CALIFORNIA STATE UNIVERSITY, LOS ANGELES
RESOURCE ALLOCATION PLAN

SUBMISSION GUIDELINES

The purpose of these guidelines is to assist divisions during the resource allocation planning process by providing 1) the list of documents to submit and 2) glossary of terms for the sections required to be completed. Resource Allocation Plan (RAP) documents are used for all funds for which resource allocation decisions are made.

All sections of the documents must be completed and explanations should be clearly stated. Questions should be directed to Budget Administration via email at BudgetAdmin@calstatela.edu.

Annual Budget Development Process

The following budget planning package should be submitted to the Vice President for Administration and Finance/CFO via Division Vice Presidents. Divisions may elect to establish internal processes and deadlines for various levels of review.

RAP – 1: Annual Planning Report – University Operating Fund
(Due April 1)

This report outlines the divisional strategic goals that will support the requested budget. Annual Planning Report includes goal, operation overview, measurable outcomes, sustainability plan, and the proposed assessment methods.

RAP – 2: Annual Budget Request Form
(Due April 1)

The form is used for baseline and one-time budget requests for the new-year.

RAP – 2A	Annual Budget Request Form : University Operating Fund
RAP – 2B	Annual Budget Request Form : Self-Support Operations
RAP – 2C	Annual Budget Request Form : Lottery Fund
RAP – 2D	Annual Budget Request Form : Instructionally Related Activities (Continuing Program Requests & New Program Requests)
RAP – 2E	Annual Budget Request Form: Student Success Fee

RAP – 3: Redistribution within Base Allocation – University Operating Fund

RAP – 4: Revenue Programs – University Operating Fund

RAP – 5: Multi-Year Fund Summary

RAP – 6: Accountability Report
(Due by Oct. 1)

Approved Resource Allocation Plan Implementation

Annual Budget Requests will be considered for essential operations and strategic initiative activities, based on the review of the projected budget availability presented by the Vice President for Administration/CFO.

1. **Essential Operations Funding**
   Funds are allocated for support of annual commitments critical for University operations. These funds support indispensable and vital components that are necessary to maintain on-going operational sustainability.

2. **Strategic Priorities Funding**
   Funds will be allocated in support of strategic priorities and investments required for a world class university. These strategic priorities are funded to increase business operations efficiencies, enhance workflows and design value-added processes. Strategic Priorities should reveal a targeted outcome and designate if priority will become a resource towards essential operations.

Example: Facilities Services (FS) hires 6 night crew trade workers to implement night-shift to increase project completion and reduce backlog. This Strategic Priority will minimize project scheduling delays due to classroom, office occupancy; thus, maximizing productivity and reducing deferred maintenance projects. This strategy enabled FS department to complete all projected room restorations and 90% maintenance fixes throughout the spring and summer academic periods. Some night crew was disbanded, but current trades maintain campus work order volume.

3. **Performance Assessment**
   Accountability reports of division operations will be required.

RAP – 1: Annual Planning Report – University Operating Fund

This report outlines the divisional strategic goals that will support the requested budget. Annual Planning Report includes goal, operation overview, measurable outcomes, sustainability plan, and the proposed assessment methods.

RAP – 2A: Annual Budget Request Form – University Operating Fund

This is an annual budget request form for essential operations and strategic initiative funding. All university divisions will need to submit the annual budget request form to request on-going funding and initiatives.

RAP – 2B: Annual Budget Request Form – Self-Support Operations

This is an annual budget proposal form for all self-support operations. The budget proposal reflects the anticipated revenues and expenditures for the upcoming year.

RAP – 2C: Annual Budget Request Form – For Lottery Funds

RAP – 2D: Annual Budget Request Form – For IRA Funds

RAP – 2E: Annual Budget Request Form – For Student Success Fee Fund

RAP 3: Redistribution within Base Allocation – For University Operating Fund

This form is required for redistribution of approved baseline resources in the University Operating Fund. The department that is reallocating the base budget and the department receiving the reallocated base budget need to complete the form.

RAP 4: Revenue Program – For University Operating Fund

This form should be completed by departments that collect fees or earn revenues from the revenue programs listed below. The projected expenditures must equal to projected revenues. Detailed estimates of revenues and thorough explanation for utilization of funds need to be provided. Utilization of funds involving salary programs must include benefits costs. The revenue programs addressed in RAP-4 are:

- Chargeback Programs
- Miscellaneous Fee Revenue

RAP 5: Multi-Year Fund Summary

This form will be completed by Budget Administration and reflects a summary of budgeted funds.

RAP 6: Accountability Report – For All Funds

This report summarizes outcomes assessment for the goals and objectives reflected on the funding proposals for all funds. An accountability report is required for both continuing and new programs in all funds, including the University Operating Fund, Self-Support Program, Lottery Fund, IRA, and SSF. The Accountability Report will need to be submitted by October 1 to account for the prior fiscal year's activities.

GLOSSARY OF TERMS

A. *Fund:*

Select the Fund for which the divisional strategic activities are being planned and assessed.

Divisional Budget Planning Report and Annual Accountability Report are used for all funds for which resource allocation decisions are made.

It is highly encouraged that divisions make every effort to promote innovative and creative activities to expand community engagement, entrepreneurial projects, social responsibility, and research opportunities.

There are two categories for the activities supported by the University Operating Fund.

Essential Operations (EO): To maintain base support for on-going (baseline) commitments critical for University operations.

Strategic Priorities (SP): To support strategic priorities and investments required for a world class University.

Activities for all other funds fall under EO.

B. *Goal:*

Enter a title for the divisional strategic effort.

C. *Goal Overview:*

Describe what you want to achieve through this plan. Goals are general intentions and may not be strictly measurable or tangible.

D. *Objectives / Measurable Outcomes:*

Describe how the success is defined. Objectives are specific actions that support the attainment of the associated goals. Objectives must be measurable and tangible.