

# DHS - Administrative Services

## Employment Summary

	Male	Female	Total	%
White Employees	841	3126	3967	58 %
Black Employees	462	2262	2724	40 %
Other Racial Minorities	28	81	109	2 %
Total Minorities			2,833	42 %
Total Employees			6,800	100 %

## Publications

### A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
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**ARKANSAS PLANNING BUDGETING & ADMINISTRATIVE SYSTEM**  
**STATE CONTRACTS OVER \$50,000 AWARDED TO MINORITY OWNED BUSINESSES**  
**Fiscal Year 2020**  
**Required by A.C.A. 25-36-104**

**AGENCY: 0710 DHS - Administrative Services**

Minority Business	Total Contract Awarded	Minority Type per A.C.A. 15-4-303 (2)					
		African American	Hispanic American	American Indian	Asian American	Pacific Islander American	Disabled Veteran
AR Spanish Interpreters & Translators	\$648,469		X				
Howard Psych Consulting Services PA	\$312,000	X					
OJS Service TWO Inc	\$119,832	X					

<b>TOTAL NUMBER OF MINORITY CONTRACTS AWARDED</b>	<u>3</u>
<b>TOTAL EXPENDITURES FOR CONTRACTS AWARDED</b>	<u>\$8,452,324</u>
<b>% OF MINORITY CONTRACTS AWARDED</b>	<u>4.69 %</u>

## Department Appropriation Summary

Appropriation	Historical Data						Agency Request and Executive Recommendation							
	2019-2020		2020-2021		2020-2021		2021-2022				2022-2023			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
1DE Various Building Construction	5,464,832	0	10,413,686	0	12,414,729	0	15,914,729	0	15,914,729	0	15,914,729	0	15,914,729	0
414 Consolidated Cost	590,861	0	821,500	0	821,500	0	821,500	0	821,500	0	821,500	0	821,500	0
896 DHS-Admin Paying Account	56,823,074	664	53,527,762	637	64,655,589	697	66,453,537	699	66,486,863	697	66,499,090	699	66,532,416	697
898 Social Svcs Blk Grant-Fed	0	0	0	0	129,084	0	129,084	0	129,084	0	129,084	0	129,084	0
935 Community Srv/Non-Profit Support - Cash	0	0	9,062	0	11,030	0	11,030	0	11,030	0	11,030	0	11,030	0
C99 Client Specific Emergency Services-Cash	0	0	0	0	111,600	0	111,600	0	111,600	0	111,600	0	111,600	0
<b>NOT REQUESTED FOR THE BIENNIUM</b>														
Y98 DHS CARES Act COVID-19	65,372,584	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>128,251,351</b>	<b>664</b>	<b>64,772,010</b>	<b>637</b>	<b>78,143,532</b>	<b>697</b>	<b>83,441,480</b>	<b>699</b>	<b>83,474,806</b>	<b>697</b>	<b>83,487,033</b>	<b>699</b>	<b>83,520,359</b>	<b>697</b>

  

Funding Sources		%		%		%		%		%		%	
Fund Balance	4000005	15,694,440	11.0	13,889,186	17.7	13,889,186	16.0	13,889,186	16.0	13,063,261	15.1	13,063,261	15.1
General Revenue	4000010	25,066,834	17.6	22,712,508	28.9	23,733,915	27.4	23,733,915	27.4	23,778,727	27.4	23,778,727	27.4
Federal Revenue	4000020	86,085,115	60.6	21,505,014	27.3	22,558,333	26.0	22,558,333	26.0	22,572,762	26.0	22,572,762	26.0
Cash Fund	4000045	0	0.0	9,062	0.0	120,662	0.1	120,662	0.1	120,662	0.1	120,662	0.1
Performance Fund	4000055	0	0.0	461,939	0.6	0	0.0	0	0.0	0	0.0	0	0.0
Intra-agency Fund Transfer	4000317	0	0.0	(218,623)	(0.3)	(218,983)	(0.3)	(218,983)	(0.3)	(218,983)	(0.3)	(218,983)	(0.3)
Reimbursement	4000425	3,659,578	2.6	10,413,686	13.2	15,088,804	17.4	15,088,804	17.4	15,914,729	18.3	15,914,729	18.3
Various Program Support	4000730	11,634,570	8.2	9,888,424	12.6	11,528,312	13.3	11,528,312	13.3	11,530,756	13.3	11,530,756	13.3
<b>Total Funds</b>		<b>142,140,537</b>	<b>100.0</b>	<b>78,661,196</b>	<b>100.0</b>	<b>86,700,229</b>	<b>100.0</b>	<b>86,700,229</b>	<b>100.0</b>	<b>86,761,914</b>	<b>100.0</b>	<b>86,761,914</b>	<b>100.0</b>
Excess Appropriation/(Funding)		(13,889,186)		(13,889,186)		(3,258,749)		(3,225,423)		(3,274,881)		(3,241,555)	
<b>Grand Total</b>		<b>128,251,351</b>		<b>64,772,010</b>		<b>83,441,480</b>		<b>83,474,806</b>		<b>83,487,033</b>		<b>83,520,359</b>	

Variance in Fund Balance is due to unfunded appropriation.

Intra-agency fund transfer to the Department of Human Services - Secretary's Office (BA 9908).

## **Analysis of Budget Request**

**Appropriation:** 1DE - Various Building Construction

**Funding Sources:** DHR - Human Services Renovation Fund

The Various Building Construction appropriation is for the purpose of construction, acquisition, renovation, maintenance, repair and equipping facilities of the Department of Human Services and for paying disallowances cited by the federal government. Facilities are those operated by the Divisions of Developmental Disabilities-Human Development Centers; Aging, Adult, and Behavioral Health-Arkansas State Hospital and Arkansas Health Center; and Youth Services-Juvenile Treatment Centers.

Funding for this appropriation is from the Human Services Renovation Fund and is derived from three sources. Federal reimbursement received by the Department. General revenue transferred from these three (3) Divisions with an annual maximum of five million dollars. Other funds may be utilized as determined to be available.

At the request of the Secretary of the Department of Human Services and upon certification of the availability of such funds, the Chief Fiscal Officer of the State shall initiate the necessary transfer documents to reflect the transfer on the books of record of the Treasurer of State, the Auditor of State, the Chief Fiscal Officer of the State and the Department. A.C.A. §19-5-1020 was amended by Act 1537 of 1999 to require that transfers into the Renovation Fund must be submitted to and receive approval from the Chief Fiscal Officer of the State, the Governor and the Legislative Council prior to the effective date of the transfer. This appropriation is centralized within the DHS Secretary's purview in order that the needs of the Department can be prioritized, however, maintained by the Division of Administrative Services. Expenditures for this appropriation are contingent upon available funding provided from within the Department.

Continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting appropriation in the amount of \$15,914,729 for each year of the biennium.

The Agency Request includes the following change for both years:

- The Division of Developmental Disabilities is requesting to increase appropriation by \$3,500,000 for each year of the biennium. This increase is necessary to ensure DDS can utilize all available funds to continue maintaining the five Human Development Centers (HDCs) and protect the health and safety of the residents.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 1DE - Various Building Construction

**Funding Sources:** DHR - Human Services Renovation Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2019-2020	2020-2021	2020-2021	2021-2022		2022-2023	
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Construction	5090005	5,464,832	10,413,686	12,414,729	15,914,729	15,914,729	15,914,729	15,914,729
Total		5,464,832	10,413,686	12,414,729	15,914,729	15,914,729	15,914,729	15,914,729
<b>Funding Sources</b>								
Fund Balance	4000005	15,694,440	13,889,186		13,889,186	13,889,186	13,063,261	13,063,261
Reimbursement	4000425	3,659,578	10,413,686		15,088,804	15,088,804	15,914,729	15,914,729
Total Funding		19,354,018	24,302,872		28,977,990	28,977,990	28,977,990	28,977,990
Excess Appropriation/(Funding)		(13,889,186)	(13,889,186)		(13,063,261)	(13,063,261)	(13,063,261)	(13,063,261)
Grand Total		5,464,832	10,413,686		15,914,729	15,914,729	15,914,729	15,914,729

## **Analysis of Budget Request**

**Appropriation:** 414 - Consolidated Cost

**Funding Sources:** MCC - Consolidated Cost Revolving Fund

The Division of Shared Services is responsible for the centralized purchasing of postage, forms printing, and warehouse storage for the Department. Purchases are made through this appropriation with funding transferred from the respective Divisions to the Consolidated Cost Revolving Fund.

Funding for this appropriation, as indicated as various program support, is revenue transferred based on cost allocation derived from the program to which funds are assigned and can be a mix of funding sources such as general revenue, federal revenue, other revenue and/or a combination of each.

Continuing level of appropriation is the FY2021 Authorized.

The Division is requesting to continue appropriation in the amount of \$821,500 for each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 414 - Consolidated Cost  
**Funding Sources:** MCC - Consolidated Cost Revolving Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2019-2020	2020-2021	2020-2021	2021-2022		2022-2023	
	Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Operating Expenses 5020002	590,861	821,500	821,500	821,500	821,500	821,500	821,500
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0
<b>Total</b>	<b>590,861</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>
<b>Funding Sources</b>							
Various Program Support 4000730	590,861	821,500		821,500	821,500	821,500	821,500
<b>Total Funding</b>	<b>590,861</b>	<b>821,500</b>		<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0
<b>Grand Total</b>	<b>590,861</b>	<b>821,500</b>		<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>

## **Analysis of Budget Request**

**Appropriation:** 896 - DHS–Admin Paying Account

**Funding Sources:** PWP - Administration Paying

Shared Services combines the core business functions of the agency including: Office of Finance, Office of Procurement, Office of Chief Counsel, Office of Information & Technology, Office of Human Relations, Office of Legislative & Intergovernmental Affairs, Office of Communications & Community Engagement, and Office of the Director. Shared Services continues to refine business operations and to reorganize internal agency resources to better serve DHS and its mission. Budgets, expenses, and resource needs have re-aligned to perform the requirements and tasks of the agency while positions and programs continue to be reorganized as Shared Services has evolved.

Funding for this appropriation consists of a mix of revenue sources which includes general revenue, federal funds, and other. Federal and other funding is determined by the Department's Cost Allocation Plan (CAP).

With the exception of Regular Salaries and Personal Services Matching, continuing level of appropriation is the FY2021 Authorized.

The Division is requesting appropriation in the amount of \$66,453,537 in FY22 and \$66,499,090 in FY23 and general revenue funding in the amount of \$23,733,915 in FY22 and \$23,778,727 in FY23.

The Agency Request includes the following position changes that incorporate the Reallocation of Resources Request (RRR), which was approved by ALC in June 2020, including a total increase in Regular Salaries appropriation of \$17,629 in FY22 and \$18,229 in FY23, an increase in Extra Help of \$4,919 in FY22 and FY23, and a total increase in Personal Services Matching appropriation of \$15,408 in FY22 and \$15,551 in FY23:

- 5 positions from the Division of Youth Services, 2 positions from the Division of Provider Services and Quality Assurance, 3 positions from the Division of Aging, Adult, and Behavioral Health Services, 1 position from the Division of Developmental Disabilities Services, and 2 positions from the Division of Children and Family Services.
- 1 Extra Help position from the Division of Youth Services
- (1) position to the Division of Developmental Disabilities Services, (2) positions to the Division of Aging, Adult, and Behavioral Health Services, (1) position to the Division of Provider Services and Quality Assurance, (4) positions to the Division of County Operations, (2) positions to the Division of Youth Services, and (1) position to the Division of Children and Family Services.
- (4) Extra Help positions to the Division of Aging, Adult, and Behavioral Health Services.

The Executive Recommendation provides for the Agency Request, discontinuation of (2) positions and reclassification of 57 positions which includes 7 position upgrades and 2 position downgrades. This results in an increase of \$35,645 in Regular Salaries appropriation and a decrease of (\$2,319) in Personal Services Matching appropriation in both FY22 and FY23.



## Appropriation Summary

**Appropriation:** 896 - DHS--Admin Paying Account

**Funding Sources:** PWP - Administration Paying

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2019-2020	2020-2021	2020-2021	2021-2022		2022-2023	
	Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Regular Salaries 5010000	31,581,249	32,453,581	35,235,148	36,384,253	36,419,898	36,421,053	36,456,698
<b>#Positions</b>	<b>664</b>	<b>637</b>	<b>697</b>	<b>699</b>	<b>697</b>	<b>699</b>	<b>697</b>
Extra Help 5010001	297,308	393,637	293,637	298,556	298,556	298,556	298,556
<b>#Extra Help</b>	<b>19</b>	<b>25</b>	<b>30</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
Personal Services Matching 5010003	10,807,879	10,964,366	11,808,605	12,452,529	12,450,210	12,461,282	12,458,963
Overtime 5010006	2,712	8,383	8,383	8,383	8,383	8,383	8,383
Operating Expenses 5020002	4,498,067	4,502,094	5,571,873	5,571,873	5,571,873	5,571,873	5,571,873
Conference & Travel Expenses 5050009	11,805	16,937	59,433	59,433	59,433	59,433	59,433
Professional Fees 5060010	8,150,146	3,434,094	9,661,800	9,661,800	9,661,800	9,661,800	9,661,800
Data Processing 5090012	0	0	0	0	0	0	0
Capital Outlay 5120011	112,301	0	0	0	0	0	0
Data Processing Services 5900044	1,361,607	1,754,670	2,016,710	2,016,710	2,016,710	2,016,710	2,016,710
<b>Total</b>	<b>56,823,074</b>	<b>53,527,762</b>	<b>64,655,589</b>	<b>66,453,537</b>	<b>66,486,863</b>	<b>66,499,090</b>	<b>66,532,416</b>
<b>Funding Sources</b>							
General Revenue 4000010	25,066,834	22,712,508		23,733,915	23,733,915	23,778,727	23,778,727
Federal Revenue 4000020	20,712,531	21,505,014		22,429,249	22,429,249	22,443,678	22,443,678
Performance Fund 4000055	0	461,939		0	0	0	0
Intra-agency Fund Transfer 4000317	0	(218,623)		(218,983)	(218,983)	(218,983)	(218,983)
Various Program Support 4000730	11,043,709	9,066,924		10,706,812	10,706,812	10,709,256	10,709,256
<b>Total Funding</b>	<b>56,823,074</b>	<b>53,527,762</b>		<b>56,650,993</b>	<b>56,650,993</b>	<b>56,712,678</b>	<b>56,712,678</b>
Excess Appropriation/(Funding)	0	0		9,802,544	9,835,870	9,786,412	9,819,738
<b>Grand Total</b>	<b>56,823,074</b>	<b>53,527,762</b>		<b>66,453,537</b>	<b>66,486,863</b>	<b>66,499,090</b>	<b>66,532,416</b>

Budget exceeds Authorized Appropriation in Extra Help by authority of Reallocation of Resources.  
 Intra-agency fund transfer to the Department of Human Services - Secretary's Office (BA 9908).

## **Analysis of Budget Request**

**Appropriation:** 898 - DHS-Grants Paying Account

**Funding Sources:** PWE - Grants Paying

The Division of Administrative Services administers the Social Services Block Grant (SSBG). The Office of Community Services, Administration for Children and Families, U. S. Department of Health and Human Services is responsible for the administration of the grant program at the federal level with grants made directly to the State. Grant amounts are determined by a statutory formula based on individual state population. Up to 10% of block grant funds are allowed to be transferred to other block grant programs for support of health services, health promotion and disease prevention campaigns, and low-income home energy assistance.

Under the provisions of the block grant, each state has the authority to determine the most appropriate social services for the state's citizens. Included are services such as assistance to individuals and families to become more independent relative to financial support and personal care, family maintenance and avoidance of institutional care. These services are rendered through contracts with community programs across the state to provide services to people with developmental disabilities, mental illness, the elderly, and children. The agency has elected to allocate the majority of the SSBG funds to various divisions within the Department and other departments in state government - Workforce Education, Rehabilitation Services and Spinal Cord Commission thus eliminating the need for the majority of this appropriation. Each of the DHS divisions and other departments certify the funds in the respective division/department and budget for utilization of these funds.

Funding for this appropriation is 100% federal funds and is provided under Title XX of the Social Security Act (Omnibus Budget Reconciliation Act of 1981 as amended, P.L. 97-35; Jobs Training Bill, P.L. 98-8; P.L. 98-473; Medicaid and Medicare Patient and Program Act of 1987; Omnibus Budget Reconciliation Act of 1987, P.L. 100-203; Family Support Act of 1988, P.L. 100-485; Omnibus Budget Reconciliation Act of 1993, P.L. 103-66; 42 U.S.C. 1397 et seq.).

Continuing level of appropriation is the FY2021 Authorized.

The Division is requesting to continue appropriation in the amount of \$129,084 for each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 898 - DHS-Grants Paying Account

**Funding Sources:** PWE - Grants Paying

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2019-2020	2020-2021	2020-2021	2021-2022		2022-2023	
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Purchase of Services	5100004	0	0	129,084	129,084	129,084	129,084	129,084
Total		0	0	129,084	129,084	129,084	129,084	129,084

Funding Sources								
Federal Revenue	4000020	0	0		129,084	129,084	129,084	129,084
Total Funding		0	0		129,084	129,084	129,084	129,084
Excess Appropriation/(Funding)		0	0		0	0	0	0
Grand Total		0	0		129,084	129,084	129,084	129,084

## **Analysis of Budget Request**

**Appropriation:** 935 - Community Srv/Non-Profit Support – Cash in Treasury

**Funding Sources:** NHS - Cash in Treasury

This appropriation provides the Office of Community Service and Nonprofit Support authority for expenditure of fees and donations relating to various efforts established around the State. The funds are for training, volunteer recognition and special volunteer event expenses. These funds are interest income as well as honoraria from speaking engagements and donations.

Expenditure of appropriation is contingent upon available funding.

Continuing level of appropriation is the FY2021 Authorized.

The Division is requesting to continue appropriation in the amount of \$11,030 for each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 935 - Community Srv/Non-Profit Support – Cash in Treasury

**Funding Sources:** NHS - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation		2022-2023	
		2019-2020 Actual	2020-2021 Budget	2020-2021 Authorized	2021-2022 Agency	2021-2022 Executive	Agency	Executive
Operating Expenses	5020002	0	7,233	7,233	7,233	7,233	7,233	7,233
Conference & Travel Expenses	5050009	0	897	2,865	2,865	2,865	2,865	2,865
Professional Fees	5060010	0	932	932	932	932	932	932
Data Processing	5090012	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0
<b>Total</b>		0	9,062	11,030	11,030	11,030	11,030	11,030
<b>Funding Sources</b>								
Cash Fund	4000045	0	9,062		9,062	9,062	9,062	9,062
<b>Total Funding</b>		0	9,062		9,062	9,062	9,062	9,062
Excess Appropriation/(Funding)		0	0		1,968	1,968	1,968	1,968
<b>Grand Total</b>		0	9,062		11,030	11,030	11,030	11,030

Expenditure of appropriation is contingent upon available funding.

## **Analysis of Budget Request**

**Appropriation:** C99 - Client Specific Emergency Services–Cash

**Funding Sources:** 120 - Client Specific Emergency Services-Cash

This appropriation is a contingency for immediate, short term and specific client emergencies such as shelter, food or transportation. Federal social services block grant funds would be utilized should payments be necessary.

Expenditure of appropriation is contingent upon available funding.

Continuing level of appropriation is the FY2021 Authorized.

The Division is requesting to continue appropriation in the amount of \$111,600 for each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** C99 - Client Specific Emergency Services–Cash

**Funding Sources:** 120 - Client Specific Emergency Services-Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2019-2020	2020-2021	2020-2021	2021-2022		2022-2023	
	Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Stipend Payments for Board Men 5900043	0	0	111,600	111,600	111,600	111,600	111,600
Total	0	0	111,600	111,600	111,600	111,600	111,600

Funding Sources							
Cash Fund 4000045	0	0		111,600	111,600	111,600	111,600
Total Funding	0	0		111,600	111,600	111,600	111,600
Excess Appropriation/(Funding)	0	0		0	0	0	0
Grand Total	0	0		111,600	111,600	111,600	111,600

Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** Y98 - DHS CARES Act COVID-19

**Funding Sources:** FWF - CARES

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			
		2019-2020 Actual	2020-2021 Budget	2020-2021 Authorized	2021-2022		2022-2023	
					Agency	Executive	Agency	Executive
Operating Expenses	5020002	65,372,584	0	0	0	0	0	0
Total		65,372,584	0	0	0	0	0	0
Funding Sources								
Federal Revenue	4000020	65,372,584	0		0	0	0	0
Total Funding		65,372,584	0		0	0	0	0
Excess Appropriation/(Funding)		0	0		0	0	0	0
Grand Total		65,372,584	0		0	0	0	0

Funding derived from CARES Act Funds.

APPROPRIATION NOT REQUESTED FOR THE 2021-2023 BIENNIUM