



LEGISLATIVE BUDGET REQUEST

Florida Fish and Wildlife Conservation Commission

October 15, 2010

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Senate Policy and Steering Committee on Ways and Means
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida Fish and Wildlife Conservation Commission 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 2011-12 Fiscal Year. This submission has been approved by Nick Wiley, Executive Director.

Office of the Executive Director

Nick Wiley
Executive Director

(850) 487-3796
(850) 921-5786 FAX

Sincerely,

Sandra L. Wilson
Chief Financial Officer

Managing fish and wildlife resources for their long-term well-being and the benefit of people.

SLW/caa

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Department Level Exhibits and Schedules



FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agency Financial and Administrative Systems Support Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15 2010**

Agency Financial and Administrative Systems Support Service

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT application systems that are included (in whole or part) in this IT Service:			
1	Correspondence Tracking System (Outsourced to RightNow Technologies)	5	P-Card Log System (PLS)
2	Legislative Affairs Contact System	6	Document Tracking System (DTS)
3	FWC FLAIR Interfaces	7	FileBound Document Management System (agency wide)
4	Property Transfer System	8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Other state agency (*non-primary data center*)
- Other External Service Provider (*specify*) Brandt, RightNow Tech. for Corres.Tracking
- Southwood Shared Resource Center
- Northwood Shared Resource Center
- Northwest Regional Data Center

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service. 2500

1.4. How many locations currently host agency financial/ administrative systems? 5 (Hq, FWRI, External Service Provider, DFS, SSRC)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? Similar
(Identical, Very Similar, No)

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
**IT Service Requirements Worksheet: Agency Financial and Administrative Systems
Support Service**

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Agency accounting codes, business and accounting practices, grant management and security needs must be met with the ability to meet agency requirements; resources must be provided to manage the move to another supplier and support on-going maintenance.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

SLAs with SSRC for all applications hosted at SSRC

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

- 3.2.1.1. User-facing components of this IT service (online) normal
business hours.
- 3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) normal
business hours.

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 4 hours

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The agency would be unable to complete federal fund draw-down and not be able to pay fiscal obligations. Emergency purchasing activities would be adversely affected and impact mission critical activities.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agency Financial and Administrative Systems Support Service

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Law Enforcement Officer information protection and social security number protection.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Finance and Budget reports monthly prompt payment percentages and other fiscal reports as needed.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Administrative Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
**IT Service Requirements Worksheet: Agency Financial and Administrative Systems
Support Service**

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15, 2010**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT application systems that are included (in whole or part) in this IT Service:			
1	Strategic Management of IT for the Commission - LRPP	4	MyFloridaMarketPlace data extractions and reports
2	Agency A/V Telecommunications	5	MyFloridaMarketPlace DO and PR tracking and reporting
3	FLAIR/WebFocus data extractions and reports		

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Other state agency *(non-primary data center)*
- Other External Service Provider *(specify)* _____
- Southwood Shared Resource Center
- Northwood Shared Resource Center
- Northwest Regional Data Center

1.2. How many locations currently host assets and resources used to provide IT administration and management services? 1

2. Service Unique to Agency

2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

2.1.1. If yes, what must happen for your agency to use another IT service provider?

2.1.2. If not, why does your agency need to maintain the current provider for this IT service?
 282.3055 Agency Chief Information Officer; appointment; duties -- Part of the management function of the Commission and is needed to manage resources whether in-house or outside the Commission.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

If you answered "Yes," identify major (formal or informal) service level requirements:

As specified in 282.3055, Agency Chief Information Officer; appointment; duties — and position description as approved by the Commission Executive Director.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for the systems included in this service: 0800-1700
M-F

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? depending
on circumstances, 5 min. to 8 hrs.

3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

If yes, please specify and describe:

Protection of personnel privacy data.

3.2.4. Are there any agency-unique service requirements? Yes No
 If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

IT Management, knowledge of Law Enforcement information systems, Licensing systems, Fish and Wildlife Research systems, Administrative systems, Office Productivity systems, working with a Governing Commission, member of State of Florida CIO Council, empowerment to work with other State and Federal IT organizations relating to fish, wildlife and conservation issues, registered lobbyist to the Florida Legislature for the Commission.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
 Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Brief Senior Leadership Team and Executive Director on important issues weekly and receive feedback on service levels and project requirements as needed.

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?
 Yes No

If no, what changes need to be made to the current IT service? (*Briefly explain*)

4.2.1. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Full Service Transfer and Shared	Transfer of ownership and management of FWC resources to the	2009	On-going	TBD

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

Transitional Services	SSRC			
Data Center Consolidation	Consolidation of IT resources from the agency's data centers to state primary data centers	2009	On-going	TBD
Project Management	Software supported Project Life Cycle	2011	2012	Internal Resources
CIO Council	Agency CIO serves as a member of the State CIO Council	Oct 2008	TBD	n/a

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Administrative Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Agency has a cost allocation plan to cover charges assessed to the agency by the SSRC for services rendered over and above the agency base provision (category 210021).

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Dept/Agency: **FWC**
Submitted by: **Kevin Patten, Chief Information Officer**
Phone: **850-414-2870**
Date submitted: **October, 15, 2010**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. IT Service Definition

1.1. Who is the service provider? **(Indicate all that apply)**

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider (<i>specify</i>) _____ | |

1.2. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service must support our security, risk assessment, risk mitigation, and data recovery business processes and plans. New employees must be finger printed and have a background investigation.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

FWC has a Continuity of Operations Plan for Headquarters in Tallahassee, each of the five Regional Offices, all Law Enforcement Field Offices and the Fish and Wildlife Research Institute in St. Petersburg. Law enforcement will be provided a secure network connection for outside FWC's internal networks, FWC network services, and the Criminal Justice Network. This information is confidential and exempt from public disclosure pursuant to the provisions of section 119.07(3)(D), Florida Statutes, however this information may be made available in an appropriate manner.

3.2. Timing and Service Delivery Requirements

- 3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*):
except for requested maintenance windows.
- 3.2.2. In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations?
restored: Tier 1 within 4 hours; Tier 2 within 3 day; Tier 3 within 2 wks; and Tier 4 within one month.
- 3.2.3. How frequently must the IT disaster recovery plan be tested?
On an average of one time per year in conjunction with hurricane preparedness or emergency operations.
- 3.2.4. In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs (*e.g., 10 min, 60 min, 4 hours*)?
See 3.2.2.
- 3.2.5. Are there any agency-unique service requirements? Yes No
If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Our Agency requirements are similar to most other Agencies, but there are unique needs based on our requirement for Law Enforcement business processes and to communicate with the public and remote users distributed around the State.

- 3.2.6. What are security requirements for this IT service? (*Indicate all that apply*)
- | | |
|--|--|
| <input checked="" type="checkbox"/> User ID/Password | <input checked="" type="checkbox"/> Access through Internet or external network |
| <input type="checkbox"/> Access through internal network only | <input checked="" type="checkbox"/> Access through Internet with secure encryption |
| <input checked="" type="checkbox"/> Other <u>CJNet/FCIC/NCIC</u> | |
- 3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No
If yes, please specify and describe:

Confidentiality of Law Enforcement and personal information; CJIS security policy.

4. User/customer satisfaction

- 4.1. Are service level metrics reported regularly to business stakeholders or agency management?
 Yes No
If yes, briefly describe the frequency of reports and how they are provided:

Periodic reports to CIO and Senior Leadership Team.

- 4.2. Are currently defined IT service levels adequate to support the business needs?
 Yes No

- 4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Security Awareness Training	Annual update of security awareness training package	10/1/2011	2/28/2012	\$8,000
Application Classification/Business Impact Analysis	Annual update of application classification in conjunction with LBR preparation	7/1/2011	9/1/2011	Existing personnel resources
Computer Security Incident Response Team (CSIRT)	Annual training exercise and update/review of policy and procedure	8/1/2011	10/31/2011	Existing personnel resources
Disaster Recovery	Continuation of alternate site build-out and testing of priority 1/2/3 application recovery at alternate site	7/1/2011	6/30/2012	TBD
Security policy & procedure updates	Annual updates of policies and procedures	1/1/2012	6/30/2012	Existing personnel resources
Risk Management Program	Continued development of risk management program	7/1/2011	6/30/2012	TBD; anticipated that existing personnel resources will be sufficient

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12.

Administrative Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

5.3. Other pertinent information related to this service.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15, 2010**

Data Center Service

This service provides the centralized operation and management of data center services through (a) data centers and computing facilities as defined in s. 282.0041, F.S., and (b) single logical-server installations. It includes all resources required to perform data center functions identified in s. 282.201(2)(d)1.e., F.S. for agency strategic and non-strategic IT services.

Statutory definitions from s. 282.0041, F.S., are provided here for convenience:

- **"Primary data center"** means a state or non-state agency data center that is a recipient entity for consolidation of non-primary data centers and computing facilities. A primary data center may be authorized in law or designated by the Agency for Enterprise Information Technology pursuant to s. [282.201](#).
- **"Data center"** means agency space containing 10 or more physical or logical servers any of which supports a strategic or nonstrategic information technology service, as described in budget instructions developed pursuant to s. [216.023](#).
- **"Computing facility"** means agency space containing fewer than a total of 10 physical or logical servers, any of which supports a strategic or nonstrategic information technology service, as described in budget instructions developed pursuant to s. [216.023](#), but excluding single, logical-server installations that exclusively perform a utility function such as file and print servers.

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the non-strategic and strategic IT services that are supported (in whole or part) by data center services offered at the following data centers and computing facilities.		
1	Northwood Shared Resource Center	
2	Southwood Shared Resource Center	Network, IT Security/Risk Mitigation, IT Support Service for Agency Financial and Administrative Systems, Portal/Web Management, Recreation Services, Freshwater Fisheries Management, Habitat and Species Conservation, Hunting and Game Management, Law Enforcement, Licensing and Permitting, Marine Fisheries Management
3	Northwest Regional Data Center	
4	Agency (non-primary) Data Center	Agency Data Center (1); Email, Network, Messaging & Calendaring, Desktop Computing, Help Desk, IT Security Risk Mitigation, IT Admin & Mgt, Portal/Web Mgt, Agency Data Center, Recreation Services, Fish & Wildlife Research, Freshwater Fisheries, Habitat & Species Conservation, Hunting & Game Management, Law Enforcement, Licensing and Permitting, Marine Fisheries (2); Fish and Wildlife Research;
5	Agency Computing Facilities	Habitat and Species Conservation (Bloxham Bldg);
6	Other External Data Center(s)	Licensing & Permitting (TLS), Google Mapping, Correspondence Tracking, HSMV (Dispatch) & FDLE (CJNet)

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Central IT staff | <input checked="" type="checkbox"/> Other External Service Provider <i>(specify)</i> |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input checked="" type="checkbox"/> Southwood Shared Resource Center |

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

Northwest Regional Data Center

White Dog Inc., Cade & Associates Inc., E-Solutions, URS Inc., Acclaris Accelerator LAP, Landowner Financial Assistance DB, Georgia Southern University, SurveyRoom Inc., CTS America, ACISS, Active Outdoors, RightNow Technologies

1.2. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Provide the following information regarding agency data centers included in this service:

1.3.1. Number of agency data center(s) 2 (HQ & FWRI)

1.3.2. List the major IT application systems¹ hosted at each of these facilities:

Name of Agency Data Center	Major IT Application Systems Supported	External Agency Supported (if applicable)
HQ FWC	Licensing and Permitting, Commercial Saltwater Licensing, SmartCop, ArrestNet, BOBBERNet/Boating Safety, Commercial Fishing Trip Tickets, Community Outreach, Recreational Use of Public Property	
FWRI	Fisheries-Independent Monitoring Inshore (FIM - Inshore Historic), Fisheries Dependent Monitoring (FDM/MRIS), Florida Marine Spill Analysis System, Life Cycle Monitoring (LCM) – Panther, Manatee Mortality Application	

1.4. Provide the following information regarding agency computing facilities included in this service:

1.4.1. Number of agency computing facilities 1

1.4.2. List the major IT application systems¹ hosted at each of these facilities:

Name of Computing Facility	Major IT Application Systems Supported	External Agency Supported (if applicable)
Bloxham	Intranet web sites	

1.5. Provide the following information regarding single logical-server installations included in this service:

¹ Any custom developed system, commercially acquired, or open-source software product that is included in the definition of non-strategic or strategic IT service. *Note: Strategic IT Services and their constituent systems are defined in Worksheets SC-1 & SC-2.*

IT Service Requirements Worksheet: Data Center Service

- 1.5.1. Total number of logical servers not housed in an agency data center, agency computing facility, or primary data center 13
- 1.5.2. Total number of single logical-server installations 13
- 1.5.3. List all major IT application systems¹ supported by these servers in 1.5.1 and 1.5.2:

Regional Offices at West Palm, Lake City, Lakeland, Panama City, Ocala (File & Print, DHCP, Domain Controller, etc); FWRI Field Offices (Cedar Key, Manatee Co. Charlotte Harbor, Marathon, Tequesta, Indian River, Jacksonville, Gainesville)

2. Data Center Consolidation

- 2.1. When are your agency data center and computing facilities scheduled for consolidation into a primary data center? *If not yet scheduled, indicate "Not Available."*

N/A

- 2.2. Has your agency specified service level requirements for this IT service in a service level agreement (SLA) executed with a primary data center in compliance with s. 282.203, F.S.?

Yes No

- 2.2.1. If no, please explain the specific issues preventing execution, and describe your plan and schedule for resolving those issues.

- 2.2.2. If yes, please provide an electronic copy of the executed service level agreement with your Schedule IV-C submission. [See attached Shared Transitional Service, Service Level Agreement with the Southwood Shared Resource Center \(SSRC\).](#)

3. IT Service Levels Required to Support Business Functions

- 3.1. Timing and Service Delivery Requirements

3.1.1. Hours/Days that service is required (*e.g., 0600-2400 M-F, 24/7*) 0700 – 1800

Hrs M-F; FWRI/LE/TLS Support 24x7; Public Web Access 24/7

3.1.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 15 mins.; LE/TLS

Immediate

- 3.1.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

If yes, please specify and describe:

Restricted access to Data Centers, Computer Facilities, and Server Room; L&P/FWRI Commercial fishing trip ticket (landings) protected data by Florida Statutes; LE incident and investigational information; LE officer privacy data; HGM/L&P social security number and credit card numbers; Some systems collect SSN (372.561 FS; 42 USC 666 for Child Support Enforcement) and driver's license numbers.

- 3.1.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

IT Service Requirements Worksheet: Data Center Service

NOTE: Each FWC strategic service has identified their specific agency-unique service requirements and related statutes. 112 FS CJIS Policy (FBI Directive); Landing/Trip Ticket data collection.

3.1.5. What are the security requirements for this IT service? *(Indicate all that apply)*

- Restricted system administration rights
- Secured entrance to facility
- Systems access through internal network only
- Systems access through secure encryption
- Criminal background check for data center staff
- Other IP Filtering and Content Filtering

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes
- No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest; HGM's Georgia Southern periodic reporting of contract performance metrics; L&P's TLS Contract performance metrics and Federal Grants performance reports; LE's Boating Accidents Statistics annual report;

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?

- Yes
- No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

SGTF, NGWTF, MRCTF, Manatee Protection TF, CARL TF, Federal Boating Safety Grant, ATF

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

N/A

5.3. Other pertinent information related to this service

Our public services receive substantial use throughout the year.



Southwood Shared Resource Center

**SHARED TRANSITIONAL SERVICE
SERVICE LEVEL AGREEMENT**

Between the

**Fish and Wildlife Conservation Commission
Office of Information Technology**

And

The Southwood Shared Resource Center

Shared Transitional Service

SLA Term

Fiscal Year 2010 – 2011

IT Service Requirements Worksheet: Data Center Service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15, 2010**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with the Desktop Computer Service:			
1	Dell Desktop PC	11	MS Office Suite (Word, Excel, PowerPoint, Access)
2	Dell Laptop PC	12	Adobe Acrobat Standard and Pro
3	Panasonic ToughBook PC	13	MS Visio Standard and Pro
4	GEtac Rugged Laptop	14	MS Project
5	HP Printers	15	Trend Micro OfficeScan
6	Dell Printers	16	McAfee Safeboot Hard Drive Encryption
7	Adobe Photoshop	17	MS Windows Operating System
8	Internet Explorer	18	HEAT Self Service
9	MS Select includes Exchange Server and CAL's, Windows Server and CAL's, SharePoint CAL's, SMS CAL's Office Suite, Operating Systems	19	Diskeeper Hard Drive Defragmentation
10	Adobe Connect Pro Internet Meeting	20	MalwareBytes Anti-Spyware

1. IT Service Definition

1.1. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency (non-primary data center) | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider (specify) _____ | |

1.2. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service. 2,500

1.4. How many locations currently use desktop computing services? 90(LAN)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? **(Identical, Very Similar, No, Unknown)** Similar

IT Service Requirements Worksheet: Desktop Computing Service

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Must be able to provide support and manage desktop service in 90 locations, and provide reliable, timely and secure support for the Agency including Law Enforcement activities. Agency staff is uniquely familiar with internal agency practices and environment. FBI and Criminal Justice Information System (CJIS) security policies require support services that have access to FCIC/NCIC data be under the command and control of a criminal justice agency, of which the FWC has been so designated.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) M-F, 7:30 – 5:00

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

The internal Agency Desktop Services provides service during normal business hours of 7:30 – 5:00, Monday – Friday, so if an employee contacts us for support outside this period it may prevent the employee from completing their work, which may be mission critical. However, during emergency situations, Desktop Services staff will be available during this time. Since this service is provided to law enforcement officers of the agency, inadequate or an interruption of this service could result in an officer safety issue. FWC is making plans to implement an On-Call after-hours support.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Must accommodate remote mobile workforce; support for Law Enforcement operations; support for statewide scientific/research community including specialized software support and regimented backup/recovery procedures; localized technical support to 6 regional offices and approximately 90 remote sites.

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption

IT Service Requirements Worksheet: Desktop Computing Service

Other CJNet/FCIC/NCIC requirements, VPN access, wireless with PEAP Security, Safeboot Hard Drive encryption for selected laptops as necessary, CJIS security requirements.

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Agency policies including password management; computer use for FWC official purposes; CJIS security policies from the FBI relating to encryption, user authentication, dissemination, need-to-know, and etc.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

On demand reports are generated for the CIO via the use of the HEAT System Management tool; Customer Satisfaction Survey reports.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion
Mobile Computers for Law Enforcement Operations	Provide mobile computing resources to FWC Law Enforcement Officers. This includes mobile devices, software, wireless access, VPN and other associated hardware and software.	July 2008	June 2012	\$2,500,000 for FYs 2008-09 to 2010-11 (the continuation budget for FY 2011-12 provided \$58,000 for OPS laptop support and \$256,410 for licenses and wireless access)
Windows 7 Deployment	Update desktop and laptop OS to Microsoft Windows 7 Pro for computers purchased with Windows 7 licenses and future purchases.	July 2011	June 2012	Price included with purchase of PCs

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Administrative Trust Fund and Federal Grants Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

None

5.3. Other pertinent information related to this service

N/A

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15, 2010**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with the E-Mail Service:			
1	Enterprise Exchange Server	9	Trend Micro eManager
2	Web Mail Server	10	NetBackup virtual server
3	Blackberry Enterprise Server	11	Dell/EMC SAN
4	Windows Server Operating System	12	Blackberry Enterprise Server Software
5	Microsoft Outlook Client	13	Enterprise Vault Archival System Software
6	Blackberry Hand Held Units	14	Quest Message Stats Software for Reporting
7	IIS Server Software	15	Spotlight for Exchange Monitoring Software
8	Trend Micro Server Protect Anti-virus	16	SPAM filtering

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service. 2,800
email accounts.

1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* very

similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Provide similar level of support for email records management (archive and retrieval capability). Provider must also have a journaling solution to provide long term email retention and retrieval for public records requests and investigative purposes, comply with CJIS security policies and provide preference for a premise based solution.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Must be able to receive/send email 24x7. Must be able to show calendar availability of all Agency staff, and must be able to comply with Agency naming conventions.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0600-2100 M-F, 24/7*): 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? 5 min.

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

If mail delivery is delayed, this could have an adverse impact on day to day support and strategic operations including law enforcement operations.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Must provide Blackberry support for senior staff. Must provide access for mobile and remote users. Must provide advanced archiving and retrieval capability.

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other Dial-up and VPN access, wireless with PEAP security, CJIS and AEIT security requirements.

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Records retention rules. Freedom of Information guidelines. Privacy of Law Enforcement related information. CJIS and AEIT security requirements.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

CIO is briefed periodically on availability, storage capacity, and performance metrics. Usage statistics are provided to users periodically.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Administrative Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

None

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major hardware and commercial software associated with the Helpdesk Service:

1	Front Range HEAT Help Desk Software 8.4	5	
2	VNC Remote Control 1.3	6	
3	Namescape myPassword and rDirectory	7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? **(Indicate all that apply)**

- Central IT staff
- Program staff
- Other state agency *(non-primary data center)*
- Other External Service Provider *(specify)*
- Southwood Shared Resource Center
- Northwood Shared Resource Center
- Northwest Regional Data Center

1.2. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service: 2,500

1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 90

1.5. What communication channels are used for the service? **(Indicate all that apply)**

- On-line self-serve
- Telephone/IVR
- Remote desktop (e.g., PC Anywhere)
- Other E-Mail
- On-line interactive
- Face-to-face

1.6. What is the scope of the service provided by the Help Desk: **(Check all boxes that apply)**

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	X	X	X
Referring/escalating	X	X	X
Tracking and reporting	X	X	X
Resolving/closing	X	X	X

IT Service Requirements Worksheet: Helpdesk Service

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1	Smartcop (Law Enforcement)	8	FDLE Network for Dispatch (CJNET)
2	Juniper VPN	9	Blackberry and SmartPhones
3	Cellular Air Cards (ATT, Verizon, Sprint)	10	ACISS Law Enf. Web Case Mgt. System
4	WIFI (Local)	11	Video Conferencing and e-meetings
5	FWC Permitting Systems	12	Ask FWC Right Now Web Application
6	Agency Security Awareness Training	13	PowerDMS (Law Enforcement)
7	ArcGIS	14	Hard Drive Encryption (SafeBoot)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?

(Identical, Very Similar, No, Unknown)

Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

[Empty text box]

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Must be able to provide support and manage desktop service in 90 locations, and provide reliable, timely and secure support for the Agency including Law Enforcement activities. Agency staff is uniquely familiar with internal agency practices, systems and environment. FBI and CJIS security policies require support services that have access to FCIC/NCIC data be under the command and control of a criminal justice agency, of which the FWC has been so designated. Additionally, CJIS Security training is required by the staff to work on LE laptops/computers.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

[Empty text box]

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days the Help Desk service is required (*e.g., 0800-1600 M-F, 24/7*)

M-F,

7:30/5:00

3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Employees may be prevented from completing their work, which may be mission critical. In addition, since this service is provided to law enforcement officers of the agency, inadequate or an interruption of this service could result in an officer and/or public safety issue. During emergency operations helpdesk staff must be available to answer calls about computer and application issues.

IT Service Requirements Worksheet: Helpdesk Service

3.2.3. What is the average monthly volume of calls/cases/tickets? 1825

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Accommodate remote mobile workforce; support for Law Enforcement Operations; support for Statewide scientific/research community including specialized software support and regimented backup/recovery procedures; localized technical support to 6 regional offices.

3.2.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
- Access through internal network only Access through Internet with secure encryption
- Other Technician must have local desktop administrative rights; agency-wide Dial-up and VPN access; agency-wide wireless with PEAP security; security background check for helpdesk technicians; agency-wide security awareness training; CJIS Security training for staff working on LE computers.

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.6.1. If yes, please specify and describe:

Agency policies including password management; computer use for FWC official purposes; Criminal Justice Information System (CJIS) security policies from the FBI relating to encryption, dissemination, need-to-know, and etc.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

On demand reports are generated for the CIO via the use of the HEAT System Management tool.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Administrative Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

Question 1.3 only represents the number of in-house users. In addition there are occasional and seasonal calls from license issuing entities in the state of Florida (e.g. Wal-Mart, tackle shops).

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Portal/Web Management Service

The Portal/Web Management service enables the publishing of the agency's standard, mission-critical information with its employees and the public. Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with this service:			
1	MS Expression Web	13	64bit Intel Servers and Windows Servers 2008 for SharePoint for Intranet portal
2	MS Office SharePoint Server Software	14	SQL Servers 2008 for SharePoint
3	MS SharePoint Designer	15	SQL Developer (FWRI)
4	MS Visual Studio.Net	16	Adobe Dreamweaver (FWRI)
5	HighSoftware ACC Verify, for Sect 508 software testing	17	Adobe Photoshop (FWRI)
6	InstantASP Limited InstantForum.NET V4.1 Developer software license (FWRI)	18	ARCGIS Server (FWRI)
7	ARC Internet Map Server (FWRI)	19	Cold Fusion (FWRI)
8	Apache TomCat (FWRI)	20	Oracle XE (FWRI)
9	32 BIT Intel Servers/Windows 2003 Server for FWRI	21	Umbraco Content Mgt System (Server Technology)
10	Adobe Acrobat Pro	22	Adobe InDesign (Web Page Design)
11	Adobe Illustrator	23	.Net and C#
12	FileBound Document Mgt System	24	Softcom

1. IT Service Definition

1.1. Who is the service provider? **(Indicate all that apply)**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | |

Another State Agency: (FWC Internet www.myfwc.com; FWRI Internet Map Server site is on a separate MFN circuit linked by going to [http://research.myfwc.com/.](http://research.myfwc.com/))

Other External Service Provider: (SoftCom for SharePoint Extranet)

1.2 Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

1.3 Please identify the number of Internet users of this service. General
public in Florida and others (av. 400,000 per month for FWC site, 180,000 per month for Research.myfwc.com site)

1.4 Please identify the number of intranet users of this service. 3,000

1.5. How many locations currently host IT assets and resources used to provide this service? 5 (1-Internet, 1-Intranet, 1-Extranet, 1-FWRI Intranet, 1-FWRI Internet Map Servers)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? No. No
(Identical, Very Similar, No)

one else has the expertise in the Umbraco content management service and FWC has the unique staff knowledgably in fish, wildlife, and related research environments. This includes the Internet Map Services due to its unique and focused structure, integration of GIS and geo-mapping of FWC and external data into FWC applications, plus provide secure content for Law Enforcement data and managed security requirements for these content managers/contributors.

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Must be able to provide substantial training and support to 40-50 content authors for the public web site; substantial training and support to agency staff as they manage their own SharePoint site; provide application development support throughout the agency for process automation within the SharePoint platform; and provide secure content for Law Enforcement data and manage security requirements for these content managers.

Research.myfwc.com currently has an administrative section of Web site with folder and granular-based permissions. There is one Web site administrator. Approximately 80 Web team members use the administrative section to manage password communities, forums, applications and content for their sections. All content would have to be migrated and training provided. The Internet Map Services require continual hands on at the physical servers and links to data sorted on FWRI servers on the MFN network.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

N/A

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Formal - SoftCom for Extranet and SSRC for Internet; Informal – SharePoint for Intranet.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0600-2100 M-F, 24/7): 24/7 for all services

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? 5-15 minutes for all services

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Staff will not have access to critical agency data, including Law Enforcement data, and strategic and non-strategic data. This lack of access will impair our ability to conduct agency operations and to provide service to citizens. Numerous service areas have very vocal outside constituent groups that become very aggravated over lack of access.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Law Enforcement content must remain secure along with officer privacy data. Personal information obtained for licenses, permits, and applications must remain confidential. Protection of financial information obtained through FWC processes must remain secure.

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password (Extra, Inter and Intra, granular-based permissions via internet)
 Access through Internet or external network
 Access through internal network only (Intra) Access through Internet with secure encryption (SSL certificates)
 Other VPN

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Protecting information relating to law enforcement activities and personnel. Agency for Enterprise Information Technology and FWC Security Policies prescribe standard best practice security policies.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Periodic and as-needed reporting to CIO and Commissioners. Internet usage reports.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Web 2010	Content mgt system migration to Umbraco including FWRI	Feb 2010	Dec 2010	\$65,000

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Combined Administrative Trust Fund, General Revenue, and Grants.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

None

5.3. Other pertinent information related to this service

N/A

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing & Permitting Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Licensing & Permitting Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	Total Licensing System (TLS) – Active Outdoors	5	
2	RightNow – RightNow Technologies	6	
3	SSRC – SQL Server	7	
4	See Related Applications Listed in the "Licensing & Permitting Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.	8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

Licensing and Permitting Service provides a single point of contact to apply for licenses and permits required by the FWC in accordance with state laws, rules and regulations as well as a means to obtain information regarding these activities; such as commercial and recreational fishing, hunting, captive wildlife, and recreational use of management areas.

1.2. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | <u>Active Outdoors, RightNow Technologies</u> |

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service.

2.5 M

1.5. How many locations currently host this service?

4 Hosted (FWC,

SSRC, RightNow, TLS); 1000 Tax Collectors and Retail Locations

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)*

No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing & Permitting Service

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of Florida's Fishing, Hunting, and Wildlife licenses, as well as recreational/commercial use, required for this strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional and statutory responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Marine Fisheries Management strategic service. Additionally, the Total Licensing System contract contains service performance requirements.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

- 3.2.1.1. User-facing components of this IT service (online) 24/7 (TLS)
- 3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) Normal Flex Business Hours

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? Immediate

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Potential loss of sales revenue; breakdown in stakeholder relations/obligations; adverse public relations Agency-wide; failure to comply with statutory requirements and executive orders.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Section 20.331 FS; Chapter 379 F.S. Part VI Licenses for Recreational Activities (ss. 379.35-379.359) and Part VII Non-recreational Licenses (ss. 379.361-379.377)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing & Permitting Service

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

SSN; Credit Card Numbers; Confidential LE Officer Personal Info; Commercial Saltwater Landings Information.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management
 Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest. TLS monthly reporting of contract performance metrics.

4.2. Are currently defined IT service levels adequate to support the business needs?
 Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Commercial Saltwater System (CSL)	Large Web-based system used by Licensing and Permitting staff to process and issue commercial saltwater licenses, endorsements, and trap tags; to invoice license holders; and to accept and process payments for licenses; enhancements/maintenance.	On-going	On-going	\$50,000
Document Tracking System - PO (DTS-PO & DTS-RICS)	The document tracking system for both purchase orders (DTS-PO) and revenue control (DTS-RICS) was developed by Brandt Information Systems and is now supported by OIT staff. The application resides on servers housed at the SSRC and the database is hosted on DMS Oracle servers and SAN; partial redesign/enhancements.	2010	2011	Internal resources
FWC Systems Menu (Internal Framework of Free Permits).	The FWC Systems Menu is built in Oracle (database and Oracle PL/SQL server pages) and will be retired when all remaining Oracle applications for OL&P have been re-written in .Net/C#. This internal application is used by OL&P to manage the Free permits menu system, permission, manage free	Dec 2010	July 2011	\$100,000

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing & Permitting Service

	permits and handle reporting for free permits. Currently the internal free permits and the Anterless Deer/Deer Dog System remain on the FWC Systems menu.			
--	---	--	--	--

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

GR, MRCTF, SGTF.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

TLS has several levels of Cost Recovery/Allocation Plan as defined in statutes.

5.3. Other pertinent information related to this service

N/A

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15, 2010**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with this service:			
1	MyFlorida Network wide area connectivity	11	Intel Servers and Windows Server Operating Systems
2	Vendor supplied wireless services (air cards)	12	Trend-Micro Virus Protection Suite
3	Cisco Routers	13	Cisco Wireless Access Points
4	Tallahassee Metropolitan Area Network Services	14	Remote Control Software - VNC
5	Cisco Switches	15	Asset Management
6	Spyware	16	Symantec Backup Solution
7	Windows Server 2003/8 Network Operating System	17	Microsoft System Center Configuration Manager
8	Juniper VPN	18	Namescape rDirectory Enterprise Directory
9	VMWare virtualization environment	19	EMC Clariion storage area network
10	Security Certificates	20	PureDisk Software

1. IT Service Definition

1.1. Who is the LAN service provider? **(Indicate all that apply)**

- Central IT staff
- Program staff
- Other state agency (*non-primary data center*)
- Other External Service Provider (*specify*) _____
- Southwood Shared Resource Center
- Northwood Shared Resource Center
- Northwest Regional Data Center

1.2. Who is the WAN service provider? **(Indicate all that apply)**

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of the Network Service.

2,500

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

1.5. How many locations currently host IT assets and resources used to provide LAN services? 90

1.6. How many locations currently use WAN services? 110

1.7. What types of WAN connections are included in this service? (*Indicate all that apply*)

- | | | |
|--|---|--|
| <input type="checkbox"/> ATM | <input checked="" type="checkbox"/> Frame Relay | <input checked="" type="checkbox"/> Cellular Network |
| <input type="checkbox"/> SUNCOM RTS | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> Dedicated Wired connection |
| <input type="checkbox"/> Radio | <input checked="" type="checkbox"/> Satellite | <input checked="" type="checkbox"/> Dial-up connection |
| <input checked="" type="checkbox"/> Other <u>MyFlorida Network</u> | | |

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Must maintain Criminal Justice designation. Must maintain same level of service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for LAN service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

M-F, 0700 – 1800; 24/7 LE support

3.2. Has the agency specified the service level requirements for WAN service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

MyFloridaNet has service level agreements for its services.

3.3. Timing and Service Delivery Requirements

3.3.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for:

3.3.1.1. Online availability 99.99%

LAN AND 99.99% WAN.

IT Service Requirements Worksheet: Network Service

3.3.1.2. Offline and availability for maintenance Scheduled
PM and weekends, as scheduled outside of working hours.

3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)*? LAN 5
minutes, WAN situational and site dependent.

3.3.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Staff will not have access to critical Law Enforcement, strategic and non-strategic data. This lack of access will impair our ability to conduct Law Enforcement operations and provide service to citizens, and result in a loss of revenue due to the inability to provide licenses.

3.3.3. Does the agency have a standard for required bandwidth its locations? Yes No
If yes, indicate the standard *(e.g. fiber channels for certain locations)*

100/1,000 Mbps to desktops, vertical fiber connections in buildings, WAN requirements vary based on site operational requirements.

3.3.4. Are there any agency-unique service requirements? Yes No
If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

FWC is a Criminal Justice certified Agency and as such must be in compliance with CJIS security requirements. The system must accommodate mobile and remote users who access the network through VPN, WAN wireless, and secure wi-fi methods.

3.3.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
- Access through internal network only Access through Internet with secure encryption
- Other VPN access, wireless with PEAP security, CJNet/FCIC/NCIC

3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.3.6.1. If yes, please specify and describe:

Protecting information relating to law enforcement activities and personnel. AEIT, CJIS and FWC Security Policies prescribe standard best practice security policies.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
 Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Reported to CIO.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Server Virtualization	Replacement of old hardware with virtual machines using existing VMWare infrastructure	2009	2012	No cost – internal resources

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Administrative Trust Fund

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Recreation Services Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Recreation Services Service

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	Thayer's Birding Software – Guide to Birds of N. America	2	ACDC Photo Mgt Software
3	Articulate E-Learning Software	4	Adobe Creative Suite
5	Garmin GPS MapSource	6	MS Illustrator
7	iPod for bird calls	8	MS OneNote
9	TRAFx visitor counters at WMAs	10	GPS & Mobile Equipment
11	ChoronoSynch	12	ESRI/ArcGIS Suite
13	Divergent ClipWrap	14	AutoCAD Engineering Software
15	Recreational Services – Facilities Management	16	GPS-Photo Link
17	Volunteer Hours Tracking and Reporting System	18	VRWorx
19	Filezilla FTP Software	20	GoogleEarth
21	See Related Applications Listed in the "Recreation Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.		

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Recreation Services functions maximize FWC's effectiveness in delivering conservation messages to the public, fostering stewardship and advocacy for our fish and wildlife resources, increasing responsible participation in outdoor recreation activities, promoting wildlife viewing and nature-based tourism, managing recreational stakeholder relations, planning recreation opportunities for FWC-managed areas, designing and constructing public access infrastructure and monitoring recreational use .

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | |
| <input type="checkbox"/> Northwood Shared Resource Center | White Dog Inc., Cade & Associates Inc. |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Recreation Services Service

Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service.

100,000's

1.5. How many locations currently host this service?

4

(Bryant, SSRC, Marathon, White Dog Inc.,)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(**Identical, Very Similar, No**)

Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of FWC's recreational service for wildlife management areas and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional and statutory responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Recreational Services strategic service. Additionally, the Great Florida Birding Trail and PantherNet contracts (White Dog Inc.) contain service performance requirements.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online)
1800 for internal staff; 24/7 Public Access to Web Sites

M-F 0700-

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance)
1800 for internal staff

M-F 0700-

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)?

60 Minutes

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Potential loss of sales revenue for Wildlife Foundation; breakdown in stakeholder relations/obligations; adverse public relations Agency-wide; failure to comply with statutory requirements and executive orders.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Recreation Services Service

3.2.3. Are there any agency-unique service requirements? Yes No
 If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Section 20.331 FS; Section 20.331(6)(c) FS, General Provisions [Divisions, sections, and offices];
 Section 20.331(11) FS, Land Acquisition Authority [recreational and other multiple-use activities]

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

Building layout plans under F.S. 119.071(3).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest; Governor's Office and Legislative reports as needed, and other reporting of contract performance metrics. Files usually prepared in Excel spreadsheets or Word documents.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Recreation Services Service

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Conservation and Recreation Lands Trust Fund, State Game Trust Fund, Non-Game Trust Fund.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

N/A

5.3. Other pertinent information related to this service

N/A

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Law Enforcement Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Law Enforcement Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	SmartCOP (CTS-America Inc)	5	USCG (Boating Accident Info Sharing)
2	ACISS (Investigative Case Mgt)	6	DAVID (Driver License Info – FDLE)
3	RLEX (Regional LE Exchange- FDLE)	7	RCC (Regional Comm Ctr Dispatch – JTF Comm)
4	FCIC (Stolen Vessel Data Exchange)	8	See Related Applications Listed in the "Law Enforcement Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Law Enforcement Service ensures compliance with fishing and hunting regulations, state and federal laws that protect threatened and endangered species, laws dealing with commercial trade of wildlife and wildlife products, boating safety laws and regulations, performs search and rescue, and provides information and law enforcement service, protection and assistance to citizens and visitors to the state.

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Other state agency (non-primary data center) | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider (specify) | |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service. 1,000's

1.5. How many locations currently host this service? 2 (SSRC,
Bryant Bldg.)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? **(Identical, Very Similar, No)** Similar

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Law Enforcement Service

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise required of Florida fish and wildlife conservation law enforcement strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Law Enforcement strategic service. CTS-America has a service contract for maintaining and support of the SmartCOP environment. ACISS has a similar contract agreement.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? Immediate

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Failure to comply with statutory requirements and executive orders; breakdown in stakeholder relations/obligations; safety of the citizens and all state law enforcement officers of Florida.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Section 20.331 FS; Section 20.331(7)(e) FS, Division of Law Enforcement; Chapter 375 FS, Outdoor Recreation and Conservation Lands; 379.2255 FS, Wildlife Violator Compact Act; 943 FS, Law Enforcement Enabling

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other Laptop Encryption (McAfee EndPoint)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Law Enforcement Service

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

Exempt from public disclosure of DL, SSN, law enforcement incident and investigations information, law enforcement officer privacy data. 112 FS; CJIS Policy (FBI Directive)

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest. Boating Accidents Statistics annual report.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

Agency Office of Information Technology staffing level is insufficient for extended Law Enforcement business hours (after hours, weekend, holidays, and emergencies).

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Laptop Refresh	Replacement of 150 existing laptops with rugged laptop models upon warranty expiration.	Jul 2011	Jun 2012	\$525,000

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

FGTF (Federal Boating Safety Grant); MRCTF

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Resource ticket and boating safety citations provide a partial cost recovery through local courts that collect fees for these citations.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Law Enforcement Service

5.3. Other pertinent information related to this service

N/A

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Hunting & Game Management Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-9744**
 Date submitted: **October 15, 2010**

Hunting & Game Management Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	ESRI/ArcGIS	5	
2	AdobePro	6	
3	See Related Applications Listed in the "Hunting and Game Management Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.	7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Hunting and Game Management Service provides for the safe and responsible use of wildlife species that are hunted; offers scientific expertise on game wildlife such as alligators, deer, small game, waterfowl and wild turkeys; develops science-based management strategies for game wildlife, including hunting regulations; provides hunter safety training and certification to citizens through volunteer instructors; develops and manages public shooting ranges; and develops regulations and brochures for wildlife management areas, wildlife and environmental areas, and other public hunting areas throughout the state.

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <u>Contractor – Dr. Jim Neal (Online hunter safety course)</u> |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | |
| <input type="checkbox"/> Northwood Shared Resource Center | |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service. 11,000

1.5. How many locations currently host this service? 2 (TLH, Statesboro, Ga.)

2. Service Unique to Agency

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Hunting & Game Management Service

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of Florida's hunting and game management environment required for this strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Hunting and Game Management strategic service. Southeastern states, including Florida, have contractual agreements to provide and maintain online hunter safety courses.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required **(e.g., 0700-1800 M-F, 24/7)** for:

3.2.1.1. User-facing components of this IT service (online) Public web access is 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) M-F 0800-1700 excluding holidays and emergencies for staff access.

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs **(e.g., 15 min, 30 min, 60 min)**? 60 minutes

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Potential failure to comply with statutory requirements and executive orders; adverse public relations Agency-wide; breakdown in stakeholder relations/obligations.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify **(include any applicable constitutional, statutory, or rule requirements)**

Florida's hunting and game management in accordance with: Section 20.331 FS; Section 20.331(7)(d) FS, Division of Hunting and Game Management; 372.5717 FS, Hunter Safety Program.

3.2.4. What are security requirements for this IT service? **(Indicate all that apply)**

- User ID/Password Access through Internet or external network

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Hunting & Game Management Service

- Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

SSN; Credit Card Numbers; Confidential LE Officer Personal Info

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management
 Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest. Dr. Jim Neale periodic reporting of contract performance metrics.

4.2. Are currently defined IT service levels adequate to support the business needs?
 Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Multi-Species Incident Database	Combination Bear, Alligator, Reptiles of Concern, and Other species incidents affecting Florida's residents	TBD	TBD	TBD

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

FGTF, CARLTF, and SGTF.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Hunting Safety course, Ocala Conservation Youth Camp and Beau Turner Youth Conservation Camp have different levels of Cost Recovery/Allocation Plans as defined in statutes.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Habitat & Species Conservation Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-9744**
 Date submitted: **October 15, 2010**

Habitat & Species Conservation Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	MS SQL Server	6	MS Visual Studio
2	MS Office	7	Oracle Database Server
3	MS SharePoint	8	ESRI/ArcGIS, Spatial Analyst, ArcInfo
4	MS Windows Server (IIS)	9	Dell Servers
5	See Related Applications Listed in the "Habitat & Species Conservation Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.		

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Habitat and Species Conservation Service supports healthy, diverse fish and wildlife populations for future generations and the greatest benefits to fish and wildlife species including: aquatic habitat management for marine, estuarine and freshwater systems; habitat management for terrestrial systems, including public lands management; land acquisition; invasive plant management in public waterways and public conservation lands, scientific support and assistance for habitat-related issues to private and public sector landowners; species management and recovery plan development; non-native species coordination focused on prevention and control divisions; and Manatee, Florida black bear, Florida panther and sea turtle population recovery.

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Other state agency (<i>non-primary data center</i>)
DEP | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service.

1,000's

1.5. How many locations currently host this service?

6 (Bryant,

Bloxham, St Petersburg, Acclaris, DEP, SSRC)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Habitat & Species Conservation Service

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of Florida's habitat and species conservation environment required for this strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Habitat & Species Conservation strategic service.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required **(e.g., 0700-1800 M-F, 24/7)** for:

3.2.1.1. User-facing components of this IT service (online) Public web

access is 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) M-F 0800-1700 (or "flexible hours") excluding holidays and emergencies for staff access.

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs **(e.g., 15 min, 30 min, 60 min)**? 25 minutes

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Potential failure to comply with statutory requirements and executive orders; adverse public relations Agency-wide; breakdown in stakeholder relations/obligations.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify **(include any applicable constitutional, statutory, or rule requirements)**

Section 20.331 FS; 379.212 FS (Fish and Wildlife Habitat Program); 379.2291 Florida Statutes (Endangered and Threatened Species Act); 379.2432 Florida Statutes (Manatee protection; intent; conduct of studies; initiatives and plans); Sections 369.20 (Florida Aquatic Weed Control Act), 369.22 (Aquatic Plant Management), and 369.252 (Invasive Plant Control on Public Lands), Florida Statutes.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Habitat & Species Conservation Service

3.2.4. What are security requirements for this IT service? **(Indicate all that apply)**

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other IP Filtering and Content Filtering

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

Collects SSN (372.561 FS; 42 USC 666 for Child Support Enforcement) and driver's license numbers.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
- No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
- No

4.2.1. If no, what changes need to be made to the current IT service? **(Briefly explain)**

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

IPCTF (Invasive Plant Control FT), CARL, SGTF, NGWTF, Save the Manatee TF (STMTF), LATF, MRCTF, GDTF, FGTF, and FPRMTF

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Gopher Tortoise Permits has various levels of "mitigation" to the State, which is defined as "compensation, usually either in the form of monetary contributions or protected habitat donations, to offset the ill effects of human-related land change (e.g., development) on gopher tortoise populations".

5.3. Other pertinent information related to this service

Our public services receive substantial use throughout the year.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Freshwater Fisheries Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-9744**
 Date submitted: **February 15, 2010**

Freshwater Fisheries Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	Desktop computers for data and statistical analysis, and agency servers for web access	5	
2	See Related Applications Listed in the "Freshwater Fisheries Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Freshwater Fisheries Management Service provides expertise on freshwater fish populations, angler use, or other aspects of freshwater fisheries needed to make good management decisions to ensure quality fisheries and fishing in selected Florida lakes, fish management areas, rivers and streams. It provides support of freshwater fisheries management issues, fishing opportunities, fish pond management, fish kills or other general fisheries-related issues; and delivers aquatic education and outreach to anglers to expose them to angler ethics, fisheries management, aquatic ecology, angling skills, fish identification and other aspects aimed at promoting responsible life-long participation in sport fishing.

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider (<i>specify</i>) | |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service. 2,500,000

1.5. How many locations currently host this service? 2

(Tallahassee Hq, SSRC)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of Florida's freshwater fisheries environment required for this strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Freshwater Fisheries strategic service.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required **(e.g., 0700-1800 M-F, 24/7)** for:

3.2.1.1. User-facing components of this IT service (online) M-F, flex
business hours for data manipulation; 24x7 for web access

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) M-F, flex
business hours

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs **(e.g., 15 min, 30 min, 60 min)**? Internal, 24
hrs; Web application, 1 hour.

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Potential failure to comply with statutory requirements and executive orders; adverse public relations Agency-wide; breakdown in stakeholder relations/obligations.

3.2.3. Are there any agency-unique service requirements? Yes No
If yes, specify **(include any applicable constitutional, statutory, or rule requirements)**

Section 20.331 FS; Section 20.331(7)(b) Division of Freshwater Fisheries Management.

3.2.4. What are security requirements for this IT service? **(Indicate all that apply)**

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Freshwater Fisheries Service

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

Personal information of users and license purchasers.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

Funding Source - SGTF, Federal Grants

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Cost recovery at various levels and means from fishing licenses and HSMV license plates.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Freshwater Fisheries Service



FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Marine Fisheries Management Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Marine Fisheries Management Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	Digital Audio Recording (Public Workshops & Hearings)	5	EndNote Bibliographic Software
2	Excel Spreadsheets	6	PhotoShop
3	SAS Statistical Software	7	ESRI/GIS
4	SPSS Statistical Software	8	See Related Applications Listed in the "Marine Fisheries Management Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Marine Fisheries Management Service develops regulatory and management recommendations to ensure the long-term conservation of Florida's valuable marine fisheries resources; provides recreational and commercial marine fisheries outreach and education programs; facilitates artificial reef development and deployment, preparation of fishery strategic plans, and issuance of special activities licenses; conducts wholesale fish dealer audits, coordinates state-wide marine trap-retrieval efforts, and assesses administrative penalties to commercial fishers convicted of certain major marine violations.

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider (<i>specify</i>) | |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service.

100's

1.5. How many locations currently host this service?

1

2. Service Unique to Agency

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Marine Fisheries Management Service

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of Florida's marine fisheries environment required for this strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional responsibility for FWC.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the Marine Fisheries Management strategic service.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required **(e.g., 0700-1800 M-F, 24/7)** for:

3.2.1.1. User-facing components of this IT service (online) public web access is 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) M-F 0800-1700 excluding holidays and emergencies

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs **(e.g., 15 min, 30 min, 60 min)**? 24 hrs normally unless for emergency situations

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Failure to comply with statutory requirements and executive orders; breakdown in stakeholder relations/obligations.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify **(include any applicable constitutional, statutory, or rule requirements)**

Florida's marine fisheries management in accordance with: Section 20.331 FS; Section 20.331(7)(f) FS, Division of Marine Fisheries Management; 379.2401 Florida Statutes (Marine fisheries; policy and standards).

3.2.4. What are security requirements for this IT service? **(Indicate all that apply)**

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Marine Fisheries Management Service

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

Exempt from public disclosure of active investigations related to audits of commercial fishing records (e.g., commercial fish trip tickets).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
- No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
- No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

Improve the storage and retrieval of archival digital information (e.g., audio/digital recordings of hearings and public workshops, historical marine fisheries management data).

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

MRCTF Trust Fund and Sportfish Restoration Federal Grants.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

Public users include: recreational and commercial fishermen; environmental agencies; Non-Governmental organizations (e.g., Ocean Conservancy, Coastal Conservation Association, and Nature Conservancy). The usage of this service has drastically increased due to the recent Gulf oil spill and its wide-spread marine impact.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fish & Wildlife Research Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2010**

Fish & Wildlife Research Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	MS SQL Server	6	MS Visual Studio
2	MS Office	7	Oracle Database Server
3	MS SharePoint	8	ESRI/ArcGIS, ArcInfo
4	MS Windows Server (IIS)	9	Dell Servers and storage arrays
5	SAS Statistical software	10	See Related Applications Listed in the "Fish & Wildlife Research Service" Strategic Area of Schedule IV-C Form SC-1 and SC-2.

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Fish & Wildlife Research Service conducts research to obtain data and information needed by natural resource managers and stakeholders in the manner of spatial analysis, biostatistics and modeling, population analyses, wildlife forensics, and socioeconomic research in order to: monitor marine and freshwater resources, wildlife, and habitats; develop and implement techniques for restoring plant and animal species and their habitats; provide technical support when oil spills and human-related or natural disasters occur; monitor red tides and provide technical support for state and local government public health concerns; and provide fish and wildlife research technical results to federal, state and local governments.

1.2. Who is the service provider? **(Indicate all that apply)**

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Other state agency (<i>non-primary data center</i>)
(DOACS) | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | E-Solutions |

1.3. Who uses the service? **(Indicate all that apply)**

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service.

10,000's

1.5. How many locations currently host this service?

3 (FWRI,

Koger Bldg, Gainesville)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

N/A

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Only FWC has the comprehensive knowledge and expertise of Florida's fish and wildlife research and scientific environment required for this strategic service and is capable of ensuring the implementation of mandatory statutes and rules. This is a Constitutional responsibility for FWC as well as a collaborative partnership with federal and private grantors.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

The Agency's Long-Range Program Plan (LRPP) provides performance measures elements of the fish and wildlife research strategic service, and GIS requirements to timely provide data, such as for the current oil spill situation in the Gulf of Mexico. There is a contractual agreement with an ISP, E-Solutions.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required **(e.g., 0700-1800 M-F, 24/7)** for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs **(e.g., 15 min, 30 min, 60 min)**? 5-15 minutes

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Potential failure to comply with statutory requirements and executive orders; adverse public relations Agency-wide; breakdown in stakeholder relations/obligations; external impact on public, private and governmental agencies.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify **(include any applicable constitutional, statutory, or rule requirements)**

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fish & Wildlife Research Service

Section 20.331 FS; Section 20.331(7)(a) FS, Fish and Wildlife Research Institute; 379.224 FS, Memorandum of agreement relating to Fish and Wildlife Research Institute; 379.2272 Florida Statutes (Harmful-algal-bloom program; implementation; goals; funding); Marine Resources Information System (MRIS) is legislative mandated FS 379.362 (6), Wholesale and Retail Saltwater Products Dealers regulations.

3.2.4. What are security requirements for this IT service? **(Indicate all that apply)**

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

Commercial Fishing Trip Ticket protected data.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
- No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

LRPP performance is reported annually; FWC Commission meeting agenda items of special interest; Federal Government grant performance reporting.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
- No

4.2.1. If no, what changes need to be made to the current IT service? **(Briefly explain)**

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue, Coastal Protection TF, Non-Game TF, Federal Grants.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fish & Wildlife Research Service

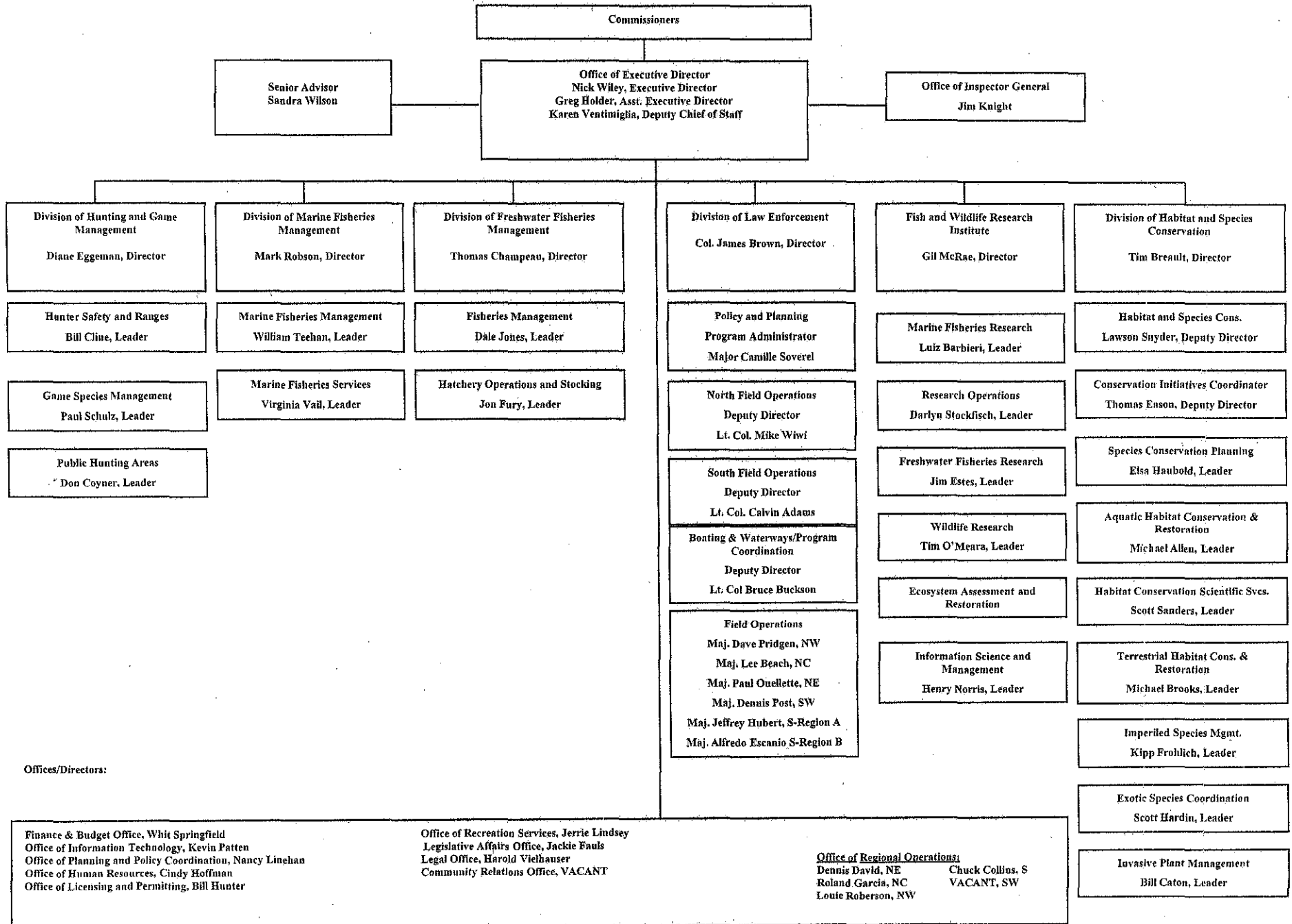
5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Potential cost recovery from BP and other governmental entities for IT services and support during the recent oil spill in the Gulf of Mexico.

5.3. Other pertinent information related to this service

During emergency conditions there is a high and amplified level of public use of this service area.

Florida Fish and Wildlife Conservation Commission
06/30/2010

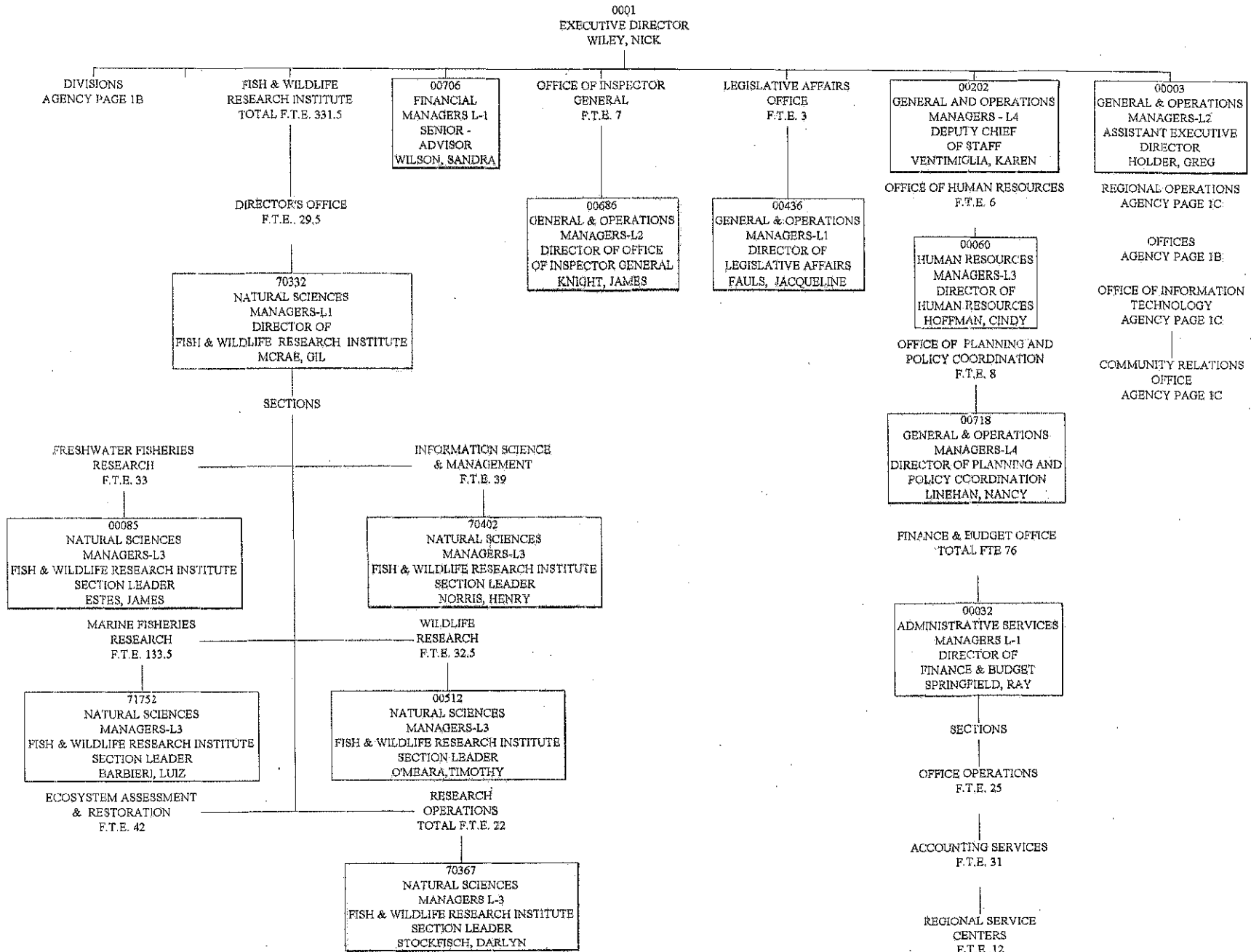


Offices/Directors:

Finance & Budget Office, Whit Springfield
Office of Information Technology, Kevin Patten
Office of Planning and Policy Coordination, Nancy Linehan
Office of Human Resources, Cindy Hoffman
Office of Licensing and Permitting, Bill Hunter

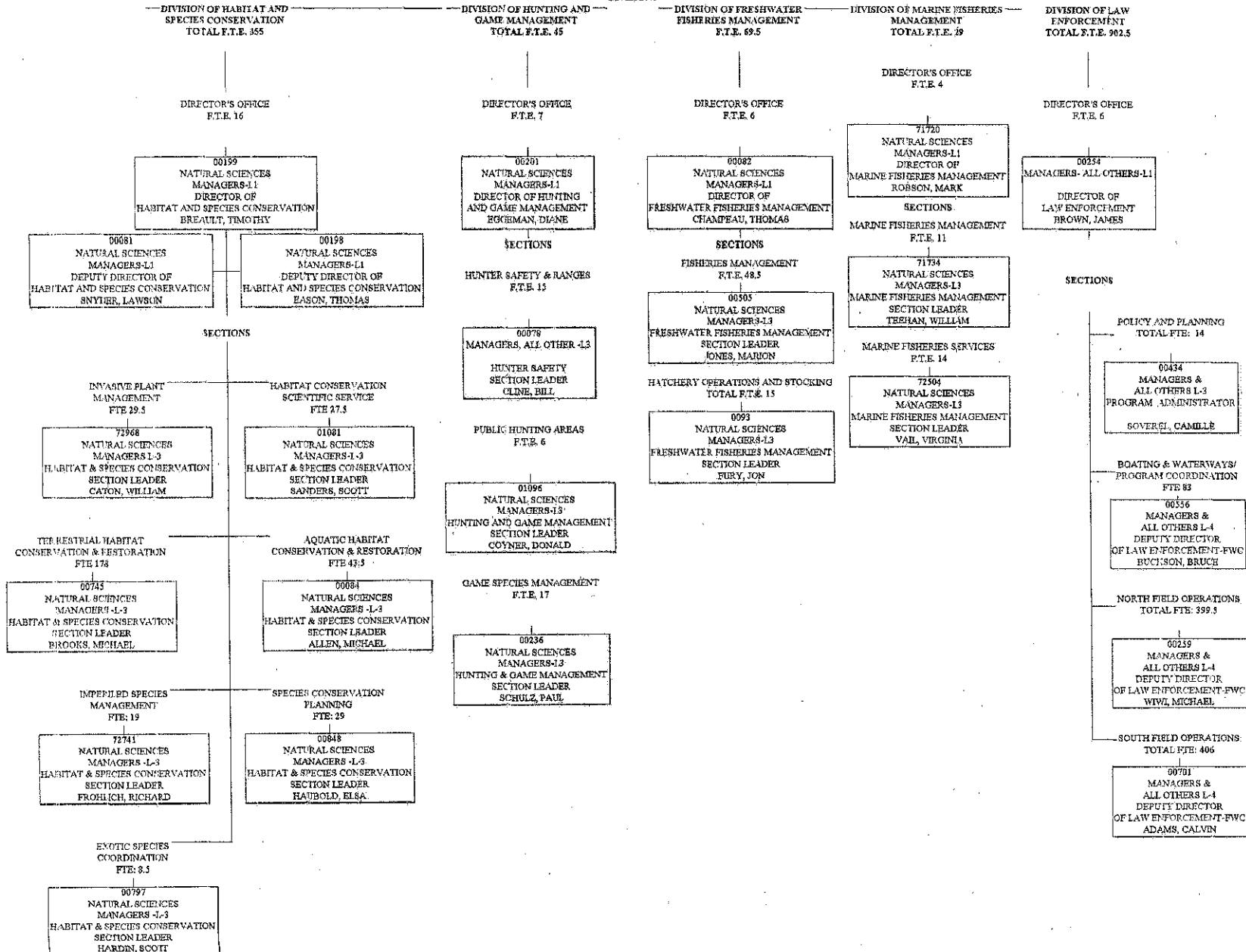
Office of Recreation Services, Jerrie Lindsey
Legislative Affairs Office, Jackie Fauls
Legal Office, Harold Viethauser
Community Relations Office, VACANT

Office of Regional Operations:
Dennis David, NE Chuck Collins, S
Roland Garcia, NC VACANT, SW
Louie Roberson, NW



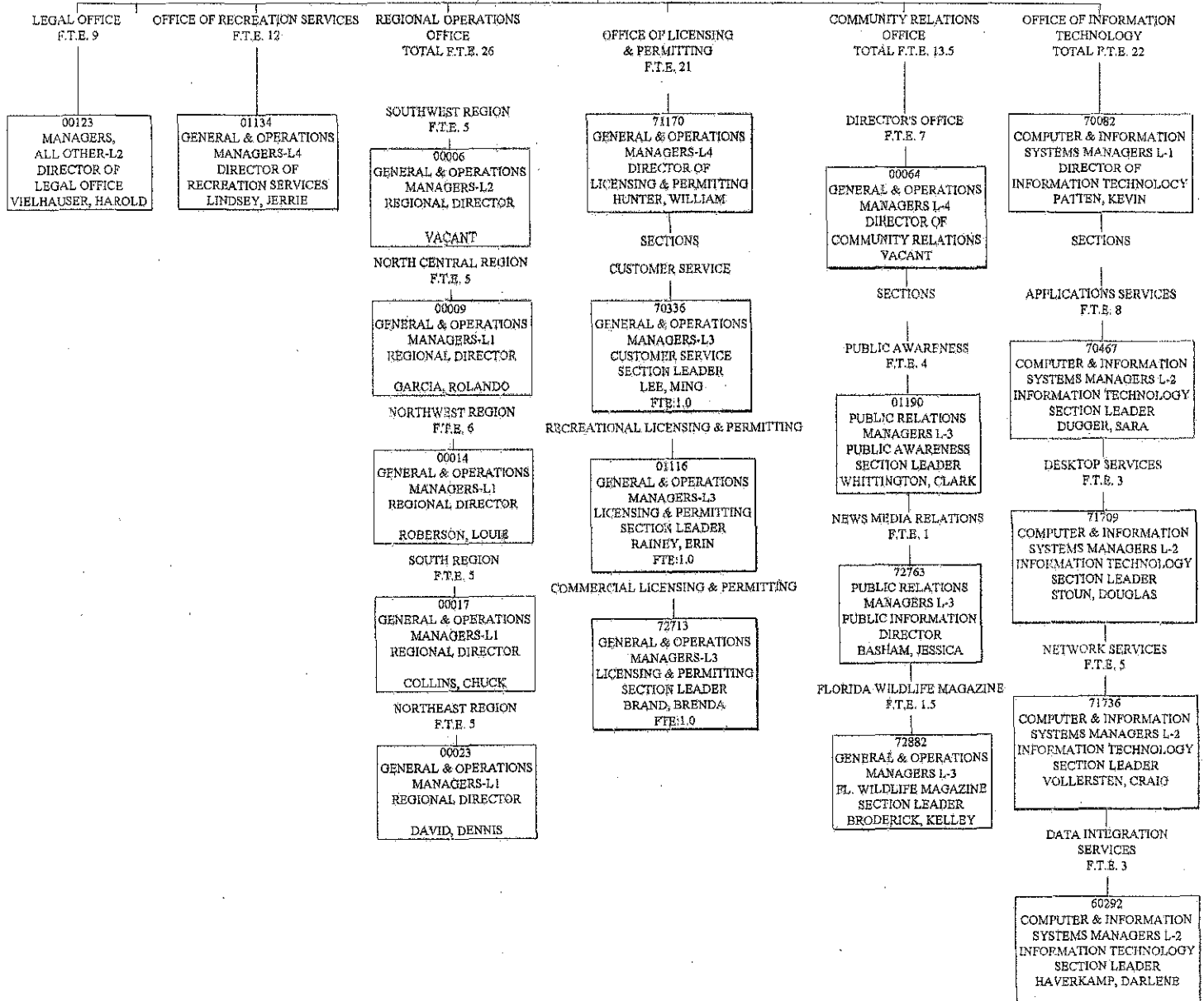
001
EXECUTIVE DIRECTOR
WILBY, NICK

DIVISIONS



FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

00003
ASSISTANT EXECUTIVE DIRECTOR
HOLDER, GREG



00001
CHIEF EXECUTIVES-L3
 EXECUTIVE DIRECTOR
 WILEY, NICK
 FTE:1.0

DIVISION DIRECTORS
 HUNTING & GAME MGMT (PAGE HGM 1)
 HABITAT & SPECIES CONSERVATION (PAGE HSC 1)
 FRESHWATER FISHERIES MGMT (PAGE DFFM 1)
 MARINE FISHERIES MGMT (PAGE DMFM 1)
 LAW ENFORCEMENT (PAGE LAW 1)

OFFICE OF INSPECTOR GENERAL (PAGE OED 3)
 LEGISLATIVE AFFAIRS OFFICE (PAGE OED 4)
 FISH & WILDLIFE RESEARCH INSTITUTE (PAGE FWRI 1)

00706
FINANCIAL MANAGERS L-1
 SENIOR ADVISOR
 WILSON, SANDRA
 FTE 1.0

00003
GENERAL & OPERATIONS MANAGERS -L-2
 ASSISTANT EXECUTIVE DIRECTOR
 HOLDER, GREG
 FTE 1.0

00202
GENERAL & OPERATION MANAGERS -L-2
 DEPUTY CHIEF OF STAFF
 VENTIMIGLIA, KAREN
 FTE 1.0

00041
FINANCIAL MANAGERS L-3
 FINANCE & ACCOUNTING ADMINISTRATOR
 GROVE, LINDA
 FTE 1.0

00002
MANAGEMENT ANALYST L-2
 OPERATIONS & MANAGEMENT CONSULTANT I
 HAMPTON, KATHLEEN
 FTE 1.0

OFFICE DIRECTORS
 OFFICE OF RECREATION SERVICES (PAGE OED 15)
 OFFICE OF LICENSING & PERMITTING (PAGE OED 16)
 LEGAL OFFICE (PAGE OED 7)
 OFFICE OF INFORMATION TECHNOLOGY (PAGE OED 2)
 COMMUNITY RELATIONS OFFICE (PAGE OED 14)

00004
MANAGEMENT ANALYST L-2
 OPERATIONS & MANAGEMENT CONSULTANT I
 MENENDEZ, SABRINA
 FTE 1.0

71686**
COMPLIANCE OFFICERS
 CONSUMER SERVICES ANALYST
 KUE-ROWAN, MAY
 FTE 1.0

REGIONAL DIRECTORS
 SOUTHWEST (PAGE OED 8)
 NORTH CENTRAL (PAGE OED 9)
 NORTHWEST (PAGE OED 10)
 SOUTH (PAGE OED 11)
 NORTHEAST (PAGE OED 12)

00945
EXECUTIVE SEC & ASSISTANTS L-2
 ADMINISTRATIVE ASSISTANT-I
 FRENCH, STEPHANIE
 FTE 1.0

70384
EXECUTIVE SEC & ASSISTANTS L-4
 ADMINISTRATIVE ASSISTANT-III
 THOMPSON, SIDENIA
 FTE 1.0

OFFICE DIRECTORS
 OFFICE OF PLANNING & POLICY COORDINATION (PAGE OED 5)
 OFFICE OF HUMAN RESOURCES (PAGE OED 6)
 FINANCE & BUDGET OFFICE (PAGE OED 17)

**71686 HOUSED AT THE GOVERNOR'S OFFICE UNDER CITIZENS SUPPORT SERVICES

00003
GENERAL & OPERATIONS
MANAGERS L-2
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00014
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR

ROBERSON, LOUIE
FTE:1.0

REGIONAL FUNCTIONS

00015
MANAGEMENT
ANALYST L-3
OPERATIONS &
MGMT. CONSULTANT I
MORCATE, JOSEPH
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

01175
SECRETARIES, EXCEPT LEGAL,
MED & EXEC-L1
SECRETARY
SPECIALIST
MASON, JENNIFER
FTE:1.0

72471
OFFICE CLERKS
GENERAL L-1
CLERK
MACKLIN, TAMARRA

FTE: 1.0

00074
PUBLIC REALTIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
KIRKLAND, STANLEY
FTE:1.0

00808
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF
ASSISTANT
BRANNON, TONI
FTE:1.0

00684 AND 00251 COUNTED IN F&BO

00684
PURCHASING
AGENTS L-2
PROPERTY
ANALYST
YOEMANS, WILLIARD

00251
ADMINISTRATIVE SERVICES
MANAGERS L-2
BUSINESS
MANAGER I
BROWN, TERRY

00003
MANAGERS L-2
GENERAL & OPERATIONS
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00017
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR
COLLINS, CHUCK
FTE:1.0

REGIONAL FUNCTIONS

00018
MANAGEMENT
ANALYST-L-3
OPERATIONS &
MGMT. CONSLT I
MOORE, DONALD
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

70061
SECRETARIES EXCEPT LEGAL,
MEDICAL & EXEC. L-1
SECRETARY
SPECIALIST
WOOSTER, KATHERINE
FTE: 1.0

00075
PUBLIC RELATIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
FERRARO, GABRIELLA
FTE:1.0

71779
ADMIN SERVICES
MANAGERS L-2
BUSINESS MANAGER I
FUSSELL, JOHN

00213
ADMIN SERVICES
MANAGERS L-2
BUSINESS MANAGER I
PAUL, PAMELA

91179
PURCHASING
AGENT L-3
PROPERTY ANALYST
DUNN, STEVE

00019
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
SECRETARY
SPECIALIST
STETLER, ROBIN
FTE:1.0

REVISED
6/30/2010

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
SOUTH REGIONAL OFFICE
ESTABLISHED F.TE. 5

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00003
GENERAL & OPERATIONS
MANAGERS L-2
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00023
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR

DAVID, DENNIS
FTE:1.0

REGIONAL FUNCTIONS

00025
MANAGEMENT
ANALYST L-3
OPERATIONS & MGMT
CONSULTANT I
RICHARDSON, ELAINE
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

01174
OFFICE CLERKS
GENERAL L-2
SENIOR
CLERK
JONES, ANGELA
FTE:1.0

00024
OFFICE CLERKS
GENERAL L-2
SENIOR
CLERK
POTTER, SHARON
FTE:1.0

00517
ADMINISTRATIVE SERVICES
MANAGERS
BUSINESS
MANAGER I
PLUMMER, CLAUDIA

00076
PUBLIC RELATIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
HILL, JOYCE
FTE:1.0

00043
PURCHASING
AGENT L-3
PROPERTY ANALYST

JOSEPH, DAVID

00517 AND 00043 COUNTED IN F&BO

OFFICE DELTED EFFECTIVE 7/10/2009

REVISED
06/30/2010

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE
SUPPORT SERVICES
OFFICE OF POLICY & STAKEHOLDER COORDINATION
ESTABLISHED F.T.E. 5

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00003
GENERAL & OPERATIONS
MANAGERS L-2
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00064
GENERAL & OPERATIONS
MANAGERS-L4
DIRECTOR OF
COMMUNITY RELATIONS
VACANT
FTE:1.0

00065
EXECUTIVE SEC & ADMIN
ASSISTANTS-L4
ADMINISTRATIVE
ASSISTANT III
LORD, CONNIE
FTE:1.0

000751
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
ROBERTS, PATRICIA
FTE:1.0

SECTIONS

PUBLIC
AWARENESS

NEWS MEDIA
RELATIONS

FLORIDA WILDLIFE
MAGAZINE

70058
ART
DIRECTORS
ART
EDITOR
TAVARES, ANN
FTE: 1.0

01190
PUBLIC RELATIONS
MANAGERS-L3
PUBLIC AWARENESS
SECTION LEADER
WHITTINGTON, KENT
FTE:1.0

00069
PUBLIC RELATIONS
MANAGERS - L2
PUBLIC INFORMATION
DIRECTOR
BALL, SCOTT
FTE: 1.0

72763
PUBLIC RELATIONS
MANAGER - L3
PUBLIC INFORMATION
DIRECTOR
BASHAM, JESSICA
FTE: 1.0

72882
GENERAL & OPERATIONS
MANAGERS-L3
FLORIDA WILDLIFE MAGAZINE
SECTION LEADER
BRODERICK, KELLY
FTE:1.0

SUBSECTION OF MEDIA SERVICES

00070
PUBLIC RELATIONS
SPECIALISTS-L2
PUBLIC INFORMATION
SPECIALIST
HOLZER, EVERETT
FTE:1.0

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PUBLIC RELATIONS
SPECIALISTS-L2
PUBLIC INFORMATION
SPECIALIST
LEWIS, EDWARD
FTE:1.0

00068
PUBLIC RELATIONS
MANAGERS-L2
MARKETING
ADMINISTRATOR
CABBAGE, HENRY
FTE:1.0

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EXECUTIVE SECRETARIES
& ADMIN. ASSISTANTS - L2
STAFF ASSISTANT
DURR, LACARDIAN
FTE: .50

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SPECIALISTS-L2
PUBLIC INFORMATION
SPECIALIST
DIAL, WENDY
FTE:1.0

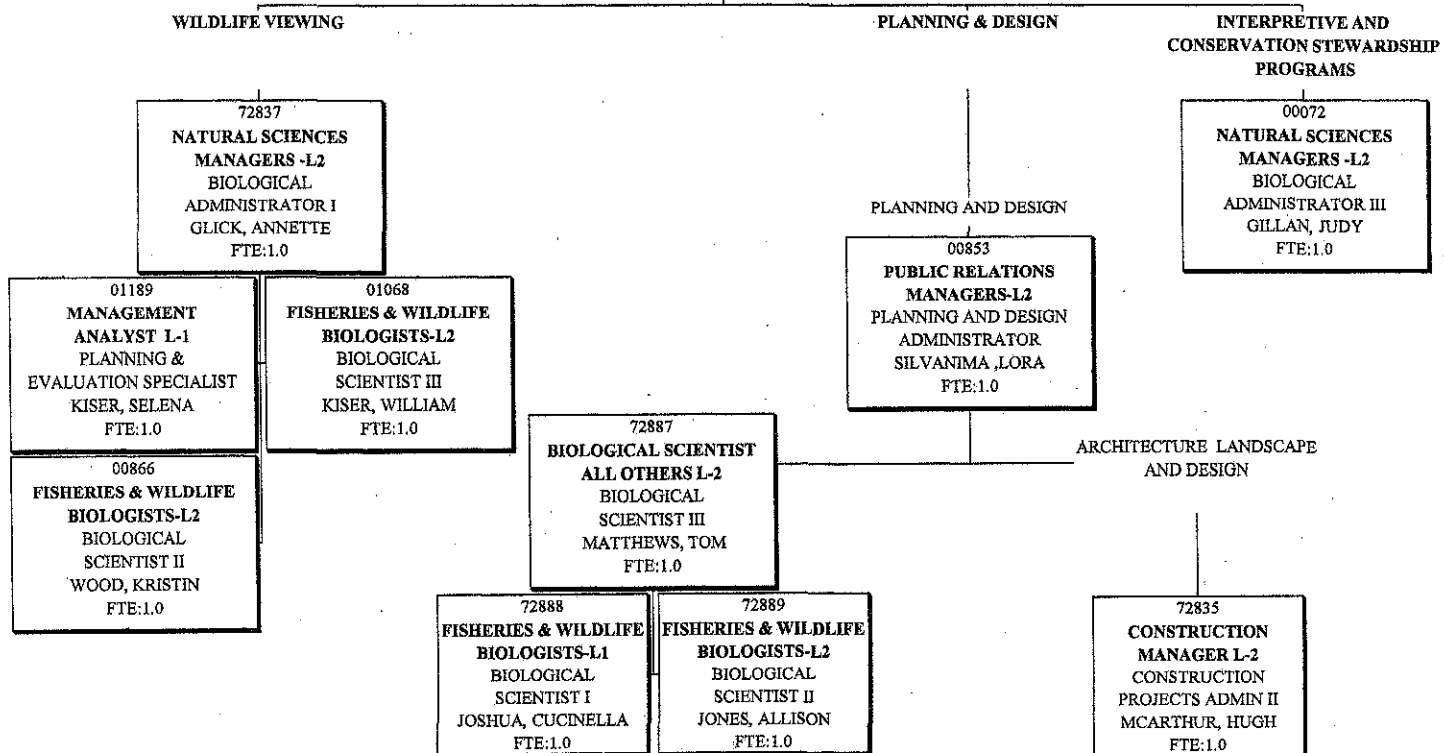
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SPECIALISTS-L2
INFORMATION
SPECIALIST III
DONOVAN, TIM
FTE:1.0

00003
GENERAL & OPERATIONS
MANAGERS L-2
 ASSISTANT EXECUTIVE
 DIRECTOR
 HOLDER, GREG

01134
GENERAL & OPERATIONS
MANAGERS-L4
 DIRECTOR OF
 RECREATION SERVICES
 LINDSEY, JERRIE
 FTE:1.0

72836
ADMINISTRATIVE
SERVICES MGRS L-2
 BUSINESS
 MANAGER I
 RUHL, ADRIENNE
 FTE:1.0

SUBSECTIONS



00003
GENERAL & OPERATIONS
 MANAGERS L-2
 ASSISTANT EXECUTIVE
 DIRECTOR
 HOLDER, GREG
 FTE:1.0

71170
GENERAL & OPERATIONS
 MANAGERS-L4
 DIRECTOR OF
 LICENSING & PERMITTING
 HUNTER, WILLIAM
 FTE:1.0

72720
EXECUTIVE SEC & ADMIN
 ASSISTANTS-L2
 EXECUTIVE
 SECRETARY
 CHASON, DIANE
 FTE:1.0

72505
MANAGEMENT
 ANALYST-L3
 BUSINESS
 CONSULTANT I
 SHIVER, MARIA
 FTE:1.0

SECTIONS

CUSTOMER SERVICE

COMMERCIAL LICENSING & PERMITTING

RECREATIONAL LICENSING & PERMITTING

70336
GENERAL & OPERATIONS
 MANAGERS-L3
 CUSTOMER SERVICE
 SECTION LEADER
 LEE, MING
 FTE:1.0

72713
GENERAL & OPERATIONS
 MANAGERS-L3
 LICENSING & PERMITTING
 SECTION LEADER
 BRAND, BRENDA
 FTE:1.0

00116
GENERAL & OPERATIONS
 MANAGERS-L3
 LICENSING & PERMITTING
 SECTION LEADER
 RAINEY, ERIN
 FTE:1.0

72711
ACCOUNTING & AUDITORS - L3
 ACCOUNTING SERVICES
 ANALYST A
 BROCK, NANCY
 FTE:1.0

72746
OFFICE & ADMINISTRATIVE
 SUPPORT L-2
 SENIOR CLERICAL
 SPECIALIST
 TORRES, JOHN
 FTE:1.0

00037
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST III
 CARPENTER, DONNA
 FTE:1.0

00944
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST III
 GLENN, BARBARA
 FTE:1.0

71589
OFFICE & ADMINISTRATIVE
 SUPPORT L-2
 SENIOR CLERICAL
 SPECIALIST
 KNIGHT, KIMBERLY
 FTE:1.0

72757
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST I
 DORSEY, JOYCELYN
 FTE:1.0

01117
ACCOUNTANTS & AUDITORS-L2
 REGULATORY
 ANALYST I
 MCMILLION, ERIKA
 FTE:1.0

01119
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST I
 HOWELL, MONICA
 FTE:1.0

72631
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST I
 WOODWARD, VICTORIA
 FTE:1.0

72712
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST III
 JOHNSON, RICHARD
 FTE:1.0

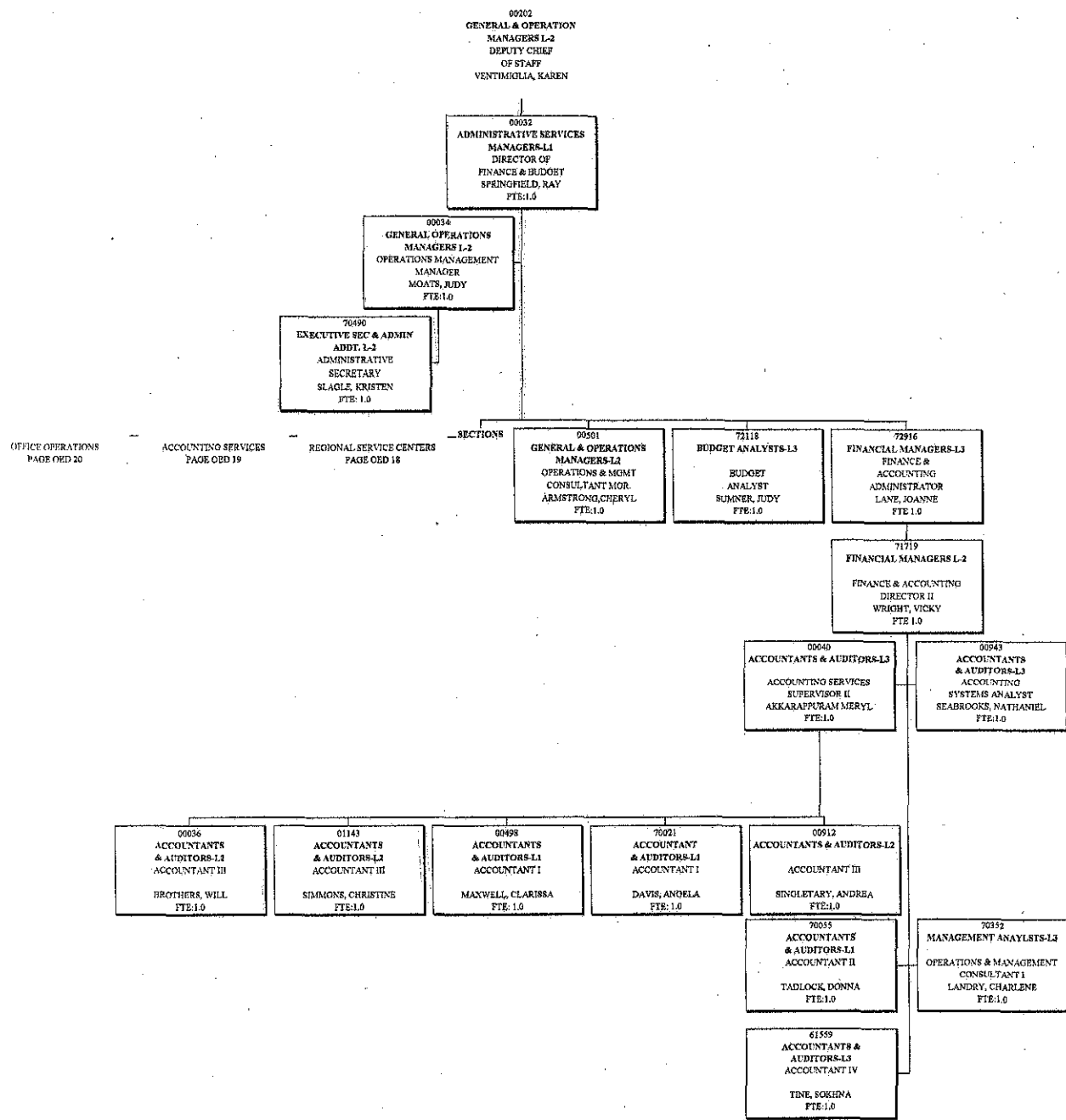
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COMPLIANCE OFFICERS L-3
 REGULATORY
 CONSULTANT I
 WHITE, THOMAS
 FTE:1.0

000033
MANAGEMENT
 ANALYST L-3
 GOVERNMENT OPERATIONS
 CONSULTANT I
 HUGHES, KATIE
 FTE:1.0

72709
TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT
 REVENUE
 SPECIALIST II
 BARNES, KATHY
 FTE:1.0

01043
OFFICE & ADMINISTRATIVE
 SUPPORT L-2
 RECORDS
 TECHNICIAN
 CHAMPION, CAROLYN
 FTE:1.0

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ACCOUNTANTS & AUDITORS-L2
 REGULATORY
 ANALYST II
 WHITTINGTON, CYNTHIA
 FTE:1.0



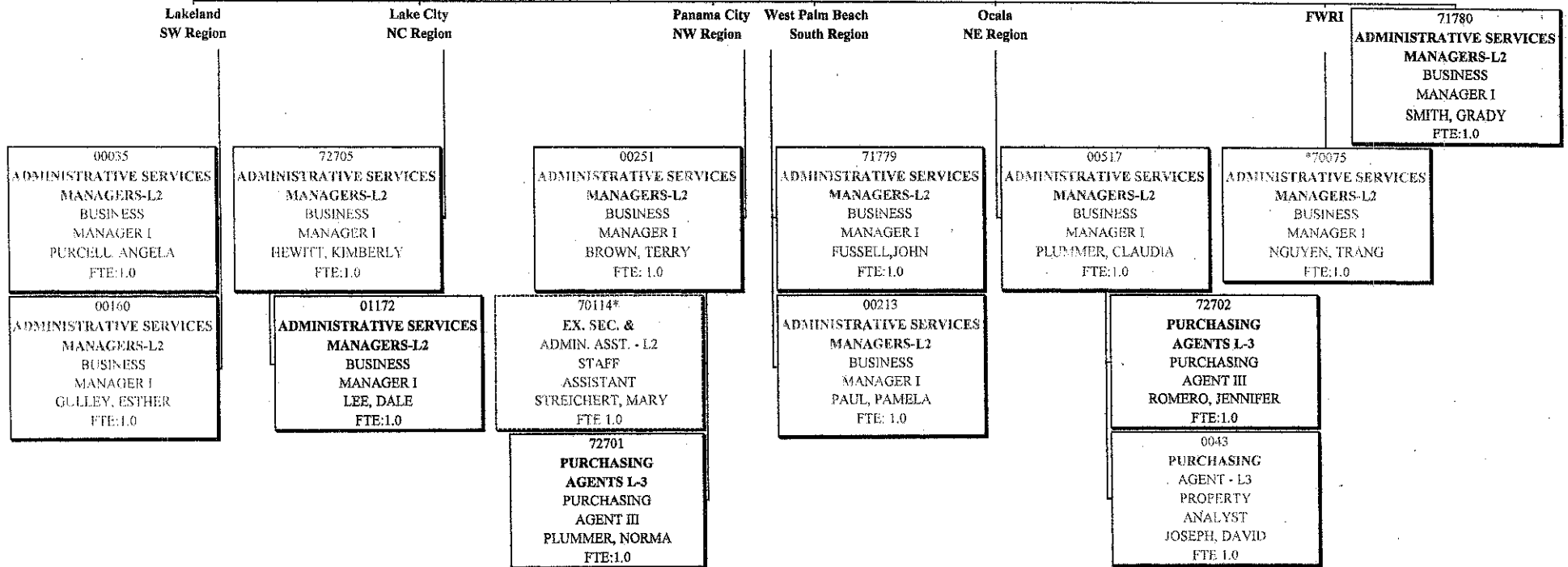
OFFICE OPERATIONS
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ACCOUNTING SERVICES
PAGE OED 19

REGIONAL SERVICE CENTERS
PAGE OED 18

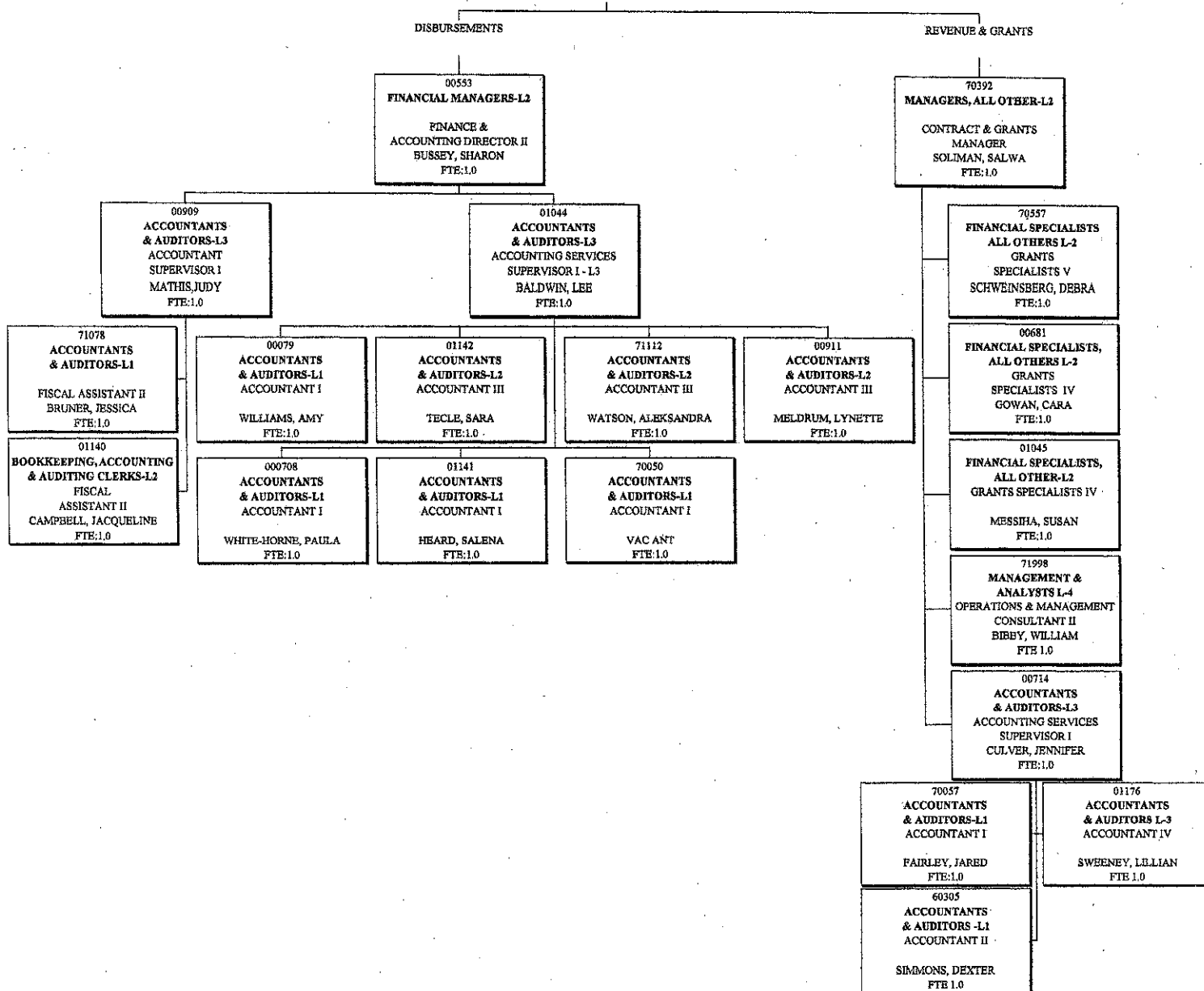
SECTIONS

000032
**ADMINISTRATIVE SERVICES
 MANAGERS L-1
 DIRECTOR OF
 FINANCE & BUDGET
 SPRINGFIELD, RAY**



00251 REPORTS TO 00015 IN NWRO
 70075 REPORTS TO 70367 IN FWRI
 00517 AND 00043 REPORT TO 00025 NERO
 72705 REPOYS TO 00010 NCRO
 00035 AND 00160 REPRT TO 00007 SWRO
 71779 AND 00213 REPORT TO 00018 IN SRO
 *0114 COUNTED IN LE

00032
ADMINISTRATIVE SERVICES
MANAGERS-L1
DIRECTOR OF
FINANCE & BUDGET
SPRINGFIELD, RAY



90003
GENERAL & OPERATIONS
 MANAGERS L-2
 ASSISTANT EXECUTIVE
 DIRECTOR
 HOLDER, GREG

70082
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L1
 DIRECTOR OF
 INFORMATION TECHNOLOGY
 PATTEN, KEVIN
 FTE:1.0

70802
 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L3
 ADMINISTRATIVE
 ASSISTANT II
 CACIANO, CHRISTINE
 FTE:1.0

APPLICATION SERVICES
 SECTION

DESKTOP SERVICES
 SECTION

NETWORK SERVICES
 SECTION

DATA INTEGRATION
 SERVICES
 SECTION

70467
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 DUGGER, SARA
 FTE:1.0

71709
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 STOUN, DOUGLAS
 FTE:1.0

71736
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 VOLLERSTEN, CRAIG
 FTE:1.0

60292
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 HAVERKAMP, DARLENE
 FTE:1.0

00712
COMPUTER SPECIALISTS
 ALL OTHERS - L4
 SR. INFO. TECH.
 BUSINESS CONSULTANT
 WEATHINGTON, CARL
 FTE:1.0

00710
COMPUTER SPECIALISTS
 ALL OTHERS - L4
 SR. INFO. TECH.
 BUSINESS CONSULTANT
 MCCAFFREY, JOHN
 FTE:1.0

00865**
 FISHERIES & WILDLIFE
 BIOLOGIST -L4
 BIOLOGICAL
 SCIENTIST IV
 REYNOLDS, GLEN

71842
COMPUTER SUPPORT
SPECIALISTS - L2
 OFFICE AUTOMATION
 ANALYST
 SCARBOROUGH, RYAN
 FTE:1.0

71495
NETWORK AND COMPUTER
SYSTEMS ADMINISTRATOR -L4
 DISTRIBUTED COMPUTER
 SYSTEMS CONSULTANT
 GROVE, NORMA
 FTE:1.0

72690
COMPUTER
SPECIALISTS L-4
 SR. INFO. TECH. BUS.
 CONSULTANT
 TALLEY, THOMAS
 FTE:1.0

71573
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 SYSTEMS PROJECT
 ADMINISTRATOR
 MENG, RITA
 FTE:1.0

70073
COMPUTER PROGRAMMERS-L2
 COMPUTER
 PROGRAMMER ANALYST II
 FEIERTAG, LEEANN
 FTE:1.0

61180
COMPUTER SUPPORT
SPECIALISTS - L2
 OFFICE AUTOMATION
 ANALYST
 GREENFIELD, JASON
 FTE:1.0

00597
NETWORK & COMPUTER
SYSTEMS ADM-L2
 DISTRIBUTED COMPUTER
 SYSTEMS ADMINISTRATOR
 PERRY, DAVID
 FTE:1.0

72710
 EXECUTIVE SECRETARY
 & ADMIN ASST.
 STAFF ASST.
 MCCARTER, LAWANDA
 FTE:1.0

00513
COMPUTER
SPECIALISTS L-4
 SR. INFO. TECH. BUS.
 CONSULTANT
 HAUVERSBUK, DANIEL
 FTE:1.0

00845
COMPUTER PROGRAMMERS-L2
 COMPUTER
 PROGRAMMER ANALYST II
 BAXTER, JAMES
 FTE:1.0

00163
NETWORK & COMPUTER
SYSTEMS ADM-L2
 DISTRIBUTED COMPUTER
 SYSTEMS ANALYST
 TUBBS, ROY
 FTE:1.0

00005
MANAGEMENT
ANALYST L-3
OPERATIONS
 ANALYST II
 UHLER, JACQUELINE
 FTE:1.0

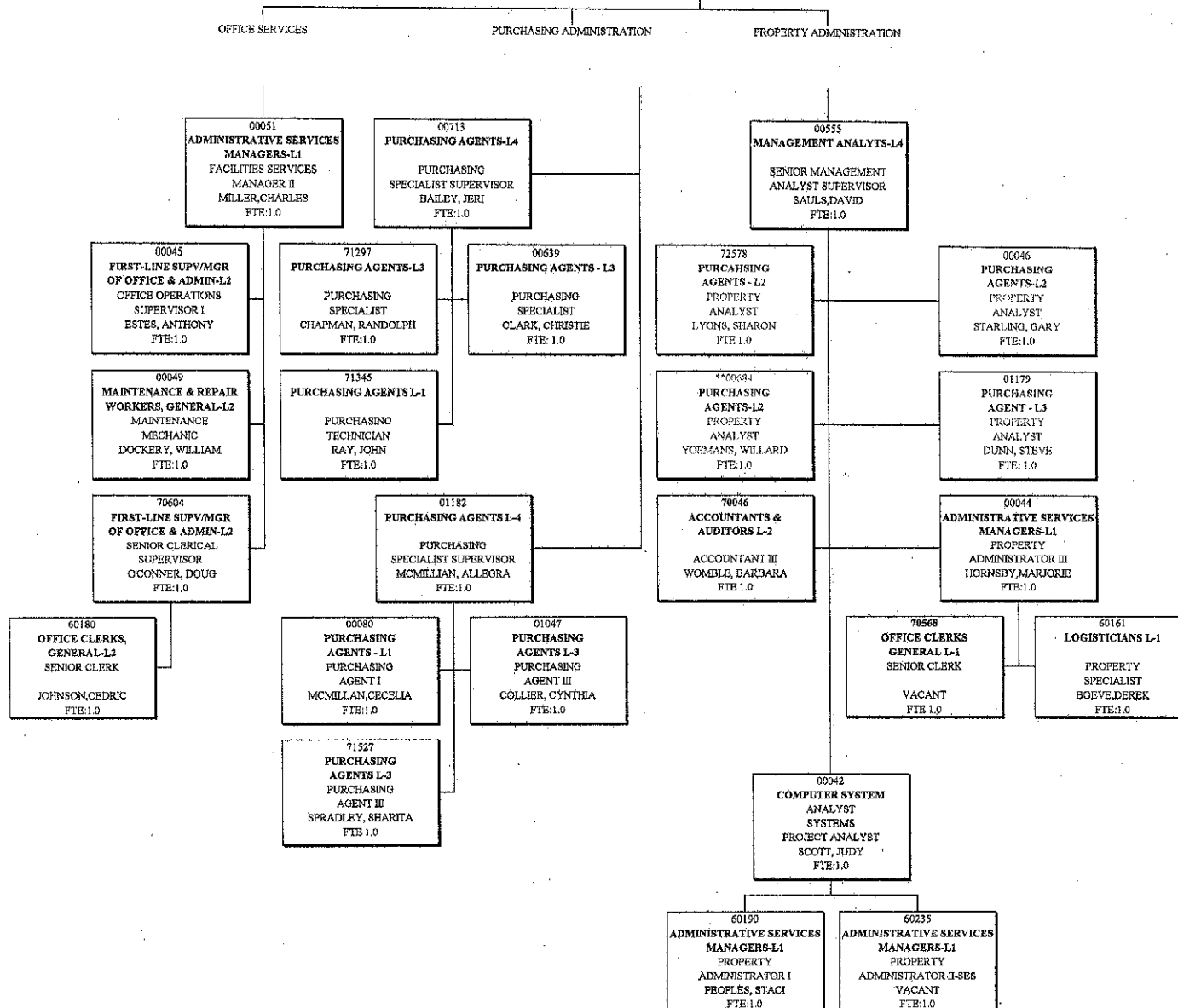
00561
COMPUTER SYSTEMS
ANALYST-L3
 SYSTEMS PROJECT
 ANALYST
 LEE, VIRGINIA
 FTE:1.0

72474
NETWORK & COMPUTER
SYSTEMS ADM-L2
 DISTRIBUTED COMPUTER
 SYSTEMS SPECIALIST
 GAUGHN, STACEY
 FTE:1.0

00148 *****
 MANAGEMENT ANALYSTS-L3
 OPERATIONS & MANAGEMENT
 CONSULTANT I
 GURKA, PAUL

00865 ON LOAN TO HSC, 00148 ON LOAN TO LE

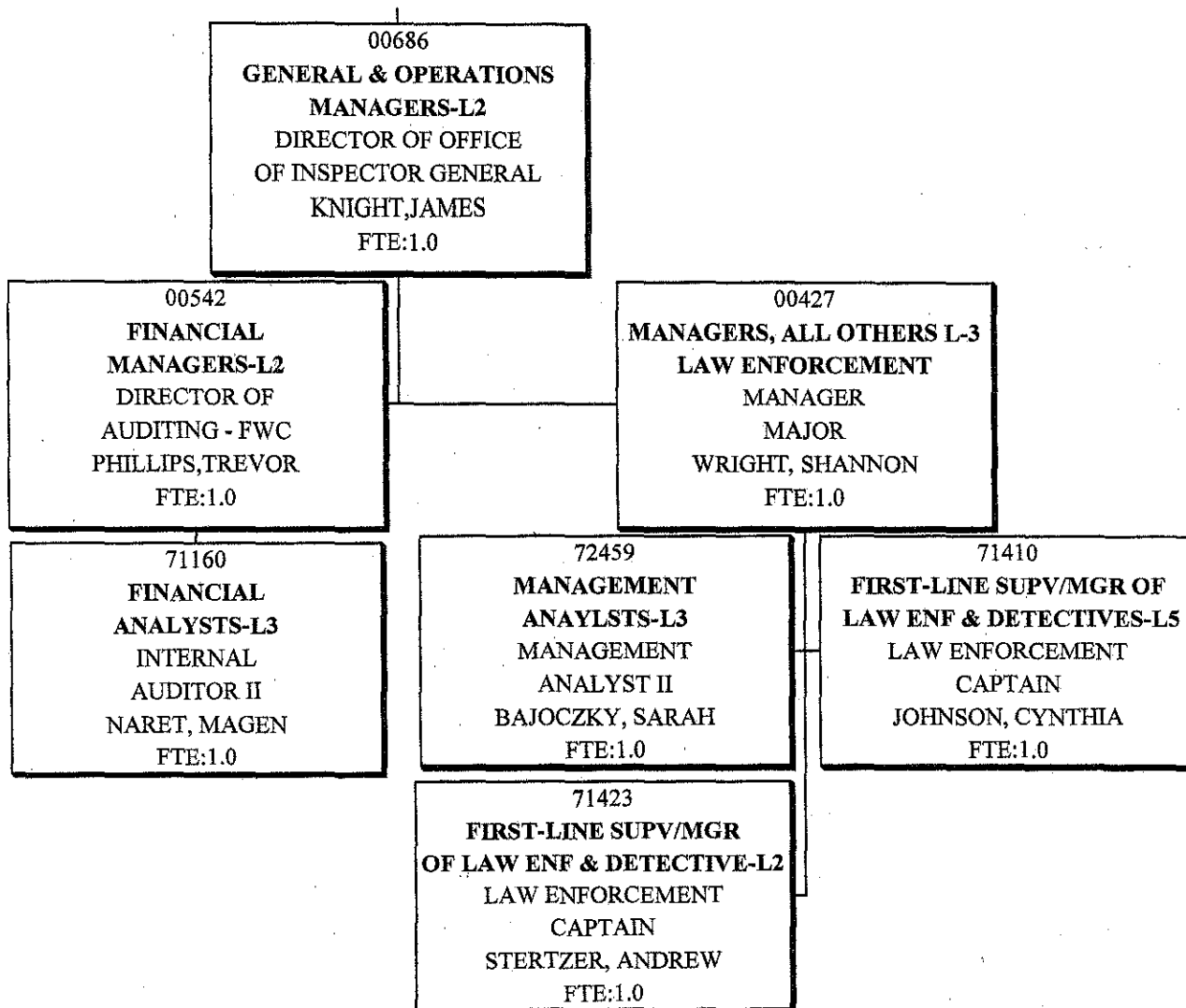
00032
 ADMINISTRATIVE SERVICES
 MANAGERS L-1
 DIRECTOR of
 FINANCE & BUDGET
 SPRINGFIELD, RAY



00001
CHIEF EXECUTIVES-L3

EXECUTIVE DIRECTOR

WILEY, NICK



0001
CHIEF EXECUTIVES L-3
EXECUTIVE DIRECTOR
WILEY, NICK

00436
GENERAL & OPERATIONS
MANAGERS-L1
DIRECTOR OF
LEGISLATIVE AFFAIRS
FAULS, JACQUELINE
FTE:1.0

70007
MANAGEMENT
ANALYST-L4
LEGISLATIVE
SPECIALIST
ELLIOTT, BRANDY
FTE:1.0

72908
EXECUTIVE SECRETARIES
& ADMINISTRATIVE ASSIST.
ADMINISTRATIVE
ASSISTANT I
FRIER, NANCY
FTE: 1.0

REVISED 6/30/2010

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES PAGE OED 4
LEGISLATIVE AFFAIRS OFFICE
ESTABLISHED F.T.E. 3

00202
**GENERAL & OPERATIONS
MANAGERS L-2**
DEPUTY CHIEF
OF STAFF
VENTIMIGLIA, KAREN

00718
**GENERAL & OPERATIONS
MANAGERS-L4**
DIRECTOR OF
PLANNING & POLICY COORDINATION
LINEHAN, NANCY
FTE:1.0

60365 COUNTED IN FWRI

00200
**MANAGEMENT
ANALYSTS-L4**
SENIOR MANAGEMENT
ANALYST II
MONROE, CARLA/ROBERTSON, LISA
FTE:1.0

060365**
**MANAGEMENT
ANALYST**
MANAGEMENT
ANALYST II
FORSTCHEN, ANN

01065
**NATURAL SCIENCE
MANAGERS L-2**
ENVIRONMENTAL
ADMINISTRATOR
POOLE, MARY ANN

00722
**MANAGERS
ALL OTHERS L-2**
PLANNING
MANAGER
ARNOLD, DAVID

71983
**MANAGEMENT
ANALYSTS L-4**
PLANNER IV

VACANT
FTE:1.0

00215
**FISHERIES & WILDLIFE
BIOLOGISTS L-4**
BIOLOGICAL
SCIENTIST IV
PARSONS, DOUGLAS

00887
**MANAGEMENT
ANALYST**
GOVERNMENT
ANALYST II
KOERBER-CHABRE., JANE

00013
**EXECUTIVE SECRETARY
& ADMIN ASST L-4**
ADMINISTRATIVE
ASSISTANT III
WALLACE, TRACI

00202
**GENERAL AND OPERATIONS
MANAGERS - L4**
DEPUTY CHIEF
OF STAFF
VENTIMIGLIA, KAREN

00060
**HUMAN RESOURCES
MANAGERS-L3**
DIRECTOR OF
HUMAN RESOURCES
HOFFMAN, CINDY
FTE:1.0

00716
**HUMAN RESOURCES, TRAIN
& LABOR RELATION-L3**
PERSONNEL SERVICES
SPECIALIST
L'HEUREUX, KAREN
FTE:1.0

71111
**HUMAN RESOURCES
MANAGERS-L2**
SENIOR PERSONNEL
MANAGER
CLEMONS, PAUL
FTE:1.0

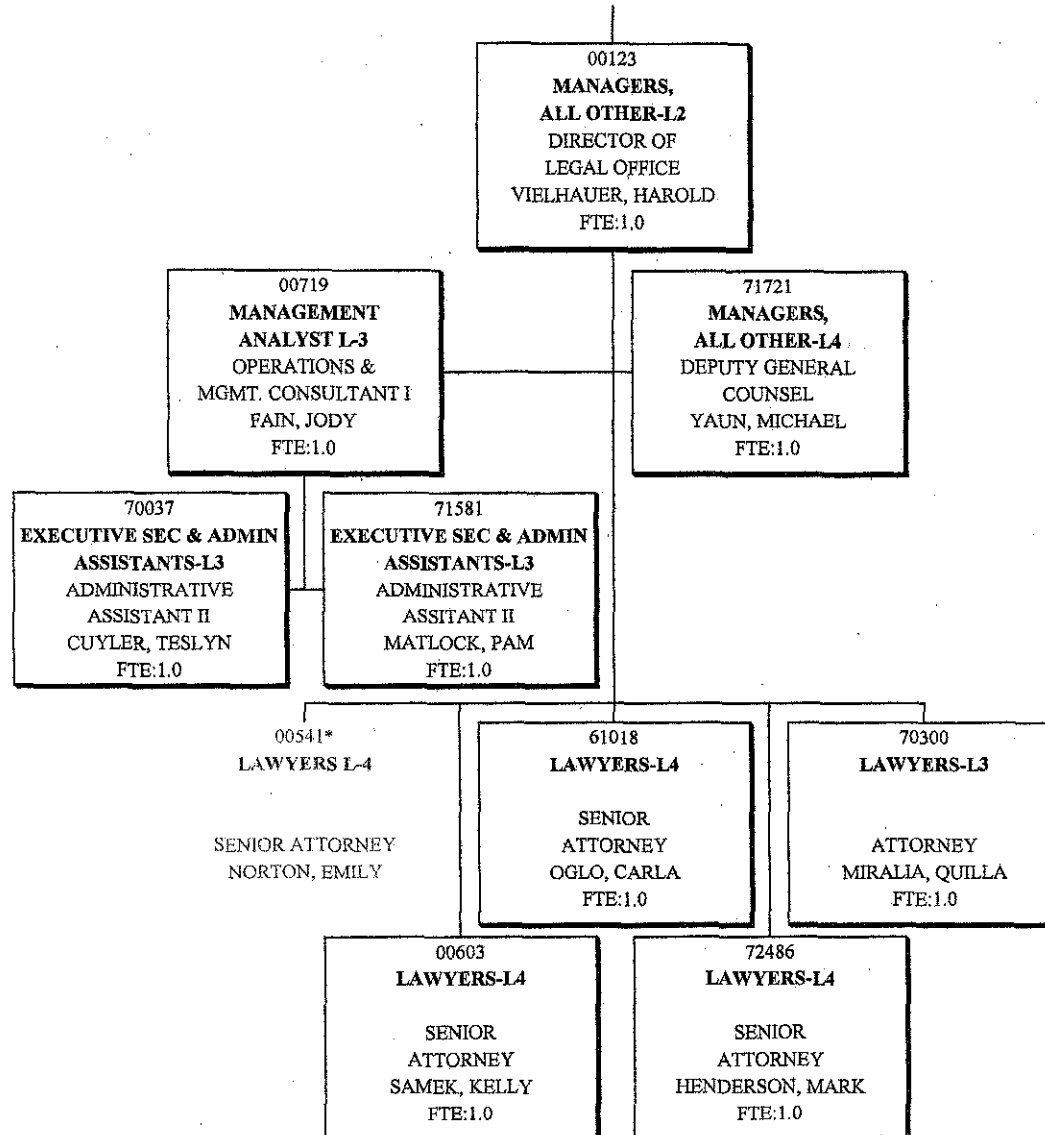
00062
**TRAINING &
DEVELOPMENT MANAGERS L-2**
TRAINING & RESEARCH
MANAGER
JEROME, LAURA
FTE: 1.0

71178
**HUMAN RESOURCES, TRAIN
& LABOR RELATION-L1**
PERSONNEL
TECHNICIAN II
GAUTIER, SYDELL
FTE:1.0

70013
**HUMAN RESOURCES, TRAIN
& LABOR RELATION-L3**
PERSONNEL SERVICES
SPECIALIST
YAWN, ANNA
FTE:1.0

**OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
OFFICE OF HUMAN RESOURCES
ESTABLISHED F.T.E. 6**

00003
GENERAL & OPERATIONS
MANAGERS-L2
 ASSISTANT EXECUTIVE
 DIRECTOR
 HOLDER, GREG



00541 COUNTED UNDER LE

00003
**GENERAL & OPERATIONS
MANAGERS-L2**
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00006
**GENERAL & OPERATIONS
MANAGERS-L2**
REGIONAL DIRECTOR

VACANT
FTE:1.0

00592
**SECRETARIES, EXCEPT
LEGAL, MED & EXEC-L1**
SECRETARY
SPECIALIST
HEIL, TINA
FTE:1.0

REGIONAL FUNCTIONS

00007
**MANAGEMENT
ANALYST L-3**
OPERATIONS &
MGMT CONSLT I
LAMBERT, CARLA
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

00046	0035	00160
PURCHASING AGENTS L-2	ADMIN. SERVICES MANAGERS L-2	ADMIN SERVICES MANAGERS L-2
PROPERTY ANALYST STARLING, GARY	BUSINESS MANAGER I PURCELL, ANGELA	BUSINESS MANAGER I GULLEY, ESTHER

00077
**PUBLIC RELATIONS
MANAGERS-L2**
PUBLIC INFORMATION
DIRECTOR
MORSE, GARY
FTE:1.0

00426
**EXECUTIVE SEC & ADMIN
ASSISTANTS-L2**
STAFF
ASSISTANT
RIVERA-GUTIERREZ, JESSICA
FTE:1.0

00046,00035 AND 00160 COUNTED IN F&BO

00003
**GENERAL & OPERATIONS
MANAGERS-L2**
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00009
**GENERAL & OPERATIONS
MANAGERS-L1**
REGIONAL DIRECTOR

GARCIA, ROLANDO
FTE:1.0

REGIONAL FUNCTIONS

00010
**MANAGEMENT
ANALYST -L-3**
OPERATIONS &
MGMT. CONSLT I
BARRY, DARLENE
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

01146
**SECRETARIES, EXCEPT LEGAL,
MED & EXEC-L1**
SECRETARY SPECIALIST

SMITH, KAREN
FTE:1.0

72578
**PURCHASING
AGENTS L-2**
PROPERTY
ANALYST
LYONS, SHARON

72705
**ADMINISTRATIVE SERVICES
MANAGERS 1-2**
BUSINESS
MANAGER I
HEWITT, KIMBERLY

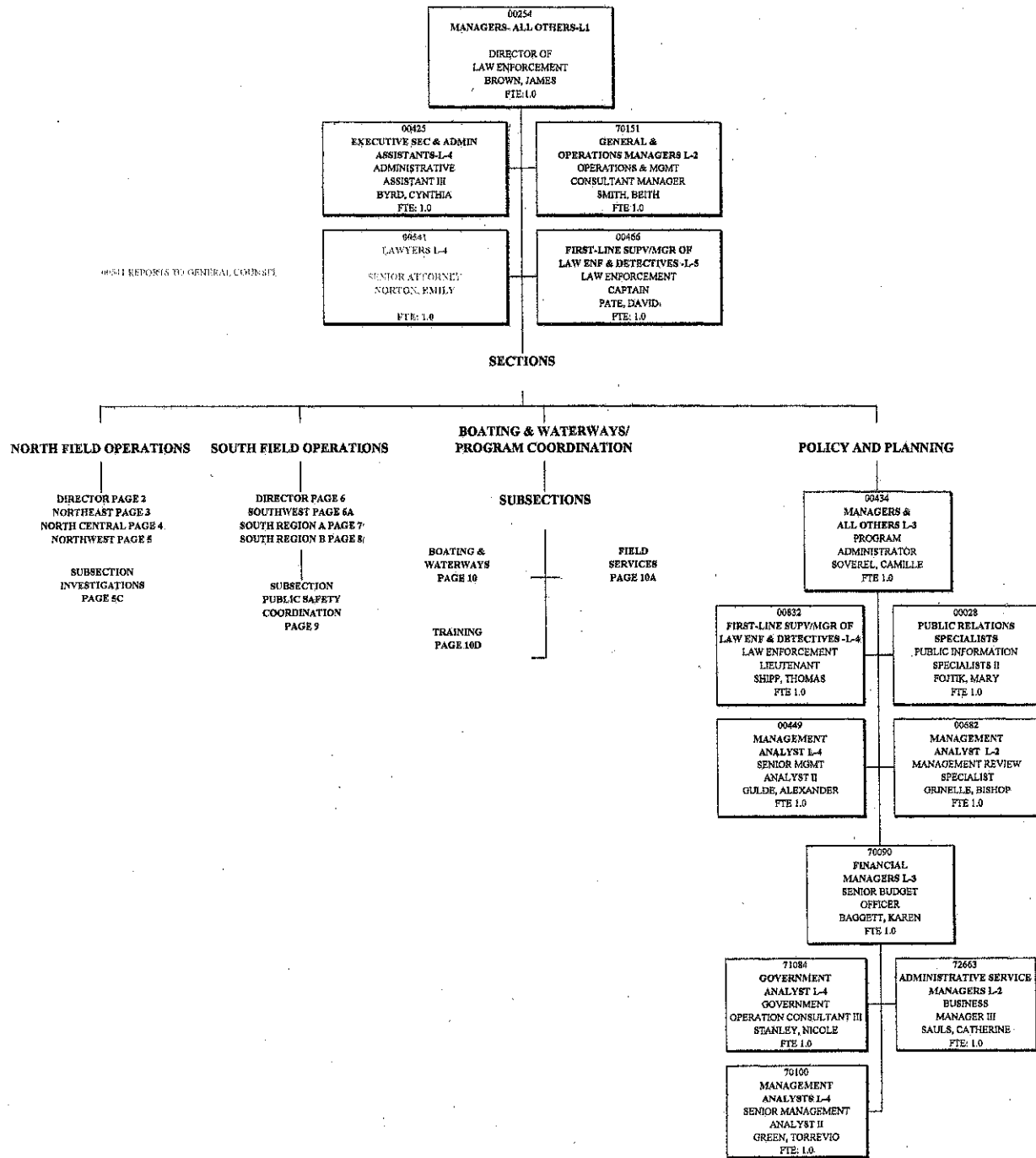
00073
**PUBLIC RELATIONS
MANAGERS-L2**
PUBLIC INFORMATION
DIRECTOR
PARKER, KAREN
FTE:1.0

01172
**ADMINISTRATIVE SERVICES
MANAGERS L-2**
BUSINESS
MANAGER I
LEE, DALE

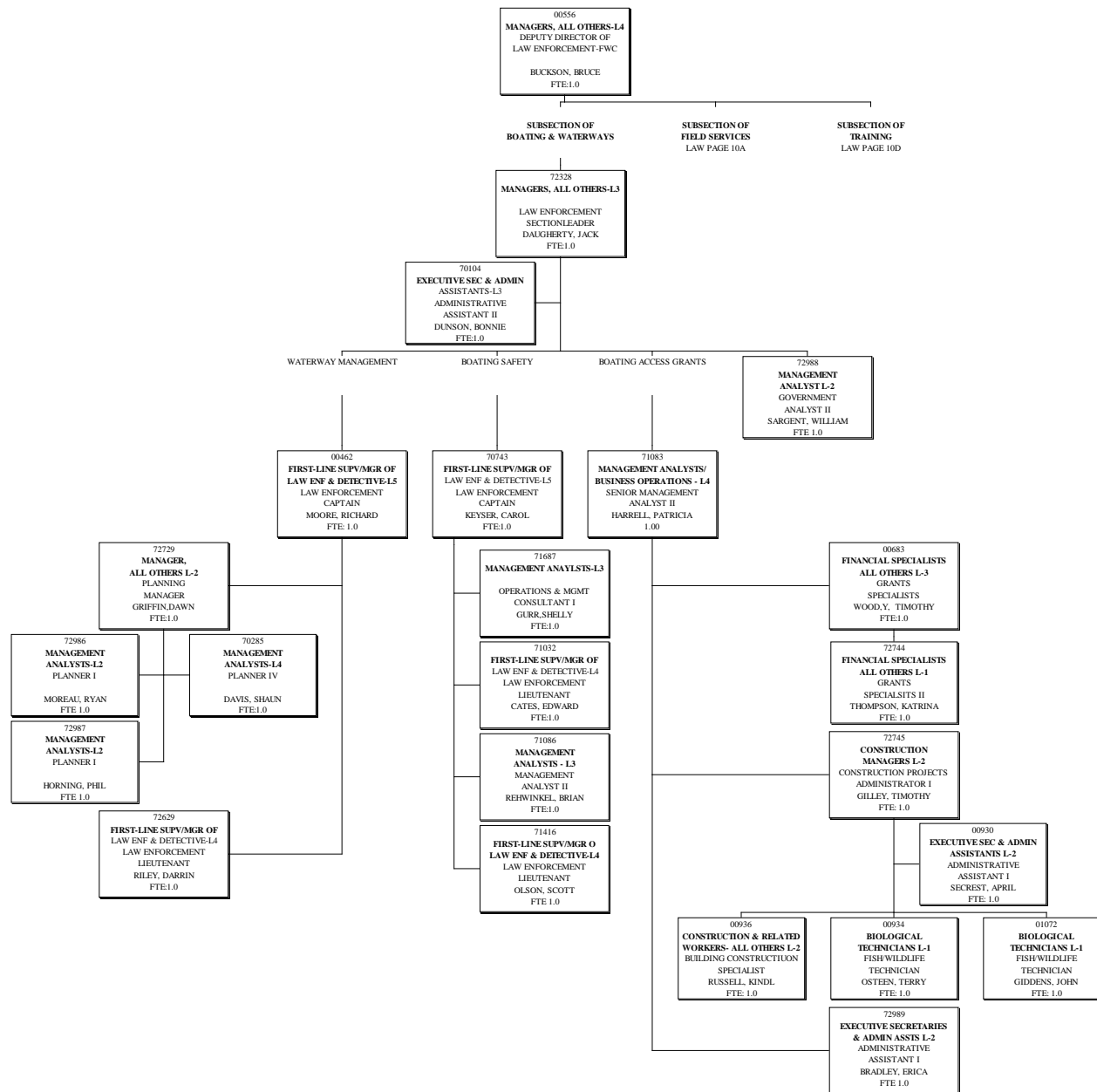
72472
**BOOKKEEPING ACCOUNTING
& AUDITING CLERK**
FISCAL ASSISTANT I

MACDONALD, SHERRI
FTE 1.0

72578, 72705 AND 01172 COUNTED IN F&BO



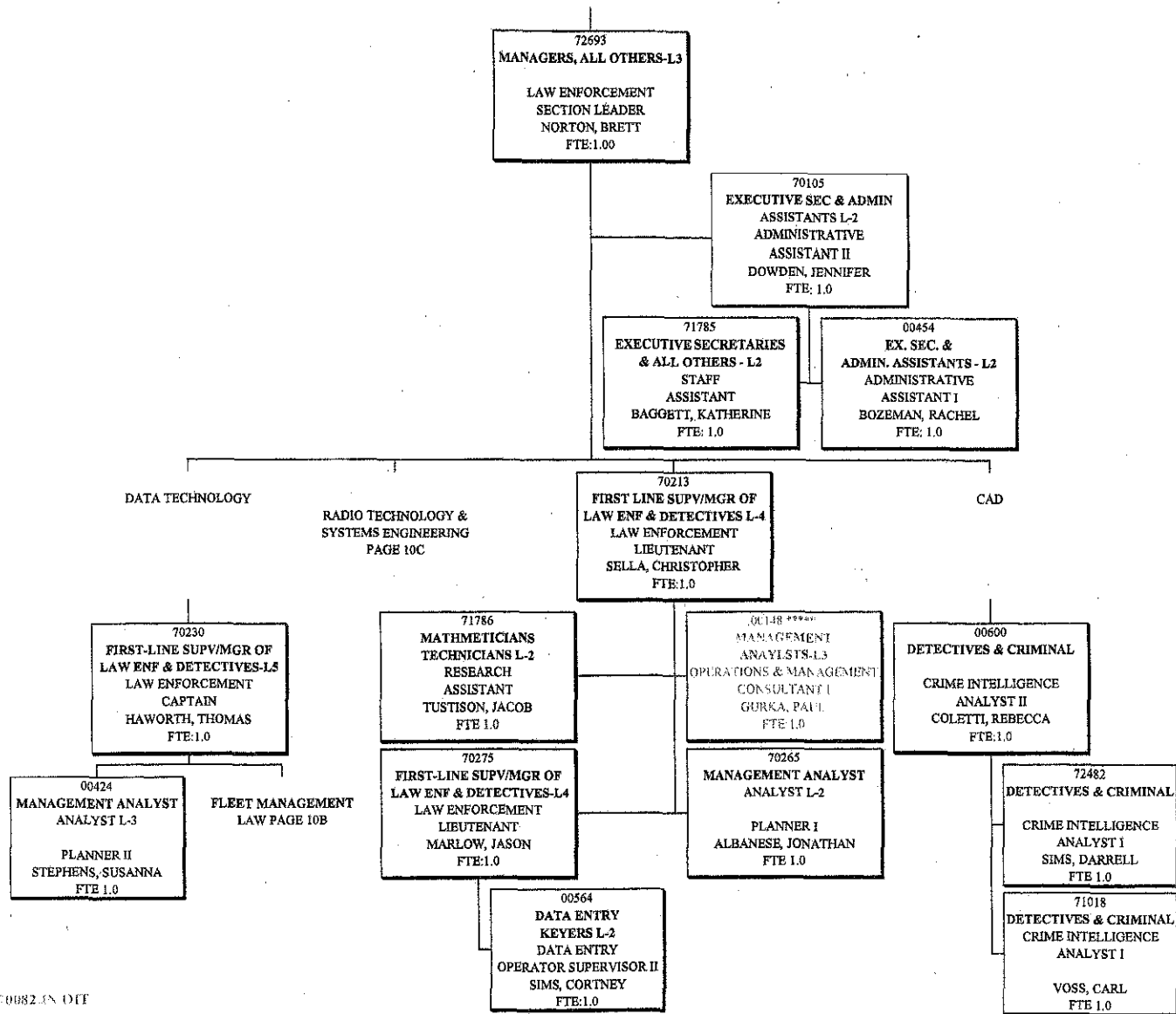
00541 REPORTS TO GENERAL COUNSEL



REVISED
6/30/2010

DIVISION OF LAW ENFORCEMENT PAGE LAW 10
BOATING & WATERWAYS/PROGRAM COORDINATION
SECTION
ESTABLISHED FTE 83
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**SUBSECTION OF
FIELD SERVICES**



DATA TECHNOLOGY

RADIO TECHNOLOGY &
SYSTEMS ENGINEERING
PAGE 10C

CAD

FLEET MANAGEMENT
LAW PAGE 10B

SEE REPORTS TO 70882 IN OIT

SUBSECTION OF FIELD SERVICES

FLEET MANAGEMENT

70230

FIRST-LINE SUPV/MGR

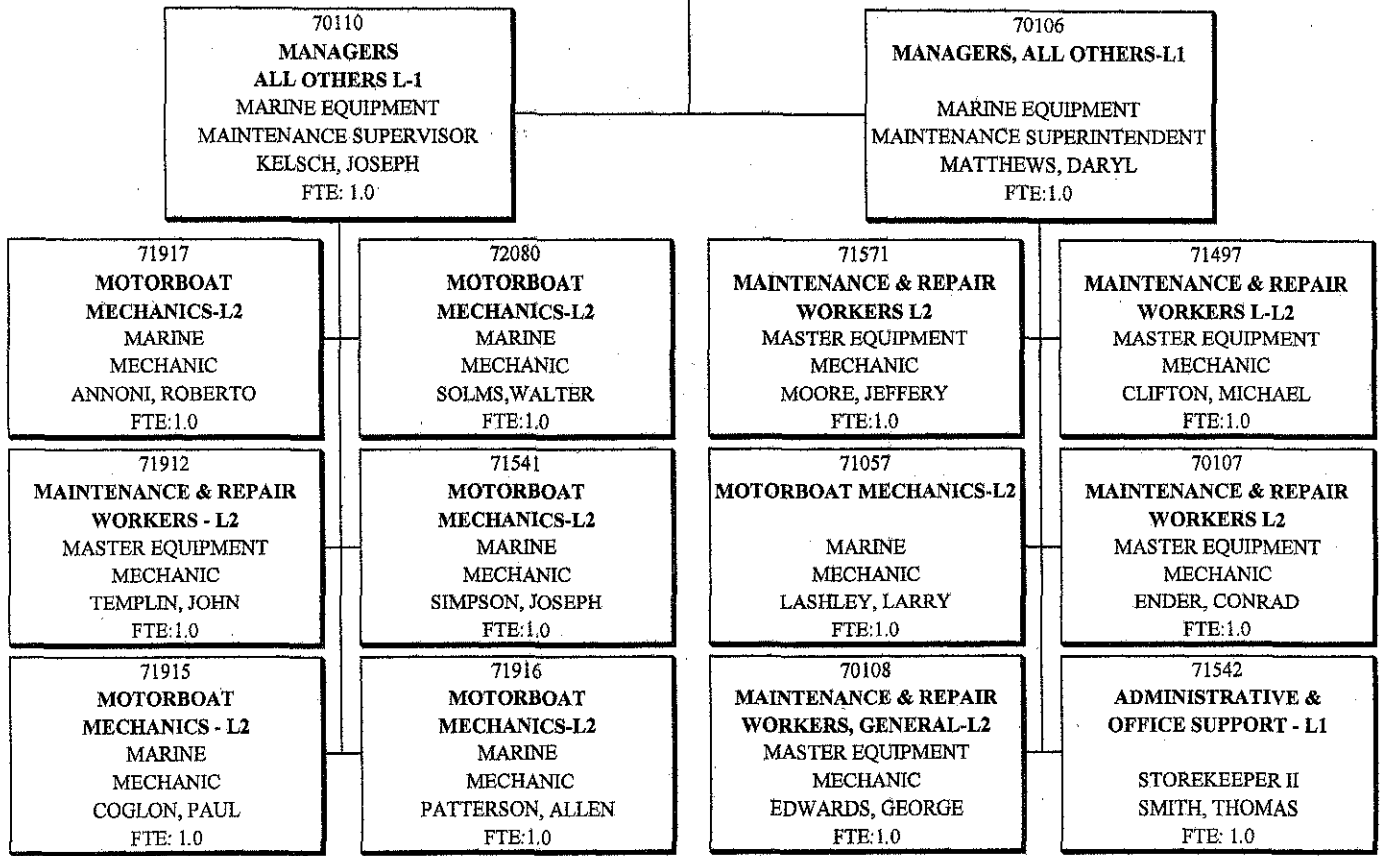
LAW ENF & DETECTIVES L-5

LAW ENFORCEMENT

CAPTAIN

HAWORTH, THOMAS

NORTH FLORIDA SHOP

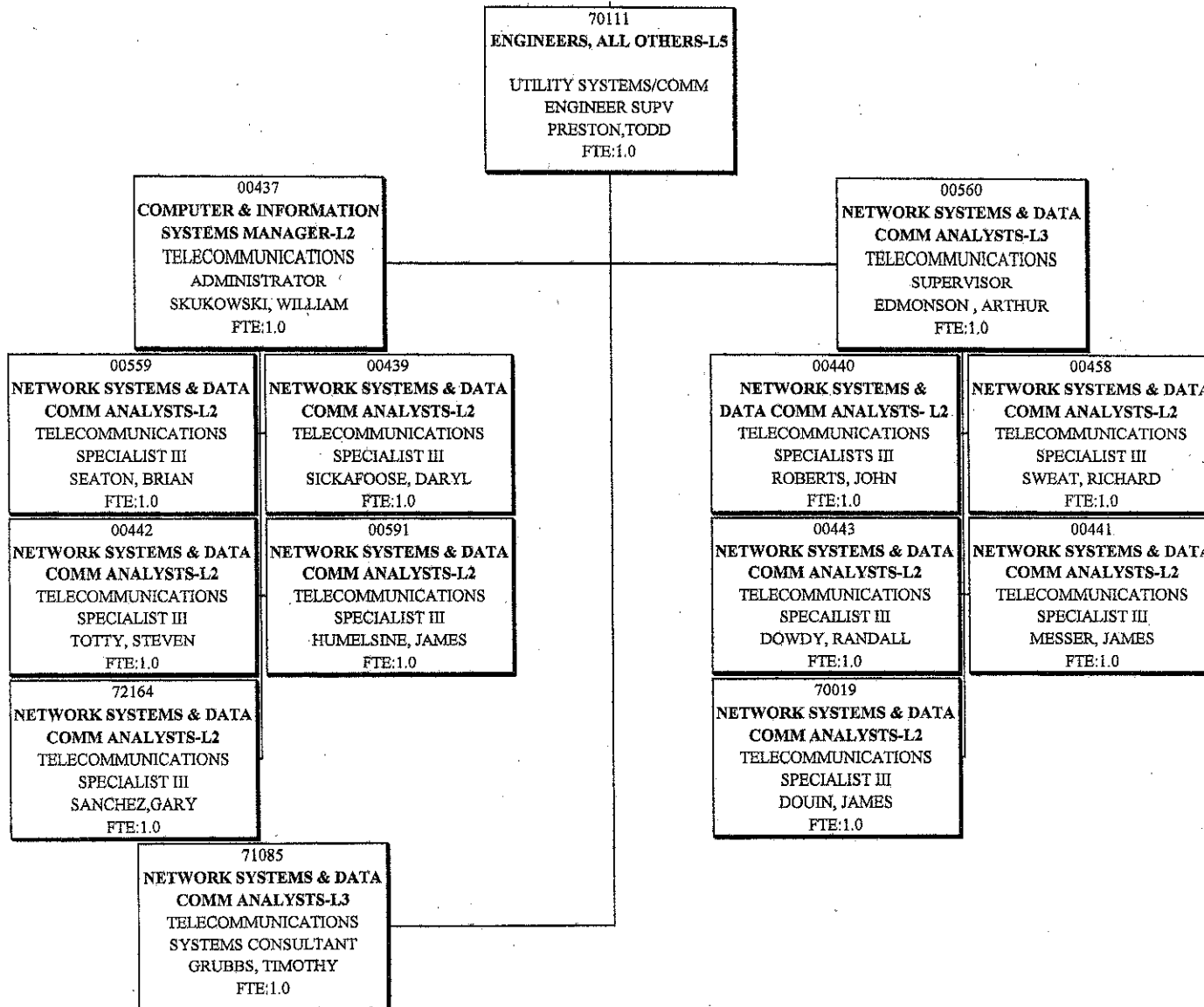


DIVISION OF LAW ENFORCEMENT

'BOATING & WATERWAYS/PROGRAM COORDINATION SECTION

F.T.E. THIS PAGE 14

**SUBSECTION OF FIELD SERVICES
RADIO TECHNOLOGY &
SYSTEMS ENGINEERING**



SUBSECTION OF
TRAINING

00593
MANAGERS, ALL OTHERS-L3
LAW ENFORCEMENT
SECTION LEADER

WARREN, MARK
FTE:1.0

71008
EXECUTIVE SEC &
ADMIN ASSISTANTS L-3
ADMINISTRATIVE
ASSISTANT II
HARRIS, TONYA
FTE:1.0

REGIONAL TRAINING

TRAINING

00339
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
SMITH, BRIAN
FTE: 1.0

71647
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
CLEMENT, ROCKY
FTE: 1.0

00776
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
MILLER, ROBERT
FTE:1.0

00423
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
VACANT
FTE:1.0

00774
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
GOSS, NEAL
FTE:1.0

00366
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
WALSH, PATRICK
FTE:1.0

70187
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
OLSON, SCOTT
FTE:1.0

71633
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
VACANT
FTE: 1.0

01029
LAW
ENFORCEMENT -L1
LAW ENFORCEMENT
OFFICER
GRIFFITH, PHILLIP

POSITION 01029 COUNTED IN NWRO

71291
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
HALL, ERIC
FTE:1.0

72694
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
VACANT
FTE:1.0

00794
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
JONES, JOHN
FTE:1.0

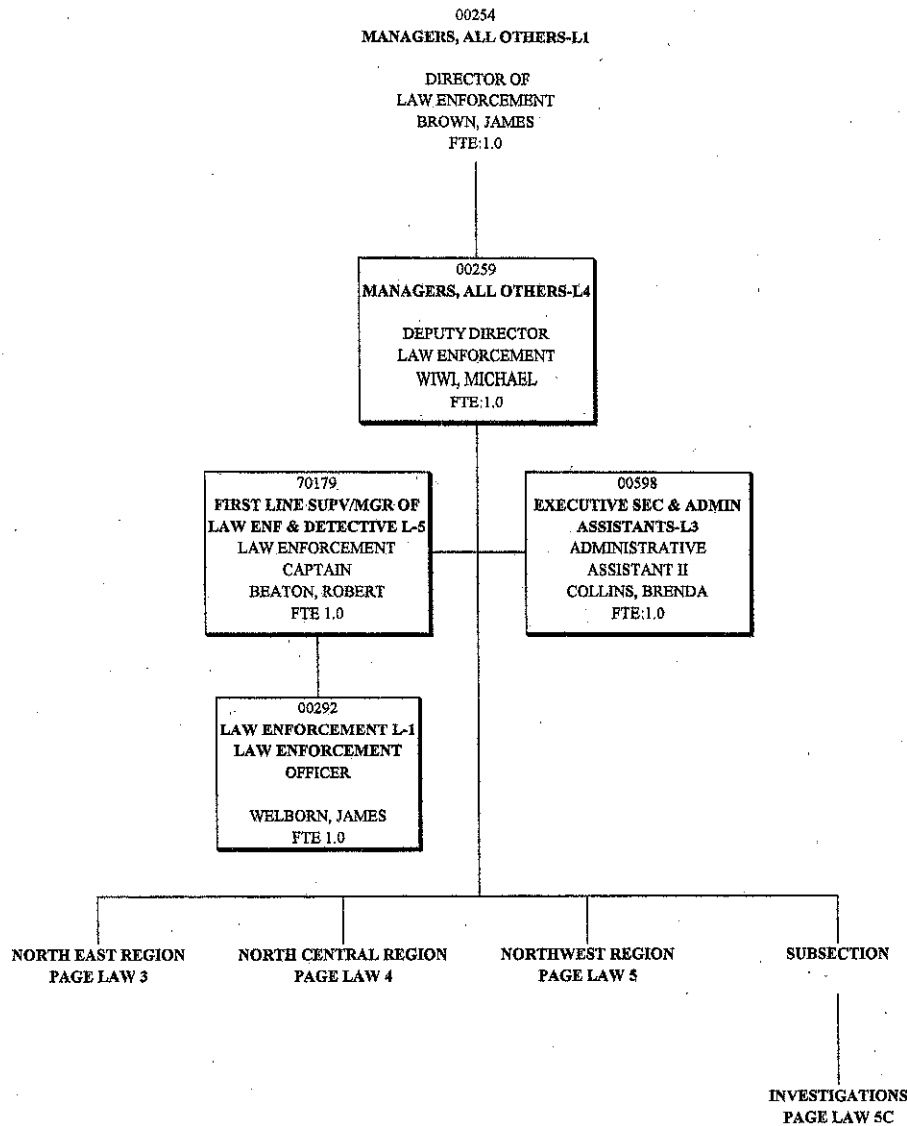
70125
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
TUBBS, AVERY
FTE: 1.0

00979
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
KISS, TIMOTHY
FTE:1.0

71081
EXECUTIVE SEC &
ADMIN ASSISTANTS L-2
STAFF
ASSISTANT
HINSON, KIMBERLY
FTE:1.0

72639 COUNTED UNDER NCRO

72369
LAW
ENFORCEMENT L-3
LAW
ENFORCEMENT OFFICER
SUMMERS, JEFFREY



00257
MANAGERS, ALL OTHERS-L3
 LAW ENFORCEMENT
 MANAGER-FWC
 OUELLETTE, PAUL
 FTE:1.0

COUNTIES
 NORTHEAST INVESTIGATIONS MARION,SUMTER,PUTNUM
 FLAGLER,ST.JOHN'S, LAKE **COUNTIES**
 ORANGE,VOLUSIA,SEMINOLE **COUNTIES**
 BREVARD,OSCEOLA,INDIAN RIVER

00614
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT**
 CAPTAIN
 ROSZKOWIAK, CHRISOTPHER
 FTE:1.0

00270
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT**
 CAPTAIN
 RUSSELL, JAY
 FTE:1.0

00262
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT**
 CAPTAIN
 WAYNE, STEPHEN
 FTE:1.0

70194
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT**
 CAPTAIN
 EASON, GREGORY
 FTE:1.0

**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4**
 <Title>

00770
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4
 LAW ENFORCEMENT**
 LIEUTENANT
 ROWDEN, SHEILA
 FTE:1.0

00263
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4
 LAW ENFORCEMENT**
 LIEUTENANT
 SIDOR, JEFFERY
 FTE:1.0

**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4
 LIEUTENANTS (PAGE LAW 3B)**

72480
**EXECUTIVE SECRETARIES
 & ADMIN ASSISTANTS L-3**
 ADMINISTRATIVE ASST II
 WORKMAN, MELINDA
 FTE:1.0

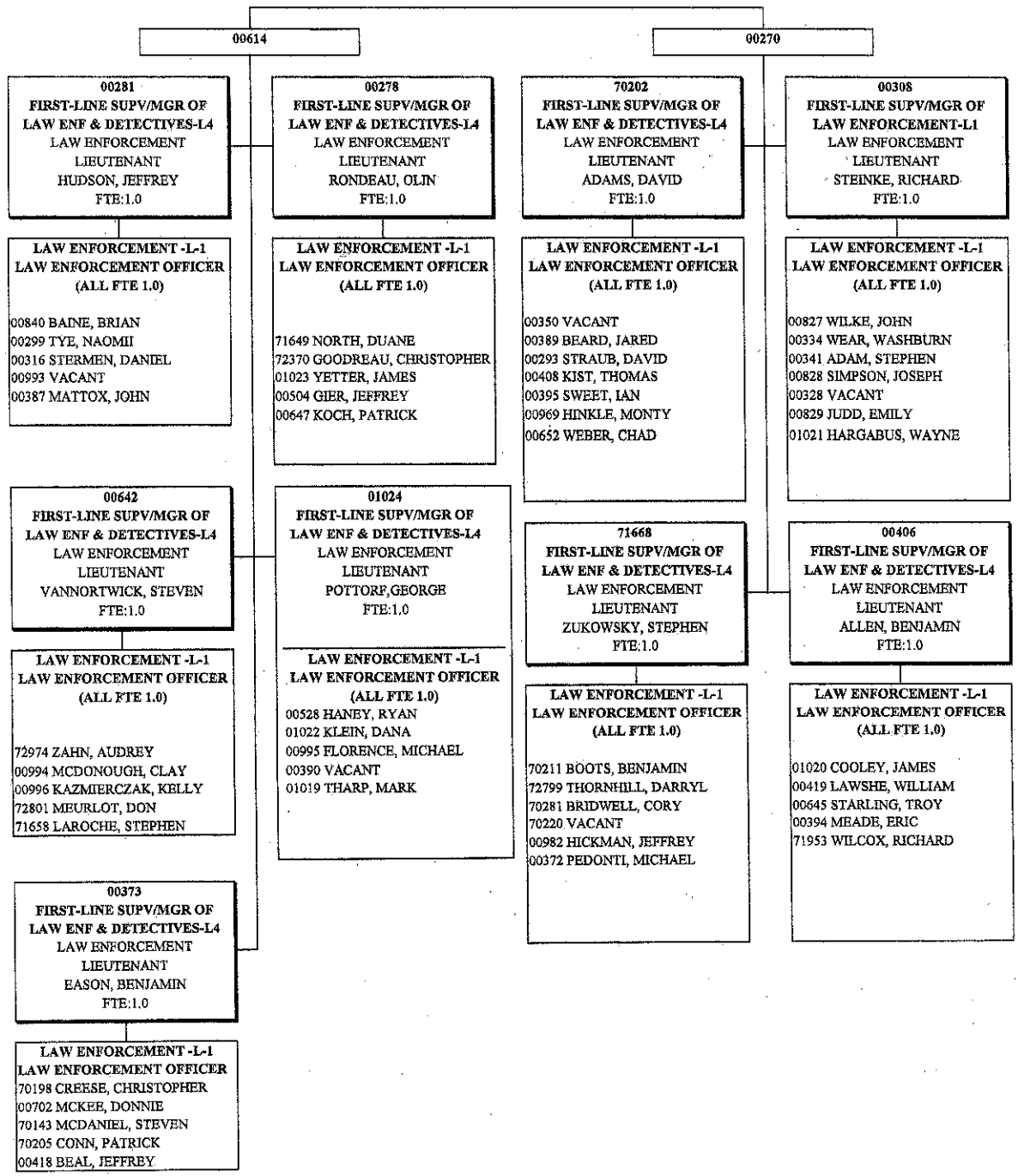
LAW ENFORCEMENT OFFICER
 72371 SMITH, RYAN
 71650 TERRERO, ALEXANDER
 72790 LUCE, JEFFREY

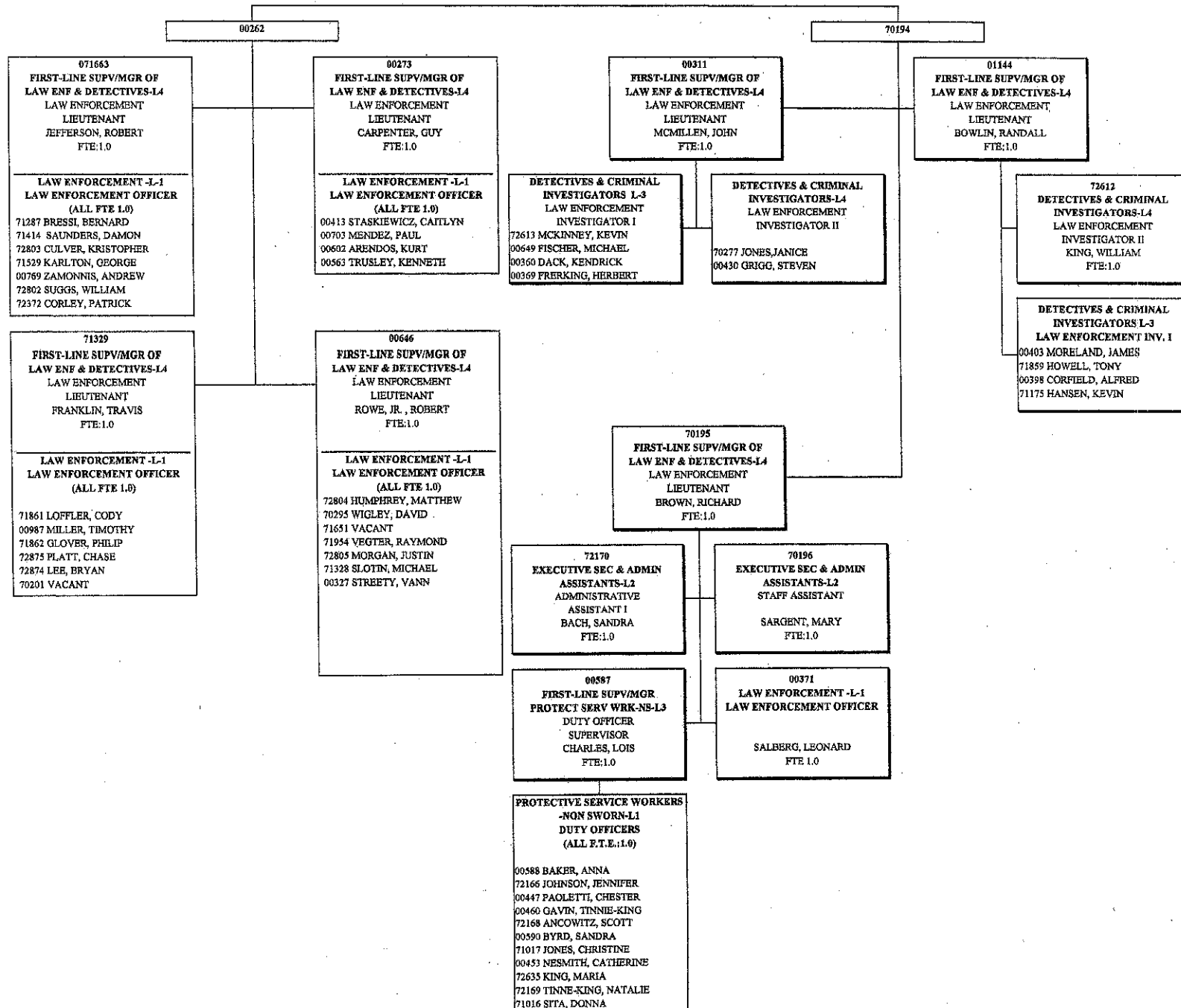
00461
**EXECUTIVE SEC & ADMIN
 ASSISTANTS-L2**
 ADMINISTRATIVE
 ASSISTANT I
 HARRIS, MARCIA
 FTE: 1.0

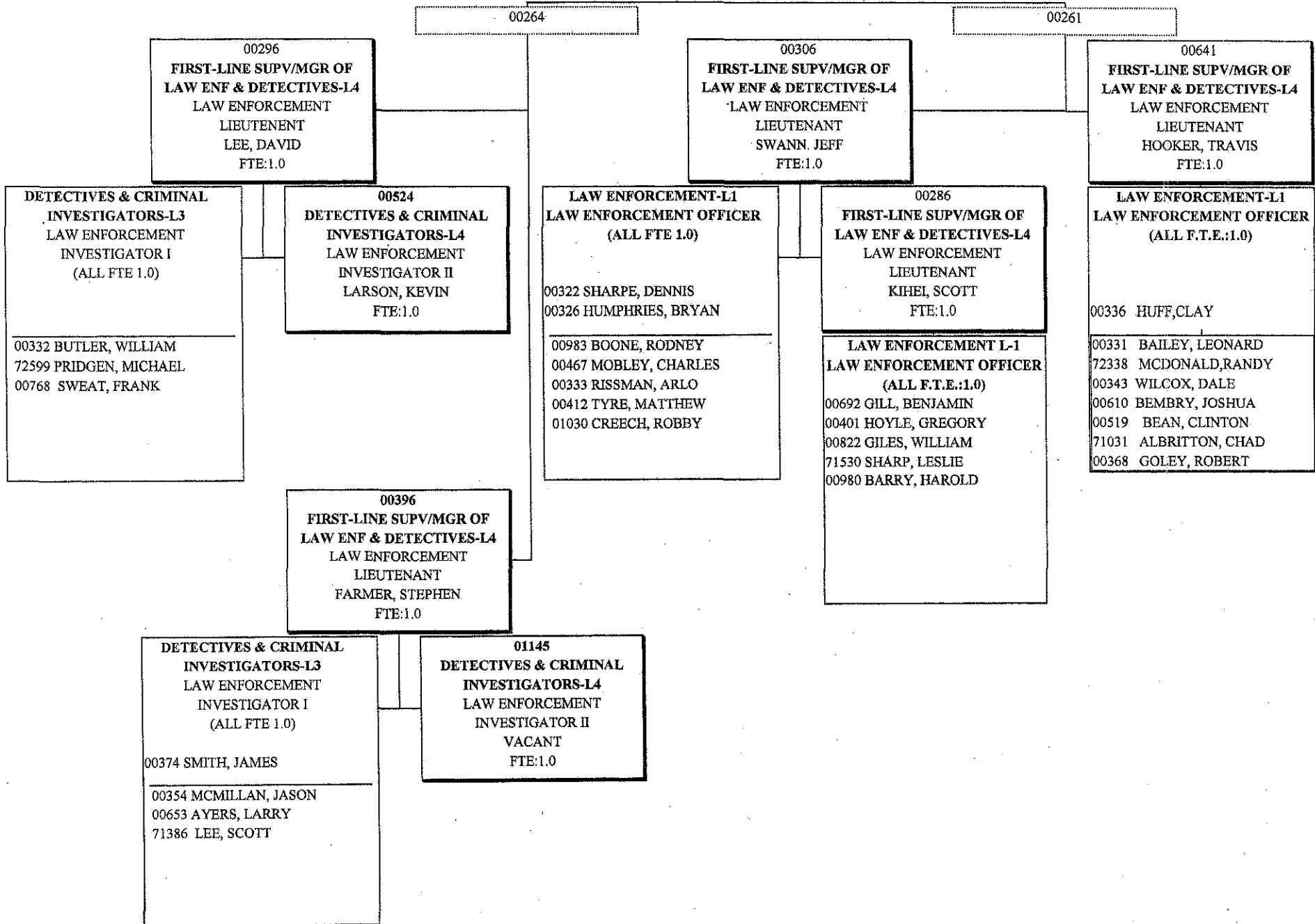
**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4
 LIEUTENANTS (PAGE LAW 3B)**

**FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4
 LIEUTENANTS (PAGE LAW 3A)**

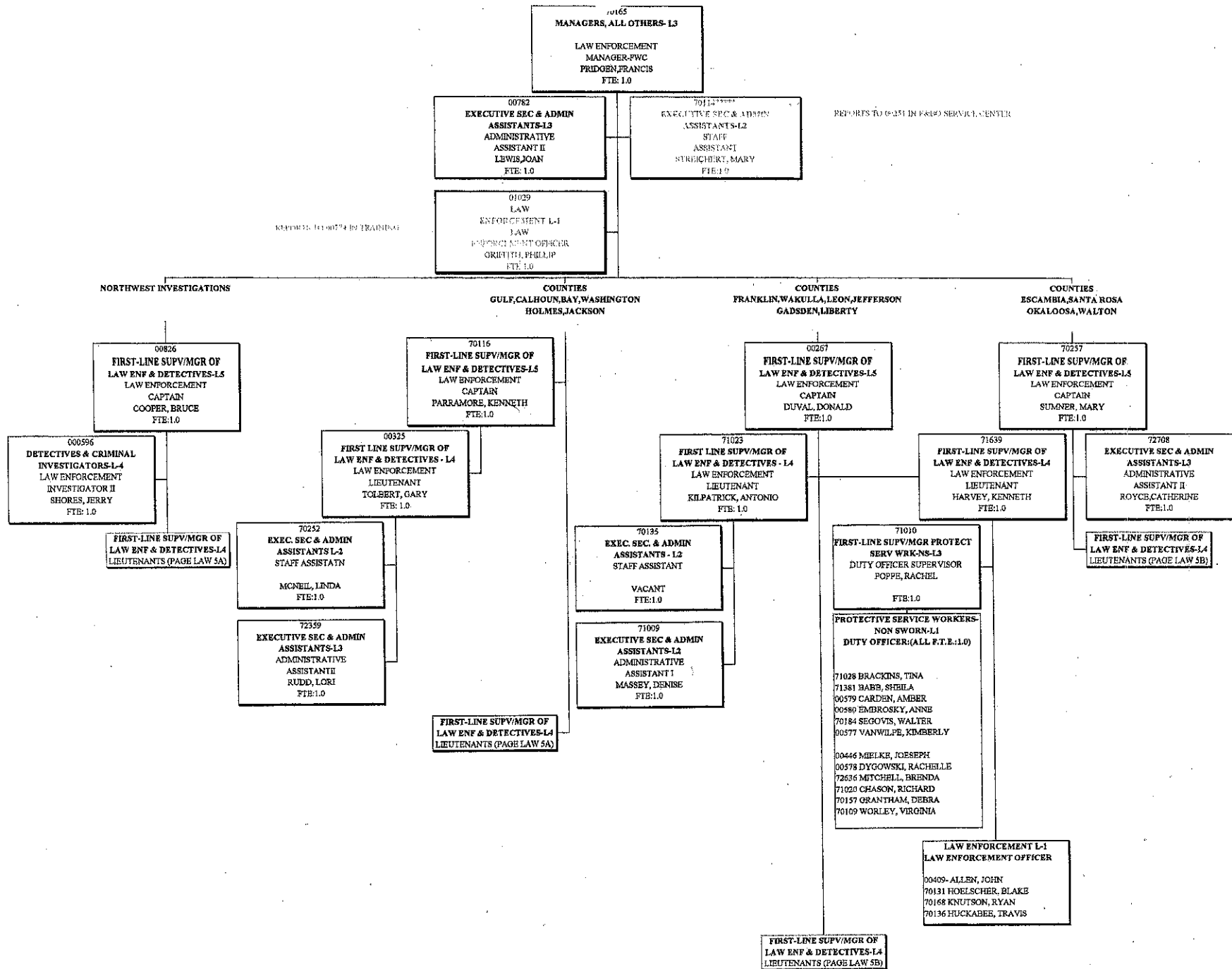
**DIVISION OF LAW ENFORCEMENT
 NORTH FIELD OPERATIONS SECTION
 NORTHEAST REGIONAL OFFICE
 ESTABLISHED FTE 128
 FTE THIS PAGE 12**

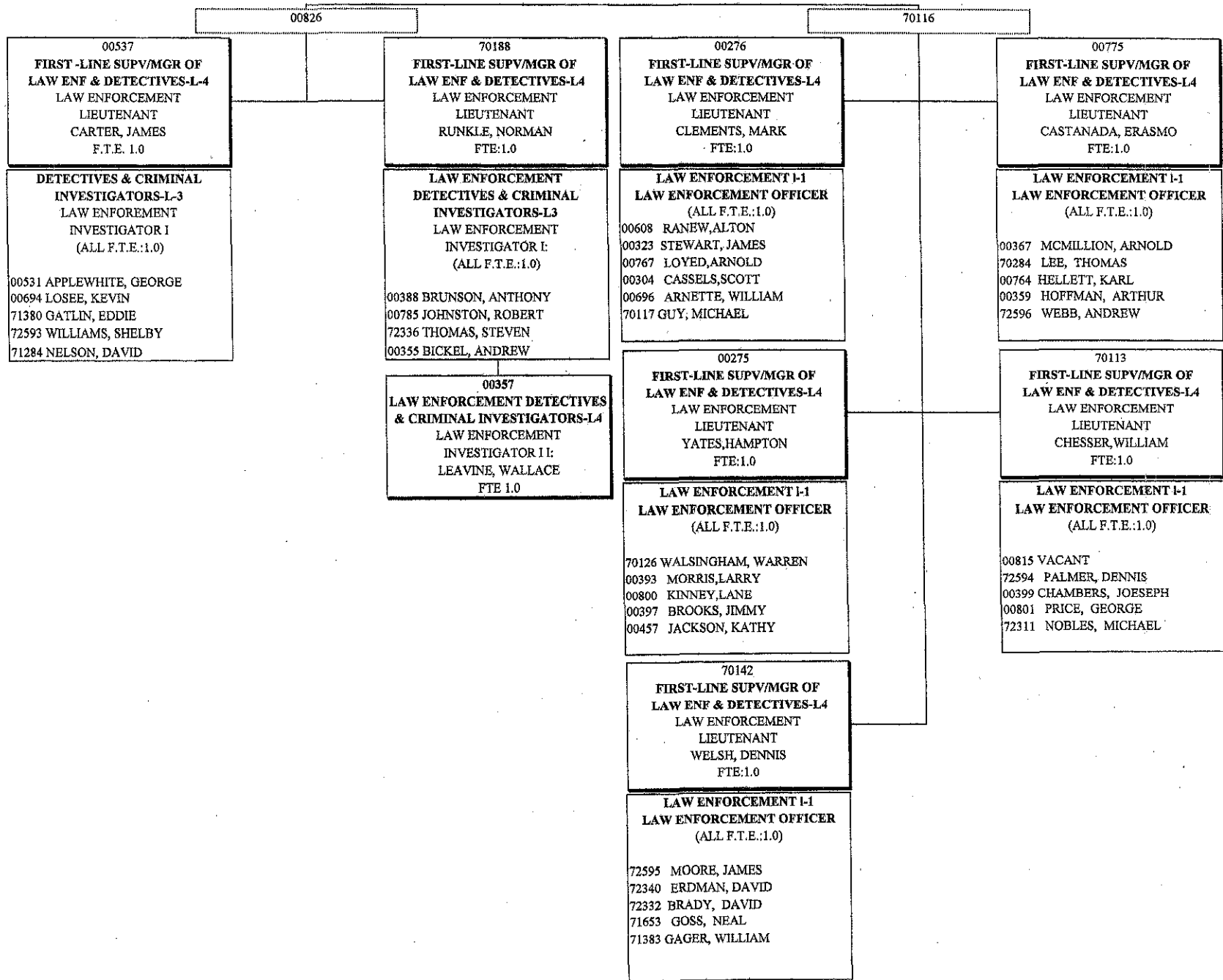






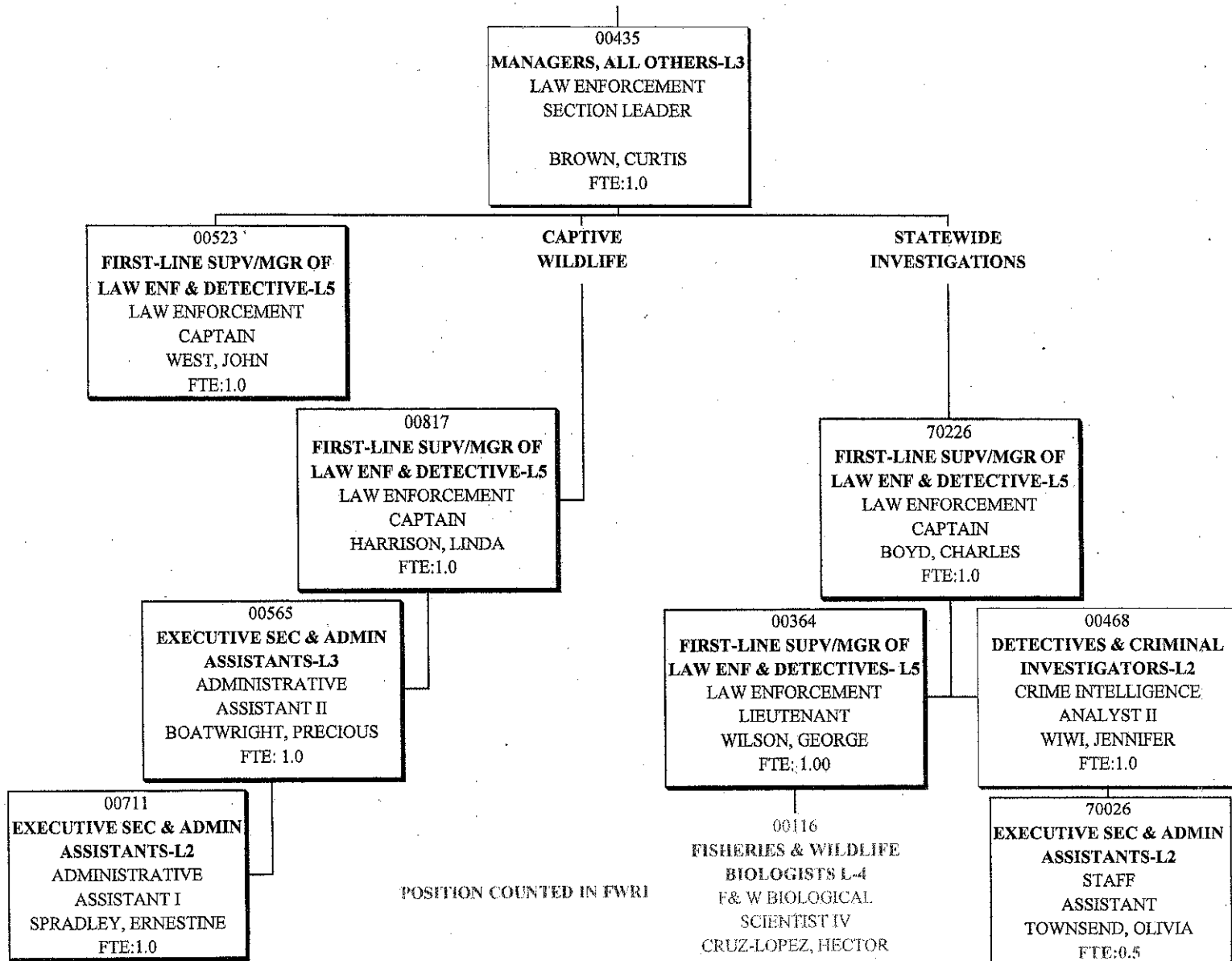
70145		70214	
<p>00285 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT FERGUSON, DAVID FTE:1.0</p>	<p>70138 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT SHUSTER, RAMA FTE:1.0</p>	<p>70235 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT CONBOY, JOHN FTE:1.0</p>	<p>70208 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT BEVAN, JAMES FTE:1.0</p>
<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 72339 JOHNSTON, JOSEPH 00351 DUNCAN, JOHN 00315 LASHER, BRANDON 00693 BOND, JAMES 00981 STANLEY, MICHAEL</p>	<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 71090 VACANT 70141 HENRY, JUSTIN</p>	<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00356 WALDO, DAVID 00529 BURRIS, ROBERT 71860 TYRRELL, ERIN 72871 ZSAK, JILL 00337 O'REILLY, AARON 00290 GREEN, ROLAND 00601 BREINZA, ROBERT</p>	<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 70174 STEBBINS, TRACI 72366 HOLLEMAN, CHRISTOPHER 70212 SHEARER, TIMOTHY 72800 BARRETT, DAVE 71531 BALFOUR, KEVIN 72368 LENTZ, ROBERT 00970 HOFMEISTER, ALAN</p>
<p>70965 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT DELAPAZ, DENNIS FTE:1.0</p>	<p>70203 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT VACANT FTE:1.0</p>	<p>00283 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT WRIGHT, ANTHONY FTE:1.0</p>	<p>00772 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT KNOWLES, GARY FTE:1.0</p>
<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 72597 STEELFOX, MATTHEW 71913 ALLYN, TERRY 72792 DIMARTINO, FRANK 72791 CRANE, RYAN 70144 JOHNSON, KAM 00380 LOYED, DOUGLAS 00353 VACANT</p>	<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00302 DORVAN, DANIEL 00971 DJSHMAN, SAMUEL 72341 VACANT 71635 JOHNSTON, ROBERT 71279 VACANT 00654 UMHOEFER, JAMES</p>	<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 72793 TUCKER, TOM 71631 STOWELL, JAMBY 72872 GEIB, ROBERT 70215 MCGREGOR, HOPE 00786 WIGGINS, SCOTT 00377 VACANT</p>	<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00344 BAILEY, DONALD 00411 WHITAKER, DARRIN 00342 JUSTUS, RICKY 00314 HEATH, MICHAEL 00821 PETTYJOHN, DONALD</p>
<p>71024 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT WILLIAMS, ROY FTE:1.0</p>			
<p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00352 BUTLER, CARL 00416 BOWLEN, BRENT 00503 ALLEN, JUSTIN 00787 COOPER, TRAVIS 72367 NICHOLS, TODD</p>			





00267		70257		
<p>00280 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIBUTENANT WAAS DE CZEGE, ALBERT FTE:1.0</p>		<p>71672 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT SCHREMSER,JEFF FTE:1.0</p>	<p>71496 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT LAMBERT, BRIAN FTE:1.0</p>	<p>70254 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT BERRYMAN, DOUGLAS FTE:1.0</p>
<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>00392 WILCOX, STEFANIE 72769 BELL, MATT 00530 HIGMAN,CHARLES 00318 KEMP,WILLIAM 00657 JONES, CHRISTOPHER 70127 YARBOROUGH, CHASEN</p>		<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>00400 HERNDON,GARY 70134 WAGNER, SETH 71632 FREEMAN, JAMES 70274 HOLCOMB, JAMES 72614 MALLOW, CHARLES</p>	<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>71282 LIVESAY, FARIS 72333 VACANT 72592 RIDAUGHT, GARY 70266 HAHNER, SARAH 70259 MANNING, KENNETH</p>	<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>70256 PINEDA, ABNER 71007 WEBB, RANDALL 72329 BELL, JOHN 00349 BERREY, SAMUEL 70261 JONES,HOWARD</p>
<p>00831 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT WOOD, CHARLIE FTE:1.0</p>		<p>00656 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT PARKER, HARRY FTE:1.0</p>	<p>00287 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT HOLLINHEAD, MARK FTE:1.0</p>	<p>70251 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT CLARK, KEITH FTE:1.0</p>
<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>70132 YARBOROUGH, CHASEN 70245 COOK, STEVEN</p> <p>70130 COOK,PERCY 00317 VACANT 60321 BROWNELL, CARMON</p>		<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>72335 FOREHAND, LOWELL 00790 FISH, JEFFREY 00375 JOHNSON, BENJAMIN 00465 BROWER, SHON 00307 BENILBY, HARRY</p>	<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>71283 KIRCHINGER, ALAN 00985 ARNETTE, JAMES 00820 BROOKS, RANDALL 00697 JOHNSON, DARRELL 00655 WHITE, KENNETH</p>	<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>70260 SCHAFER, SULIN 71568 MALTAIS, ANDREW 72330 WALKER, DON 00789 WEBB, EDWARD 70255 LETCHER, CRUMWELL 70123 NELSON, ANTHONY 71417 BARROW, JAMES 70122 ROCKWELL, PETER 71648 BARTLETT, STEVEN</p>
<p>00778 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L-4 LAW ENFORCEMENT LIEUTENANT PIERCE, NEIL FTE:1.0</p>			<p>71661 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT HAHR, DANIEL FTE:1.0</p>	
<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>71325 WAITE, JOSHUA 00984 BARNARD, BENJAMIN 00986 CARROLL, JASON</p>			<p>LAW ENFORCEMENT I-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0)</p> <p>00691 HOOMES, STEPHEN 00533 PETTEY, CHRISTOPHER 72609 JERNIGAN, DAVID 00609 JOHNSON, ROYCE 00329 MURPHY, WILLIAM</p>	

**SUBSECTION OF
INVESTIGATIONS**



POSITION COUNTED IN FWRI

00254
MANAGERS, ALL OTHERS-L1

DIRECTOR OF
LAW ENFORCEMENT
BROWN, JAMES
FTE:1.0

00701
MANAGERS, ALL OTHERS-L4
DEPUTY DIRECTOR OF LAW
ENFORCEMENT
ADAMS, CALVIN
FTE:1.0

71500
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
POINTDEXTER, JUDITH
FTE:1.0

SOUTHWEST REGION
PAGE LAW 6A

SOUTH REGION
A
PAGE LAW 7

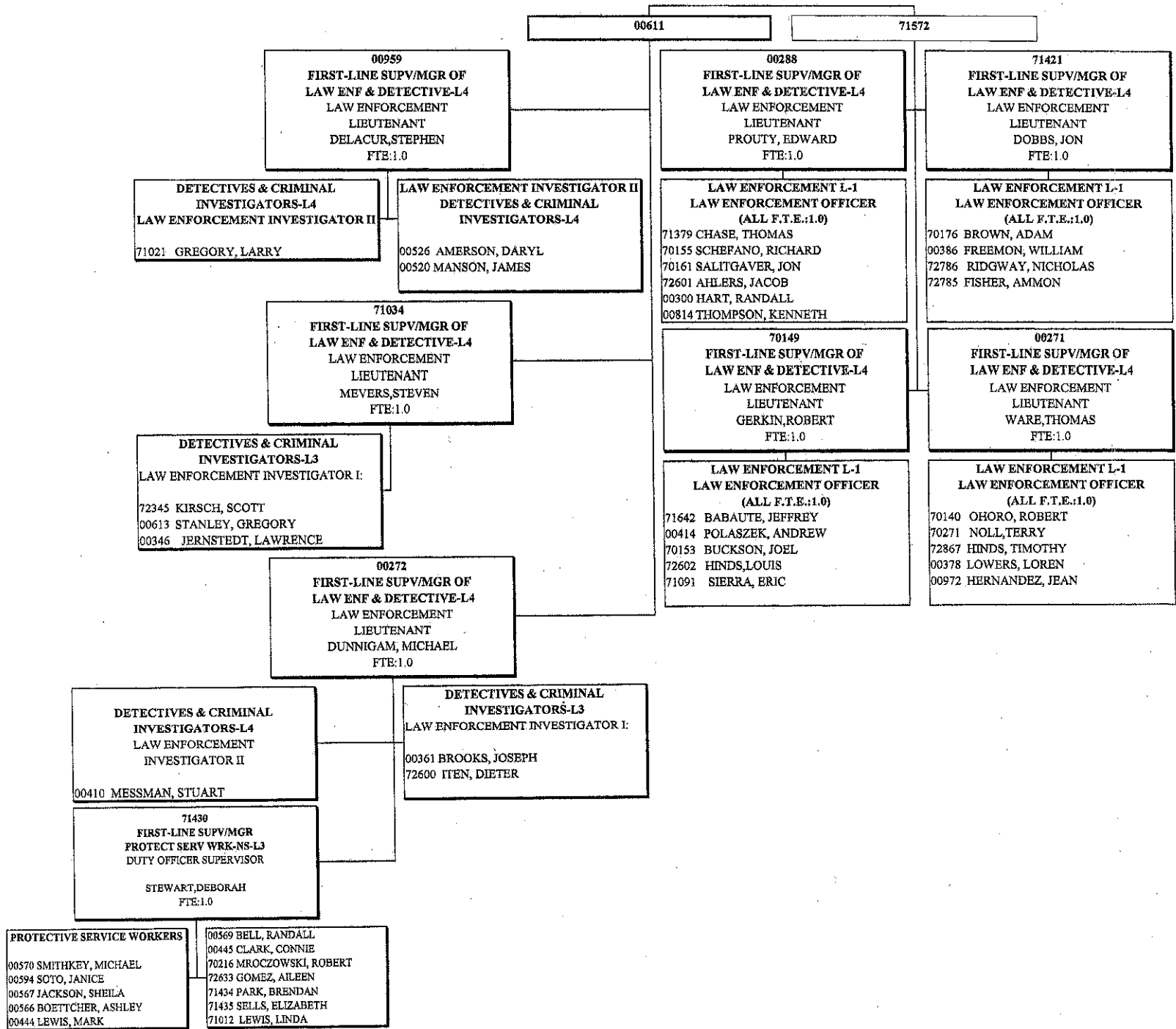
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PAGE LAW 8

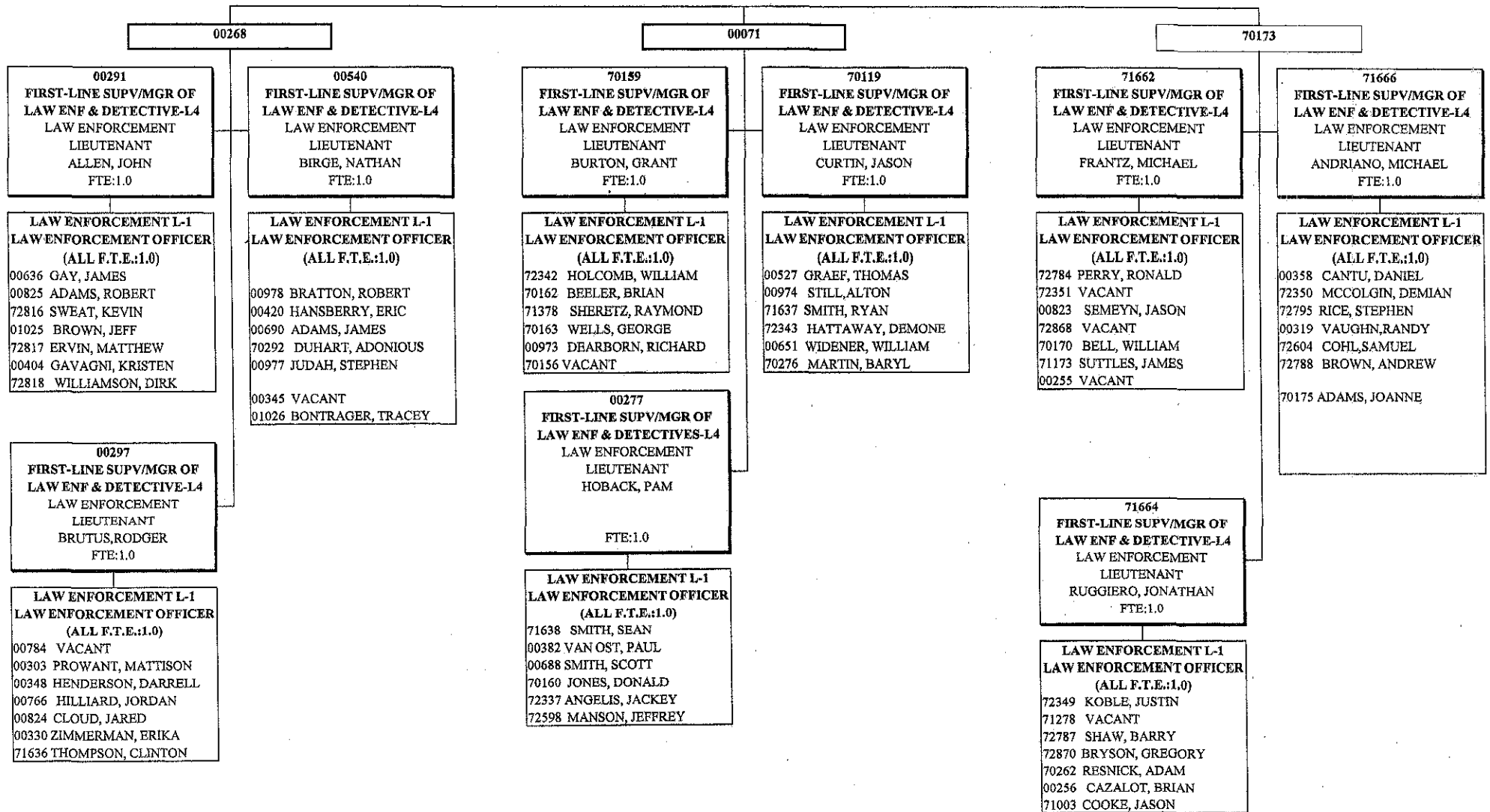
SUBSECTION
PUBLIC SAFETY
COORDINATION
PAGE LAW 9

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LAW ENF & DETECTIVE -L5
LAW ENFORCEMENT
CAPTAIN
VACANT
FTE:1.0

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LAW ENFORCEMENT L-1
LAW ENFORCEMENT
OFFICER
COLLAZO, FELIX
FTE 1.0

DIVISION OF LAW ENFORCEMENT
SOUTH FIELD OPERATIONS SECTION
ESTABLISHED F.T.E 407
F.T.E. THIS PAGE 4





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 MANAGERS, ALL OTHER-L3
 LAW ENFORCEMENT
 MANAGER-FWC
 HUBERT, JEFFREY
 FTE:1.0

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 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L2
 ADMINISTRATIVE
 ASSISTANT II
 CARD, TERRI
 FTE:1.0

COUNTIES
 BROWARD

COUNTIES
 PALM BEACH, HENDRY, GLADES,
 OKEECHOBEE LAKE

COUNTIES
 PALM BEACH, MARTIN, ST. LUCIE,
 OKEECHOBEE

0779
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 LAW ENF & DETECTIVES-L4
 LAW ENFORCEMENT
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 FTE:1.0

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 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT
 CAPTAIN
 WARRICK, DENISE
 FTE:1.0

00269
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 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT
 CAPTAIN
 ARDELEAN, JEFFREY
 FTE:1.0

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 LAW ENF & DETECTIVES-L5
 LAW ENFORCEMENT
 CAPTAIN
 SCHAFER, DAVID
 FTE:1.0

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 EXECUTIVE SEC & ADMIN
 ASSISTANTS
 STAFF
 ASSISTANT
 WILLIAMS, MOLLYANN
 FTE:1.0

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 FIRST-LINE SUPV/MGR OR
 LAW ENF & DETECTIVES-L-4
 LAW ENFORCEMENT
 LIEUTENANT
 BINGHAM, DAVID
 FTE 1.0

00289
 FIRST-LINE SUPV/MGR OR
 LAW ENF & DETECTIVES-L-4
 LAW ENFORCEMENT
 LIEUTENANT
 LAUBERBERGER, ROBERT
 FTE 1.0

FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4
 LIEUTENANTS (PAGE LAW 7A)

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 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L3
 ADMINISTRATIVE
 ASSISTANT II
 SORG, ADRIENNE
 FTE:1.0

70240
 EXECUTIVE SEC & ADMIN
 ASSISTANTS
 STAFF
 ASSISTANT
 HUDGES, MENDY
 FTE:1.0

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 (ALL FTE 1.0)
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 72873 ALFORD, ERIC
 71027 CARPENTER, WILLIAM
 00644 VACANT
 72355 KUESTER, ROBERT
 00536 THOMASON, DARRAL

LAW ENFORCEMENT L-1
 LAW ENFORCEMENT OFFICER
 (ALL FTE 1.0)
 00381 CORTEGUERA, LEX
 70183 VARNADOE, JOSHUA
 00833 BROCK, NATHAN
 71174 NAUJOKS, MICHAEL
 71728 WEIS, DAVID
 71730 BAKER, CRAIG
 00365 TWIST, DALE

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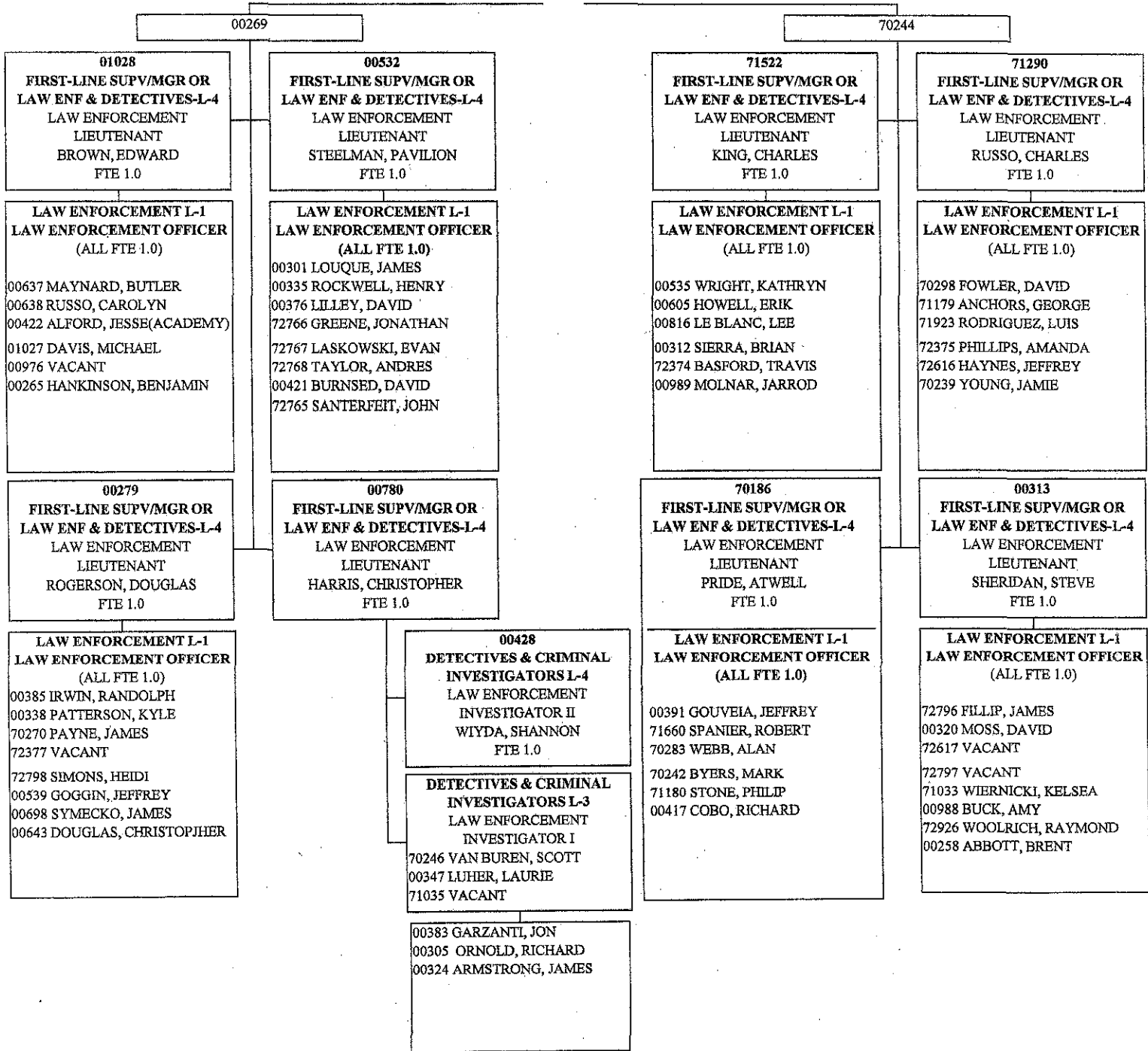
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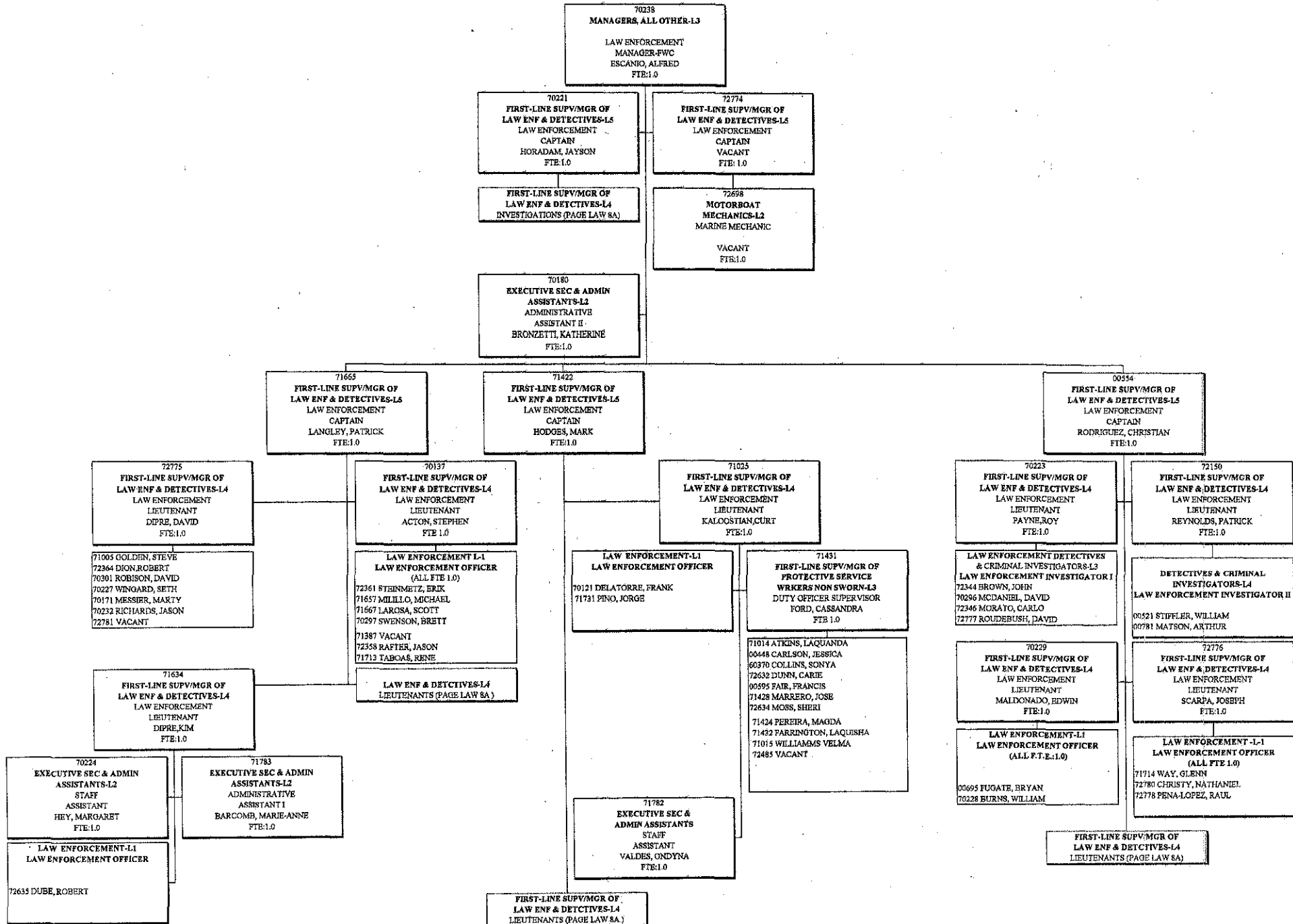
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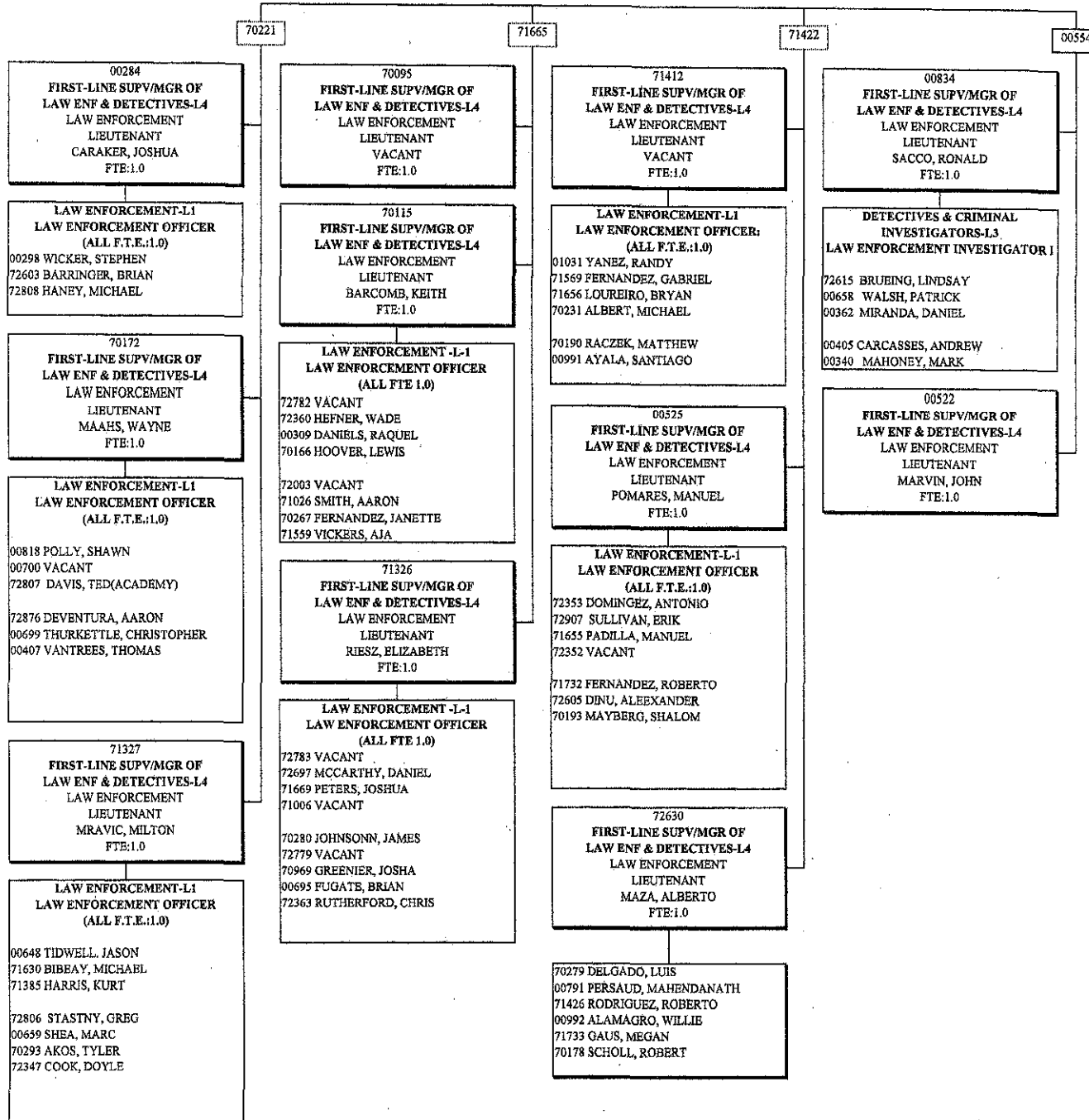
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 00583 NELSON, MARGARET
 00584 STEPHENS, MELISSA
 00585 DULMAGE, REGINA
 71425 MIANO, MELISSA
 71019 ALLEN, SHENISE
 00582 KINDALL, SHERRY
 00456 SARIDAKIS, LORI

LAW ENFORCEMENT L-1
 LAW ENFORCEMENT OFFICER
 (ALL FTE 1.0)
 70181 FORREST, MARIA
 70189 CASKE, SCOTT
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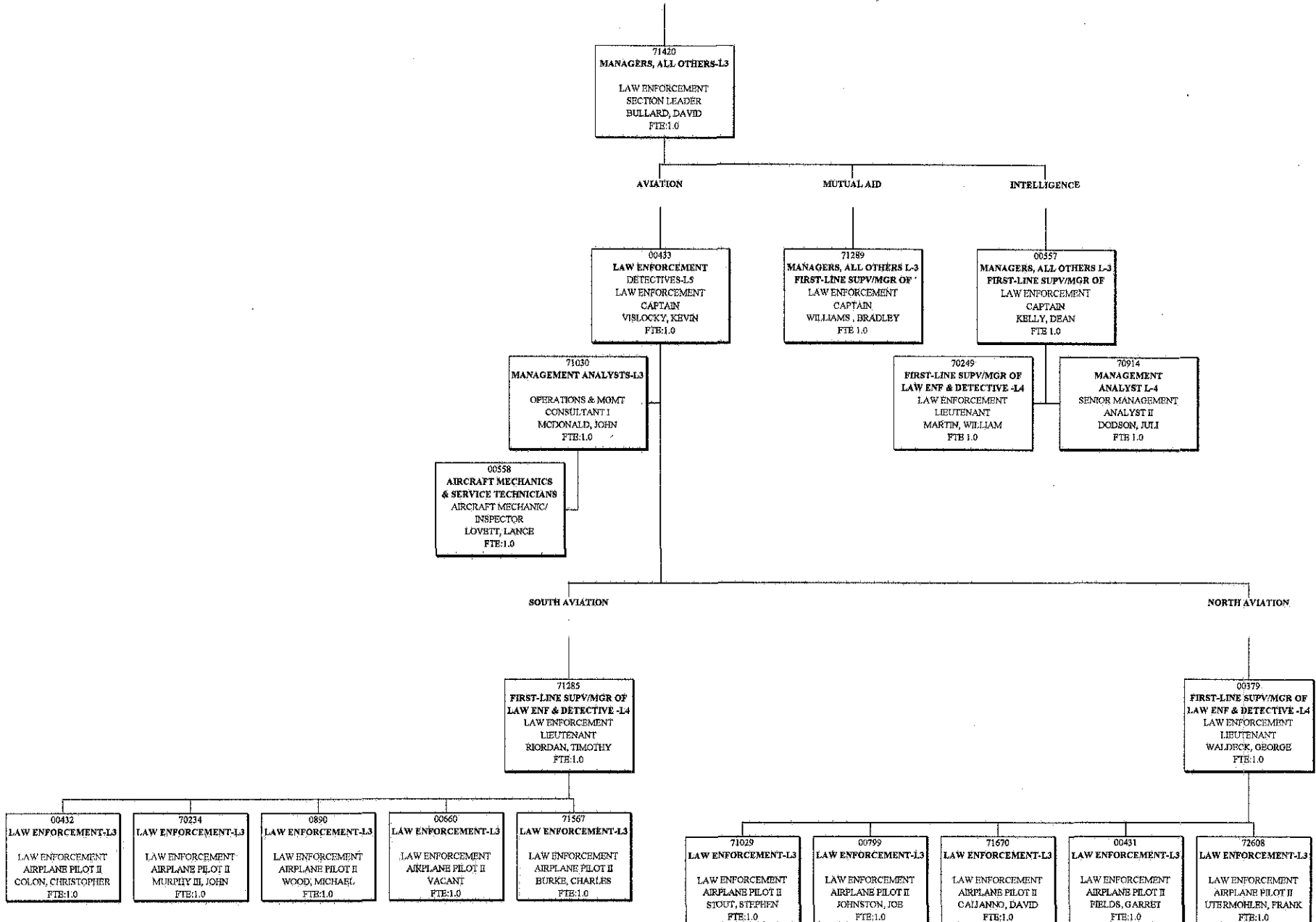
LIEUTENANTS (PAGE LAW 7A)
 FIRST-LINE SUPV/MGR OF
 LAW ENF & DETECTIVES-L4







**SUBSECTION OF
PUBLIC SAFETY COORDINATION**



00201
**NATURAL SCIENCES
 MANAGERS-L1**
 DIRECTOR OF HUNTING
 AND GAME MANAGEMENT
 EGGEMAN, DIANE
 FTE:1.0

SECTIONS

00236

PUBLIC AWARENESS
 AND PUBLICATIONS

**NATURAL SCIENCES
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01147
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 CONSULTANT I
 FEIERTAG, JAMES
 FTE:1.0

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01186
**MARKET RESEARCH
 ANALYSTS-L3**
 DEVELOPMENT
 REPRESENTATIVE III-SES
 TRAINOR, MARK
 FTE:1.0

00047
**ADMINISTRATIVE
 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L3**
 ASSISTANT II
 ALLEN, KIM
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GAME SPECIES
 MANAGEMENT
 PAGE HGM2

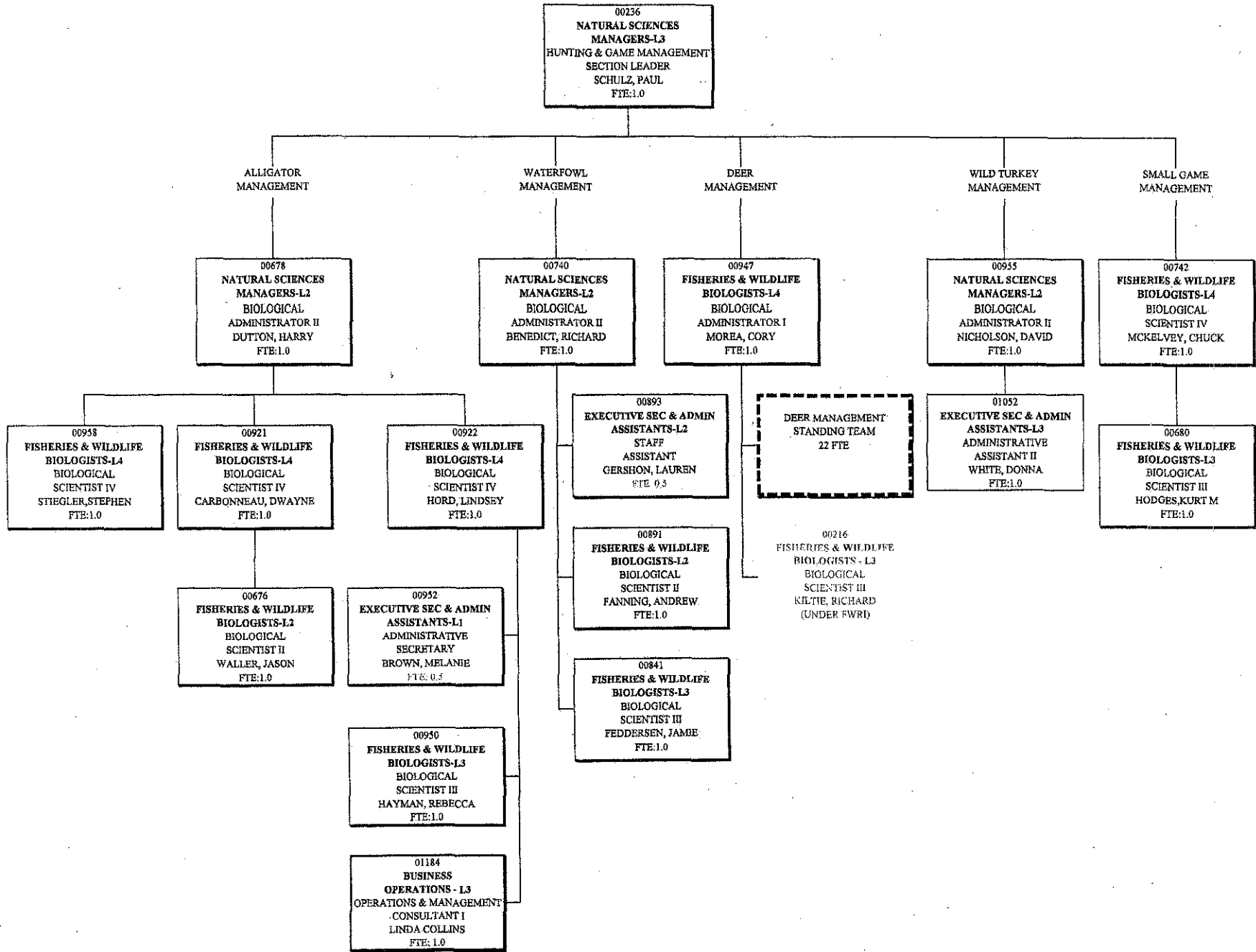
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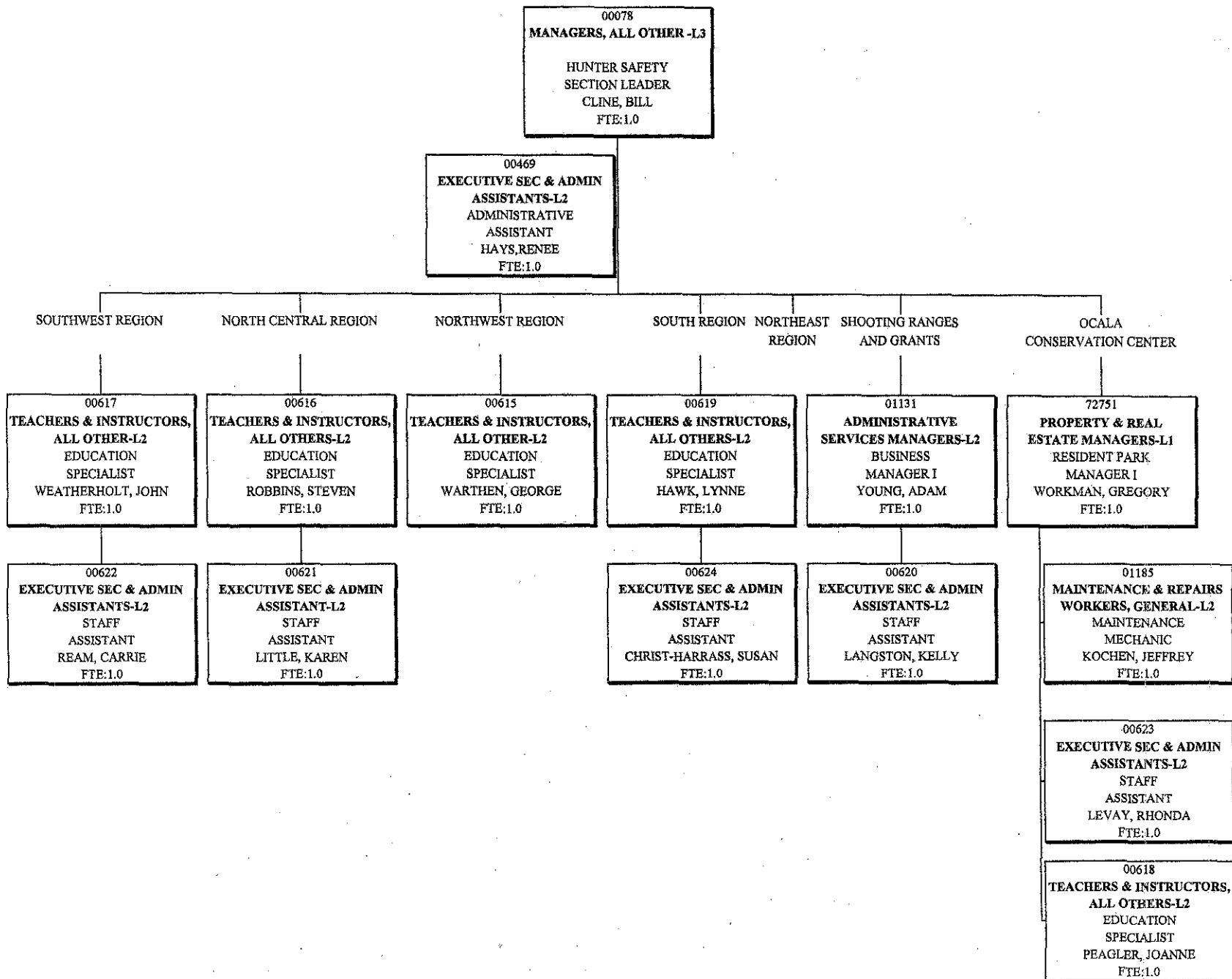
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 SPECIALIST
 COOPER, MARRELL
 FTE:1.0

01148
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 ANALYST-L3**
 OPERATIONS & MANAGEMENT
 CONSULTANT I
 TORRES, ROSA
 FTE:1.0

**DIVISION OF HUNTING AND GAME MANAGEMENT
 DIRECTOR'S OFFICE
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01096
NATURAL SCIENCES
MANAGERS-L3
HUNTING AND GAME MANAGEMENT
SECTION LEADER
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NORTHEAST REGION

NORTHWEST REGION

SOUTH REGION

NORTH CENTRAL REGION

SOUTHWEST REGION

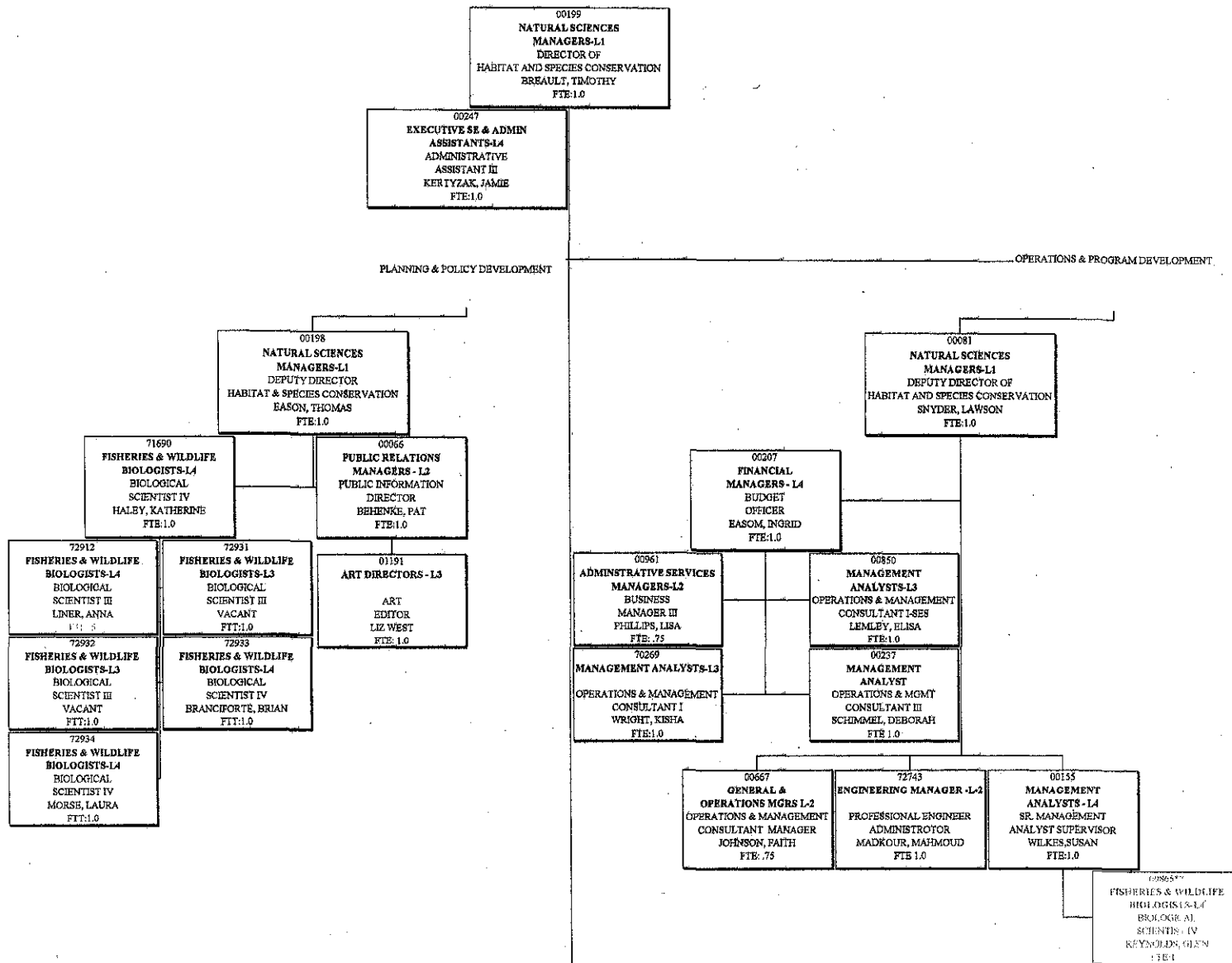
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FISHERIES & WILDLIFE
BIOLOGISTS - L4
BIOLOGICAL
SCIENTIST IV
SEITZ, WESLEY
FTE:1.0

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BIOLOGISTS - L4
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SCIENTIST IV
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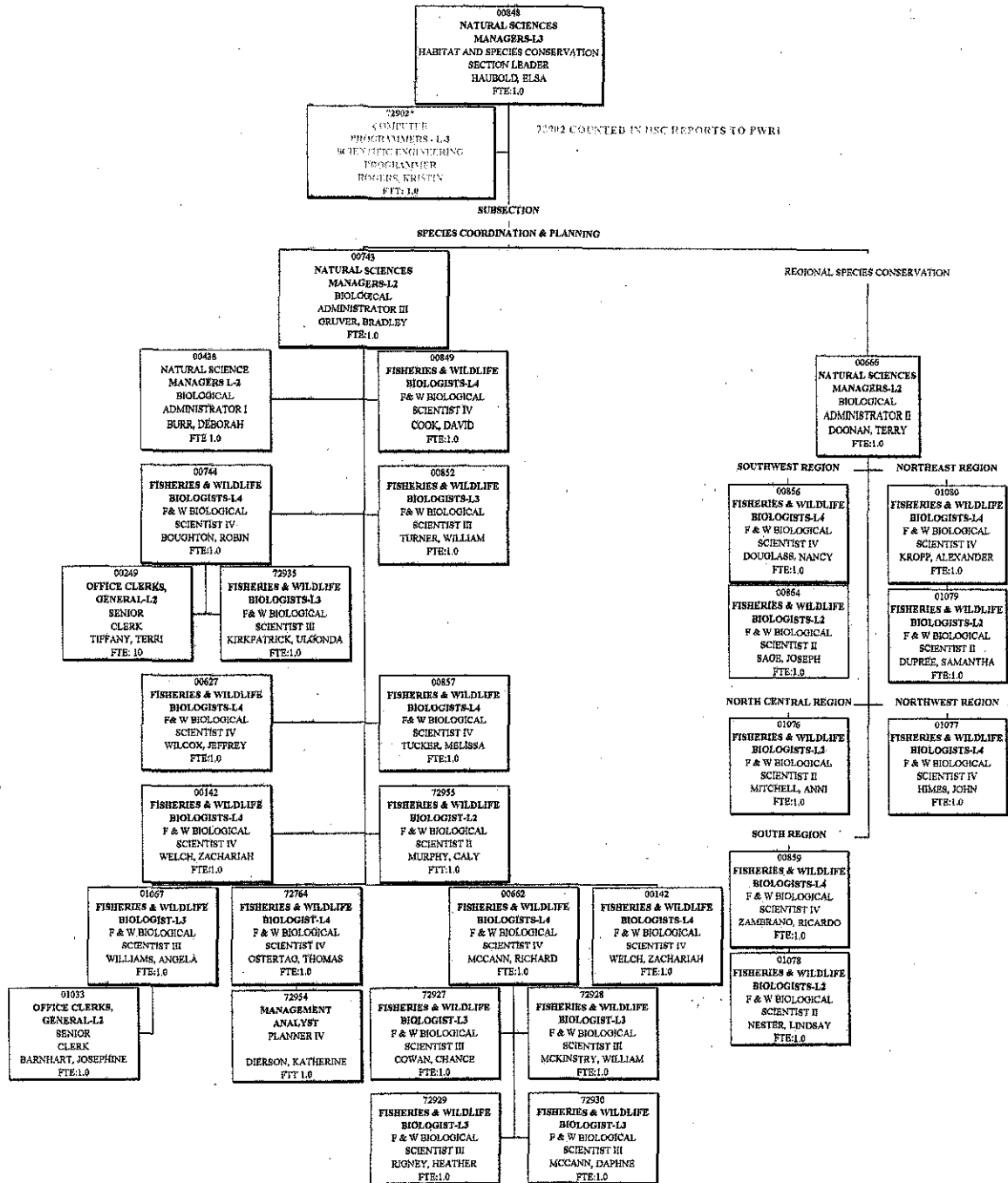
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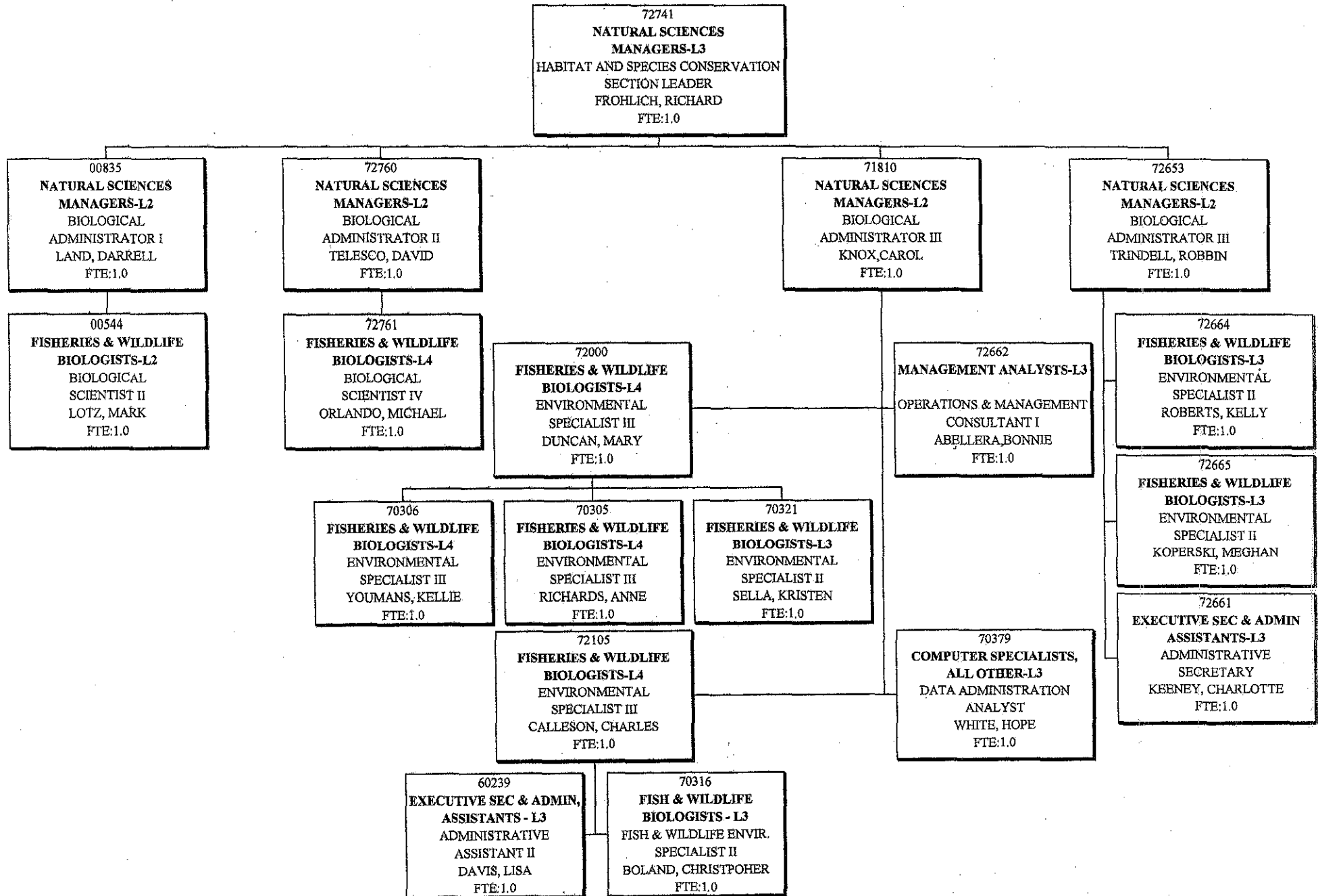
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BIOLOGISTS - L4
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SCIENTIST IV
BURTON, JASON
FTE:1.0



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CONSERVATION & RESTORATION
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 - AQUATIC HABITAT
CONSERVATION & RESTORATION
PAGE HSC8
 - HABITAT CONSERVATION
SCIENTIFIC SERVICE
PAGE HSC9
 - SPECIES CONSERVATION
PLANNING
PAGE HSC10
 - IMPERILED SPECIES
MANAGEMENT
PAGE HSC11
 - EXOTIC SPECIES
COORDINATION
PAGE HSC12
 - INVASIVE PLANT
MGMT
PAGE HSC 13





00797
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SECTION LEADER
HARDIN, SCOTT
FTE:1.0

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EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
BAKER, KATHY
FTE:1.0

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NATURAL SCIENCES
MANAGERS-L2
BIOLOGICAL
ADMINISTRATOR I
GESTRING, KELLY
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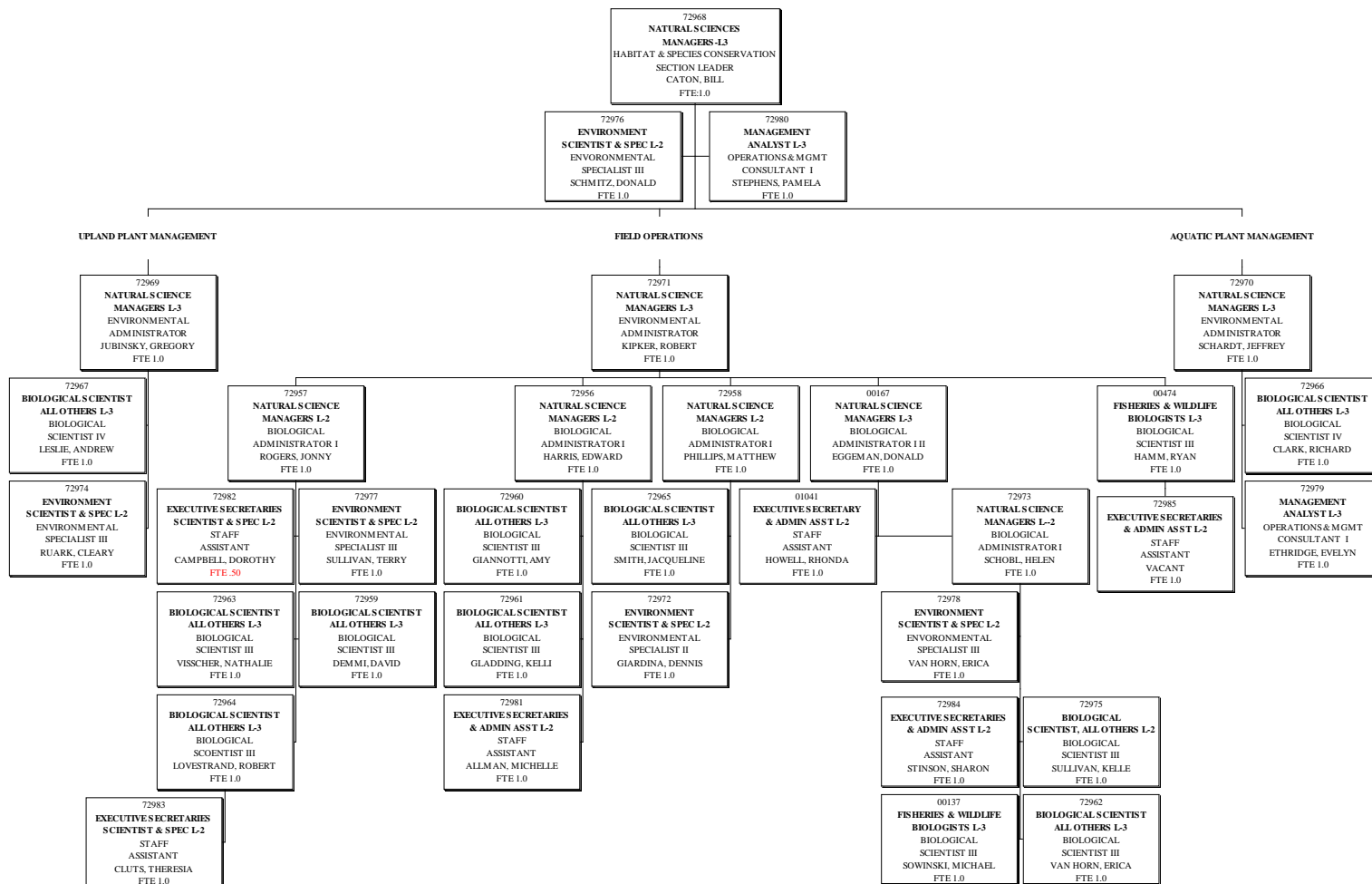
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SCIENTIST III
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SCIENTISTS - L3
BIOLOGICAL
SCIENTIST IV
NOVACK-TINNELL, JENNIFER
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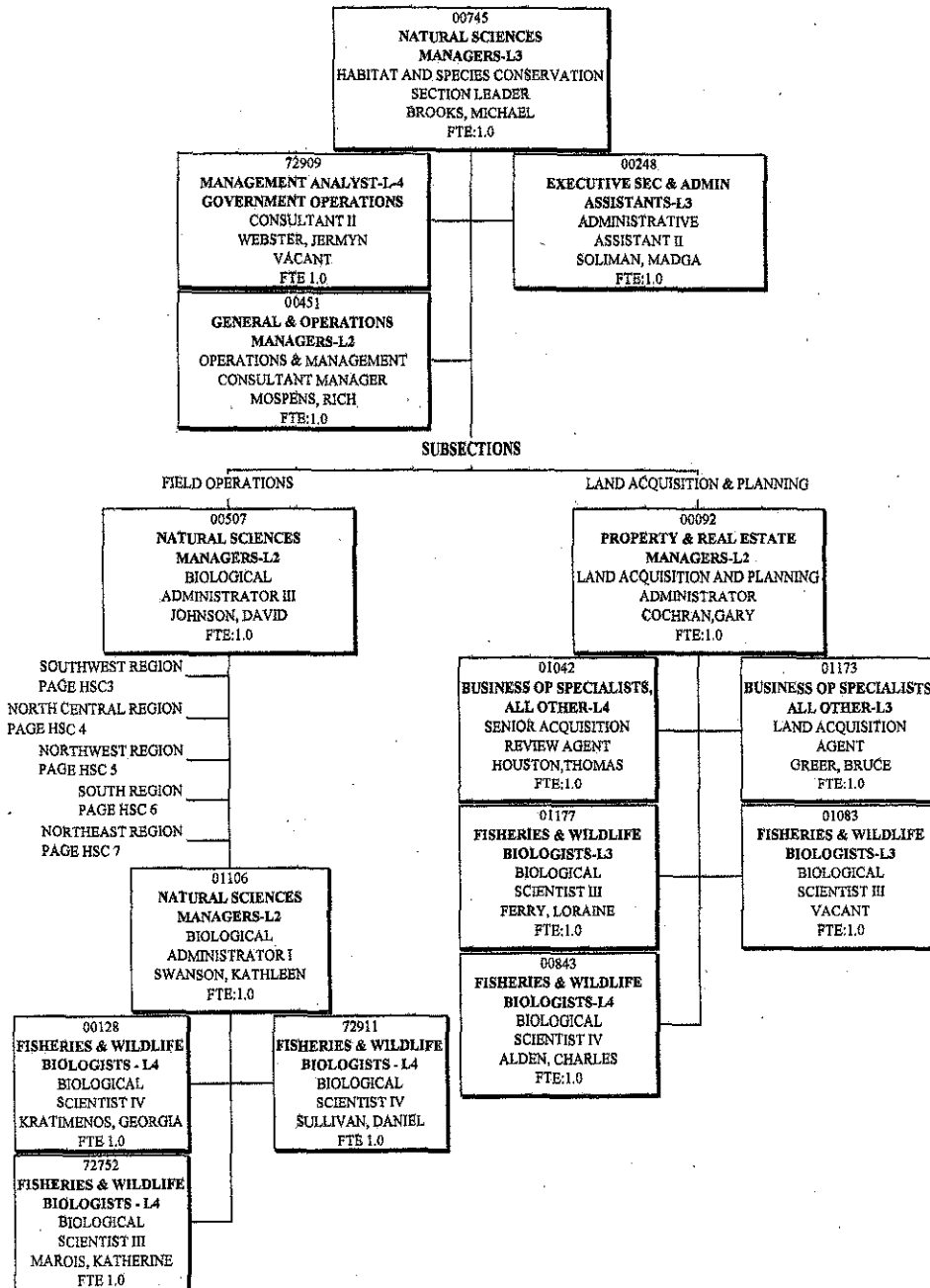
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SENIOR TECHNICIAN
STANFORD, MURRAY
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EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF
ASSISTANT
EIKELAND, BEVERLY
FTE:0.5

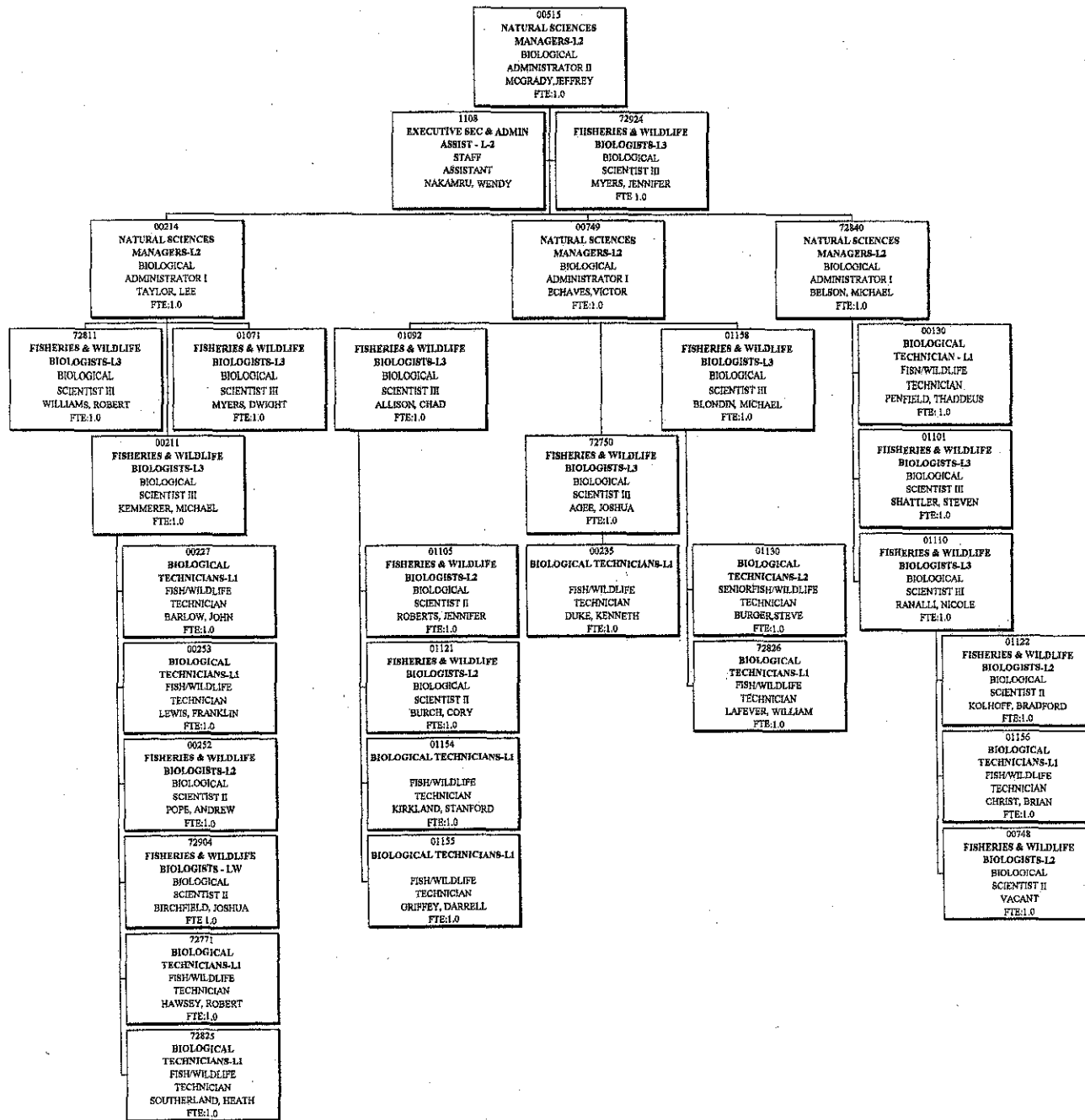


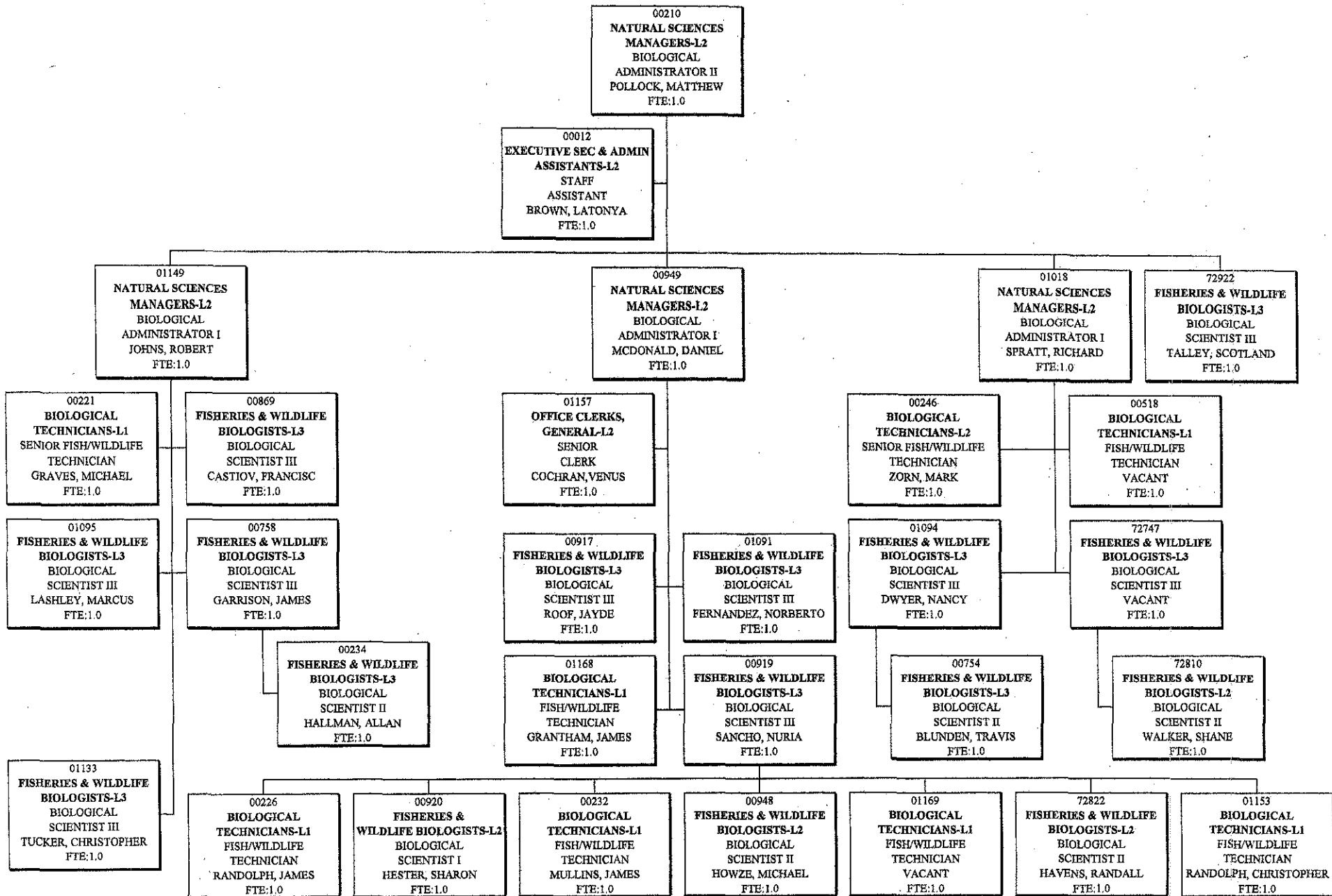
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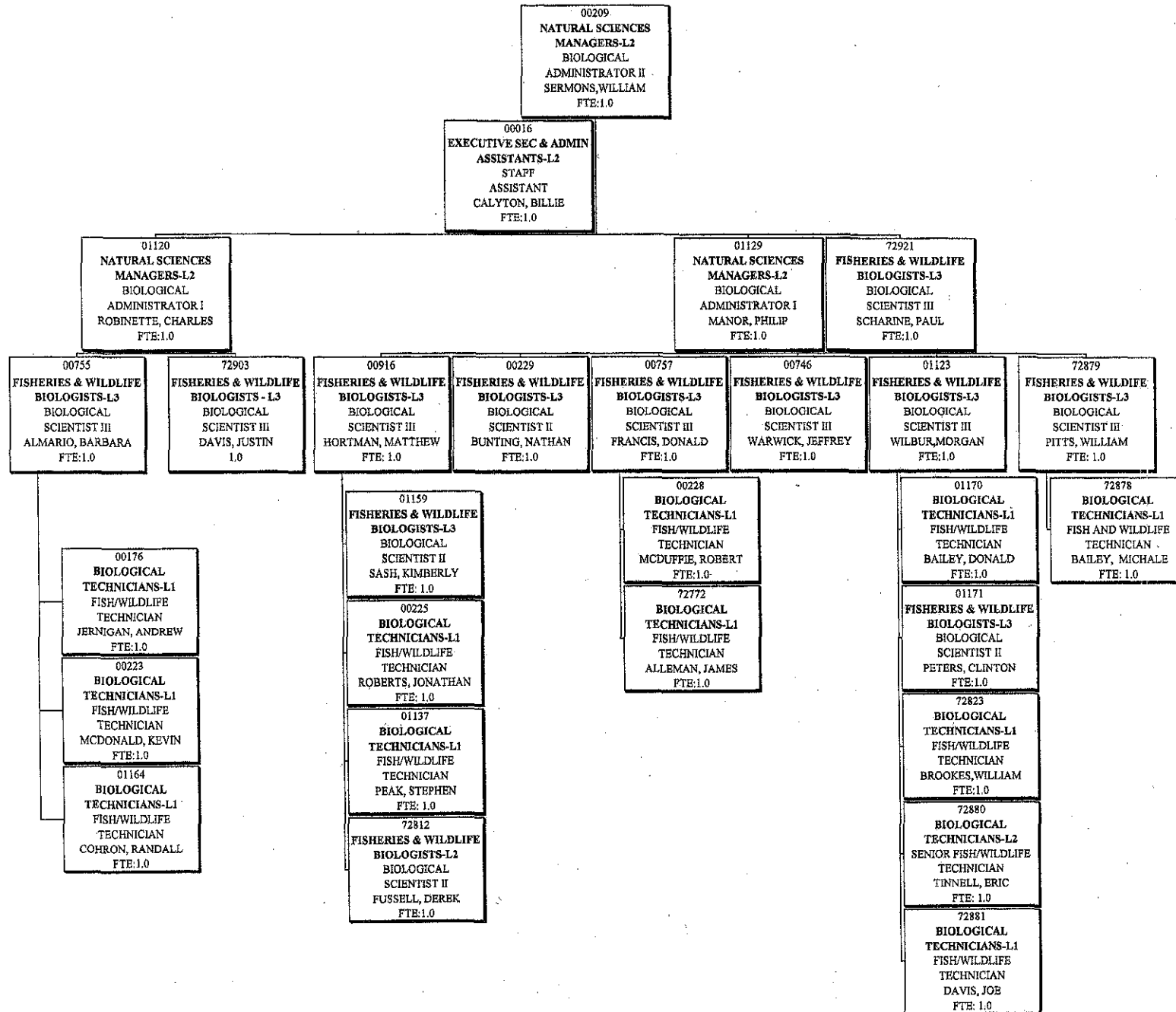
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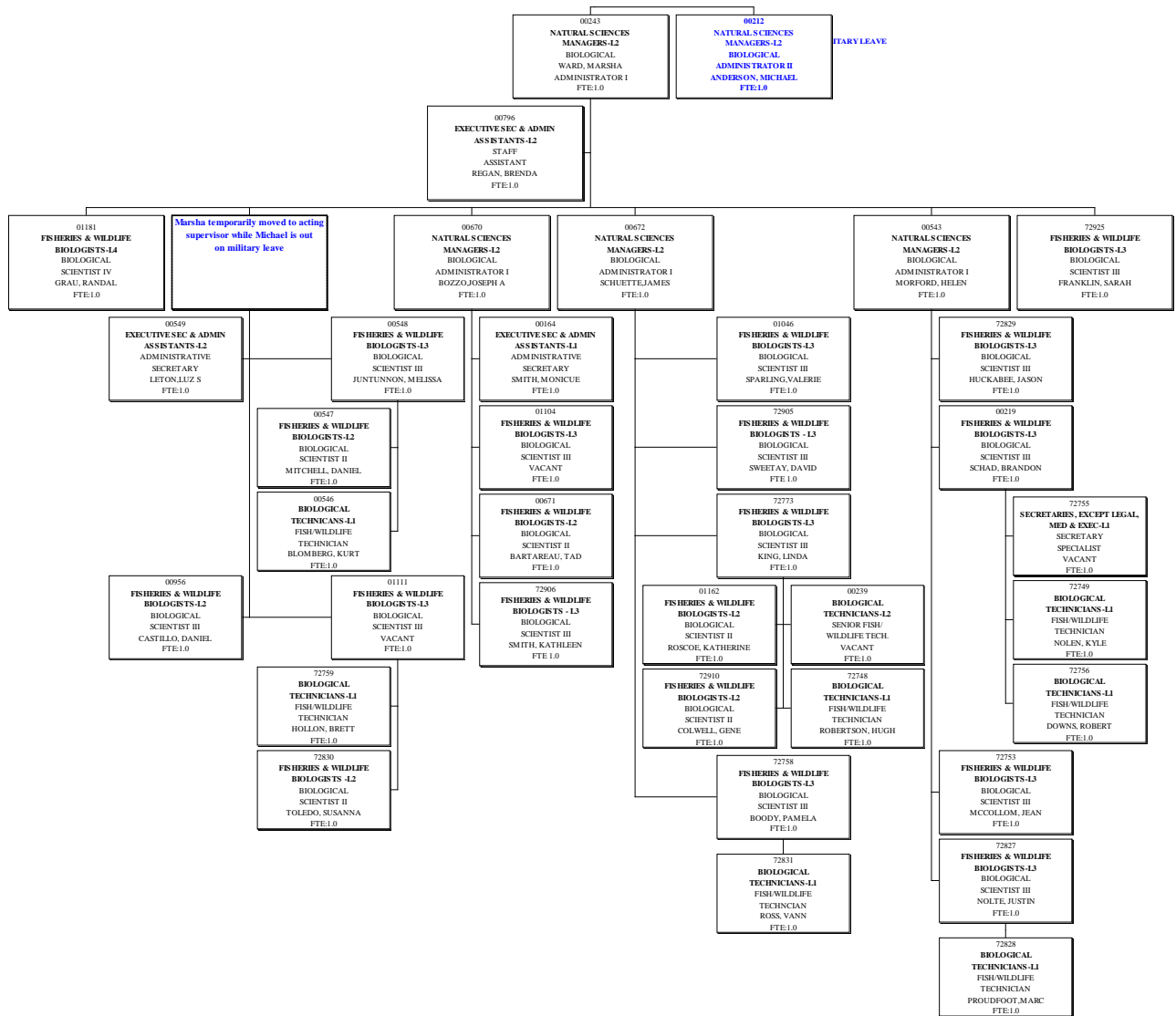


DIVISION OF HABITAT AND SPECIES CONSERVATION
 TERRESTRIAL HABITAT CONSERVATION AND RESTORATION SECTION
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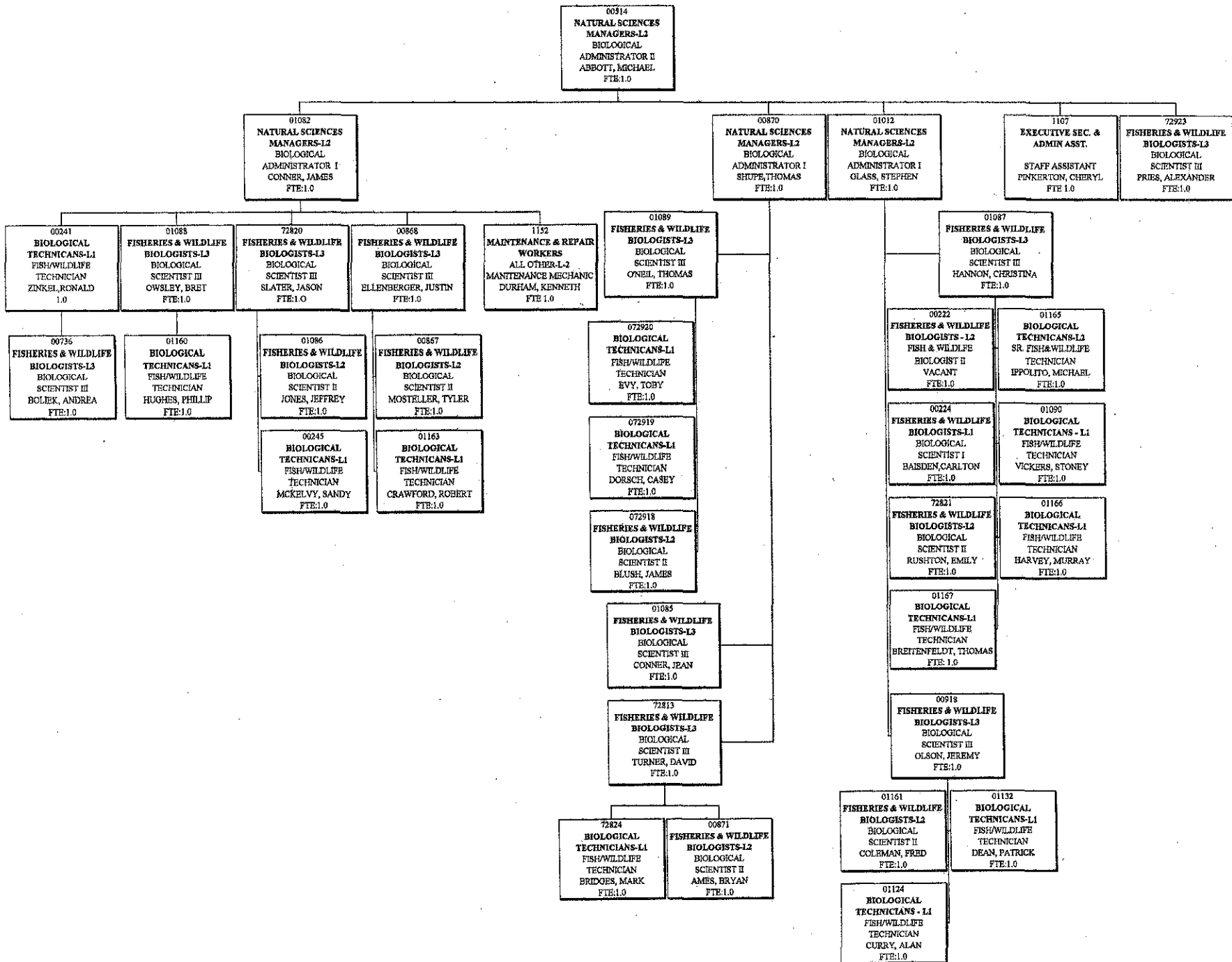


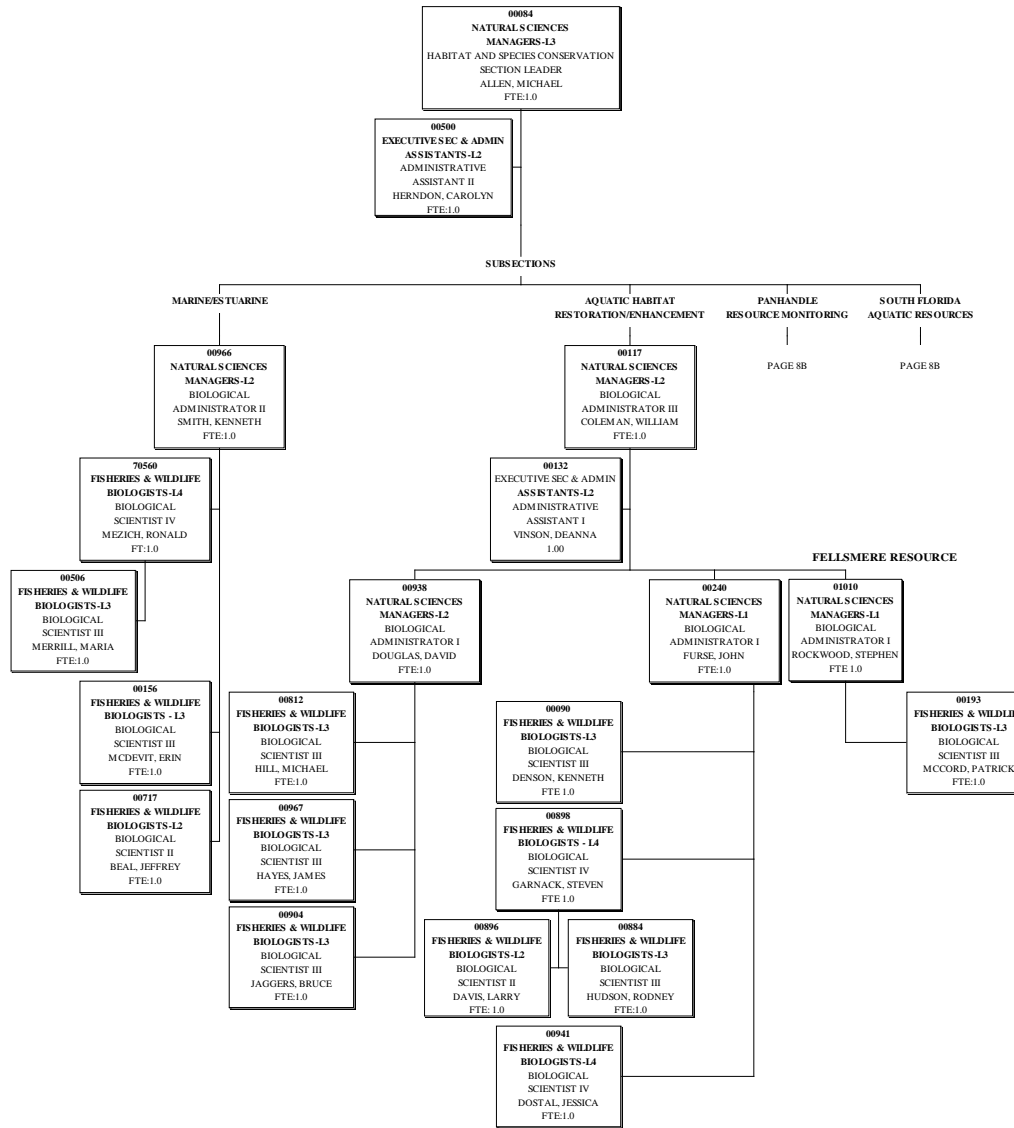




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9/17/2010

DIVISION OF HABITAT AND SPECIES CONSERVATION PAGE HSC 6
 TERRESTRIAL HABITAT CONSERVATION AND
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 SOUTH REGION
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REVISED 9/17/2010

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 NATURAL SCIENCES
 MANAGERS-L2
 BIOLOGICAL
 ADMINISTRATOR III
 COLEMAN, WILLIAM
 FTE:1.0

PANHANDLE RESOURCE MONITORING

SOUTH FLORIDA
 AQUATIC RESOURCES

00630
 NATURAL SCIENCES
 MANAGERS-L2
 BIOLOGICAL
 ADMINISTRATOR I
 MESING, CHARLES
 FTE:1.0

00094
 NATURAL SCIENCES
 MANAGERS -L2
 BIOLOGICAL
 ADMINISTRATOR I
 COUGHLIN, TIMOTHY
 FTE:1.0

00091
 NATURAL SCIENCES
 MANAGERS - L2
 BIOLOGICAL
 ADMINISTRATOR II
 FOX, DONALD
 FTE 1.0

00810
 EXECUTIVE SEC & ADMIN.
 ASSISTANTS - L2
 STAFF
 ASSISTANT
 SMALL, DARCY
 FTE 1.0

00459
 EXECUTIVE SEC & ADMIN.
 ASSISTANTS - L2
 STAFF
 ASSISTANT
 JASENT, ANNA
 FTE 1.0

00635
 EXECUTIVE SEC & ADMIN.
 ASSISTANTS - L2
 STAFF
 ASSISTANT
 MORRIS, CARLOYN
 FTE 1.0

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 TECHNICIANS - L2
 SENIOR FISH/WILDLIFE
 TECHNICIAN
 SPELMAN, MICHAEL
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 BIOLOGISTS-L3
 BIOLOGICAL
 SCIENTIST III
 LANDRUM, ADRIENE
 FTE:1.0

00114
 FISHERIES & WILDLIFE
 BIOLOGISTS -L3
 BIOLOGICAL
 SCIENTIST III
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 SCIENTIST II
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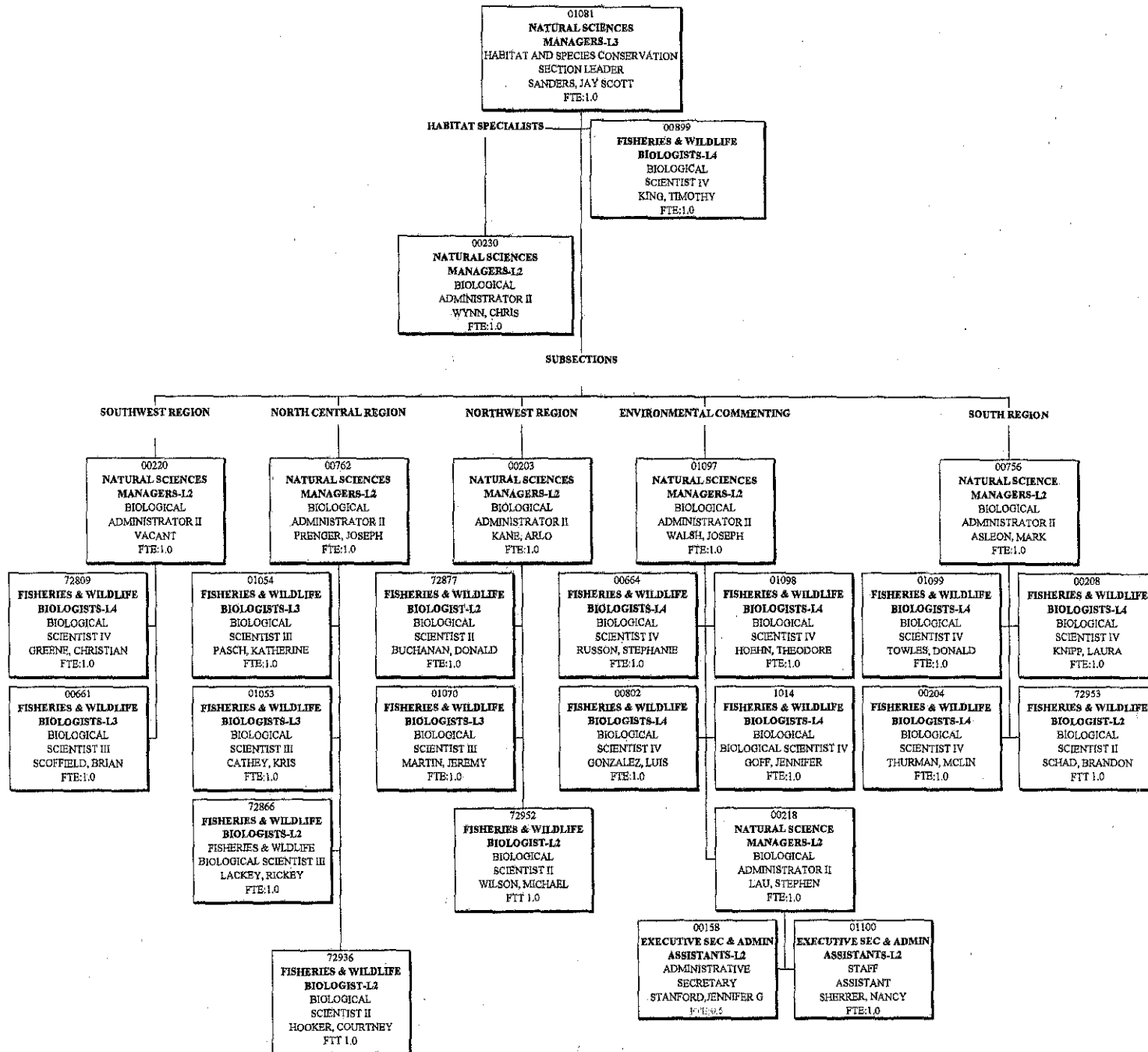
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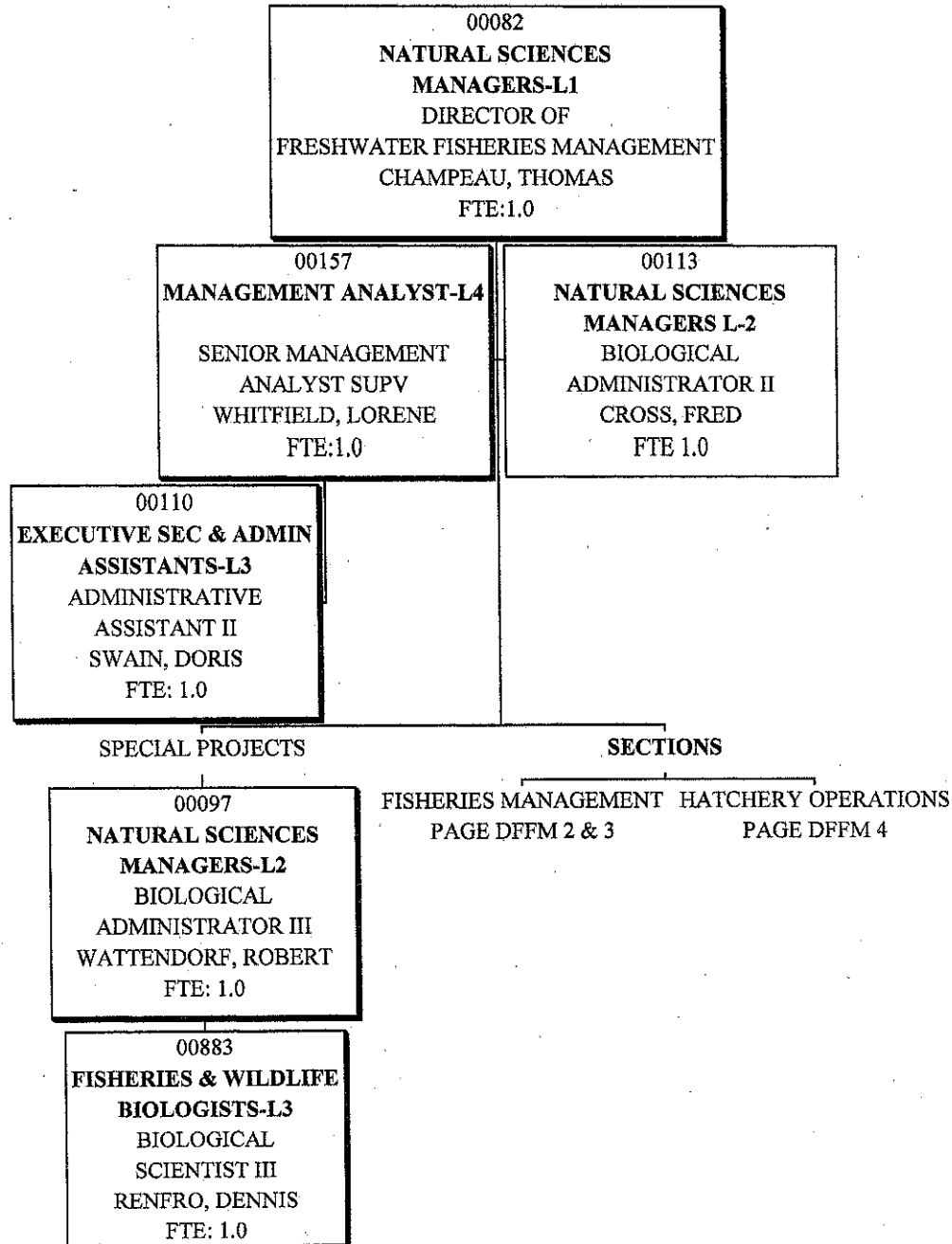
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 SCIENTIST III
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01039
 FISHERIES & WILDLIFE
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 SCIENTIST II
 BACHELDER, BRENT
 FTE: 1.0

DIVISION OF HABITAT AND SPECIES CONSERVATION
 AQUATIC HABITAT CONSERVATION AND RESTORATION
 F.T.E. THIS PAGE 14





**DIVISION OF FRESHWATER FISHERIES MANAGEMENT
OFFICE OF THE DIRECTOR
ESTABLISHED FTE 69.5
F.T.E. THIS PAGE 6**

00305
 NATURAL SCIENCES
 MANAGERS-L3
 FRESHWATER FISHERIES MANAGEMENT
 SECTION LEADER
 JONES, MARION
 FTE:1.0

SUBSECTIONS

REGIONAL FISHERIES MANAGEMENT

NORTHWEST REGION

NORTH CENTRAL REGION

NORTHEAST REGION

SOUTH REGION

SOUTHWEST REGION

REGIONAL FISHERIES

00127
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 MANAGERS-L1
 BIOLOGICAL
 ADMINISTRATOR II
 PAXTON, CHRISTOPHER
 FTE:1.0

00106
 NATURAL SCIENCES
 MANAGERS-L2
 BIOLOGICAL
 ADMINISTRATOR II
 MARTIN, ALLEN
 FTE:1.0

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 NATURAL SCIENCES
 MANAGERS-L2
 BIOLOGICAL
 ADMINISTRATOR II
 HALE, MARTY
 FTE:1.0

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 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L2
 STAFF
 ASSISTANT
 FERNANDEZ, MADELINE
 FTE:1.0

00605
 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L2
 STAFF
 ASSISTANT
 HOLLINGSWORTH, RENEE
 FTE:1.0

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 EXECUTIVE SEC & ADMIN
 ASSISTANTS-L2
 STAFF
 ASSISTANT
 BELLINGER, CYNTHIA
 FTE:1.0

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 BIOLOGISTS-L3
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 SCIENTIST III
 WOODSIDE, KATIE
 FTE:1.0

JOB BUDD AQUATIC
 EDUCATION CENTER

FWC-MANAGED
 IMPOUNDMENTS

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 BIOLOGISTS-L2
 BIOLOGICAL
 SCIENTIST II
 KIERL, NICOLE
 FTE:1.0

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 FISHERIES & WILDLIFE
 BIOLOGISTS-L3
 BIOLOGICAL
 SCIENTIST III
 WADDELL, RAE
 FTE:1.0

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 FISHERIES & WILDLIFE
 BIOLOGISTS-L3
 BIOLOGICAL
 SCIENTIST III
 DEMAURO, ROBERT
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 SPECIALIST
 FNOBL, DOUGLAS
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 STAFF
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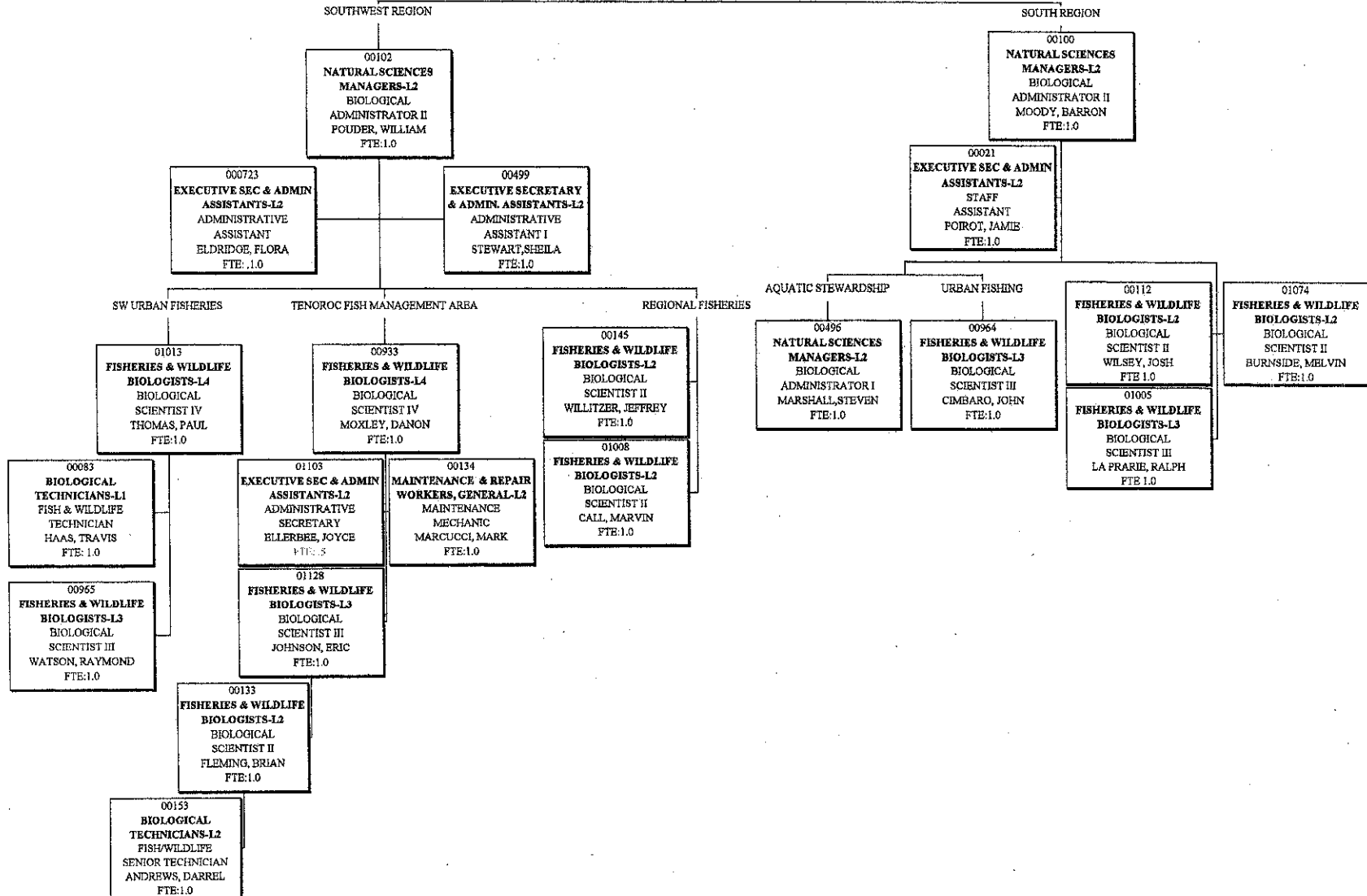
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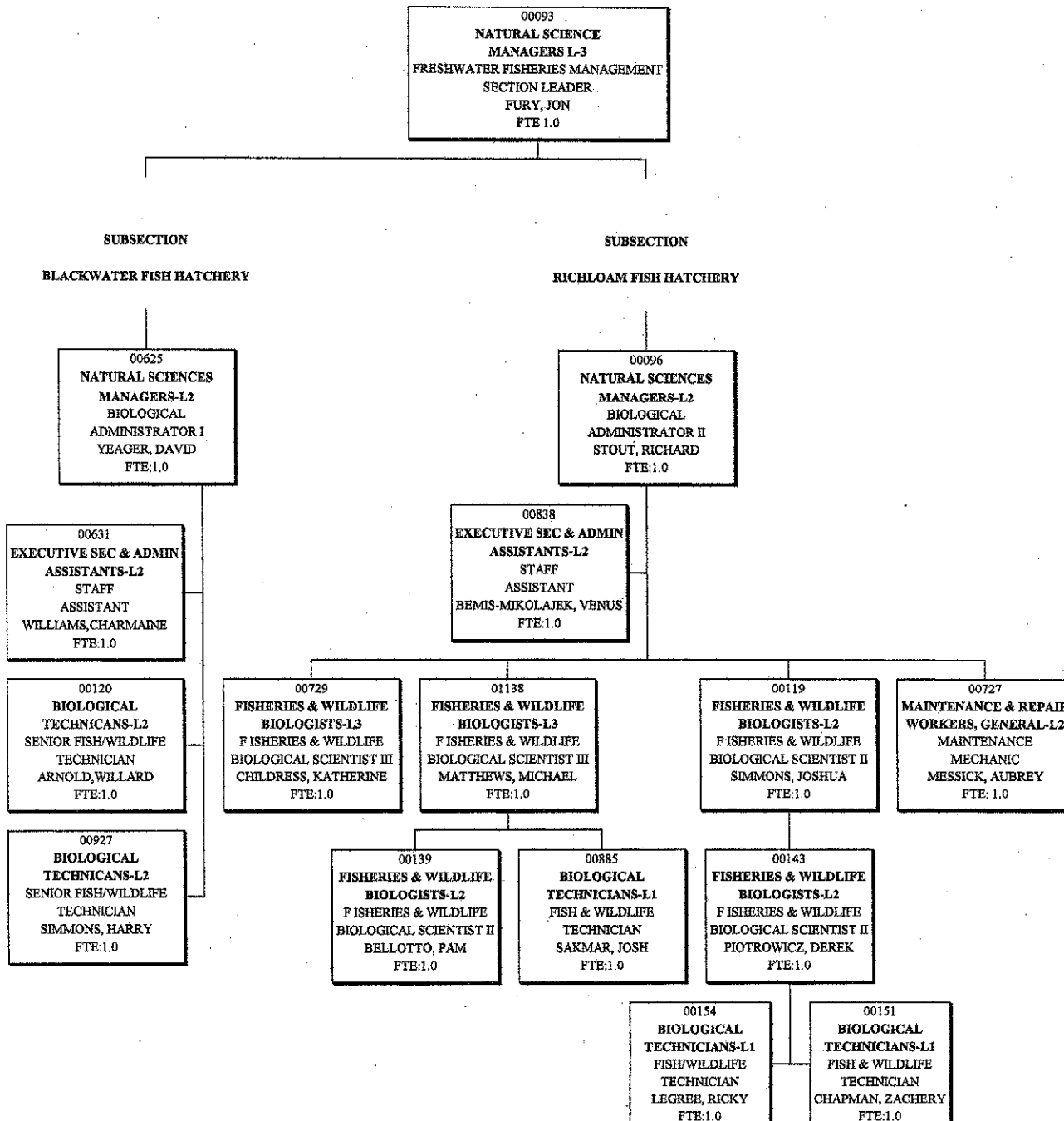
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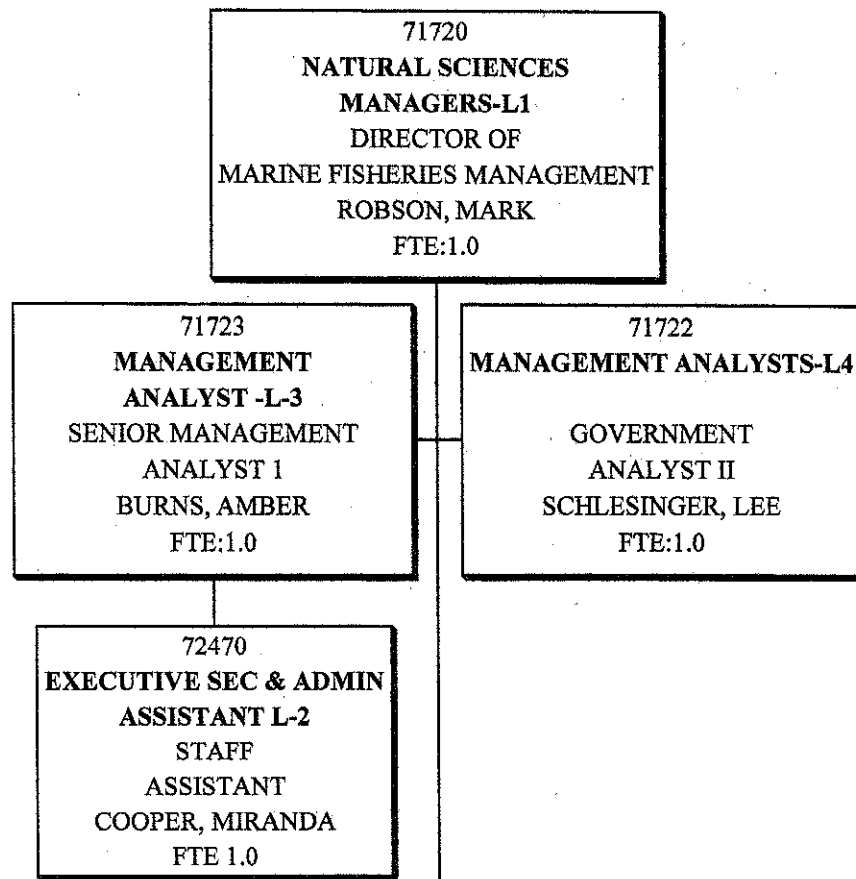
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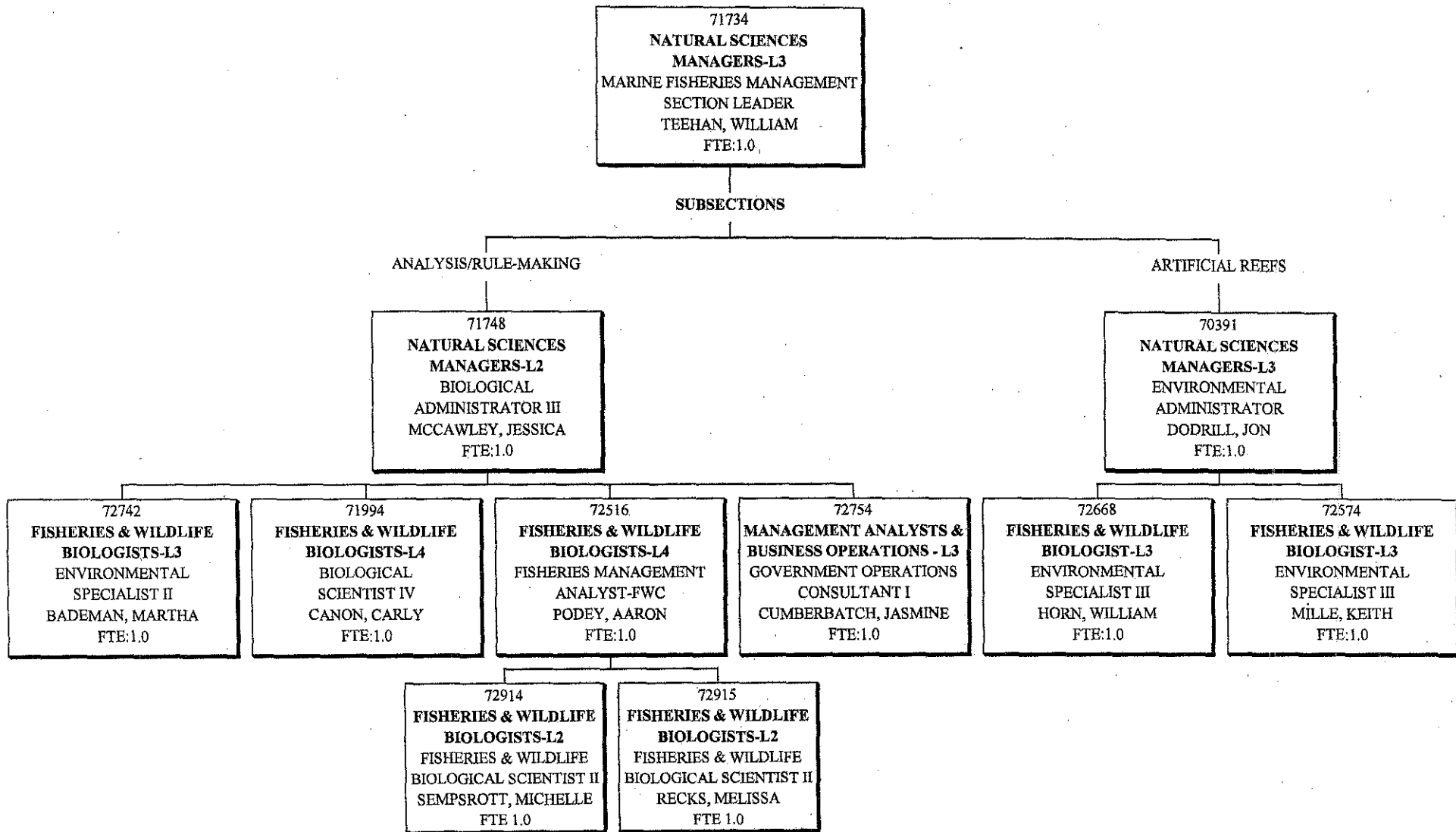


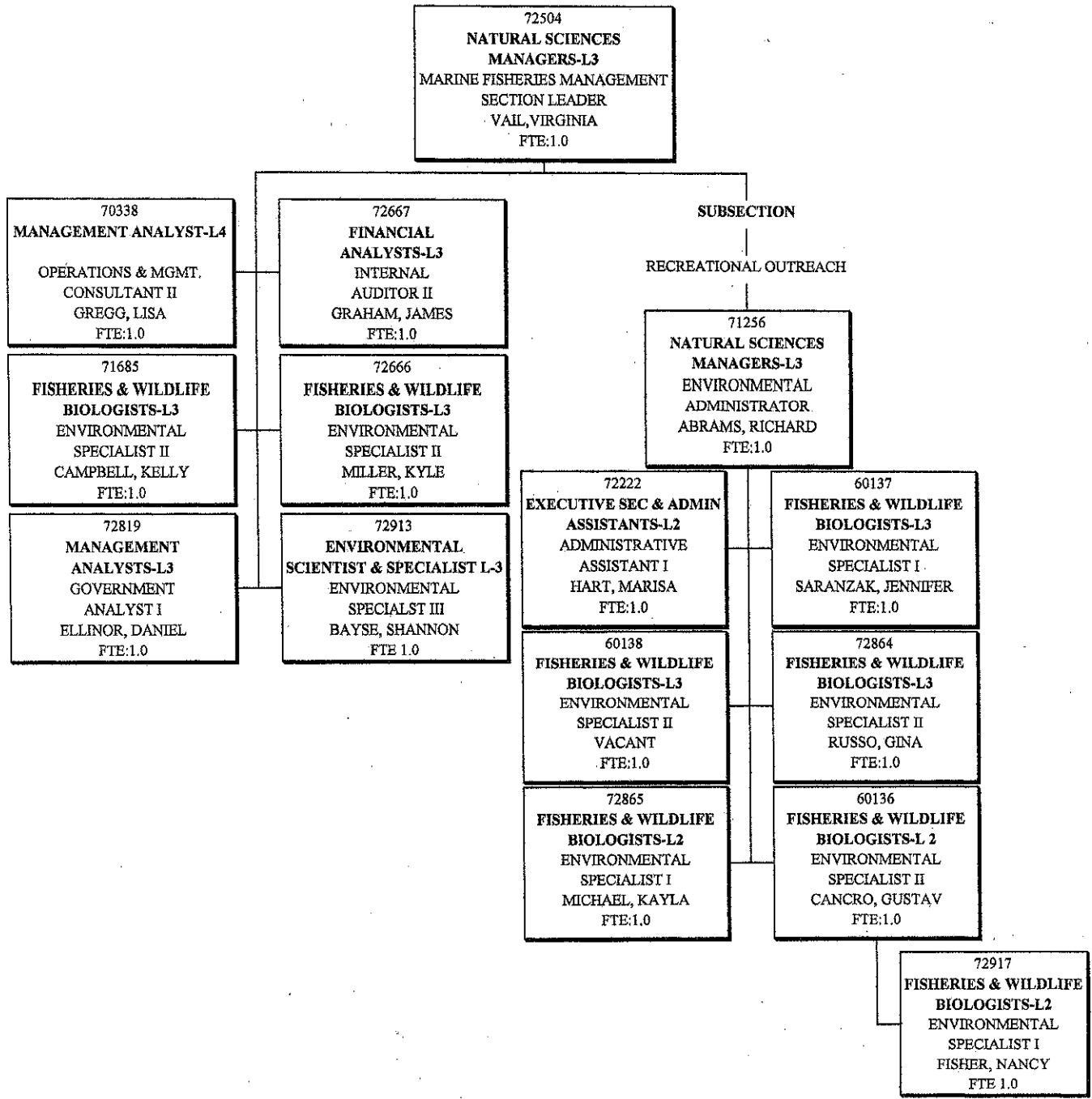


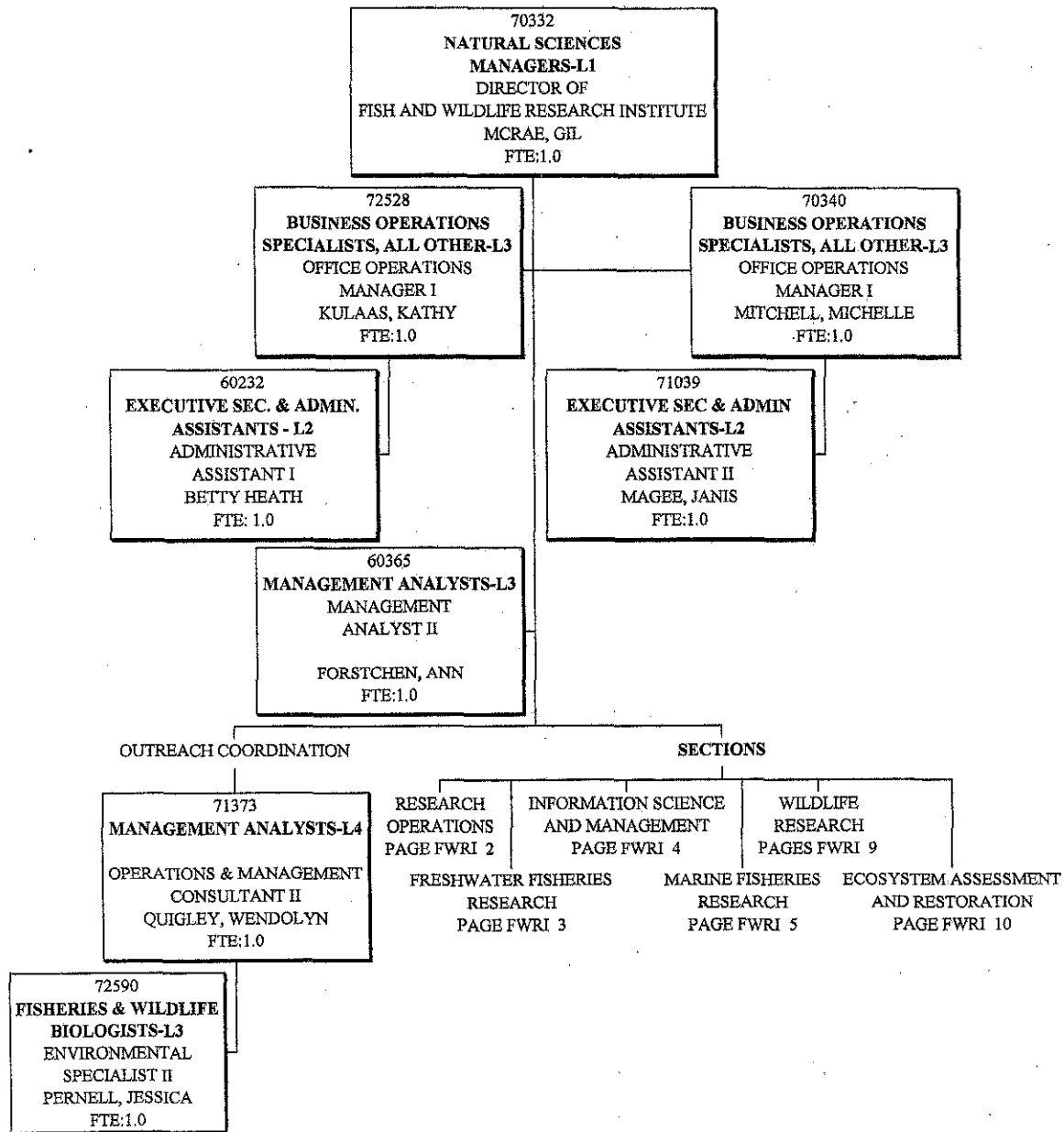
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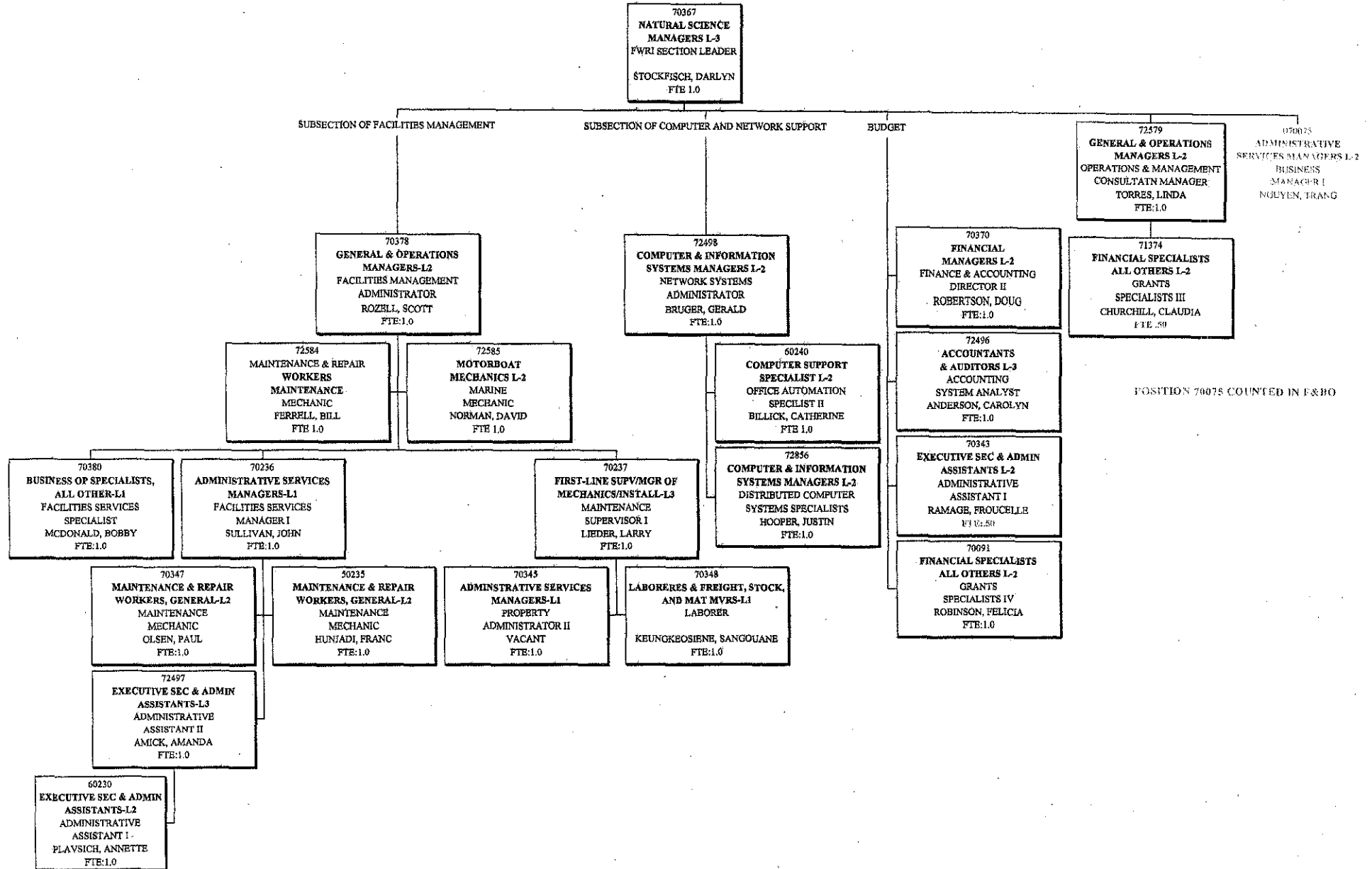
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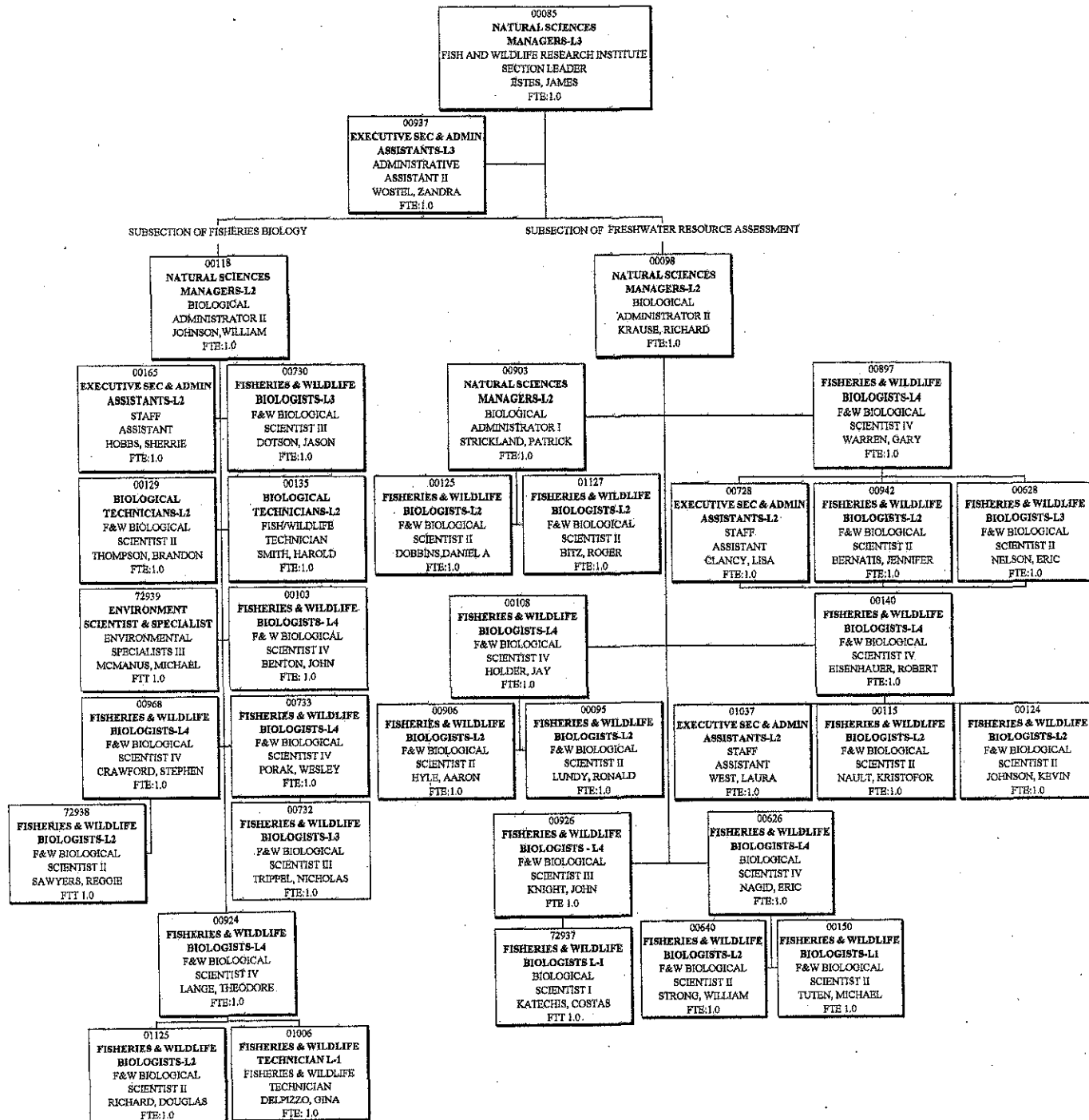
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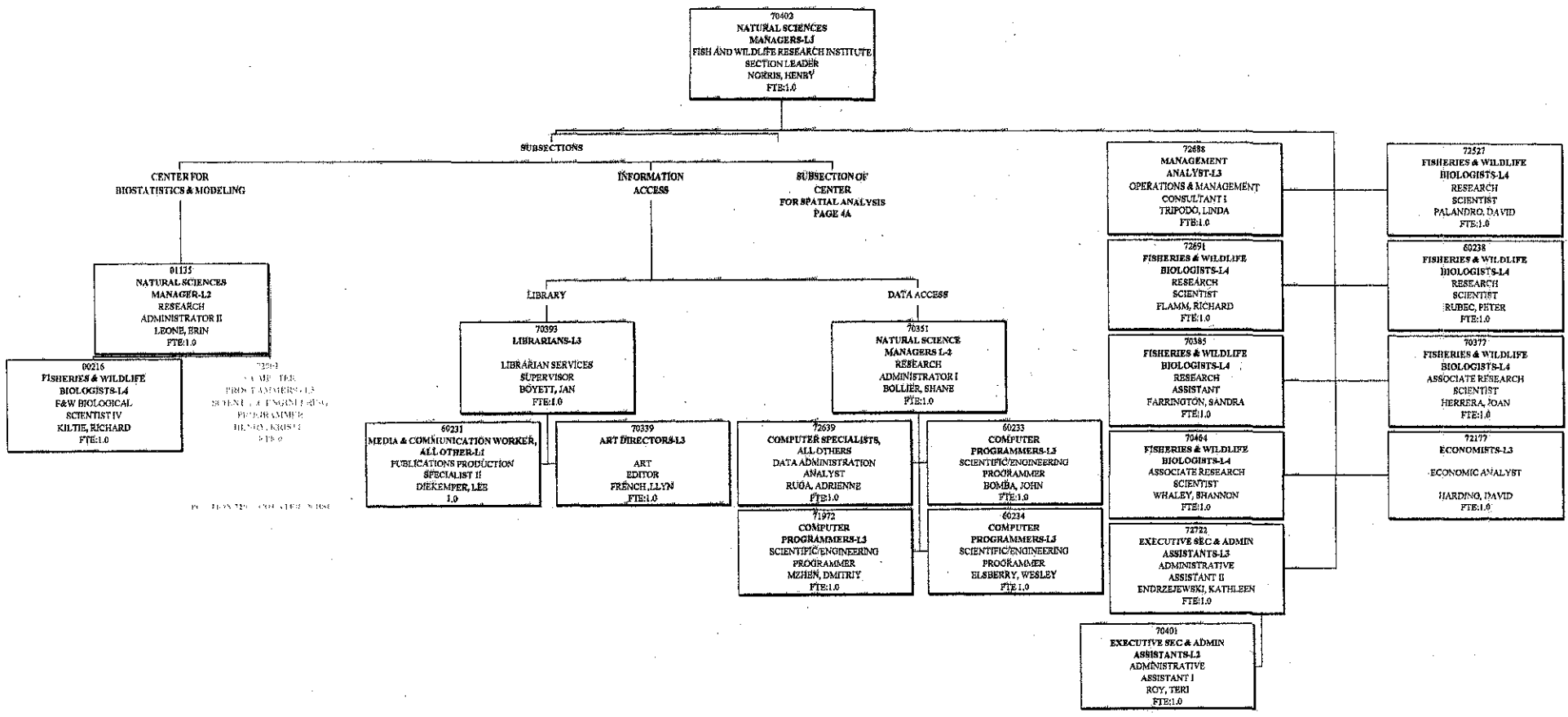






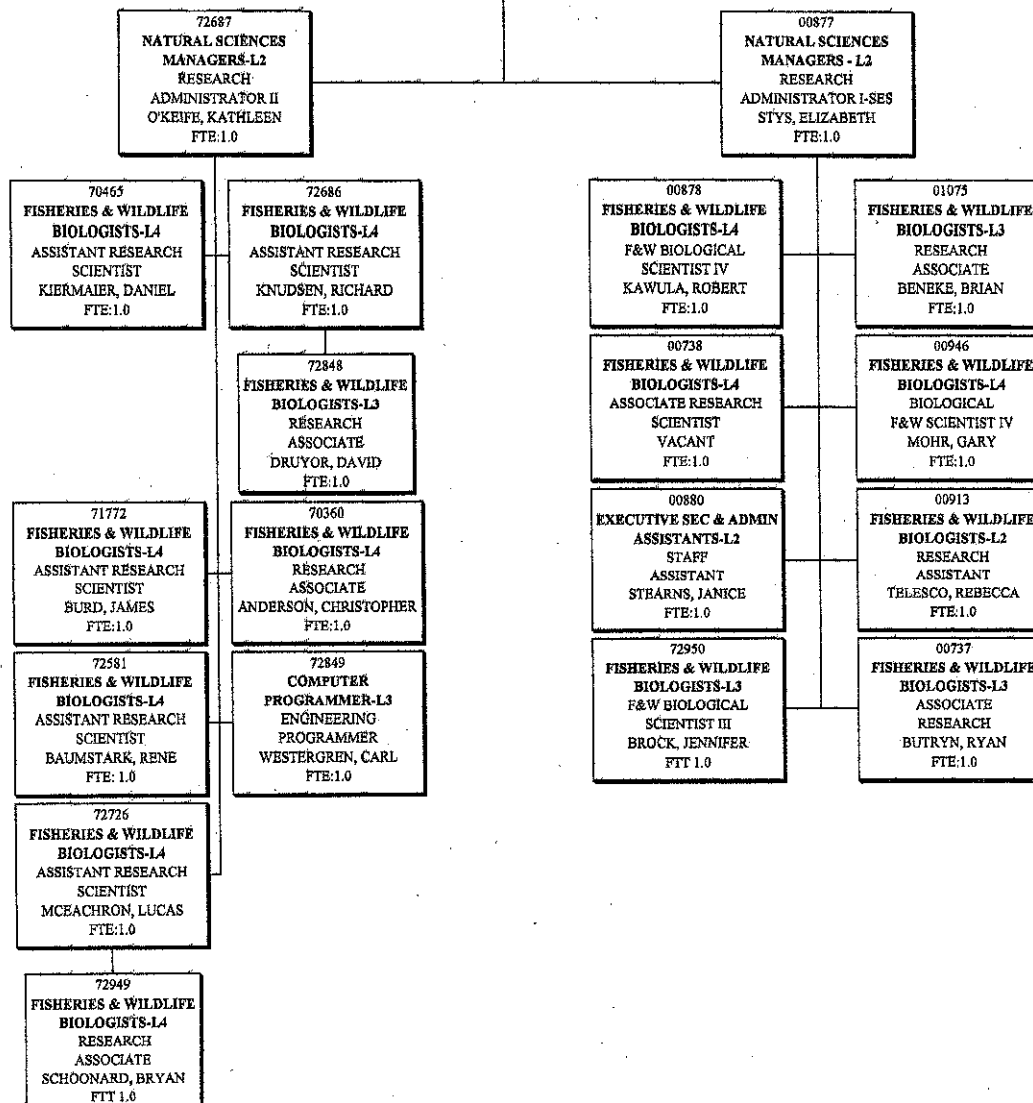






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 FISH AND WILDLIFE RESEARCH INSTITUTE
 SECTION LEADER
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SUBSECTION - CENTER FOR
 SPATIAL ANALYSIS



70392
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 DIRECTOR OF
 FISH AND WILDLIFE RESEARCH INSTITUTE
 MCRAE, GIL

71752
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 MANAGERS-L3
 FISH AND WILDLIFE RESEARCH INSTITUTE
 SECTION LEADER
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 ASSISTANT II
 NOUSIAINEN, ERDA
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 ASSISTANT I
 MUIR, WILMA
 FTE:1.0

SUBSECTIONS

FISHERIES STOCK
 ASSESSMENT

FISHERIES INDEPENDENT
 MONITORING
 PAGE FWRI 7

FISHERIES
 BIOLOGY
 PAGE FWRI 6

FISHERIES DEPENDENT
 MONITORING
 PAGE FWRI 8

FISHERIES STOCK
 ENHANCEMENT RESEARCH

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 MANAGER-L2
 RESEARCH
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 YOUNG, JOHN
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 MAHMOUDI, BEHZAD
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 COOPER, WADE
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 SUPERVISOR I
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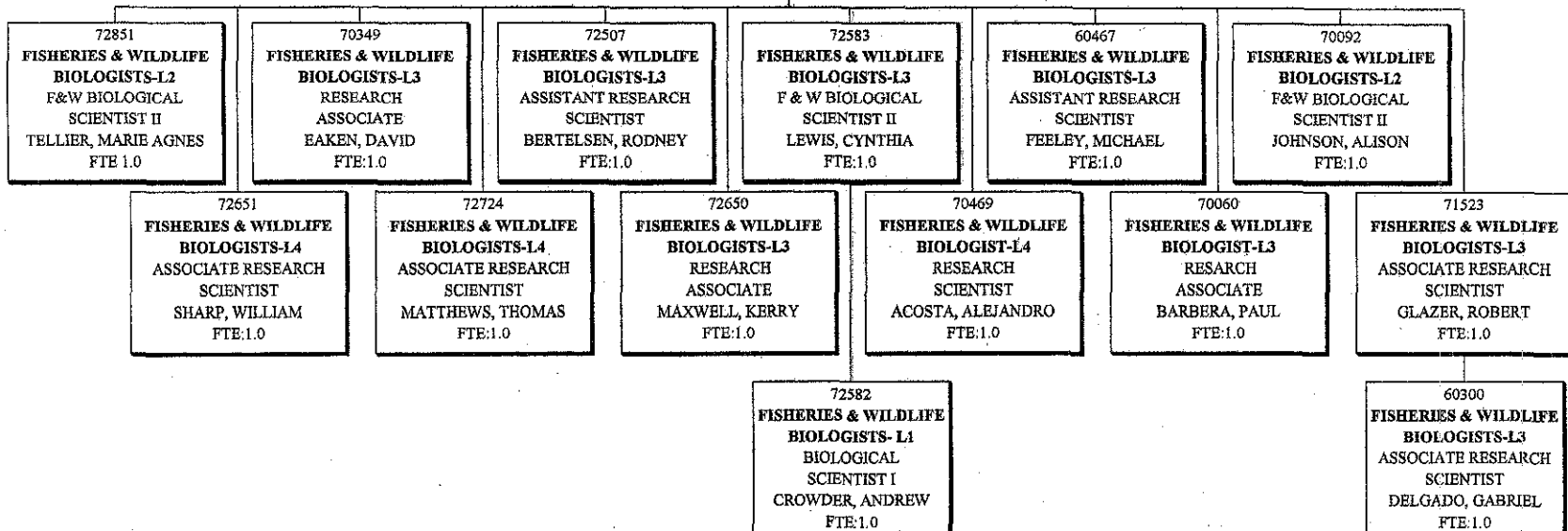
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DIRECTOR OF
FISH AND WILDLIFE RESEARCH INSTITUTE
MCRAE, GIL

KEYS FISHERIES
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PROGRAM
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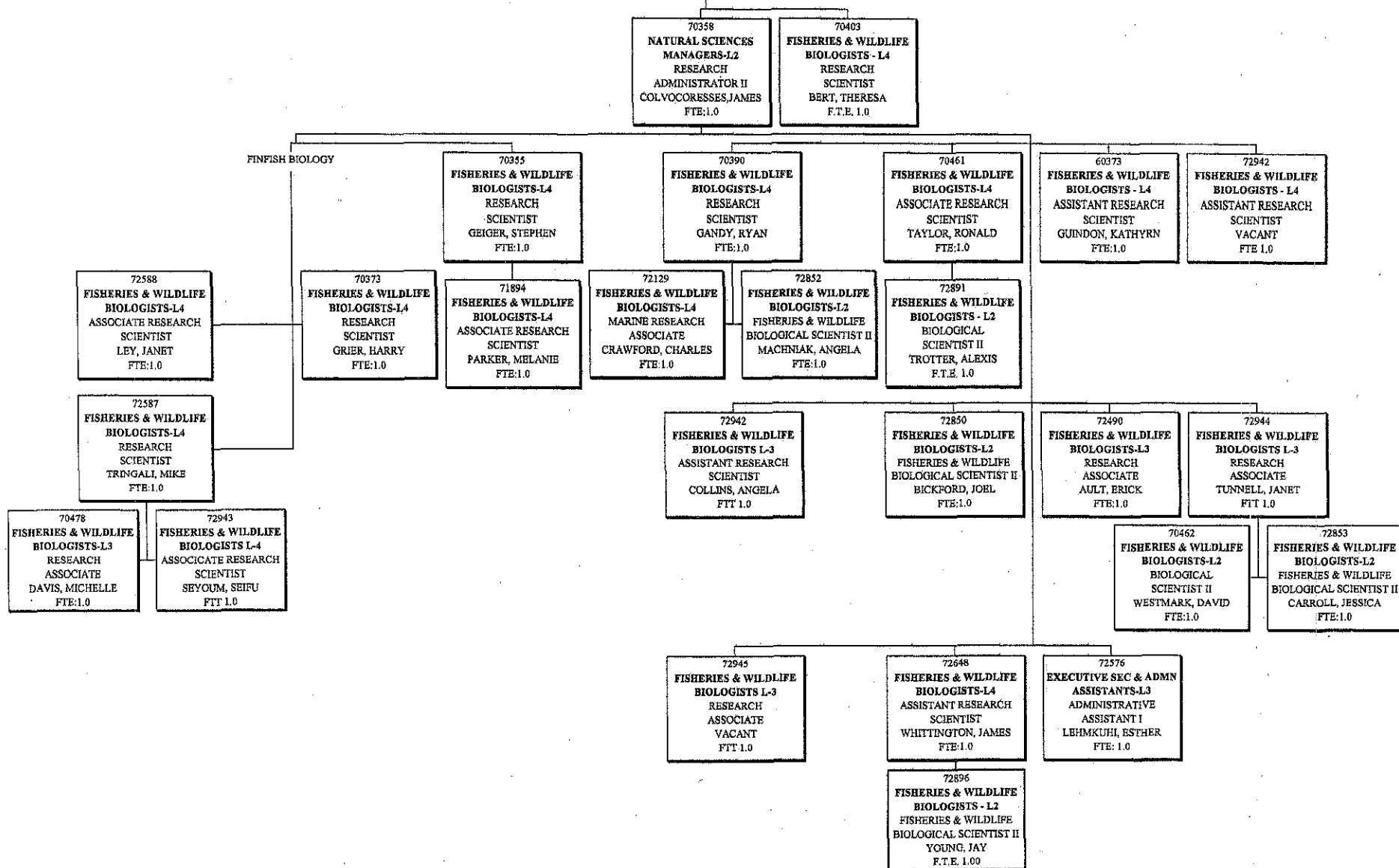
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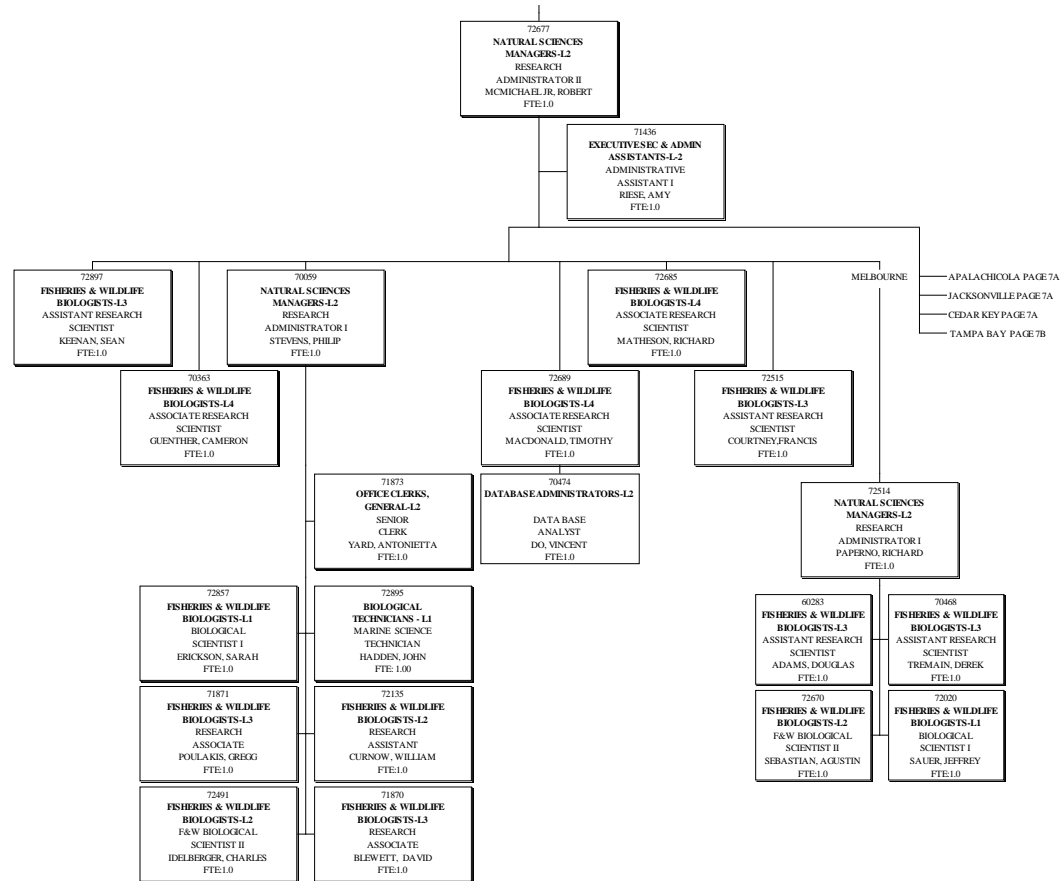
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FISH AND WILDLIFE RESEARCH INSTITUTE
SECTION LEADER
BARBERI, LUIZ

FISHERIES BIOLOGY SUBSECTION



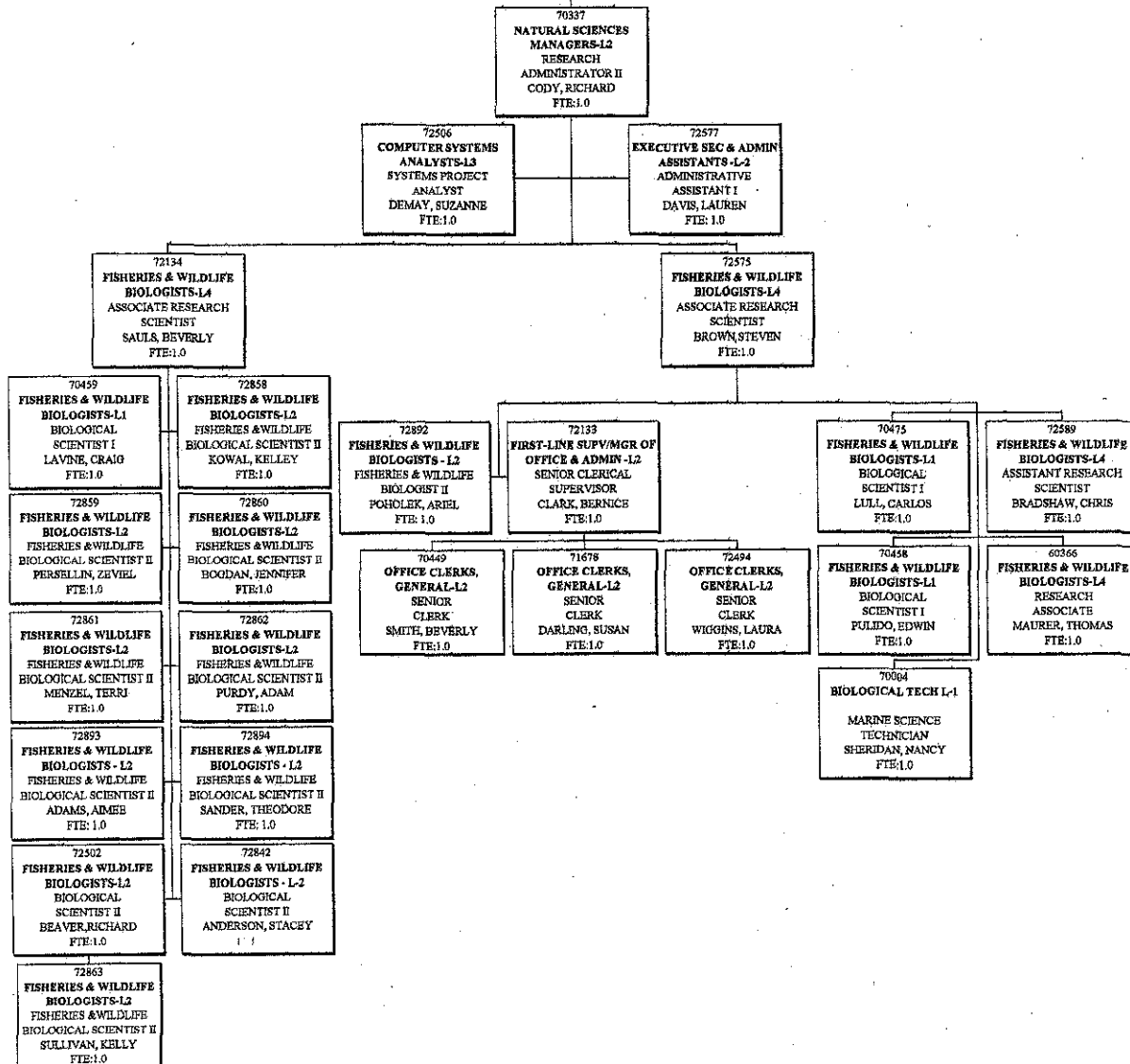
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FISH AND WILDLIFE RESEARCH INSTITUTE
 SECTION LEADER
 BARBER, LUIZ

FISHERIES INDEPENDENT MONITORING SUBSECTION



11/52
NATURAL SCIENCES MANAGERS L-1
FISH AND WILDLIFE RESEARCH MINSTITUTE
 SECTION LEADER
 BARBER, LUZ

FISHERIES DEPENDENT MONITORING SUBSECTION



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 FISH AND WILDLIFE RESEARCH INSTITUTE
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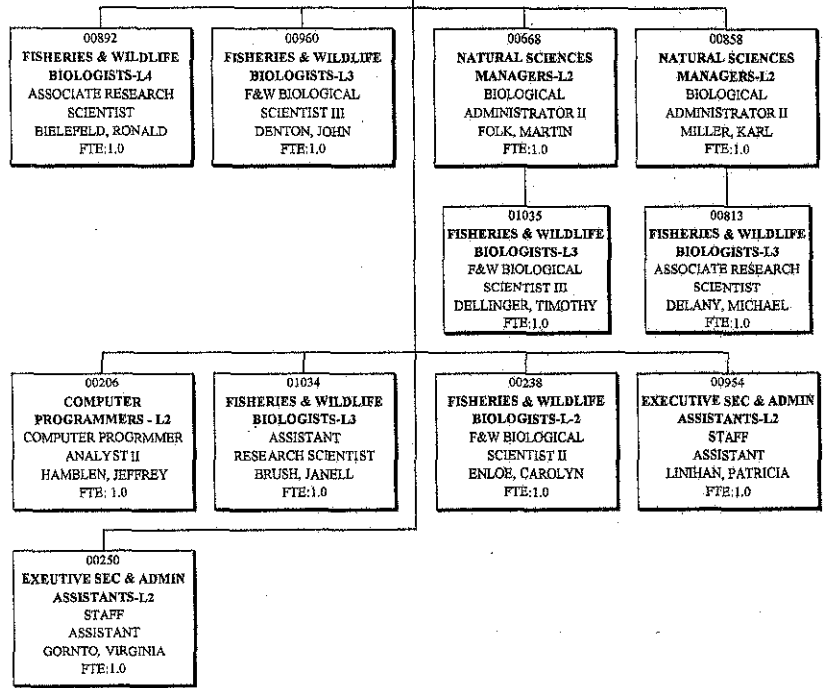
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SUBSECTIONS

AVIAN RESEARCH REPTILES AND AMPHIBIANS RESEARCH PAGE 9A MARINE TURTLE RESEARCH PAGE 9A TERRESTRIAL MAMMAL RESEARCH PAGE 9A MARINE MAMMAL RESEARCH PAGE 9B

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00860
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 ADMINISTRATOR II
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70332
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 MANAGERS-L1
 DIRECTOR OF
 FISH AND WILDLIFE RESEARCH INSTITUTE
 MCRAE, GILL**

70476
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 RESEARCH
 ADMINISTRATOR II
 FLEWELLING, LEANNE**

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 ASSISTANTS-L3
 OPERATIONS MANAGEMENT
 CONSULTANT I
 HOYT, JEANNE
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 ASSISTANTS-L2
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 ASSISTANT I
 MURPHY, SUSAN
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 RESEARCH
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 BIOLOGISTS-L2
 RESEARCH
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 GRANHOLM, APRIL
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**HARMFUL ALGAL
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**FISH AND
 WILDLIFE HEALTH**

**SUBSECTION
 HABITAT
 RESEARCH
 PAGE 10B**

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 MANAGER
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 SCIENTIST
 TRUBY, HARNEST
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 MANAGERS L-1
 DIRECTOR OF
 FISH & WILDLIFE RESEARCH INSTITUTE
 MCRAE, GILL**

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 ADMINISTRATOR II
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 ASSISTANTS-L2
 ADMINISTRATIVE
 ASSISTANT I
 THOMPSON, JULIE
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HABITAT RESEARCH

CORALS

SAV

AQUATIC PLANTS

UPLAND PLANTS

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 BIOLOGISTS-L2
 FISHERIES & WILDLIFE
 BIOLOGICAL SCIENTIST II
 COLELLA, MICHAEL
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FISH AND WILDLIFE CONSERVATION COMMISSION		FISCAL YEAR 2009-10			
		SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT				286,235,703	5,156,342
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)				-8,788,011	0
FINAL BUDGET FOR AGENCY				277,447,692	5,156,342
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Fisheries Assessment * Number of fisheries assessments and data summaries conducted		268,907	71.05	19,105,713	
Imperiled Species And Wildlife Assessments * Number of requests for status of endangered and threatened species and wildlife		66,129	111.54	7,376,069	
Harmful Algal Bloom And Aquatic Health Monitoring And Assessment * Number of red tide and aquatic health assessments completed		739,657	6.88	5,087,422	
Habitat Monitoring And Assessment * Number of requests for assessments or seagrass, saltmarsh, or mangrove, coral, aquatic, and upland habitat		9,820	205.77	2,020,641	
Gis Technical Support And Services * Number of technical and analytical GIS remote sensing requests completed and GIS oil spill training assistance provided		747,461	5.18	3,873,206	
Manatee Rehabilitation * Number of Manatees Rehabilitated		110	10,454.55	1,150,000	
Recreational Licenses And Permits * Number of Recreational Licenses and Permits Issued		2,385,426	1.10	2,613,647	
Commercial Licenses And Permits * Number Commercial fishing and wildlife licenses, permits and tags issued		2,061,869	0.55	1,142,452	
Conservation Stewardship: Educate Citizens About Fish And Wildlife Conservation * Number of people reached with conservation messages		3,188,500	0.02	71,698	
Hunter Safety And Ranges * Number of students graduating from Hunter Safety courses		12,488	160.71	2,006,887	
Media Relation - Inform And Educate Citizens About Fish And Wildlife Messages * Number of People reached with fish and wildlife messages		5,819,636	0.23	1,343,500	
Florida Wildlife Magazine * Annual Distribution		100,000	3.57	357,127	
Public Awareness And Economic Development * Number of rural counties counseled regarding use of nature-based recreation as an economic tool		18	1,058.17	19,047	
Land Acquisition * Acres of fish and wildlife habitat purchased		2,866	202.60	580,656	
Conservation Coordination * Number of request from other agencies and the number of agency rules that are processed		1,199	322.34	386,480	
Uniform Patrol And Investigations * Number of patrol and investigation hours		1,182,428	63.09	74,601,902	
Inspections * Number of inspections		4,308	270.96	1,167,293	
Aviation * Number of flight hours		3,280	734.68	2,409,742	
Boating And Waterways * Number of boating and waterway projects supported		456	11,654.79	5,314,584	4,456,342
Field Services * Number of service/repair hours		30,167	151.86	4,581,034	
Training * Hours of training completed		65,306	36.26	2,367,800	
Manage And Restore Public Lands * Number of acres managed for wildlife		5,879,257	3.82	22,457,275	
Game Management - Hunting Opportunities * Number of hunters served		166,315	25.28	4,204,904	
Plan And Coordinate Habitat And Land Use * Number of written technical assists provided		888	2,597.71	2,306,768	
Wildlife Viewing Recreation * Number of Floridians and visitors engaged in wildlife viewing		4,137,660	0.32	1,334,339	
Protect Manatees, Sea Turtles, Panthers And Black Bear * Number of recovery plan actions implemented		75	28,260.11	2,119,508	
Manage And Restore Freshwater And Marine Habitats * Number of water acres where habitat projects have been completed		79,813	82.28	6,567,401	
Protect Nongame Fish And Wildlife * Number of native fish and wildlife species with stable or increasing populations		336	12,009.84	4,035,306	
Prevent Introduction Of And Eliminate Undesirable Exotic Species * Number of exotic species with management plans written		6	136,366.83	818,201	
Manage Invasive Aquatic Plants In Public Waterways * Number of acres of public water bodies managed		1,250,000	18.33	22,913,045	
Manage Invasive Exotic Upland Plants On Public Conservation Lands * Number of acres of invasive exotic upland plants managed		153,456	60.41	9,270,933	
Lakes And Rivers Freshwater Fisheries Management * Number of Water Bodies and Acres Managed to Improve Fishing		1,627,750	3.51	5,707,920	
Freshwater Fish Stocking * Number of Fishes Stocked		2,834,717	0.62	1,761,021	
Marine Fisheries Management * Number of Fishery Management Plans Reviewed and Analysis Conducted		54	13,691.15	739,322	
Marine Fisheries Education And Outreach * Number of Educational and Outreach Contacts		675,211	1.35	914,555	
Artificial Reef Management * Number of Reefs Created and/or Monitor		207	1,583.21	327,725	700,000
Marine Fisheries Commercial Services * Number of Marine Fisheries Service Contacts		620,039	1.19	740,128	
TOTAL				223,795,251	5,156,342
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				13,910,818	
REVERSIONS				39,741,558	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				277,447,627	5,156,342

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.

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

IUCSSP03 LAS/PBS SYSTEM
BUDGET PERIOD: 2001-2012
STATE OF FLORIDA

SP 09/24/2010 11:55
SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY
AUDIT REPORT FISH/WILDLIFE CONSERV COMM

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.)

*** NO ACTIVITIES FOUND ***

TOTALS FROM SECTION I AND SECTIONS II + III:

*** NO DISCREPANCIES FOUND ***

77650200	1406000000	ACT0650	FWRI - ADMINISTRATIVE SERVICES AND	5,915,594
77200100	1202000000	ACT2500	LAW ENFORCEMENT ADMINISTRATION	1,815,346
77350200	1406000000	ACT3550	HABITAT AND SPECIES CONSERVATION	5,088,399
77300200	1406000000	ACT3900	HUNTING AND GAME MANAGEMENT	345,304
77400200	1406000000	ACT4500	FRESHWATER FISHERIES ADMINISTRATION	237,414
77500200	1406000000	ACT5400	MARINE FISHERIES ADMINISTRATION	508,761

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 77

EXPENDITURES

FCO

FINAL BUDGET FOR AGENCY (SECTION I):	277,447,692	5,156,342
TOTAL BUDGET FOR AGENCY (SECTION III):	277,447,627	5,156,342
	-----	-----
DIFFERENCE:	65	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Fish and Wildlife Conservation Commission Contact: Sandra Wilson, CFO, 850-488-6551

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2010 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2011-2012 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2011-2012 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Lake Restoration	B	\$6.8 million	\$7.3 million
b	Non-CARL Wildlife Management	B	\$4.6 million	\$5.1 million
c	Invasive Plant Control	B	\$29.8 million	\$29.8 million
d				
e				
f				

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

The agency is requesting an additional \$2 million non-recurring spending authority for lake restoration and an additional \$1 million recurring spending authority for Non-CARL land management based on cash availability in the host trust funds. Both programs suffered severe reductions in recurring budget due to falling documentary stamp tax revenues. Lake restoration was cut by half when it lost \$4 million as was land management, which also lost \$4 million. The agency is asking to use non-recurring cash balance in the trust funds coupled with anticipated increases in the documentary stamp tax revenue stream to help buffer the impact of recent past reductions.

* R/B = Revenue or Budget Driver

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011 - 2012

Department: Fish and Wildlife Conservation Con

Chief Internal Auditor: Trevor Phillips

Budget Entity: _____

Phone Number: (850) 488-6068

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA-0903	12/31/08	FWC Finance & Budget Office(FBO)	Lack of internal control necessary to enforce compliance with Purchasing Card rules and regulations; also, lack of internal control necessary to monitor Purchasing Card activity. The audit uncovered considerable fraudulent purchasing activity, which was investigated in coordination with the Florida Department of Law Enforcement, and is currently being prosecuted by the Attorney General's Office of Statewide Prosecution.	Corrective actions are currently being planned. The audit recommended considerable changes be made to the operational policies of the Purchasing Card program as well as improvements in the training of cardholders, supervisors and approvers. An internal audit follow-up review is scheduled for early 2011.	

Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Office of Executive Direction and Administration

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	100	700		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				

3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	100	700		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	100	700		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	100	700		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	100	700		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	100	700		

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Fish, Wildlife and Boating Enforcement
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	200	100		

1. GENERAL					
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				
AUDITS:					
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				
3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
AUDITS:					

		Program or Service (Budget Entity Code)				
Action		77	200	100		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	200	100		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

	Program or Service (Budget Entity Code)				
Action	77	200	100		

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	200	100		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	200	100		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	200	100		

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Hunting and Game Management
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	300	200		

1. GENERAL					
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				
AUDITS:					
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				
3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
AUDITS:					

		Program or Service (Budget Entity Code)				
Action		77	300	200		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	300	200		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	300	200		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	300	200		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	300	200		

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Habitat and Species Conservation

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	350	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				

3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	350	200		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	350	200		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

	Program or Service (Budget Entity Code)				
Action	77	350	200		

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	350	200		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	350	200		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	350	200		

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Freshwater Fisheries Management
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	400	200		

1. GENERAL					
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				
AUDITS:					
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				
3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
AUDITS:					

		Program or Service (Budget Entity Code)				
Action		77	400	200		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	400	200		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	400	200		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
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AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	400	200		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	400	200		

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Marine Fisheries Management
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	500	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				

3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	500	200		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	500	200		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	500	200		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	500	200		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	500	200		

AUDITS - GENERAL INFORMATION

TIP Review *Section 6: Audits* 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.

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? N/A

17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? N/A

17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? N/A

17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? N/A

17.5 Are the appropriate counties identified in the narrative? N/A

17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document? 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.

18. FLORIDA FISCAL PORTAL

18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? Y

Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Fish and Wildlife Research Institute
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77	650	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y				

3. EXHIBIT B (EXBR, 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				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	650	200		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	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				
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				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	650	200		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	650	200		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	650	200		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77	650	200		

AUDITS - GENERAL INFORMATION

TIP Review *Section 6: Audits* 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.

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? N/A

17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? N/A

17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? N/A

17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? N/A

17.5 Are the appropriate counties identified in the narrative? N/A

17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document? 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.

18. FLORIDA FISCAL PORTAL

18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? Y

Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Capital Improvements Program
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)			
Action	77			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP 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 56 of the LBR Instructions?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	N/A				

3. EXHIBIT B (EXBR, 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.	N/A				
3.2 Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77				
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	N/A				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				

		Program or Service (Budget Entity Code)				
Action		77				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
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.	N/A				
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.	N/A				

		Program or Service (Budget Entity Code)				
Action		77				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
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 #11-006?	N/A				
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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77				

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

		Program or Service (Budget Entity Code)				
Action		77				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)			
Action	77			

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	N/A				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	N/A				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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.)	N/A				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	N/A				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				

	Program or Service (Budget Entity Code)				
Action	77				

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
17.5	Are the appropriate counties identified in the narrative?	Y				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Department Level Exhibits & Schedules

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)				
Action	77				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	N/A				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	N/A				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	N/A				
1.4 Has security been set correctly? (CSDR, CSA)	N/A				
TIP 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 56 of the LBR Instructions?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	N/A				

3. EXHIBIT B (EXBR, 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.	N/A				
3.2 Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77				
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	N/A				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				

		Program or Service (Budget Entity Code)				
Action		77				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
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.	N/A				
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.	N/A				

		Program or Service (Budget Entity Code)				
Action		77				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
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 #11-006?	N/A				
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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)			
Action	77			

AUDIT:				
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A		
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A		
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A		
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A		
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2009-10 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.			

		Program or Service (Budget Entity Code)				
Action		77				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
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)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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)?	N/A				
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?	N/A				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				

		Program or Service (Budget Entity Code)				
Action		77				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
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?	N/A				
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?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				
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. (SC1R, DEPT)	N/A				
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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	Y				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	Y				

	Program or Service (Budget Entity Code)			
Action	77			

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

	Program or Service (Budget Entity Code)				
Action	77				

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Trust Fund Schedules
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/Glenn Reagan

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.

	Program or Service (Budget Entity Code)			
Action	77	000	000	

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1, V1, 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 (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	N/A				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	N/A				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	N/A				
1.4 Has security been set correctly? (CSDR, CSA)	N/A				
TIP 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 56 of the LBR Instructions?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	N/A				

3. EXHIBIT B (EXBR, 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.	N/A				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	000	000		
3.3	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	N/A				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
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.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
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.	N/A				
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.	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
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 #11-006?	N/A				
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. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
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 26 and 86 of the LBR Instructions.)	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	000	000		

AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A			
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A			
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A			
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2009-10 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.				

	Program or Service (Budget Entity Code)				
Action	77	000	000		

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	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				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
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				
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				
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				
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				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
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				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y				
8.25	Are current year September operating reversions appropriately shown in column A02?	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				
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				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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. (SC1R, DEPT)	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 125 of the LBR Instructions.)					

		Program or Service (Budget Entity Code)				
Action		77	000	000		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	N/A				

	Program or Service (Budget Entity Code)			
Action	77	000	000	

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	N/A				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	N/A				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
15.6	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.)	N/A				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	N/A				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				

	Program or Service (Budget Entity Code)				
Action	77	000	000		

AUDITS - GENERAL INFORMATION

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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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