**HERE IS A SHORT EXPLAINATION OF WHAT SHOULD BE INCLUDED IN EACH SECTION.**

**This page can be left intact and the first issue narrative can begin on the Page 2. Copy and paste the format on page 2 for each issue narrative.**

**--------------------------------------------------------------------------------------------------------------------------**

**Office/Circuit:** *Agency short title* **Issue Code and Title:** *Copy from Data Entry Form* issue *created*

**Summary**

* *A few sentences explaining the request that includes:*
	+ *Any FTE requested as a part of the issue*
	+ *All appropriation dollars requested as a part of the issue*
	+ *Any equipment requested as a part of the issue.*

**Impact**

* *Detail what changes will be seen if the issue requested is funded and implemented.*
* *Conversely, this is also an opportunity to explain the impact of the issue not being funded.*

*\*For both of these points, data is key.*

* *Link to agency activities impacted*

**Background**

*This is the main portion of the issue narrative and provides a chance for agencies to thoroughly explain each request being made. This portion of the narrative should be used to explain the need for any positions or appropriations requested. Data should be an integral part of the justification. Narratives that do not include data driven analysis are much less likely to be successful.*

*The Budget Office also suggests that agencies should attempt to maximize the use of their trust funds before requesting additional General Revenue appropriations. The Legislature has shown that they are much more likely to fund trust fund requests.*

*Similarly, agencies should attempt to maximize their use of currently authorized vacant positions before requesting new positions. it is much more cost effective for the State to increase rate or salary dollars for current positions than it is to fund a new position.*

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**Office/Circuit: Issue Code and Title:**

**Summary**

**Impact, including Agency Activity Impacted**

**Background**