

# Guidance for Those Preparing Agency or Department Testimony

The Joint Standing Committee on Appropriations and Financial Affairs will begin Public Hearings on the Governor's proposed 2010-2011 Biennial Budget Bill, LR 1046 on March 11<sup>th</sup>. The LD has not been assigned but we expect the title to be: **"An Act Making Unified Appropriations and Allocations for the Expenditures of State Government, General Fund and Other Funds, and Changing Certain Provisions of the Law Necessary to the Proper Operations of State Government for the Fiscal Years Ending June 30, 2014 and June 30, 2015"**. The detail schedules by department and program for the first two weeks of the hearings have been posted on OFPR's website [http://www.maine.gov/legis/ofpr/appropriations\\_committee/schedule\\_agendas/index.htm](http://www.maine.gov/legis/ofpr/appropriations_committee/schedule_agendas/index.htm)

The committee will hear testimony regarding **all portions** of the bill except Part B (self-funded position reclassifications and range changes). **Agencies are to address all initiatives regardless of fund type.** The AFA Committee will conduct the hearing using the "Committee Documents" compiled by OFPR. They are expected to be the only documents used during public hearings and most of the initial work sessions. The exception to this will be the HHS document compiled by OFPR and OPLA which will probably be used for the HHS and AFA work sessions.

The "Committee Documents" will be available on OFPR's website. A notice will be sent out when the documents have been posted.

OFPR has already received an export of the justification statements from the Bureau of the Budget's Budget and Financial Management System (BFMS). For those initiatives missing a justification statement, the phrase "No justification provided" will appear in its place.

Hearing blocks are divided by Policy Committee of jurisdiction or, in some cases, by morning or afternoon for policy committees that are scheduled for an entire day. All related department and agency testimony will be taken at the beginning of each hearing block. Public testimony will then be taken on all of the departments, programs and initiatives scheduled within the hearing block. The posted schedule will indicate the order in which Department and Agency Representatives will be asked to testify but the Chairs may take some Department or Agency testimony out of order at their discretion. Those Departments or Agencies under multiple jurisdictions are advised to check the detailed public hearing schedule for a list of programs heard under their various committees

Agencies and departments are asked to provide 45 3-hole-punched copies of written testimony. Make sure your written testimony is separated by committee. When preparing testimony it is probably best to take the programs in the order in which they appear in the "Committee Document" within each hearing block. The order should be alphabetical - which is the order in which they appear in the document posted on the Bureau of Budget's website. You may incorporate language part testimony into its associated program but please let the committee know what page the language part is on so they may readily flip to it. Or you may choose to cover all language parts at the end of your testimony and mention when it is associated with a Part A initiative.

**Please attach the organization charts produced during last summer and fall's zero based budgeting analysis to your written testimony – you are not expected to comment on the charts in your oral testimony unless you think it is necessary to explain an initiative. In addition, the Committee would like departments and agencies to note in their testimony which initiatives were developed as a result of the zero based budgeting analysis.**

The testimony should reference the page numbers in OFPR's Committee Document (not the printed bill or Budget Document) so you may wish to leave a blank or placeholder for those page numbers until we can get those documents compiled and posted.

Thank you for your cooperation. Please contact me if you have questions.

Maureen

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