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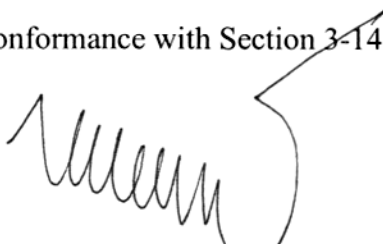
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OFFICE OF THE AUDITOR GENERAL

WILLIAM G. HOLLAND

To the Legislative Audit Commission, the Speaker and Minority Leader of the House of Representatives, the President and Minority Leader of the Senate, the members of the General Assembly, and the Governor:

This is our report on the Inventory of State Programs. This study was conducted pursuant to Legislative Audit Commission Resolution Number 130, which was adopted on February 15, 2005.

The report for this study is transmitted in conformance with Section 3-14 of the Illinois State Auditing Act.

WILLIAM G. HOLLAND
Auditor General

Springfield, Illinois
October 2007

REPORT DIGEST

STUDY

INVENTORY OF STATE PROGRAMS

Released: October 2007

State of Illinois
Office of the Auditor General

WILLIAM G. HOLLAND
AUDITOR GENERAL

SYNOPSIS

The Legislative Audit Commission adopted Resolution Number 130 directing the Office of the Auditor General to develop an inventory of State programs. Our study concluded that the State does not have a comprehensive, consistent inventory of programs. State agencies submit some program information in the budget forms and to the Office of the Comptroller for the Public Accountability Report, but the number of programs reported vary.

- Given the lack of a detailed inventory of State programs, the Office of the Auditor General sent a survey questionnaire to State agencies requesting information on their programs. Since there is no statewide definition of "program," we provided agencies with a working definition to help ensure consistent reporting.
- Almost 100 agencies reported approximately 1,750 programs in our survey. The actual number of programs is likely higher given that some agencies reported programs to us at an aggregate level. In comparison, 69 agencies reported 252 broad **categories** of programs (e.g., human services, education, public safety) for the Comptroller's Public Accountability Report which is prepared for a different purpose.
- This study examined programs that could be duplicative between two or more agencies. We selected approximately 50 programs to perform additional testing for potential duplication. In general, agencies responded that significant differences existed between their programs, minimizing the possibility of overlap or consolidation. The types of differences included:
  - Different groups were served (private companies v. government agencies) or different segments of similar groups were served (agribusiness v. general economic development).
  - Program purpose was different (regulatory v. consultative or economic growth v. social service).
  - Different methods were used to provide assistance (technical assistance v. funding).
- In three instances, one of the agencies that administered a program indicated that possible duplication or an opportunity for consolidation may exist, but the other agency administering a similar program did not conclude similarly.

CONCLUSIONS

The Legislative Audit Commission adopted Resolution Number 130 directing the Office of the Auditor General to develop an inventory of State programs by surveying State agencies and identify programs that may be duplicative. To address this Resolution, the Office of the Auditor General first examined various existing listings of State programs.

Our study concluded that the State of Illinois does not have a comprehensive, consistent inventory of State programs. State agencies submit some program information in the budget forms and to the Office of the Comptroller for the Public Accountability Report but the information varies in the number of programs reported.

Our study concluded that the State does not have a comprehensive, consistent inventory of State programs.

- Given the lack of a detailed inventory of State programs, the Office of the Auditor General sent a survey questionnaire to State agencies requesting information on their programs. This study focused on programs that could be duplicative between two or more agencies. Since there is no statewide definition of "program," we provided agencies with a working definition to help ensure consistent reporting. However, the responses submitted by the agencies varied considerably. Some agencies provided an extensive listing of programs while others reported the same number of programs that they reported for the Comptroller's Public Accountability Report (PAR). The PAR is intended to focus more on reporting **categories** of programs.

- The Comptroller's PAR reported 252 programs from 69 agencies while our survey reported approximately 1,750 programs from 100 agencies. The actual number of programs is likely higher than 1,750 given that some agencies reported programs at an aggregate level.

- We selected approximately 50 programs to perform additional testing for potential duplication. In general, agencies reported that significant differences existed between their programs, thereby minimizing the possibility of consolidation. The types of differences identified by the agencies included:
  - Different groups were served (private companies v. government agencies) or different segments of similar groups were served (agribusiness v. general economic development).
  - Program purpose was different (regulatory v. consultative, or economic growth v. social service).
  - Different methods were used to provide assistance (technical assistance v. funding).

- In three instances, one of the agencies that administered a program indicated that possible duplication or an opportunity for consolidation

may exist, but the other agency administering a similar program did not conclude similarly.

BACKGROUND

Over the past decade, the structure of State government in Illinois has been reorganized to form larger agencies, such as the Department of Human Services and the Department of Financial and Professional Regulation. While these reorganizations may have brought similar programs together under one agency, this study did not focus on the degree to which programs were consolidated from these reorganizations.

Rather, as directed by the Resolution, we focused our efforts on identifying programs that may be duplicative across two or more agencies. Since we found no centralized listing of programs, we examined various existing lists of State programs. These included reviewing agency budget submissions to the Office of Management and Budget and the Comptroller's Public Accountability Report.

- The budget forms submitted by agencies varied in the level of programmatic detail. Some provided very detailed program breakouts while others were more general.

- Agency submissions for the Comptroller's Public Accountability Report also varied in the level of detail. The 2006 PAR organizes agencies into categories (e.g., human services, education, and public safety) and shows a broad list of 252 programs for 69 agencies. It is a Service Efforts and Accomplishments report prepared for a different purpose than to catalog all State programs, and categorizes groups of programs (e.g., divisions of agencies are reported as programs).

SURVEY OF STATE AGENCIES

Given the need to collect more consistent and detailed program information, the Office of the Auditor General mailed a survey questionnaire to nearly 100 agencies. The survey requested the agencies to provide an inventory of their programs, such as the program name, description, authority, beneficiaries, funding, and number of full-time employees. To help facilitate consistent responses from agencies, we provided a working definition of "program," based on input from State agencies.

Agencies responded to our survey by identifying approximately 1,750 programs. This total is understated because some agencies provided a general listing, and not a detailed listing, of their programs. The responses provided by the agencies are shown in the **Supplement** to this study.

The information provided by the agencies had limitations:

- Some agencies reported to us only their operating divisions (e.g., Department of Financial and Professional Regulation, Department of Children and Family Services), although these divisions may have operated multiple programs.

- Some agencies reported programs that had a counterpart in other agencies but the other agency did not include the same program in its survey response -- e.g., Illinois State Police listed the Department of Transportation (DOT) as having similar programs, including its AMBER Alert program, but DOT did not list any such program; DOT said its response to our survey listed only the programs that received a line-item appropriation.

SIMILAR PROGRAMS

Many of the approximately 1,750 programs reported by State agencies dealt with similar subjects, such as economic development, employment, crime, and the environment.

As directed by LAC Resolution Number 130, we selected programs for analysis where duplication *could* exist. The approximately 50 programs selected, administered by 20 agencies, appeared to have similarities based on the program descriptions provided by the agencies. In some cases, the agencies noted that another State agency may have a similar program or have involvement in their program. Given the large number of programs reported by State agencies, there were other programs that could have been selected for in-depth review. These 50 programs were selected to provide some perspective as to the extent that duplication might exist.
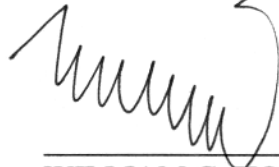
The 20 State agencies responding to our follow-up survey generally concluded that their program(s) were not duplicative with another State agency for the following types of reasons:

- ***Regulatory v. Consultative.*** Some programs dealt with the same target population, but reported different purposes.

- ***Funding v. Technical Assistance.*** Some programs share a common goal but accomplish it in a different manner.

- ***Differing Federal v. State Requirements***. Some programs share common goals but operate under differing legal requirements.

- ***Differing Target Population.*** Some programs offer similar services but to different groups.

For the most part, agencies identified differences between the programs and concluded that there was little opportunity for consolidation. In three instances, one of the agencies that administered a program indicated that possible duplication or an opportunity for consolidation may exist, but the other agency administering a similar program did not conclude similarly.

The report contains the results of our review of over 50 programs and the **Supplement** contains the detailed information on individual programs provided by State agencies.

WILLIAM G. HOLLAND
Auditor General

WGH:AD
October 2007

TABLE OF CONTENTS

INVENTORY OF STATE PROGRAMS

The Legislative Audit Commission adopted Resolution Number 130 directing the Office of the Auditor General to develop an inventory of State programs by surveying State agencies and identify programs that may be duplicative (see Appendix A). This Resolution followed the *1995 Special Study of Administrative Laws Considered to be Obsolete, Unenforceable, Unnecessarily Burdensome, Duplicative, or Having No Administrative Benefit* (LAC Resolution Number 101). The Auditor General's 1995 study focused on administrative laws and reported that agencies considered 213 provisions to be duplicative, including 119 provisions that were generally applicable to all State agencies.

CONCLUSIONS

In attempting to fulfill the requirements of LAC Resolution Number 130, the Office of the Auditor General first examined various existing listings of State programs. Our study concluded that the State of Illinois does not have a comprehensive, consistent inventory of State programs. State agencies submit some program information in the budget forms and to the Office of the Comptroller for the Public Accountability Report but the number of programs varies.

- Given the lack of a detailed inventory of State programs, the Office of the Auditor General sent a survey questionnaire to State agencies requesting information on their programs. This study focused on programs that could be duplicative between two or more agencies. Since there is no statewide definition of "program," we provided agencies with a working definition to help ensure consistent reporting.   However, the responses submitted by the agencies varied considerably. Some agencies provided an extensive listing of programs (e.g., Department of Public Health, Secretary of State's Office, and Department of Human Services) while others reported the same number of programs as for the Comptroller's Public Accountability Report (PAR). The PAR is intended to focus more on reporting **categories** of programs.

- The Comptroller's PAR reported 252 programs from 69 agencies while our survey reported approximately 1,750 programs from 100 agencies. The actual number of programs is likely higher than 1,750 given that some agencies reported programs at an aggregate level.

- We selected approximately 50 programs to test for potential duplication. In general, agencies reported that significant differences existed between their programs, thereby

minimizing the possibility of consolidation. The types of differences identified by the agencies included:

  – Different groups were served (private companies v. government agencies) or different segments of similar groups were served (agribusiness v. general economic development).
  – Program purpose was different (regulatory v. consultative, or economic growth v. social service).
  – Different methods were used to provide assistance (technical assistance v. funding).

- In three instances, one of the agencies that administered a program indicated that possible duplication or an opportunity for consolidation may exist, but the other agency administering a similar program did not conclude similarly.

BACKGROUND

Legislative Audit Commission Resolution Number 130 directed the Office of the Auditor General (OAG) to conduct a study, which identifies programs in State government that appear to be overlapping or duplicative. Specifically, the OAG was directed to:

- Develop an inventory of State programs by surveying State agencies and collecting follow-up information as needed;
- Identify programs which may be duplicative across two or more agencies, such as similar services in different agencies that are provided to similar categories of recipients; and
- For selected programs where duplication may exist, conduct additional analyses examining the feasibility of consolidating programs, such as legal requirements or funding issues that may impact the feasibility of such consolidation.

Over the past decade, the structure of State government in Illinois has been reorganized to form larger agencies, such as the Department of Human Services and the Department of Financial and Professional Regulation. While these reorganizations may have brought similar programs under one agency, this study did not focus on the degree to which programs were consolidated from these reorganizations. See Appendix B for a listing of some of the consolidations that have occurred in recent years.

Rather, as directed by the Resolution, we focused our efforts on identifying programs that may be duplicative across two or more agencies. For example, there are various programs for senior citizens within the Department on Aging; similarly there are multiple law enforcement programs within Illinois State Police. This study did not examine similar programs (e.g., similar purposes, target populations) at the **same** agency.

We found there is no centralized listing of programs operated by State agencies. In attempting to fulfill the requirements of LAC Resolution Number 130, the Office of the Auditor General first examined various existing lists of State programs. These included reviewing agency budget submissions to the Office of Management and Budget and the Comptroller's Public Accountability Report (PAR).

The budget forms ask agencies to provide information about each of their programs: name, description, division of agency administering program, lead administrator for the program, recent legislative changes impacting the program, appropriations, expenditures, and appropriation request.

The budget forms submitted by agencies varied in the level of programmatic detail. Some provided detailed program breakouts while others were more general. For example, some large agencies submitted only a few pages on their programs while other agencies submitted an organizational chart of their programs. The budget forms did not provide the information we needed to conduct the study.

Information on State programs is also collected by the Comptroller's PAR. Agency submissions to the Comptroller also varied in the level of detail. The 2006 PAR organizes agencies into categories (e.g., human services, education, and public safety) and shows a broad list of 252 programs for 69 agencies.

The PAR is a Service Efforts and Accomplishments report prepared for a different purpose than to catalog all State programs, and categorizes groups of programs (e.g., divisions of agencies are reported as programs). The report contains operating and performance data on programs by agency and by category (such as home services, childcare, mental health community and facilities services, and business development).[1] However, to look at individual programs that may be duplicative across agencies, we needed more detailed programmatic information than what was contained in the PAR.

SURVEY OF STATE AGENCIES

Given the need to collect more consistent and detailed program information, the Office of the Auditor General mailed a survey questionnaire to approximately 100 agencies. The survey requested the agencies to provide an inventory of their programs. The survey asked questions such as the program name, description, authority, beneficiaries, funding, and number of full-time employees. The survey also asked agencies to provide additional information not contained in the Comptroller's Public Accountability Report.

To help facilitate consistent responses from agencies, we developed the following definition of "program" for this study, with input from State agencies:

Programs are coordinated activities using government resources to provide services or to perform other functions that are intended to achieve defined policy objectives. Programs and the underlying policies may be established by federal or State constitution, statute,

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[1] The Public Accountability Report states that *"The format for state agency data is Service Efforts and Accomplishments (SEA) reporting as suggested by the Governmental Accounting Standards Board (GASB). . . . Recognizing the incompleteness of traditional financial reporting, the GASB is promoting experimentation by governments under their purview before issuing standards on SEA reporting. Through the IOC [Illinois Office of the Comptroller], Illinois has been designated by GASB as an official 'experimentation site' for SEA reporting."*

3

rule, regulation, executive order, agency, or court decision. Exclude programs designed to serve only internal administrative functions of your own agency (e.g., accounting, personnel, IT).

Agencies responded to our survey by identifying approximately 1,750 programs. This total is understated because some agencies provided a general listing, and not a detailed listing, of their programs. The responses provided by the agencies are shown in the Supplement to this study.

The information provided by agencies had limitations:

- Some agencies reported to us the same or fewer programs than they reported to the Comptroller for its Public Accountability Report although the PAR reported **categories** of programs (e.g., Department of Revenue, Comptroller).

- Some agencies reported to us only their operating divisions (e.g., Department of Financial and Professional Regulation, Department of Children and Family Services), although these divisions may have operated multiple programs.

- Some agencies reported programs that had a counterpart in other agencies but the other agency did not include the same program in their survey response -- e.g., Illinois State Police listed the Department of Transportation (DOT) as having similar programs, including its AMBER Alert program, but DOT did not list any such program; DOT said its response to our survey listed only the programs that received a line-item appropriation.

SIMILAR PROGRAMS

Many of the approximately 1,750 programs reported by State agencies dealt with similar subjects, such as economic development, employment, crime, and the environment. Several agencies reported more than 100 programs each, namely the Department of Public Health (198), Secretary of State (194), Department of Human Services (178), and the State Board of Education (102). The Department of Natural Resources provided some information on 119 programs but did not use the survey questionnaire instrument that was provided by the Office of the Auditor General.

As directed by LAC Resolution Number 130, we selected programs for analysis where duplication *could* exist. The approximately 50 programs selected, administered by 20 agencies, appeared to have similarities based on the program descriptions provided by the agencies. In some cases, the agencies noted that another State agency may have a similar program or have involvement in the program. Given the large number of programs reported by State agencies, there were other programs that could have been selected for in-depth review. These 50 programs were selected to provide some perspective as to the extent that duplication might exist.

The 20 State agencies responding to our follow-up survey generally concluded that their programs were not duplicative with another State agency for the following types of reasons:

- ***Regulatory v. Consultative.*** Some programs dealt with the same target population, but reported different purposes. For example:
    - Both Department of Commerce and Economic Opportunity (DCEO) and the Department of Labor (Labor) operate employee safety programs. However, the DCEO program interacts with private businesses, while the Labor program focuses on public employers. Also, DCEO's program is consultative in nature, offering recommendations to businesses regarding employee safety and health, whereas Labor's program is regulatory and requires compliance. Labor did note, however, that there is the potential for these programs to be consolidated.
    - DCEO's Small Business Environmental Assistance program provides environmental education and outreach to Illinois' small businesses. The Illinois Environmental Protection Agency's (IEPA) Air Pollution Control program operates a regulatory program which impacts Illinois' small businesses. This regulatory program conducts inspections, reviews permit applications, and enforces standards. DCEO noted that small businesses may not want to seek advice about their compliance from IEPA for fear it may trigger inspections and penalties.

- ***Funding v. Technical Assistance***. Some programs share a common goal but accomplish it in a different manner. For example, both DCEO and the Department of Agriculture (Agriculture) operate business development programs. According to DCEO, its Business Expansion, Retention, and Location Assistance Program provides businesses with technical assistance only. Agriculture's AgriFIRST Grant Program provides grants to help develop agricultural businesses in Illinois. According to Agriculture officials, the AgriFIRST Grant Program was created to supplement the DCEO programs.

- ***Differing Federal v. State Requirements***. Some programs share common goals but operate under differing legal requirements. For example, the Department of Central Management Services' (DCMS) Business Enterprise Program (BEP) and the Department of Transportation's (DOT) Disadvantaged Business Enterprise Program (DBE) were created to promote the economic development of businesses owned and operated by minorities, women and/or persons with disabilities by increasing opportunities to compete for various types of State contracts. BEP was created by State law, while DOT's DBE is operated pursuant to federal regulations. Also, DOT's DBE is targeted to transportation contracts, while DCMS' BEP covers a much broader range of State contracts.

- ***Differing Target Population.*** Some programs offer similar services but to different groups. For example, three programs help ensure the safety of water supply. The Department of Public Health's Non-Community Public Water Supply program inspects water supplied to non-residential population facilities (e.g., schools, day cares, factories, churches, campgrounds, and restaurants). Agriculture's Cooperative Groundwater Protection Program samples wells to ensure there is no adverse impact from agrichemical facilities. IEPA's Public Water Supply Compliance Program deals with water systems that serve municipalities.

REVIEW OF SIMILAR PROGRAMS

From the approximately 1,750 programs reported to us by State agencies, we judgmentally selected, for additional review, approximately 50 programs that had similarities. Agencies were specifically asked whether they were familiar with the other agency's program, whether any duplication existed, and whether there were any obstacles to consolidating the programs.

This section **summarizes agency responses** to our follow-up. The discussion of the programs contained in each section was taken from the responses provided to us by the agencies. For the most part, agencies' responses identified differences between the programs and concluded that there was little opportunity for consolidation. In three instances, one of the agencies that administered a program indicated that possible duplication or an opportunity for consolidation may exist, but the other agency administering a similar program did not conclude similarly.

Employee Safety Programs

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Onsite Safety and Health Consultation Program*
- This DCEO program provides <u>voluntary</u> consulting services to private companies, as opposed to Labor's program which <u>regulates</u> (e.g., can issue citations and fines) State and local government agencies.

DEPARTMENT OF LABOR (Labor)
- *Public Employee Health and Safety Program*
- This Labor program is regulatory and requires compliance while the DCEO program is consultative and recommends compliance measures. This program regulates public employers while DCEO makes recommendations to private employers.
- ☑ According to Labor, although there is no duplication, the programs would benefit from consolidation in the following ways:
  - Shared resources, such as one management structure, support staff functions, IT programs/servers, and sampling equipment (air monitoring).
  - Consistency; there could be one set of uniform policies and procedures for employers in the State, whether they are in the public or private sector.

> **DEPARTMENT OF LABOR:**
> Of the other 26 OSHA State Plan programs, the majority of the successful programs have these two groups under the same agency.
> - Consolidation may be completed via a memorandum of understanding between the two agencies.
> - An obstacle would be the logistics of physically accommodating the two groups.
> - Grants, budgets, and strategic plans will need to remain separate.

Violence Prevention Programs

DEPARTMENT OF HUMAN SERVICES (DHS)

- *Domestic Violence Shelters, Domestic Violence Program, Family Violence Prevention Program*
- DHS officials indicated they were unaware of the programs named below which are operated by other State agencies.

DEPARTMENT OF PUBLIC HEALTH (Public Health)

- *Violence Prevention and Control Program*
- This Public Health program provides information, resources, and training to local health departments, provides assistance to the Illinois Violence Prevention Authority (IVPA), promotes suicide prevention, etc. The Public Health program generally provides the IVPA with advice and assistance and serves as a grant reviewer. The Public Health program provides support to DHS, as requested, and Public Health's involvement is minimal.

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY (ICJIA)

- *Federal Grants Program*
- According to the ICJIA, this program only deals with cases that have entered the criminal justice system. ICJIA is prohibited from funding any prevention programs or services.
- ☑ This ICJIA program may duplicate the Illinois Violence Prevention Authority's Safe From the Start (SFS) program. However, IVPA said there was no duplication (see text box).

> **ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY:**
> - The IVPA SFS program is provided to young children traumatized by domestic violence and may mirror some programs under ICJIA Victims of Crime Act and/or Violence Against Women Act.
>
> **ILLINOIS VIOLENCE PREVENTION AUTHORITY:**
> - The IVPA Safe From the Start program does not mirror any of the services provided by the ICJIA.
> - The SFS program provides funds for community awareness regarding children's exposure to violence, unlike the ICJIA programs.
> - SFS reaches children exposed to violence after a crisis and provides therapeutic services, unlike the ICJIA programs which provide support services in crisis programs.

ILLINOIS VIOLENCE PREVENTION AUTHORITY (IVPA)

- *Illinois Health Care Grants, Safe From the Start, CeaseFire, Collaborate Grants, Illinois Violence Coordinating Council Grants, Safe to Live, Youth-Led Mini Grants, and Youth Court Mini Grants*
- These IVPA programs are complementary and coordinated with Public Health programs. The Public Health Director, along with the Attorney General, co-chair the IVPA Board to support its main mission of providing grants; Public Health does not provide grants. As for DHS, it funds and manages services to victims, while the mission of the IVPA is to fund prevention strategies. The IVPA and DHS coordinate efforts as DHS serves on the IVPA Board.

Employment Programs

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Job Training and Economic Development Program, Workforce Investment Act, Community Services Block Grant*
- These DCEO programs provide both employment (e.g., training) and other support services (e.g., health care, housing, early child development), while programs at the other agencies focus exclusively on providing job services or emergency assistance.
- ☑ DCEO stated that displaced homemakers served by Labor are eligible for DCEO's Workforce Investment Act program.

DEPARTMENT OF LABOR (Labor)
- *Displaced Homemaker Assistance*
- This Labor program targets a unique population – displaced homemakers – and is, therefore, not duplicative.

DEPARTMENT OF EMPLOYMENT SECURITY (DES)
- *Employment Services*
- This DES program matches the skills of job seekers with job openings. The program is accessible to all employers and to all job seekers who are job ready – i.e., who do not require further training or face other barriers to employment. The programs at the other agencies were developed to meet the specific needs of a particular subset of the job seeker population who were not necessarily job ready.

DEPARTMENT OF HUMAN SERVICES (DHS)
- *Employability Development Services/Employment and Training Programs*
- This DHS program helps individuals who are not job ready to search for employment, as opposed to those who have already been employed in the past and have the skills and understanding of the employment culture. The Temporary Assistance to Needy Families (TANF) federal program requires recipients to work or participate, and is the only State employment and training program that targets individuals receiving public assistance. The populations served are different (e.g., TANF populations may need food stamp assistance). This DHS program is for women who, for the most part, have never been married, while Labor's training programs address the needs of once-married women.

Business Development Programs

DEPARTMENT OF AGRICULTURE (Agriculture)
- *AgriFIRST Grant Program*
- This Agriculture program was created to supplement the DCEO programs. This Agriculture program provides companies with State grants for investment.

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Business Expansion, Retention, and Location Assistance Program*
- This DCEO program provides technical assistance only, whereas the AgriFIRST program provides grants.

Business Marketing Programs

DEPARTMENT OF AGRICULTURE (Agriculture)
- *Domestic Marketing Program*
- This Agriculture program provides direct marketing/promotion assistance to companies rather than economic development assistance, like DCEO. It assists companies with identifying trade show and marketing venues and concentrates on <u>food and agribusiness</u> products, the two main industries that DCEO typically does not address.

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Business Expansion, Retention, and Location Assistance*
- This DCEO program is targeted to large companies while Agriculture's Domestic Marketing Program is targeted to small and medium sized companies. Also, DCEO's program is designed to help Illinois sites compete with other out-of-state business facilities while the Agriculture program offers promotional assistance to only the food and agribusiness industries in Illinois.

Crime Victims Programs

ATTORNEY GENERAL
- *Violent Crime Victims Assistance Program (VCVA)*
- The Attorney General's Violent Crime Victims Assistance program disperses funds to agencies which provide <u>services</u> to crime victims, such as, crisis intervention, counseling, shelter, court advocacy, medical advocacy, and legal services. The Crime Victim Compensation program provides <u>financial assistance</u> to eligible crime victims for out-of-pocket expenses, as defined by law, although the Court of Claims makes the final decision in crime victim compensation matters. The Secretary of State, as ex officio clerk of the Court of Claims, is responsible for the maintenance of compensation files.

SECRETARY OF STATE
- *Monitor Federal Grants for Payment to Crime Victims*
- The Secretary of State is not involved in the administration of the Violent Crime Victims Assistance program. The Attorney General's Crime Victims Compensation program provides funds to victims of violent crime who lack resources to cover their expenses, such as medical bills, counseling, and lost wages.

Investigative Programs

DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)
- *Protective Services Program*
- This DCFS program cannot engage in criminal investigations and has no statutory authority to arrest anyone. Likewise, the Illinois State Police does not have the authority to provide services to children beyond taking them into protective custody for a few hours when a child is threatened with imminent danger or harm.

ILLINOIS STATE POLICE (ISP)
- *Child Victimization Program*
- This ISP program conducts joint investigations with the DCFS. However, this ISP program pursues <u>criminal</u> prosecution while DCFS pursues administrative or <u>civil</u> litigation.

Minority/Female Assistance Programs

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES (DCMS)
- *Business Enterprise Program, Small Business Set Aside Program*
- The DCMS Business Enterprise Program is intended to increase opportunities for minority groups, females, and persons with disabilities to compete for State contracts. The same is true for the DCMS Small Business Set Aside Program, which is intended to increase opportunities for small Illinois businesses to compete for <u>State contracts</u>. The DOT Disadvantaged Business Enterprise program follows federal regulations and targets highway, airport, and <u>transit contracts</u>.

DEPARTMENT OF TRANSPORTATION (DOT)
- *Disadvantaged Business Enterprise Program, Capital Development Program*
- These DOT programs are used to award <u>transportation</u> related construction contracts while the DCMS programs pertain to goods and services provided by vendors to State agencies.

Environmental Assistance Programs

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Small Business Environmental Assistance Program*
- This DCEO program focuses on education and <u>outreach</u> to Illinois' small businesses while the IEPA operates a <u>regulatory</u> program. Small businesses may not want to seek advice about their compliance from IEPA for fear it will trigger inspections and possible penalties.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)
- *Air Pollution Control Program*
- This IEPA program's purpose is to improve air quality by conducting inspections, reviewing permit applications, and enforcing standards. The DCEO program conducts outreach and education to make businesses aware of their environmental compliance obligations.

Mental Health Programs

STATE BOARD OF EDUCATION (SBE)
- *Children's Mental Health Partnership*
- This SBE program focuses on <u>prevention</u> of mental health problems and <u>intervention</u> when risk factors are apparent. The DHS program provides services to children who have already been diagnosed with mental illness.

DEPARTMENT OF HUMAN SERVICES (DHS)
- *Mental Health Children and Adolescent Grants*
- This DHS program provides <u>services</u> to children with mental illness. The SBE program is focused on providing early identification, intervention, and prevention in schools.

Technology Programs

STATE BOARD OF EDUCATION (SBE)
- *Technology for Success, Title II Mathematics and Science Partnership Program*
- This SBE program supports school districts with hardware and software infrastructure through its Learning Technology Centers. Illinois Virtual High School offers courses to students and supplements classes in high-level math and sciences. The goal of the Mathematics and Science Partnership Program is to boost student achievement by improving instructors' abilities.

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *High Technology School to Work Program*
- This DCEO program provides technology training and workforce experience directly to <u>students</u>. The SBE Math and Science program is primarily focused on <u>teacher</u> training. The SBE Technology for Success program supports staff to coordinate technology improvement plans and also funds the online Illinois Virtual High School.

Enterprise Zone Programs

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Enterprise Zone Program*
- This DCEO program's purpose is to stimulate <u>economic</u> growth (e.g., private investment, job creation and retention) while the purpose of the DHS Empowerment Zone/Enterprise Community program is <u>social</u> – e.g., economic self-support, self-sufficiency, preventing neglect, and reducing institutional care.

DEPARTMENT OF HUMAN SERVICES (DHS)
- *Empowerment Zone/Enterprise Community Program*
- This DHS program tries to rebuild communities in poverty-stricken inner cities and was designated by the federal government based on an application by the State and a strategic plan created by the City of Chicago. This DHS program has received a one-time award of $100 million for a 10-year period from 1994-2004 and was granted an extension through 2009. Obstacles to combining it with the DCEO Enterprise Zone program include legal requirements for the original 10-year grant and statutory requirements for the Title XX Social Services Block Grant.

Economic Development Programs

STATE TREASURER

- *State Treasurer's Economic Program (STEP)*
- The State Treasurer's Economic Program provides deposits to banks at lower interest rates so that a bank can provide low interest rates to businesses. The DCEO Equity Investment Program provides an equity position in a start up company; the High Impact Business program allows companies to take tax incentives for large projects; and the Large Business Development program is for large projects and for out-of-state companies.

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)

- *Equity Investment Program, High Impact Business Program, Large Business Development Program*
- The purposes of these DCEO programs vary: the Equity Investment program is delivered primarily through <u>venture capital</u> firms to young technology businesses; the High Impact Business program is a <u>tax incentive</u> program carried out in conjunction with the Department of Revenue; and the Large Business Program is a <u>grant</u> program delivered directly by DCEO to companies employing more than 500 persons. The State Treasurer's Economic Program (STEP) is a <u>loan subsidy</u> program delivered by banks receiving deposits from the Treasurer and is predicated on the use of State deposits to induce lenders to provide lower interest rates. STEP cannot be folded into DCEO because the Illinois Constitution requires only the State Treasurer to handle the deposit of State funds.

Re-entry Programs

DEPARTMENT OF HUMAN SERVICES (DHS)

- *Redeploy Illinois and Delinquency Prevention Programs*
- DHS officials said that although some services may potentially be the same, the target population for the services would be different.

DEPARTMENT OF JUVENILE JUSTICE (DJJ)

- *Re-entry Program for Young Offenders*
- This DJJ program is for youth that are already <u>committed</u> to the juvenile justice system and are being released back into society, while the DHS programs focus on diverting youth <u>prior</u> to being committed.

Homeless Youth Programs

DEPARTMENT OF HUMAN SERVICES (DHS)

- *Homeless Youth Program*
- This DHS program provides <u>community services</u> to transition homeless youth to independent living. The State Board of Education supplements this program by providing <u>educational services</u>.

STATE BOARD OF EDUCATION (SBE)
- *Title X, Education for Homeless Children*
- This SBE program focuses solely on education and academic success. Homeless youth receive services to enroll and stay in school and can receive supplemental tutoring, transportation, and other services. The DHS program focuses on housing and counseling homeless youth.

Prescription Programs

DEPARTMENT ON AGING (AGING)
- *Circuit Breaker/Pharmaceutical Assistance Program*
- The Aging program has three components: property tax relief, prescription assistance, and license plate discount. Aging enrolls and processes the <u>applications</u>. DHFS serves as the pharmacy <u>benefits manager</u>. The Secretary of State handles the <u>license plate</u> discount. *(Illinois Cares Rx replaced pharmaceutical assistance effective January 1, 2006; see Public Act 94-86).*

DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES (DHFS)
- *Illinois Cares RX Program*
- This DHFS program administers the actual drug benefit by processing claims and paying Medicare while Aging receives and processes the applications.

Water Programs

DEPARTMENT OF AGRICULTURE (Agriculture)
- *Cooperative Groundwater Protection Program*
- This Agriculture program was developed as an alternative regulatory program to the one implemented by the IEPA. The Agriculture program coordinates with IEPA so agrichemical facilities are regulated by either Agriculture or IEPA, but not both.

DEPARTMENT OF PUBLIC HEALTH (Public Health)
- *Non-Community Public Water Supply Program*
- This Public Health program deals with water systems that serve water to a non-residential population, such as schools, day cares, factories, churches, campgrounds, restaurants, etc. The IEPA program deals with water systems that serve residential populations. The Agriculture program is specifically related to the agricultural industry.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)
- *Public Water Supply Compliance Program*
- This IEPA program's responsibilities follow the federal Safe Drinking Water Act and concerns water for <u>municipalities</u>. The Public Health program primarily concerns <u>businesses</u>. The Agriculture program primarily concerns <u>agrichemical industry</u>.

Recycling Programs

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)
- *Illinois Recycling Grants Program*
- This DCEO program concentrates on projects that develop or <u>expand recycling</u> while the IEPA focuses on <u>regulation</u> of waste disposal and clean up. DCEO is the lead State agency tasked with providing financial and technical assistance.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)
- *Land Pollution Control Program*
- This IEPA program requires businesses and citizens to comply with environmental protection laws. The DCEO program is not regulatory and gives grants to businesses to purchase recycling equipment.

PROGRAM LISTING

Appendix C contains a **summary** listing of approximately 1,750 programs that were reported to us by nearly 100 State agencies. The information in Appendix C is compared to the Comptroller's Public Accountability Report for 2006. The complete listing of the programs, including their purposes, authority, beneficiaries, and budgets is in the <u>Supplement</u> to this report.

The survey questionnaires that the Office of the Auditor General sent to the State agencies are shown in Appendix D.

APPENDIX A

Legislative Audit Commission
Resolution Number 130

Legislative Audit Commission

RESOLUTION NO. 130
Presented by Representative Lyons

WHEREAS, the 2005 budget book identifies 94 individual State agencies that administer a large number of programs to serve the citizens of Illinois;

WHEREAS, a February 1995 study completed by the Office of the Auditor General of administrative laws found that agencies reported 213 statutory requirements that were duplicative with another requirement;

WHEREAS, there is no continuing review of State programs to identify those that may be duplicative;

WHEREAS, given the need to increase the efficiency and effectiveness of State government in difficult budgetary times, a review of State agency programs that may be duplicative of another agency's program is desirable; therefore,

BE IT RESOLVED, by the Legislative Audit Commission that the Auditor General is directed to conduct a follow-up to the 1995 study that identifies programs in State government that appear to be overlapping or duplicative; and be it further
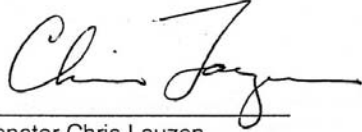
RESOLVED, that the audit shall include, but need not be limited to, the following determinations:

- Developing an inventory of State programs by surveying State agencies and collecting follow-up information as needed;

- Identifying programs which may be duplicative across two or more agencies, such as similar services in different agencies that are provided to similar categories of recipients;

- For selected programs where duplication may exist, conducting additional analyses examining the feasibility of consolidating programs, such as legal requirements or funding issues that may impact the feasibility of such consolidation;

RESOLVED, that all State agencies cooperate fully and promptly with the Auditor General's Office in the conduct of this follow-up report; and be further

RESOLVED, that the Auditor General shall commence this follow-up report as soon as possible and report his findings and recommendations upon completion to the Legislative Audit Commission, the Governor and members of the General Assembly.

Adopted this __15th__ day of __February__, 2005.

_____
Senator Chris Lauzen
Co-Chair

_____
Representative Frank Mautino
Co-Chair

APPENDIX B

Agency Mergers

AGENCY MERGERS

Since the mid-1990's, the structure of State government in Illinois has been reorganized to form larger, related agencies, such as the Department of Human Services and the Department of Natural Resources. Other agencies that have been consolidated include:

1. Department of Insurance merged with Department of Financial and Professional Regulation (DFPR)
2. Office of Banks and Real Estate merged with DFPR
3. Professional Regulation merged with DFPR
4. Illinois Gaming Board and Racing Board merged with Department of Revenue (DOR)
5. Liquor Control Commission merged with DOR
6. Lottery merged with DOR
7. Development Finance Authority merged with Illinois Finance Authority (IFA)
8. Illinois Community Development Finance Corporation merged with IFA
9. Educational Facilities Authority merged with IFA
10. Farm Development Authority merged with IFA
11. Health Facilities Authority merged with IFA
12. Rural Bond Bank merged with IFA
13. Nuclear Safety merged with Illinois Emergency Management Agency
14. Intergovernmental Cooperation Commission abolished; successor agency is Legislative Research Unit
15. Distance Learning Foundation dissolved
16. Health Care Cost Containment Council abolished; successor agency is Department of Public Health
17. Mental Health and Developmental Disabilities merged with Department of Human Services
18. Pension Laws Commission abolished; successor agency is Commission on Government Forecasting and Accountability
19. Prairie State 2000 Authority merged with Department of Commerce and Economic Opportunity
20. Department of Public Aid is now the Department of Healthcare and Family Services

APPENDIX C

**Comparison of
Programs Reported in the OAG Survey
With the
FY06 Public Accountability Report**

Agency	Programs Reported To the OAG in FY07	Comptroller's Public Accountability Report FY06 [1]	Difference in the Number of Programs Reported
1. Administrative Office of the Illinois Courts	4	6	-2
2. Arts Council	6	6	0
3. Attorney General	31	No program information	31
4. Auditor General	1	1	0
5. Board of Education	102	7	95
6. Board of Elections	3	7	-4
7. Board of Higher Education	15	0 [1]	15
8. Board of Investment	1	No program information	1
9. Capital Development Board	2	3	-1
10. Chicago State University	46	1	45
11. Chicago Public School Teachers' Pension Fund	1	No program information	1
12. Civil Service Commission	1	1	0
13. Commission on Government Forecasting and Accountability	0	No program information	0
14. Community College Board	5	1	4
15. Comptroller	5	10	-5
16. Council on Developmental Disabilities	1	No program information	1
17. Court of Claims (part of Secretary of State's Office)	0	2	-2
18. Deaf and Hard of Hearing Commission	6	1	5
19. Department of Agriculture	68	12	56
20. Department of Central Management Services	35	9	26
21. Department of Children and Family Services	4	5	-1
22. Department of Commerce and Economic Opportunity	78	11	67
23. a. Department of Corrections b. Department of Juvenile Justice [2]	18 9	No program information	27
24. Department of Employment Security	3	4	-1
25. Department of Financial and Professional Regulation	10	12	-2
26. Department of Healthcare and Family Services	12	5	7
27. Department of Human Rights	3	4	-1
28. Department of Human Services	178	18	160
29. Department of Labor	24	3	21
30. Department of Military Affairs	6	4	2
31. Department of Natural Resources	119	4	115
32. Department of Public Health	198	8	190
33. Department of Revenue	11	11	0
34. Department of Transportation	58	6	52
35. Department of Veterans' Affairs	13	8	5
36. Department on Aging	51	7	44
37. Drycleaner Environmental Response Trust Fund Council	1	1	0
38. East St. Louis Financial Advisory Authority	1	1	0
39. Eastern Illinois University	1	0 [1]	1
40. Educational Labor Relations Board	0	1	-1
41. Emergency Management Agency	6	6	0
42. Environmental Protection Agency	9	3	6
43. Finance Authority	16	1	15
44. Fire Marshal	16	8	8
45. General Assembly (House)	0	No program information	0
46. General Assembly (Senate)	0	No program information	0
47. Governor	0	No program information	0
48. Governor's Office on Women's Affairs (part of Governor's Office)	0	No program information	0
49. Governors State University	0	0 [1]	0
50. Guardianship and Advocacy Commission	3	3	0

FOOTNOTES

[1] The manager of the Public Accountability Report (PAR) stated that the PAR report includes three State agencies (Executive Ethics Commission, Procurement Policy Board, and Comprehensive Health Insurance Board) that we did not survey. Also, PAR counts only the programs for which State agencies reported performance measures (202 programs). Since the purpose of this Study was different – to develop an inventory of all State programs (i.e., whether or not they had performance measures) – we counted all the programs (252 programs). Also, this Study excluded universities' academic programs.

[2] The Department of Juvenile Justice was created as a separate agency on 7/1/06.

Agency	Programs Reported To the OAG in FY07	Comptroller's Public Accountability Report FY06 [1]	Difference in the Number of Programs Reported
51. Historic Preservation Agency	19	5	14
52. Housing Development Authority	9	No program information	9
53. Human Rights Commission	1	No program information	1
54. Illinois Commerce Commission	17	2	15
55. Illinois Criminal Justice Information Authority	6	3	3
56. Illinois Mathematics and Science Academy	2	1	1
57. Illinois State Police	79	5	74
58. Illinois State University	12	0 [1]	12
59. Illinois Violence Prevention Authority	8	No program information	8
60. Inspector General	2	2	0
61. Joint Committee on Administrative Rules	1	No program information	1
62. Judicial Inquiry Board	1	No program information	1
63. Labor Relations Board	1	1	0
64. Law Enforcement Training and Standards Board	8	1	7
65. Legislative Audit Commission	1	No program information	1
66. Legislative Information System	1	No program information	1
67. Legislative Printing Unit	1	No program information	1
68. Legislative Reference Bureau	1	No program information	1
69. Legislative Research Unit	6	No program information	6
70. Literacy Foundation (part of Secretary of State's Office)	0	No program information	0
71. Lieutenant Governor	10	No program information	10
72. Medical District Commission	5	3	2
73. Metropolitan Pier and Exposition Authority [3]	0	2	-2
74. Northeastern Illinois University	18	0 [1]	18
75. Northern Illinois University	10	0 [1]	10
76. Office of Management and Budget	0	No program information	0
77. Office of the Architect of the Capitol	0	No program information	0
78. Petroleum Resources Board	2	No program information	2
79. Police Merit Board	5	No program information	5
80. Pollution Control Board	1	No program information	1
81. Prisoner Review Board	7	1	6
82. Property Tax Appeal Board	1	1	0
83. State Retirement Systems a. State Employees' Retirement System of Illinois b. General Assembly Retirement System c. Judges' Retirement System of Illinois	 3 2 2	 4 No program information for General Assembly or Judges Retirement	 3
d. Teachers' Retirement System	4	2	2
e. Universities Retirement System	4	3	1
84. Secretary of State	194	No program information	194
85. Sex Offender Management Board	1	No program information	1
86. Southern Illinois University	3	0 [1]	3
87. State Appellate Defender	5	5	0
88. State's Attorneys Appellate Prosecutor	11	1	10
89. Student Assistance Commission	25	4	21
90. Toll Highway Authority	2	4	-2
91. Treasurer	26	No program information	26
92. Universities Civil Service System	1	1	0
93. University of Illinois	27	0 [1]	27
94. Western Illinois University	8	0 [1]	8
95. Workers' Compensation Commission	9	No program information	9
Total	**1,743**	**252**[1]	**1,491**

FOOTNOTES

[3] Metropolitan Pier and Exposition Authority responded to our survey that it is not a State agency.

26

APPENDIX D

Survey Questionnaires

March 1, 2006

Name, title (agency head)
Agency
Address
City, State, Zip

Dear _____:

      The Legislative Audit Commission has directed my Office to develop an inventory of State programs and to identify programs that may be duplicative across two or more agencies. A copy of the Resolution is enclosed.

      We have been reviewing program information submitted by State agencies as part of the budget process as well as information contained in the Comptroller's Public Accountability Report. While these documents contain useful information, the level of program detail varies among agencies. Also, additional information not contained in these documents would be useful in our review for possible duplicative programs. Consequently, it is necessary to supplement this data with information collected directly from each agency.

      To that end, we have enclosed a Contact Person Form for you to complete and return so that you may receive our electronic data collection instrument for providing the required information. Please return the form by **March 21, 2006** to Ameen Dada who will be managing this project. If you have any questions, you may contact Ameen at (217) 785-0165 (or oag26@mail.state.il.us).

      Thank you for your assistance.

                           Yours truly,

                           WILLIAM G. HOLLAND
                           Auditor General

Enclosure

FAX TO:	Ameen Dada, Audit Manager Illinois Auditor General's Office	**FAX:** (217) 785-8222
FROM:	_____ CONTACT NAME & TITLE	
	_____ AGENCY NAME & MAILING ADDRESS	
	_____ E-MAIL ADDRESS	(_____)_____ TELEPHONE NUMBER
SUBJECT:	Agency Contact Person – Duplicate Programs Study	**DATE:** _____

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DIRECTIONS

Fax this completed form to
Ameen Dada at (217) 785-8222 by
March 21, 2006.

AUTHORITY

The Illinois Auditor General is
conducting this study pursuant to
Legislative Audit Commission
Resolution Number 130 to develop an
inventory of all State programs and to
identify programs that may be
duplicative across agencies.

DATA

We are in the process of developing a
data collection instrument that might
ask for the following types of
information about each program:

- Program name and type
- Mission and purpose
- Services/products/outcomes
- Authority (statute, regulation)
- Clients/beneficiaries
- Budget and funds
- Number of agency employees
  working for the program
- Other agencies participating in the
  program or other similar programs

</td><td>

1. **DEFINITION.** For this study we are planning to use the following definition of the term 'program': *"Services or activities that result in the accomplishment of defined objectives. Programs are a combination of inputs (resources) producing outputs (services) designed to achieve desired outcomes (objectives). Programs carry out policies which may be established by statute, regulation, or the agency."* [1]

   ☑ Do you have any specific comments or suggestions regarding this draft definition?

   _____ Yes – *specify:*
   _____ No

2. **PROGRAMS.** What is the approximate number of programs administered by your agency in State fiscal year 2006?

   _____ Less than 10 programs
   _____ 10-25 programs
   _____ 26-50 programs
   _____ 51-100 programs
   _____ More than 100 programs

   Thank you for your prompt response

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[1] Examples of programs are the Early Intervention Program, the KidCare Program, Large Business Development Program, and the Vehicle Emissions Program.

June 9, 2006

Name
Title
Agency
Address

Dear _____:

Legislative Audit Commission Resolution Number 130 directs the Office of the Auditor General to develop an inventory of State programs and to identify programs that may be duplicative across agencies. You were designated to serve as the contact person by your agency for this study of duplicate programs.

We have been reviewing program information submitted by State agencies as part of the budget process as well as information contained in the Comptroller's Public Accountability Report. While these documents contain useful information, the level of program detail varies among agencies. Also, additional information not contained in these documents would be useful in our review for possible duplicative programs. Consequently, it is necessary to supplement this data with information collected directly from each agency.

Enclosed is a diskette that contains a data collection instrument in Microsoft Word for your agency to list all programs. Provide a detailed listing of individual programs rather than a summary of programs for **fiscal year 2007**. Exclude programs designed to serve only internal administrative functions of your own agency (e.g., accounting, personnel, IT).

The due date is based on the number of programs that your agency administers (see attached instructions).

For questions you may contact me (oag26@mail.state.il.us) or Jeanne Michaud (oag78@mail.state.il.us). Thank you for your assistance.

Sincerely,

Ameen Dada
Audit Manager

Enclosures

> **Illinois Auditor General's Survey of State Agencies**
> **INSTRUCTIONS**

AUTHORITY

The Legislative Audit Commission (Resolution Number 130) has directed the Office of the Auditor General to develop an inventory of State programs and to identify programs that may be duplicative across agencies.

To address this Resolution, provide a complete list of your agency's programs. The specific information that you need to provide about each program is on the enclosed disk. It contains a data collection instrument in Microsoft Word. Please provide this information for **fiscal year 2007.**

DEFINITION

For this study, the term "program" is defined as:
Programs are coordinated activities using government resources to provide services or to perform other functions that are intended to achieve defined policy objectives. Programs and the underlying policies may be established by federal or State constitution, statute, rule, regulation, executive order, agency, or court decision. Exclude programs designed to serve only internal administrative functions of your own agency (e.g., accounting, personnel, IT). NOTE: Universities do not need to report individual academic programs.

TYPES OF PROGRAMS

Question # 2 on the data collection instrument asks you to categorize each program by type. Below are examples of types of programs you may use – or you may use another description if your program is not on the following list:

1. Agriculture
2. Arts
3. Economic development (including bonds, loans, grants)
4. Education (including training, scholarships, loans)
5. Employment (including labor)
6. Environment
7. Family (including children, women, adoption, guardianship)
8. Fees/taxes
9. Gaming (including lottery)
10. Government services for other agencies
11. Historic preservation
12. Insurance
13. Legal (including courts, attorneys, prosecutors, detention, prisoner services)
14. Medical (including mental health, developmental disabilities, home services, community care)
15. Natural resources/environment
16. Public health (including public safety)
17. Regulation
18. Retirement
19. Police (including security, law enforcement training)
20. Senior citizens
21. State finances for other agencies
22. Transportation
23. Veterans

DEADLINE

The deadline for your agency to submit the completed electronic data collection instrument is based on the number of programs administered:

Less than 25 programs .... June 30, 2006
26-100 programs ....July 7, 2006
More than 100 programs ....July 14, 2006

- Before mailing, review your submission carefully (including proofreading for typos) since it may be reproduced in our public report.

- Mail the completed disk with any attachments to:

  Ameen Dada, Audit Manager
  Office of the Auditor General
  740 E. Ash Street
  Springfield, IL 62703-3154

If you have questions, you may contact Ameen Dada (oag26@mail.state.il.us) or Jeanne Michaud (oag78@mail.state.il.us).

Agency Name:

INVENTORY OF AGENCY PROGRAMS (FY 2007)

Program Name [1]	Program Type [2]	Purpose of Program [3]	Statutory Authority [4]	Other Authority [5]	Program Beneficiaries/ Outcomes [6]	Budget (FY 2007) [7]	Fund # [8]	FTE [9]	Other Agency/ Similarities [10]

The following notes pertain to the columns above (*this information may be reproduced in our public report – please complete carefully*):

1. Write the name of the program. Exclude programs designed to serve only internal administration functions of your own agency (e.g., accounting, personnel, IT).
2. Write the type of program (see the enclosed directions for suggestions).
3. Write the program's mission, objectives, services, and/or products.
4. Write the federal or State statute, if any, that authorized this program (to help us sort and identify duplicate programs across agencies, you must use the correct way of writing the statutory citation -- e.g., 30 ILCS 5/1).
5. Write any applicable federal or State administrative code and/or write "Policy" and enclose a copy of the agency policy (write the name of the corresponding program on page 1 of the policy).
6. Specify the program's beneficiaries, clients, or recipients.
7. List source of funds (one per line) and specify if they are State, federal, or local.
8. Write the fund number corresponding with the prior question on source of funds.
9. Write the number of employees from your agency (full-time equivalent) that worked on this program in FY 2007.
10. List the names of any other State agencies that participated in this program (or write "none"). If this program may be similar to, overlaps, or duplicates any program operated by another State agency, please name the other program and the agency.

33