

LEGISLATIVE BUDGET REQUEST

Department of Elder Affairs

Tallahassee

September 15, 2011

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

Ms. JoAnne Leznoff, Council Director
House Appropriations Committee
221 Capitol
Tallahassee, FL 32399-1300

Mr. Craig Meyer, Staff Director
Senate Budget Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request for the Department of Elder Affairs 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 2012-13 Fiscal Year. This submission has been approved by Charles T. Corley, Secretary.

Sincerely,



Richard M Prudom
Chief Financial Officer

Department Level Exhibits and Schedules

Schedule IV-C	Recurring Information Technology Budget Planning
Schedule VII	Agency Litigation Inventory
Schedule X	Organization Structure
Schedule XI	Agency-Level Unit Cost Summary
Schedule XII	Series Outsourcing or Privatization of State Service or Activity
Schedule XIII	Proposed Consolidated Financing of Deferred-Payment Commodity Contracts
Schedule XIV	Variance from Long Range Financial Outlook
Schedule XV	Contract Reporting
Schedule IV-B	Information Technology Projects
Schedule VI	Detail of Debt Service
Schedule IX	Major Audit Findings and Recommendations
	Technical Checklist LBR Review

Non- Strategic IT Service: Network Service							
Dept/Agency: Florida Department of Elder Affairs Prepared by: Edward Neu Phone: (850) 414- 2136		# of Assets & Resources Apportioned to this IT Service in FY 2012- 13					
Service Provisioning - - Assets & Resources (Cost Elements)				Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					1.00		\$65,235
A-1.1	State FTE			1	0.75		\$52,185
A-2.1	OPS FTE				0.25		\$13,050
A-3.1	Contractor Positions (Staff Augmentation)				0.00		\$0
B. Hardware							\$0
B-1	Servers			2	6	0	\$0
B-2	Server Maintenance & Support				0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)			3	22	0	\$0
B-4	Online Storage for file and print (indicate GB of storage)				0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)				0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)						\$0
C. Software							\$0
D. External Service Provider(s)							\$182,318
D-1	MyFloridaNet						\$145,000
D-2	Other (Please specify in Footnote Section below)			4,5			\$37,318
E. Other (Please describe in Footnotes Section below)				6			\$4,800
F. Total for IT Service							\$252,353
G. Please identify the number of users of the Network Service							2,100
H. How many locations currently host IT assets and resources used to provide LAN services?							1
I. How many locations currently use WAN services?							29
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.						
1	Salary and Benefits						
2	Server Count includes 3 File and Print Servers, 1 endpoint patching server, 1 Service Location Protocol (SLP) server, and 1 DHCP server						
3	Network devices: 4 Routers, 10 Procurve Enternet Switches (LAN), and 8 Enteresys Switches installed and managed by Siemens for VOIP						
4	Siemens is contracted to manage and operate a VOIP telephone system for \$28,618 / year						
5	Contract with CiTRIX for GoToMeeting Conferencing Software \$8700 / year						
6	Contract with Hayes Comouter Systems for Non-Standard Mesh Tunnel (Cisco 1711) router (\$4800 / year)						
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E- Mail, Messaging, and Calendaring Service

Agency: **Florida Department of Elder Affairs**
 Prepared by: **Edward Neu**
 Phone: **(850) 414- 2136**

of Assets & Resources
 Apportioned to this IT Service in FY 2012- 13

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$14,103
A-1	State FTE	1	0.25		\$14,103
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)		0	0	\$0
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$144,950
D-1	Southwood Shared Resource Center	2			\$122,000
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)	3			\$22,950
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$159,053
G. Please provide the number of user mailboxes.					974
H. Please provide the number of resource mailboxes.					16
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Salary and Benefits (email provisioning etc)				
2	Estimated Annual Cost for 2012-13 for DOEA full year participation in Enterprise Email Solution operated by ACS. (Expected transfer May 2012)				
3	Annual Service Costs for 51 Mobile Devices paid to Verizon				
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Desktop Computing Service

Agency: **Florida Department of Elder Affairs**

Prepared by: **Edward Neu**

Phone: **(850) 414- 2136**

of Assets &
Resources
Apportioned to this
IT Service in FY
2012- 13

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.50		\$37,030
A-1	State FTE	1	0.25		\$23,980
A-2	OPS FTE		0.25		\$13,050
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			649	94	\$65,920
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	2	295	44	\$29,920
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3	354	50	\$36,000
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		4,5			\$212,100
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		6,7			\$138,685
F. Total for IT Service					\$453,735
G. Please identify the number of users of this service.					525
H. How many locations currently use this service?					29
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Salary and Benefits				
2	Replacement of 15% of Desktop computer inventory				
3	Replacement of 15% of Mobile computer inventory				
4	Upgrade of end user operating system from Windows XP to most current existing Microsoft Operating System (525 x \$129 = \$67,725)				
5	Upgrade from Microsoft Office 2007 to most current Microsoft Office version (525 x \$275 = \$144,375)				
6	Annual cost for aircard service for mobile workforce (289 x \$39.99 x 12 = \$138,685)				
7	This cost is expected to be offset by reductions on office space leasing and increased worker productivity				
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Non-Strategic IT Service:

Helpdesk Service

Agency: **Florida Department of Elder Affairs**

Prepared by: **Edward Neu**

Phone: **(850) 414-2136**

of Assets & Resources
AppORTioned to this
IT Service in FY
2012-13

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			7.25		\$287,917
A-1	State FTE	1	4.00		\$164,621
A-2	OPS FTE		3.25		\$123,296
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		2			\$1,500
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		3			\$8,700
F. Total for IT Service					\$298,117
G. Please identify the number of users of this service.					720
H. How many locations currently host IT assets and resources used to provide this service?					1
I. What is the average monthly volume of calls/cases/tickets?					6,528
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Salary and Benefits				
2	Annual licensing fee for workstation imaging software				
3	Annual subscription for CITRIX GoToAssist used for support and configuration fo remote user workstations				
4	4 ** Average monthly Number of tickets is 544, yeilding an annual volume of about 5,200 tickets per year				
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Non- Strategic IT Service:

IT Security/Risk Mitigation Service

Agency: **Florida Department of Elder Affairs**
 Prepared by: **Edward Neu**
 Phone: **(850) 414- 2136**

of Assets & Resources
 Apportioned to this IT Service in FY 2012- 13

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.50		\$37,030
A-1	State FTE	1	0.25		\$23,980
A-2	OPS FTE		0.25		\$13,050
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers				\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		2			\$24,221
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		3			\$600
F. Total for IT Service					\$61,851
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Salary and Benefits				
2	Software Costs include Workstation antivirus and border management software				
3	Annual cost for video monitoring of LAN room				
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Non- Strategic IT Service:

Agency Financial and Administrative Systems Support Service

Agency: **Florida Department of Elder Affairs**
 Prepared by: **Edward Neu**
 Phone: **(850) 414- 2136**

of Assets & Resources
 Apportioned to this
 IT Service in FY 2012-13

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.75		\$52,818
A-1	State FTE	1	0.25		\$26,718
A-2	OPS FTE		0.50		\$26,100
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$52,818
G. Please identify the number of users of this service.					26
H. How many locations currently host agency financial/adminstrative systems?					1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
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IT Administration and Management Service

Agency: **Florida Department of Elder Affairs**
 Prepared by: **Edward Neu**
 Phone: **(850) 414- 2136**

of Assets & Resources
 Apportioned to this IT Service in FY 2012- 13 C

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$204,595
A-1	State FTE	1	2.75		\$204,595
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$204,595
G. How many locations currently host assets and resources used to provide this service?					0

G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

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Non-Strategic IT Service:

Web/Portal Service

Dept/Agency: **Florida Department of Elder Affairs**
 Prepared by: **Edward Neu**
 Phone: **(850) 414- 2136**

of Assets & Resources Apportioned to this IT Service In FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs In FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			2.00		\$92,306
A-1.1	State FTE	1	1.00		\$50,546
A-2.1	OPS FTE		1.00		\$41,760
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers	2,3	6	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software		4,5			\$590
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$92,896
G. Please identify the number of Internet users of this service.					1,100
H. Please identify the number of intranet users of this service.					525
I. How many locations currently host IT assets and resources used to provide this service?					1
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Salary and Benefits				
2	Servers include: 2 LDAP/eDirectory Servers, 2 Linux Access Gateway Servers, 1 Oracle Single Sign on Server, and 1 Secure FTP server				
3	All servers are managed by the Southwood Shared Resource Center and those costs are included under the Data Center Service				
4	Dreamweaver Licenses for web Developers (2 x \$295 = \$590)				
5	All other software licenses were purchased by the Southwood Shared Resource Center and costs are shown under the Data Center Service				
6	** G. There are 1100 users of the Application Access Portal, there were 160,162 unique visitors to our websites during the last 12 months				
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Non-Strategic IT Service: Data Center Service				
Dept/Agency: Florida Department of Elder Affairs		# of Assets & Resources Apportioned to this IT Service In FY 2012-13		
Prepared by: Edward Neu				
Phone: (850) 414-2136				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		0.00		\$0
A-1.1 State FTE		0.00		\$0
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$211,765
D-1 Southwood Shared Resource Center (indicate # of Board votes)	1,2,3,4	0		\$211,765
D-2 Northwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-3 Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Plant & Facility				\$0
E-1 Data Center/Computing Facilities Rent & Insurance				\$0
E-2 Utilities (e.g., electricity and water)				\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4 Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)				\$0
G. Total for IT Service				\$211,765
H. Please provide the number of agency data centers.				0
I. Please provide the number of agency computing facilities.				2
J. Please provide the number of single-server installations.				0
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Estimate based on SSRC projections, includes Full Service Transition for production applications and Software Purchases pass-through			
2	Full Service Hosting: \$86,440.53, \$42,800 Shared Transitional Services, \$6,982 Software Pass-through Access Manager / Suse Linux, \$75,542 Oracle Passthrough			
3	Elder Affairs expects to have all production applications transitioned to Managed Services by SFY 2012-13			
4	This Data Center costs accounts for almost all non-personnel costs to operate our Strategic Services			
5	I. There is a nine server facility in our building providing file and print services, workstation patching, application development and testing, and adhoc reporting			
6	I. There is a nine server facility managed by Siemens which operates a VOIP phone system			
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Agency: Florida Department of Elder Affairs

E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service
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Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service		100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	
				Costs within BE	Funding Identified for IT Service									
				\$270,315		\$159,053	\$252,353	\$453,735	\$298,117	\$61,851	\$52,818	\$204,595	\$92,896	\$211,765
1	Comp. Eligib. Svcs.	65100200	1303000000	Long-Term Care	\$270,315	\$2,249	\$0	\$268,066	\$0	\$0	\$0	\$0	\$0	\$0
2	Home & Community Svcs.	65100400	1303000000	Long-Term Care	\$46,810		\$0	\$46,810	\$0	\$0	\$0	\$0	\$0	\$0
3	Execut. Dir./Support Svcs.	65100600	1602000000	Exec. Leadership/Support Svcs.	\$153,194	\$80,335	\$0	\$72,859	\$0	\$0	\$0	\$0	\$0	\$0
4	Execut. Dir./Support Svcs.	65100600	1603000000	Information Technology	\$1,308,316	\$76,469	\$252,353	\$57,452	\$298,117	\$61,851	\$52,818	\$204,595	\$92,896	\$211,765
5	Consumer Advocate Svcs.	65101000	1304000000	Services/Most Vulnerable	\$8,548		\$0	\$8,548	\$0	\$0	\$0	\$0	\$0	\$0
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Sum of IT Cost Elements Across IT Services

Personnel	State FTE (#)	9.50	0.25	0.75	0.25	4.00	0.25	0.25	2.75	1.00	0.00
	State FTE (Costs)	\$560,728	\$14,103	\$52,185	\$23,980	\$164,621	\$23,980	\$26,718	\$204,595	\$50,546	\$0
Personnel	OPS FTE (#)	5.50	0.00	0.25	0.25	3.25	0.25	0.50	0.00	1.00	0.00
	OPS FTE (Cost)	\$230,306	\$0	\$13,050	\$13,050	\$123,296	\$13,050	\$26,100	\$0	\$41,760	\$0
Personnel	Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hardware		\$65,920	\$0	\$0	\$65,920	\$0	\$0	\$0	\$0	\$0	\$0
Software		\$238,411	\$0	\$0	\$212,100	\$1,500	\$24,221	\$0	\$0	\$590	\$0
External Services		\$539,033	\$144,950	\$182,318	\$0	\$0	\$0	\$0	\$0	\$0	\$211,765
Plant & Facility (Data Center Only)		\$0									\$0
Other		\$152,785	\$0	\$4,800	\$138,685	\$8,700	\$600	\$0	\$0	\$0	\$0
	Budget Total	\$1,787,183	\$159,053	\$252,353	\$453,735	\$298,117	\$61,851	\$52,818	\$204,595	\$92,896	\$211,765
	FTE Total	15.00	0.25	1.00	0.50	7.25	0.50	0.75	2.75	2.00	0.00
	Users	990	2,100	525	720	26	1,625	57.17	160.659596	\$120.17	\$864.26
	Cost Per User										

IT Cost Element Data as entered on IT Service Worksheets

(cost/all mailboxes) Help Desk Tickets: 6,528 Cost/Ticket: \$46

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Elder Affairs		
Contact Person:	Dean C. Kowalchuk	Phone Number:	850-414-2074
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Lee v. Dudek, et al. f/k/a Long v. Benson, et al.		
Court with Jurisdiction:	United States District Court – Northern District of Florida		
Case Number:	4:08-cv-26-RH-WCS		
Summary of the Complaint:	Alleges that State is violating ADA by not transitioning nursing home residents to community placement. Further alleges that the State is violating ADA by failing to inform nursing home residents of the potential availability of HCBS Medicaid waiver services.		
Amount of the Claim:	\$ No dollar amount stated – fiscal impact of modification to Medicaid Waivers could be multi-million dollar		
Specific Statutes or Laws (including GAA) Challenged:	Americans with Disabilities Act and Medicaid Laws		
Status of the Case:	Trial was held in February of 2011 – no ruling as of this date.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

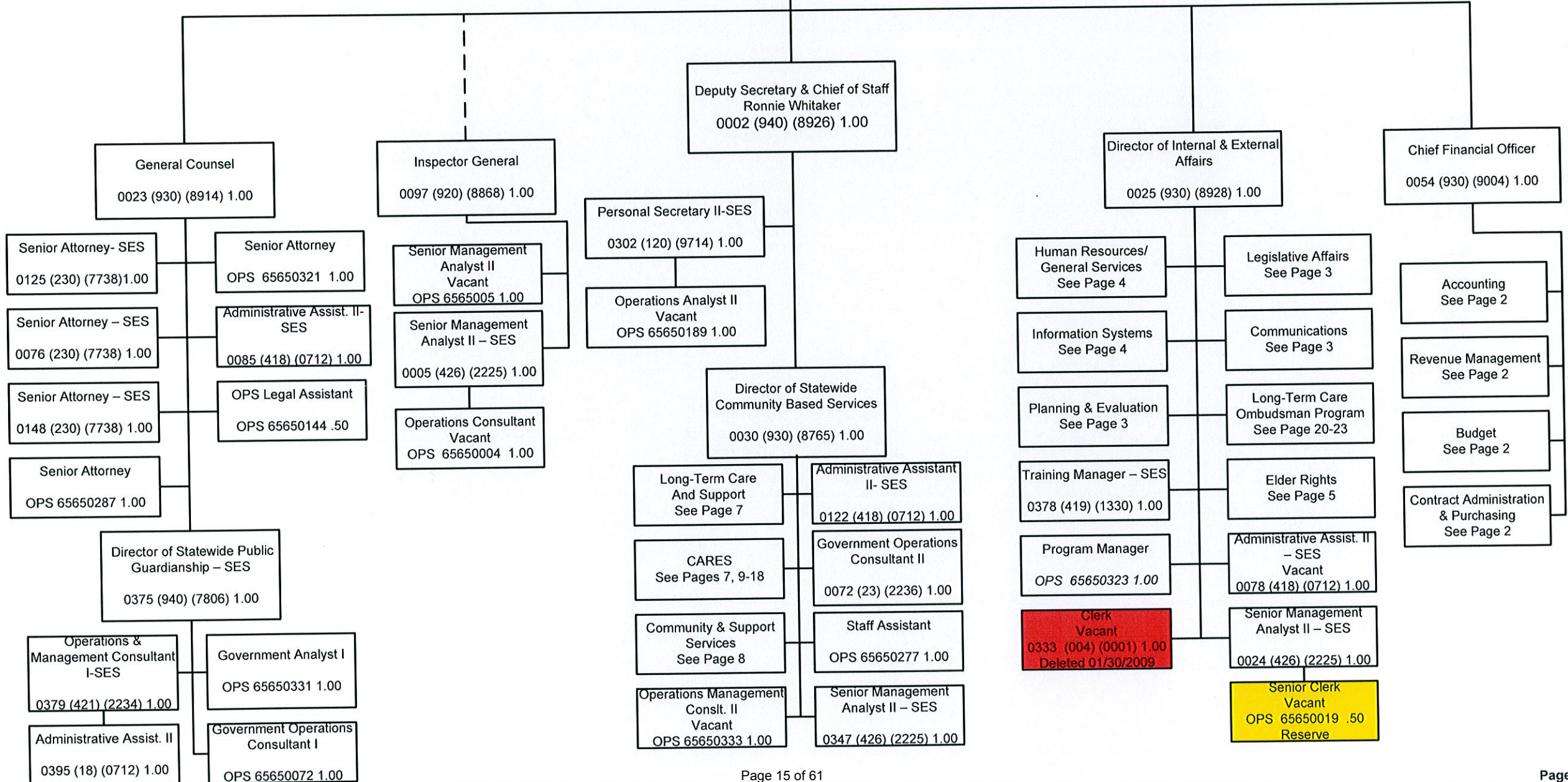
<p>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</p>	<p>Jodi Siegel, Neil Chonin, and Gabriela Ruiz, Southern Legal Counsel, Inc., NW 12th Avenue, Gainesville, FL 32601;</p> <p>Stephen F. Gold, 125 S. 9th Street, Suite 700, Philadelphia, Pa. 19107;</p> <p>Bruce Vignery, Stacy Canan, AARP Foundation Litigation, 601 E Street, NW, Washington, DC 20049;</p> <p>Sarah Somers, National Health Law Program; 101 East Weaver Street, Suite G-7, Carrboro, NC 27510</p>
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Office of Policy and Budget – July 2011

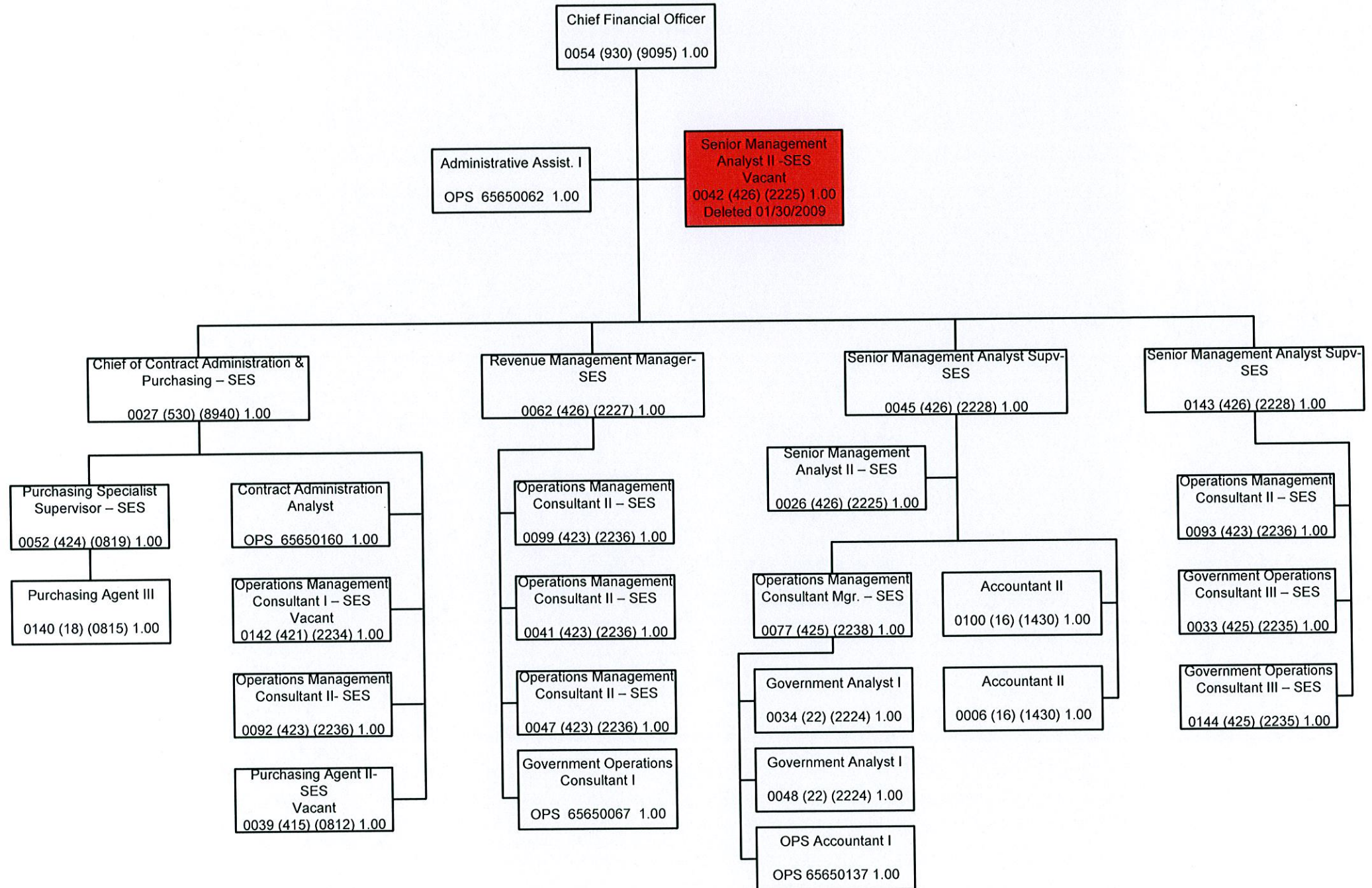
Interim Secretary
Charles Corley
0001 (950) (8925) 1.00

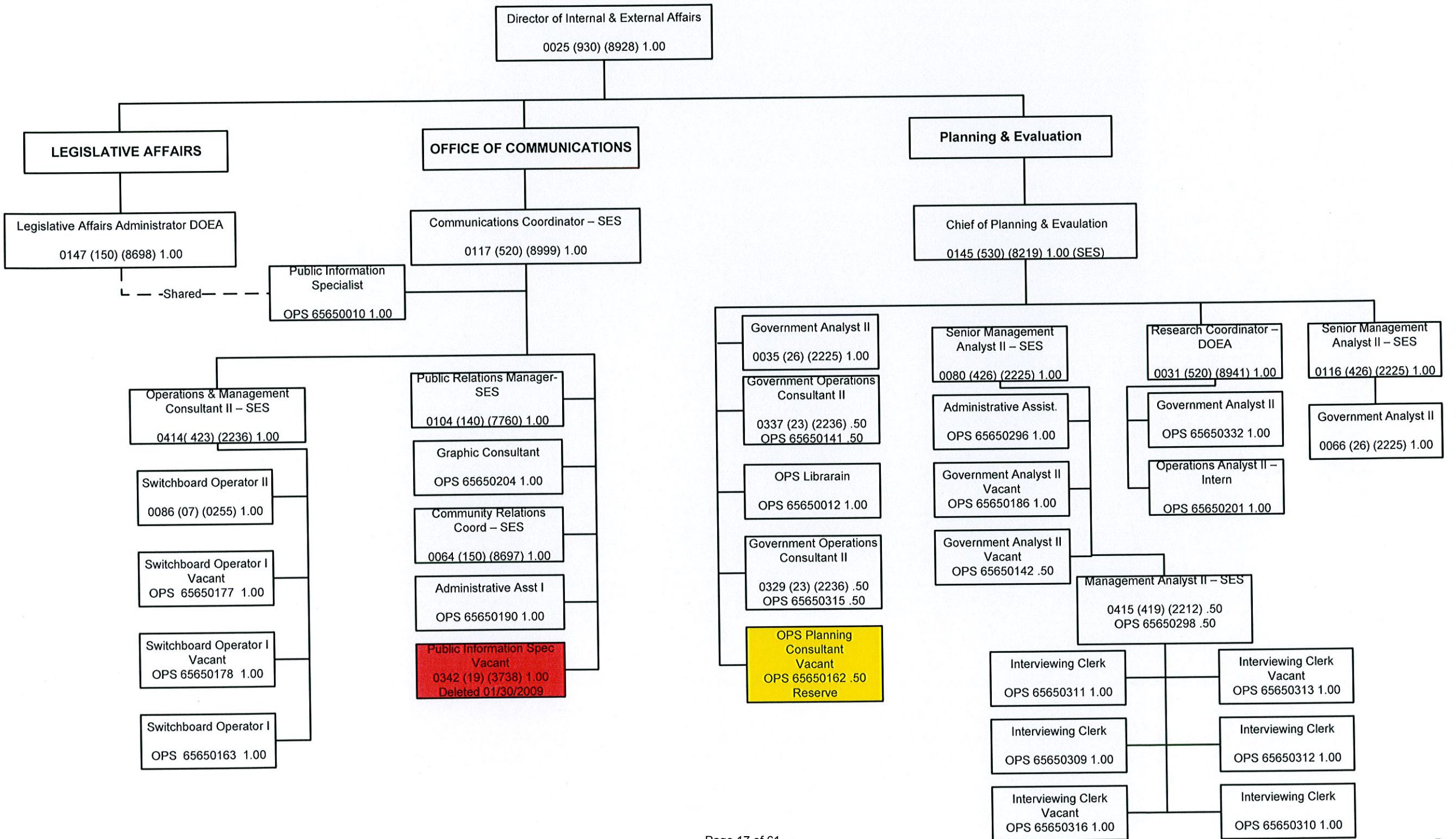
Advisory Council
ADI

Advisory Council
DOEA



Division of Financial Administration





Director of Internal & External Affairs
0025 (930) (8928) 1.00

Human Resources/ General Services /
Emergency Operations and Disaster
Preparedness

Information Systems

Chief of Human Resources, General
Services and Emergency Operations –
SES
0108 (530) (7780) 1.00

Chief Information Officer
0326 (540) (8738) 1.00

Administrative Assist. I
OPS 65650206 1.00

Administrative Assist. I-
SES
0068 (415) (0709) 1.00

Administrative Assistant
II
0059 (18) (0712) 1.00

Senior Management
Analyst II – SES
0036 (426) (2225) 1.00

Operations Management
Consultant II – SES
0103 (423) (2236) 1.00

Government Operations
Consultant I
0040 (21) (2234) 1.00

Human Resources
Specialist – SES
0046 (423) (2282) 1.00

Operations & Management
Consultant I – SES
Emergency Coordinating
Officer
Vacant
0141 (421) (2234) 1.00

Technical Support
Systems Programming
Administrator – SES
0037 (427) (2117) 1.00

Enterprise Support
Systems Project Analyst
– SES
Vacant
0044 (424) (2107) 1.00

Applications Support
Group
Sys Proj Analyst – SES
0280 (424)
(2107) 1.00

Senior Clerk
Vacant
0345 (11) (0004) 1.00
Deleted 7/1/2011

Property Analyst
0301 (16) (0942) 1.00

Human Resources
Specialist – SES
0139 (423) (2282) 1.00

Administrative Assist. II
Vacant
OPS 65650143 1.00
Reserve

Systems Programmer III
0305 (025) (2115) 1.00

Senior Data Base
Analyst
0110 (25) (2122) 1.00

Systems Project Analyst
Vacant
OPS 65650294 1.00

Distributed Computer
Systems Analyst
0101 (22) (2052) 1.00

Distributed Computer
Systems Analyst
0038 (20) (2052) 1.00

Office Automation
Specialist II
0338 (17) (2043) 1.00

Distributed Computer
Systems Specialist
OPS 65650016 1.00

Distributed Computer
Systems Specialist
OPS 65650176 1.00

Computer Operator II
0324 (13) (2022) .50
OPS 65650170 .50

Systems Project
Analyst-SES
0115 (424) (2107) 1.00

Systems Programmer III
OPS 65650299 1.00

Distributed Computer
Systems Analyst
OPS 65650018 1.00

ARC, CIRTS
Computer Programmer
Analyst II
0322 (22) (2103) 1.00

Systems Computer
Programmer Analyst I
0061 (20) (2102) 1.00

Sr. Webpage Design
Specialist
Government Operations
Consultant I
0094 (21) (2234) 1.00

Data Processing
Consultant
OPS 65650195 1.00

ARC, CMS, I&R
Systems Programmer III
0306 (25) (2115) 1.00

Data Processing
Consultant
OPS 65650046 1.00

Distributed Computer
Systems Analyst
OPS 65650158 1.00

Director of Internal & External Affairs
0025 (930) (8928) 1.00

ELDER RIGHTS

Administrative Assistant II

Chief of Elder Rights-DOEA

Health Insurance & Education

Administrative Assist. II
0087 (18) (0712) 1.00

Senior Management Analyst Supervisor – SES
0081 (426) (2228) 1.00

SHINE VOLUNTEERS

Government Operations Consultant III-SES
0490 (425) (2235) 1.00

Operations & Management Consultant I-SES
0102 (21) (2234) 1.00

Operations & Management Consultant II-SES
0497 (423) (2236)

Senior Management Analyst II-SES
0489 (426) (2225) 1.00

Public Information Specialist
0493 (019) (3738) 1.00

OPS Public Information Specialist Vacant
OPS 65650159 1.00

Clerk Vacant
0088 (004) (0001) 1.00

Government Operations Consultant III
0491 (025) (2238) 1.00

Training & Research Consultant
0053 (26) (6004) 1.00

Data Processing Control Specialist Vacant
OPS 65650212 .50

Data Processing Control Specialist
0494 (13) (2013) 1.00

Human Services Program Consultant II
0495 (22) (5919) 1.00

Government Operations Consultant III
0492 (025) (2238) 1.00

Administrative Assist. II
0496 (018) (0712) 1.00

Government Operations Consultant III
0083 (25) (2238) 1.00

Government Analyst II

Senior Management Analyst Supervisor – SES
0339 (426) (2228) 1.00

Government Operations Consultant II
0090 (23) (2236) 1.00

Government Operations Consultant II
OPS 65650169 1.00

Government Operations Consultant II
OPS 65650033 1.00

PUBLIC SAFETY/FLIPS
Human Services Program Consultant I Vacant
0043 (21) (5918) 1.00 Deleted 01/30/2009

Volunteer & ...

Senior Management Analyst II – SES
0123 (426) (2225) 1.00

Government Operations Consultant II
OPS 65650069 1.00

Administrative Assist. I
0096 (15) (0709) .50

Government Operations Consultant II
OPS 65650202 1.00

OPS Public Information Specialist II Vacant
OPS 65650334 .25 Reserve

Government Operations Consultant II Vacant
OPS 65650182 .75 Reserve

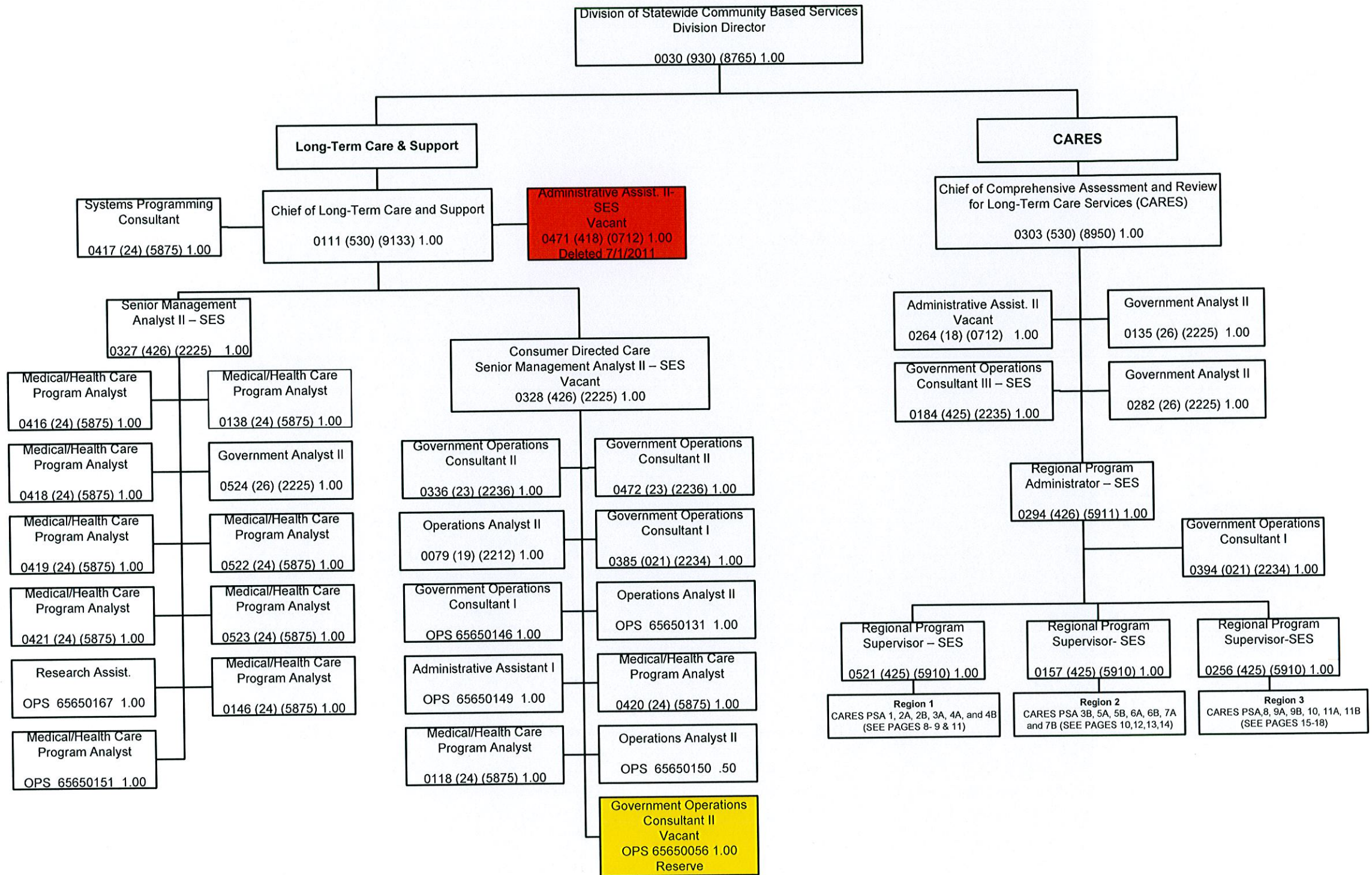
Government Operations Consultant II
OPS 65650055 .25 Reserve

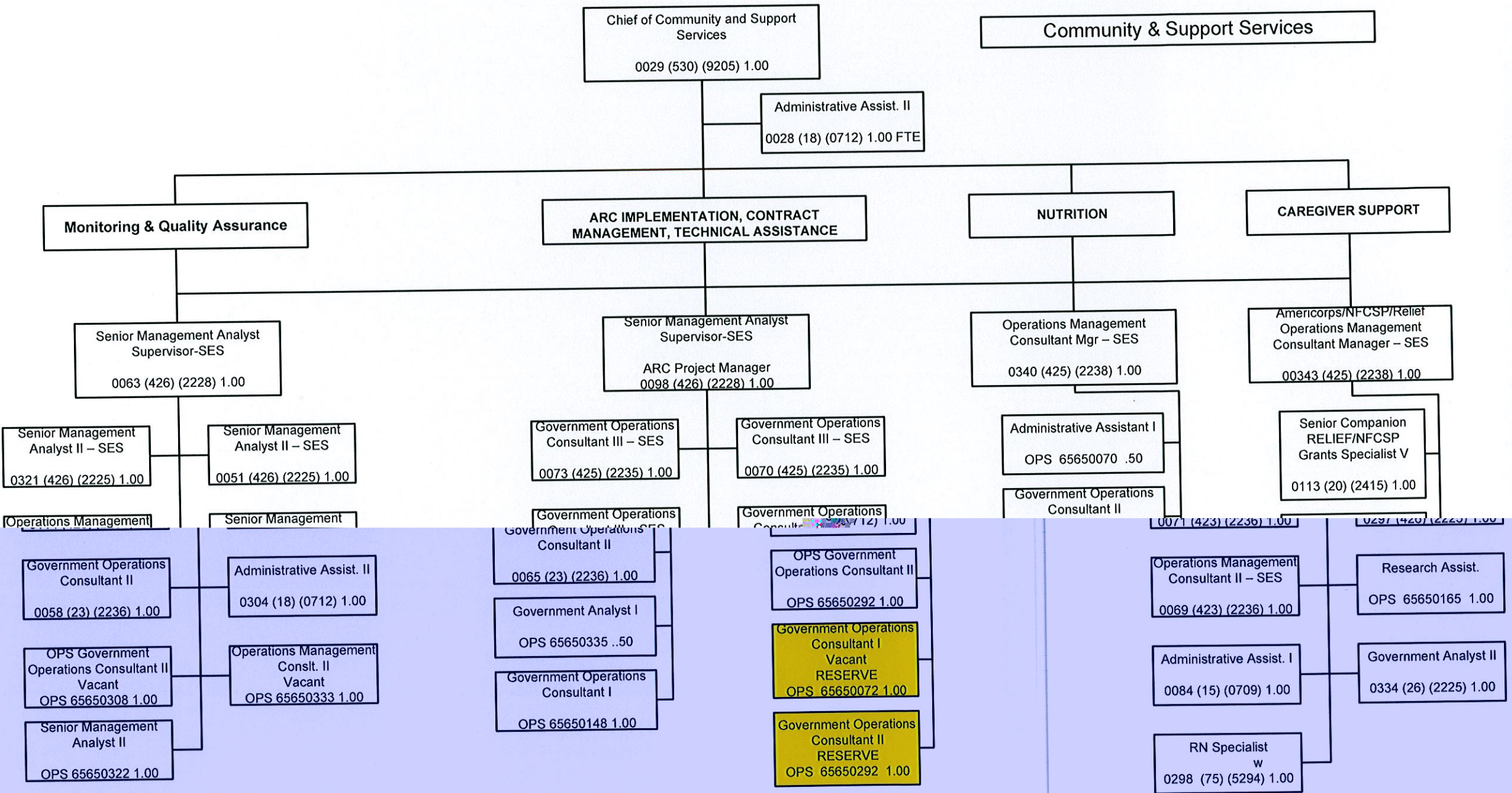
Government Operations Consultant II Vacant
OPS 65650053 .50 Reserve

Senior Management Analyst II – SES Vacant
0335 (426) (2225)

Administrative Ass
OPS 65650314 1.

Government Operations Consultant III Vacant
0082 (25) (2238) Deleted 01/30/2009





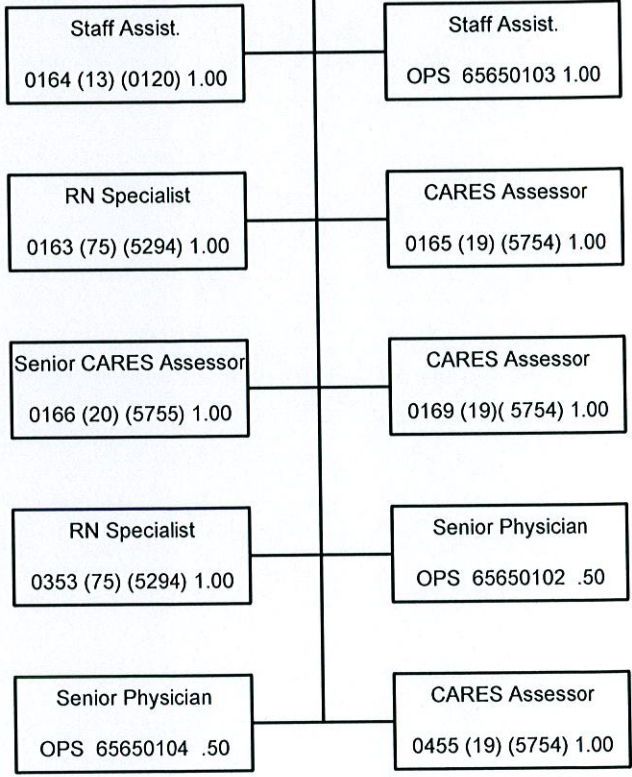
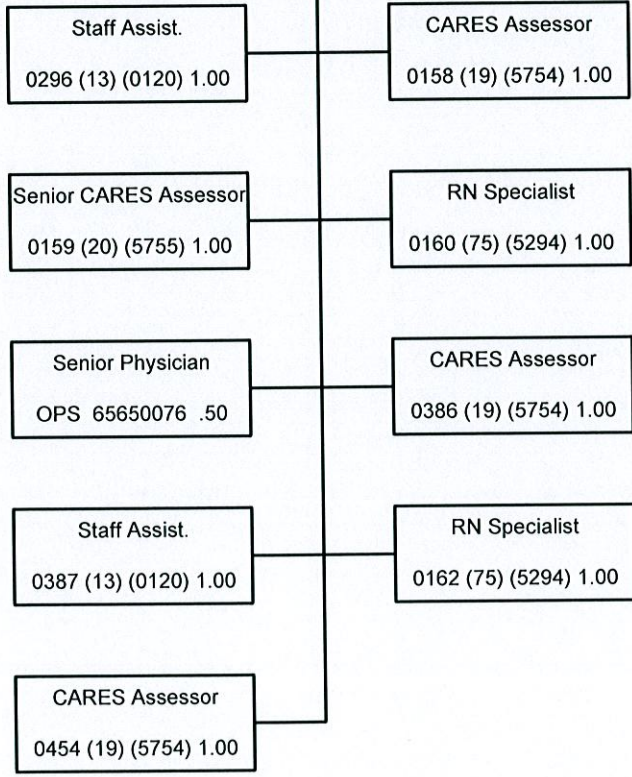
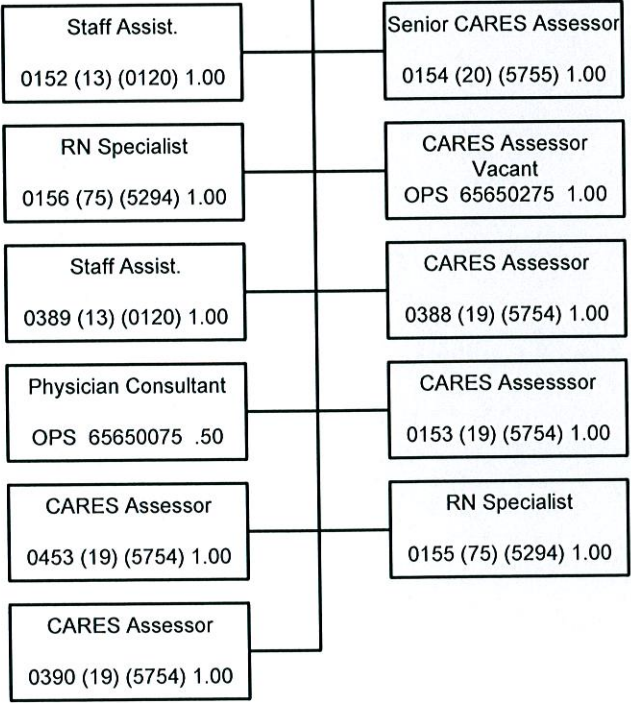
Bureau of CARES

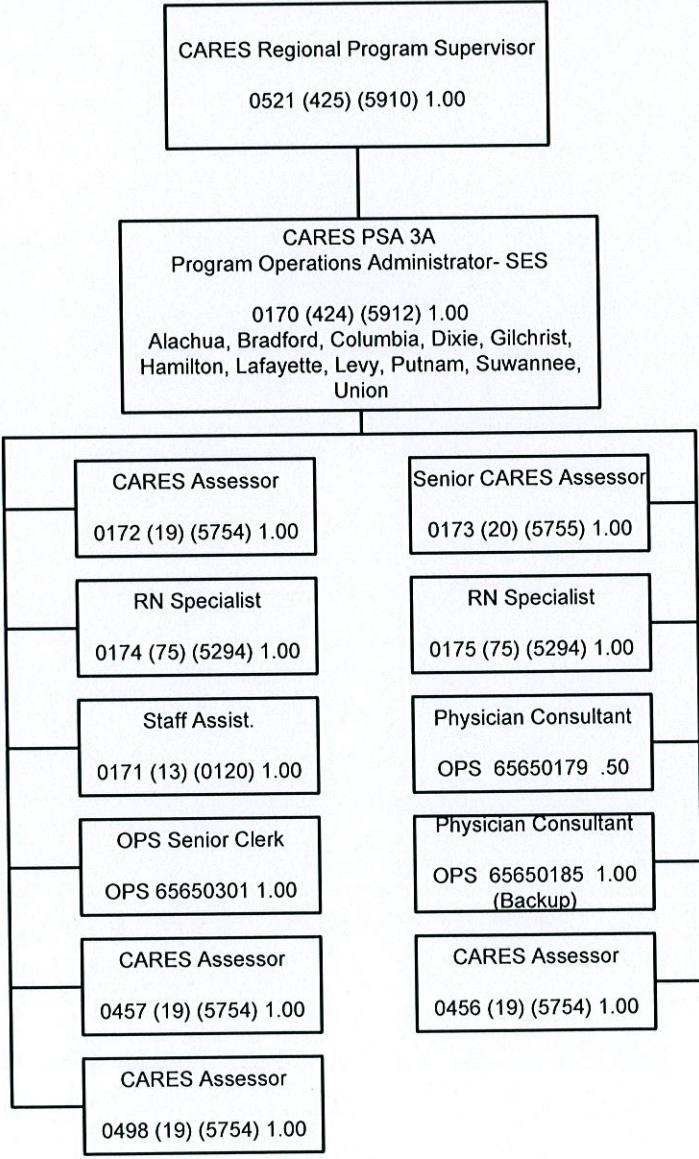
CARES Regional Program Supervisor
0521 (425) (5910) 1.00

CARES PSA 1
Program Operations Administrator- SES
0151 (424) (5912) 1.00
Escambia, Okaloosa, Walton, Santa Rosa

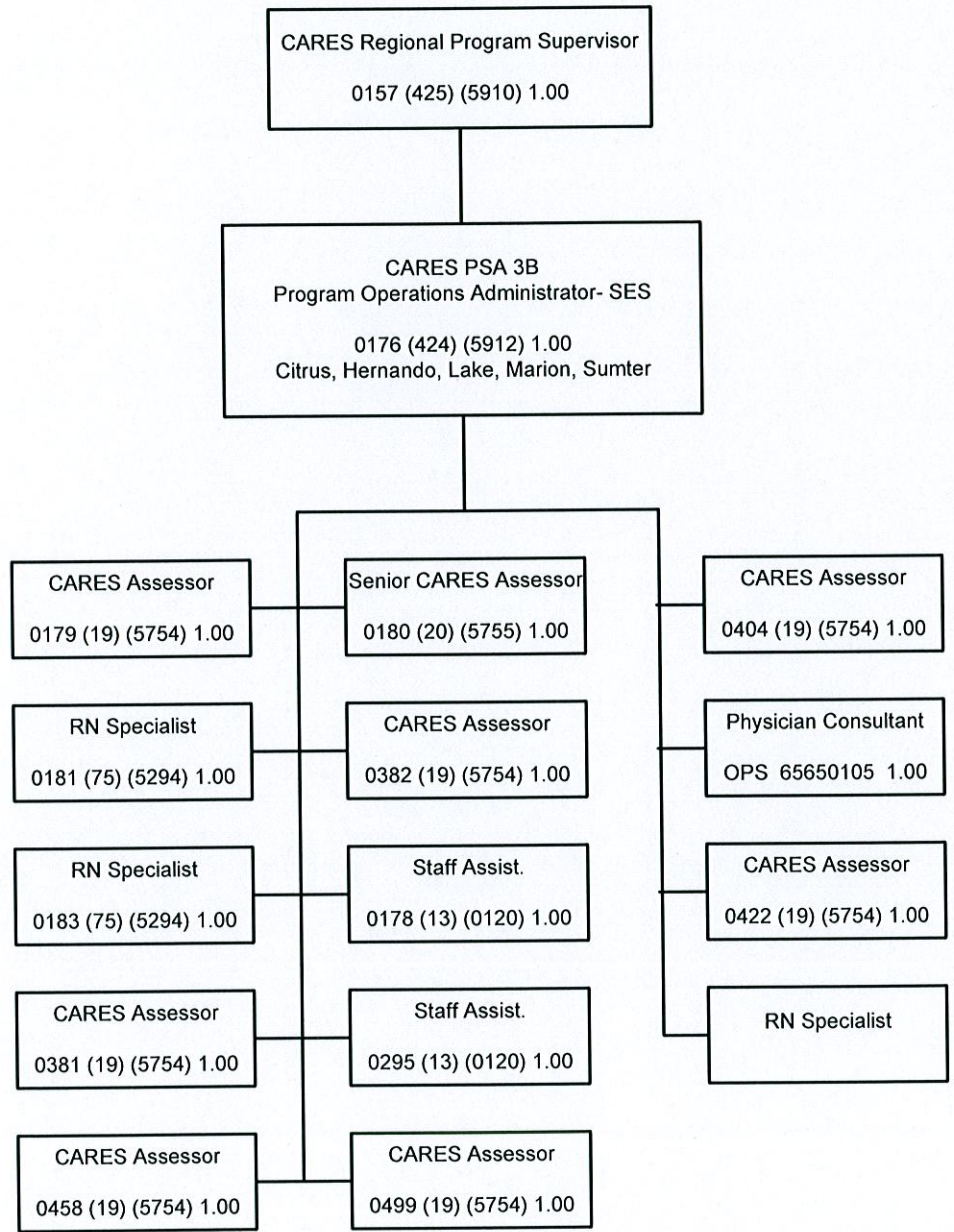
CARES PSA 2A
Program Operations Administrator- SES
0252 (424) (5912) 1.00
Bay, Calhoun, Gulf, Jackson, Washington, Holmes

CARES PSA 2B
Program Operations Administrator- SES
0167 (424) (5912) 1.00
Leon, Franklin, Gadsden, Madison, Taylor, Wakulla, Liberty, Jefferson





Bureau of CARES

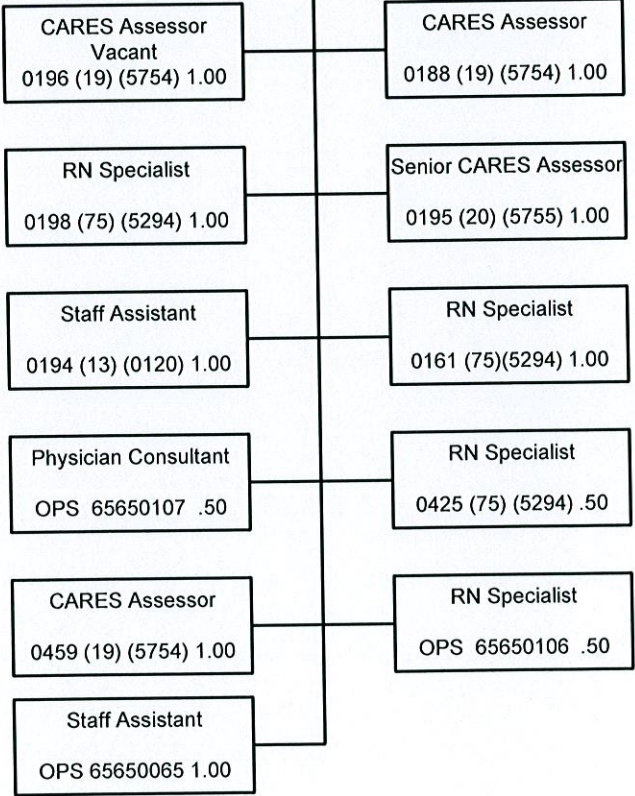
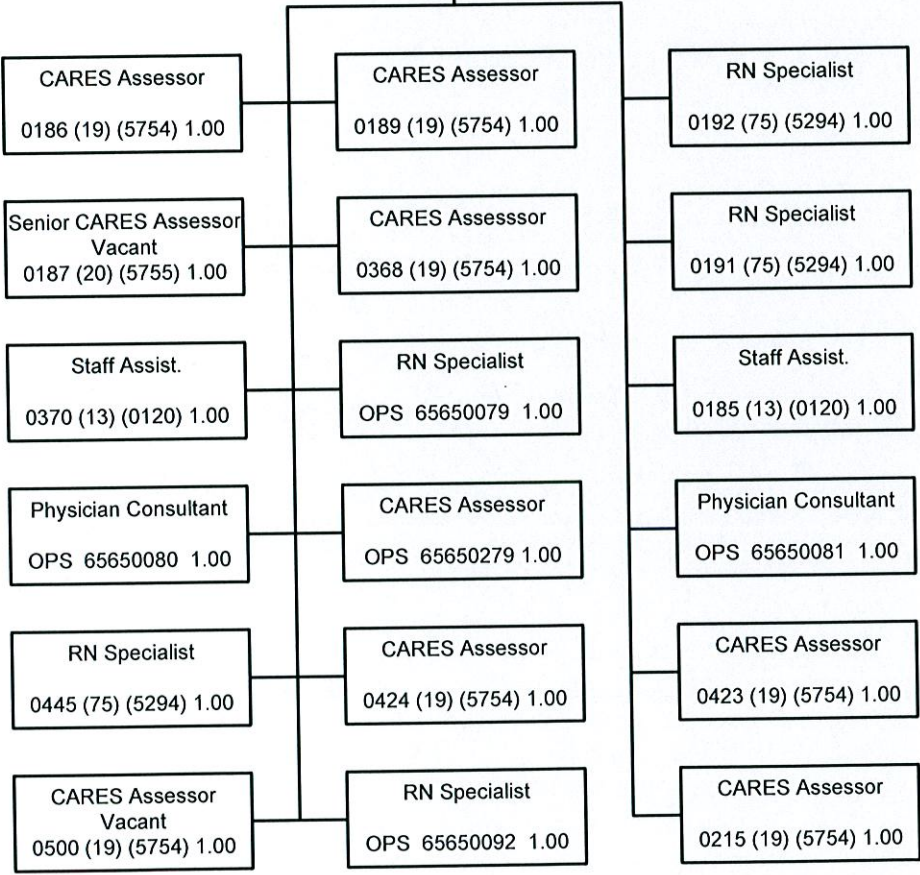


Bureau of CARES

CARES Regional Program Supervisor
0521 (425) (5910) 1.00

CARES PSA 4A
Program Operations Administrator- SES
0190 (424) (5912) 1.00
Baker, Clay, Duval, Nassau, St. Johns

CARES PSA 4B
Program Operations Administrator- SES
00197 (424) (5912) 1.00
Flagler, Volusia

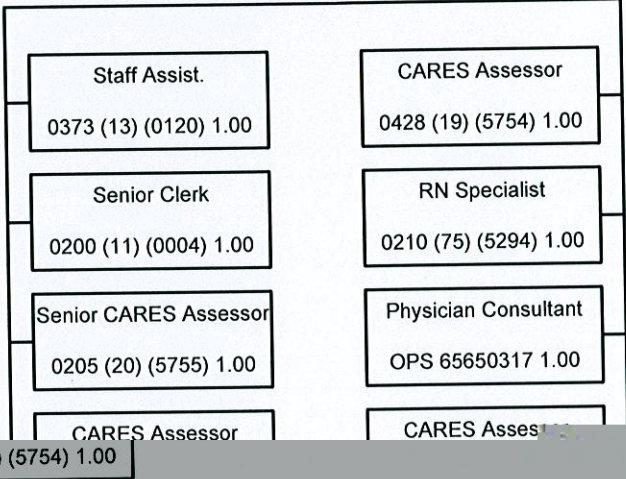
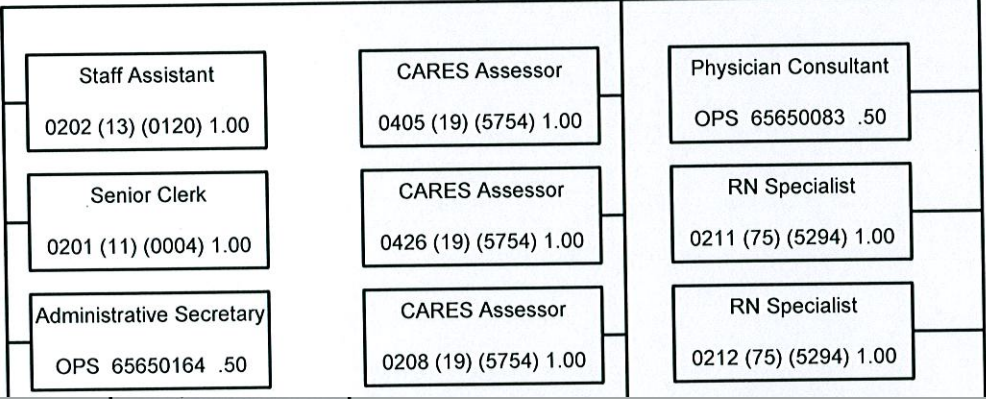


Bureau of CARES

CARES Regional Program Supervisor
0157 (425) (5910) 1.00

CARES PSA 5A
Program Operations Administrator-SES
0199 (424) (5912) 1.00
Central and Southern Pinellas

CARES PSA 5B
Program Operations Administrator – SES
0446 (424) (5912) 1.00
North Pinellas and Pasco

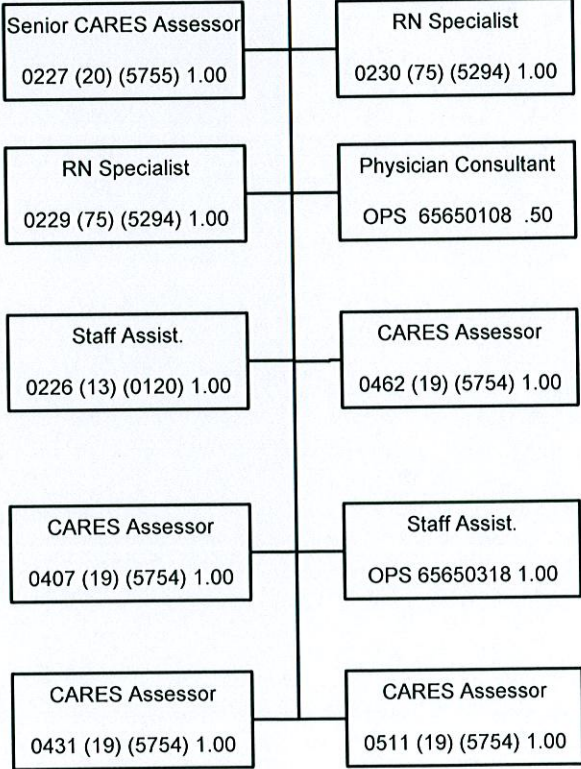
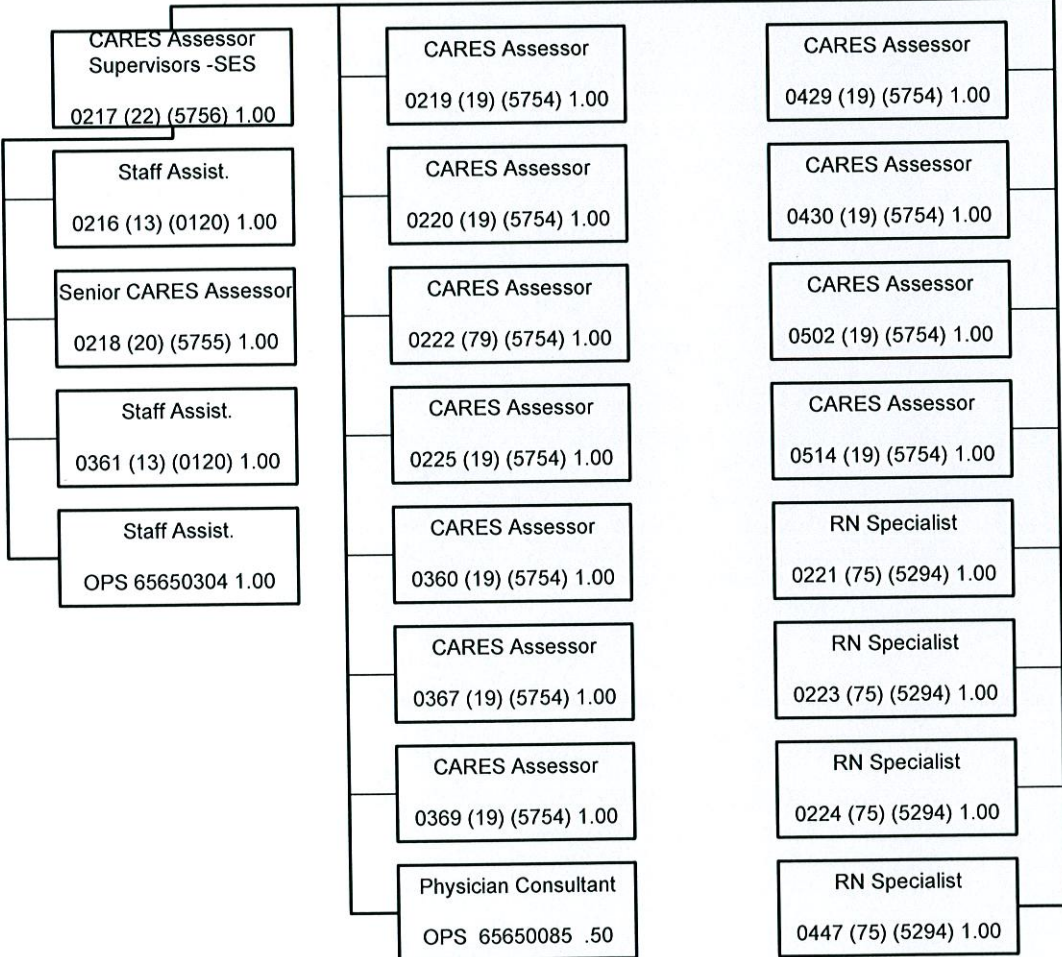


Bureau of CARES

CARES Regional Program Supervisor
0157 (425) (5910) 1.00

CARES PSA 6A
Program Operations Administrator- SES
0214 (424) (5912) 1.00
Hillsborough, Manatee

CARES PSA 6B
Program Operations Administrator- SES
0319 (424) (5912) 1.00
Hardee, Highlands, Polk



Bureau of CARES

CARES Regional Program Supervisor
0157 (425) (5910) 1.00

CARES PSA 7A
Program Operations Administrator- SES
0231 (424) (5912) 1.00
Orange, Osceola, Seminole

CARES PSA 7B
Program Operations Administrator- SES
0241 (424) (5912) 1.00
Brevard

CARES Assessor Supervisor – SES
0308 (19) (5754) 1.00

Staff Assist.
0232 (13) (0120) 1.00

Senior CARES Assessor
0234 (20) (5755) 1.00

Senior Clerk
0240 (11) (0004) 0.50
OPS 65650200 0.50

Staff Assistant
OPS 65650157 1.00

CARES Assessor
0233 (19) (5754) 1.00

CARES Assessor
0236 (19) (5754) 1.00

CARES Assessor
0309 (19) (5754) 1.00

CARES Assessor
0311 (19) (5754) 1.00

CARES Assessor
0411 (19) (5754) 1.00

CARES Assessor
0432 (19) (5754) 1.00

CARES Assessor
0434 (19) (5754) 1.00

CARES Assessor
0503 (19) (5754) 1.00

CARES Assessor
0504 (19) (5754) 1.00

CARES Assessor
0515 (19) (5754) 1.00

CARES Assessor
0516 (19) (5754) 1.00

CARES Assessor Vacant
0517 (19) (5754) 1.00

CARES Assessor Vacant
OPS 65650110 1.00

CARES Assessor Vacant
0313 (19) (5754) 1.00

RN Specialist
0238 (75) (5294) 1.00

RN Specialist Vacant
0244 (75) (5294) 1.00

RN Specialist Vacant
0237 (75) (5294) 1.00

Senior Physician Consultant
OPS 65650086 .10

Senior Physician Consultant Vacant
OPS 65650087 .10

RN Specialist Vacant
0239 (75) (5294) 1.00
Deleted 01/30/2009

CARES Assessor
0383 (19) (5754) 1.00

CARES Assessor
0435 (19) (5754) 1.00

CARES Assessor
0463 (19) (5754) 1.00

CARES Assessor
0505 (19) (5754) 1.00

CARES Assessor
OPS 65650172 1.00

Senior CARES Assessor
0384 (20) (5755) 1.00

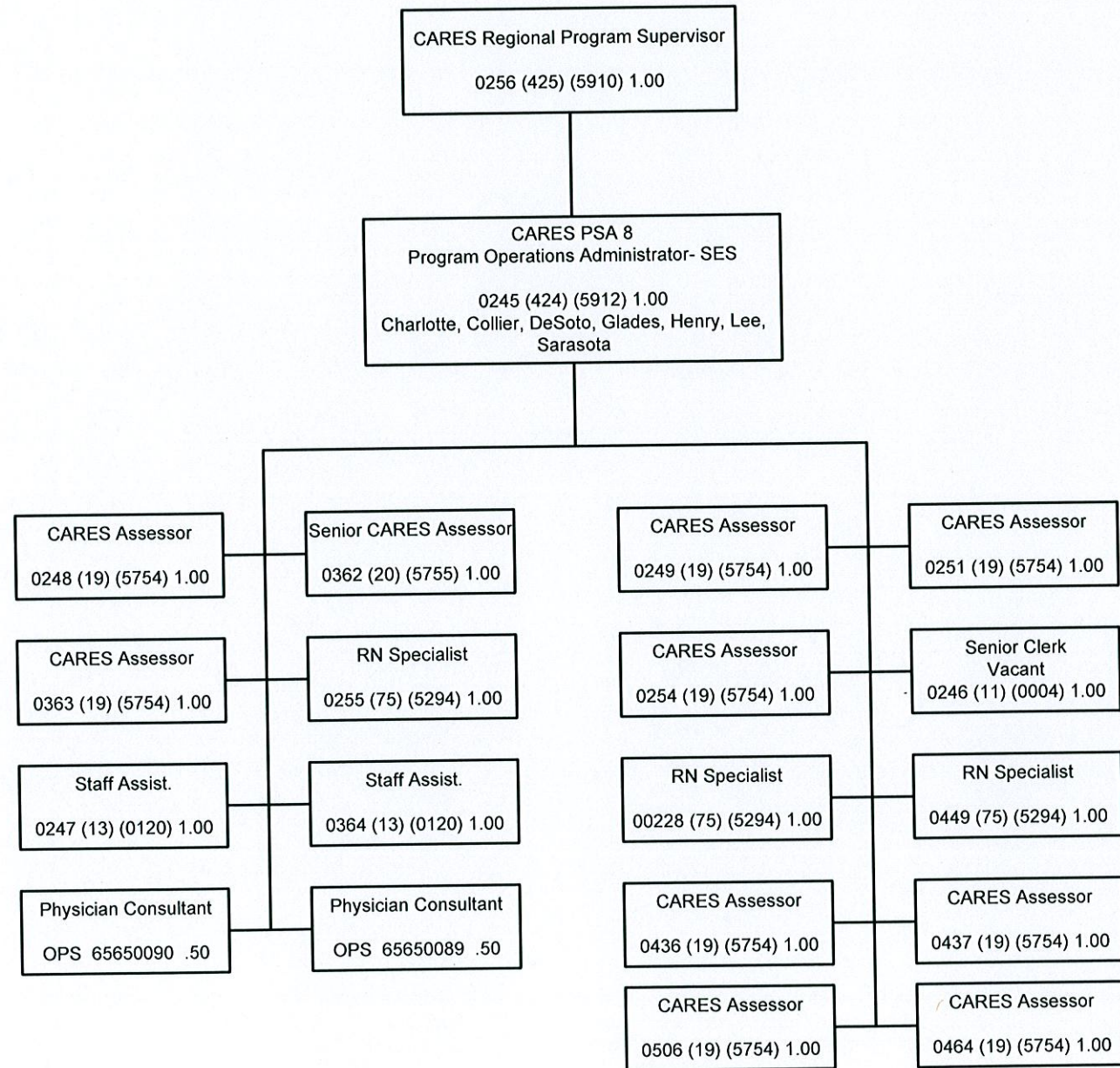
RN Specialist
00242 (75) (5294) 1.00

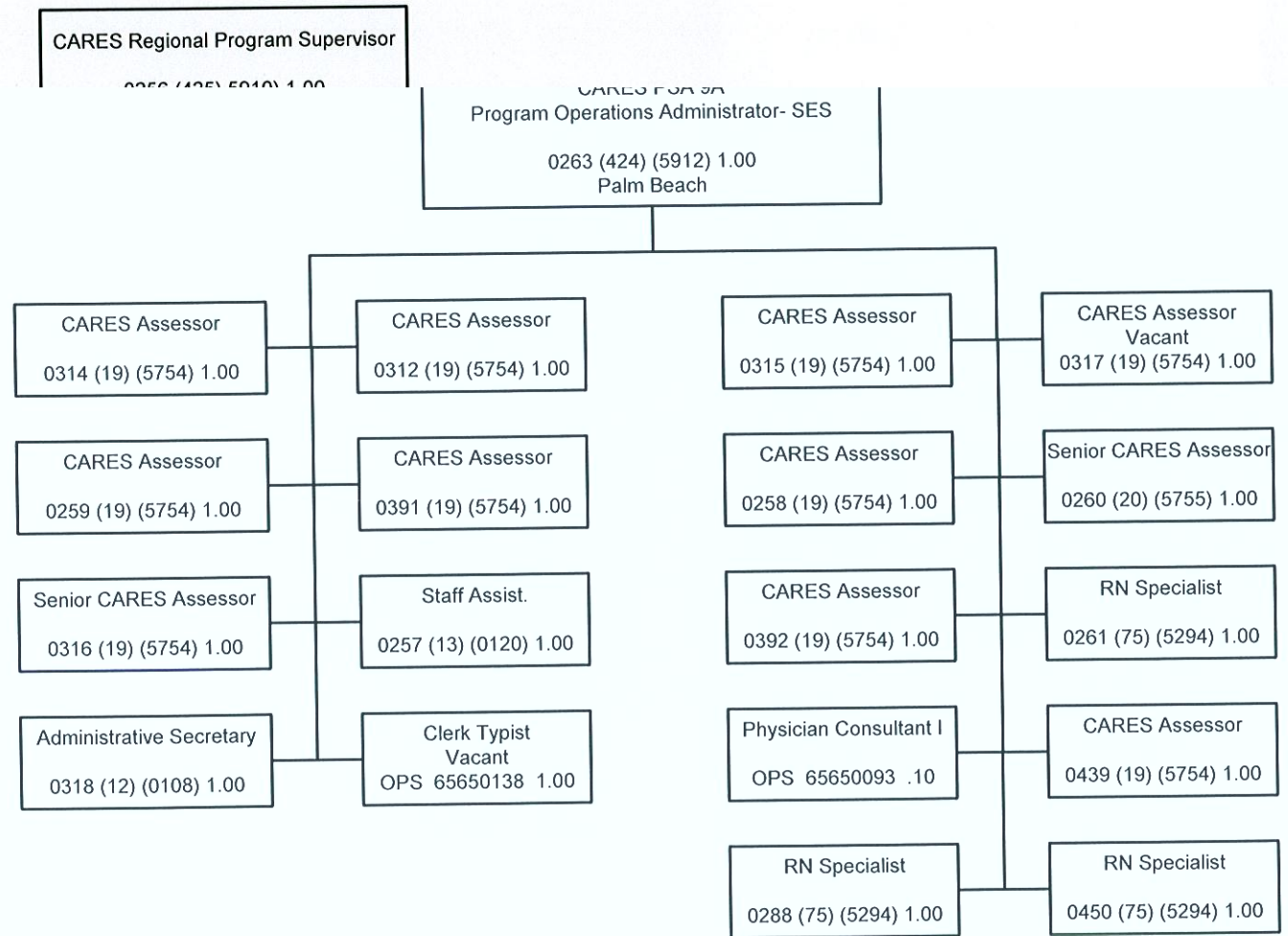
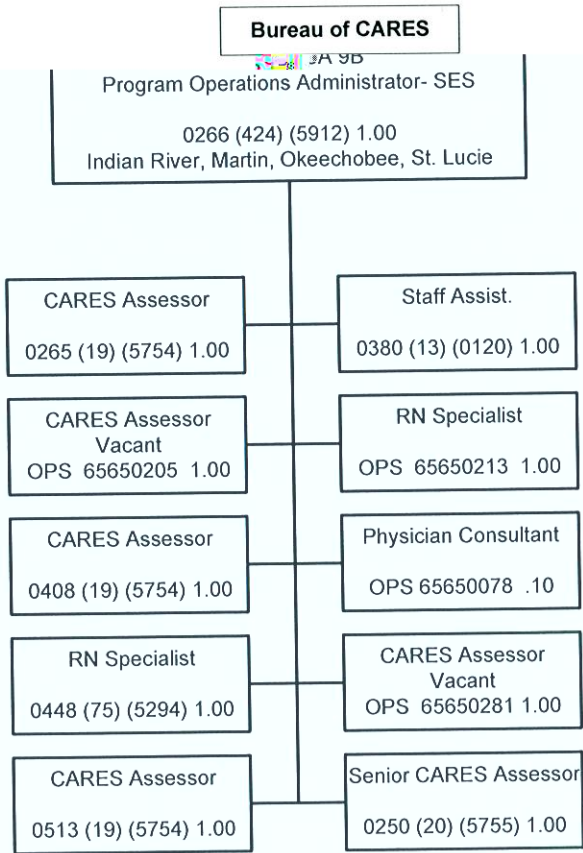
RN Specialist
0243 (75) (5294) 1.00

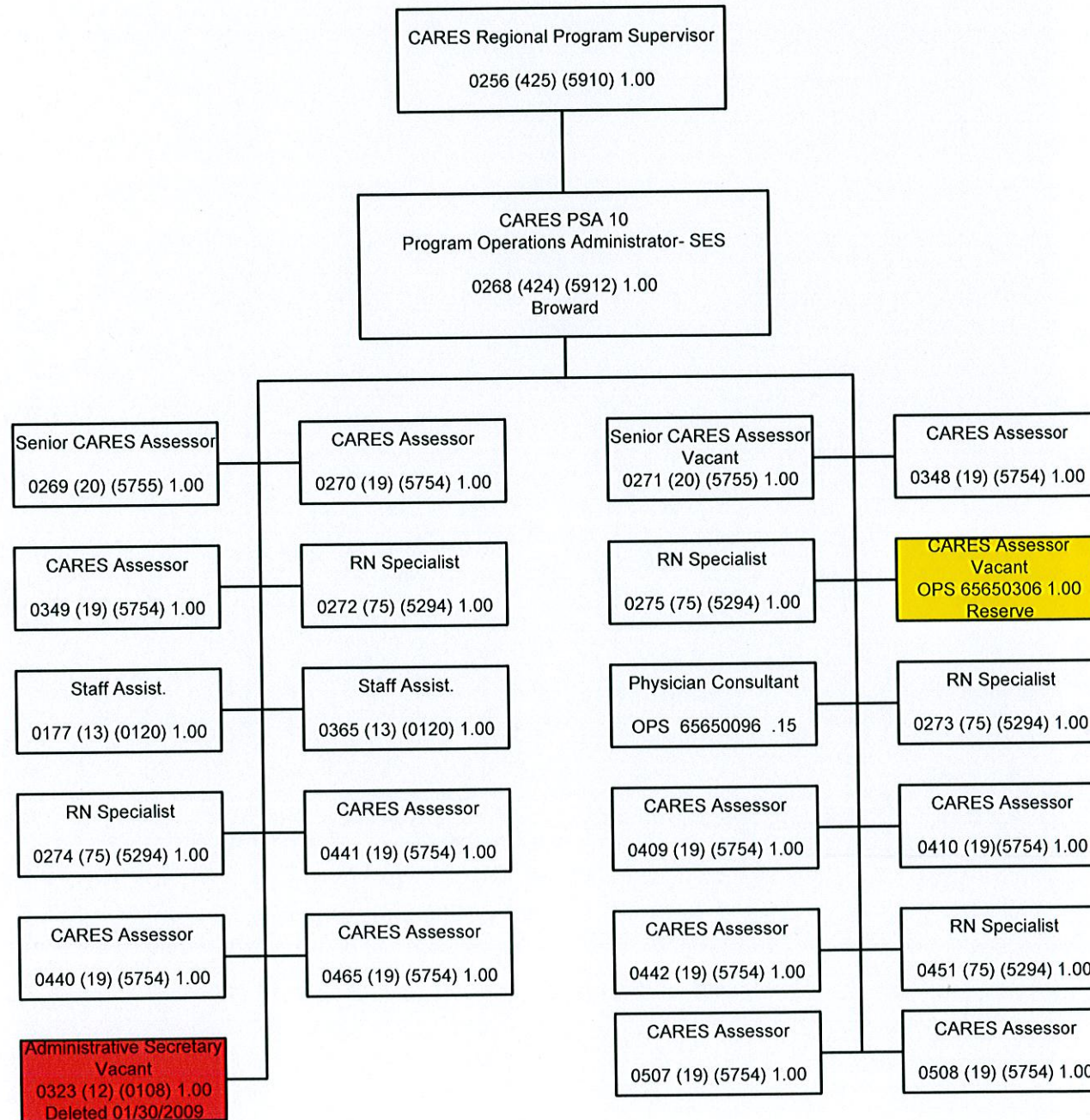
Staff Assist.
0393 (13) (0120) 1.00

Physician Consultant
OPS 65650109 .50

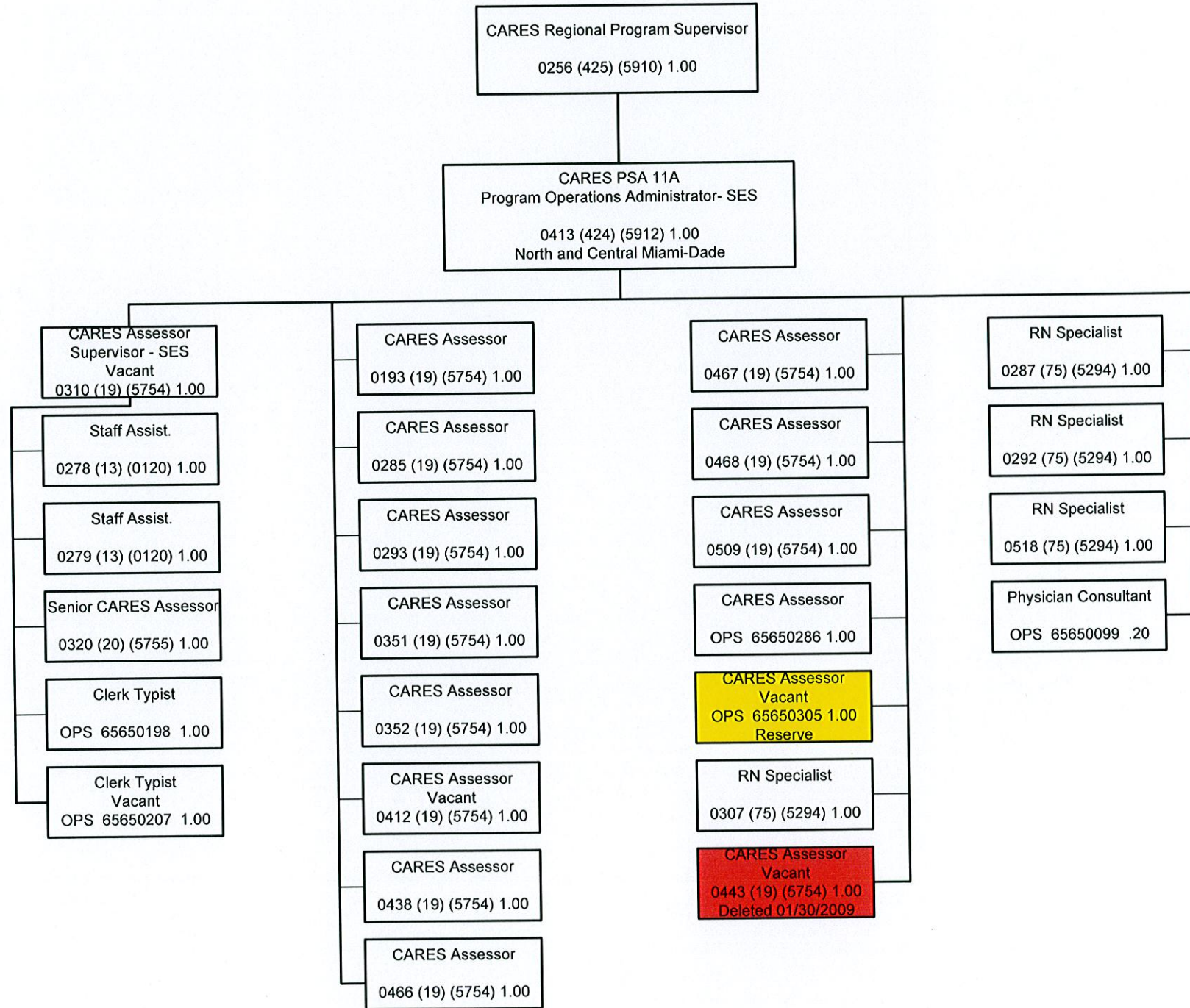
Bureau of CARES

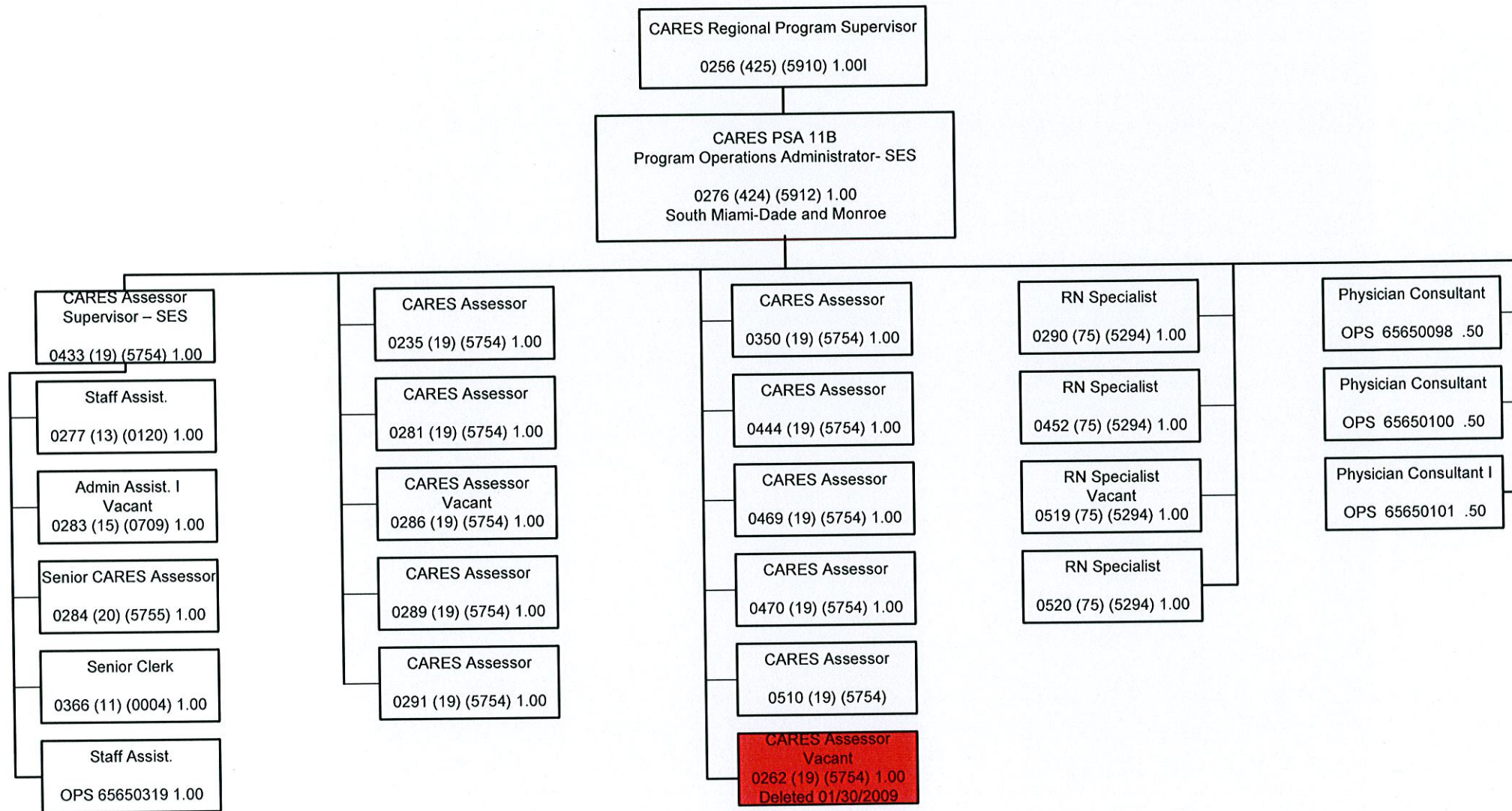




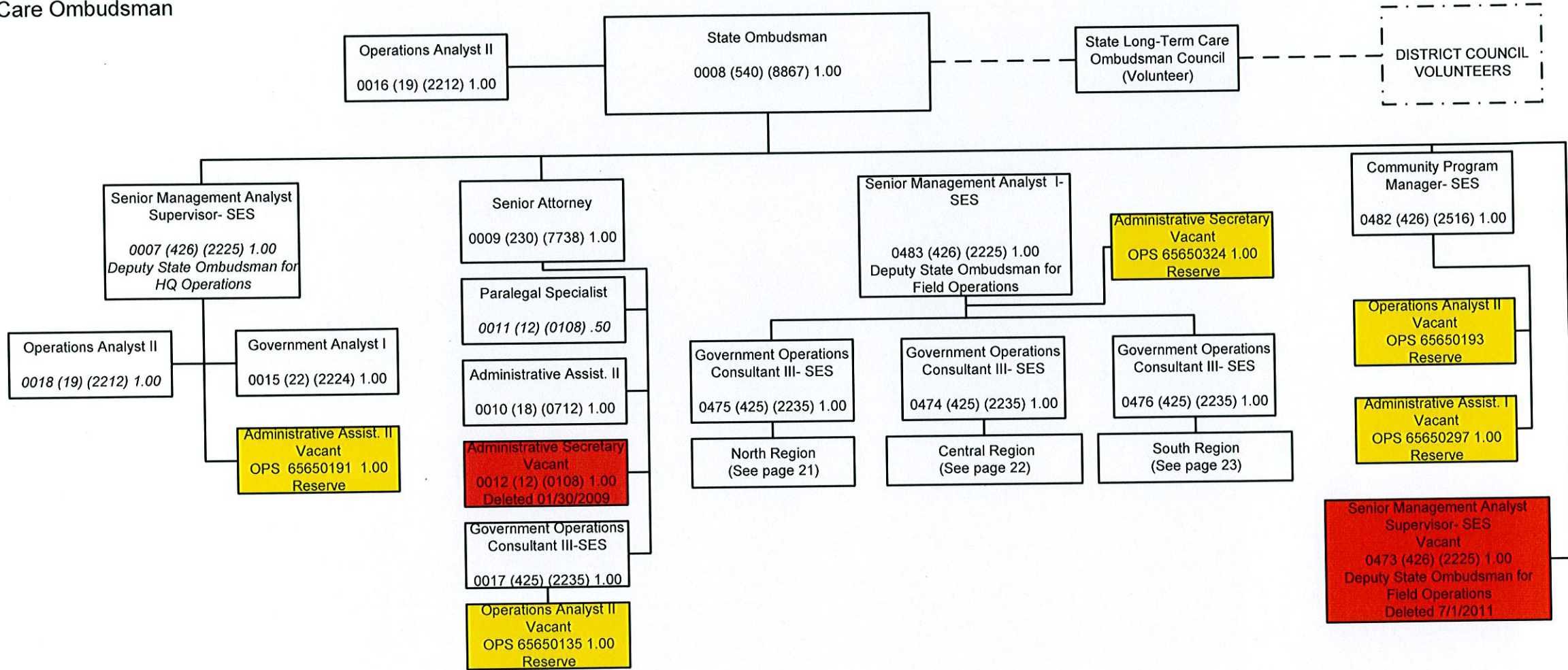


Bureau of CARES



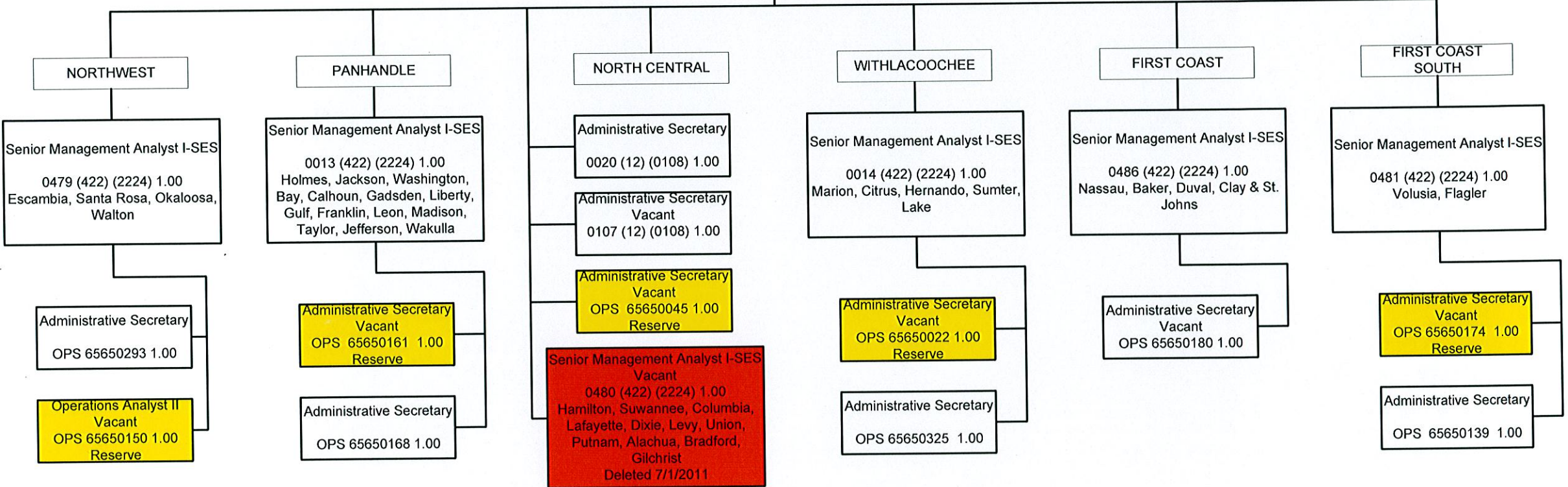


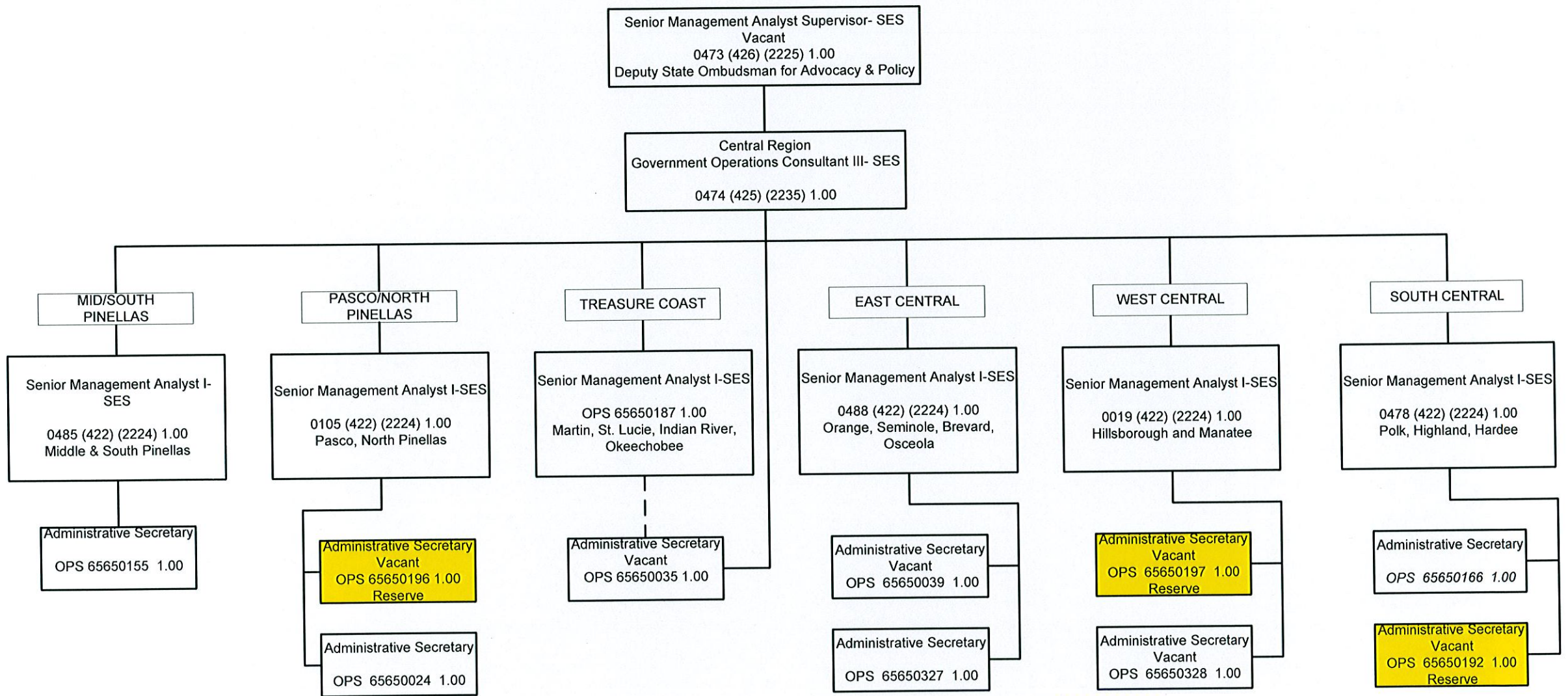
Long-Term Care Ombudsman

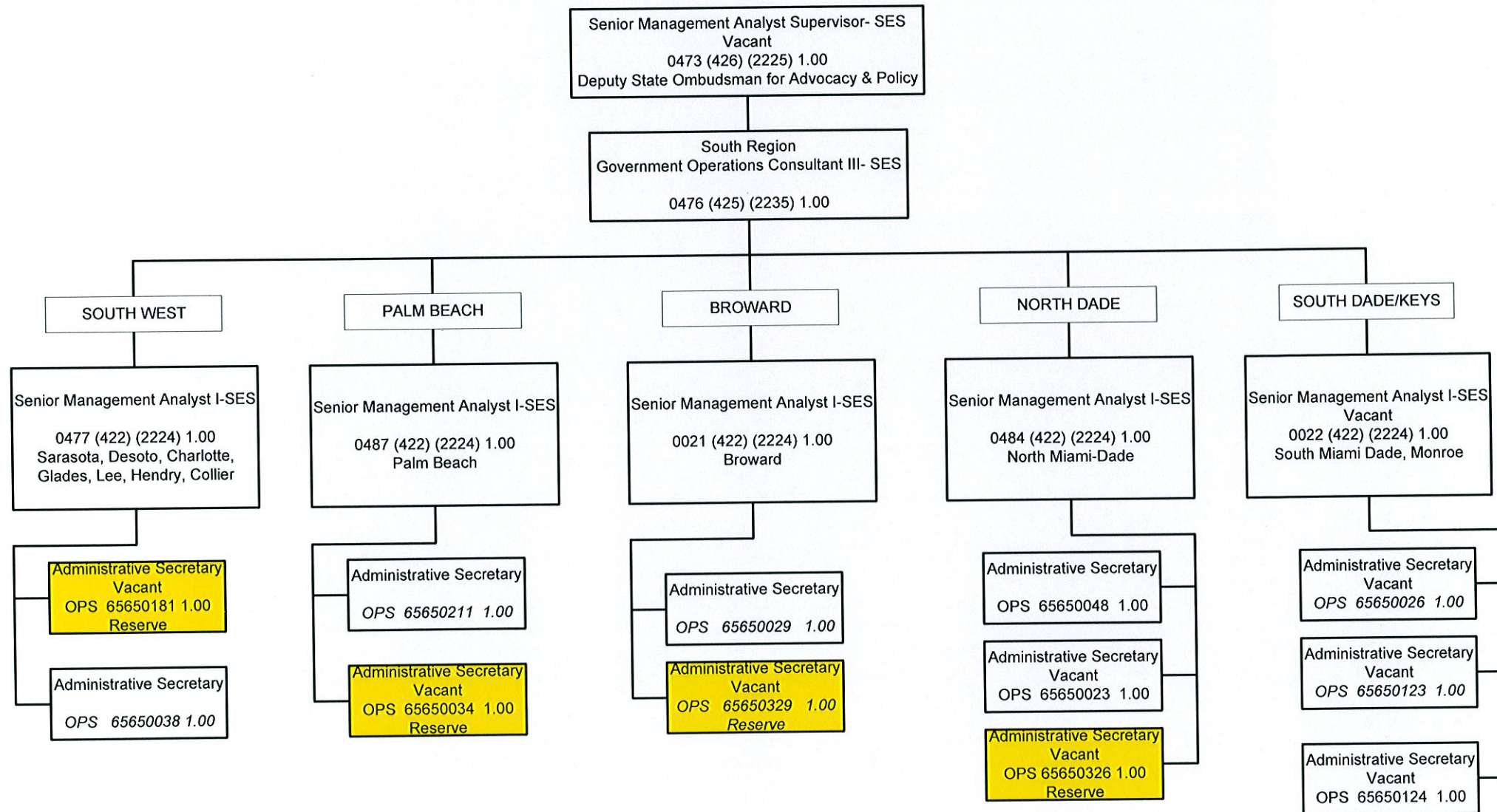


Senior Management Analyst Supervisor- SES
Vacant
0473 (426) (2225) 1.00
Deputy State Ombudsman for Advocacy & Policy

North Region
Government Operations Consultant III- SES
0475 (425) (2235) 1.00







SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

NOT APPLICABLE

Schedule XII Cover Sheet and Agency Project Approval	
Agency: Department of Elder Affairs	Schedule XII Submission Date:
Project Name:	Is this project included in the Agency's LRPP? _____ Yes _____ No
FY 2012-2013 LBR Issue Code:	FY 2012-2013 LBR Issue Title:
Agency Contact for Schedule XII (Name, Phone #, and E-mail address):	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
Agency Head:	Date:
Printed Name:	
Agency Chief Information Officer: <i>(If applicable)</i>	Date:
Printed Name:	
Budget Officer:	Date:
Printed Name:	
Planning Officer:	Date:
Printed Name:	
Project Sponsor:	Date:
Printed Name:	

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

I. Background Information	
1. Describe the service or activity proposed to be outsourced or privatized.	
2. How does the service or activity support the agency's core mission? What are the agency's desired goals and objectives to be achieved through the proposed outsourcing or privatization and the rationale for such goals and objectives?	
3. Provide the legal citation authorizing the agency's performance of the service or activity.	
4. Identify the service's or activity's major stakeholders, including customers, clients, and affected organizations or agencies.	
5. Describe and analyze how the agency currently performs the service or activity and list the resources, including information technology services and personnel resources, and processes used.	
6. Provide the existing or needed legal authorization, if any, for outsourcing or privatizing the service or activity.	

7. Provide the reasons for changing the delivery or performance of the service or activity. What is the current cost of service and revenue source?

II. Evaluation of Options

1. Provide a description of the available options for performing the service or activity and list for each option the general resources and processes needed to perform the service or activity. If state employees are currently performing the service or activity, provide at least one option involving maintaining state provision of the service or activity.

2. For each option, describe its current market for the service or activity under consideration for outsourcing or privatizing. How many vendors are currently providing the specific service or activity on a scale similar to the proposed option? How mature is this market?

3. List the criteria used to evaluate the options. Include a cost-benefit analysis documenting the direct and indirect specific baseline costs, savings, and qualitative and quantitative benefits involved in or resulting from the implementation of the recommended option(s).

4. Based upon the evaluation criteria, identify and analyze the advantages and disadvantages of each option, including potential performance improvements and risks.

5. For each option, describe the anticipated impact on the agency and the stakeholders, including impacts on other state agencies and their operations.

<p>6. Identify changes in cost and/or service delivery that will result from each option. Describe how the changes will be realized. Describe how benefits will be measured and provide the annual cost.</p>
<p>7. List the major risks for each option and how the risks could be mitigated.</p>
<p>8. Describe any relevant experience of other agencies, other states, or the private sector in implementing similar options.</p>

<p>III. Information on Recommended Option</p>
<p>1. Identify the proposed competitive solicitation including the anticipated number of respondents.</p>
<p>2. Provide the agency's projected timeline for outsourcing or privatization of the service or activity. Include key events and milestones from the beginning of the procurement process through the expiration of a contract and key events and milestones for transitioning the service or activity from the state to the vendor. Provide a copy of the agency's transition plan for addressing changes in the number of agency personnel, affected business processes, employee transition issues including reemployment and retraining assistance plan for employees who are not retained by the agency or employed by the contractor, and communication with stakeholders such as agency clients and the public.</p>
<p>3. Identify all forms of compensation to the vendor(s) for performance of the service or activity, including in-kind allowances and state resources to be transferred to the vendor(s). Provide a detailed cost estimate of each.</p>

<p>4. Provide an analysis of the potential impact on federal, state, and local revenues, and expenditures. If federal dollars currently fund all or part of the service or activity, what has been the response of the federal funding agency(ies) to the proposed change in the service delivery method? If federal dollars currently fund all or part of the service or activity, does the change in the service delivery method meet federal requirements?</p>
<p>5. What responsibilities, if any, required for the performance of the service or activity will be retained and performed by the agency? What costs, including personnel costs, will the agency continue to incur after the change in the service delivery model? Provide these cost estimations. Provide the method for monitoring progress in achieving the specified performance standards within the contract.</p>
<p>6. Describe the agency's contract management process for the outsourced or privatized service or activity, including a description of the specific performance standards that must be met to ensure adequate performance and how the agency will address potential contractor nonperformance. Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation if available.</p>
<p>7. Provide the agency's contingency plan(s) that describes the tasks involved in and costs required for its implementation and how the agency will resume the in-house provision of the service or activity in the event of contract termination/non-renewal.</p>
<p>8. Identify all other Legislative Budget Request issues that are related to this proposal.</p>

<p>9. Explain whether or not the agency can achieve similar results by a method other than outsourcing or privatization and at what cost. Please provide the estimated expenditures by fiscal year over the expected life of the project.</p>
<p>10. Identify the specific performance measures that are to be achieved or that will be impacted by changing the service's or activity's delivery method.</p>
<p>11. Provide a plan to verify vendor(s) compliance with public records laws.</p>
<p>12. If applicable, provide a plan to verify vendor compliance with applicable federal and state law ensuring access by persons with disabilities.</p>
<p>13. If applicable, provide a description of potential differences among current agency policies or processes and a plan to standardize, consolidate, or revise current policies or processes.</p>
<p>14. If the cost of the outsourcing is anticipated to exceed \$10 million in any given fiscal year, provide a copy of the business case study (and cost benefit analysis if available) prepared by the agency for the activity or service to be outsourced or privatized pursuant to the requirements set forth in s. 287.0571, F.S.</p>

**SCHEDULE XIII
 PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT
 COMMODITY CONTRACTS
 NOT APPLICABLE**

Contact Information
Agency: Department of Elder Affairs
Name:
Phone:
E-mail address:

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

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

1. Commodities proposed for purchase.
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Elder Affairs

Contact: Richard Prudom

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 2011 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 2012-2013 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 2012-2013 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
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.

* R/B = Revenue or Budget Driver

NOT APPLICABLE

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF**

Contact Information
Agency:
Name:
Phone:
E-mail address:

THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION

1. Vendor Name		
2. Brief description of services provided by the vendor.		
3. Contract terms and years remaining.		
4. Amount of revenue generated		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
5. Amount of revenue remitted		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
6. Value of capital improvement		
7. Remaining amount of capital improvement		
8. Amount of state appropriations		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2012-13	FY 2012-13	FY 2012-13	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
ELDER AFFAIRS, DEPT OF				65000000
PGM: SERVICE TO ELDERS PGM				65100000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>				65100600
EQUIPMENT NEEDS				2400000
INFORMATION TECHNOLOGY				
INFRASTRUCTURE REPLACEMENT.....		212,100		24010C0
TOTAL: EXECUTIVE DIR/SUPPORT SVCS				65100600
BY FUND TYPE				
TRUST FUNDS.....		212,100		2000

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: Elder Affairs
Budget Entity: NOT APPLICABLE

Budget Period 2012 - 2013

(1)	(2)	(3)	(4)
SECTION I	ACTUAL	ESTIMATED	REQUEST
	FY 20__ - __	FY 20__ - __	FY 20__ - __
Interest on Debt (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (B)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repayment of Loans (C)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Debt Service (E)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (F)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation: _____

SECTION II

ISSUE: _____

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

ISSUE: _____

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

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Department of Elder Affairs

Chief Internal Auditor: Tony Hernandez

Budget Entity: 65100200, 65100400, 65100600, 65101000

Phone Number: 850-414-2117

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2011-002	7/23/2010	Operational Audit of Agency for Health Care Administration	Finding No. 12: ADA and ALE Waivers - Invoice The Agency for Health Care Administration (Agency) submitted an invoice to the Department of Elder Affairs (DOEA) for the Aged/Disabled Adult Services (ADA) and Assisted Living for the Frail Elderly (ALE) waivers that were not supported by information identifying the actual claims paid. According to Agency and DOEA staff this invoice was prepared and paid to prevent unspent General Revenue Fund appropriations from	The Department of Elder Affairs concurs with the recommendation and has implemented a process to review invoices for actual claims paid.	
A-0910DEA-001	10/26/2010	Senior Centers Grant Audit	Finding 1 - Invoice improvements are needed for Senior Center Grant payments. We recommend the Department and contract managers require that recipients provide invoice documentation in the form of vendor bills, vendor invoices, payments to vendors, etc., confirming delivery of services and/or expenditures prior to authorizing payment. Furthermore we recommend contract managers require that recipients provide construction photos as projects continue toward completion as an additional control. These controls mitigate the need to conduct on-site visits and assist in verifying recipients have adequate and sufficient controls to ensure proper use of grant receipts.	Contract managers will require recipients to provide invoice documentation to accompany the payment request in the form of vendor bills, vendor invoices, payments to vendors, etc., confirming delivery of services and expenditures prior to authorizing payment. Contract managers will also require recipients to provide construction photos as projects continue toward completion as an additional control to mitigate the need to conduct on-site visits and assist in verifying recipients have adequate and sufficient controls to ensure proper use of grant receipts. a. The staff member assigned responsibility for its successful implementation: Contract Manager b. The major action steps to be completed to implement a recommendation, correct an operating deficiency, or provide additional operating controls. Step 1: Email reminder to the recipient to submit the invoice back-up if not received with payment request. Step 2: Withhold payment of invoice pending receipt of invoice back-up. Communicate this in writing through an email to the recipient and copy DOEA staff responsible for processing invoice. c. Key coordination points, including other operating areas involved, program staff required, other agency staff required, and major considerations required to be managed to succeed. DOEA contract management and contract payments staff. e. The need of system changes, personnel training, and policy changes. N/A f. Planned completion dates for each action step and for the corrective action as a whole. Upon completion of all Fixed Capital Outlay projects. g. The plan provides for verification that action steps have been completed and that desired results are being achieved. The contract manager's supervisor and appropriate contract payments staff will be copied on all emails directing recipients to submit the invoice back-up and any email documenting that the invoice is on hold pending receipt of required documentation. h. The status of the corrective action plan is reviewed regularly with responsible management and adjusted when appropriate.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Department of Elder Affairs

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Phone Number: 850-414-2117

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding 2 - Grant recipient status reporting needs improvement. We recommend for current and future fixed capital outlay agreements that the Department enforce agreement requirements for recipients to provide status reports even if they have not begun projects and/or have not expensed grant funds.</p>	<p>The contract manager will send a monthly reminder to recipients to provide status reports. Invoices will be held pending receipt of the current status report, along with all other required invoice documentation.</p> <p>a. The staff member assigned responsibility for its successful implementation: Contract Manager</p> <p>b. The major action steps to be completed to implement a recommendation, correct an operating deficiency, or provide additional operating controls. Step 1: Monthly email reminder to the recipient to submit the monthly status report. Step 2: Withhold payment of invoice pending receipt of current status report. Communicate this in writing through an email to the recipient and copy DOEA staff responsible for processing invoice.</p> <p>c. Key coordination points, including other operating areas involved, program staff required, other agency staff required, and major considerations required to be managed to succeed. DOEA contract management and contract payments staff.</p> <p>d. That "key staff" have been made aware of their need to participate and their agreement to the planned timeframes and completion dates. Yes</p> <p>e. The need of system changes, personnel training, and policy changes. N/A</p> <p>f. Planned completion dates for each action step and for the corrective action as a whole. Upon completion of all Fixed Capital Outlay projects.</p>	
A-1011EOG-011	4/27/2011	Enterprise Ethics Audit	<p>Finding 1 - (Repeat finding) Effective communication of the Department's ethics standards, policies, and procedures still needs improvement. We continue to recommend the Department develop and implement an annual training program for all employees on the subjects of ethics, public records, open meetings, records retention, equal opportunity and proper personnel procedures to strengthen conformity with Executive Order 11-03 and the Governor's Code of Ethics,</p> <p>Finding 2 - Department policies and procedures have not been updated since implementation of the Governor's Executive Order 11-03 (Ethics and Open Government) and the Governor's new code of Ethics both dated January 4, 2011. We recommend the Department comply with Executive Order 11-03 and the Governor's new Code of Ethics both dated January</p>	<p>Consistent with this recommendation, the Chief Ethics Officer will work in unison with contacts in the Human Resources office within the Department to develop and implement certain annual web-based training for all employees on the above subject matter.</p> <p>Consistent with this recommendation, the Chief Ethics Officer will work in unison with contacts in the Human Resources office within the Department to revise DOEA policy and procedure 550.30 to include relevant provisions from the Governor's new Code of Ethics.</p>	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Dept. of Elder Affairs/Comp. Elig. Svcs./Home & Com. Svcs./Exe. Dir. & Sup. Svcs./Con. Adv. Svcs.
Agency Budget Officer/OPB Analyst Name: Barbara Henry/Jo Morris

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

Action	Program or Service (Budget Entity Codes)				
	65100200	65100400	65100600	65101000	Dept.

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	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 59 of the LBR Instructions?	Y	Y	Y	Y	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y	Y	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y	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.					
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.					

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
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	Y	Y	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	Y	Y	Y	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to 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 62 of the LBR Instructions?	Y	Y	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	
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	Y	Y	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	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
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 2010-11 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?	Y	Y	Y	Y	
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?			Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?			Y		
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.)					
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			Y	Y	
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			

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
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 #12-009?		Y	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)					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)					
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)			Y		
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
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	Y	Y	Y	
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)		Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)					
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)					

Action	Program or Service (Budget Entity Codes)				
	65100200	65100400	65100600	65101000	Dept.
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))					
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 67 through 71 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 2011-12 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.					

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
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 and Schedule IB 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 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?					Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?					Y
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?					
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?					
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?					Y
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?					
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

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
8.17	If applicable, are nonrecurring revenues entered into Column A04?					Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?					Y
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?					
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? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.					
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?					
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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")					Y

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
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.)					
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	Y	Y	Y	
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 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?			Y		
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?					
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
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 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?					Y

Action		Program or Service (Budget Entity Codes)				
		65100200	65100400	65100600	65101000	Dept.
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , 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?					Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	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 standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do <u>NOT</u> have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y		Y	Y	
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	Y	Y	Y	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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.					

Action	Program or Service (Budget Entity Codes)				
	65100200	65100400	65100600	65101000	Dept.

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y		Y	Y	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)?					
17.5	Are the appropriate counties identified in the narrative?					
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?					
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	Y	Y	Y	Y

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)						
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 					