



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

LEGISLATIVE BUDGET REQUEST

Department of State

Tallahassee

September 15, 2021

Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

Eric Pridgeon, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Tim Sadberry, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request 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 proposed needs for the 2022-23 Fiscal Year. This submission has been approved by Laurel M. Lee, Secretary of State.

Sincerely,

A handwritten signature in blue ink that reads "Laurel M. Lee".

Laurel M. Lee
Secretary of State

Attachments



FLORIDA DEPARTMENT *of* STATE

Temporary Special Duty - General Pay Additives Implementation Plan for Fiscal Year 2021-2022

1. General Provisions

A “temporary special duties - general” pay additive may be granted to a Career Service employee whose position has been assigned temporary duties and responsibilities not customarily assigned to the position for reasons other than as a result of another employee being absent from work pursuant to the Family and Medical Leave Act or authorized military leave. Circumstances under which a temporary special duty - general pay additive may be granted are:

- (a) the employee is temporarily assigned duties of a vacant position; or
- (b) the employee is temporarily assigned to work on a special project that is outside the normal duties of the employee’s position.

The organizational unit requesting the additive must have sufficient salary rate and dollars to pay the additive.

The employee to whom the additive will be granted must be consistently meeting the established performance standards and expectations for his or her position.

2. Justification

The employee is being required to assume additional duties and responsibilities not customarily assigned to his or her position, in addition to his or her normal job duties and responsibilities, and should be reasonably compensated for having to perform those additional duties and responsibilities.

3. Procedures

The additive must be requested in writing utilizing the DOS *Request for Salary Additive or Increase to Base Rate of Pay Form*. The request shall include:

- (a) the name, classification and work unit of the employee for whom the additive is being requested;
- (b) a description of the temporary duties and responsibilities that will be assigned to the employee;

(c) the reason(s) why assignment of the temporary duties and responsibilities is necessary;

(d) the anticipated amount of time the temporary duties and responsibilities will be required; and

(e) the amount of the additive being requested.

The request shall be submitted to the Division Director and then to the Chief Operating Officer (COO) who shall verify that the Division has sufficient salary rate and dollars to pay the additive. If approved by the COO, the request shall be submitted to the Assistant Secretary of State/Chief of Staff for review and approval. If approved by the Assistant Secretary of State/Chief of Staff, the request shall be submitted to the Office of Human Resources for submission to the Department of Management Services (DMS) for review and recommendation within 14 days prior to the effective date.

4. Period of Time Additive May Be In Effect

The period of time the additive may be in effect will vary depending upon the specific circumstances under which the additive is implemented. The additive may be approved for up to 90 days, unless an extension is granted. If an extension is needed, the Office of Human Resources will get the approval from the Assistant Secretary of State/Chief of Staff and submit the extension request to DMS. If the circumstances under which the additive was granted have changed, the additive shall be removed or adjusted as appropriate.

5. Effective Date of Additive

The effective date of the additive will be the first day the additional duties are assigned and approval received from DMS, unless a different date is required by an applicable collective bargaining agreement then in effect.

6. Amount of Additive

The amount of the additive may not exceed ten percent (10%) of the employee's current base rate of pay, unless a higher amount is approved by the Assistant Secretary of State/Chief of Staff based on documented justification of the need for a higher rate.

7. Classes and Number of Positions Affected

The classes and number of positions that might be approved for a temporary special duty-general pay additive during FY 2021-2022 is unknown. No temporary special duty-general pay additives were approved by the Department during FY 2020-2021.

8. Historical Data

The temporary special duty pay additive was first implemented by the Department in or about 1999. No temporary special duty-general pay additives were approved by the Department during FY 2020-2021.

9. Estimated Annual Cost

The Department estimates that the annual cost of the additive will not exceed \$15,000. (Note: Because this additive is not being requested for an entire class of positions, and the Department has no historical data regarding past implementation of this additive, no specific salary estimates can be provided at this time.)

10. Collective Bargaining Units Impacted

Employee units covered by the AFSCME Master Contract will be impacted in accordance with Article 21 (Out of Title Work):

(A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the rules of the State Personnel System, beginning with the 23rd day.

(B) Employees being paid at a higher rate while temporarily acting in a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level is ended.

Approved this 15 day of September, 2020.


Jennifer Kennedy, Assistant Secretary of State
Chief of Staff



FLORIDA DEPARTMENT *of* STATE

Department Level Exhibits and Schedules

Legislative Budget Request FY 2022-2023

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Florida Rising Together v. Lee</i>		
Court with Jurisdiction:	N.D. Fla.		
Case Number:	No. 21-201		
Summary of the Complaint:	Challenges provisions of SB 90 (Secure Drop Box Restriction, Vote-By-Mail Repeat Request Requirement, Voter Registration Delivery Restriction, and Voting Line Relief Restrictions, Voter Registration Disclaimer) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 101.69, 101.62, 102.031, Fla. Stat.		
Status of the Case:	Currently in discovery. Motion to dismiss denied.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Harriet Tubman Freedom Fighters Corp. v. Lee</i>		
Court with Jurisdiction:	N.D. Fla.		
Case Number:	No. 21-242		
Summary of the Complaint:	Challenges provisions of SB 90 (Absence of penalties/amounts for violation of Voter Registration Disclaimer requirement, Voter Registration Disclaimer, Ballot Collection Restriction) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 104.0616, Fla. Stat.		
Status of the Case:	Currently in discovery. Motion to dismiss denied.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>League of Women Voters of Florida v. Lee</i>		
Court with Jurisdiction:	N.D. Fla.		
Case Number:	No. 21-186		
Summary of the Complaint:	Challenges provisions of SB 90 (Secure Drop Box Restriction, Vote-By-Mail Repeat Request Requirement, Voting Line Relief Restrictions, and Volunteer Assistance/Ballot Collection Restriction, Voter Registration Disclaimer) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 101.69, 101.62, 102.031, 104.0616, Fla. Stat.		
Status of the Case:	Currently in discovery. Motion to dismiss denied.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>NAACP v. Lee</i>		
Court with Jurisdiction:	N.D. Fla.		
Case Number:	No. 21-187		
Summary of the Complaint:	Challenges provisions of SB 90 (Secure Drop Box Restriction, Vote-By-Mail Repeat Request Requirement, Voting Line Relief Restrictions, and Volunteer Assistance/Ballot Collection Restriction, Voter Registration Disclaimer) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 101.69, 101.62, 102.031, 104.0616, Fla. Stat.		
Status of the Case:	Currently in discovery. Motion to dismiss denied.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

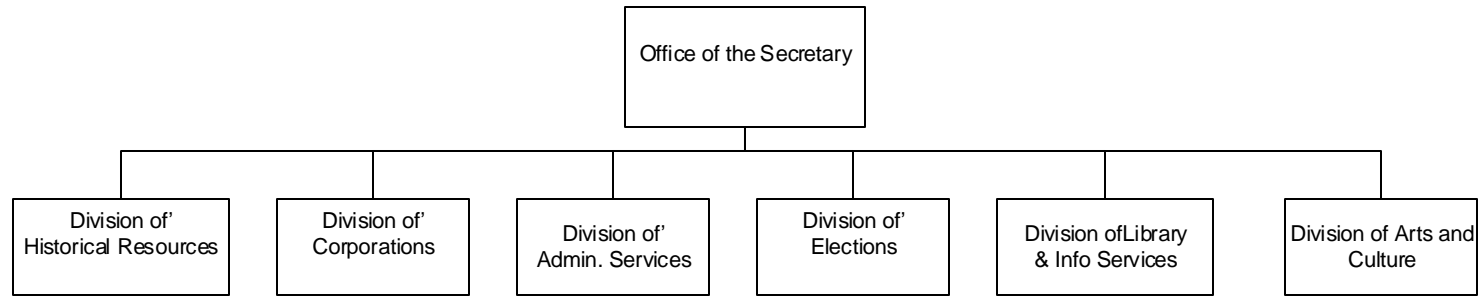
Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>McCoy v. DeSantis</i>		
Court with Jurisdiction:	11th CCOA		
Case Number:	No. 20-12304		
Summary of the Complaint:	Whether felon re-enfranchisement requirement to satisfy financial obligations is gender-based (women) discrimination in violation of the Fourteenth Amendment.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	section 98.0751 (created by SB 7066)		
Status of the Case:	Waiting for decision. Oral argument held in July, 2021		
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

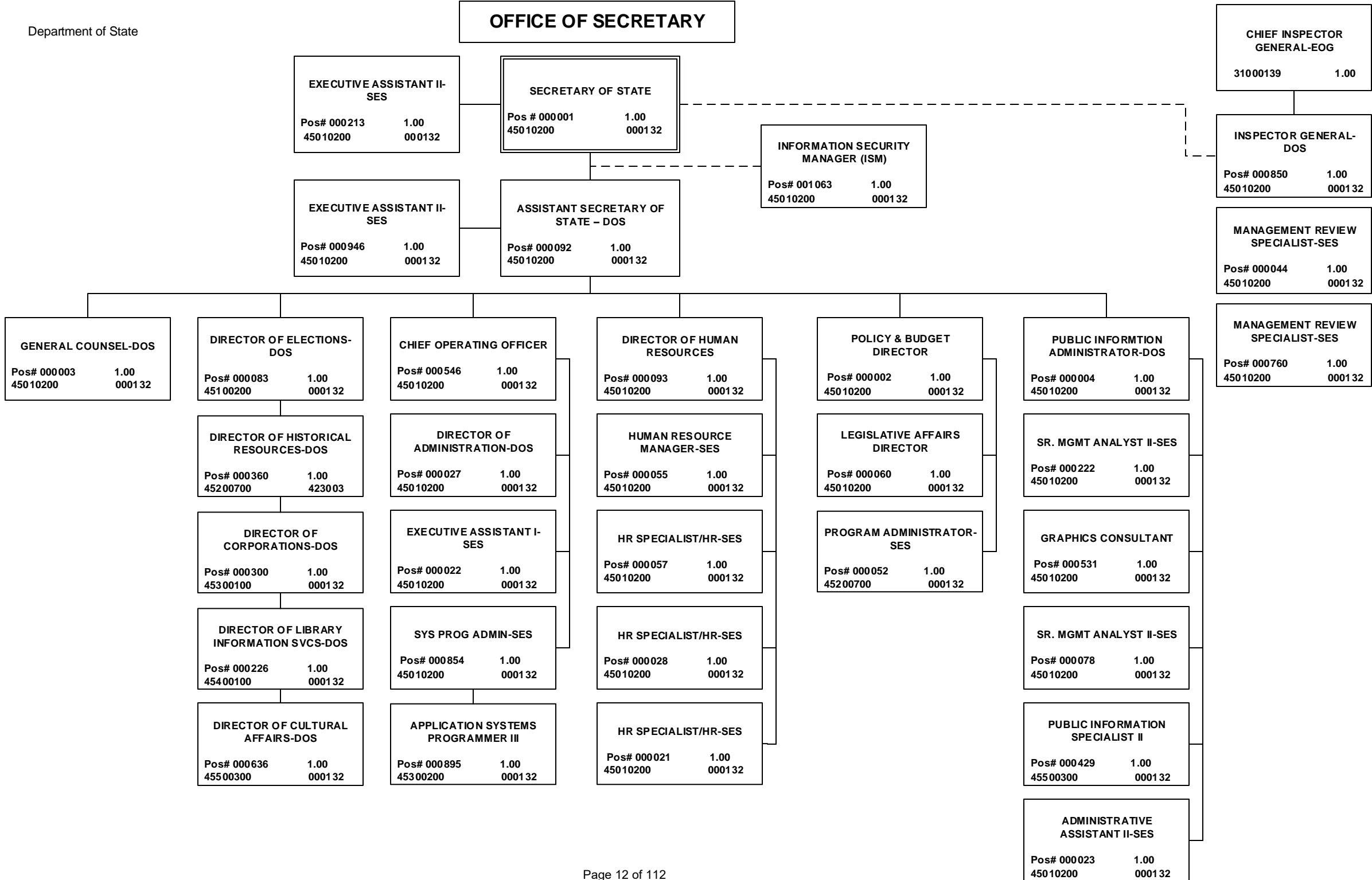
Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Florida Defenders of the Environment v. Lee</i> <i>Florida Wildlife Federation, Inc. v. Simpson</i> (consolidated)		
Court with Jurisdiction:	2d Jud. Cir.		
Case Number:	2015-ca-2682; 2015-ca-1423		
Summary of the Complaint:	Whether the Florida Legislature made authorizations for transfers and expenditures from the Land Acquisition Trust Fund (“LATF”) by DOS and other agencies for purposes not authorized by article X, section 28, of the Florida Constitution.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	Line items 3115 and 3083 of 2015-232 GAA		
Status of the Case:	Briefing summary judgment.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
		Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

**Department of State
Organizational Units
(414.00 FTE)**

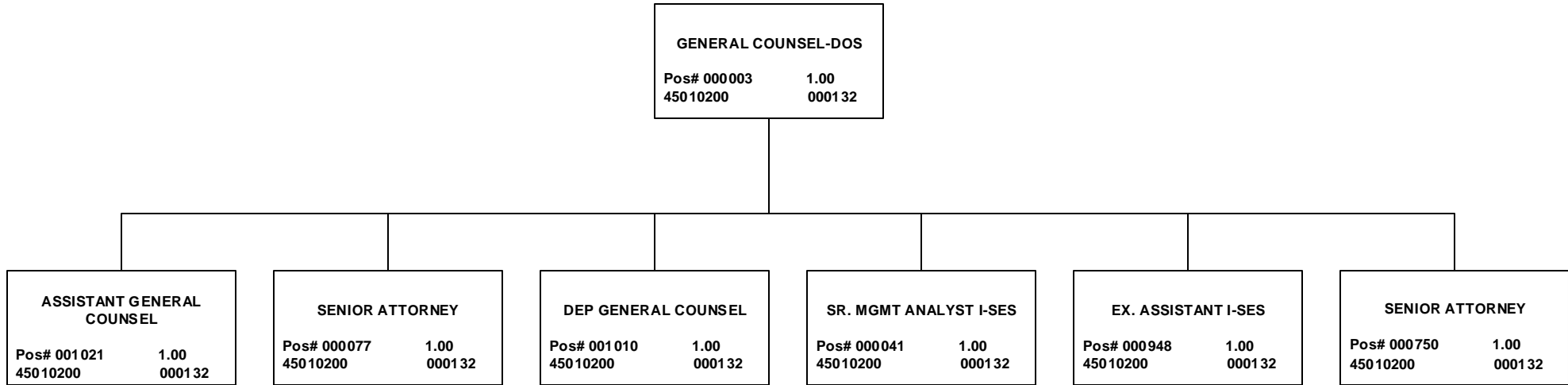


OFFICE OF SECRETARY



OFFICE OF SECRETARY

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OFFICE OF SECRETARY

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FAR, Laws & Code

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Pos# 000003 1.00
45010200 000132

PROGRAM ADMINISTRATOR
Pos# 000624 1.00
45400100 572001

ADMINISTRATIVE ASSISTANT III
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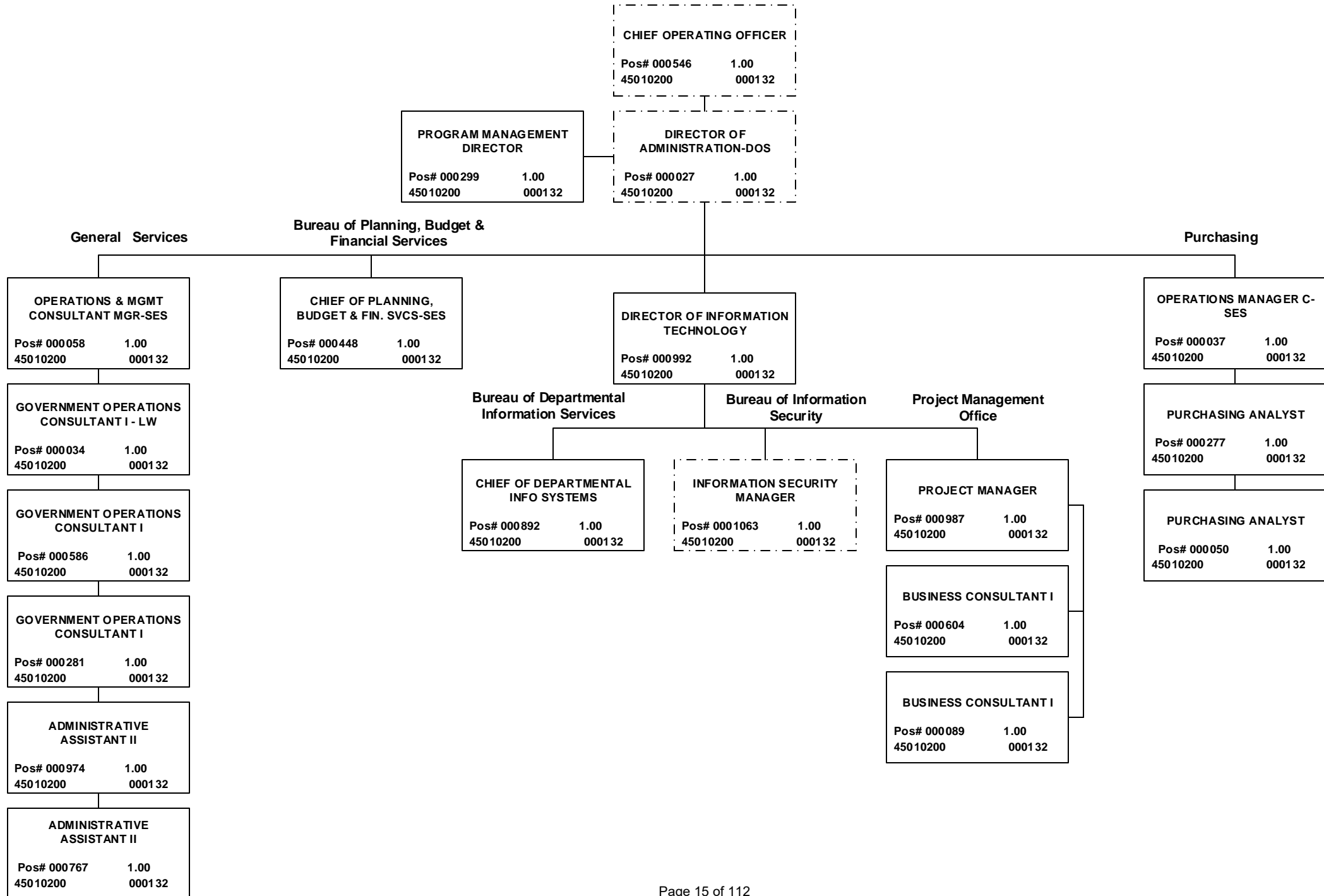
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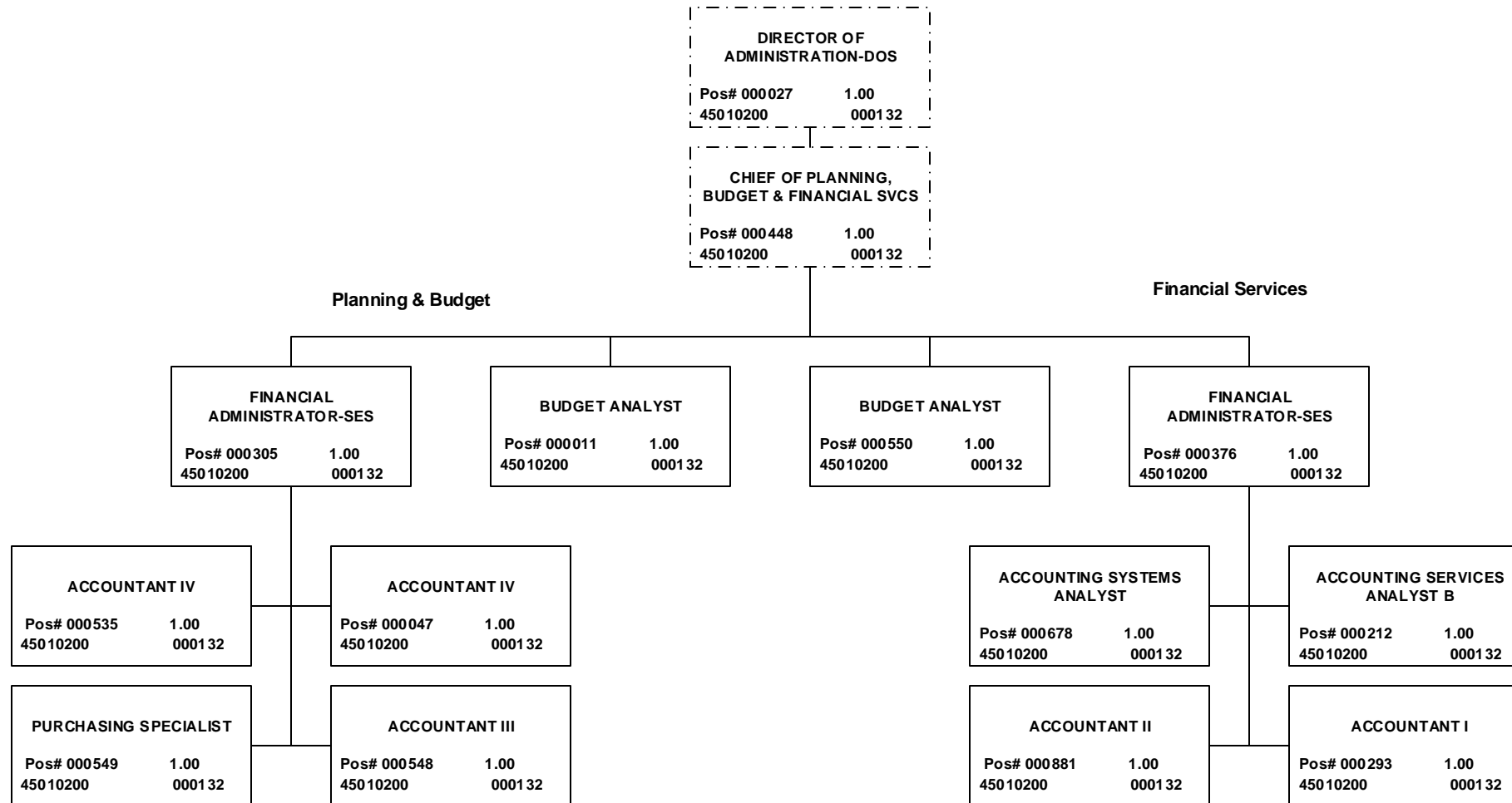
DIVISION OF ADMINISTRATIVE SERVICES

Office of Division Director



DIVISION OF ADMINISTRATIVE SERVICES

Bureau of Planning, Budget & Financial Services



DIVISION OF ADMINISTRATIVE SERVICES
Bureau of Departmental Information Systems
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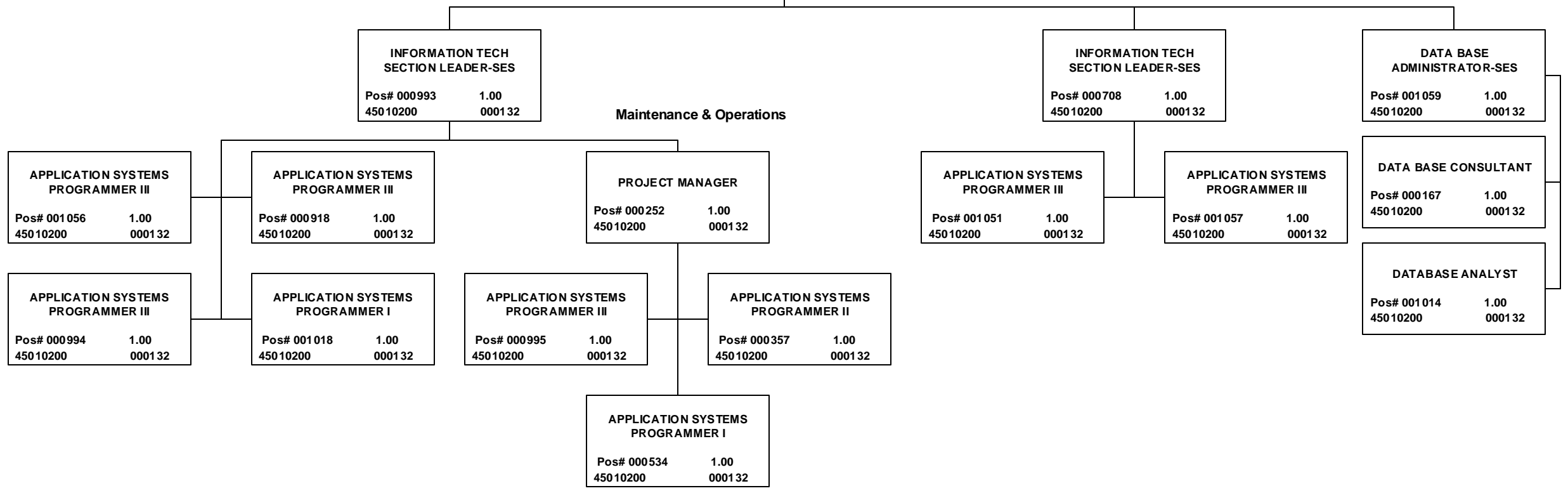
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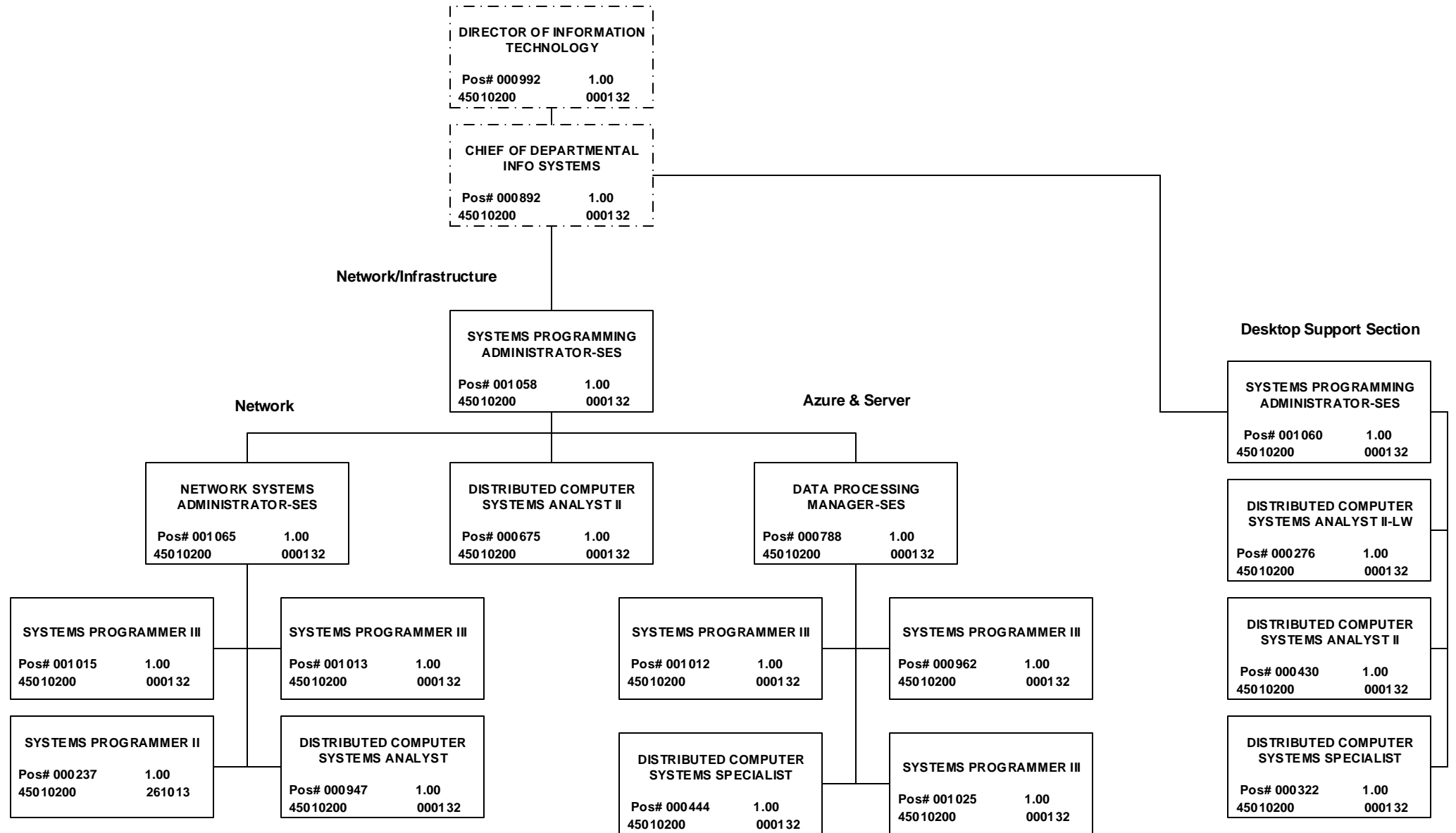
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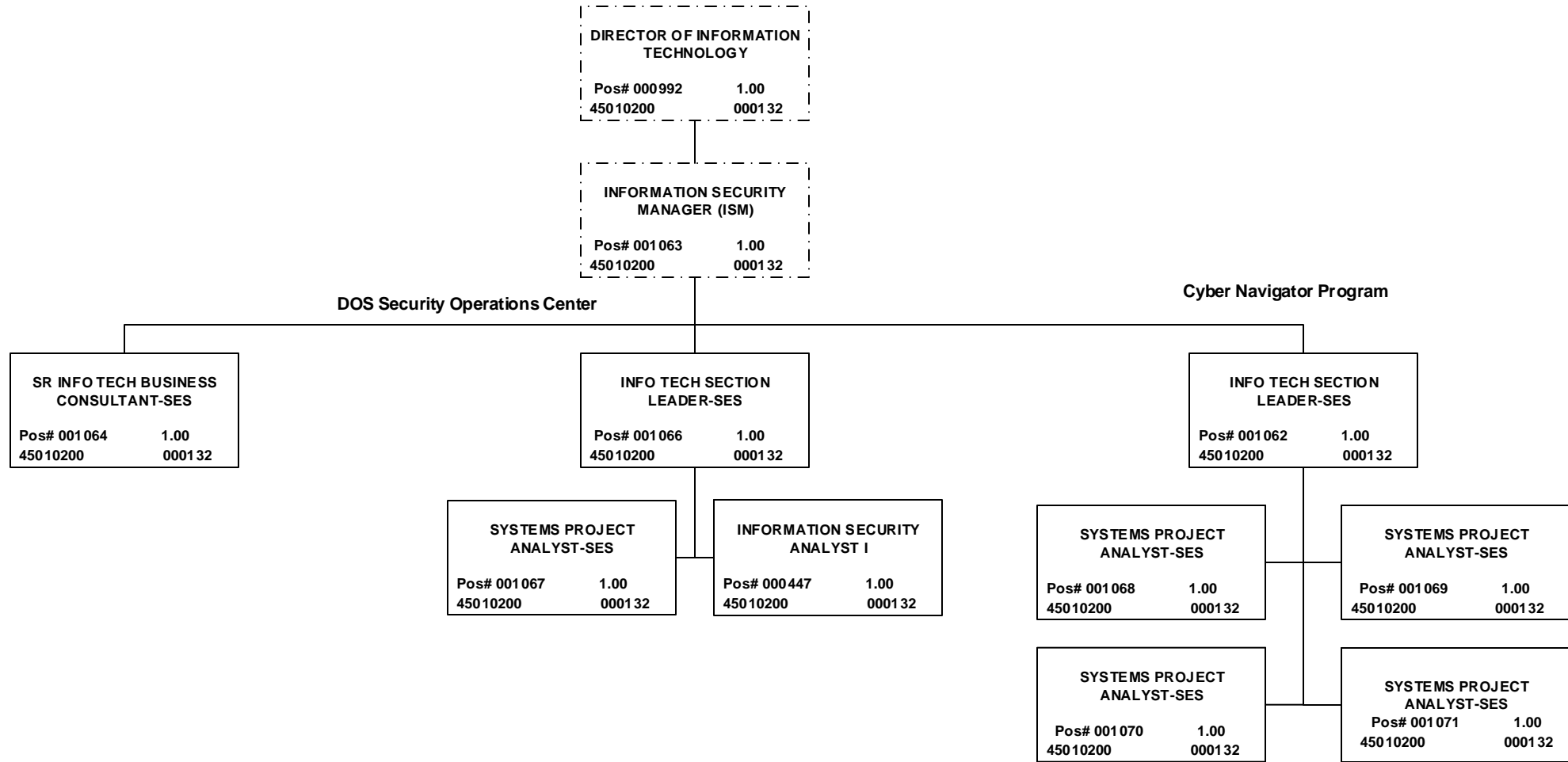
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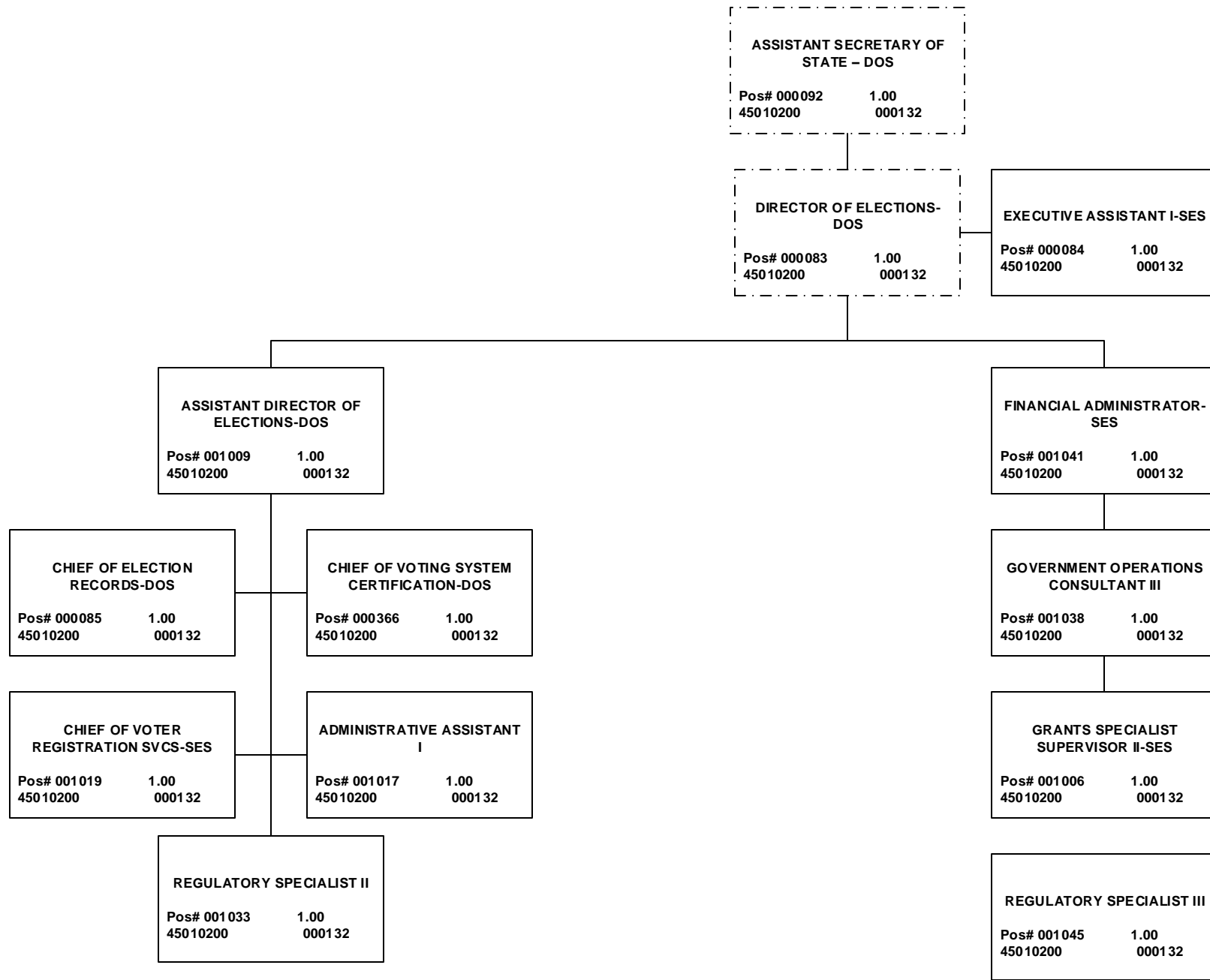
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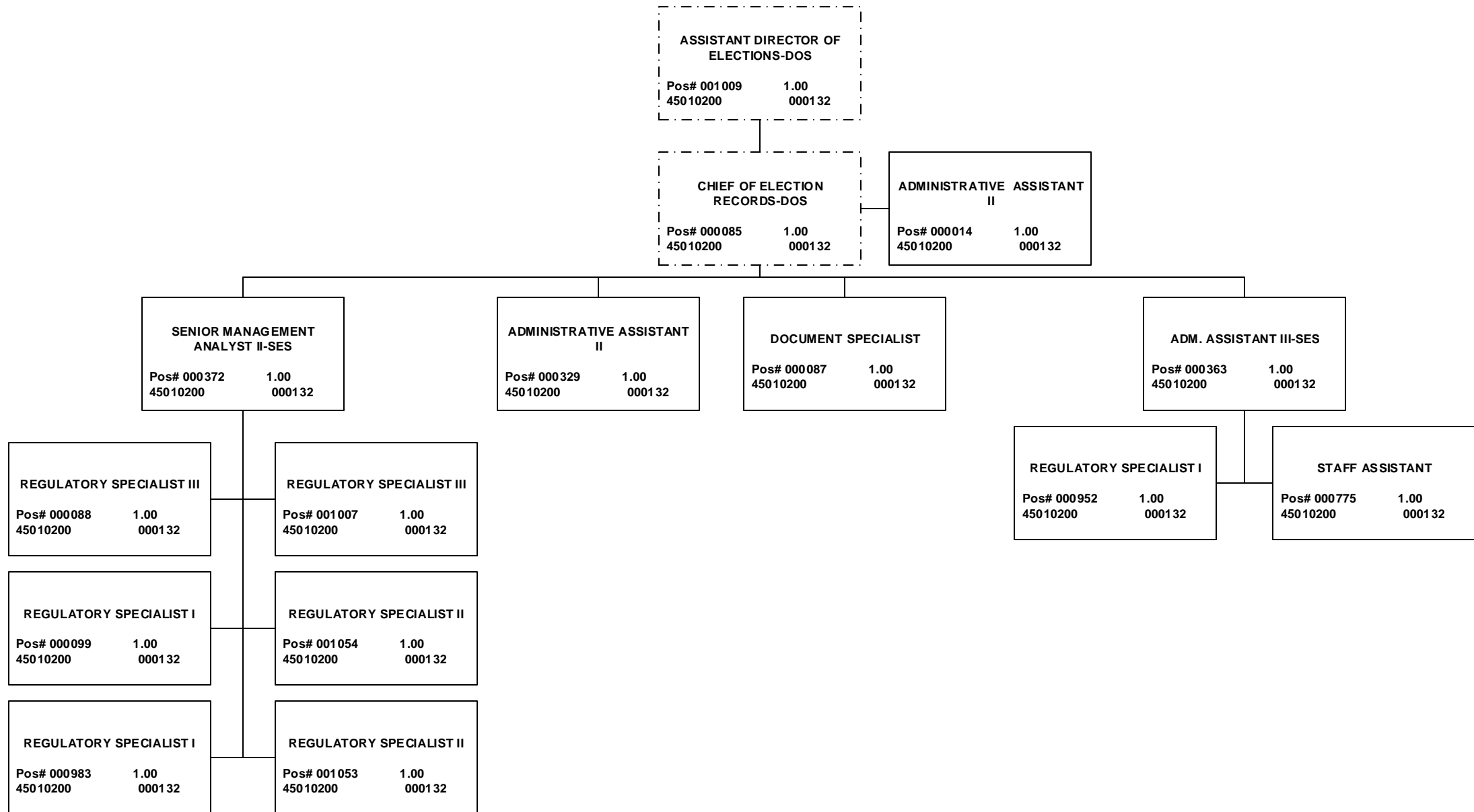
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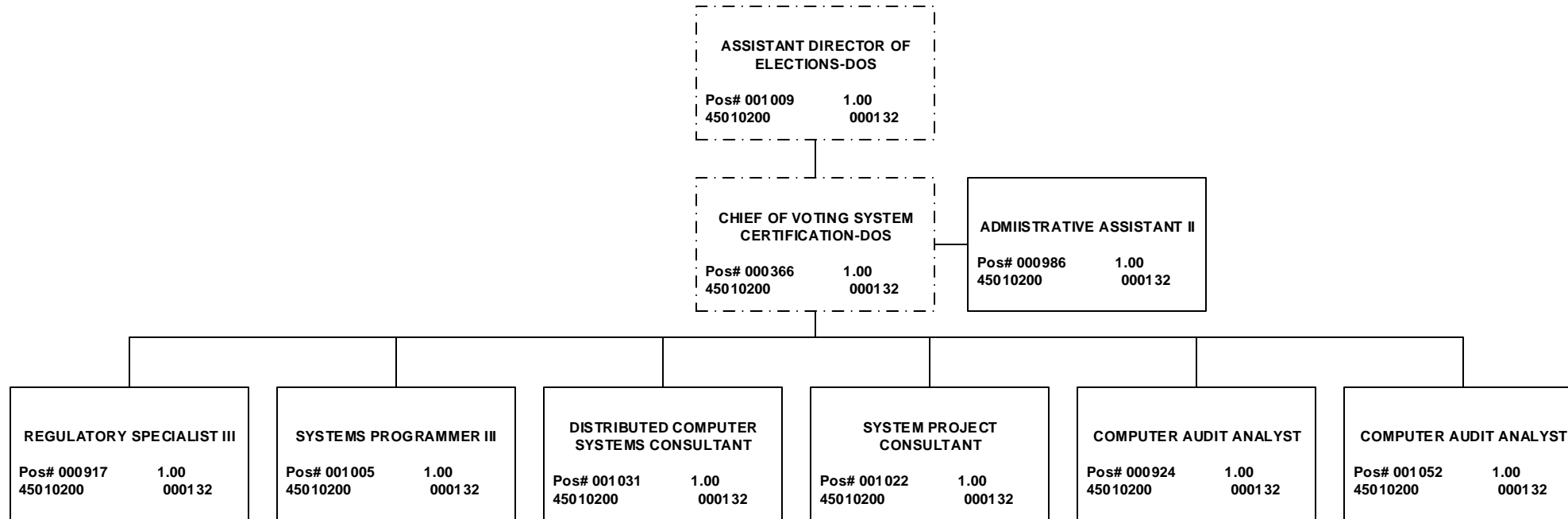
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Office of Division Director



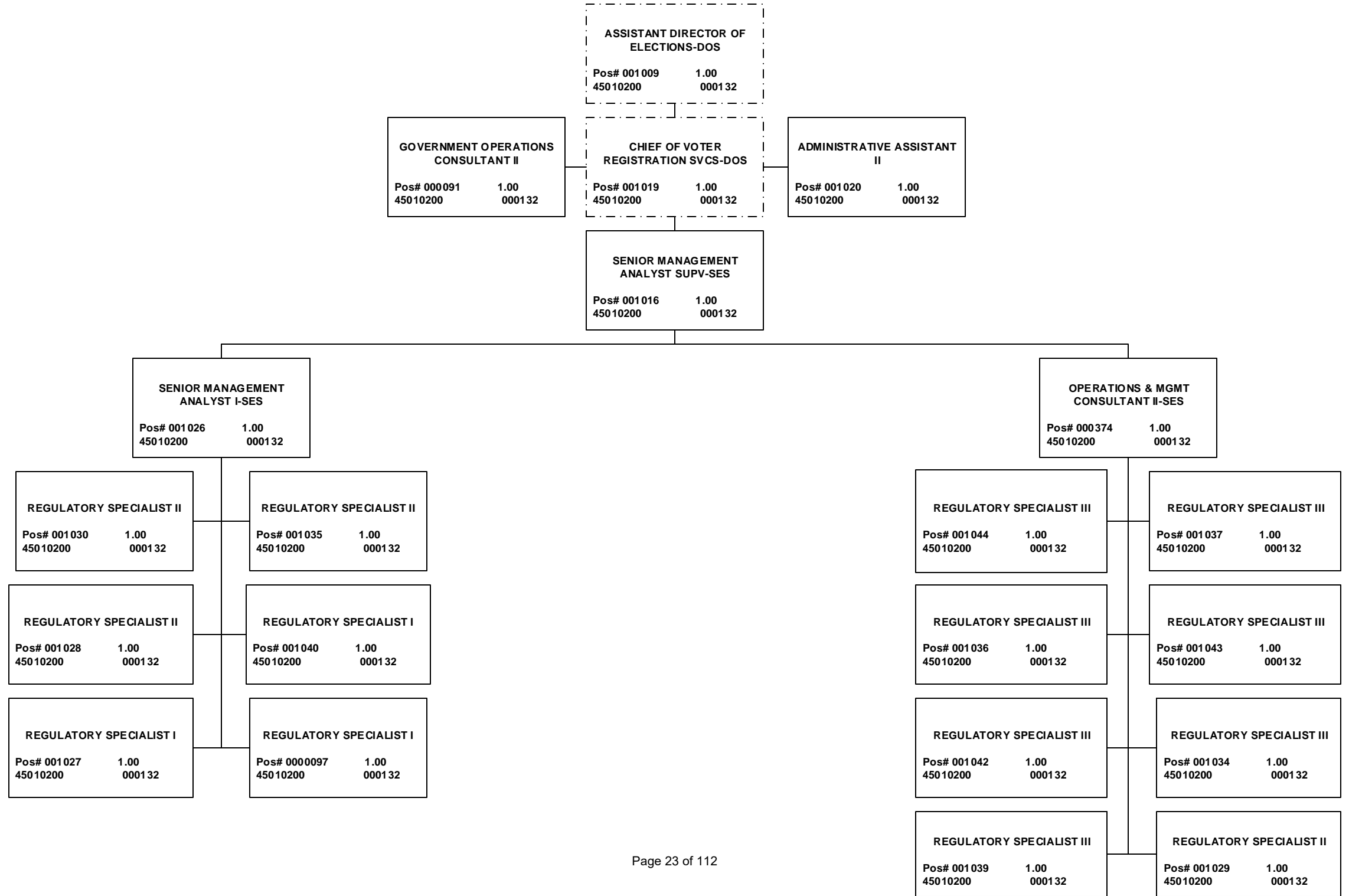
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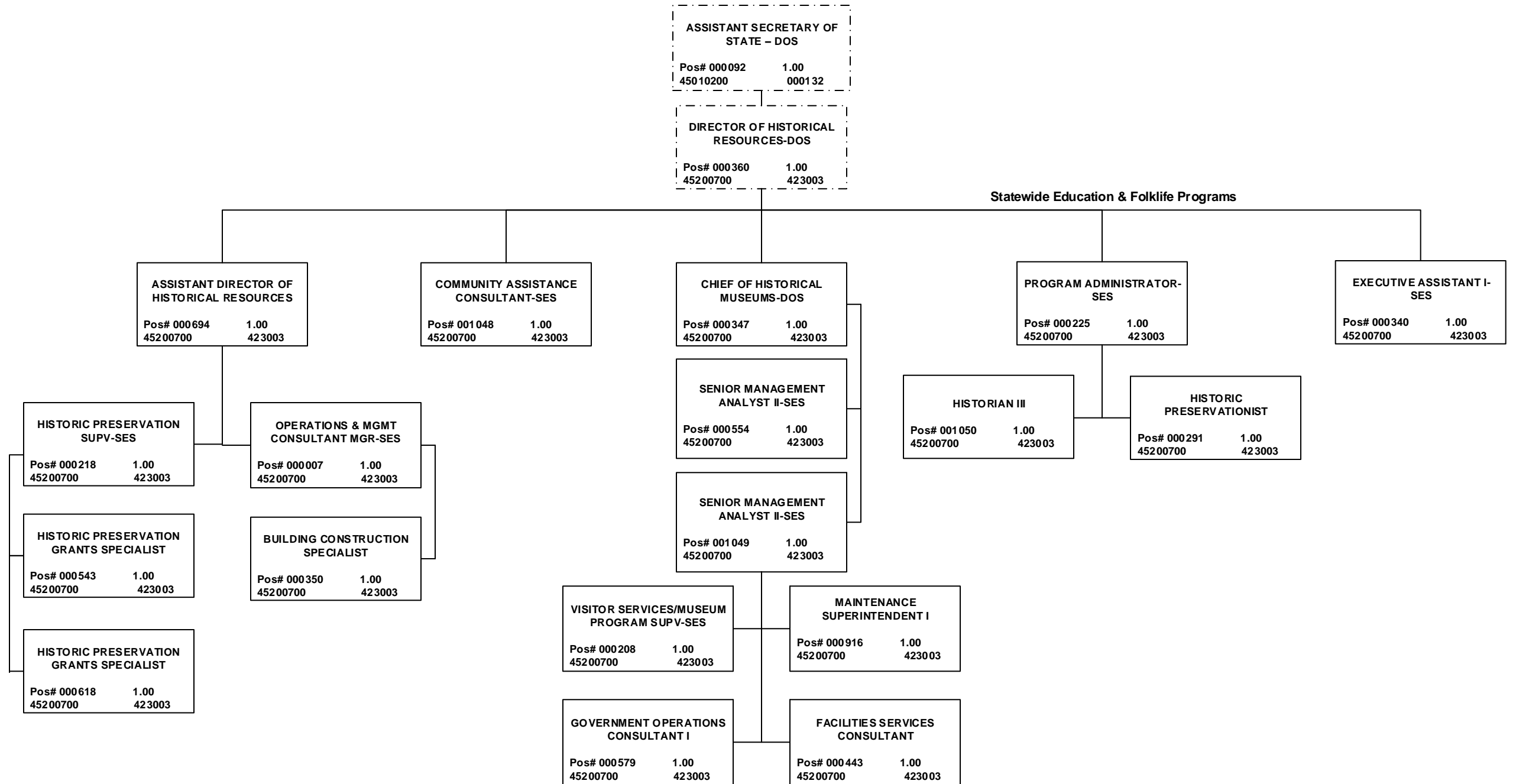
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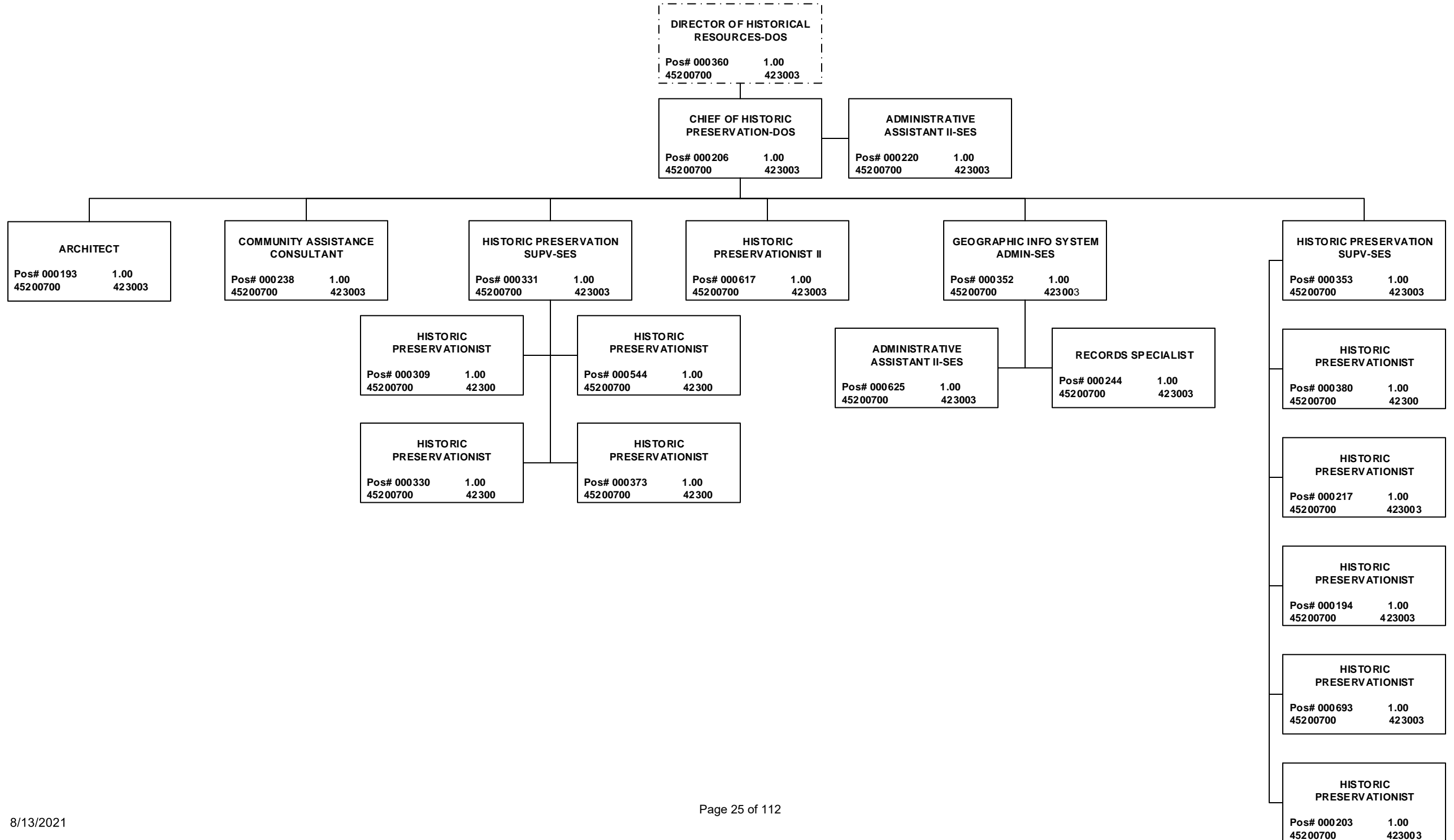
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DIVISION OF HISTORICAL RESOURCES
Office of Division Director



DIVISION OF HISTORICAL RESOURCES
Bureau of Historic Preservation



**DIVISION OF HISTORICAL RESOURCES
Bureau of Archaeological Research**

DIRECTOR OF HISTORICAL
RESOURCES-DOS
Pos# 000360 1.00
45200700 423003

CHIEF OF
ARCHAEOLOGICAL
RESEARCH-DOS
Pos# 000207 1.00
45200700 423003

Archaeological Research Section

Research & Conservation Section

ARCHAEOLOGY
SUPERVISOR-SES
Pos# 000885 1.00
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ARCHAEOLOGY
SUPERVISOR-SES
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CONSERVATION
LABORATORY SUPV-SES
Pos# 000332 1.00
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ARCHAEOLOGIST III
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HISTORIC CONSERVATOR
Pos# 000351 1.00
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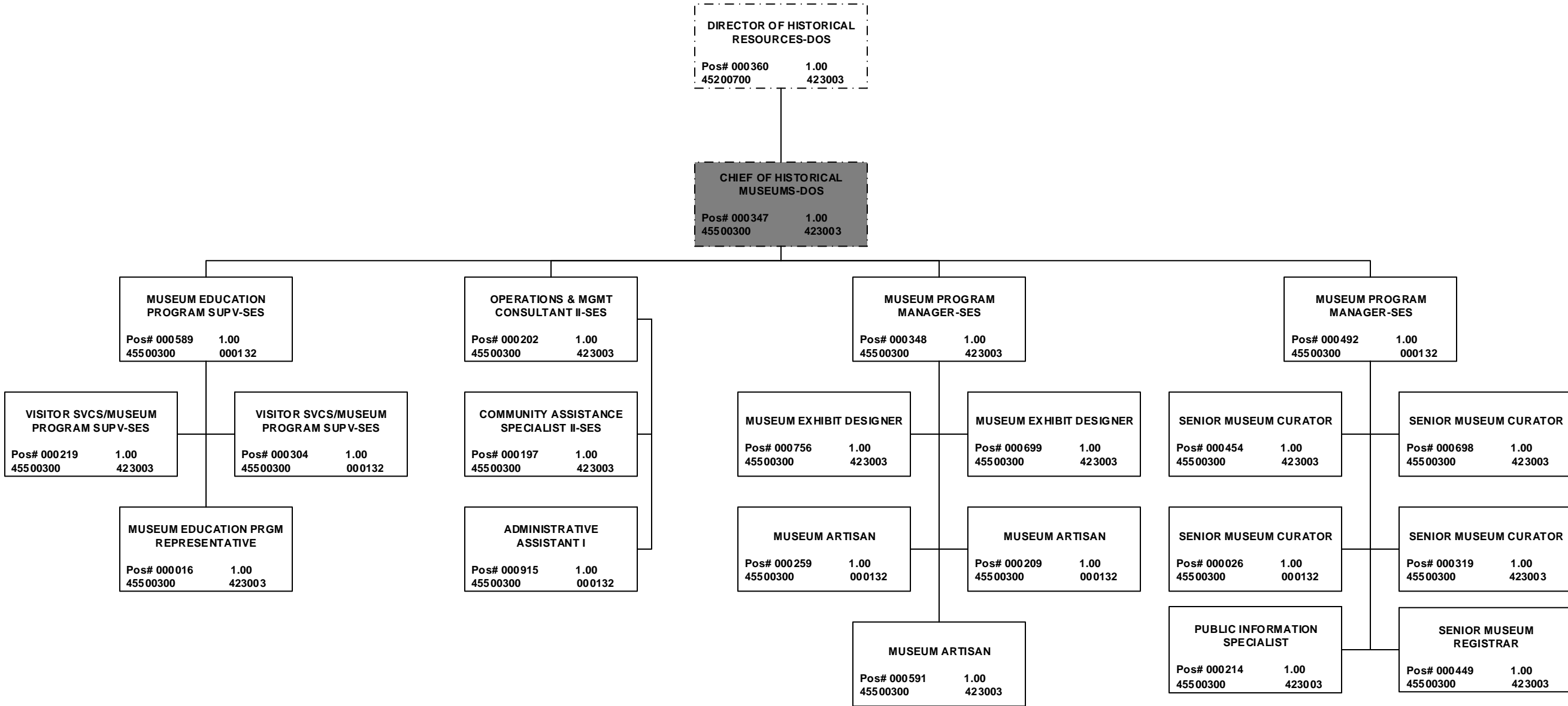
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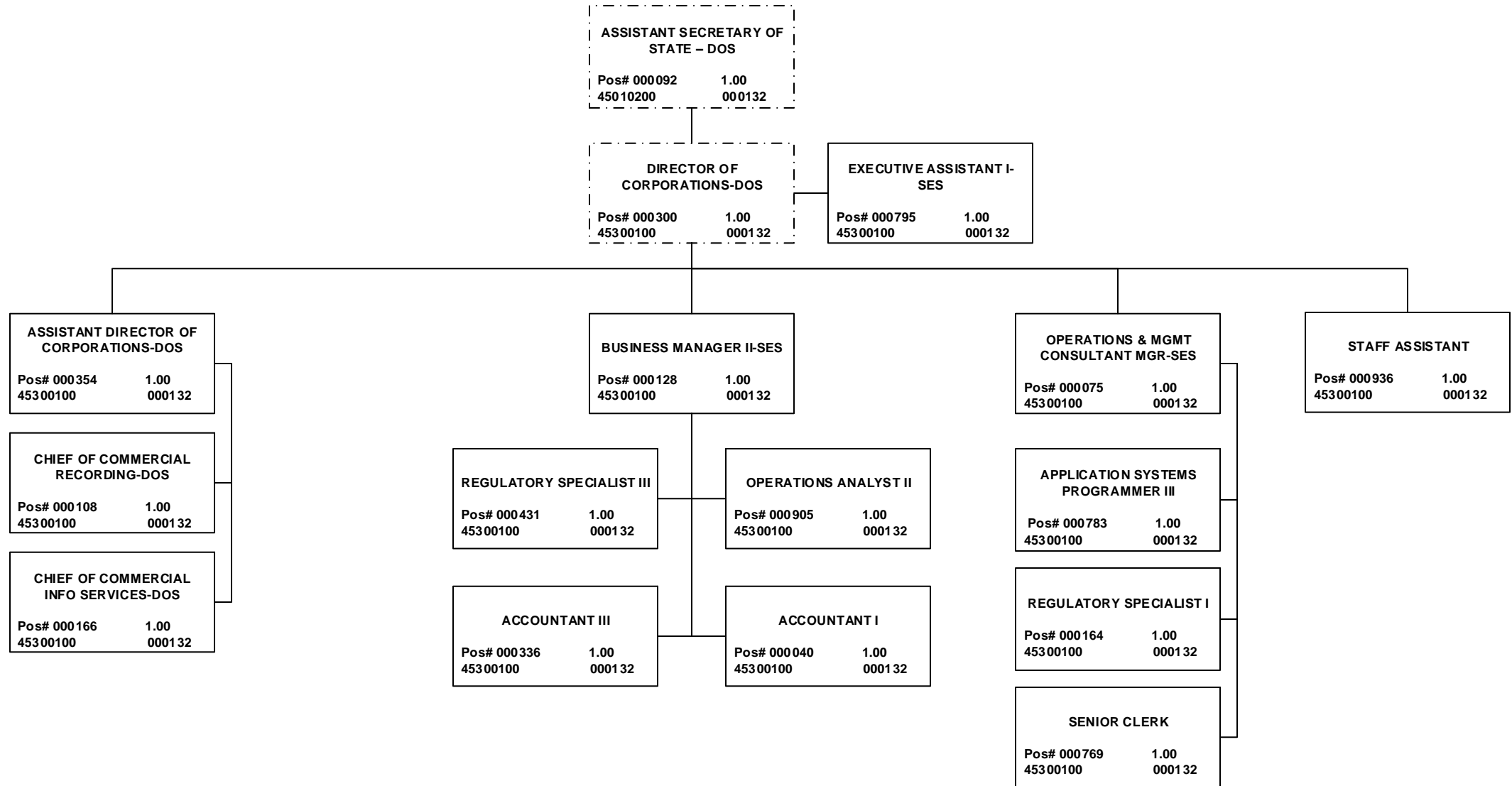
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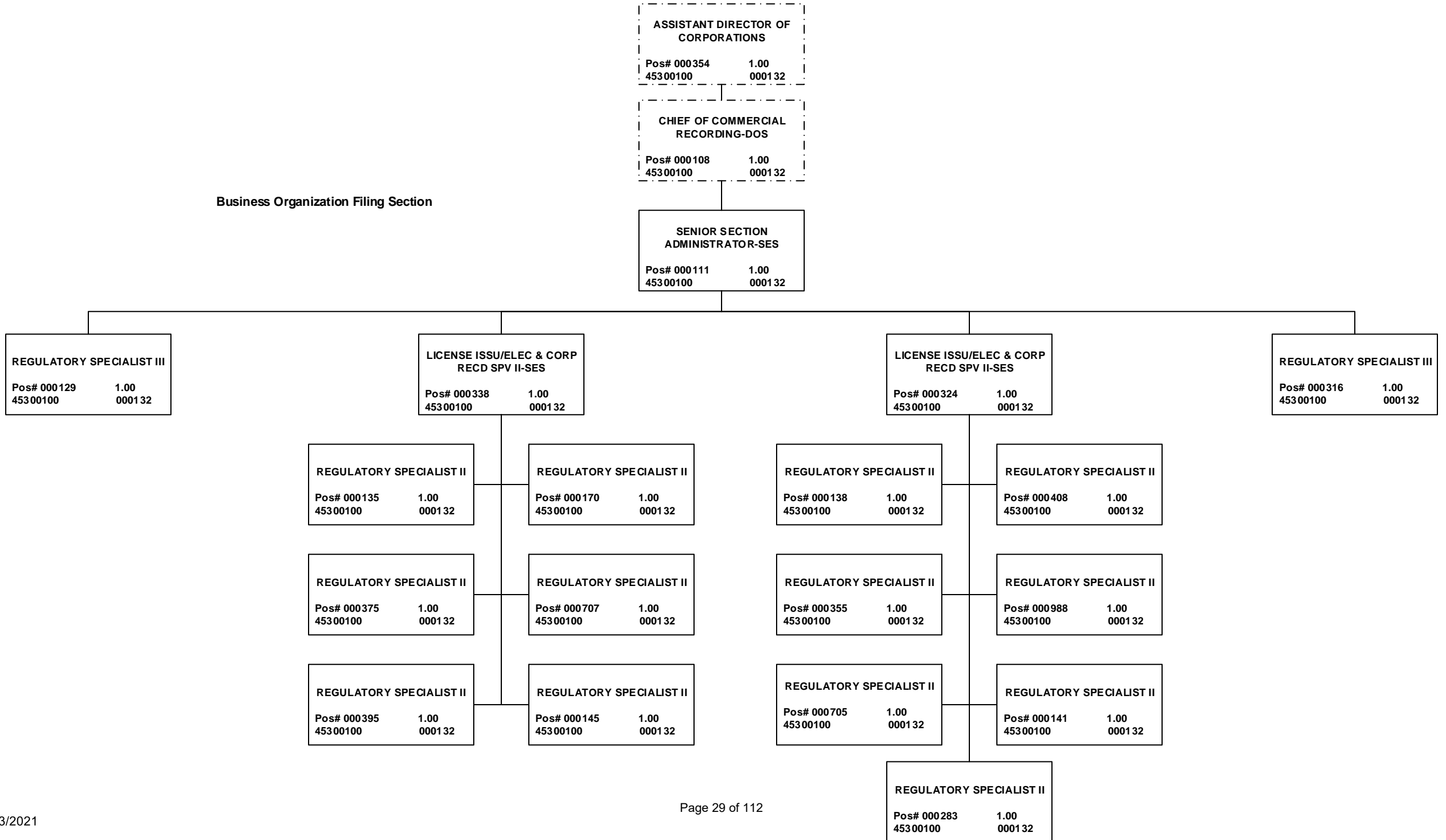
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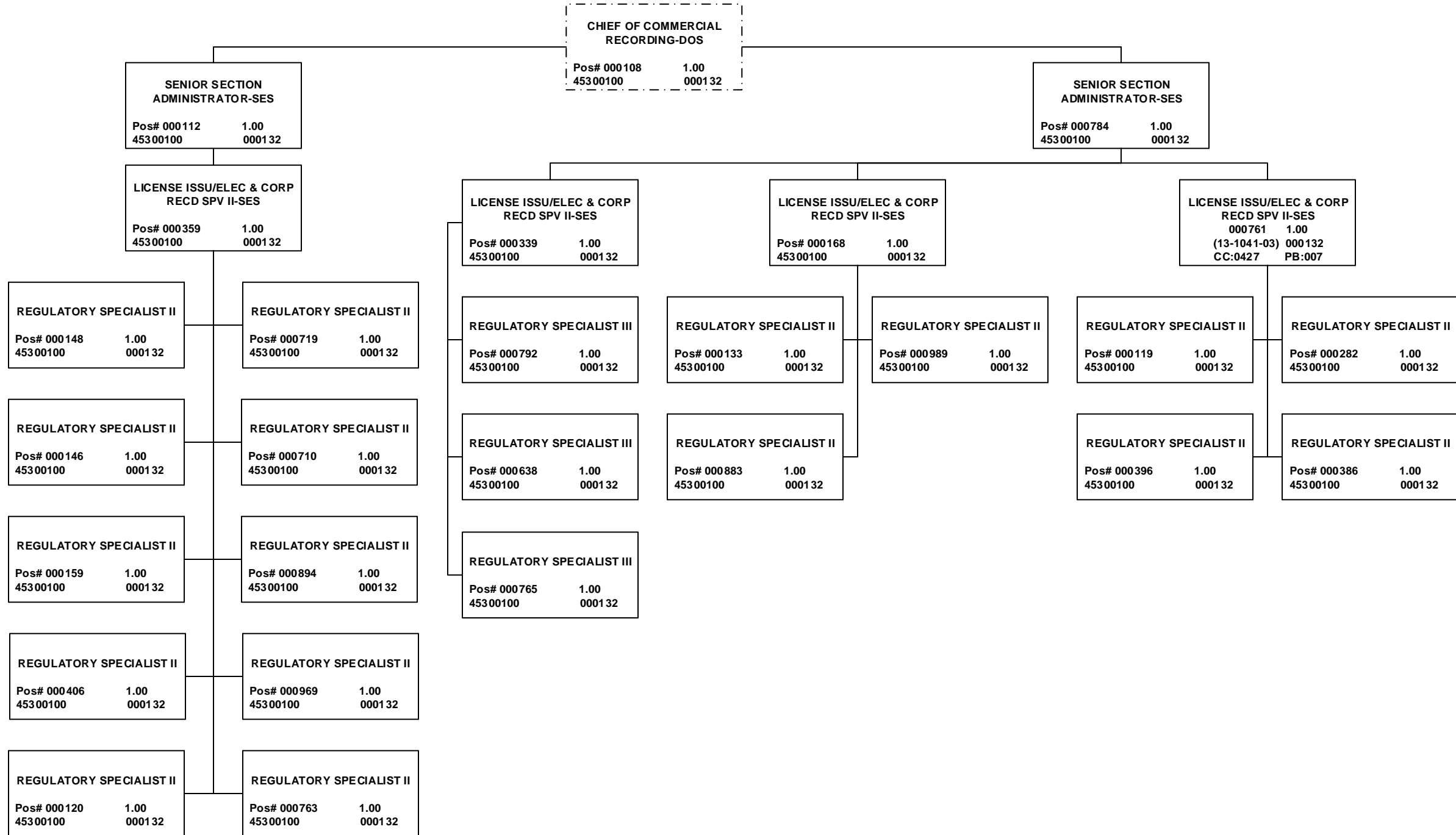
**DIVISION OF CORPORATIONS
Office of Division Director**



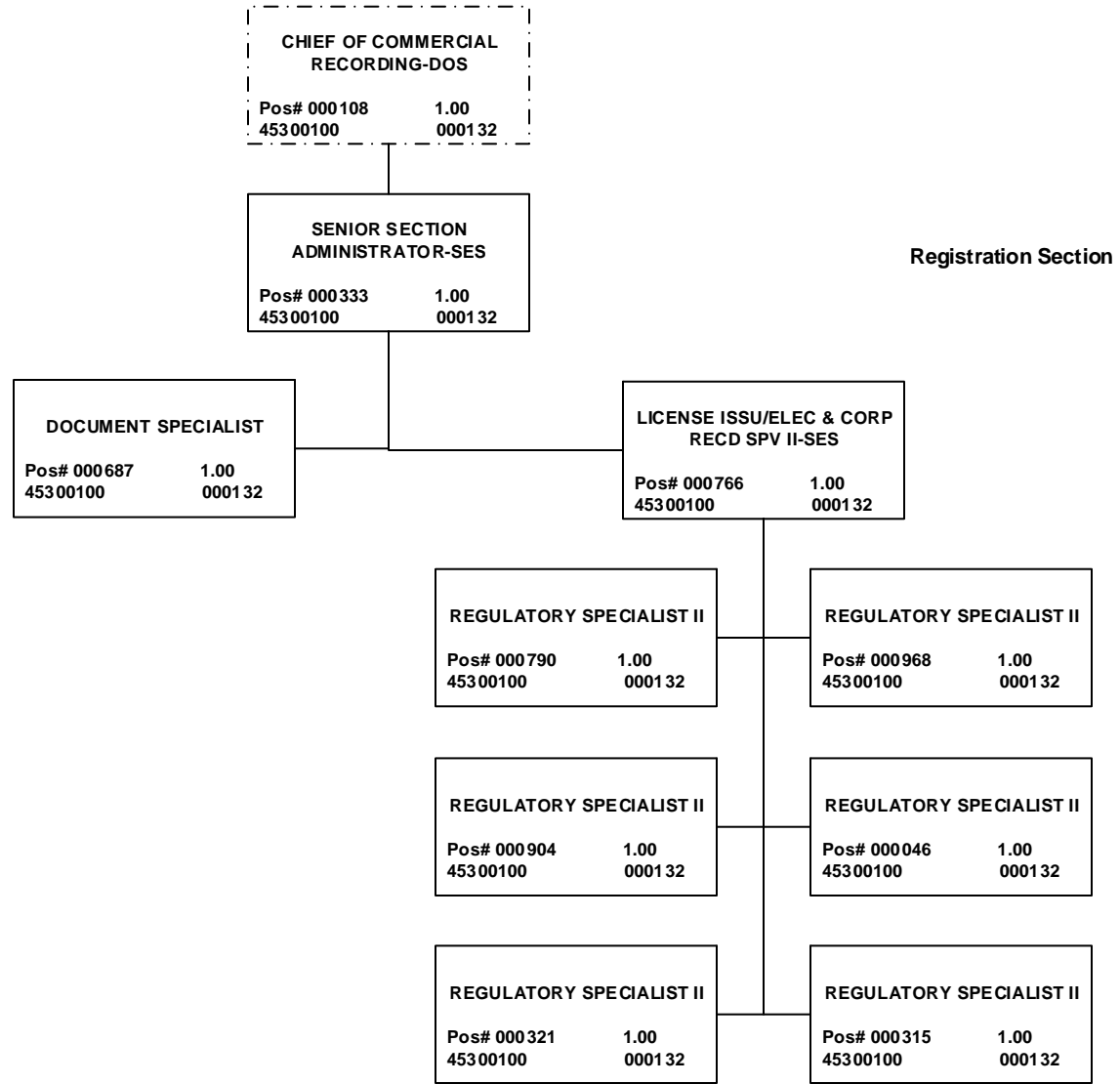
DIVISION OF CORPORATIONS
Bureau of Commercial Recording
(Page 1 of 3)



DIVISION OF CORPORATIONS
Bureau of Commercial Recording
(Page 2of 3)



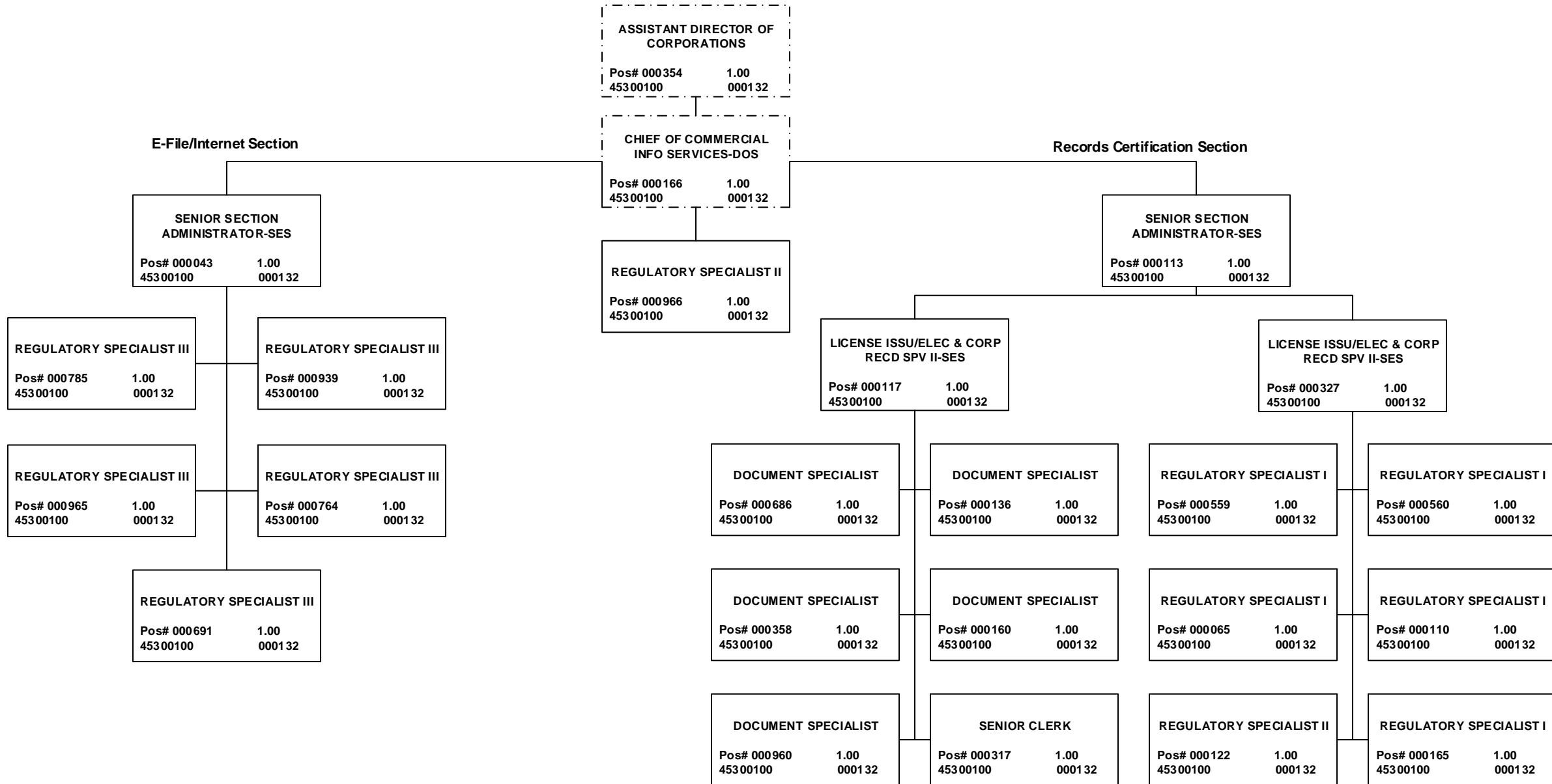
**DIVISION OF CORPORATIONS
Bureau of Commercial Recording
(Page 3 of 3)**



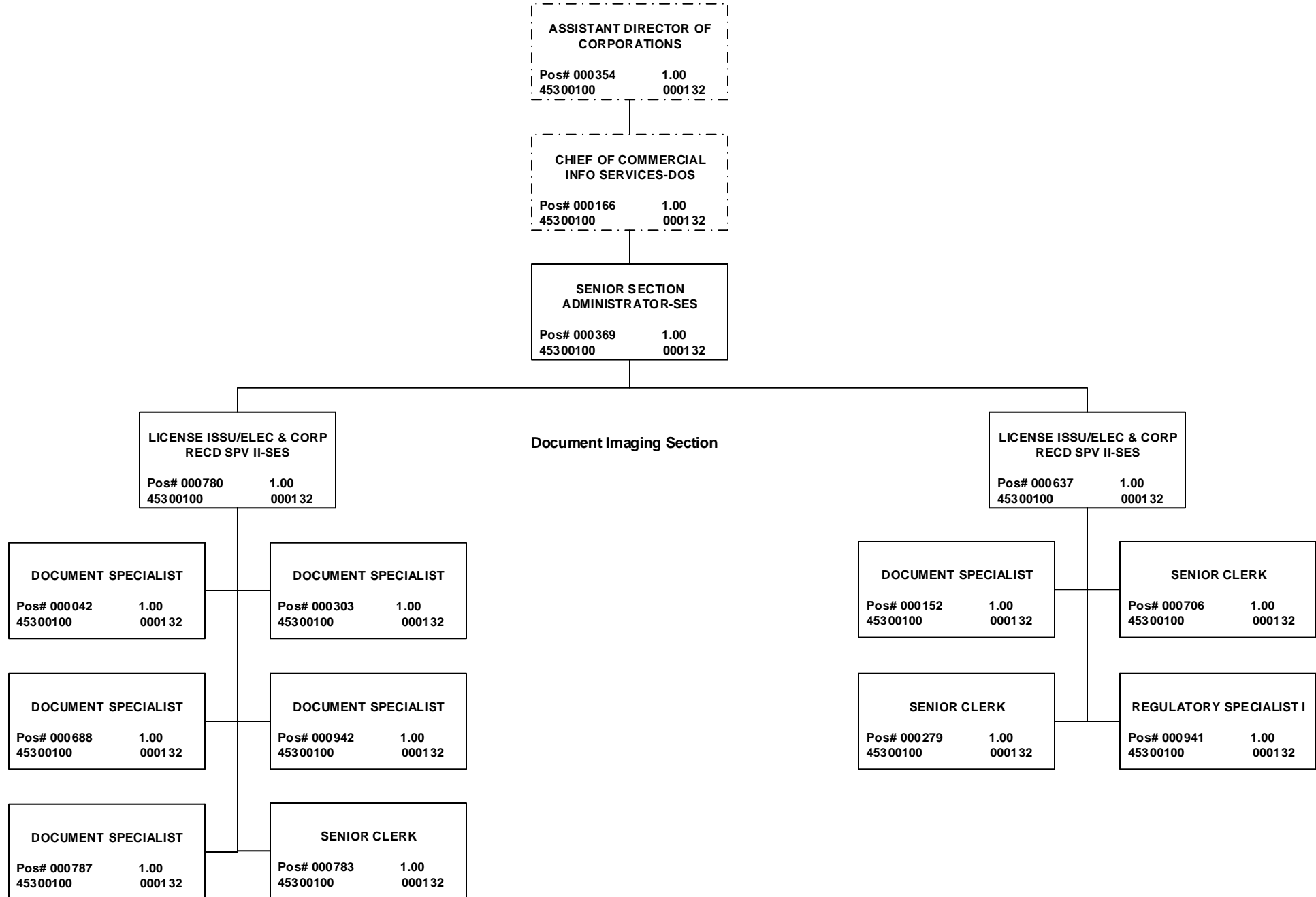
Registration Section

DIVISION OF CORPORATIONS
Bureau of Commercial Information Services

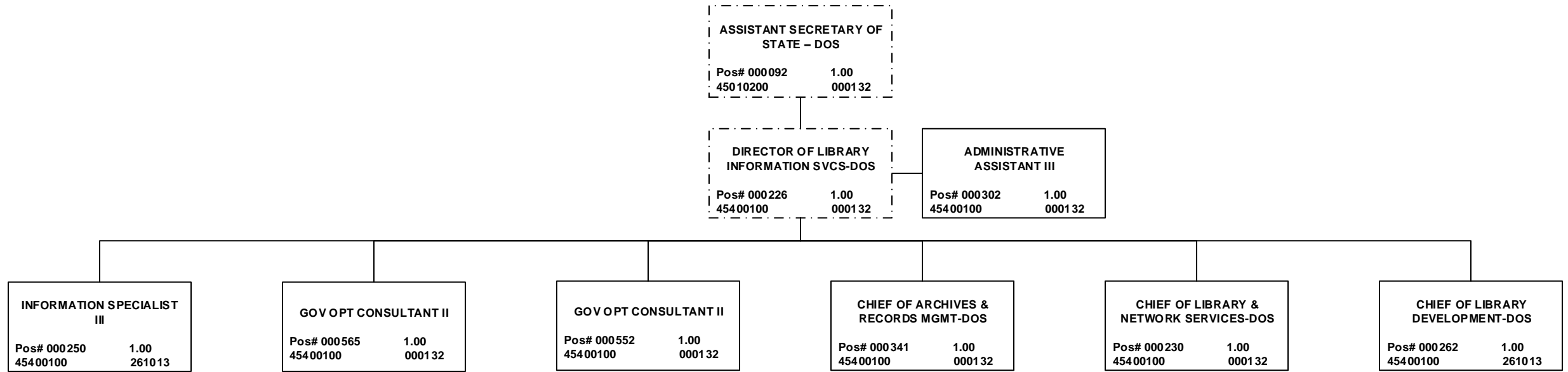
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DIVISION OF CORPORATIONS
Bureau of Commercial Information Services
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DIVISION OF LIBRARY AND INFORMATION SERVICES
Office of Division Director



DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Archives & Records Management
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DIRECTOR OF LIBRARY
INFORMATION SVCS-DOS
Pos# 000226 1.00
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CHIEF OF ARCHIVES &
RECORDS MGMT-DOS
Pos# 000341 1.00
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ADMINISTRATIVE
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SUPPORT SERVICES
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ARCHIVIST SUPERVISOR II-
SES
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ARCHIVIST SUPERVISOR II-
SES
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OPERATIONS ANALYST II
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GOVERNMENT OPERATIONS
CONSULTANT I
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GOVERNMENT OPERATIONS
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RECORDS ANALYST
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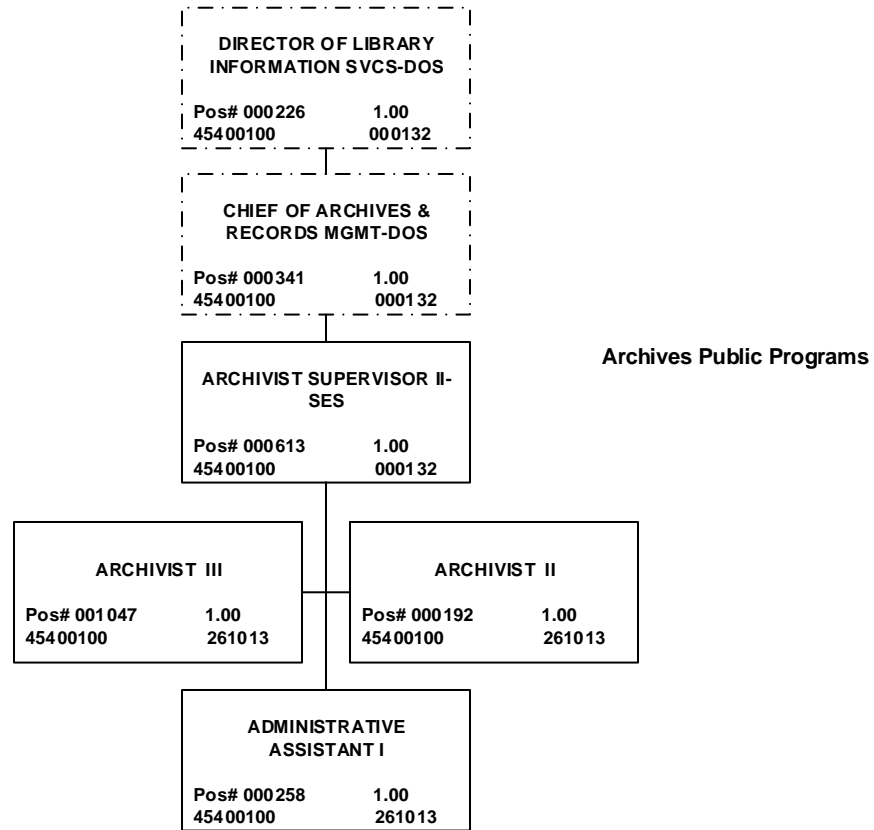
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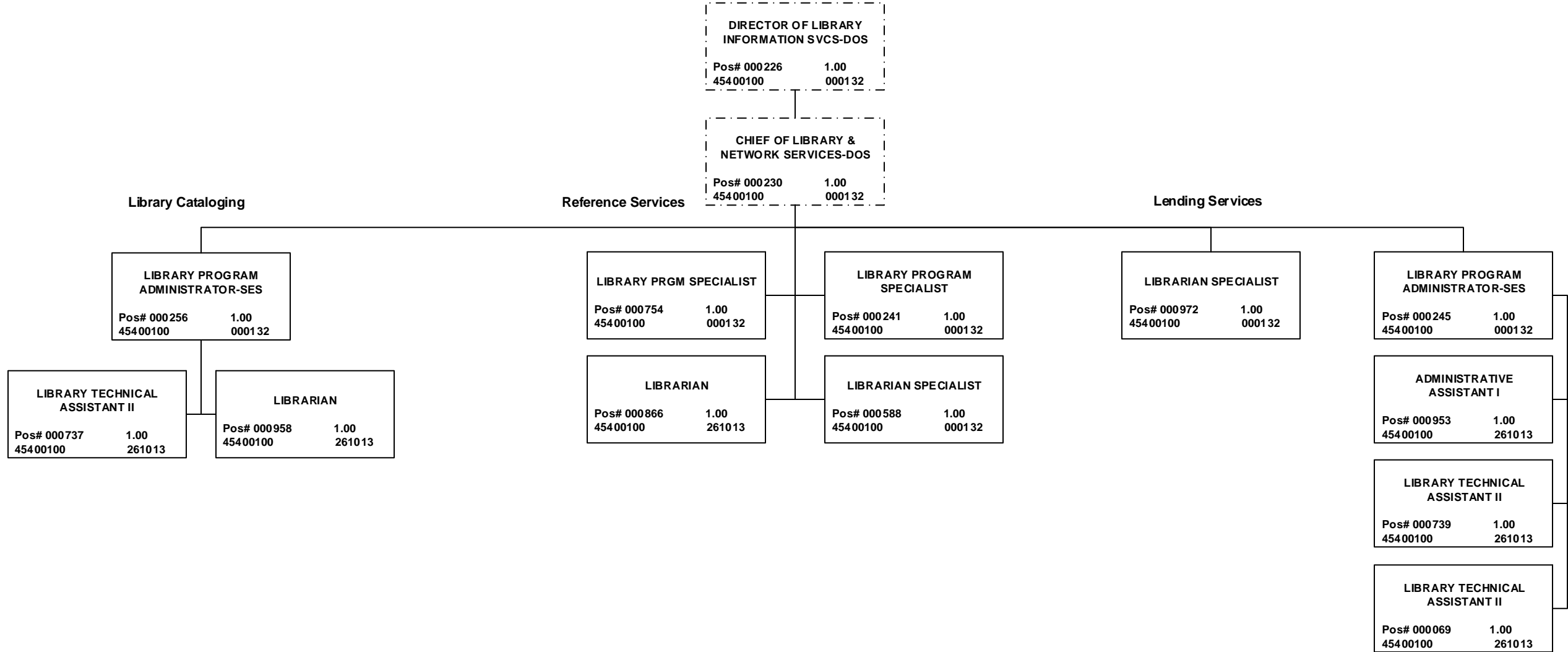
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DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Archives & Records Management
(Page 2 of 2)



DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library & Network Services



DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library Development

DIRECTOR OF LIBRARY
INFORMATION SVCS-DOS
Pos# 000226 1.00
45400100 000132

CHIEF OF LIBRARY
DEVELOPMENT-DOS
Pos# 000262 1.00
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ADMINISTRATIVE
ASSISTANT II
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OPERATIONS & MGMT
CONSULTANT II-SES
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LIBRARY PROGRAM
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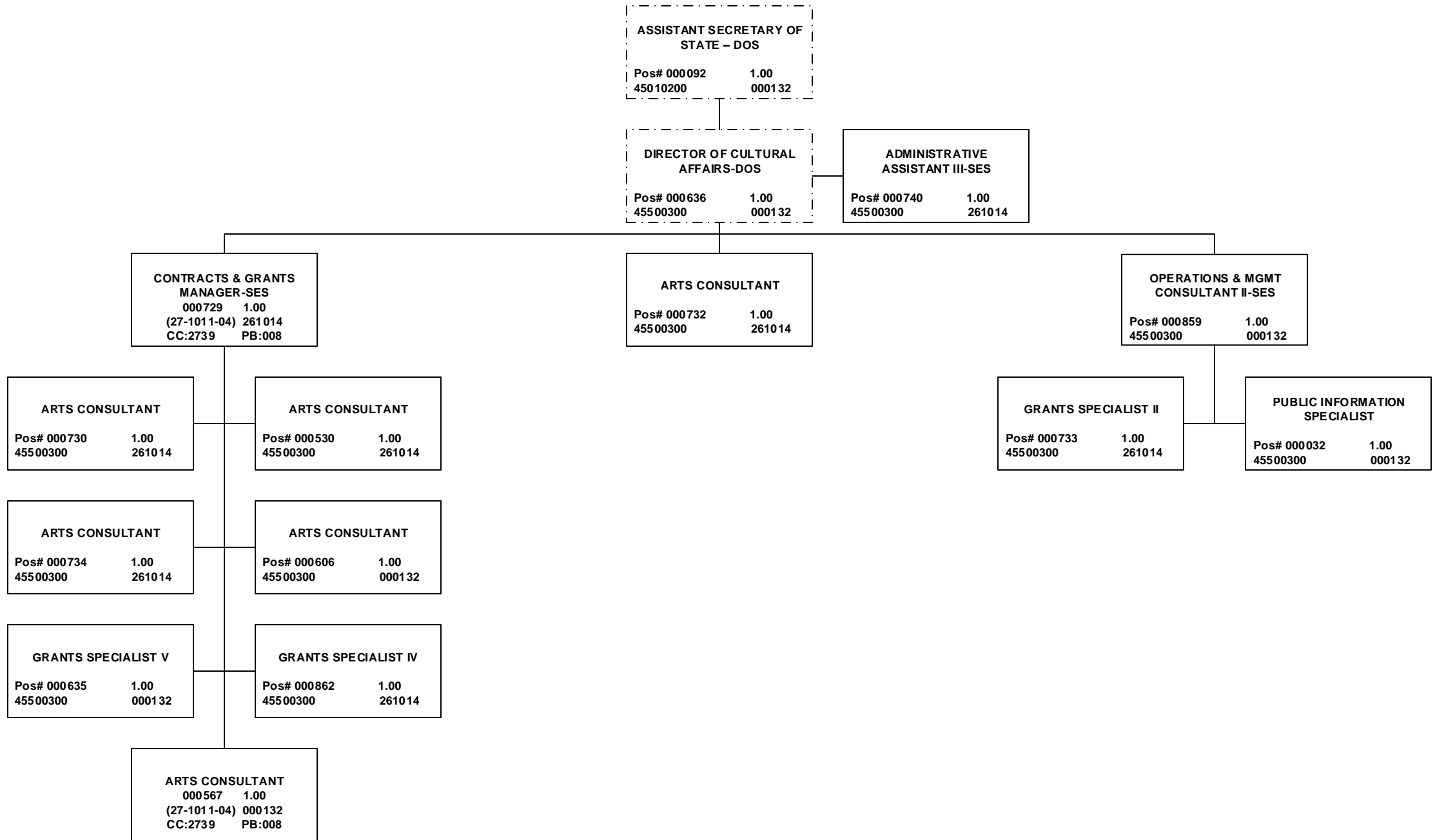
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GRANTS SPECIALIST II
Pos# 000622 1.00
45400100 261013

ADMINISTRATIVE
ASSISTANT II
Pos# 000271 1.00
45400100 261013

DIVISION OF ARTS AND CULTURE

Office of Division Director



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:

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

*** NO ACTIVITIES FOUND ***

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 ***

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 ***

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

*** NO DISCREPANCIES FOUND ***

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Florida Department of State Contact: Pierce Schuessler (850) 245-6514

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2021 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2022-2023 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2022-2023 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Division of Arts and Culture Grants	B		\$5,000,000
b	Division of Historical Resources Grants	B		\$1,500,000
c	Division of Library and Information Services	B		\$21,804,072
d	Elections	B		\$4,500,000
e	<i>(Total For Programs listed above as adopted in the Long Range Financial Outlook)</i>	B	\$41,800,000	
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* R/B = Revenue or Budget Driver

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2021 - 2022
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	45XXXXXX
	2261

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,704,251.60	(A)	-	1,704,252
ADD: Other Cash (See Instructions)	-	(B)	-	-
ADD: Investments	23,622,244.82	(C)	-	23,622,245
ADD: Outstanding Accounts Receivable	92,127.76	(D)	-	92,128
ADD: <u>Rounding</u>	-	(E)	-	-
ADD: <u>Committed Fund Balance</u>	-	(E)	-	-
Total Cash plus Accounts Receivable	25,418,624.18	(F)	-	25,418,624
LESS: Allowances for Uncollectibles	(20.00)	(G)	-	(20)
LESS: Approved "A" Certified Forwards	1,497,065.75	(H)	-	1,497,066
Approved "B" Certified Forwards	2,323,026.01	(H)	-	2,323,026
Approved "FCO" Certified Forwards	-	(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	-	(I)	-	-
LESS: _____	-	(J)	-	-
Unreserved Fund Balance, 07/01/20	21,598,552	(K)	-	21,598,552 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Grants and Donations Trust Fund

(2339)

FY 2022-2023

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022- 2023

Department Title:	Department Of State
Trust Fund Title:	Granst and Donations Trust Fund
Budget Entity:	45XXXXXXX
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	284953 (A)		284953
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	2850 (D)		2850
ADD: _____	0 (E)		0
Total Cash plus Accounts Receivable	287803 (F)	0	287803
LESS: Allowances for Uncollectibles	2056 (G)		2056
LESS: Approved "A" Certified Forwards	0 (H)		0
Approved "B" Certified Forwards	24066 (H)		24066
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: _____	0 (J)		0
Unreserved Fund Balance, 07/01/21	261681 (K)	0	261681 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



FLORIDA DEPARTMENT *of* STATE

Schedule I Series Federal Grants Trust Fund (2261)

FY 2022-2023

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2021 - 2022
Department Title:	Department of State
Trust Fund Title:	Grants and Donations Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number:	2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20	
Total all GLC's 5XXXX for governmental funds;	285,747.00 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
TR 10 posted by Agency	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	24,066.00 (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	(121,590.00) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	140,091.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	140,091.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2021 - 2022

Department Title: Department of State
Trust Fund Title: Land Acquisition Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2423

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20

Total all GLC's 5XXXX for governmental funds; 2,805,964.00 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B450002 To Reclassify Operating Capital Outlay (24,556.00) (C)

SWFS Adjustment # B45000027 - To record Service Charge to General Revenue (371,972.00) (C)

SWFS Adjustment # 4500014 - To adjust unreleased cash in state treasury 743,944.00 (C)

SWFS Adjustment # B4500024 - To adjust committed fund balance 4,705.00 (C)

SWFS Adjustment # TR10 posted by Agency & DFS 511,651.00 (C)

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,893,919.00) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,775,817.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 1,775,817.00 (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2021 - 2022</u>
Trust Fund Title:	<u>Department of State</u>
LAS/PBS Fund Number:	<u>Records Management Trust Fund - Combined (45XXXXXX)</u>
	<u>2572</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20	
Total all GLC's 5XXXX for governmental funds;	1,559,329.00 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
TR 10 Adjustment - Net Assets Unrestricted	(C)
SWFS Adjustment #B4500022 Accumulated Depreciation	1,526.00 (C)
SWFS Adjustment #B4500025 Due from State Fund within Department	11,204.00 (C)
SWFS Adjustment #B4500027 Compensated Absences	11,541.00 (C)
SWFS Adjustment #B4500017 Due to General Revenue	(C)
TR 10 Adjustment - Due from Other Departments	600,463.00 (C)
TR 10 Adjustment - Accounts Receivable	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
Approved FCO Certified Forward per LAS/PBS	(D)
A/P not C/F-Operating Categories	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	2,184,063.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	2,184,063.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC FILING SYSTEM

For Fiscal Year 2022-23



September 15, 2021

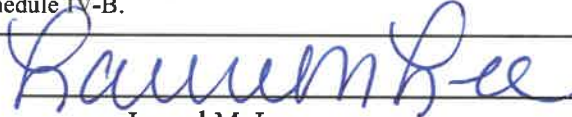
FLORIDA DEPARTMENT OF STATE

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SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC FILING SYSTEM

I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of State	Schedule IV-B Submission Date: September 15, 2021
Project Name: Statewide Electronic Filing System	Is this project included in the Agency's LRPP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FY 2022-23 LBR Issue Code: 36317C0	FY 2022-23 LBR Issue Title: Statewide Electronic Filing System (Campaign Finance)
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Nicholas Carroll, 850-245-5559, nicholas.carroll@dos.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:  Printed Name: Laurel M. Lee	Date: 9/15/21
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: _____	
Budget Officer: _____	Date: _____
Printed Name: _____	
Planning Officer: _____	Date: _____
Printed Name: _____	
Project Sponsor: _____	Date: _____
Printed Name: _____	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Nicholas Carroll, 245-6659, nicholas.carroll@dos.myflorida.com
Cost Benefit Analysis:	Same as above
Risk Analysis:	Same as above
Technology Planning:	Same as above
Project Planning:	Same as above

General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization
- Cost Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Technical Solution
- Proposed Solution Description
- Project Management Planning

Compliance with s. 216.023(4)(a)10, F.S. is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section should be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The Schedule IV-B includes two required templates, the Cost Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule has been omitted.

Submit all component files of the agency's Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at IT@LASPBS.STATE.FL.US. Reference the D-3A issue code and title in the subject line.

II. Schedule IV-B Business Case – Strategic Needs Assessment

A. Background and Strategic Needs Assessment

1. Business Need

The Department of State, Division of Election (DOE), serves as the filing officer for federal, state, multicounty and special district offices pursuant to chapter 99, Florida Statutes. Additionally, DOE is responsible for the oversight of the electronic filing system implemented in 2004 for all campaign finance reports required to be submitted by state, county, multicounty and special districts officers, and for political entities such as political parties, political committees, and electioneering communications organizations. Section 106.0705, Florida Statutes, mandates the use of DOE's electronic filing system by all candidates and entities that register with the DOE. Additionally, DOE is responsible for processing the registration of these political entities, maintaining a public interfacing database for candidates, political entities, and campaign finance reports, and auditing financial reports for compliance. The Department of State, Elections, is requesting \$2 million nonrecurring General Revenue to modernize the processes/programs for qualifying candidates, registering political entities, facilitating campaign finance reporting, maintaining public interfacing databases. This would include replacing legacy systems and creating a new robust and more secure mandatory Statewide Electronic Filing System. Modernization of this system would eliminate the need for any hard copy documents that are currently required throughout the election cycle, enhance filers experience with filing, and provide more transparency in candidate and campaign finance activities.

The Statewide Electronic Campaign Finance Reporting System (EFS) will seek to combine disparate Department of State elections systems hosting similar data types into a singular public dashboard and internal workflow for data related to campaign finance and historical elections reporting. Filing officers will manage all filers under their jurisdiction. To best support the EFS and to promote a completely paperless system, the system will require online filing of all forms and utilize email as the main method for correspondence. Although not mentioned in s. 16, Ch. 2013-37, Laws of Florida, the EFS will include campaign finance reports (*e.g.*, termination and office account reports) required under s. 106.141, Florida Statutes.

The current electronic filing system currently operates as a multifaceted system. The oldest portions of the legacy system are almost 30 years old while the newest portion of the system was implemented over 14 years ago during the 2006 election cycle.

Because of its age, the system is not compatible with current web browsers and various forms of modern technology including some laptop computers, cell phones and tablets. In addition, it does not have the capacity to handle the continually increasing volume of users (filers, media, organizations, and citizens desiring to view campaign finance records). Its software languages and operating systems are obsolete. New business rules are increasingly difficult to implement, and the disparate applications are difficult to maintain. The current system does not have the technological capacity or capability to handle the increasing reliance on digital communications and standards. The statewide EFS would need to be more robust to handle the increased number of filers and number of citizens desiring to view campaign finance records and historical elections information. A robust and secure statewide EFS should include not only the requirements mandated by ss. 106.0705(5) and 106.0706, Florida Statutes, but others as applicable.

2. Business Objectives

The objective of the EFS is to provide the public, candidates and committees a vehicle for monitoring reportable financial activities. In brief, EFS accepts data from its user base when:

- Candidates and committees that contribute an aggregate more than \$500 in a calendar year to any candidate or political party, or which accepts contributions during a calendar year in an aggregate amount in excess of \$500
- The election or defeat of a candidate or issue occurs and makes expenditures of more than \$500 in the aggregate during a calendar year
- The sponsor of a proposed constitutional amendment by initiative intends to seek the signatures of registered electors.

Systems provided by EFS include:

- Campaign Finance Database
 - Candidates, committees, and electioneering communications organizations which are registered with this state file their financial reports with the Division of Elections' electronic filing system (EFS). The information in the EFS is made available to the public.
- Filing Campaign Reports
 - Candidates and political organizations must file certain campaign reports throughout the election cycle. This page includes helpful information on the electronic filing of campaign reports.
- Officeholder Statements of Solicitation
 - This list includes names of certain officeholders who solicit or accept contributions from organizations exempt from taxation under s.527 or s.501(c)(4) of the Internal Revenue Code.
- Public Campaign Finance
 - Candidates for governor and candidate offices can receive public campaign financing in the form of matching funds.

B. Baseline Analysis

1. Current Business Process(es)

Currently there are three (3) main processes within the current electronic filing system including Submission, Administration, and Public Reporting. The initial process is Submission, wherein candidates and committees input their contributions. Second, is the administration and verification of that input by Department of State Division of Elections staff. Third, is the public reporting application which offers a public window into the data that is submitted by the candidates and committees.

Current Stakeholders for the electronic filing system include:

- Filing Officers- election officials
 - Division of Elections
 - Supervisors of Elections
 - Municipal Clerks
- Filer- any individual or entity that must register to file treasurer reports with an election official
 - Candidates
 - Political Parties
 - Affiliated Party Committees
 - Political Committees
 - Electioneering Communications Organizations
 - Office Account Holders
 - Individuals meeting the threshold requirements of s. 106.071 for independent expenditures or electioneering communications
 - Individuals seeking a publicly elected position on a political party executive committee who receives a contribution or makes an expenditure
- Florida Elections Commission- Nine appointed commissioners acting in a quasi-judicial capacity to investigate and determine violations of Chapters 104 (violations of election code) and 106 (campaign finance) in Florida's Election Code.
- Florida Commission on Ethics- Nine-member commission responsible for investigating and issuing public reports on complaints of breaches of the public trust by public officers and employees.
- Software Vendors
 - Application systems used by local filing officers
 - Application systems used by filers
- The Public
 - Florida citizens
 - News media
 - Organizations

2. Assumptions and Constraints

Assumption		
A1	Cloud First Initiative	In keeping with the State of Florida’s Cloud First Initiative, architecture activities will revolve around hosting solutions offered by Cloud providers and utilizing cloud software vendors and contractors where possible.
Constraints		
C1	Local Committees	Local committees that currently register with more than one county or municipality will have difficulty reporting when overlapping reporting periods exist in the various jurisdictions. A need for a statutory change be may needed to clearly define how this situation is to be reported to prevent double reporting. The optimum solution is to mandate committees and ECOs to register with only one filing officer.
C2	Election Cycles	The current system relates all financial activity to an election cycle, with the result being a complete picture of what influenced the election. At the state level the election cycle is a two-year period, except for special elections which are defined separately. County and municipal elections dates are staggered throughout the year.
C3	Paperless Features	Some of the paperless features may require statutory changes.

C. Proposed Business Process Requirements

1. Proposed Business Process Requirements

To realize a complete Statewide Electronic Campaign Finance Reporting System (EFS), requirements are categorized into three separate applications, Election Finance Submissions, Election Finance Administration, and Election Finance Public Reporting. The list of requirements below may not be an exhaustive list of all of the needs for a new system. These separate applications may be provided by different vendors based on capability and need but will be required to interoperate where necessary.

Application One: Election Finance Submissions

Security Management

- Secure web site required in compliance with FAC 60GG-2.
- The Department will require provider to provide specific reports and security tie-ins for monitoring and investigation activities, as well as the use of specific Department security tools and protocols.
- All passwords, PINs and security answers must be stored encrypted.
- The password must be at least 14 characters long and contain upper and lower case and contain at least one number or special character.
- Filers and users should be able to configure a second factor for authentication confirmation when appropriate.
- Filers must reset initial password after first login.
- Filers must have security questions for password and PINs.
- Forgotten passwords can be reset via the security questions. The reset password/PIN is emailed to the filer. The filer will be forced to set a new password/PIN.
- Filing officers can reset filer’s passwords/PINs and the reset password/PIN is emailed to the filer. The filer will be forced to set a new password/PIN after a reset.
- Log all password/PIN resets.
- Filers can change the password/PIN at any time, but a PIN entry is required.

- Only active chairpersons, treasurers, and registered agents have valid PIN numbers.
- By statute, a PIN is the person's signature under oath and PIN entry will be required to complete various processes in the system. It is the responsibility of the user to keep their PIN secure and to reset it immediately if it is compromised. All transactions requiring PIN verification will have the user and time of entry recorded.
- Filing officers have a read only view in EFS to support help desk questions. All administrative tasks are performed in the administrative application.

Online Registration

- Prevent automated enrollment by hackers (i.e., Captcha).
- Send email with "enrollment link" to verify email and start approval process.
- Filing officer must approve registration
 - Jurisdiction
 - Type of filer: Political Party, Affiliated Party Committee, Electioneering Communications Organization, Political Committee, Candidate, or individual
 - Upon approval an email will be sent to the filer with a link for completing registration.
- The filer will not be considered registered until the following steps are completed:
 - Entry of the account password, PIN and security questions for the candidate or chairperson.
 - Designation of the depository if required.
 - Appointment of a primary treasurer if required.
 - Treasurer must accept the appointment online and enter his or her PIN and security questions.
 - Appointment of a registered agent if required.
 - Registered agent must accept the appointment online and enter his or her PIN and security questions.
- A notification will be sent as often as the filing officer designates informing the filer of outstanding steps needing completion for registration.
- Upon completion of registration, a notification will be sent to the filer.

Manage Filer Account Information

- All data inserts and updates require a PIN verification.
- Candidate (A personalized PIN will be required to change any of the following data items)
 - See Security section for password, PIN and recovery questions.
 - Name: first, middle, last, suffix, title, salutation
 - Ballot name with special characters {as it should appear on the ballot}
 - Name pronunciation
 - Photograph image
 - Contact Information
 - Address/Phone
 - Emails
 - Public Web URL
 - Voter ID
 - Display voter data (name, county, party and status) from the Florida Voter Registration System (FVRS) so the filers can verify they entered the correct number.
 - If voter last name is not the same as the candidate last name or voter status is not active or the county is invalid for the office sought, then warn the candidate of a potential error. If voter ID is not corrected, create an alert notification for the filing officer.
 - Previous candidate account number is required if a Carryover of Funds will be reported as a contribution.
 - Statement of Candidate or Statement of Candidate for Judicial Office
 - Change of Office Submittal
 - Requires acknowledgement of petition statement:
 - I understand that upon submittal of the change of office, any petitions I collected will be

- set to invalid.
 - For state candidates automatically set valid petition to invalid.
 - For local candidates create an alert notification for the filing officer.
 - Requires acknowledgement of Contribution Return Notice:
 - I understand that s. 106.021, Florida Statutes, requires me to send a DS-DE 86 to all contributors.
 - DS-DE 86 should be a link to the form.
 - Create a change of office notification for the filing officer (for state candidates include those county filing officers that verify petitions for the candidate).
 - Ballot Method
 - Pay Fee
 - Petition Method
 - Petition by Random Sample
 - Affidavit of Intention and Affidavit of Compliance for Supreme Court and District Court of Appeals retention candidates
 - Candidate for Governor or Cabinet Officer Request for Contributions
 - Withdrawal of Candidacy
 - Confidential Letter on File- the candidate has already submitted a letter to the filing officer requesting confidentiality of personal identifying information pursuant to a public records exemption.
 - If true, then create a work item task for the filing officer to verify a confidential record is on file for the candidate.
 - If the filing officer finds no letter on file, a notice should be sent to the candidate indicating so.
- Committee (Chairperson or Treasurer PIN required)
 - See Security section for password, PIN and recovery questions.
 - Contact Information
 - Address/Phone
 - Emails
 - Public Web URL
 - Chairperson(s) (Chairperson or Primary Treasurer PIN required)
 - Name: first, middle, last, suffix, title, salutation
 - Contact Information if different than committee
 - Address/Phone
 - Appointment Date
 - Withdrawal Date
 - Examples of captured business rules include:
 - There can only be one chairperson at any point in time.
 - Confidential Letter on File- the chairperson has already submitted a letter to the filing officer requesting confidentiality of personal. Identifying information pursuant to a public records exemption.
 - If true, then create a work item task for the filing officer to verify a confidential record is on file for the chairperson.
 - If the filing officer finds no letter on file, a notice should be sent to the chairperson indicating such.
 - Registered Agent(s) if required
 - Name: first, middle, last, suffix, title, salutation
 - Contact Information if different than committee
 - Address/Phone
 - There can only be one registered agent at any point in time
 - Statement of Organization for Political Committee
 - Affiliation(s)
 - Affiliate Name
 - From Date
 - To Date

- Committee Purpose(s)
 - Purpose Code
 - From Date
 - To Date
- Issue(s)
 - Issue Jurisdiction
 - Issue ID
 - For or Against
 - From Date
 - To Date
- Participant in Special or local Election
 - Election Jurisdiction
 - Election ID
 - Participation Start Date
 - The committee must file the special election reports or local reports which reflect only those expenditures that influence that election.
 - All special or local election reports with an end date later than the participation start date must be filed. If there was no activity for a specific report, then a waiver must be filed.
 - Closing the committee
- Treasurers (Candidate or Chairperson or Treasurer PIN required)
 - Only a candidate or chairperson can appoint a treasurer. Upon appointment an email will be sent to the treasurer who must accept the appointment before it becomes effective.
 - Name: first, middle, last, suffix, title, salutation
 - Contact Information if different than candidate or committee
 - Address/Phone
 - Email address
 - Appointment Date
 - Withdrawal Date
 - Treasurer Type- Primary or Deputy
 - There can only be one primary treasurer at any point in time.
 - There can be up to 15 deputies for statewide candidates and all other filers can have up to three deputies at any point in time.
 - Confidential Letter on File-the treasurer has already submitted a letter to the filing officer requesting confidentiality of personal identifying information pursuant to a public records exemption.
 - If true, then create a work item task for the filing officer to verify a confidential record is on file for the treasurer.
 - If the filing officer finds no letter on file, a notice should be sent to the treasurer indicating so.
- Depository (Candidate, Chairperson or Treasurer PIN required)
 - Only one primary depository at any point in time.
 - Secondary depositories are allowed in each county in which an election is held in which the candidate or committee participates.
 - ECOs do not designate depositories.

Forms

- Most of the forms on the DOE web site <http://election.dos.state.fl.us/forms/index.shtml> have been incorporated into the online filing system with electronic submission using the PIN in lieu of the signature. The following forms would no longer be submitted in hardcopy from:
 - DS-DE 5 Statement of Organization for Political Committee
 - OS-DE 6 Appointment of Campaign Treasurer and Designation of Campaign Depository for Political Committees
 - OS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

- DS-DE 41 Registered Agent Statement of Appointment
- DS-DE 73 Campaign Loans Report
- DS-DE 73A Campaign Loans Report Itemized
- DS-DE 83 Statement of Candidate for Judicial Office
- DS-DE 84 Statement of Candidate
- DE 96 Affidavit of Intention (Supreme Court& DCA)
- OS-DE 97 Affidavit of Compliance (Supreme Court & DCA)
- OS-DE 98 Candidate for Governor or Cabinet Officer Request for Contributions
- Some forms are not filed with the filing officer and therefore just need a link to the form (e.g., OS-DE 86 Request for Return of Contribution).
- Some forms are filed with the filing officer and only the image needs to be accessible to the public (e.g., DS-DE 2 Contributions Returned). This data will be completed online, and the image of the form will be stored. These completed documents can be submitted with PIN verification. These documents can be viewed by the public in a manner like the current DOE public document site: <http://doe.dos.state.fl.us/PublicRecordsBER/wfPublicImagesBER.aspx>.
- Some forms such as the qualifying forms need to be notarized and therefore cannot be submitted electronically. These forms will have the hardcopy turned into the filing officer. The administrative application for EFS must be capable of storing and referencing scanned images of the documents that have been redacted to remove any confidential information. The public access application would provide access to all document images.

Campaign Treasurer Reports

- By statute, report data is exempt from public record until it is filed. This pending data must be stored in a separate area than the filed report data which is accessed by the public.
- Large data tasks should be processed in a batch queue. These tasks include creating a report, uploading a file, amending a report, reviewing a report, filing a report and deleting a report.
- Report List: list all reports and allowable actions for a specific election cycle or period
 - Filed reports are read only
 - View
 - Amend (if it is not already in amended status)
 - The amended data is exempt from public record until the amendment is filed.
 - Create a pending copy of the report in an area separate from the filed report data.
 - Pending (original report or amendment)
 - Edit
 - Delete
 - New reports include reports the filer is required to file and optional reports for special or local elections which are only required if a filer expends funds to influence that election. The start date for a report is the later of the report start date or the filer's registration date, except for political committees where it is the later of the report start date or 10 days prior to the registration date.
 - Create
- Treasurer's Report
 - Summary Information
 - Amendment
 - Waiver- if checked then no detail records are allowed; disabled if detail records exist.
 - File status
 - Review Status
 - Completeness Status
 - Aggregate totals of detailed records
 - Report Actions
 - Recalculate aggregate totals
 - Review for completeness

- Delete Report (if an amendment reset filed report status)
- File Report
- Requires PIN entry of one or more officers: treasurer and candidate or chairperson. Once one PIN is entered the report cannot be modified. If a second PIN is required by statute, the report is not considered filed until the second PIN is entered.
- The report cannot be filed if there are no detail records and the waiver option is not checked.
- The report cannot be filed until the period end date unless the committee has closed and then the option to change the end date to the current date is allowed.
- Upon filing, allow filer to print a filing receipt and send a notification.
- If filing an amendment and compliance audit error(s) exist, create a work item task for the filing officer to verify compliance errors were corrected.
- Detail Records -list all pertinent information and all associated errors.
 - Listing/Search for each detail type with link to detail record.
 - Contributions
 - On candidate contributions from political committees and ECOs, the candidates must report the PC or ECO EFS account number. This will enable the system to automatically create failure to file notices to PCs and ECOs who did not file a report. This will require a statute change.
 - Expenditures
 - On political committee and ECO expenditures to candidates, the committees must report the candidates EFS account number. This will enable the system to validate that the expenditure was reported in the correct report. This will require a statute change.
 - Other Distributions
 - Fund Transfers
 - Linking Expenditures and Other Distributions- expenditures can be linked to other distribution in the current report or in previously filed reports and other distributions can be linked to expenditures in the current report or previously filed reports. For links involving a previously filed report, that report's record is updated only when the report is filed.
 - Refunds in contributions and expenditure must be negative amounts. They are linked to the original contribution or expenditure record based on the sequence number. With the Division of Elections' current EFS, this is an intensive manual process performed by the Division. This linking must occur when audits are performed to verify that contributions over the limit have been returned; verify that contributions received within five days of an election have been returned; and for candidates seeking public funding, the Division must ensure that every refund has been applied to the original contribution which would not be eligible to be matched for public funds; and expenditure refunds must be linked so the original expenditure is not included in the expenditure limit requirement. A mandatory linking would significantly improve the efficiency of this process and provide a more accurate financial picture to the public. A statutory change is needed to mandate this link.
 - Confidential Check- when a report has been filed, a comparison is performed for that report's contributions, expenditures, and other distributions against the confidential data under the public records law and all matches are flagged for address suppression. A batch job also runs nightly to compare all newly entered confidential records against all filed contributions, expenditures, and other distributions.
- File Upload - all file uploads should meet the prescribed file specifications. The current specifications found on the Division of Elections' web site will be modified for the EFS. Additional fields will be added, and the detail record sequence numbers will be unique across reports for the filer for the detail type. This is a significant change from the current sequencing. This sequence change will allow links between expenditures and other distributions to be based on sequence number alone, as well as links between contribution and expenditure refunds and the original contribution or expenditure record.

- Data Entry of detail records to include inserts, updates, and deletes for original reports and for amended reports, the action type (ADD, UPD, DEL) is recorded in an amendment flag field in the detail record and therefore the delete is processed as an update. When filing an amended report, for update actions, a history of the original record must be kept.
- Automatic Review of all detail records to identify completeness errors
 - Detail date is within the report cover period
 - Amount limits
 - Required name, address, city, state and zip
 - Valid Type Codes
 - Required In-kind Description
 - Required Occupation/Purpose description
- Review Error List/Report- show completeness and compliance errors with a link to the detailed record.
- Batch Queue List- for a selected report show all queue actions and their status.
- Print Report- summary and detail records
- Download Report Data- detail records

Multiple Uniform Contribution Reports

- This is an annual report filed by political committees. It is a list of contributor names that comprise all the multiple uniform contributions reported in the previous year from the same person aggregating no more than \$250 in the calendar year in treasurer reports. This report data is exempt from public record until filed.
- Report list: list all reports (filed, pending and new) and allowable actions (create, edit, delete).
- Summary Information
 - Amendment History
 - File Status
 - Review Status
 - Completeness Status
 - Report Actions
 - Review for completeness
 - Delete Report (if an amendment reset filed report status)
 - File Report requires PIN entry of filer officers: treasurer and chairperson. Once one PIN is entered the report cannot be modified. The report is not considered filed until the second PIN is entered. Upon filing, allow filer to print a filing receipt and send an email notification. The report cannot be filed if there are no detail records.
- Detail records are entered by file upload only.
- Show all associated errors.
- File Upload- all file uploads should meet the prescribed file specifications found on the Division of Elections web site. A file upload will replace a previously uploaded file. All files uploaded will be kept as a transaction log and be available to the public.
- Detail list/search
- Review Error list/Report- show completeness errors with a link to the detailed record.
- Download datalink to the last uploaded file.

Loan Reports

- The report is required to be filed by elected candidates who received a loan exceeding \$500 in the 12 months preceding the election used for campaign purposes.
- Only one loan report is required per account and it must be filed within 10 days of the election.
- In order to send failure to file notice, a statutory change would be needed to require a waiver to be filed if the candidate did not receive any personal loans.
- This report data is exempt from public record until filed.
- Summary Information
 - Amendment History
 - File Status

- Review Status
- Completeness Status
- Report Actions
 - Review for completeness and compliance.
 - Delete Report (if an amendment reset filed report status).
 - File Report requires PIN entry of office account holder. Upon filing, print a filing receipt and send an email notification.
- Detail records are entered by data entry only.
 - Show all associated errors.
- Detail list/search
- Print Report

Office Account Reports

- These are quarterly reports submitted by elected officials that transferred funds to an "office account" when disposing of funds. Limits exist on the amount that may be transferred based upon the office to which the officer was elected.
- This report data is exempt from public record until filed.
- Office account balance
 - When account has a zero balance the account should be closed.
- Report List: list all reports (filed, pending and new) and allowable actions (create, edit, delete).
- Summary Information
 - Amendment History
 - File status
 - Review Status
 - Completeness Status
 - Report Actions
 - Review for completeness and compliance.
 - Delete Report (if an amendment reset filed report status).
 - File Report requires PIN entry of office account holder. Upon filing, print a filing receipt and send an email notification.
- Detail records are entered by data entry only.
 - Show all associated errors.
- Detail list/search
- Review Error List/Report- show completeness and compliance errors with a link to the detailed record.
- Print Report

Notifications

- There are two types of notifications:
 - Informational notifications
 - Alert notifications require an acknowledgement by the filer.
- To Filing Officer
 - Alert notice created on demand by a filer
- From Filing Officer
 - Emails are sent to all email addresses associated with an account and the notification messages are stored in the system so the filer can view messages via SEFS as well as acknowledge alert notifications.
 - Notifications for reminders such as reports due or qualifying ends soon
 - Email to a specific filer can be informational or an alert
 - Alert Notifications
 - Requires filer acknowledgement
 - Failure to File Notice
 - Fine/Late Notice
 - Audit Letter
 - Statutory changes would be required to send these notices via email instead of by

- post.
- Notification history available in application
 - If unacknowledged alerts exist, user should be taken to notifications upon entry into system.
- Acknowledgement of alert notice
 - Email alert notices should have an acknowledgement link.
 - Application acknowledgement requires PIN validation.
 - If alert notifications are not acknowledged with a set time limit, then hardcopy letters would have to be sent.

Help

- User Help Guide(s)- by jurisdiction (state, county, municipal)
- Page specific help

Application Two: Election Finance Administration

Administration

Filing officers administer filers in their jurisdiction only. For public records purposes, the applicable filing officer with whom the individuals or entities file should be the custodian of their data and records within the EFS. This should be specified in statute.

Security & User Roles

- Application must comply with FAC 60GG-2.
- The Department will require provider to provide specific reports and security tie-ins for monitoring and investigation activities, as well as the use of specific Department security tools and protocols.
- There are three user roles: administrator, updater, and reader.
- A Division of Elections (DOE) administrator can create (invite), update, and deactivate user accounts for DOE staff, Florida Elections Commission (FEC) and Florida Commission on Ethics' staff, and county filing officers.
- A county administrator can create (invite), update, and deactivate user accounts for
- county staff and municipal filing officers in their jurisdiction.
- A municipal administrator can create (invite), update, and deactivate user accounts for
- municipal staff.
- An FEC administrator can create (invite), update, and deactivate user accounts for FEC staff.
- A Florida Commission on Ethics administrator can create (invite), update, and deactivate user accounts for the Commission's staff.
- The invited users are sent a registration link to complete passwords and account questions.
- A second factor is required for authentication whenever appropriate.

Define User Guides for EFS Help

- Each filing officer can create and modify a user's guide for filers in their jurisdiction.

Code Definitions

- Only administrators can create or modify code definitions.
- Filing Officers
 - For state and county filing officers, the Federal Information Processing Standard (FIPS) county code, which is a five-digit code (FIPS 6-4) uniquely identifying counties in the United States, will be used as the filing officer code. The FIPS code for the State of Florida is 12000 and the codes for the counties range from 12001 to 12133.
 - There are currently 410 municipal filing officers. Codes can be generated for those in the range of 12200 to 12999.
- Filer Types

- Filer type codes can be defined by state filing officers only. There are numerous filer types that already exist, but additions may be needed for the local jurisdictions.
- Elections
 - See section System Constraints/Issues.
 - All financial reports should be related to an election cycle. This grouping allows the public to see all the financial activity that influenced the election.
 - There are many dates associated with an election cycle including the following dates: primary, general, qualifying for federal and judicial offices, qualifying for all other offices, last date candidates can submit petition signature to the Supervisor of Elections (SOE), and the last date the SOE can submit signatures to the Division of Election.
- Reports and Cover Periods
 - Reports at the state level are mandated by statute.
 - Reports are defined for each filer type for each report for each filing jurisdiction for each election cycle.
 - Each filing officer would create the reports for the filers in their jurisdiction.
 - Some reports are optional for committees, such as special election reports are filed only if the committee used monies to influence that election.
 - Ch. 2013-37, laws of Florida, introduced the filing of daily reports preceding an election. The daily reports must be filed by statewide candidates, political committees and electioneering communications organization. All daily reports except the last one preceding the election, require contribution reporting only. The last daily report should contain contributions for the previous day and any unreported expenditures for the previous week. This is the first time there has been a different coverage period for contributions and expenditures for the same report.
 - For local reports, analysis must be conducted to determine filing requirements.
- Offices
 - Every office is associated with a filing officer. An initial load of office codes can be obtained from the elections database which contains contests from the state level down to the county level. These contests or office codes are a 6-digit number that orders the offices by statutorily mandated ballot order.
 - Filing officers should be able to add or update offices in their jurisdiction.
- Codes
 - Insert, update and deactivate codes used in the applications.

Forms

- The administrative application for EFS must be capable of storing and referencing scanned images of filed hardcopy documents that have been redacted to remove any confidential information. The public access application would provide access to all document images.
- Each filing officer can define local forms that are tillable PDFs or forms that will be filed by hardcopy and scanned. This must be table/data driven so forms can be added or removed by filing officers as needed.
- Each filing officer will be responsible for scanning and redacting the hardcopies they receive. A standard file naming convention must be developed and followed which will allow for bulk upload of scanned images.

Notifications

- There are two types of notifications:
 - Informational notifications do not require a response or tasks to be performed.
 - Alert notifications required an acknowledgement or a task to be performed.
- Notifications are between the filer and their filing officer. Some state notifications may be copied to the counties that are part of the filer's jurisdiction.
- From Filers
 - Alert notice created on demand by a filer (similar to them sending an email).
 - Alert notices triggered by filer actions. For example, the filing officer is required to follow up after these actions:
 - Confidential Link
 - Check Voter ID error
 - Check amended report to verify that compliance errors were corrected

SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC FILING SYSTEM

- Respond to email from filer
- To Filers
 - Emails are sent to all email addresses associated with an account and the notification messages are stored in the system so the filer can view messages via EFS as well as acknowledge alert notifications.
 - Notifications for reminders such as reports due or qualifying ends soon.
 - Email to a specific filer can be informational or an alert.
 - For alert notices the filer must acknowledge it.

Fee Payments

- Applies to Division of Elections (DOE) only.
- Must interface with slip printers to print deposit information on the back of the checks.
- Generate reports for deposits.
- Qualifying Fees:
 - Must automatically split the check amount to the various account funds the qualifying fees go.
 - The party filing fees are distributed to the Party Executive committees or the Affiliated Party committee based on the office. These funds are temporarily stored in an 'operating fund' and service fees are applied during distribution. Two distributions occur: the first one is for 95% of the fees; and the second one is the remaining amount less any bad checks. Various reports are created to ensure that all the candidates that were supposed to pay a fee did. A detail report lists all the candidates and the fees they paid.
- Fine Payments must be linked to the untimely filing record; update untimely filings paid amount; if paid in full then update the untimely filing status to 'closed'.

Untimely Filings

- Generate failure to file records.
- Generate late and fine records and calculate fine by filer type.
- Send alert notification of untimely filing to filer.
- Each filing officer can use the settings define by DOE or define their own settings :
- How many notices are sent?
- How many days between notices?
- Electronic referrals to the Florida Elections Commission are submitted one record at a time and require filing officer PIN verification.
- Search untimely filings by various fields (account number, filer type, report, status, and data range).
- On-demand notification to a filer.

Audits

- Define Errors & Statute or Ordinance reference per jurisdiction. Local filing officers will have access to DOE-defined statutes.
- Manually audit report and create compliance errors for detail records.
- Send alert notification of audit to filer.
- Each filing officer can use the settings defined by DOE or define their own settings:
- How many notices are sent?
- How many days between notices?
- Electronic referrals to the Florida Elections Commission are submitted one record at a time and require filing officer PIN verification.
- Search audits by various fields (account number, filer type, report, status, and data range).
- On-demand notification to a filer.

Public Funding / Matching Contributions

- Distributions: insert and update data relating to the distribution cycles.
- Create distribution records: qualified candidates seeking public funding.
- All reports must be audited to enforce compliance with s. 106.35 F.S. and include, but are not limited, to the following:

SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC FILING SYSTEM

- Audit all reports up to the point of distribution.
- Enter documentation status for each detail record.
- Check for multiple contributions from the same individual who can only be matched for \$250 per election (primary and general are considered separate elections) .
- Check for multiple cash contributions from the same individual since a \$50 cash match limit per individual exists per election (primary and general are considered separate elections). Set matching flag and amount for every individual contribution from Florida.
- Verify all refunds are linked to the original contribution.
- Check expenditure limits.
- Flag party expenditures.
- Calculate distribution:
 - For each distribution cycle calculate the total distribution for every report filed thus far less distributions already processed.
 - Match 2:1 until threshold is met, then match 1:1.
 - Keep a history of each distribution.
 - Generate detailed report of contribution matches per distribution.
- Reports
 - Alphabetically listing for contributions
 - Distribution summary report
 - Error reports

Confidential Requests

- Data entry of all written requests for confidentiality under public records law exemptions by all filing officers. At the time of data entry, link confidential record to any matches found against candidates, chairs, and treasurers.
- Process confidential alert notifications by linking the confidential record to the candidate, chairperson, or treasurer.
- Process nightly all entered confidential records for that day against contributions, expenditures, and other distributions.

Interface with other Division of Election systems

- Download data to the election night application.
- Update candidate status from election results.
- Download data to the commission of office application.

Interface for local systems

- Data downloads.
- Upload election results for local elections not already reported to DOE
- Local filing officers and software vendors will need to be consulted on their needs for the system.

Records Retention Management

- Record retention for system data, including files and database content will be purged automatically via system software.

Public Records Management

- All filing officers must be able to fulfill public records request for data within their jurisdiction.
- Statutory change should occur to ensure the custodian of EFS' data for the filers
- involved in any public records request is the applicable filing officer. (For example, the Division would not be responsible for fulfilling a public records request for county or municipal filers' data.)

Florida Election Commission (FEC) Interface

- Provide online reports which are currently available to the FEC.
- Referrals to FEC are electronically retrieved via EFS by report or data download. This would require statute

change to eliminate the sworn complaint currently required by filing officers other than the Division of Elections.

- Record the date the referral is retrieved.
- FEC can assign its unique identifier to referrals which will be a search method against the data as well as filing officer, referral date range, etc.
- FEC can send alert notifications to filing officers regarding referrals and vice versa.
- FEC administrators can update configurable setting such as email accounts that receive alerts and the number of days before an email is sent to the FEC regarding referrals that have not been retrieved.

Florida Commission on Ethics Interface

- Provide access to CE Forms 1 and 6 to the Commission which are currently scanned and emailed to the Commission.

Application Three: Elections Finance Public Reporting

This is a public facing, freely available system that should allow for easy and convenient access to campaign finance information, as well as potentially consolidate elections history reporting, in a manner that presents this data to the public to consume and in a way that accounts for modern and interesting use cases. The solution must be FAC 60GG-2 compliant and should expect to be required to implement specific Department required security tools and protocols. Examples of the types of reports and data that may be hosted include:

Candidate

- Search/Download
 - Election
 - Office
 - Name
 - Status
 - Treasurer
- Detail Page
 - All pertinent candidate information
 - Link to Petitions collected
 - Link to Reports by Candidate
 - For federal candidates link to the federal reporting web site
 - Link to Loan Reports
- Petitions collected detail page

Committee

- Search/Download
- Type
- Jurisdiction
- Status
- Affiliates
- Purpose
- Officers
 - Chairperson
 - Treasurer
 - Registered Agent
- Detail Page
 - All pertinent committee information
 - Link to Reports by Committee (see finance reports section)

Finance Reports

- Treasurer Reports by Election Cycle
 - For results involving candidate or committee criteria, provide the option to return total amounts instead of detail records.
 - User should be able to sort data on any field returned.

SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC FILING SYSTEM

- User can choose to view data online or to download the data.
- Contributions Search/Download
 - Candidate or Committee Name
 - Contributor Name
 - Date Range
 - Amount Range
 - Contributor Type
 - Contribution type
- Expenditures Search/Download
 - Links to Other Distributions
 - Candidate or Committee Name
 - Expenditure Name
 - Date Range
 - Amount Range
 - Expenditure Type
- Other Distributions Search/Download
 - Links to Expenditures
 - Candidate or Committee Name
 - Other Distribution Name
 - Date Range
 - Amount Range
 - Other Distribution Type
- Fund Transfers Search/Download
 - Candidate or Committee Name
 - Fund Transfer Name
 - Date Range
 - Amount Range
 - Fund Transfer Type
- Uniform Multiple Contributions
 - Candidate or Committee Name
 - Contributor Name
- Loan Reports
 - Candidate Name
 - Loan Name
 - Date Range
 - Amount Range
- Office Account Reports
 - Office Account Holder Name
 - Expenditure Name
 - Date Range
 - Amount Range
 - Expenditure Type
- Reports by Candidate or Committee
 - List all reports filed, including report cover period and file date
 - Select all or some reports to view or download detail data.
- Data Downloads
 - Bulk data files generated after filing periods.

Notifications and Scanned Document Forms

- Search and Download
 - By filing officer
 - By filer type
 - By notification type
 - By document type
 - By date ranges

2. Business Solution Alternatives

Replacement of the current solution is critical, as several key components of the system are past end of life and are requiring extra ordinary effort to secure and maintain.

3. Rationale for Selection

With highly scrutinized and targeted Florida elections approaching, a more easily maintained system would reduce the Department’s attack surface as well as reduce the risk of loss of public confidence.

4. Recommended Business Solution

A cloud-based COTS solution is sought for any systems possible due to the criticality of the system.

D. Functional and Technical Requirements

Functional and technical documentation will be created by the selected vendor(s) following quote collection or negotiation.

III. Success Criteria

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Ensure that county and municipal filing officers retain their role and responsibility as filing officers for the candidates and entities that file currently with them.	This criterion will be clearly assessed prior to system launch during testing phases of development.	Application contributors and stakeholders	Prior to application launch
2	Provide filing officers the ability to automatically audit campaign finance reports for completeness and timely filings.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	During beta testing (prior to system launch) as well as following application launch
3	Provide an Internet web-based search capability for the public, media, candidates, political parties, political committees, and electioneering communications organizations regarding reported campaign finance data.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
4	Provide for direct data entry into the statewide EFS by the filer and provide an upload capability to upload data into the statewide EFS by third-party vendor software.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch

SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC FILING SYSTEM

SUCCESS CRITERIA TABLE				
5	Provide for electronic referrals to the Florida Elections Commission by filing officers.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
6	Mandate the use of email notifications.	Assessment of this criterion will be accomplished through survey and one on one conversation.	Application contributors and stakeholders	On application launch
7	Provide a completely paperless registration and reporting capability.	This criterion will be assessed during development and organizational change management activities as numerous workflows will be positively affected	Application contributors and stakeholders	On application launch
8	Provide for the migration of campaign finance data for the prior two years into the EFS.	This criterion will be clearly assessed prior to system launch during testing phases of development.	All users of the application suite	On application launch
9	Include campaign finance filings required by ss. 106.07, 106.0703, and 106.29, Florida Statutes, and those required by s. 106.141, Florida Statutes (e.g., termination reports and office account reports).	This criterion will be clearly assessed prior to system launch during testing phases of development.	All users of the application suite	During beta testing (prior to system launch) as well as following application launch

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Updating the legacy system	Florida Department of State Division of Elections	Improved processing and greater cyber security	Staff efficiency and cyber hygiene scans	On system launch
2	Increased features to the public	The public	Greater efficiencies in filings and lookup	Ease of system interactions from the public	On system launch

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed source(s) of funding.

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	Agency Program Cost Elements: The department will have to review its current operational costs and their impact based on the selected solution through the procurement process. Tangible Benefits: The tangible benefit is the replacement of an obsolete system that will provide a better user experience.
CBA Form 2 - Project Cost Analysis	Baseline Project Budget: \$2,000,000 Project Funding Sources: General Revenue Fund
CBA Form 3 - Project Investment Summary	The investment value will need to be assessed based on the selected solution through the procurement process and this technology can be leveraged to meet operational and user needs.

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project's alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

The Risk Assessment and Cost Benefit Analysis are attached as Appendix A and B. The attached risk assessment and cost benefit analysis may be updated after negotiations with vendor(s) for the proposed solution(s) provided for system replacement.

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

a. Description of Current System

The EFS system is an application suite comprised of three major components, Submissions, Administration, and Public Reporting. These major components contain:

- Campaign Finance Database
 - Candidates, committees, and electioneering communications organizations which are registered with this state file their financial reports with the Division of Elections' electronic filing system. The information in the current system is made available to the public. The hardware and software versions serving this function is outdated and in need of refresh.
- Filing Campaign Reports
 - Candidates and political organizations must file certain campaign reports throughout the election cycle. This page includes helpful information on the electronic filing of campaign reports. The hardware and software versions serving this function is outdated and in need of refresh.
- Officeholder Statements of Solicitation
 - This list includes names of certain officeholders who solicit or accept contributions from organizations exempt from taxation under s.527 or s.501(c)(4) of the Internal Revenue Code. The hardware and software versions serving this function is outdated and in need of refresh.
- Public Campaign Finance
 - Candidates for governor and candidate offices can receive public campaign financing in the form of matching funds. The hardware and software versions serving this function is outdated and in need of refresh.

b. Current System Resource Requirements

Housed at the state data center, application and database resources run on virtualized components. The solution stack includes database servers, file servers, and web servers which use standard Microsoft operating systems.

c. Current System Performance

The current system is performing adequately at the current time; however, both the software and hardware have reached their end of life.

2. Information Technology Standards

B. Current Hardware and/or Software Inventory

NOTE: Current customers of the state data center would obtain this information from the data center.

Currently the solution is housed in a virtual environment at the state data center. The solution stack is comprised of both public and internal facing web servers, database servers, and file servers. All components of the suite have been virtualized and have been sized for optimum performance.

C. Proposed Technical Solution

1. Technical Solution Alternatives

Replacement of the current solution is critical, as several key components of the system are past end of life and are requiring extra ordinary effort to secure and maintain. Replacement of the current system have three paths available.

- a. Build the solution in-house,
- b. Develop a contract for the solution using staff augmentation services, and
- c. Develop a contract for the solution targeting a commercially available software title.

2. Rationale for Selection

With highly scrutinized and targeted 2022 and 2024 Florida elections approaching, a more easily maintained system would reduce the Department’s attack surface as well as reduce the risk of loss of public confidence.

3. Recommended Technical Solution

Department technical staff recommend a commercially available software package be sought as a solution for this technology upgrade. Further, in accordance with the State of Florida’s Cloud First Initiative Department technology personnel recommend this solution be fully hosted and maintained by vendor services, software as a service. For software, or portions of software, unavailable as a hosted solution, the Department technical staff recommend contract staff or code-as-a-service solutions to allow for more rapid system development.

D. Proposed Solution Description

1. Summary Description of Proposed System

The EFS system is an application suite comprised of three major components, Submissions, Administration, and Public Reporting. The proposed solution is to contract a vendor to replace, and where possible Cloud host, solutions for the three main applications. These three major components contain:

- Campaign Finance Database
 - Candidates, committees, and electioneering communications organizations which are registered with this state file their financial reports with the Division of Elections' electronic

filing system. The information in the current system is made available to the public. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.

- Filing Campaign Reports
 - Candidates and political organizations must file certain campaign reports throughout the election cycle. This page includes helpful information on the electronic filing of campaign reports. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.
- Officeholder Statements of Solicitation
 - This list includes names of certain officeholders who solicit or accept contributions from organizations exempt from taxation under s.527 or s.501(c)(4) of the Internal Revenue Code. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.
- Public Campaign Finance
 - Candidates for governor and candidate offices can receive public campaign financing in the form of matching funds. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

E. Capacity Planning
(historical and current trends versus projected requirements)

Capacity planning will be solutioned in tandem with a selected vendor(s).

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

The project management plan will be developed as the initial phase of the vendor(s) solicitation process. Planning activities will subscribe to the methodologies detailed by the Project Management Institute (PMI) guidelines.

VIII. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

Appendix A. Project Risk Assessment

Appendix B. Project Cost Benefit Analysis

SCHEDULE IV-B FOR STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT

For Fiscal Year 2022-23



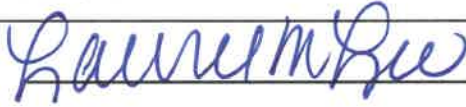
September 15, 2021

FLORIDA DEPARTMENT OF STATE

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of State	Schedule IV-B Submission Date: 9/15/21
Project Name: STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT	Is this project included in the Agency's LRPP? ____ Yes <u>X</u> No
FY 2022-23 LBR Issue Code: 8500900	FY 2022-23 LBR Issue Title: STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Nicholas Carroll, 850-245-5559, nicholas.carroll@dos.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: 	Date: 9/15/21
Printed Name: Laurel M. Lee	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name:	
Budget Officer: _____	Date: _____
Printed Name:	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name:	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Nicholas Carroll, 850-245-5559, nicholas.carroll@dos.myflorida.com
Cost Benefit Analysis:	Same as above
Risk Analysis:	Same as above
Technology Planning:	Same as above
Project Planning:	Same as above

General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization
- Cost Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Technical Solution
- Proposed Solution Description
- Project Management Planning

Compliance with s. 216.023(4)(a)10, F.S. is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section should be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The Schedule IV-B includes two required templates, the Cost Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule has been omitted.

Submit all component files of the agency's Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at IT@LASPBS.STATE.FL.US. Reference the D-3A issue code and title in the subject line.

II. Schedule IV-B Business Case – Strategic Needs Assessment

A. Background and Strategic Needs Assessment

1. Business Need

The Division of Elections is in the midst of a multi-year modernization project for the Florida Voter Registration System (FVRS) which includes an examination and update of the underlying network, hardware, software, and now the operational aspects involving FVRS in registration and ineligibility processing. During FY21-22, DOS was appropriated HAVA funds for the hardware upgrades. The funds in this request will be used to upgrade and improve the software for FVRS. FVRS has not had a major re-write since its deployment in 2006. A priority will be given to fully implementing changes to workflow necessitated by legislative changes. In addition, the software re-write will include but will not be limited to: Updates to all of the existing out of date applications that process the batch files between DOS and other state agencies as well as DOS and the counties; enhancements to address protection/suppression for Address Confidentiality Participants; modernizing voting history so the counties can report election day history real-time; modernizing address and street segments tables in anticipation of redistricting; and developing an administrative dashboard to assist with managing the data and tracking workflow from DOS to SOEs to insure their timely compliance with list maintenance activities. In addition to the FVRS software re-write, DOS seeks funds to enhance Online Voter Registration (OVR) and to fully modernize the system in a manner that aligns with 60GG-2 and Florida's Cloud First initiative as well as build additional redundancy for the system. The OVR enhancements will include user experience upgrades based on voter and Supervisors of Elections feedback obtained in an upcoming workshop. A more detailed document outlining the potential upgrades is available upon request.

The Florida Department of State is seeking funds to refresh many of the ancillary election applications and to issue technology grants to all Florida Supervisor of Elections offices. Targeted application suites include changes mandated by SB90 and Amendment 4, Data Quality and Control, Online Voter Registration, Transaction Access, DOS Registration Processing, and the internals of the voter registration processing workflow. Ranging in age from 3 to 12 years, these applications represent different entry vectors into the Florida Voter Registration System.

The Department's desired solution is to employ a mixture of staff augmentation and direct vendor software support. This approach allows for maximum efficiency of current staff knowledge, available time, and gives the Department's Project Management staff the greatest levels of control.

Beyond the work to be performed on internal Department HAVA systems, the Division will put forth two grant programs for the Supervisors of Elections. The larger grant program, totaling \$7,000,000, will be used for voting technology upgrades or enhancements as well as voting accessibility which may include electronic poll books, ballot delivery systems, and voting systems. The smaller program, totaling \$1,000,000, will be used to provide a Network Monitoring Security solution through MS-ISAC for the 67 counties in Florida. Because the Department maintains active connections between the Florida Voter Registration System and all 67 counties, monitoring services provided to the Supervisors of Elections' will serve to mitigate risks through active monitoring and reporting of threats or suspicious activity. This one-year grant funded process will provide a sum not to exceed \$28,420 per county. The sum not to exceed is a variable amount and will be based on the individual county needs and usage relative to software, hardware, and bandwidth for ALBERT monitoring.

This request forms the foundation of the Department's plan to address issues discovered while partnering with the Department of Homeland Security, to address recent Legislative changes, and to continue to improve HAVA offerings statewide. Funding issued as a result of this request will enhance the statewide operations in the following ways:

1. Include mandated changes due to Legislative request,

2. Reduce the amount of maintenance needed for FVRS systems by Department IT staff,
3. Create an application to notify, track, and resolve registration data flagged by the ERIC process,
4. Eliminate single points of failure,
5. Increase the Online Voter Registration's ability to scale,
6. Remove reliance of internal state staff on vendor created software for registration activities,
7. Handle new workflows created by Amendment 4,
8. Prepare the FVRS database for migration to less costly database solutions,
9. Finally, grant funding issued to the county SOE offices will incrementally improve the cyber-security posture of Elections applications

2. Business Objectives

Objectives and requirements of these systems include:

- SB90 Legislative Changes and Quality Control:
 - a. Create a new workflow for the verification of DL/SSN utilizing the HSMV's API for OVR.
 - b. Create a system to periodically perform voter data checks and review by county staff.
 - c. Perform list maintenance checks, automate the notices of out of state moves received, incorporate data received by HSMV on revocations and notify counties.
 - d. Modify existing transaction to add fields indicating if existing DL/SSN are verified.
- Online Voter Registration:

RegisterToVoteFlorida.gov is Florida's online voter registration and it offers Florida's citizens an online option to register to vote or update a voter registration record. The website also allows its userbase to print a paper form in the event their identity cannot be verified through the Department of State and Department of Highway Safety and Motor Vehicles partner API. There are several usability enhancements the Department wishes to put in place, including:

- a. Enhance the code base to run natively in the cloud, thereby increasing its scalability.
 - b. Change the User Interface so that the application is more intuitive and user friendly.
 - c. Integrate 3rd party tool Smarty Streets to make address data entry simpler and more accurate.
 - d. Modify the identity verification name comparison and remove the strict reCAPTCHA as the Department has secured the application via other means.
- County FVRS Access:

This effort concentrates on rewriting the county operator identity management system. In its current architecture DOS risk assessment determines this is a single point of failure for FVRS.

- DOS Registration Processing Application

Develop an in-house application to replace the vendor created software so that staff can continue the same level of service. This new in-house application must:

- a. Incorporate scanning of voter applications so the digital copy may be sent to the county in real time.
 - b. Create an FVRS administrative application to monitor batch jobs, county workloads, and perform lookups on death in addition to OVR inquiries.
- Amendment 4 & Ineligibility

Create a new application to process felon ineligibility records in accordance with the requirements of statute. Incorporate current manual processes, such as federal felons and mental adjudications with regards to voting rights.

- Agency and County Batch Processing

Modernize all the existing out of date applications that process batch files.

- FVRS Workflow Modernization

Modify the existing FVRS workflow to allow for ineligibility checks such as death and duplicates to be performed before the record is sent to FDLE rather than afterwards. The workflow logic is integrated throughout most of the database procedures.

B. Baseline Analysis

1. Current Business Process(es)

The FVRS is maintained according to the HAVA requirements to ensure that the names and registration information of every legally registered voter in the State are on the computerized list. Only supervisors of elections are authorized to remove voters who are not eligible. Two primary maintenance processes occur to ensure that the voter registration records are accurate and current. Each of Supervisor of Elections is required to conduct a biennial general list maintenance program in a nondiscriminatory manner and in compliance with the Voting Rights Act of 1965, the National Voter Registration Act of 1993, and the Help America Vote act of 2002 (Section 98.065, Florida Statutes). This list maintenance process includes actions such as incorporating changes of address notices and requests, designating inactive voters, and removing voters from the list. At the state level, the Bureau of Voter Registration Services also conducts daily list maintenance activities pursuant to Section 98.075, Florida Statutes, in a uniform, nondiscriminatory manner and in compliance with the Voting Rights Act of 1965, the National Voter Registration Act of 1993, and the Help America Vote Act of 2002. This process culminates with activities by the local supervisors of elections who make the final determination of whether to remove an ineligible registrant from the computerized list. The Department initially identifies duplication registrations for subsequent resolution and removal by the local supervisors of elections. The Department also identifies through credible and reliable checks of comparative data obtained from various state agencies those registrants who have been adjudicated mentally incapacitated and their right to vote have not been restored, and who have been convicted of a felony and whose rights have not been restored before forwarding the information to the supervisors of elections for removal of those voters in accordance with Section 98.075, Florida Statutes. All other registrants who may be ineligible based on other criteria such as age, lack of U.S. citizenship, fictitious name, or non-legal residence) are similarly subject to the notice and removal process in Section 98.075, Florida Statutes, regardless of the source of the information in accordance with the HAVA requirement to ensure against removing eligible voters in error.

Functionality delivered to users of these systems is described briefly below:

Application or Service	Description of functionality offered
SB90 Legislative Changes and Quality Control	Registration Website, Internal Functions
Online Voter Registration	Registration Website offering both online submission and paper form printing
County FVRS Access	Registration Communication to and from Counties
DOS Registration Processing Application	Internal application to facilitate all aspects of voter registration
Amendment 4 & Ineligibility	Voter roll maintenance
Agency and County Batch Processing	File transfer services to and from the counties
FVRS Workflow Modernization	Internal processing of voter information (need specifics)

2. Assumptions and Constraints

Assumption		
A1	Cloud First Initiative	The Department interprets Section 98.035 (3), Florida Statutes, as the governing authority to operate FVRS on Department owned hardware. However, this proposal seeks to create a private cloud using the same practices as current cloud service providers.
A2	Election Cycles	At the state level the election cycle is a two-year period, except for special elections which are defined separately. County and municipal elections dates are staggered throughout the year.
A3	Chapter 2021-11, Laws of Florida	Changes mandated by Chapter 2021-11, Laws of Florida, will require changes to the FVRS schema that will impact vendor software supplied to each county.
Constraints		
C1	Communication Protocols	Any implementation of the proposed system (s) must strive to be transparent to county Supervisors of Elections current technology stack. Changes as a result of Chapter 2021-11, Laws of Florida are excluded from this constraint.

C. Proposed Business Process Requirements

1. Proposed Business Process Requirements

Changes to business process will include:

2. Business Solution Alternatives

Replacement of current solution architecture is critical to the continued success of FVRS administration, as several key components of the system are nearing end of life and are requiring additional staff effort to secure and maintain.

3. Rationale for Selection

The efforts selected in this request are largely the result of changes mandated via either Chapter 2021-11, Laws of Florida or Amendment 4 and section 98.0751, Fla. Stat. Ancillary systems that support the main systems were selected in effort to keep like systems in synchronization.

4. Recommended Business Solution

A hybrid staff augmentation and direct vendor services is sought. The preference is for vendor services, such as code-as-a-service or software-as-a-service, with staff augmentation as a fall back.

D. Functional and Technical Requirements

CONSOLIDATED EFFORTS	Teams Needed	Team Make Up	Term Estimate	Change Type
SB90, Quality Control, Agency & County Batch Processing	Vendor Development	Architect, PM, BA, Dev, OPS, DBAx2	12 Months	Schema, Workflow, Codebase
MIM, Azure AD	Staff Augmentation Development	Architect, DBA, Dev, Network	6 Months	Workflow, Infrastructure
OVR Modernization	Staff Augmentation Development	Architect, DBA	6 Months	Workflow, Infrastructure
Internal Voter Focus Replacement, Admin Dashboard, Scanning	Vendor Development	Architect, PM, BA, DEV	12 Months	Workflow, Architecture, Infrastructure
Amendment 4, Ineligibility	Vendor Development	Architect, BA, PM, DEV	12 Months	Workflow, Infrastructure
Workflow Modernization	Staff Augmentation Development	Architect, BA, PM, DEVx2	12 Months	Workflow, Schema

III. Success Criteria

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Ensure that county and partner agencies can communicate to the migrated system.	This criterion will be clearly assessed prior to system launch during testing phases of development.	County SOEs, Department Staff, State of Florida	Prior to system launch
2	Increased system scalability.	Assessment of this criterion will be accomplished through conducting fail over testing.	Department Staff, State of Florida	During beta testing (prior to system launch) as well as following system launch
3	Reduced Maintenance	Maintenance costs FTEs required to resolve issue Reduction of number of redundant processes and applications Security of information	Department Staff, State of Florida	During beta testing (prior to system launch) as well as following system launch

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Updating each system's underlying architecture	Florida Department of State	Improved processing, less costly future upgrades, decreased cost of ownership, realization of legislative mandate	Staff efficiency and direct cost reduction	On system launch
2	Increased scalability, recoverability and redundancy	The public, county SOE offices, Department staff	Greater efficiencies in COOP activity	Fewer impacts to the county SOE offices during maintenance windows and network events	On system launch

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project’s tangible benefits, funding requirements, and proposed source(s) of funding.

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	<p>Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that will be impacted by the proposed project.</p> <p>Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized.</p>
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project’s alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency’s Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

An in-depth risk assessment of the Statewide HAVA Systems Improvement Project was performed using the risk assessment tool provided by Florida Digital Services. The tool involves answering questions about the project being considered, divided into eight assessment categories. The results of the assessment are summarized below, and the

SCHEDULE IV-B FOR STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT

entire completed Risk Assessment is included in Appendix F: Risk Assessment. The Statewide HAVA Systems Improvement Project is in alignment with the Department's business strategy and goals. As expected, the effort is in early stages and carries some risk. It is expected that overall project risk will diminish significantly by the conclusion of the first quarter of implementation when the project structure is fully in place and the foundational technology elements have been documented.

When answering the questions in the risk assessment tool, it was assumed that the current project management and governance structure in place would remain in place throughout the life of the project, and the Department would obtain the services of a qualified vendor to support project management and IV&V services. Specific examples of Risk Assessment (and Business Strategy alignment) areas that will be addressed by the conclusion of the first quarter of the project include:

- Strategic Risk
 - a. All project objectives will be clearly aligned with the Department's legal mission
 - b. The project objectives will be clearly documented and signed off by all stakeholders
 - c. The project charter will be signed by the executive sponsor
 - d. All project requirements, assumptions, constraints and priorities will be defined
- Technology Risk
 - a. Detailed hardware and software capacity requirements will be defined
- Organizational Change Management Risk
 - a. The business process changes will be defined and documented
 - b. Organizational Change Management will be essential for success
 - c. An Organizational Change Management Plan will be developed and approved early in the project
- Communication Risk
 - a. The Communication Plan will be approved
 - b. The Communication Plan will promote the routine use of feedback (at a minimum)
 - c. All affected stakeholders will be included in the Communication Plan
 - d. All key messages will be documented in the Communication Plan
 - e. Desired message outcomes and success measures will be documented in the Communication Plan
 - f. The Communication Plan will identify and assign needed staff
- Fiscal Risk
 - a. A Spending Plan will be documented and approved for the project lifecycle
 - b. All project expenditures will be identified and documented in the Spending Plan
 - c. The cost estimates for the project will be accurate within +/-10%
 - d. We anticipate funds will be available within existing resources to complete the project
 - e. All tangible benefits will be identified and validated during the procurement phase
 - f. The procurement strategy will be reviewed and approved
 - g. A contract manager will be assigned to the project
- Project Organization
 - a. The project organization and governance structure will be defined and documented
 - b. A project staffing plan will identify and document all staff roles and responsibilities
 - c. The change review and control board will include representation from all stakeholders
- Project Management Risk
 - a. All requirements and specifications will be defined and documented
 - b. All requirements and specifications will be traceable to specific business rules
 - c. All project deliverables and acceptance criteria will be identified
 - d. The Work Breakdown Structure will be defined to the work package level
 - e. The project schedule will specify all project tasks, go/no-go decision points, milestones and resources

- f. Formal project status reporting will be in place
- g. All planning and reporting templates will be available
- h. All known project risks and mitigation strategies will be identified
- Complexity Assessment
 - a. Organizational Change Management will be essential to mitigate the risks of multiple stakeholders
 - b. Communications Planning will be critical to ensure stakeholders are informed and involved

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

a. Description of Current System

The Florida Department of State's Division of Elections provides administrative support to the Secretary of State, Florida's Chief Election Officer, to ensure that Florida has fair and accurate elections. The Division consists of three bureaus - the Bureau of Election Records, the Bureau of Voter Registration Services, and the Bureau of Voting Systems Certification. Through these bureaus and the director's office, the Division ensures compliance with the election laws, provides statewide coordination of election administration, and promotes public participation in the electoral process. The Division also assists county Supervisors of Elections in their duties, including providing technical support.

As a primary focus of the Statewide HAVA Systems Improvement Project, the Bureau of Voter Registration Services, which coordinates and maintains the official statewide voter registration system including assisting Supervisors of Elections with the voter registration and voter removal process, makes use of several code languages, operating systems, and third-party software to realize its mandate. Currently, subsystems include critical code running on older operating systems and this constrains the ability of Department Information Technology staff to provide standardized and secure maintenance solutions for the Division of Elections. Security staff are forced to employ additional layers of security and monitoring to ensure the integrity of systems.

Parts of the toolset the Division of Elections uses to discharge their responsibility include both COTS and DOS created document imaging functionality and do not employ an enterprise perspective for solutions to technical challenges. Aspects of the application portfolio architecture restrict access to documents to specific program areas with manual audit practices in place. In other instances, business programs use stand-alone imaging systems that do not interact with any previous areas that could benefit from imaging functionality. Many programs experience similar problems with respect to case management functionality. Numerous regulatory areas do not have case management functionality, which results in information being transferred through cumbersome manual processes. These Divisions and Offices would benefit from a true enterprise system, allowing a voter application and its corresponding dossier to be tracked from inception to resolution, including the offices at the county level.

b. Current System Resource Requirements

Housed at the state data center and Northwest Regional Datacenter, application and database resources run on virtualized components. The solution stack includes database, file, and SFTP servers which use a mix of standard Microsoft operating systems.

c. Current System Performance

The current system is performing adequately at the current time; however, the architecture used for many systems are causing undo maintenance burden. Some systems are beyond their end of life and represent a security risk, as well as present issues for ongoing maintenance and staff training concerns.

2. Information Technology Standards

The Florida Department of State currently has numerous technology standards in place, and they are constantly being updated. As the Florida Digital Services (FDS) standards continue to be defined, FDOS and the Statewide HAVA Systems Improvement Project will adhere to those standards. There are no current Department specified standards or policies that specify service levels and/or performance requirements that have or may affect the project aside from the State requirements laid forth in 60GG and related State standards.

B. Current Hardware and/or Software Inventory

NOTE: Current customers of the state data center would obtain this information from the data center.

Currently the solution is housed in a combination of virtual collocated and managed environments at the state data center and Northwest Regional Datacenter. The solution stack includes application, database, file, and SFTP servers which use a mix of standard Microsoft and UNIX operating systems. All components of the suite have been virtualized and have been sized for optimum performance.

C. Proposed Technical Solution

1. Technical Solution Alternatives

Replacement and recoding the current Division solutions are critical, as several key components of the system are reaching requiring additional effort to secure and maintain. Replacement of the current system have three paths available.

- a. Build the solution using current Department staff,
- b. Build the solution using a mix of Department staff and vendor provided staff,
- c. Build the solution using exclusively vendor provided staff.

2. Rationale for Selection

Each component of the Statewide HAVA Systems Improvement Project has been selected either in response to a mandated legislative change, is an ancillary component impacted by a mandated legislative change, or finally, has been identified as a component system that may more easily be maintained, reduce the Department's attack surface for future elections as well as reduce the risk of loss of public confidence.

3. Recommended Technical Solution

Department technical staff recommend a hybrid of all 3 methodologies outlined above for this technology upgrade, but with prioritization for code-as-a-service and provided services where possible.

D. Proposed Solution Description

1. Summary Description of Proposed System

The proposed solution revolves largely of software enhancements and upgrades. These upgrades will be performed by commercial providers or code-as-a-service providers unless those providers are unable to provide the necessary output. If that is the case, the Department will bring in contracted staff augmentation to provide the necessary output as the fallback plan. Grants issued to county SOE offices represent a mixture of hardware and software procurements that will be managed by individual SOE staff.

SCHEDULE IV-B FOR STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

This table represents projects run as if by contract staff, which is used for cost estimation purposes and will be the fall back should commercial and code-as-a-service solutions be unable to provide the appropriate output. The cost estimate has been rounded to an even \$4,000,000 for the LBR as these are estimates.

CONSOLIDATED EFFORTS	Team Make Up	Cost Estimate
SB90, Quality Control, Agency & County Batch Processing	Architect, PM, BA, Dev, OPS, DBAx2	\$870,000
MIM, Azure AD	Architect, DBA, Dev, Network	\$270,000
OVR Modernization	Architect, DBA	\$297,000
Internal Voter Focus Replacement, Admin Dashboard, Scanning	Architect, PM, BA, DEV	\$850,000
Amendment 4. Ineligibility	Architect, BA, PM, DEV	\$850,000
Workflow Modernization	Architect, BA, PM, DEVx2	\$1,000,000
	TOTAL ESTIMATE	\$4,137,000

E. Capacity Planning
(historical and current trends versus projected requirements)

The objective of Capacity Planning is to verify any proposed solution will be able to absorb the current data store and transaction loads as well as provide the capability to grow with the future demands of the Department and public need. The solution sought by this project will handle an internal user base that far exceeds the current needs of all Full-Time Employees (FTE). In keeping in line with the state’s Cloud First Initiative, storage capacity concerns are also mitigated. Application volumes have steadily increased since the release of the Online Voter Registration System in 2017, but application storage costs do not directly translate and are expected to increase at the rate of 3%-5% per year. The specific capacity of any aspect of the enterprise solution will be defined after the detailed requirements are documented and should be available at the end of the project’s planning phase.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project’s scope and complexity.

The project management plan will be developed as the initial phase of the project should the Department be awarded funding. Planning activities will subscribe to the methodologies detailed by the Project Management Institute (PMI) guidelines.

VIII. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

Appendix A. Risk Assessment

Appendix B. Cost Benefit Analysis

SCHEDULE IV-B FOR THE FLRULES SYSTEM MODERNIZATION

For Fiscal Year 2022-23



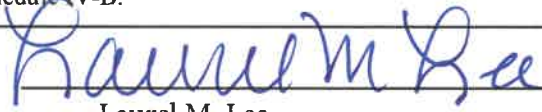
September 15, 2021

FLORIDA DEPARTMENT OF STATE

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of State	Schedule IV-B Submission Date: September 15, 2021
Project Name: FLRules.org System Modernization	Is this project included in the Agency's LRPP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FY 2022-23 LBR Issue Code: 7300700	FY 2022-23 LBR Issue Title: FLRules Modernization
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Nicholas Carroll, 850-245-6659, nicholas.carroll@dos.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:  Laurel M. Lee	Date: 9/15/21
Printed Name:	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name:	
Budget Officer: _____	Date: _____
Printed Name:	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name:	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Nicholas Carroll, 245-6659, nicholas.carroll@dos.myflorida.com
Cost Benefit Analysis:	Same as above
Risk Analysis:	Same as above
Technology Planning:	Same as above
Project Planning:	Same as above

General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization
- Cost Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Technical Solution
- Proposed Solution Description
- Project Management Planning

Compliance with s. 216.023(4)(a)10, F.S. is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section should be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The Schedule IV-B includes two required templates, the Cost Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule has been omitted.

Submit all component files of the agency's Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at IT@LASPBS.STATE.FL.US. Reference the D-3A issue code and title in the subject line.

II. Schedule IV-B Business Case – Strategic Needs Assessment

A. Background and Strategic Needs Assessment

1. Business Need

FLRules.org is the singular website where The Florida Department of State publishes the Florida Administrative Code (FAC) and Florida Administrative Register (FAR). Publication and public access are statutorily required under Chapter 120, F.S. The website has been available to the general public and agency users on the current platform since 2006. Over ten years on, technology advances, user expectations and security considerations are driving the need to update the system. The Department of State is seeking to modernize the system and create a progressive platform that could be expanded in the future to allow electronic filing of official records.

FLRules is a high-visibility website. Traffic averages at 340,000 visits and a total 5 million page views per month. The website provides services stipulated in Section 120.54, F.S., and must be continuously available to stakeholders throughout the update process.

The FLRules website project is necessary to transition the FLRules.org website into a modern, Cloud hosted system that better supports the DOS procedures as interpreted in Chapter 120, F.S. The technological updates will enable staff to streamline processes used to publish ADA compliant and secure documents, make it easier for the public to utilize the website, and assist State Agencies and other users of the system in submitting and monitoring their administrative documentation, per Chapter 120, F.S. FLRules.org is currently under a maintenance contract where few system modifications are possible due to the outdated technology (i.e. the website is only compatible with Internet Explorer 11, 97-2003 Word documents can only be uploaded, etc.), but that contract does not cover the necessary rewrites required to fully modernize the system in a manner that aligns with Chapter 60GG-2, F.A.C., and Florida's Cloud First initiative, Section 282.206, F.S. Besides user challenges posed by dated technologies, FLRules.org's backend has aged to a point that is no longer sustainable resulting in unexpected downtime for users and vulnerabilities that cannot be resolved outside of wholesale replacement. This project will ensure the alignment of FLRules.org with Florida's Cybersecurity Standards, Chapter 60GG-2, F.A.C., and bring a more robust and modern user experience for citizens and agencies statewide.

2. Business Objectives

The Department of State's official publication of the FAR and FAC provides one way in which residents and citizens of Florida can interact with multiple state government agencies through one tool. In this sense, the Department's Administrative Code and Register section is responsible for a key function that positions DOS as a destination agency. The online publication of the FAR can be seen as a portal through which people can view the activity of all state agencies. Through publication of meetings, Floridians also have the opportunity to participate in government initiatives, including administrative rulemaking.

The priority issue for the FLRules.org website is securing the FAC, while also making all online publications ADA compliant and accessible, as required in Section 282.603, F.S. The age of the system in place now would require a lot of costly retrofitting to accommodate secure PDF documents. A technology modernization would facilitate this priority change while also opening up possibilities for more intuitive business processes, such as future e-filing capabilities for rules.

The Department of State must provide access to information through the publication of the FAR and FAC. Information should be available to everyone and the integrity of the information should be maintained through document authentication (embedded metadata, compliance with Section 282.318, F.S., etc.). A recent whitepaper published by the Government Printing Office provides guidelines and sound reasoning on why this technology is recommended. The white paper is available at <https://www.gpo.gov/pdfs/authentication/authenticationwhitepaper2011.pdf>.

The Office of the General Counsel in the Department of State strongly feels that authentication of the FAC will improve the integrity of the data we provide. In addition, the format of those authenticated documents aligns with Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. §798, and other standards for ADA accessibility described in Section 282.603, F.S.

The fiscal benefits of this technology modernization will be predominantly through efficiency savings since manual processes will be reduced or eliminated. This translates to hourly rate savings for staff in all agencies. Our agency users will experience time savings after an initial familiarization stage. Implementation of this technology modernization could therefore be translated into taxpayer savings by making government processes more efficient and less costly in the long run.

Updating the site architecture will also improve the overall user experience and make the site compatible across different browsers, again making the information more widely available and accessible. The modernization of technology will elevate the DOS’s ability to provide a highly efficient government service.

In summary, investing in new technology will improve the integrity of the data and provide access to accurate and secure information to everyone, while opening the door for future possibilities, such as e-filing for rules.

B. Baseline Analysis

1. Current Business Process(es)

FLRules.org provides access for state agency users to submit notices and materials for review by Department staff. The site allows the public to review and comment on administrative rules at every stage of the rulemaking process, per Section 120.55, F.S. Additionally, the site provides access to the publicly accessible FAR. All Florida state agencies file statutorily required notices for daily publication in the FAR (including Variances/Waivers, Meeting/Hearings, Declaratory Statements, Petitions/ Dispositions, Policy Challenges, Joint Administrative Procedures Committee [JAPC] Action, Bids, Miscellaneous Notices and Rules Filed for Adoption). The site is complex and a full analysis should be completed in advance of preparing procurement documents (an RFQ or ITN is proposed). All functions that should not change must be inventoried and clearly conveyed to potential vendors.

The current vendor oversees general maintenance of the system and code. The vendor maintains the software used to support the site, by providing required maintenance to the database. The Department of State owns the rights to the development code and performs maintenance to the servers on which the site is housed. The vendor works with Department staff to resolve issues and ensures that the system is functioning as efficiently as possible for the demands placed upon it. The vendor is required to continuously monitor and, when necessary, repair, update and enhance the site for efficiency and stability.

Over the past few years, Department staff have either directly encountered or received notice of issues that are a direct result of the dated technology currently in use.

Current Stakeholders for the FLRules.org System:

- State Agencies
- Local Government Entities
- The Public
 - Florida citizens
 - News media
 - Organizations

2. Assumptions and Constraints

Assumption		
A1	Cloud First Initiative	In keeping with the State of Florida’s Cloud First Initiative, architecture activities will revolve around hosting solutions offered by Microsoft Azure or Amazon Web Services, or software-as-a-service offerings.
Constraints		

C1	Existing System Knowledge	The current vendor did not build the existing system and are just providing maintenance, leading to issues with knowledge of the technical workings of the existing system that may result in technical debt being passed on to the replacement system.
C2	Paperless Features	Some of the paperless features may require outside agency adoption and testing.

C. Proposed Business Process Requirements

1. Proposed Business Process Requirements

To realize a complete replacement of the existing system may also bring about changes in operation and interaction with other stakeholders. The replacement system needs to be built in a manner that minimized interruption or deviance from existing processes and workflows for other agency stakeholders as much as possible. Beyond the system development, it is known that the outcome of the technology modernization project will facilitate a new perspective on the rulemaking process (submission and required document formats, etc.), which is likely to have an impact on all agencies and organizations who use the system. The impact may be as simple as learning the new system or as complex as rewriting the current rules in Chapter 1-1, F.A.C.

The list of requirements below may not be an exhaustive list of all of the needs for a new system.

Security Management

- Secure web site required in compliance with Chapter 60GG-2, F.A.C.
- The Department will require provider to provide specific reports and security tie-ins for monitoring and investigation activities, as well as the use of specific Department security tools and protocols.
- All passwords, PINs and security answers must be stored encrypted.
- The password must be at least 14 characters long and contain upper and lower case and contain at least one number or special character.
- Users should be able to configure a second factor for authentication confirmation when appropriate.

Online System

- Prevent automated attacks by hackers (i.e., Captcha).
- Document accessibility (ADA compliance), authentication and security on the public facing site.
- Proper search capability and relevancy sorting.
- Feature rule development tracking and publication (Agency/ACR/JAPC).
- Must strive for reducing process redundancies (and paper).
- Must meet modern browser and document version support (i.e., must work across all internet platforms and support all common document types).
- Must have data export and reporting.
- Must feature version control: Considerations for simplifying the way rules are amended (e.g., eliminating strikethrough and underline in favor of automated comparison program).

The overall wireframe and technology selected should address the anticipated development to a fully supported digital e-file system in the future (it must be considered as part of the next ten years' development).

2. Business Solution Alternatives

Replacement of the current solution is critical, as several key components of the system are past anticipated end of life and are requiring extra ordinary effort to secure and maintain.

3. Rationale for Selection

The Department is prioritizing purchasing a cloud-based commercial (COTS) solution or opting for

SCHEDULE IV-B FOR THE FLRULES SYSTEM MODERNIZATION

contracted coding services should a proper COTS solution be unavailable. This will allow for quicker deployment of the new system and a greater chance for success.

4. Recommended Business Solution

A cloud-based COTS solution is sought due to the criticality of the system.

D. Functional and Technical Requirements

Functional and technical documentation will be created by the selected vendor following quote collection or negotiation.

III. Success Criteria

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Provide an Internet web-based solution that improves public user and State Agency interactions	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
2	Provide for faster filing by State Agencies.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
3	Reduce help requests for the FLRules.org system and improve user understanding of the system.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
4	Removal of unsupported legacy systems and protocols from the FLRules.org online system.	Assessment of this criterion will be accomplished through system architecture review and vendor proposal monitoring.	Application contributors and stakeholders	On application launch

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Updating the legacy system	Florida Department of State	Improved processing and greater cyber security	Staff efficiency and cyber hygiene scans	On system launch
2	Increased ease of use for stakeholders	State Agencies and members of the public	Greater efficiencies in filings and lookup	Improved system stability, Improved response times for submissions	On system launch

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed source(s) of funding.

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	Agency Program Cost Elements: The department will have to review its current operational costs and their impact based on the selected solution through the procurement process. Tangible Benefits: The tangible benefit is the replacement of an obsolete system that will provide a better user experience.
CBA Form 2 - Project Cost Analysis	Baseline Project Budget: \$2,500,000 Project Funding Sources: General Revenue Fund
CBA Form 3 - Project Investment Summary	The investment value will need to be assessed based on the selected solution through the procurement process and this technology can be leveraged to meet operational and user needs.

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project's alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

a. Description of Current System

F.S. 120.533 requires the Department to coordinate the transmittal, indexing, management, preservation, and availability of agency final orders. FLRules is the system through which this occurs, and it is a service consumed by government entities and citizens statewide. FLRules also allows for the free public access of electronic formats as required in F.S. 120.54. The existing technology meets the minimum statutory requirements for service to government agencies and citizens in the State of Florida, including the required free public access to electronic records, but it has aged to a point of being unsustainable and is experiencing unexpected faults affecting the statutory reporting requirements of other government entities. Services are provided via a range of digital technologies but are primarily provided via web interfaces and email.

b. Current System Resource Requirements

Housed at the state data center, application and database resources run on virtualized components. The solution stack includes database servers, file servers, and web servers which use standard Microsoft operating systems.

c. Current System Performance

The current system is performing adequately at the current time with the caveat of stability issues resulting in unexpected downtime; however, both the software and hardware have reached their anticipated end of life.

2. Information Technology Standards

The Florida Department of State currently has numerous technology standards in place, and they are constantly being updated. As the Florida Digital Services (FDS) standards continue to be defined, FDOS and the FLRules.org Modernization Project will adhere to those standards. There are no current Department specified standards or policies that specify service levels and/or performance requirements that have or may affect the project aside from the State requirements laid forth in Chapter 60GG, F.A.C., and related State standards.

B. Current Hardware and/or Software Inventory

NOTE: Current customers of the state data center would obtain this information from the

data center.

Currently the solution is housed in a virtual environment at the state data center. The solution stack is comprised of both public and internal facing web servers, database servers, and file servers. All components of the suite have been virtualized and have been sized for optimum performance.

C. Proposed Technical Solution

1. Technical Solution Alternatives

Replacement of the current solution is critical, as several key components of the system are past anticipated end of life and are requiring extra ordinary effort to secure and maintain. Replacement of the current system have three paths available.

- a. Build the solution in-house,
- b. Develop a contract for the solution using staff augmentation services, or
- c. Develop a contract for the solution targeting a commercially available software title.

2. Rationale for Selection

The Department is prioritizing purchasing a cloud-based commercial (COTS) solution or opting for contracted coding services should a proper COTS solution be unavailable. This will allow for quicker deployment of the new system and a greater chance for success.

3. Recommended Technical Solution

Department technical staff recommend a commercially available software package be sought as a solution for this technology upgrade. Further, in accordance with the State of Florida's Cloud First Initiative Department technology personnel recommend this solution be fully hosted and maintained by vendor services, such as using software-as-a-service.

D. Proposed Solution Description

1. Summary Description of Proposed System

The proposed system will be developed in tandem with the selection of the vendor as the COTS system availability will drive many aspects of the future system. The proposed vendor system must cover at least the below requirements.

The list of requirements below may not be an exhaustive list of all of the needs for a new system.

Security Management

- Secure web site required in compliance with Chapter 60GG-2, F.A.C.
- The Department will require provider to provide specific reports and security tie-ins for monitoring and investigation activities, as well as the use of specific Department security tools and protocols.
- All passwords, PINs and security answers must be stored encrypted.
- The password must be at least 14 characters long and contain upper and lower case and contain at least one number or special character.
- Users should be able to configure a second factor for authentication confirmation when appropriate.

Online System

- Prevent automated attacks by hackers (i.e., Captcha).
- Document accessibility (ADA compliance), authentication and security on the public facing site.
- Proper search capability and relevancy sorting.
- Feature rule development tracking and publication (Agency/ACR/JAPC).
- Must strive for reducing process redundancies (and paper).

- Must meet modern browser and document version support (i.e., must work across all internet platforms and support all common document types).
- Must have data export and reporting.
- Must feature version control: Considerations for simplifying the way rules are amended (e.g., eliminating strikethrough and underline in favor of automated comparison program).

The overall wireframe and technology selected should address the anticipated development to a fully supported digital e-file system in the future (it must be considered as part of the next ten years' development).

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

E. Capacity Planning

(historical and current trends versus projected requirements)

Capacity planning will be solutioned in tandem with a selected vendor.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

The project management plan will be developed as the initial phase of the vendor solicitation process. Planning activities will subscribe to the methodologies detailed by the Project Management Institute (PMI) guidelines.

VIII. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State
 Agency Budget Officer/OPB Analyst Name: Antonio Murphy/Rachel Walker

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550

1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y	Y

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y	Y	Y	Y	Y	Y
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.						

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y	Y
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.						
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.						
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.						
4. EXHIBIT D (EADR, EXD)							
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
5. EXHIBIT D-1 (ED1R, EXD1)							
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y
AUDITS:							
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2019-20 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.						
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)							
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y	Y
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y	Y
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See page 95 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #21-001?	Y	Y	Y	Y	Y	Y
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y	Y	Y	Y	Y	Y
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y	Y
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y	Y
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y	Y
7.16 Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 27 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	Y	Y	Y	Y	Y
7.18 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y	Y
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y	Y
AUDIT:						
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y	
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y	
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y	

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y	Y	Y	
7.24 Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y	Y	Y	Y	Y	
7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2020-21. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y	Y	Y	Y	Y	
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.						
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.						
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.						
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).						
TIP If an appropriation made in the FY 2021-22 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.						
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y	Y
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y	Y
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y	Y
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y	Y
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y	Y
8.27 Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	Y	Y
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y
AUDITS:						
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
8.31 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y	Y
8.32 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y	Y
8.33 Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	Y	Y
8.34 Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!						
TIP Determine if the agency is scheduled for trust fund review. (See page 132 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.						
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.						
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.						
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 163 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1 Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y	Y
TIP If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1 Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y	Y
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in						
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
14.1 Do the reductions comply with the instructions provided on pages 104 through 107 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y	Y
TIP Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.						
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.						
15. SCHEDULE VIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1 Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	N/A	N/A	N/A	N/A
15.2 Are the priority narrative explanations adequate and do they follow the guidelines on pages 108 through 110 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A	N/A
15.3 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:						
15.4 Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y	Y
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 111-115 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y	Y
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3 Does the FY 2019-20 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y	Y
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y	Y
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs 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.)	Y	Y	Y	Y	Y	Y
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)							
17.1	Do exhibits and schedules comply with LBR Instructions (pages 116 through 160 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 136 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Y	Y	Y	Y	Y	Y
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION							
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 162-164) for a list of audits and their descriptions.						
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)							
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y	Y
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
19. FLORIDA FISCAL PORTAL							
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y

COL A10			
SCH VIIIB-2			
RED FY22-23			
POS	AMOUNT		CODES
STATE, DEPT OF			45000000
PGM: HISTORICAL RESOURCES			45200000
<u>HISTORICAL RESOURCES</u>			45200700
<u>ECONOMIC OPPORTUNITIES</u>			11
<u>CULTURAL OPPORTUNITIES</u>			<u>1103.00.00.00</u>
PROGRAM REDUCTIONS			33V0000
SPECIAL CATEGORIES			100000
G/A-HISTORIC PRESERV GRTS			101548
LAND ACQUISITION TF	-STATE	1,172,069-	2423 1
		=====	

AGENCY ISSUE NARRATIVE:
 SCH VIIIB-2 NARR 22-23 NARRATIVE: IT COMPONENT? NO
 PRIORITY #2

The Department of State, Division of Historical Resources, is proposing a reduction of \$-1,172,069 in the Grants and Aid Historical Preservations Grants category in the Land Acquisition Trust Fund. This reduction would reduce the total recurring appropriation to \$327,931.

PGM: LIBRARY/INFO SVCS			45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>			45400100
<u>EDUCATION</u>			03
<u>EDUCATIONAL SUPPORT</u>			<u>0309.00.00.00</u>
PROGRAM REDUCTIONS			33V0000
REDUCTION STATE AID TO LIBRARIES			33V2800
AID TO LOCAL GOVERNMENTS			050000
G/A-LIBRARY GRANTS			050792
GENERAL REVENUE FUND	-STATE	5,152,749-	1000 1
		=====	

AGENCY ISSUE NARRATIVE:
 SCH VIIIB-2 NARR 22-23 NARRATIVE: IT COMPONENT? NO
 PRIORITY #1

The Department of State, Division of Library and Information Services, is proposing a reduction of \$-5,152,749 in General Revenue for State Aid to Libraries, which was appropriated \$17,304,072 in recurring General Revenue funding in FY 2022-23. This reduction would reduce the total recurring appropriation to \$12,151,323.

These grant funds assure that every resident of the state has access to an adequate level of public library services regardless of the taxable wealth of the local jurisdiction providing the service. The State Aid to Libraries program

COL A10		
SCH VIIIIB-2		
RED FY22-23		
POS	AMOUNT	CODES
STATE, DEPT OF		45000000
PGM: LIBRARY/INFO SVCS		45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>		45400100
EDUCATION		03
<u>EDUCATIONAL SUPPORT</u>		<u>0309.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCTION STATE AID TO LIBRARIES		33V2800

extends information and knowledge through free public libraries; provides e-government services; encourages lifelong learning; helps local libraries serve as a source of information and inspiration to persons of all ages, cultural backgrounds and economic statuses, and furnishes resources for all ages for continuing education. State Aid to Libraries is used to fulfill the maintenance of effort (MOE) required to continue to receive federal Library Services and Technology Act funds.

TOTAL: STATE, DEPT OF		45000000
BY FUND TYPE		
GENERAL REVENUE FUND	5,152,749-	1000
TRUST FUNDS	1,172,069-	2000

TOTAL DEPARTMENT.....	6,324,818-	
	=====	

450000 DEPARTMENT OF STATE

20 2 261011 FEDERAL GRANTS TRUST FUND -HELP AMERICA VOTE ACT

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,074,283.87
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	23,622,244.82
15100	ACCOUNTS RECEIVABLE	
001202	PENALTIES	104.10
001801	REIMBURSEMENTS	1,801.82
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	5.00
	** GL 15100 TOTAL	1,910.92
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	28,677.19
15900	ALLOWANCE FOR UNCOLLECTIBLES	
001202	PENALTIES	15.00-
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	5.00-
	** GL 15900 TOTAL	20.00-
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	60,597.78
100495	SW VOTER REGISTR SYST/HAVA	10,112.97-
107020	G/A-ELECT SECURITY GRANTS	0.00
107020	CF G/A-ELECT SECURITY GRANTS	1,154,266.14-
	** GL 31100 TOTAL	1,103,781.33-
32100	ACCRUED SALARIES AND WAGES	
000000	BALANCE BROUGHT FORWARD	2,200.73-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	2,927.75-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	17,411,546.49-
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	6,206,640.50-
94100	ENCUMBRANCES	
105155	CF G/A - COVID-19 - PASS THRU	11,637.62
107020	CF G/A-ELECT SECURITY GRANTS	461,457.46
	** GL 94100 TOTAL	473,095.08

BGTRBAL-10 AS OF 07/01/21

45000000000
BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2021

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450000 DEPARTMENT OF STATE

20 2 261011 FEDERAL GRANTS TRUST FUND -HELP AMERICA VOTE ACT

G-L G-L ACCOUNT NAME

CAT

BEGINNING BALANCE

98100 BUDGETARY FND BAL RESERVED/ENCUMBRANCE

105155 CF G/A - COVID-19 - PASS THRU

11,637.62-

107020 CF G/A-ELECT SECURITY GRANTS

461,457.46-

** GL 98100 TOTAL

473,095.08-

*** FUND TOTAL

0.00

450000 DEPARTMENT OF STATE

20 2 261012 FEDERAL GRANTS TRUST FUND - HISTORICAL RESOURCES

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	38,822.03
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	61,559.65
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	95.00-
040000	EXPENSES	0.00
040000	CF EXPENSES	3,076.78-
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	15,000.00-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	395.68-
	** GL 31100 TOTAL	18,567.46-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
35500	DUE TO OTHER GOVERNMENTAL UNITS	
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
001510	TRANSFER OF FEDERAL FUNDS	0.00
45100	ADVANCES FROM OTHER FUNDS BETWEEN DEPA	
000000	BALANCE BROUGHT FORWARD	60,238.50
001510	TRANSFER OF FEDERAL FUNDS	60,238.50-
	** GL 45100 TOTAL	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	81,814.22-
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	32,500.00
105281	CF LEASE/PURCHASE/EQUIPMENT	515.28
140020	20 G/A-SPEC CAT-ACQ, REST/HIS	3,857,961.00
	** GL 94100 TOTAL	3,890,976.28

450000 DEPARTMENT OF STATE

20 2 261012 FEDERAL GRANTS TRUST FUND - HISTORICAL RESOURCES

G-L G-L ACCOUNT NAME

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100		
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	32,500.00-
105281 CF	LEASE/PURCHASE/EQUIPMENT	515.28-
140020 20	G/A-SPEC CAT-ACQ, REST/HIS	3,857,961.00-
	** GL 98100 TOTAL	3,890,976.28-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 261013 FEDERAL GRANTS TRUST FUND - LIBRARY SERVICES

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	494,733.77
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	4,401.64-
050792	G/A-LIBRARY GRANTS	0.00
050792 CF	G/A-LIBRARY GRANTS	146,765.00-
060000	OPERATING CAPITAL OUTLAY	1,635.43
060000 CF	OPERATING CAPITAL OUTLAY	1,635.43-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	29,160.00-
101977	LIBRARY RESOURCES	0.00
101977 CF	LIBRARY RESOURCES	2,271.61-
105155	G/A - COVID-19 - PASS THRU	0.00
105155 CF	G/A - COVID-19 - PASS THRU	119,740.00-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281 CF	LEASE/PURCHASE/EQUIPMENT	276.55-
	** GL 31100 TOTAL	302,614.80-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	83,990.82
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	276,109.79-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	50,578.36
050792 CF	G/A-LIBRARY GRANTS	490,630.00
100777 CF	CONTRACTED SERVICES	13,038.59
101977 CF	LIBRARY RESOURCES	746,057.34
105155 CF	G/A - COVID-19 - PASS THRU	481,539.00
105281 CF	LEASE/PURCHASE/EQUIPMENT	1,391.43
	** GL 94100 TOTAL	1,783,234.72
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	50,578.36-
050792 CF	G/A-LIBRARY GRANTS	490,630.00-
100777 CF	CONTRACTED SERVICES	13,038.59-
101977 CF	LIBRARY RESOURCES	746,057.34-
105155 CF	G/A - COVID-19 - PASS THRU	481,539.00-
105281 CF	LEASE/PURCHASE/EQUIPMENT	1,391.43-
	** GL 98100 TOTAL	1,783,234.72-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 261014 FEDERAL GRANTS TRUST FUND - CULTURAL AFFAIRS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	96,411.93
31100	ACCOUNTS PAYABLE	
050087	G/A-ARTS GRANTS	3,750.00
050087 CF	G/A-ARTS GRANTS	24,325.00-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	925.00-
	** GL 31100 TOTAL	21,500.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	42,824.73-
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	32,087.20-
94100	ENCUMBRANCES	
050087 CF	G/A-ARTS GRANTS	26,875.00
100777 CF	CONTRACTED SERVICES	5,372.00
	** GL 94100 TOTAL	32,247.00
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
050087 CF	G/A-ARTS GRANTS	26,875.00-
100777 CF	CONTRACTED SERVICES	5,372.00-
	** GL 98100 TOTAL	32,247.00-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 279001 FLORIDA FINE ARTS TRUST FUND DOS

G-L	G-L ACCOUNT NAME	CAT	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY		
000000	BALANCE BROUGHT FORWARD		0.00
15900	ALLOWANCE FOR UNCOLLECTIBLES		
001800	REFUNDS		0.00
16400	DUE FROM FEDERAL GOVERNMENT		
000700	U S GRANTS		0.00
001500	TRANSFERS		0.00
	** GL 16400 TOTAL		0.00
38800	UNEARNED REVENUE - CURRENT		
000000	BALANCE BROUGHT FORWARD		0.00
000700	U S GRANTS		0.00
	** GL 38800 TOTAL		0.00
54900	COMMITTED FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES		
000000	BALANCE BROUGHT FORWARD		0.00
	*** FUND TOTAL		0.00

450000 DEPARTMENT OF STATE

20 2 339085 GRANTS AND DONATIONS TF DOS-DIV OF ARCHIVES

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	284,953.17
15100	ACCOUNTS RECEIVABLE	
000100	FEEES	1,036.00
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000000	BALANCE BROUGHT FORWARD	2,056.00-
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000100	FEEES	1,814.00
17400	WORK IN PROCESS	
100777	CF CONTRACTED SERVICES	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
	** GL 31100 TOTAL	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	103,677.35-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
080901	09 CENTRAL FAC/MAINT & REPAIR	0.00
084603	06 MISSION SAN LUIS FORT CONSTRUCTION	0.00
084603	07 MISSION SAN LUIS FORT CONSTRUCTION	0.00
140222	08 LIGHTHOUSE RESTORATION PRJ	0.00
	** GL 55600 TOTAL	0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR	
000000	BALANCE BROUGHT FORWARD	182,069.82-
94100	ENCUMBRANCES	
100777	CF CONTRACTED SERVICES	24,065.93
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100777	CF CONTRACTED SERVICES	24,065.93-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 339097 GRANTS & DONATIONS HELP AMERICA VOTE ACT (HAVA)

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
100495	SW VOTER REGISTR SYST/HAVA	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 423003 LAND ACQUISITION TRUST FUND DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,577,331.78
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	177.50
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	177.50
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	360,388.36
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	18,878.55
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	17,293.79-
040000	EXPENSES	30,925.24
040000	CF EXPENSES	37,501.14-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	21,761.91-
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	88,832.00-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	548.10-
	** GL 31100 TOTAL	116,133.15-
32100	ACCRUED SALARIES AND WAGES	
000000	BALANCE BROUGHT FORWARD	469.47-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	177.50-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	15,302.01-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	29.23-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,805,963.78-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	343.06
040000	EXPENSES	111,807.68
040000	CF EXPENSES	224,735.66

450000 DEPARTMENT OF STATE

20 2 423003 LAND ACQUISITION TRUST FUND DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
100777	CONTRACTED SERVICES	136,312.00
100777 CF	CONTRACTED SERVICES	432,271.63
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	952,674.00
105281 CF	LEASE/PURCHASE/EQUIPMENT	4,924.03
140020 16	G/A-SPEC CAT-ACQ, REST/HIS	30,850.52
	** GL 94100 TOTAL	1,893,918.58
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000 CF	OTHER PERSONAL SERVICES	343.06-
040000	EXPENSES	111,807.68-
040000 CF	EXPENSES	224,735.66-
100777	CONTRACTED SERVICES	128,646.00-
100777 CF	CONTRACTED SERVICES	432,271.63-
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	952,674.00-
105281 CF	LEASE/PURCHASE/EQUIPMENT	4,924.03-
140020 16	G/A-SPEC CAT-ACQ, REST/HIS	30,850.52-
	** GL 98100 TOTAL	1,886,252.58-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	7,666.00-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 450001 LIBRARY SERVICES TF DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
000000	BALANCE BROUGHT FORWARD	0.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000100	FEEES	0.00
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	23.00-
040000	EXPENSES	23.00
	** GL 31100 TOTAL	0.00
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	0.00
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
081182 05	LIBRARY CONSTRUCTION GRNTS	0.00
	*** FUND TOTAL	0.00

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450000 DEPARTMENT OF STATE

20 2 510001 OPERATING TRUST FUND DOS

G-L G-L ACCOUNT NAME

CAT

BEGINNING BALANCE

12100 UNRELEASED CASH IN STATE TREASURY

000000 BALANCE BROUGHT FORWARD

0.00

54900 COMMITTED FUND BALANCE

000000 BALANCE BROUGHT FORWARD

0.00

*** FUND TOTAL

0.00

450000 DEPARTMENT OF STATE

20 2 510002 OPERATING TRUST FUNDDOS SEC. STATE-ARCH. DIV.

G-L	CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100		UNRELEASED CASH IN STATE TREASURY	
000000		BALANCE BROUGHT FORWARD	47,189.08
14100		POOLED INVESTMENTS WITH STATE TREASURY	
000000		BALANCE BROUGHT FORWARD	0.00
15900		ALLOWANCE FOR UNCOLLECTIBLES	
000500		INTEREST	0.00
001904		SALE OF GOODS OUTSIDE STATE GOVERNMENT	0.00
		** GL 15900 TOTAL	0.00
38800		UNEARNED REVENUE - CURRENT	
000000		BALANCE BROUGHT FORWARD	0.00
45100		ADVANCES FROM OTHER FUNDS BETWEEN DEPA	
000000		BALANCE BROUGHT FORWARD	111,636.86-
54900		COMMITTED FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	64,447.78
55100		FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000		BALANCE BROUGHT FORWARD	0.00
		*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 537001 CLEARING TRUST FUND-DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,481,725.22
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	642,885.78-
000100	FEES	11,983.37
001202	PENALTIES	773.32
	** GL 15100 TOTAL	630,129.09-
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000000	BALANCE BROUGHT FORWARD	12,756.69-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	12,000.00-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	311,976.97
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,138,816.41-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
000000	BALANCE BROUGHT FORWARD	0.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,133,177.49
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	29,668.56-
001202	PENALTIES	75.00
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	1,927.03-
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	4,733.93
	** GL 15100 TOTAL	26,786.66-
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000000	BALANCE BROUGHT FORWARD	2,550.57-
001800	REFUNDS	0.00
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	0.00
	** GL 15900 TOTAL	2,550.57-
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	11,426.32-
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	222.88
	** GL 16200 TOTAL	11,203.44-
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	699,610.09
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	386,688.10
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	446.00
	** GL 16300 TOTAL	1,086,744.19
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	14,805.06
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	47.80
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	47,604.61
	** GL 16500 TOTAL	62,457.47
17100	SUPPLY INVENTORY	
000000	BALANCE BROUGHT FORWARD	0.00

450000 DEPARTMENT OF STATE

60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	702,061.61
040000	EXPENSES	205,984.17-
060000	OPERATING CAPITAL OUTLAY	376,912.15-
060000 CF	OPERATING CAPITAL OUTLAY	6,317.18
100021	ACQUISITION/MOTOR VEHICLES	15,888.00-
	** GL 27600 TOTAL	109,594.47
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	622,939.83-
040000	EXPENSES	168,011.03
060000	OPERATING CAPITAL OUTLAY	360,341.34
100021	ACQUISITION/MOTOR VEHICLES	4,018.40-
	** GL 27700 TOTAL	98,605.86-
28200	LIBRARY RESOURCES	
040000	EXPENSES	1,856.94
100777	CONTRACTED SERVICES	460.00
	** GL 28200 TOTAL	2,316.94
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	1,480.66-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281 CF	LEASE/PURCHASE/EQUIPMENT	220.62-
	** GL 31100 TOTAL	1,701.28-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	576,963.26-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	15,026.38-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	31,273.43-
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	70,850.55-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	14,831.88-

450000 DEPARTMENT OF STATE

60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
	CAT		
53900		NET ASSETS UNRESTRICTED	
000000		BALANCE BROUGHT FORWARD	1,544,497.25-
94100		ENCUMBRANCES	
040000	CF	EXPENSES	15,572.20
100777	CF	CONTRACTED SERVICES	449.20
105281	CF	LEASE/PURCHASE/EQUIPMENT	500.38
		** GL 94100 TOTAL	16,521.78
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF	EXPENSES	15,572.20-
100777	CF	CONTRACTED SERVICES	449.20-
105281	CF	LEASE/PURCHASE/EQUIPMENT	500.38-
		** GL 98100 TOTAL	16,521.78-
		*** FUND TOTAL	0.00



FLORIDA DEPARTMENT *of* STATE

Schedule I Series Federal Grants Trust Fund (2261)

FY 2022-2023

SCHEDULE I NARRATIVE

Budget Period: 2022-23

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2261 – Federal Grants Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- TR10 Adjusting Entries in the amount of -\$73,730.
- Statewide Financial Statement #B4500006 – To adjust committed fund balance in the amount of \$-276,110
- TR 10 Adjusting Entries to PY cash in the amount of -\$418,494.
- TR10 Adjusting Entries in the amount of -\$15,029.

Revenue Narrative

The projected revenue estimates are based on grant award documents from federal awarding agencies.

- The Division of Historical Resources receives federal dollars from the following agencies:
 - The National Park Service (NPS)
 - The National Endowment for the Arts (NEA)
 - Bureau of Ocean Energy Management
- The Division of Library and Information Services receives federal dollars from the Institute of Museum and Library Services (IMLS) in order to implement the Library Services and Technology Act (LSTA).
- The Division of Cultural Affairs receives federal dollars from the National Endowment for the Arts (NEA).

Revenues in the trust fund will vary from year to year based on the amount of the federal dollars awarded by each federal agency. Other factors that impact dollars in the Federal Grants Trust Fund include grants that are awarded for a special project/purpose and are received only for a year or two.

5 Percent Trust Fund Reserve

There is no reserve requirement for the Federal Grants Trust Fund.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Agency Name _____ **Department of State** _____

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Division of Elections Federal Grants Trust Fund - 2261

Transfers In <small>(Provide Agency and Fund Number Received From)</small>	Transfer In Revenue Category	Amount	Amount	Amount	Transfer Out Expenditure Category	Confirmed By/Date
		FY 20-21 (A01)	FY 21-22 (A02)	FY 22-23 (A03)		
Transfers Out (Operating and Non-Operating) <small>(Provide Agency and Fund Number Transferred To)</small>	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
FDLE 710000-20-2-261018	181074	77,867.00			001510	Sheri Boyce

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2021 - 2022	
Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	45XXXXXX
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,704,251.60	(A)	-	1,704,252
ADD: Other Cash (See Instructions)	-	(B)	-	-
ADD: Investments	23,622,244.82	(C)	-	23,622,245
ADD: Outstanding Accounts Receivable	92,127.76	(D)	-	92,128
ADD: <u>Rounding</u>	-	(E)	-	-
ADD: <u>Committed Fund Balance</u>	-	(E)	-	-
Total Cash plus Accounts Receivable	25,418,624.18	(F)	-	25,418,624
LESS: Allowances for Uncollectibles	(20.00)	(G)	-	(20)
LESS: Approved "A" Certified Forwards	1,497,065.75	(H)	-	1,497,066
Approved "B" Certified Forwards	2,323,026.01	(H)	-	2,323,026
Approved "FCO" Certified Forwards	-	(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	-	(I)	-	-
LESS: _____	-	(J)	-	-
Unreserved Fund Balance, 07/01/20	21,598,552	(K)	-	21,598,552 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,
OR MODIFICATION OF A TRUST FUND**

Department:	State
Fiscal Year:	2022-23
Fund Name:	Federal Grants Trust Fund
FLAIR #:*	45-2-261
Name Position Telephone No. of Person Completing Form:	Antonio Murphy, Director of Administration 850-245-6569
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to Create trust fund.

For All Trust Funds scheduled for review this year, answer questions 1-6.

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	215.32 (2)(b) 2 g, F.S. A depository for funds to be used for allowable grant activities funded by restricted program revenues from federal sources.
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	National Park Service, 267.031, F.S. National Endowment of the Arts, 265, F.S. National Oceanic and Atmospheric Administration via the Department of Environmental Protection, 267.031, F.S. HAVA-Help America Vote Act of 2002, 97.012, F.S. Department of Transportation, 267.031, F.S. Institute of Museum and Library Services, 257.12, F.S.

3	If state or federal law requires or prohibits specific expenditures from the trust fund, list the requirements or prohibitions and the statutory citations for them.	HAVA-Pursuant to Public Law 107-252, federal funds received for the Help America Vote Act can only be used to carry out the activities listed in this law. Section 101 requires States to use the payment to carry out one or more of the activities listed: Improving the administration of elections for Federal office; Educating voters concerning voting procedures, voting rights, and voting technology; Training election officials, poll workers, and election volunteers; Developing the State plan for requirements payments to be submitted under Part 1 of Subtitle D of Title II (Sections 251-257) of the Act; Improving, acquiring, leasing, modifying, or replacing voting systems and technology and methods for the casting and counting of votes; Improving the accessibility and quantity of polling places, including providing physical access for individuals with disabilities, providing non-visual access for individuals with visual impairments, and providing assistance to Native Americans, Alaska Native citizens, and to individuals with limited proficiency in the English language.
		Library-To make grants to State Library administrative agencies which shall expend funds, either directly or through subgrants, for: (1) Establishing or enhancing electronic linkages among or between libraries; (2) electronically linking libraries with educational, social, or information services; (3) assisting libraries in accessing information through electronic networks; (4) encouraging libraries in different areas, and encouraging different types of libraries to establish consortia and share resources; or (5) paying costs for libraries to acquire or share computer systems and telecommunications technologies; and (6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from birth through age 17 from families with incomes below the poverty line.
		The Museum and Library Services Act of 1996 (20 USC 9101) (Public Law 104-208, as amended) Title VII - Museum and Library Services Act of 1996 Sec. 222. Administration "(a) In General - Not more than 4 percent of the total amount of funds received under this subtitle for any fiscal year by a State may be used for administrative costs."
		NPS-At least 10% of the National Park Service grant award must be transferred to Certified Local Governments. No funds can be used for lobbying activities or to fund development projects for religious properties. No more than 25% of the total grant award (Federal plus nonfederal share) may be charged to administrative costs.

		NEA-Funds received from the National Endowment for the Arts must comply with OMB Circular A-110, OMB Circular A-102, and the Federal laws, rules, regulations, and Executive Orders that apply to grants and cooperative agreements. Authorization of this grant is through the National Foundation on the Arts and the Humanities Act of 1965, as amended, Public Law 89-209, 20 U.S.C. 951 et seq.
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	HAVA-Federal Help America Vote Act funds on deposit with the state accrue interest which is not returned to the federal government; but is retained to fund HAVA activities.
		Library-The 4% allowable amount vs. the amount actual expended in an Annual Report to the Institute of Museum and Library Services on Federal Standard Form 269, Financial Status Report, Long Form, due on December 31st of each year.
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	N/A

6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	N/A
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For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	N/A
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	The Federal Grants Trust Fund is necessary within the Department of State to allow for revenues and expenditures in various operating categories such as Salaries and Benefits, Expenses, and Other Personal Services, and for various special categories used for elections grants, library grants, historic preservation grants, and cultural and museum grants.
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	N/A

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the statutes.	
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

11	Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of section 215.3207, <i>Florida Statutes</i> .	
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	
13	Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.	



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Grants and Donations Trust Fund

(2339)

FY 2022-2023

SCHEDULE I NARRATIVE

Budget Period: 2022-23

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2339 – Grants and Donations Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

TR10 Adjustment for Year End Close in the amount of -\$10,173

Revenue Narrative

- There is no projected revenue estimate.

5 Percent Trust Fund Reserve

- There is no reserve requirement in the Grants and Donations Trust Fund.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022- 2023

Department Title:	Department Of State
Trust Fund Title:	Granst and Donations Trust Fund
Budget Entity:	45XXXXXXX
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	284953 (A)		284953
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	2850 (D)		2850
ADD: _____	0 (E)		0
Total Cash plus Accounts Receivable	287803 (F)	0	287803
LESS: Allowances for Uncollectibles	2056 (G)		2056
LESS: Approved "A" Certified Forwards	0 (H)		0
Approved "B" Certified Forwards	24066 (H)		24066
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: _____	0 (J)		0
Unreserved Fund Balance, 07/01/21	261681 (K)	0	261681 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2021 - 2022
Department Title:	Department of State
Trust Fund Title:	Grants and Donations Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number:	2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	285,747.00	(A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)

		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

TR 10 posted by Agency		(C)
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SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	24,066.00	(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories	(121,590.00)	(D)
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		(D)
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		(D)
--	--	-----

		(D)
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ADJUSTED BEGINNING TRIAL BALANCE:

	140,091.00	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

	140,091.00	(F)
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DIFFERENCE:

	0.00	(G)*
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***SHOULD EQUAL ZERO.**

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,
OR MODIFICATION OF A TRUST FUND**

Department:	State
Fiscal Year:	2022-23
Fund Name:	Grants and Donations Trust Fund
FLAIR #:*	45-2-339
Name Position Telephone No. of Person Completing Form:	Antonio Murphy, Director of Administration 850-245-6569
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to Create trust fund.

For All Trust Funds scheduled for review this year, answer questions 1-6.

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	Funds are for Conservation and Recreational Lands management of archaeological properties. Chapter 2004-199 Laws of Florida.
2	List the specific sources of receipts to the trust fund and the statutory references for those	CARL Management Funds transferred from DEP under s.253.032 F.S.
3	If state or federal law requires or prohibits	N/A
4	If any source of receipts is federal, describe any	N/A
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	N/A

6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	N/A
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For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	N/A
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	This trust fund should be continued to support the approved Fixed Capital Outlay project that is funded from GDTF. It is anticipated that funds in the amount of \$50,000 for the BP grant promoting the Shipwreck Trail will be received in November 2017. The FCO payment and service charge to General Revenue will be the only expenditures to be paid from GDTF.
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	N/A

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the statutes.	N/A.
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

11	Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of section 215.3207, <i>Florida Statutes</i> .	N/A
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	N/A
13	Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.	N/A



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Land Acquisition Trust Fund

(2423)

FY 2022-2023

SCHEDULE I NARRATIVE

Budget Period: 2022-23

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2423 – Land Acquisition Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- SWFS Adjustment # B450002 -To reclassify Operating Capital Outlay in the amount of -\$24,556.
- SWFS Adjustment # B4500027 - To record Service Charge to General Revenue in the amount of -\$371,972.
- SWFS Adjustment # B4500014 - To adjust unreleased cash in state treasury in the amount of \$743,944
- Adjustment to Line A - Prior Year Accounts Payable in the amount of -\$114,969.
- SWFS Adjustment # B4500024 - To adjust committed fund balance in the amount of \$7,705
- Transfer to DEP for Reverted appropriations in the amount of \$711,281.
- TR10 Adjusting Entries in the amount of -\$408,554.

Revenue Narrative

- The projected revenue estimate for the transfer from the Department of Environmental Protection (DEP) is based on information provided by DEP. This is revenue from the Land Management Program. Other revenue is from miscellaneous sources such as underwater salvage fees, copying charges and royalties from publications.
- The primary revenue source in this trust fund is from the Department of Environmental Protection, Land Management Program. These revenues fluctuate depending on the amount of funding provided each year for this program.

5 Percent Trust Fund Reserve

The 5 percent calculation is based on the Division of Historical Resources (45200700) anticipated revenues from the Department of Environmental Protection's Land Management Program for Fiscal Year 2019-20. It does not include anticipated revenue from the non-federal grant, since those funds can only be used to reimburse specific expenditures pursuant to the grant award letter.

FY 2020-21 Revenue		Amount
Total Anticipated Revenues Transferred from DEP-Land Management Funding:	\$	9,500,00
Total Revenue	\$	9,500,000
Total Revenue Subject to 5% Reserve Calculation	\$	9,588,000
Multiplied by 5%		0.05
Total 5% Reserve for Land Acquisition Trust Fund	\$	475,000

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Agency Name _____ Department of State _____

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Historical Resources Land Acquisition Trust Fund - 2423

Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 20-21 (A01)	Amount FY 21-22 (A02)	Amount FY 22-23 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
DEP - 370000-20-2-423001	001500	8,592,389	9,500,000	9,500,000	105978	
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2021 - 2022

Department Title: Department of State
Trust Fund Title: Land Acquisition Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2423

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20

Total all GLC's 5XXXX for governmental funds; 2,805,964.00 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B450002 To Reclassify Operating Capital Outlay (24,556.00) (C)

SWFS Adjustment # B45000027 - To record Service Charge to General Revenue (371,972.00) (C)

SWFS Adjustment # 4500014 - To adjust unreleased cash in state treasury 743,944.00 (C)

SWFS Adjustment # B4500024 - To adjust committed fund balance 4,705.00 (C)

SWFS Adjustment # TR10 posted by Agency & DFS 511,651.00 (C)

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,893,919.00) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,775,817.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 1,775,817.00 (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,
OR MODIFICATION OF A TRUST FUND**

Department:	State
Fiscal Year:	2022-23
Fund Name:	Land Acquisition Trust Fund
FLAIR #:*	45-2-423
Name Position Telephone No. of Person Completing Form:	Antonio Murphy, Director of Administration 850-245-6569
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to Create trust fund.

For All Trust Funds scheduled for review this year, answer questions 1-6.

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	375.041 Land Acquisition Trust Fund.— (1) There is created a Land Acquisition Trust Fund within the Department of Environmental Protection. The Land Acquisition Trust Fund is designated by s. 28, Art. X of the State Constitution for receipt of certain documentary stamp tax revenue for the uses prescribed therein.
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	(5) Monies accruing to other agencies for the purposes designated in subsection (1) shall be transferred pursuant to nonoperating budget authority under s. 216.181(12). Agencies shall maintain the integrity of such transferred moneys. Any transferred moneys available from reversions or reductions of budget authority in the other agencies shall be transferred back to the Land Acquisition Trust Fund in the Department of Environmental Protection within 15 days after such reversion or reduction and must be available for future appropriation pursuant to s. 28, Art. X of the State Constitution.
3	If state or federal law requires or prohibits	N/A
4	If any source of receipts is federal, describe any	N/A
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	N/A
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	N/A

For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	N/A
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	The Land Acquisition Trust Fund is necessary within the Department of State to allow for revenues and expenditures in various operating categories such as Salaries and Benefits, Expenses, and Other Personal Services, and for various special categories used for historic preservation grants.
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	N/A

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the statutes.	N/A
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

11	Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of section 215.3207, <i>Florida Statutes</i> .	N/A
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	N/A
13	Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.	N/A



FLORIDA DEPARTMENT *of* STATE

Schedule I Series Operating Trust Fund (2510)

FY 2022-2023

SCHEDULE I NARRATIVE

Budget Period: 2022-23

Department: Department of State

Budget Entity: 45200700 – Historical Resources

Fund: 2510 – Operating Trust Fund

Adjustments in Section III

- SWFS Adjustment #B4500022 in the amount of \$1,526.
- SWFS Adjustment #B4500025 in the amount of \$11,204.
- SWFS Adjustment #B4500027 in the amount of \$3,911.
- SWFS Adjustment #B4500027 in the amount of \$7,630.
- TR10 PY Adjustment in the amount of \$63,179.

Revenue Narrative

- The primary revenue source in this trust fund is from the Florida Department of Transportation (FDOT) for historic preservation compliance and review activities within the Division of Historical Resources.
- Effective July 1, 2019, the Division of Historical Resources began receiving funds from FDOT through an interagency contract agreement. The funds were previously received from FDOT via the Federal Highway Administration in the Division's Federal Grants Trust Fund (2261). Revenues in the trust fund will vary from year to year based on the estimated amounts provided by FDOT.

5 Percent Trust Fund Reserve

There is no Trust Fund Reserve.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Agency Name Department of State

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Historical Resources Operating Trust Fund - 2510 (A03)

Transfers In <small>(Provide Agency and Fund Number Received From)</small>	Transfer In Revenue Category	Amount FY 20-21 (A01)	Amount FY 21-22 (A02)	Amount FY 22-23 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
DOT 55000-10-2-540001	001510	24,860.00	240,950	240,950	088849	Norma Whittingham
Transfers Out (Operating and Non-Operating) <small>(Provide Agency and Fund Number Transferred To)</small>	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,
OR MODIFICATION OF A TRUST FUND**

Department:	STATE
Fiscal Year:	2022-23
Fund Name:	OPERATING TRUST FUND DOS
FLAIR #:*	45-2-510
Name Position Telephone No. of Person Completing Form:	Antonio Murphy, Director of Administration 850-245-6569
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to Create trust fund.

For All Trust Funds scheduled for review this year, answer questions 1-6.

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	Chapter 2017-70, Laws of Florida
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	Formerly, the National Historic Preservation Grant and funds received from DOT were received in this TF under Chapter 267.031. These funds are now received in Land Acquisition TF and Federal Grants TF, respectively.
3	If state or federal law requires or prohibits specific expenditures from the trust fund, list the requirements or prohibitions and the statutory citations for them.	N/A
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	N/A
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	Grants and Donations Trust Fund 45-2-339
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	N/A

For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	N/A
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	While there has been no activity within this trust fund of late, the Department anticipates usage in the current fiscal year.
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	N/A

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the statutes.	N/A
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

11	Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of section 215.3207, <i>Florida Statutes</i> .	N/A
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	N/A
13	Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.	N/A



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Records Management Trust Fund

(2572)

FY 2022-2023

SCHEDULE I NARRATIVE

Budget Period: 2022-23

Department: Department of State

Budget Entity: 45400100 – Library and Information Services

Fund: 2572 – Records Management Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- SWFS Adjustment - B4500022 - To adjust for accumulated depreciation in the amount of -\$1,526.
- SWFS Adjustment - To adjust compensated absences in the amount of -\$11,540.
- SWFS Adjustment - B4500036 - Due From Other Departments in the amount of \$80.

Revenue Estimating Narrative

- The projected revenue estimate listed in Section I is based on actual revenue received during FY 2020-21. Those figures have been projected out for FY 202-23.
 - Advertising in Administrative Register
 - Records Storage Fees
 - Records Management Training Workshops
 - Copying Charges
 - Royalties

Revenues in the Records Management Trust Fund will fluctuate depending on the number of notices advertised in the Florida Administrative Register; the number of Records Management Training workshops; and the number of agencies that store records in the Florida Records Center.

5 Percent Trust Fund Reserve

The Records Management Trust Fund qualifies for exemption under the following exclusion category listed on page 20 of the FY 2020-21 Schedule I Manual: "Trust funds where the excess balance over operating costs and a statutorily approved reserve go the General Revenue Fund or the Educational Trust Fund, or trust funds that are statutorily required to maintain a minimum balance."

Subsection 120.55(8)(b), Florida Statutes states, "the unencumbered balance in the Records Management Trust Fund for fees collected pursuant to this chapter may not exceed \$300,000 at the beginning of each fiscal year, and any excess shall be transferred to the General Revenue Fund."

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Agency Name Department of State

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Division of Elections Clearing Funds Trust Fund - 2537

Transfers In <small>(Provide Agency and Fund Number Received From)</small>	Transfer In Revenue Category	Amount	Amount	Amount	Transfer Out Expenditure Category	Confirmed By/Date
		FY 20-21 (A01)	FY 21-22 (A02)	FY 22-23 (A03)		
Transfers Out (Operating and Non-Operating) <small>(Provide Agency and Fund Number Transferred To)</small>	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
EOG - 310000-20-2-339028	181137	400,864.24	425,000	425,000	001500	Cynthia Smith

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2021 - 2022</u>
Trust Fund Title:	<u>Department of State</u>
LAS/PBS Fund Number:	<u>Records Management Trust Fund - Combined (45XXXXXX)</u>
	<u>2572</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,559,329.00"/> (A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
-------------------------------------------------------	--------------------------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

TR 10 Adjustment - Net Assets Unrestricted	<input type="text"/> (C)
--------------------------------------------	--------------------------

SWFS Adjustment #B4500022 Accumulated Depreciation	<input type="text" value="1,526.00"/> (C)
----------------------------------------------------	-------------------------------------------

SWFS Adjustment #B4500025 Due from State Fund within Department	<input type="text" value="11,204.00"/> (C)
-----------------------------------------------------------------	--------------------------------------------

SWFS Adjustment #B4500027 Compensated Absences	<input type="text" value="11,541.00"/> (C)
------------------------------------------------	--------------------------------------------

SWFS Adjustment #B4500017 Due to General Revenue	<input type="text"/> (C)
--------------------------------------------------	--------------------------

TR 10 Adjustment - Due from Other Departments	<input type="text" value="600,463.00"/> (C)
-----------------------------------------------	---------------------------------------------

TR 10 Adjustment - Accounts Receivable	<input type="text"/> (C)
----------------------------------------	--------------------------

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
-------------------------------------------------------	--------------------------

Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
--------------------------------------------	--------------------------

A/P not C/F-Operating Categories	<input type="text"/> (D)
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ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="2,184,063.00"/> (E)
------------------------------------------	-----------------------------------------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="2,184,063.00"/> (F)
------------------------------------------------------	-----------------------------------------------

DIFFERENCE:	<input type="text" value="0.00"/> (G)*
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***SHOULD EQUAL ZERO.**

	COL A01 ACT PR YR EXP 2020-21	COL A02 CURR YR EST EXP 2021-22	COL A03 AGY REQUEST FY 2022-23	COL A04 AGY REQ N/R FY 2022-23
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STATE, DEPT OF _____ 45000000

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP NO	SVC CHG%	AUTH ST	MATCHING % I/C LOC I/C	CFDA NO.				
AR ANT REV NAT ENDOW	000700	NO	0.0	265.606	0.00 0.00	45.025	1,512,762	939,650	939,650	
02 INTEREST-STATE TREASURY	000504	NO	0.0	17.61	0.00 0.00		477,343	342,034	497,632	
07 NAT'L PARK SERVICE	000700	NO	0.0	267.031	60.00 C 40.00 C	15.904	1,880,726	5,953,331		
10 NAT'L ENDOWMENT F/ARTS	000700	NO	0.0	267.031	0.00 0.00	45.025	6,702			
13 ANTICIPATED REVENUE	001510	NO	0.0	267.031	0.00 0.00	20.205	12,285,190			
22 INSTITUTE OF MUSEUM/LIBRARY SERVICES	000700	NO	0.0	257.12	34.00 C 0.00	45.310	9,708,638	16,284,049	9,053,930	
23 INTERST-GRANTS REVENUE-(FEDERAL)	000504	NO	0.0	257.12	0.00 0.00		14			
25 LAURA BUSH 21ST CENTURY LIBRARIAN PROGRAM	007000	NO	0.0	257.12	0.00 0.00			207,300		
34 ANTICIPATED REVENUE	000700	NO	0.0	257.12	0.00 0.00	45.310	2,629,450			
TOTAL TO LINE B IN SECTION IV							28,500,825	23,726,364	10,491,212	

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
02 BA0115 APPROVED ON 9/3/21	899000				6,735,385	
03 TRANSFER TO FDLE, 2261, HAVA	811000	71700100		60,744	145,830	145,830
05 BUDGET ENTITY TRANSFER IN 45400100/2261	810000	45010200		105,927-	196,168-	196,168-
14 ASSESSMENT ON INVESTMENTS	840000			142,478-		
27 BUDGET ENTITY TRANSFER OUT 45010200/2261	810000	45010200		105,826	194,990	194,990
TOTAL TO LINE E IN SECTION IV				81,835-	6,880,037	144,652

SECTION III: ADJUSTMENTS

	OBJECT CODE	
01 SWFS #B4500003 ADJ OPERATING CAP OUTL	991000	311,510-

	COL A01 ACT PR YR EXP 2020-21	COL A02 CURR YR EST EXP 2021-22	COL A03 AGY REQUEST FY 2022-23	COL A04 AGY REQ N/R FY 2022-23
STATE, DEPT OF _____ 45000000				
FUND: FEDERAL GRANTS TRUST FUND 2261				
SECTION III: ADJUSTMENTS				
	OBJECT CODE			
02 TR10 PY ADJ ENTRIES	991000	555,426-		
02 ADJ TO CASH IN STATE TREASURY	991000		96,412	
02 SEPTEMBER 2020 CF REVERSIONS	991000	800		
03 SEPTEMBER 2020 CF REVERSIONS	991000	34,883-		
04 PY REFUNDS	991000	261,132-		
04 TR 10 PY ADJ ENTRY	991000	15,029-		
04 ADJ TO LINE A - TR10 ADJUSTING ENTRIES	991000	74,730-		
11 SWFS ADJ B4500006- ADJ COMMITTED FUND BAL	991000	276,110-		
29 ADJ TO LINE A TR10 PY ADJUSTMENTS	991000	418,494		
TOTAL TO LINE H IN SECTION IV		1,109,526-	96,412	

SECTION IV: SUMMARY				
UNRESERVED FUND BALANCE - JULY 1	(A)	42,988,451	38,029,791	34,718,213
ADD: REVENUES (FROM SECTION I)	(B)	28,500,825	23,726,364	10,491,212
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	71,489,276	61,756,155	45,209,425
LESS: OPERATING EXPENDITURES	(D)	32,431,794	20,254,317	22,431,398
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	81,835-	6,880,037	144,652
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	39,139,317	34,621,801	22,633,375
NET ADJUSTMENTS (FROM SECTION III)	(H)	1,109,526-	96,412	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	38,029,791	34,718,213	22,633,375
TOTAL UNRESERVED FUND BALANCE FROM STATEWIDE CFO FILE:		42,988,451		

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE				
	FUNDING SOURCE			
	STATE(S)	RESTRICTED(R)		
	NONSTATE(N)	UNRESTRICTED(U)		
01 FEDERAL HELP AMERICA VOTE ACT	N	R	23,343,612	15,919,898
01 NATIONAL ENDOWMENT FOR THE ARTS	N	U	42,665	293,441
02 LIBRARY SERVICES AND TECHNOLOGY ACT	N	R	1,314,327	436,460
02 NATIONAL PARK SERVICE	N	R	13,329,187	18,068,414

	COL A01	COL A02	COL A03	COL A04
	ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
	EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23

STATE, DEPT OF _____ 45000000

FUND: FEDERAL GRANTS TRUST FUND 2261

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

FUNDING SOURCE
 STATE(S) RESTRICTED(R)
 NONSTATE(N) UNRESTRICTED(U)

ADJUSTED UNRESERVED FUND BALANCE - JUNE 30

38,029,791	34,718,213	22,633,375	
=====	=====	=====	=====

							COL A01	COL A02	COL A03	COL A04
							ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
							EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF _____ 45000000										
FUND: GRANTS AND DONATIONS TF 2339										
SECTION I: DETAIL OF REVENUES										
	REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA				
	CODE		CHG%	ST	I/C LOC I/C	NO.				
02	FEE, CHARGES AND COMMISSIONS						160			
	000100	YES	8.0	257.12	0.00 0.00					
03	CENTER FOR ELECTION GRANT						553,000			
	001111	NO	0.0	97.012	0.00 0.00					
TOTAL TO LINE B IN SECTION IV							553,160			
SECTION II: DETAIL OF NONOPERATING EXPENDITURES										
				OBJECT	TRANSFER	CFDA				
				CODE	TO BE	NO.				
01	TRANSFER FROM 45200700/2339			810000			121,590-			
01	BUDGET ENTITY TRANSFER IN 45200700/2339			810000	45500300		1,200-			
11	BE TR TO 45010200/2339			810000	45010200		121,590			
TOTAL TO LINE E IN SECTION IV							1,200-			
SECTION III: ADJUSTMENTS										
				OBJECT						
				CODE						
TOTAL TO LINE H IN SECTION IV										
SECTION IV: SUMMARY										
UNRESERVED FUND BALANCE - JULY 1	(A)						272,894	152,664	152,664	
ADD: REVENUES (FROM SECTION I)	(B)						553,160			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)						826,054	152,664	152,664	
LESS: OPERATING EXPENDITURES	(D)						674,590			
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)						1,200-			
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)									
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)						152,664	152,664	152,664	
NET ADJUSTMENTS (FROM SECTION III)	(H)									
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)						152,664	152,664	152,664	
TOTAL UNRESERVED FUND BALANCE FROM STATEWIDE CFO FILE:							272,894			

	COL A01	COL A02	COL A03	COL A04
	ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
	EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF _____ 45000000				
FUND: GRANTS AND DONATIONS TF 2339				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 GRANTS- CULTURAL FACILITIES	S	U	1,200	1,200	1,200
01 GRANT FUNDS	S	U	151,304	151,304	151,304
61 TRANSFER IN-DEP-CARL	N	U	160	160	160
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			152,664	152,664	152,664

	COL A01	COL A02	COL A03	COL A04
	ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
	EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23

STATE, DEPT OF _____ 45000000

FUND: LAND ACQUISITION TF 2423

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG%	AUTH	MATCHING %	CFDA NO.			
				ST	I/C LOC I/C				
01 PRIOR YR REFUNDS	001800	NO	0.0	215.31	0.00	0.00	745		
02 ROYALTIES	000115	NO	8.0	267.031	0.00	0.00	296	350	350
03 RESTITUTION PENALTIES FINES	001200	NO	0.0	215.31	0.00	0.00	5,000		
05 FEES, CHARGES, COMMISSIONS AND SALES	000100	YES	0.0	215.31	0.00	0.00	469	1,630	
07 LAND ACQUISITION TRUST FUND/2423/DEP	001500	NO	0.0	20.106	0.00	0.00	8,952,778	9,500,000	25,713,453
TOTAL TO LINE B IN SECTION IV							8,959,288	9,501,980	25,713,803

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
AB TRANSFER DEP/2423 REVERSIONS	899000	37500300		711,281		
01 TRANSFER IN FROM 45200700/2423	810000	45010200		31,801-	72,887-	72,887-
05 BUDGET ENTITY TRANSFER IN 45200700/2423	810000	45500300		1,483,568-		
08 TRANSFER TO GENERAL REVENUE-SERV CHRG	880800			52		
09 BUDGET ENTITY TRANSFER OUT 45500300/2423	810000	45500300		1,483,568		
10 BUDGET ENTITY TRANSFER OUT 45010200/2423	810000	45010200		30,733	70,267	70,267
11 TR10 ADJ ENTRIES	999000			408,554		
TOTAL TO LINE E IN SECTION IV				1,118,819	2,620-	2,620-

SECTION III: ADJUSTMENTS

	OBJECT CODE	
01 2020 CF REVERSIONS	991000	573,813
02 ADJ TO LINE A - PRIOR YR ACCT PAYABLE	991000	114,969-
03 SWFS ADJ B450002 TO RECLASS OCO	991000	24,556-
04 SWFS ADJ B45000027 TO RECORD GR SVRC CHAR	991000	371,972-
05 SWFS ADJ B4500014 TO ADJ UNRELEAS CASH ST	991000	743,944
06 SWFS ADJ # B4500024	991000	4,705
07 TRAN TO DEP FOR REVERTED APPROPRIATIONS	991000	711,281

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF	45000000				
FUND: LAND ACQUISITION TF	2423				
SECTION III: ADJUSTMENTS					
		OBJECT CODE			
08 TR 10 ADJ ENTRIES		991000	408,554-		
TOTAL TO LINE H IN SECTION IV			539,879	573,813	

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	2,289,259	1,842,804	2,138,545	
ADD: REVENUES (FROM SECTION I)	(B)	8,959,288	9,501,980	25,713,803	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	11,248,547	11,344,784	27,852,348	
LESS: OPERATING EXPENDITURES	(D)	8,826,803	9,782,672	10,068,221	1,804,403
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,118,819	2,620-	2,620-	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			16,066,029	16,066,029
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	1,302,925	1,564,732	1,720,718	
NET ADJUSTMENTS (FROM SECTION III)	(H)	539,879	573,813		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	1,842,804	2,138,545	1,720,718	
TOTAL UNRESERVED FUND BALANCE FROM STATEWIDE CFO FILE:		2,289,259			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 TRANSFER IN DEP LAND MANAGEMENT	S	U	1,842,804	2,138,545	1,720,718
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			1,842,804	2,138,545	1,720,718

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF _____ 45000000													
FUND: OPERATING TRUST FUND 2510													
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH	MATCHING %		CFDA						
	CODE		CHG%	ST	I/C	LOC	I/C	NO.					
05	TRANSFERS IN FROM DOT												
	001510	NO	0.0	267.061	0.00	0.00	20.205		240,860	240,950	240,950		
12	ANTICIPATED REVENUE												
	001904	NO	8.0	267	0.00	0.00			101,016				
TOTAL TO LINE B IN SECTION IV									341,876	240,950	240,950		
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER	CFDA						
					CODE	TO BE	NO.						
TOTAL TO LINE E IN SECTION IV													
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
01	SWFS ADJ# B4500022				991000	1,526							
04	SWFS ADJ# B4500025				991000	11,204							
06	SWFS ADJ# B4500027				991000	3,911							
11	SWFS ADJ# B00027				991000	7,630							
12	TR 10 PY ADJ				991000	63,179							
TOTAL TO LINE H IN SECTION IV									87,450				
SECTION IV: SUMMARY													
UNRESERVED FUND BALANCE - JULY 1 (A)										107,589-	124,019	106,620	
ADD: REVENUES (FROM SECTION I) (B)										341,876	240,950	240,950	
TOTAL FUNDS AVAILABLE (LINE A + LINE B) (C)										234,287	364,969	347,570	
LESS: OPERATING EXPENDITURES (D)										197,718	258,349	258,349	
LESS: NONOPERATING EXPENDITURES (SECTION II) (E)													
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY) (F)													
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ (G)										36,569	106,620	89,221	
NET ADJUSTMENTS (FROM SECTION III) (H)										87,450			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 (I)										124,019	106,620	89,221	

	COL A01	COL A02	COL A03	COL A04
	ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
	EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF _____				
45000000				
FUND: OPERATING TRUST FUND				
2510				

SECTION IV: SUMMARY

TOTAL UNRESERVED FUND BALANCE FROM STATEWIDE CFO FILE: 107,589-

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
05 TRANSFERS IN FROM DOT	N	R	124,019	106,620	89,221
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			124,019	106,620	89,221

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF _____ 45000000													
FUND: RECORDS MANAGEMENT TF 2572													
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH	MATCHING %		CFDA						
	CODE		CHG%	ST	I/C	LOC	I/C	NO.					
23	ADVERT/FL AD WK/STATE												
	001903	NO	0.0	120.55	0.00	0.00		569,170	570,000	570,000			
24	ADVERT FL AD WK/NONSTAT												
	001905	YES	8.0	120.55	0.00	0.00		161,333	162,000	162,000			
31	MIC/FLM/ARCH/STG/STATE												
	001903	NO	0.0	257.375	0.00	0.00		428,657	430,000	430,000			
32	MIC/FLM/ARCH/STG/NONSTA												
	001905	YES	8.0	257.375	0.00	0.00		124,613	125,000	125,000			
TOTAL TO LINE B IN SECTION IV										1,283,773	1,287,000	1,287,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER	CFDA						
					CODE	TO BE	NO.						
11	REFUND OF STATE REVENUES				810000			15,943					
18	SERVICE CHARGE TO GENERAL REVENUE				880800			21,083	28,400	28,400			
19	REFUND OF NON-STATE REVENUES				860000			6,000					
TOTAL TO LINE E IN SECTION IV										43,026	28,400	28,400	
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
60	SWFS ADJ-B4500022 - ACCUMALATED DEPRECIAT				991000	1,526-							
61	SWFS ADJ- ADJUST COMPENSATED ABSENCES				991000	11,540-							
62	SWFS ADJ-B4500036 - DUE FROM OTH DEP				991000	80							
63	TR10 - ADJUSTING ENTRIES				991000	750,433							
TOTAL TO LINE H IN SECTION IV										737,447			

	COL A01	COL A02	COL A03	COL A04
	ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
	EXP 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
STATE, DEPT OF _____ 45000000				
FUND: RECORDS MANAGEMENT TF 2572				
SECTION IV: SUMMARY				
UNRESERVED FUND BALANCE - JULY 1 (A)	1,173,025	2,183,904	1,689,535	
ADD: REVENUES (FROM SECTION I) (B)	1,283,773	1,287,000	1,287,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B) (C)	2,456,798	3,470,904	2,976,535	
LESS: OPERATING EXPENDITURES (D)	967,315	1,752,969	1,625,433	
LESS: NONOPERATING EXPENDITURES (SECTION II) (E)	43,026	28,400	28,400	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY) (F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ (G)	1,446,457	1,689,535	1,322,702	
NET ADJUSTMENTS (FROM SECTION III) (H)	737,447			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 (I)	2,183,904	1,689,535	1,322,702	
TOTAL UNRESERVED FUND BALANCE FROM STATEWIDE CFO FILE:	1,173,025			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 TFANSFER IN - DEP-CARL	N	U	2,183,904	1,689,535	1,322,702
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			2,183,904	1,689,535	1,322,702

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*****
* BPSCL101                                STATISTICAL INFORMATION                                09/15/2021 20:47:47 *
* BUDGET PERIOD: 2009-2023                SCHEDULE I REPORT REQUEST                                AXM 45      SP      *
* COMPILE DATE: 07/29/2021                COMPILE TIME: 12:14:50                                PAGE: 1      *
*****
*
*                               SAVE INITIALS:          SAVE DEPARTMENT: 07      SAVE ID: SC1D
* -----
*
* SELECT CODES.  WHEN NO CODE IS SELECTED, ALL CODES WILL BE REPORTED.
*
* BUDGET ENTITY OR GROUP/ACCUMULATION LEVEL (DEP, DIV, BUR, SUB, LBE, MRG):
*   1-7:          DEP
*   8-14:
*   15-21:
*   22-27:
* EXCLUDE:
*
* FUND:
*
* COLUMN SELECTION:  A01          A02          A03          A04
*
* REPORT OPTION: 3          IF AUDIT REQUESTED: COMPARE JUNE 30 BALANCES TO THE JULY 1 BEGINNING BALANCES (Y/N): Y
*   1=SCHEDULE I          RUN THE DEPARTMENT LEVEL RECONCILIATION UNRESERVED FUND BALANCE (Y/N): Y
*   2=AUDIT REPORT          RUN THE SUMMARY OF NEGATIVE TRUST FUNDS AUDIT (Y/N): N
*   3=BOTH SCHEDULE I AND AUDIT REPORT          COMPARE ADJUSTED UNRESERVED FUND BALANCE TO SCHEDULE IB TOTAL (Y/N): Y
*   4=SCHEDULE I DOWNLOAD (PRO FORMA)
*   5=SCHEDULE I DOWNLOAD (EXCEL FORMAT)  IF OPTION 5 REQUESTED: INCLUDE ISSUES (Y/N): Y          REPORT ISSUES BY FSI (Y/N): N
*
* -----
*
* REPORT SEQUENCE: BUDGET ENTITY: N          SECTION I SORT OPTION: 1
*   A=ALPHABETICAL          1=LINE NUMBER
*   N=NUMERICAL          2=REVENUE CODE
*
* INCLUDE COLUMN CODES (Y/N): Y
*
* INCLUDE BE/FUND CODES (Y/N): Y
*
* PAGE BREAK ON FUND (Y/N): Y
*
*                               REPORT HEADING:          SCHEDULE I- DEPARTMENT LEVEL
*                               TRUST FUNDS AVAILABLE
* -----
*
* TOTAL RECORDS READ FROM SORT:          491
* TOTAL RECORDS READ FROM CARD:          19
* TOTAL BEF RECORDS READ:          1
* TOTAL FCF RECORDS READ:          5
*
*****
*
* BUDGET ENTITIES SELECTED:
*   1-9: 45
*   10-18:
*   19-27:
*
*****

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	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>							<u>1602.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....	3,121,895						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE	49.00						
		4,224,309					1000 1
=====							
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		12,661					1000 1
=====							
EXPENSES							040000
GENERAL REVENUE FUND -STATE		368,201					1000 1
=====							
OPERATING CAPITAL OUTLAY							060000
GENERAL REVENUE FUND -STATE		1,250					1000 1
=====							
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		269,339					1000 1
=====							
LITIGATION EXPENSES							101981
GENERAL REVENUE FUND -STATE		500,000					1000 1
=====							
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		87,431					1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>							<u>1602.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE		28,529					1000 1
=====							
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		21,253					1000 1
=====							
DATA PROCESSING SERVICES							210000
OTHER DATA PROCESSING SVCS							210014
GENERAL REVENUE FUND -STATE		15,000					1000 1
=====							
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....	49.00						
TOTAL ISSUE.....		5,527,973					
TOTAL SALARY RATE.....		3,121,895					
=====							
SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021							1001030
SALARY RATE							000000
SALARY RATE.....	499						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		592					1000 1
=====							
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		472					1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>							<u>1602.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
SALARY INCREASES FOR FY 2021-22 -							
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							1001030
TOTAL: SALARY INCREASES FOR FY 2021-22 -							1001030
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							
TOTAL ISSUE.....		1,064					
TOTAL SALARY RATE.....	499						
=====							
SALARY INCREASE FOR FY 2021-22 -							
AGENCY HEADS PAY INCREASE -							
EFFECTIVE 7/1/2021							1001050
SALARY RATE							000000
SALARY RATE.....	3,740						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		4,881					1000 1
=====							
TOTAL: SALARY INCREASE FOR FY 2021-22 -							1001050
AGENCY HEADS PAY INCREASE -							
EFFECTIVE 7/1/2021							
TOTAL ISSUE.....		4,881					
TOTAL SALARY RATE.....	3,740						
=====							
FLORIDA RETIREMENT SYSTEM							
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							1001070
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		32,077					1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
EXECUTIVE DIR/SUPPORT SVCS							45010200
GOV OPERATIONS/SUPPORT							16
EXEC LEADERSHIP/SUPPRT SVC							1602.00.00.00
ESTIMATED EXPENDITURES							1000000
CASUALTY INSURANCE PREMIUM ADJUSTMENT							1001090
SPECIAL CATEGORIES							100000
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		9,794					1000 1
=====							
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		1,870-					1000 1
=====							
NONRECURRING EXPENDITURES							2100000
DEPARTMENT WIDE LITIGATION EXPENSES							2103137
SPECIAL CATEGORIES							100000
LITIGATION EXPENSES							101981
GENERAL REVENUE FUND -STATE		500,000-					1000 1
=====							
DEPARTMENTAL ISSUES							4800000
DEPARTMENT WIDE LITIGATION EXPENSES							4800100
SPECIAL CATEGORIES							100000
LITIGATION EXPENSES							101981
GENERAL REVENUE FUND -STATE		1,000,000	1,000,000				1000 1
=====							

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Office of the Secretary and the Division of Administrative Services, is requesting \$1,000,000 in nonrecurring General Revenue for litigation expenses to acquire legal representation for lawsuits related to elections and other Departmental litigation. The amount requested is based on the Department's year-to-date spending on the defense of litigation. The Department has limited legal staff and resources, which makes it difficult for the Office of the General Counsel to internally to handle protracted litigation or litigation pending in venues outside Leon County without

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
STATE, DEPT OF				45000000
PGM: SECRETARY/ADMIN SVCS				45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>				45010200
GOV OPERATIONS/SUPPORT				16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>				<u>1602.00.00.00</u>
DEPARTMENTAL ISSUES				4800000
DEPARTMENT WIDE LITIGATION				
EXPENSES				4800100

the aid of outside counsel. In turn, in some cases it is necessary to obtain outside counsel and subject matter specialists to assist elections litigation and other Departmental issues. At times, multiple outside lawyers are needed simultaneously when there is a significant number of cases in which the Department is involved and when there is an urgency to prepare cases for almost immediate hearings and appeals. In recent years, especially in presidential election years, the Department has been involved in a substantial amount of litigation with many of these cases involving Florida Statutes and constitutional questions.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

CAPITAL IMPROVEMENT PLAN				9900000
DEFERRED BUILDING MAINTENANCE				990Z000
FIXED CAPITAL OUTLAY				080000
RPR & MNT, CENT MGD, STW				080050

GENERAL REVENUE FUND	-STATE	1,000,000	1,000,000		1000	1
		=====	=====	=====		

AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: RPR & MNT, CENT MGD, STW IT COMPONENT? NO

The Department of State, Division of Administrative Services is requesting \$1,000,000 in nonrecurring General Revenue for deferred maintenance funding, compliance factor 4.) Mitigate environmental deficiencies, to install humidity control measures in the R. A. Gray Building. In 2010, the Department of Management Services installed humidity control in the stack areas of the building, which house collections of the State Library and Archives of Florida. This did not include the remainder of the building, including the area where the Museum of Florida History resides or where the collections as a whole are exhibited. This request is to complete the humidity control and ensure the preservation of these valuable artifacts and documents.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>							<u>1602.00.00.00</u>
CAPITAL IMPROVEMENT PLAN							9900000
DEFERRED BUILDING MAINTENANCE							990Z000
FIXED CAPITAL OUTLAY							080000
ROOF REPAIRS							085017
GENERAL REVENUE FUND -STATE		10,000,000		10,000,000			1000 1

AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: ROOF REPAIRS IT COMPONENT? NO
 The Department of State, Division of Administrative Services, is requesting \$10,000,000 in nonrecurring General Revenue for deferred maintenance funding for the renovation and reconstruction of the R.A. Gray Building Plaza Deck. This deck also serves as the roof and ceiling of the Museum of Florida History and the archaeological conservation laboratory.

The ceiling has leaked since the building opened in 1977. Projects to curtail the leaks have not arrested the situation, which has been compounded by over 1000 linear feet of cracks in the concrete deck. When rainfall rates exceed 2 inches, leaks begin in these cracks. During winter months, cold air affects the cracks and allows standing water under the deck membrane to come through.

40 years of leaks have shown rust in the rebar in the areas of many of the cracks as well as damage to some electrical components embedded in the concrete.

TOTAL: DEFERRED BUILDING MAINTENANCE							990Z000
TOTAL ISSUE.....		11,000,000		11,000,000			
TOTAL: EXEC LEADERSHIP/SUPPRT SVC							<u>1602.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND.....	49.00	17,073,919		12,000,000			1000
SALARY RATE.....		3,126,134					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>INFORMATION TECHNOLOGY</u>							<u>1603.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....	3,330,253						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE	4,533,392						1000 1
FEDERAL GRANTS TRUST FUND -FEDERL	194,990						2261 3
TOTAL POSITIONS.....	54.00						
TOTAL APPRO.....	4,728,382						
=====							
OTHER PERSONAL SERVICES							030000
LAND ACQUISITION TF -STATE	70,267						2423 1
=====							
EXPENSES							040000
GENERAL REVENUE FUND -STATE	242,852						1000 1
=====							
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE	647,469						1000 1
=====							
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE	11,240						1000 1
=====							
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE	359,962						1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>INFORMATION TECHNOLOGY</u>							<u>1603.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
DATA PROCESSING SERVICES							210000
NORTHWEST REGIONAL DC							210023
GENERAL REVENUE FUND -STATE		61,891					1000 1
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....		54.00					
TOTAL ISSUE.....		6,122,063					
TOTAL SALARY RATE.....		3,330,253					
SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021							1001030
SALARY RATE							000000
SALARY RATE.....		3,021					
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		3,174					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		136					2261 3
TOTAL APPRO.....		3,310					
OTHER PERSONAL SERVICES							030000
LAND ACQUISITION TF -STATE		2,620					2423 1
TOTAL: SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021							1001030
TOTAL ISSUE.....		5,930					
TOTAL SALARY RATE.....		3,021					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>INFORMATION TECHNOLOGY</u>							<u>1603.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
FLORIDA RETIREMENT SYSTEM							
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							1001070
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		24,249					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		1,042					2261 3
TOTAL APPRO.....		25,291					
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		272					1000 1
TOTAL: FLORIDA RETIREMENT SYSTEM							1001070
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							
TOTAL ISSUE.....		25,563					
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		989-					1000 1
STATE ENTERPRISE INFORMATION							
TECHNOLOGY DISTRIBUTION							1006600
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		428,897-					1000 1

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: SECRETARY/ADMIN SVCS							45010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>							45010200
GOV OPERATIONS/SUPPORT							16
<u>INFORMATION TECHNOLOGY</u>							<u>1603.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
DATA PROCESSING ASSESSMENT BASE							
BUDGET ADJUSTMENT							1006800
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		232,212					1000 1
TOTAL: INFORMATION TECHNOLOGY							<u>1603.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND		5,686,827					1000
TRUST FUNDS		269,055					2000
TOTAL POSITIONS.....		54.00					
TOTAL PROG COMP.....		5,955,882					
TOTAL SALARY RATE.....		3,333,274					
TOTAL: EXECUTIVE DIR/SUPPORT SVCS							45010200
BY FUND TYPE							
GENERAL REVENUE FUND		22,760,746	12,000,000				1000
TRUST FUNDS		269,055					2000
TOTAL POSITIONS.....		103.00					
TOTAL BUREAU.....		23,029,801	12,000,000				
TOTAL SALARY RATE.....		6,459,408					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
GOV OPERATIONS/SUPPORT							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....		2,180,408					
=====							
SALARIES AND BENEFITS							010000
52.00							
GENERAL REVENUE FUND -STATE		3,291,077					1000 1
=====							
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		410,479					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		903,650					2261 3
TOTAL APPRO.....		1,314,129					
=====							
EXPENSES							040000
GENERAL REVENUE FUND -STATE		1,321,505					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		196,350					2261 3
TOTAL APPRO.....		1,517,855					
=====							
OPERATING CAPITAL OUTLAY							060000
GENERAL REVENUE FUND -STATE		13,211					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		1,500,000					2261 3
TOTAL APPRO.....		1,513,211					
=====							
LUMP SUM							090000
HAVA 2020 ELECT SECURITY							090023
FEDERAL GRANTS TRUST FUND -FEDERL		4,986,000					2261 3
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
GOV OPERATIONS/SUPPORT							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
VOTING SYSTEMS ASSISTANCE							100155
GENERAL REVENUE FUND -STATE		525,000					1000 1
	=====		=====		=====		
SW VOTER REGISTR SYST/HAVA							100495
GENERAL REVENUE FUND -STATE		2,169,285					1000 1
	=====		=====		=====		
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		648,560					1000 1
	=====		=====		=====		
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		49,050					1000 1
	=====		=====		=====		
ELECTION FRAUD PREVENTION							104510
GENERAL REVENUE FUND -STATE		446,526					1000 1
	=====		=====		=====		
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE		29,669					1000 1
	=====		=====		=====		
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		13,249					1000 1
	=====		=====		=====		

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
ELECTIONS							45100200
GOV OPERATIONS/SUPPORT							16
GOVERNMENTAL OPERATIONS							1601.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		148,617					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		324					2261 3
TOTAL APPRO.....		148,941					
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....	52.00						
TOTAL ISSUE.....		16,652,552					
TOTAL SALARY RATE.....	2,180,408						
SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021							1001030
SALARY RATE							000000
SALARY RATE.....	9,488						
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		11,217					1000 1
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		15,305					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		33,694					2261 3
TOTAL APPRO.....		48,999					
TOTAL: SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021							1001030
TOTAL ISSUE.....		60,216					
TOTAL SALARY RATE.....	9,488						

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
GOV OPERATIONS/SUPPORT							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
FLORIDA RETIREMENT SYSTEM							
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							1001070
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND	-STATE	18,028					1000 1
		=====					
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND	-STATE	112					1000 1
		=====					
TOTAL: FLORIDA RETIREMENT SYSTEM							1001070
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							
TOTAL ISSUE.....		18,140					
		=====					
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND	-STATE	1,166-					1000 1
		=====					
STATE ENTERPRISE INFORMATION							
TECHNOLOGY DISTRIBUTION							1006600
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND	-STATE	177,001-					1000 1
FEDERAL GRANTS TRUST FUND	-FEDERL	198-					2261 3

TOTAL APPRO.....		177,199-					
		=====					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
<u>GOV OPERATIONS/SUPPORT</u>							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
DATA PROCESSING ASSESSMENT BASE							
BUDGET ADJUSTMENT							1006800
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		95,828					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		98					2261 3
TOTAL APPRO.....		95,926					
=====							
NONRECURRING EXPENDITURES							2100000
HELP AMERICA VOTE ACT (HAVA) - 2020							
ELECTION SECURITY GRANT FUNDING							2103022
LUMP SUM							090000
HAVA 2020 ELECT SECURITY							090023
FEDERAL GRANTS TRUST FUND -FEDERL		3,000,000-					2261 3
=====							
ELECTION LEGACY HARDWARE							
REPLACEMENT							2103041
LUMP SUM							090000
HAVA 2020 ELECT SECURITY							090023
FEDERAL GRANTS TRUST FUND -FEDERL		1,986,000-					2261 3
=====							
FLORIDA VOTER REGISTRATION SYSTEM							
HARDWARE REFRESH							2103042
OPERATING CAPITAL OUTLAY							060000
FEDERAL GRANTS TRUST FUND -FEDERL		1,500,000-					2261 3
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
<u>GOV OPERATIONS/SUPPORT</u>							16
<u>GOVERNMENTAL OPERATIONS</u>							1601.00.00.00
NONRECURRING EXPENDITURES							2100000
VOTER REGISTRATION ACTIVITIES							2103043
OTHER PERSONAL SERVICES							030000
FEDERAL GRANTS TRUST FUND -FEDERL		903,650-					2261 3
=====							
EXPENSES							040000
FEDERAL GRANTS TRUST FUND -FEDERL		196,350-					2261 3
=====							
TOTAL: VOTER REGISTRATION ACTIVITIES							2103043
TOTAL ISSUE.....		1,100,000-					
=====							
WORKLOAD							3000000
VOTER REGISTRATION ACTIVITIES							3003180
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		770,020		770,020			1000 1
=====							
EXPENSES							040000
GENERAL REVENUE FUND -STATE		227,100		227,100			1000 1
=====							
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		2,880		2,880			1000 1
=====							
TOTAL: VOTER REGISTRATION ACTIVITIES							3003180
TOTAL ISSUE.....		1,000,000		1,000,000			
=====							

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Elections (DOE), is requesting \$1,000,000 nonrecurring in General Revenue to address staffing needs associated with implementation of Amendment 4 (felon voting rights restoration). DOS received \$1,000,000 in FY21/22 for this same purpose. The Department requires continued support to execute the permanent responsibilities associated with voter eligibility review. We anticipate requesting a conversion of a portion of these staff to FTE in

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

STATE, DEPT OF						45000000
PGM: ELECTIONS						45100000
<u>ELECTIONS</u>						45100200
GOV OPERATIONS/SUPPORT						16
<u>GOVERNMENTAL OPERATIONS</u>						<u>1601.00.00.00</u>
WORKLOAD						3000000
VOTER REGISTRATION ACTIVITIES						3003180

FY23/24. Meeting this year's need with OPS staff will allow DOS to assess the permanent staffing need.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:
 5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN:
 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.

PROGRAM OR SERVICE-LEVEL						
INFORMATION TECHNOLOGY						3630000
CAMPAIGN FINANCE SYSTEM						36317C0
SPECIAL CATEGORIES						100000
CONTRACTED SERVICES						100777
GENERAL REVENUE FUND	-STATE	2,000,000	2,000,000			1000 1

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? YES

The Department of State, Division of Elections, is requesting \$2,000,000 nonrecurring General Revenue to modernize the processes/programs for qualifying candidates, registering political entities, facilitating campaign finance reporting, maintaining public interfacing databases. This would include replacing legacy systems and creating a new robust and more secure Statewide Electronic Filing System. Modernization of this system would eliminate the need for any hard copy documents that are currently required throughout the election cycle, enhance filers experience with filing, and provide more transparency in candidate and campaign finance activities.

The Department of State, Elections (DOE), serves as the filing officer for federal, state, multicounty and special district offices pursuant to chapter 99, Florida Statutes. Additionally, DOE is responsible for the oversight of the mandatory Statewide Electronic Filing System implemented in 2005 for all campaign finance reports required to be submitted by state, county, multicounty and special districts officers, and for political entities such as political parties, political committees, and electioneering communications organizations. Section 106.0705, Florida Statutes, mandates the use of DOE's electronic filing system by all candidates and entities that register with the DOE. Additionally, DOE is responsible for processing the registration of these political entities, maintaining a public interfacing database for candidates, political entities, and campaign finance reports, and auditing financial reports for compliance.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
<u>GOV OPERATIONS/SUPPORT</u>							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
PROGRAM OR SERVICE-LEVEL							
INFORMATION TECHNOLOGY							3630000
CAMPAIGN FINANCE SYSTEM							36317C0

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:
 5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

ELECTIONS PROGRAMS							8500000
ELECTRONIC REGISTRATION INFORMATION							
SYSTEM CENTER (ERIC)							8500200
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND	-STATE	575,000					1000 1

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Elections, is requesting \$575,000 in nonrecurring General Revenue for voter outreach mailout to unregistered voters. Every two-year federal election cycle, as part of a membership with the Electronic Registration Information Center (a nongovernmental entity), the Department of State is required to identify all potentially eligible but unregistered voters before the next upcoming general (federal) election. The list of eligible but unregistered voters is derived from driver license information that will be provided by the Florida Department of Highway Safety and Motor Vehicles who is also an integral stakeholder in the successful implementation of this program. The driver license records are cross-checked against the voter registration records.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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

	COL A03 AGY REQUEST FY 2022-23 POS	COL A04 AGY REQ N/R FY 2022-23 POS	COL A05 AG REQ ANZ FY 2022-23 POS	AMOUNT	AMOUNT	AMOUNT	CODES
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
GOV OPERATIONS/SUPPORT							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
ELECTIONS PROGRAMS							8500000
STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT							8500900
SPECIAL CATEGORIES							100000
VOTING SYSTEMS ASSISTANCE							100155
FEDERAL GRANTS TRUST FUND -STATE	4,000,000						2261 1
=====							
SW VOTER REGISTR SYST/HAVA							100495
GENERAL REVENUE FUND -STATE	1,000,000	1,000,000					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL	7,000,000						2261 3

TOTAL APPRO.....	8,000,000	1,000,000					
=====							
TOTAL: STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT							8500900
TOTAL ISSUE.....	12,000,000	1,000,000					
=====							

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Elections (DOE), is requesting \$12,000,000 in nonrecurring budget authority in the Federal Grants Trust fund for use of Help America Vote Act (HAVA) Election Security funds to modernize elections systems at the state and county level as described below.

Florida Voter Registration System (FVRS) Modernization and Online Voter Registration (OVR) Refresh and Upgrades (\$4,000,000 nonrecurring) - The Division of Elections is in the midst of a multi-year modernization project for the Florida Voter Registration System (FVRS) which includes an examination and update of the underlying network, hardware, software, and now the operational aspects involving FVRS in registration and ineligibility processing. During FY21-22, DOS was appropriated HAVA funds for the hardware upgrades. The funds in this request will be used to upgrade and improve the software for FVRS. FVRS has not had a major re-write since its deployment in 2006. Priority will be given to fully implementing changes to workflow necessitated by legislative changes.

In addition, the software re-write will include but will not be limited to: Updates to all of the existing out of date applications that process the batch files between DOS and other state agencies as well as DOS and the counties; enhancements to address protection/suppression for Address Confidentiality Participants; modernizing voting history so the counties can report election day history real-time; modernizing address and street segments tables in anticipation of redistricting; and developing an administrative dashboard to assist with managing the data and tracking workflow from DOS to SOEs to insure their timely compliance with list maintenance activities.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
<u>GOV OPERATIONS/SUPPORT</u>							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
ELECTIONS PROGRAMS							8500000
STATEWIDE HAVA SYSTEMS IMPROVEMENT PROJECT							8500900

In addition to the FVRS software re-write, DOS seeks funds to enhance Online Voter Registration and to fully modernize the system in a manner that aligns with 60GG-2 and Florida's Cloud First initiative as well as build additional redundancy for the system. The OVR enhancements will include user experience upgrades based on voter and Supervisors of Elections feedback obtained in an upcoming workshop.

Subgrant to SOEs for a one year subscription to the Albert Network Monitoring Solution (\$1,000,000 nonrecurring) - These funds will be used to provide a Network Monitoring Security solution through MS-ISAC for the 67 counties. Because the Department maintains active connections between the Florida Voter Registration System and all counties, monitoring services provided to the Supervisors of Elections' will serve to mitigate risks through active monitoring and reporting of threats or suspicious activity. This one year grant funded process will provide a sum not to exceed \$28,420 per county. The sum not to exceed is a variable amount and will be based on the individual county needs and usage relative to software, hardware, and bandwidth.

Subgrant to SOEs for Voting Technology Enhancements and Voting Accessibility (ADA) (\$7,000,000 nonrecurring) - These funds will be used for voting technology upgrades or enhancements as well as voting accessibility which may include electronic poll books, ballot delivery systems, and voting systems.

SPECIAL ELECTIONS							9400000
REIMBURSEMENTS TO COUNTIES FOR SPECIAL ELECTIONS							9400100
AID TO LOCAL GOVERNMENTS							050000
SPECIAL ELECTIONS							051162
GENERAL REVENUE FUND	-STATE	1,500,000	1,500,000				1000 1

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Elections, is requesting \$1,500,000 in nonrecurring General Revenue for special election reimbursements. Section 100.102, Florida Statutes, requires counties to be reimbursed for the actual cost of special primary and special elections involving legislative and congressional offices, and other offices under certain circumstances.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
GOV OPERATIONS/SUPPORT							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
SPECIAL ELECTIONS							9400000
REIMBURSEMENTS TO COUNTIES							
FOR SPECIAL ELECTIONS							9400100

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

LEGAL ADVERTISING							9700000
ADVERTISING PROPOSED CONSTITUTIONAL AMENDMENTS							9700100
SPECIAL CATEGORIES							100000
ADVERTISE/PROP AM/CONSTITU							100077

GENERAL REVENUE FUND	-STATE	2,000,000	2,000,000				1000 1
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AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Elections, is requesting \$2,000,000 in nonrecurring General Revenue for constitutional amendment advertising which includes translation, and production and distribution of polling place booklets. Pursuant to Florida Constitution, Article XI, Section (5)(d), the Division of Elections is required to advertise the full text of proposed constitutional amendments twice in a newspaper of general circulation in each county before the election in which the amendment shall be submitted to the electors. Federal and state laws require that constitutional amendments be translated into Spanish. The Division is also required to provide each Supervisor of Elections with a sufficient number of English and Spanish booklets to display the full text of proposed amendments, for each polling room or early voting area in each county. In 2020, there were 6 constitutional amendments (2 legislative) and 4 initiative petitions derived.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: ELECTIONS							45100000
<u>ELECTIONS</u>							45100200
GOV OPERATIONS/SUPPORT							16
<u>GOVERNMENTAL OPERATIONS</u>							<u>1601.00.00.00</u>
TOTAL: GOVERNMENTAL OPERATIONS							<u>1601.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND		17,103,551		7,500,000			1000
TRUST FUNDS		11,033,918					2000
TOTAL POSITIONS.....	52.00						
TOTAL PROG COMP.....		28,137,469		7,500,000			
TOTAL SALARY RATE.....		2,189,896					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....		2,907,916					
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND							
-STATE		227,759					1000 1
-MATCH		219,390					1000 2
TOTAL GENERAL REVENUE FUND		447,149					1000
=====							
FEDERAL GRANTS TRUST FUND -FEDERL		389,361					2261 3
=====							
LAND ACQUISITION TF							
-STATE		3,024,635					2423 1
-MATCH		672,977					2423 2
TOTAL LAND ACQUISITION TF		3,697,612					2423
=====							
TOTAL POSITIONS.....		74.00					
TOTAL APPRO.....		4,534,122					
=====							
OTHER PERSONAL SERVICES							030000
FEDERAL GRANTS TRUST FUND -FEDERL		171,362					2261 3
=====							
LAND ACQUISITION TF							
-STATE		1,500,208					2423 1
-MATCH		27,864					2423 2
TOTAL LAND ACQUISITION TF		1,528,072					2423
=====							
OPERATING TRUST FUND							
-STATE		243,278					2510 1
=====							
TOTAL APPRO.....		1,942,712					
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
EXPENSES							040000
FEDERAL GRANTS TRUST FUND -FEDERL		465,690					2261 3
=====		=====					
LAND ACQUISITION TF -STATE		1,691,949					2423 1
-MATCH		72,018					2423 2
-----		-----					
TOTAL LAND ACQUISITION TF		1,763,967					2423
=====		=====					
OPERATING TRUST FUND -STATE		6,000					2510 1
=====		=====					
TOTAL APPRO.....		2,235,657					
=====		=====					
OPERATING CAPITAL OUTLAY							060000
FEDERAL GRANTS TRUST FUND -FEDERL		15,625					2261 3
LAND ACQUISITION TF -STATE		25,000					2423 1
-----		-----					
TOTAL APPRO.....		40,625					
=====		=====					
LUMP SUM							090000
HISTORIC PROPERTIES MAINT							090019
LAND ACQUISITION TF -STATE		500,000					2423 1
=====		=====					
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
FEDERAL GRANTS TRUST FUND -FEDERL		39,245					2261 3
LAND ACQUISITION TF -STATE		486,561					2423 1
-----		-----					
TOTAL APPRO.....		525,806					
=====		=====					
G/A-HISTORIC PRESERV GRTS							101548
GENERAL REVENUE FUND -STATE		750,005					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		118,250					2261 3
LAND ACQUISITION TF -STATE		1,500,000					2423 1
-----		-----					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
G/A-HISTORIC PRESERV GRTS							101548
TOTAL APPRO.....		2,368,255					
		=====					
RISK MANAGEMENT INSURANCE							103241
LAND ACQUISITION TF -STATE		49,504					2423 1
		=====					
LEASE/PURCHASE/EQUIPMENT							105281
FEDERAL GRANTS TRUST FUND -FEDERL		3,931					2261 3
LAND ACQUISITION TF -STATE		26,437					2423 1

TOTAL APPRO.....		30,368					
		=====					
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		6,935					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		1,888					2261 3
LAND ACQUISITION TF -STATE		18,523					2423 1

TOTAL APPRO.....		27,346					
		=====					
DATA PROCESSING SERVICES							210000
OTHER DATA PROCESSING SVCS							210014
LAND ACQUISITION TF -STATE		34,746					2423 1
		=====					
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....	74.00						
TOTAL ISSUE.....		12,289,141					
TOTAL SALARY RATE.....		2,907,916					
		=====					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
SALARY INCREASES FOR FY 2021-22 -							
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							1001030
SALARY RATE							000000
SALARY RATE.....		3,235					
		=====		=====		=====	
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND							
-STATE		193					1000 1
-MATCH		186					1000 2
TOTAL GENERAL REVENUE FUND		379					1000
		=====		=====		=====	
FEDERAL GRANTS TRUST FUND -FEDERL		329					2261 3
		=====		=====		=====	
LAND ACQUISITION TF							
-STATE		2,558					2423 1
-MATCH		569					2423 2
TOTAL LAND ACQUISITION TF		3,127					2423
		=====		=====		=====	
TOTAL APPRO.....		3,835					
		=====		=====		=====	
OTHER PERSONAL SERVICES							030000
FEDERAL GRANTS TRUST FUND -FEDERL		6,389					2261 3
		=====		=====		=====	
LAND ACQUISITION TF							
-STATE		55,939					2423 1
-MATCH		1,038					2423 2
TOTAL LAND ACQUISITION TF		56,977					2423
		=====		=====		=====	
OPERATING TRUST FUND							
-STATE		9,071					2510 1
		=====		=====		=====	
TOTAL APPRO.....		72,437					
		=====		=====		=====	
TOTAL: SALARY INCREASES FOR FY 2021-22 -							1001030
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							
TOTAL ISSUE.....		76,272					
TOTAL SALARY RATE.....		3,235					
		=====		=====		=====	

	COL A03		COL A04		COL A05		CODES
	POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
FLORIDA RETIREMENT SYSTEM							
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							1001070
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND							
-STATE		1,287					1000 1
-MATCH		1,239					1000 2
TOTAL GENERAL REVENUE FUND		2,526					1000
FEDERAL GRANTS TRUST FUND							
-FEDERL		2,200					2261 3
LAND ACQUISITION TF							
-STATE		17,087					2423 1
-MATCH		3,802					2423 2
TOTAL LAND ACQUISITION TF		20,889					2423
TOTAL APPRO.....		25,615					
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND							
-STATE		610-					1000 1
FEDERAL GRANTS TRUST FUND							
-FEDERL		166-					2261 3
LAND ACQUISITION TF							
-STATE		1,630-					2423 1
TOTAL APPRO.....		2,406-					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
NONRECURRING EXPENDITURES							2100000
HISTORIC PRESERVATION GRANTS							2103063
SPECIAL CATEGORIES							100000
G/A-HISTORIC PRESERV GRTS							101548
GENERAL REVENUE FUND -STATE		750,005-					1000 1
=====							
EQUIPMENT NEEDS							2400000
REPLACEMENT OF MOTOR VEHICLES							2401500
SPECIAL CATEGORIES							100000
ACQUISITION/MOTOR VEHICLES							100021
LAND ACQUISITION TF -STATE		168,177		168,177			2423 1
=====							

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Historical Resources, is requesting \$168,177 of nonrecurring budget authority for three vehicles for the surplus of three existing aging vehicles in the Land Acquisition Trust Fund. These additions to the vehicle fleet will provide the Division with reliable transportation for many of its statutorily mandated duties.

The Division requests \$168,177 to purchase one F-350, one F-250, and one F-150 to replace the three existing higher mileage and aging vehicles including two trucks and one Suburban used by the Department's Archaeologists that travel throughout the state. Replacing the existing vehicles is critical to the safety of staff and to the business operations associated with the Archaeological duties required by statute. The excessive mileage on the five vehicles used statewide, coupled with the required daily mileage volume, has caused reliability issues, high maintenance costs and liability risks. Some of the issues presented by the use of the older vehicles include: emergency repairs including towing, breakdowns on the interstate and other areas in the state, inability to reliably conduct business in a timely fashion and the periodic need to use other vehicles in the Department that are not suited for the type of work required. Repair costs for the past two fiscal years on these three older vehicles are over \$20,000. An internal cost analysis has shown the purchase of these vehicles is more cost effective long-term, than leasing or renting. In addition, replacing these vehicles with more fuel-efficient vehicles will reduce the carbon emissions of the Department's fleet. All the estimated costs of these requested vehicles were derived from the current State Term Contract. The approval of this issue will improve the safety of Department employees during travel, reduce fuel costs, improve fuel efficiency, and decrease the potential liability to the Department, the State of Florida, and the traveling public.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
EQUIPMENT NEEDS							2400000
REPLACEMENT OF MOTOR VEHICLES							2401500

are educated about the Department's mission through individual relationships and partnerships within Florida's communities.

REPLACEMENT EQUIPMENT - BOATS, MOTORS, AND TRAILERS							2402500
SPECIAL CATEGORIES							100000
ACQ & REPL BOAT/MOT/TRAIL							100052
FEDERAL GRANTS TRUST FUND -FEDERL	164,213						2261 3
LAND ACQUISITION TF -STATE			159,645				2423 1
TOTAL APPRO.....	164,213		159,645				

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Historical Resources (DHR), requests \$164,213 in non-recurring budget authority in the Federal Grants Trust Fund for a new research vessel for the surplus of an aged and obsolete vessel that no longer meets mission requirements.

The Division does not currently have a vessel capable of supporting its Underwater Archaeology Program's needs. Pursuant to Chapter 267, Florida Statutes, the Division of Historical Resources has a dedicated team of Underwater Archaeologists who manage, inventory, and promote Florida's extensive submerged historical record. DHR's jurisdiction extends 3 miles into the Atlantic and 9 miles into the Gulf, which includes hundreds of historic shipwrecks and submerged prehistoric sites. DHR's existing and outdated marine infrastructure is currently unable to support current program needs. DHR requests a new research vessel that will allow it to effectively investigate Florida's underwater past and bring positive attention to Florida's unique historical record.

The Division requests \$164,213 in Federal Grants Trust Fund Authority to purchase a Parker 2520 XLD Sport Cabin, for the surplus of a 1991 International Skimmer. The obsolete vessel is estimated to have over 2500 hours on the engine, does not have the safe carrying capacity for modern equipment, staff, and diving gear, and has mechanical issues that require the replacement of the engine and trailer.

This vessel purchase will be funded by a multi-year Florida Coastal Management Program grant from Florida's Department of Department of Environmental Protection. This program is supported by federal funds provided to FDEP by the National Oceanic and Atmospheric Administration to assist in coordination of local, state and federal agency activities using existing laws to ensure that Florida's coast is as valuable to future generations as it is today.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
EQUIPMENT NEEDS							2400000
REPLACEMENT EQUIPMENT - BOATS, MOTORS, AND TRAILERS							2402500

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

HISTORIC PRESERVATION GRANTS							7400000
SPECIAL CATEGORIES							100000
G/A-HISTORIC PRESERV GRTS							101548

LAND ACQUISITION TF	-STATE	117,372	1,476,581				2423 1
		=====	=====	=====			

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Historical Resources, requests \$117,372 nonrecurring funding in the Land Acquisition Trust Fund for Historic Preservation Grants (Small-Matching Historic Preservation Grants), awarding up to \$50,000 as recommended by peer review. This is in addition to the \$1,500,000 provided in recurring Land Acquisition Trust Fund, bringing the total program amount to \$1,617,372. The requested amount will fully fund the approved FY 2019-20 Historic Preservation Grants (Small Matching Historic Preservation Grant) list available on the Division's website <http://dos.myflorida.com/historical/grants/>. Funding for the Historic Preservation Grants (Small-Matching Historic Preservation Grants) is authorized in s. 267.0617, F.S., and administered by 1T-39.001, Florida Administrative Code. There are five project types for which applicants can apply through the grant program including: Survey and Planning; Community Education; National Register Nominations; Historical Markers; Main Street Start Ups; and Special Statewide Projects. Departments or agencies of the state, including universities, cities, counties and other units of local government, and not-for-profit organizations, can apply through this program.

6.1 - Create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

6.4 - Promote, protect, and preserve Florida's rich historical and cultural heritage.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
STATE, DEPT OF				45000000
PGM: HISTORICAL RESOURCES				45200000
<u>HISTORICAL RESOURCES</u>				45200700
<u>ECONOMIC OPPORTUNITIES</u>				11
<u>CULTURAL OPPORTUNITIES</u>				1103.00.00.00
CAPITAL IMPROVEMENT PLAN				9900000
MAINTENANCE AND REPAIR				990M000
FIXED CAPITAL OUTLAY				080000
GROVE - REPAIR/MAINT/ADA				080902
LAND ACQUISITION TF	-STATE	1,500,000	1,500,000	2423 1
		=====	=====	=====

AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: GROVE - REPAIR/MAINT/ADA IT COMPONENT? NO

The Department of State (DOS), Division of Historical Resources, is requesting \$1,500,000 from the Land Acquisition Trust Fund for The Grove Museum ADA Accessible Multi-Use Trail. The Grove Museum opened to the public on March 11, 2017. State dollars funded an extensive, award-winning rehabilitation of the Call-Collins House that supported numerous local jobs in historic preservation, property maintenance, and the skilled building trades. This project also resulted the creation of a world-class historic house museum that enhances regional tourism and builds sustainable community support by offering accessible educational programming for the public. Situated roughly one (1) mile north of the State Capitol Complex, The Grove Museum property is a 10.5-acre urban forest with over 100 species of native and exotic plants. Museum staff preserve and interpret natural resources alongside the history and archaeology of the site. Since its establishment, The Grove's mission has been tied to sustainability, earning LEED certification (Leadership in Energy and Environmental Design) in 2016 and implementing best management practices in urban forestry and landscape management. Building an accessible multi-use trail at The Grove Museum is the next step in the museum's legacy of environmental stewardship. The trail and associated site interpretation components are part of the long-term strategy to fulfill the educational mission and operational objectives for The Grove as outlined in chapter 267 F.S., and thereby return value on the public investment in the historic site.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

MSN/SAN LUIS/PUB/SFTY/IMPR

083849

LAND ACQUISITION TF	-STATE	800,000	800,000	2423 1
		=====	=====	=====

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

STATE, DEPT OF						45000000
PGM: HISTORICAL RESOURCES						45200000
<u>HISTORICAL RESOURCES</u>						45200700
<u>ECONOMIC OPPORTUNITIES</u>						11
<u>CULTURAL OPPORTUNITIES</u>						1103.00.00.00
CAPITAL IMPROVEMENT PLAN						9900000
MAINTENANCE AND REPAIR						990M000

AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: MSN/SAN LUIS/PUB/SFTY/IMPR IT COMPONENT? NO

The Department of State, Division of Historical Resources, is requesting \$800,000 in budget authority from the Land Acquisition Trust Fund to rethatch the Council House roof at Mission San Luis. The Council House thatch roof is made of palmetto fronds, which have reached the end of their life and are rotting and falling off the structure. This has led to holes in the roof and water intrusion in to the council house. The thatch is imminently being removed because it creates a safety hazard to remain in place, regardless of whether the replacement is funded.

The \$800,000 in funding is requested to re-roof the council house reconstruction with artificial thatch, rather than the palmetto fronds which have served as the roof. The amount requested is an estimate based on the cost to rethatch the reconstructed historic church at Mission San Luis three years ago.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

TOTAL: MAINTENANCE AND REPAIR						990M000
TOTAL ISSUE.....	2,300,000	2,300,000				

INCREASED CAPACITY						990P000
FIXED CAPITAL OUTLAY						080000
FACILITIES CONSTRCTN/RENOV						087571

LAND ACQUISITION TF	-STATE	13,766,029	13,766,029			2423 1
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AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: FACILITIES CONSTRCTN/RENOV IT COMPONENT? NO

The Department of State, Division of Historical Resources, is requesting \$13,776,029 in nonrecurring Land Acquisition Trust Fund authority for the construction of an artifact curation facility that can accommodate the growing collection of Florida's precious historical objects and allow us to share these objects with the public. The current curation facility is nearly at capacity, and the Division can no longer accommodate the accession of new artifacts without compromising

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: HISTORICAL RESOURCES							45200000
<u>HISTORICAL RESOURCES</u>							45200700
<u>ECONOMIC OPPORTUNITIES</u>							11
<u>CULTURAL OPPORTUNITIES</u>							<u>1103.00.00.00</u>
CAPITAL IMPROVEMENT PLAN							9900000
INCREASED CAPACITY							990P000

professional curation standards. The amount requested has been provided by a study completed in 2017.

The proposed facility will be accessible to the public and would include a lobby and teaching area and would allow the public to observe the process that our conservators use to restore artifacts. The new facility will also allow us to increase the security and safety of Florida's artifacts. These items are irreplaceable, and it is the Division's statutory mandate to preserve, protect and make these artifacts from state lands accessible to the public.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

6.4 Promote, protect and preserve Florida's rich historical and cultural heritage.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN:

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.

DEFERRED BUILDING MAINTENANCE							990Z000
FIXED CAPITAL OUTLAY							080000
HISTORIC STRUC REN							080126

GENERAL REVENUE FUND	-STATE	217,000	217,000				1000 1
=====							

AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: HISTORIC STRUC REN IT COMPONENT? NO

The Department of State, Division of Historical Resources, is requesting \$217,000 in deferred maintenance funding under compliance category number 2.) Correct critical life safety issues for fire suppression systems at the following Historic Sites. \$100,000 for the Knott House Museum. The museum's fire suppression system is at its life expectancy. Corrosion within existing pipes may cause significant damage to museum collections if system trips. Minor leaks since repaired have already caused damage to interior finishes. \$67,000 for the Archaeological Collections Facility at Mission San Luis. Currently, there is no fire suppression system at the Archaeological Collections at Mission San Luis, which houses the collective material culture of more than 12,000 years of Florida history as well as records related to state archaeological investigations. \$50,000 for the Governor Martin House. Currently there is no fire suppression system at the Governor Martin House.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
STATE, DEPT OF				45000000
PGM: HISTORICAL RESOURCES				45200000
<u>HISTORICAL RESOURCES</u>				45200700
<u>ECONOMIC OPPORTUNITIES</u>				11
<u>CULTURAL OPPORTUNITIES</u>				<u>1103.00.00.00</u>
CAPITAL IMPROVEMENT PLAN				9900000
DEFERRED BUILDING MAINTENANCE				990Z000
FIXED CAPITAL OUTLAY				080000
LIFE SAFETY PROJ, STW				081400
GENERAL REVENUE FUND	-STATE	500,000	500,000	1000 1

AGENCY NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE: LIFE SAFETY PROJ, STW IT COMPONENT? NO
 The Department of State, Division of Historical Resources, is requesting \$500,000 in deferred maintenance funding, compliance factor 3.) Improve water and sewer infrastructure, for improving the water quality in the R. A. Gray Building. Water issues have been a concern for years in the Archaeological Conservation Laboratory. The tanks used to treat and preserve metal objects do not hold their seal and drain while treatment is ongoing. The water supply has sediment in the lines including the eyewash station. Contaminated water creates issues in the care, conservation, and preservation of archaeological artifacts, and compromise staff health and safety. There have also been water leaks from the sinks causing cabinetry to deteriorate. Replacement or removal of cabinetry and sinks will be required.

TOTAL: DEFERRED BUILDING MAINTENANCE				990Z000
TOTAL ISSUE.....		717,000	717,000	
TOTAL: CULTURAL OPPORTUNITIES				<u>1103.00.00.00</u>
BY FUND TYPE				
GENERAL REVENUE FUND		1,173,379	717,000	1000
TRUST FUNDS		27,698,029	17,870,432	2000
TOTAL POSITIONS.....	74.00			
TOTAL PROG COMP.....	28,871,408		18,587,432	
TOTAL SALARY RATE.....	2,911,151			

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CORPORATIONS							45300000
<u>COMMERCIAL RECORD/REGIST</u>							45300100
PUBLIC PROTECTION							12
<u>CONSUMER SAFETY/PROTECTION</u>							<u>1205.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....		3,917,296					
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		102.00					
		5,810,490					1000 1
=====							
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		1,956					1000 1
=====							
EXPENSES							040000
GENERAL REVENUE FUND -STATE		1,429,319					1000 1
=====							
OPERATING CAPITAL OUTLAY							060000
GENERAL REVENUE FUND -STATE		6,715					1000 1
=====							
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		143,954					1000 1
=====							
RICO ACT-ALIEN CORPORATION							103206
GENERAL REVENUE FUND -STATE		262,197					1000 1
=====							
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		47,704					1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CORPORATIONS							45300000
COMMERCIAL RECORD/REGIST							45300100
PUBLIC PROTECTION							12
CONSUMER SAFETY/PROTECTION							1205.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE		5,880					1000 1
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		36,808					1000 1
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		52,063					1000 1
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....		102.00					
TOTAL ISSUE.....		7,797,086					
TOTAL SALARY RATE.....		3,917,296					
SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021							1001030
SALARY RATE							000000
SALARY RATE.....		43,326					
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		51,338					1000 1
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		72					1000 1

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CORPORATIONS							45300000
<u>COMMERCIAL RECORD/REGIST</u>							45300100
PUBLIC PROTECTION							12
<u>CONSUMER SAFETY/PROTECTION</u>							<u>1205.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
SALARY INCREASES FOR FY 2021-22 -							
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							1001030
TOTAL: SALARY INCREASES FOR FY 2021-22 -							1001030
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							
TOTAL ISSUE.....		51,410					
TOTAL SALARY RATE.....		43,326					
	=====		=====		=====		
FLORIDA RETIREMENT SYSTEM							
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							1001070
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		31,966					1000 1
	=====		=====		=====		
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		39					1000 1
	=====		=====		=====		
TOTAL: FLORIDA RETIREMENT SYSTEM							1001070
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							
TOTAL ISSUE.....		32,005					
	=====		=====		=====		
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		3,239-					1000 1
	=====		=====		=====		

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CORPORATIONS							45300000
COMMERCIAL RECORD/REGIST							45300100
PUBLIC PROTECTION							12
CONSUMER SAFETY/PROTECTION							1205.00.00.00
ESTIMATED EXPENDITURES							1000000
STATE ENTERPRISE INFORMATION							
TECHNOLOGY DISTRIBUTION							1006600
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		62,006-					1000 1
=====							
DATA PROCESSING ASSESSMENT BASE							
BUDGET ADJUSTMENT							1006800
DATA PROCESSING SERVICES							210000
DP ASSESSMENT (DMS)							210004
GENERAL REVENUE FUND -STATE		33,570					1000 1
=====							
PROGRAM OR SERVICE-LEVEL							
INFORMATION TECHNOLOGY							3630000
COMMERCIAL REGISTRY SOLUTION							36316C0
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		845,340					1000 1
=====							

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? YES

The Department of State, Division of Corporations, is requesting \$845,340 in recurring General Revenue to cover the annual costs associated with the continued use of the division's new Commercial Business Registry solution. The 2019 Florida Legislature appropriated \$6,000,000 in nonrecurring budget authority within the General Revenue to replace the Commercial Business Registry system. The yearly maintenance costs include all required licensing, hosting, escrow and service fees and post-implementation support costs associated with the solution.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

4.2 Ensure state, regional, and local agencies provide collaborative and timely customer service to businesses and workers.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CORPORATIONS							45300000
<u>COMMERCIAL RECORD/REGIST</u>							45300100
PUBLIC PROTECTION							12
<u>CONSUMER SAFETY/PROTECTION</u>							<u>1205.00.00.00</u>
CORPORATE FILINGS SUPPORT							7500000
DIVISION OF CORPORATIONS ELECTRONIC IMAGING CONVERSION PROJECT							7501200
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		500,000		500,000			1000 1

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Corporations, is requesting \$500,000 in nonrecurring General Revenue for the Microfilm to Electronic Imaging Conversion Project. This will enable the Division to contract with a vendor to convert half of the over 2,500,000 microfiche cards to a digital format. This will allow the division to permanently preserve essential public records and eliminate dependence on declining and antiquated microfiche reading, copying, and printing equipment. Microfilm records deteriorate over time and eventually become illegible. Access to microfilmed records is time consuming and records must be pulled, loaded, and copied into a microfilm reader or printer. Microfilm hardware and support are being phased out and the number of companies supporting microfilm readers, copiers and printers have significantly declined. In addition, the cost to repair, support, or purchase microfilm equipment is no longer cost effective. Converting these records into an electronic format will allow the Division to import these documents into its current electronic imaging system, provide free access to these records via its Sunbiz.org website, and permanently maintain the records in accordance with Item Number 000243-0001a of the Department of State's Retention Schedule.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

TOTAL: CONSUMER SAFETY/PROTECTION							<u>1205.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND.....	102.00						
SALARY RATE.....		9,194,166		500,000			1000
		3,960,622					

=====

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: LIBRARY/INFO SVCS							45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>							45400100
EDUCATION							03
<u>EDUCATIONAL SUPPORT</u>							<u>0309.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....	3,022,633						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE	1,502,687						1000 1
FEDERAL GRANTS TRUST FUND -FEDERL	1,647,719						2261 3
RECORDS MANAGEMENT TF -STATE	1,099,315						2572 1
TOTAL POSITIONS.....	69.00						
TOTAL APPRO.....	4,249,721						
=====							
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE	76,128						1000 1
FEDERAL GRANTS TRUST FUND -FEDERL	238,072						2261 3
RECORDS MANAGEMENT TF -STATE	74,993						2572 1
TOTAL APPRO.....	389,193						
=====							
EXPENSES							040000
GENERAL REVENUE FUND -STATE	1,601,831						1000 1
FEDERAL GRANTS TRUST FUND -FEDERL	426,392						2261 3
RECORDS MANAGEMENT TF -STATE	358,658						2572 1
TOTAL APPRO.....	2,386,881						
=====							
AID TO LOCAL GOVERNMENTS							050000
G/A-LIBRARY COOPERATIVES							050780
GENERAL REVENUE FUND -STATE	2,000,000						1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: LIBRARY/INFO SVCS							45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>							45400100
EDUCATION							03
<u>EDUCATIONAL SUPPORT</u>							<u>0309.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
AID TO LOCAL GOVERNMENTS							050000
G/A-LIBRARY GRANTS							050792
GENERAL REVENUE FUND -STATE		17,304,072					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		4,240,991					2261 3
TOTAL APPRO.....		21,545,063					
OPERATING CAPITAL OUTLAY							060000
GENERAL REVENUE FUND -STATE		24,960					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		40,498					2261 3
RECORDS MANAGEMENT TF -STATE		9,740					2572 1
TOTAL APPRO.....		75,198					
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		226,633					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		501,966					2261 3
RECORDS MANAGEMENT TF -STATE		187,059					2572 1
TOTAL APPRO.....		915,658					
LIBRARY RESOURCES							101977
GENERAL REVENUE FUND -STATE		484,388					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		3,304,848					2261 3
TOTAL APPRO.....		3,789,236					
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		21,635					1000 1

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
STATE, DEPT OF				45000000
PGM: LIBRARY/INFO SVCS				45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>				45400100
EDUCATION				03
<u>EDUCATIONAL SUPPORT</u>				<u>0309.00.00.00</u>
ESTIMATED EXPENDITURES				1000000
ESTIMATED EXPENDITURES - OPERATIONS				1001000
SPECIAL CATEGORIES				100000
LEASE/PURCHASE/EQUIPMENT				105281
GENERAL REVENUE FUND -STATE		18,101		1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		7,308		2261 3
RECORDS MANAGEMENT TF -STATE		3,724		2572 1
TOTAL APPRO.....		29,133		
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE		15,864		1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		8,245		2261 3
RECORDS MANAGEMENT TF -STATE		7,575		2572 1
TOTAL APPRO.....		31,684		
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS				1001000
TOTAL POSITIONS.....	69.00			
TOTAL ISSUE.....		35,433,402		
TOTAL SALARY RATE.....		3,022,633		
SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021				1001030
SALARY RATE				000000
SALARY RATE.....		11,028		
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE		4,622		1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		5,067		2261 3
RECORDS MANAGEMENT TF -STATE		3,381		2572 1
TOTAL APPRO.....		13,070		

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: LIBRARY/INFO SVCS							45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>							45400100
EDUCATION							03
<u>EDUCATIONAL SUPPORT</u>							<u>0309.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
SALARY INCREASES FOR FY 2021-22 -							
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							1001030
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -STATE		2,838					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		8,877					2261 3
RECORDS MANAGEMENT TF -STATE		2,796					2572 1
TOTAL APPRO.....		14,511					
TOTAL: SALARY INCREASES FOR FY 2021-22 -							1001030
STATE EMPLOYEE MINIMUM WAGE							
INCREASE - EFFECTIVE 7/1/2021							
TOTAL ISSUE.....		27,581					
TOTAL SALARY RATE.....	11,028						
FLORIDA RETIREMENT SYSTEM							
ADJUSTMENT - FY 2021-22 - NORMAL							
COST AND UNFUNDED ACTUARIAL							
LIABILITY							1001070
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		8,740					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		9,584					2261 3
RECORDS MANAGEMENT TF -STATE		6,395					2572 1
TOTAL APPRO.....		24,719					
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		1,396-					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		726-					2261 3
RECORDS MANAGEMENT TF -STATE		667-					2572 1
TOTAL APPRO.....		2,789-					

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
POS	AMOUNT	POS	AMOUNT	POS AMOUNT
STATE, DEPT OF				45000000
PGM: LIBRARY/INFO SVCS				45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>				45400100
EDUCATION				03
<u>EDUCATIONAL SUPPORT</u>				<u>0309.00.00.00</u>
ADJUSTMENTS TO CURRENT YEAR				
ESTIMATED EXPENDITURES				1600000
REAPPROVAL OF BUDGET AMENDMENT TO				
INCREASE BUDGET AUTHORITY IN				
FEDERAL GRANTS TRUST FUND				1602180
AID TO LOCAL GOVERNMENTS				050000
G/A-LIBRARY GRANTS				050792
FEDERAL GRANTS TRUST FUND -FEDERL	533,286			2261 3

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Library and Information Services requests a recurring authorization of Budget Amendment #21-22-01, EOG#B0055 which was approved on 8/6/2021 and granted additional budget authority because the current year grant award for the federal Library Services and Technology Act Grant award exceeded the authority level in the Federal Grants Trust Fund by \$533,286.

NONRECURRING EXPENDITURES				2100000
INCREASED FUNDING FOR STATE AID TO				
LIBRARIES				2103025
AID TO LOCAL GOVERNMENTS				050000
G/A-LIBRARY GRANTS				050792
FEDERAL GRANTS TRUST FUND -FEDERL	2,090,385-			2261 3

=====

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
STATE, DEPT OF				45000000
PGM: LIBRARY/INFO SVCS				45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>				45400100
EDUCATION				03
<u>EDUCATIONAL SUPPORT</u>				<u>0309.00.00.00</u>
FUND SHIFT				3400000
FUND SHIFT POSITIONS FROM RECORDS				
MANAGEMENT TRUST FUND TO GENERAL				
REVENUE - DEDUCT				3400930
SALARY RATE				000000
SALARY RATE.....	83,123-			
=====				
SALARIES AND BENEFITS				010000
	2.00-			
RECORDS MANAGEMENT TF -STATE	127,536-			2572 1
=====				
TOTAL: FUND SHIFT POSITIONS FROM RECORDS				3400930
MANAGEMENT TRUST FUND TO GENERAL				
REVENUE - DEDUCT				
TOTAL POSITIONS.....	2.00-			
TOTAL ISSUE.....	127,536-			
TOTAL SALARY RATE.....	83,123-			
=====				

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Library and Information Services, requests a fund shift of two positions in the amount of \$127,536 to General Revenue from the Records Management Trust fund for two Bureau of Archives and Records Management staff members. The work of these two staff members, does not directly contribute revenue to the Records Management Trust Fund. The Operations Analyst II position develops general records schedules in consultation with external stakeholder groups. In addition, the position reviews, analyzes and processes government agency records retention schedules. The Archivist II position assists in public records and manuscripts acquisition and processing for the State Archives. In addition, the position provides archival reference services and technical assistance to municipal, county and state government agencies.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

STATE, DEPT OF						45000000
PGM: LIBRARY/INFO SVCS						45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>						45400100
EDUCATION						03
<u>EDUCATIONAL SUPPORT</u>						0309.00.00.00
FUND SHIFT						3400000
FUND SHIFT POSITIONS FROM RECORDS						
MANAGEMENT TRUST FUND TO GENERAL						
REVENUE - DEDUCT						3400930

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2022-23							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
2212 OPERATIONS ANALYST II							
00614 001	1.00-	49,734-		23,716-	73,450-	0.00	73,450-
2796 ARCHIVIST II							
01046 001	1.00-	33,389-		20,697-	54,086-	0.00	54,086-
TOTALS FOR ISSUE BY FUND							
2572 RECORDS MANAGEMENT TF							127,536-
	2.00-	83,123-		44,413-	127,536-		127,536-

FUND SHIFT POSITIONS FROM RECORDS						
MANAGEMENT TRUST FUND TO GENERAL						
REVENUE - ADD						3400940
SALARY RATE						000000
SALARY RATE.....	83,123					
=====						
SALARIES AND BENEFITS						010000
GENERAL REVENUE FUND -STATE	2.00	127,536				1000 1
=====						
TOTAL: FUND SHIFT POSITIONS FROM RECORDS						3400940
MANAGEMENT TRUST FUND TO GENERAL						
REVENUE - ADD						
TOTAL POSITIONS.....	2.00					
TOTAL ISSUE.....		127,536				
TOTAL SALARY RATE.....	83,123					

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	
STATE, DEPT OF						45000000
PGM: LIBRARY/INFO SVCS						45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>						45400100
EDUCATION						03
<u>EDUCATIONAL SUPPORT</u>						<u>0309.00.00.00</u>
FUND SHIFT						3400000
FUND SHIFT POSITIONS FROM RECORDS						
MANAGEMENT TRUST FUND TO GENERAL						
REVENUE - ADD						3400940

=====

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Library and Information Services (DLIS), is requesting to transfer the salary and benefits for two Bureau of Archives and Records Management staff members from the Records Management Trust Fund into General Revenue. The budgetary impact of this transfer is \$127,536 for salary and benefits. The work of these two staff members, Operations Analyst II (position number 45000614) and Archivist II (position number 45001046), does not directly contribute revenue to the Trust Fund. The Operations Analyst II position develops general records schedules in consultation with external stakeholder groups. In addition, the position reviews, analyzes and processes government agency records retention schedules. The Archivist II position assists in public records and manuscripts acquisition and processing for the State Archives. In addition, the position provides archival reference services and technical assistance to municipal, county and state government agencies.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2022-23							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
2212 OPERATIONS ANALYST II							
00614 001	1.00	49,734		23,716	73,450	0.00	73,450
2796 ARCHIVIST II							
01046 001	1.00	33,389		20,697	54,086	0.00	54,086

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

STATE, DEPT OF 45000000
 PGM: LIBRARY/INFO SVCS 45400000
LIBRARY/ARCHIVES/INFO SVCS 45400100
 EDUCATION 03
EDUCATIONAL SUPPORT 0309.00.00.00
 FUND SHIFT 3400000
 FUND SHIFT POSITIONS FROM RECORDS
 MANAGEMENT TRUST FUND TO GENERAL
 REVENUE - ADD 3400940

POSITION DETAIL OF SALARIES AND BENEFITS:

FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2022-23						
CHANGES TO CURRENTLY AUTHORIZED POSITIONS						
TOTALS FOR ISSUE BY FUND						
1000 GENERAL REVENUE FUND 127,536						
2.00	83,123		44,413	127,536		127,536

ADJUSTMENT FOR STATE AID TO LIBRARIES 5700000
 INCREASED FUNDING FOR STATE AID TO LIBRARIES 5703000
 AID TO LOCAL GOVERNMENTS 050000
 G/A-LIBRARY GRANTS 050792

GENERAL REVENUE FUND -STATE 4,500,000 4,500,000 1000 1

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Library and Information Services, requests \$4,500,000 in nonrecurring budget authority in General Revenue for the State Aid to Libraries grant program. This is in addition to the \$17,304,072 provided in recurring GR, bringing the total program amount to \$21,804,072. This amount is needed for the State Aid to Libraries grant program in order for the Division to meet its Maintenance of Effort (MOE) level required by Institute of Museum and Library Services (IMLS). The DLIS Maintenance of Effort (MOE) estimate for FY2022-23 is \$22,456,940. This figure is a three-year average based on the actual GR expenditures for FY2019-20, estimated GR expenditures for FY2020-21 and the GAA GR appropriation for FY2021-22. According to federal law, the DLIS MOE amount "shall include all state

COL A03		COL A04		COL A05		CODES
AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF						45000000
PGM: LIBRARY/INFO SVCS						45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>						45400100
EDUCATION						03
<u>EDUCATIONAL SUPPORT</u>						<u>0309.00.00.00</u>
ADJUSTMENT FOR STATE AID TO LIBRARIES						5700000
INCREASED FUNDING FOR STATE AID TO LIBRARIES						5703000

dollars expended by the State Library administrative agency for library programs that are consistent with the purposes of this subchapter" [20 U.S.C. 9133(c)(2)]. For DLIS, the State Aid to Libraries funds are a large percentage of the General Revenue budget and therefore, represent the largest percentage of the MOE.

The Division requests funding for State Aid to Libraries as provided in s. 257.17-19, F.S., and administered by 1B-2.011, Florida Administrative Code. The additional grant funds will be used to support operations in Florida's 568 public libraries. The State Aid program is designed to assure that all Florida residents have access to free public library service. The program also encourages increased local support for public library service.

The State Aid to Libraries program supports three types of grants:

Operating Grants: All qualified counties are eligible to receive up to \$0.25 on every \$1.00 of local funds spent for the operation and maintenance of a library. Grants are prorated if the program is not fully funded.

Equalization Grants: These grants are made available to those counties that qualify for an Operating Grant and that have limited local tax resources. The formula for distribution of these grants is based on fiscal capacity, effort, and need. The total for Equalization Grants may not exceed 15 percent of the appropriation. Grants are prorated if the program is not funded at or above \$31,999,233 or if libraries qualify for more than 10 percent of the amount required to fund the Equalization Grants.

Multicounty Library Grants: These grants are made available to provide support to libraries that qualify for Operating Grants and that choose to join together to offer library service to their residents in a more cost-effective manner. To qualify, a multicounty library must serve a combined population of at least 50,000 and serve two or more counties, at least one of which qualifies for an Equalization Grant. The grants have two components: a base grant and a match on the first \$1 million in local expenditures. These grants are not prorated. State Aid funds are used to provide all residents free access to library services including increasing hours of operation and number of staff at library facilities, enhancing the library's collections of print and electronic books and supporting citizens' technology needs.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
STATE, DEPT OF				45000000
PGM: LIBRARY/INFO SVCS				45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>				45400100
EDUCATION				03
<u>EDUCATIONAL SUPPORT</u>				<u>0309.00.00.00</u>
LIBRARY AND ARCHIVAL INFORMATION				7300000
MAINTENANCE FOR ELECTRONIC				
PUBLICATIONS PROGRAM				7300500
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE		2,500,000		1000 1
=====				
FLRULES MODERNIZATION				7300700
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE		2,500,000		1000 1
=====				

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? YES

The Department of State is requesting \$2,500,000 in nonrecurring General Revenue to transition the FLRules.org website into a modern, Cloud hosted system that better supports the DOS procedures as interpreted in Chapter 120, F.S. The technological updates will enable staff to streamline processes used to publish ADA compliant and secure documents, make it easier for the public to utilize the website, and assist State Agencies and other users of the system in submitting and monitoring their administrative documentation, per Chapter 120, F.S.

FLRules.org is currently under a maintenance contract where few system modifications are possible due to the outdated technology (i.e. the website is only compatible with Internet Explorer 11, 97-2003 Word documents can only be uploaded, etc.), but that contract does not cover the necessary rewrites required to fully modernize the system in a manner that aligns with 60GG-2 and Florida's Cloud First initiative. Besides user challenges posed by dated technologies, FLRules.org's backend has aged to a point that is no longer sustainable resulting in unexpected downtime for users and vulnerabilities that cannot be resolved outside of wholesale replacement. This project will ensure the alignment of FLRules.org with Florida's Cybersecurity Standards and bring a more robust and modern user experience for citizens and agencies statewide.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: LIBRARY/INFO SVCS							45400000
<u>LIBRARY/ARCHIVES/INFO SVCS</u>							45400100
EDUCATION							03
<u>EDUCATIONAL SUPPORT</u>							<u>0309.00.00.00</u>
TOTAL: EDUCATIONAL SUPPORT							<u>0309.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND		30,418,639		7,000,000			1000
TRUST FUNDS		10,507,175					2000
TOTAL POSITIONS.....	69.00						
TOTAL PROG COMP.....		40,925,814		7,000,000			
TOTAL SALARY RATE.....		3,033,661					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CULTURAL AFFAIRS							45500000
CULTURAL AFFAIRS							45500300
ECONOMIC OPPORTUNITIES							11
CULTURAL OPPORTUNITIES							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE.....		579,684					
		=====		=====			
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -MATCH		406,867					1000 2
FEDERAL GRANTS TRUST FUND -FEDERL		507,149					2261 3
		-----		-----			
TOTAL POSITIONS.....		14.00					
TOTAL APPRO.....		914,016					
		=====		=====			
OTHER PERSONAL SERVICES							030000
GENERAL REVENUE FUND -MATCH		14,163					1000 2
		=====		=====			
EXPENSES							040000
GENERAL REVENUE FUND -STATE		89,014					1000 1
GENERAL REVENUE FUND -MATCH		64,356					1000 2
		-----		-----			
TOTAL GENERAL REVENUE FUND		153,370					1000
		=====		=====			
FEDERAL GRANTS TRUST FUND -FEDERL		24,568					2261 3
		=====		=====			
TOTAL APPRO.....		177,938					
		=====		=====			
AID TO LOCAL GOVERNMENTS							050000
G/A-ARTS GRANTS							050087
FEDERAL GRANTS TRUST FUND -FEDERL		232,231					2261 3
		=====		=====			

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CULTURAL AFFAIRS							45500000
CULTURAL AFFAIRS							45500300
ECONOMIC OPPORTUNITIES							11
CULTURAL OPPORTUNITIES							<u>1103.00.00.00</u>
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
OPERATING CAPITAL OUTLAY							060000
GENERAL REVENUE FUND -STATE		1,100					1000 1
=====		=====					
SPECIAL CATEGORIES							100000
G/A-CULTURE BUILDS FLORIDA							100122
GENERAL REVENUE FUND -STATE		3,524,096					1000 1
=====		=====					
G/A-CULTURAL/MUSEUM GRANTS							100123
GENERAL REVENUE FUND -STATE		23,559,539					1000 1
=====		=====					
G/A-FL AFR-AM HERITAGE/NET							100573
GENERAL REVENUE FUND -STATE		720,000					1000 1
=====		=====					
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		90,709					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		18,000					2261 3

TOTAL APPRO.....		108,709					
=====		=====					
G/A-FL ENDOWMENT/HUMANITIE							101291
GENERAL REVENUE FUND -STATE		500,000					1000 1
=====		=====					
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		9,707					1000 1
=====		=====					

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CULTURAL AFFAIRS							45500000
CULTURAL AFFAIRS							45500300
ECONOMIC OPPORTUNITIES							11
CULTURAL OPPORTUNITIES							1103.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
FL HOLOCAUST MUS-ST. PETE							104560
GENERAL REVENUE FUND -STATE		750,000					1000 1
HOLOCAUST DOC/EDU CENTER							104561
GENERAL REVENUE FUND -STATE		607,000					1000 1
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE		2,094					1000 1
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		3,678					1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		1,735					2261 3
TOTAL APPRO.....		5,413					
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....	14.00						
TOTAL ISSUE.....		31,126,006					
TOTAL SALARY RATE.....		579,684					
SALARY INCREASES FOR FY 2021-22 - STATE EMPLOYEE MINIMUM WAGE INCREASE - EFFECTIVE 7/1/2021 SALARY RATE							1001030 000000
SALARY RATE.....		2,674-					

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
STATE, DEPT OF				45000000
PGM: CULTURAL AFFAIRS				45500000
CULTURAL AFFAIRS				45500300
ECONOMIC OPPORTUNITIES				11
CULTURAL OPPORTUNITIES				1103.00.00.00
ESTIMATED EXPENDITURES				1000000
SALARY INCREASES FOR FY 2021-22 -				
STATE EMPLOYEE MINIMUM WAGE				
INCREASE - EFFECTIVE 7/1/2021				1001030
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -MATCH		1,411-		1000 2
FEDERAL GRANTS TRUST FUND -FEDERL		1,759-		2261 3
TOTAL APPRO.....		3,170-		
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -MATCH		528		1000 2
TOTAL: SALARY INCREASES FOR FY 2021-22 -				1001030
STATE EMPLOYEE MINIMUM WAGE				
INCREASE - EFFECTIVE 7/1/2021				
TOTAL ISSUE.....		2,642-		
TOTAL SALARY RATE.....		2,674-		
FLORIDA RETIREMENT SYSTEM				
ADJUSTMENT - FY 2021-22 - NORMAL				
COST AND UNFUNDED ACTUARIAL				
LIABILITY				1001070
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -MATCH		2,820		1000 2
FEDERAL GRANTS TRUST FUND -FEDERL		3,515		2261 3
TOTAL APPRO.....		6,335		

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2022-23	FY 2022-23	FY 2022-23	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
STATE, DEPT OF				45000000
PGM: CULTURAL AFFAIRS				45500000
CULTURAL AFFAIRS				45500300
ECONOMIC OPPORTUNITIES				11
CULTURAL OPPORTUNITIES				1103.00.00.00
ESTIMATED EXPENDITURES				1000000
REALLOCATION OF HUMAN RESOURCES				
OUTSOURCING				1005900
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE		324-		1000 1
FEDERAL GRANTS TRUST FUND -FEDERL		153-		2261 3
TOTAL APPRO.....		477-		
ADJUSTMENTS TO CURRENT YEAR				
ESTIMATED EXPENDITURES				1600000
REAPPROVAL OF BUDGET AMENDMENT TO				
INCREASE BUDGET AUTHORITY IN				
FEDERAL GRANTS TRUST FUND				1602180
EXPENSES				040000
FEDERAL GRANTS TRUST FUND -FEDERL		14,224		2261 3
AID TO LOCAL GOVERNMENTS				050000
G/A-ARTS GRANTS				050087
FEDERAL GRANTS TRUST FUND -FEDERL		141,743		2261 3
TOTAL: REAPPROVAL OF BUDGET AMENDMENT TO				1602180
INCREASE BUDGET AUTHORITY IN				
FEDERAL GRANTS TRUST FUND				
TOTAL ISSUE.....		155,967		

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Arts and Culture requests a recurring authorization of Budget Amendment #21-22-03, EOG#B0080 which was approved on 8/19/2021 and granted additional budget authority because the current year grant award for the National Endowment for the Arts Grant and the Florida FolkLife Program expenses exceeded the authority level in the Federal Grants Trust Fund by \$155,967. This breaks down as follows: Grants and Aid - Art Grants in the amount of \$141,743 and Expenses in the amount of \$14,224.

	COL A03		COL A04		COL A05		CODES
	POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CULTURAL AFFAIRS							45500000
CULTURAL AFFAIRS							45500300
ECONOMIC OPPORTUNITIES							11
CULTURAL OPPORTUNITIES							1103.00.00.00
NONRECURRING EXPENDITURES							2100000
CULTURE BUILDS FLORIDA							2103027
SPECIAL CATEGORIES							100000
G/A-CULTURE BUILDS FLORIDA							100122
GENERAL REVENUE FUND -STATE		3,524,096-					1000 1
=====							
FLORIDA HOLOCAUST MUSEUM - ST.							
PETERSBURG							2103030
SPECIAL CATEGORIES							100000
FL HOLOCAUST MUS-ST. PETE							104560
GENERAL REVENUE FUND -STATE		750,000-					1000 1
=====							
HOLOCAUST DOCUMENTATION AND							
EDUCATION CENTER							2103032
SPECIAL CATEGORIES							100000
HOLOCAUST DOC/EDU CENTER							104561
GENERAL REVENUE FUND -STATE		507,000-					1000 1
=====							
VETO GREAT EXPLORATIONS CHILDREN'S							
MUSEUM GUEST EXPERIENCE IMPROVEMENT							
- PINELLAS (SENATE FORM 1036)							2103044
SPECIAL CATEGORIES							100000
G/A-CULTURAL/MUSEUM GRANTS							100123
GENERAL REVENUE FUND -STATE		242,260					1000 1
=====							
CULTURAL AND MUSEUM GRANTS							2103136
SPECIAL CATEGORIES							100000
G/A-CULTURAL/MUSEUM GRANTS							100123
GENERAL REVENUE FUND -STATE		23,801,799-					1000 1
=====							

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CULTURAL AFFAIRS							45500000
CULTURAL AFFAIRS							45500300
ECONOMIC OPPORTUNITIES							11
CULTURAL OPPORTUNITIES							1103.00.00.00
NONRECURRING EXPENDITURES							2100000
FLORIDA HUMANITIES COUNCIL							2103142
SPECIAL CATEGORIES							100000
G/A-FL ENDOWMENT/HUMANITIE							101291
GENERAL REVENUE FUND -STATE		500,000-					1000 1
=====							
FLORIDA AFRICAN-AMERICAN HERITAGE PRESERVATION NETWORK							2103144
SPECIAL CATEGORIES							100000
G/A-FL AFR-AM HERITAGE/NET							100573
GENERAL REVENUE FUND -STATE		720,000-					1000 1
=====							
CULTURAL PROGRAM GRANTS							4900000
CULTURAL AND MUSEUM GRANTS							4900100
SPECIAL CATEGORIES							100000
G/A-CULTURAL/MUSEUM GRANTS							100123
GENERAL REVENUE FUND -STATE		5,000,000	5,000,000				1000 1
=====							

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Arts and Culture, requests \$5,000,000 nonrecurring funding in General Revenue for the Cultural and Museum grant program (General Program Support), awarding up to \$150,000 for non-profit, tax-exempt Florida corporations. The final FY 2022-23 Cultural and Museum grant (General Program Support) list was not available at the time of the Department's budget submission. The final approved list and total funding amount will be available on the Division's website <http://dos.myflorida.com/cultural/grants/grant-resources/grant-awards-recommendations/ranked-application-lists/>.

Funding for the Cultural and Museum grant program (General Program Support) is authorized in s. 265.286, F.S., and administered by 1T-1.036, Florida Administrative Code. This program is designed to support the general program activities of an organization engaged in conducting, creating, producing, presenting, staging, or sponsoring multiple cultural exhibits, performances, events, or providing cultural services during the grant period. Grantees match awards dollar for dollar with cash and in-kind contributions. Applicants may apply for one Cultural and Museum Grant (General Program Support) or one Culture Builds Florida Grant (Specific Cultural Project) but may not apply for both.

Eligible applications are reviewed in an open competitive process by peer review panels. Panel recommendations are then reviewed by the Florida Council on Arts and Culture and forwarded to the Secretary of State for approval. Subject to

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

STATE, DEPT OF						45000000
PGM: CULTURAL AFFAIRS						45500000
CULTURAL AFFAIRS						45500300
ECONOMIC OPPORTUNITIES						11
CULTURAL OPPORTUNITIES						1103.00.00.00
CULTURAL PROGRAM GRANTS						4900000
CULTURAL AND MUSEUM GRANTS						4900100

Legislative appropriation, all applications approved by the Secretary of State will be awarded their full requested fund amount or award amounts will be determined by a score-based formula that proportionally distributes the appropriation.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

6.4 Promote, protect, and preserve Florida's rich historical and cultural heritage.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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.

INTERNATIONAL OPERATIONS						7100000
INTERNATIONAL AFFAIRS OFFICE						7100040
SALARY RATE						000000
SALARY RATE.....	80,000					
=====						
SALARIES AND BENEFITS						010000
GENERAL REVENUE FUND	-STATE	1.00	110,488			1000 1
=====						
EXPENSES						040000
GENERAL REVENUE FUND	-STATE		11,112	4,747		1000 1
=====						
SPECIAL CATEGORIES						100000
TR/DMS/HR SVCS/STW CONTRCT						107040
GENERAL REVENUE FUND	-STATE		306			1000 1
=====						
TOTAL: INTERNATIONAL AFFAIRS OFFICE						7100040
TOTAL POSITIONS.....	1.00					
TOTAL ISSUE.....		121,906	4,747			
TOTAL SALARY RATE.....	80,000					
=====						

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2022-23		FY 2022-23		FY 2022-23		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

STATE, DEPT OF						45000000
PGM: CULTURAL AFFAIRS						45500000
CULTURAL AFFAIRS						45500300
ECONOMIC OPPORTUNITIES						11
CULTURAL OPPORTUNITIES						<u>1103.00.00.00</u>
INTERNATIONAL OPERATIONS						7100000
INTERNATIONAL AFFAIRS OFFICE						7100040

AGENCY ISSUE NARRATIVE:

2022-2023 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Department of State, Division of Arts and Culture, requests \$117,159 recurring and \$4,747 non-recurring General Revenue for 1.00 Full Time Equivalent (FTE) position to staff the Office of International Affairs. During the 2020 Legislative Session Chapter 2020-93, Laws of Florida, was signed into law which established the Office of International Affairs and designated the Secretary of State as the State's Protocol Officer and serve as the global ambassador for the State of Florida in diplomatic, economic, and cultural exchanges with the international community. The requested position will assist and provide needed coordination for the Secretary of State in delivering this critical communication with our international partners. The Office of International Affairs will continue to be a resource for the current consular offices in Florida to ensure Floridians are able to stay connected to their home countries by; facilitating communications among the U.S. Department of State for the exchange of information, providing assistance, or resolving situations. Additionally, the Office will provide country-specific briefings, state protocol assistance, oversight and logistical assistance to Florida officials who will be in the presence of foreign officials/diplomats. The Office will also serve as the first point of contact for foreign governmental officials and diplomats wishing to meet with Florida officials and vice-versa.

FLORIDA STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

DEPARTMENT OF STATE LONG RANGE PROGRAM PLAN: 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

POSITION DETAIL OF SALARIES AND BENEFITS:

FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
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A03 - AGY REQUEST FY 2022-23

NEW POSITIONS

2225 SENIOR MANAGEMENT ANALYST II - SES

N0001 001	1.00	80,000	30,488	110,488	0.00	110,488
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	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2022-23 POS	AMOUNT	AGY REQ N/R FY 2022-23 POS	AMOUNT	AG REQ ANZ FY 2022-23 POS	AMOUNT	
STATE, DEPT OF							45000000
PGM: CULTURAL AFFAIRS							45500000
CULTURAL AFFAIRS							45500300
ECONOMIC OPPORTUNITIES							11
CULTURAL OPPORTUNITIES							<u>1103.00.00.00</u>
INTERNATIONAL OPERATIONS							7100000
INTERNATIONAL AFFAIRS OFFICE							7100040

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2022-23							
NEW POSITIONS							
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							110,488
	1.00	80,000		30,488	110,488		110,488

TOTAL: CULTURAL OPPORTUNITIES							<u>1103.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND		5,905,207	5,004,747				1000
TRUST FUNDS		941,253					2000
TOTAL POSITIONS.....	15.00						
TOTAL PROG COMP.....		6,846,460	5,004,747				
TOTAL SALARY RATE.....		657,010					

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* BPEADL01                                STATISTICAL INFORMATION                                09/15/2021 20:47:04 *
* BUDGET PERIOD: 2009-2023                EXHIBIT A, D AND D-3A LIST REQUEST                AXM 45      SP      *
* COMPILE DATE: 09/16/2015                COMPILE TIME: 09:40:41                                PAGE:      1      *
*****
*                                     SAVE INITIALS:          SAVE DEPARTMENT: 07      SAVE ID: ED3A
* -----
* SELECT CODES AND ACCUMULATION LEVELS WHERE ALLOWED.  WHEN NO CODE IS SELECTED, ALL CODES WILL BE REPORTED.
* ITEMIZATION OF EXPENDITURE:                IOE ACCUMULATION LEVEL: 0 (1=OPER/FCO, 2=IOE, 0=MERGED)
* MERGE GROUPS (Y/N): Y
* BUDGET ENTITY OR GROUP/ACCUMULATION LEVEL (DEP, DIV, BUR, SUB, LBE, MRG):
*   1-7:                LBE
*   8-14:
*   15-21:
*   22-27:
* EXCLUDE:
*
* PROGRAM COMPONENT/ACCUMULATION LEVEL (1, 2, 3, 4 OR 5 FOR 2, 4, 6, 8 OR 10 DIGITS, 6=MERGE POLICY, 0=MERGED):
*   5
*
* APPROPRIATION CATEGORY OR GROUP/ACCUMULATION LEVEL (1=MAJOR, 2=MINOR, 0=MERGED):
*   2
*
* FUND GROUPS SET:          OR FUND:                FUNDING SOURCE IDENTIFIER:                MERGE FSI (Y/N): N
* FCO (Y/N): Y          FTE (Y/N): Y                SALARY RATE (Y/N): Y
* -----
* ISSUE CODE OR GROUP/ACCUMULATION LEVEL (1, 2 OR 3 FOR 1, 3 OR 7 CHARACTERS, 0=MERGED):
*   3
*
* REPORT OPTION: 1          COLUMN SELECTION: A03          A04          A05                CODES
* 1=EAD REPORT
* 2=SCHEDULE IV/IT ISSUES          REPORT COLUMNS WITH CALCULATION DIFFERENCE ONLY (Y/N): N  THAT EXCEED:
* 3=STATEWIDE ISSUES
* 4=SCHEDULE VIIIA ISSUES
* SCHEDULE VIIIA ISSUES SPREADSHEET (Y/N): N
*
* LEVELS OF TOTALS:  (N=NO TOTAL, L=LINE TOTAL, T=BY FUND TYPE, D=BY DETAIL FUND, B=BY DETAIL FUND AND FUND TYPE,
* G=FUND GROUP LINE TOTALS, E=BY DETAIL FUND AND FUND GROUP)
* RUN: N          ITEM OF EXP: N          GROUP: N          DEPARTMENT: N          DIVISION: N          BUREAU: N
* SUB-BUREAU: N          LBE: T          POLICY AREA: N          PROG COMP: T          D3A SUM ISSUE: N          D3A DETAIL ISSUE: L
* MAJOR APP CAT: N          MINOR APP CAT: D
*
* APPROPRIATION CATEGORY TITLES: S (S=SHORT, L=LONG)          REPORT SEQUENCE: DEPT/BUDGET ENTITY: N  A=ALPHABETICAL
*                                     PROGRAM COMPONENT: N  N=NUMERICAL
* -----
* DEPARTMENT NARRATIVE SET:
* BUDGET ENTITY NARRATIVE SET:                PROGRAM COMPONENT NARRATIVE (Y/N): N
*
* ISSUE/ACTIVITY NARRATIVE SET: A1          PRIORITY ISSUE NARRATIVE SET (1-9):
*
* INCLUDE POSITION DATA (Y/N): Y
*
* INCLUDE COLUMN CODES (Y/N): Y
*
* OUTPUT FORMAT: L          PAGE BREAKS: LBE  PRC
* L=LANDSCAPE                (IOE, GRP, DEP, DIV,          REPORT HEADING:                EXHIBIT D-3A
* P=PORTRAIT                BUR, SUB, LBE, PRC,          EXPENDITURES BY
*                                     SIS, ISC)                ISSUE AND APPROPRIATION CATEGORY
* -----

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