant Disas	43 & 67	294,779	292,237	2,170,602	3,218,654	15,771,834
59.061	STEP - State Trade and Export Promotion	70	300,000	84,623	4,850	0	14,375
81.041	SEP - State Energy Program	43 & 67	560,000	557,022	444,045	967,980	299,540
81.042	DOE - Weatherization Assistance Program	43 & 67	1,850,000	1,842,695	1,658,101	2,726,665	2,434,774
93.568	DHS - Low-Income Home Energy Assistance	43 & 67	711,825	708,195	886,758	1,336,868	2,255,570
93.569	CSBG - Community Services Block Grant	43 & 67	15,415,991	11,589,994	8,018,890	8,197,029	8,198,475
93.6	HS - Head Start Collaboration	43 & 67	112,000	111,149	167,742	156,812	171,321
17.278	WIOA - Dislocated Worker	43 & 67	6,550,000	6,548,190	2,558,542	0	0
17.258	WIOA - Adult Statewide	43 & 67	6,712,891	6,993,109	826,097	0	0
17.259	WIOA - Youth Statewide	43 & 67	7,429,195	7,736,850	2,832,318	0	0
17.285	WIOA - Apprenticeship State Expansion	43 & 67	300,000	309,081	17,526	0	0
17.277	WIOA - COVID Dislocated Worker	43 & 67	0	176,685	0	0	\$0
21.019	Oklahoma Business Relief Program	45		143,434,041	0		

**Federal Government Impact**

<b>1.) How much federal money received by the agency is tied to a mandate by the Federal Government?</b>
The majority of federal funds consist of formula money directly allocated to the State of Oklahoma. Only a small portion are grants that the Agency proactively applied for and received.
<b>2.) Are any of those funds inadequate to pay for the federal mandate?</b>
Yes. Each of the Federal programs has an administrative percentage allowance for staff, as well as staff charges to the indirect rate. However, state appropriated funds are required to be used to supplement several of the programs since the allowable administrative percentage is not always sufficient to cover all salary and fringe costs.
<b>3.) What would the consequences be of ending all of the federal funded programs for your agency?</b>
It would essentially eliminate the majority of Commerce's Community Development and Workforce Development Divisions. There would additionally be statewide community impacts due to the elimination of funding used by local governments to improve streets and water treatment facilities and funds used by community action agencies to feed and educate low-income children and weatherize homes of low-income citizens.
<b>4.) How will your agency be affected by federal budget cuts in the coming fiscal year?</b>
Presently, Commerce will continue to draw on "older" money so the impact will not be severe unless a Federal shutdown or cut occurs over a long period of time because most draw processes stay functional during the shutdown. At this time, significant cuts are not expected to be applicable to current awards.
<b>5.) Has the agency requested any additional federal earmarks or increases?</b>
Not at this time.

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FY'22 Budgeted FTE							
Division #	Division Name	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
43	Community Development	8		47		37	10
43	Main Street Program	1		6		5	1
45	Business Services	1		4		2	2
67	Contracts for Community & Economic Dev.	0		0			
70	Operational Support	20		77	1	49	27
88	ISD Data Processing	0		0			
93	REAP (Rural Economic Action Plan)	0		0			
<b>Total</b>		<b>30</b>	<b>0</b>	<b>134</b>	<b>1</b>	<b>93</b>	<b>40</b>

*Salary only. Does not include benefits.*

FTE History						
Division #	Division Name	2022 Budgeted	2021	2020	2018	2013
43	Community Development	47.0	43.0	43.0	24.0	42.0
43	Main Street Program	6.0	5.0	4.0	5.0	5.0
45	Business Services	4.0	3.0	3.5	21.0	29.0
67	Contracts for Community & Economic Dev.	0.0	0.0	0.0	0.0	0.0
70	Operational Support	77.0	63.0	63.8	39.0	48.0
88	ISD Data Processing	0.0	0.0	0.0	0.0	0.0
93	REAP (Rural Economic Action Plan)	0.0	0.0	0.0	0.0	0.0
67	NACEA	0.0	0.0	0.0	0.0	8.0
<b>Total</b>		<b>134.0</b>	<b>114.0</b>	<b>114.3</b>	<b>89.0</b>	<b>132.0</b>

Performance Measure Review						
		FY 21	FY 20	FY 19	FY 18	FY 17
Program Name						
KPM #1	Direct New Jobs facilitated by Commerce	6,225	3,977	8,730	12,320	5,083
KPM #2	Average Annual Wage of Direct New Jobs	\$51,083	\$58,862	\$63,332	\$44,205	\$46,881
KPM #3	New Private Investment facilitated by Commerce	\$2.1 Billion	\$1.8 Billion	\$1.9 Billion	\$1 Billion	\$2.3 Billion
KPM #4	New Business Projects Added to the Pipeline	281	N/A	N/A	N/A	N/A
KPM #5	Community Improvement Projects	226	225	237	234	207

Revolving Funds (200 Series Funds)			
Please provide fund number, fund name, description, and revenue source	FY'19-21 Avg. Revenues	FY'19-21 Avg. Expenditures	June '21 Balance
<b>OK Department of Commerce Revolving Fund - 205</b>			
Continuing fund and subject to the administrative direction of the Oklahoma Department of Commerce. <i>Approximately 62.7% of revenue is reimbursement of grant expenditures previously disbursed from Fund 205. The grant ends September 2021.</i>	\$229,713	\$388,124	\$1,166,748
<b>Rural Economic Action Plan Revolving Fund - 225</b>			
Funds are for the purpose of economic development in rural areas with populations of less than 7,000. <i>Appropriation only</i>	\$12,129,038	\$12,129,038	\$1,357,594
<b>Oklahoma Main Street Fund - 250</b>			
The Main Street Fund is used for the purpose of providing specific services and training to participating towns or neighborhoods as they begin the process of revitalizing their districts and offering education on the benefits of historic preservation and community commercial development.	\$1,667	\$3,170	\$5,005
<b>Quick Action Closing Revolving Fund - 255</b>			
Funds are to be expended by the Governor for economic development and related infrastructure development in instances in which expenditure of such funds would likely be a determining factor in locating a high-impact business project or facility in Oklahoma or in retaining such a project or facility within the state. <i>Revenue includes Appropriation</i>	\$12,851,054	\$2,072,692	\$42,906,211
<b>Work Based Learning Fund - 270</b>			
Funds are to be expended by Workforce Development to develop and maintain a Work-based Learning Program within its jurisdiction to be focused on increasing the number of registered apprenticeships and internship programs, defined as paid and unpaid work experience by the United States Department of Labor as contained in 20 CFR 681.600, in this state to at least an aggregate of twenty thousand positions by the end of the calendar year 2020. <b>Based on FY2020 and FY2021 only. Workforce moved to the Department of Commerce the end of December 2019.</b>	\$0	\$67,673	\$172,246