

Agency: UTAH STATE BOARD OF EDUCATION

Request Title: *(five words or less with no acronyms)*

Purpose Statement: *(Briefly articulate the need for the policy change or funding request and the anticipated outcomes in 1-2 sentences. Please note this statement will be used in the creation of a future quad chart slide.)*

Example: Provides access to all Utah families to participate in optional, full-day kindergarten by moving full-day kindergarten funding into the WPU.

What is the nature of your request?

Select one:

- POLICY REQUEST – You are seeking changes to Utah State Code to improve your program/services.
- FUNDING REQUEST – You are seeking new or additional financial resources to support a program/service for education.
- BOTH POLICY and FUNDING – You are proposing a new program or expansion of an existing program that will require new/amended state code and financial resources.

Questions? Please contact:

Todd Call (Todd.Call@schools.utah.gov) for questions related to a funding request and
Greg Connell (Greg.Connell@schools.utah.gov) for questions related to a policy request.

Current Funding for FY 2024: *(Provide current year funding differentiating one-time and ongoing funding for the program.)*

FY 2024 Ongoing Funding = \$XXX

FY 2024 One-Time Funding = \$XXX

Projected Results: *(Provide 1-2 bullets on how the policy/funding request would lead to a measurable outcome in the K-12 education system (ex. performance measure).)*

- XXX
- XXX

Rationale: *(Describe in 1-2 bullet points the “why” behind your request. Why is this action necessary for K-12 education?)*

If not funded/approved: *(Describe in 1 sentence the impact of not funding/approving this request.)*

USBE Lead Point of Contact:

Name:

Email Address:

Phone Number:

USBE Section:

Additional USBE points of contact *(as needed)*:

Name:

Email Address:

Phone Number:

USBE Section:

Deputy Superintendent Name: *(You must review this request with your chain of command including the Deputy Superintendent in your chain of command.)*

Email Address:

Phone Number:

USBE Section:

POLICY REQUEST

This section only needs to be completed if you are making a policy request (creating or changing existing Utah Code language).

- 1. Section(s) of State Code to be addressed (if none, insert “N/A”):**
- 2. Summarize the request, the specific problem it will solve, and how it will solve the problem. (Describe the issues or concerns the legislation will address:)**
- 3. Describe the history of the issues or concerns including relevant context and timelines:**
- 4. What are the suggested legislative solutions? Include code references and suggested language where possible:**

For policy only requests, please address these questions as well. If you are also making a funding request, these questions will be addressed in the next section below:

- 5. Provide details, sources, research, and analysis to which forms evidence-basis for this request or the associated program (e.g., cost benefit analysis, program evaluation, results from pilot program, etc.). Include whether this data is currently collected and available or whether new data will be collected:**

If you are making a **Policy Request**, **STOP here** and email Greg Connell (Greg.Connell@schools.utah.gov) to inform him the request is complete and has been reviewed by your Deputy Superintendent.

FUNDING REQUEST

This section only needs to be completed if you are seeking new or additional funding.

Board Action for Request: (Date/Board Item/Committee)

1. Summarize the request, the specific problem it will solve, and how it will solve the problem.
2. Amount Requested:

Funding Source	Amount (\$)
FY 2025 one-time funding	\$
FY 2025 ongoing funding	\$
TOTAL funding requested	\$

3. Provide an itemized budget, including revenue and expenditure sources, for how the funding will be utilized.

Funding Source(s):

Program Name		
Cost Category	FY 2024 (Current fiscal year)	FY 2025
Personnel Services	\$	\$
Travel/In State	\$	\$
Travel/Out State	\$	\$
Current Expenses	\$	\$
Data Processing Current Expenses	\$	\$
Data Processing Capital Outlay	\$	\$
Capital Outlay	\$	\$
Other Charges/Pass Through	\$	\$
Transfers	\$	\$

Other	\$	\$
Total	\$	\$

NEW USBE FTEs being requested as part of the funding request	FY 2024 (Current fiscal year)	FY 2025
NEW USBE FTEs	0	0

4. To what extent is this request scalable? Articulate the impacts if lower funding amounts were provided for this request.
5. What has been done or considered to address this problem with existing resources, instead of requesting additional state funding?
6. Summarize the current budget for the project or program that is being funded. If this is a new project or program, summarize resources that are available for like-objectives within USBE.
7. Does this request create any future funding obligations (operations and maintenance, multi-year scale up, etc.)?
8. Describe how the funding case supports the goals and metrics of the [USBE Strategic Plan](#).
9. What value will additional resources create for Utah? What performance measures for that value will be reported or [are already reported](#)?
10. Provide details, sources, research, and analysis to which forms evidence-basis for this request or the associated program (e.g., cost benefit analysis, program evaluation, results from pilot program, etc.).
11. Which populations or geographic areas will benefit most from this request? What safeguards will be implemented to prevent inequities or other unintended distributional consequences as it relates to this request?
12. Which stakeholders have you engaged and coordinated with during the development of this request?

Last Step: When the Legislative Request Form is complete and has been reviewed by your Deputy Superintendent, email the following individual(s) to inform them the request is ready for next steps.

- **Policy Request Only:** Greg Connell, Greg.Connell@schools.utah.gov
- **Policy Request *and* Funding Request:** Greg Connell, Greg.Connell@schools.utah.gov and Todd Call, todd.call@schools.utah.gov
- **Funding Request Only:** Todd Call, todd.call@schools.utah.gov