

OKLAHOMA DEPARTMENT OF COMMERCE

MISSION STATEMENT

The Mission of the Oklahoma Department of Commerce is to stimulate the creation and retention of jobs, the growth of investment, the development of communities, and the increase of per capita income within the State of Oklahoma.

THE BOARD

In 1987, the Legislature created a board called Oklahoma Futures. Oklahoma Futures mission is to be the "central economic development policy planning and oversight board" for all economic development activities in Oklahoma. "Oklahoma Futures shall serve as an expert economic development advisory board to the Governor of Oklahoma, all other executive departments, the state legislature and the judiciary." Also, Oklahoma Futures shall be the "economic development advisory board for the Oklahoma Department of Commerce" and shall provide long-term, annual oversight to ensure the Department fulfills the legislative purpose for which it was created.

DUTIES / RESPONSIBILITIES

The Oklahoma Department of Commerce serves as Oklahoma's lead state agency for economic development. The Department of Commerce was created statutorily in 1986 and revised in 1987 in HB 1444, a comprehensive piece of legislation which addressed all aspects of Oklahoma's economic development. The Department promotes Oklahoma's economic development in two major areas. The areas are business assistance and community development. This assistance involves working closely with local communities and chambers of commerce, existing industries and domestic and international business prospects. Economic development is primarily accomplished at the local level, and the associates at the Department will assist Oklahoma communities and businesses with various types of customer-driven assistance.

To achieve the above actions, the Department works with Oklahoma Futures, the state's 23-member economic development board of advisors. The Oklahoma Department of Commerce operates offices in Oklahoma City, Tulsa and California and contracts for representation of the state in several foreign countries, including Singapore, Korea, Belgium and Mexico. Also, the Department has regional employees based throughout the state. The annual work plan of the Department is organized by lines of business. These lines of business are:

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|----------------------|------------------------|
| Marketing and Sales | Global Trade |
| Business Financing | Community Investment |
| Business Services | Administrative Support |
| Information Services | |

All of the activities/programs of the Department, as well as personnel assignments are organized in these lines of business.

Following is a description of each line of business and the assignment for each organizational division.

LINES OF BUSINESS:

Business Development Division - The Business Development Division targets, identifies and contacts Oklahoma firms which are likely to expand or are expanding their businesses. Division personnel work with these firms and assist in their expansion by providing information on tax incentives, sources of financing,

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assistance in labor force training and locating other specialized service providers to assist the firm. They also market all ODOC programs available to Oklahoma firms.

Marketing and Sales staff also provide information and assistance to local communities, economic development organizations, and chambers of commerce regarding specific Commerce programs.

Corporate Sites Division - The Corporate Site Locations Division works with companies throughout the United States and Oklahoma to encourage new investment in the state. Through the division's site locations staff, domestic prospects receive detailed information and assistance concerning Oklahoma's advantages for industry. Economic Development Specialists are assigned target industries for recruitment purposes and make personal calls on prospective companies. By contract, Oklahoma operates an office in Los Angeles for recruiting purposes.

The National Marketing Section handles the current national "image" advertising campaign highlighting the state's many advantages for new and expanding industry, including low taxes and utility costs; affordable, productive labor force, premier Training for Industry Program; and Quality Jobs Program.

International Trade and Investment Division - The International Trade and Investment Division (ITI) assists and guides state, regional and local economic development corporations, committees and chambers of commerce in identifying and attracting foreign manufacturers, investors and joint venture partners into the state. ITI plans and coordinates business development missions, encourages and hosts foreign prospects and business delegations and is the lead contact for the sister-state relationship with foreign countries. Foreign marketing, investment and sister-state coordination efforts are assisted through its international marketing offices (IMO) in Singapore, Europe, Mexico and Korea.

Tulsa Division - This division, in coordination with the Business Development Division, identifies and develops inquiries and leads of Oklahoma businesses located in the northeast region of the state, into prospective expansion and/or retention candidates. This program involves working closely with economic development specialists and economic development organizations as well as networking with Broker/Agents of the Alliance for Manufacturing Excellence, and direct contact with client companies.

Business Financing: Providing financial resources to new and existing Oklahoma businesses.

Business Development Division - The Business Development Division, through its Capital Resources Network, provides oversight to all financial consulting activities. Finance Specialists work directly with expanding and/or newly located to Oklahoma companies to identify and structure business financing options. In addition, activities related to specific state, federal or private capital opportunities are directed by this area. Also, the marketing and administration of the Oklahoma Capital Access Program (OCAP) and export insurance umbrella policy are coordinated through this line of business.

Community Affairs and Development Division - This Division provides funding for infrastructure improvements that enable businesses to locate or expand in communities through the Economic Development Financing program funded by the U. S. Department of Housing and Urban Development Community Development Block Grant funds. Communities may apply for either grants or loans or a combination thereof on behalf of particular viable businesses which could not otherwise expand or locate without the federal assistance. The Community Development Block Grant resources are also used to capitalize the Oklahoma Local Entrepreneurial Assistance Program (OK-LIHEAP), which establishes local revolving loan funds to promote micro-enterprise development. Division also administers the Self-Employment Entrepreneurial Development System, or SEEDS. The program is funded with state appropriated funds and U. S. Department of Health and Human Services Community Services Block Grant funds. This program utilizes a combination of state and federal funding to provide training, financing and ongoing technical assistance to enhance self-employment opportunities for individuals of low or moderate income desiring to own and operate micro-businesses. Additionally, the Division operates the Business Energy Education Management Program (BEEMP), which is designed to provide low interest rate loans to perform energy analysis and retro-fit projects for businesses in leased governmental

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buildings. Loans are repaid through energy savings resulting from the retro-fit activities.

Tulsa Division - This Division, in coordination with the Business Development Division, provides information and technical assistance related to the Capital Resources Network, the Oklahoma Capital Access Program and a variety of local, regional, statewide and national lending programs, to small and medium size businesses located in northeast Oklahoma.

Business Services: Providing services to Oklahoma businesses (e.g., packaging, business plan development, modernization services, etc.)

Business Development Division - An array of business services are provided through the Business Development Division. The Division provides services to businesses and resource organizations through its group of Industry Specialists. These Specialists gather data, information and intelligence about their specific industry (i.e. aviation/aerospace, electronics, food processing, etc.), synthesize this information and disseminate the information to businesses and resource organizations throughout the state. The Specialists follow market trends, technology trends and other important issues in their respective industries. This type of information allows Oklahoma firms to make better business decisions and take advantage of market opportunities.

The Business Development Division also develops business aids and publications which provide information to Oklahoma businesses. Publications include: The Guide to Doing Business in Oklahoma, A Guide to Capital Sources, Women Owned Business Directory, and quarterly newsletters to each industry targeted by the Industry Specialists.

The Women-Owned Business Assistance program provides counseling, as well as a certification program for Oklahoma businesses. The Minority Business Development Fund leverages its presence by partnering with existing state organizations to provide technical assistance and financing to Oklahoma minority-owned businesses. Entrepreneurial assistance is provided to businesses through wholesale representatives of the Division. Specialized assistance of entrepreneurial initiatives is also provided to business groups.

The Tribal Assistance Section provides technical assistance to tribes through publications, seminars and conferences as well as individual assistance to communities, chambers of commerce and economic development organizations.

Education and New Initiatives Division -

This division provides training to external customers, including economic development professionals and community organizations. The training section assists businesses by offering training in business plan development, financial packaging for loans, economic development finance, leadership, team building, grant writing, and facilitation skills. Information and training are also provided to inventor customers through the Inventors' Assistance Program.

Global Trade: Assisting Oklahoma businesses to export to foreign countries.

International Trade and Investment Division - The International Trade and Investment Division (ITI) assists primarily small and medium sized Oklahoma companies by providing export and international marketing information, consulting and assistance in the promotion of Oklahoma products and services to companies in foreign markets. ITI plans and coordinates trade missions and overseas trade events and encourages and hosts foreign business delegations. Under the aegis of ITI and its joint venture partner, the U. S. DOC/ITA, Oklahoma District Office, the Oklahoma International Export Services (OIES) combines programs to insure a comprehensive and seamless delivery system from the prospective of Oklahoma companies, its customers.

Tulsa Division - This Division, in coordination with the International Trade and Investment Division, promotes exporting and provides guidance, assistance and technical information to Oklahoma companies, in northeast Oklahoma.

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Community Investment: Enabling Oklahoma communities to improve their competitiveness.

Community Affairs and Development Division - This Division administers the U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant, which provides grants to communities for physical infrastructure improvements, as well as the HUD Home Investment Partnerships Act, which provides for housing rehabilitation. Through the state's 21 Community Action Agencies, the Division also administers funds which provide for weatherization of the homes of low income residents. The Community Action Agencies also contract with the Division for the administration of state appropriated funds and U. S. Department of Health and Human Services Community Services Block Grant funds which finance a number of human development programs for low-income residents of Oklahoma. Funds from the U. S. Department of Energy under the State Energy Conservation Program and the Institutional Conservation Program are used, respectively, for energy management assistance and energy conservation technology in non-profit schools and hospitals. Additionally, oil overcharge funds are used to operate both the Community Energy Education Management Program, (CEEMP), and the secondary schools revolving loan fund. These two programs provide low interest rate loans for energy analysis and energy efficient retro-fit projects. Loans are repaid through energy savings resulting from the retro-fit activities.

The division also administers state appropriated funds through Substate Planning Districts for planning and management assistance to small communities, and state appropriated funds for the development of senior citizens centers.

Education Services and New Initiatives Division -The Oklahoma Main Street Program (OMSP) in this division focuses on revitalizing downtowns, thereby generating substantial investment and new jobs for communities. OMSP develops and delivers substantial training for project managers and local main street boards. Additional programs and services which stimulate community competitiveness include administering the Enterprise Zones program; giving technical assistance for Certified Cities; providing training, such as public board training, economic development finance, strategic planning; and offering facilitation services. This division also administers the Jobs Development Innovation Program (JDIP) and provides administrative assistance for the Quality Jobs Program. JDIP provides specific incentive awards to communities for having created jobs and investments through economic development activities. The Quality Jobs Program provides specific incentives to businesses expanding or moving into the state.

Administrative Support: Facilitating the efficient delivery of ODOC's services.

Executive Division - This Division oversees all activities of the Oklahoma Department of Commerce and serves as the primary liaison with the various economic development organizations (public/private) throughout the state. The division coordinates activities of the various Commerce cabinet agencies, boards, and commissions. The division also houses the legal services office.

Administrative Services Division - This Division serves primarily in a support role for the agency. It is responsible for the design, operations and control of effective administrative procedures related to accounting, budgeting, personnel, property control and procurement, audit compliance and data processing.

Education Services and New Initiatives Division - This Division provides training to Internal customers (ODOC associates) and maintains HRDS training records relevant to mandated supervisory training. Internal training includes HRDS courses (offered in-house), Total Quality Management (TQM) courses to continuously develop associates' capacity in using quality techniques, self-paced computer training, and numerous other courses identified in needs assessment, such as facilitation and presentation skills training. areas of grant writing, leadership, team building, and public board training.

Information Services: Providing information and data to help customers make sound decisions.

Research and Planning Division - The mission of the Research and Planning Division is to provide quality information and to conduct research promoting the Department's leadership in economic development goals. This division has several on-going studies that support this mission. Each quarter the Division releases

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an analysis of economic indicators on the Oklahoma economy. In addition the division conducts short and long term studies on economic and demographic issues. The division coordinates the development of the state's five year economic plan. Other projects include: Oklahoma Resource Integrated General Information Network System (ORIGINS), a computer data system offering central, low cost access to economic development information about the state. The division also operates the Oklahoma State Data Center. The data center is the state's official contact with the U. S. Bureau of the Census. In this capacity, the data center serves as the state's major source of census and population data. The division also coordinates the agency performance review system which includes conducting customer satisfaction surveys.

Communication/Media Division - The Division develops and disseminates information to in-state customers and prospects direct and through the cooperation of appropriate news media. Information produced or managed include newsletters, news releases, news briefings and news stories for publication in the media. Additionally, the division serves as the clearinghouse for responding to news media and other customer requests for information regarding department products, and information related to economic development trends in the state.

The Division is also responsible for coordinating the marketing materials and messages needed by various divisions and the department in communicating with customers and audiences about Commerce products and services. This often involves the creation, development, production and distribution of printed, audio-visual and graphic materials as outputs. The division also coordinates the work of the department's advertising/marketing agency in developing campaigns and specific materials related to creating a more positive image of Oklahoma's business climate for both in-state and out-of-state customers and prospects.

International Trade and Investment Division - The International Trade and Investment Division (ITI) provides non-export, non-investment but internationally-related information and assistance to Oklahoma companies and individuals.

STATUTORY REFERENCES

Title 74, Sections 5001 et seq, of the Oklahoma Statutes.

PERFORMANCE CRITERIA / SERVICES PROVIDED				
Criteria/Service:	FY-94 Actual	FY-95 Actual	FY-96 Estimated	FY-97 Estimated
Marketing & Sales				
Business Development:				
Expansion Announcements	86	44	50	55
Jobs Created	5,712	7,710	5,500	6,000
New Investment	\$163 mil.	\$223 mil.	\$170 mil.	\$180 mil
Customer Satisfaction	95.5%	94.1%	95%	95%
Corporate Site Locations:				
New Jobs Created	7,251	13,072	6,100	8,500
New Investment	\$303.2 mil.	\$226.7 mil..	\$220.0 mil.	\$230.0 mil
New Company Locations	40	22	35	37
Customer Satisfaction	85.0%	100.0%	90.0%	100.0%
International Trade & Investment:				
Customer Satisfaction	N/M	75	80	85
Foreign-Owned Company Expansions	N/M	53	280	293
Foreign Investment	N/M	N/M	90%	

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Tulsa:

Jobs Created	3,014	7,232	6,175	6,800
Customer Satisfaction	100.0%	83.3%	96.0%	96.0%
Expansion Announcements	N/M	19	24	27
New Investments	N/M	\$54.9 mil.	\$49.0 mil.	\$53.9 mil

Business Financing

Business Development:

Business Financed	N/M	N/M	20	25
New Investment Committed	\$45.5 mil.	\$43.3 mil.	\$30.0 mil.	\$40 mil
New Jobs Created	1,212	1,433	1,500	1,750
Customer Satisfaction	81.3%	92.6%	95.0%	95.0%

Community Affairs & Development:

New Jobs Created	593	3,282	920	1000
Investment Leveraged	\$46 mil.	\$326.6 mil.	\$78.6 mil.	\$80.0 mil
Dollars Invested Community	\$3.6 mil.	\$9.8 mil.	\$10.4 mil.	\$10.0 mil
Customer Satisfaction	94.1%	94.4%	90.0%	90.0%
Positive Impact	N/M	100%	90.0%	90.0%

Tulsa:

Investment Leveraged	\$23.7 mil.	\$6.6 mil.	\$9.8 mil.	\$10.8 mil.
New Jobs Created	224	489	245	275
Customer Satisfaction	1	0.757	0.96	0.96

Business Services

Business Development:

Jobs Created through minority business contracts	N/M	N/M	50	
Customer Satisfaction	0.982	0.933	0.95	0.95
WBE Certifications Issued	N/M	N/M	N/M	30
Goals met on contracts	N/M	N/M	0.95	0.95
Partnerships Established	N/M	N/M	20	N/M
Customer Satisfaction	0.93	0.89	0.95	0.95
Strategic Alliance formed	N/M	N/M	4	8

Education Services & New Initiatives:

Increase Capacity of Persons Trained Business/Community	N/M	99.6%	95.0%	95.0%
Leaders Trained	N/M	1,813	2,040	2,000
Inventors Trained/Assisted	N/M	150	304	300
Customer Satisfaction	96.6%	97.6%	95.0%	95.0%

Global Trade

Tulsa and International Trade and Investment:

New to Export Companies	5	17	25	28
Companies Exporting to 'New Markets	82	125	85	95
New Sales to Existing Companies	200.0%	15	N/M	25
Customer Satisfaction New to Export	72.3%	83.8%	90.0%	90.0%
Customer Satisfaction New to Market	N/M	89.2%	90.0%	90.0%

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Community Investment

Community Affairs & Development:

Infrastructure Investment Contracts	256	722	217	250
Dollars Invested in Community Assistance	N/M	\$57.5 mil	\$37.1 mil	\$40 mil
Customer Satisfaction	93.4%		90.0%	90.0%
Positive Impact	N/M	95.9%	90.0%	90.0%
Human Development Contracts	N/M	N/M	147	150
ODOC Human Development Invested in Communities	N/M	N/M	\$10.0 mil	90.0%

Education Services & New Initiatives:

Contracts Administered	N/M	14	N/M	14
New Jobs Created	532	376	300	400
Investments Leveraged	\$11.5 mil.	\$19.7 mil	\$15.0 mil	\$15.0 mil
Businesses Started and Expanded	138	196	150	200
Customer Satisfaction - Main Street	97.8%	98.6%	90.0%	90.0%
Customer Satisfaction - Community Outreach	N/M	96.0%	95.0%	95.0%

Information Services

Business Development:

Customer Satisfaction	93.0%	89.0%	95.0%	95.0%
Strategic Alliances Formed	N/M	N/M	4	12

Communications/Media:

(CUSTOMER SATISFACTION)

Informational Products	93.3%	95.2%	90.0%	90.0%
Media Relations	N/M	90.2%	90.0%	90.0%
Promotional Products	N/M	90.0%	90.0%	90.0%

Research and Planning:

Customer Satisfaction	96.8%	96.3%	100.0%	100.0%
Positive Impact	97.7%	98.5%	90.0%	90.0%

International Trade and Investment:

Customer Satisfaction	83.3%	100%	N/M	100.0%
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Administrative Services:

OSF Budget	Apprv'd/Rcv'd	Apprv'd/Rcv'd	Apprv'd/Rcv'd	Apprv'd/Rcv'd
Audit Findings	None	None	None	None
Customer Satisfaction	91.8%	93.2%	85.0%	85.0%
Interruption of Services	99.7%	99.8%	100.0%	100.0%

Education Services & New Initiatives:

Increased Capacity of Assoc. Trained	97.0%	100.0%	95.0%	95.0%
Customer Satisfaction	97.0%	97.1%	95.0%	95.0%
Associates Trained	N/M	N/M	240	300

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EXPENDITURES BY FUND			
Type of Fund:	FY-94 Actual	FY-95 Actual	FY-96 Estimated
State Appropriated Funds	\$13,104,305	\$14,786,734	\$14,488,673
State Continuing/Revolving Funds:			
205 - Okla.Dept.of Commerce R.F.	640,187	565,022	551,190
207 - Gifts & Donations	4,033	232,124	300,000
216 - Community Development Centers	123,436	166,452	176,406
220 - Inventors Assistance Prog. (a)	202,034	12,566	9,500
225 - Okla. Capital Invest. Brd.(a)	0	0	0
230 - World Trade/Export Insur. (a)	0	868	4,149
235 - Minority Bus. Dev't. Prog. (a)	291,933	232,186	245,074
280 - State Data Center R.F.	4,183	6,774	3,500
443 - Intra-agency Reimbursement Fund	<u>326,122</u>	<u>481,975</u>	<u>603,354</u>
Total of Revolving Funds	<u>\$1,591,928</u>	<u>\$1,697,967</u>	<u>\$1,893,173</u>
Federal Funds:			
340 - CMIA Programs Disbursing Fund	11,022,552	27,886,945	34,654,490
400 - HHS/Comm. Serv.Block Grant	2,483,289	153,179	253,820
405 - Okla. DHS/LIHEAP	96,577	51,304	67,000
412 - U.S. Dept. of Energy	1,380,949	243,020	775,515
440 - U.S. Dept. of Education	0	207,031	520,611
450 - HUD/Comm.Dev't.Block Grant	10,384,850	2,285,385	4,584,427
Total of Federal Funds	<u>25,368,217</u>	<u>30,826,864</u>	<u>40,855,863</u>
Total Expenditures by Fund	<u>\$40,064,450</u>	<u>\$47,311,565</u>	<u>\$57,237,709</u>

(a). Base appropriation transferred to Revolving Fund: 220 (\$212,355) FY-94; and 235 (\$225,000) FY-94 & FY-95.

CAPITAL OUTLAY and SPECIAL PROJECTS			
Fund No. and Name:	FY-94 Actual	FY-95 Actual	FY-96 Estimated
192 - General Revenue Fund	65,188	0	0
416 - Exxon Oil Settlement Fund	1,018,584	252,974	0
426 - Oil Settle.Fd. -Strip.Well	<u>36,806</u>	<u>400,292</u>	<u>0</u>
Total Capital Outlay Expenditures	<u>\$1,120,578</u>	<u>\$653,266</u>	<u>\$0</u>

EXPENDITURES BY OBJECT			
Object of Expenditure	FY-94 Actual	FY-95 Actual	FY-96 Estimated
Salaries and Benefits	7,481,117	7,884,819	8,343,692
Professional Services	1,106,794	1,152,738	1,213,542
Travel Expenditures	458,733	417,705	572,677
Lease-Purchase Expenditures	0	0	0
Equipment	288,844	554,516	526,916
Payments To Local Gov't Subdivisions	28,119,392	34,205,020	43,337,376
Inte/Intra Agency Payments Assist.	476,840	205,829	163,184
Other Operating Expenses	<u>2,132,730</u>	<u>2,890,938</u>	<u>3,080,322</u>
Total Expenditures by Object	<u>\$40,064,450</u>	<u>\$47,311,565</u>	<u>\$57,237,709</u>

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EXPENDITURES BY BUDGET ACTIVITY / SUB-ACTIVITY

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Estimated
70 Administrative Support	3,157,410	3,495,218	3,694,625
71 Business Financing	3,430,270	4,488,339	8,332,078
72 Business Services	1,951,211	1,922,239	1,621,588
73 Community Investment	26,060,881	31,619,748	37,463,981
74 Global Trade	931,339	1,241,679	1,128,715
75 Information Services	1,973,345	1,989,753	2,173,066
76 Marketing and Sales	2,559,994	2,554,589	2,823,656
Total Expenditures by Activity	<u>\$40,064,450</u>	<u>\$47,311,565</u>	<u>\$57,237,709</u>

FULL-TIME-EQUIVALENT EMPLOYEES (FTE) and VEHICLES

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
70 Administrative Support	40.8	39.8	41.0
71 Business Financing	12.3	11.6	12.8
72 Business Services	10.6	11.4	11.1
73 Community Investment	38.4	44.5	44.8
74 Global Trade	11.1	11.5	12.4
75 Information Services	33.5	31.6	33.2
76 Marketing and Sales	<u>24.7</u>	<u>24.6</u>	<u>26.4</u>
Total FTE	<u>171.4</u>	<u>175.0</u>	<u>181.7</u>
Number of Vehicles	11	11	9

OKLAHOMA FINANCE AUTHORITIES

The Oklahoma Industrial Finance Authority and Oklahoma Development Finance Authority were consolidated in 1992 to form the Oklahoma Finance Authorities.

MISSION STATEMENT

The Oklahoma Finance Authorities' mission is to assist in the creation and retention of employment opportunities throughout Oklahoma by providing a financing conduit or by providing loans to communities, businesses and institutions on a basis that will not jeopardize the credit rating of the State and at a minimum cost and minimal risk exposure to the taxpayers of the State.

OKLAHOMA INDUSTRIAL FINANCE AUTHORITY

MISSION STATEMENT

The Oklahoma Industrial Finance Authority's mission is to increase employment in Oklahoma, and to help diversify the state's economy by issuing bonds and serving as a capital source for Oklahoma businesses.

THE BOARD

The Board of Directors shall be composed of seven members appointed by the Governor for overlapping six year terms, with the advice and consent of the Senate, one of whom shall be the Director of the Oklahoma Department of Commerce, representing the state at large, and one each from the present six Congressional Districts, at least five of whom shall have had at least fifteen years experience in banking, mortgage loans, or financial management, and the remaining member shall have demonstrated outstanding ability in business or industry. The State Treasurer shall be an ex officio, nonvoting member of the Board of Directors.

DUTIES / RESPONSIBILITIES

The Authority is operated under the control of a Board of Directors composed of seven members appointed by the Governor for overlapping six-year terms, with the advice and consent of the Senate. The Authority has the general mission to aid and assist with Oklahoma's Industrial development and provide additional employment and payrolls within the state. The Authority is authorized to issue and sell State Industrial Finance Bonds not to exceed an aggregate net of ninety million dollars (\$90,000,000) outstanding at any one time, and within statutory guidelines, may contract to loan funds to industrial development agencies secured by real estate mortgages. The Authority's administrative expenses are financed from monies generated from loan interest.

STATUTORY REFERENCES

Article X, Oklahoma Constitution, Section 34; Title 74, Section 851-878, of the Oklahoma Statutes.

EXPENDITURES BY FUND

Type of Fund:	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
State Appropriated Funds	\$0	\$0	\$0
State Continuing/Revolving Funds:			
200 Industrial Development Loan Fund	3,673,425	910,016	18,277,248
800 OIFA Bond Redemption Fund	85,212	12,265,587	0
810 OIFA Bond Interest Fund	3,243,065	3,214,322	4,389,201
Federal Funds:	0	0	0
Total Expenditures by Fund	<u>\$7,001,702</u>	<u>\$16,389,925</u>	<u>\$22,666,449</u>

EXPENDITURES BY OBJECT

Object of Expenditure	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
Salaries and Benefits	\$625,551	\$621,772	\$581,296
Professional Services	95,736	117,395	191,532
Travel	20,250	11,908	60,000
Lease-Purchase Expenditures	0		
Equipment	5,544	18,198	21,160
Industrial Loans	2,785,070		17,300,000
Bond Interest & Redemption			
Other Operating Expenses	3,469,551	15,620,652	4,512,461
Total Expenditures by Object	<u>\$7,001,702</u>	<u>\$16,389,925</u>	<u>\$22,666,449</u>

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EXPENDITURES BY BUDGET ACTIVITY / SUB-ACTIVITY

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
10 General Operations	\$6,999,929	\$16,389,925	\$22,643,569
88 Data Processing	1,773	0	22,880
Total Expenditures by Activity	\$7,001,702	\$16,389,925	\$22,666,449

FULL-TIME-EQUIVALENT EMPLOYEES (FTE) and VEHICLES

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
10 General Operations	12.0	12.0	11.0
Total FTE	12.0	12.0	11.0

Number of Vehicles	0	0	0
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DEPARTMENT OF LABOR

MISSION STATEMENT

The mission of the Commissioner of Labor is to foster, promote, and develop the welfare of the wage earners of the State of Oklahoma; to improve their working conditions; to advance their opportunities for profitable employment; and, to enforce and administer the labor laws of the State of Oklahoma.

DUTIES / RESPONSIBILITIES

The duties and responsibilities of the Commissioner of Labor are to advocate programs in support of Oklahoma's work force as the foundation of the State's economy; initiate through legislation and agency administration programs that will help fulfill the agency mission; to carry into effect all laws relating to labor throughout the State; and to ensure effective agency management through its organizational components, consisting of an administrative division, a safety branch, and a labor compliance branch.

ADMINISTRATION - administers the state's labor laws through supervision and support of the agency's two branches.

SAFETY BRANCH - administers all state safety regulations covering the operation of steam boilers and pressure vessels, the inspection of water heaters in public buildings, the certification and licensing of asbestos removal contractors and workers, and the inspection of amusement rides; administers the Oklahoma Welding Act and all safety regulations as they apply to state agencies, municipalities and county units of government; provides a consultation service intended to help employers enhance job safety through elimination of health and safety hazards in the workplace by voluntary compliance with Federal OSHA regulations and the oversight of health and safety education and training programs.

COMPLIANCE BRANCH - administers the Prevailing Wage Law, investigates and audits public works contractors for compliance; administers labor laws having to do with the collection of unpaid wages and salaries due workers, minimum wage laws, working conditions and child labor. This division is also responsible for the licensing and regulation of private employment agencies. Further duties include monitoring the compliance of private employers with workers' compensation laws.

STATUTORY REFERENCES

Article VI, Sec 20, Oklahoma Constitution; Title 40, Sec 1 et seq, and Title 59 Sec 1624-1641, of the Oklahoma Statutes.

PERFORMANCE CRITERIA / SERVICES PROVIDED

Criteria/Service:	FY-94 Actual	FY-95 Actual	FY-96 Estimated	FY-97 Estimated
Compliance Branch				
Wage claims filed	2,529	2,848	2,800	2,800
Wages collected	579,823	595,934	600,000	600,000
Licenses issued for private employ. agencies	40	40	40	40
Workers' Compensations cases	1,072	932	1,500	1,500
Child Labor Certificates	2,446	2,407	2,400	2,400
Child Labor Cases	86	41	50	50

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Safety Branch

Boiler inspections	17,156	13,797	15,000	15,000
Boiler Licenses Issued	596	456	500	500
Boiler Inspector Exams	34	17	25	25
Fabricator Shop Review	70	61	60	60
Amusement Ride Inspections	2,337	1,882	1,900	1,900
Amusement Ride Registration	598	594	600	600
Welding Laboratory Certifications	25	25	25	25
Welding Cards Issued	4,433	3,774	4,000	4,000
Asbestos Abatement Inspections	2,059	1,404	1,400	1,400
Asbestos contractors licensed	802	425	425	425
OSHA Consultations	1,942	1,734	2,000	2,500
Workers Compensation non-coverage	9,704	21,365	22,000	22,000

EXPENDITURES BY FUND

<u>Type of Fund:</u>	<u>FY-94 Actual</u>	<u>FY-95 Actual</u>	<u>FY-96 Budgeted</u>
State Appropriated Funds:			
19X General Revenue	\$1,159,406	\$1,436,416	\$1,380,071
54X State OSHA Fund	1,914,774	1,857,672	1,900,000
57X Special Cash Fund	0	0	387,000
Total State Appropriated Funds	\$3,074,180	\$3,294,088	\$3,667,071
State Continuing / Revolving Funds			
205 Workers Comp	\$379,462	\$482,960	\$1,200,874
210 Asbestos Monitoring Fund	0	0	0
215 Safety Consultation & Reg. Fund	321,249	339,962	900,000
225 OK Prof. Boxing Lic. Rev. Fund	0	0	51,000
Total Revolving Funds	\$700,711	\$822,922	\$2,151,874
Federal Funds			
410 Federal Funds	\$785,726	\$987,388	\$1,091,500
Total Expenditures by Fund	\$4,560,617	\$5,104,398	\$6,910,445

EXPENDITURES BY OBJECT

<u>Object of Expenditure</u>	<u>FY-94 Actual</u>	<u>FY-95 Actual</u>	<u>FY-96 Budgeted</u>
Salaries and Benefits	3,847,005	3,987,055	5,398,014
Professional Services	31,696	72,767	186,192
Travel	111,200	96,078	274,925
Lease-Purchase Expenditure	0	0	0
Equipment	56,760	170,683	176,271
Payments To Local Gov't. Sub-divisions	0	0	0
Other _ Indemnities & Restitution		30,000	0
Other Operating Expenses	513,956	747,815	875,043
Total Expenditures by Object	\$4,560,617	\$5,104,398	\$6,910,445

FY-97 EXECUTIVE BUDGET

EXPENDITURES BY BUDGET ACTIVITY / SUB-ACTIVITY

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
10 General Administration	781,625	911,228	1,062,542
20 Prevailing Wage	338,854	330,398	275,000
30 Asbestos	535,376	534,978	562,891
40 Regulation/Enforcement	2,733,872	2,998,268	2,281,325
50 Workers Comp Enforcement	0	0	840,000
60 Occupational Safety & Health	0	0	1,888,687
88 Data Processing	170,890	329,526	0
Total Expenditures by Activity	\$4,560,617	\$5,104,398	\$6,910,445

FULL-TIME-EQUIVALENT EMPLOYEES (FTE) and VEHICLES

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
10 General Administration	11	12	20
20 Prevailing Wage	9	6	6
30 Asbestos	14	11	11
40 Regulation/Enforcement	69	74	45
50 Workers Comp. Enforcement	0	0	19
60 Occupational Safety & Health	0	0	39
88 Data Processing	3	4	0
Total FTE	105.6	106.6	139
Number of Vehicles	28	28	28

OKLAHOMA CENTER FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY

MISSION STATEMENT

The statutory mission of the Oklahoma Center for the Advancement of Science and Technology (OCAST) is to foster innovation in existing and developing businesses by supporting basic and applied research, by facilitating technology transfer between research laboratories and firms and farms, and by providing seed-capital for new innovative firms and their products. Statutorily, the Center also has the authority to foster enhanced competitiveness in the national and international markets by small and medium-sized manufacturing firms located in Oklahoma by stimulating productivity and modernization of such firms.

THE BOARD

OCAST is governed by a fourteen member board of directors. Three members are ex-officio; the Director of the Oklahoma Department of Commerce, the Chancellor of the Oklahoma State Regents for Higher Education and the Dean of the Division of Agriculture, Oklahoma State University. Eight members are appointed by the Governor, and serve at his pleasure. One member is appointed by Oklahoma Futures. Two Legislators are appointed as non-voting members, one each by the Speaker of the State House of Representatives and the President Pro Tempore of the State Senate.

DUTIES / RESPONSIBILITIES

The Oklahoma Center for the Advancement of Science and Technology has the following duties:

1. Create an advisory committee (section 5060. 9a) and establish two types of centers of excellence at institutions of higher education: centers of excellence for basic research and centers of excellence for applied research, development and technology transfer (section 5060.12).
2. Create an advisory committee (section 5060.9a) and provide challenge funding for endowed chairs and for research equipment to Oklahoma higher education institutions for the purpose of assisting such institutions to raise funds in research areas where they have achieved or have true promise of attaining a standard of excellence as recognized by national and international peers (section 5060.13).
3. Create the Oklahoma Health Research Committee and establish and operate a state program designed to secure and impartially distribute funds to support health research projects (section 5060.16).
4. Create an advisory committee (section 5060.9a) and award competitive applied research funds to institutions of higher education, nonprofit research foundations and private enterprises of special importance to the Oklahoma economy, for research that leads to innovation, new knowledge or technology and has a reasonable probability to enhance employment opportunities in Oklahoma (section 5060.19).
5. Create an advisory committee (section 5060.9a) and develop a small business innovation research (SBIR) matching support program which meets the highest current standards for state matching support to federal SBIR program grants (section 5060.19).
6. Create an advisory committee (section 5060.9a) and develop and implement a program to financially support the preparation of SBIR grant proposals by Oklahoma entities (section 5060.19).
7. Establish a clearinghouse to provide technology transfer and technical referral services (section 5060.20).

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8. Provide to private enterprises and individuals services including disseminating research and technical information, referring clients to researchers or laboratories for testing and evaluating new products, processes or innovations, assisting in locating enterprises or entrepreneurs that may be interested in applying innovations or new technologies, and providing managerial assistance to enterprises requesting such assistance (section 5060.20).
9. Assist minority businesses in obtaining investments or loans or other means of financial assistance (section 5060.20).
10. Sponsor an annual conference of health research investigators, representatives of institutions of higher learning, non-profit research institutions, and representatives of industry to accelerate and facilitate the commercial development of new products and services conceived or developed as a consequence of professional service contracts supporting health research projects (section 5060.18).
11. Work in conjunction with the OAME, a private, not-for-profit corporation certified by Oklahoma Futures, to foster competitiveness in the national and international markets by small and medium-sized manufacturing firms located in Oklahoma (section 5060.25).
12. Create an investment committee and make authorized investments, make loans to business incubators, and purchase qualified securities (section 5060.21).
13. Promote breast cancer research and to the extent possible, provide related education and screening services to needy Oklahomans.

STATUTORY REFERENCES

Statutory Reference: Title 74 O.S. 1991, Sections 5060.1 et seq. of the Oklahoma Statutes.

PERFORMANCE CRITERIA / SERVICES PROVIDED				
Criteria/Service:	FY-94 Actual	FY-95 Actual	FY-96 Estimated	FY-97 Estimated
R & D project proposals evaluated	304	164	146	386
R & D project contracts managed	383	317	277	400
R & D project evaluated	250	203	185	198
Workshops and conferences conducted	12	8	10	12
Manufacturers contacted through Ind. Ext. System	1,071	2,000	2,000	2,000
Manufacturer Improvement projects initiated	150	538	600	600
Manufacturing Councils organized and supported	20	19	20	20
Technology transfer collaborations	233	177	295	350
Non-state appropriated funds leveraged annually by agency projects	\$37,679,008	\$50,983,192	\$51,400,000	\$58,600,000
Scientific personnel recruited / retained	252	302	268	255
Scientific publications produced	1,039	627	500	500
Patents and licenses granted & pending annually as a result of research projects	52	40	33	41

FY-97 EXECUTIVE BUDGET

EXPENDITURES BY FUND

Type of Fund:	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
196 General Revenue (included in 200 Fund)	\$6,440,434	\$6,451,950	\$6,050,851
200 Research Support Revolving Fd	\$11,017,271	\$7,433,074	\$13,719,261
210 Administration & Data Processing Revolving Fund	867,868	837,337	50,000
Federal Funds	54,095	830,738	1,304,657
Total Expenditures by Fund	\$11,939,234	\$9,101,149	\$15,073,918

EXPENDITURES BY OBJECT

Object of Expenditure	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
Salaries and Benefits	\$725,259	\$751,143	\$775,551
Professional Services	107,713	51,787	288,000
Travel	30,080	29,172	81,501
Lease-Purchase Expenditures	0	0	0
Equipment	28,775	43,573	36,301
Other Operating Expenses	128,480	134,081	259,443
Grant Programs	10,918,927	8,091,393	13,633,122
Total Expenditures by Object	\$11,939,234	\$9,101,149	\$15,073,918

EXPENDITURES BY BUDGET ACTIVITY / SUB-ACTIVITY

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
01 ADMINISTRATION:			
01 Administration	\$782,536	\$778,903	\$412,948
02 Data Processing	104,859	119,406	79,981
02 Research Support Services			
01 Research Support Services			299,531
02 Data Processing			10,000
03 Eminent Scholars - Awards	435,038	263,009	463,480
04 Research Equipment - Awards	0	0	10,000
05 MOST - Support	0	3,290	41,073
06 Health Research Awards	2,650,074	2,285,970	5,340,425
07 Health Research - Support	62,997	52,897	47,370
08 Applied Research - Awards	3,506,118	2,157,171	5,203,603
09 Applied Research - Support	62,406	68,441	76,429
10 Centers Of Excellence - Awards	3,524,241	1,842,792	449,475
11 Centers Of Excellence - Support	25,631	15,195	58,597
03 Technology Transfer Services			
01 Technology Transfer Support Svcs.			122,096
02 Data Processing			10,000
03 Industrial Extension System	595,719	1,336,400	1,956,271
04 Small Business Res. Assist.- Awards	155,000	157,500	160,000
05 Technology Information Services			146,639
06 Technology Access	34,615	20,175	186,000
Total Expenditures by Activity	\$11,939,234	\$9,101,149	\$15,073,918

FY-97 EXECUTIVE BUDGET

FULL-TIME-EQUIVALENT EMPLOYEES (FTE) and VEHICLES

Activity No. and Name	FY-94 Actual	FY-95 Actual	FY-96 Budgeted
01 Administration	16.6	17.0	7.0
02 Research Support Services	0.0	0.0	6.0
03 Technology Transfer services	<u>0.0</u>	<u>0.0</u>	<u>4.0</u>
Total FTE	<u>16.6</u>	<u>17.0</u>	<u>17.0</u>
 Number of Vehicles	 0	 0	 0