



## FLORIDA DEPARTMENT *of* STATE

**RON DESANTIS**  
Governor

**CORD BYRD**  
Secretary of State

### LONG RANGE PROGRAM PLAN

Department of State

Tallahassee

September 29, 2023

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Executive Office of the Governor  
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Tallahassee, Florida 32399-0001

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Tallahassee, Florida 32399-1300

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201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Long Range Program Plan for the Department of State is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our mission, goals, objectives, and measures for the Fiscal Year 2024-25 through Fiscal Year 2028-29. This submission has been approved by Cord Byrd, Secretary of State.

Sincerely,

Cord Byrd  
Secretary of State

Attachments

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# FLORIDA DEPARTMENT *of* STATE

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FLORIDA DEPARTMENT *of* STATE

**LONG RANGE PROGRAM PLAN**

**Fiscal Years 2024-25 through 2028-29**

## **Mission**

### ***Preserve, Promote, Provide***

The Department of State strives to improve the quality of life for all Floridians. We collect Florida's important public records and preserve its rich historical and cultural heritage for the benefit of generations to come. We interpret Florida's rich history and make it accessible to the public through our nationally recognized museums and historic sites. We help to promote economic development and create a competitive business climate for the state through our business-friendly corporate filing environment, grant programs that benefit all communities, enrichment of public libraries statewide, and support for events that attract tourism. We contribute to the establishment of a stable and open state government by providing access to information and protecting democracy through the oversight of fair and accurate elections. These services enhance Florida as a state and provide opportunities for our residents and visitors.

## **Vision**

To create opportunities for every Floridian to participate in what our state offers through culture, history, information, business, and elections, ensuring that all Floridians can appreciate and are educated about the Department's mission through individual relationships and partnerships within Florida's communities.

### **GOALS, OBJECTIVES AND PERFORMANCE PROJECTION TABLES**

**Goal:** Maintain high standards of service in providing public information and assistance that supports Florida's economic and commercial growth and quality of life.

**Objective: To increase the percent of commissions of office issued within 5 business days.**

Outcome: Percent of commissions of office issued within 5 business days.

<b>Baseline FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>FY 2028-29</b>
95%	96%	96%	96%	96%	96%	96%

**Objective: To increase participation in the Division of Historical Resources programs.**

Outcome: Number of educational/public outreach activities.

<b>Baseline FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>FY 2028-29</b>
31,000	35,000	40,000	45,000	50,000	55,000	60,000

**Objective: To increase the rate of report processing in the Division of Corporations.**

Outcome: Additional business and commercial documents indexed in Division’s records.

Baseline FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000

**Objective: To increase the number of resources used in the state libraries.**

Outcome: Amount of additional resources available.

Baseline FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
90,000	90,000	90,000	90,000	90,000	90,000	90,000

**Objective: To increase the number of individuals served by Division programs.**

Outcome: Number of individuals served by Division programs.

Baseline FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
25,000,000	25,000,000	25,000,000	25,000,000	25,000,000	25,000,000	25,000,000

## **Linkage to Governor’s Priorities**

The Department of State and its divisions closely align with and support the following priorities of Governor DeSantis’ administration.

### **1. Improving Florida’s Education System**

#### ***World Class Education***

- The Florida Master Site File is the official statewide digital “inventory” and map of over **255,000** historical and archaeological sites and resources across Florida. The user-friendly on-line inventory had more than 22,000 log-ins this year.
- The statewide **Summer Reading Program**, coordinated by the Florida Department of State’s Division of Library and Information Services, provides support for public libraries offering education enrichment and literacy strengthening activities during the summer months for school-aged children. Program benefits include encouraging a lifelong reading habit as well as minimizing the loss of reading skills over the summer months.
- The **Florida Electronic Library (FEL)** is a gateway to select electronic resources, offering access to comprehensive, accurate and reliable educational information. The FEL is available to all Florida residents. The FEL can be accessed 24 hours a day.

- The **Florida Memory** website, managed by the Division of Library and Information Services, Bureau of Archives and Records Management, provides educators and students with tools needed to achieve academic and career goals and to meet education standards. The diverse primary source materials curated primary source sets and lesson plans on Florida Memory (including films, sound recordings, photographs and archival documents) help illustrate and celebrate the historical experiences and cultural traditions of Florida’s citizens and can easily be integrated into a variety of subject areas at the elementary, secondary and post-secondary levels.
- **The Museum of Florida History**, legislatively designated in s. 267.071 F. S., is Florida’s state history museum. Accredited by the American Alliance of Museums since 1986, the Museum houses more than **47,000** artifacts. The 34,000 square foot gallery has 3,000 square feet of changing exhibit space. The Museum engages in such functions as facility maintenance, collections management, design and fabrication, exhibitions, installations, educational activities, research, tours, volunteers, and gift shop management. The Museum also manages the Knott House Museum, a historical home built in 1843 and restored to its 1930s appearance.
- The **Museum of Florida History** coordinates the Florida History Day state competition held every year in May on the campus of Tallahassee Community College. A total of 1,025 middle and high school students competed in the state contest in May. Florida History Day is one of the largest of the fifty-six National History Day affiliates, which include all 50 U.S. states and six international programs.

## 2. Economic Development and Job Creation

### *Focus on Job Growth and Retention*

- The Florida Main Street Program continues to be an effective economic engine. From 2022 to 2023 the **56** current Main Street Communities in Florida contributed to the creation of 33,268 jobs and 10,750 new businesses.
- The Division of Arts and Culture programs contribute to economic development goals by spurring community development, influencing business relocation and promoting cultural tourism. In FY 2022-2023, Arts and Culture Grants managed by the Division of Arts and Culture stimulated more than \$1.5 billion in direct economic activity within the state, directly creating more than 5,600 jobs while supporting over 18,500 existing jobs, resulting in a dramatic return on investment. Each year, the Division administers approximately 760 legislatively funded grants that have been reviewed and vetted through an intensive, transparent recommendation process that helps maintain the integrity of the grant programs and serves as a model for the nation’s State Arts Agencies.
- Programs from the Department of State’s Division of Library and Information Services support public libraries as they expand their services to meet the **job-seeking and employment-related needs** of their communities. Florida’s public libraries’ staff assist citizens in addressing career and employment needs by providing access to electronic resources and other job search resources, helping users complete online job applications and providing training in resume writing and job interview skills.

- The Florida Electronic Library (FEL) includes a **Small Business Resource Center** that offers online access to information covering all areas of starting, operating and maintaining a business, including finance, management, marketing, accounting, taxes, payroll and more. Florida residents have access to sample business plans, real world marketing examples, market trends and market share insights, industry information and industry associations. These tools help entrepreneurs start new businesses, in turn, creating new jobs for Florida residents. Additionally, reference titles are available to help support career guidance and sustainable employment for Florida residents. This collection provides online quality tutorials and advice on creating resumes, writing cover letters, applying for positions and preparing for interviews.
- **The Department of State manages seventeen historic and educational properties** as Cultural Heritage Tourism sites throughout the state that contribute to both our local and state economies, including:
  - **Mission San Luis is a National Historic Landmark and Living History Museum** in Tallahassee. **As the only reconstructed Mission in Florida**, the Mission’s visitor experience includes an extensive interpretive program, including costumed living history re-enactments, military re-enactments and demonstrations, exhibits, guided tours and educational programs based on detailed archaeological research conducted at the site.
  - The **Museum of Florida History** is Florida’s state history museum. **Accredited by the American Alliance of Museums since 1986**, the Museum houses more than **47,000 artifacts**.
  - Other Historic Properties include: **The Grove**, the **Knott House** and the **De Soto Winter Encampment Site** in Tallahassee, and the **Miami Circle** at Brickell Point Site.
- The Division of Corporations fosters and **promotes business and public welfare** in the state of Florida by providing a service delivery mechanism and an information registry that spans the full range of Florida’s commercial activities. Total filing activities have continued to exceed the standard per fiscal year, which reflects a **50% increase in positive business activity**.
- [Sunbiz.org](http://Sunbiz.org), the Division's official website, **makes it easier to do business in Florida**. The website’s content and content management system provides the business community with an enhanced, easy-to-navigate, easy-to-follow website experience. Statistics reflect over **4.2 million** commercial documents processed were business entity filings and registrations during FY 2022-23.

***Reduce Taxes***

- The Federal Historic Preservation Tax Incentives Program is administered by the National Park Service in partnership with the Division of Historical Resources to promote community revitalization through historic preservation, and last year this program **generated an estimated \$100 million in rehabilitation expenditures of income-producing historic properties in Florida**.

**3. Public Safety**

***Protect our communities by ensuring the health, welfare and safety of our citizens.***

- The **Division of Arts and Culture** supports vibrant and thriving communities by funding cultural

programming in local communities where arts and culture are integrated into every aspect of life. Through broad collaborations, the Division enhances the quality of life for all Floridians. [NEA-supported research](#) has shown that students from low socioeconomic backgrounds who have arts-rich experiences are more likely to achieve key positive outcomes—academically, socially, and civically—compared with their peers who lack access to arts experiences. Cultural grant programs help communities deal with at risk youth and drop-out prevention, while arts in medicine programs reduce length of hospital stays, and after-school arts education and mural programs uplift blighted areas, helping to instill pride and a sense of family and community.

- The Florida Electronic Library (FEL) includes the **Health and Wellness Resource Center**. Florida residents have access to accurate, authoritative information on a full range of health-related issues, from current disease and disorder information to in-depth coverage of alternative and complementary medical practices. New electronic resources and newspaper articles are added daily. Quick links provide instant access to popular search topics and topics in the news and allow users A-Z browsing of diseases and conditions. Additionally, **state employees in the health and wellness fields** may access specialized resources from the State Library providing up-to-date information that allows them to better serve the needs of the citizens of Florida.

#### 4. Public Integrity

*Promote greater transparency at all levels of government.*

- The Bureau of Election Records is involved in a number of areas involving candidates, appointees, and political entities all of which are heavily contingent on the upcoming gubernatorial or presidential election cycle. The Bureau processes commissions, oaths, and checks. The Bureau also maintains several online campaign finance databases to ensure public access to election records and campaign finance transparency. Additional duties include conducting campaign financial report audits, processing registrations for political entities including minor parties, committees, electioneering communications organizations, and supporting the election results reporting including canvass.



## **Trends and Conditions**

The Secretary of State assumes many roles as the head of the Department of State, including Custodian of State Records (s. 20.10, F.S.), Florida's Chief Cultural Officer (s. 15.18, F.S.), Chief Election Officer (s. 92.012, F.S.), and Custodian of the Official State Flag and State Seal (s. 15.02, F.S.). All Florida residents are touched in some way by the programs, services, and activities of the Department of State.

The Department is comprised of the Office of the Secretary and six Divisions that carry out its programs, services and responsibilities. Each division has distinct functions, goals and priorities, and serves their respective stakeholders pursuant to the responsibilities set forth by the Secretary of State and the Department's mission. Individual stakeholder priorities and policies are also taken into account when determining the Department's goals and objectives.

The Department's primary and unique responsibilities have many varied stakeholders. Artists, archivists, preservationists, librarians, corporate officers, and voters are a few of the stakeholders that are affected by Department of State activities. There are also important overlapping strategic dimensions: economic development; corporate registrations and filings; elections; library development; archives and records management services; state library and archives; Florida Administrative Register; Florida laws and code; historic preservation; promotion of Florida's arts, history and culture; and direct local grants for libraries, museums, historic and archaeological preservation, and cultural activities. In providing a wide range of services and proficiencies, it is also necessary to consider the trends and conditions that affect each stakeholder and Florida as a whole when formulating the strategic direction for the Department of State.

## **Division of Elections**

The Division serves as the election administrative arm of the Secretary of State, the state's Chief Election Officer. The Secretary facilitates voter registration, voting, and the conduct of elections in coordination with the 67 county Supervisors of Elections. The Division assists in ensuring that the election laws are uniformly interpreted and implemented. The Division's duties are parceled among the director's office, Bureau of Election Records, Bureau of Voter Registration Services, Bureau of Voting Systems Certification, and the Fiscal Administrative budgetary unit to provide critical administrative support to ensure that Florida's elections are conducted smoothly, fairly and impartially. The Division focuses its priorities on three primary areas: electoral participation, election law compliance, and elections administration.

The Director's Office is responsible for administering a number of programs including but not limited to the several programs including the Constitutional Amendment, Initiative Petition and Paid Circulator program, the Third-Party Voter Registration Organization state registration program, the Voter Registration Agency reporting program, the Special Salary Qualification Program, Signature Verification Training Program, Special Election Reimbursement program, and the Fiscal grants program. The Director's Office is also responsible for rules encompassed in 3 primary rule chapters, 1S-2, 1S-5, and 1S-9, totaling 46 individual adopted rules.

It is the Department's objective to continue to bolster the Department of State's infrastructure as needed to implement security enhancements to the Florida Voter Registration System and other election applications, and to establish online grant programs for 67 county supervisors of elections to apply for funding to improve their voting systems, to improve on voting accessibility which may include improving voting place accessibility, ballot delivery, and voting systems accessibility, and voting equipment and upgrades. To that end,

Each fiscal year, the Division reviews and evaluates the needs of the county based on ongoing assessments and security vectors to propose grant programs for fiscal years through 2025 based on funds available from the 2020 Federal Election Security Award to support cybersecurity initiatives and improvements, and rigorously secure elections including hardware, software, network, facilities, systems, and election processes.

The Bureau of Election Records is involved in a number of areas involving candidates, appointees, and political entities all of which are heavily contingent on the upcoming gubernatorial or presidential election cycle. The Bureau processes commissions, oaths, and checks. The Bureau also maintains several online campaign finance databases to ensure public access to election records and campaign finance transparency. The Bureau also administers the Public Campaign Matching Funds program whereby statewide candidates (Governor, Chief Financial Officer, Attorney General and Commissioner of Agriculture) can receive matching campaign funds – a program that occurs every 4 years.

The Bureau of Voting Systems Certification conducts voting system testing and certification and more recently has expanded its jurisdiction to examine election-related peripherals such as post-election voting system audit systems. Only certified voting systems including accessible voting systems, can be purchased and used in any election in Florida. As a result, of technological advances in voting systems and software, and voting related equipment to facilitate voting by overseas voters, voters with disabilities and voters at the polls, the Division has seen an influx of voluntary submissions for review, testing and approval of these new technologies. This Bureau also provides key support for the Secretary of State in conducting onsite county visits during active election cycles.

The Bureau of Voter Registration Services conduct the eligibility maintenance activities, (i.e., identifying duplicate registrations and potentially ineligible voters to forward to individual county supervisors of elections who initiate notice and removal processes of ineligible voters from the rolls). Since 2000, an average of 381,000 registered voters are removed annually for reasons of ineligibility (death, mental incapacity order with voting rights removed, felony conviction without voting rights restored, non-U.S. citizen, or relocation out of state, etc.). The Bureau also facilitates the processing of voter registration applications including verification of personal identifying information, regardless of the myriad of ways applications (new or updates) may be submitted for the Supervisors to process. From 2000 to 2022, the total number of new registrants averaged 714,000 annually. The Bureau also provides year-round voter assistance through its statewide Voter Assistance Hotline and supports the Voter Information Look-up website and the online voter registration system help desk. Since 2000, voter turnout averaged 74 % in a gubernatorial election and 53% in a presidential election. Since 2000, the number of active registered voters has increased from 8.8 million (at the time of book closing for the general election in 2000) to 14.5 million (at the time of book closing for the general election in 2022), representing almost 65% increase in 22 years.

## The Division of Historical Resources

The stewardship of Florida's historical structures and properties, and archaeological resources is the responsibility of the Division of Historical Resources under Chapter 267, *F.S.* The Director of the Division of Historical Resources serves as Florida's State Historic Preservation Officer, providing a liaison between the state and the national historic preservation program conducted by the National Park Service. The State Archaeologist is also assigned to the Division under Chapter 267, *F.S.*

In creating Chapter 267, the Florida Legislature established the state policy relative to historic properties: *"the rich and unique heritage of historic properties in this state, representing more than 10,000 years of human presence, is an important legacy to be valued and conserved for present and future generations. The destruction of these nonrenewable historical resources will engender a significant loss to the state's quality of life, economy and cultural environment."*



**Figure 1 – Mission San Luis**

The Division manages fifteen historic properties throughout the state including The Miami Circle at Brickell Point Site, the Hernando de Soto 1539-1540 Winter Encampment Site at Anhaica Apalachee. These historic places will continue to provide tourist destinations that also contribute to the economy. Mission San Luis (Figure 1) is a National Historic Landmark and Florida's Apalachee-Spanish Living History Museum in Tallahassee. The Mission's extensive interpretive program, mission building reconstructions, exhibits, guided tours and educational programs provides a truly unique historic experience for visitors. This year 27,910 visitors came to Mission San Luis. The Grove Museum offers tours and educational programming that explore the legacy of the Call and Collins families in the broader context of local, state and national history. Over 6,000 people visited The Grove Museum in 2022-2023.

The Museum of Florida History, legislatively designated in s. 267.071 F. S., is Florida's official state history museum. Accredited by the American Alliance of Museums since 1986, the collection contains more than 47,000 artifacts, dating back to the 18th century which help to tell the story of Florida's unique history and culture. The Museum engages in such functions as facility maintenance, collections management, design and fabrication, exhibitions, installations, educational activities, research, tours, volunteers, and gift shop management. The Museum also manages the Knott House Museum, a historical home built in 1843 and restored to its 1930s appearance.



Community and statewide outreach is a significant part of the Museum's educational mission. The Museum coordinates the Florida History Day state competition held every year on the campus of Tallahassee Community College. A total of 1,025 middle and high school students competed in the state contest in May, three of whom went on to win awards at the national contest in Washington, D.C., demonstrating Florida's place as history thought leaders among the nation. Florida History Day is one of the largest of the fifty-six National History Day affiliates, which include all 50 U.S. states and six international programs.

The Division's relocation of the state's archaeological collection into a state-owned facility at the Department of State's Mission San Luis, continues to realize annual savings. Containing over 1.35 million artifacts, such as this Lydia Pinkham bottle (Figure 3), the state's archaeological collection grew by approximately 136 boxes of artifacts and associated archives in 2023. The Division conserved 229 artifacts, including metals, organics, glass and ceramics, from small beads to large cannons and anchors. From 2022-2023, the conservation lab continues to acquire equipment, resources and training to ensure a well-functioning lab that meet industry standards.



**Figure 3 – Lydia Pinkham bottle**



**Figure 4 - Five Year Growth**

Many of the state’s most significant sites are recorded in the Florida Master Site File, the official statewide digital “inventory” of over 255,000 historical and archaeological sites and resources across Florida. It is the Division’s goal to increase public access to data in the Florida Master Site File. The user-friendly version of the on-line inventory with expanded search capabilities continues to enhance data queries. The in-house version of the Site File database provides easier access to data and increases turnaround time for client requests. Florida Master Site File website application log-ins topped 22,000 this year. Updates made to the electronic site recording forms continue to improve and increase staff efficiency. Recordings in the Site File are growing at an average of 8,887 annually (Figure 4).

The Federal Historic Preservation Tax Incentives Program administered by the National Park Service in partnership with the Division of Historical Resources is the nation’s most effective program to promote historic preservation and community revitalization through historic preservation. In 2022, Federal Tax Incentives for Rehabilitating Historic Buildings generated an estimated \$100 million in qualified rehabilitation expenditures of income-producing historic properties in Florida, and over \$122 billion nationwide.



**Figure 5 – Arcadia Main Street**

through 33,268 full and part-time jobs, 10,750 businesses, and over \$6 billion in private and public investment.

The Florida Main Street Program began in 1985 and provides training and technical assistance to local organizations in support of their efforts to revitalize their traditional downtown and neighborhood commercial districts (Figure 5). While concentrating on revitalization of the community’s historic commercial center, these local volunteer-based programs enhance the economic vitality, quality of life, and civic pride of the whole community while countering sprawl and encouraging greater citizen participation in the decisions that are shaping their future. From 2022 to 2023 the 56 currently active Main Street Communities in Florida exhibited their economic importance

The Historical Resources Grants program has had positive economic effects by not only helping create and/or sustain jobs in the manufacturing, retail, services, and construction sectors, but also by encouraging the growth of heritage tourism through renovation and revitalization of Florida’s historic resources and sites, such as restoration of the Alger-Sullivan Lumber Company No. 100 Locomotive Engine (Figure 6). The Division’s stewardship of historical resources will continue to contribute to the economic well-being of Floridians. State funding for local historic and archaeological preservation projects leverages financial support, as state grant awards require local cost share and matching funds. Historic preservation projects also enhance property values, create affordable housing, and augment revenues for the Federal, state and local governments.



**Figure 6 – Alger-Sullivan Locomotive Engine**

## **Division of Corporations**

The Division of Corporations fosters and promotes business and public welfare in the state of Florida by providing a service delivery mechanism and an information registry that spans the breadth of Florida's commercial activities. The Division continues to focus on technological enhancements and additional online services. The Division continues planning for a new business registry offering secure authentication and authorization for business filings, time-efficient, user-friendly filing and service options. It will be the goal to enhance online filings and expand the online filing options beyond those currently offered. More timely filing and service deliveries will further promote public accountability and allow Florida businesses to maintain essential business activities in a more efficient manner.

Sunbiz.org, the Division's official website, provides users with an enhanced, easy-to-navigate, easy-to-follow website experience. To further promote growth, development and sustainability, the Division continues to participate in legislative reviews and revisions of Florida's business entity statutes. This allows Florida's businesses to remain competitive in today's global business environment and our citizens to benefit from new modernized and harmonized business entity statutes and registrations.

The Division plays an important role in diversifying Florida's job market by providing Florida's businesses with the legal right to conduct commerce in Florida. Our service delivery mechanisms and information registry spans the full range of Florida commercial activities. Our primary duties include formalizing the legal standing of a business or activity, indexing the filing or registration, and supplying information and certification regarding the filings and activities of record. In FY 2022-23, the Division filed more than 4.4 million commercial documents, provided over 1.28 million certification and authentication services, and generated more than \$560 million in general revenue. More than 4.2 million of the commercial documents processed were business entity filings and registrations.

## **The Division of Library and Information Services**



The Division of Library and Information Services has a broad mandate to serve Floridians through their local public libraries and through direct service to Florida government, citizens, businesses and organizations. The Division, in cooperation with records managers, government officials, citizens, archivists and librarians, seeks to ensure equal and available access to materials and information of past, present and future value for the benefit of Florida's citizens.

The Division provides support to public libraries throughout Florida in their role as centers of education and career enrichment. Public libraries serve citizens who desire to improve their economic status through workforce training and assistance. Services include specific skill or product training and development, language proficiency training, and education training such as English to Speakers of Other Languages classes and GED preparation. In addition, libraries provide access to electronic resources and other training to assist with job searches, employment applications, interview proficiency and even job skills.

The Division advances the value of literacy and academic performance when it promotes public library services for children and teens through its youth services program. The statewide Summer Reading Program supports advancement and retention of reading skills by providing resources to youth services staff at public libraries who engage families in reading activities during the summer months.

As library users increasingly rely on remote access to information, the demand for electronic resources such as articles, books and videos continues to grow. The Florida Electronic Library (FEL) offers access to accurate and verifiable sources of electronic information for all age groups. The FEL is available to all Florida residents. The Division also provides a vast collection of electronic resources for Florida state agency employees and elected officials. The Division strives to promote statewide resource sharing among libraries through programs such as the Florida Library Information Network (FLIN), which is the statewide cooperative network for interlibrary loan and resource sharing and has been in existence for over 50 years.

In FY2022-23, libraries that participated in FLIN shared 92,564 items with each other. The Division also hosts the FLIN SHAREit platform, allowing users to view the collections of participating libraries, which fosters resource sharing. In addition, the Division assists with coordination and defraying costs of the statewide library courier service which sent over 140,000 packages in FY2022-23.

## **Division of Arts and Culture**



*Ballet Vero Beach*

Chapter 265, F.S. directs the Division of Arts and Culture to accept and administer state and federal funds appropriated by the Legislature; enter into agreements for awarding grants or other contracts with any person, firm, performing arts company, educational institution, arts organization, corporation and local government; and to provide programs to support works and performances of Florida artists, activities of art agencies, museums and cultural nonprofit organizations to ensure that arts and culture have a significant and positive effect on Florida residents. The Division of Arts and Culture is Florida's legislatively designated state arts agency, which enables the drawdown of federal funds from the National Endowment for the Arts.

The Office of International Affairs (OIA) is also housed within the Division of Arts and Culture and serves as an intermediary between performing musical, cultural and artistic organizations, Florida's consular corps and Florida businesses to encourage and coordinate joint international undertakings. Under the Division, the OIA facilitates diplomatic visits, assisting the Secretary of State with protocol and works in tandem with the consular corps to plan and execute events statewide.

The award-winning Florida Folklife Program continued its "Elements" project for FY 2022-2023 focusing on themes related to Earth. Ethnographic interviews were conducted with Floridians, including generational farm owners and workers, wood turners, ceramicists, sandcastle sculptors, herbalists, and more. The Division of Arts and Culture additionally programs and executes the Capitol Complex Exhibition series, showcasing the work of Florida artists in galleries located on the 22<sup>nd</sup> Floor of the Florida Capitol and in the R.A. Gray Building, serving approximately 700 patrons each month.

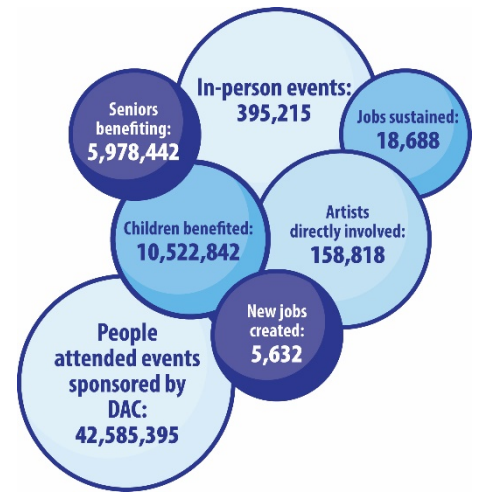
The Florida Artists Hall of Fame, located on the Plaza Level in the rotunda of the Capitol, includes 78 inductees who have made significant contributions to the arts in Florida either as performing or practicing artists in individual disciplines. The Induction Ceremony in April of 2023 welcomed renowned sculptor and creator of the Mary McLeod Bethune statue in the National Statuary Hall Collection, Nilda Comas, to its ranks. During this ceremony, DAC also awarded the Ambassador of the Arts medallion to sculptor Enzo Torcoletti and the Florida Folk Heritage Awards to *pikb'l* weaver Concepción Poou Coy Tharin and Middle Eastern dancer Myriam Eli (who was also the Florida Folklife Program's artist in residence).



The Division of Arts and Culture programs contribute to economic development goals by spurring community development, influencing business relocation and promoting cultural tourism. In FY 2022-2023, Arts and Culture Grants managed by the Division of Arts and Culture stimulated more than \$1.5 billion in direct economic activity within the state, directly creating more than 5,600 jobs while supporting over 18,500 existing jobs, resulting in a dramatic return on investment.

Each year, the Division administers approximately 760 legislatively funded grants that have been reviewed and vetted through an intensive, transparent recommendation process that helps maintain the integrity of the grant programs and serves as a model for the nation’s State Arts Agencies. 2021-2022 and 2022-2023 also brought the African American Cultural and Historical grant program. Funds allocated from Coronavirus State and Local Fiscal Recovery Funds are administered jointly by the Division of Arts and Culture and the Division of Historical Resources. The Division of Arts and Culture is responsible for managing 50 fixed capital outlay projects totaling more than \$25.9 million.

The Division capitalizes on cost effective technology by offering more than 30 video conference grant panel review meetings per year, saving state coffers more than \$100,000 in travel for the staff, panel members and advisory council while increasing state-wide participation and public access. The DOSgrants.com system continues to provide enhanced management tools for more than 760 nonprofit cultural organizations to manage the state funds awarded.



The Division launched its 2020-2025 Strategic Plan in January 2020. The plan allows the Division to continue its advancement on three key goals which support the Governor’s priorities: building the economy and diversifying the job market; promoting innovation in health care that reduces the cost of medical procedures and services and increases access to quality care; and promoting greater transparency at all levels of government. Plans are underway for the 2025-2030 Strategic Plan.

The Division leverages its ability to reach a wide audience and achieve its goals through strategic partnerships. Since 2017, the Division has partnered with the National Endowment for the Arts and Americans for the Arts to expand Creative Forces, the NEA Military Healing Arts Network in Florida. This initiative explores creative art therapies for veterans and their families with the U.S. Department of Defense, U.S. Department of Veterans Affairs and veteran hospitals here in Florida. DAC also partners with Art4All Florida to promote awareness of disability issues; the Florida Association of Museums to provide a mentoring program for small and emerging museums; the University of Florida Center for Arts and Medicine to develop metrics for measuring the relationships between arts and cultural participation and community well-being; and The University of South Florida to administer the statewide Poetry Out Loud program, providing a poetry curriculum to Florida high schools and an opportunity for students to participate in a national college scholarship competition. The Division continues to partner with both the Governor’s and Lieutenant Governor’s offices for Black History Month, Hispanic Heritage Month and Space Art, an annual art contest, providing the opportunity to highlight these vibrant cultures and celebrate Florida artists of all ages.



Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Guided by its Strategic Plan, the Division set an intent to increase visibility of its programs and resources and sought to develop a new identity and marketing plan as part of these continuing efforts. As a result, the Division now operates with the motto “Grants. Support. Growth.” This re-branding process has already introduced a fresh logo and a new marketing strategy will be implemented in 2023-2024. To nurture the growth and development of artists statewide, DAC’s Professional Development for Artists program in collaboration with the Sidney and Berne Davis Art Center empowered artists with vital skills in strategic planning and business management. Additionally, the Division has partnered with

Americans for the Arts for *Arts & Economic Prosperity 6* study, a study of the economic impact of Florida’s arts and culture community. The study is complete, with results to be published in late 2023.

**List of Potential Policy Changes Affecting the Agency Budget Request or Governor's Recommended Budget:**

Not available

**List of Changes Which Would Require Legislative Action, Including Elimination of Programs, Services, and/or Activities:**

Not Available

**List of All Task Forces and Studies in Progress:**

In 2023-2024, the Division is participating in and facilitating a Florida Museum of Black History Task Force.



**PERFORMANCE MEASURES AND  
STANDARDS**

**LRPP EXHIBIT II**

## LRPP Exhibit II - Performance Measures and Standards

<b>Department:</b> State	<b>Department No.:</b> 4500
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<b>Program:</b> Elections	<b>Code:</b> 4510
<b>Service/Budget Entity:</b>	<b>Code:</b> 45100200

Approved Performance Measures for FY 2023-24	Approved Prior Year Standard FY 2022-23 (Numbers)	Prior Year Actual FY 2022-23 (Numbers)	Approved Standards for FY 2023-24 (Numbers)	Requested FY 2024-25 Standard (Numbers)
Percent of voting system's new or updated applications that are tested and recommended for certification are noticed within 30 days after completing an examination and approval by upper management.	100%	100%	100%	100%
Percent of campaign finance reports audited for completeness within 5 days after due date for the campaign finance report	95%	100%	95%	95%
Percent of potential ineligibility voter registration match records and case files reviewed and sent to counties within 5 days	95%	99%	95%	95%

## LRPP Exhibit II - Performance Measures and Standards

<b>Department:</b> State	<b>Department No.:</b> 4500
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<b>Program:</b> Historical Resources	<b>Code:</b> 4520
<b>Service/Budget Entity:</b> Historic Preservation and Education	<b>Code:</b> 45200700

Approved Performance Measures for FY 2023-24	Approved Prior Year Standard FY 2022-23 (Numbers)	Prior Year Actual FY 2022-23 (Numbers)	Approved Standards for FY 2023-24 (Numbers)	Requested FY 2024-25 Standard (Numbers)
Number of educational/public outreach activities	31,000	23,329	31,000	31,000
Number of archaeological and historical resource preservation activities	605,000	2,100,622	605,000	605,000
Number of archaeological and historical resource protection activities	235,000	299,051	235,000	235,000

## LRPP Exhibit II - Performance Measures and Standards

<b>Department:</b>	State	<b>Department No.:</b> 4500
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<b>Program:</b> Corporations	<b>Code:</b> 4530
<b>Service/Budget Entity:</b> Commercial Recording and Registrations	<b>Code:</b>

Approved Performance Measures for FY 2023-24	Approved Prior Year Standard FY 2022-23 (Numbers)	Prior Year Actual FY 2022-23 (Numbers)	Approved Standards for FY 2023-24 (Numbers)	Requested FY 2024-25 Standard (Numbers)
Additional business and commercial documents indexed in Division's Records	2,000,000	4,211,555	2,000,000	2,000,000
Records certified or authenticated	600,000	1,283,024	600,000	600,000

## LRPP Exhibit II - Performance Measures and Standards

<b>Department: State</b>	<b>Department No.: 4500</b>
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<b>Program: Library and Information Services</b>	<b>Code: 4540</b>
<b>Service/Budget Entity: Library, Archives, Information Services</b>	<b>Code: 45400100</b>

<b>Approved Performance Measures for FY 2023-24</b>	<b>Approved Prior Year Standard FY 2022-23 (Numbers)</b>	<b>Prior Year Actual FY 2022-23 (Numbers)</b>	<b>Approved Standards for FY 2023-24 (Numbers)</b>	<b>Requested FY 2024-25 Standard (Numbers)</b>
Amount of additional resources available	75,000	53,320	75,000	50,000
Number of educational/public outreach activities	140,000	58,754	140,000	90,000

## LRPP Exhibit II - Performance Measures and Standards

<b>Department:</b> State	<b>Department No.:</b> 4500
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<b>Program:</b> Arts and Culture	<b>Code:</b> 4550
<b>Service/Budget Entity:</b> Cultural Support and Development Grants	<b>Code:</b> 45500300

<b>Approved Performance Measures for FY 2023-24</b>	<b>Approved Prior Year Standard FY 2022-23 (Numbers)</b>	<b>Prior Year Actual FY 2022-23 (Numbers)</b>	<b>Approved Standards for FY 2023-24 (Numbers)</b>	<b>Requested FY 2024-25 Standard (Numbers)</b>
Number of Individuals Served by Division Programs	25,000,000	136,625,726	25,000,000	25,000,000

**ASSESSMENT OF PERFORMANCE  
FOR APPROVED PERFORMANCE  
MEASURES**

**LRPP EXHIBIT III**

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** State

**Program:** Historical Resources

**Service/Budget Entity:** Historic Preservation and Education

**Measure:** Number of educational/public outreach activities

**Action:**

- Performance Assessment of Outcome Measure  Revision of Measure
- Performance Assessment of Output Measure  Deletion of Measure
- Adjustment of GAA Performance Standards

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
31,000	23,329	(7,671)	-24.75%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- Personnel Factors  Staff Capacity
- Competing Priorities  Level of Training
- Previous Estimate Incorrect  Other (Identify)

**Explanation:**

Due to construction projects at multiple properties, The Governor Martin House, Knott House Museum, parts of Mission San Luis, and parts of The Grove Museum were closed during FY 2022-2023. These closures affected staff ability to hold educational programs and events, and to distribute educational publications.

**External Factors** (check all that apply):

- Resources Unavailable  Technological Problems
- Legal/Legislative Change  Natural Disaster
- Target Population Change  Other (Identify)
- This Program/Service Cannot Fix the Problem
- Current Laws Are Working Against the Agency Mission

**Explanation:**

As part of a long-term plan to address structural issues with the plaza of the R.A. Gray building, the Museum of Florida History was closed during FY 2022-2023. This closure affected staff ability to hold educational programs and events, and to distribute educational publications.

**Management Efforts to Address Differences/Problems** (check all that apply):

- Training  Technology
- Personnel  Other (Identify)

**Recommendations:**

Division and Department leadership are working with the Department of Management Services and with outside vendors. Once these properties and the museum are fully operational, we expect our numbers to return to normal.



## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** State

**Program:** Library and Information Services

**Service/Budget Entity:** Library Archives and Information Services

**Measure:** Number of educational/public outreach activities

**Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure           | <input type="checkbox"/> Revision of Measure |
| <input checked="" type="checkbox"/> Performance Assessment of <u>Output</u> Measure | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                    |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
140,000	58,754	(81,246)	-58.03%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Personnel Factors | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities         | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect  | <input type="checkbox"/> Other (Identify)  |

**Explanation:** Personnel vacancies in positions throughout the year account for some of the difference from the approved standard.

**External Factors** (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster       |
| <input type="checkbox"/> Target Population Change                            | <input type="checkbox"/> Other (Identify)       |
| <input type="checkbox"/> This Program/Service Cannot Fix the Problem         |   |
| <input type="checkbox"/> Current Laws Are Working Against the Agency Mission |   |

**Explanation:**

**Management Efforts to Address Differences/Problems** (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Training             | <input type="checkbox"/> Technology       |
| <input checked="" type="checkbox"/> Personnel | <input type="checkbox"/> Other (Identify) |

**Recommendations:** Positions are being advertised and filled. The Division has adapted activities and service models. This is an important measure for the Division; therefore, the Department will submit the necessary budget amendment to address deficiencies in the current measure and standard..

### LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** State

**Program:** Library and Information Services

**Service/Budget Entity:** Library Archives and Information Services

**Measure:** Amount of Additional Resources Available

**Action:**

- Performance Assessment of Outcome Measure       Revision of Measure
- Performance Assessment of Output Measure       Deletion of Measure
- Adjustment of GAA Performance Standards

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
75,000	53,320	(21,680)	-28.91%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- Personnel Factors       Staff Capacity
- Competing Priorities       Level of Training
- Previous Estimate Incorrect       Other (Identify)

**Explanation:** Personnel vacancies in positions throughout the year account for some of the difference from the approved standard.

**External Factors** (check all that apply):

- Resources Unavailable       Technological Problems
- Legal/Legislative Change       Natural Disaster
- Target Population Change       Other (Identify)
- This Program/Service Cannot Fix the Problem
- Current Laws Are Working Against the Agency Mission

**Explanation:**

**Management Efforts to Address Differences/Problems** (check all that apply):

- Training       Technology
- Personnel       Other (Identify)

**Recommendations:** The Department will submit the necessary budget amendment to address deficiencies in the current measure and standard.

**PERFORMANCE VALIDITY  
AND RELIABILITY**

**LRPP EXHIBIT IV**

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Bureau of Voting Systems Certifications

**Service/Budget Entity:** Division of Elections

**Measure:** Testing and Approval of Voting System Certification Package

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

The Division of Elections' Bureau of Voting Systems Certification examines voting systems and recommends approval or disapproval for certification of such systems. The Bureau has 90 days to complete testing and make either a recommendation, to upper management, for approval as formalized in a test report or disapproval as formalized in an abbreviated report. The 30-day measure begins on the day that a system is approved by upper management.

### **Validity:**

This measure is an indicator reflecting the complexity involved in testing and completing a voting system examination, from which a comprehensive test report is derived, within the statutory timeframe, subject to timely submission of all required material, a fully developed product for examination, latent discoveries of anomalies or interim vendor enhancements or modifications to voting systems initially submitted.

### **Reliability:**

The complexity of the examination and, thus, the test report, is based on whether it is a new, modified, or revised voting system and any other supplemental type of voting system support.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Elections

**Service/Budget Entity:** Bureau of Election Records

**Measure:** Percent of campaign finance reports audited for completeness within 5 days after due date for the campaign finance report

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

The Division's Bureau of Election Records keeps a count of the total number of campaign reports received and processed. All candidates, political committees, and political party executive committees are required to file campaign treasurer's reports pursuant to Chapter 106, F.S. The Bureau enters the information on the number of reports received into the Campaign Finance Electronic Filing System database from which reports are later extracted and generated.

### **Validity:**

Auditing and maintaining campaign finance information constitutes a major part of the Bureau's workload effort. While major elections occur on two- and four-year cycles, election/campaign information is reported and the Bureau audits continuously throughout every year. Currently, the performance measure is based strictly on the number of reports received and processed. Capturing how many reports are audited for completeness within 5 days will reflect how efficiently the Bureau audits the reports.

### **Reliability:**

The Bureau has a database in place that accurately tracks the number of campaign reports received and processed. The Bureau also generates any necessary audit letters as it reviews campaign finance reports. The audit letters are dated and can be compared to the due date of the campaign finance report to obtain the performance measure.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Elections

**Service/Budget Entity:** Bureau of Voter Registration Services

**Measure:** Percent of potential ineligibility voter registration match records and case files reviewed and sent to counties within 5 days

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

On a daily basis, the Division of Elections' Bureau of Voter Registration Services (BVRS) is required to identify registered voters who are potentially ineligible due to a felony conviction based on access to or receipt of felony conviction information that may link to an existing registered voter. The grounds for a match may be a new felony conviction or a new voter who has registered or an existing registered voter for whom a specific demographic point has now been updated to facilitate a potential match. Designated staff evaluate electronic matches by researching and collecting data and records to create a felon file case file to determine whether the information is credible and reliable. All files whether initially identified as valid or invalid are reviewed at a secondary level. Those files determined to be potentially ineligible are forwarded to the counties to initiate statutory notice and trigger due process steps. The counties make a determination of voter eligibility, and remove the voter's name from the official rolls if ineligible.

### **Validity:**

This measure is an indicator of the Bureau's efficiency and staff's output as it relates to valid felony case files sent to the counties. This performance measure calculates the percentage of potential electronic case files that are reviewed and sent to the appropriate county within a 5-day period.

**Reliability:**

The workload for processing potential matches is directly correlated to the amount of registered voters and increases in general election years when new voter registrations increase. It has also increased as a result of constitutional amendment 4 which provided restoration of voting rights upon completion of one's felony conviction sentence (all terms including financial obligations), for all felony convictions with the exception of specified murder and felony sexual offenses. IT generates a report from an internal database and calculates the difference between the date/time a valid file is accessed for review and the date/time it is sent to the appropriate county.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Historical Resources

**Service/Budget Entity:** Historic Preservation and Education

**Measure:** Number of educational/public outreach activities

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

This measure represents the Division's success in fulfilling a key aspect of its mission and strategic plan, specifically, engaging the public by providing educational and recreational experiences in connection with historic resources. This measure is a comprehensive evaluative tool for overall success in public engagement and education. Data sources include:

- Number of trainings, including webinars and educational presentations, offered by the Division.
- Number of events at historic sites managed by the Division, such as Mission San Luis, The Grove, the Governor Martin House, the Knott House Museum, and the Museum of Florida History.
- Number of events/meetings hosted or sponsored by the Division.
- Number of Historical Marker applications presented to the State Historical Marker Council.
- Number of grant applications processed for Community Education projects.
- Number of publications provided by request.
- Number of social media posts made.
- Number of articles published.
- Number of tours of the Collections Facility and Conservation Lab.
- Number of researchers utilizing Collections.
- Number of new and renewed Collections/artifact loan forms.
- Number of press releases.

### **Validity:**

This measure is a quantity indicator of educational activities, trainings, and publications provided by the Division. This measure is appropriate in that it represents one of the core responsibilities of the Division – to promote Florida's historical, archaeological, and folklife resources, as required under Chapter 267, F.S. The source data is consistently gathered and by analyzing the results of this information the Division is able to improve the way information is delivered and to meet the Division's statutory requirements.



**Reliability:**

The Division has standardized data collection systems in place to track these activities and events. Sources of the data for this measure include totals taken from databases and monthly activity reports. Periodic reviews are conducted to ensure consistency. Attendance counts are maintained separately by program type but are combined here into a single overall measure. As a set, the measures submitted represent the entire major promotional and educational activities carried out by the Division.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

Department: State

Program: Historical Resources

Service/Budget Entity: Historic Preservation and Education

Measure: Number of archaeological and historical resource preservation activities.

Action (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### Data Sources and Methodology:

This measure represents the Division's success in fulfilling a key aspect of its mission and strategic plan, specifically, to help preserve Florida's historical and archaeological resources. This measure represents the number of activities/actions taken by the Division to preserve archaeological and historic resources. Included are:

- Total number of items contained in the State Archaeological Collection and Museum of Florida History Collection.
- Number of items conserved by the Conservation Lab.
- Number of ADA reviews, Local Ad Valorem Tax Project reviews, Federal Tax Credit Part I and Part II reviews by Division architects.
- Number of grant applications processed for Acquisition and Development projects.
- Number of Florida Main Street properties revitalized, program applications processed, and technical assistance services provided.
- Number of reports generated by Underwater and Public Lands Archaeology sections of the Bureau of Archaeological Research.
- Number of sites recorded and updated by Underwater and Public Lands Archaeology sections of the Bureau of Archaeological Research.
- Number of archaeological and historic sites managed by the Division.

### Validity:

This measure captures the number of Division activities and actions taken to preserve archaeological and historic resources, including records related to these resources. It includes the continuing preservation of resources currently administered by the Division but acquired in previous years. This measure is appropriate in that it represents one of the core responsibilities of the Division – to preserve Florida's historical, archaeological, and folklife resources, as required under Chapter 267, F.S.

### Reliability:

The Division has a data collection system in place to track the number of properties preserved, broken down by the programs enumerated above. This measure captures a direct product of the activities that lead to preservation of Florida's heritage.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

Department: State

Program: Historical Resources

Service/Budget Entity: Historic Preservation and Education

Measure: Number of archaeological and historical resource protection activities.

Action (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### Data Sources and Methodology:

This measure represents the Division's success in fulfilling a key aspect of its mission and strategic plan, specifically, to help protect Florida historical and archaeological resources. This measure represents the number of activities/actions taken by the Division to protect archaeological and historic resources. Included are:

- Number of Compliance and Review state, federal, and local government comprehensive plan reviews.
- Number of SHPO determinations of effect on historic properties related to state, federal, and local undertakings.
- Number of sites, which after Compliance and Review activities, remain preserved or were the subject of mitigation activities.
- Number of National Register of Historic Places (NRHP) applications presented to the NRHP Review Board.
- Number of Certified Local Government applications reviewed
- Number of total resources recorded in the Florida Master Site File.
- Number of update forms processed by the Florida Master Site File.
- Number of total manuscripts filed in the Florida Master Site File.
- Number of new and renewed 1A-32 permits.
- Number of archaeological management reviews.
- Number of sites monitored by the Public Lands Archaeology section.
- Number of archaeological surveys completed by Public Lands Archaeology section.
- Number of 872.05 cases and NAGPRA notifications processed.
- Number of grant applications processed for NRHP and Survey and Planning projects.

### Validity:

This measure captures the number of Division activities and actions taken to protect archaeological and historic resources. This measure is appropriate in that it represents one of the core responsibilities of the Division – to protect Florida's historical, archaeological, and folklife resources, as required under Chapter 267, F.S.

**Reliability:**

The Division has a data collection system in place to track the number of activities by the Division to protect properties, broken down by the programs enumerated above. This measure captures a direct product of the agency that leads to protection of Florida's heritage.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Corporations

**Service/Budget Entity:** Commercial Recording and Registrations

**Measure:** Additional business and commercial documents indexed in Divisions Records

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

Each year the Division of Corporations electronic information systems staff generate data reports, which enable the Division to calculate this performance measure. The electronic filing data reports use queries against the Division's databases.

### **Validity:**

This performance measure is used to monitor and report the number of additional business and commercial documents indexed in the Division's records.

The Division of Corporations indexes and validates Florida's commercial activities and provides Florida's businesses with the legal right to conduct business. The Division's website, Sunbiz.org, serves as the State of Florida's official business entity and commercial activity website. This website provides the general public, business and legal communities, financial institutions, and governmental agencies with access to vital business and commercial information and records on a 24/7, 365 days a year basis. All the additional business and commercial documents indexed in the Division's records are included in this performance measure. This performance measure assists policymakers with funding and policy decisions affecting critical business and commercial activities in the state of Florida.

### **Reliability:**

The Division of Corporations' filing and indexing transactions are electronically captured, recorded and maintained as part of the Division's filing and indexing processes. Repeated measurements for identical data elements and timeframes should provide identical data elements, calculations and measurements.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Corporations

**Service/Budget Entity:** Commercial Information Services

**Measure:** Records certified or authenticated by the Division

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

Each year the Division of Corporations electronic information systems staff generate data reports, which enable the Division to calculate this performance measure. The electronic filing data reports use queries against the Division's databases.

### **Validity:**

This performance measure is used to monitor and report the number of records certified or authenticated by the Division. The Florida Secretary of State is the only competent authority authorized to issue business and commercial activity certifications and authentications in the state of Florida. The Division of Corporations performs these activities on behalf of the Secretary and Department of State. These activities are essential to the general public, business and legal communities, financial institutions, and governmental agencies on local, state, national and international levels. All the Division's certification and authentication activities are included in this performance measure. This performance measure assists policymakers with funding and policy decisions affecting essential certification and authentication requirements and procedures in the state of Florida.

### **Reliability:**

The Division of Corporations' certification and authentication activities are electronically captured, recorded and maintained as part of the Division's certification and authentication processes. Repeated measurements for identical data elements and timeframes should provide identical data elements, calculations and measurements.

sharing related interactions, information requests and marketing efforts. Activities are tracked by State Library staff and reported monthly.

**Library Development:** This measure represents the number of outreach activities conducted to inform public libraries and staff about programs, services, collections and other resources. This measure includes social media posts, webinars, liaison visits and training. Activities are tracked by Library Development staff and reported monthly.

**Validity:**

These data sources were chosen to measure the number of educational/public outreach activities. The Division captures the source data for this measure. The source data is consistently gathered each month and by analyzing the results of this information the Division is able to improve the method and delivery of educational/public outreach activities.

**Reliability:**

This measure is reliable. The data reported for this measure has been accurately counted for a number of years and results in consistent information on educational/public outreach activities. Periodic reviews are conducted to ensure consistency.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Library and Information Services

**Service/Budget Entity:** Library, Archives, and Information Services

**Measure:** Amount of additional resources available

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

Data for this outcome is compiled from each of the output measures listed below. These outputs are added together to represent the annual amount of additional resources and information made available.

#### **Number of archival files processed**

This measure represents the quantity of archival files over which the Archives has established intellectual and physical control in order to make the records accessible to researchers. An archival file means a physical file folder or a digital or media equivalent. Establishing intellectual and physical control over records includes compiling descriptive information about the records and entering that descriptive information into the Archives automated catalog, enabling searching and reporting of collections to facilitate access and research use Archives collections management staff, compiles the data monthly from reports generated from the Archives automated catalog. Monthly reporting data includes the current month's data as well as the fiscal-year-to-date total. The quantity for this measure is calculated using the following formula: cubic feet x 30 (based on an average of 30 files per cubic foot for quantities measured in cubic feet) plus the number of files in other formats (e.g. number of audio cassettes, number of video cassettes, etc.).

#### **Records retention schedule items processed**

This measure represents the number of retention schedule items processed by the records management program. Each item establishes retention requirements for a different category of public records. The Records Management Program establishes individual retention schedules for records unique to individual agencies in accordance with Rule 1B-24, F.A.C. The Records Management Program also establishes retention items in general schedules for record series common to multiple agencies. Retention is based upon the administrative, legal, fiscal and historical value of the records. The number of schedules received is compiled each month. Monthly reports are submitted including data on the number of schedules processed for the current month as well as the fiscal year to date total.

#### **Library collection actions**

The information by which this measure is derived is obtained via reports from the State Library's automated library catalog and monthly activity logs. Data includes number of titles, both in print and digital formats, including books, serials, and government publications, that library cataloging staff process for the State Library's collections. A title is processed by creating, checking in or editing information in the library catalog and preparing the items for distribution to the appropriate locations. The data for the number of actions completed by the cataloging staff is collected and reported monthly and compiled annually.



**Number of additional online resources made available**

This measure represents the number of digitized items from the collections of the State Library and Archives that are made available to the public through the Division's public web sites. This measure includes newly-digitized items, items re-digitized to comply with current digitization guidelines, and descriptive records providing new or enhanced access to and information about the digitized items. Data is compiled annually using web server statistics, file counts, database edit counts, and staff monthly reports.

**Validity:**

The Division captures the source data for this measure with totals taken from server records, the library management system and monthly activity reports. The source data is consistently gathered each month.

**Reliability:**

This measure is reliable. The data reported for this measure has been accurately counted for a number of years resulting in reliable information on the growth of the program from year to year. Periodic reviews are conducted to ensure consistency.

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

**Department:** State

**Program:** Library and Information Services

**Service/Budget Entity:** Library, Archives, and Information Services

**Measure:** Number of educational/public outreach activities

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

Data for this outcome is compiled from each of the output measures listed below. These outputs are added together to represent the Division's educational/public outreach activities. The numbers include those from the State Library, State Archives, Library Development, Records Center and Records Management program.

### **Number of training opportunities offered**

Library Development: Bureau staff compile and analyze the statistics related to training. The statistics are updated following each training event for in-person and live virtual training. The statistics are updated at least monthly for the asynchronous (self-paced) training sessions, archived webinar views and other training materials distributed.

Records Management: Records management training staff compile statistics related to training opportunities offered, including the number of webinars, seminars, and training consultations. The data is included in monthly reports.

### **Number of public outreach activities**

Records Management: This measure represents the number of agencies with which the Records Management Program engages each year through Records Management Compliance Statement mailings. These mailings give agencies an opportunity to report on their compliance status, verify or update their contact information, and request consultations or technical assistance, as well as reminding them of their records management responsibilities. The Records Management Program maintains a database of agencies including their contact and compliance information. This database is the source of contact information for sending the compliance mailings, and Records Management Program staff generate reports from this database indicating the number of agencies to which mailings were sent.

State Archives: This measure represents the number of outreach activities conducted to inform the public about programs, services, collections and other resources. Outreach activities include webinars, in-person presentations, tours, participation in public events, social media posts, new Florida Memory Radio audio offerings, postings on collaborative digital platforms, information requests and marketing efforts. Activities are tracked by Archives staff and reported monthly.

State Library: This measure represents the number of outreach activities conducted to inform the public and state agency employees about programs, services, collections and other resources. Outreach activities include webinars, online tutorials, in-person presentations, tours, social media posts, compliance mailings, resource

## LRPP EXHIBIT IV: Performance Measure Validity and Reliability

Department: Department of State

Program: Arts and Culture

Service/Budget Entity: Cultural Support and Development Grants/45500300

Measure: Number of Individuals Served by Division Programs

Action (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### Data Sources and Methodology:

This measure reports the number of individuals served annually by grant programs. The grant programs included in this measure are: General Program Support (Cultural and Museum Grants), Specific Cultural Projects (Culture Builds Florida), Fast Track and Division Initiative Projects. The measure also includes attendance at webinars, workshops, presentations, conferences, special events, grant panel review meetings and seminars held by Division staff. The individuals served are comprised of stake holders, children, adults, artists, senior citizens, military veterans and persons with disabilities throughout the state. The number of individuals is tabulated by totaling online registrations and on-site sign in sheets collected annually. Grantee final reports provide the number of individuals served through program activities which are funded with state, federal and grantee matching funds, including those served through virtual programming. Virtual programming by Division grantees has continued to increase dramatically during the 2022-2023 fiscal year. This total number of individuals served includes children, adults, artists, senior citizens, military veterans and persons with disabilities throughout the state. Grantee final reports are submitted electronically through the Department grant system.

### Validity:

This measure is a proxy for summarizing the benefits to residents and visitors who experience cultural programs in the state as a result of Division programs. The mission of the Division of Arts and Culture is to advance, support and promote arts and culture to strengthen the economy and quality of life for all Floridians. The programs offered by this mission ensure an environment for Florida communities to experience and appreciate history, culture and the arts whether it is visiting a museum, zoo, botanical garden, theatre or attending classes in dance, painting or similar cultural disciplines, or partaking in online virtual programming. This number provides documentation that Division services and support to cultural organizations provides statewide access to cultural activities and that the programs and services are well received by the public. The number served may vary from year to year due to the changes in funding levels, the number of "blockbuster" events funded, and other factors over which the Division has no control such as the state of the economy, natural disasters or the weather.

### Reliability:

The Division relies on the accuracy of grantee reporting of attendance and participation. Data is reported through a regularized data collection process that is consistent from year to year. Historical data from previous reports support the numbers reported. It is unlikely that the numbers reported would vary in any magnitude but would follow an established pattern unless programs were drastically changed or impacted from outside factors. This measure represents the major program activities of the Division of Arts and Culture.

**ASSOCIATED ACTIVITIES  
CONTRIBUTING TO  
PERFORMANCE MEASURES**

**LRPP EXHIBIT V**

**LRPP Exhibit V: Identification of Associated Activity Contributing to Performance Measures**

<b>Measure Number</b>	<b>Approved Performance Measures for FY 2024-25</b>		<b>Associated Activities Title</b>
1	Percent of voting system’s new or updated applications that are tested and recommended for certification are noticed within 30 days after completing an examination and approval by upper management.		Elections Assistance and Oversight
2	Percent of campaign finance reports audited for completeness within 5 days after due date for the campaign finance report		Elections Assistance and Oversight
3	Percent of potential ineligibility voter registration match records and case files reviewed and sent to counties within 5 days		Elections Assistance and Oversight
4	Additional business and commercial documents indexed in records		Business Filings
5	Records certified or authenticated by Division		Business Filings
6	Amount of additional resources available		Number of Archival Files Processed, Records Retention Schedule Items Processed, Library Collections Actions, and Number of Additional Online Resources Made Available
7	Number of educational/public outreach activities		Number of Training Opportunities Offered and Number of Public Outreach Activities
8	Number of Individuals Served by Division Programs		Cultural Program Education and Outreach
9	Number of educational/public outreach activities		Historical Resource Protection
			Preservation Services
			Historical and Archaeological Resource Management
			Public Outreach and Education Programs
			Historical and Archaeological Site Management

<b>Measure Number</b>	<b>Approved Performance Measures for FY 2024-25</b>		<b>Associated Activities Title</b>
10	Number of archaeological and historical resource preservation activities		Historical Resource Protection
			Preservation Services
			Historical and Archaeological Resource Management
			Public Outreach and Education Programs
			Historical and Archaeological Site Management
11	Number of archaeological and historical resource protection activities		Historical Resource Protection
			Preservation Services
			Historical and Archaeological Resource Management
			Public Outreach and Education Programs
			Historical and Archaeological Site Management

**AGENCY- LEVEL  
UNIT COST SUMMARY**

**LRPP EXHIBIT VI**





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SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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AUDIT #1: THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD  
(RECORD TYPE 5) AND SHOULD NOT:

\*\*\* NO ACTIVITIES FOUND \*\*\*

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AUDIT #2: THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:  
(NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION  
TECHNOLOGY)

\*\*\* NO OPERATING CATEGORIES FOUND \*\*\*

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AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE  
ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF  
PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH  
THAT ARE NOT REPRESENTED BY THOSE ABOVE OR ADMINISTRATIVE COSTS THAT ARE UNIQUE TO THE AGENCY AND  
ARE NOT APPROPRIATE TO BE ALLOCATED TO ALL OTHER ACTIVITIES.

\*\*\* NO ACTIVITIES FOUND \*\*\*

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AUDIT #4: TOTALS FROM SECTION I AND SECTIONS II + III:

\*\*\* NO DISCREPANCIES FOUND \*\*\*

## **GLOSSARY OF TERMS AND ACRONYMS**

**Activity:** A unit of work that has identifiable starting and ending points, consumes resources, and produces outputs. Unit cost information is determined using the outputs of activities.

**Arts4All Florida:** Formerly VSA Florida (Very Special Arts Florida). Provides cultural access, services for adult artists with disabilities, outreach and exhibitions, professional development, community programs, and artists in residence.

**Budget Entity:** A unit or function at the lowest level to which funds are specifically appropriated in the appropriations act. “Budget entity” and “service” have the same meaning.

**Business Identity Theft:** Identity crimes targeting businesses and organizations.

**Demand:** The number of output units that are eligible to benefit from a service or activity.

**Desoto Winter Encampment Site:** A historically significant site located in Tallahassee.

**DAC:** Division of Arts and Culture

**DHR:** Division of Historical Resources

**DLIS:** Division of Library and Information Services

**DOC:** Division of Corporations

**DOE:** Division of Elections

**EOG:** Executive Office of the Governor

**Estimated Expenditures:** Includes the amount estimated to be expended during the current fiscal year. These amounts will be computer generated based on the current year appropriations adjusted for vetoes and special appropriations bills.

**FCO:** Fixed Capital Outlay

**Federal Historic Preservation Tax Incentives Program:** A federal program that encourages private sector investment in rehabilitation and re-use of historic buildings.

**Fixed Capital Outlay:** Real property (land, buildings including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs, and renovations to real property that materially extend its useful life or materially improve or change its functional use. Includes furniture and equipment necessary to furnish and operate a new or improved facility.

**Florida Electronic Library (FEL):** Florida’s virtual library providing access to research resources to all Florida citizens.

**Florida Main Street Program:** Technical assistance program administered by the Bureau of Historic Preservation, Division of Historical Resources, Florida Department of State, for traditional historic commercial corridors.

**Florida Master Site File:** The State of Florida's official inventory of historical and cultural resources.

**Florida Memory:** An online database of archival resources housed in the State Library and Archives which include photographs, videos, and audio.

**Florida Voter Registration System (FVRS):** The official state voter registration system.

**GAA:** General Appropriations Act

**The Grove:** The original home to two sitting Governors of Florida, Governor Richard Keith Call and Governor LeRoy Collins located in Tallahassee. The Grove falls under the protection of Florida Statute 267.075, Title XVIII, which states that The Grove be utilized as a house museum of history for the educational benefit of the citizens of this state.

**Help America Vote Act (HAVA):** An act passed by the United States Congress to make sweeping reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 presidential election.

**Indicator:** A single quantitative or qualitative statement that reports information about the nature of a condition, entity or activity. This term is used commonly as a synonym for the word "measure."

**Input:** See Performance Measure.

**IOE:** Itemization of Expenditure

**Judicial Branch:** All officers, employees, and offices of the Supreme Court, district courts of appeal, circuit courts, county courts, and the Judicial Qualifications Commission.

**The Knott House:** A historic house built in 1843 and restored to its 1930s appearance. Today it is a state history museum located in Tallahassee.

**LAS/PBS:** Legislative Appropriations System/Planning and Budgeting Subsystem. The statewide appropriations and budgeting system owned and maintained by the Executive Office of the Governor.

**LBR:** Legislative Budget Request

**Legislative Budget Request:** A request to the Legislature, filed pursuant to section 216.023, Florida Statutes, or supplemental detailed requests filed with the Legislature, for the amounts of money an agency or branch of government believes will be needed to perform the functions that it is authorized, or which it is requesting authorization by law, to perform.

**LRPP:** Long Range Program Plan

**Long Range Program Plan:** A plan developed on an annual basis by each state agency that is policy-based, priority-driven, accountable, and developed through careful examination and justification of all programs and their associated costs. Each plan is developed by examining the needs of agency customers and clients and proposing programs and associated costs to address those needs based on state priorities as established by law, the agency mission, and legislative authorization. The plan provides the framework and context for preparing the Legislative Budget Request and includes performance indicators for evaluating the impact of programs and agency performance.

**Miami Circle:** An archaeological site located in Downtown Miami.

**Mission San Luis:** Spanish Franciscan mission built in 1633 in the Florida Panhandle, two miles west of the present-day Florida Capitol Building in Tallahassee, Florida.

**Military and Overseas Voter Empowerment Act (MOVE):** An expansion of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) passed by U.S. Congress in 2009 to provide greater protections for service members, their families, and overseas citizens.

**Museum of Florida History:** A state history museum that collects, preserves, exhibits, and interprets evidence of past and present cultures in Florida, and promotes knowledge and appreciation of this heritage.

**Narrative:** Justification for each service and activity is required at the program component detail level. Explanation, in many instances, will be required to provide a full understanding of how the dollar requirements were computed.

**National Endowment for the Arts (NEA):** An independent federal agency supporting artists and arts organizations and bringing the arts to all Americans.

**OPB:** Office of Policy and Budget, Executive Office of the Governor

**Outcome:** See Performance Measure.

**Output:** See Performance Measure.

**Pass Through:** Funds the state distributes directly to other entities, e.g., local governments, without being managed by the agency distributing the funds. These funds flow through the agency's budget; however, the agency has no discretion regarding how the funds are spent, and the activities (outputs) associated with the expenditure of funds are not measured at the state level. ***NOTE: This definition of "pass through" applies ONLY for the purposes of long-range program planning.***

**Performance Measure:** A quantitative or qualitative indicator used to assess state agency performance.

- Input means the quantities of resources used to produce goods or services and the demand for those goods and services.
- Outcome means an indicator of the actual impact or public benefit of a service.
- Output means the actual service or product delivered by a state agency.

**Primary Service Outcome Measure:** The service outcome measure which is approved as the performance measure that best reflects and measures the intended outcome of a service. Generally, there is only one primary service outcome measure for each agency service.

**Program:** A set of services and activities undertaken in accordance with a plan of action organized to realize identifiable goals and objectives based on legislative authorization (a program can consist of single or multiple services). For purposes of budget development, programs are identified in the General Appropriations Act by a title that begins with the word “Program.” In some instances a program consists of several services, and in other cases the program has no services delineated within it; the service is the program in these cases. The LAS/PBS code is used for purposes of both program identification and service identification. “Service” is a “budget entity” for purposes of the Long Range Program Plan.

**Program Component:** An aggregation of generally related objectives which, because of their special character, related workload and interrelated output, can logically be considered an entity for purposes of organization, management, accounting, reporting, and budgeting.

**Reliability:** The extent to which the measuring procedure yields the same results on repeated trials and data is complete and sufficiently error free for the intended use.

**Right Service Right Time:** An E-government and social services resource.

**Service:** See Budget Entity.

**Smartform:** A data entry application developed by the Florida Division of Historical Resources, Florida Department of State.

**Standard:** The level of performance of an outcome or output.

**State History Fair:** annual statewide activity sponsored by the Museum of Florida History that enhances the teaching and learning of history at elementary and secondary levels.

**Summer Reading Program:** An annual statewide event in public libraries that reaches out to children, teens and adults during the summer months to encourage reading. Special programs, booklists and free incentive materials are supplied to public libraries to enhance the program.

**SWOT:** Strengths, Weaknesses, Opportunities and Threats

**TCS:** Trends and Conditions Statement

**Traveling Exhibit Program (TREX):** From alligators and citrus labels to archaeology and art, this program brings Florida history, art, and culture to communities.

**Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA):** Enacted in 1986 to protect the right of service members to vote in federal elections regardless of where they are stationed.

**Unit Cost:** The average total cost of producing a single unit of output – goods and services for a specific agency activity.

**Validity:** The appropriateness of the measuring instrument in relation to the purpose for which it is being used.