

**Electra Theodorides-Bustle**  
Executive Director



**Charlie Crist**  
Governor

**Bill McCollum**  
Attorney General

**Alex Sink**  
Chief Financial Officer

**Charles H. Bronson**  
Commissioner of Agriculture

2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
www.flhsmv.gov

## LEGISLATIVE BUDGET REQUEST

Tallahassee, Florida

October 15, 2008

Mr. Jerry L. McDaniel, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

Mr. Michael Hansen, Budget Director  
House Policy and Budget Council  
418 Capitol  
Tallahassee, Florida 32399-1300

Ms. Cynthia Kelly, Staff Director  
Senate Ways and Means  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Highway Safety and Motor Vehicles 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 2009-2010 Fiscal Year. This submission has my approval.

Sincerely,

A handwritten signature in blue ink that reads "Electra Theodorides-Bustle".

Electra Theodorides-Bustle  
Executive Director

ETB/NWS/js  
Enclosure

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**DEPARTMENT LEVEL EXHIBITS AND SCHEDULES**

## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.*

Agency:	<b>Department of Highway Safety and Motor Vehicles (DHSMV)</b>		
Contact Person:	Judson M. Chapman	Phone Number:	850/617-3101
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Bradsheer & Johnson vs. DHSMV (class action)		
Court with Jurisdiction:	Leon County Circuit Court First District Court of Appeal		
Case Number:	2007-CA-0864 1D07-6610		
Summary of the Complaint:	This is a class action for refunds/injunctive relief filed in state court for those people required to install Ignition Interlock Devices (IID) following a second DUI conviction before the Department was given explicit authority to do so on July 1, 2005.		
Amount of the Claim:	Estimated: \$1 Million		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	On December 13, 2007, Circuit Judge William Gary, Second Judicial Circuit, Leon County, entered an Order Granting Motion to Dismiss, with prejudice, that dismissed Plaintiff's Amended Complaint. Plaintiffs took an appeal of that order to the First District Court of Appeal, which remains pending at this time. Oral argument on the appeal was held September 16, 2008. A ruling on this case is pending in district court.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input 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).	BROAD AND CASSEL BROOKS, LeBOEUF, BENNETT, FOSTER & GWARTNEY P.A. RHONDA F. GOODMAN, P.A.		

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Agency:	<b>Department of Highway Safety and Motor Vehicles (DHSMV)</b>		
Contact Person:	Judson M. Chapman	Phone Number:	850/617-3101
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Collier vs. Dickinson (class action)		
Court with Jurisdiction:	U.S. District Court, Southern district of Florida, Miami		
Case Number:	04-21351-Civ-Graham		
Summary of the Complaint:	Plaintiffs contend that Federal Driver Privacy Protection Act overrode State constitutional & statutory law requiring the release of driver information as public record. They seek damages from several State officials and employees involved in managing State driver license information and its release to bulk mailers.		
Amount of the Claim:	Pending settlement; see below.		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	<p>There is a potential \$37B recovery based on \$2500.00 liquidated damages provision in federal DPPA per individual violation. The three individual capacity defendants have been provided private contract counsel. Risk Management has indicated they will not cover the DPPA damages, if any are ultimately assessed.</p> <p>The parties and the Department have agreed to a settlement of this matter as follows: The mediated agreement reached on June 5, 2008 provides that all motor vehicle registrants who are class members (all natural persons who had a valid driver license, identification card or motor vehicle registration during the period June 1, 2000 – September 30, 2004) would receive a \$1 credit on the renewal of their motor vehicle registration during the period of July 1, 2009 through June 30, 2010. The total amount of the credit would be approximately \$10.4 million. There will also be equitable relief which includes changing the procedures of DHSMV regarding disclosure of personal information. Additionally, DHSMV will maintain a website informing the public of their rights under DPPA.</p>		

	<p>In addition, the Division of Risk Management would pay each of the four named Plaintiffs \$3,000, Plaintiffs' attorney fees in the amount of \$2.85 million and costs of publication totaling approximately \$20,000.00.</p> <p>This settlement was approved by the Governor and Cabinet sitting as the Agency head on August 12, 2008. The settlement is contingent on legislation to be enacted during the 2009 session. If legislation is not enacted, the District Court litigation will proceed.</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>		Agency Counsel
	X	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
<p>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).</p>	<p>WELCH &amp; FINKEL</p>	

Office of Policy and Budget – July 2008

## Schedule VII: Agency Litigation Inventory

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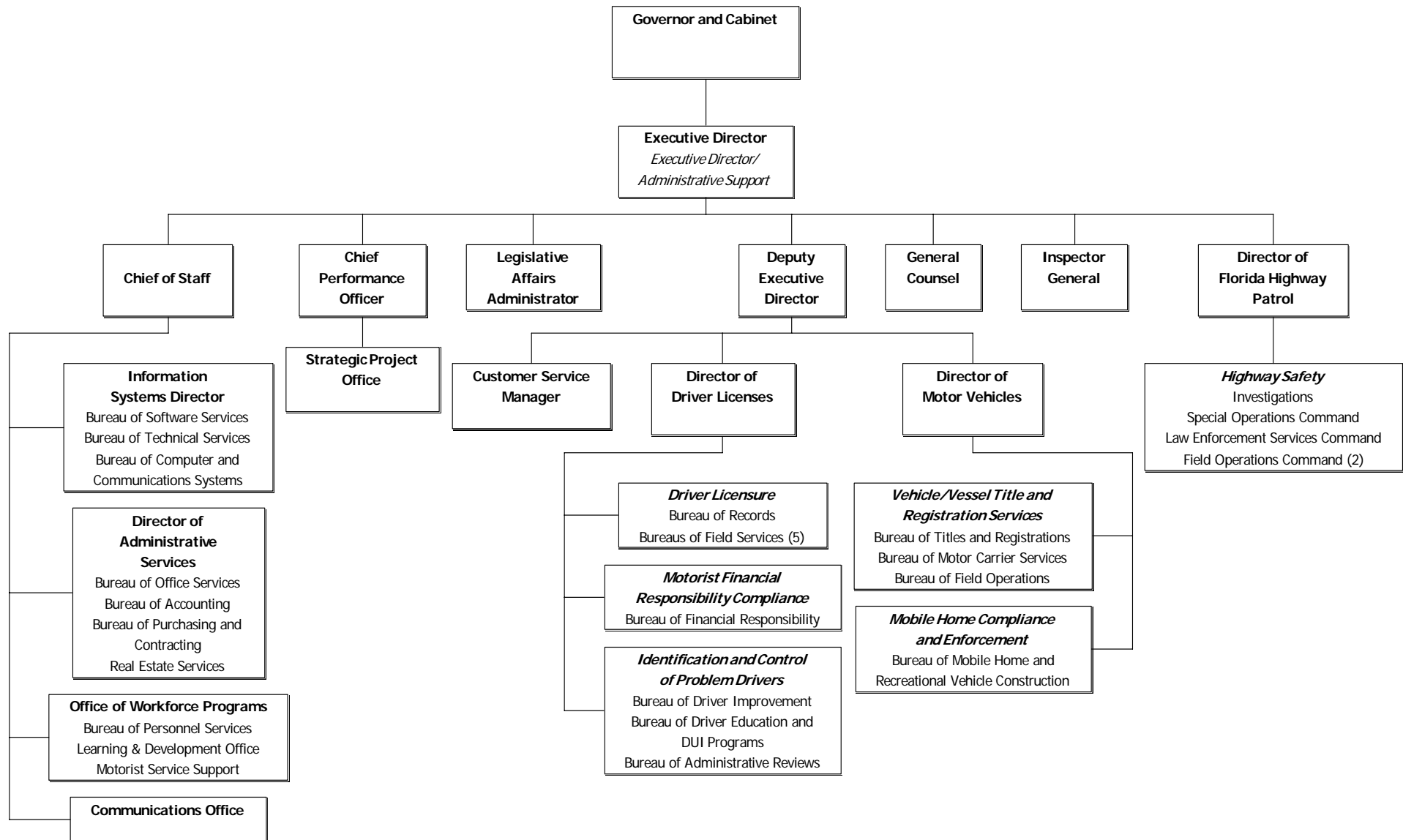
Agency:	<b>Department of Highway Safety and Motor Vehicles (DHSMV)</b>		
Contact Person:	Judson M. Chapman	Phone Number:	850/617-3101
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Rendon, Norris and Silcock vs DHSMV (class action)		
Court with Jurisdiction:	Florida Supreme Court		
Case Number:	SC07-1285 & 1332		
Summary of the Complaint:	Alleges that the handicap placard fee violates ADA. Various handicapped drivers sued challenging the imposition and Collection of a fee for placards for handicapped parking spaces.		
Amount of the Claim:	Now settled; see below.		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	This state court case involved refunds for handicapped parking placard fees. The parties have entered into a settlement agreement which was approved by the Circuit Court on June 20, 2008. The pending review before the Florida Supreme Court has been dismissed. The legislature has appropriated funds for settlement and the parties are currently implementing the terms of the approved settlement. The case is concluded, and distribution of less than 50 refund checks and payment of \$1 million to various handicap support organizations is in process.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input 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).	PETERSON & MYERS, P.A. MICHAEL F. LANHAM, ESQ. KAREN A. GIEVERS, ESQ. ROBERT G. FEGERS, ESQ.		

## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.*

Agency:	<b>Department of Highway Safety and Motor Vehicles (DHSMV)</b>		
Contact Person:	Judson M. Chapman	Phone Number:	850/617-3101
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Rine v. Dickinson (class action)		
Court with Jurisdiction:	U.S. District Court, Middle District of Florida, Jacksonville		
Case Number:	3:07-CV-156-J-33HTS		
Summary of the Complaint:	Imagitas is under contract with Department to handle registration renewals for tax collectors pursuant to ss.320.02, Fla. Stats. Section 283.58, Fla. Stats., permits productions of public information materials distributed without charge by authorizing the vendor to include advertising approved by the Department. Plaintiffs allege federal DPPA violations for Imagitas’ use of personal information to contact motorists.		
Amount of the Claim:	Pending settlement; see below. Estimated possible cost of publication of Notice to Class is \$24,000.		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	The parties have agreed to a settlement involving no payment by the Department or defendants. This settlement is pending final approval by the court.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input 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).	SPOHRER & WILNER, P.A.		

# DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES





HIGHWAY SAFETY AND MOTOR VEHICLES, DEPARTMENT OF		FISCAL YEAR 2007-08				
SECTION I: BUDGET		OPERATING			FIXED CAPITAL OUTLAY	
<b>TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT</b>				<b>443,999,564</b>	<b>3,363,500</b>	
<b>ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)</b>				<b>(5,786,771)</b>	<b>0</b>	
<b>FINAL BUDGET FOR AGENCY</b>				<b>438,212,793</b>	<b>3,363,500</b>	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	Expenditures	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>				48,821,633		0
Enforcement Of Traffic Laws * <b>Law enforcement officer duty hours spent on preventive patrol.</b>		976,259	199.18	172,504,576	194,453,987	2,776,000
Provide Community Service Enforcement Activities * <b>Number of community service officer duty hours spent on crash investigations.</b>		19,174	83.27	1,280,380	1,596,524	
Provide Aerial Traffic Enforcement * <b>Number of duty hours spent on aerial traffic enforcement.</b>		1,855	849.27	1,473,783	1,575,401	
Conduct Traffic Homicide Investigations * <b>Number of hours spent on traffic homicide investigations.</b>		171,181	122.94	18,538,071	21,044,640	
Provide Academy Training * <b>Number of students successfully completing training courses.</b>		1,213	2,260.94	2,516,704	2,742,521	
Conduct Criminal And Administrative Investigations * <b>Number of hours spent on investigations.</b>		55,647	131.05	6,479,658	7,292,599	
Issuance Of Automobile Dealer Licenses *		13,492	262.75	2,901,477	3,545,055	
Enforce Title And Registration Laws *		25,066	258.94	5,293,716	6,490,546	
Issue Driver License And Identification Cards * <b>Number of driver licenses and identification cards issued.</b>		6,174,398	13.18	69,280,259	81,367,113	587,500
Maintain Records * <b>Number of records maintained.</b>		21,106,053	0.37	6,493,569	7,808,953	
Provide Program Customer Service * <b>Number of telephone inquiries responded to.</b>		1,357,588	4.90	5,270,907	6,648,391	
Administer Motorist Insurance Laws * <b>Number of insured motorists.</b>		11,713,387	0.26	2,393,065	3,025,353	
Oversee Driver Improvement Activities * <b>Number of problem drivers identified.</b>		2,262,998	1.61	2,913,129	3,635,743	
Conduct Administrative Reviews * <b>Number of administrative reviews and hardship and miscellaneous hearings completed.</b>		66,299	117.94	6,317,406	7,819,089	
Conduct Driver, Driving Under The Influence And Motorcycle Education Activities * <b>Number of graduates.</b>		956,950	3.24	2,873,903	3,099,720	
Monitor Mobile Home Inspections * <b>Number of mobile homes inspected.</b>		7,302	304.09	1,791,409	2,220,461	
Register And Audit Commercial Carriers * <b>Number of International Fuel Use Tax returns processed.</b>		40,050	117.52	3,837,467	4,706,862	
Issuance Of Vehicle And Mobile Home Titles And Registrations * <b>Number of motor vehicle and mobile home titles and registrations issued.</b>		26,824,505	0.88	22,157,959	23,682,224	
Issuance Of Vessel Title And Registrations * <b>Number of vessel titles and registrations issued.</b>		1,221,182	0.51	515,782	617,400	
Provide Program And Technical Customer Assistance * <b>Number of telephone inquiries responded to.</b>		113,565	14.22	1,332,082	1,614,353	
<b>TOTAL</b>				<b>384,986,935</b>	<b>384,986,935</b>	<b>3,363,500</b>
SECTION III: RECONCILIATION TO BUDGET						
<b>PASS THROUGHS</b>						
<b>TRANSFER - STATE AGENCIES</b>						
<b>AID TO LOCAL GOVERNMENTS</b>						
<b>PAYMENT OF PENSIONS, BENEFITS AND CLAIMS</b>						
<b>OTHER</b>					25,775,791	
<b>REVERSIONS</b>					27,450,093	
<b>TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above.</b>					<b>438,212,819</b>	<b>3,363,500</b>
<b>(4)</b>						

**SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY**

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items activity.  
 (2) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.  
 (3) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

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

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 \*\*\*

THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
76100400	1602000000	ACT1041	EXECUTIVE DIRECTION AND SUPPORT	2,688,294	
76250300	1205000000	ACT2534	PASS THROUGH OF VOLUNTARY	912,950	
76250800	1205000000	ACT2584	PASS THROUGH OF LICENSE TAX	18,473,140	
76250800	1205000000	ACT2585	PASS THROUGH OF VOLUNTARY	471,660	
76250900	1602000000	ACT2591	EXECUTIVE DIRECTION AND SUPPORT	3,229,747	

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 76	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	438,212,793	3,363,500
TOTAL BUDGET FOR AGENCY (SECTION III):	438,212,819	3,363,500
DIFFERENCE:	26-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

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

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

-----  
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 \*\*\*

**SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY  
BUSINESS CASE**

<b>Schedule XII Cover Sheet and Agency Project Approval</b>	
<b>Agency:</b> Highway Safety and Motor Vehicles	<b>Schedule XII Submission Date:</b>
<b>Project Name:</b>	<b>Is this project included in the Agency's LRPP?</b> _____ Yes _____ No
<b>FY 2009-2010 LBR Issue Code:</b>	<b>FY 2009-2010 LBR Issue Title:</b>
<b>Agency Contact for Schedule XII (Name, Phone #, and E-mail address):</b>	
<b>AGENCY APPROVAL SIGNATURES</b>	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
<b>Agency Head:</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Agency Chief Information Officer:</b> <i>(If applicable)</i>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Budget Officer:</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Planning Officer:</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Project Sponsor:</b>	<b>Date:</b>
<b>Printed Name:</b>	

The Department has not projects that meet these criteria to report.

**SCHEDULE XIII  
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT  
COMMODITY CONTRACTS**

<b>Contact Information</b>
Agency: Department of Highway Safety & Motor Vehicles
Name: Stacy Arias, Bureau Chief of Purchasing & Contracts
Phone: (850) 617-3203
E-mail address: stacyarias@flhsmv.gov

Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, *Florida Administrative Code* and may be accessed via the following website <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3>. Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website <http://www.fldfs.com/aadir/cefp/index.htm>.

For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in Section 287.017, *Florida Statutes*, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.

<b>1. Commodities proposed for purchase.</b>
Rugged laptop hardware refresh for the Florida Highway Patrol troopers and sergeants. The laptops purchased will have a minimum 1 year manufacturer warranty and an additional 2 years maintenance service.
<b>2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.</b>
The purchase of the laptops is expected to be from a state purchasing contract. The state purchasing contract prices are based on payment after delivery. These reduced contract prices do not include payment plans or financing options.
<b>3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).</b>
Historically, financing equipment through the Department of Financial Services program is the most economical means of purchasing items when the department does not have the funds to cover the purchase in one lump sum.
<b>4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.</b>
\$2,040,000.00 is the recurring base budget for installment purchase of Florida Highway Patrol laptops, peripherals and other equipment.

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**ADMINISTRATIVE SERVICES PROGRAM  
EXHIBITS AND SCHEDULES**

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**ADMINISTRATIVE SERVICES PROGRAM  
SCHEDULE I SERIES**

**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Executive Direction/Support Svcs (76010100)  
**Fund:** Federal Grants and Donations Trust Fund (2261)

**A. CALCULATION OF 5 PERCENT RESERVE**

The Federal Grant and Donation Trust Fund is funded from federal funds. Funding for this program was transferred from the Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Not Applicable.

**D. CASH FORECASTING METHODOLOGY**

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.



## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Executive Direction/Support Svcs (76010100)  
**Fund:** Grants and Donations Trust Fund (2339)

### A. CALCULATION OF 5 PERCENT RESERVE

The Grant and Donation Trust Fund is funded from federal funds.  
Funding for this program was transferred to the Federal Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled \$9,819. This amount represents recording of FY 2007-08 accounts receivable and prior year reversing entries.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 -Department Level  
**Fund:** Federal Grants and Donations TF (2261)

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<u>FUNDING SOURCE - STATE</u>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
<u>Grants and Donations</u>	-	-	-
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<u>FUNDING SOURCE - NON-STATE</u>			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 -Department Level  
**Fund:** Grants and Donations TF (2339)

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<u>FUNDING SOURCE - STATE</u>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
<u>Grants and Donations</u>	-	-	-
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2339

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,548,556.20	(A)		2,548,556.20
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	581,301.65	(D)	-17,913.77	563,387.88
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>3,129,857.85</b>	(F)	<b>-17,913.77</b>	<b>3,111,944.08</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-544,730.48	(H)		-544,730.48
Approved "B" Certified Forwards	-931,082.83	(H)		-931,082.83
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-1,029,044.54	(I)	17,913.77	-1,011,130.77
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds	-625,000.00			-625,000.00
<b>Unreserved Fund Balance, 07/01/08</b>		(K)		**

**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: 2009 - 2010**

**Department Title:** Highway Safety and Motor Vehicles  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** 2339

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08 0.00 (A)

**Add/Subtract:**

Statewide financial statement adjustments  (B)

**Other Adjustment(s):**

Payables not requested for certification forward  (C)

Prepaid Items  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 0.00 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 0.00 (E)

**DIFFERENCE:** 0.00 (F)\*

**\*SHOULD EQUAL ZERO.**

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**FLORIDA HIGHWAY PATROL PROGRAM  
EXHIBITS AND SCHEDULES**

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**FLORIDA HIGHWAY PATROL PROGRAM  
SCHEDULE I SERIES**

**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Highway Safety (76100100)  
**Fund:** Federal Grants and Donations Trust Fund (2261)

**A. CALCULATION OF 5 PERCENT RESERVE**

The Federal Grant and Donation Trust Fund is funded from federal funds. Funding for this program was transferred from the Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Not Applicable.

**D. CASH FORECASTING METHODOLOGY**

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.



## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Highway Safety (76100100)  
**Fund:** Grants and Donations Trust Fund (2339)

### A. CALCULATION OF 5 PERCENT RESERVE

The Grant and Donation Trust Fund is funded from federal funds.  
Funding for this program was transferred to the Federal Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled \$1,056,543. This amount represents recording of FY 2007-08 accounts receivable and payable and prior year certification reversion.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.

**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Highway Safety (76100100)  
**Fund:** Highway Patrol Insurance Trust Fund (2364)

**A. CALCULATION OF 5 PERCENT RESERVE**

The Highway Patrol Insurance Trust Fund is a clearing fund; therefore, it is excluded from the 5% reserve requirement.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL  
MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Not Applicable.

**D. CASH FORECASTING METHODOLOGY**

The Highway Patrol Insurance Trust Fund is used for payment of death and dismemberment claims. This trust fund is funded from an operating transfer from the Highway Operating Trust Fund as provided in the General Appropriations Act.

**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Highway Safety (76100100)  
**Fund:** Law Enforcement Trust Fund (2434)

**A. CALCULATION OF 5 PERCENT RESERVE**

Revenues have not been projected for the Law Enforcement Trust Fund for FY 2008-2009; therefore, this fund will not have a 5% reserve.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL  
MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Adjustments totaled \$69,085. Represents recording of current year payable, adjustment for investment account and reversal of prior year entries.

**D. CASH FORECASTING METHODOLOGY**

Forecasting methodology is not applicable as anticipation of future forfeiture revenues or proceeds is prohibited per Chapter 932.7055(8)(c), Florida Statutes.

**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Highway Safety (76100100)  
**Fund:** Federal Equitable Sharing Law Enforcement Trust Fund (2719)

**A. CALCULATION OF 5 PERCENT RESERVE**

The Federal Equitable Sharing Enforcement Trust Fund is a federal fund; therefore, it is excluded from the 5% reserve calculation.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Adjustments totaled \$21,341 which represents change in the investment account balance.

**D. CASH FORECASTING METHODOLOGY**

Forecasting methodology is not applicable as anticipation of future forfeiture revenues or proceeds is prohibited per Chapter 932.7055(8)(c), Florida Statutes.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicle: **Budget Period: 2009-10**  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)

**Specific Authority:** Chapters 338 and 339, F.S.

**Purpose of Fees Collected:** To generate revenue for law enforcement services on the Florida Turnpike.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

**SECTION I - FEE COLLECTION**

	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<b>Receipts:</b>			
Florida Dept. of Transportation	19,398,988	24,229,802	18,018,519
FY 06/07 Receivable	(2,736,256)		
<b>Total Fee Collection to Line (A) - Section III</b>	<b>16,662,732</b>	<b>24,229,802</b>	<b>18,018,519</b>

**SECTION II - FULL COSTS**

**Direct Costs:**

Salaries and Benefits	12,697,753	13,299,370	13,790,067
Other Personal Services	14,358	33,400	33,400
Expenses	294,882	508,465	508,465
Operating Capital Outlay	-	35,000	210,950
Acquisition of Motor Vehicles	936,663	700,066	700,066
Contracted Services	54,153		
Operation of Motor Vehicles	1,633,294	1,545,984	1,668,054
Risk Management	426,977	418,478	418,478
Laptops	131,889	460,424	460,424
Communications	2,321	5,000	5,000
HR Resourcing	85,968	88,621	88,621
Salary Incentive Payable	105,529	134,994	134,994
	278,945		
Indirect Costs Charged to Trust Fund		7,000,000	TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>16,662,732</b>	<b>24,229,802</b>	<b>18,018,519</b>

**Basis Used:** To be determined upon completion of the indirect allocation cost plan

**SECTION III - SUMMARY**

TOTAL SECTION I	(A)	16,662,732	24,229,802	18,018,519
	(B)	16,662,732	24,229,802	18,018,519
	(C)	-	-	-

**EXPLANATION of LINE C:**

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-10**  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)  
  
**Specific Authority:** Chapter 338 and 339, F.S.  
**Purpose of Fees Collected:** To generate revenue for law enforcement services on the hireback program.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<u>Receipts:</u>			
Florida Dept. of Transportation	10,129,404	16,182,079	9,982,079
Prior Year Receivable	(593,173)		
<b>Total Fee Collection to Line (A) - Section III</b>	<b>9,536,231</b>	<b>16,182,079</b>	<b>9,982,079</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services	9,536,231	9,982,079	9,982,079
Expenses			
Acquisition of Motor Vehicles			
Operating Capital Outlay			
Contracted Services			
Indirect Costs Charged to Trust Fund		6,200,000	TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>9,536,231</b>	<b>16,182,079</b>	<b>9,982,079</b>

**Basis Used:** To be determined upon completion of the indirect allocation cost plan.

<b><u>SECTION III - SUMMARY</u></b>				
TOTAL SECTION I	(A)	9,536,231	16,182,079	9,982,079
	(B)	9,536,231	16,182,079	9,982,079
	(C)	0	-	-

**EXPLANATION of LINE C:**  


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**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period:** 2009-10  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)

**Specific Authority:** Chapter 338 and 339, F.S.  
**Purpose of Fees Collected:** To generate revenue for law enforcement services on the Interstate 4 Corridor.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<b>Receipts:</b>			
<u>Florida Dept. of Transportation</u>	1,432,336	1,534,240	1,589,821
<u>FY 06/07 Receivable</u>	(320,868)		
<u>FY 07/08 Receivable</u>	183,710		
<b>Total Fee Collection to Line (A) - Section III</b>	<b>1,295,178</b>	<b>1,534,240</b>	<b>1,589,821</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<b>Direct Costs:</b>			
<u>Salaries and Benefits</u>	1,109,173	1,164,632	1,206,205
<u>Expenses</u>	10,074	20,000	20,000
<u>Acquisition of Motor Vehicles</u>	-	127,190	127,190
<u>Operating Capital Outlay</u>	-	-	-
<u>Contracted Services</u>	160		
<u>Operation of Motor Vehicles</u>	107,984	110,000	124,008
<u>Risk Management</u>	41,671	39,749	39,749
<u>Laptops</u>	7,446	53,898	53,898
<u>HR Resourcing</u>	8,358	8,421	8,421
<u>Salary Incentive</u>	10,312	10,350	10,350
<u>Indirect Costs Charged to Trust Fund</u>			TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,295,178</b>	<b>1,534,240</b>	<b>1,589,821</b>

Basis Used: To be determined upon completion of the indirect allocation cost plan.

<b><u>SECTION III - SUMMARY</u></b>				
TOTAL SECTION I	(A)	1,295,178	1,534,240	1,589,821
	(B)	1,295,178	1,534,240	1,589,821
	(C)	0	-	-

**EXPLANATION of LINE C:**

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**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-10**  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)  
**Specific Authority:** Chapter 338 and 339, F.S.  
**Purpose of Fees Collected:** To generate revenue for law enforcement services on Alligator Alley.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<u>Receipts:</u>			
<u>Florida Dept. of Transportation</u>	735,575	984,159	1,043,356
<u>Receivable</u>	49,414		
<u> </u>			
<u> </u>			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>784,989</b>	<b>984,159</b>	<b>1,043,356</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	702,842	727,448	761,217
<u>HR Resourcing</u>	5,572	5,614	5,614
<u>Expenses</u>	3,374	59,640	59,640
<u>Operating Capital Outlay</u>	32,796		16,100
<u>Operation of Motor Vehicles</u>	1,541	118,272	127,611
<u>Risk Management</u>	27,781	26,510	26,499
<u>Salary Incentive</u>	2,920	10,743	10,743
<u>Laptops</u>	8,163	35,932	35,932
<u>Indirect Costs Charged to Trust Fund</u>			TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>784,989</b>	<b>984,159</b>	<b>1,043,356</b>

**Basis Used:** To be determined upon completion of the indirect allocation cost plan.

<b><u>SECTION III - SUMMARY</u></b>				
<b>TOTAL SECTION I</b>	(A)	784,989	984,159	1,043,356
<b>TOTAL SECTION II</b>	(B)	784,989	984,159	1,043,356
<b>TOTAL - Surplus/Deficit</b>	(C)	0	-	-

**EXPLANATION of LINE C:**



**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-10**  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)

**Specific Authority:** Chapter 112, F.S.  
**Purpose of Fees Collected:** To facilitate radio communications in the regional communications centers shared by mutual consent of law enforcement agencies. (FDOT)

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<u>Receipts:</u>			
<u>Transfers from Other Agencies -FDOT</u>	805,164	818,831	818,831
_____			
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>805,164</b>	<b>818,831</b>	<b>818,831</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	585,295	698,109	720,161
Other Personal Services			
Expenses	3,504	13,600	13,600
Operating Capital Outlay			
Risk Management	29,054	32,178	32,178
HR Resources	6,766	6,817	6,817
Indirect Costs Charged to Trust Fund			TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>624,619</b>	<b>750,704</b>	<b>772,756</b>

Basis Used: To be determined upon completion of the indirect allocation cost plan.

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	805,164	818,831
TOTAL SECTION II	(B)	624,619	772,756
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>180,545</b>	<b>46,075</b>

**EXPLANATION of LINE C:**  
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**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-10**  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)

**Specific Authority:** Chapters 338 and 339, F.S.  
**Purpose of Fees Collected:** To generate revenue for law enforcement services on the Orlando-Orange County Expressway.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees</b> Form - Part I and II.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<u>Receipts:</u>			
Florida Dept. of Transportation	587,059	678,386	687,431
Receivable	18,807		
<b>Total Fee Collection to Line (A) - Section III</b>	<b>605,866</b>	<b>678,386</b>	<b>687,431</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	505,008	515,979	535,275
Other Personal Services	-		
Expenses	3,336	7,500	7,500
Acquisition of Motor Vehicles	-	73,500	25,438
Operating Capital Outlay	-		
Contracted Services	-		
Operation of Motor Vehicles	69,289	40,000	75,336
Risk Management	15,887	15,875	15,142
Laptops	4,972	20,532	20,532
HR Resourcing	3,184		3,208
Salary Incentive	4,190	5,000	5,000
Indirect Costs Charged to Trust Fund			TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>605,866</b>	<b>678,386</b>	<b>687,431</b>

**Basis Used:** To be determined upon completion of the indirect allocation cost plan.

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	605,866	687,431
	(B)	605,866	687,431
	(C)	-	-

**EXPLANATION of LINE C:**  


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**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-10**  
**Program:** Florida Highway Patrol  
**Fund:** Highway Safety Operating TF (2009)

**Specific Authority:** Chapter 112, F.S.  
**Purpose of Fees Collected:** To facilitate radio communications in the regional communications centers shared by mutual consent of law enforcement agencies. (DBPR)

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
<u>Receipts:</u>			
<u>Transfers from Other Agencies -DPBR</u>	140,000	140,000	140,000
_____			
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	174,828	208,526	215,012
Other Personal Services			
Expenses	1,047	4,000	4,000
Operating Capital Outlay			
<u>Risk Management</u>	8,679	9,464	9,464
<u>HR Resources</u>	1,990	2,005	2,005
Indirect Costs Charged to Trust Fund			TBD
<b>Total Full Costs to Line (B) - Section III</b>	<b>186,544</b>	<b>223,995</b>	<b>230,481</b>

**Basis Used:** To be determined upon completion of the indirect allocation cost plan.

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	140,000	140,000
TOTAL SECTION II	(B)	186,544	223,995
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(46,544)</b>	<b>(90,481)</b>

**EXPLANATION of LINE C:**  
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**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2261 Federal Grants and Donations TF

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<b><u>FUNDING SOURCE - STAT</u></b>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
Grants and Donations	-	-	-
<b><u>FUNDING SOURCE - NON-</u></b>			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2339 Grants and Donations TF

(1) <u>FUNDING SOURCE - STAT</u>	(2) ACTUAL FY 2007 - 08	(3) ESTIMATED FY 2008 - 09	(4) REQUEST FY 2009 - 10
Grants and Donations	-	-	-
<b><u>FUNDING SOURCE - NON-</u></b>			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2364 Highway Patrol Insurance Trust Fund

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<u>FUNDING SOURCE - STAT</u>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
Transfer from HSOTF	325,996	1	-
<u>FUNDING SOURCE - NON-</u>			
<b>TOTALS*</b>	<b>325,996</b>	<b>1</b>	<b>-</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2434 Law Enforcement Trust Fund

(1)	(2)	(3)	(4)
<u>FUNDING SOURCE - STAT</u>	ACTUAL FY 2007 - 08	ESTIMATED FY 2008 - 09	REQUEST FY 2009 - 10
Forfeiture Receipts	2,112,101	-	-
<b>TOTALS*</b>	<b>2,112,101</b>	<b>-</b>	<b>-</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2719 Federal Equitable Law Enforcement TF

(1)	(2)	(3)	(4)
<u>FUNDING SOURCE - STAT</u>	<b>ACTUAL FY 2007 - 08</b>	<b>ESTIMATED FY 2008 - 09</b>	<b>REQUEST FY 2009 - 10</b>
Forfeiture Receipts	2,245,512	1,856,264	-
<b>TOTALS*</b>	<b>2,245,512</b>	<b>1,856,264</b>	<b>-</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2339

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,548,556.20	(A)		2,548,556.20
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	581,301.65	(D)	-17,913.77	563,387.88
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>3,129,857.85</b>	(F)	<b>-17,913.77</b>	<b>3,111,944.08</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-544,730.48	(H)		-544,730.48
Approved "B" Certified Forwards	-931,082.83	(H)		-931,082.83
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-1,029,044.54	(I)	17,913.77	-1,011,130.77
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds	-625,000.00			-625,000.00
<b>Unreserved Fund Balance, 07/01/08</b>		(K)		**

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Highway Patrol Insurance Trust Fund
<b>LAS/PBS Fund Number:</b>	76100100
	2364

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	325,995.67	(A)		325,995.67
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	325,995.67	(F)		325,995.67
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds				
<b>Unreserved Fund Balance, 07/01/08</b>	325,995.67	(K)		325,995.67**

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Law Enforcement Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2434

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	531,721.56	(A)		531,721.56
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments	1,844,321.36	(C)		1,844,321.36
ADD: Outstanding Accounts Receivable	6,267.54	(D)		6,267.54
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>2,382,310.46</b>	(F)		<b>2,382,310.46</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-131,293.70	(H)		-131,293.70
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-138,916.00	(I)		-138,916.00
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds				
<b>Unreserved Fund Balance, 07/01/08</b>	<b>2,112,100.76</b>	(K)		<b>2,112,100.76</b> **

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Federal Equitable Sharing Law enforcement Trust Fund
<b>LAS/PBS Fund Number:</b>	76100100
	2719

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,915,861.86	(A)		1,915,861.86
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments	406,314.39	(C)		406,314.39
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>2,322,176.25</b>	(F)		<b>2,322,176.25</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards	-76,664.04	(H)		-76,664.04
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds				
<b>Unreserved Fund Balance, 07/01/08</b>	<b>2,245,512.21</b>	(K)		<b>2,245,512.21</b> **

**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: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Grants and Donations Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2339</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="0.00"/>	(A)
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**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
---	----------------------	-----

**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text"/>	(C)
--	----------------------	-----

Prepaid Items	<input type="text"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>	(D)
--	-----------------------------------	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="0.00"/>	(E)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(F)*
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**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Highway Patrol Insurance Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2364</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="325,995.67"/>	(A)
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**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
---	----------------------	-----

**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text"/>	(C)
--	----------------------	-----

Prepaid Items	<input type="text" value="0.00"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="325,995.67"/>	(D)
--	---	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="(325,995.67)"/>	(E)
---	---	-----

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

**Department Title:** Highway Safety and Motor Vehicles  
**Trust Fund Title:** Law Enforcement Trust Fund  
**LAS/PBS Fund Number:** 2434

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="(2,112,100.76)"/>	(A)
<b>Add/Subtract:</b>		
Statewide financial statement adjustments	<input type="text"/>	(B)
<b>Other Adjustment(s):</b>		
Payables not requested for certification forward	<input type="text"/>	(C)
Prepaid Items	<input type="text" value="0.00"/>	(C)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(2,112,100.76)"/>	(D)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="2,112,100.76"/>	(E)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(F)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	Highway Safety and Motor Vehicles
<b>Trust Fund Title:</b>	Federal Equitable Sharing Law Enforcement Trust Fund
<b>LAS/PBS Fund Number:</b>	2719

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="(2,245,512.21)"/>	(A)
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**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
---	----------------------	-----

**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text"/>	(C)
--	----------------------	-----

Prepaid Items	<input type="text" value="0.00"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(2,245,512.21)"/>	(D)
--	---	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="2,245,512.21"/>	(E)
---	---	-----

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



**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**LICENSES, TITLES AND REGULATIONS PROGRAM  
EXHIBITS AND SCHEDULES**

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**LICENSES, TITLES AND REGULATIONS PROGRAM  
SCHEDULE I SERIES**

**SCHEDULE 1 NARRATIVE**

**Budget Period 2009 - 2010**

**Department :** Highway Safety & Motor Vehicles (76)  
**Fund:** Highway Safety Operating Trust Fund (2009)

A. CALCULATION OF 5 PERCENT RESERVE

Detail of Receipts	Estimated <u>FY 2008-2009</u>
Automated LP FEE	\$19,590,367
Hybrid Decal/Fleet License Fee	\$102,930
Cost Recovery Fee	\$220,860
Data Sales (DMV)	\$858,355
Driver Education Fees	\$2,241,629
FRVIS	\$10,557,055
DDL Driving Records /Crash Reports	\$28,121,756
Driver License Fees	\$33,578,887
Financial Resonsibility Reinstatement Fees	\$23,863,920
Security Deposits/Public Access	\$588,352
Lookup/Certified Copies Fees	\$121,577
Motor Vehicle License Plate Rplc	\$82,864,206
Odometer Fraud Fees	\$7,229,175
Mobile Home Monitoring Fees	\$93,525
Civil Fine Penalties	\$15,031,415
Motorcycle Safety Ed Fees	\$1,644,172
Mail and Service Fees	\$3,845,879
Motorboat Fees	\$1,400,000
Return Checks Collection Fees	\$224,459
Other Fees	\$471,104
Mobile Home Installers Fees	\$161,162
Other Fees	\$800,000
 Total Receipts	 <u>\$233,610,785</u>
 State Trust Fund Reserve (5% of Total Receipts)	 <u>\$11,680,539</u>

B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable

C. ADJUSTMENTS

Adjustments total a positive \$7,279,529. This amount includes adjustments for changes in certain asset and liability accounts. Also, the amount includes the reversal of 2006-2007 certified forward receivables and payables, and the reversal of FY 2006-2007 Reserve for Encumbrances and Prepaids. Other adjustments include post closing financial statement adjustments.

D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using trend analysis of historical data, adopted growth rates from the State of Florida's revenue estimated conferences, or historical growth rates. The estimate is then adjusted for anticipated changes expected to affect the revenue source.

Driver License Fees - This revenue is based upon population and transaction estimates, and new legislation governing fees. A conservative revenue growth rate was applied.

Motor Vehicle License Plate Replacement Fees - This revenue is based upon population and transactions estimates. A slight decrease in transactions is projected.

DDL Driving Records/Crash Reports - Revenue from DDL Driving Records is generated from the purchase of various driver license records from the department's drivers license database. This fee is tied to the estimated number of records purchased, with the major portion of the revenue coming from insurance companies. Crash report revenue estimates are based on historical growth patterns.

Motorcycle Fees - This fee is assessed on each motorcycle transaction. Revenue projections are based upon historical sales data for motorcycles.

Driver Ed Fees - These fee are tied to the population growth, which includes the migration of people to the state.

Cost Recovery Remittance Fees - These funds represent pass-through fees paid to TML. The fee is tied to the purchase of driver history records. A set fee per record is applied and is adjusted according to contract terms.

Lookup/Certified Copy Fees - The history for this revenue has been inconsistent. Therefore a conservative growth rate was applied to project revenue.

Civil Penalties - These fees are collected by the Clerk of the Court Offices throughout the state and remitted to the Florida Department of Revenue (FDOR). FDOR in turn remits the applicable fees to the department. This penalty is assessed when a traffic fine is not timely paid. The department has experienced consistent growth in this revenue. Therefore, this growth pattern was used to estimate revenue.

## SCHEDULE I NARRATIVE

Budget Period: 2009 - 2010

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Identification and Control of Problem Drvr (76250500)  
**Fund:** DUI Schools Coordination Trust Fund (2172)

### A. CALCULATION OF 5 PERCENT RESERVE

<u>Detail of Receipts</u>	Estimated <u>FY 2008-2009</u>
Fees	\$ 680,262
Total Receipts	<u>\$ 680,262</u>
State Trust Fund Reserve (5% of Total Receipts)	<u>\$ 34,013</u>

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable

### C. ADJUSTMENTS

Prior Year Certification Disbursements	\$ (4,044)
Reverse Prior Year Payables	4,350
Change in GR Service Charge Liability	-96
Adjust Prior Year Current Compensated Liabilities	21,939
Total Adjustments	<u>\$ 22,149</u>

### D. REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department are drawn from trend analysis of historical data, historical growth rates, or rates adopted from the State of Florida's revenue estimating conferences. The estimate is then adjusted for anticipated changes expected to affect the revenue source or stream. Estimates for the DUI School Coordination Trust Fund are based upon anticipated enforcement levels applied to actual fiscal year 2007-2008 receipts.

**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Licenses, Titles and Regulations (7625XXXX)  
**Fund:** Federal Grants and Donations Trust Fund (2261)

**A. CALCULATION OF 5 PERCENT RESERVE**

The Federal Grant and Donation Trust Fund is funded from federal funds. Funding for this program was transferred from the Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Not Applicable.

**D. CASH FORECASTING METHODOLOGY**

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.

## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

<b>Department:</b>	<u>Highway Safety &amp; Motor Vehicles (76)</u>
<b>Budget Entity:</b>	<u>Vehicle &amp; Vessel Titles &amp; Reg (76250800)</u>
<b>Fund:</b>	<u>Gas Tax Collection Trust Fund (2319)</u>

### A. CALCULATION OF 5 PERCENT RESERVE

The Gas Tax Collection Trust Fund is a clearing fund and is exempt from the 5% reserve requirement.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled \$1,829,416. This amount represents recording of FY 2007-2008 accounts payable and prior year reversing entries.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using trend analysis of historical data, adopted growth rates from the State of Florida's revenue estimating conferences or historical growth rates. The estimate is then adjusted for anticipated changes expected to impact the revenue source.

Fuel Use Tax and Permit Revenues are related to taxes paid on motor fuel for heavy truck tractors domiciled in Florida and traveling the interstate, and those heavy truck tractors domiciled in other states traveling in Florida. The source of revenue is dependent on state and national economic conditions, which affect the number of trucks on the road. A conservative growth rate was used in projecting this revenue.



## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Fund:** Licenses, Titles and Regulations (7625XXXX)  
**Fund:** Grants and Donations Trust Fund (2339)

### A. CALCULATION OF 5 PERCENT RESERVE

The Grant and Donation Trust Fund is funded from federal funds.  
Funding for this program was transferred to the Federal Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled a negative (\$152,877). This amount represents recording of FY 2007-08 accounts payable, certification reversion and a current year receivable.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.

## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

<b>Department:</b>	<u>Highway Safety &amp; Motor Vehicles (76)</u>
<b>Budget Entity:</b>	<u>Vehicle &amp; Vessel Titles &amp; Reg (76250800)</u>
<b>Fund:</b>	<u>License Tax Collection Trust Fund (2452)</u>

### A. CALCULATION OF 5 PERCENT RESERVE

The License Tax Collection Trust Fund is a clearing fund and is exempt from the 5% reserve requirement.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled a positive \$127,657. This amount represents recording of FY 2007-2008 accounts payable and accounts receivable.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using trend analysis of historical data, adopted growth rates from the State of Florida's revenue estimating conferences or historical growth rates. The estimate is then adjusted for anticipated changes expected to impact the revenue source.

License Tax Collection Trust Fund revenues are collected from the annual registration of mobile homes which are governed by motor vehicle registration laws. These funds are returned to local governments. The growth of this revenue source is tied to the the sale of mobile homes in Florida.

## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

<b>Department:</b>	<u>Highway Safety &amp; Motor Vehicles (76)</u>
<b>Budget Entity:</b>	<u>Mobile Home Compliance &amp; Enf (76250600)</u>
<b>Fund:</b>	<u>Mobile Home &amp; RV Protection TF (2463)</u>

### A. CALCULATION OF 5 PERCENT RESERVE

The Mobile Home and RV Protection Trust Fund is a clearing fund and is exempt from the 5% reserve requirement.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled a positive \$324. This amount represents recording of FY 2007-2008 accounts payable and accounts receivable.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using trend analysis of historical data, adopted growth rates from the State of Florida's revenue estimating conferences or historical growth rates. The estimate is then adjusted for anticipated changes expected to impact the revenue source.

Mobile Home and RV Protection Title and Dealer License Revenue is tied to the volume of mobile home and recreational vehicle title transactions, and mobile home and recreational vehicle dealers licensed.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-2010**  
**Program:** Licenses/Titles/Regulations  
**Fund:** Highway Safety Operating Trust Fund (2009)

**Specific Authority:** Chapter 322.56, Florida Statutes  
**Purpose of Fees Collected:** Funding for the Third Party Administrators Program (Driver License Testing)

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>Receipts:</u>			
_____	-	-	-
_____			
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	-	-	-

<u>SECTION II - FULL COSTS</u>				
<u>Direct Costs:</u>	<u>FTE</u>			
Salaries and Benefits	12	654,295	673,924	694,142
Other Personal Services		17,838	18,000	18,000
Expenses		80,881	81,000	81,000
Operating Capital Outlay		-	-	-
Contracted Services		15	20	20
Risk Management		6,863	7,000	7,000
Background Checks		1,495	1,500	1,500
Indirect Costs Charged to Trust Fund		-	-	-
<b>Total Full Costs to Line (B) - Section III</b>		761,387	781,444	801,662

Basis Used: \_\_\_\_\_

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	761,387	781,444	801,662
<b>TOTAL - Surplus/Deficit</b>	(C)	(761,387)	(781,444)	(801,662)

**EXPLANATION of LINE C:**  
Pursuant to Section 322.56 F.S. the department may contract with third-party providers to administer the written and driving skills portions of an examination for all classes and types of driver's licenses, the results of which may be accepted in lieu of the results of a written and driving skills examination given by the department. The department is required to monitor the operations of third party administrators to ensure compliance with state or federal standards.



**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period:** **2009-2010**  
**Program:** Licenses/Titles/Regulations  
**Fund:** Highway Safety Operating Trust Fund (2009)

**Specific Authority:** Chapter 488, Florida Statutes  
**Purpose of Fees Collected:** Funding of the Commercial Driving Schools for the  
Department of Highway Safety & Motor Vehicles

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 20 07 - 08</b>	<b>FY 20 08 - 09</b>	<b>FY 20 09 - 10</b>
<b>Receipts:</b>			
_____	-	-	-
_____			
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b><u>SECTION II - FULL COSTS</u></b>				
<b>Direct Costs:</b>	<b>FTE</b>			
Salaries and Benefits	2	65,678	67,648	69,678
Other Personal Services		-	-	-
Expenses		2,490	2,500	2,500
Operating Capital Outlay		-	-	-
Contracted Services		-	-	-
Risk Management		973	1,000	1,000
Indirect Costs Charged to Trust Fund		-	-	-
<b>Total Full Costs to Line (B) - Section III</b>		<b>69,142</b>	<b>71,148</b>	<b>73,178</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b><u>SECTION III - SUMMARY</u></b>				
TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	69,142	71,148	73,178
<b>TOTAL - Surplus/Deficit</b>	<b>(C)</b>	<b>(69,142)</b>	<b>(71,148)</b>	<b>(73,178)</b>

**EXPLANATION of LINE C:**  
 The department is authorized per chapter 488 F.S. to license and oversee the operations of all commercial driving schools except truck driving schools. All receipts from applications for or from the issuance of licenses and certificates for the Commercial Driving School Program are deposited into the General Revenue Fund.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period:** **2009-2010**  
**Program:** Licenses/Titles/Regulations  
**Fund:** Highway Safety Operating Trust Fund (2009)

**Specific Authority:** Chapters 318.1451 and 322.095, Florida Statutes  
**Purpose of Fees Collected:** Funding of the Driver Improvement Schools for the  
Department of Highway Safety & Motor Vehicles

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u><b>SECTION I - FEE COLLECTION</b></u>	<u><b>ACTUAL</b></u>	<u><b>ESTIMATED</b></u>	<u><b>REQUEST</b></u>
	<u><b>FY 20 07 - 08</b></u>	<u><b>FY 20 08 - 09</b></u>	<u><b>FY 20 09 - 10</b></u>
<u>Receipts:</u>			
Driver Education Fees	2,230,476	2,241,629	2,256,776
<b>Total Fee Collection to Line (A) - Section III</b>	<b>2,230,476</b>	<b>2,241,629</b>	<b>2,256,776</b>

<u><b>SECTION II - FULL COSTS</b></u>				
<u>Direct Costs:</u>	<u>FTE</u>			
Salaries and Benefits	2	93,636	96,445	99,338
Other Personal Services		-	-	-
Expenses		3,202	4,000	4,000
Operating Capital Outlay		-	-	-
Contracted Services		-	-	-
Risk Management		1,251	1,300	1,300
<u>Indirect Costs Charged to Trust Fund</u>		-	-	-
<b>Total Full Costs to Line (B) - Section III</b>		<b>98,089</b>	<b>101,745</b>	<b>104,638</b>

Basis Used: \_\_\_\_\_

**SECTION III - SUMMARY**

TOTAL SECTION I	(A)	2,230,476	2,241,629	2,256,776
TOTAL SECTION II	(B)	98,089	101,745	104,638
<b>TOTAL - Surplus/Deficit</b>	<b>(C)</b>	<b>2,132,387</b>	<b>2,139,884</b>	<b>2,152,138</b>

**EXPLANATION of LINE C:**

The department is authorized under 318.1451 and 322.095 F.S. to approve course curriculum, test course effectiveness and collect assessment fees for the Driver Improvement courses.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Highway Safety and Motor Vehicles      **Budget Period: 2009-2010**  
**Program:** Licenses/Titles/Regulations  
**Fund:** Highway Safety Operating Trust Fund (2009)

**Specific Authority:** Chapters 320.08, 322.025 and 322.0255 Florida Statutes  
**Purpose of Fees Collected:** The Motorcycle Safety Education Program  
(Florida Rider Training Program - FRTP)

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Receipts:			
<u>Motorcycle Registrations</u>	1,601,013	1,644,172	1,660,614
_____			
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>1,601,013</b>	<b>1,644,172</b>	<b>1,660,614</b>

<u>SECTION II - FULL COSTS</u>	ACTUAL	ESTIMATED	REQUEST
Direct Costs:			
Salaries and Benefits	219,003	226,887	235,055
Other Personal Services	456,196	-	-
Expenses	162,730	90,000	90,000
Operating Capital Outlay	-	-	-
Contracted Services	551,869	-	-
<u>Risk Management</u>	2,781	2,781	2,781
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,392,579</b>	<b>319,668</b>	<b>327,836</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	1,601,013	1,644,172	1,660,614
TOTAL SECTION II	(B)	1,392,579	319,668	327,836
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>208,434</b>	<b>1,324,504</b>	<b>1,332,778</b>

**EXPLANATION of LINE C:**

A \$2.50 additional fee is collected upon registration of any motorcycle, motor driven cycle, or moped pursuant to Section 320.08 (1) (c), F.S.. This fee is deposited into the Highway Safety Operating Trust Fund and used exclusively to fund the Florida Motorcycle Safety Education Program. The program is subsidized, in total, through the fee collections.



**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 76 Highway Safety & Motor Vehic **Budget Period: 2009-10**  
**Program:** 76250600 PRG: Mobile Home Compliance and Enforcement  
**Fund:** 2009 Highway safety Operating TF

**Specific Authority:** Section 320.8255 and 320.8249, F.S.  
**Purpose of Fees Collected:** Fees are utilized to cover the cost of inspections and administration of the Mobile Home Construction and Installation Program

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b>SECTION I - FEE COLLECTION</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
<u>Receipts:</u>			
Mobile Home Inspection Monitoring Fees	103,917	93,525	84,173
Mobile Home Installer's Application Fees	7,100	7,171	7,243
Mobile Home Installer's Fees	72,350	70,903	69,485
Mobile Home Installer's Decals	92,320	83,088	74,779
<b>Total Fee Collection to Line (A) - Section III</b>	<b>275,687</b>	<b>254,687</b>	<b>235,680</b>

<b>SECTION II - FULL COSTS</b>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,657,398	1,383,380	1,407,596
Other Personal Services	-	-	-
Expenses	107,812	145,444	145,444
Operating Capital Outlay	-	10,000	10,000
Contracted Services	1,265	2,403	2,403
Risk Management Insurance	24,934	19,891	19,891
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,791,409</b>	<b>1,561,118</b>	<b>1,585,334</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b>SECTION III - SUMMARY</b>			
TOTAL SECTION I	(A)	275,687	254,687
TOTAL SECTION II	(B)	1,791,409	1,585,334
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(1,515,722)</b>	<b>(1,349,654)</b>

**EXPLANATION of LINE C:**  
 \$170,054 in fees collected in 2007-08 for Mobile Home Seals were deposited into the General Revenue Fund and are not reflected in this report. The remaining deficit is being absorbed by the Highway Safety Operating Trust Fund to continue operation of this program.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 76 Highway Safety & Motor Vehicles **Budget Period: 2009 - 10**  
**Program:** 76250800 Licenses/Titles/Regulations  
**Fund:** 2009 Highway Safety Operating TF

**Specific Authority:** Section 320.27, F.S.  
**Purpose of Fees Collected:** Fees collected are used for the operation and administration of the Dealer License Program for the Bureau of Field Operations.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b>SECTION I - FEE COLLECTION</b>	<b>ACTUAL FY 2007 - 08</b>	<b>ESTIMATED FY 2008 - 09</b>	<b>REQUEST FY 2009 - 10</b>
<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Fee Collection to Line (A) - Section III</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>SECTION II - FULL COSTS</b>			
<u>Direct Costs:</u>			
Salaries and Benefits	2,302,901	2,443,884	2,468,323
Other Personal Services	5,177	6,000	6,000
Expenses	393,235	400,000	400,000
Operating Capital Outlay	27,650	5,000	5,000
Contracted Services	26,575	67,500	67,500
Risk Management Insurance	35,224	3,687	3,687
FDLE Background Checks	110,715	161,656	161,656
Indirect Costs Charged to Trust Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Full Costs to Line (B) - Section III</b>	<b>2,901,477</b>	<b>3,087,727</b>	<b>3,112,166</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b>SECTION III - SUMMARY</b>			
TOTAL SECTION I	(A)	-	-
TOTAL SECTION II	(B)	2,901,477	3,087,727
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(2,901,477)</b>	<b>(3,087,727)</b>

**EXPLANATION of LINE C:**  
\$1,525,248 in fees collected in 2007-08 for Dealer Licenses were deposited into the General Revenue Fund.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 76 Highway Safety & Motor Vehicles **Budget Period: 2009 - 10**  
**Program:** 76250800 Vehicle & Vessel Title Registration Services  
**Fund:** 2009 Highway Safety Operating Trust Fund

**Specific Authority:** Chapter 328, Florida Statutes  
**Purpose of Fees Collected:** Fees are utilized to administer the vessel title and registration program.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
<u>Receipts:</u>			
Vessel Fees	1,400,000	1,400,000	1,400,000
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>1,400,000</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	232,265	234,588	236,934
Other Personal Services	3,068	3,100	3,100
Expenses	253,296	162,000	162,000
Operating Capital Outlay	1,938	2,100	2,100
Contracted Services	7,346	7,500	7,500
Risk Management Insurance	5,861	4,690	4,690
Pay Outside Contractors	12,008	12,100	12,100
Vesseele Decals	-	127,360	127,360
Data Processing	884,218	846,562	844,216
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>1,400,000</b>

Basis Used: \_\_\_\_\_

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	1,400,000	1,400,000
TOTAL SECTION II	(B)	1,400,000	1,400,000
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>-</b>	<b>-</b>

**EXPLANATION of LINE C:**  
 \_\_\_\_\_  
 \_\_\_\_\_













**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2452 License Tax Collection Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
Licenses	-	-	-
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<b><u>FUNDING SOURCE - NON-STATE</u></b>			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** 76 Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 Department Level  
**Fund:** 2463 Mobile Home and Recreational Vehicle T

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<u>FUNDING SOURCE - STAT</u>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
Mobile Home Dealer License	91,891	-	-
Mobile Home title Fees	52,819	-	-
<u>FUNDING SOURCE - NON-</u>			
<b>TOTALS*</b>	<b>144,710</b>	<b>-</b>	<b>-</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Highway Safety Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2009

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	5,039,266.01	(A)		5,039,266.01
ADD: Other Cash (See Instructions)	9,581.35	(B)		9,581.35
ADD: Investments	14,487,263.41	(C)		14,487,263.41
ADD: Outstanding Accounts Receivable	8,145,818.23	(D)	-3,621.00	8,142,197.23
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>27,681,929.00</b>	(F)	<b>-3,621.00</b>	<b>27,678,308.00</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-9,057,271.95	(H)		-9,057,271.95
Approved "B" Certified Forwards	-3,478,620.33	(H)		-3,478,620.33
Approved "FCO" Certified Forwards	-3,760,094.68	(H)		-3,760,094.68
LESS: Other Accounts Payable (Nonoperating)	-4,751,430.51	(I)		-4,751,430.51
LESS: Other Fund Balance Reservrd	-2,805,549.00	(J)		-2,805,549.00
LESS: Fund Balance Reserved for Advance to oth	-700,000.00			-700,000.00
<b>Unreserved Fund Balance, 07/01/08</b>	<b>3,128,962.53</b>	(K)	<b>-3,621.00</b>	<b>3,125,341.53</b> **

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	DUI Programs Coordination Trust Fund
<b>LAS/PBS Fund Number:</b>	76250500
	2172

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>482,586.29</b>	(A)		482,586.29
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>482,586.29</b>	(F)		<b>482,586.29</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-2,770.92	(H)		-2,770.92
Approved "B" Certified Forwards	-2,351.45	(H)		-2,351.45
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-14,911.00	(I)		-14,911.00
LESS: Other Fund Balance Reservrd		(J)		
LESS: Fund Balance Reserved for Advance to oth fds				
<b>Unreserved Fund Balance, 07/01/08</b>	<b>462,552.92</b>	(K)		<b>462,552.92</b> **

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Fuel Use Tax Collection Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2319

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>10,337,537.16</b>	(A)		10,337,537.16
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	189,373.21	(D)		189,373.21
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>10,526,910.37</b>	(F)		<b>10,526,910.37</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-70,034.97	(H)		-70,034.97
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-7,916,793.61	(I)		-7,916,793.61
LESS: Other Fund Balance Reservrd		(J)		
LESS: Fund Balance Reserved for Advance				
<b>Unreserved Fund Balance, 07/01/08</b>	<b>2,540,081.79</b>	(K)		<b>2,540,081.79</b> **

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2339

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,548,556.20	(A)			2,548,556.20
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable	581,301.65	(D)	-17,913.77		563,387.88
ADD: _____		(E)			
<b>Total Cash plus Accounts Receivable</b>	<b>3,129,857.85</b>	(F)	<b>-17,913.77</b>		<b>3,111,944.08</b>
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	-544,730.48	(H)			-544,730.48
Approved "B" Certified Forwards	-931,082.83	(H)			-931,082.83
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)	-1,029,044.54	(I)	17,913.77		-1,011,130.77
LESS: Other Fund Balance Reservrd		(J)			
LESS: Advances from Other Funds	-625,000.00				-625,000.00
<b>Unreserved Fund Balance, 07/01/08</b>		(K)			**

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	License Tax Collection Trust Fund
<b>LAS/PBS Fund Number:</b>	76250800
	2452

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	50,233.45	(A)		50,233.45
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	127,657.30	(D)		127,657.30
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>177,890.75</b>	(F)		<b>177,890.75</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-139,651.62	(H)		-139,651.62
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds				
<b>Unreserved Fund Balance, 07/01/08</b>	<b>38,239.13</b>	(K)		<b>38,239.13</b> **

**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 IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Mobile Home and Recreational Vehicle Trust Fund
<b>LAS/PBS Fund Number:</b>	76250600
	2463

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>145,252.66</b>	(A)		145,252.66
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	40.00	(D)		40.00
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>145,292.66</b>	(F)		<b>145,292.66</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-582.89	(I)		-582.89
LESS: Other Fund Balance Reservrd		(J)		
LESS: Advances from Other Funds				
<b>Unreserved Fund Balance, 07/01/08</b>	<b>144,709.77</b>	(K)		<b>144,709.77</b> **

**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: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Highway Safety Operating Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2009</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<b>(3,722,767.42)</b>	(A)
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**Add/Subtract:**

Statewide financial statement adjustments	3,621.00	(B)
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**Other Adjustment(s):**

Payables not requested for certification forward	(270,149.64)	(C)
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Prepaid items	863,954.53	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>(3,125,341.53)</b>	(D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<b>3,125,341.53</b>	(E)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(F)*
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**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>DUI Programs Coordination Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2172</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="(401,625.94)"/>	(A)
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**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
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**Other Adjustment(s):**

Adjustment for Encumbrances	<input type="text" value="2,351.45"/>	(C)
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Payables not requested for certification forward	<input type="text" value="(13,658.87)"/>	(C)
--	--	-----

Long term liability not reserved for compensated absences	<input type="text" value="(49,619.56)"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(462,552.92)"/>	(D)
--	---	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="462,552.92"/>	(E)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(F)*
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**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Fuel Use Tax Collection Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2319</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="(2,541,181.84)"/>	(A)
<b>Add/Subtract:</b>		
Statewide financial statement adjustments	<input type="text"/>	(B)
<b>Other Adjustment(s):</b>		
Payables not requested for certification forward	<input type="text"/>	(C)
Prepaid Items	<input type="text" value="1,100.05"/>	(C)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(2,540,081.79)"/>	(D)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="2,540,081.79"/>	(E)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(F)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Grants and Donations Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2339</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="0.00"/>	(A)
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**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
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**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text"/>	(C)
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Prepaid Items	<input type="text"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>	(D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="0.00"/>	(E)
---	-----------------------------------	-----

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>License Tax Collection Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2452</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="0.00"/>	(A)
---	-----------------------------------	-----

**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
---	----------------------	-----

**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text" value="(38,239.13)"/>	(C)
--	--	-----

Prepaid Items	<input type="text" value="0.00"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(38,239.13)"/>	(D)
--	--	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="38,239.13"/>	(E)
---	--	-----

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Mobile Home and Recreational Vehicle Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2463</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="(144,709.77)"/>	(A)
---	---	-----

**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
---	----------------------	-----

**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text"/>	(C)
--	----------------------	-----

Prepaid Items	<input type="text" value="0.00"/>	(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(144,709.77)"/>	(D)
--	---	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="144,709.77"/>	(E)
---	---	-----

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

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**KIRKMAN DATA CENTER PROGRAM  
EXHIBITS AND SCHEDULES**

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR  
VEHICLES**

**KIRKMAN DATA CENTER PROGRAM  
SCHEDULE I SERIES**



**SCHEDULE I NARRATIVE**

**Budget Period: 2009 - 2010**

**Department:** Highway Safety & Motor Vehicles (76)  
**Budget Entity:** Information Technology (76400100)  
**Fund:** Federal Grants and Donations Trust Fund (2261)

**A. CALCULATION OF 5 PERCENT RESERVE**

The Federal Grant and Donation Trust Fund is funded from federal funds. Funding for this program was transferred from the Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

**B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES**

Not Applicable.

**C. ADJUSTMENTS**

Not Applicable.

**D. CASH FORECASTING METHODOLOGY**

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.

## SCHEDULE I NARRATIVE

**Budget Period: 2009 - 2010**

<b>Department:</b>	<u>Highway Safety &amp; Motor Vehicles (76)</u>
<b>Budget Entity:</b>	<u>Information Technology (76400100)</u>
<b>Fund:</b>	<u>Grants and Donations Trust Fund (2339)</u>

### A. CALCULATION OF 5 PERCENT RESERVE

The Grant and Donation Trust Fund is funded from federal funds.  
Funding for this program was transferred to the Federal Grants and Donations Trust Fund per the 2008-2009 General Appropriations Act.

### B. COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Not Applicable.

### C. ADJUSTMENTS

Adjustments totaled \$830. This amount represents recording of a FY 2007-08 accounts receivable.

### D. CASH FORECASTING METHODOLOGY

Generally, revenue projections for each revenue source are estimated using historical data of previous year grant revenues and anticipated grant awards for the upcoming year.

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 -Department Level  
**Fund:** Federal Grants and Donations TF (2261)

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<u>FUNDING SOURCE - STATE</u>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
<u>Grants and Donations</u>	-	-	-
_____			
_____			
_____			
_____			
_____			
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_____			
_____			
<b><u>FUNDING SOURCE - NON-STATE</u></b>			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 - 10**

**Department:** Highway Safety & Motor Vehicles  
**Budget Entity:** 76000000 -Department Level  
**Fund:** Grants and Donations TF (2339)

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<u>FUNDING SOURCE - STATE</u>	<b>FY 2007 - 08</b>	<b>FY 2008 - 09</b>	<b>FY 2009 - 10</b>
<u>Grants and Donations</u>	-	-	-
_____			
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<b><u>FUNDING SOURCE - NON-STATE</u></b>			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
<b>TOTALS*</b>	-	-	-

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	Highway Safety and Motor Vehicles
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	7600
	2339

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,548,556.20	(A)			2,548,556.20
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable	581,301.65	(D)	-17,913.77		563,387.88
ADD: _____		(E)			
<b>Total Cash plus Accounts Receivable</b>	<b>3,129,857.85</b>	(F)	<b>-17,913.77</b>		<b>3,111,944.08</b>
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	-544,730.48	(H)			-544,730.48
Approved "B" Certified Forwards	-931,082.83	(H)			-931,082.83
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)	-1,029,044.54	(I)	17,913.77		-1,011,130.77
LESS: Other Fund Balance Reservrd		(J)			
LESS: Advances from Other Funds	-625,000.00				-625,000.00
<b>Unreserved Fund Balance, 07/01/08</b>		(K)			**

**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: 2009 - 2010**

<b>Department Title:</b>	<u>Highway Safety and Motor Vehicles</u>
<b>Trust Fund Title:</b>	<u>Grants and Donations Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2339</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-08	<input type="text" value="0.00"/>	(A)
---	-----------------------------------	-----

**Add/Subtract:**

Statewide financial statement adjustments	<input type="text"/>	(B)
---	----------------------	-----

**Other Adjustment(s):**

Payables not requested for certification forward	<input type="text"/>	(C)
--	----------------------	-----

Prepaid Items	<input type="text"/>	(C)
---------------	----------------------	-----

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>	(D)
--	-----------------------------------	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<input type="text" value="0.00"/>	(E)
---	-----------------------------------	-----

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

ISSUE CODE	76010100 Executive Direction and Support Services	76100100 Highway Safety	76100400 Executive Direction and Support Services	76250300 Driver Licensure	76250400 Motorist Financial Responsibility Compliance	
<b><u>SALARIES AND BENEFITS</u></b>						
1001000	Estimated 2009-2010 Expenditures	216,892	2,048,797	20,207	4,951,546	38,057
1001800	State Health Insurance Premium Contribution	558	5,267	52	12,729	98
1001910	Adjustment to State Life and Disability Contribution	(77)	(712)	(7)	(1,722)	(13)
26A1800	Annualization of Administered Funds Appropriations State Health Insurance	2,786	26,335	260	63,646	489
26A2000	Life and Disability Insurance Reduction	(77)	(712)	(7)	(1,722)	(13)
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	(40,955)	0	(413,134)	0
	TOTAL SALARIES and BENEFITS	220,082	2,038,020	20,505	4,611,343	38,618
<b><u>OTHER PERSONAL SERVICES</u></b>						
1001000	Estimated 2009-2010 Expenditures	0	121,453	0	544,063	0
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	(447,700)	0
3002600	Federal Real ID Act Planning	0	0	0	915,800	0
	TOTAL OTHER PERSONAL SERVICES	0	121,453	0	1,012,163	0
<b><u>EXPENSES</u></b>						
1001000	Estimated 2009-2010 Expenditures	113,610	1,718,709	10,585	4,002,108	19,935
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	(198,344)	0
2103106	Customer Queuing System	0	0	0	(282,300)	0
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	(33,501)	0	(339,230)	0
	TOTAL EXPENSES	113,610	1,685,208	10,585	3,182,234	19,935
<b><u>OPERATING CAPITAL OUTLAY</u></b>						
1001000	Estimated 2009-2010 Expenditures	1,288	9,806	120	174,911	226
2103106	Customer Queuing System	0	0	0	(125,000)	0
36332C0	Federal Real ID Act Planning	0	0	0	261,230	0
	TOTAL OPERATING CAPITAL OUTLAY	1,288	9,806	120	311,141	226
<b><u>CONTRACTED SERVICES</u></b>						
1001000	Estimated 2009-2010 Expenditures	16,509	125,688	1,538	1,691,128	2,897
1600240	Technical Correction for E-Crash	0	0	0	85,350	0
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	(528,467)	0
2103106	Customer Queuing System	0	0	0	(101,825)	0
3002600	Federal Real ID Act Planning	0	0	0	14,351	0
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	0	0	(37,033)	0
	TOTAL CONTRACTED SERVICES	16,509	125,688	1,538	1,123,504	2,897
<b><u>RISK MANAGEMENT INSURANCE</u></b>						
1001000	Estimated 2009-2010 Expenditures	602	5,592	56	15,320	105
	TOTAL RISK MGMT INSURANCE	602	5,592	56	15,320	105
<b><u>TAX COLLECTORS NETWORK</u></b>						
1001000	Estimated 2009-2010 Expenditures	0	0	0	0	0
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	0	0
	TOTAL TAX COLLECTORS NETWORK	0	0	0	0	0
<b><u>DEFERRED COMMODITY CONTRACTS</u></b>						
1001000	Estimated 2009-2010 Expenditures	2,319	71,990	216	456,494	407
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	0	0	(175,027)	0
	TOTAL DEFERRED COMMODITIES CONTRACT	2,319	71,990	216	281,467	407
<b><u>DATA PROCESSING SERVICES - STATE TECHNOLOGY OFFICE</u></b>						
36111C0	Provide Mainframe Data Processing Services	0	0	0	1,143,328	0
		0	0	0	1,143,328	0
	<b>TOTAL ALL CATEGORIES</b>	<b>354,410</b>	<b>4,057,757</b>	<b>33,020</b>	<b>11,680,500</b>	<b>62,188</b>

ISSUE CODE	76250500 Identification and Control of Problem Drivers	76250600 Mobile Home Compliance and Enforcement	76250800 Vehicle and Vessel Title and Registration Service	76250900 Executive Direction and Support Services	TOTAL	
<b><u>SALARIES AND BENEFITS</u></b>						
1001000	Estimated 2009-2010 Expenditures	152,230	21,555	3,444,701	26,606	10,920,591
1001800	State Health Insurance Premium Contribution	391	55	8,856	68	28,074
1001910	Adjustment to State Life and Disability Contribution	(53)	(7)	(1,198)	(9)	(3,798)
26A1800	Annualization of Administered Funds Appropriations State Health Insurance	1,957	277	44,278	342	140,370
26A2000	Life and Disability Insurance Reduction	(53)	(7)	(1,198)	(9)	(3,798)
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	0	(324,528)	0	(778,617)
	TOTAL SALARIES and BENEFITS	154,472	21,873	3,170,911	26,998	10,302,822
<b><u>OTHER PERSONAL SERVICES</u></b>						
1001000	Estimated 2009-2010 Expenditures	0	0	87,533	0	753,049
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	0	(447,700)
3002600	Federal Real ID Act Planning	0	0	0	0	915,800
	TOTAL OTHER PERSONAL SERVICES	0	0	87,533	0	1,221,149
<b><u>EXPENSES</u></b>						
1001000	Estimated 2009-2010 Expenditures	79,739	11,290	1,287,911	13,937	7,257,824
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	0	(198,344)
2103106	Customer Queuing System	0	0	0	0	(282,300)
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	0	(238,604)	0	(611,335)
	TOTAL EXPENSES	79,739	11,290	1,049,307	13,937	6,165,845
<b><u>OPERATING CAPITAL OUTLAY</u></b>						
1001000	Estimated 2009-2010 Expenditures	904	128	46,766	158	234,307
2103106	Customer Queuing System	0	0	0	0	(125,000)
36332C0	Federal Real ID Act Planning	0	0	0	0	261,230
	TOTAL OPERATING CAPITAL OUTLAY	904	128	46,766	158	370,537
<b><u>CONTRACTED SERVICES</u></b>						
1001000	Estimated 2009-2010 Expenditures	11,587	1,641	48,689	2,025	1,901,702
1600240	Technical Correction for E-Crash	0	0	85,350	0	170,700
2103027	Non Recurring Federal Real ID Act Planning	0	0	0	0	(528,467)
2103106	Customer Queuing System	0	0	0	0	(101,825)
3002600	Federal Real ID Act Planning	0	0	0	0	14,351
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	0	(18,240)	0	(55,273)
	TOTAL CONTRACTED SERVICES	11,587	1,641	115,799	2,025	1,401,188
<b><u>RISK MANAGEMENT INSURANCE</u></b>						
1001000	Estimated 2009-2010 Expenditures	422	60	10,685	74	32,916
	TOTAL RISK MGMT INSURANCE	422	60	10,685	74	32,916
<b><u>TAX COLLECTORS NETWORK</u></b>						
1001000	Estimated 2009-2010 Expenditures	0	0	6,385,729	0	6,385,729
2103027	Non Recurring Federal Real ID Act Planning	0	0	(820,440)	0	(820,440)
	TOTAL TAX COLLECTORS NETWORK	0	0	5,565,289	0	5,565,289
<b><u>DEFERRED COMMODITY CONTRACTS</u></b>						
1001000	Estimated 2009-2010 Expenditures	1,628	231	3,195,922	285	3,729,492
17004C0	Transfer Mainframe Resources to the Southwood Shared Resource Center	0	0	-86,208	0	-261,235
	TOTAL DEFERRED COMMODITIES CONTRACT	1,628	231	3,109,714	285	3,468,257
<b><u>DATA PROCESSING SERVICES - STATE TECHNOLOGY OFFICE</u></b>						
36111C0	Provide Mainframe Data Processing Services	0	0	563,132	0	1,706,460
		0	0	563,132	0	1,706,460
	<b>TOTAL ALL CATEGORIES</b>	<b>248,752</b>	<b>35,223</b>	<b>13,719,136</b>	<b>43,477</b>	<b>30,234,463</b>



# DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

## SCHEDULE IV-B FOR REAL ID ACT FOR FISCAL YEAR 2009-10



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State of Florida

*The Florida Legislature*

*Governor's Office of Policy and Budget*

October 15, 2008

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FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR  
REAL ID ACT

**Schedule IV-B Cover Sheet**

**Schedule IV-B Cover Sheet and Agency Project Approval**

Agency: Department of Highway Safety and Motor Vehicles	Schedule IV-B Submission Date: October 15, 2008
Project Name: Real ID Act	Is this project included in the Agency's LRPP? X_ Yes      ___ No
FY 2009-10 LBR Issue Code: 36170C0	FY 2009-10 LBR Issue Title: Real ID Act Planning
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Sherry Allen 850-617-2011, sherryallen@flhsmv.gov	

**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: Electra Theodorides-Bustle	Date: 10/15/2008
Agency Chief Information Officer:  Printed Name: Nelson E. Munn	Date: 10/15/2008
Budget Officer:  Printed Name: Diana K. Vaughn	Date: 10/15/2008
Planning Officer:  Printed Name: Susan R. Kyzer	Date: 10/15/2008
Project Sponsor:  Printed Name: David Westberry	Date: 10/15/2008

**Schedule IV-B Preparers (Name, Phone #, and E-mail address):**

Business Need:	Sherry Allen 850-617-2011, sherryallen@flhsmv.gov
Cost Benefit Analysis:	Sherry Allen 850-617-2011, Sherryallen@flhsmv.gov
Risk Analysis:	Laura Bruce 850-617-3450, laurabruce@flhsmv.gov
Technology Planning:	Sherry Allen 850-617-2011, sherryallen@flhsmv.gov
	Sherry Allen 850-617-2011, sherryallen@flhsmv.gov

## Schedule IV-B Business Case

### Background and Strategic Needs Assessment

#### 1. Agency Program(s)/Service(s) Environment

All but one of the September 11 terrorists were able to obtain valid driver licenses (DLs) and identity cards (IDs), and use these credentials to pass through airport security. In response, the U.S. Congress enacted the Real ID Act in May 2005, which sets federal standards and requirements that must be met if state-issued DLs/IDs are to be accepted as valid identification by the federal government. In January 2008, the Department of Homeland Security finalized the rules to implement the requirements of the federal Real ID Act. The Real ID program will help states improve their issuance capabilities, position states to work collectively to develop more secure systems to verify a person's identity, and reduce the issuance and use of fraudulent licenses and ID cards.

States were required to comply with the new standards by May 2008, unless the State filed an extension. Florida filed an extension and expects to begin issuing Real ID licenses and ID cards no later than January 1, 2010, which is the extension date. There is a mechanism to file a subsequent extension request, but the dates when Federal agencies will no longer accept a driver license or ID card that is not Real ID compliant will not change. On December 1, 2014, Federal agencies will no longer accept a driver's license or identification card for official purposes from individuals born after December 1, 1964, unless the credential is Real ID compliant. This means a person without Real ID compliant identification will not be allowed to board commercial flights or enter certain federal facilities. On December 1, 2017, the same will apply for the remainder of the population--those born on or before December 1, 1964.

The Real ID driver license and identification standards include:

- Types of identification documents that may be accepted for issuance;
- Length of time the license or identification card may be valid and the renewal periods;
- Security requirements for the driver license facilities, systems, employee and background checks;
- Security features on the cards to prevent counterfeiting, fraud, and identity theft; and
- Sharing of information between states.

Additionally the rule requires states to improve and create new electronic verification and document imaging systems that include:

- Enhancement of existing verification process through Systematic Alien Verification for Entitlements (SAVE) to include the validation of the name and date of birth assigned to the alien number for both immigrant and non-immigrant.
- Real-time verification of birth records through a partnership with the Florida Department of Health (FDOH), American Association of Motor Vehicle Administrators (AAMVA) and the National Association for Public Health Statistics and Information Systems (NAPHSIS);
- Real-time verification on all surrendered REAL ID compliant licenses and ID cards with the state of issuance through the All-driver system (DRIVERs) prior to issuing an original issuance;
- Verification of U.S. passports and passport cards with the U.S. Department of State; and
- Expansion of electronic capture of identity and proof of lawful presence documents.

The implementation of the Real ID Act rules requires numerous enhancements to Florida's driver license system and new systems and infrastructure upgrades to support the electronic verification and document imaging requirements. Funding was provided in FY08/09 to replace the Department of Highway Safety and Motor Vehicles (DHSMV)'s aging database

servers, increase the bandwidth of the network connection used for electronic validation, and to hire contractors to augment software development staff to make the first year system changes. Funding was also received for scanner upgrades, background checks, card design, system updates, and a public information campaign.

Additional funding for fiscal year 09/10 is required to support the recurring database server costs, upgrade the verification system infrastructure to a more reliable architecture, cover the recurring card increase cost, and to hire contractors to augment staff to make system changes.

Currently DHSMV performs about 1.1 million electronic validation transactions per month and this number is expected to increase to 3.8 million with full Real ID implementation. The current architecture supporting electronic verification resides on the mainframe and interfaces with the field issuance system which runs on servers located in the field and connects to a centralized database running on enterprise server, via a wide area network. This system needs to be moved to a more reliable architecture similar to the technology DHSMV uses to exchange motor vehicle title data. Funding is requested for \$29,230 to purchase servers that will be used for electronic verification. This recurring cost for storage growth has been part of DHSMV's base but was deleted last year because it was incorporated in the equipment replacement for the first year.

The work effort to implement Real ID driver license system requirements is estimated over 23,000 hours over two fiscal years. Funding for \$915,800 in the Other Personal Services category is requested for staff augmentation to hire developers for 7,878 hours at an average of \$100 an hour and one senior database contractor for 1,024 @ \$125 an hour. Funds of \$232,000 are also requested for annual recurring disk storage for additional scanned identity document portrait images and motor vehicle scanned images.

Secretary Chertoff of Homeland Security announced that the average actual cost increase for issuing a REAL ID license is about \$8 per license. Since Florida has already met many of the Real ID requirements, preliminary estimates indicate that an increase of \$1.00 or less is anticipated per Florida license or ID card issued. Florida expects to begin issuing REAL ID licenses and ID cards no later than January 1, 2010 and will require an increase in funding in the Purchase of Driver Licenses category.

This issue also requests \$3,420,651 funding for the anticipated increase in card cost based on the projected \$1 per card increase and the January 2010 implementation date. Also included is \$2,655 for scanner maintenance. The recurring amount reflects the projected annual increase.

## 2. Business Objectives

The Long Range Program and Planning (LRPP) service performance measures and outcomes related to this project include:

- *Percent of customers waiting 15 minutes or less for driver license service*
- *Percent of customers waiting 30 minutes or less for driver license service*
- *Number of identification cards issued*
- *Number of insured motorists*
- *Percentage of motorists complying with financial responsibility*
- *Number of driver licenses issued*

The objective of this request is to issue credentials that are compliant with the requirements of the Real ID Act, upgrade technology components to ensure that DHSMV's systems can reliably handle workload increases, reduce fraudulent issuances, and minimize adverse impact to customer service. The impact of not funding this issue is the implementation start date may be delayed, causing more applicants to visit an office in a shorter time period,

which will negatively affect customer service. If additional disk storage is not purchased, we will not have sufficient storage to retain the required images.

## Baseline Analysis

### 1. Agency Program(s)/Service(s) Environment

#### a. Inputs

Inputs include information relating to driver licenses, portrait, signature, and fingerprint images, driver tests, identity documents, customers, stops, national commercial driver licenses, national problem drivers, social security verifications, sexual predators and offenders, non-driving suspensions, voters, and traffic tickets. Input types include data entry and electronic information from other agencies and businesses.

Information is stored on DHSMV's centralized relational databases which contain information relating to every licensed driver, every identification card holder, and every vehicle and vessel registered and titled in this state. Code tables and other transaction information are stored in a relational database on the office server. State law protects disclosure of the social security number. The Federal Driver Privacy Protection Act protects personal information from disclosure, except for specified exemptions.

Current resources required to perform the agency service include servers, workstations, local and wide-area networks, software, printers, scanners, fingerprint capture devices, consumables, hardware maintenance, central databases, enterprise servers, information system personnel, tax collector and department personnel.

#### b. Processing

The Florida Driver License Information System (FDLIS) is designed to assist the driver license (DL) examiner and Tax Collectors who provide driver services to process driver licenses, identification cards, and administrative hearing applicants. The driver license functions provide consumer protection and public safety by tracking Florida motorists and assuring they are properly licensed and capable of driving safely. The Florida Vehicle Real-time Vehicle Information System (FRVIS) is designed to assist Tax Collector and department personnel to register and title motor vehicles, vessels, and mobile homes. FRVIS supports the Vehicle and Vessel Title and Registration Service which provides consumer protection by establishing proof of vehicle and vessel ownership and assists law enforcement and the judicial system in enforcing Florida law and enhancing public safety. FRVIS and FDLIS as well as all other motor vehicle and driver systems update customer information on both the motor vehicle and driver license databases regardless of where the transaction occurs which is done through a database interface.

DHSMV's current issuance process uses a number of verification systems including the Social Security On-line Verification System (SSOLV), the Systematic Alien Verification for Entitlements (SAVE), the Problem Driver Pointer System (PDPS), and the Commercial Driver License Information System (CDLIS). The verification steps in our driver license and identification card issuance process prior to issuance include:

- Scanning all identity and legal presence documents and capturing the photo, signature, and personal information (this information is retained indefinitely and used for fraud investigations).
- Displaying the customer's previous image on the examiner's computer screen for visual verification
- Programmatically checking customer's social security number through SSOLV to verify a match between the name, date-of-birth and the social security number

- Verification of the authenticity of licenses, United States Passports, Permanent Resident Cards and Employment Authorization cards using a Document Identification Authentication (iA) system
- Programmatically checking Immigrants and Non-Immigrants through the Systematic Alien Verification for Entitlements (SAVE) program prior to issuing them a license or identification card (these applicants are issued a 30-day paper temporary permit.)
- Programmatically checking first time issuances and in-person renewals through PDPS to determine if the customer has driver license infractions from another state
- Programmatically checking first time issuances and in-person renewals through CDLIS to determine if the customer has a commercial driver license and/or commercial driving infractions from another state

Process sequence:

1. Review documents
2. Access FDLIS
3. Enter customer information for Eligibility Inquiry and electronic verifications
4. Retrieve prior image from the Central Image database for viewing and verification
5. Choose issuance option
6. Access camera and capture digital image and signature; scan required documents
7. Administer oath
8. Obtain customers personal information to include Organ Donor Information
9. Access Motor Voter application, if eligible
10. Capture Sexual Offender/Predator Offender/Career Offender information
11. Enter examination results
12. Obtain license class, restriction, endorsements and previous license information
13. Review final transaction screen for update
14. Cashier application
15. Print receipt
16. Retrieve updated application information/image/signature from local server
17. Print License or ID card
18. Updated images and application data is updated to the Central Image System server, which will update the Image database.

c. Outputs

Outputs are credentials or documents given to customers such as driver license and identification cards, driver history records, voter registration applications, organ donors, voluntary money contributions. Other outputs include updated driver and image records, revenue collection and distribution.

Recipients include customers, employees, tax collectors, other agencies, businesses, and the public. Customers use driver license and identification cards to show driver eligibility, proof of age, and identity verification.

d. Business Process Interfaces

Business processes that provide inputs or processes that use the outputs of the proposed project include:

*Automated Driver License Testing System (ADLTS).* ADLTS is custom web-based system that allows applicants to take written tests using touch screens. The system interfaces with FDLIS and updates test results centrally.

*Commercial Driver License Information System (CDLIS).* Mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdictions, and assists

jurisdictions in meeting the goals of the basic tenet "that each driver, nationwide, have only one driver license and one record" through the cooperative exchange of commercial driver information between jurisdictions. The Federal Motor Carrier Safety Administration (FMCSA) is responsible for CDLIS oversight and AAMVA has been designated the CDLIS system operator. AAMVA is responsible for the CDLIS Central Site operations, the telecommunications network, message and transaction definitions and provides help desk support.

*Credit Card Process.* This is a programming interface to Bank of America's credit card software provider for credit card approval and payment.

*Digital Image System (DIS).* This is a vendor application that resides on the same server as FDLIS. It captures and stores digital portrait, signature and document images, interfaces with FLDIS to produce the driver license and identification card and updates the image databases.

*Problem Driver Pointer System (PDPS).* The PDPS is used to search the National Driver Register (NDR). This is a repository of information on problem drivers provided by all 51 U.S. jurisdictions. Based on information received as a result of an NDR search, PDPS will "point" the inquiring jurisdiction to the State of Record(s) (SOR), where an individual's driver status and history information is stored. Based on the information received from the SOR(s), the issuing state will decide if the applicant is eligible to receive a new or renew his driver license. The National Highway Traffic Safety Administration (NHTSA) is responsible for operating the National Driver Register. PDPS uses the same concept for message exchange as CDLIS and uses the AAMVA network.

*Public Access.* Real-time access to information updated by FLDIS is accessed online by businesses and individuals through one of DHSMV's public access providers. Government agencies have online access to this information through the state's network.

*Social Security On-line Verification System (SSOLV).* The U.S. Social Security Administration (SSA), which currently provides a Social Security Number (SSN) batch verification service to government agencies, has expanded its service to allow online SSN verification to state Department of Motor Vehicles (DMVs). The DMVs are now designated by the SSA as authorized to obtain SSN verification information either in batch or online mode. Online support allows a jurisdiction to verify an individual's SSN during the driver's license issuance or renewal process, while an applicant is still at the counter. This system is accessed through AAMVA.

*Systematic Alien Verification for Entitlements (SAVE).* This system validates immigrant and non-immigrant information.

- e. Business Process Participants  
Participants/users/stakeholders include:

*Department and tax collector agencies that provide driver services – over 175 offices  
Customer receiving a driver license or ID card annually – about 6 million.*

*Customers (public, law enforcement, businesses, government agencies) accessing  
information – about 10,000 an hour*

*Other states – 49 other states use Florida titles and driver licenses when customers move  
from Florida to other states*

*Non-profit organizations – receive revenue from voluntary contributions collections*



*State of Florida – receives revenue from fee collection*

- f. Process Mapping  
See Attachment A.
1. Assumptions and Constraints
    - a. FDLIS software releases are distributed 3 to 4 times a year. Real ID will be implemented in phases coinciding with release dates;
    - b. The database servers will be replaced prior to the implementation of Real-ID;
    - c. Prior to database server replacement, DSHMV needs to upgrade the software used to develop FDLIS and FRVIS to a more current version that interfaces with a supported Oracle client;
    - d. DSHMV needs to evaluate the options of moving to a more current version of Oracle prior to database server replacement;
    - e. Real ID changes that affect customer or address information will also require changes to FRVIS and other motor vehicle systems since customer and address information are synchronized;
    - f. Some national verification processes have not been developed and the interface requirements are unknown. DSHMV cannot estimate the work effort or move forward with that development until they are available;
    - g. Real ID will have top priority over other projects.

## Proposed Business Process Requirements

### 1. Proposed Business Process

A gap analysis was performed that compares the Real ID requirements to Florida's current processes and systems (see Attachment B) and identifies the tasks to become compliant.

#### Process Changes

- Each applicant must sign a declaration under penalty of perjury that the information presented is true and correct and the state must retain the declaration
- Expand the type of source documents that applicants must present to establish proof of identity
- Applicants must present documentation that verifies their principle address and the state must retain the documentation
- Capture and store the applicant's full legal name (increases the size of the name field)
- Re-verify applicant's SSN for all REAL ID issuances, including convenience renewals (online, mail, telephone)
- Discontinue issuance of indefinite ID cards for senior citizens
- Extend driver license and ID card expiration dates to eight years
- Set ID card term for children less than 14 years to four years
- Discontinue issuance of "Valid in Florida Only" driver license, effective date July 1, 2009
- Make required card changes
  - Increase size of name field printed on the front of card and in 2D barcode to 39 characters
  - Add card revision date to 2D barcode
  - Add the word "Temporary" to the 2D barcode, if applicable
  - Print the applicant's principle residence address instead of mailing address
  - Removal or relocation of some data elements to accommodate the Real ID requirements
  - Real ID compliant cards must have a security marking that is approved by the Department of Homeland Security.

- Discontinue issuance of valid without photo IDs and driver licenses
- Change number of convenience renewals from two consecutive to one
- Conduct name based and fingerprint based criminal history on employees in covered positions where the date of the previous criminal history check is before May 11, 2006 (date of check must be after May 11, 2006)
- Flag REAL ID compliant records to ensure individuals have only one REAL ID document
- Enhance existing verification process through Systematic Alien Verification for Entitlements (SAVE) to include the validation of the name and date of birth for each alien number for both immigrant and non-immigrant
- Verify birth records real-time through a partnership with the Florida Department of Health (FDOH), AAMVA and the National Association for Public Health Statistics and Information Systems (NAPHSIS) through the Electronic Verification of Vital Events (EVVE) network.
- Real-time verification on all surrendered REAL ID compliant licenses and ID cards with the State of issuance through the All-driver system (DRIVERs) (when this system is available), prior to issuing an original license.
- Verification of U.S. passports and passport cards with the U.S. Department of State (when this system is available)
- Scan additional identity and proof of lawful presence documents.

## 2. Business Solution Alternatives

Since the events of September 11, Florida has made significant enhancements in its issuance process to provide better address identity theft, fraud, and address homeland security issues. As a result of these efforts, we are already compliant with many of the provisions of the Real ID Act. Members of the Department of Homeland Security (DHS) Inspector General's Office recently met with DHSMV Senior Management to discuss cost challenges associated with implementation of the Real ID Act. The DHS team is concluding a review of nineteen states where they asked each jurisdiction a series of questions on Real ID. Questions focused on Real ID compliance intentions; cost versus funding issues; implementation cost estimates; the grant process; and communication between DHS, the Federal Emergency Management Agency (FEMA), and the states. The DHS team's leader commented that of the states they have visited, Florida is best postured for becoming Real ID compliant by the January 1, 2010 deadline.

### Option 1 - Do Nothing

For some states the cost to meet the requirements of the Real ID Act are so prohibitive that as of November 28, 2007, fourteen states proposed binding legislation against Real ID. After the rule was published, there was a slight shift in focus to ensure that Congress properly funded the Act to avoid non-participation in the states. There are seven states that proposed binding legislation against Real ID as of November 28, 2007. See AAMVA's "2007 and 2008 State Real ID Legislative Status Reports" at

<http://www.aamva.org/GovAffairs/IssueWatch/REALID/2007YearEndStateStatus.htm>.

#### Advantages

- No cost
- Software development resources would be available to work on other priority projects
- No risk

#### Disadvantages

- Florida residents will be required to obtain a passport to board a plane or enter federal facilities

- We will not be fulfilling the Department’s vision of “A Safer Florida” if we do not provide Florida residents with the most secure systems to verify a person’s identity and work to reduce the issuance and use of fraudulent licenses and ID cards.

Option 2 – Issue licenses that are Real ID compliant by enhancing current processes

Advantages

- Florida residents will continue to be able to use their driver license or ID card to board a plane or enter federal facilities
- We will provide Florida residents with the most secure systems to verify a person’s identity and work to reduce the issuance and use of fraudulent licenses and ID cards.
- High probability of meeting the January 2010 Real ID issuance start date

Disadvantages

- Higher cost than Option 1
- Large software development work effort

3. Rationale for Selection

Florida continues to be a national leader in the driver license arena. In 1973, Florida became the first state in the nation to provide an over-the-counter, color photographic DL/ID card. In 1995, Florida began to issue digitized DL/ID cards and in 2003 implemented a more secure card with layered security features, began scanning all identification documents and retaining them with the electronic application, and implemented security features to protect card stock, laminates, and equipment.

DHSMV’s goals are to license only those who are qualified, who can prove their identity, and who are lawfully in this country. The driver license program is designed to protect the public from those who lack the knowledge, skills, and abilities to safely operate a motor vehicle and from those who fraudulently obtain a DL/ID card. Law enforcement agencies, businesses, and financial institutions use the Florida driver license to establish the identity of drivers and customers. Since the DL/ID card is the primary identification tool, it is imperative that we develop the highest level of system, issuance and document integrity.

4. Recommended Business Solution

Option 2 is selected because it builds on systems, processes, and partnerships that are already in place and can be implemented to start issuing Real ID compliant DL/ID cards by January 2010.

**Schedule IV-B Cost Benefit Analysis**

The Cost-Benefit Analysis Forms

Benefits Realization Table						
	Description of Benefit	Tangible or Intangible	Who receives benefit?	How is benefit realized?	How will the realization of the benefit be assessed / measured?	Realization Date (MM/YY)
1	Florida DL/ID cardholders will continue to be able to use their driver license or ID card to board a plane or enter federal facilities.	Intangible	Florida DL/ID card holders	Florida DL/ID card holders will continue to be able to use their driver license or ID card to board a plane or enter federal facilities	On December 1, 2014, individuals born after December 1, 1964 who hold DL/ID cards can use them to board planes and enter Federal buildings. All others have until December 1, 2017	12/2014 - 12/2017 depending on age
2	Raising security standards on driver licenses and state issued ID's establishes another layer of protection to prevent terrorists or other criminals from obtaining and using fake documents to carry out illegal activities.	Intangible	Public, law enforcement	More protection against terrorists, less opportunity for fraud	Fraud reduction	Start in 01/10 but full impact not realized until 12/2017
3	Improved accuracy of DL record	Intangible	Public, law enforcement	Because more information will be verified electronically, the accuracy of the data will be improved. Since applicants will have to submit address documentation the accuracy of addresses will improve	Reduction in undeliverable mail; reduction in error correction activities	Start in 01/10 but full impact not realized until 12/2017
4	Improved data sharing among states will ensure that drivers who are not eligible to driver in one state cannot get a license in another	Intangible	Public, law enforcement	Improves driving safety	Reduction in the number of individuals who hold multiple licenses in more than one state	Starts with the implementation of the DRIVERs system implementation (date unknown)

Cost-Benefit Analysis Results

See Cost Benefit Analysis in separate document.

Major Project Risk Assessment Component

Risk Assessment Summary

IT Project Risk Assessment Tool		Schedule IV-B	Fiscal Year 2009-2010
Project	Real ID Act		
Agency	Department of Highway Safety and Motor Vehicles		
FY 2009-10 LBR Issue Code:	FY 2009-10 LBR Issue Title:		
Issue Code	Issue Title		
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):			
Sherry Allen 850-617-2011 sherryallen@dlhsmv.org			
Executive Sponsor	Sponsor Name		
Project Manager	Alan Eusenbark		
Prepared By	Sherry Allen	9/22/2008	

Risk Assessment Summary	
Business Strategy	

Project Risk Area Breakdown	
Risk Assessment Areas	Risk Exposure
Strategic Assessment	MEDIUM
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	LOW
Communication Assessment	MEDIUM
Fiscal Assessment	HIGH
Project Organization Assessment	MEDIUM
Project Management Assessment	MEDIUM
Project Complexity Assessment	MEDIUM
<b>Overall Project Risk</b>	<b>HIGH</b>

File: Copy of E-RiskAssessment\_FY09-10.xls  
 Tab: RAForm1ProjectAssessment  
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Page 1 of 1  
 Created: 9/22/2008  
 Template Version: 2.0

Discuss the results from the *Project Risk Area Summary Table* and the *Project Risk Summary Chart*.

## Technology Planning Component

### Current Information Technology Environment

#### 1. Current System

The Department has a client server architecture that includes application and database servers, a mainframe, local and wide area networks.

##### a. Description of current system

#### FDLIS

FDLIS is a client server custom system designed to assist the driver license examiner efficiently and effectively process driver licenses, identification cards, and administrative hearing applicants. It was developed by the Department in 1989, redesigned in 1997 to run on a new platform, extensively modified in 1999 when the driver license database was converted to Oracle and was significantly modified to integrate to the digitized imaging system (DIS).

FDLIS operates on Windows workstations, a variety of printers, and a local area network connected via a TCP/IP wide-area network to centralized Oracle database. FDLIS uses a graphical user interface. It is written in Uniface, which is a model-driven, fourth generation language and uses a SOLID database on the local server to store code tables and transaction data. FDLIS is loaded on the server but the executable is run on the workstation.

The DIS runs on the same server and workstations as FDLIS and integrates scanning of identity documents and image capture and produces the DL/ID card. The DIS uses a number of peripheral devices including DL/ID card printers, document scanners, cameras, barcode readers and signature pads. Some DL/ID cards are not printed immediately in the DL offices but are deferred for further examination at headquarters and are printed in a central image process system (CIPS).

FDLIS includes the following functions:

- Provides real-time access to a central database to obtain driver status and history information
- Provides real-time update for driver licenses, identification cards, hearings, suspensions, revocations, and exam information  
Provides daily activity reports. History data is stored on the local server for a period of time
- Interfaces to the national Commercial Driver License Information System, Problem Driver Pointer System, and Social Security Administration to exchange information on commercial and problem drivers with other jurisdictions and verify social security numbers
- Interfaces with the document scanning system
- Interfaces with the DIS
- Computes driver license fees and updates revenue information at the host
- Provides the capability to process motor voter registration applications and produces the associated form

FDLIS is used primarily by personnel in driver license and Tax Collector offices that provide driver services (about 175 offices) to data enter applicant and license data to perform the functions described above. About 6 million licenses were issued last year.

Public access to this data is available, but not provided by FDLIS. Public access is restricted by the Driver Privacy Protection Act, which prohibits disclosure of personnel information for blocked records unless the requestor meets one of the fourteen exemptions. The social security number is restricted from disclosure and only the last four digits are displayed to employees.

### Database servers

The current DHSMV enterprise database infrastructure includes UNIX-based enterprise Oracle database servers installed at both the primary site, Kirkman Data Center (KDC), and the standby site, Southwood Shared Resource Center (SSRC). The Alpha Tru64 UNIX based servers run DHSMV's mission critical Oracle databases (motor vehicle, driver license, driver license photo and signature image, driver license scanned image, motor vehicle scanned image, traffic crash scanned image, driver exam, web application, and warehouse/data reporting). The servers support the major online transaction processing applications in the field that provide driver license, motor vehicle and vessel titling and registration, law enforcement inquiries, as well as the bulk of the department's data exchange services.

There are two clusters of HP Alpha GS1280, GS160, and ES47 servers running Tru64 Unix 5.1b-4, for a total of five servers housed at two distinct locations. Currently ten (10) Oracle version 9.2.0.8 and four (4) Oracle version 10.1.0.5 production databases are hosted at the KDC as well as fourteen (14) test and development database instances. Additionally, there are eleven (11) database instances replicated to the SSRC in various degrees of real-time readiness to provide continuity during maintenance windows and disaster recovery services.

Oracle data partitioning is deployed on some of the larger databases. Listener dispatching and extensive listener load balancing are in use on all existing production database servers (See Attachment G). Oracle 9i Standby database replication is deployed on some databases while the Quest product Shareplex is used for database replication that includes two-way replication needs at the standby site.

Currently there are a total of 37 Oracle database instances. In addition to the production databases described, there are twelve (12) test and development databases that are scaled down versions of the production databases. There are also two (2) staging databases.

MVPROD (Production Motor Vehicle Data) is a 24x7x365 critical Motor Vehicle database. It supports law enforcement and web-based queries as well as functions as the primary database for the Florida Real-time Vehicle Information System (FRVIS) -- the online transaction processing system for all vehicle titles and registrations. The database contains both history and current data regarding all vehicles in Florida and is tightly coupled through database links to the DLPROD database for customer information sharing. There is some reporting and ad-hoc inquiries and some data extraction for batch work, but for the most part this is an OLTP write once, read many database. The database is replicated to the SSRC with two-way replication. Law enforcement applications are switched to the SSRC during maintenance windows in order to avoid outages. Minimal downtime to this database is required for migration. Most of this database is also replicated nightly using Shareplex to the Oracle Data warehouse.

HSPROD (Archival Motor Vehicle Static Data) is a static database containing archival (pre Oracle) DMV records. A copy of this database resides at the standby site but no replication occurs. This database is only required during the standard workweek for the FRVIS application (7am-7pm).



WEBPROD (Logging and Web Application Data) is a 24x7x365 critical DAVID (Driver and Vehicle Information Database) & Virtual Office database. It acts as the repository for all the online web applications at DHSMV and collects information regarding transactions and inquiries initiated from the web servers. There are several large web applications, each in its own schema, which will need individual testing and migration. The database is replicated to the SSRC with two way replication. Law enforcement applications running on the DAVID family of servers are switched to the SSRC during maintenance windows in order to avoid outages. WEBRPOD links and depends on both DLPROD and MVPROD for many of its web-based applications to function. It is also a repository for shopping cart information used for credit card processing.

#### MVSCAN – Motor Vehicle Scanned Document Repository

MVSCAN is a critical Motor Vehicle database that contains the TIFF images of scanned documents collected in-house by high-speed scanners. It must be up during the normal FRVIS office hours but could be shut down overnight for upgrading. It is a write once, read many database with batch updates occurring throughout the day. It is NOT currently replicated.

#### DLPROD – Production Driver License Data

DLPROD is a 24x7x365 critical Driver License database. It supports law enforcement and web-based queries as well as functions as the primary database for the Florida Driver License Information System (FDLIS) -- the online transaction processing system for all driver licenses and ID cards. The database contains both history and current data regarding all individuals holding driver licenses in Florida and is tightly coupled through database links to the MVPROD database for customer information and insurance information sharing. This database has extensive reporting and batch activity as well as a large amount of data extraction processes. The database is replicated to the SSRC with two-way replication. Law enforcement applications are switched to the SSRC during maintenance windows in order to avoid outages. Minimal downtime to this database is required for migration. Most of this database is also replicated nightly using Shareplex to the Oracle Data warehouse. DLPROD utilizes database links to DLEXAM, DLIMAGE, DLSCAN, and FLIMS as part of the FRVIS application.

DLEXAM (Driver License Exam Data) contains all the exam information regarding driver tests. It is linked to by DLPROD. It is updated through one cold fusion cluster application called Automated Driver License Testing System (ADLTS). It can be brought down to migrate, as paper tests are available.

DLIMAGE (Driver License Transactional & Image Data) is a 24x7x365 critical Driver License database. It supports law enforcement and web-based queries as well as functions as the primary LOB (large object) database of photos and signatures for the Florida Driver License Information System (FDLIS). The database contains history, current photos, and signatures of issuances and is tightly coupled through database links to the DLPROD database. This database has heavy read-only activity. It also has a fair amount of data extraction processes. The database is replicated to the SSRC using Oracle Data Guard. Law enforcement applications are switched to the SSRC during maintenance windows in order to avoid outages. Minimal downtime to this database is required for migration.

DLSCAN (Driver License Scanned Document Repository) is a critical Driver License database that contains the TIFF images of scanned documents collected at the field FDLIS offices. It must be up during the normal FDLIS office hours but could be shut down overnight for upgrading. DLSCAN is linked to DLPROD for all customer information. It is currently replicated using Oracle Data Guard.

FLIMS (Driver License Inventory Management System) is a critical Driver License database that tracks inventory for the FDLIS and Central Issuance Processing of driver license and ID cards. It must be up during the normal FDLIS office hours but could be shut down overnight for upgrading. FLIMS is linked to DLPROD for all customer information and to DLIMAGE for all licenses issued. It is currently replicated using Oracle Dataguard.

WAREPROD (Oracle Data Warehouse) contains data from MVPROD, DLPROD and Crash Data

CRSCAN (Crash Repository of Scanned Crash Reports) is an Administrative Services database that contains the TIFF images of scanned crash reports. It is a write once, read many database with updates occurring overnight as a batch upload process. This database, with appropriate notifications, could be shut down for migration.

RMAN9 (Backup and Recovery Catalog of Oracle 9i databases) is a repository of backups of all Oracle 9i databases. This database is replicated to the standby site so that the tapes from the backups at KDC are usable at the SSRC for restores.

RMAN10 (Backup and Recovery Catalog of Oracle 10g databases) is a repository of backups of all Oracle 10g databases. This database is replicated to the standby site so that the tapes from the backups at KDC are usable at the SSRC for restores.

MVSTAGE is a full size test/development version of MVPROD.

DLSTAGE is a full size test/development version of DLPROD.

See Attachment D, Database Summary for additional information.

All database files are located on HP Enterprise Virtual Arrays (EVA) connected via a storage area network (SAN) to the Tru64 UNIX Clusters. The databases are distributed amongst the EVAs to balance input/output requirements of each database. There are a total of three EVAs with 64 Terabytes of storage at KDC and one EVA with 20 Terabytes of storage at SSRC. We use both mirror sets and RAID 5 to achieve a balance of performance, reliability and cost effectiveness. It is DHSMV's intention to use these HP Enterprise Virtual Arrays with the database replacement servers. See Attachment E, Array Overview.

The majority of DHSMV's data warehouses currently reside on the Oracle database servers described above with the exception of three Florida Highway Patrol (FHP) databases.

Computer Aided Dispatch (CAD) holds the CAD history from each of the FHP Regional Communication Centers. Current database size is 97 GB

TRAFFIC holds all crash reports data from each of the FHP troops. Current database size is 73 GB

Uniform Citation Management (UCM) holds all citation reports data from each of the troops. Current database size is 17 GB

### Mainframe

The department's mainframe, an IBM z800 2066-OC1, using OS/390 2.10 operating system is primarily used to run its batch systems and provide public access. Programs running on the mainframe have access to DHSMV's Oracle databases residing on the Database servers. The mainframe is currently a critical component of the verification system architecture (see Attachments H and I Network Diagram FDLIS and Verifications Systems).

### Verification Systems

CDLIS, PDPS, and SSOLV are national verification systems that use the infrastructure provided by AAMVA and the AAMVANet network. This network enables a nationwide exchange of information and data communication services between government agencies and private sector businesses to help them comply with legislative mandates and develop cost-effective information systems solutions.

Each user of the AAMVANet network requires network interface software to provide a two-way, real-time bridge between messages on the network supporting the central sites and the system participant's internal host data processing and communications system (see Attachment K). Messages are sent in the AMIE (AAMVANet Message Interchange Envelope) format, which is the AAMVA standard for real-time Electronic Data Interchange (EDI). The network interface acts as an interpreter between the network message format, the AMIE format, and the system participant's application program. It handles the conversion of information between the system participant's internal data format and the AMIE format.

To enable the jurisdictions to work with many different organizations and systems and implement any of the applications that are being developed for use on the network, AAMVA developed the Unified Network Interface (UNI). UNI is a uniform application interface which provides the translation between the AMIE message structure (required for transaction and message formatting) and some form of data element mapping (e.g., a call list) used by the user's application programs. It also provides for a variety of other application interface support features such as message grouping, routing validation, and queuing. Specifically, UNI has both a pseudo-batch interface and store-and-forward capabilities.

Florida interfaces with these systems programmatically through FDLIS based on the transaction that is selected (see Attachment J that shows the FDLIS screen flow and verification transactions). Inquiries are initiated on the field workstation and routed through the field server, wide area network, mainframe, Metropolitan Area Network N, Department of Management Services, AAMVANet, to the central sites. DHSMV's application that interfaces with UNI resides on the mainframe and is written in COBOL and uses CICS as the teleprocessing Monitor. Information is transferred from FDLIS to the mainframe application using a socket connection.

## b. Current system resource requirements

### FDLIS

Workstations are Windows XP, Intel Pentium IV 2GHz, 40GB hard drive and 256KB of memory. Servers are Windows 2003, Intel Pentium III, 1.4 CPU, 512KB cache,

three internal hard drives, 36GB in Raid 5 configuration.

#### Database Servers

The three servers located in the Kirkman Data Center are used to provide 24x7x365 Online Transaction Processing and batch update to the production and test/development databases. The three servers at KDC are named MAKO, REEF and BLUE. The MAKO server is a GS1280 with 12 1150 MHz CPUs and 48 GB of memory. The REEF server is a GS1280 with 12 1150 MHz CPUs and 48 GB of memory. The BLUE server holds all test and development database instances. BLUE is an ES47 with 2 1000 MHz CPUs and 8 GB of memory.

Two additional servers are located at the Southwood Shared Resource Center to provide disaster recovery services. The machines are named TROUT and MULLET. TROUT is a GS1280 with 8 1150 MHz CPUs and 32 GB of memory and is currently running all replicated and standby database instances. MULLET is a GS160 with eight 1001 MHz CPUs and 32 GB of memory. It currently does not run any databases unless a disaster is declared. See Attachment B, Server Hardware Configuration for additional information.

The Microsoft SQL Server based FHP databases are hosted on an active/passive cluster residing on two Dell PowerEdge 1850 servers running Windows 2003 Server Enterprise Edition R2 64bit. Each server has 16 GB RAM and 2 Dual core 2.8 MHz Xeon processors. The storage for these databases is 2 MD1000's in a RAID 10 with 2 Global Hot spares (30 146 GB hard drives).

#### Key Staffing Roles

##### Division of Driver Licenses (DDL)

DDL positions oversee and perform duties in ten bureaus. Each bureau is responsible for critical service areas or programs that work cohesively to provide driver license and identification card services to the public. In addition, the Division is required to perform services relating to anti-terrorism, identity theft, legal presence in the United States, voting, selective service, organ donor registration, privacy of government records, and data sharing for food stamps and college tuition programs. The roles specifically relating to this project are identified below:

##### DDL and Tax Collector issuance officers

Duties include verifying identification; administering vision; road signs, knowledge, and driving skills exams; enforcing driver license requirements; issuing driver license and identification cards; and accepting applications for selective service, organ donor registration, and voter registration. Three field operations bureaus oversee state driver license issuance offices and tax collector issuance offices. The tax collector agents contract with the Division to provide driver license and identification card services.

##### DDL Bureau of Records

Employees in this bureau manage Internet, phone, and mail-in renewal processes, including the issuance of driver license and identification cards produced by central issuance; manage the contract with the vendor who provides driver license issuance equipment and consumables; and coordinates technology and facility management for the driver license offices.

##### DDL Bureau of Administrative Reviews

Employees of this bureau serve the public by conducting administrative reviews and

hearings.

Information Systems Administration (ISA)

Provides information technology (IT) resources to accomplish DHSMV's mission and goals. ISA provides acquisition of computer equipment, software, and services, software development, system installation and maintenance, network administration, computer operations and desktop support for systems that are primarily used to issue driver licenses and vehicle and vessel titles and registrations to the citizens of Florida.

ISA maintains the Department's central computing facility, which houses a mainframe, enterprise and web servers. It also maintains a standby facility for disaster recovery. Statewide, the Department provides client/server hardware, software, and technical assistance support to over 400 field offices maintained by the DDL, DMV, Motor Vehicles, FHP, and the 67 county Tax Collectors. The roles specifically relating to this project are identified below:

ISA Bureau of Software Services

Software Services supports the business rules of the Department with software analysis and development. Members develop and maintain custom software, provide help desk services, troubleshoot computer problems, install software, and distribute software releases.

ISA Bureau of Technical Services

Mainframe Services supports the IBM Mainframe, installing and maintaining systems and other infrastructure software. This section also monitors and tunes the system and its storage and file structures.

Database installs, tunes, and maintains the Oracle databases including the UNIX database server hardware and operating system software environment hosting those databases. The section also maintains other related UNIX servers. Serving as both database analysts and data administrators, this section reviews, approves and installs the database objects (including, but not limited to, tables, indexes, triggers, stored procedures and packages).

Network Services administers the firewalls, tunnel server, mail servers and the gateways, routers and hubs of DHSMV's Wide Area Network (WAN) enabling data and e-mail communications and internet connection. This section also maintains and supports the e-mail software and divisional print and file servers.

Computer Operations and Production/Document Control is responsible for scheduling, executing and performing output quality assurance and distribution of batch applications and routine systems maintenance jobs. Computer Operations also runs the computer room including the mainframe and database server operation and works closely with building maintenance in keeping the power distribution/UPS and environmental controls at the levels required for proper functioning of the devices in the computer room. Production/Document Control quality assurance also includes the approval of application and system documentation and mainframe application change management.

Contractor Staff provide hardware maintenance.

c. Current system performance

Database Servers

These HP Alpha-based database servers are currently in their sixth year of service,

and capacity planning statistics project that they cannot handle the additional workload (estimated at 140% of the current workload) without severe performance degradation. The additional verification and document storage transactions to support the Federal Real ID act is expected to increase the demand on these machines to a level that will significantly impact the response time of the Department's issuance, inquiry, and reporting applications.

These Oracle databases are proactively monitored and tuned for optimal performance and throughput. The database instances are tuned according to Oracle's recommendations and almost every SQL statement is tuned for optimal performance, whether that involves adding hints, indexes, or changing session parameters.

Additionally, HP has announced that these database servers are end-of-life in 2011 and will no longer be supported. Their capacity cannot be upgraded to the extent required to support the additional workload. The current vendor will no longer be selling products and services to support these servers.

## 2. Strategic Information Technology Direction

Deploy reliable, efficient, integrated systems on a common platform  
Provide sufficient redundancy and backup equipment to ensure continuous operations  
Plan for life cycle replacement and ensure that systems run on supported versions of hardware and software  
Provide one-stop services

## 3. Information Technology Standards

Our performance measure is the percent of customers that rate technology services as satisfactory or better. Our customer satisfaction rate for this year is 98.6 percent.

## Proposed Solution Description

### 1. Summary description of proposed system

#### FDLIS

The implementation of the Real ID Act rules requires numerous enhancements to FDLIS and other motor vehicle and driver license systems. A gap analysis was performed that compares the Real ID requirements to Florida's current processes and systems (see Attachment B), identifies the tasks to become compliant and the estimated software development effort by hours. The work effort to implement Real ID driver license system requirements is estimated at over 23,000 hours over two fiscal years and contractor assistance is needed to augment internal staff to implement the project on schedule.

The majority of contract assistance for FY 2009/10 is needed to increase the full legal name fields in backend systems, move the infrastructure of the electronic verification off the mainframe to a more reliable architecture, to develop a batch verification mode so that if the national systems are down during business hours and obtain assistance tune the databases for the additional workload.

The software additions relating to Real ID will increase the complexity and alter the underlying structures of the driver license and motor vehicle databases. Performance tuning and monitoring processes will be developed and implemented to ensure that response times are adequate and that applications use the new resources as efficiently as possible. A senior database contractor with expertise in Oracle and in performance tuning the driver license and motor vehicle databases will run monthly benchmarks on the databases and adjust system and the database parameters as needed. The contractor will provide custom development related to the migration and storage of tif instead of jpg images for signatures (required for Real ID).

Due to new hardware, software, increased workload on the databases and increased size of the databases, the contractor will also develop new backup and restore processes.

#### Scanners

To meet the requirements associated with electronically imaging additional identity documents, Florida intends to purchase 1450 additional flatbed scanners to use in the 85 state offices and 92 tax collector offices. The Cannon 4400F scanner is compatible with the state's existing issuance operating system. These scanners have excellent resolution and a high rate of scan, which will aid in reducing customer wait times, thereby improving customer service.

The scanned identity documents will be stored indefinitely and maintained for fraud detection, investigations of examiner misconduct and satisfaction of REAL ID issuance requirements. They can also be made available to law enforcement officials nationwide for use in investigations.

Initial Real ID vetting will begin on January 1, 2010. At this time, DHSMV will require all customers visiting an office to provide their required Real ID proof of identity credentials. Our current practice provides for the scanning of all required identity documents, except for the two "proof of residential address" documents. In most cases, this will entail a twofold jump in the number of scanned documents per transaction. During the initial vetting process, overall scan volumes will increase an additional threefold from present levels. This growth comes from the fact that after January 1, 2010 every transaction (original, renewal) will require the electronic capture of the required identity documents. Presently, document scanning is completed for original issuances only.

To meet this requirement, DHSMV plans to double the number of available scanners in each of the state and tax collector offices. Purchase of the Cannon 4400F will also provide a significant improvement in the per document scan rate of the current scanners in use. The purchase of the 1450 scanners will augment the existing scanners.

#### DL/ID Card

Card Changes (Vendor is L1 Identity Solutions):

- Change name from 30 characters to 39 on front and in 2D barcode.
- Store card revision in 2D barcode
- Store the word "Temporary" in 2D barcode
- Addition of the DHS approved security marking
- Central Issuance Process must be able to print both Real ID and legacy credentials
- Convert incoming signature file as TIFF and JPEG in the Central Image files

#### Database Servers

The proposed solution should include one or more servers at KDC and SSRC configured to offer redundancy and fail-over features. The server(s) must be sufficient, at time of installation, to handle a 5 year growth of 20% per year over the current workload and databases now running with equal or better performance. Generally accepted industry CPU ratings will be used to judge the reasonableness of proposed server sufficiency. After migration, the vendor will be required to complete a set of benchmark tasks, which have been performed successfully on one of the servers (TROUT) at our standby facility. In addition, it must be demonstrated that all existing programs retain full functionality and do not negatively impact system performance. The tasks together comprise the installation acceptance tests. Timely completion of those tasks is a further indication of ability to meet the criteria and a

requirement for continuation of the installation. (See Attachment F for a description of the Benchmark Tests and Required Times.) To fully satisfy these criteria, the replacement server(s) must perform all server functions in the production environment exceeding current performance levels for a 30-day operational acceptance period and require no more than 40% CPU and 40% memory including measurement at peak load. If the system proves insufficient to meet the requirement, the vendor will be allowed to upgrade the machines at no cost to DHSMV until the required performance criteria are met. Whether upgrading was required or not, the machines must still be hardware upgradeable to handle double the existing workload with equal or better performance.

The vendor's response will define the anticipated usage of the machines proposed. Particular attention must be paid to assuring DHSMV that an appropriate testing environment exists, and that the necessary standby site replication, backup and recovery, and fail-over capabilities remain intact.

The proposed solution should outline all redundancy features with fail-over at KDC desirable as well as fail-over to the SSRC.

A test and development environment for the test databases and also for testing operating and database software patches, software reloads and upgrades and configuration tuning must be provided as part of the solution. This may be offered as either a "partitioned" component of a server or as an additional, smaller, but software compatible server.

The proposed solution must define the growth path for each server and offer, as an option, the configuration and costs of upgrading the server to handle 100% growth over the currently installed system.

To ensure that DHSMV has flexibility in the future, it is desirable that the proposed servers be capable of running the Windows Operating System. It is also desirable that the proposed servers be able to run UNIX OS and Windows OS simultaneously.

Responses must include a statement about the compatibility and qualification of the server(s) with all the existing disk storage systems. If a server is not able to fully access and utilize the existing disk storage systems, the vendor's response must include disk replacement costs as part of the proposal.

Network IO redundancy and 1000/100 Copper Ethernet is required.

DHSMV currently has licensed Oracle Enterprise, along with Oracle Partitioning and the Oracle Performance Tuning Packs for 31 processors. It is anticipated that DHSMV will retain 8 sets of Oracle licenses for the standby systems (TROUT and MULLET) but the other 23 are available to migrate to a new vendor's architecture. The Department also owns three Processor Quest Shareplex licenses. One Shareplex license (Tier D) will be retained for the standby operation. The other two Shareplex licenses (Tier E) will be migrated to the winning vendor's systems. Current Shareplex licenses may not be sufficient to cover the total number of processors. If a proposal requires licenses in addition to these, costs for those licenses and five years of support must be part of the proposal. This includes alteration of the standby site configuration or post installation upgrades which increase the overall cost of licenses required. It also includes any other software which may be required as part of the proposed solution. A solution which does not require use of all of the available licenses will not be credited for the difference, but the possibility of using those licenses for other purposes may be considered in evaluating the proposal.

Ideally, DHSMV seeks to purchase all hardware and services required to migrate the existing Oracle 9i and 10g database instances and disaster recovery instances and processes to Oracle



11g. Oracle 11g Real Application Cluster (RAC) solutions are desirable and preferable as long as performance within DHSMV's critical applications is not compromised due to application architecture and/or limitations that cannot be solved within the timeframe and costs of this proposal.

Additionally, the vendor will be asked to provide the project plan and leadership on the installation of the Oracle 10.2 client software on the IBM Mainframe z/OS platform and provide tuning and troubleshooting during the testing cycle for both batch and CICS programs to certify full and acceptable functionality with the new database instances. Many DHSMV mainframe batch and CICS programs connect to the Oracle databases to retrieve data via TCP/IP sockets, currently utilizing version 9.2.0.8, and will need to run without performance degradation on the new release.

This project must be completed, accepted, invoiced and paid prior to the end of FY08-09. Most of the existing Oracle 9i databases are accessed from multiple client/server applications in an already complex environment that required extensive tuning by DHSMV's senior database analysts. It is expected that the vendor will provide tuning and troubleshooting during the testing phase of each of these client applications as well as during the 30-day acceptance period. It is preferable that the winning vendor utilize technical resources from Oracle for installation, tuning and troubleshooting assistance.

Prior to acceptance testing and during migration testing, each application must be able to access a full-scale version of the appropriate database(s). Resources from the winning vendor and from Oracle, via this contract, must be available to work through connection and performance issues as they arise within the new environment in order to not impede the time schedule for this project.

Additionally, both FRVIS and FDLIS are using the 8.1.7 Oracle client in the field offices. The FDLIS application server is using the 9i Oracle client. Both FRVIS and FDLIS are running Uniface version 8.4.01. In planning the Oracle 11g upgrade, it is required to also plan for the corresponding upgrades to the Oracle clients, Uniface clients and servers, and the SOLID 4.0 database. These upgrades must also be coordinated in concert with DHSMV's driver license vendor and system. It is highly desirable that the winning vendor utilize technical resources from Compuware for upgrade of Uniface development and run-time software, including troubleshooting assistance.

Due to the significance of the changes requested and the criticality of the data itself, the successful vendor will submit a project plan which provides mature risk mitigating features and processes during the database and application migrations, allows sufficient testing time for DHSMV's developers and business users, and includes a detailed roll-back plan that minimizes downtime and prevents all data loss if such a roll-back must occur.

#### SQL Data Warehouse Servers

The proposed solution should include multiple Windows Server 2008 servers at KDC configured to offer redundancy and fail-over features where appropriate. The servers must be sufficient, at time of installation, to handle five years of growth at a rate of 20% per year. The functional roles should be maintained on separate servers where appropriate (Database, Online Analytical Processing (OLAP), extraction, transformation and load (ETL) and Reporting).

The vendor's response shall define the anticipated usage of the machines proposed and outline and describe all redundancy features.

A test and development environment for the test databases and also for testing operating and database software patches, software reloads and upgrades and configuration tuning must be provided as part of the solution. This may be offered as either a "partitioned" component of a

server or as an additional, smaller, but software compatible server.

Any response must include a statement about the compatibility and qualification of the server(s) with all the existing disk storage systems. If a server is not able to fully access and utilize the existing disk storage systems, the vendor’s response must include disk replacement costs as part of the proposal.

Network IO redundancy and 1000/100 Copper Ethernet is required.

Verification System

Currently DHSMV performs about 1.2 million electronic validation transactions per month and this number is expected to increase to 3.8 million transactions per month.

System	Current (Transactions Per Month)	Future (~500,000) issuances per month
SAVE	37,200	37,200
SSA	150,000	650,000
CDLIS	520,000	1,200,000
PDPS	450,000	1,000,000
EVVE	0	500,000
DRIVERS	0	500,000
	<b>1,157,200</b>	<b>3,887,200</b>

Florida is in talks with FDOH, AAMVA, and the NAPHSIS to make its birth records available nationwide through the Electronic Verification of Vital Events (EVVE) network. The EVVE system supports remote message-based verifications and certifications of birth and death records with each of the participating jurisdictions. The process involves states sending inquiries through AAMVAnet, where they are packaged and sent to NAPHSIS. NAPHSIS then queries the vital statistics agencies anywhere in the nation. An electronic response from the participating vital records jurisdiction either verifies or denies the match with official state records. DHSMV previously anticipated completing this verification system development in FY 2008/09 but the transaction cost (\$1.50 per verification) was too prohibitive.

FDOH is currently working to complete a connection with NAPHSIS, after which DHSMV will connect to the EVVE network via AAMVAnet. Their work is not expected to be completed until sometime after January 2010. FDOH is working with NAPHSIS to reduce the transactional fees and has promised to waive the state’s fee for any Florida issued birth records. This will help reduce operating costs, but as more jurisdictions join the EVVE network, it is hoped that per transaction costs will continue to drop even more.

The significant increase in the number of electronic verifications will significantly increase the workload on the AAMVA network connection. DHSMV’s current 256K circuit needs to increase to a speed of 512K, to ensure optimal performance, especially during peak utilization.

The current architecture supporting electronic verification resides on the mainframe/CICS using socket connections. DHSMV has had continual problems with these interfaces when there are high volumes and they do not resume well after an outage or slowdown at the central sites. DHSMV made programming changes to reduce the number of verifications to only those that are currently needed but this number will significantly increase with the Real ID implementation. DHSMV’s application needs to be moved from the mainframe to a server that runs the UNI application, similar to the architecture used to exchange motor vehicle title data via AAMVAnet. The application is written in C# and the workstation will communicate with the UNI server via web services.

2. Resource and summary level funding requirements for proposed system (if known)

The recurring funding for the current database servers was deducted from the request for funds for the new servers. See separate document, Attachment O, Real ID Database Server Costs.

<b>Fiscal Year 2008/09</b>				
<b>Description</b>	<b>Budget category</b>	<b>08/09 cost</b>	<b>Recurring</b>	<b>Calculation Methodology</b>
<b>Driver Licensure</b>				
Purchase of scanners	Expense	348,000		1450 scanners at \$82.00 per unit. \$158.00 for installation per unit.
Public Information Campaign	Contracted Services	200,000	200,000	200,000 per year for two years.
Fingerprint Background Check		86,233	0	2041 employees at \$42.25 per background check
Purchase of Driver Licenses (vendor card and programming changes)		500,000	150,000	Vendor quoted price (L1 Identity Solutions)
<b>Information Technology</b>				
Contractor Staff to augment software development staff	OPS	447,700	NA	4477 hours @ an average of \$100 an hour - Estimate based on previous contracts
Increase Network Connection	Expense	4,500	4,500	Estimate based on quote
Database Server Replacement	Expenses	\$198,344	0	Estimates based on quotes from current vendor
Database Server Replacement	Contracted Services	\$528,467	0	Estimates based on quotes from current vendor
Database Server Replacement	OCO	(\$232,000)	(\$232,000)	Estimates based on quotes from current vendor
Database Server Replacement	TCN	\$820,440	0	Estimates based on quotes from current vendor
Database Server Replacement	Deferred Commodities	\$504,064	\$504,064	Estimates based on quotes from current vendor

<b>Fiscal Year 2009/10</b>				
<b>Description</b>	<b>Budget category</b>	<b>09/10 cost</b>	<b>Recurring</b>	<b>Calculation Methodology</b>
<b>Driver Licensure</b>				
Increase card cost		3,423,306	6,843,957	\$1.00 per card charge. Estimated issuance of 6.84 million cards annually.
Scanner maintenance cost	Contracted Services	2,655	2,655	Vendor estimated per year cost for scanner maintenance
<b>Information Technology</b>				
Contractor Staff to augment software development staff	OPS	915,800	0	7878 hours @ an average of \$100 an hour (software developers) and 1024 hours at \$125 an hour (Senior Database Contractor) - estimate based on previous contracts
Electronic verification servers	OCO	29,230	0	Estimate based on previous quotes
Database Server Replacement	Contracted Services	14,351	14,351	Estimates based on quotes from current vendor
Disk Storage	OCO	232,000	232,000	Estimate based on previous acquisition cost

3. Ability of the proposed system to meet projected performance requirements for:
- network and system availability
  - network and system capacity
  - network and system reliability
  - network and system backup and operational recovery
  - scalability to meet long-term system and network requirements

Oracle Databases Disaster Recovery

Each vendor responding to the RFQ must provide a detailed technical response describing the vendor’s compatibility and interoperability with DHSMV’s offsite databases and replication/disaster recovery/standby strategies. The plan for maintaining or reestablishing replication between each of DHSMV’s production databases and their standby counterparts must be described in detail.

The proposed solution must also preserve or improve DHSMV’s disaster recovery situation in terms of reliability, workload on systems administrators and database analysts, time to fail over to the standby (SSRC) site, and time to restore operations to the primary site after any fail-over.

Backup and restores must be described and supported between the primary (KDC) and backup (SSRC) sites.

Any replication strategy other than those already implemented by DHSMV (Shareplex for

MVPROD, DLPROD, WEBPROD, RMAN9, RMAN10, and Oracle 9i Standby for DLIMAGE, DLSCAN, FLIMS, DLEXAM) must be described in detail in the proposal. An alternative to Shareplex will not be acceptable if it decreases the level of disaster preparedness support that DHSMV provides with the current replicated environment. Having no loss of data and real-time synchronization are primary considerations for any solution. If use of something other than the Quest Shareplex replication currently in place or a modification of that process is proposed, all of the changes and training in the revised process must be included. Training must be provided for any alternative strategies for five database analysts at DHSMV as part of the proposal.

Testing of Operating System (OS) and Oracle upgrades, and changes to configuration files for the OS and Oracle are currently being performed on the standby systems prior to implementation at KDC. An alternative process for testing system level changes in a staged environment must be addressed as part of the vendor's proposed solution.

The proposed solution must allow the continuance of nearly real-time replication to the standby site. It is DHSMV's understanding that Shareplex can be used to perform cross-platform replication. It is also DHSMV's understanding that Oracle 9i Standby cannot perform cross-platform replication. If Shareplex is proposed, it must be provided on the (KDC) replacement server(s) and must be configured to support the current replication environment.

The proposed solution must describe the interaction between the server(s) to be located at KDC and the systems at SSRC and show how the new solution will preserve the functionality and timeliness of DHSMV's disaster recovery and fail-over process.

#### SQL Server Data Warehouses Disaster Recovery

Vendor will provide a detailed 30-day disaster recovery plan. At a minimum, this plan will consist of hardware/software to be purchased and detailed step-by-step instructions on the process to restore the warehouses at an offsite location. The vendor provided backup and restore environment must support this plan.

#### Oracle Databases Backup and Restore

Backups and restores using removable, transportable media are essential to avoiding data loss and expediting recovery from disasters. The proposed solution must provide a detailed technical description of the proposed SAN-based removable media backup system. The solution must provide the ability for DHSMV to significantly reduce the total time required to back up databases and restore them, both at the primary and the disaster recovery site.

The proposed solution must provide all software and removable media necessary to handle six rotations of each group of backup tapes at DHSMV if the media proposed is not LTO 2 tapes as are currently used. A week's worth of backups must be accessible online without operator intervention.

Vendors responding to the RFQ must propose a new SAN connected backup architecture for both the standby and primary site which will allow a week's worth of database backups (approximately 57 LTO 2 tapes currently) to be accessible without operator intervention (i.e. mounted in a jukebox). The backup architecture must interface with RMAN, Oracle 10.1.0 and Oracle 9.2.0. Backup media must be transportable to the backup disaster recovery site. Backups and restores must be shareable between the KDC and the SSRC. Backup times for each database should be no longer than 50% of the current time for performing a hot backup to tape. Restore times using the new backup and restore architecture should also be reduced to 50% of the current averages.

Redundancy of backup media and the ability to quickly clone backup media is a desired

feature of the proposed solution.

The data encryption of tapes must be a feature of the proposed solution.

The responsive vendor must include backup and recovery software and methodology for utilizing the backup media from the KDC server(s) to the SSRC standby site servers and vice versa. Ksh scripts tailored to RMAN and Legato software are currently used to perform backups. Any changes to these scripts in order to utilize alternative software or system specific configurations are the responsibility of the vendor.

#### SQL Server Data Warehouses

DSHMV desires to utilize a single backup and restore environment for the Oracle databases and the data warehouse. The solution must include the ability to provide hot and cold backups, point in time restores as well as restores to alternate systems. The SQL Server backup processes must not interfere with other systems or processes including, but not limited to Online Transaction Processing (OLTP), Online Analytical Processing (OLAP), extraction, transformation and load (ETL) and Reporting.

#### Oracle Databases Availability

The databases on the servers support high visibility, high volume on-line transaction processing applications 13 hours a day, nearly six days a week plus similar profile inquiry transactions 24x7x365. High system availability and fast, reliable, expert support and maintenance are essential.

Any outages during the workday (8 AM to 8 PM) are a cause for major concern. Unplanned outages of more than an hour at other times are also cause for major concern as well as four or more outages for reasons other than routine maintenance over a 12-month period. DHSMV requires a combination of system reliability, maintenance, and support to keep outages below those durations and frequencies.

The vendor must specify how this requirement would be met and identify the necessary hardware and software maintenance and support as part of their proposal.

The proposal must include the following features of current maintenance and support or better:

- 24x7x365 support
- 30 minute critical/1 hour non-critical support response
  - critical/non-critical is determined by DHSMV
  - response is defined as contact with someone capable of diagnosing and beginning problem resolution
- best effort restoral for critical problems, not to exceed a maximum of four hour fix before liquidated damages described in Section 2.4(?) go into effect
- four hour (maximum) onsite response and continuous support for non-critical hardware problems
- automatic escalation process
- higher priority call handling
- assigned hardware and software technical support personnel

Failure to correct problems with the vendor supplied hardware and/or software within four hours of notification will subject the vendor to liquidated damages.

SQL Server Data Warehouses Availability

The proposal must include the following features of current maintenance and support or better:

- 24x7x365 support
- 30 minute critical/one hour non-critical support response
  - critical/non-critical is determined by DHSMV
  - response is defined as contact with someone capable of diagnosing and beginning problem resolution
- best effort restoral for critical problems, not to exceed a maximum of four hour fix before liquidated damages described in Section 2.4 (?) go into effect
- four hour (maximum) onsite response and continuous support for non-critical hardware problems
- automatic escalation process
- higher priority call handling
- assigned hardware and software technical support personnel

Failure to correct problems with the vendor supplied hardware and/or software within 4 hours of notification will subject the vendor to liquidated damages under the conditions described in Section 2.4. (?)

Capacity Planning

See Proposed System Description.

Analysis of Alternatives

1. Assessment of Alternatives

Option 1 - Do Nothing

For some states the cost to meet the requirements of the Real ID Act are so prohibitive, that as of November 28, 2007, fourteen states proposed binding legislation against Real ID. After the rule was published, there was a slight shift in focus to ensure that Congress properly funded the Act to avoid nonparticipation in the states. There are seven states that proposed binding legislation against Real ID as of November 28, 2007. See AAMVA’s “2007 and 2008 State Real ID Legislative Status Reports” at <http://www.aamva.org/GovAffairs/IssueWatch/REALID/2007YearEndStateStatus.htm>.

Advantages

- No cost
- Software development resources would be available to work on other priority projects
- No risk

Disadvantages

- Florida residents will be required to obtain a passport to board a plane or enter federal facilities
- We will not be fulfilling DHSMV’s vision of “A Safer Florida” if we do not provide Florida residents with the most secure systems to verify a person’s identity and work to reduce the issuance and use of fraudulent licenses and ID cards.

Option 2 – Issue licenses that are Real ID compliant by enhancing current systems without replacing database servers or improving verification systems

Advantages

- Florida residents will continue to be able to use their driver license or ID card to board a plane or enter federal facilities
- DHSMV will provide Florida residents with the most secure systems to verify a person's identity and work to reduce the issuance and use of fraudulent licenses and ID cards
- High probability of meeting the January 2010 Real ID issuance start date
- Lower cost than Option 3

Disadvantages

- Higher cost than Option 1
- Large software development work effort
- The current database servers do not have the capacity for increased workload of Real ID
- The current verification system infrastructure cannot reliably handle a significant increase in verification transactions
- High probability that Real ID will adversely affect system performance

Option 3 – Issue licenses that are Real ID compliant by enhancing current systems replacing database servers and improving verification systems

Advantages

- Florida residents will continue to be able to use their driver license or ID card to board a plane or enter federal facilities
- DHSMV will provide Florida residents with the most secure systems to verify a person's identity and work to reduce the issuance and use of fraudulent licenses and ID cards
- High probability of meeting the January 2010 Real ID issuance start date
- Real ID implementation will not adversely affect system performance

Disadvantages

- Higher cost than Options 1 and 2
- Large software development work effort

Option 4 – Develop completely new systems for Real ID license issuance and verification systems

Advantages

- Advantages and efficiencies may be gained from revising business processes

Disadvantages

- Significantly higher risks associated with software redesign projects of this size
- Significantly higher costs associated with software redesign projects of this size
- Issuing Real-ID by January 1, 2010 is not feasible
- 3-5 year project

## 2. Assessment Process

DHSMV considered the advantages and disadvantages of each option. The Real ID Act is federally mandated and it is not a good option for Florida residents to not be able to use their Florida license to board a plane and enter federal facilities. DHSMV's strategic plan identifies that "it is critical that we protect citizen's lives and personal security through service, education, and enforcement". DHSMV recognizes raising security standards on driver licenses and state issued ID's establishes another layer of protection to prevent terrorists or other criminals from obtaining and using fake documents to carry out illegal activities. As the same time, DHSMV believes that "it is critical that we employ strategies to ensure customer driven excellence" and technology is a cornerstone of providing improved processes and efficiencies. DHSMV's database servers are currently in their sixth year of service and are at end-of-life in 2011.



Capacity planning and statistics project that they cannot handle the additional workload to meet the Real ID requirements without severe performance degradation. Similarly, the electronic verification infrastructure that relies on the mainframe does not scale well and is not expected to handle the workload of the number of increased verifications. However, it is essential to leverage previous investments with national electronic systems through AAMVA and the partnerships with national organizations and other jurisdictions to expand electronic verifications of passports, birth records and out of state drivers.

### 3. Technology Recommendation

Option 3 is the only viable option for meeting the Real ID implementation schedule, ensuring that DHSMV's systems can reliably handle workload increases, reduce fraudulent issuances, and minimize adverse impact to customer service.

## Project Management Planning Component

### Project Charter

The REAL ID Act, signed into law by the President in May 2005, requires all U.S. jurisdictions to follow new driver's license and personal identification (DL/ID) card issuance and document standards. The intent of the Act is to create documents that are acceptable for official federal purposes (e.g., boarding an airplane, entering federal facilities). The Act sets minimum standards for the creation and issuance of these documents by driver licensing agencies. Raising security standards on driver licenses and state issued ID's establishes another layer of protection to prevent terrorists or other criminals from obtaining and using fake documents to carry out illegal activities.

The Department of Homeland Security (DHS) proposed regulations setting standards for states to meet minimal requirements to ensure each state's driver license and ID process includes:

1. Incorporated standard security features
2. Verification that information provided by the applicant establishes their identity and lawful status in the United States
3. Physical security standards for the locations where licenses and identification cards are issued
4. Maintenance of personal information privacy when associated with the transfer of data

DHS set a start date of May 11, 2008 in their Notice of Proposed Rule Making (NPRM). An extension option was authorized for states that have difficulty complying with the original start date. This date was set for December 31, 2009. The NPRM established rollout over a five year period, with the final implementation of all drivers on May 11, 2013.

### Work Breakdown Structure

Attachment N is a high level work breakdown structure for the software releases. The Real ID software enhancements will be phased in software releases that will be deployed October 2008, December 2008, April 2009, and June 2009.

### Resource Loaded Project Schedule

See Attachment M Project Schedule.

The project started in January 2008 and the project schedule addresses software development enhancements and other activities that are needed to complete development before October 1, 2009. The Federal government needs sixty days to evaluate whether a state is compliant with Real ID; Florida plans to start Real ID issuance on January 1, 2010. Other development activities (to improve the electronic verification systems and expand the legal names fields in back-end systems) have not yet been scheduled but will be initiated in software releases that will be completed in FY 09/10. More detailed project information regarding assigned resources is entered in the Phase I of each release.

Contract resources for this fiscal year were hired in September using the Request for Quote (RFQ) process. We plan to issue a RFQ to acquire the database replacement servers in September 2008. The key dates in the server replacement project are:

<b>September 2008</b>	Solicitation Issued
<b>November 2008</b>	Statement of Qualifications and Services Offered (SQSO) are due.
<b>December 2008</b>	Scheduled negotiations with respondents.

<b>December/January</b>	Best and Final Offers (BAFO) to be submitted in writing
<b>April 2009</b>	Equipment installed; data converted; testing and benchmarks/performance tuning requirements met; operational acceptance testing begins
<b>May 2009</b>	Final acceptance; operational testing ends after thirty (30) days of successful operation and meets all performance requirements.

**Project Budget**

**Database Servers**

See Attachment O, Real ID Database Server Replacement Cost spreadsheet. No payments will be made until final acceptance (meets all performance requirements and successful operational testing for thirty (30) days. The equipment will be financed over five years. It is anticipated that hardware proactive support/maintenance and SQL Server licenses will be paid upfront for five years to reduce costs. Installation and services will be paid after final acceptance. Oracle license costs and disk storage recurring growth costs will be paid yearly.

**Software Developer Contractors**

Payment for services will be monthly on a time and material basis.

**Project Organization**

See Attachment L, Project Organization Chart and Roles and Responsibilities.

The overall project will be managed by a DDL project manager and involve key members from ISA, DDL, and the Executive Director’s office.

The software development effort of the project will be managed and developed using DHSMV’s Information System Administration (ISA) Information System Development Methodology (ISDM). See <http://www.flhsmv.gov/Intranet/ISA/Methodology040605.html#APPB>. ISA managers will manage software releases in coordination with the Real ID project Manager. Consultant resources will be hired to augment internal software development staff. The database server replacement project will be managed by an ISA technical manager and the manager for the company winning the contract in coordination with the Real ID project manager.

**Project Quality Control**

Programming code will adhere to development standards. Programming code will be reviewed by higher level personnel. Application framework will be developed by higher level personnel. Unit testing results will be reviewed by higher level personnel. Acceptance criteria will be developed by operational personnel and operational personnel will perform acceptance testing. Project deliverables are approved by the Business Owner and the Project Board approves/accepts the completion of each phase.

**External Project Oversight**

Not Applicable.

**Risk Management**

Risk Description/Impact	Probability of Occurrence	Risk Tolerance Level	Mitigation Strategy	Assigned Owner
Work priorities will change and project resources will be diverted to other projects which may impact project schedule	H	M	Obtain executive commitment for work priorities	Project Manager, Project Board
Contractor and State staff turnover may impact the project schedule	L	M	Monitor turnover and project schedule. Spread tasks among several resources so that a small amount of turnover will not affect the project schedule	ISA Managers
Project scope may be expanded	M	M	Obtain executive commitment for project scope. Require Project Board approval for change requests that would increase scope.	Project Board, Project Manager
Database Server Replacement may have unforeseen delays or require more funding than estimated	M	L	RFQ has liquidated damages for the vendor not meeting implementation and acceptance before July 1, 2009. Negotiate and understand vendors project implementation tasks and associated risks during the acquisition process. Monitor project progress.	ISA technical manager and replacement team
Uniface and Oracle version upgrades must be completed as part of the equipment replacement project.	M	L	Uniface upgrade is scheduled. Oracle upgrade is part of the equipment replacement project. Vendor must provide project plan, risk mitigation, and recovery strategy.	ISA technical manager and replacement team

### Organizational Change Management

There are not any organizational changes anticipated as a result of this project. Process changes for end users will be phased in during software releases. Operational personnel are responsible for developing business requirements, developing acceptance criteria, executing acceptance tests, and for developing revised procedure documentation, which will be posted on the department’s Intranet. In-house training will be conducted for driver license employees by internal staff.

### Project Communication

Status reports will be produced weekly.

Communication to the public regarding Real ID is on DHSMV’s web site and a public awareness campaign will be conducted.

DHSMV is planning a statewide, two year media campaign from January 2009 to December of 2010 to promote Real ID awareness. The campaign will support the dual purpose of promoting the positive benefits of Real ID in addition to informing Floridians what they will need to bring before they can receive their first Real ID compliant credential. The conspicuity theme is a newly developed concept, in which a new slogan and supporting graphics will be developed. For the purpose of this effort the theme will be referred to as “Get REAL.”

Campaign activities may include but are not limited to:

- Development of campaign slogan
- Press releases
- Press conferences or events
- Press kit development and printing
- Kickoff promotion/event for launch of media campaign
- Provide additional venues for sponsorship or exposure
- Community event creation, planning and sponsorship
- Seek opportunities for collaborations with other private and public sector partners
- Seek additional venues for distribution of DHSMV approved materials and messages
- Draft and distribute articles
- Seek television and radio coverage
- Promotional items development, printing costs and distribution as needed at special events

Campaign Objectives will have a dual focus, aimed at two specific groups.

**Group 1:** Objective - Educate Florida’s citizenry who have their identity documents readily available. Example: These may include Native-born and immigrants with existing United States Citizenship and Immigration Service USCIS accounts. Some in this group may need to request documents, like their birth certificate, from Vital Statistics before securing a Real ID credential. This effort will include an education element for obtaining these types of documents well in advance of the January 1, 2010 deadline.

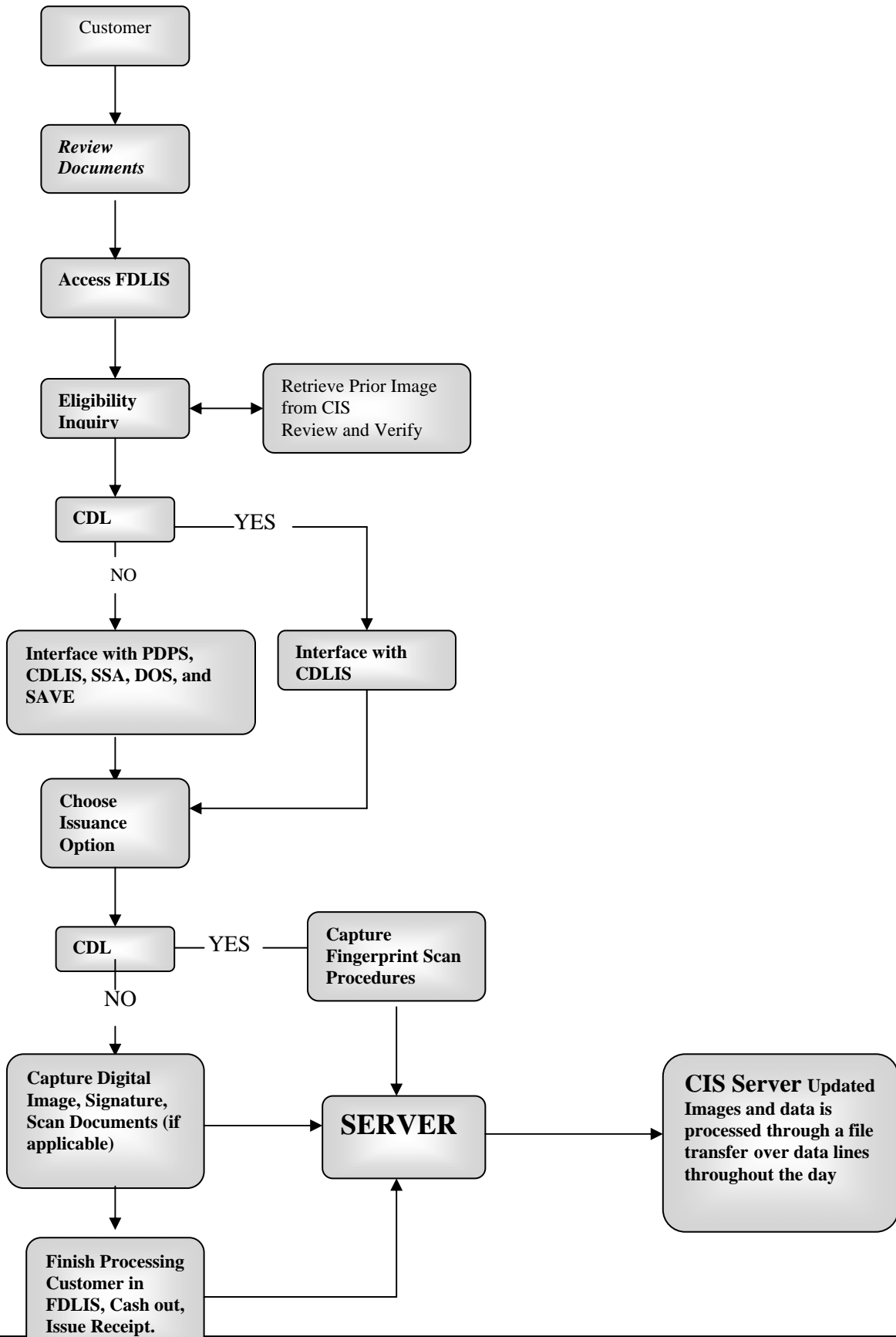
**Group 2:** Objective - Educate those not holding Florida licenses, but who are planning to obtain them AND those immigrants that may have difficulty obtaining required documents. The educational piece for this group is subject to modification, should DHS initiate a rule change during the project period. This piece must be flexible to these message adjustments should they occur.

### Special Authorization Requirements

Repeal of the “Valid in Florida Only License” by the legislature. Measure was vetoed last year, but will be submitted to the Legislature again this year. The Real ID final rule requires that each individual hold only one license or ID card from a jurisdiction. To be considered compliant, Florida will need to remove this provision from the current statute.

Appendices

Attachment A: Driver License Process Map



**Attachment B: Gap Analysis**

See Separate Document Attachment B

**Attachment C: Server Hardware Configuration**

Location	KDC			SSRC	
Cluster Name	Shark			Whale	
Host Name	reef	mako	blue	trout	mullet
Model	GS1280	GS1280	ES47	GS1280	GS160
OS	Tru64 V5.1b-4	Tru64 V5.1b-4	Tru64 V5.1b-4	Tru64 V5.1b-4	Tru64 V5.1b-4
# of CPUs	12	12	2	8	8
MHz of CPUs	1150	1150	1000	1150	1001
Memory	48 GB	48 GB	8 GB	32 GB	32 GB
GB Ethernet Ports	4	4	2	4	4
Avg free Memory	5.8 GB	9.6 GB	0.4 GB	8.5 GB	28.7 GB
Avg # of Processes	3561	5449	398	565	75
Avg Peak CPU utilization	60%	76%	14.70%	52%	0%
Disk reads per sec.	1451	2661	38	321	0
Disk writes per sec.	417	269	10	374	0
Disk KB read per sec.	32858	59056	1249	12973	0
Disk KB written per sec.	6562	4156	103	4837	0
Network IN Packets	2953	2402	42	280	0
Network OUT Packets	4685	3847	92	303	0
Network IN KB/s	846	639	9	307	0
Network OUT KB/s	1053	1496	36	18	0



### Attachment D: Database Summary

ORACLE SID	MVPROD	HSPROD	WEBPROD	MVSCAN	DLPROD	DLEXAM	DLIMAGE	DLSCAN	FLIMS	WAREPROD	CRSCAN	RMAN9	RMAN10
VERSION	9.2.0.8	9.2.0.8	9.2.0.8	10.1.0.5	9.2.0.8	9.2.0.8	9.2.0.8	9.2.0.8	9.2.0.8	9.2.0.8	10.1.0.5	9.2.0.8	10.1.0.5
HARDWARE	REEF	REEF	REEF	REEF	MAKO	MAKO	MAKO	MAKO	MAKO	MAKO	REEF	REEF	REEF
REPLICATION TYPE	Quest	Cloned	Quest	Backup	Quest	Oracle	Oracle	Oracle	Oracle	Backup	Backup	Quest	Quest
CORE APPLICATIONS	FRVIS, FDLIS, WEB, DAVID, FDLE, PUBACC, EXPERT, BATCH	FRVIS	FRVIS, FDLIS, WEB, DAVID, FDLE, PUBACC, EXPERT, BATCH	MVSCAN, FRVIS, DAVID	FRVIS, FDLIS, CIPS, WEB, DAVID, FDLE, PUBLIC, EXPERT, ADLTS, BATCH, DLHOST, COURTS	FDLIS, DAVID, ADLTS	FDLIS, CIPS, DAVID	FDLIS, CIPS, DAVID	FDLIS, CIPS, DAVID	ADHOC, ECRASH, DAVID	ECRASH, DAVID	RMAN	RMAN
PACKAGE	629	11	243	97	309	13	72	29	29	119	302	2	163
PROCEDURE	118	14	208	32	311	82	79	27	20	99	49	1	24
FUNCTION	308	3	89	103	158	12	30	12	3	308	159	0	111
TRIGGER	34	0	3	26	204	11	5	1	25	14	113	0	73
VIEW	85	95	215	194	207	139	96	89	71	431	687	27	314
TABLE	1,057	125	844	240	1,089	168	274	140	147	2,000	506	35	497
INDEX	1,194	66	892	235	975	79	140	76	140	1,778	540	75	615
SEQUENCE	198	1	155	24	177	10	22	6	11	45	74	1	24
SCHEMAS	73	9	58	31	75	11	43	30	19	62	27	3	11
USERS	6,845	28	4,625	54	9,500	30	4,515	258	3,905	129	46	6	16
ROLES	165	20	62	43	169	23	66	33	44	49	43	17	29
DB LINKS	20	0	13	1	29	6	18	4	6	18	2	0	0
TABLESPACE	69	11	32	41	39	9	117	82	7	106	34	5	6
DATAFILES	734	24	41	490	230	19	201	85	17	691	76	4	5
DIRECTORY	0	0	2	1	2	0	17	25	2	7	9	0	1
DATAFILE MB	871,298	86,321	127,896	8,737,228	269,442	30,030	1,952,435	951,530	35,140	1,589,046	879,826	890	1,740
SEGMENT MB	676,928	58,701	122,746	8,535,832	191,186	26,976	1,896,672	925,033	33,714	1,014,232	845,467	630	1,416

Attachment E: Aarray Overview

KDC	Drive Counts	72GB 15K	142GB 15K	300GB 10K	Array Total	Avail Bays	DISK USED & AVAILABLE		
							GB Total	GB Used	Raw Avail
eva3		54	54	60	168	0	26162	16190	7356
	eva3dg1						10521	7185	2284
	eva3dg2						15641	9005	5072
eva4		66	46	56	168	0	24771	15905	6389
	eva4dg1						10247	6900	2322
	eva4dg2						14524	9005	4067
eva5		0	0	54	54	58	13950	0	12555
	eva5dg1						13950	0	12555
EVA Totals		120	100	170	390	58	64883	32095	26300

Volume Counts				Array Controller Info			
	Mirrors (mostly 9GB & 36GB)	Raid5 (mostly 180GB & 360GB)	Volume Totals		Model Number	Model Name	Firmware Version
eva3	55	54	109	eva3	HSV110	EVA5000	SR0025vcsp-3110
eva4	101	54	155	eva4	HSV110	EVA5000	SR0025vcsp-3110
eva5	0	0	0	eva5	HSV210-B	EVA8100	HSV210-V6110

SSRC	Drive Counts	72GB 15K	142GB 15K	300GB 10K	Array Total	Avail Bays	DISK USED & AVAILABLE		
							GB Total	GB Used	Raw Avail
eva3		110	10	48	168	0	20622	14344	4216
	eva3dg1						8333	6915	585
	eva3dg2						12289	7429	3631
EVA Totals		110	10	48	168	0	20622	14344	4216

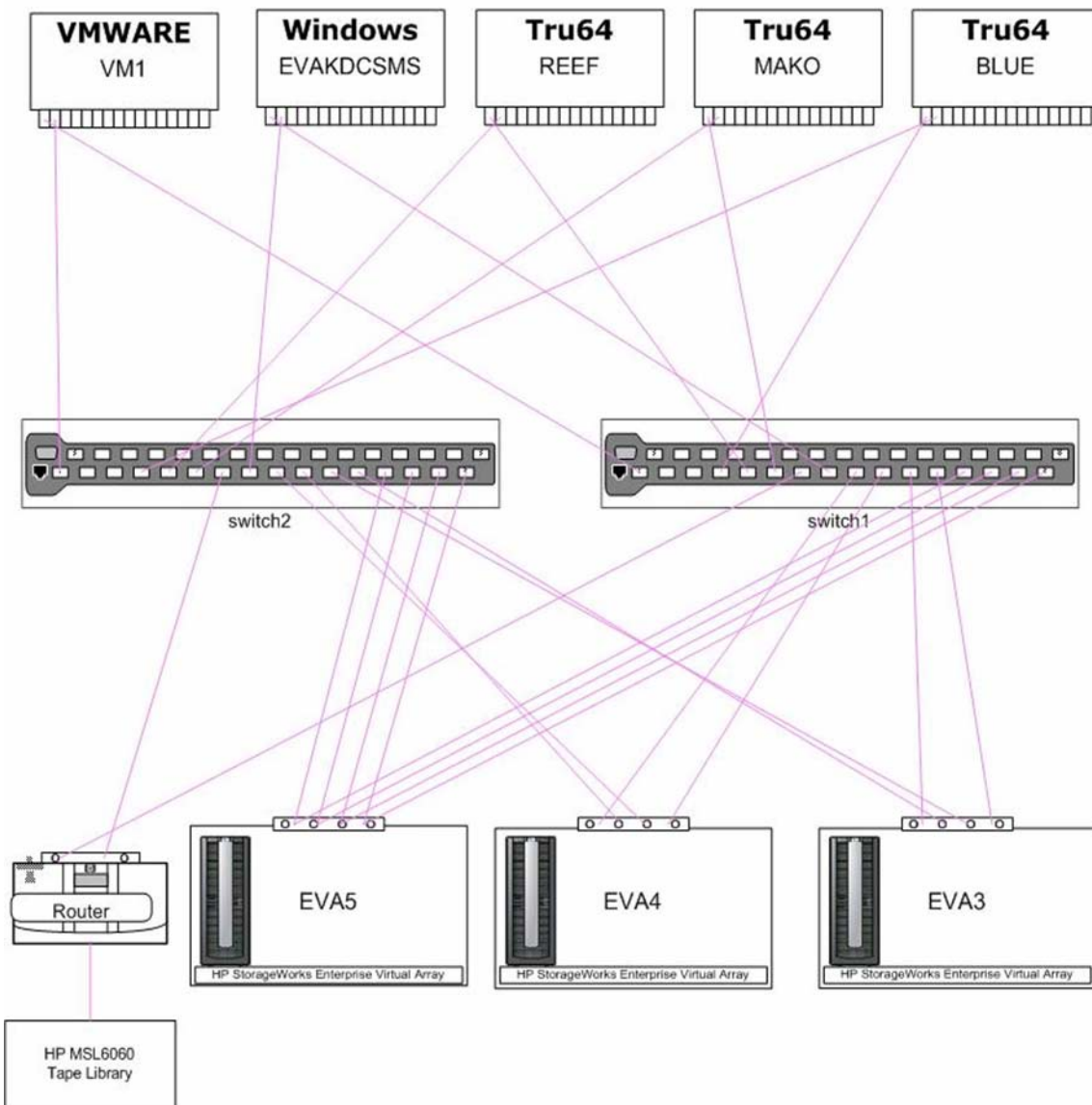
  

Volume Counts				Array Controller Info			
	Mirrors (mostly 9GB & 36GB)	Raid5 (mostly 180GB & 360GB)	Volume Totals		Model Number	Model Name	Firmware Version
eva3	139	34	173	eva3	HSV110	EVA5000	SR0025vcsp-3110

## Switch Information

KDC					
Name	Firmware Version	Make	Model	Speed	Unused Ports
switch1	v5.3.0d	Brocade	SilkWorm 3900	2GB	18
switch2	v5.3.0d	Brocade	SilkWorm 3900	2GB	18

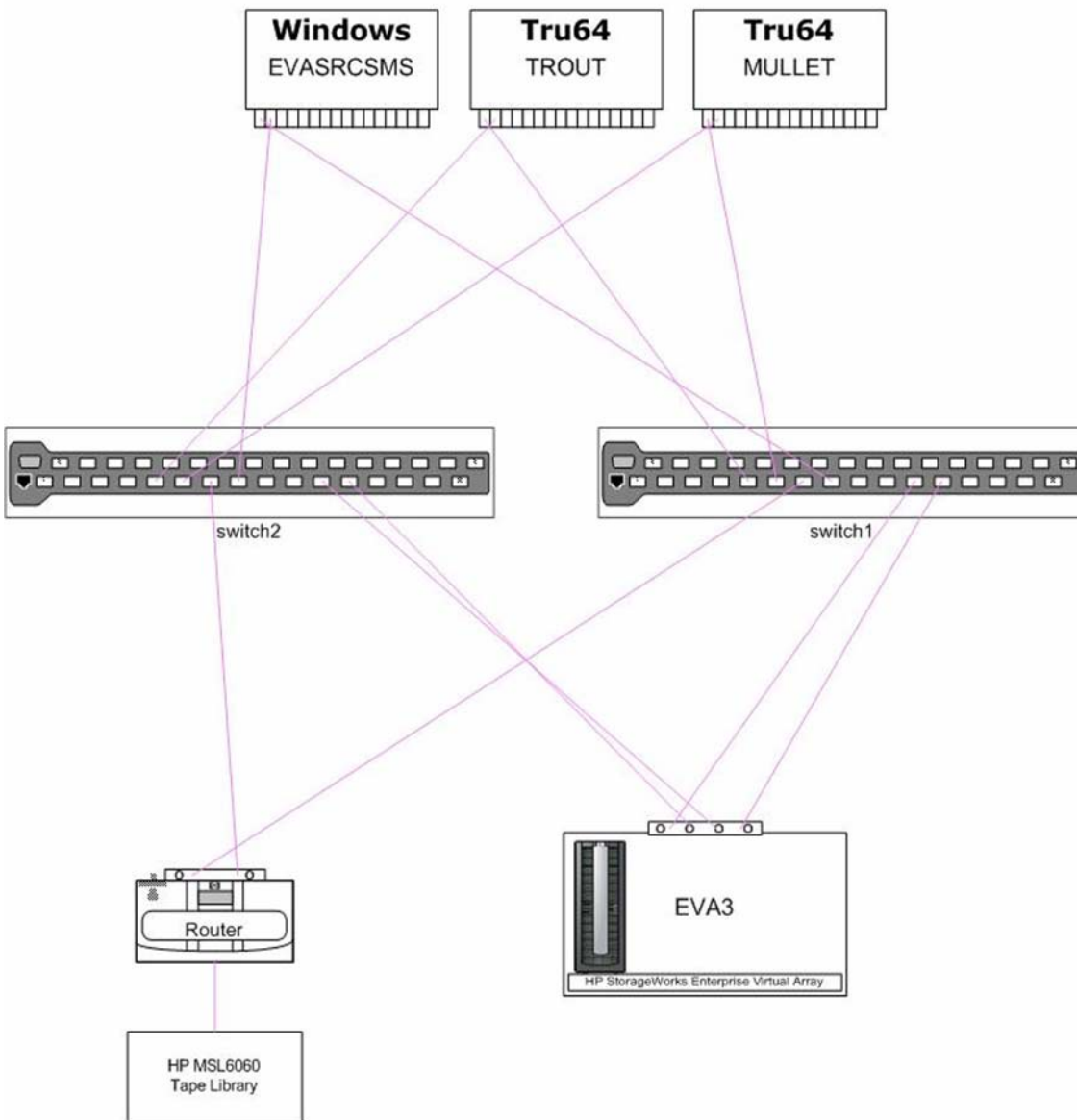
## KDC SAN DIAGRAM



## Switch Information

SSRC					
Name	Firmware Version	Make	Model	Speed	Unused Ports
switch1	v5.3.0d	Brocade	SilkWorm 3900	2GB	26
switch2	v5.3.0d	Brocade	SilkWorm 3900	2GB	26

## SRC SAN DIAGRAM



**Attachment F: Benchmark Tests and Required Times**DDL Benchmark

```

-----
OS Version TRU64 5.1,5.1a. or 5.1b
Oracle RDBMS Version 9.2.0.8
Database HSPROD , Server Trout
table name TAG_HISTORY      size                23046.25M
Indexes    TAG_HISTORYP1    963.75M
           TAG_HISTORYI2    1084.2265625M
           TAG_HISTORYI3    1325.1640625M
           TAG_HISTORYI5    1807.046875M
           TAG_HISTORYI4    1084.2265625M

```

Mount point for source table and source index tablespaces : /dbs1dat221  
(RAID 5)

Mount point for destination table tagtest tablespace : /dbsdwdat207  
(RAID 5)

Mount point for destination index tablespace : /dbs1dat221  
(RAID 5)

Server state : 9 oracle databases up , 530 processes , 3 shareplex instances  
but no appreciable activity.

Precreate destination table and index tablespaces tagtest and xtagtest.  
For example for the index tablespace , the timing is:

```

1 create tablespace xtagtest
2 datafile '/dbs1dat221/hsprod/xtagtest01.dbf' size 10000m
3 extent management local
4* uniform size 200m
SQL> /

```

Tablespace created.

Elapsed: 00:02:51.58

```

create tablespace tagtest
datafile '/dbsdwdat207/tagtest01.dbf' size 30000m
extent management local
uniform size 200m
/

```

Tablespace created.

Elapsed: 00:08:48.23

The following benchmark is for multiblock database I/O :

Partition table taghist into 4 hash partitions using 8 CPUs and nologging  
using a locally managed tablespace with a large uniform extent size of 200m.  
In fact , 8 CPUs will be used thru the whole benchmark. Use a sort area size  
of a 100m.

All other session and system parameters are HSPROD assigned parameters.  
Table to be partitioned using tech\_key column.

```

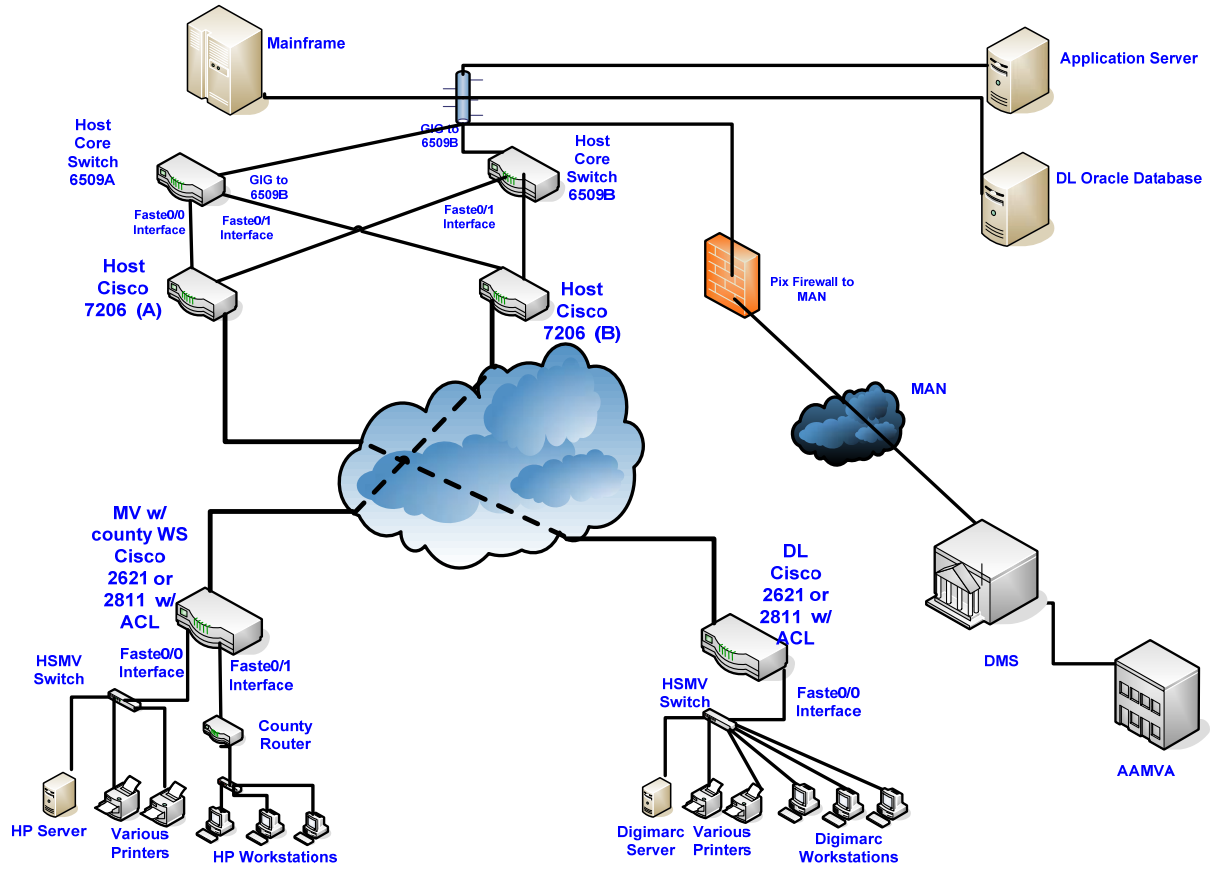
1 create table taghist.tagtest
2     partition by hash (tech_key)

```

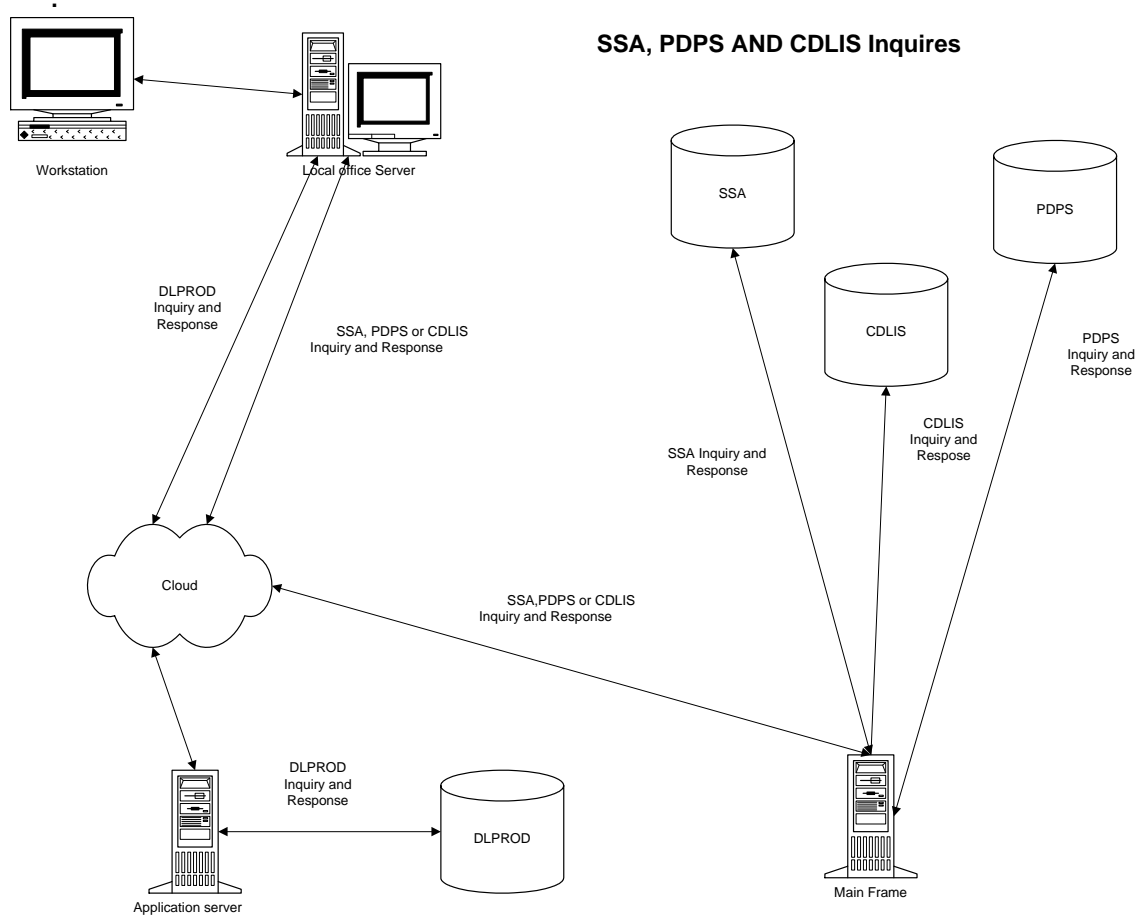
**Attachment G: Listeners**

	DATABASE SID	AVERAGE CONNECTIONS (8am-5pm)	LISTENERS	DISPATCHERS
1	mvprod	291,319	10	10
2	hsprod	202	4	0
3	webprod	305,161	5	3
4	mvscan	1,158	2	0
5	dlprod	446,664	18	8
6	dlexam	312	3	3
7	dlimage	157,873	11	4
8	dlscan	58,142	6	3
9	flims	10,719	1	3
10	wareprod	1,346	1	0
11	crscan	968	2	0
12	rman9	0	2	0
13	rman10	0	1	0

Attachment H: Network Diagram FDLIS and Verification Systems



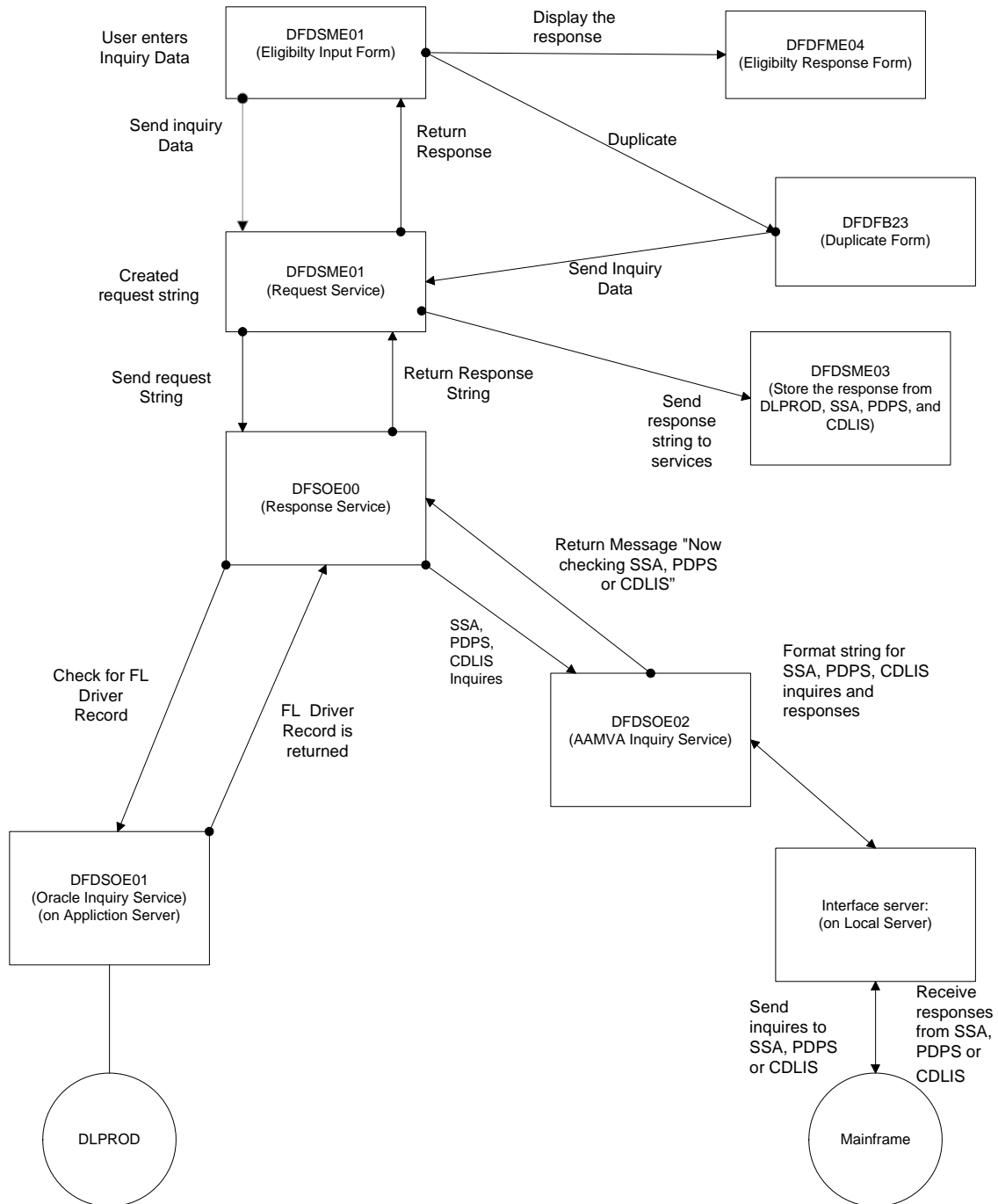
Attachment I: Verification Inquiries



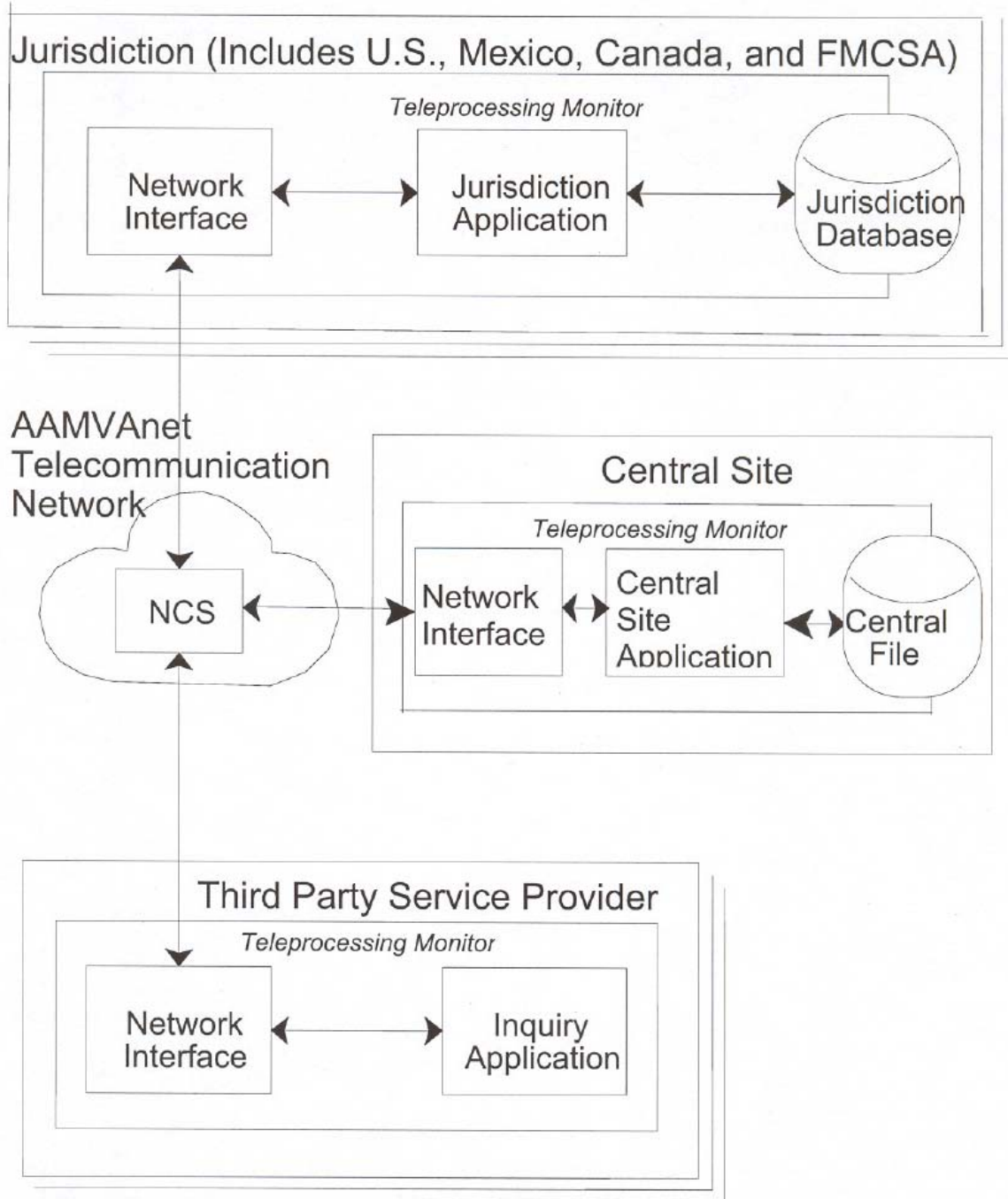


Attachment J: FDLIS/Verification Screen Flow

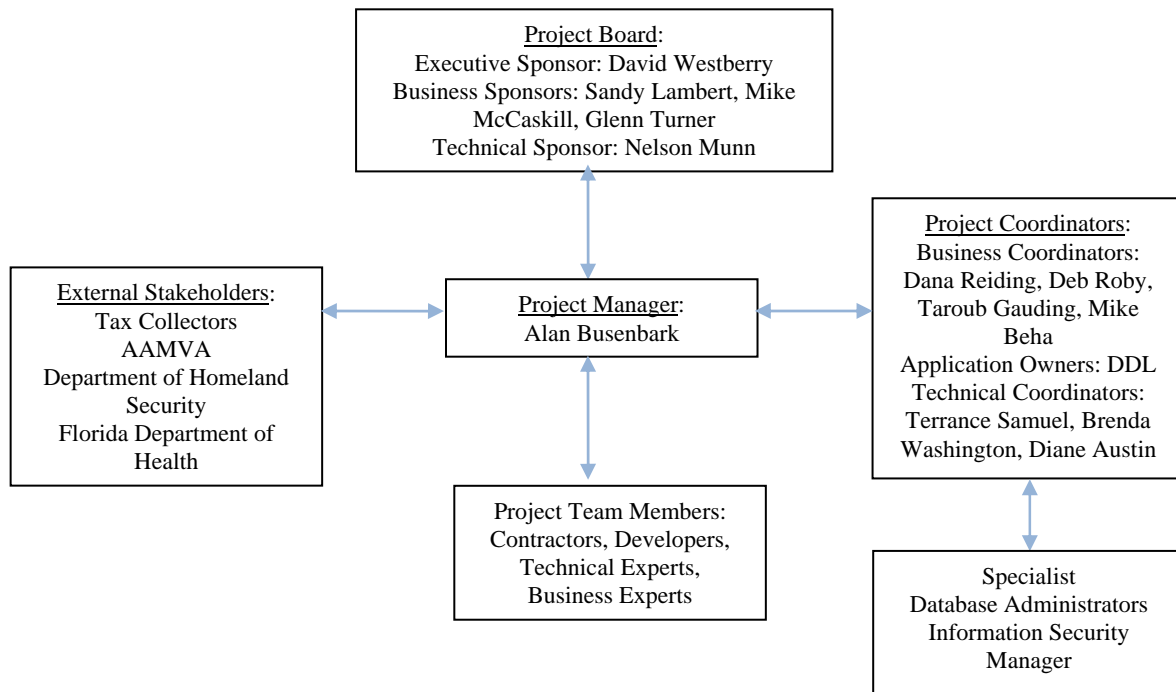
SSA,PDPS, and CDLIS Screen Flow



**Attachment K: Verification Systems Architecture**



Attachment L: Project Organization Chart



**Attachment L: Roles and Responsibilities (continued)**

Application Owner – Manager responsible for the function supported by the application. The Application Owner ensures that the needed resources from the business community are available to serve in various roles throughout the applications' life cycle.

- Has primary authority regarding business policy, and application and data access controls
- Has primary authority to request application and/or data modifications
- Approves and prioritizes proposed application modifications

Database Administrator - Responsible for the physical aspects of the database and applications. The database administrator works with the systems administrator to ensure a stable, reliable and recoverable DBMS environment. This includes, but is not limited to:

- Allocates and manages physical (space) resources
- Monitoring database activity and performance
- Tunes database for performance
- Installs and upgrades software
- Plans, tests, and implements backup and recovery procedures

Developer - One or more individuals from Information System Administration or a Contractor who conducts the needs assessment, designs or develops the application.

- Conducts needs assessments
- Evaluates software solutions
- Develops the conceptual design of the system
- Develops detailed program specifications
- Develops logical and physical design of the database diagram
- Write computer programs

Executive Sponsor - acts as a visionary and motivator and instills the project with a purpose and a sense of mission. The Executive Sponsor introduces the project within the organization and demonstrates commitment to its success. Responsibilities include, but are not limited to:

- Accountable for ensuring the functional requirements of the system address business objectives and are clearly defined at the inception of the project.
- Promote, articulate and provide leadership for the vision and strategy of the project to the organization, or other outside entities, throughout the project's life cycle.
- Facilitate resolution of resource issues.
- Assist in the presentation of status updates and system deliverables to the Executive Management
- Provide feedback to the Project Team.

Functional Application Coordinator- Serves as the liaison between Information Systems Administration and the functional or business area. The Functional Application Coordinator may act as an agent for the Application Owner. General responsibilities may include:

- Coordinates activities with the business community
- Communicates with his/her upper management when necessary
- Compiles equipment surveys and equipment needs evaluation.
- Participates in needs assessments
- Develops data element definitions and customer documentation.
- Defines business rules.
- Coordinates customer training.
- Authorizes access and serves as the primary application contact after the application is installed.
- Develops Acceptance Test Plan and conducts acceptance testing.

## Attachment M: Project Schedule

ID	Task Name	Duration	Start	Finish
0	<b>REAL ID</b>	674 days?	Tue 1/1/08	Fri 7/30/10
1	<b>Begin Project</b>	666 days?	Fri 1/11/08	Fri 7/30/10
2	<b>Phase I: Needs Assessment/Planning</b>	163 days	Fri 1/11/08	Tue 8/26/08
3	<b>GAP Analysis - Real ID</b>	163 days	Fri 1/11/08	Tue 8/26/08
4	Review Final Rule	3 days	Fri 1/11/08	Tue 1/15/08
5	Identify Changes	10 days	Wed 1/16/08	Tue 1/29/08
6	finalize changes needed	20 days	Wed 1/30/08	Tue 2/26/08
7	<b>Legislation</b>	53 days	Wed 2/27/08	Fri 5/9/08
8	"Unexpired" to Passport, Green Card, & Employment Authorization Card	53 days	Wed 2/27/08	Fri 5/9/08
9	Remove FL Only and Sticker Issues	53 days	Wed 2/27/08	Fri 5/9/08
10	Change license to 8 yrs with one renewal	53 days	Wed 2/27/08	Fri 5/9/08
11	One License Per Person	53 days	Wed 2/27/08	Fri 5/9/08
12	Eliminate the Permanent ID card	53 days	Wed 2/27/08	Fri 5/9/08
13	Change Mailing Address to "Residential Address."	53 days	Wed 2/27/08	Fri 5/9/08
14	<b>DDL Requirements for Solutions</b>	45 days	Wed 2/27/08	Tue 4/29/08
15	All policy decisions complete	30 days	Wed 2/27/08	Tue 4/8/08
16	Develop High Level Solutions	15 days	Wed 4/9/08	Tue 4/29/08
17	Approve Grant	80 days	Wed 2/27/08	Tue 6/17/08
18	<b>Hire Consultants</b>	50 days	Wed 6/18/08	Tue 8/26/08
19	COBOL Consultant	50 days	Wed 6/18/08	Tue 8/26/08
20	Uniface Consultant	50 days	Wed 6/18/08	Tue 8/26/08
21	PL/SQL Consultant	50 days	Wed 6/18/08	Tue 8/26/08
22	One Senior DBA	50 days	Wed 6/18/08	Tue 8/26/08
23	<b>Negotiate Date and Items Included</b>	1 day	Wed 4/30/08	Wed 4/30/08
24	WRO 662 Real Id	1 day	Wed 4/30/08	Wed 4/30/08
25	WRO 665 DL & ID Card Term Changes	1 day	Wed 4/30/08	Wed 4/30/08
26	WRO 666 DL & ID Card Fee Changes	1 day	Wed 4/30/08	Wed 4/30/08
27	Develop Project Plan	8 days	Mon 5/12/08	Wed 5/21/08
28	Approve Project Plan	5 days	Thu 5/22/08	Wed 5/28/08
29	Needs Assessment Complete	0 days	Tue 8/26/08	Tue 8/26/08
30	<b>Phase II: Design Phase</b>	180 days?	Wed 4/30/08	Tue 1/6/09
31	<b>Create Detailed Solutions</b>	180 days?	Wed 4/30/08	Tue 1/6/09
32	<b>Verify Lawful - SAVE (WRO 431)</b>	5 days	Wed 4/30/08	Tue 5/6/08

33	DLHOST - Solution	5 days	Wed 4/30/08	Tue 5/6/08
34	<b>Under Perjury (WRO 662)</b>	47 days	Wed 4/30/08	Thu 7/3/08
35	FDLIS - Solution	5 days	Wed 4/30/08	Tue 5/6/08
36	DAVID Changes - Solution	20 days	Fri 6/6/08	Thu 7/3/08
37	<b>Increase License to 8 Years (WRO 665)</b>	47 days	Wed 4/30/08	Thu 7/3/08
38	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
39	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
40	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
41	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
42	Database - Solution	20 days	Fri 6/6/08	Thu 7/3/08
43	<b>4 Year ID Card For 14 Year Old &amp; Below (WRO 665)</b>	49 days	Wed 4/30/08	Mon 7/7/08
44	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
45	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
46	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
47	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
48	Database - Solution	20 days	Tue 6/10/08	Mon 7/7/08
49	<b>8 Year ID Card for 15 Year Olds &amp; Above (WRO 665)</b>	49 days	Wed 4/30/08	Mon 7/7/08
50	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
51	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
52	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
53	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
54	Database - Solution	20 days	Tue 6/10/08	Mon 7/7/08
55	<b>Permanent ID Card (Obsolete) (WRO 665)</b>	49 days	Wed 4/30/08	Mon 7/7/08
56	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
57	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
58	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
59	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
60	Database - Solution	20 days	Tue 6/10/08	Mon 7/7/08
61	<b>Valid W/O Photo/Signature (Obsolete) (WRO 662)</b>	5 days	Wed 4/30/08	Tue 5/6/08
62	FDLIS - Solution	5 days	Wed 4/30/08	Tue 5/6/08
63	<b>Renewal Blue Sticker (Obsolete) (WRO 681)</b>	51 days	Wed 4/30/08	Wed 7/9/08
64	FDLIS - Solution	5 days	Wed 4/30/08	Tue 5/6/08
65	DLHOST - Solution	5 days	Wed 4/30/08	Tue 5/6/08
66	Oracle Programming - Solution	20 days	Thu 6/12/08	Wed 7/9/08
67	Database - Solution	20 days	Thu 6/12/08	Wed 7/9/08
68	WEB - Solution	20 days	Thu 6/12/08	Wed 7/9/08

69	Technical SVCS - Solution	20 days	Thu 6/12/08	Wed 7/9/08
70	<b>One Convenience Renewal (681)</b>	47 days	Wed 4/30/08	Thu 7/3/08
71	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
72	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
73	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
74	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
75	Database - Solution	15 days	Fri 6/13/08	Thu 7/3/08
76	<b>Print &amp; Change Principal Address to Residence (WRO 687)</b>	52 days	Wed 4/30/08	Thu 7/10/08
77	FDLIS - Solution	15 days	Wed 4/30/08	Tue 5/20/08
78	DLHOST - Solution	15 days	Wed 4/30/08	Tue 5/20/08
79	Oracle Programming - Solution	15 days	Wed 4/30/08	Tue 5/20/08
80	WEB - Solution	15 days	Wed 4/30/08	Tue 5/20/08
81	Database - Solution	15 days	Wed 4/30/08	Tue 5/20/08
82	FRVIS - Solution	15 days	Wed 4/30/08	Tue 5/20/08
83	DAVID Changes - Solution	20 days	Fri 6/13/08	Thu 7/10/08
84	MVHOST - Solution	20 days	Fri 6/13/08	Thu 7/10/08
85	<b>SSN - No Issuance No Match (WRO 662)</b>	30 days	Wed 4/30/08	Tue 6/10/08
86	FDLIS - Solution (update SSN verification date)	30 days	Wed 4/30/08	Tue 6/10/08
87	Oracle Programming - Solution	30 days	Wed 4/30/08	Tue 6/10/08
88	DLHOST - Solution	30 days	Wed 4/30/08	Tue 6/10/08
89	WEB - Solution	30 days	Wed 4/30/08	Tue 6/10/08
90	<b>Save Signatures as TIF WRO 662)</b>	25 days	Wed 4/30/08	Tue 6/3/08
91	Database - Solution	25 days	Wed 4/30/08	Tue 6/3/08
92	<b>Print 39 Characters on the License &amp; ID (WRO 662)</b>	50 days	Wed 4/30/08	Tue 7/8/08
93	FDLIS - Solution	50 days	Wed 4/30/08	Tue 7/8/08
94	DLHOST - Solution	50 days	Wed 4/30/08	Tue 7/8/08
95	Database - Solution	50 days	Wed 4/30/08	Tue 7/8/08
96	<b>Full Legal Name (WRO 662)</b>	60 days	Wed 4/30/08	Tue 7/22/08
97	Naming Convention (DL Policy)	60 days	Wed 4/30/08	Tue 7/22/08
98	DMV Policy	60 days	Wed 4/30/08	Tue 7/22/08
99	FDLIS - Solution	60 days	Wed 4/30/08	Tue 7/22/08
100	DLHOST - Solution	60 days	Wed 4/30/08	Tue 7/22/08
101	Database - Solution	60 days	Wed 4/30/08	Tue 7/22/08
102	WEB - Solution	60 days	Wed 4/30/08	Tue 7/22/08
103	FRVIS - Solution	60 days	Wed 4/30/08	Tue 7/22/08
104	Oracle Programming - Solution	60 days	Wed 4/30/08	Tue 7/22/08

REAL ID ACT

105	MVHOST - Solution	60 days	Wed 4/30/08	Tue 7/22/08
106	DAVID - Solution	60 days	Wed 4/30/08	Tue 7/22/08
107	<b>Renewal Cards (WRO 662)</b>	30 days?	Wed 4/30/08	Tue 6/10/08
108	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
109	Database - Solution	1 day?	Tue 6/10/08	Tue 6/10/08
110	<b>Source Documents-ID Method (WRO 697)</b>	52 days	Wed 4/30/08	Thu 7/10/08
111	FDLIS - Solution	25 days	Wed 4/30/08	Tue 6/3/08
112	Database - Solution	25 days	Wed 4/30/08	Tue 6/3/08
113	DAVID Changes - Solution	20 days	Fri 6/13/08	Thu 7/10/08
114	Scan Storage - Solution	20 days	Fri 6/13/08	Thu 7/10/08
115	<b>Florida ONLY (Obsolete) (WRO 680)</b>	47 days	Wed 4/30/08	Thu 7/3/08
116	FDLIS - Solution	5 days	Wed 4/30/08	Tue 5/6/08
117	DLHOST - Solution	5 days	Wed 4/30/08	Tue 5/6/08
118	WEB - Solution	15 days	Fri 6/13/08	Thu 7/3/08
119	Oracle Programming - Solution	5 days	Wed 4/30/08	Tue 5/6/08
120	Database - Solution	15 days	Fri 6/13/08	Thu 7/3/08
121	<b>Flag Record as REAL ID Compliant (WRO 662)</b>	48 days	Wed 4/30/08	Fri 7/4/08
122	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
123	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
124	Database - Solution	10 days	Wed 4/30/08	Tue 5/13/08
125	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
126	Oracle Programming - Solution	20 days	Wed 4/30/08	Tue 5/27/08
127	DAVID Changes - Solution	15 days	Mon 6/16/08	Fri 7/4/08
128	<b>One Real ID Card (WRO 662)</b>	10 days	Wed 4/30/08	Tue 5/13/08
129	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
130	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
131	Database - Solution	10 days	Wed 4/30/08	Tue 5/13/08
132	WEB - Solution	10 days	Wed 4/30/08	Tue 5/13/08
133	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
134	<b>Verify Renewal With SSOLV (WRO 662)</b>	30 days	Wed 4/30/08	Tue 6/10/08
135	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
136	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
137	Database - Solution	10 days	Wed 4/30/08	Tue 5/13/08
138	WEB - Solution	30 days	Wed 4/30/08	Tue 6/10/08
139	Oracle Programming - Solution	10 days	Wed 4/30/08	Tue 5/13/08
140	<b>Accept New Security Marking (WRO 662)</b>	30 days	Wed 6/11/08	Tue 7/22/08



141	Digimarc Solution	30 days	Wed 6/11/08	Tue 7/22/08
142	<b>Revision Date In 2-D Barcode (W)RO 6</b>	30 days	Wed 6/11/08	Tue 7/22/08
143	Digimarc - Solution	30 days	Wed 6/11/08	Tue 7/22/08
144	Database - Solution	30 days	Wed 6/11/08	Tue 7/22/08
145	FDLIS - Solution	30 days	Wed 6/11/08	Tue 7/22/08
146	<b>Central Issuance (AAMVA Down) (WRO 686)</b>	30 days	Wed 4/30/08	Tue 6/10/08
147	FDLIS - Solution	10 days	Wed 4/30/08	Tue 5/13/08
148	DLHOST - Solution	10 days	Wed 4/30/08	Tue 5/13/08
149	Oracle Programming - Solution	30 days	Wed 4/30/08	Tue 6/10/08
150	Database - Solution	10 days	Wed 4/30/08	Tue 5/13/08
151	<b>Verify Birth Certificates EVVE (WRO 497)</b>	180 days	Wed 4/30/08	Tue 1/6/09
152	FDLIS - Solution	180 days	Wed 4/30/08	Tue 1/6/09
153	DLHOST - Solution	180 days	Wed 4/30/08	Tue 1/6/09
154	Database - Solution	180 days	Wed 4/30/08	Tue 1/6/09
155	<b>Verify With State of Issue (WRO 662)</b>	180 days	Wed 4/30/08	Tue 1/6/09
156	FDLIS - Solution	180 days	Wed 4/30/08	Tue 1/6/09
157	DLHOST - Solution	180 days	Wed 4/30/08	Tue 1/6/09
158	Approval of Real ID Solutions	1 day	Wed 1/7/09	Wed 1/7/09
159	<b>ISA Initial Unit/System Test Plans</b>	248 days	Wed 6/11/08	Fri 5/22/09
160	October 2008 Release	10 days	Wed 6/11/08	Tue 6/24/08
161	December 2008 Release	10 days	Mon 10/27/08	Fri 11/7/08
162	April 2009 Release	10 days	Mon 2/2/09	Fri 2/13/09
163	July 2009 Release	10 days	Mon 5/11/09	Fri 5/22/09
164	<b>DDL Initial Unit/System Test Plans</b>	248 days	Wed 6/11/08	Fri 5/22/09
165	October 2008 Release	10 days	Wed 6/11/08	Tue 6/24/08
166	December 2008 Release	10 days	Mon 10/27/08	Fri 11/7/08
167	April 2009 Release	10 days	Mon 2/2/09	Fri 2/13/09
168	July 2009 Release	10 days	Mon 5/11/09	Fri 5/22/09
169	<b>DMV Initial Unit and System Test Plans</b>	248 days	Wed 6/11/08	Fri 5/22/09
170	October 2008 Release	10 days	Wed 6/11/08	Tue 6/24/08
171	December 2008 Release	10 days	Mon 10/27/08	Fri 11/7/08
172	April 2009 Release	10 days	Mon 2/2/09	Fri 2/13/09
173	July 2009 Release	10 days	Mon 5/11/09	Fri 5/22/09
174	Design Phase Complete	0 days	Fri 5/22/09	Fri 5/22/09
175	<b>Phase III: Development Phase</b>	666 days?	Fri 1/11/08	Fri 7/30/10
176	<b>Development Program Code</b>	666 days?	Fri 1/11/08	Fri 7/30/10

177	<b>Verify Lawful - SAVE (WRO31)</b>	104 days	Wed 5/7/08	Mon 9/29/08
178	<b>DLHOST</b>	39 days	Wed 5/7/08	Mon 6/30/08
179	Code Programs/Applications	5 days	Wed 5/7/08	Tue 5/13/08
180	Unit/Parallel Testing	33 days	Wed 5/14/08	Fri 6/27/08
181	Implementation	1 day	Mon 6/30/08	Mon 6/30/08
182	<b>Under Perjury (WRO 662)</b>	103 days	Wed 5/7/08	Fri 9/26/08
183	<b>FDLIS</b>	103 days	Wed 5/7/08	Fri 9/26/08
184	Acquire oath from DL (English/Spanish)	10 days	Wed 5/7/08	Tue 5/20/08
185	Update Table/Implementation	1 day	Fri 9/26/08	Fri 9/26/08
186	<b>DAVID Changes</b>	1 day	Mon 9/29/08	Mon 9/29/08
187	Code Changes	1 day	Mon 9/29/08	Mon 9/29/08
188	<b>Increase license to eight years (WRO 665)</b>	20 days?	Mon 7/14/08	Fri 8/8/08
189	<b>FDLIS</b>	11 days	Mon 7/14/08	Mon 7/28/08
190	Code Programs/Applications/PL:SQL/Database	6 days	Mon 7/14/08	Mon 7/21/08
191	Unit Testing	5 days	Tue 7/22/08	Mon 7/28/08
192	<b>DLHOST</b>	11 days	Mon 7/14/08	Mon 7/28/08
193	Code Programs/Applications/PL:SQL/Database	6 days	Mon 7/14/08	Mon 7/21/08
194	Unit Testing	5 days	Tue 7/22/08	Mon 7/28/08
195	<b>Oracle PRG</b>	20 days	Mon 7/14/08	Fri 8/8/08
196	Code Programs/Applications/PL:SQL/Database	15 days	Mon 7/14/08	Fri 8/1/08
197	Unit Testing	5 days	Mon 8/4/08	Fri 8/8/08
198	<b>WEB</b>	16 days?	Mon 7/14/08	Mon 8/4/08
199	Code Programs/Applications/PL:SQL/Database	15 days	Mon 7/14/08	Fri 8/1/08
200	Unit Testing	1 day?	Mon 8/4/08	Mon 8/4/08
201	<b>Database</b>	16 days?	Mon 7/14/08	Mon 8/4/08
202	Code Changes	15 days	Mon 7/14/08	Fri 8/1/08
203	Testing	1 day?	Mon 8/4/08	Mon 8/4/08
204	<b>4 year ID card For 14 Year Old &amp; Below (WRO 665)</b>	20 days	Mon 7/14/08	Fri 8/8/08
205	<b>FDLIS</b>	10 days	Mon 7/14/08	Fri 7/25/08
206	Code Programs/Applications/PL:SQL/Database	5 days	Mon 7/14/08	Fri 7/18/08
207	Unit Testing	5 days	Mon 7/21/08	Fri 7/25/08
208	<b>DLHOST</b>	15 days	Mon 7/14/08	Fri 8/1/08
209	Code Programs/Applications/PL:SQL/Database	5 days	Mon 7/14/08	Fri 7/18/08
210	Unit Testing	10 days	Mon 7/21/08	Fri 8/1/08
211	<b>Oracle PRG</b>	20 days	Mon 7/14/08	Fri 8/8/08
212	Code Programs/Applications/PL:SQL/Database	15 days	Mon 7/14/08	Fri 8/1/08

213	Unit Testing	5 days	Mon 8/4/08	Fri 8/8/08
214	<b>WEB</b>	15 days	Mon 7/14/08	Fri 8/1/08
215	Code Programs/Applications/PL:SQL/Database	10 days	Mon 7/14/08	Fri 7/25/08
216	Unit Testing	5 days	Mon 7/28/08	Fri 8/1/08
217	<b>Database</b>	15 days	Mon 7/14/08	Fri 8/1/08
218	Code Changes	10 days	Mon 7/14/08	Fri 7/25/08
219	Testing	5 days	Mon 7/28/08	Fri 8/1/08
220	<b>8 year ID card 15 Year Old &amp; Above (WRO 665)</b>	35 days	Mon 7/14/08	Fri 8/29/08
221	<b>FDLIS</b>	15 days	Mon 7/14/08	Fri 8/1/08
222	Code Programs/Applications/PL:SQL/Database	5 days	Mon 7/14/08	Fri 7/18/08
223	Unit Testing	10 days	Mon 7/21/08	Fri 8/1/08
224	<b>DLHOST</b>	15 days	Mon 7/14/08	Fri 8/1/08
225	Code Programs/Applications/PL:SQL/Database	5 days	Mon 7/14/08	Fri 7/18/08
226	Unit Testing	10 days	Mon 7/21/08	Fri 8/1/08
227	<b>Oracle PRG</b>	35 days	Mon 7/14/08	Fri 8/29/08
228	Code Programs/Applications/PL:SQL/Database	25 days	Mon 7/14/08	Fri 8/15/08
229	Unit Testing	10 days	Mon 8/18/08	Fri 8/29/08
230	<b>WEB</b>	20 days	Mon 7/14/08	Fri 8/8/08
231	Code Programs/Applications/PL:SQL/Database	15 days	Mon 7/14/08	Fri 8/1/08
232	Unit Testing	5 days	Mon 8/4/08	Fri 8/8/08
233	<b>Database</b>	15 days	Mon 7/14/08	Fri 8/1/08
234	Code Changes	10 days	Mon 7/14/08	Fri 7/25/08
235	Testing	5 days	Mon 7/28/08	Fri 8/1/08
236	<b>Permanent ID card (Obsolete) (WRO 665)</b>	25 days	Mon 7/14/08	Fri 8/15/08
237	<b>FDLIS</b>	18 days	Mon 7/14/08	Wed 8/6/08
238	Code Programs/Applications/PL:SQL/Database	10 days	Mon 7/14/08	Fri 7/25/08
239	Unit Testing	8 days	Mon 7/28/08	Wed 8/6/08
240	<b>DLHOST</b>	15 days	Mon 7/14/08	Fri 8/1/08
241	Code Programs/Applications/PL:SQL/Database	5 days	Mon 7/14/08	Fri 7/18/08
242	Unit Testing	10 days	Mon 7/21/08	Fri 8/1/08
243	<b>Oracle PRG</b>	15 days	Mon 7/14/08	Fri 8/1/08
244	Code Programs/Applications/PL:SQL/Database	10 days	Mon 7/14/08	Fri 7/25/08
245	Unit Testing	5 days	Mon 7/28/08	Fri 8/1/08
246	<b>WEB</b>	15 days	Mon 7/28/08	Fri 8/15/08
247	Code Programs/Applications/PL:SQL/Database	10 days	Mon 7/28/08	Fri 8/8/08
248	Unit Testing	5 days	Mon 8/11/08	Fri 8/15/08

249	<b>Database</b>	15 days	Mon 7/28/08	Fri 8/15/08
250	Code Changes	10 days	Mon 7/28/08	Fri 8/8/08
251	Testing	5 days	Mon 8/11/08	Fri 8/15/08
252	<b>Valid without photo/sign (Obsolete) (WRO 662)</b>	7 days	Mon 1/5/09	Tue 1/13/09
253	<b>FDLIS</b>	7 days	Mon 1/5/09	Tue 1/13/09
254	Code Programs/Applications/PL:SQL/Database	2 days	Mon 1/5/09	Tue 1/6/09
255	Unit Testing	5 days	Wed 1/7/09	Tue 1/13/09
256	<b>Renewal Blue Sticker (Obsolete) (WRO 681)</b>	25 days	Mon 7/28/08	Fri 8/29/08
257	<b>FDLIS</b>	7 days	Mon 7/28/08	Tue 8/5/08
258	Code Programs/Applications/PL:SQL/Database	4 days	Mon 7/28/08	Thu 7/31/08
259	Unit Testing	3 days	Fri 8/1/08	Tue 8/5/08
260	<b>DLHOST</b>	13 days	Mon 7/28/08	Wed 8/13/08
261	Code Programs/Applications/PL:SQL/Database	8 days	Mon 7/28/08	Wed 8/6/08
262	Unit Testing	5 days	Thu 8/7/08	Wed 8/13/08
263	<b>Database</b>	15 days	Mon 7/28/08	Fri 8/15/08
264	Code Changes	10 days	Mon 7/28/08	Fri 8/8/08
265	Testing	5 days	Mon 8/11/08	Fri 8/15/08
266	<b>Oracle Programming</b>	25 days	Mon 7/28/08	Fri 8/29/08
267	Code Programs/Applications/PL:SQL/Database	15 days	Mon 7/28/08	Fri 8/15/08
268	Unit Testing	10 days	Mon 8/18/08	Fri 8/29/08
269	<b>WEB</b>	15 days	Mon 7/28/08	Fri 8/15/08
270	Code Programs/Applications/PL:SQL/Database	10 days	Mon 7/28/08	Fri 8/8/08
271	Unit Testing	5 days	Mon 8/11/08	Fri 8/15/08
272	<b>Technical SVCS</b>	15 days	Mon 7/28/08	Fri 8/15/08
273	Code Changes	10 days	Mon 7/28/08	Fri 8/8/08
274	Testing	5 days	Mon 8/11/08	Fri 8/15/08
275	<b>One Convenience Renewal (WRO 681)</b>	36 days	Fri 7/4/08	Fri 8/22/08
276	<b>FDLIS</b>	30 days	Mon 7/14/08	Fri 8/22/08
277	Code Programs/Applications/PL:SQL/Database	20 days	Mon 7/14/08	Fri 8/8/08
278	Unit Testing	10 days	Mon 8/11/08	Fri 8/22/08
279	<b>DLHOST</b>	30 days	Fri 7/4/08	Thu 8/14/08
280	Code Programs/Applications/PL:SQL/Database	20 days	Fri 7/4/08	Thu 7/31/08
281	Unit Testing	10 days	Fri 8/1/08	Thu 8/14/08
282	<b>Oracle PRG</b>	30 days	Fri 7/4/08	Thu 8/14/08
283	Code Programs/Applications/PL:SQL/Database	20 days	Fri 7/4/08	Thu 7/31/08
284	Unit Testing	10 days	Fri 8/1/08	Thu 8/14/08

285	<b>WEB</b>	30 days	Fri 7/4/08	Thu 8/14/08
286	Code Programs/Applications/PL:SQL/Database	20 days	Fri 7/4/08	Thu 7/31/08
287	Unit Testing	10 days	Fri 8/1/08	Thu 8/14/08
288	<b>Database</b>	30 days	Fri 7/4/08	Thu 8/14/08
289	Code Changes	20 days	Fri 7/4/08	Thu 7/31/08
290	Testing	10 days	Fri 8/1/08	Thu 8/14/08
291	<b>Print &amp; Change Principal Address to Residence (WRO 687)</b>	91 days	Fri 7/11/08	Fri 11/14/08
292	<b>FDLIS</b>	30 days	Mon 10/6/08	Fri 11/14/08
293	Code Programs/Applications/PL:SQL/Database	20 days	Mon 10/6/08	Fri 10/31/08
294	Unit Testing	10 days	Mon 11/3/08	Fri 11/14/08
295	<b>DLHOST</b>	30 days	Mon 10/6/08	Fri 11/14/08
296	Code Programs/Applications/PL:SQL/Database	20 days	Mon 10/6/08	Fri 10/31/08
297	Unit Testing	10 days	Mon 11/3/08	Fri 11/14/08
298	<b>Oracle PRG</b>	30 days	Mon 10/6/08	Fri 11/14/08
299	Code Programs/Applications/PL:SQL/Database	20 days	Mon 10/6/08	Fri 10/31/08
300	Unit Testing	10 days	Mon 11/3/08	Fri 11/14/08
301	<b>WEB</b>	30 days	Mon 10/6/08	Fri 11/14/08
302	Code Programs/Applications/PL:SQL/Database	20 days	Mon 10/6/08	Fri 10/31/08
303	Unit Testing	10 days	Mon 11/3/08	Fri 11/14/08
304	<b>Database</b>	30 days	Mon 10/6/08	Fri 11/14/08
305	Code Programs/Applications/PL:SQL/Database	20 days	Mon 10/6/08	Fri 10/31/08
306	Unit Testing	10 days	Mon 11/3/08	Fri 11/14/08
307	<b>FRVIS</b>	30 days	Mon 10/6/08	Fri 11/14/08
308	Code Programs/Applications/PL:SQL/Database	20 days	Mon 10/6/08	Fri 10/31/08
309	Unit Testing	10 days	Mon 11/3/08	Fri 11/14/08
310	<b>MVHOST</b>	30 days	Fri 7/11/08	Thu 8/21/08
311	Code Programs/Applications/PL:SQL/Database	20 days	Fri 7/11/08	Thu 8/7/08
312	Unit Testing	10 days	Fri 8/8/08	Thu 8/21/08
313	<b>DAVID Changes</b>	30 days	Fri 8/22/08	Thu 10/2/08
314	Code Programs/Applications/PL:SQL/Database	20 days	Fri 8/22/08	Thu 9/18/08
315	Unit Testing	10 days	Fri 9/19/08	Thu 10/2/08
316	<b>SSN-No Issue No Match (WRO 662)</b>	31 days	Tue 5/27/08	Tue 7/8/08
317	SSN no-verification (DL Policy)	10 days	Tue 5/27/08	Mon 6/9/08
318	<b>FDLIS</b>	15 days	Wed 6/11/08	Tue 7/1/08
319	Code Programs/Applications/PL:SQL/Database	10 days	Wed 6/11/08	Tue 6/24/08
320	Unit Testing	5 days	Wed 6/25/08	Tue 7/1/08

321	<b>Oracle PRG</b>	15 days	Wed 6/11/08	Tue 7/1/08
322	Code Programs/Applications/PL:SQL/Database	10 days	Wed 6/11/08	Tue 6/24/08
323	Unit Testing	5 days	Wed 6/25/08	Tue 7/1/08
324	<b>WEB</b>	20 days	Wed 6/11/08	Tue 7/8/08
325	Code Programs/Applications/PL:SQL/Database	15 days	Wed 6/11/08	Tue 7/1/08
326	Unit Testing	5 days	Wed 7/2/08	Tue 7/8/08
327	<b>Signature to TIFF (WRO 662)</b>	30 days	Fri 6/27/08	Thu 8/7/08
328	<b>Database</b>	30 days	Fri 6/27/08	Thu 8/7/08
329	Code Programs/Applications/PL:SQL/Database	20 days	Fri 6/27/08	Thu 7/24/08
330	Unit Testing	10 days	Fri 7/25/08	Thu 8/7/08
331	<b>Print 39 Characters on License (WRO 662)</b>	60 days	Mon 1/5/09	Fri 3/27/09
332	<b>FDLIS</b>	60 days	Mon 1/5/09	Fri 3/27/09
333	Code Programs/Applications/PL:SQL/Database	40 days	Mon 1/5/09	Fri 2/27/09
334	Unit Testing	20 days	Mon 3/2/09	Fri 3/27/09
335	<b>DLHOST</b>	60 days	Mon 1/5/09	Fri 3/27/09
336	Code Programs/Applications/PL:SQL/Database	40 days	Mon 1/5/09	Fri 2/27/09
337	Unit Testing	20 days	Mon 3/2/09	Fri 3/27/09
338	<b>Database</b>	60 days	Mon 1/5/09	Fri 3/27/09
339	Code Programs/Applications/PL:SQL/Database	40 days	Mon 1/5/09	Fri 2/27/09
340	Unit Testing	20 days	Mon 3/2/09	Fri 3/27/09
341	<b>Full Legal Name (WRO 662)</b>	371 days	Fri 1/11/08	Fri 6/12/09
342	Naming Convention (DL Policy)	10 days	Tue 6/3/08	Mon 6/16/08
343	DMV Policy	10 days	Tue 6/3/08	Mon 6/16/08
344	<b>FDLIS</b>	65 days	Mon 1/12/09	Fri 4/10/09
345	Code Programs/Applications/PL:SQL/Database	40 days	Mon 1/12/09	Fri 3/6/09
346	Unit Testing	25 days	Mon 3/9/09	Fri 4/10/09
347	<b>DLHOST</b>	110 days	Mon 1/12/09	Fri 6/12/09
348	Code Programs/Applications/PL:SQL/Database	80 days	Mon 1/12/09	Fri 5/1/09
349	Unit Testing	30 days	Mon 5/4/09	Fri 6/12/09
350	<b>Oracle Pgr support</b>	90 days	Mon 1/12/09	Fri 5/15/09
351	Code Programs/Applications/PL:SQL/Database	60 days	Mon 1/12/09	Fri 4/3/09
352	Unit Testing	30 days	Mon 4/6/09	Fri 5/15/09
353	<b>FRVIS</b>	75 days	Mon 1/12/09	Fri 4/24/09
354	Code Programs/Applications/PL:SQL/Database	50 days	Mon 1/12/09	Fri 3/20/09
355	Unit Testing	25 days	Mon 3/23/09	Fri 4/24/09
356	<b>MVHOST</b>	90 days	Mon 1/12/09	Fri 5/15/09

357	Code Programs/Applications/PL:SQL/Database	60 days	Mon 1/12/09	Fri 4/3/09
358	Unit Testing	30 days	Mon 4/6/09	Fri 5/15/09
359	<b>Database</b>	55 days	Mon 1/12/09	Fri 3/27/09
360	Code Programs/Applications/PL:SQL/Database	35 days	Mon 1/12/09	Fri 2/27/09
361	Unit Testing	20 days	Mon 3/2/09	Fri 3/27/09
362	<b>Web</b>	75 days	Mon 1/12/09	Fri 4/24/09
363	Code Programs/Applications/PL:SQL/Database	50 days	Mon 1/12/09	Fri 3/20/09
364	Unit Testing	25 days	Mon 3/23/09	Fri 4/24/09
365	<b>DAVID Changes</b>	30 days	Fri 1/11/08	Thu 2/21/08
366	Code Changes	30 days	Fri 1/11/08	Thu 2/21/08
367	Testing	20 days	Fri 1/11/08	Thu 2/7/08
368	<b>Renewal Cards (WRO 662)</b>	50 days	Wed 6/11/08	Tue 8/19/08
369	<b>DLHOST</b>	50 days	Wed 6/11/08	Tue 8/19/08
370	Code Programs/Applications/PL:SQL/Database	30 days	Wed 6/11/08	Tue 7/22/08
371	Unit Testing	20 days	Wed 7/23/08	Tue 8/19/08
372	<b>Database</b>	50 days	Wed 6/11/08	Tue 8/19/08
373	Code Programs/Applications/PL:SQL/Database	30 days	Wed 6/11/08	Tue 7/22/08
374	Unit Testing	20 days	Wed 7/23/08	Tue 8/19/08
375	<b>Source Documents (WRO 697)</b>	208 days	Wed 6/4/08	Fri 3/20/09
376	<b>FDLIS</b>	50 days	Mon 1/12/09	Fri 3/20/09
377	Code Programs/Applications/PL:SQL/Database	30 days	Mon 1/12/09	Fri 2/20/09
378	Unit Testing	20 days	Mon 2/23/09	Fri 3/20/09
379	<b>DAVID Changes</b>	50 days	Mon 1/12/09	Fri 3/20/09
380	Code Programs/Applications/PL:SQL/Database	30 days	Mon 1/12/09	Fri 2/20/09
381	Unit Testing	20 days	Mon 2/23/09	Fri 3/20/09
382	<b>Database</b>	188 days	Wed 6/4/08	Fri 2/20/09
383	Code Programs/Applications/PL:SQL/Database	30 days	Mon 1/12/09	Fri 2/20/09
384	Unit Testing	20 days	Wed 6/4/08	Tue 7/1/08
385	Scan Storage	20 days	Mon 1/12/09	Fri 2/6/09
386	<b>Florida Only (Obsolete) (WRO 680)</b>	226 days	Fri 7/4/08	Fri 5/15/09
387	<b>FDLIS</b>	15 days	Mon 4/6/09	Fri 4/24/09
388	Code Programs/Applications/PL:SQL/Database	10 days	Mon 4/6/09	Fri 4/17/09
389	Unit Testing	5 days	Mon 4/20/09	Fri 4/24/09
390	<b>DLHOST</b>	21 days	Mon 4/6/09	Mon 5/4/09
391	Code Programs/Applications/PL:SQL/Database	6 days	Mon 4/6/09	Mon 4/13/09
392	Unit Testing	15 days	Tue 4/14/09	Mon 5/4/09

393	<b>Oracle Programming Support</b>	30 days	Mon 4/6/09	Fri 5/15/09
394	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
395	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
396	<b>WEB</b>	30 days	Mon 4/6/09	Fri 5/15/09
397	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
398	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
399	<b>Database</b>	216 days	Fri 7/4/08	Fri 5/1/09
400	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
401	Unit Testing	10 days	Fri 7/4/08	Thu 7/17/08
402	<b>Flag Record as Real ID Compliant (WRO 662)</b>	371 days	Fri 1/11/08	Fri 6/12/09
403	<b>FDLIS</b>	45 days	Mon 4/13/09	Fri 6/12/09
404	Code Programs/Applications/PL:SQL/Database	30 days	Mon 4/13/09	Fri 5/22/09
405	Unit Testing	15 days	Mon 5/25/09	Fri 6/12/09
406	<b>DLHOST</b>	45 days	Mon 4/13/09	Fri 6/12/09
407	Code Programs/Applications/PL:SQL/Database	30 days	Mon 4/13/09	Fri 5/22/09
408	Unit Testing	15 days	Mon 5/25/09	Fri 6/12/09
409	<b>Oracle Pgr support</b>	45 days	Mon 4/13/09	Fri 6/12/09
410	Code Programs/Applications/PL:SQL/Database	30 days	Mon 4/13/09	Fri 5/22/09
411	Unit Testing	15 days	Mon 5/25/09	Fri 6/12/09
412	<b>Database</b>	45 days	Mon 4/13/09	Fri 6/12/09
413	Code Programs/Applications/PL:SQL/Database	30 days	Mon 4/13/09	Fri 5/22/09
414	Unit Testing	15 days	Mon 5/25/09	Fri 6/12/09
415	<b>Web</b>	193 days	Wed 8/27/08	Fri 5/22/09
416	Code Programs/Applications/PL:SQL/Database	30 days	Mon 4/13/09	Fri 5/22/09
417	Unit Testing	15 days	Wed 8/27/08	Tue 9/16/08
418	<b>DAVID Changes</b>	356 days	Fri 1/11/08	Fri 5/22/09
419	Code Changes	30 days	Mon 4/13/09	Fri 5/22/09
420	Testing	15 days	Fri 1/11/08	Thu 1/31/08
421	<b>One Real ID Card (WRO 662)</b>	30 days	Mon 4/6/09	Fri 5/15/09
422	<b>FDLIS</b>	30 days	Mon 4/6/09	Fri 5/15/09
423	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
424	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
425	<b>DLHOST</b>	30 days	Mon 4/6/09	Fri 5/15/09
426	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
427	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
428	<b>Oracle Programming Support</b>	30 days	Mon 4/6/09	Fri 5/15/09



429	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
430	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
431	<b>Database</b>	30 days	Mon 4/6/09	Fri 5/15/09
432	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
433	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
434	<b>Web</b>	30 days	Mon 4/6/09	Fri 5/15/09
435	Code Programs/Applications/PL:SQL/Database	20 days	Mon 4/6/09	Fri 5/1/09
436	Unit Testing	10 days	Mon 5/4/09	Fri 5/15/09
437	<b>Verify Renewal with SSOLV (WRO 662)</b>	335 days	Mon 2/25/08	Fri 6/5/09
438	<b>FDLIS</b>	35 days	Mon 4/20/09	Fri 6/5/09
439	Code Programs/Applications/PL:SQL/Database	25 days	Mon 4/20/09	Fri 5/22/09
440	Unit Testing	10 days	Mon 5/25/09	Fri 6/5/09
441	<b>DLHOST</b>	35 days	Mon 4/20/09	Fri 6/5/09
442	Code Programs/Applications/PL:SQL/Database	25 days	Mon 4/20/09	Fri 5/22/09
443	Unit Testing	10 days	Mon 5/25/09	Fri 6/5/09
444	<b>Database</b>	35 days	Mon 4/20/09	Fri 6/5/09
445	Code Programs/Applications/PL:SQL/Database	25 days	Mon 4/20/09	Fri 5/22/09
446	Unit Testing	10 days	Mon 5/25/09	Fri 6/5/09
447	<b>Oracle Programming Support</b>	35 days	Mon 4/20/09	Fri 6/5/09
448	Code Programs/Applications/PL:SQL/Database	25 days	Mon 4/20/09	Fri 5/22/09
449	Unit Testing	10 days	Mon 5/25/09	Fri 6/5/09
450	<b>WEB</b>	35 days	Mon 4/20/09	Fri 6/5/09
451	Code Programs/Applications/PL:SQL/Database	25 days	Mon 4/20/09	Fri 5/22/09
452	Unit Testing	10 days	Mon 5/25/09	Fri 6/5/09
453	Central Issuance	60 days	Mon 2/25/08	Fri 5/16/08
454	<b>Accept New Security Marking (WRO 662)</b>	90 days	Mon 1/12/09	Fri 5/15/09
455	<b>Digimarc</b>	90 days	Mon 1/12/09	Fri 5/15/09
456	Code Programs/Applications/PL:SQL/Database	60 days	Mon 1/12/09	Fri 4/3/09
457	Unit Testing	30 days	Mon 4/6/09	Fri 5/15/09
458	<b>Develop Security Plan (COOP) (WRO 662)</b>	100 days	Mon 7/14/08	Fri 11/28/08
459	FDLIS	30 days	Mon 7/14/08	Fri 8/22/08
460	Database	30 days	Mon 7/14/08	Fri 8/22/08
461	Crill Merryday	30 days	Mon 7/14/08	Fri 8/22/08
462	Fingerprint check	100 days	Mon 7/14/08	Fri 11/28/08
463	<b>Revision Date Add in 2-D Database (WRO 662)</b>	190 days	Wed 7/23/08	Tue 4/14/09
464	<b>Digimarc</b>	190 days	Wed 7/23/08	Tue 4/14/09

465	Code Programs/Applications/PL:SQL/Database	150 days	Wed 7/23/08	Tue 2/17/09
466	Unit Testing	40 days	Wed 2/18/09	Tue 4/14/09
467	<b>Database</b>	190 days	Wed 7/23/08	Tue 4/14/09
468	Code Programs/Applications/PL:SQL/Database	150 days	Wed 7/23/08	Tue 2/17/09
469	Unit Testing	40 days	Wed 2/18/09	Tue 4/14/09
470	<b>FDLIS</b>	150 days	Wed 7/23/08	Tue 2/17/09
471	Code Programs/Applications/PL:SQL/Database	150 days	Wed 7/23/08	Tue 2/17/09
472	Unit Testing	40 days	Wed 7/23/08	Tue 9/16/08
473	<b>Central Issuance (AAMVA Down) (WRO 686)</b>	85 days	Mon 7/20/09	Fri 11/13/09
474	<b>FDLIS</b>	75 days	Mon 7/20/09	Fri 10/30/09
475	Code Programs/Applications/PL:SQL/Database	50 days	Mon 7/20/09	Fri 9/25/09
476	Unit Testing	25 days	Mon 9/28/09	Fri 10/30/09
477	<b>DLHOST</b>	85 days	Mon 7/20/09	Fri 11/13/09
478	Code Programs/Applications/PL:SQL/Database	60 days	Mon 7/20/09	Fri 10/9/09
479	Unit Testing	25 days	Mon 10/12/09	Fri 11/13/09
480	<b>Oracle Programming Support</b>	75 days	Mon 7/20/09	Fri 10/30/09
481	Code Programs/Applications/PL:SQL/Database	50 days	Mon 7/20/09	Fri 9/25/09
482	Unit Testing	25 days	Mon 9/28/09	Fri 10/30/09
483	<b>Database</b>	75 days	Mon 7/20/09	Fri 10/30/09
484	Code Programs/Applications/PL:SQL/Database	25 days	Mon 7/20/09	Fri 8/21/09
485	Unit Testing	50 days	Mon 8/24/09	Fri 10/30/09
486	<b>Verify Birth Certs. EVVE (WRO 497)</b>	501 days?	Fri 1/11/08	Fri 12/11/09
487	<b>FDLIS</b>	65 days	Mon 7/20/09	Fri 10/16/09
488	Code Programs/Applications/PL:SQL/Database	40 days	Mon 7/20/09	Fri 9/11/09
489	Unit Testing	25 days	Mon 9/14/09	Fri 10/16/09
490	<b>DLHOST</b>	75 days	Mon 7/20/09	Fri 10/30/09
491	Code Programs/Applications/PL:SQL/Database	50 days	Mon 7/20/09	Fri 9/25/09
492	Unit Testing	25 days	Mon 9/28/09	Fri 10/30/09
493	<b>Database</b>	65 days	Mon 7/20/09	Fri 10/16/09
494	Code Programs/Applications/PL:SQL/Database	40 days	Mon 7/20/09	Fri 9/11/09
495	Unit Testing	25 days	Mon 9/14/09	Fri 10/16/09
496	Increase Bandwidth- Network	1 day?	Fri 1/11/08	Fri 1/11/08
497	Connect to hub	240 days	Mon 1/12/09	Fri 12/11/09
498	Connect to EVVE-add disk space	240 days	Mon 1/12/09	Fri 12/11/09
499	<b>Verify With State of Issue (WRO 662)</b>	256 days?	Wed 1/7/09	Wed 12/30/09
500	<b>FDLIS</b>	240 days	Wed 1/7/09	Tue 12/8/09

501	Code Programs/Applications/PL:SQL/Database	200 days	Wed 1/7/09	Tue 10/13/09
502	Unit Testing	40 days	Wed 10/14/09	Tue 12/8/09
503	<b>DLHost</b>	240 days	Wed 1/7/09	Tue 12/8/09
504	Code Programs/Applications/PL:SQL/Database	200 days	Wed 1/7/09	Tue 10/13/09
505	Unit Testing	40 days	Wed 10/14/09	Tue 12/8/09
506	System Testing	5 days	Wed 12/9/09	Tue 12/15/09
507	User Acceptance Testing	10 days	Wed 12/16/09	Tue 12/29/09
508	Deployment to Pilot Sites	1 day?	Wed 12/30/09	Wed 12/30/09
509	<b>Policy</b>	1 day?	Fri 1/11/08	Fri 1/11/08
510	Emergency issue	1 day?	Fri 1/11/08	Fri 1/11/08
511	Reissues during transition	1 day?	Fri 1/11/08	Fri 1/11/08
512	FL only DL	1 day?	Fri 1/11/08	Fri 1/11/08
513	<b>Training</b>	196 days?	Fri 1/11/08	Fri 10/10/08
514	Under perjury verbiage	15 days?	Mon 9/22/08	Fri 10/10/08
515	Verify SS	15 days?	Mon 9/22/08	Fri 10/10/08
516	Fraudulent document recognition	1 day?	Fri 1/11/08	Fri 1/11/08
517	EVVE process	1 day?	Fri 1/11/08	Fri 1/11/08
518	Out of state verification and cancellation	1 day?	Fri 1/11/08	Fri 1/11/08
519	Remote re-issue*	1 day?	Fri 1/11/08	Fri 1/11/08
520	<b>L1</b>	283 days	Mon 9/1/08	Wed 9/30/09
521	Name change	130 days	Thu 1/1/09	Wed 7/1/09
522	Address Change	56 days	Mon 9/1/08	Mon 11/17/08
523	Fingerprint check	195 days	Thu 1/1/09	Wed 9/30/09
524	Two types of license during transition	130 days	Thu 1/1/09	Wed 7/1/09
525	Card design review	20 days	Tue 9/16/08	Mon 10/13/08
526	2-D barcode change	130 days	Thu 1/1/09	Wed 7/1/09
527	Card modification date	130 days	Thu 1/1/09	Wed 7/1/09
528	Temporary verbiage	130 days	Thu 1/1/09	Wed 7/1/09
529	Security plan	130 days	Thu 1/1/09	Wed 7/1/09
530	<b>DDL</b>	605 days?	Mon 4/7/08	Fri 7/30/10
531	Interface with Dept. of Health	151 days?	Fri 1/1/10	Fri 7/30/10
532	Security plan	130 days?	Thu 1/1/09	Wed 7/1/09
533	Grant	366 days?	Mon 4/7/08	Mon 8/31/09
534	<b>ISA Finalize Unit and System Plans</b>	1 day?	Fri 1/11/08	Fri 1/11/08
535	October 2008 Release	1 day?	Fri 1/11/08	Fri 1/11/08

536	December 2008 Release	1 day?	Fri 1/11/08	Fri 1/11/08
537	April 2009 Release	1 day?	Fri 1/11/08	Fri 1/11/08
538	July 2009 Release	1 day?	Fri 1/11/08	Fri 1/11/08
539	<b>Conduct Unit Plans</b>	1 day?	Fri 1/11/08	Fri 1/11/08
540	October 2008 Release	1 day?	Fri 1/11/08	Fri 1/11/08
541	December 2008 Release	1 day?	Fri 1/11/08	Fri 1/11/08
542	April 2009 Release	1 day?	Fri 1/11/08	Fri 1/11/08
543	July 2009 Release	1 day?	Fri 1/11/08	Fri 1/11/08
544	Development Phase Complete	0 days	Fri 1/11/08	Fri 1/11/08
545	<b>Phase IV: Acceptance Testing</b>	213 days?	Mon 9/8/08	Wed 7/1/09
546	<b>October 2008 Release</b>	2 days?	Mon 9/8/08	Tue 9/9/08
547	Load DDL Testing Environment	2 days?	Mon 9/8/08	Tue 9/9/08
548	Loads DMV Testing Environment	2 days?	Mon 9/8/08	Tue 9/9/08
549	Load Virtual Office Testing Environment	2 days?	Mon 9/8/08	Tue 9/9/08
550	Migrate Application to the UAT Area	2 days?	Mon 9/8/08	Tue 9/9/08
551	Load Test Data	2 days?	Mon 9/8/08	Tue 9/9/08
552	<b>December 2008 Release</b>	2 days?	Mon 11/3/08	Tue 11/4/08
553	Load DDL Testing Environment	2 days?	Mon 11/3/08	Tue 11/4/08
554	Loads DMV Testing Environment	2 days?	Mon 11/3/08	Tue 11/4/08
555	Load Virtual Office Testing Environment	2 days?	Mon 11/3/08	Tue 11/4/08
556	Migrate Application to the UAT Area	2 days?	Mon 11/3/08	Tue 11/4/08
557	Load Test Data	2 days?	Mon 11/3/08	Tue 11/4/08
558	<b>April 2009 Release</b>	2 days	Tue 2/24/09	Wed 2/25/09
559	Load DDL Testing Environment	2 days	Tue 2/24/09	Wed 2/25/09
560	Loads DMV Testing Environment	2 days	Tue 2/24/09	Wed 2/25/09
561	Load Virtual Office Testing Environment	2 days	Tue 2/24/09	Wed 2/25/09
562	Migrate Application to the UAT Area	2 days	Tue 2/24/09	Wed 2/25/09
563	Load Test Data	2 days	Tue 2/24/09	Wed 2/25/09
564	<b>July 2009 Release</b>	2 days	Tue 5/26/09	Wed 5/27/09
565	Load DDL Testing Environment	2 days	Tue 5/26/09	Wed 5/27/09
566	Loads DMV Testing Environment	2 days	Tue 5/26/09	Wed 5/27/09
567	Load Virtual Office Testing Environment	2 days	Tue 5/26/09	Wed 5/27/09
568	Migrate Application to the UAT Area	2 days	Tue 5/26/09	Wed 5/27/09
569	Load Test Data	2 days	Tue 5/26/09	Wed 5/27/09
570	<b>DDL Acceptance Testing</b>	211 days?	Wed 9/10/08	Wed 7/1/09
571	<b>October 2008</b>	15 days?	Wed 9/10/08	Tue 9/30/08

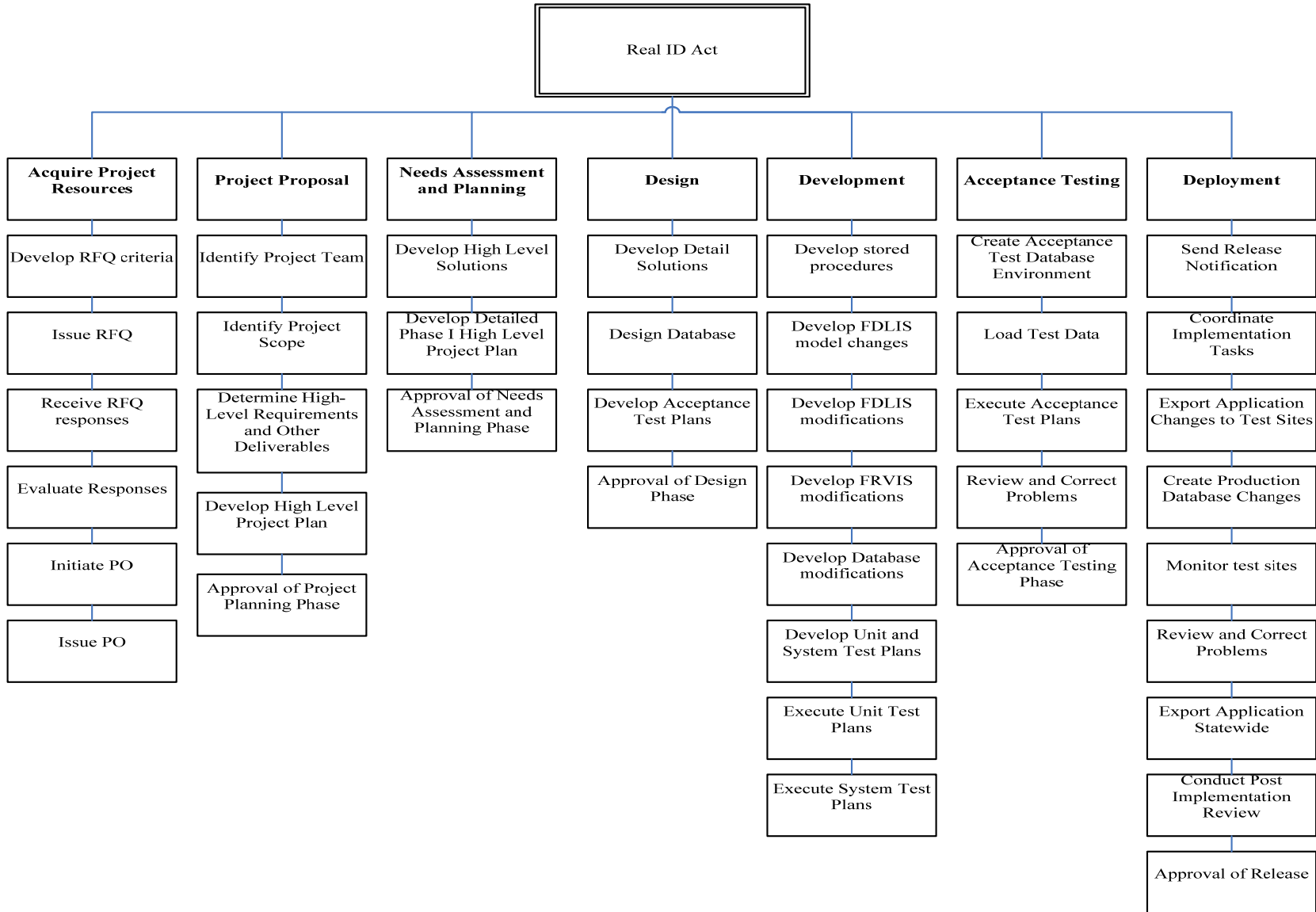
572	Execute Acceptance Test Plan	10 days?	Wed 9/10/08	Tue 9/23/08
573	Review Problems & Address Issues	3 days?	Wed 9/24/08	Fri 9/26/08
574	Document Required Changes	1 day?	Tue 9/30/08	Tue 9/30/08
575	<b>December 2008 Release</b>	38 days?	Wed 10/22/08	Fri 12/12/08
576	Execute Acceptance Test Plan	32 days?	Wed 10/22/08	Thu 12/4/08
577	Review Problems & Address Issues	4 days?	Fri 12/5/08	Wed 12/10/08
578	Document Required Changes	2 days?	Thu 12/11/08	Fri 12/12/08
579	<b>April 2009 Release</b>	25 days?	Wed 2/25/09	Tue 3/31/09
580	Execute Acceptance Test Plan	19 days?	Wed 2/25/09	Mon 3/23/09
581	Review Problems & Address Issues	3 days?	Tue 3/24/09	Thu 3/26/09
582	Document Required Changes	2 days	Mon 3/30/09	Tue 3/31/09
583	<b>July 2009 Release</b>	25 days?	Thu 5/28/09	Wed 7/1/09
584	Execute Acceptance Test Plan	20 days?	Thu 5/28/09	Wed 6/24/09
585	Review Problems & Address Issues	3 days	Thu 6/25/09	Mon 6/29/09
586	Document Required Changes	2 days?	Tue 6/30/09	Wed 7/1/09
587	<b>DMV Acceptance Testing</b>	211 days?	Wed 9/10/08	Wed 7/1/09
588	<b>October 2008</b>	15 days?	Wed 9/10/08	Tue 9/30/08
589	Execute Acceptance Test Plan	10 days?	Wed 9/10/08	Tue 9/23/08
590	Review Problems & Address Issues	3 days?	Wed 9/24/08	Fri 9/26/08
591	Document Required Changes	1 day?	Tue 9/30/08	Tue 9/30/08
592	<b>December 2008 Release</b>	38 days?	Wed 10/22/08	Fri 12/12/08
593	Execute Acceptance Test Plan	32 days?	Wed 10/22/08	Thu 12/4/08
594	Review Problems & Address Issues	4 days?	Fri 12/5/08	Wed 12/10/08
595	Document Required Changes	2 days?	Thu 12/11/08	Fri 12/12/08
596	<b>April 2009 Release</b>	25 days?	Wed 2/25/09	Tue 3/31/09
597	Execute Acceptance Test Plan	19 days?	Wed 2/25/09	Mon 3/23/09
598	Review Problems & Address Issues	3 days?	Tue 3/24/09	Thu 3/26/09
599	Document Required Changes	2 days?	Mon 3/30/09	Tue 3/31/09
600	<b>July 2009 Release</b>	25 days?	Thu 5/28/09	Wed 7/1/09
601	Execute Acceptance Test Plan	20 days?	Thu 5/28/09	Wed 6/24/09
602	Review Problems & Address Issues	3 days?	Thu 6/25/09	Mon 6/29/09
603	Document Required Changes	2 days?	Tue 6/30/09	Wed 7/1/09
604	<b>VO Acceptance Testing</b>	211 days?	Wed 9/10/08	Wed 7/1/09
605	<b>October 2008</b>	15 days?	Wed 9/10/08	Tue 9/30/08
606	Execute Acceptance Test Plan	10 days?	Wed 9/10/08	Tue 9/23/08
607	Review Problems & Address Issues	3 days?	Wed 9/24/08	Fri 9/26/08

608	Document Required Changes	1 day?	Tue 9/30/08	Tue 9/30/08
609	<b>December 2008 Release</b>	38 days?	Wed 10/22/08	Fri 12/12/08
610	Execute Acceptance Test Plan	32 days?	Wed 10/22/08	Thu 12/4/08
611	Review Problems & Address Issues	4 days?	Fri 12/5/08	Wed 12/10/08
612	Document Required Changes	2 days?	Thu 12/11/08	Fri 12/12/08
613	<b>April 2009 Release</b>	25 days?	Wed 2/25/09	Tue 3/31/09
614	Execute Acceptance Test Plan	19 days?	Wed 2/25/09	Mon 3/23/09
615	Review Problems & Address Issues	3 days?	Tue 3/24/09	Thu 3/26/09
616	Document Required Changes	2 days?	Mon 3/30/09	Tue 3/31/09
617	<b>July 2009 Release</b>	25 days?	Thu 5/28/09	Wed 7/1/09
618	Execute Acceptance Test Plan	20 days?	Thu 5/28/09	Wed 6/24/09
619	Review Problems & Address Issues	3 days?	Thu 6/25/09	Mon 6/29/09
620	Document Required Changes	2 days?	Tue 6/30/09	Wed 7/1/09
621	Acceptance Test Phase Complete	0 days	Fri 1/11/08	Fri 1/11/08
622	<b>Phase V: Implementation</b>	202 days?	Fri 9/26/08	Mon 7/6/09
623	<b>October 2008</b>	9 days?	Fri 9/26/08	Wed 10/8/08
624	DDL Send Release Notification	1 day?	Fri 9/26/08	Fri 9/26/08
625	DMV Send Release Notification	1 day?	Fri 9/26/08	Fri 9/26/08
626	Coordinate Implementation Tasks	1 day?	Fri 9/26/08	Fri 9/26/08
627	Move Oracle Changes to Production	1 day?	Tue 9/30/08	Tue 9/30/08
628	Export Application Changes	1 day?	Fri 9/26/08	Fri 9/26/08
629	Monitor System	6 days?	Wed 10/1/08	Wed 10/8/08
630	<b>December 2008 Release</b>	8 days?	Wed 12/10/08	Fri 12/19/08
631	DDL Send Release Notification	1 day?	Wed 12/10/08	Wed 12/10/08
632	DMV Send Release Notification	1 day?	Wed 12/10/08	Wed 12/10/08
633	Coordinate Implementation Tasks	1 day?	Mon 12/15/08	Mon 12/15/08
634	Move Oracle Changes to Production	1 day?	Mon 12/15/08	Mon 12/15/08
635	Export Application Changes	1 day?	Mon 12/15/08	Mon 12/15/08
636	Monitor System	5 days?	Mon 12/15/08	Fri 12/19/08
637	<b>April 2009 Release</b>	9 days?	Wed 3/25/09	Mon 4/6/09
638	DDL Send Release Notification	1 day?	Wed 3/25/09	Wed 3/25/09
639	DMV Send Release Notification	1 day?	Wed 3/25/09	Wed 3/25/09
640	Coordinate Implementation Tasks	1 day?	Fri 3/27/09	Fri 3/27/09
641	Move Oracle Changes to Production	1 day?	Tue 3/31/09	Tue 3/31/09

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR  
REAL ID ACT**

642	Export Application Changes	1 day?	Tue 3/31/09	Tue 3/31/09
643	Monitor System	5 days?	Tue 3/31/09	Mon 4/6/09
644	<b>July 2009 Release</b>	9 days?	Wed 6/24/09	Mon 7/6/09
645	DDL Send Release Notification	1 day?	Wed 6/24/09	Wed 6/24/09
646	DMV Send Release Notification	1 day?	Wed 6/24/09	Wed 6/24/09
647	Coordinate Implementation Tasks	1 day?	Fri 6/26/09	Fri 6/26/09
648	Move Oracle Changes to Production	1 day?	Tue 6/30/09	Tue 6/30/09
649	Export Application Changes	1 day?	Tue 6/30/09	Tue 6/30/09
650	Monitor System	5 days?	Tue 6/30/09	Mon 7/6/09
651	Conduct Post Implementation Review	45 days?	Wed 7/1/09	Tue 9/1/09
652	Project End	457 days?	Tue 1/1/08	Wed 9/30/09

**Attachment N: Work Breakdown Structure**





**Attachment O: Real ID Database Server Replacement Costs**

See separate document.

CBAForm 1 - Net Tangible Benefits

Agency <u>          DHSMV          </u>	Project <u>          Real ID Act          </u>
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency (Operations Only -- No Project Costs)	FY 2009-10			FY 2010-11			FY 2011-12			FY 2012-13			FY 2013-14		
	(a)	(b)	(c) = (a)+(b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project
A. Personnel -- Total FTE Costs (Salaries & Benefits)	\$44,628,343	\$0	\$44,628,343	\$45,949,577	\$0	\$45,949,577	\$47,310,448	\$0	\$47,310,448	\$48,712,145	\$0	\$48,712,145	\$50,155,892	\$0	\$50,155,892
A.b Total FTE	1,078.50	0.00	1,078.50	1,078.50	0.00	1,078.50	1,078.50	0.00	1,078.50	1,078.50	0.00	1,078.50	1,078.50	0.00	1,078.50
A-1.a. State FTEs (Salaries & Benefits)	\$44,041,127	\$0	\$44,041,127	\$45,362,361	\$0	\$45,362,361	\$46,723,232	\$0	\$46,723,232	\$48,124,929	\$0	\$48,124,929	\$49,568,676	\$0	\$49,568,676
A-1.b. State FTEs (# FTEs)	1065.00	0.00	1065.00	1065.00	0.00	1065.00	1065.00	0.00	1065.00	1065.00	0.00	1065.00	1065.00	0.00	1065.00
A-2.a. OPS FTEs (Salaries)	\$287,216	\$0	\$287,216	\$287,216	\$0	\$287,216	\$287,216	\$0	\$287,216	\$287,216	\$0	\$287,216	\$287,216	\$0	\$287,216
A-2.b. OPS FTEs (# FTEs)	12.00	0.00	12.00	12.00	0.00	12.00	12.00	0.00	12.00	12.00	0.00	12.00	12.00	0.00	12.00
A-3.a. Staff Augmentation (Contract Cost)	\$300,000	\$0	\$300,000	\$300,000	\$0	\$300,000	\$300,000	\$0	\$300,000	\$300,000	\$0	\$300,000	\$300,000	\$0	\$300,000
A-3.b. Staff Augmentation (# of Contract FTEs)	1.50	0.00	1.50	1.50	0.00	1.50	1.50	0.00	1.50	1.50	0.00	1.50	1.50	0.00	1.50
B. Data Processing -- Costs	\$1,749,392	\$0	\$1,749,392	\$1,749,392	\$0	\$1,749,392	\$1,749,392	\$0	\$1,749,392	\$1,749,392	\$0	\$1,749,392	\$1,749,392	\$0	\$1,749,392
B-1. Hardware	\$677,357	\$0	\$677,357	\$677,357	\$0	\$677,357	\$677,357	\$0	\$677,357	\$677,357	\$0	\$677,357	\$677,357	\$0	\$677,357
B-2. Software	\$1,072,035	\$0	\$1,072,035	\$1,072,035	\$0	\$1,072,035	\$1,072,035	\$0	\$1,072,035	\$1,072,035	\$0	\$1,072,035	\$1,072,035	\$0	\$1,072,035
B-3. Other <span style="float: right;">Specify</span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. External Service Provider -- Costs	\$17,150,655	\$0	\$17,150,655	\$17,150,655	\$0	\$17,150,655	\$17,150,655	\$0	\$17,150,655	\$17,150,655	\$0	\$17,150,655	\$17,150,655	\$0	\$17,150,655
C-1. Consultant Services	\$14,796,636	\$0	\$14,796,636	\$14,796,636	\$0	\$14,796,636	\$14,796,636	\$0	\$14,796,636	\$14,796,636	\$0	\$14,796,636	\$14,796,636	\$0	\$14,796,636
C-2. Maintenance & Support Services	\$74,049	\$0	\$74,049	\$74,049	\$0	\$74,049	\$74,049	\$0	\$74,049	\$74,049	\$0	\$74,049	\$74,049	\$0	\$74,049
C-3. Network / Hosting Services	\$2,194,618	\$0	\$2,194,618	\$2,194,618	\$0	\$2,194,618	\$2,194,618	\$0	\$2,194,618	\$2,194,618	\$0	\$2,194,618	\$2,194,618	\$0	\$2,194,618
C-4. Data Communications Services	\$85,352	\$0	\$85,352	\$85,352	\$0	\$85,352	\$85,352	\$0	\$85,352	\$85,352	\$0	\$85,352	\$85,352	\$0	\$85,352
C-5. Other <span style="float: right;">Specify</span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility -- Costs	\$6,484,468	\$0	\$6,484,468	\$6,484,468	\$0	\$6,484,468	\$6,484,468	\$0	\$6,484,468	\$6,484,468	\$0	\$6,484,468	\$6,484,468	\$0	\$6,484,468
E. Others -- Costs	\$4,198,913	\$0	\$4,198,913	\$4,198,913	\$0	\$4,198,913	\$4,198,913	\$0	\$4,198,913	\$4,198,913	\$0	\$4,198,913	\$4,198,913	\$0	\$4,198,913
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$139,694	\$0	\$139,694	\$139,694	\$0	\$139,694	\$139,694	\$0	\$139,694	\$139,694	\$0	\$139,694	\$139,694	\$0	\$139,694
E-3. Other <span style="float: right;">phones, postage, travel,</span>	\$4,059,219	\$0	\$4,059,219	\$4,059,219	\$0	\$4,059,219	\$4,059,219	\$0	\$4,059,219	\$4,059,219	\$0	\$4,059,219	\$4,059,219	\$0	\$4,059,219
<b>Total of Operational Costs (Rows A through E)</b>	<b>\$74,211,771</b>	<b>\$0</b>	<b>\$74,211,771</b>	<b>\$75,533,005</b>	<b>\$0</b>	<b>\$75,533,005</b>	<b>\$76,893,876</b>	<b>\$0</b>	<b>\$76,893,876</b>	<b>\$78,295,573</b>	<b>\$0</b>	<b>\$78,295,573</b>	<b>\$79,739,320</b>	<b>\$0</b>	<b>\$79,739,320</b>
<b>F. Additional Tangible Benefits:</b>		\$0			\$0			\$0			\$0			\$0	
F-1. <span style="float: right;">Specify</span>		\$0			\$0			\$0			\$0			\$0	
F-2. <span style="float: right;">Specify</span>		\$0			\$0			\$0			\$0			\$0	
F-3. <span style="float: right;">Specify</span>		\$0			\$0			\$0			\$0			\$0	
<b>Total Net Tangible Benefits:</b>		<b>\$0</b>			<b>\$0</b>			<b>\$0</b>			<b>\$0</b>			<b>\$0</b>	

SPECIFY CHARACTER OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous <input type="checkbox"/>	Confidence Level		
Order of Magnitude <input type="checkbox"/>	Confidence Level		
Placeholder <input type="checkbox"/>	Confidence Level		

CBAForm 2 - Project Cost Analysis

Agency	<u>DHSMV</u>	Project	<u>Real ID Act</u>
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PROJECT COST TABLE -- CBAForm 2A						
PROJECT COST ELEMENTS	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	TOTAL
State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0
OPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0
Contractors (Costs)	\$915,800	\$0	\$0	\$0	\$0	\$915,800
Deliverables	\$0	\$0	\$0	\$0	\$0	\$0
Major Project Tasks	\$0	\$0	\$0	\$0	\$0	\$0
Hardware <span style="font-size: small;">servers, disk</span>	\$261,230	\$232,000	\$232,000	\$232,000	\$232,000	\$1,189,230
COTS Software	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Other Project Costs <span style="font-size: small;">equipment</span>	\$17,006	\$17,006	\$17,006	\$17,006	\$17,006	\$85,030
Increased Card Costs	\$3,420,651	\$6,841,302	\$6,841,302	\$6,841,302	\$6,841,302	\$30,785,859
<b>TOTAL PROJECT COSTS (*)</b>	<b>\$4,614,687</b>	<b>\$7,090,308</b>	<b>\$7,090,308</b>	<b>\$7,090,308</b>	<b>\$7,090,308</b>	<b>\$32,975,919</b>
<b>CUMULATIVE PROJECT COSTS</b>	<b>\$4,614,687</b>	<b>\$11,704,995</b>	<b>\$18,795,303</b>	<b>\$25,885,611</b>	<b>\$32,975,919</b>	

INVESTMENT SUMMARY						
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	TOTAL
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other <span style="font-size: small;">Specify</span>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL INVESTMENT (*)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CUMULATIVE INVESTMENT (*)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

(\*) Total Costs and Investments are carried forward to CBAForm3 Project Investment Summary worksheet.

Character of Project Costs Estimate - CBAForm 2B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	90%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input type="checkbox"/>	Confidence Level	

CBAForm 3 - Project Investment Summary

Agency	<u>DHSMV</u>	Project	<u>Real ID Act</u>
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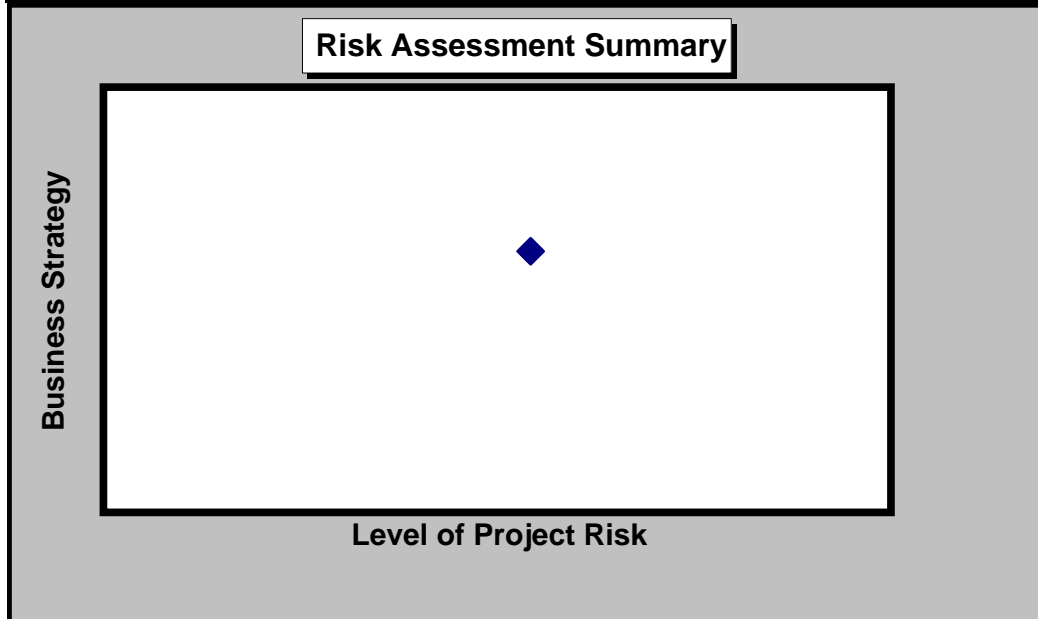
<i>COST BENEFIT ANALYSIS -- CBAForm 3A</i>						
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	TOTAL
Project Cost	\$4,614,687	\$7,090,308	\$7,090,308	\$7,090,308	\$7,090,308	\$32,975,919
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Return on Investment	(\$4,614,687)	(\$7,090,308)	(\$7,090,308)	(\$7,090,308)	(\$7,090,308)	(\$32,975,919)
Year to Year Change in Program Staffing	0	0	0	0	0	

<i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i>		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$28,029,541)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

<i>Treasurer's Investment Interest Earning Yield -- CBAForm 3C</i>					
Fiscal Year	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cost of Capital	5.35%	5.38%	5.38%	5.38%	5.38%



<b>Project</b>	<i>Real ID Act</i>	
<b>Agency</b>	<i>Department of Highway Safety and Motor Vehicles</i>	
<b>FY 2009-10 LBR Issue Code:</b>	<b>FY 2009-10 LBR Issue Title:</b>	
<i>Issue Code</i>	<i>Issue Title</i>	
<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address):</b>		
<i>Sherry Allen 850-617-2011 sherryallen@flhsmv.gov</i>		
<b>Executive Sponsor</b>	<i>Sponsor Name</i>	
<b>Project Manager</b>	<i>Alan Busenbark</i>	
<b>Prepared By</b>	<i>Sherry Allen</i>	<i>9/22/2008</i>



<b>Project Risk Area Breakdown</b>	
Risk Assessment Areas	Risk Exposure
Strategic Assessment	MEDIUM
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	LOW
Communication Assessment	MEDIUM
Fiscal Assessment	HIGH
Project Organization Assessment	MEDIUM
Project Management Assessment	MEDIUM
Project Complexity Assessment	MEDIUM
<b>Overall Project Risk</b>	<b>HIGH</b>

Section 1 -- Strategic Area			
#	Criteria	Values	Answer
1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
		41% to 80% -- Some objectives aligned	
		81% to 100% -- All or nearly all objectives aligned	
1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Informal agreement by stakeholders
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Most regularly attend executive steering committee meetings
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is completely documented
		Vision is partially documented	
		Vision is completely documented	
1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	Legislation or proposed rule change is drafted
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	All or nearly all
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Extensive external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

Section 2 -- Technology Area			
#	Criteria	Values	Answer
2.01	Does the agency have experience working with, operating, and supporting the proposed technology in a production environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technology to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed through implementation only
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
2.03	Have all relevant technology alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	Some alternatives documented and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
2.04	Does the proposed technology comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technology require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Moderate infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	



Agency: Department of Highway Safety and Motor Vehicles

Project: Real ID Act

Section 3 -- Organizational Change Management Area			
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	Yes
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	Yes
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Moderate changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Agency Name

Project: Project Name

Section 4 -- Communication Area			
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
		No	
4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Routine feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	Yes
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	Yes
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Some key messages have been developed
		Some key messages have been developed	
		All or nearly all messages are documented	
4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Success measures have been developed for some messages
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	Yes
		No	

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	No
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	41% to 80% -- Some defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$2 M and \$10 M
		Greater than \$10 M	
		Between \$2 M and \$10 M	
		Between \$500K and \$1,999,999	
		Less than \$500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	No
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Order of magnitude – estimate could vary between 10-100%
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Requested but not received
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Most project benefits have been identified but not validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	No payback
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Combination FFP and T&E
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Purchase all hardware and software at start of project to take advantage of one-time discounts
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager assigned is not the procurement manager or the project manager
		Contract manager is the procurement manager	
		Contract manager is the project manager	
		Contract manager assigned is not the procurement manager or the project manager	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
		No	
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

Agency: Department of Highway Safety and Motor Vehicles

Project: Real ID Act

Section 6 -- Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	Agency
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	3 or more
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Some or most staff roles and responsibilities and needed skills have been identified
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager assigned more than half-time, but less than full-time to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated more than half-time but less than full-time to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Mostly staffed from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	No
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	Yes, all stakeholders are represented by functional manager
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	Some
		Some	
		All or nearly all	
7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	81% to 100% -- All or nearly all requirements and specifications are traceable
		41 to 80% -- Some are traceable	
		81% to 100% -- All or nearly all requirements and specifications are traceable	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	All or nearly all deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		All or nearly all deliverables and acceptance criteria have been defined and documented	
7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
		Only project manager signs-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	41 to 80% -- Some have been defined to the work package level
		41 to 80% -- Some have been defined to the work package level	
		81% to 100% -- All or nearly all have been defined to the work package level	
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
		No	

Agency: Department of Highway Safety and Motor Vehicles

Project: Real ID Act

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
		No	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team uses formal processes
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	Some templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	Some have been defined and documented
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	Greater than 15
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	1
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Agency-wide business process change
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
		No	
8.09	What type of project is this?	Infrastructure upgrade	Combination of the above
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	



#	Section	Requirement	Florida	Tasks	Group Responsible	Number of Estimated hours - FTE	Number of Estimated hours - Contractor 08/09	Number of Estimated hours - Contractor 09/10	Software Development Cost 08/09	Software Development Cost 09/10
1	37.11(a)	Subject each applicant to mandatory facial image capture and retain such image even if a DL or ID is not issued	Meets and exceeds the requirement	NA						0
2	37.11(b)	Have each applicant sign a declaration under penalty of perjury that the information present is true and correct and the state must retain this declaration. Signature image must be stored in TIFF format.	Signature image is stored in JPEG format.	Store signature images in TIFF format	Database	400				0
			Applicants signs an oath but the oath does not include the statement "under penalty of perjury"	Change verbiage on the receipt and oath "under penalty of perjury"	FDLIS	1				0
					Database	5				0
3	37.11(c)(1)	Require and individual to present at least one of the source documents listed in subsections (i) through (x) when establishing identity	Florida needs to modify and or add source documents.	Modify FDLIS	FDLIS	20				0
				ID method validation report	Database	2				0
4	37.11(d)-(g)	Require documentation of: Date of birth; social security number; principle address; evidence of lawful status	Florida must determine acceptable documents for proof of principal address. Must be document that is issued monthly or yearly.							0
5	37.11(h)	Have a documented exceptions process that meets the requirements established in 37.11(h)-(3) (if states choose to have this exceptions process)	Florida must determine acceptable exceptions to issuance of license or ID cards in emergency situations to determine lawful US status.	Develop an except report	DI Host	40				0
6	37.13(a)	Make reasonable efforts to ensure that the applicant does not have more than one DL or ID already issued by that state under a different identity	Meets and exceeds requirement.	NA						0
7	37.13(b)(1)	Verify lawful status through SAVE or another method approved by DHS	Expand SAVE verification	Modification of current system to include verification of admission's numbers	DL Host	340				0
8	37.13 (b)(2)	Verify Social Security Numbers (SSN) with Social Security Administration (SSA), or another method approved by DHS	Florida has previously verified SSN with SSA but must re-verify prior to issuance of real-id	Modify FDLIS to add SSN verification date on database	FDLIS	30				0
				Modify batch SSN verification program to add a verification date on the database	DL Host	200				0
				Modify stored procedures to update SSN verification date	Oracle Programming Support	120				0
				Modify online renewal to check SSN verification date	Web	4				0
				Add new date column to database	Database	13				0
9	37.15(b)	Issue DL and ID's that contain Level 1,2 and 3 integrated security features	Meets requirement.	NA						0
10	37.17(a)-(l)	Surface (front and back) of cards include the following printed information in Latin alpha-numeric characters: Full legal name; date of birth; unique DL/ID number; full facial digital photograph; address of principle residence (with exceptions); date of transaction; expiration date; state or territory of issuance.	Florida does not require full middle name and needs to increase the size of the name fields	Modify FDLIS to increase name field	FDLIS	600	400	400	40,000	40,000
				Modify batch systems to increase name fields	DL Host	250	1000	250	100,000	25,000
				Modify web applications to increase name fields	Web		0	0	0	0
				Modify stored procedures to increase name fields	Oracle programming Support	500	750	228	75,000	22,800
				Modify motor vehicle field issuance to increase name fields	FRVIS	100	350		35,000	0
				Modify motor vehicle stored procedures and batch systems to increase name fields	MV Host	150	1387	0	138,700	0
				Modify database to increase name fields	Database	580	290	290	29,000	29,000
										0

Attachment B Real ID Gap Analysis

#	Section	Requirement	Florida	Tasks	Group Responsible	Number of Estimated hours - FTE	Number of Estimated hours - Contractor 08/09	Number of Estimated hours - Contractor 09/10	Software Development Cost 08/09	Software Development Cost 09/10
			Florida prints mailing address on the card (Collect Residence Address)	Modify FDLIS to send residence or alternate address to card vendor	FDLIS	200				0
				Modify batch central issuance system	DL Host	300				0
				Modify database	Database	50				0
				Modify online renewal web application	Web	50				0
				Modify motor vehicle field issuance software	FRVIS	50				0
				Modify/create stored procedures to collect the residence address	Oracle Programming Support	400				0
			Printed name on card must be 39 characters	Modify FDLIS to increase name field	FDLIS	50				0
				Modify batch central issuance system	DL Host	100				0
				Modify law enforcement web application	Database	100				0
				Digimarc will redesign card to include 39 characters in name field, incorporate DHS approved security marking and record card revision date and "Temporary" in the 2D barcode. (see Digimarc cost in Summary)	Digimarc	0				0
			Eliminate Valid WO photo /signature and renewal sticker for non digital images	Modify FDLIS	FDLIS	10				0
				Modify central issuance system	DL Host	40				0
				Modify online renewal application	Web	2				0
										0
11	37.17(n)	Commit to mark materially compliant DL and ID with DHS approve security marking	Florida must mark compliant DL and ID with DHS approved security marking.	Modify FDLIS to include real-id date and flag	FDLIS	20				0
				Modify batch central issuance software	DL Host	200				0
				Modify Online renewal application	Web	10				0
				Modify database	Database	35				0
				Modify stored procedures	Oracle programming support	120				0
12	37.21	Issue temporary or limited-term licenses based on temporary lawful status and tie license validity into the end of lawful status	Meet requirement.	NA						0
13	37.41	Have a documented security plan for DMV operations in accordance with the requirements set forth in 37.41	Florida must document security plan (includes building, data storage, employees, access control, audit controls, incident response plan, ect.)							0
14	37.41 (b)(2)	Have protections in place to ensure the security of personally identifiable information	Meets requirement	NA						0
15	37.41.(b)(5)	Require all employees handling source documents and issuing to complete the AAMVA approved fraudulent document recognition training and security awareness training	Meets requirement	NA						0
16	37.45	Conduct name-based and fingerprint based criminal history and employment eligibility checks on all employees in covered positions (date of check must be after May 11, 2006	Florida conducts name-based and fingerprint checks on all employees in covered positions but must re-check employees with check that was done before May 11, 2006	ISA background checks that must be conducted - 126. Background checks for 776 Division of Driver Licenses personnel. 902 total checks. Cost included in summary.	Florida Department of Law Enforcement					0
17	37.51(b)(1)	Commit to be in material compliance with Subparts A through D no later than January 1, 2010 or within 90 days of submission of this document, whichever date is earlier	Meets requirement	NA						0
18	37.71(b)(1)	Clearly state on the face of non-compliant DLs and IDs that the card is not acceptable for official purposes, except for licenses renewed or reissued under 37.27	Meets requirement	NA						0
19	37.05(a)	Valid period not to exceed 8 years.	Florida has 4 and 6 year licenses	Modify FDLIS for new license term	FDLIS	5				0

Attachment B Real ID Gap Analysis

#	Section	Requirement	Florida	Tasks	Group Responsible	Number of Estimated hours - FTE	Number of Estimated hours - Contractor 08/09	Number of Estimated hours - Contractor 09/10	Software Development Cost 08/09	Software Development Cost 09/10
				Modify central issuance batch system	DL Host	5				0
			Continue to print SAFE DRIVER on license but license term will not change	Modify FDLIS	FDLIS	5				0
			Only allow on consecutive convenience renewal	modify FDLIS	FDLIS	5				
				Modify central issuance batch system	DL Host	150				
				Modify Online renewal application	Web	2				
20	37.11(a)(2) 37.11(a)(1)	If card is issued, for a period of at least two years beyond the expiration date of the card. If no card is issued, a minimum period of 5 years	Currently state maintains data records for 18 on issuance cards and 1 year on non-issuances. Will need to be addressed to meet requirements.	Yes						0
21	37.13(b)(3)	Verification of birth certificates through EVVE	Florida will need to make programming changes to use EVVE.	Modify FDLIS	FDLIS	300				0
				Modify AAMVA interface system	DL Host	200	300		30,000	
				Database changes	Database	20				0
22	37.13(b)(5)	States must verify real ID driver licenses and ID cards with state of issuance.	Florida will need to make programming changes once AAMVA has developed the portal or hub.	Waiting on AAMVA to develop a system						0
			Florida must cancel licenses from other states	Waiting on AAMVA to develop a system						
23	37.15(d)	States must conduct a review of their card design and submit a report to DHS with their certification that indicates the ability of the design to resist compromise and document fraud attempts.	Florida needs to produce report.							0
24	37.19(h)	Card design revision date indicating must be stored in 2-D bar code. (Most recent modification date)	Florida must make this change	Figures included under item 10 above.						0
				Database will need to modify the Upload package and add a revision date column	Database	10				0
25	37.21(e)	Temporary or limited term driver's license and identification cards must clearly indicate on the face of the license and in the machine readable zone that the license or card is a temporary or limited term drivers license of ID card	Florida must make this change	Figures included under item 10 above.						0
26	37.23(b) or (c)	Remote Non in person re-issuances.	Florida must determine how to handle military personnel, name changes, etc. (material changes)							0
27	37.25(2) 37.25(3)(b)	The state must re-verify the renewal applicants SSN through SSOLV and SAVE.	Florida must determine how to handle those individual's SSN that does not verify for renewals.	Modify FDLIS	FDLIS	50				0
				Modify batch central issuance system	DL Host	200				0
28	37.29(a)	An individual may hold only one Real ID card. An individual cannot hold a Real ID driver's license and a REAL ID identification card simultaneously.	Florida currently allows customers to have a driver license and an identification card simultaneously	Modify FDLIS to prevent customers from having both a driver license and identification card	FDLIS	100				0
				Change edit in host programs	DL Host	10				0
				Modify online renewal (Virtual Office) to prevent customers from having both a driver license and identification card	Oracle Programming Support	80				0
					Web	4				0
				Database changes	Database	8				0
			Change expiration for ID card – 4 years for 14 and under,, 8 years for 15 and older, permanent ID not valid after a certain period	Modify FDLIS	FDLIS	45				0
				Modify central issuance batch system	DL Host	60				0
				Modify online renewal application	Web	32				0
			Eliminate Valid in Florida Only licenses	Modify FDLIS	FDLIS	5				0

Attachment B Real ID Gap Analysis

#	Section	Requirement	Florida	Tasks	Group Responsible	Number of Estimated hours - FTE	Number of Estimated hours - Contractor 08/09	Number of Estimated hours - Contractor 09/10	Software Development Cost 08/09	Software Development Cost 09/10
				Modify central issuance batch system	DL Host	10				0
				Modify stored procedures	Oracle Programming Support	20				0
				Modify online renewal application	Web	4				0
				Database changes	Database	2				0
29		Central Issuance of Cards when SSA, NDR, CDLIS, or EVVE is down	If central systems are down, Florida must develop a way to conduct verifications checks in batch and issue license/ID card centrally.	Modify FDLIS	FDLIS	100				
				Database changes	Database	54				
				Modify central issuance and AAMVA interface systems	DL Host	500	0	1250		125,000
30		Remove verification systems from the mainframe	The current architecture is not reliable for adding additional workload	Modify AAMVA interface systems and architecture	DL Host	500	0			0
					FDLIS	1000		1000		100,000
					Oracle Programming Support	1000		2460		246,000
					Web	500		2000		200,000
			<b>Totals</b>			<b>10,078</b>	<b>4,477</b>	<b>7,878</b>	<b>\$447,700</b>	<b>\$787,800</b>
			<b>Total hours</b>	<b>22,433</b>						

Item	Hours 08/09	One Time Cost 08/09	Hours 09/10	One Time Cost 09/10	Recurring Costs
Software Development - Contractor	4,477	447,700	7,878	787,800	
Software Development - Internal	10,078				
Verify renewal applicants through SSOLV (requirement 8 on Gap Analysis)					82,410.64
Servers needed to move verification systems to more reliable architecture for additional workload (requirements 8, 21, 22, 27 on Gap Analysis)				29,230	
Increase network bandwidth for verification systems (requirements 8, 21, 22, 27 on Gap Analysis)		4,500			15,120
Enterprise server replacement	see attachment				
Scanner upgrades		320,000			2,655
Conduct name based and fingerprint based criminal history (requirement 16 on gap analysis)		38,110			
Digimarc Card Design, dual central issuance, system updates		407,697			
<b>Totals</b>	<b>\$ 14,555.00</b>	<b>\$ 1,218,007.00</b>		<b>\$ 817,030.00</b>	<b>\$ 100,185.64</b>

Recurring Digimarc cost could be an additional .57 per card

Attachment O Real ID Database Server Replacement Costs

	Category	FY08-09 One Time	FY08-09 Recurring	FY08-09 Total	FY09-10 Recurring	FY10-11 Recurring	FY11-12 Recurring	FY12-13 Recurring	
<b>Kirkman Data Center Servers</b> 2 rx8640 servers running clustered HP/UX. Each server has 16 1.6GHz CPUs (8 dual core) and 64 GB mem									
Hardware		060000	\$989,596	\$989,596					
Installation	150 days of installation services	060000	\$276,120	\$276,120					
Hardware Maintenance	Proactive 24 support for 5 years	100777	\$971,747	\$971,747					
Software Licenses	Oracle Maintenance current and future	040000	\$261,966	\$261,966	\$191,622	\$191,622	\$191,622	\$191,622	
<b>Isolate Data Warehouse</b> Data & Queries from Transaction Database ( Includes disk growth costs for one year)									
Hardware		060000	\$187,968	\$187,968					
hardware maintenance		100777	\$25,079	\$25,079					
installation		060000	\$56,250	\$56,250					
Hardware	Recurring Disk Growth	060000		\$0	\$232,000	\$232,000	\$232,000	\$232,000	
Software License	SQL Server Licenses (5 years)	040000	\$225,000	\$225,000					
Hardware Maintenance	Old System Maintenance during Switchover (4 months)	100777		144882	\$144,882				
<b>Test &amp; Development Database Server</b> rx6600 running HP/UX 2 1.6GHz CPUs and 16GB mem.									
Hardware		060000	\$61,222	\$61,222					
Installation	Included in Enterprise server installation cost	060000	\$0	\$0					
Hardware Maintenance		100777	\$31,822	\$31,822					
<b>Cms System Management consoles (KDC and SCR)</b>									
Hardware		060000	\$35,662	\$35,662					
Hardware maintenance		100777	\$32,636	\$32,636					
Installation		060000	\$6,486	\$6,486					
<b>Standby Database (Disaster Site) replacement</b> 2 rx8640 servers running clustered HP/UX. Each server has 4 1.6GHz CPUs (2 dual core) and 64 GB mem									
Hardware		060000	\$677,871	\$677,871					
Installation	Included in Enterprise server installation cost	060000	\$0	\$0					
Hardware Maintenance	Proactive 24 support for 5 years.	100777	\$550,730	\$550,730					
<b>BUDGET REQUEST</b>			<b>\$4,128,189</b>	<b>\$406,848</b>	<b>\$4,535,037</b>	<b>\$423,622</b>	<b>\$423,622</b>	<b>\$423,622</b>	
<b>GROSS COST</b>									
By Category:									
Expenses			\$225,000	\$261,966	\$486,966	\$191,622	\$191,622	\$191,622	
Contracted Svcs			\$1,612,014	\$144,882	\$1,756,896	\$0	\$0	\$0	
OCO			\$2,291,175	\$0	\$2,291,175	\$232,000	\$232,000	\$232,000	
Tax Collector Network			\$0	\$0	\$0	\$0	\$0	\$0	
Total Gross Request:			\$4,128,189	\$406,848	\$4,535,037	\$423,622	\$423,622	\$423,622	
<b>TOTAL COST - FINANCING OPTION</b> Finance \$2,291,175 for five years at 3%									
Expenses				\$486,966	\$191,622	\$191,622	\$191,622	\$191,622	
Contracted Svcs				\$1,756,896	\$0	\$0	\$0	\$0	
OCO		\$504,064		\$0	\$232,000	\$232,000	\$232,000	\$232,000	
Tax Collector Network		\$389,505		\$0	\$0	\$0	\$0	\$0	
Deferred Commodities									
Contract		-\$129,835		\$504,064	\$519,340	\$519,340	\$519,340	\$519,340	
Total Gross Request:				\$2,747,926	\$942,962	\$942,962	\$942,962	\$942,962	
<b>Less Base:</b>									
Expenses (Recurring Oracle Licenses)				\$261,966	\$261,966	\$261,966	\$261,966	\$261,966	
Expenses (Recurring Annual Maintenance UNIX KDC and SRC)				\$26,656	\$26,656	\$26,656	\$26,656	\$26,656	
Contracted Svcs (Recurring Annual Maintenance UNIX KDC and SRC)				\$174,291	\$174,291	\$174,291	\$174,291	\$174,291	
OCO (Recurring Disk Purchase)				\$232,000	\$232,000	\$232,000	\$232,000	\$232,000	
Tax Collector Network (Recurring Annual Maintenance UNIX KDC and SRC)				\$233,698	\$233,698	\$233,698	\$233,698	\$233,698	
Base Budget:				\$928,611	\$928,611	\$928,611	\$928,611	\$928,611	
<b>Total Request (Financed) by Category Net of Base:</b>					<b>FY08-09</b>	<b>FY09-10</b>	<b>FY10-11</b>	<b>FY11-12</b>	<b>FY12-13</b>
Expenses			\$198,344		-97000	-97000	-97000	-97,000	
Contracted Svcs				\$1,582,605	-174291	-174291	-174291	-174291	
OCO				-\$232,000	\$0	\$0	\$0	\$0	
Tax Collector Network:				-\$233,698	-\$233,698	-\$233,698	-\$233,698	-\$233,698	
Deferred Commodities Contract				\$504,064	\$519,340	\$519,340	\$519,340	\$519,340	
Total Gross Request:				\$1,819,315	\$14,351	\$14,351	\$14,351	\$14,351	

		FY08-09	FY08-09	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	
		One Time	Recurring	Total	Recurring	Recurring	Recurring	Recurring	
Hardware	<b>Kirkman Data Center Servers</b> 2 rx8640 servers running clustered HP/UX. Each server has 16 1.6Hz CPUs (8 dual core) and 64 GB mem	\$989,596		\$989,596					
Installation	150 days of installation services	\$276,120							
Hardware Maintenance	Proactive 24 support for 5 years	\$971,747							
Software Licenses	Oracle Maintenance		\$261,966	\$261,966	\$191,622	\$191,622	\$191,622	\$191,622	
	Isolate <b>Data Warehouse</b> Data & Queries from Transaction Database ( Includes disk growth costs for one year)	\$187,968		\$187,968					
Hardware	hardware maintenance	\$25,079							
Installation		\$56,250							
Hardware	Recurring Disk Growth		\$0	\$0	\$232,000	\$232,000	\$232,000	\$232,000	
Software License	SQL Server Licenses (5 years)	\$225,000		\$225,000					
Hardware Maintenance	Old System Maintenance during Switchover (4 months)		\$144,882	\$144,882					
Hardware	<b>Test &amp; Development Database Server</b> rx6600 running HP/UX 2 1.6Hz CPUs and 16GB mem.	\$61,222		\$61,222					
Installation	Included in Enterprise server installation cost	\$0		\$0					
Hardware Maintenance		\$31,822							
Hardware	<b>Cms System Management consoles (KDC and SCR)</b>	\$35,662		\$35,662					
Hardware maintenance		\$32,636		\$32,636					
Installation		\$6,486							
Hardware	<b>Standby Database (Disaster Site) replacement</b> 2 rx8640 servers running clustered HP/UX. Each server has 4 1.6Hz CPUs (2 dual core) and 64 GB mem	\$677,871		\$677,871					
Installation	Included in Enterprise server installation cost	\$0		\$0					
Hardware Maintenance	Proactive 24 support for 5 years.	\$550,730							
<b>BUDGET REQUEST</b>		<b>\$4,128,189</b>	<b>\$406,848</b>	<b>\$4,535,037</b>	<b>\$423,622</b>	<b>\$423,622</b>	<b>\$423,622</b>	<b>\$423,622</b>	
<u>Difference compared to current budget if purchased without financing</u>				\$3,606,426	-\$504,989	-\$504,989			
<b>TOTAL TO BE FINANCED</b> (One-Time Cost Less maintenance and software licenses)		\$2,291,175		\$2,291,175					
<b>Estimates With Financed Purchase at 3%</b>									
<b>BUDGET REQUEST - 1- Time Non-Financed</b>									
<u>Amount</u>		\$1,837,014	\$0	\$1,837,014	\$0	\$0	\$0	\$0	
<u>BUDGET REQUEST - Financed Amount</u>		\$504,064	\$0	\$504,064	\$519,340	\$519,340	\$519,340	\$519,340	
<u>BUDGET REQUEST - Recurring Amount</u>		\$0	\$406,848	\$406,848	\$423,622	\$423,622	\$423,622	\$423,622	
<u>BUDGET REQUEST Total Amount</u>		<b>\$2,341,078</b>	<b>\$406,848</b>	<b>\$2,747,926</b>	<b>\$942,962</b>	<b>\$942,962</b>	<b>\$942,962</b>	<b>\$942,962</b>	
					<b>FY08-09 recurring</b>	<b>FY09-10 Recurring</b>	<b>FY10-11 recurring</b>	<b>FY11-12</b>	<b>FY12-13</b>
<u>Current Budget Recurring Items</u>									
Recurring Disk Purchase				\$232,000	\$232,000	\$232,000	End of Life	End of Life	
Recurring Oracle Licenses				\$261,966	\$261,966	\$261,966	End of Life	End of Life	
Annual Maintenance Cost for KDC Unix Cluster (Mako/Reef/Blue)				\$252,077	\$252,077	\$252,077	End of Life	End of Life	
Annual Maintenance Cost for SRC Unix Cluster (Trout/Mullet)				\$182,568	\$182,568	\$182,568	End of Life	End of Life	
				<b>\$928,611</b>	<b>\$928,611</b>	<b>\$928,611</b>			
<u>Difference compared to current budget if financed</u>				\$1,819,315	\$14,351	\$14,351			

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** Highway Safety and Motor Vehicles

**Budget Period 2009-10**

**Budget Entity:** \_\_\_\_\_

(1)	(2)	(3)	(4)
<b>SECTION I</b>	<b>ACTUAL FY 2007-08</b>	<b>ESTIMATED FY 2008-09</b>	<b>REQUEST FY 2009-10</b>
Interest on Debt (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (B)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repayment of Loans (C)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Debt Service (E)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (F)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation:

The Department does not have any debt service payments.

**SECTION II**

**ISSUE:** \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>JUNE 30, 20__</b>	<b>JUNE 30, 20__</b>
(6)		(7)	(8)	(9)
		<b>ACTUAL FY 2007-08</b>	<b>ESTIMATED FY 2008-09</b>	<b>REQUEST FY 2009-10</b>
Interest on Debt (G)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (H)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (I)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (J)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**ISSUE:** \_\_\_\_\_

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>JUNE 30, 20__</b>	<b>JUNE 30, 20__</b>
		<b>ACTUAL FY 2007-08</b>	<b>ESTIMATED FY 2008-09</b>	<b>REQUEST FY 2009-10</b>
Interest on Debt (G)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (H)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (I)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (J)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2009-10**

**Department:** Highway Safety & Motor Vehicles

**Chief Internal Auditor:** Laurence W. Noda

**Budget Entity:** 76250800

**Phone Number:** 850-617-3104

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2008-188 Florida Real Time Vehicle Information System Information Technology Audit	March 2008		Change management controls for FRVIS needed improvement. The Department should enforce effective change management controls that include authorization documentation, updated system documentation, and program revision logs or comments within the program code for all program changes to FRVIS. The Department should also restrict developers from making changes to the host production database and separate the responsibilities for developing and moving program changes to the host production environment.	The Department is enforcing effective change management process controls to ensure that all changes to the production environment are logged appropriately. We also are refining the work order process and implementing a release notes process for software releases. We will develop a detailed action plan that will restrict developers from making changes to the production database and to separate the responsibilities for developing and moving program changes to the production environment. A portion of the initiatives will be completed during the first quarter of the 2008-09 fiscal year, with the remaining to be completed during the second quarter of the 2008-09 fiscal year.	

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2009-10**

**Department:** Highway Safety & Motor Vehicles

**Chief Internal Auditor:** Laurence W. Noda

**Budget Entity:** 76250800

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(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2008-188 Florida Real Time Vehicle Information System Information Technology Audit	March 2008		Certain Department security controls needed improvement. The Department should implement the appropriate security controls to ensure the continued integrity, confidentiality, and availability of Department data and IT resources. Specific details of these issues are not disclosed in this report to avoid the possibility of compromising Department data and IT resources.	The Department is addressing the confidential recommendations related to the FRVIS audit to ensure the continued protection of Department data and IT resources. We will develop a detailed action plan to strengthen specific security-related controls in the areas discussed. Plan implementation will provide additional assurances regarding the security and availability of the Department's information resources.	

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2009-10**

**Department:** Highway Safety & Motor Vehicles

**Chief Internal Auditor:** Laurence W. Noda

**Budget Entity:** 76250800

**Phone Number:** 850-617-3104

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2008-188 Florida Real Time Vehicle Information System Information Technology Audit	March 2008		Certain instances were noted where FRVIS incorrectly assessed certain license taxes and credits. Although the monetary amount of the incorrect assessments was not material to the overall revenue recorded by FRVIS, the instances noted required corrective action by the Department to ensure compliance with the provisions of State law. The Department should make appropriate FRVIS changes to ensure the accuracy of FRVIS processing and the license taxes assessed to taxpayers.	The Department has made or has scheduled to make the appropriate changes to the fee schedule tables and the FRVIS code to ensure compliance with State law in five of six situations described by the auditors. We believe compliance determination regarding the proration of vessel fees is a matter of interpretation. These changes to the FRVIS code will be implemented by June 30, 2008. The Department recognizes the difficulty in determining whether it was the intent of the Legislature to prorate vessel fees only during the conversion and will seek legislative clarification during the 2009 legislative session.	

*Laurence W. Noda*

Laurence W. Noda, Inspector General

October 10, 2008

## LBR Technical Review Checklist

Department/Budget Entity (Service): Highway Safety and Motor Vehicles/Florida Highway Patrol (7610)

Agency Budget Officer/OPB Analyst Name: Neil Standley/Kim Banks

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)				
	7601	7610	7625	7640	

### 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, 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? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	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? <b>(CSDI)</b>	Y	Y	Y	Y	

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y	
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y	Y	Y	Y	
<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

### 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 53 of the LBR Instructions?	Y	Y	Y	Y	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	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 25)? Do they clearly describe the issue?	Y	Y	Y	Y	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y	Y	Y	Y	

### 3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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	
--	---	---	---	---	--

Action		Program or Service (Budget Entity Codes)				
		7601	7610	7625	7640	
<b>AUDITS:</b>						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? ( <b>NACR, NAC - Report should print "No Negative Appropriation Categories Found"</b> )	Y	Y	Y	Y	
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	Y	Y	Y	Y	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B02: 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, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y	Y	
4.2	Is the program component code and title used correct?	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.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y	Y	Y	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y	Y	Y	Y	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	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.					

Action		Program or Service (Budget Entity Codes)				
		7601	7610	7625	7640	
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 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 G08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	
TIP	Exhibit D-3 is no longer 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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	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 page 62 of the LBR Instructions.)	Y	Y	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	Y	N/A	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	N/A	Y	Y	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	Y	N/A	N/A	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	
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.	Y	Y	Y	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		7601	7610	7625	7640	
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 #09-002?	N/A	N/A	N/A	Y	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. ( <b>PLRR, PLMO</b> )	N/A	N/A	N/A	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A	Y	N/A	N/A	
7.16	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 or 363XXC0)?	Y	N/A	Y	Y	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	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 <b>OADA/OADR</b> 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 61 through 64 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.					

Action	Program or Service (Budget Entity Codes)				
	7601	7610	7625	7640	
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 2008-09 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.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>					
8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	
8.2 Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	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	
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)?	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	
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?	N/A	N/A	N/A	N/A	
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 <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	
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, 000799, 001510 and 001599)?	Y	Y	Y	Y	
8.10 Are the statutory authority references correct?	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, F.S. for appropriate general revenue service charge percentage rates.)	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	



Action		Program or Service (Budget Entity Codes)			
		7601	7610	7625	7640
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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
8.17	If applicable, are nonrecurring revenues entered into Column A04?	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?	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
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	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
8.27	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
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
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8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y	Y	Y	Y	
8.31	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. <b>(SC1R, DEPT)</b>	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 119 of the LBR Instructions.)					
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.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 150 of the LBR Instructions.)	Y	Y	Y	Y	
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	Y	Y	Y	Y	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
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?	Y	Y	Y	Y	
<b>13. SCHEDULE VIIIB-1</b>						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.	N/A	N/A	N/A	N/A	

Action	Program or Service (Budget Entity Codes)				
	7601	7610	7625	7640	
<b>14. SCHEDULE VIII B-2 (EADR, S8B2)</b>					
14.1 Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Y	Y	Y	Y	
<b>15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)</b>					
15.1 Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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	
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
15.2 Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y	Y	Y	
15.3 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	
15.4 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y	Y	
15.5 Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	
15.6 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	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.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		7601	7610	7625	7640	
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A	N/A	
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	
17.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	
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.					