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October 15, 2014

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402 South Monroe Street
Tallahassee, Florida 32399-1300

Cindy Kynoch, Staff Director
Senate Committee on Appropriations
201 Capitol
404 South Monroe Street
Tallahassee, Florida 32399-1300

Dear Directors:

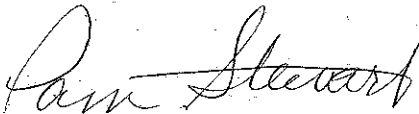
Pursuant to Chapter 216, Florida Statutes (F.S.), the Legislative Budget Request for the Department of Education is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of the Department's proposed needs for the 2015-16 Fiscal Year. This submission was approved by the State Board of Education on September 29, 2014.

This budget aligns with the Five Year Statewide Strategic Plan for Economic Development and continues the Governor's commitment to K-12 public education funding. Funding is included to align workers with the skills to meet current and future employer needs, expand access to education and training programs, and increase the number of students receiving degrees in the areas of Science, Technology, Engineering and Math (STEM).

Cynthia Kelly, Director
JoAnne Leznoff, Staff Director
Cindy Kynoch, Staff Director
October 15, 2014
Page Two

Also included are statutorily required reports approved by the State Board of Education. The reports are: 1) Florida's State Board of Education Strategic Plan 2012-2018 as required by section 1001.02(3)(a), F.S., approved October 9, 2012, with modification of the Florida College System program lists, and 2) the 5-Year Plan for postsecondary enrollment as required by section 1001.02(2)(v), F.S., approved September 29, 2014.

Sincerely,



Pam Stewart

PS/lc

Enclosures



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

Office of the Chancellor
325 West Gaines Street, Suite 1614
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LEGISLATIVE BUDGET REQUEST

October 15, 2014

Cynthia Kelly, Director
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1701 Capitol
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House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Cindy Kynoch, Staff Director
Senate Appropriations Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State University System of Florida 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 2015-16 Fiscal Year. This submission has been approved by the Board of Governors on September 18, 2014.

Sincerely,

A handwritten signature in black ink that reads "Tim Jones". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Tim Jones
Chief Financial Officer
State University System of Florida

TJ/db

Enclosure

FLORIDA DEPARTMENT OF EDUCATION
Temporary Special Duty – General Pay Additives Implementation Plan
for Fiscal Year 2015-2016

In accordance with previous rule authority established in 60L-32.0012, Florida Administrative Code, the Florida Department of Education has used existing rate and salary appropriations to grant pay additives when warranted based on the duties and responsibilities of the position. The requested additives are justified for reasons such as a position being difficult to fill or an employee assuming supervisory responsibility due to a supervisor vacancy.

Pay additives are a valuable management tool which allows agencies to compensate employees for identified additional duties which are not permanent in nature.

Pay Additive – Temporary Supervisory Responsibility

The agency requests approval to continue to grant a pay additive of up to 10 percent to staff who assume the temporary supervisory responsibility for a work unit. This assumption of duties is due to the supervisor position being vacant or the supervisor being absent pursuant to Family Supportive Work Program activities.

Pay Additive – Vacant Co-worker Position

The agency requests approval to continue to grant a pay additive of up to 10 percent to staff who assume a temporary increased workload due to a position vacancy within their work unit. The increased workload is typically due to positions remaining vacant for an extended period of time because of difficulty in filling the position. This could be due to specific education requirements, experience, or a skillset that is required for the position. Requests for this additive may also relate to a co-worker being absent for reasons other than approved Family and Medical Leave Act activities or authorized military leave.

For both pay additive scenarios addressed in this plan, the additive will begin on the first day of special duties being assumed and continue for up to 90 days. After this 90-day period, the agency will reassess the need for the additive and address accordingly.

During fiscal year 2013-14, the agency implemented a total of two temporary special duty additives, all of which would fall within the scenarios described above. The agency expended approximately \$4,800 on these two additives. The agency anticipates expenditures to be comparable to those in prior years.

The agency requested pay additives are in line with Article 21 – Compensation for Temporary Special Duty in Higher Position as defined in the most recent AFSCME Master Contract (July 1, 2013 through June 30, 2014).

**Florida Board of Governors
General Pay Additives Implementation Plan
2015-2016 Legislative Budget Request**

Pursuant to Section 110.2035(7) the Board submits the following annual pay additive plan.

- a. The pay additive, Temporary special duties – absent coworker or general is used when a position has been assigned temporary duties and responsibilities not customarily assigned to the position due to a coworker out on leave due to extenuating circumstances, a vacant position exists, or a special project is required and the work is critical to the mission of the office.
- b. The additive would be approved by the Chancellor on a case by case basis.
- c. The additive would begin on the first day of the special duties.
- d. The period of time for this additive will be at the Chancellor's discretion based on the circumstances regarding the length of the approved absence.
- e. The amount of the pay additive will not exceed 10% per pay period.
- f. Historically the Board has only approved one pay additive and that was for the 2012-13 fiscal year. This approval by the Chancellor was due to an employee filling a critical position that was out on extended medical leave.
- g. Projected annual costs for any pay additives for 2014-15 is approximately \$30,000.
- h. Estimated 2015-16 fiscal year costs would be no more than \$10,000.

State of Florida
Department of Education



2015-16
Department Level
Exhibits and Schedules

State of Florida
Department of Education



2015-16
Schedule IV-B

SCHEDULE IV-B FOR BUREAU OF EDUCATOR CERTIFICATION CONVERSION PROJECT

For Fiscal Year 2015-16 (Year 3)



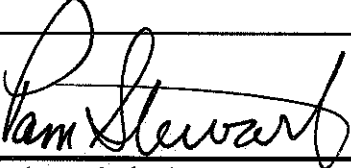
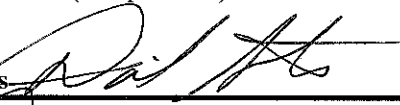

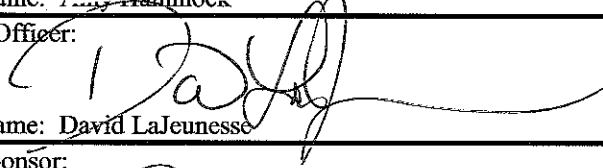

September 29, 2014

FLORIDA DEPARTMENT OF EDUCATION

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Education	Schedule IV-B Submission Date: October 15, 2014
Project Name: Bureau of Educator Certification Conversion	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2015-16 LBR Issue Code: 36306C0	FY 2014-16 LBR Issue Title: Information Technology Application Maintenance <i>Costs Increase for Educator Certification System</i>
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): David LaJeunesse, 850-245-0615, David.LaJeunesse@fldoe.org and David Stokes, 850-245-9326, David.Stokes@fldoe.org	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:  Printed Name: Pamela Stewart	Date: 10/15/14
Agency Chief Information Officer (or equivalent):  Printed Name: David Stokes	Date: 10/10/2014
Budget Officer:  Printed Name: _____	Date: 10/15/14
Planning Officer:  Printed Name: David LaJeunesse	Date: 10/10/2014
Project Sponsor:  Printed Name: Brian Dassler	Date: 10/10/14
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	David LaJeunesse, 245-0615, David.LaJeunesse@fldoe.org
Cost Benefit Analysis:	Dawn Creamer, 245-9748, Dawn.Creamer@fldoe.org
Risk Analysis:	Steven Ritacco, 245-0587, Steven.Ritacco@fldoe.org
Technology Planning:	Cindy Walters, 245-0580, Cindy.Walters@fldoe.org
Project Planning:	Jodi Wilder, 245-0606, Jodi.Wilder@fldoe.org

General Guidelines

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

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.

Documentation Requirements

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

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

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

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

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

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

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

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

A. Background and Strategic Needs Assessment

Purpose: To clearly articulate the business-related need(s) for the proposed project.

As provided in its Year 1 Schedule IV-B for this project, the Department identified the need to modernize the core technology systems that support the business operations for the Bureau of Educator Certification (BEC). Primary to meeting the BEC objectives will be increased automation of numerous business processes supported by the BEC system to further benefit the teachers, students, and the taxpayers of the State of Florida. With these enhancements in the coming years, the BEC will realize its maximum potential to provide quality evaluation for applicant certifications with minimal human intervention.

1. Business Need

The Bureau of Educator Certification (BEC) core systems infrastructure comprises heterogeneous vendor platforms and a mix of technologies which are either outdated or have discontinued product support by the vendors. As a result, the outdated software platforms have become increasingly non-compatible with current technology releases with which it must interact. The “Needs Analysis” compiled for Year 1 of this project (submitted February 2013) demonstrates that the maintenance of these applications has become very expensive and that it is no longer “cost efficient” to keep existing systems without essential upgrades. For example, as Microsoft Operating Systems are upgraded beyond those deployed in the BEC systems, the availability of continued support by Microsoft diminishes, endangering the continued use of mission-critical applications by the BEC and its clients.

It is extremely critical to maintain and enhance the BEC systems to support the ongoing business operations of the BEC. Even though they are currently in working condition and may be within an acceptable level of performance to users, they have entered a phase of high risk and the end of the useable shelf-life of the applications. For security and other industry compliance reasons, application systems require routine upgrades and patches applied which becomes extremely difficult when the releases are no longer compatible for the antiquated platforms in the BEC systems. To keep up with ongoing changes in business rules, it is very difficult and expensive to locate, procure, and maintain the development skill sets for these older/outdated technologies. Any further changes in the applications pose an extreme risk of making these application systems vulnerable or causing irreparable system failures. As hardware and system software is being upgraded by vendors these applications have more and more degraded performance.

BEC systems are required to be in compliance with agency IT security guidelines and other industry standards such as Payment Card Industry (PCI) Data Security Standards (DSS). The state of the current BEC architecture (hardware and software) has made it extremely difficult, if not impossible, to remain in compliance with the State of Florida’s security policies. The cost to meet these compliance requirements has become expensive and is estimated to be more costly than upgrading to the current level of supported technologies.

2. Business Objectives

BEC Project Objectives:

- Convert BEC primary database from IBM UDB platform to Microsoft SQL Server to eliminate heterogeneous database platforms and align database for more efficient enterprise

support and maintenance.

- Convert current paper-based document templates with manual postal service distribution to employ processing system supports for paperless distribution of all official correspondence.
- Convert current static report templates generated via outdated software to employ dynamic, database-driven reports via electronic generation.
- Provide more efficient internal systems for processing applications and credentials to transform them into electronic format through conversion of the current BEC Records client modules from Visual Basic 6.0 to deploy supportable, web-based client using current FDOE standard (C#.Net).
- Provide more efficient internal systems for evaluating credentials, issuing certificates, and maintaining evidence of academic preparation through conversion of the current BEC Evaluations client modules from Visual Basic 6.0 to deploy supportable, web-based client using current FDOE standard (C#.Net).
- Expand opportunities for direct, electronic acceptance of official academic postsecondary transcripts.
- Enhance the quality and usability of partnership technology systems to provide necessary supports for district certification partners and other education partners through conversion of the current BEC Partnership Access & Services System (BEC-PASS) from classic ASP to the FDOE standard (C#.Net).
- Enhance integration between Evaluation and Contact Center applications for more efficient certification file review and contact documentation.
- Enhance workflow management to ensure improved compliance with key performance expectations through conversion of outdated databases, jobs, and client packages to FDOE standards.
- Ensure operational continuity and compliance with records retention requirements by assessing the most cost-effective solution for BEC document management.
- Enhance quality and usability of public access systems and bridge the gap to enable electronic submission of all applications for certification through redevelopment of the Online Application for Educator Certification.
- Implement web-based BEC administration applications for integrated, business-level system maintenance functions and real-time, adaptable operational reporting.
- Implement a comprehensive, web-based knowledge management resource to support a coordinated training program to support both internal BEC staff and external certification constituents.
- Implement scalable and flexible technology systems that provide efficient and cost-effective long-term sustainability ensuring optimal operational continuity.
- Implement interoperability enhancements with agency partners to optimize use of technology resources to support the quality of instructional and administrative personnel and to maximize responsiveness to internal and external stakeholders.

BEC Required Operational Objectives:

- Ensure compliance with statutory obligations for timeliness of deficiency notifications and eligibility determinations upon receipt and review of licensing applications pursuant to s. 1012.56(1), F.S. and s. 120.60, F.S.
- Ensure compliance with performance expectations in the Long Range Program Plan and Strategic Plan established to support the agency's mission and goals pursuant to s. 1000.03,

F.S. and s. 1008.31, F.S.

- Ensure maintenance of electronic database of personnel records of each person to whom a certificate is issued pursuant to s. 1012.56(15), F.S.
- Maintain or improve performance ratings on objective statistical measures used to routinely monitor and evaluate ongoing program performance and accountability.
- Ensure adequate fee collections with sufficient revenues to efficiently implement the provisions of law with respect to certification of school personnel and disburse payments for expenses incurred by the Education Practices Commission pursuant to s. 1012.59, F.S.
- Maintain or improve efficiency of services provided by the BEC to support the responsibilities for educator certification actions delegated to district school boards pursuant to s. 1012.285, F.S. and s. 1012.586, F.S.
- Maintain or improve efficiency of services provided by the BEC directly to its stakeholders and clients to ensure the employment of qualified instructional and administrative personnel in positions for which certificates are required pursuant to s. 1012.55, F.S.
- Maintain or improve efficiency of information services provided by the BEC related to certification procedures pursuant to s. 1012.05(2)(h), F.S.
- Maintain or improve efficiency of employment screening tools provided by the BEC to authorized school organizations pursuant to s. 1001.10(5), F.S. and s. 1002.421(2) & (4), F.S.
- Maintain an efficient relationship with Child Support Enforcement to provide records of all certified educators pursuant to s. 1012.56(1), F.S. and 1012.21(3), F.S.
- Maintain an efficient level of collaboration with other states and territories regarding interstate cooperation and reciprocity for educational personnel pursuant to s. 1012.99, F.S. and s. 1012.991, F.S.
- Provide adequate and ongoing training regarding certification eligibility requirements to school district staff and teacher preparation program ombudsmen pursuant to s. 1004.04, F.S., 1004.485, F.S. and s. 1012.586, F.S.
- Implement mechanisms to effectively evaluate quality of customer services provided by the BEC to substantiate and continuously improve quality and efficiency pursuant to s. 1008.31, F.S.
- Implement mechanisms to streamline the fingerprint background screening process to accommodate all Florida certification applicants through expanded use of Live Capture alternatives authorized by the Florida Department of Law Enforcement.

B. Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

1. Current Business Process(es)

As provided in support of its Year 1 Schedule IV-B for this project, the BEC compiled and provided the Bureau of Educator Certification Needs Analysis in February 2013. That analysis document provides evidence of the current business processes.

NOTE: If an agency has completed a workflow analysis, include through file insertion or

attachment the analyses documentation developed and completed by the agency.

2. Assumptions and Constraints

- Staff with advanced skills necessary will be available.
- Funding levels will be sufficient.
- Current environment will remain stable and not impact staff availability needed for conversion.
- Build out of the DOE Legacy Server Environment to the Enterprise Computing Solution continues on schedule.
- FDOE Primary Data Center at Northwest Regional Data Center (NWRDC) can accommodate any special infrastructure requirements.
- Interoperability with the BEC Imaging System must be ensured irrespective of maintaining the current platform or migrating to alternate platform.
- Interoperability with the BEC Telephony Systems must be maintained.
- Interoperability with required internal agency or interagency source systems must be ensured (e.g. Staff Information System, Florida Teacher Certification Examinations systems, ICMS for Professional Practices Services, Education Data Warehouse 2.0, FDLE Criminal History Records, DOR Child Support Enforcement, SPEEDE Transcript system, NASDTEC Clearinghouse).
- Databases, servers, and applications must meet Criminal Justice Information Services (“CJIS”) Security Policy Version 5.2.
- To meet future requirements, all software applications and systems must be maintained at an efficient level.

C. Proposed Business Process Requirements

Purpose: To establish a basis for understanding what business process requirements the proposed solution must meet in order to select an appropriate solution for the project.

Please refer to various sections within the BEC Needs Analysis document provided in February 2013 in support of its Year 1 Schedule IV-B for this project.

1. Proposed Business Process Requirements
2. Business Solution Alternatives
3. Rationale for Selection
4. Recommended Business Solution

NOTE: For IT projects with total cost in excess of \$10 million, the project scope described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

D. Functional and Technical Requirements

Purpose: To identify the functional and technical system requirements that must be met by the project.

Include through file insertion or attachment the functional and technical requirements analyses documentation

developed and completed by the agency.

III. Success Criteria

Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.

Please refer to the Critical Success Factors and Downtime Tracking sections outlined in the BEC Needs Analysis document provided in February 2013 in support of its Year 1 Schedule IV-B for this project.

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1				
2				

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

A. Benefits Realization Table

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

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

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Eliminate IBM UDB support	DOE	Migrate UDB database to SQL Server	Reduction in allocation	09/2014
2	Eliminate IBM FileNet support	DOE	Utilize a different document management system	Reduction in allocation	06/2016
3	Reduction in number of servers hosted at NWRDC	DOE	Consolidate servers and applications	Reduction in number of servers hosted at NWRDC	06/2016

B. Cost Benefit Analysis (CBA)

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

1. The Cost-Benefit Analysis Forms

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

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

V. Schedule IV-B Major Project Risk Assessment

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

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

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

A. Risk Assessment Summary

Appendix B on the Florida Fiscal Portal includes the Risk Assessment Summary. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

VI. Schedule IV-B Technology Planning

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

Please refer to the Critical Success Factors and Downtime Tracking sections outlined in the BEC Needs Analysis document provided in February 2013 in support of its Year 1 Schedule IV-B for this project.

A. Current Information Technology Environment

1. Current System

Please refer to the Current State description and to Figure 4 of the BEC Needs Analysis document provided in February 2013 in support of its Year 1 Schedule IV-B for this project.

a. Description of current system

b. Current system resource requirements

c. Current system performance

2. Information Technology Standards

- ❖ BEC systems are required to be in compliance with Payment Card Industry (PCI) Data Security Standards (DSS).
- ❖ BEC systems are required to be in compliance with Criminal Justice Information Services (“CJIS”) Security Policy Version 5.2.

B. Current Hardware and/or Software Inventory

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

Please refer to the Current State description and to Figure 4 of the BEC Needs Analysis document provided in February 2013 in support of its Year 1 Schedule IV-B for this project.

C. Proposed Solution Description

Please refer to the Technology Planning Component, Section B of the Schedule IV-B document provided in February 2013.

1. Summary description of proposed system
2. Resource and summary level funding requirements for proposed solution (if known)

D. Capacity Planning

(historical and current trends versus projected requirements)

Please refer to the Technology Planning Component, Section C of the Schedule IV-B document provided in February 2013.

VII. Schedule IV-B Project Management Planning

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

Include through file insertion or attachment the agency's project management plan and any associated planning tools/documents.

The BEC project management plan includes the following plans: Project Charter; Scope Management Plan; Work Breakdown Structure (WBS); Resource Breakdown Structure (RBS); Master Project Schedule; Schedule Management Plan; Work Management Plan; Spending Plan; Communication Plan; Risk Management Plan; Issue Management Plan; Quality Management Plan; Change Management Plan; and, Procurement Management Plan. The plan is contained in Appendix E.

NOTE: For IT projects with total cost in excess of \$10 million, the project scope, business objectives, and timelines described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

VIII. Appendices

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

Appendix A – Benefits Realization and Cost Benefit Analysis

Appendix B – Risk Assessment, Risk Management Plan, and Risk Registry Database

Appendix C – Current System Hardware Inventory

Appendix D – Project Schedule Overview

Appendix E – Project Management Plan

CBAForm 1 - Net Tangible Benefits

Agency	Department of Education	Project	Certification Conversion
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency (Operations Only -- No Project Costs)	FY 2015-16			FY 2016-17			FY 2017-18			FY 2018-19			FY 2019-20		
	(a)	(b)	(c) = (a)+(b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project
A. Personnel -- Total FTE Costs (Salaries & Benefits)	\$2,246,667	\$0	\$2,246,667	\$2,246,667	(\$1,623,872)	\$622,795	\$622,795	\$0	\$622,795	\$622,795	\$0	\$622,795	\$622,795	\$0	\$622,795
A.b Total FTE	15.25	0.00	15.25	15.25	(9.25)	6.00	6.00	0.00	6.00	6.00	0.00	6.00	6.00	0.00	6.00
A-1.a. State FTEs (Salaries & Benefits)	\$372,795	\$0	\$372,795	\$372,795	\$0	\$372,795	\$372,795	\$0	\$372,795	\$372,795	\$0	\$372,795	\$372,795	\$0	\$372,795
A-1.b. State FTEs (# FTEs)	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00
A-2.a. OPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS FTEs (# FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$1,873,872	\$0	\$1,873,872	\$1,873,872	(\$1,623,872)	\$250,000	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000
A-3.b. Staff Augmentation (# of Contract FTEs)	11.25	0.00	11.25	11.25	(9.25)	2.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00
B. Data Processing -- Costs	\$305,000	\$0	\$305,000	\$305,000	(\$196,000)	\$109,000	\$109,000	\$0	\$109,000	\$109,000	\$0	\$109,000	\$109,000	\$0	\$109,000
B-1. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Software	\$70,000	\$0	\$70,000	\$70,000	(\$70,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Other Imaging System / IVR	\$235,000	\$0	\$235,000	\$235,000	(\$126,000)	\$109,000	\$109,000	\$0	\$109,000	\$109,000	\$0	\$109,000	\$109,000	\$0	\$109,000
C. External Service Provider -- Costs	\$369,725	\$0	\$369,725	\$280,402	\$63,456	\$343,858	\$343,858	\$0	\$343,858	\$343,858	\$0	\$343,858	\$343,858	\$0	\$343,858
C-1. Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Maintenance & Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$71,544	\$0	\$71,544	\$71,544	\$63,456	\$135,000	\$135,000	\$0	\$135,000	\$135,000	\$0	\$135,000	\$135,000	\$0	\$135,000
C-4. Data Communications Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other OTIS Cost recovery of IT services (NWRDC)	\$298,181	\$0	\$298,181	\$208,858	\$0	\$208,858	\$208,858	\$0	\$208,858	\$208,858	\$0	\$208,858	\$208,858	\$0	\$208,858
D. Plant & Facility -- Costs (including PDC services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Others -- Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Operational Costs (Rows A through E)	\$2,921,392	\$0	\$2,921,392	\$2,832,069	(\$1,756,416)	\$1,075,653	\$1,075,653	\$0	\$1,075,653	\$1,075,653	\$0	\$1,075,653	\$1,075,653	\$0	\$1,075,653
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1.															
F-2.															
F-3.															
Total Net Tangible Benefits:		\$0			\$1,756,416			\$0			\$0			\$0	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	<input type="checkbox"/>	Confidence Level	
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input checked="" type="checkbox"/>	Confidence Level	80%

A		B		C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Department of Education	Bureau of Educator Certification Conversion			CBA Form 2A Baseline Project Budget																
Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.					FY2015-16			FY2016-17			FY2017-18			FY2018-19			FY2019-20			TOTAL	
2					\$ 3,211,228	\$ 1,873,872			\$ -			\$ -			\$ -			\$ 5,085,100			
3					\$ 3,211,228	\$ 1,873,872			\$ -			\$ -			\$ -			\$ 5,085,100			
4	Item Description (remove guidelines and annotate entries here)	Project Cost Element	Appropriation Category	Current & Previous Years Project- Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL	
5	Costs for all state employees working on the project.	FTE	S&B	96220.00	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 96,220	
6	Costs for all OPS employees working on the project.	OPS	OPS	0.00		\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	2815728.00	1.25	\$ 130,104	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 2,945,832	
8	Project management personnel and related deliverables.	Project Management	Contracted Services	215280.00	9.00	\$ 1,528,488	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 1,743,768	
9	Project oversight (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	0.00	1.00	\$ 215,280	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 215,280	
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	0.00	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services		0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
12	Hardware purchases not included in Primary Data Center services.	Hardware	OCO	24000.00		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 24,000	
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	60000.00		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 60,000	
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
15	All first-time training costs associated with the project.	Training	Contracted Services	0.00		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
16	Include the quote received from the state data center for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	0.00	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
17	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
21	Total				\$ 3,211,228	11.25	\$ 1,873,872	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 5,085,100

CBAForm 3 - Project Investment Summary

Agency	<u>Department of Education</u>	Project	<u>of Educator Certification Co</u>
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<i>COST BENEFIT ANALYSIS -- CBAForm 3A</i>						
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	TOTAL FOR ALL YEARS
Project Cost	\$1,873,872	\$0	\$0	\$0	\$0	\$5,085,100
Net Tangible Benefits	\$0	\$1,756,416	\$0	\$0	\$0	\$1,756,416
Return on Investment	(\$5,085,100)	\$1,756,416	\$0	\$0	\$0	(\$3,328,684)
Year to Year Change in Program Staffing	0	(9)	0	0	0	

<i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i>		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$3,302,429)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	-65.46%	IRR is the project's rate of return.

<i>Investment Interest Earning Yield -- CBAForm 3C</i>					
Fiscal Year	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Cost of Capital	1.94%	2.07%	3.18%	4.32%	4.85%

CBAForm 2 - Project Cost Analysis

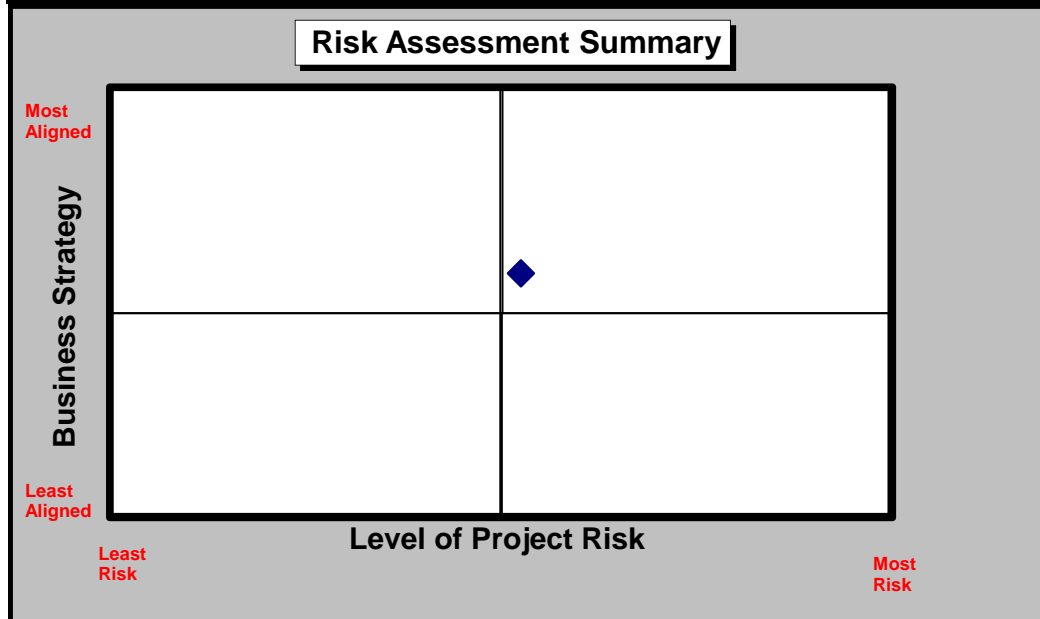
Agency <u>Department of Education</u>	Project <u>Bureau of Educator Certification Conversion</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
TOTAL PROJECT COSTS (*)	\$1,873,872	\$0	\$0	\$0	\$0	\$5,085,100
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i>	\$5,085,100	\$5,085,100	\$5,085,100	\$5,085,100	\$5,085,100	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$1,873,872	\$0	\$0	\$0	\$0	\$1,873,872
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$1,873,872	\$0	\$0	\$0	\$0	\$1,873,872
CUMULATIVE INVESTMENT	\$1,873,872	\$1,873,872	\$1,873,872	\$1,873,872	\$1,873,872	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	Confidence Level		
Order of Magnitude	Confidence Level		
Placeholder	Confidence Level	x	80%

Project	<i>Bureau of Educator Certification Conversion Project</i>	
Agency	<i>Department of Education</i>	
FY 2015-16 LBR Issue Code:	FY 2015-16 LBR Issue Title:	
<i>36306C0</i>	<i>Information Technology Application</i>	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
<i>David LaJeunesse, 850-245-0615, David.LaJeunesse@fldoe.org</i>		
Executive Sponsor	<i>Brian Dassler</i>	
Project Manager	<i>Steven G. Ritacco, PMP</i>	
Prepared By	<i>David LaJeunesse</i>	<i>9/25/2014</i>



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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Agency Name

Project: Project Name

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Agency: Department of Education

Project: Bureau of Educator Certification Conversion Project

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

Department of Education - Bureau of Educator Certification Conversion Project - Risk Register

Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes
0913-02	09/25/2013	Threat	Technical	Tech-Scope	All	AVAYA IVR System: System software is at end of life and is no longer supported.	Open	High	Serious	3 - High	Accept	The IVR system is critical to the BEC. The upgrade has been scheduled later in the project in order to reduce the risk of a major upgrade during the re-write of all of the applications.	Project Director	06/30/2014		A decision was made to wait until all of the applications are rewritten and the system upgrade is completed. The option execute an on-call technical support agreement is being researched.	
1013-02	09/14/2012	Threat	Technical	Tech-Estimates, Assumptions, Constraints	All	Project Schedule Estimates: As a result of overly optimistic task time estimates, and/or invalid assumptions, and/or missed constraints, the actual duration of project phases may exceed baseline timeframes, extending the overall schedule and/or adding cost to the budget.	Open	Medium	Moderate	2 - Medium	Mitigate	The schedule has been reviewed by the Technical Team and their input has been incorporated. When the developers start work in January 2014 the schedule will be reviewed with all members of the project team.	Project Manager	Ongoing		The schedule has not been baselined but has been submitted for review.	
1013-03	10/02/2012	Threat	Technical	Tech-Reliability / Maintenance	All	Existing VB6 Issues: The existing applications require extensive maintenance. This will directly impact the BEC Project Team.	Open	Medium	Moderate	2 - Medium	Mitigate		BEC Project Team	Ongoing			
1013-04	10/02/2012	Threat	External	Ext-Environment / Weather	All	Severe Weather: As a result of a hurricane, tornado, other adverse weather, or geologic events, offices may be damaged, leading to disruption of project work and delays in the schedule.	Open	Low	Moderate	1 - Low	Accept		Project Sponsor	TBD			
1013-06	10/04/2013	Threat	External	Legislation	All	Legislation and Rule Changes: Rule changes have been mandated that will affect business processes.	Open	Low	Moderate	1 - Low	Accept		Project Sponsor	As needed			
1013-07	10/04/2013	Threat	Technical	Tech-Technology	All	UDB and SQL Server Data: All databases (Prod/Dev/Test) must be synchronized.	Open	Medium	Moderate	2 - Medium	Mitigate		BEC Project Team	05/15/2014			
1013-08	10/04/2013	Threat	External	Site / Facilities	All	NWRDC workload: The project may require "short fused" requests that will be delayed due to workload and other customer priorities that the NWRDC supports.	Open	Low	Moderate	1 - Low	Mitigate		Project Director	Ongoing			
1013-09	10/08/2013	Threat	Management	Mgt-Resourcing	All	UAT Tester Burnout: SME's will be testing almost continuously for months, which may lead to missed defects and issues when deployed.	Open	High	Serious	3 - High	Mitigate		Project Director	Ongoing			
1013-10	10/08/2013	Threat	Technical	Tech-Technology	All	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Medium	Critical	3 - High	Avoid		BEC Project Team	As needed			
1013-12	10/18/2013	Threat	Management	Mgt-Resourcing	All	Technical Leads Burnout: There are two technical leads that are assigned to the project. Both have over 10 years experience on the BEC applications. In addition to maintaining the legacy system, they are also assigned to the BEC Development Team and will train new State FTEs on the legacy application.	Open	Very High	Critical	4 - Very High	Mitigate		Project Director	Ongoing			
1013-13	10/18/2013	Threat	Technical	Tech-Technology	All	Desktop migration to Win7 from XP and Microsoft Office 2010 upgrade: The BEC PCs must be migrated to Win7 due to Microsoft support ending in April 2014. The legacy applications must be tested with Win7 to ensure compatibility. Developers must use the XP operating system which poses security risks.	Open	High	Critical	3 - High	Mitigate	The migration from Windows XP to Windows 7 on all workstations includes Microsoft Office 2010. Due to higher priority operational commitments the projected migration completion date is 03/31/2014.	BEC Project Team	03/31/2014		The CIO has granted the BEC an extension to June 30 to upgrade desktops to WIN 7. Due to FileNET constraints the upgrade to WIN 7 and MS Office 2010 must be 32 bit versions. Proof of Concept is still under review for the 64 bit versions. The migration from Windows XP to Windows 7 on all workstations includes Microsoft Office 2010. Due to higher priority operational commitments the projected migration completion date is 03/31/2014. The BEC must migrate from Windows XP to Windows 7 on all workstations. The projected completion date is 12/31/2013.	

Department of Education - Bureau of Educator Certification Conversion Project - Risk Register

Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes																																																							
0203-01	02/03/2014	Threat	Management	Resourcing	All	Technical Staff Resourcing: o UDB DBA departure on January 30, 2014 o Business Analyst departure on April 30, 2014	Open	High	Critical	3 - High	Mitigate	Unexpected Technical Staff attrition and periods of non-availability has exposed the legacy system to risk and adversely impacts the current development project.	Project Sponsor	04/30/2014		UDB DBA departure-a request to the vendor for a replacement contractor position was submitted. Interview was conducted on 3/10/14 and cleared fingerprints were obtained on 4/28/2014. FTE Maintenance Developer request for overtime has been approved.																																																								
<table border="1"> <thead> <tr> <th colspan="3">Risk Probability¹</th> <th colspan="3">Risk Impact²</th> <th colspan="4">Probability x Impact Rank³</th> </tr> <tr> <th>Low</th> <th>< 30%</th> <th>unlikely to occur</th> <th>Cost Increase</th> <th>Schedule Increase</th> <th>Minor</th> <th>Moderate</th> <th>Serious</th> <th>Critical</th> </tr> </thead> <tbody> <tr> <td>Medium</td> <td>31% - 50%</td> <td>may occur</td> <td>< 5%</td> <td>< 5%</td> <td>Low</td> <td>Low(1)</td> <td>Medium(2)</td> <td>High(3)</td> </tr> <tr> <td>High</td> <td>51% - 80%</td> <td>probably will occur</td> <td>5% - 8%</td> <td>5% - 10%</td> <td>Medium</td> <td>Low(1)</td> <td>Medium(2)</td> <td>High(3)</td> </tr> <tr> <td>Very High</td> <td>> 80%</td> <td>very likely to occur</td> <td>9% - 10%</td> <td>11% - 15%</td> <td>High</td> <td>Low(1)</td> <td>Medium(2)</td> <td>High(3)</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Critical</td> <td>> 15%</td> <td>Very High</td> <td>Low(1)</td> <td>High(3)</td> <td>Very High(4)</td> </tr> </tbody> </table>																		Risk Probability ¹			Risk Impact ²			Probability x Impact Rank ³				Low	< 30%	unlikely to occur	Cost Increase	Schedule Increase	Minor	Moderate	Serious	Critical	Medium	31% - 50%	may occur	< 5%	< 5%	Low	Low(1)	Medium(2)	High(3)	High	51% - 80%	probably will occur	5% - 8%	5% - 10%	Medium	Low(1)	Medium(2)	High(3)	Very High	> 80%	very likely to occur	9% - 10%	11% - 15%	High	Low(1)	Medium(2)	High(3)				Critical	> 15%	Very High	Low(1)	High(3)	Very High(4)
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Bureau of Educator Certification
 Summary Risk
 FY 2015-16 Schedule IV-B

Low Minor	1 - Low
Medium Minor	1 - Low
High Minor	1 - Low
Very High Minor	1 - Low
Low Moderate	1 - Low
Medium Moderate	2 - Medium
High Moderate	2 - Medium
Very High Moderate	3 - High
Low Serious	2 - Medium
Medium Serious	2 - Medium
High Serious	3 - High
Very High Serious	3 - High
Low Critical	3 - High
Medium Critical	3 - High
High Critical	3 - High
Very High Critical	4 - Very High
Probability x Impact Rank3	

Department of Education - Bureau of Educator Certification Conversion Project - Risk Register

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0913-03	09/27/2013	Threat	Management	Mgt-Resourcing	All	Availability of BEC SMEs: Due to seasonal workload from April through August BEC SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Closed	High	Serious	3 - High	Mitigate	The project schedule has firm "Finish" dates because of fiscal year funding constraints.	Project Sponsor	Ongoing	11/30/2013	Testing may be performed after normal work hours and weekends to meet project deadlines.	
0913-01	09/25/2013	Threat	Technical	Tech-Scope	All	Technical support for the IBM FileNet Content Manager: The current maintenance support contract expires 11/30/2013. It was extended for six months through 05/31/2014. The vendor providing support may or may not continue to provide support. This application is critical to the business operations of the BEC.	Closed	Low	Moderate	1 - Low	Mitigate	There are two strategies that may be executed: 1. Renew the maintenance agreement with the existing support vendor (the vendor has indicated that they may renew) for six months, this allows time for a new procurement cycle. 2. Execute a staff augmentation contract with a qualified FileNet software engineer if the BEC owns the licenses.	Project Director	05/31/2014	07/08/2014	IBM issued a "Proof of Entitlement" for a new license effective 07/01/2014. On 07/08/2014 the BEC on-boarded a contractor to support and provide maintenance for FileNET. An email was sent to IBM on 06/28/2014 stating BEC's plan to procure a license directly from them. An email was sent on 06/19/2014 to HCL (vendor providing maintenance support) stating their quote for support was unacceptable. The maintenance agreement expired on 05/31/2014. The BEC is negotiating licensing and support with IBM. The RFQ for Staff Augmentation was submitted to the Purchasing Office on 04/08/2014, posted on	
0913-03	09/27/2013	Threat	Management	Mgt-Resourcing	All	Availability of BEC SMEs: Due to seasonal workload from April through August BEC SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Closed	High	Serious	3 - High	Mitigate	The project schedule has firm "Finish" dates because of fiscal year funding constraints.	Project Sponsor	Ongoing	11/30/2013	Testing may be performed after normal work hours and weekends to meet project deadlines. Overtime has been	

Department of Education - Bureau of Educator Certification Conversion Project - Risk Register

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1013-01	10/01/2013	Threat	Technical	Tech-Scope	All	Legacy System Database Failure: Failure of databases, jobs, and packages in MS SQL Server 2000.	Closed	Very High	Critical	4 - Very High	Mitigate	Migrate SQL Server 2000 databases to SQL Server 2005 as interim strategy, then include in Project 08, Migration of SQL Server 2003/2005 to 2012.	BEC Project Team	06/30/2014	03/27/2014	Microsoft SQL Server 2000 databases were migrated to Microsoft SQL Server 2005 and moved into production on 03/27/2014. The Proof of Concept environment has been configured and is ready to test. Target production implementation date: 03/31/2014.	
1013-05	10/04/2013	Threat	Management	Mgt-Resourcing	All	BEC Vacancies: As a result of several vacancies in the Bureau the availability of testers is limited.	Closed	Medium	Serious	2 - Medium	Mitigate		Project Sponsor	Ongoing		Since August 2013, the BEC has received authorization from Department leadership to fill its critical position vacancies. 5 positions have been filled by internal promotion with an additional 6 vacancies filled through the normal recruitment process. In addition, 3 new OPS positions	
1013-11	10/08/2013	Threat	Technical	Tech-Technology	All	Hardware Failure: Production application server is 10 years old. Failed hardware may not be replaceable; server O/S isn't supported by Microsoft and cannot be replicated.	Closed	High	Critical	3 - High	Mitigate		BEC Project Team	As needed	03/27/2014	Applications on physical server cluster BEC-PAPP01 were moved to a virtual server BEC-PAPP2K12. The physical server cluster will be decommissioned in 90 days or less.	
1113-01	11/30/2013	Threat	Technical	Tech-Technology	All	Legacy System Server Failure: Application server cluster is at end of life for (hardware and software) and is no longer supported.	Closed	High	Critical	3 - High	Mitigate	Virtualize servers with modern technologies. A Proof of Concept to determine if the existing VB6 application code will be compatible with modern	BEC Project Team	03/31/2014	03/27/2014	Virtual Server was moved into production. The Proof of Concept environment has been configured and is ready to test. Target production implementation completion date: 03/31/2014.	



Bureau of Educator Certification Conversion Project

State of Florida ♦

Division of Public Schools

Bureau of Educator Certification

Risk Management Plan

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Revision History

Date	Version	Revised By	Description
10/07/2013	.1	Steven G. Ritacco	Revised to comply w/ Master Template
10/08/2013	.2	Jodi Wilder	Updated Project Workbook section from 2 to 3 on page 2; updated link to Risk Management Database (Excel file) on page 4.

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1. Introduction

Risk management planning is the process of deciding how to approach and plan the ongoing identification, assessment, and response to risk events that could possibly affect the project's quality, timeframe, or cost in a negative or positive manner. This Risk Management Plan replaces the corresponding section in the Project Management Plan.

The Risk Management Plan is organized into the following sections:

- Introduction
- Risk Management Strategy
- Risk Management Database (attachment)
- Appendix

2. Risk Management Strategy

This section describes the risk identification processes employed for this project, the risk assessment method, risk response options, and the risk management database development and maintenance.

2.1. Risk Identification Process

Risks are identified by analyzing each phase of the project and its deliverables using a Risk Breakdown Structure of risk types and sources. The Risk Breakdown Structure was adapted from the project management literature for the Bureau of Educator Certification Conversion Project.¹ The risks will be described in terms of the cause(s), risk, and effect or impact.

The initial identification of risks was made by the Bureau of Educator Certification (BEC) Project Sponsor and the Project Director. Subsequent input for identifying new risks will include the BEC Project Team, subject matter experts and other stakeholders. All parties will assist in identifying risks on an ongoing basis.

2.2. Risk Assessment

Risks are assessed based on their probability of occurrence, project impact, and corresponding rank. The following tables show the values used for assigning probability, impact, and rank.

Risk Probability		
Low	< 30%	unlikely to occur
Medium	31% - 50%	may occur
High	51% - 80%	probably will occur
Very High	> 80%	very likely to occur

Risk Impact			
	<u>Cost Increase</u>	<u>Scope Change</u>	<u>Schedule Increase</u>
Minor	< 5%	Barely	< 5%
Moderate	5% - 8%	Minor areas of deliverable(s)	5% - 10%
Serious	9% - 10%	Major areas of deliverable(s)	11% - 15%
Critical	> 10%	Failure to complete deliverable or failure to achieve project objective	>15%

Probability x Impact Rank				
	<u>Minor</u>	<u>Moderate</u>	<u>Serious</u>	<u>Critical</u>
Low	Low(1)	Low(1)	Medium(2)	High(3)
Medium	Low(1)	Medium(2)	Medium(2)	High(3)
High	Low(1)	Medium(2)	High(3)	High(3)

¹ David Hillson, *Managing Risks in Projects* (Surrey, England: Gower Publishing Ltd., 2009), 33.

Very High	Low(1)	High(3)	High(3)	Very High(4)
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2.3. Risk Response Options

Risk responses are planned using four basic risk response options:

- Accept – take the risk without special action or contingency because proactive action is either not possible or cost-effective.
- Avoid – take proactive action to eliminate the risk to the project.
- Mitigate – take proactive action to reduce the probability and/or impact of the risk.
- Transfer – involve another person or party in acting on the risk and in so doing share the management of the risk.

The initial risk responses will be planned by the BEC Project Team, Project Director, and the Project Sponsor. Input from BEC subject matter experts and the other stakeholders will be solicited.

The Project Sponsor will approve the risk responses, which will be assigned to risk owners who will be responsible for implementing proactive responses. All parties will assist in planning risk responses on an ongoing basis.

2.4. Risk Management Database Development and Maintenance

The risk descriptions, assessments, and responses are documented in the Risk Management Database, which is contained in the Project Workbook (see Section 3 for a sample). The risk response information includes the action to be taken by the risk owner, planned and actual completion dates, notes on the current status, and a closure date.

The initial development of the Risk Management Database will be completed by the BEC Project Team. The Risk Management Database will be updated on an ongoing basis by the BEC Project Manager using the weekly project status meetings, status reports, and other relevant sources.

The BEC Project Team will use the Risk Management Database as the system of record and store it in the BEC SharePoint site. The Project Manager will add any new risks identified to the Weekly Status Report under Action Items. These items will be discussed with Project Sponsor, Project Director and BEC Project Team in the weekly status meeting. The BEC Project Manager will validate the item and enter it as needed into the Risk Management Database in the Project Workbook, and update the Project Workbook and upload it to the BEC Project SharePoint site.

The Project Sponsor will approve the initial version of the Risk Management Database, as well as any subsequent versions submitted with the Updated Project Management Documents at phase ends.

2.5. Risk Management Responsibilities

The responsibility for managing risk is shared between the BEC Project Team, Project Sponsor, Project Director, subject matter experts, and other stakeholders. The following table summarizes the responsibilities in the risk management process.

Risk Activity	Responsibility
---------------	----------------

Risk Activity	Responsibility
Identify risks	All – BEC Project Team, Project Sponsor, Project Director subject matter experts, and other stakeholders. Initial identification was made by the Project Sponsor and Project Director.
Assess risks	All – BEC Project Team, Project Sponsor, Project Director, subject matter experts, and other stakeholders. Initial assessment was made by the Project Sponsor and Project Director.
Plan risk responses	All – BEC Project Team, Project Sponsor, Project Director, subject matter experts, and other stakeholders. Initial responses were planned by the Project Sponsor and Project Director.
Approve risk responses	Project Sponsor
Develop Risk Management Database	Project Manager and BEC Project Team
Maintain Risk Management Database	Project Manager
Develop or take risk response actions	Risk Owner
Manage risk responses	Project Manager, BEC Project Team
Report risks	Project Manager, BEC Project Team

3. Risk Management Database

This section presents the risk management database.

3.1. Sample Risk Management Database

A sample of the Risk Management Database is shown below.

Risk Register																	
Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes
0812-01	13-Aug-12	Threat	Technical	Tech-Scope	All	Number of Core applications increases complexity: Six (6) applications are included in the Maintenance and/or Enhancements responsibilities: FIRST (DwmFirst), SWIFT (DwmSwift), SWIFT_HW (DwmSwiftHW), SWIFT_Xgate (DwmFirstXgate), SWIFT_Xgate (DwmSwxgate), and SWIFT_Xgate (DwmHwxgate)	Open	High	Serious	3 - High	Accept		ICS PM	Ongoing		* Review existing documentation on each system. * Add additional resources as needed.	

3.2. Risk Management Database Attachment

Attached here is the Risk Management Database:



RiskManagementPlan_2013 10 18.xlsx

4. Appendix

4.1. Risk Breakdown Structure (RBS)

RBS LEVEL 1	RBS LEVEL 2	
1. Technical Risk	1.1	Scope Definition
	1.2	Requirements Definition
	1.3	Estimates, Assumptions, Constraints
	1.4	Technical Processes
	1.5	Technology
	1.6	Interfaces
	1.7	Design
	1.8	Performance
	1.9	Reliability & Maintainability
	1.10	ADA
	1.11	Security
	1.12	Test & Acceptance
2. Management Risk	2.1	Project Management
	2.2	Program Management
	2.3	Operations Management
	2.4	Organization
	2.5	Resourcing
	2.6	Communication
	2.7	Information
	2.8	Health, Safety, & Environment
	2.9	Quality
	2.10	Reputation
3. Business Risk	3.1	Contractual Terms & Conditions
	3.2	Internal Procurement
	3.3	Contractor
	3.4	Subcontracts
	3.5	Client/Customer Stability
	3.6	Stakeholders
4. External Risk	4.1	Legislation
	4.2	Exchange Rates
	4.3	Site / Facilities
	4.4	Environment / Weather
	4.5	Competition
	4.6	Regulatory
	4.7	Political
	4.8	Country
	4.9	Social / Demographic
	4.10	Pressure Groups
	4.11	Force Majeure

Bureau of Educator Certification
Server Inventory (for Application purposes) as of 2014-09-26

	Purpose	Name	Model	Phys / Virtual	O/S Short Desc
1	BEC Backups	BEC-BACKUP	PowerEdge 2950	Physical	Win2003 Std R2
Dev Servers					
1	SQL Server BEC-DAPP01	BEC-DAPP01	PowerEdge 2850	Physical	Win 2000 Adv
2	COM, DCOM, Application	BEC-DAPP01	PowerEdge 2850	Physical	Win 2000 Adv
4	eTranscripts	BEC-DETRANS	VMware Virtual	Virtual	Win 2003 Ent
5	FileNet 4.1 Imaging cluster	BEC-DIMG01	PowerEdge 6650	Physical	Win 2003 Ent R2
6	FileNet 4.1 Imaging cluster	BEC-DIMG02	PowerEdge 6650	Physical	Win 2003 Ent R2
7	UDB 10.1 Database	BEC-DUDB01	PowerEdge 2950	Physical	Win 2008 R2 x64
8	District Web Application	BEC-DWS01	VMware Virtual	Virtual	Win 2003 Ent
9	Public Online Application	BEC-DWS02	VMware Virtual	Virtual	Win 2003 Ent
10	SQL Server 2012	BEC-DSQL01	VMware Virtual	Virtual	Win 2012 DC 64-bit
11	Application Server 2012	BEC-DAPP2K12	VMware Virtual	Virtual	Win 2012 DC 64-bit
Test Servers					
1	FileNet 4.2 Imaging cluster	BEC-IMG2K801	PowerEdge 2950	Physical	Win 2008 R2 x64
2	FileNet 4.2 Imaging cluster	BEC-IMG2K802	PowerEdge 2950	Physical	Win 2008 R2 x64
3	Decommissioned for Win 2000 Clust	BEC-TUDB01	PowerEdge 2950	Physical	Win 2008 R2 x64
4	District Web Application	BEC-WS04	VMware Virtual	Virtual	Win 2003 Ent
5	Offline	BEC-WS04Temp	VMware Virtual	Virtual	Win 2003 x32
6	Public Online Application	BEC-WS12	VMware Virtual	Virtual	Win 2003 Ent
7	SQL Server DOE-TSQL01 Cluster	DOE-TSC01	PowerEdge 2850	Physical	Win 2003 Ent
8	SQL Server DOE-TSQL01 Cluster	DOE-TSC02	PowerEdge 2850	Physical	Win 2003 Ent
9	UDB 9.3 Database	DOE-TUDB01	IBM x3850-[88633RU]-	Physical	Win 2003 Ent
10	SQL Server 2012	BEC-TSQL01	VMware Virtual	Virtual	Win 2012 DC 64-bit
11	Team Foundation Server 2012	BEC-TTFS01	VMware Virtual	Virtual	Win 2012 DC 64-bit
Prod Servers					
1	IVR Reporting	BCMSVU	Sun Blade 150	Physical	Linux
2	COM, DCOM, Application cluster	BEC-APP01	PowerEdge 6650	Physical	Win 2000 Adv
3	COM, DCOM, Application cluster	BEC-APP02	PowerEdge 6650	Physical	Win 2000 Adv
4	SQL Server BECCSQL01	BECCAPP01	PowerEdge 6650	Cluster	Win 2000 Adv
5	IVR Dialog Designer	BEC-DIALOG	Sun Blade 150	Physical	Linux
6	eTranscripts	BEC-ETRANS	VMware Virtual	Virtual	Win 2003 Ent
7	FileNet 4.1 Imaging cluster	BEC-IMAGE01	PowerEdge 2950	Physical	Win 2003 Ent R2
8	FileNet 4.1 Imaging cluster	BEC-IMAGE02	PowerEdge 2950	Physical	Win 2003 Ent R2
9	IVR Call Recording	BEC-IVR-ACR	Sun Blade 150	Physical	Linux
10	IVR Avaya Ent	BEC-IVR-AES	Sun Blade 150	Physical	Linux
11	IVR CCECore	BEC-IVR-CCECORE	VMware Virtual	Virtual	Win 2003 Ent
12	IVR Interaction Data Service	BEC-IVR-IDS	VMware Virtual	Virtual	Win 2003 Ent
13	IVR Quality Mngt System	BEC-IVR-QMS	VMware Virtual	Virtual	Win 2003 Ent
14	IVR Text to Speech	BEC-IVR-TTS	VMware Virtual	Virtual	Win 2003 Ent
15	IVR Voice Portal	BEC-IVR-VPMS	PC Pentium	Physical	Windows XP
16	IVR Web Application	BEC-IVR-WEBAPP	VMware Virtual	Virtual	Win 2003 Ent
17	IVR Licensing	BEC-IVR-WEBLM	PC Pentium	Physical	Windows XP
18	Neevia	BEC-NEEVIA01	VMware Virtual	Virtual	Win 2003 Ent
19	Neevia	BEC-NEEVIA02	VMware Virtual	Virtual	Win 2003 Ent
20	UDB 10.1 Database	BEC-PUDB01	PowerEdge 2950	Physical	Win 2008 R2 x64
21	District Web Application	BEC-WS01	PowerEdge 6650	Physical	Win 2003 Ent
22	Public Online Application	BEC-WS02	PowerEdge 2850	Physical	Win 2003 Ent
23	Tape Lib	Dell ML6010		Physical	
24	BuildCorr	DEPOR	PC Pentium	Physical	Windows XP
25	Print Jobs	DOEDBEC-JOB1	PC Pentium	Physical	Windows XP
26	Ent VMWare	DOE-PAPP02	VMware Virtual	Virtual	Win 2003 Ent
27	MaterialRequest	DOE-PAPP04	VMware Virtual	Virtual	Win 2003 Ent
28	SQL Server DOE-PSQL01 Cluster	DOE-PSC01	PowerEdge 6850	Physical	Win 2003 Ent
29	SQL Server DOE-PSQL01 Cluster	DOE-PSC02	PowerEdge 6850	Physical	Win 2003 Ent
30	UDB 9.3 Database	DOE-PUDB01	IBM x3850-[88633RU]-	Physical	Win 2003 Ent
31	Team Foundation Server 2012	BEC-PTFS01	VMware Virtual	Virtual	Win 2012 DC 64-bit
32	Application Server 2012	BEC-PAPP2K12	VMware Virtual	Virtual	Win 2012 DC 64-bit
33	SQL Server 2012	BEC-PSQL01	VMware Virtual	Virtual	Win 2012 DC 64-bit
34	UCS backup server	BEC-PBACK01	VMware Virtual	Virtual	Win 2012 DC 64-bit

FISCAL YEAR 2013-14				
WBS	Name	Initiative#	Start	Finish
1.4.1	1 - Convert IBM UDB database to Microsoft SQL Server 2012	1	Mon 12/6/13	Mon 8/25/14
1.4.2	8a - Upgrade / Migrate Microsoft SQL Server 2000/2003 databases, jobs, and packages to Microsoft SQL Server 2005	8a	Mon 1/21/14	Mon 3/31/14
1.4.3	2a - Paperless Communication (Convert Word templates to Retrievable, View-Only Documents)	2a	Mon 2/3/14	Mon 8/25/14
1.4.4	3 - Convert Active Reports to Retrievable, View-Only Documents	3	Mon 3/3/14	Mon 8/25/14

FISCAL YEAR 2014-15				
WBS	Name	Initiative#	Start	Finish
1.4.16	8b - Upgrade / Migrate Microsoft SQL Server 2005 databases, jobs, packages to Microsoft SQL Server 2012	8b	Mon 9/8/14	Mon 10/6/14
1.4.17	2b - Paperless Communication (Convert Word templates to Retrievable, View-Only Documents)	2b	Mon 9/8/14	Fri 3/20/15
1.4.19	5 - Phase 1: Analyze conversion of 'Evaluation' application from Visual Basic 6 to .NET	5	Wed 10/1/14	Thu 1/29/15
1.4.20	7 - Phase 2: Convert 'Evaluation' application from Visual Basic 6 to .NET	7	Fri 1/30/15	Fri 8/14/15
1.4.21	6 - Convert 'BEC-PASS' application from .ASP to .NET	6	Mon 11/3/14	Mon 6/8/15
1.4.24	10 - Redevelop Online Application (OLA) for Educator Certification	10	Fri 1/2/15	Thu 2/11/16
1.4.12	11a - Develop Web-based training application for District School Board staff	11a	Mon 1/5/15	Wed 5/4/16

FISCAL YEAR 2015-16				
WBS	Name	Initiative#	Start	Finish
1.4.14	4 - Convert 'Records' application from Visual Basic 6 to .NET	4	Mon 8/17/15	Fri 1/15/16
1.4.15	9 - Continuation of FileNet Support & Vendor Maintenance, OR Conversion of BEC Document Imaging System platform	9	Wed 4/29/15	Fri 4/29/16
1.4.16	11b - Develop Web-based training application for Internal Certification staff	11b	Mon 2/2/15	Mon 3/7/16
1.4.17	12 - Develop BEC Administration applications for integrated, business-level system maintenance functions	12	Mon 2/9/15	Fri 12/11/15

1.4.18	13 - Implement Interoperability Enhancements with Educator Quality partners	13	Mon 12/14/15	Tue 6/28/16
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WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1	Bureau of Educator Certification Conversion Project		37%	Mon 7/1/13	Thu 6/30/16	768 days
1.1	Authorized to start - SFY 2013-2014 Schedule IV-B		100%	Mon 7/1/13	Mon 7/1/13	0 days
1.2	Initiation Phase		100%	Wed 9/25/13	Fri 12/20/13	60 days
1.2.1	Develop Project Charter (PM-1)	PM-1	100%	Wed 9/25/13	Wed 11/6/13	31 days
1.2.1.1	Prepare project overview		100%	Wed 9/25/13	Thu 9/26/13	2 days
1.2.1.2	Perform Requirements Analysis		100%	Fri 9/27/13	Fri 9/27/13	0.5 days
1.2.1.3	Define business need, strategic goals and scope		100%	Tue 10/8/13	Tue 10/8/13	1 day
1.2.1.4	Define scope		100%	Tue 10/15/13	Tue 10/15/13	0.5 days
1.2.1.5	Estimate effort, cost and duration		100%	Thu 10/17/13	Fri 10/18/13	2 days
1.2.1.6	Define assumptions and constraints		100%	Mon 10/21/13	Tue 10/22/13	2 days
1.2.1.7	Lay out project approach		100%	Wed 10/23/13	Thu 10/24/13	2 days
1.2.1.8	Define project organization		100%	Fri 10/25/13	Mon 10/28/13	2 days
1.2.1.9	Define critical success factors		100%	Tue 10/29/13	Tue 10/29/13	1 day
1.2.1.10	Review draft by BEC Project Sponsor & Project Director for feedback		100%	Wed 10/30/13	Wed 10/30/13	0.13 days
1.2.1.11	Update Project Charter draft based on feedback		100%	Fri 11/1/13	Fri 11/1/13	0.5 days
1.2.1.12	Executive Sponsor signoff		100%	Tue 11/5/13	Tue 11/5/13	0.13 days
1.2.1.13	Project Charter Deliverable Complete (PM-1)		100%	Wed 11/6/13	Wed 11/6/13	0 days
1.2.2	Kick-off Meeting (PM-2)	PM-2	100%	Fri 11/8/13	Fri 12/20/13	28 days
1.2.2.1	Prepare Presentation		100%	Fri 11/8/13	Mon 11/18/13	6 days
1.2.2.2	Prepare Agenda and Publish		100%	Tue 11/19/13	Wed 11/20/13	2 days
1.2.2.3	Conduct Executive Staff Kick-off Meeting		100%	Thu 11/21/13	Thu 11/21/13	1 day
1.2.2.4	Conduct Project Team Kick-off Meeting		100%	Fri 11/22/13	Mon 11/25/13	2 days
1.2.2.5	Prepare and Distribute Meeting Minutes		100%	Fri 12/20/13	Fri 12/20/13	1 day
1.2.2.6	Kick-off Meeting Deliverable Complete (PM-2)		100%	Fri 12/20/13	Fri 12/20/13	0 days
1.3	Planning Phase		66%	Thu 7/18/13	Mon 3/16/15	423.5 days
1.3.1	Staff Augmentation Procurement		100%	Thu 7/18/13	Mon 3/24/14	172.25 days
1.3.1.1	Project Manager (Contract Position# 8220)		100%	Thu 7/18/13	Thu 9/5/13	34.75 days
1.3.1.2	Business Analyst (Contract Position# 7640)		100%	Fri 7/26/13	Tue 12/10/13	93.5 days
1.3.1.3	Data Architect (Contract Position# 1410)		100%	Thu 8/1/13	Wed 11/13/13	73 days
1.3.1.4	Systems Administrator (Contract Position#)		100%	Mon 11/25/13	Wed 2/19/14	60 days

WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1.3.1.5	Developers (Contract Position#)		100%	Mon 10/28/13	Mon 3/24/14	101.25 days
1.3.2	Develop Project Document Share Site (BA-1)	BA-1	100%	Wed 9/4/13	Thu 9/19/13	12 days
1.3.2.1	Design Site Plan		100%	Wed 9/4/13	Wed 9/4/13	0.5 days
1.3.2.2	Prototype Site		100%	Wed 9/11/13	Wed 9/11/13	0.5 days
1.3.2.3	Implement Site		100%	Wed 9/18/13	Wed 9/18/13	0.25 days
1.3.2.4	Approve Site		100%	Thu 9/19/13	Thu 9/19/13	1 day
1.3.2.5	Project Document Site Deliverable Complete (BA-1)		100%	Thu 9/19/13	Thu 9/19/13	0 days
1.3.3	Develop Project Management Plan (PM-3)	PM-3	100%	Tue 9/24/13	Thu 6/19/14	188 days
1.3.3.1	Develop Work and Schedule Management Plans		100%	Mon 10/28/13	Fri 2/7/14	71 days
1.3.3.2	Develop Work Breakdown Structure (WBS)		100%	Tue 9/24/13	Tue 11/19/13	40 days
1.3.3.3	Develop Resource Breakdown Structure (RBS)		100%	Mon 9/30/13	Fri 11/8/13	30 days
1.3.3.4	Develop the Master Project Schedule		100%	Tue 10/1/13	Tue 11/19/13	35 days
1.3.3.5	Develop Subsidiary Management Plans		100%	Tue 10/1/13	Thu 6/19/14	183 days
1.3.4	Develop Team Organization (PM-4)	PM-4	20%	Tue 11/5/13	Mon 3/16/15	346.5 days
1.3.4.1	Install Technology		100%	Thu 2/20/14	Thu 3/6/14	11 days
1.3.4.2	Form Agile Teams		100%	Wed 2/5/14	Fri 2/7/14	2 days
1.3.4.3	Prepare Agile Teams for Conversion to .NET for Projects 4, 5, and 6		18%	Tue 11/5/13	Mon 3/16/15	346.5 days
1.3.5	Develop Business Requirements Document (BA-2)	BA-2	100%	Fri 10/4/13	Tue 7/1/14	188 days
1.3.5.1	Analyze previously documented requirements		100%	Fri 10/4/13	Thu 10/17/13	10 days
1.3.5.2	Gather new requirements		100%	Fri 10/18/13	Fri 11/15/13	20 days
1.3.5.3	Document existing business rules		100%	Mon 11/18/13	Mon 12/2/13	9 days
1.3.5.4	Perform Joint Requirements Planning (JRP) Sessions		100%	Tue 12/3/13	Thu 1/30/14	42 days
1.3.5.5	Create BRD Draft		100%	Mon 2/10/14	Mon 6/30/14	100 days
1.3.5.6	BEC Project Sponsor & Project Director decided to dispense with preparing a traditional BRD		100%	Tue 7/1/14	Tue 7/1/14	1 day
1.3.5.7	Business Requirements Document Deliverable Complete (BA-2)		100%	Tue 7/1/14	Tue 7/1/14	0 days
1.3.6	Develop Detailed Design Package (BA-3)	BA-3	100%	Mon 5/5/14	Mon 8/18/14	77 days
1.3.6.1	Create Detailed Design Package		100%	Mon 5/5/14	Wed 7/2/14	42 days
1.3.6.2	BEC Project Sponsor & Project Director decided to dispense with preparing a traditional Detailed Design Package		100%	Thu 7/3/14	Thu 7/3/14	1 day
1.3.6.3	Detailed Design Package Deliverable Complete (BA-3)		100%	Mon 8/18/14	Mon 8/18/14	0 days
1.3.7	Develop Database Architecture Requirements Specification (DA-1)	DA-1	57%	Tue 11/5/13	Tue 2/10/15	323 days
1.3.7.1	Create Architecture Vision		100%	Tue 11/5/13	Thu 12/26/13	35 days
1.3.7.2	Create Architecture Definition		100%	Fri 1/10/14	Thu 1/16/14	5 days

WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1.3.7.3	Create Data Models and Diagrams, Blueprints		100%	Fri 1/17/14	Fri 5/2/14	75 days
1.3.7.4	Create Architecture Roadmap		100%	Mon 2/17/14	Fri 3/14/14	20 days
1.3.7.5	Create Tailored Architecture Framework		0%	Tue 9/2/14	Mon 1/12/15	90 days
1.3.7.6	Create Requirements Impact Assessment		0%	Tue 1/13/15	Tue 1/20/15	5 days
1.3.7.7	Create Capability Assessment		0%	Wed 1/21/15	Tue 1/27/15	5 days
1.3.7.8	Create Implementation and Migration Plans		0%	Wed 1/28/15	Tue 2/3/15	5 days
1.3.7.9	Client Review and Approval		0%	Wed 2/4/15	Tue 2/10/15	5 days
1.3.7.10	Architecture Requirements Specification Deliverable Complete (DA-1)		0%	Tue 2/10/15	Tue 2/10/15	0 days
1.4	Execution Phase		43%	Fri 12/6/13	Thu 6/16/16	649 days
1.4.1	1 - Convert IBM UDB database to Microsoft SQL Server 2012	1	100%	Fri 12/6/13	Sun 8/24/14	187.96 days
1.4.1.1	Migration from IBM UDB v9.1 to MS SQL Server 2012		100%	Fri 12/6/13	Sun 8/24/14	187.96 days
1.4.1.2	Update 'Evaluation' application		100%	Wed 1/29/14	Wed 6/4/14	89.25 days
1.4.1.3	Update 'Records' application		100%	Thu 2/27/14	Fri 6/6/14	70.5 days
1.4.1.4	Update 'Reports' application		100%	Mon 4/14/14	Tue 6/3/14	35.5 days
1.4.1.5	Update 'BEC-PASS (Partnership Access & Services System)' application		100%	Mon 3/24/14	Wed 6/18/14	61.25 days
1.4.1.6	Update 'Administration' web application		100%	Mon 4/21/14	Thu 6/5/14	33 days
1.4.1.7	Update 'Etranscript' web application		100%	Mon 4/21/14	Thu 6/5/14	32.5 days
1.4.1.8	Update 'Accounting' School District Invoicing web application		100%	Mon 4/21/14	Wed 6/4/14	32 days
1.4.1.9	Update 'Employment Screening' web application		100%	Mon 4/21/14	Mon 6/9/14	35 days
1.4.1.10	Update 'FileNet ADR (Advanced Data Recognition)' application		100%	Thu 2/27/14	Mon 6/2/14	67 days
1.4.1.11	Update Avaya 'IVR' application		100%	Mon 4/21/14	Wed 6/11/14	37 days
1.4.1.12	Update 'Certificate Lookup' application		100%	Mon 4/21/14	Fri 5/30/14	28.56 days
1.4.1.13	Update Standalone Jobs		100%	Mon 4/21/14	Tue 6/3/14	30.25 days
1.4.1.14	Conduct Unit/Integration Testing		100%	Wed 6/4/14	Fri 7/11/14	26.5 days
1.4.1.15	Conduct User Acceptance Testing		100%	Fri 7/11/14	Sun 8/3/14	17 days
1.4.2	8a - Upgrade / Migrate Microsoft SQL Server 2000/2005 databases, jobs, packages	8a	100%	Tue 1/21/14	Thu 3/27/14	48 days
1.4.2.1	Configure MS SQL Server 2005 Environment		100%	Tue 1/21/14	Wed 2/12/14	17 days
1.4.2.2	Migrate MS SQL Server 2000 STAGE, Administration database		100%	Thu 2/13/14	Fri 3/14/14	22 days
1.4.2.3	Modify applications		100%	Tue 3/18/14	Fri 3/21/14	4 days
1.4.2.4	Modify jobs		100%	Tue 3/18/14	Fri 3/21/14	4 days
1.4.2.5	Conduct Unit/Integration Testing		100%	Thu 3/20/14	Mon 3/24/14	3 days

WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1.4.2.6	Conduct User Acceptance Testing		100%	Tue 3/25/14	Thu 3/27/14	3 days
1.4.2.7	MOVE TO PRODUCTION		100%	Thu 3/27/14	Thu 3/27/14	0 days
1.4.3	2a - Paperless Communication (Convert Word Certificate template to Retrievable, View-Only Documents)	2a	100%	Mon 2/3/14	Thu 7/31/14	126.5 days
1.4.3.1	Analyze 'Word Certificate template' solution		100%	Mon 2/3/14	Mon 2/17/14	11 days
1.4.3.2	Conduct Analysis for a Paperless Communication solution		100%	Mon 4/7/14	Mon 4/21/14	10.5 days
1.4.3.3	Develop Code		100%	Thu 4/17/14	Thu 5/22/14	26 days
1.4.3.4	Perform Code Review		100%	Fri 5/23/14	Tue 5/27/14	2 days
1.4.3.5	Perform Unit & Integration Testing		100%	Wed 5/28/14	Wed 5/28/14	1 day
1.4.3.6	Deploy to Test Environment		100%	Thu 5/29/14	Thu 5/29/14	1 day
1.4.3.7	Conduct Pre-User Acceptance Testing (UAT)		100%	Fri 5/30/14	Tue 6/10/14	8 days
1.4.3.8	Conduct Unit/Integration Testing		100%	Wed 6/11/14	Thu 7/31/14	35.5 days
1.4.4	3 - Convert Active Reports to Retrievable, View-Only Documents	3	100%	Mon 3/3/14	Mon 8/25/14	128.25 days
1.4.4.1	1a - Analyze 'Active Reports'		100%	Mon 3/3/14	Fri 3/7/14	5 days
1.4.4.2	1b - Modify 'Active Reports'		100%	Mon 3/10/14	Wed 5/14/14	47.03 days
1.4.4.3	Conduct Pre-User Acceptance Testing (UAT)		100%	Wed 5/14/14	Thu 5/29/14	10 days
1.4.4.4	Conduct Unit/Integration Testing		100%	Wed 6/4/14	Wed 7/2/14	21 days
1.4.4.5	Conduct User Acceptance Testing (UAT)		100%	Fri 7/11/14	Thu 7/31/14	14.25 days
1.4.4.6	Execute "Soft GO LIVE" of Deliverables# 1, 2, and 3		100%	Thu 7/31/14	Thu 7/31/14	0.5 days
1.4.4.7	Conduct Extended UAT		100%	Fri 8/1/14	Fri 8/22/14	20 days
1.4.4.8	Execute "GO LIVE" of Deliverables# 1, 2, and 3		100%	Fri 8/22/14	Mon 8/25/14	2 days
1.4.5	Golden release - Move to PRODUCTION (EC-1)	EC-1	100%	Mon 8/25/14	Mon 8/25/14	0 days
1.4.6	"GO LIVE" Deployment Stabilization		80%	Mon 8/25/14	Wed 10/15/14	36 days
1.4.6.1	Fix Bugs		80%	Mon 8/25/14	Wed 10/15/14	36 days
1.4.6.2	Deploy Fixes		80%	Mon 8/25/14	Wed 10/15/14	36 days
1.4.7	8b - Upgrade / Migrate Microsoft SQL Server 2005 databases, jobs, packages to Microsoft SQL Server 2012	8b	0%	Mon 10/13/14	Mon 11/10/14	20.5 days
1.4.7.1	Configure MS SQL Server 2012 Environment		0%	Mon 10/13/14	Mon 10/20/14	6 days
1.4.7.2	Migrate MS SQL Server 2005 STAGE, Administration & Teacher databases		0%	Tue 10/21/14	Tue 10/28/14	6 days
1.4.7.3	Modify applications		0%	Wed 10/29/14	Wed 10/29/14	1 day
1.4.7.4	Modify jobs		0%	Wed 10/29/14	Mon 11/10/14	8.5 days
1.4.8	2b - Paperless Communication (Convert Word templates to Retrievable, View-Only Documents)	2b	0%	Wed 10/1/14	Fri 3/20/15	116.88 days
1.4.8.1	Analyze 'Word templates' solution		0%	Wed 10/1/14	Wed 10/15/14	11 days
1.4.8.2	Conduct Analysis for a Paperless Communication solution		0%	Thu 10/16/14	Wed 11/5/14	15 days

WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1.4.8.3	Develop Code		0%	Thu 11/6/14	Thu 1/22/15	49.38 days
1.4.8.4	Perform Code Review		0%	Thu 1/22/15	Mon 1/26/15	2 days
1.4.8.5	Perform Unit & Integration Testing		0%	Mon 1/26/15	Tue 1/27/15	1 day
1.4.8.6	Deploy to Test Environment		0%	Tue 1/27/15	Wed 1/28/15	1 day
1.4.8.7	Conduct Pre-User Acceptance Testing (UAT)		0%	Fri 1/2/15	Fri 1/16/15	10 days
1.4.8.8	Conduct User Acceptance Testing (UAT)		0%	Fri 1/16/15	Fri 3/20/15	44.5 days
1.4.9	5 - Phase 1: Analyze conversion of 'Evaluation' application from Visual Basic 6 to .NET	5	0%	Mon 11/3/14	Thu 12/11/14	26 days
1.4.9.1	Perform Joint Requirements Planning (JRP) Sessions		0%	Mon 11/3/14	Thu 12/4/14	21 days
1.4.9.2	Prepare Use Cases and Test Cases		0%	Tue 11/4/14	Thu 12/11/14	25 days
1.4.10	7 - Phase 2: Convert 'Evaluation' application from Visual Basic 6 to .NET	7	0%	Mon 1/12/15	Mon 6/22/15	114 days
1.4.10.1	Modify 'Evaluation' application		0%	Mon 1/12/15	Mon 6/22/15	114 days
1.4.11	6 - Convert 'BEC-PASS' application from .ASP to .NET	6	0%	Mon 11/3/14	Mon 6/8/15	148.25 days
1.4.11.1	1a - Analyze 'BEC-PASS' application		0%	Mon 11/3/14	Mon 2/23/15	75 days
1.4.11.2	1b - Modify 'BEC-PASS' application		0%	Tue 12/23/14	Mon 6/8/15	115.25 days
1.4.12	10 - Redevelop Online Application (OLA) for Educator Certification	10	0%	Fri 1/2/15	Thu 2/11/16	282.25 days
1.4.12.1	1a - Analyze 'OLA' application		0%	Fri 1/2/15	Tue 7/21/15	141 days
1.4.12.2	1b - Modify 'OLA' application		0%	Wed 7/22/15	Thu 2/11/16	141.25 days
1.4.13	11a - Develop Web-based training application for District School Board staff	11a	0%	Mon 1/5/15	Wed 5/4/16	340.5 days
1.4.13.1	1a - Analyze 'Training' application		0%	Mon 1/5/15	Fri 3/20/15	54 days
1.4.13.2	1b - Modify 'Training' application		0%	Mon 3/23/15	Wed 5/4/16	286.5 days
1.4.14	Golden release - Move to PRODUCTION (EC-2)	EC-2	0%	Mon 6/22/15	Mon 6/22/15	0 days
1.4.15	4 - Convert 'Records' application from Visual Basic 6 to .NET	4	0%	Mon 8/17/15	Fri 1/15/16	104.13 days
1.4.15.1	1a - Analyze 'Records' application		0%	Mon 8/17/15	Fri 10/23/15	49 days
1.4.15.2	1b - Modify 'Records' application		0%	Mon 10/26/15	Fri 1/15/16	55.13 days
1.4.16	9 - Continuation of FileNet Support & Vendor Maintenance, OR Conversion of BEC Document Imaging System platform	9	0%	Wed 4/29/15	Fri 4/29/16	257 days
1.4.16.1	Determine course of action		0%	Wed 4/29/15	Fri 4/29/16	257 days
1.4.17	11b - Develop Web-based training application for Internal Certification staff	11b	0%	Mon 2/2/15	Mon 3/7/16	279.25 days
1.4.17.1	1a - Analyze 'Training' application		0%	Mon 2/2/15	Thu 8/13/15	138 days
1.4.17.2	1b - Modify 'Training' application		0%	Fri 8/14/15	Mon 3/7/16	141.25 days
1.4.18	12 - Develop BEC Administration applications for integrated, business-level system maintenance functions	12	0%	Mon 2/9/15	Fri 12/11/15	215 days
1.4.18.1	1a - Analyze 'Administration' application		0%	Mon 2/9/15	Thu 5/21/15	73.75 days
1.4.18.2	1b - Modify 'Administration' application		0%	Thu 5/21/15	Fri 12/11/15	141.25 days

WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1.4.19	13 - Implement Interoperability Enhancements with Educator Quality partners	13	0%	Tue 1/12/16	Thu 6/16/16	113 days
1.4.19.1	Analyze current data exchanges & new opportunities		0%	Tue 1/12/16	Wed 1/13/16	2 days
1.4.19.2	Design application unique components		0%	Thu 1/14/16	Thu 1/14/16	1 day
1.4.19.3	Develop user interfaces, service and business layers, data layers, etc		0%	Fri 1/15/16	Fri 1/15/16	1 day
1.4.19.4	Convert system related jobs		0%	Mon 1/18/16	Mon 1/18/16	1 day
1.4.19.5	Develop test plan / scenarios		0%	Tue 1/19/16	Wed 5/4/16	77 days
1.4.19.6	Obtain stakeholder signoff - development phase complete		0%	Thu 5/5/16	Wed 5/11/16	5 days
1.4.19.7	Deploy new modules/jobs to test environment		0%	Thu 5/12/16	Wed 5/18/16	5 days
1.4.19.8	Perform UAT on new modules/jobs		0%	Thu 5/19/16	Wed 5/25/16	5 days
1.4.19.9	Obtain stakeholder signoff - new modules/jobs testing phase complete		0%	Thu 5/26/16	Wed 6/1/16	5 days
1.4.19.10	Change Management approval & signoff		0%	Thu 6/2/16	Thu 6/16/16	11 days
1.4.20	Golden release - Move to PRODUCTION (EC-3)	EC-3	0%	Thu 6/16/16	Thu 6/16/16	0 days
1.5	Monitoring & Controlling Phase	PM-5	34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1	Perform Continuing Project Management Activities		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.1	Manage Meetings		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.2	Update The Project Schedule		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.3	Manage Issues		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.4	Manage Scope Change		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.5	Manage Communications		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.6	Manage Risk		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.7	Manage Documents		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.8	Manage Quality		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.5.1.9	Manage Project Staffing		34%	Mon 7/1/13	Thu 6/30/16	768 days
1.6	Closing Phase	PM-6	0%	Thu 6/30/16	Thu 6/30/16	1 day
1.6.1	Organizational Process Assets Update		0%	Thu 6/30/16	Thu 6/30/16	0.25 days
1.6.1.1	Develop Lessons Learned Documentation		0%	Thu 6/30/16	Thu 6/30/16	0.25 days
1.6.1.2	Prepare Archive of all Project Documents		0%	Thu 6/30/16	Thu 6/30/16	0.25 days
1.6.2	Project Closure		0%	Thu 6/30/16	Thu 6/30/16	0.25 days
1.6.2.1	Hold project conclusion meeting		0%	Thu 6/30/16	Thu 6/30/16	0.25 days
1.6.2.2	Turn over project files		0%	Thu 6/30/16	Thu 6/30/16	0.25 days

WBS	Name	Deliv#	% Complete	Start	Finish	Duration
1.6.2.3	Project Closing Report and Final Documents (PM-6)		0%	Thu 6/30/16	Thu 6/30/16	0 days



Bureau of Educator Certification Conversion Project

State of Florida ♦

Division of Public Schools

Bureau of Educator Certification

Project Management Plan

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Trademarked names may appear throughout this document. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, the names are used only for editorial purposes and to the benefit of the trademark owner with no intention of infringing upon that trademark.

Contact Information

To request copies, suggest changes, or submit corrections, contact:

Department of Education, Division of Public Schools, Bureau of Educator Certification

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Revision History

Date	Version	Revised By	Description
06/13/2014	.1	Steven G. Ritacco	Revised to comply w/ Master Template
06/16/2014	.2	Steven G. Ritacco	1 st draft submitted for review
07/11/2014	.3	Steven G. Ritacco	Updated Communication Plan
09/23/2014	.4	Steven G. Ritacco	Included updated Master Project Schedule.

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1. Introduction

The Project Management Plan (PMP) provides the guidelines for managing the Florida Department of Education (FDOE), Division of Public Schools, Bureau of Educator Certification (BEC), Bureau of Educator Certification Conversion Project. It is a “living” document that contains the key project management plans. The document is due at initiation of the project, updated and delivered as needed over the duration of the project.

The Project Management Plan is organized into the following sections:

- Introduction
- Project Charter
- Scope Management Plan
- Work Breakdown Structure (WBS)
- Resource Breakdown Structure (RBS)
- Master Project Schedule
- Schedule Management Plan
- Work Management Plan
- Spending Plan
- Communication Plan
- Risk Management Plan
- Issue Management Plan
- Quality Management Plan
- Change Management Plan
- Procurement Management Plan

2. Project Charter

The Project Charter for the Florida Department of Education (FDOE), Division of Public Schools, Bureau of Educator Certification (BEC), Bureau of Educator Certification Conversion Project formally: authorizes the project to exist and/or to continue; documents initial requirements that satisfy stakeholder needs; and, it recognizes the project manager role and gives the project manager the authority to "get the job done." The document is due at initiation of the project.

2.1 Overview

The Division of Public Schools, Bureau of Educator Certification's (BEC) mission is to provide timely, accurate and efficient certification services to increase the supply of highly qualified, certified educators, improving achievement for all students. The BEC purpose is to protect the educational interests of students, parents, and the public at large by assuring that teachers in this state are professionally qualified.

The Bureau of Educator Certification Conversion Project will modernize its core technology systems that were originally developed in 1999. In addition to investing in new hardware and software, the BEC is generating plans to implement a paperless system for distribution of all its official correspondence with anticipated cost savings for postage, office supplies, and personnel.

2.2 Project Charter

The Project Charter is organized into the following sections:

- Introduction
- Business Need
- Strategic Goals
- Project Scope
- Budget Estimate and Summary Project Schedule
- Assumptions and Constraints
- Project Team and Stakeholders
- Critical Success Factors
- Project Approvals
- Appendix A

The Project Charter is attached:



Project
Charter_2013 10 21.docx

Signed copy



Project
Charter.signed.pdf

3. Scope Management Plan

The purpose of the Scope Management Plan is to provide the scope framework for the project. This plan documents the scope management approach; scope definition; scope statement; the project's work breakdown structure; roles and responsibilities as they pertain to project scope; scope verification; and, scope change control.

The Scope Management Plan is organized into the following sections:

- Introduction
- Project Overview
- Scope Management Approach
- Scope Definition
- Project Scope Statement
- Work Breakdown Structure
- Team Member Roles and Responsibilities
- Scope Verification
- Scope Control

3.1 Scope Management Plan

The scope for this project is defined by the Scope Statement and the Work Breakdown Structure (WBS). Scope management will be the sole responsibility of the Project Manager.

The Project Manager, Project Director, Project Sponsor and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

Proposed scope changes may be initiated by the Project Manager, Project Director, Project Sponsor, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Project Director, Project Sponsor and the Change Control Board for acceptance.

Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

The Scope Management Plan is attached:



ScopeManagement
Plan_2014 01 24.doc

4. Work Breakdown Structure

The work required to complete this project is subdivided into individual work packages. This will allow the Project Manager to more effectively manage the project's scope as the project team works on the tasks necessary for project completion.

The project is organized in phases and coincides with the Project Management Institute, Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Fourth Edition* standards for project management. The phases are: Initiation; Planning; Execution; Monitoring & Controlling; and, Closing. Each of these phases is then subdivided further down to work packages.

The Work Breakdown Structure (WBS) for the project is attached:



WBS_2014 10 15.pdf

5. Resource Breakdown Structure

The Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Fourth Edition* defines a Resource Breakdown Structure (RBS) as a hierarchical list of resources related by function and resource type that is used to facilitate planning and controlling of project work.

The Resource Breakdown Structure (RBS) for the project is attached:



RBS_2014 10 15.pdf

6. Master Project Schedule

The Master Project Schedule describes all project activities that will occur for the duration of the project. It is in Microsoft Project format and organized in accordance with the WBS and lays out all key activities, start and end dates, responsible parties, milestones, dependencies, and percentage complete of activities for the overall project.

The Master Project Schedule is attached:



BEC Conversion
Project Schedule_201

6. Schedule Management Plan

The purpose of the Schedule Management Plan is to define the approach the project team will use in creating the project schedule. This plan also includes how the team will monitor the project schedule and manage changes after the baseline schedule has been approved. This includes identifying, analyzing, documenting, prioritizing, approving or rejecting, and publishing all schedule-related changes.

The Schedule Management Plan is organized into the following sections:

- Introduction
- Schedule Management Approach
- Work Breakdown Structure
- Resource Breakdown Structure
- Schedule Control
- Schedule Changes
- Scope Changes

The Schedule Management Plan is attached:



ScheduleManagem
entPlan_2013 12 20.

7. Work Management Plan

The purpose of the Work Management Plan is to define all project tasks and responsibilities, including technical tasks and management tasks, as well as projected and actual start and end dates for all project activities.

The Work Management Plan is organized into the following sections:

- Introduction
- Project Overview
- Approach and Methodology
- Management Procedures
- Implementation Tasks
- Operational Tasks
- Team Member Roles and Responsibilities
- Information Technology Policies

The Work Management Plan is attached:



WorkManagementP
lan_2014 02 25.docx

8. Spending Management Plan

This section presents the project spending plan and the high level project schedule for the Bureau of Educator Certification Conversion Project.

8.1 Spending Plan

The Bureau of Educator Certification Conversion Project is funded each fiscal year. The table below shows the cost of the project for each fiscal year.¹

Table 1: Summary Spending Plan

FY 2013-14				
Period: July 1, 2013 through June 30, 2014				
Category	Budget	Expenditures	Available Balance	Certified Forward
EXPENSES	\$70,000.00	\$37,677.56	\$32,322.44	\$0
OCO	\$24,000.00	\$19,160.64	\$4,839.36	\$0
CONTRACTED SERVICES	\$1,117,153.00	\$975,301.00	\$141,852.00	\$85,569.51
ED TECH INFO SYSTEMS	\$72,997.00	\$57,376.64	\$15,620.36	\$25,300.00
TOTAL	\$1,284,150.00	\$1,089,515.84	\$194,634.16	\$110,869.51

¹ The project total cost is identified on the Schedule IV-B CBA (refer to Appendix A) submitted on 10/15/2013.

9. Communication Plan

The Communication Plan describes the planned and periodic communications between the BEC Project Team members and the OTIS Maintenance Team, as well as project communication between the BEC Project Team and various stakeholders, such as the project sponsors, control agencies, users, and support/service partners.

The Communication Plan is organized into the following sections:

- Introduction
- Roles and Responsibilities
- Communication Types
- Communication Management
- Appendix

The Communication Plan is attached below:



Communication
Plan_2014 07 11.docx

10. Risk Management Plan

This section presents the Risk Management Plan for the Bureau of Educator Certification Conversion Project. A Risk Management Plan provides a systematic process of identifying, analyzing, and responding to project risk throughout the life of the project.

10.1 Risk Definition

A risk is an uncertain event or condition that, if it occurs, has a positive or negative effect on the project's objectives.

10.2 Risk Management Plan

The Risk Management Plan is organized into the following sections:

- Introduction
- Risk Management Strategy
- Risk Management Database
- Appendix

Risks are reported separately in the Risk Management Database (worksheet – refer LBR Appendix B) of the Project Workbook. The Risk Management Plan is attached below.



RiskManagementPlan_2013 10 08.docx

11. Issue Management Plan

This section presents the Issue Management plan for the Bureau of Educator Certification Conversion Project. The Issue Management Plan describes how project issues will be managed, evaluated, escalated, and integrated into the project throughout the life of the project.

11.1 Issue Definition

An issue is a point or matter in question or in dispute, or a point or matter that is not settled and is under discussion or over which there are opposing views or disagreements. An issue is generally expressed as a statement of concern or as a need having one or some combination of the following characteristics:

- the resolution is in question or lacking agreement among stakeholders
- it is highly visible or involves external stakeholders such as requests or directives from control agencies
- it has critical deadlines or timeframes that cannot be missed
- it can result in an important decision or resolution for which the rationale and activities must be captured for historical purposes
- it has critical deadlines that may impede project progress.

Please note: An issue is a situation which has occurred or will definitely occur, as opposed to a risk which is a potential event. Items that are “normal” day-to-day tasks related to a person’s normal job duties are not considered issues or action items.

11.2 Issue Management Plan

The Issue Management Plan is organized into the following sections:

- Introduction
- Issue Management Strategy
- Issue Escalation
- Issue Management Database
- Appendix

Issues are reported separately in the Issues Log. The Issues Log and the Issue Management Plan are attached below.



Issues Log_2014 10
15.xlsx



IssueManagementP
lan_2013 10 18.docx

12. Quality Management Plan

The purpose of the Quality Management Plan is to describe how quality will be managed throughout the lifecycle of the Bureau of Educator Certification (BEC) Conversion Project. It includes the processes and procedures for ensuring quality planning, assurance, and control are all conducted. All Florida Department of Education (FDOE) stakeholders should be familiar with how quality will be planned, assured, and controlled.

The Quality Assurance Plan is being developed during the Project Planning and Definition Phase and is a supporting document to the Project Management Plan.

This document is organized into the following sections:

- Introduction
- Approach
- Quality Assurance
- Quality Control
- Quality Control Measurements
- Team Member Roles and Responsibilities
- Deliverables and Acceptance Criteria
- Appendices

The Quality Management Plan is attached:



QualityManagemen
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13. Change Management Plan

The purpose of the Change Management Plan is to define the process for managing change document and document the necessary information required to effectively manage project change from project inception to delivery.

The Change Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan. The Change Management Plan is organized into the following sections:

- Introduction
- Change Management Process
- Change Request Form
- Evaluating Change Requests
- Authorizing Change Requests
- Team Member Roles and Responsibilities

The Change Management Plan and Change Request Form are attached:



ChangeManagementPlan_2014 01 28.d



Change Request Form.pdf

14. Procurement Management Plan

The purpose of the Procurement Management Plan is to define the procurement requirements for the project and how it will be managed from developing procurement documentation through contract closure and identify the items to be procured, the types of contracts to be used in support of this project, the contract approval process, and decision criteria.

The Procurement Management Plan is organized into the following sections:

- Introduction
- Procurement Management Approach
- Procurement Definition
- Procurement Methods and Procedures
- Procurement Risks
- Procurement Risk Management
- Cost Determination
- Procurement Constraints
- Contract Approval Process
- Vendor Management

The Procurement Management Plan is attached:



ProcurementManag
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SCHEDULE IV-B FOR FLORIDA EARLY LEARNING INFORMATION SYSTEM


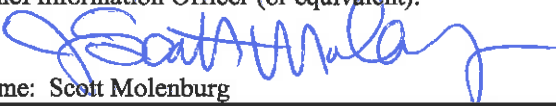

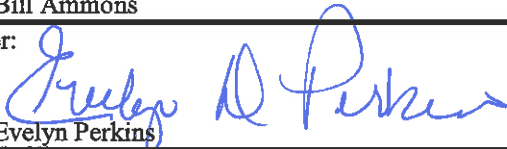

For Fiscal Year 2015-16



10/15/2014

OFFICE OF EARLY LEARNING

I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Office of Early Learning	Schedule IV-B Submission Date: 10/15/2014
Project Name: ELIS	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2015-16 LBR Issue Code: 36333C0	FY 2015-16 LBR Issue Title: Continue Development and implementation of the Early Learning Statewide Data System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Scott Molenburg (850) 717-8568 scott.molenburg@oel.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:  Printed Name: Shan Goff	Date: 10/12/14
Agency Chief Information Officer (or equivalent):  Printed Name: Scott Molenburg	Date: 10/13/14
Budget Officer:  Printed Name: Bill Ammons	Date: 10/10/14
Planning Officer:  Printed Name: Evelyn Perkins	Date: 10/13/14
Project Sponsor:  Printed Name: Scott Molenburg	Date: 10/13/14
Schedule IV-B Preparers (Name, Phone #, and E-mail address)	
Business Need:	Don Northam, (850) 766.4735 Donal.Northam@Northhighland.com
Cost Benefit Analysis:	Don Northam, (850) 766.4735 Donal.Northam@Northhighland.com
Risk Analysis:	Don Northam, (850) 766.4735 Donal.Northam@Northhighland.com
Technology Planning:	Don Northam, (850) 766.4735 Donal.Northam@Northhighland.com
Project Planning:	Scott Molenburg (850) 717.8568 scott.molenburg@oel.myflorida.com

Background

On April 9, 2010, the Office of Early Learning (OEL) entered into a contract with Hewlett Packard (HP) to design, develop and implement an early learning information system (ELIS). Work proceeded somewhat smoothly until fall 2010, when it became necessary to place HP on its first corrective action plan. That plan was completed in January 2011. In fall 2011, HP was placed on a second corrective action plan, which was completed in January 2012. Payments to HP continued until October 2012, when the project failed to reach a significant milestone.

Subsequent payments ceased and, consistent with the contract, liquidated damages began accruing. On July 11, 2013, HP and OEL entered into a settlement agreement.

According to the terms of the settlement agreement, HP delivered the source code, documentation, hardware and supporting software to OEL. OEL has confirmed the inventories of hardware and third-party software.

Present Situation

OEL has completed closeout activities with HP, relocated the hardware to the Northwest Regional Data Center, and finished evaluating the software developed under the HP agreement. The office enlisted Ernst & Young to provide IV&V services and complete a comprehensive postmortem assessment and report. The findings were shared with legislative partners.

After considering several approaches to moving forward with a critically needed statewide early learning information management system, OEL decided to evaluate other states that were handling similar demands and selected Mississippi, Indiana and Virginia based on their internal development of comparable payment systems. Since Mississippi developed their application in-house using federal grant funding, the system is transferable to Florida. The Mississippi child care payment system is a complete end-to-end solution that most closely meets Florida's needs. At the same time, OEL identified and evaluated third-party solutions being used by coalitions for possible inclusion in Florida's end-to-end solution.

OEL has determined that, with some modification, the Mississippi system will meet Florida's needs. OEL hired a project manager in September; issued an RFI to identify additional technical resources required to support developing and modifying the source code; designated internal teams; and developed a project timeline. The estimated \$3 million costs will be as follows:

Major Area	Job Title	Staff Augmentation Per Year	Staff Augmentation for 3 Years	Facilities Per Year	Facilities Cost 3 Years	Computer	Supplies/ Phone	Supplies 3 Years	Total For 3 Years	Total For 1 Year
Application Development	Mgmt Applications Development	\$ 260,701	\$ 782,103	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 845,953	\$ 281,651
	Application Architect	\$ 267,246	\$ 801,738	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 865,588	\$ 288,196
	Systems Analyst	\$ 260,267	\$ 780,801	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 844,651	\$ 281,217
	Application Development	\$ 475,549	\$ 1,426,647	\$ 41,400	\$ 124,200	\$ 2,000	\$ 500	\$ 1,500	\$ 1,554,347	\$ 517,449
Data Strategy and Management	Database Administrator	\$ 296,132	\$ 888,396	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 952,246	\$ 317,082
Network Management	Network Architect	\$ 300,212	\$ 900,636	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 964,486	\$ 321,162
	Network Engineer	\$ 249,409	\$ 748,227	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 812,077	\$ 270,359
	Network Analyst	\$ 246,642	\$ 739,926	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 803,776	\$ 267,592
Business Management/Administration	Documentation Specialist/Technical Writer	\$ 180,103	\$ 540,309	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 604,159	\$ 201,053
Security Management	Security Manager	\$ 250,116	\$ 750,348	\$ 20,700	\$ 62,100	\$ 1,000	\$ 250	\$ 750	\$ 814,198	\$ 271,066
		\$ 3,261,926	\$ 9,785,778	\$ 269,100	\$ 807,300	\$ 13,000	\$ 3,250	\$ 9,750	\$10,615,828	\$ 3,016,827

Beginning in July 2015, development will transition into the pre-deployment phase of the project. More than 800 staff across the state will require training on the new application and processes. Training sessions will be required for OEL staff, 10,000 providers and staff in all 30 early learning coalitions (ELC). Training will be conducted onsite and via online webinars and will be supported by training materials that will be developed and disseminated. EFS data will be migrated into a new application.

Additional contingency planning will take place ensuring that the infrastructure and processes at the service levels continue in the event of a disaster. OEL will develop a Child Care Resource and Referral module along with other enhancements. OEL Help Desk supporting the application will be provided to support the new application. The overall transition will include services provided by NWRDC and secondary support partners supporting connective and uninterrupted communications between the ELC location and the data system. Additional office space will be required for additional staff to deploy and support the application.

OEL intends to phase in implementation of the integrated statewide child care information management system beginning in September 2015, deploying it fully in December 2015. The timeline includes a contingency plan to identify a service provider for overlapping support of the EFS system through June 2016.

Estimated Costs for this transition and deployment are as follows:

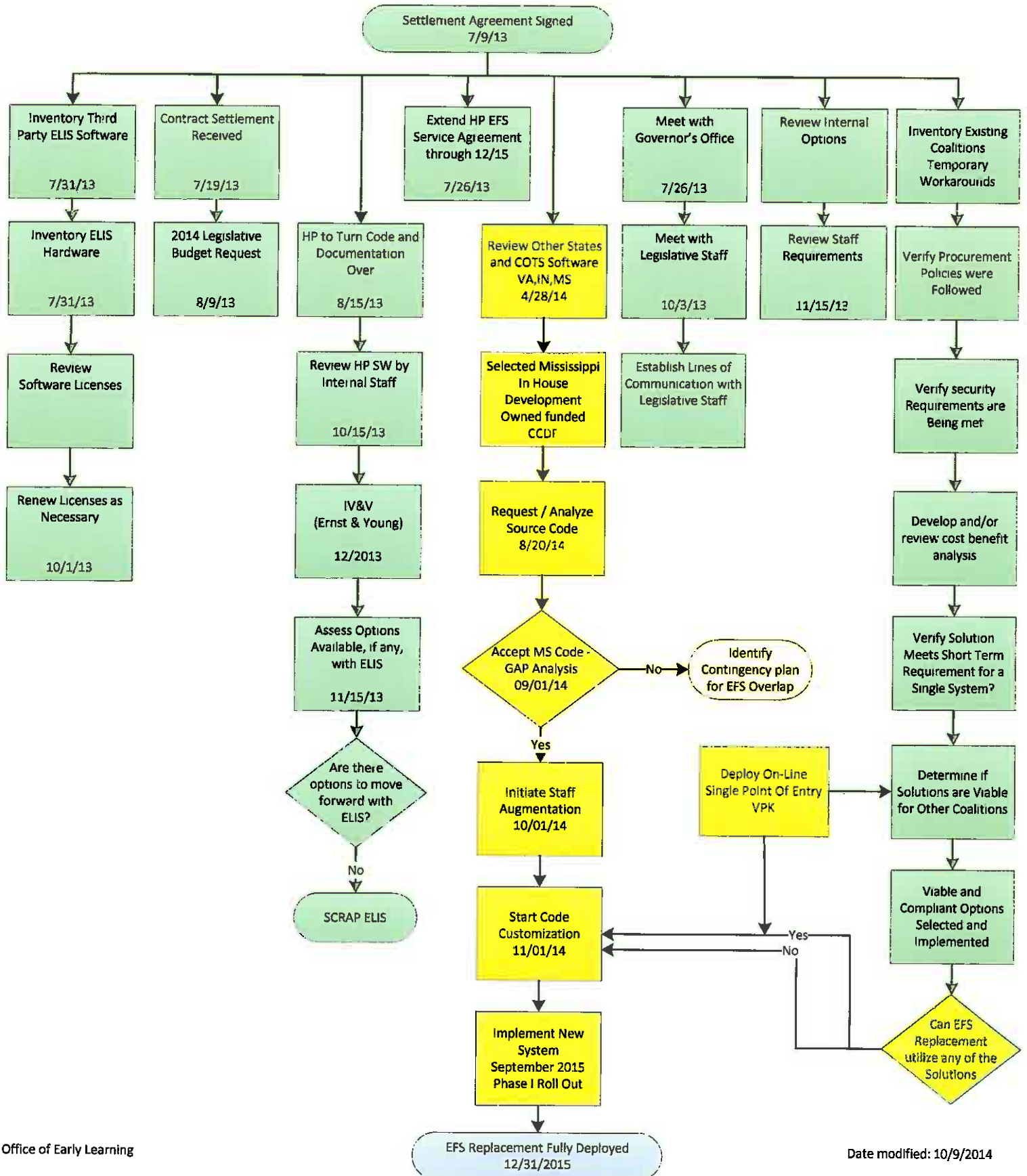
- \$2.2 million - Staff Augmentation
- \$1.0 million - Independent Verification & Validation (IV&V)
- \$0.5 million - Data Conversion/Data Cleansing
- \$0.2 million - Training Team Staff
 - Materials
 - User Sessions
 - Travel/meeting rooms
- \$0.8 million - EFS Support Contingency
- \$1.0 million - Fail Over Support
- \$5.7 million

Total Costs:

- \$3.0 million - Support developing and modifying the source code
- \$5.7 million - Contingency and Implementation
- \$8.7 million - Total



Florida Department of Education Office of Early Learning Roadmap to an EFS Replacement





Document Control

Change Record

Date	Author	Version	Change Reference
10/24/2011	Don Northam	0.01	Shell Created
11/18/2011	Don Northam	0.02	First draft of sections 1, 2, 4, & 5 completed
12/01/2011	Don Northam	0.03	Draft of cost-benefit analysis and incorporation of the Early Learning Information System project charter were completed
12/04/2011	Don Northam	0.04	First review draft of entire document completed
01/19/2012	Don Northam	1.00	Updated spend plan data and correction of agency abbreviation; document in final version
01/23/2012	Don Northam	1.01	Corrected copy of the final version - corrected typos and other edits discovered during Pat Weyer's review.

Review

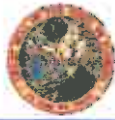
Name	Role	Date
Dianne Rodriguez	North Highland QA Review of entire document	12/05/2011
Mick Metz	North Highland QA Review of entire document	12/06/2011
Chris Wade	PMO EARLY LEARNING INFORMATION SYSTEM Project Director	12/21/2011
Pat Weyer	FOEL Early Learning Information System Programmatic Director	01/20/2012

Approval Sign-off

Name	Role	Signature	Date

Distribution

Name	Location

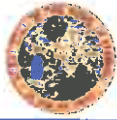


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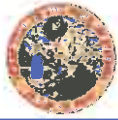
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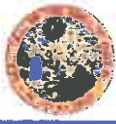


1 Coversheet & Executive Summary

1.1 COVERSHEET

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida's Office of Early Learning	Schedule IV-B Submission Date: 12/15/2011
Project Name: Early Learning Information System [Early Learning Information System]	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2011-2012 LBR Issue Code: 3633C0	FY 2011-2012 LBR Issue Title: Continue Development and Implementation of the Early Learning Statewide Data System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Lance Kerwin; (850) 717-8564, Lance.Kerwin@oel.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:	Date:
Printed Name: Mel Jurado	
Agency Chief Information Officer:	Date:
Printed Name: Lance Kerwin	
Budget Officer:	Date:
Printed Name: Stephanie Gehres	
Project Sponsor:	Date:
Printed Name: Mel Jurado	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Don Northam, (850) 766.4735, Donald.Northam@Northhighland.com
Cost Benefit Analysis:	Don Northam, (850) 766.4735, Donald.Northam@Northhighland.com
Risk Analysis:	Don Northam, (850) 766.4735, Donald.Northam@Northhighland.com
Technology Planning:	Don Northam, (850) 766.4735, Donald.Northam@Northhighland.com
Project Planning:	Chris Wade, (850) 294-3566, Chris.Wade@oel.myflorida.com

Table 1-1 Schedule IV-B Cover Sheet and Agency Project Approval



administered at the local level by the Early Learning Coalitions and coordinated by Florida's Office of Early Learning at the state level. The School Readiness Programs are early childhood education and child care programs, which are funded through a combination of federal, state and local matching funds.

Each School Readiness Program is required to provide the elements necessary to prepare at-risk children for school, including health screening and referral, and an appropriate educational program. These programs are designed to be developmentally appropriate, research-based, involve parents as their children's first teachers, serve as preventive measures for children at risk of future school failure, enhance the educational readiness of eligible children, and support family education.

School Readiness Programs are provided for targeted populations of children based on need. These children include those who are economically disadvantaged (i.e., receiving TANF or *family* income does not exceed 150 percent of federal poverty guidelines), who have disabilities, or who are at risk of abuse, neglect, or abandonment. School Readiness Programs are established primarily for children birth to age 5, although Early Learning Coalitions serve school-age children in accordance with eligibility criteria for the program's federal funding sources, specifically the Child Care and Development Fund (CCDF) block grant.

During FY2010-11 there were 10,851 providers authorized to deliver School Readiness Services in Florida.

2.1.3.2 VPK Program

In December 2004, the Legislature enacted the Voluntary Prekindergarten (VPK) Program, which began serving children at the beginning of the 2005-2006 school years (see Sections 1002.51-1002.79, *Florida Statutes*).

The VPK program provides a free, voluntary prekindergarten education for every Florida child four years of age, as required by Article IX, Section 1, Constitution of the State of Florida. The state's VPK Program is intended to increase children's chances for achieving future educational success and must be developmentally appropriate. Chapter 1002, Part V, Florida Statutes, provide requirements for implementing and assessing the VPK Program.

Florida's Office of Early Learning administers the operational requirements of the VPK program. The Department of Education is responsible for VPK standards and accountability.

During FY2010-11 there were 6,249 providers authorized to deliver VPK Services in Florida.

2.1.3.3 Child Care Resource and Referral (CCR&R)

CCR&R is a service provided by OEL and local Early Learning Coalitions throughout the State of Florida. CCR&R is dedicated to helping families find answers to their



questions regarding how to identify quality early learning programs and how to locate a provider that meets each family’s needs. Trained staff members respond to approximately 236,000 inquiries each year and provide customized referrals to programs to meet each family’s needs. CCR&R information and referral services are free to anyone residing in or seeking early learning services in Florida.

2.1.4 Early Learning Programs Source and Uses of Funds

Early Learning Programs have grown to a \$1.06 billion per year enterprise. Funding consists of a mixture of federal grant money and Florida state general revenue.

The stove-piped installation and out-of-date technology employed by the current Enhanced Field System (EFS) are no longer adequate to the task of properly managing a \$1 billion per year enterprise.

2.1.4.1 Funding for School Readiness and VPK Programs

School Readiness is funded through a combination of federal and state dollars. Federal funding is from two major sources—child care block grants and welfare transition funds—both awarded by the U.S. Department of Health and Human Services. Early learning program state funding includes general revenue and trust funds.

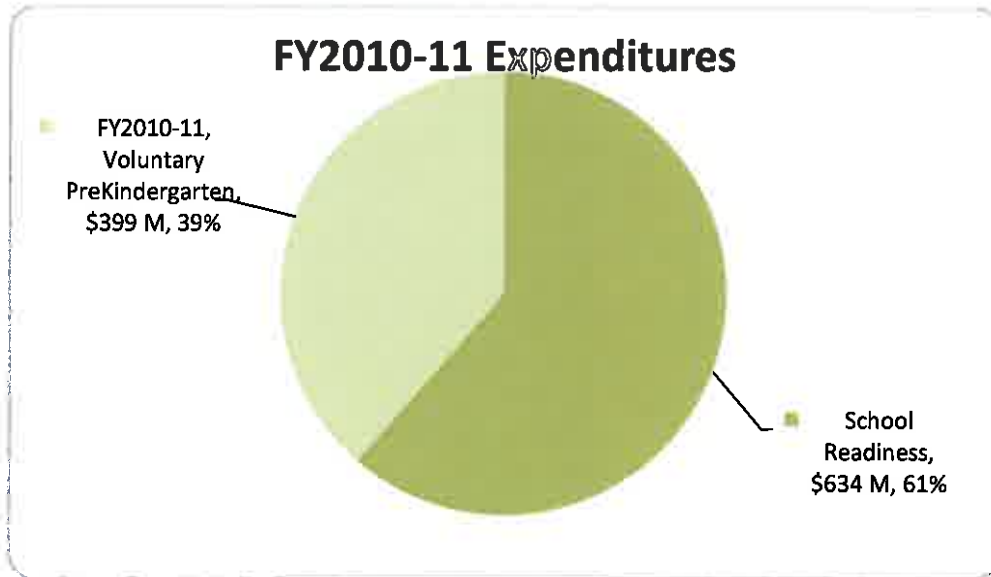


Figure 2-2 School Readiness Services and VPK Program Expenditures - in \$ millions (FY2010-11)

The School Readiness Program constitutes about three-fifths of the annual Early Learning program costs and is supported by a mixture of federal (~75%) and state



funding (~25%). The Voluntary Prekindergarten Program (VPK) is entirely state funded.

Florida general revenue funds provide a quarter of the funding of the School Readiness Program. This investment makes it possible to “draw down” additional federal matching funds.

The federal Child Care Development Fund (CCDF) and Temporary Assistance for Needy Families (TANF) together make up the remaining three-quarters of required funding.

2.1.5 Customers of Early Learning Programs, Services, and Business Processes

2.1.5.1 Program Customers

During Fiscal Year 2010-11, School Readiness programs provided preschool education and child care services to 236,383 children statewide. Typically, two-thirds of SR children are below the age of six.

School Readiness program enrollment has slowly declined by about 20,000 children over the last six years. This has been the result of shrinking state budgets. Over that same period the waiting list for SR services nearly doubled; from a monthly average of 48,078 to 80,041 children.

In its sixth year of operation (program year 2010-11), the VPK program served approximately 72%; or 165,372 of the state’s eligible four-year-olds. Florida has the largest VPK program in the U.S.

According to the 2011 VPK Estimating Conference by Fiscal Year 2012-13, participation in Florida’s VPK program by eligible four-year-olds will reach 75% during that year and remain at that level thereafter.

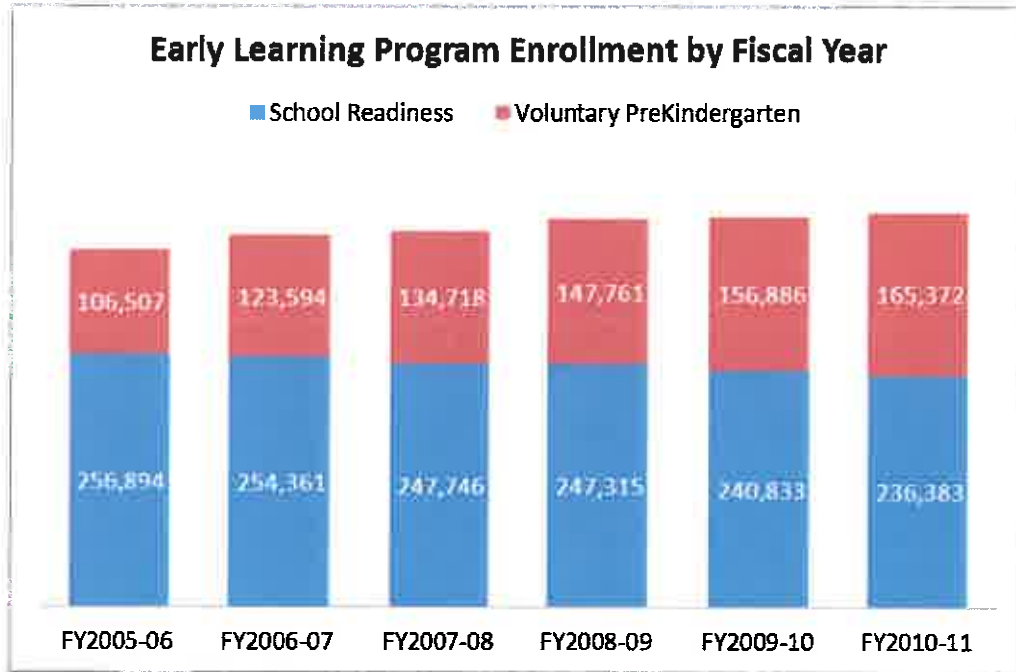


Figure 2-3 Early Learning Program Enrollment by Fiscal Year

2.1.6 Service Delivery Models

The business of delivering services for School Readiness and VPK programs is complex, constantly evolving, and is accomplished through several different delivery models. There are 4 predominant service delivery models currently in use by the Early Learning Coalitions.

The four service delivery models are:

1. Fully In-sourced Model
2. Fully Outsourced Model
3. Partially Outsourced Model
4. Multiple Service Provider Model

2.1.6.1 Fully In-sourced Model

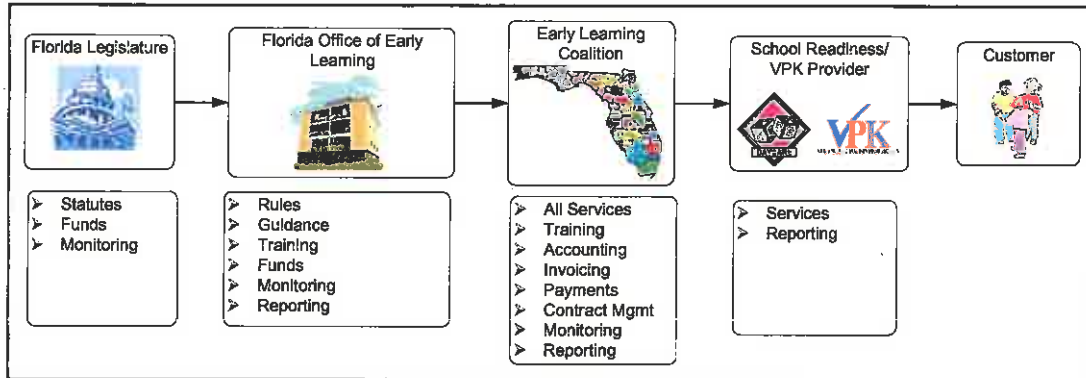


Figure 2-4 Fully In-sourced Service Delivery Model

In this model, the Early Learning Coalition performs all the functions (services, monitoring, accounting and reporting) and does not use any intermediate agent (service provider / central Office) to deliver services, monitor or maintain records.

2.1.6.2 Fully Outsourced Model

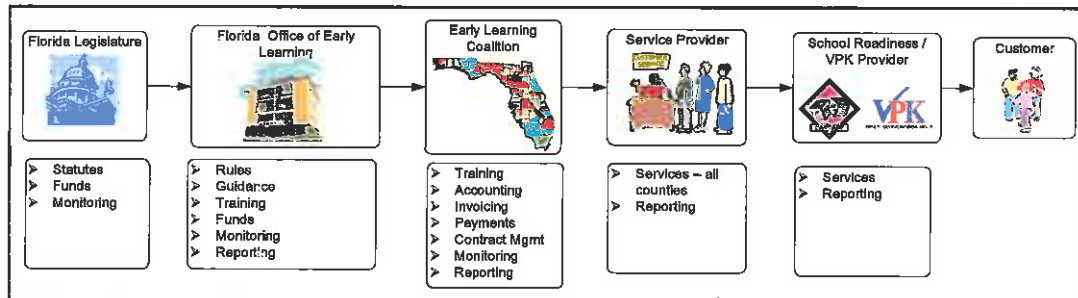


Figure 2-5 Fully Outsourced Service Delivery Model

In this model, the Early Learning Coalition outsources all service functions to a service provider and retains other functions, such as Training, Contract Management and Invoicing.

2.1.6.3 Partially Outsourced Model

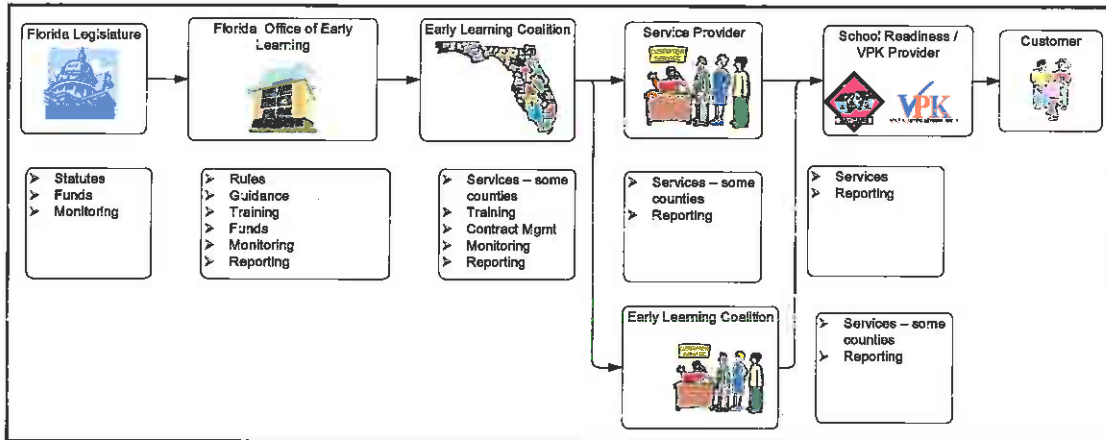


Figure 2-6 Partially Out-sourced Service Delivery Model

In this model, the Early Learning Coalition provides services in some counties and the Service Provider provides the services in remaining counties. The ELC could also outsource other functions, such as accounting and monitoring. Another variation of this model is a single county coalition, in which the coalition provides some of the services and outsources remaining services to a Service Provider.

2.1.6.4 Multiple Service Providers Model

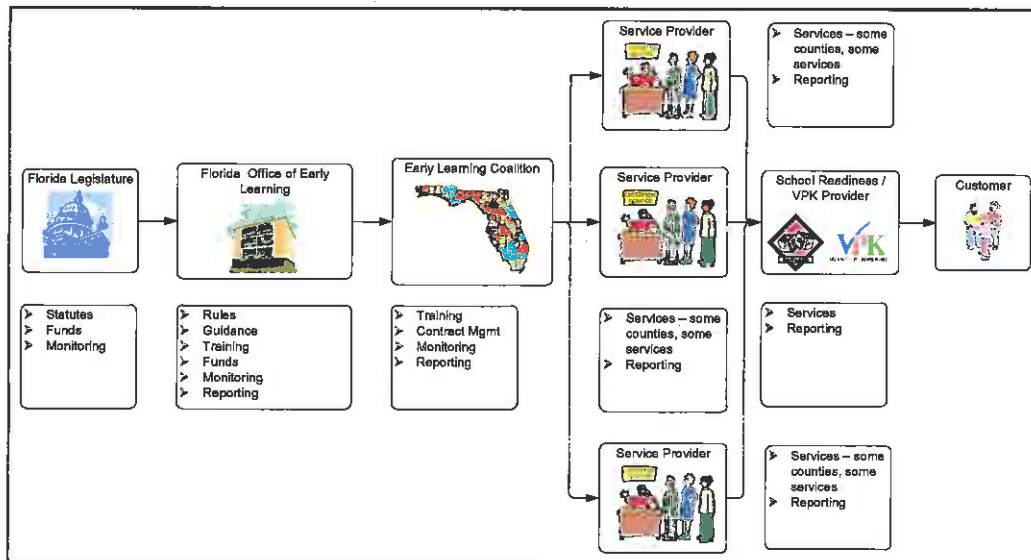


Figure 2-7 Multiple Service Providers Model

In this model, the Early Learning Coalition contracts with multiple service providers for various services and functions. The ELC retains the function of contract management and compliance monitoring.



2.1.6.5 Early Learning Program Stakeholders and Current System Users

The Project Management Institute defines a stakeholder as “anyone who may be positively or negatively impacted by the project.” The following table lists stakeholders alphabetically and summarizes how each is affected by, or participates in, Early Learning Programs and the Early Learning Information System project.

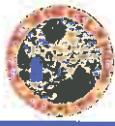
Stakeholder/Users	How they are affected or how they are participating
Agency for Children & Families (ACF) - Part of the Federal Department of Health & Human Services (HHS)	<ul style="list-style-type: none"> • Administers federal grant funds <ul style="list-style-type: none"> ○ Child Care Development Fund (CCDF) ○ Temporary Assistance to Needy Families (TANF) ○ Social Services Block Grant (SSBG) • ACF-800: Aggregate Report: Pooled CCDF and non-CCDF Funds • ACF-801 Child Care Quarterly Case Record
Citizens of Florida/ Parents/ Guardians	<ul style="list-style-type: none"> • Request resource and referral information • Request provider profiles • Submit applications for early learning programs • Participate in early learning programs.
Department of Economic Opportunity (DEO)/ Office of Workforce Services	<ul style="list-style-type: none"> • Referral of TANF/TCC clients to ELCs for School Readiness Services
Early Learning Coalitions (ELC) 31 regional ELCs plus 20 offices of the Redlands Christian Migrant Association (RCMA)	<ul style="list-style-type: none"> • Provide executive leadership and policies to guide local program implementation • Provide child care resource and referral • Determine clients’ eligibility for programs • Develop coalition plans • Assess character development of each child’s development • Pretest children upon entrance to a program • Post-test children upon leaving a program • Track child attendance • Pay providers • Report performance statistics (weekly, monthly, quarterly, annual status, and reports) • Manage funds and grants • Train providers and parents/guardians • Monitor service provider compliance



Florida Office of Early Learning
Schedule IV-B Feasibility Study FY2011-12



Stakeholder/Users	How they are affected or how they are participating
Early Learning Providers	<ul style="list-style-type: none"> • Administer programs • Provide instruction • Track attendance • Update classroom calendars and scheduling updates • Track performance and reporting • Ensure child safety and • Maintain family privacy and secured information.
Florida Department of Children & Families (DCF)	<ul style="list-style-type: none"> • Referral of at-risk children to ELCs for School Readiness Services • Approval of prekindergarten director credentials for VPK • License childcare providers • TANF child only families (these are not referred through Workforce)
Florida Department of Education (DOE)	<ul style="list-style-type: none"> • Approval of emergent literacy training courses • Certification of school districts that are eligible to deliver the school-year VPK program • Manage student assessment and evaluation for VPK and • Administration of the statewide kindergarten screening and calculation of the kindergarten readiness rate. • Local Educational Agency (LEA) referrals for children of migrants
Florida Department of Financial Services (DFS)	<ul style="list-style-type: none"> • Investigate suspected fraud in School Readiness and VPK programs
Florida Department of Health (DOH)	<ul style="list-style-type: none"> • Inspect child immunization records • Maintain vital statistics data (e.g. birth certificates) for all children born in Florida
Department of Financial Services, Division of Public Assistance Fraud	<ul style="list-style-type: none"> • Perform background checks on child care providers during the application process (the results of which are maintained by DCF licensing)
Florida Legislature	<p>The Florida Senate and House of Representatives are responsible for the appropriation of funds for the State of Florida. The reports generated from Early Learning Information System data provide crucial information needed to support Early Learning programs and funding requests to the legislature. Analysis of the Early Learning Information System data is necessary to evaluate the impact of proposed statutory changes</p>



Stakeholder /Users	How they are affected or how they are participating
Florida's Office of Early Learning (Office)	<p>OEL is an independent organization, housed within the Department of Education, and is responsible for the School Readiness and Voluntary Prekindergarten Programs. OEL duties include:</p> <ul style="list-style-type: none"> • Develop policy for Early Learning • Manage the finances of Early Learning programs • Providing final approval and an annual review of plans and coalitions • Safeguarding the effective use of federal, state, local, and private resources to achieve the highest possible level of School Readiness for the state's children • Adopting a system for measuring School Readiness and determining program effectiveness • Developing and adopting performance standards, outcome measures, and a uniform screening plan that will provide objective data regarding program expectations • Operational management of the Voluntary Prekindergarten program.
Governor's Office of Policy and Budget (OPB)	<p>The Office of Policy and Budget (OPB) provides coordinated planning, policy development, budgeting and evaluation in support of the Governor, State agencies and State Legislature pursuant to authority under the Florida Statutes</p>
Local Funders / Community Partners	<p>Local charities and community development groups often share the same objectives as the regional Early Learning Coalitions and form partnerships. For example, the Children Services Council works closely with ELCs in eight counties and has contributed millions of dollars to support their School Readiness efforts. They are interested in the efficient use of funds and the benefits to their community that will arise from accomplishment of OEL objectives</p>
Service Providers <i>Formerly known as "Central Agencies"</i>	<ul style="list-style-type: none"> • Provide child care resource and referral • Determine clients' eligibility for programs • Assess character development of each child's development • Pretest children upon entrance to a program • Post-test children upon leaving a program • Track attendance • Report performance statistics (weekly, monthly, quarterly, annual status, and reports)

Table 2-1 Stakeholders Affected by the Implementation of Early Learning Information System



2.1.7 Current Systems that Support Early Learning Service Delivery

2.1.7.1 Enhanced Field System

The Enhanced Field System (EFS) is a distributed and decentralized database structure that was implemented in 1991. The EFS is independently maintained at each local early learning coalition or service provider site. The EFS is a client-server based system, comprised of two subsystems:

- Child Care Management System (CCMS) - manages parent, child, and provider information and generates payments to providers for services rendered; and
- Child Care Resource and Referral (CCR&R) - manages provider information, including market rate information, and generates referrals for parents.

2.1.7.2 Single Point of Entry and Unified Wait List

The Single Point of Entry (SPE) and Unified Wait List (UWL) are two separate web-based applications that share the same database. SPE is a web-based system that parents and guardians use to submit applications for the School Readiness program. Customers can access SPE anywhere the Internet is available. UWL is a web based wait list system that coalitions and their service providers use (a username and password is required) to:

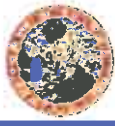
- Retrieve and manage applications that customers submit through the SPE;
- Enter early learning program applications on behalf of parents and guardians;
- Customize announcements and instructions that appear on SPE;
- Run reports on wait list and VPK data; and
- Manage the wait list for the School Readiness program.

2.1.8 Conditions That Have Created the Need for the Early Learning Information System Project

The Enhanced Field System (EFS) was an effective use of information technology when it was first employed (under another system name) in 1991. Twenty years later, not only is EFS an aging system with rising ownership costs, the business environment that it was created to serve has changed dramatically.

Early Learning Programs have increased in number and complexity. With the implementation of VPK in 2005, the number of children served has nearly doubled in just the last seven years – to about 385,000 – and continued growth in that number is a long-range program objective.

There have been numerous changes to policy, statutes, and funding source. OEL's responsibility to make the best use of state and federal funds and to guard against fraud and billing errors remains unchanged. The annual cost of operations for Early Learning exceeds \$1 billion annually.



The Single Point of Entry (SPE) system and the Unified Wait List (UWL) system are small web-based applications created to fill a critical gap in EFS functionality. It makes sense to roll these important functions into the core features of the Early Learning Information System application.

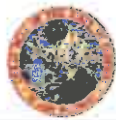
2.1.8.1 Business Impact of Enhanced Field System (EFS) Inadequacy

The Enhanced Field System uses out-of-date client-server technology deployed at 34 disconnected (stove-piped) installations. For more than eight years, OEL has made a determined effort to evaluate alternative technology solutions, document its business needs, and build consensus among key stakeholders about the strategic vision for Early Learning Programs.

It is infeasible to merely upgrade the EFS application if its “stove-piped”, client-server architecture is not also replaced.

The following table summarizes why EFS must be replaced by Early Learning Information System; a more capable, web-enabled, and integrated solution.

Deficiency	Details	Business Impact
Payment errors	Provider payments are based on the attendance they report - nearly always using paper forms - and on parent/child eligibility. Attendance transactions are so numerous that manual audits are limited to less than 15% of the monthly total. Errors in attendance reporting and eligibility determination are not uncommon.	Payment errors increase program costs. Audits by OEL and the ELCs, though necessary, are labor intensive - further adding to administrative costs. Early Learning Information System records will be accessible by an authorized user from anywhere. This will reduce travel costs since OEL will be able to accomplish many audits remotely.
Dependence on Repetitive Manual Processes	Attendance reporting and tracking are the basis for provider payments - which constitute 78% of the \$1 billion annual cost of operations. In spite of their centrality to the mission of all Early Learning Programs, these activities depend on the cumbersome manual manipulation and transcription of hundreds of thousands of paper documents.	Routine and periodic attendance processing takes days to complete. Worker dissatisfaction with a cumbersome and error-prone process. The current business system does not receive attendance data until after it has been manually processed.



1.2 EXECUTIVE SUMMARY

1.2.1 Introduction

The Early Learning Information System project has been underway for 18 months and will complete in another 18 months - in June 2013.

The mission of the Early Learning Information System (Early Learning Information System) Project is to develop a comprehensive, dynamic, web-based, centralized information system to efficiently support the state's administration of Florida's early learning programs. Currently the state's Early Learning Programs are being administered on a 20 year old distributed data system. This system is responsible for administering \$1 billion in services to more than 300,000 children and families annually. This outdated technology has left Florida's Office of Early Learning with a technology system that must be supplemented by extensive use of cumbersome, manual paper processes. The Early Learning Information System (Early Learning Information System) will replace this system leading to multiple efficiencies.

To ensure successful Early Learning Information System project design and implementation, extensive planning, research and business process analysis has been completed with all the 31 Early Learning Coalitions and external stakeholders. The initial planning phase of the Early Learning Information System project began during Fiscal Year 2009-10. During FY 2010-11, the Early Learning Information System project completed planning and validation of requirements, and began design activities. The project will complete design activities and begin building the system in FY 2011-12. In FY 2012-13, the project will complete build and testing activities, conduct the operational production pilot, and deploy the system statewide.

The project to design, test, pilot and deploy Early Learning Information System began on May 15, 2010.

During the course of the Design Phase for the Early Learning Information System Project, the project experienced delays in performance by the Early Learning Information System System Integrator, HP. Issues included late performance, underestimation of work and lower than planned level of reuse for existing proven components resulting in a custom developed solution. Accordingly, on October 6, 2011, OEL notified the System Integrator of the need to prepare a Corrective Action Plan as provided in the contract to address these issues.

On November 14, 2011, OEL approved the System Integrator's Corrective Action Plan which is now in progress. The approved Corrective Action Plan provides several benefits toward the successful completion of the project:

- Early Learning Information System will be built using a commercial-off-the-shelf (COTS) solution, MS Dynamics CRM and tools, as opposed to what became a custom developed solution.



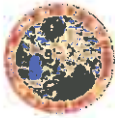
- HP will employ an iterative software development life cycle as opposed to the current waterfall software development life cycle.
- Design and development work will be organized by business processes as opposed to functional areas.
- All outstanding change requests and action items will be reviewed and resolved in light of the new approach.
- The vendor's proposed solution resolves open issues related to lower than planned re-use of existing proven components and underestimation of work. A thorough demonstration Microsoft Dynamics CRM and a detailed mapping of the proposed solution to Early Learning Information System high level requirements has satisfied the need for an improved fit when compared to the vendor's original approach that was documented in its ITN response.

Several business problems are limiting the ability of Florida's Office of Early Learning and the Early Learning Coalitions to efficiently and effectively serve Floridians and their children.

1.2.2 Business Problems Remain Unsolved After Years of Analysis

The following core business problems can be solved by implementing a web-based Early Learning Information System.

- **Payment Processing:** Payment processing is manual, inefficient and prone to error. Faster payments to the providers are needed to increase the number of providers willing to offer child care and VPK services.
- **Attendance Management:** Attendance processing and auditing requires significant manual data entry - driving up cost and decreasing the quality of attendance data. The Early Learning Coalitions cannot decrease the inefficiencies in attendance processing and auditing thereby increasing the chances for potential errors and fraud.
- **Grants and Financial Management:** Florida's Office of Early Learning and the Early Learning Coalitions are hindered in their ability to optimize the use of program funds due to the lack of timely financial data and accurate utilization forecasting.
- **Fiscal and Program Monitoring:** The Office's and Early Learning Coalitions' ability to effectively monitor both fiscal and programmatic performance of the programs is severely limited due to the lack of timely and comprehensive data.
- **Service Management** - The Early Learning Coalitions' monitoring of their contracts with Child Care providers, VPK providers and service providers is highly manual. This results in less effective monitoring activities and higher costs.



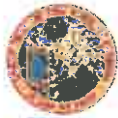
- **Intake** - The Early Learning Coalitions' ability to accurately determine eligibility is limited due to the current manual process and few automated checks and balances, thereby introducing a risk for errors.
- **Case Management** - Florida's Office of Early Learning and the Early Learning Coalitions are unable to adequately track child eligibility participation, attendance, other services, and results of developmental screenings and child assessments administered to children participating in early learning programs. This limits the Early Learning Coalitions' ability to see the child's needs and progress holistically, which further limits their ability to affect ultimate outcomes achieved.
- **Longitudinal Tracking** - Florida's Office of Early Learning and the Early Learning Coalitions are unable to adequately collect and correlate child, staff and financial data to support the analyses of a child's short-term and long-term development and academic growth, or evaluate the return on investment for early learning programs.
- **Data Sharing** - Florida's Office of Early Learning and the Early Learning Coalitions are unable to effectively share programmatic and financial data with other State of Florida agencies, such as: the Department of Education, Department of Children and Families, Florida Department of Law Enforcement, Department of Revenue, and the Department of Health. As a result, AWI is unable to determine if other agencies involved are fulfilling their respective statutory obligations.
- **Reporting** - Florida's Office of Early Learning and the Early Learning Coalitions are unable to ensure that critical information needed to effectively manage their programs is readily accessible to coalition and Office leadership, state and local administrators and policymakers.

1.2.3 Early Learning Information System Components

Early Learning Program Stakeholders core needs are not being met by the Office's current Enhanced Field System.

The core needs of Early Learning Information System, as defined by stakeholders, include the following:

- **Case Management:** capabilities for Early Learning Coalitions to process and track eligibility redetermination, VPK re-enrollment, provider transfers, guardianship transfers, child screenings, child assessments, access all service history and track all inclusion services.
- **Attendance Management:** capabilities for child care providers to enter, submit, re-submit and track child attendance information. The capability for Early Learning Coalitions to create and process attendance rosters and attendance payment adjustments.
- **Grants and Financial Management:** capabilities for the Office to receive coalition invoices, initiate and process payments, manage grant match information,



Deficiency	Details	Business Impact
Disconnected (Stove-piped) Operations	<p>Data cannot be directly shared with OEL or other coalitions.</p> <p>Management of mission-critical information requires extraordinary effort and expense.</p> <p>Disconnected EFS operations prevent process standardization.</p> <p>The cost to maintain many installations of EFS exceeds the cost for a single-integrated system.</p>	<p>Information needed to manage programs is disjointed, delayed or unavailable.</p> <p>Decisions are routinely made based on data at least a month out of date.</p> <p>Increased effort and cost.</p> <p>Each time citizens move to a new ELC service area their enrollment must be repeated.</p> <p>Forecasts, trend analysis and other standard business intelligence not available.</p>
Inadequate Decision Support	<p>Critical information needed to effectively and efficiently manage early learning programs is either unavailable or out-of-date.</p>	<p>Business decisions are postponed or degraded by lack of timely and accurate information.</p>

Table 2-2 Business Impact of Enhanced Field System Inadequacy

2.1.8.2 Limitations of the Single Point of Entry and Unified Wait List Systems

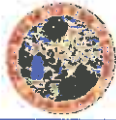
The SPE and UWL systems have several limitations that decrease their usefulness for managing eligibility and enrollment services for early learning programs. These limitations include:

- No support for real-time eligibility determination when the customer applies for the School Readiness program online;
- No system support for student enrollment when eligibility criteria for services are met; and
- No direct interface between UWL and the Enhanced Field System (EFS); the interface that does exist is manual and cumbersome.

2.1.8.3 The Early Learning Information System Project Objectives

The objectives of the Early Learning Information System system as defined by the stakeholders include the following:

- Automation of cumbersome manual or paper processes to ensure that errors are reduced or eliminated and that critical information needed to effectively manage the programs is readily accessible to state and local administrators and policymakers

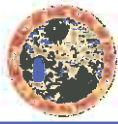


manage receivables, monitor grant utilization, process annual coalition inventory. The capability for Early Learning Coalitions to manage financial processes including monthly close-out, provider payments, invoicing, and collections.

- **Intake:** capabilities for customers to make an application for services, provide required documentation and track status of an application. The capability for customers to provide information and documentation related to the redetermination of eligibility for services. The capability for Early Learning Coalitions to enter, process, and track an application for service, manage waitlist and to automatically determine eligibility and parent fees based on configurable business rules.
- **Child Care Resource and Referral:** capabilities for customers to find answers to their questions regarding how to identify quality early learning programs and how to locate a provider that meets each family's needs. The capability for the Office and Early Learning Coalitions to provide referral lists and related services to customers.
- **Service Management:** capabilities for Early Learning Coalitions to manage provider on-boarding, contracts, profiles, and quality monitoring and improvement activities.
- **Policy and Program Management:** capabilities for the Office to manage the process of policy and guidance development, distribution and maintenance.
- **Program Support:** capabilities for the Office to manage data quality, process cash receipts, manage statewide contracts.
- **Planning, Monitoring and Quality Management:** capabilities for Early Learning Coalitions to monitor service provider contract compliance, monitor coalition performance against plan, manage slots and financial forecasts. The capability for the Office to monitor, track and report on eligibility, instructor qualifications, coalition performance against plan and fiscal practices.
- **Workflow:** capabilities for the Office and Early Learning Coalitions to route business documentation and data electronically through pre-configured business process steps.
- **Business Rules Engine:** capabilities for configuring business rules relating to eligibility determination, enrollment, eligibility redetermination, provider payments, financial management, attendance management and other processes.
- **Reporting:** capabilities for providers, Early Learning Coalitions and the Office to generate case management and financial reports and perform analytical data management (OLAP) including customizable standard reports and ad hoc queries.

1.2.4 Early Learning Information System Project Timeline

The figure on the following page depicts the current Early Learning Information System project timeline. Early Learning Information System will deploy in June 2013.



- A system that records the results of developmental screenings and child assessments administered to children participating in early learning programs
- An accessible and robust reporting system that allows early learning administrators, managers and staff to track and report process and performance status and outcomes in real time.
- Creating important data security and user safeguards against erroneous, improper, or fraudulent actions
- An enhanced information system, including the ability to track child eligibility participation, attendance and payment processing for Early Learning Coalitions and child care providers
- An enhanced resource and referral system, including the ability to record and maintain family and provider information, generate referrals to early learning programs and/or resources and provide complete local/state/Federal reporting capabilities
- Optimizing the use of funds and services provided to Florida's children by facilitating fiscal management and providing timely data for utilization forecasting
- An enhanced information system, including the ability to track child eligibility participation, attendance and payment processing for Early Learning Coalitions and child care providers
- Creating a single point of entry for eligibility data for all VPK and School Readiness programs
- Improving access to the Early Learning System and customer service to parents, providers and other stakeholders
- Establishing a centralized and consolidated information system that provides consistent, uniform information across the entire state that each coalition will use to manage its programs
- A centralized database or a data warehouse that accurately and consistently maintains current and historical early learning program information
- A system that collects child, staff and financial data to support the analyses of a child's short-term and long-term developmental, academic growth and the return on investment for early learning programs
- A system that integrates data from partner databases such as those housed in the Department of Education, Department of Children and Families, Florida Department of Law Enforcement and Department of Health
- A system that measures the educational impact and overall quality of early learning programs and makes the information accessible through the internet for parents

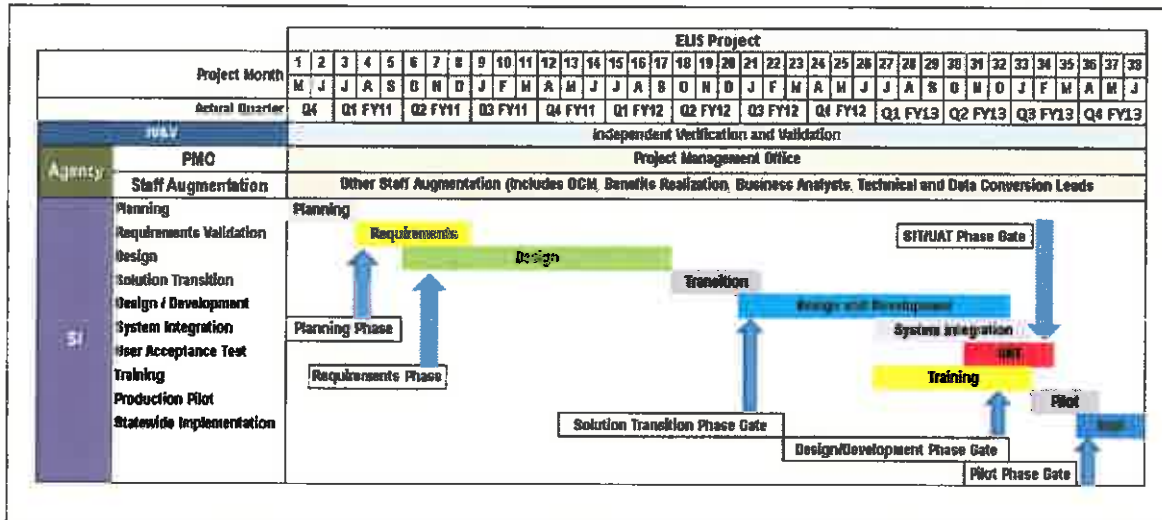
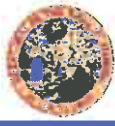


Figure 1-1 Early Learning Information System Project Implementation Approach and Timeline

1.2.5 Business Case for Early Learning Information System

1.2.5.1 Tangible Benefits

Early Learning Information System is estimated to deliver \$25.9 Million per year in recurring tangible benefits.

The Early Learning Information System system is estimated to deliver the following annual recurring tangible benefits to the early learning program stakeholders:

- **\$14.8 Million** saved each year by reducing payment errors by just 1.5%.
- **\$1.2 Million** saved each year in audit costs by using electronic case files.
- **\$4.0 Million** saved each year when early learning providers submit attendance data electronically.
- **\$2.5 Million** saved each year through improved case management capability.
- **\$1.4 Million** saved each year when customers apply for eligibility redetermination via the Internet.
- **\$0.9 Million** saved each year when customers access child care resource and referral services via the Internet.
- **\$1.6 Million** saved each year when early learning providers maintain their own profile data via the Internet.

1.2.5.2 Project Costs

Early Learning stakeholders are requesting less than a penny on a dollar to improve the management and delivery of vital services.



The estimated total remaining cost of implementing Early Learning Information System is \$21.5 Million over a two year period.

FY11-12	FY12-13	Two Year Total
\$12,289,290	\$8,961,941	\$21,251,230

Table 1-2 Early Learning Information System Remaining Project Cost by Fiscal Year

1.2.5.3 Principal Conclusions of This Analysis

The following graph depicts the cumulative discounted cash flow from the Early Learning Information System project's estimated costs and benefits over a period of seven fiscal years. This includes the current investment in the Early Learning Information System project made during FY2009-10 and FY2010-11 and the five additional years recorded on the Schedule IV-B CBA Forms 1, 2 and 3.

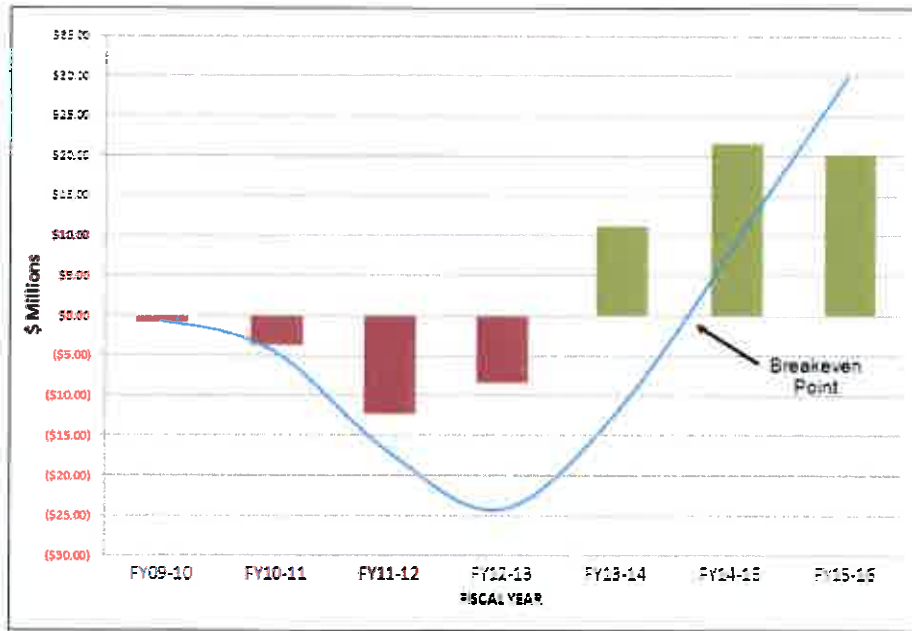
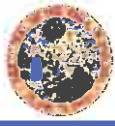


Table 1-3 Cumulative Discounted Cash Flow for Early Learning Information System Project Costs and Benefits (in \$ millions)

The following list contains the principal conclusions of this cost-benefits analysis:

1. In accordance with the Schedule IV-B Feasibility Study Guidelines for FY2011-12, the return on investment computed on CBA Form 3A is \$44.9 million for the five year period from FY2011-12 through FY2015-16.
2. The breakeven year is FY2014-15, approximately 16 months after Early Learning Information System deploys in June 2013. A breakeven or "payback" period of 5-to-10 years indicates a good investment. A payback period that ends less than two years after the investment is completed is an excellent investment.



3. The net present value (NPV) is \$32.3 million. Any positive value for NPV is a good investment. By this measure Early Learning Information System is an excellent investment.
4. The internal rate of return (IRR) is 51.83%. The Florida Legislature’s Office of Economic and Demographic Research (EDR) estimates the cost of capital for investment analysis purposes to be 6.0% for the foreseeable future. The IRR for the Early Learning Information System project is nearly 10 times the cost of capital. Early Learning Information System is an excellent investment.
5. The Early Learning Information System project will support state and federally funded programs that have a combined annual cost of operations in excess of \$1 billion.
6. Early Learning Information System is being developed under a firm-fixed price contract with a major systems integrator vendor.
7. The \$21.25 million total investment for Early Learning Information System comes to less than 0.31% of the total cost of Early Learning Program operations over the same seven-year period.
8. The Early Learning Information System project is needed because the current application and architecture are well past the end of their useful life. Their shortcomings are such that they are a hindrance to efficient and effective management of Florida’s Early Learning programs.

1.2.6 Project Risk

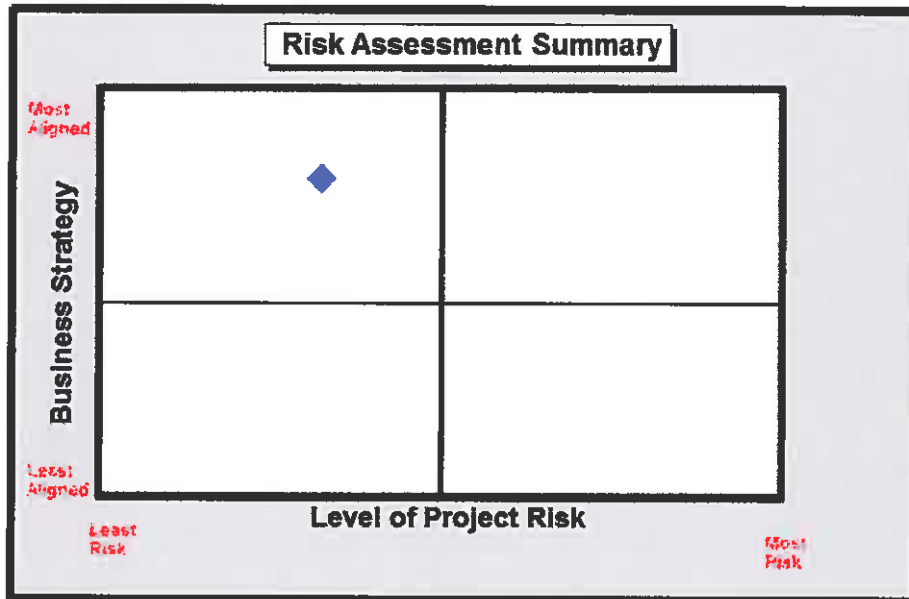
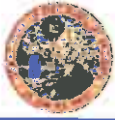


Table 1-4 Early Learning Information System Overall Project Risk - MEDIUM

The risk of the Early Learning Information System project has

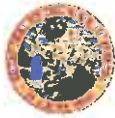


been sharply reduced through use of the Corrective Action Process, which enabled to project to restart and adopt stronger, more capable software platform as the basis for the new system.

1.2.7 Florida's Office of Early Learning Recommendation

OEL recommends the following:

- The Early Learning Information System project be authorized to proceed until completion and deployment; and
- That required funding for completing the Early Learning Information System project be requested by the Executive Office of the Governor and approved by the Legislature.



2 Schedule IV-B Business Case

2.1 BACKGROUND AND STRATEGIC NEEDS ASSESSMENT

2.1.1 Programs and Services Environment

The Florida Legislature created the Agency for Workforce Innovation (AWI) in 2000 as the state agency responsible for ensuring that workforce funds and programs are appropriately administered. The creation of AWI followed approval of federal legislation in 1998, which dictated a new, locally operated, customer-focused system for workforce development in the state.

In addition to administering workforce and unemployment compensation programs, in 2001, the Legislature transferred the Florida Partnership for School Readiness and the responsibility for administering School Readiness programs to AWI. Effective January 2, 2005, the Legislature established the Office of Early Learning Services (OEL) within the Agency for Workforce Innovation (see Chapter 2004-484, *Laws of Florida*). AWI replaced the former Florida Partnership for School Readiness and serves as the state's principal organization responsible for enhancing the early childhood education of Florida's children.

The 2011 Legislature enacted Ch. 2011-142, *Laws of Florida*, which transfers all responsibility for the School Readiness and VPK programs to the Florida's Office of Early Learning (Office) within the Department of Education. The new Florida's Office of Early Learning will be administratively housed within the Department of Education, but is a separate budget entity and is not subject to control, supervision, or direction by the Department of Education or the State Board of Education. The office director has been appointed by the Governor and confirmed by the Senate. The Department of Children and Families remains responsible for the licensing and credentialing of early learning providers.

For the remainder of this document, the Agency for Workforce Innovation (AWI) will only be referred to when it is necessary for historical clarity.

2.1.2 The role and mission of Florida's Office of Early Learning

Florida's Office of Early Learning serves as the principal organization responsible for enhancement of school readiness. OEL has duties which include providing final approval and an annual review of coalitions and plans; safeguarding the effective use of federal, state, local, and private resources to achieve the highest possible level of school readiness for the state's children; adopting a system for measuring school readiness that provides objective data regarding the expectations for school readiness and can be used to assist in determining program effectiveness; developing and adopting performance standards and outcome measures and preparing a plan for measuring school readiness which includes a uniform screening that will provide objective data regarding expectations for school readiness.



OEL administers school readiness and VPK programs at the state level and coordinates the local delivery of the programs through Early Learning Coalitions (ELCs). OEL currently recognizes 31 Early Learning Coalitions. In addition, the Redlands Christian Migrant Association (RCMA) operates in 20 locations across the state. Together the ELCs and RMCA provide services for all of Florida's 67 counties.

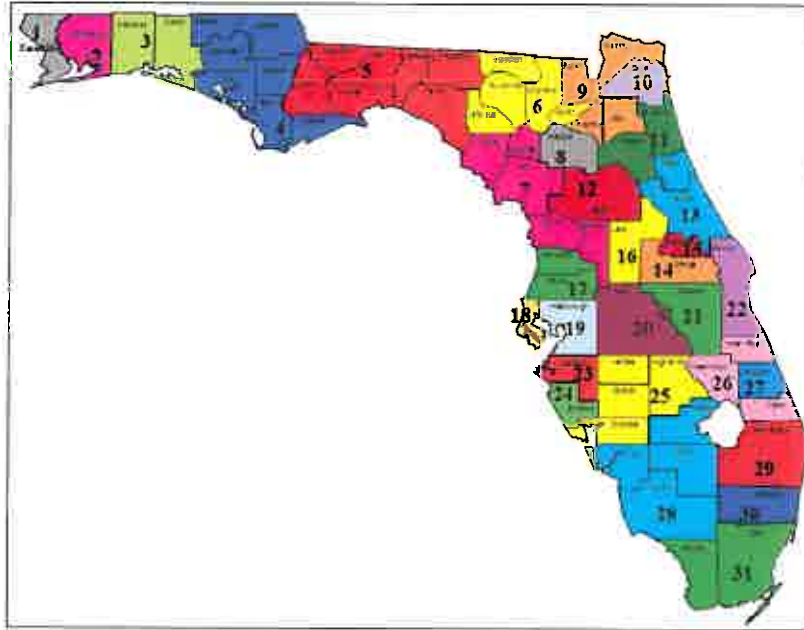


Figure 2-1 Regional Map of Florida's Early Learning Coalitions

Each early learning coalition board is composed of at least 18 members, but not more than, 35 members. The Governor appoints the chair and two additional members to each coalition, and the remaining members of each coalition are statutorily required and locally appointed in the coalition's community.

OEL is responsible for adopting and maintaining coordinated programmatic, administrative, and fiscal procedures and standards for all early learning programs. Specific OEL responsibilities are established by F.S. 411.01 and F.S. 1002.51. Early learning programs increase children's chances of achieving future educational success and becoming productive members of society. OEL administers three major programs: the Voluntary Prekindergarten (VPK) Program, the School Readiness Program, and Child Care Resource and Referral (CCR&R) program.

2.1.3 Programs and Services to Be Supported by the Proposed Early Learning Information System Project

2.1.3.1 School Readiness Program

In 1999, the Legislature enacted the School Readiness Act (*see* Section 411.01, *Florida Statutes*). The act authorizes the establishment of School Readiness Programs



- A system that uses the most current and effective safeguards to ensure the security and confidentiality of a child’s personal information and detects and prevents payment errors and fraud

2.2 BASELINE ANALYSIS

2.2.1 Role of the Early Learning Information System – Stage 1 Project in Producing the Information in this Section

The Early Learning Information System – Stage 1 Project (2007) conducted an extensive review and documentation of the current and future business process performed at the headquarters of Florida’s Office of Early Learning and the regional offices of the Early Learning Coalitions (ELC) throughout the state. This documentation includes extensive diagrams and details obtained during site-visits and workshops conducted with OEL staff and with staff members of each of the ELCs.

A detailed compilation of both the functional and technical requirements for the Early Learning Information System was developed and used during solicitation of the Early Learning Information System systems integration vendor. This section contains a listing of the Early Learning business processes that were studied while developing those requirements. These requirements have subsequently been validated and elaborated by the systems integrator vendor.

The systems integrator vendor has also recently updated and enhanced OEL and ELC business process. The final design of Early Learning Information System business processes has been reviewed and approved by OEL.

Additional process details are provided in the following Stage 1 Deliverables:

- Early Learning Information System OEL As-Is Process Documentation
- Early Learning Information System ELC As-Is Process Documentation

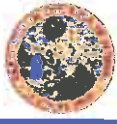
2.2.2 Current Early Learning Business Processes

This section lists the business processes that are contained in the baseline analysis. Some of the business processes on this list are not in scope for implementation in the current Early Learning Information System project, but have been deferred to a subsequent release. The processes that are in scope for the current project are described in Section 2.3.4.

2.2.2.1 Florida’s Office of Early Learning – As-Is Process Inventory

The Table below lists the sixteen core processes currently performed at Florida’s Office of Early Learning.

ID	Functional Group	Name
BP1	Administer Programs	Grants Management - Notice of Grant Award
BP2	Administer Programs	Grants Management - Reimburse ELC Invoices



ID	Functional Group	Name
BP3	Administer Programs	Grants Management - State Grant Match Reporting
BP4	Administer Programs	Grants Management - Process Annual ELC Inventory
BP5	Administer Programs	Cash Receipts
BP6	Administer Programs	OEL Statewide Contract Management - Invoicing
BP7	Administer Programs	CCEP Grant Management
BP8	Oversight of Services and Activities	Fiscal Monitoring
BP9	Oversight of Services and Activities	Program Monitoring - Performance
BP10	Oversight of Services and Activities	Program Monitoring - Eligibility File Review
BP11	Oversight of Services and Activities	Financial Monitoring - Grants Spending and Reconciliation
BP12	Oversight of Services and Activities	Financial Monitoring - Grants Usage
BP13	Consultation and Coordination	Develop CCDF State Plan
BP14	Quality Improvement and Availability of Services	Provide Data Quality and Support
BP15	Oversight of Services and Activities	Programmatic Oversight of CCR&R
BP16	Quality Improvement and Availability of Services	Child Care Resource and Referral

Table 2-3 Florida's Office of Early Learning As-Is Business Process Inventory

2.2.2.2 Early Learning Coalition - As-Is Process Inventory

The Table below lists the twenty core processes currently performed by the Early Learning Coalitions:

ID	Functional Group	Name
BP1	CCR&R	Childcare Resource & Referral
BP2	CCR&R	Provider On-boarding and Management
BP3	Eligibility and Enrollment	Wait List Management
BP4	Eligibility and Enrollment	SR Eligibility Determination
BP5	Eligibility and Enrollment	SR Enrollment
BP6	Eligibility and Enrollment	SR Eligibility Re-Determination
BP7	Eligibility and Enrollment	VPK Eligibility Determination
BP8	Eligibility and Enrollment	VPK Enrollment
BP9	Eligibility and Enrollment	Child Assessment



ID	Functional Group	Name
BP10	Eligibility and Enrollment	Provider Transfer
BP11	Back Office / Financial	Attendance Management
BP12	Back Office / Financial	Attendance Payment Adjustment
BP13	Back Office / Financial	Monthly Close & Provider Payment
BP14	Back Office / Financial	ELC Invoicing
BP15	Back Office / Financial	Slot Management
BP16	Back Office / Financial	Collections
BP17	Monitoring and Oversight	Provider Quality Monitoring & Improvement
BP18	Monitoring and Oversight	Attendance Auditing
BP19	Monitoring and Oversight	Service Provider Contract Compliance Monitoring
BP20	Monitoring and Oversight	Complaints Processing

Table 2-4 Early Learning Coalition As-Is Business Process Inventory

2.2.3 Assumptions and Constraints Concerning Early Learning Information System

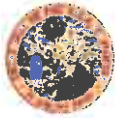
2.2.3.1 Assumptions

The following assumptions are statements about the project or its environment that are taken to be true and, accordingly, are factored into OEL's plans and analysis for the Early Learning Information System project.

- The system will invest in building data interfaces with other agencies/departments rather than duplicating data storage
- Agencies responsible for systems interfacing with Early Learning Information System will provide resources and appropriate access to data for the systems to share data in a manner consistent with the Early Learning Information System requirements
- Data cleansing will occur prior to data migration from legacy systems into the Early Learning Information System system database to ensure data integrity
- Data conversion and migration from multiple legacy system installations will be required (e.g. EFS, UWL/SPE)
- Third-party workflow applications presented as part of the solution shall interface with the system to allow the routing of work and completion of work to occur without the need for manual intervention with multiple software applications
- The system will provide integrated with a reporting tool to provide full reporting capabilities
- The system shall collect all data required to generate the required reports
- The system shall provide unsecured access to allow customers to:



- Enter information needed to obtain a determination of preliminary eligibility
- Search for location specific early learning information
- Obtain SR/VPK provider profile listings
- 30% of customers will adopt the self-service features of the On-line Customer Portal in lieu of interacting directly with ELC staff
- 90% of providers will adopt attendance reporting and other features of the On-line Provider Portal in lieu of using the current paper-based processes
- 100% of FOEL and ELC staff will adopt Early Learning Information System to carry out all business functions that it will support
- Customers will have the ability to complete ELC business processes through a variety of methods (e.g., in person, online, mail, email, fax, telephone)
- External agencies will complete standardized referrals for early learning services online
- The system will include a single statewide wait list (to eliminate duplicates and provide a statewide view of applicants and unmet needs) that contains all children who have been determined to be eligible for placement on the wait list
- The Attendance Roster Processing process will be automated and integrated in the system
- ELCs may continue to have developmental testing tools and forms to initiate and coordinate developmental testing that they use in addition to the system
- OEL will embrace the organizational changes needed to implement the recommended solution
- FLAIR is assumed to be the system of record for all of Florida's financial information, including Early Learning Information System information
- It is assumed that stand-alone accounting systems in use at the ELCs will remain in service and will not be replaced by Early Learning Information System
- Referenced documentation (including the Eligibility Requirements document, statutes, rules, policies) is subject to change
- System requirements have been validated by the systems integration vendor and updated as required [completed in 2010]
- The Early Learning Information System project will involve the Early Learning Coalitions and their service providers because obtaining their input and support will be important in order to achieve success
- A suitable configurable business application exists which will satisfy at least 85% of the business requirements, with less than 15% of the solution to be customized



[a commercially available application that satisfies these criteria was identified and selected in 2011]

- OEL desires to increase process effectiveness, reduce manual steps that rely on the use of ad-hoc tools and processes
- The Early Learning Information System team will be adequately staffed to accomplish the project's deliverables, achieve scheduled milestones, manage user involvement, produce the necessary project planning, report on project status, and etc.
- Gathering input and final acceptance by the Early Learning Coalitions and service providers will be an opportunity for them to provide input to help shape the system to best fit their needs [ELC staff members participated extensively during the Early Learning Information System requirements validation phase completed during 2010]
- The system will invest in building data interfaces with other agencies/ departments rather than re-create the storing of duplicate data
- The systems solution will be implemented in a controlled, incremental, phased deployment [This objective was achieved by incorporating it into the Early Learning Information System systems integrator contract in 2010, and re-affirmed in a contract amendment in 2011]
- OEL anticipates a fixed rigid development timeline containing go/no-go milestones between phases requiring Executive Project Sponsor sign-off before proceeding to subsequent phases
- All labor costs for the Early Learning Information System project are assumed to be for system integrator and support contractor staff only, exclusive of state and ELC employees
- Labor rates for Early Learning Information System contracted staff are assumed to be in accordance with the IT consulting State Term Contract for staff augmentation and comparable to similar projects recently undertaken by other Florida State Agencies
- Actual hardware costs have been determine based on a detailed bill of materials proposed by the Early Learning Information System systems integration vendor and approved by OEL - most of the required hardware has already been purchased and installed at a State Primary Datacenter
- It is assumed that all hardware prices include three years of maintenance and updates and that the annual cost of maintenance and updates thereafter can be estimated by applying 20% to the initial purchase price
- It is assumed that all software will be licensed on an annually recurring basis, with the cost for subsequent years estimated by applying 20% to the initial software purchase price except where noted



- Peak concurrent Early Learning Information System user count is assumed to be 40% of total estimated user count
- High-availability hardware components have been purchased
- OEL assumes no re-use of existing hardware or renewal of existing legacy system software licenses

2.2.3.2 Constraints

Constraints are identified factors that will limit the project management team's options, and impact the progress or success of the Early Learning Information System project.

- Project funding is appropriated annually and may be subject to periodic releases throughout the year depending upon suitable schedule and cost performance
- Approval by either the Executive Office of the Governor (in consultation with the Legislature) or the Legislative Budget Commission is required before any appropriated funds are made available to the Office
- All schedules depend on the continual availability of appropriated funds
- Responding to information requests from external overseers and partners can be time-consuming and can impact the project's timeline
- State and/or federal statutory changes, changes in administrative rules, and OEL policy changes may impact the project

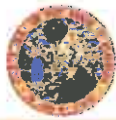
2.3 PROPOSED BUSINESS PROCESS & REQUIREMENTS

The Early Learning Information System project has been conceived as the best means of eliminating the many shortcomings of the current system and architecture while, at the same time, establishing and sustaining new and improved processes that are better able to accomplish OEL's mission and advance the achievement of Florida's Office of Early Learning strategic objectives.

2.3.1 Role of the Early Learning Information System - Stage 1 Project in Producing the Information in this Section

The Early Learning Information System - Stage 1 Project conducted extensive review and documentation of the current and future business process performed at the headquarters of Florida's Office of Early Learning (Office) and the regional offices of the Early Learning Coalitions (ELC) throughout the state. This documentation includes extensive diagrams and details obtained during site visits and workshops conducted with OEL staff and with staff members of each of the ELCs.

The achievements of Early Learning Information System - Stage 1 have created a high degree of confidence among primary stakeholders that the Early Learning Information System solution is the best alternative for the State.



A detailed compilation of both the functional and technical requirements for Early Learning Information System have been included in the appendix to this document. This section contains a conceptual overview of business concepts, features and processes that Early Learning Information System is intended to support. Comprehensive details about the to-be business processes that will be supported by the Early Learning Information System project may be obtained from the following Stage 1 Deliverables:

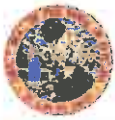
- Early Learning Information System OEL To-Be Process Documentation
- Early Learning Information System ELC To-Be Process Documentation
- Early Learning Information System Use Case Specification
- Early Learning Information System Phasing Analysis



2.3.2 The Core Needs of Early Learning Stakeholders

The core needs articulated by Early Learning stakeholders are as follows:

- **Case Management:** capabilities for Early Learning Coalitions to process and track eligibility redetermination, VPK re-enrollment, provider transfers, guardianship transfers, child screenings, child assessments, access all service history and track all inclusion services.
- **Attendance Management:** capabilities for child care providers to enter, submit, re-submit and track child attendance information; the capability for Early Learning Coalitions to create and process attendance rosters and attendance payment adjustments.
- **Grants and Financial Management:** capabilities for the Office to receive coalition invoices, initiate and process payments, manage grant match information, manage receivables, monitor grant utilization, process annual coalition inventory; The capability for Early Learning Coalitions to manage financial processes including monthly close-out, provider payments, invoicing, collections.
- **Intake:** capabilities for customers to make an application for services, provide required documentation and track status of an application. The capability for customers to provide information and documentation related to the redetermination of eligibility for services. The capability for Early Learning Coalitions to enter, process, and track an application for service, manage waitlist and to automatically determine eligibility and parent fees based on configurable business rules.
- **Child Care Resource and Referral:** capabilities for customers to find answers to their questions regarding how to identify quality early learning programs and how to locate a provider that meets each family's needs. The capability for the Office and Early Learning Coalitions to provide referral lists and related services to customers.
- **Service Management:** capabilities for Early Learning Coalitions to manage provider on-boarding, contracts, profiles, and quality monitoring and improvement activities.
- **Policy and Program Management:** capabilities for the Office to manage the process of policy and guidance development, distribution and maintenance.
- **Program Support:** capabilities for the Office to manage data quality, process cash receipts, manage statewide contracts.
- **Planning, Monitoring and Quality Management:** capabilities for Early Learning Coalitions to monitor service provider contract compliance, monitor coalition performance against plan, manage slots and financial forecasts; The capability for



the Office to monitor, track and report on eligibility, instructor qualifications, coalition performance against plan and fiscal practices.

- **Document Management** (*Not imaging*): capabilities for customer to submit documents electronically; the capability for the Office and Early Learning Coalitions to receive, index, archive and search electronic documents.
- **Workflow**: capabilities for the Office and Early Learning Coalitions to route business documentation and data electronically through pre-configured business process steps.
- **Business Rules Engine**: capabilities for configure business rules relating to eligibility determination, enrollment, eligibility redetermination, provider payments, financial management, attendance management and other processes.
- **Reporting**: capabilities for providers, Early Learning Coalitions and Office to generate case management and financial reports and perform analytical data management (OLAP) including customizable standard reports and ad hoc queries.

2.3.3 Business Problems that Can be Solved by Implementing Early Learning Information System

The following core business problems can be solved by implementing a web-based Early Learning Information System.

- **Payment Processing**: Payment processing is manual, inefficient and prone to error. Faster payments to the providers are needed to increase the number of providers offering child care and VPK services.
- **Attendance Management**: Attendance processing and auditing requires significant manual data entry driving up cost and decreasing the quality of attendance data. The Early Learning Coalitions cannot decrease the inefficiencies in attendance processing and auditing thereby increasing the chances for potential errors and fraud.
- **Grants and Financial Management**: The Office and Early Learning Coalitions are limited in their ability to optimize the use of program funds due to the lack of timely financial data and accurate utilization forecasting.
- **Fiscal and Program Monitoring**: The Office's and early learning coalition's ability to effectively monitor both fiscal and programmatic performance of the programs is severely limited due to the lack of timely and comprehensive data.
- **Service Management** - The Early Learning Coalitions' monitoring of their contracts with Child Care providers, VPK providers and service providers is highly manual. This results in less effective monitoring activities and higher costs.
- **Intake** - The Early Learning Coalitions' ability to accurately determine eligibility is limited due to the current manual process and few automated checks and balances, thereby introducing a risk for errors.



- **Case Management** - The Office and Early Learning Coalitions are unable to adequately track child eligibility participation, attendance, other services, and results of developmental screenings and child assessments administered to children participating in early learning programs. This limits the Early Learning Coalitions' ability to see the child's needs and progress holistically, which further limits their ability to affect ultimate outcomes achieved
- **Longitudinal Tracking:** The Office and Early Learning Coalitions are unable to adequately collect and correlate child, staff and financial data to support the analyses of a child's short-term and long-term developmental, academic growth and the return on investment for early learning programs
- **Data Sharing:** The Office and Early Learning Coalitions are unable to effectively share programmatic and financial data with other State of Florida agencies such as the Department of Education, Department of Children and Families, Florida Department of Law Enforcement, Department of Revenue and Department of Health in order to ensure all the agencies involved comply with their respective statutory obligations
- **Reporting:** The Office and Early Learning Coalitions are unable to ensure that critical information needed to effectively manage the programs is readily accessible to coalition and Office leadership, state and local administrators and policymakers

2.3.4 Core Business Processes to Be Enabled by Early Learning Information System (Future State)

This section summarizes the business processes that will be enabled by Early Learning Information System. These processes were established during facilitated OEL staff workgroup sessions as part of an Early Learning Information System project phasing analysis that was completed in 2007.

After the Early Learning Information System Project began, the system requirements were validated by the systems integrator vendor. Then the final list of business process to be developed in the future-state business model, and supported by Early Learning Information System, was documented and submitted for OEL approval in March 2011.

2.3.4.1 Final To-Be Business Process Models That Will Be Implemented in Early Learning Information System

The following table contains a listing of 21 processes that have been approved by OEL for implementation by the systems integrator vendor in Early Learning Information System.

ID	Name
BP-01	Childcare Resource & Referral
BP-02	Enrollment
BP-03	Wait List Management
BP-04	Child Screening



ID	Name
BP-05	School Readiness Eligibility Determination
BP-06	Voluntary Prekindergarten Re-enrollment/School Readiness Provider Transfer
BP-07	Guardianship Transfer
BP-08	Provider On-boarding and Management
BP-09	Provider Quality Monitoring & Improvement
BP-10	Attendance Roster Processing
BP-11	Prior Period Attendance Adjustments
BP-12	Closeout
BP-13	Collections
BP-14	Slot Management
BP-15	Develop Policy and Manage Programs
BP-16	Process ELC Invoice
BP-17	Monitor and Reconcile ELC Grant Utilization
BP-18	Monitor Program and Instructor Eligibility
BP-19	Maintain Data Quality and Provide Service Support
BP-20	Process Cash Receipts
BP-21	Manage Statewide Contracts

Table 2-5 OEL Processes That Will Be Implemented in Early Learning Information System

2.3.5 Early Learning Information System Will Create Internet Portals and Intranet Workspaces

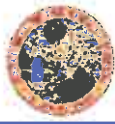
The future early learning processes supported by the Early Learning Information System project will make maximum use of internet portals and intranet workspaces.

An Internet portal is a single gateway to primary information on a particular topic or service; with selectable links to other additional information. Portals are accessible to the public by anyone with Internet access but usually registration and a user ID and password are required to perform supported functions such as messaging, data requests, and data entry or update. Early Learning Information System will use Internet portals to provide 24/7 access to program and personal information to parents/guardians, providers, partners and coalition members/staff. Registration and user security features will restrict their ability to view and edit only their own data.

Intranet Workspaces are similar to portals except access is not available to the general public. These workspaces will use secure access and web technology to provide authorized OEL and ELC users with real-time access to Early Learning Information System data and reports. The use of Early Learning Information System workspaces will be a far superior alternative to the limitations of the current stove-piped architecture.

The remainder of this section describes in more detail how these portals and workspaces will be employed after the Early Learning Information System project is completed.

2.3.5.1 The Early Learning Information System System is based on the following five business concepts



- Online Customer Portal
- Online SR/VPK Provider Portal
- Online Partner Access (Limited access to Early Learning Information System functionality)
- ELC Workspace
- OEL Workspace

The components and relationships between these concepts are depicted below:

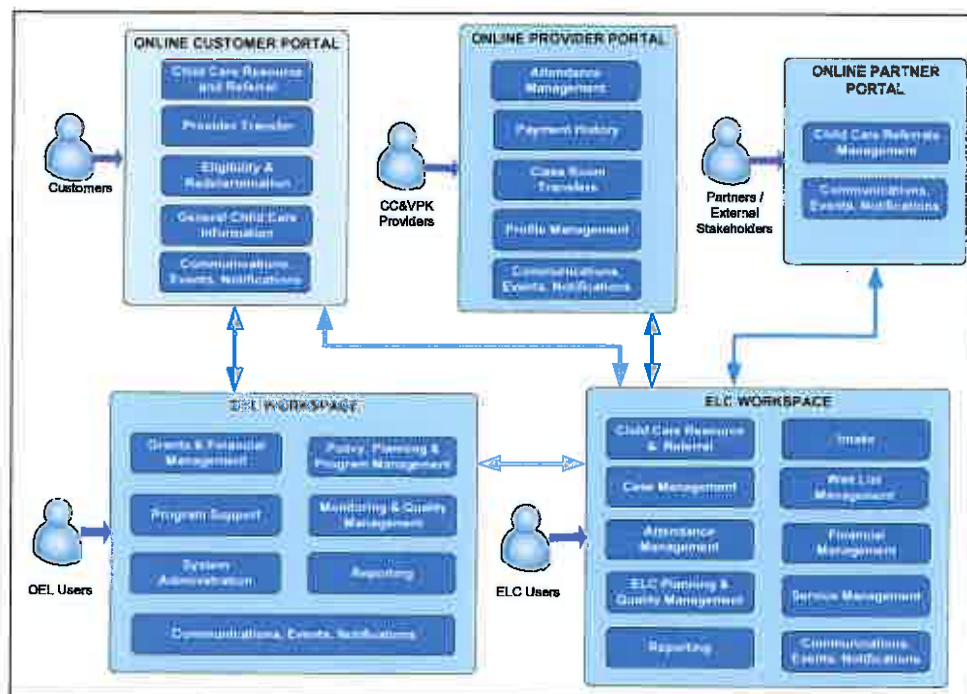


Figure 2-8 Five Business Concepts of Early Learning Information System

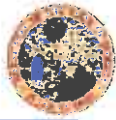
Through the Joint Application Develop process, potential Early Learning Information System user groups and interface concepts were identified. These concepts are not intended to specify system design requirements but to communicate the Office’s and Early Learning Coalition’s thoughts regarding user groups of the system and the potential functionality envisioned for each.

The following subsections describe the functions included in each portal or workspace.

2.3.5.1.1 Online Customer Portal

The Customer Portal serves as an electronic gateway for the customers seeking to:

- Obtain Child Care Resource and Referral
- Apply for School Readiness or Voluntary Pre-Kindergarten services



- Access other programs and services for children and families
- Access their child's record including history (status, attendance, screenings, assessments, inclusion services, etc.)
- Access detailed information about their child's provider.
- Initiate a provider transfer
- Schedule or reschedule an appointment with ELC staff

The Customer Portal provides various communication opportunities between the ELC and customers. Some opportunities include:

- Notification of decision on a pending application
- Notification of Wait List placement
- Notification and reminder of re-determination deadlines
- Notification of dis-enrollment
- Notification of provider and guardianship transfers
- Calendar for services, child care training workshops, etc.
- Communications regarding ELC services (hours of operation, round up dates, schedules, and locations, etc.)
- General information from the ELC
- Links to other useful and relevant web sites

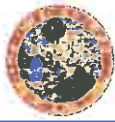
2.3.5.1.2 Online SR/VPK Provider Portal

The Provider Portal serves as the primary collaboration interface between the ELC and School Readiness/VPK Providers. The Provider Portal provides the School Readiness/VPK Providers with the ability to:

- Electronically submit attendance records
- Electronically submit amended attendance records (for past periods)
- Maintain their profile information
- Access child records including history (attendance, screenings, assessments, inclusion services, etc.)
- View payment history
- Initiate classroom transfers
- Access basic training and technical assistance information
- Online discussion group
- Documentation related to policy, statute, guidelines, etc.

The Online Provider Portal provides various communication opportunities between the ELC and the School Readiness/VPK Providers. Some opportunities include:

- Notification of new enrollments
- Notification of parents due for re-determination
- Notification of payments
- Notification of child transfers (Parent, Guardianship and Provider)



- Notification of quality monitoring activities and reports
- Notification of attendance auditing activities and reports
- Notifications as a result of a complaint processed by the ELC
- Notification of child dis-enrollment
- Notification of co-payment changes
- Calendar for training, workshops, etc.
- Links to other useful and relevant web sites
- General information from the ELC to their providers (multicast and broadcast)

2.3.5.1.3 Online Partner Portal

Online Partner Portal is a business concept that allows ELCs to communicate with referral partners. Online Partner Access provides partners with the ability to:

- Electronically Submit Child Care referrals (from DCF, Workforce Boards, etc.)
- Alert coalitions when a referral has expired
- Track status of referrals made to the ELC
- Receive notification of re-determination

2.3.5.1.4 ELC Workspace

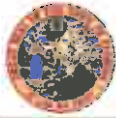
The ELC Workspace serves as the ELC staff's main work area within the Early Learning Information System system. The ELC Workspace includes:

- Automation of ELC core business processes
- Access to standard and custom reports
- Real time access to ELC data (local and limited statewide)
- Scheduling of appointments for clients
- System Administration for:
 - Administering users (Create, Update and Inactivate)
 - Reset passwords
 - Workflow configuration
 - Local business rules
 - Local correspondence

2.3.5.1.5 OEL Workspace

The OEL Workspace serves as the staff's main work area within the Early Learning Information System system. The OEL Workspace includes:

- Automation of OEL business processes
- Access to standard and custom reports
- Real time access to statewide data
- System Administration for:



- Administering users (Create, Update and Inactivate)
- Reset passwords
- Workflow configuration
- Global business rules, system codes, fees, global edits, etc.

2.3.5.2 Early Learning Supporting Concepts

The Early Learning Information System Technical Concepts consist of the following areas:

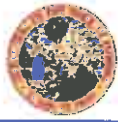
- Advanced Search
- Reports
- Communications / Notifications
- Document Management
- Workflow
- System Administration
- Events
- Import / Export Data
- User Profile / Login
- Notes
- Business Rules Engine
- Security
- Audit Trail

2.3.5.3 Advanced Search

Advanced Search is a capability to execute searches using configurable, complex criteria across a variety of information sources and formats. For example, an advanced search could retrieve data records as well as documents that contain the search criteria.

The Advanced Search concept supports the business by providing staff with the ability to:

- Search current or archived data (all fields) and retrieve all records associated with the criteria being searched
- Search by parent record and see all the transactions and records that are associated with that parent record



- Create and execute custom searches on any information in the database where multiple search criteria can be combined with logical “AND” as well as “OR” operators
- Perform full text searches including the information contained in any attached documents using “fuzzy” logic, wild card searches, Boolean operators, etc.
- Search and access information stored in separate repositories with a single query (i.e. Federated search)
- Perform searches based on root expansions or stemming (search for submit and find submitted, submitting, etc.)
- Save searches and assign user-defined names to searches

2.3.5.4 Reports

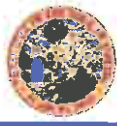
A significant component of the Early Learning Information System system is reporting. Reporting on the data stored in the system is important to many stakeholders including users across the Office, Office management, ELCs, the Florida Legislature, system administrators and the public.

The Reports concept supports the business through:

- Report administration provides the ability to design, develop, test and publish reports that are requested by stakeholders.
- System pre-defined reports should be available via a well-organized reporting module within the graphical user interface. Well organized means that business unit users can easily navigate to reports that are pertinent to their needs without having to navigate around reports that are only pertinent to others. This navigation also imposes the necessary security mechanisms to allow only authorized users to view specific reports. Pre-defined reports should have the ability for the user to define specific parameters to drive report content and format.
- System ad-hoc reporting capability should provide a mechanism for users to retrieve data on an as-needed basis. This is useful to respond to specific needs such as public information/media / external stakeholder requests.
- Reporting features should include the ability to schedule reports for a specific time which can assist with the appropriate management of system resources.
- Distribution of reports should allow users through a variety of mechanisms. For example, a report may be able to be saved and sent to other users via an email link.

A reporting tool, or feature, supports the business by providing staff with the ability to:

- Access standard reports (e.g., Resource and Referral reports, attendance reports, provider payment reports, exception reports, etc.)



- Write and configure reports that access any data element in the system subject to security requirements
- Compare data within and across ELCs
- Design and execute ad-hoc reports
- Export the data contained within a report in multiple formats to a local storage device
- Supported formats may include Excel, comma separated variable (user choice of delimiter) and Adobe portable document format (PDF)

2.3.5.5 Communications / Notifications

Automated Communications is a capability to send a variety of communication messages through various media on demand or based on automated, configurable triggers within the system.

Key benefits of Automated Communications include:

- Increased communication with customers at low costs (using electronic channels)
- Better and timely communications
- Targeted, customized messages to customers
- Timing and content of messages can be easily controlled
- Lower overhead on ELC staff

The Automated Communications concept supports the business by generating:

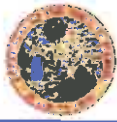
- Automatic notification and reminders to customers and providers for re-determinations, dis-enrollments, etc.
- Automatic notification and reminders to ELCs for invoicing deadlines, reporting, payment processing, scheduled appointments, etc.
- Standard forms, letters, and referrals
- Correspondence based on specific events/triggers
- Correspondence based on pre-defined, but configurable, templates
- Correspondence in bulk (batch) and/or on-demand
- Customized messages based on the ELC and customer

2.3.5.5.1 Document Management

Document Management is defined as the ability to track and store electronic documents.

Key benefits of document management include:

- Reduced document production costs



- Avoidance of data duplication
- Reduced cost of document distribution
- Wider and easier access to documents to facilitate staff productivity
- An increase in document integrity
- Better-quality documents

Electronic documents can be uploaded into the system and then stored on virtually any media type including magnetic discs, hard drives, CD, DVD, and etc.

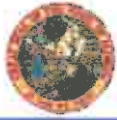
After uploading an electronic document, workflow moves to the Indexing step. Indexing allows the user to associate data values with a specific document and enables future retrieval of documents by the system or a user.

Key benefits of document management include:

- Improved information availability – electronic documents can be shared across multiple users and stakeholders independent of location
- Increased information security – electronic documents shared on a central repository are only accessible to authorized users
- Enhanced document retrieval – time spent searching through paper files can be eliminated
- Enhanced customer service – improved customer service may be achieved as staff has instant access to electronic documents
- Improved employee productivity – time is not spent on searching through paper files
- Improved regulatory compliance – provides ready access to up-to-date documentation to satisfy compliance requirements
- Reduced paper storage – physical storage space needed to store paper is minimized.
- Reduced storage costs – costs associated with storing paper files may be decreased.
- Greater document accountability – costs and issues associated with lost files may be decreased
- Improved business continuity and disaster recovery – documents are in digital format; critical documents may be easily backed up and stored in an off-site repository for recovery

The document management concept for Early Learning Information System supports the business by providing staff with the ability to:

- Upload all electronic documents and correspondence
- Upload documents, as required



- Group related documents (e.g., Applications and supporting documents).
- Attach documents to an existing work task
- Attach documents to a new or existing case record
- Store versions of documents
- Attach supporting documents for eligibility or other reviews
- Share child record and associated documentation with other stakeholders
- Conduct eligibility and other monitoring reviews remotely

2.3.5.5.2 Workflow

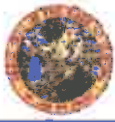
Automated Workflow is defined as the automation of a business process, in whole or part, such that documents, information or tasks are passed from one staff to another for action according to a set of procedural rules.

Key benefits of workflow include:

- Improved efficiency - automation of business processes results in the elimination of unnecessary and duplicate steps
- Better process control - improved management of business processes is achieved through standardizing work methods and through the availability of process metrics and audit trails
- Improved customer service – consistency in the processes leads to greater predictability in levels of service to customers
- Flexibility – electronic control over processes enables process configuration in line with changing business needs
- Business process improvement - focus on business processes leads to streamlining and increased efficiency

The Automated Workflow concept of Early Learning Information System supports the business by providing staff with the ability to:

- Receive, review and forward work items (e.g., applications, re-determinations, transfers) to other staff within the workflow
- Prioritize work items when assigned multiple work tasks (e.g., referral applications versus regular applications)
- Enter comments and collaborate with other staff in the workflow when reviewing a work item
- Pend and release work items based on business rules
- Set ticklers and reminders based on events /changes to a work item
- Approve and reject work items and generate relevant notifications to affected parties



Workflow automates the business processes to be implemented in the Early Learning Information System system. Work items (e.g. applications, re-determinations, complaints, etc.) are organized into work queues. Each work queue represents a specialized business function or expertise. Routing business rules determine who gets what, when, and under what circumstances.

2.3.5.5.3 System Administration

System Administration provides an Early Learning Information System system administrator with capabilities to manage elements of the system configuration without the need to modify Early Learning Information System application code.

The System Administration concept supports the business concepts by providing users with the ability to:

- Create and maintain users
- Create and configure roles and associated security privileges
- Maintain code tables used by various functions within the system
- Enable and view audit trail information pertaining to data changes
- Schedule and monitor report generation, data loads and other processing

2.3.5.5.4 Events

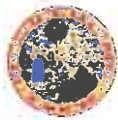
Key to the concept of Early Learning Information System is the ability to schedule events. An event may be any action, such as the sending of a letter or electronic (e-mail) notice, which is scheduled and automatically triggered within the system. Events should be configurable independently by Coalition based on their local policy.

The Events concept of Early Learning Information System supports the business by providing staff with the ability to:

- Schedule events within the system tied to a date and time
- Schedule events within the system tied to a change in state within the system (e.g. an application status changing from “submitted” to “approved”)
- Define the action to be taken as a result of an event. Actions may include the generation of a letter, e-mail or facsimile or the creation of a notification to a user or group of users, etc.
- Turn events off and on (given permissions)

2.3.5.5.5 Import/Export Data

The system should have the ability to import data from external sources, such as an accounting system or Excel spreadsheet, and to export data in a variety of file formats for use by other applications.



The Import / Export Data concept of Early Learning Information System supports the business by providing staff with the ability to:

- Export data from records or reports in a variety of formats
- Import data from files of a variety of formats such as flat files and Excel spreadsheets

2.3.5.5.6 User Profile

The User Profile capability gives the user the ability to specify preferences and input contact information, etc. Preferences may include any configurable parameter, by individual user, that defines how the user interacts with the system or other information that is unique to each user of the system.

The User Profile concept of Early Learning Information System supports the business by providing staff with the ability to:

- Input personal information such as name, address and contact information
- Specify communications preferences
- Specify user interface preferences
- Configure user interface options (turn features on and off)

2.3.5.5.7 Notes

The ability to capture notes of various types is critical to Early Learning Information System. Notes are text fields such as case notes, history notes, comments, etc. that document important information regarding a record or case. Notes fields should be searchable and able to be used in reports.

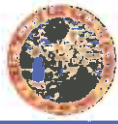
Notes support the business by providing staff, customers and providers with the ability to:

- Document information ("free form text") relative to a record, case or document
- Search notes fields
- Develop reports that include notes fields

2.3.5.5.8 Business Rules Engine

One of the important requirements imposed on the system is the separation of business rules and processing variables from the code that executes the processing logic. This separation allows the system to be more resilient to changing requirements that result from changes to legislation or internal policies.

Given the complexity and evolutionary nature of the business, the Office requires a robust business rules management capability. To this end, the system should include a "Business Rules Manager" that provides the capability to manage (create, modify,



activate and inactivate) business rules without requiring specialized programming knowledge.

The Business Rules Manager consists of seven key component areas:

- Rule Execution Engine - a software module that executes and manages rules in a proper and efficient manner
- Rule Repository - a database that stores business rules
- Rule Integrated Development Environment (IDE) - a rule IDE is a graphical, model-driven programming environment to author, sequence, and test and debug rules. An IDE enables business users and IT managers to take dual responsibility of caring for the enterprise's rules
- Rule Management and Administration - provides tools to deploy rules to target environments, manage security, promote new rule sets and track system health and performance
- Rule Templates - are out-of-the-box, pre-built rule sets to accelerate a customer's time to value

The Business Rules Manager concept of Early Learning Information System supports the business by providing staff with the ability to:

- Accelerate rule creation
- Group and categorize interrelated rules
- Set up the manner in which rules are stored and called
- Monitor rule usage and govern who can access the rules
- Optimize the way rules are executed for ultimate performance
- Streamline packaging of rule applications/projects and deploying them to their intended target environment
- Control who can modify a rule (and when the rule can be modified)
- Search for existing rules
- Check-in/check-out rules
- Mark a rule set as final by making it password protected so no other changes can be made

2.3.5.5.9 Security

Whereas the system administrator will have built-in system wide permissions, a business administrator will have permissions to operate like a system administrator but only within their security domain. The concept of security domain is depicted below.

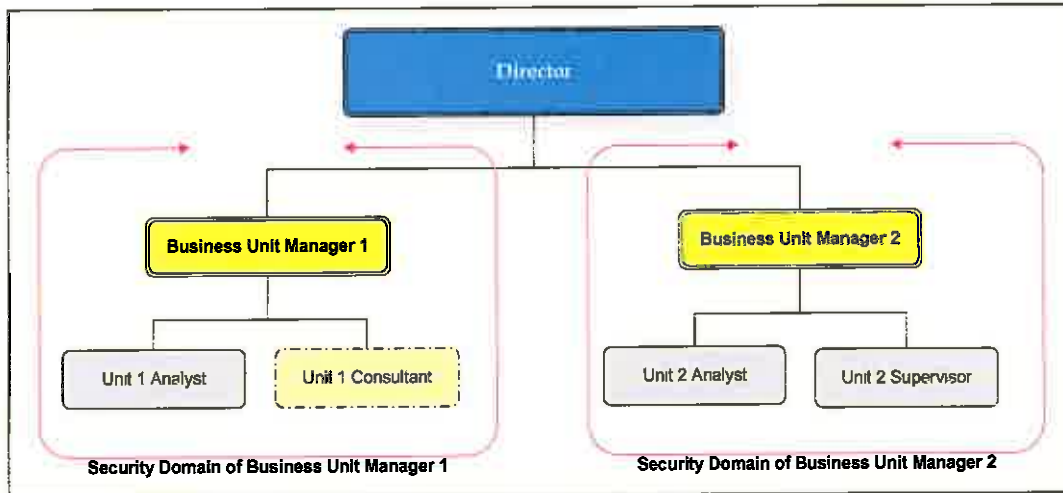
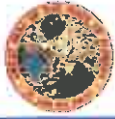


Figure 2-9 Security Domain Concept

The figure above illustrates a typical organization with two business units. All boxes show user roles and not the actual users. As the figure depicts, the security domain of the Business Unit1 Manager role encompasses the reporting hierarchy below him.

Roles Based Security: Role-based security allows administrators to assign access permissions to users based on the roles they play. When utilized properly, the role based security approach significantly reduces complexity in implementing security and gives system administrators fine grain control over permissions.

The Role Based Security model gives system administrators and users a flexible way to deal with the two most important aspects of application security as described below.

Granularity of Control: Application administrators need an ability to control 'who can see what' and 'who can do what' in terms of the system functionality. Adoption of the Role Based Security model helps achieve this goal.

Ease of Granting Access: Application administrators also need an ability to react to the changes in the user community or changes in the security policy by modifying an access given to a user. The Role Based Security makes this process easy to implement because user's credentials are not directly tied to the system's security module.

The figure below depicts an example of a role based security scheme. The users, roles and the system's screens should be set up independently using functionality described in the System Administration module. The system should also provide for dynamic mapping of users to security roles and mapping of security roles to the resource to be controlled.

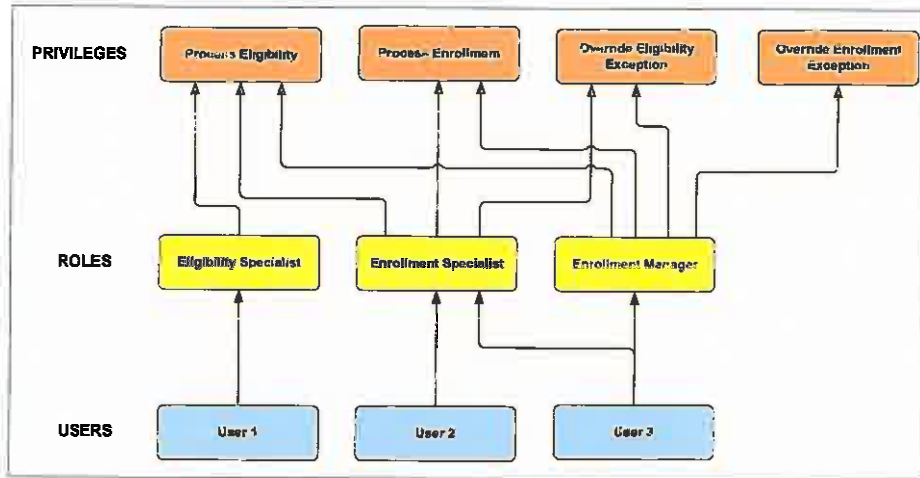
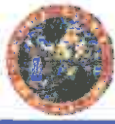


Figure 2-10 Role Based Security Model

In this figure, the role based security is assigned as follows:

Users	Role(s)	Privilege(s)
User 1	Eligibility Specialist	<ul style="list-style-type: none"> Process Eligibility
User 2	Enrollment Specialist	<ul style="list-style-type: none"> Process Eligibility Process Enrollment Override Eligibility Exception
User 3	<ul style="list-style-type: none"> Enrollment Specialist Enrollment Manager 	<ul style="list-style-type: none"> Process Eligibility Process Enrollment Override Eligibility Exception Override Enrollment Exception

Table 2-6 Role Based Security Example

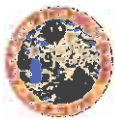
The Early Learning Information System system will be used by many stakeholders. Customers and Providers access will be limited by Early Learning Information System security features to the activities specifically intended for them. The consumers and Providers will not be given access to the information processed by the ELC staff.

The ELC and OEL users, on the other hand, require full access to information in order to perform their jobs. It is therefore necessary to insure that confidential data is protected from unauthorized access even from the ELC and /OEL users.

The Early Learning Information System system will empower the system administrators to control user access to information in the following ways:

Screen level permissions: Each screen in the system is defined by a unique identifier. A system administrator can map a security role to a set of screens by specifying access level. As users are assigned to roles, a user's access to system screens is automatically controlled. The system should implement the following:

- If a user (via roles assigned to him/her) is not authorized to visit a screen, at run time the system will prevent any attempt to navigate to the screen



- If a user is authorized 'read only' access to a screen, at run time the system will disable appropriate screen controls to enforce read access
- The system administrator will be able to access all screens

Screen Widget Level Security: There are times when information on a screen needs to be hidden from certain users. This type of security can be easily implemented in many modern applications by making use of smart tags.

Business Object Level Security: There are situations when certain business objects need to have a pre-defined security mechanism designed in the code. For example, a system rule may state that any open complaint or audit can only be viewed by the user who is assigned to it.

2.3.5.5.10 Audit Trail

The Early Learning Information System system should incorporate audit trail capabilities at various levels. The main categories of audit trail are described below:

Business Activity Audit Trail

- Early Learning Information System will support many business processes concerning OEL, ELC staff, customers and providers.
- It is required that a detailed audit record be maintained of many business activities for quality assurance purposes and for training. Audit detail views are most valuable when presented in the context of the customer being served.

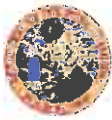
Data Object Audit Trail: It is a common industry practice to use the database to contain the audit trail. Since not all data objects are updateable, keeping an audit trail makes sense only for those data objects that frequently change as a result of user interaction.

One Generation View Audit Trail: A One Generation View Audit Trail captures the following information:

- The User ID of the user that created the record
- The Data and Time Stamp indicating when the record was created
- The User ID of the user that last updated the record
- The Date and Time Stamp indicating when the record was updated

Comprehensive Audit Trail: A comprehensive audit trail includes the following information:

1. **Who:** User id of the user conducting the transaction.
2. **What:**
 - a. Name and specific key information being manipulated.
 - b. The data field that is being changed.



3. **When:** Date and time when the change occurred.
4. **Action:** If this is a Create, Update or Delete action.
5. **Business Transaction:** The context of the business transaction.
6. **Original Value:** The original value of the data field(s) being changed.
7. **New Value:** The new or changed value of the data field(s) being changed.

2.3.6 Business Solution Alternatives and Rationale for Selection

OEL is executing the Early Learning Information System implementation project under a contract with a systems integration vendor. Based on a recommendation obtained by an analysis of alternatives performed and corroborated during previous Schedule IV-B analyses, Early Learning Information System is to be implemented by configuring a commercially available business application.



3 Cost Benefit Analysis

3.1 EARLY LEARNING INFORMATION SYSTEM BENEFIT ANALYSIS DETAILS

3.1.1 Early Learning Information System Project Benefits Summary

The Early Learning Information System project will replace the Enhanced Field System (EFS), Single-Point-of-Entry System (SPE), and the Unified Wait List System (UWS) with more capable technology and added functionality. These will enable substantial improvements in how OEL's Early Learning programs are operated and managed. A number of specific opportunities have been identified where Early Learning Information System can be used to eliminate or reduce the cost of current practices that are labor intensive, cumbersome or inefficient. In nearly all cases, these opportunities – if realized – will yield the substantial economic benefits described in this section.

Early Learning Information System will replace EFS, a twenty-year old, distributed, client server application, with a comprehensive, web-based system able to access, manage, store and – most importantly – share Early Learning Program Data. Programmatic, administrative, financial, outcome, and referral data will be more readily available than ever before.

Not only will OEL receive a substantial upgrade in its ability to manage a \$1 billion a year enterprise, but the service and information provided to 383,426¹ children and their families – and to more than 25,000 School Readiness, VPK and other child care providers – will also be greatly improved.

Early Learning Information System project objectives have been refined and validated through extensive on-site collaboration with ELC staff, ELC service providers and SR/VPK providers. As-Is business processes for both OEL and the ELCs have been documented, mapped and analyzed. To-Be business processes have been defined, mapped and – most important of all – agreed to by Early Learning Information System user stakeholders. The final design of the business process that will be support by Early Learning Information System has been developed by the systems integrator vendor and approved by OEL.

The functions necessary to support OEL and ELC To-Be business processes have been progressively elaborated into specifications for improved information management capabilities and detailed Early Learning Information System system requirements.

3.1.2 Early Learning Information System Requirements Phasing Analysis and Business Case Project

The General Appropriation Act for fiscal year 2008-2009 outlined various obligations in proviso for the Early Learning Information System Project. Specifically, Appropriation

¹ This figure represents the total number of individual children served in FY2010. It is typical that approximately 7% of these children are simultaneously enrolled in both SR and VPK services.



2238 provided \$500,000 and required OEL to perform and document the following analysis (*emphasis added*):

- Specify and document the minimum requirements for an Internet-based Early Learning Information System (Early Learning Information System) that replaces the functionality of the Enhanced Fields System, enhances attendance tracking, and improves provider payment processing and related financial management capabilities;
- **Develop a business case describing, at a minimum, how existing coalition and Office processes for attendance, provider payments, and funds management can be streamlined using electronic means of tracking and reporting to reduce paperwork and workload; and**
- **Calculate a cost-benefit analysis that quantifies operational cost reductions and other tangible benefits that can be objectively realized to justify the cost of the Early Learning Information System project.**
- The requirements specifications must clearly and unambiguously define all business rules, interfaces, and known customer and system needs at a level sufficient to enable system design and development.

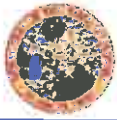
OEL completed a project to satisfy these obligations. The results of the second and third bullets in this list are the principal source of the detailed benefit calculations described in this section of this document.

The following section describes how the required benefits analysis was performed.

3.1.3 Approach Taken to Quantify Early Learning Information System Operational Cost Reductions

The following is a summary of the steps taken to create a detailed estimate of the operational efficiencies and tangible benefits that can be objectively realized through the development and deployment of Early Learning Information System:

Action	Result
1. Identify and document the business processes performed by OEL and each ELC in order to deliver and manage early learning services (SR, CCR&R and VPK)	Detailed documentation, mapping, analysis and user validation of was completed in 2007 22 business processes and sub-processes were identified for cost analysis



Action	Result
2. Identify and estimate the total cost of performing each sub-process one time	<p>In 2008, OEL and the ELCs submitted 45 cost measurements or estimates associated with performing each of the 22 sub-processes one time.</p> <p>The cost elements that were reported included:</p> <ul style="list-style-type: none">• Labor (duration x hourly labor rate)• Postage (where USPS was used to perform the sub-process)• Storage (when paid storage was required to retain official records)
3. OEL/ELCs determined how many times each sub-process was performed each year	<p>Annual counts of sub-process performance were measured or estimated by each organization</p>
4. Compute the total average annual cost of performing each sub-process	<p>The unit sub-process performance cost was multiplied by the number of times it was performed each year, by each organization - yielding the total annual statewide cost for each of the 22 sub-processes</p> <p>This total was then divided by the number of reporting organizations (OEL or ELC) to derive the total average annual cost per sub-process</p> <p>In order to account for uncertainties in the survey method or the estimates provided by ELC staff, the costs calculated in this way were reduced by 10% across the board and - as a result - a more conservative benefit estimate was calculated using these numbers</p>



Action	Result
5. Evaluate how the proper use of Early Learning Information System will affect (reduce) each cost element in each sub-process; and assign a ratio to use to compute the resulting operational cost reduction	<p>Analysts used detailed process descriptions and mapping, developed in 2007, to identify what effect – if any – the proper use of Early Learning Information System would have on cost</p> <p>Expert judgment was used to estimate a ratio, called the “Early Learning Information System Improvement Factor” or EIF was assigned to each cost element</p> <p>For activities in which Early Learning Information System would have no effect, an EIF of “0%” was assigned</p> <p>For activities in which Early Learning Information System, for example, would be expected to eliminate 75% of the labor cost by automating a cumbersome manual process an EIF of 75% was assigned</p>
6. Calculate the specific statewide annual average cost reduction by sub-process then roll up to total estimated tangible benefits by category and grand total	<p>The assigned EIF was multiplied by each of the 45 cost elements to compute the estimated cost reduction for each sub-process</p> <p>The sub-process cost reductions were rolled up into 7 targeted benefit categories, which were then summed to develop an estimated overall annual cost reduction</p>

Table 3-1 Summary of Approach Used to Quantify Operational Cost Reductions

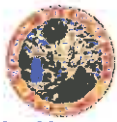
The following sections provide additional details on this approach and its results.

3.1.4 Specific Actions Taken to Satisfy Appropriation 2238 Proviso

Developing a questionnaire was central to OEL’s strategy for responding to the proviso and to gather the benefits-related data needed to increase confidence in the cost-benefit analysis results.

A Benefits Data Gathering Plan was developed to obtain the specific operational cost information from the ELCs and OEL. The information gathered using the questionnaire supplied the basis for describing how tangible benefits could be “objectively realized” was then used to describe in detail how existing coalition and Office processes could be streamlined using information technology and to quantify the cost reductions that can be objectively realized.

The questionnaire was based on Early Learning Information System – Stage 1 business process documentation. Business processes were identified that would have to be



improved in order to realize the operational efficiencies and other tangible benefits that justify investing in the Early Learning Information System project. The selected business processes were further divided into their sub-processes and specific questions were formulated about the operational costs for each one.

Site visits were conducted with three ELCs (one small, one medium, and one large) to perform interviews with staff about the content and wording of the questionnaire. The analysis project team made numerous edits to the questionnaire based on ELC staff feedback. Finally, the questionnaire's clarity and content were deemed suitable for statewide distribution.

Over the period of one month, all remaining ELCs and RCMA collected the data requested by the questionnaire. A regular conference call was held each week between ELC leadership and the analysis project team; to answer questions and monitor progress. Team members also answered questions posed by individual ELC staff by phone throughout the project.

At the end of the data gathering period, completed questionnaires were received from all but two of the 31 coalitions. When the statewide averages for operation costs were calculated, this small gap in the data was accounted for by multiplying each result by a ratio of the number of children served in the reporting ELCs and in the non-reporting ELCs.

The questionnaire consisted of 116 specific questions about costs in major four categories:

1. Labor (e.g. quantity of tasks, task duration, average labor rate)
2. Postage (e.g. average monthly count of pieces mailed, average postage per piece)
3. Storage (e.g. quantity of pages, storage dimensions and lease cost per sq. ft.)
4. Error reduction (e.g. percent reduction in total program costs resulting from payment errors; including fraud)

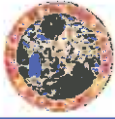
Similar cost data was collected for OEL business processes by gathering the relevant data during interviews with OEL staff in Tallahassee.

3.1.5 Computing the Statewide Average Cost for Each ELC/OEL Business Process

Using the data gathered using the questionnaire, an average statewide annual cost of performing each of the business processes identified in OEL and in the ELCs.

For example: A primary business process routinely performed in every ELC is called "SR Eligibility Determination." The questionnaire asked each ELC to estimate the amount of time (duration) on average that Eligibility Specialists at their coalition office required to complete this business process. The average hourly labor rate for the ELC staff members performing this function was also provided. Using this information the average cost of performing one event of the SR Eligibility Determination was calculated as follows:

Avg. Duration in Hours (Hrs.) x Avg. Hourly Labor Rate (\$/Hr.) = One SR Eligibility Determination (\$)



The statewide average cost of performing one such event can be calculated in the same manner as shown above by using statewide average values for both duration and labor rate.

Finally, the statewide average annual cost of a particular business process can be calculated as follows:

$$\text{Avg. Statewide Cost per Event (\$)} \times \text{Number of Events per Year (\#/Yr.)} = \text{Statewide Annual Cost}$$

This calculation of the statewide average annual cost was performed for each ELC/OEL business process, and sub-process, that had been documented, mapped, analyzed, and improved during a separate project conducted in the summer of 2007.

The cost data collected in 2008 for this analysis is the most complete and detailed data available. There have been no significant changes made to the nature or methods for accomplishing the work of the 22 business sub-processes that were evaluated. It is also unlike that costs for labor, materials, and the other elements have gone down during that same period. If costs have increased then continuing to use the 2008 estimates in this latest analysis results in an even more conservative estimate of the economic value of Early Learning Information System benefits.

3.1.6 Tracing the Benefit Value Chain from Business Process to Early Learning Information System

Having an estimated annual cost for each ELC/OEL business process set the stage for the next step in estimating the cost reductions and other tangible benefits that can be objectively realized by building and deploying Early Learning Information System.

Replacing an obsolescent information system with a new one can sometimes result in a lower cost of ownership. Legacy systems based on outdated technology can often drive owners to pay a premium for parts for unsupported hardware or niche specialists in applications and programming languages that are no longer in the broad market.

Lowering cost of ownership is the only benefit about which it can be truly said, "is a benefit of the system." All other benefits are realized by users; the benefits do not come from the system, but from its use.²

Like all modern business processes, ELC/OEL business processes consist of the following:

- 1) Actions;
- 2) performed by people;
- 3) on objects (a form, a product, or a case file);
- 4) which increases its value, and

² Even in the case where the cost of owning and maintaining the new system is greater than before, the cost of the legacy system "offsets" the cost of the new system. In other words, the net cost of owning the new system is reduced by the "benefit" of no longer having to pay for the old one.



- 5) produce some kind of output (a product, service or result).

When a business process is supported by an information system, the effect of the technology can vary widely - depending upon both the manner and degree of involvement the system has in accomplishing the objectives of the process. A detailed knowledge about how the work is to be accomplished, and the role the proposed system will have in it, is indispensable to the benefit analysis.

3.1.6.1 The Early Learning Information System “Efficiency Factor”

Each business process was evaluated in detail to estimate the degree of involvement of Early Learning Information System system functionality in accomplishing the work. To quantify this, the term “Early Learning Information System Efficiency Factor (EIF)” was established. The EIF is a ratio, expressed as a percent, by which the operational cost of performing an ELC/OEL business process, or sub-process, would be reduced by the proper employment of Early Learning Information System functionality by the user.

Multiplying the estimated average annual cost of an ELC/OEL business process by the EIF yields an estimated average annual savings from using Early Learning Information System to perform that process.

Processes evaluated as having a high EIF are ones in which the efficient use of the Early Learning Information System would significantly reduce cost of carrying out that process. Other business processes, which were assessed as remaining largely unaffected by the use of Early Learning Information System, we evaluated as having a low EIF.

A scale was established for the Early Learning Information System Efficiency Factor as depicted on the next page:

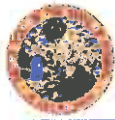
EIF	PERCENT
HIGH	75% - 100%
MED HIGH	50% - 74%
MED LOW	25% - 49%
LOW	1% - 24%

Figure 3-1 Early Learning Information System Efficiency Factor (EIF) Scale

3.1.6.2 A Low-Benefit Example

For example, the process called “SR Eligibility Determination” consists primarily of a face-to-face interview between a parent/guardian and an ELC Eligibility Specialist. An interview is conducted, documents are presented and reviewed, options are discussed and - in the end - the information gathered during the interview and the conclusions of the specialists’ assessment of eligibility are entered into the system. In other words, an hour-long process may consist of 55 minutes of conversation and 5 minutes of data entry.

The 55 minutes required to complete the interview - and the labor costs associated with carrying it out - will be largely unaffected by replacing EFS with Early Learning



Information System. The interview will still need to be performed. Even if Early Learning Information System displays, for example and on-screen job-aid, the time saved would probably be only a few minutes - or less. Data capture may be streamlined through modern tools and techniques, but even if the data entry time was reduced by more than half (from 5 minutes to 2 minutes) the difference in cost would be small.

The conclusion is that the process called "SR Eligibility Determination" is NOT a good candidate for the realization of substantial tangible benefit by replacing EFS with Early Learning Information System. This process was assigned an EIF of "Low."

3.1.6.3 A High-Benefit Example

The "Attendance Management" business process is performed by each of the ELCs. This vital process involves documenting child attendance, ensuring that eligibility and other requirements are satisfied, and the results are the basis of the payments made to child care centers for providing SR and VPK services. The Attendance Management process is at the heart of the entire early learning enterprise - the reason why it works.

The Attendance Management business process is also a cumbersome, manual, paper-based process. With a few exceptions, child care centers report attendance on paper forms, which are mailed into the collations each month. A typical ELC will have a staff of 5 people (or more) that devotes up to two full weeks out of each month just to processing these attendance sheets.

The attendance sheets are received from the US Postal Service, manually assembled and then collated. The attendance records are inspected by hand, line-by-line, and cross-checked against eligibility records and other requirements. The results are manually tabulated and then manually keyed into EFS. The process is error prone, difficult and expensive to audit, and lengthens the time between provider submission and payment.

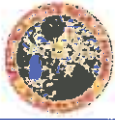
Statewide, the amount of paper devoted to tracking daily attendance of 380,000 children for an entire year runs to millions of pages.

Early Learning Information System will profoundly change the way the Attendance Management business process is performed.

The Early Learning Information System Provider Portal will give child care providers the means to submit attendance data to the ELC online via a web-interface. No paper will be required to accomplish this.

Early Learning Information System will screen all submitted data and detect automatically and data entries that are illogical, invalid, or fall outside the business rules (e.g. attendance submitted for an ineligible child or date). ELC Attendance Specialist will review the data on-screen and address entries flagged as problems by Early Learning Information System. The entire monthly attendance management cycle will be completed in hours instead of weeks.

Early Learning Information System will eliminate entire categories of errors and attendance data can be routinely scanned for patterns or anomalies that may indicate errors or fraud. Attendance records can be speedily audited online - from anywhere in



the state - by a properly authorized user. The costs associated with travel by OEL attendance quality assurance teams - while not eliminated - could be significantly reduced.

The project team estimated that the amount of labor hours (and related labor costs) required to accomplish this process could be reduced by 90% through the efficient use of Early Learning Information System functionality. This process was assigned an EIF of "High."

3.1.6.4 Linking the Cost Data and EIFs to Estimated Savings

The EIF was used to compute the estimated annual average savings from each of 45 cost elements associated with 29 ELC/OEL business processes. In every case, the estimated EIF was conservatively applied.

In some cases, the estimated savings for a cost element were negligible (e.g. less than \$1,000 per year). Other cost elements were estimated to save \$1,000,000 or more each year. More than 80% of the total estimated savings come from just six cost elements.

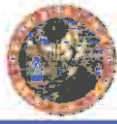
The 45 cost elements, and their related business processes, were grouped into related benefit categories called "Target Benefits." Summing the estimated savings the cost elements in each benefit category yields the total value of each target benefit.

Additional consideration was given the effects of user adoption. Use of Early Learning Information System will be mandatory of ELC staff and their contractors. Use by parents/guardians and by child care providers will - for the foreseeable future - remain optional.

Consequently, the Early Learning Information System adoption rate by providers was estimated to be 90%. This is reasonable since the only requirements are 1) a pc, 2) internet access, and 3) a web browser. Providers will be motivated to use Early Learning Information System by financial considerations and convenience.

The Early Learning Information System adoption rate by parents/guardians is assumed to be only 30%. Low income families are less likely to have the means for regular and convenient internet access.

Details from the Target Benefit analysis are depicted in the following table:

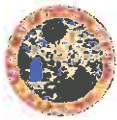


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Benefit Element	EIF	Savings Category	Cost Reduction
1.00A Prevention of Payment Errors			\$14,808,210
1.01 Eligibility and Attendance Error Benefit	1.5%	Error Rate	\$14,808,210
1.00B Reduction in the Cost of Payment Auditing			\$1,185,722
1.02 ELC Error Correction Benefit	75%	Labor	\$275,124
1.03 AWI Audit Benefit	30%	Labor	\$259,452
1.04 ELC Internal Audit Benefit	50%	Labor	\$651,145
2.00 Reduction in the Cost of Attendance Tracking			\$4,019,768
2.01 ELC Attendance Roster Benefit	90%	Materials	\$45,158
2.02 ELC Attendance Roster Benefit	90%	Postage	\$310,910
2.03 ELC Attendance Roster Benefit	75%	Labor	\$151,402
2.04 ELC Attendance Processing Benefit	90%	Labor	\$3,370,979
2.05 ELC Attendance Processing Benefit	90%	Storage	\$141,319
3.00 Offset to the Recurring Operating Costs of ELIS as a Result of Shutting Down EF5 The benefit is realized immediately after EF5 is shutdown			-\$423,442
4.00 New Case Management Capability			\$2,545,461
4.01 ELC Initial Eligibility Benefit	50%	Labor	\$314,177
4.02 ELC Wait List Maintenance Benefit	30%	Labor	\$94,482
4.03 ELC Wait List Maintenance Benefit	30%	Postage	\$10,281
4.04 ELC Eligibility Determination Benefit	5%	Labor	\$188,957
4.05 ELC Referral Validation Benefit	70%	Labor	\$528,897
4.06 ELC Enrollment Benefit	5%	Labor	\$203,387
4.07 ELC Provider Transfer Benefit	5%	Labor	\$17,403
4.08 ELC Guardianship Transfer Benefit	5%	Labor	\$10,049
4.09 ELC Funding Transfer Benefit	5%	Labor	\$9,625
4.10 ELC Routine Case Mgmt. Benefit	40%	Labor	\$673,848
4.11 ELC Pre/Post Assessment Benefit	10%	Labor	\$120,614
4.12 ELC Pre/Post Assessment Benefit	0%	Storage	\$0
4.13 ELC Screening Benefit	10%	Labor	\$359,048
4.14 ELC Screening Benefit	0%	Storage	\$0
4.15 ELC Slot Management Benefit	5%	Labor	\$14,692
5.0 On-Line Eligibility Re-determination through the On-Line Customer Portal			\$1,362,572
5.01 ELC Re-determination Benefit	30%	Materials	\$29,185
5.02 ELC Re-determination Benefit	30%	Postage	\$58,093
5.03 ELC Re-determination Benefit	5%	Labor	\$181,590
5.04 ELC Referral Re-determination Benefit	70%	Labor	\$1,093,704
6.0 On-Line Child Care Resources and Referral (CCR&R); On-Line Customer Portal			\$490,731
6.01 ELC Telephone CCR&R Benefits	30%	Materials	\$44,475
6.02 ELC Telephone CCR&R Benefits	30%	Postage	\$53,987
6.03 ELC Telephone CCR&R Benefits	30%	Labor	\$509,417
6.04 ELC In-person CCR&R Benefits	30%	Materials	\$46,676
6.05 ELC In-person CCR&R Benefits	0%	Postage	\$0
6.06 ELC In-person CCR&R Benefits	30%	Labor	\$178,715
6.07 ELC E-mail CCR&R Benefits	30%	Materials	\$3,371
6.08 ELC E-mail CCR&R Benefits	30%	Postage	\$6,754
6.09 ELC E-mail CCR&R Benefits	30%	Labor	\$23,365
6.10 AWI CCR&R Benefit	30%	Materials	\$354
6.11 AWI CCR&R Benefit	30%	Postage	\$354
6.12 AWI CCR&R Benefit	30%	Labor	\$23,262
7.0 Provider Data Management Self-Service through the On-Line Provider Portal			\$1,606,961
7.01 ELC Provider Information Updates Benefit	90%	Materials	\$10,611
7.02 ELC Provider Information Updates Benefit	90%	Postage	\$14,506
7.03 ELC Provider Information Updates Benefit	75%	Labor	\$1,131,035
7.04 ELC VPK Credentials Updates Benefit	75%	Materials	\$372,192
7.05 ELC VPK Credentials Updates Benefit	0%	Storage	\$78,637

Table 3-2 Details of the Cost Reductions that Make up the Early Learning Information System Target Benefits



3.1.7 The Seven Primary Benefits of Building and Deploying the Early Learning Information System System

The following table contains the computed value of each of seven benefits using the data supplied by OEL staff and by the ELCs completing the questionnaire:

Benefit #	Description of Benefit	Total By Benefit
1A	Payment Error Prevention	14,808,210
1B	Audit Cost Reduction	1,185,722
2	Reduction in the Cost of Attendance Tracking	4,019,768
3	Reduction of Recurring Operational Costs as a Result of Shutting Down EFS	(534,682)
4	New Case Management Capability	2,545,461
5	On-Line Eligibility Re-determination through the On-Line Customer Portal	1,362,572
6	On-Line Child Care Resources and Referral (CCR&R); On-Line Customer	890,730
7	Provider Data Management Self-Service through the On-line Provider Portal	1,606,981
Total Annually Recurring Cost Savings		25,884,762

Table 3-3 Estimated Value of the Seven Benefits that Justify Investment in Early Learning Information System

A project like Early Learning Information System will transform the way work is done at OEL and at the Early Learning Coalitions. In such cases, it is common for productivity to actually decrease for a time and then increase with user gain experience with the new system. Consequently, this analysis uses a phased realization rate when computing the estimated benefits for each fiscal year, as shown in the following figure:

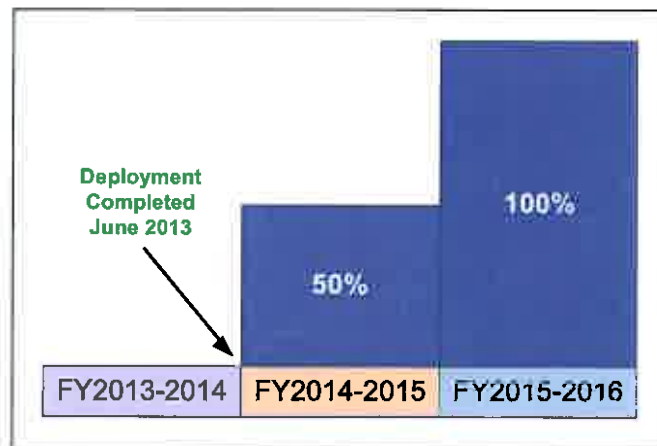


Figure 3-2 Early Learning Information System Benefits Realization Timeline

By the time that the Early Learning Information System pilot has been concluded, and deployment of the new system has been completed statewide (June 2013), the coalitions should begin to attain a measure of confidence and competence with the new system.

During the first full year of operation (FY2013-14) users are expected to realize 50% of the estimated benefits. Process outputs will be measured and the procedures for using Early Learning Information System will refined in accordance with the OEL Benefits Realization Strategy.



When the second full year of operations begins (FY2014-15) it is estimated that the transformation will be complete and the means established for realizing the full estimated value of the benefits from using Early Learning Information System for that year, and every year thereafter. Since all benefits have been conservatively estimated in this analysis, it is possible that their realization will be achieved sooner and could even exceed forecasted values.

3.1.8 Early Learning Information System Benefits Realization Strategy

OEL has developed a strategy for realizing the estimated benefits expected from using of Early Learning Information System to improve early learning business processes and their outcomes. That strategy is summarized in this section.

The figure below summarizes how OEL will manage Early Learning Information System benefits realization.

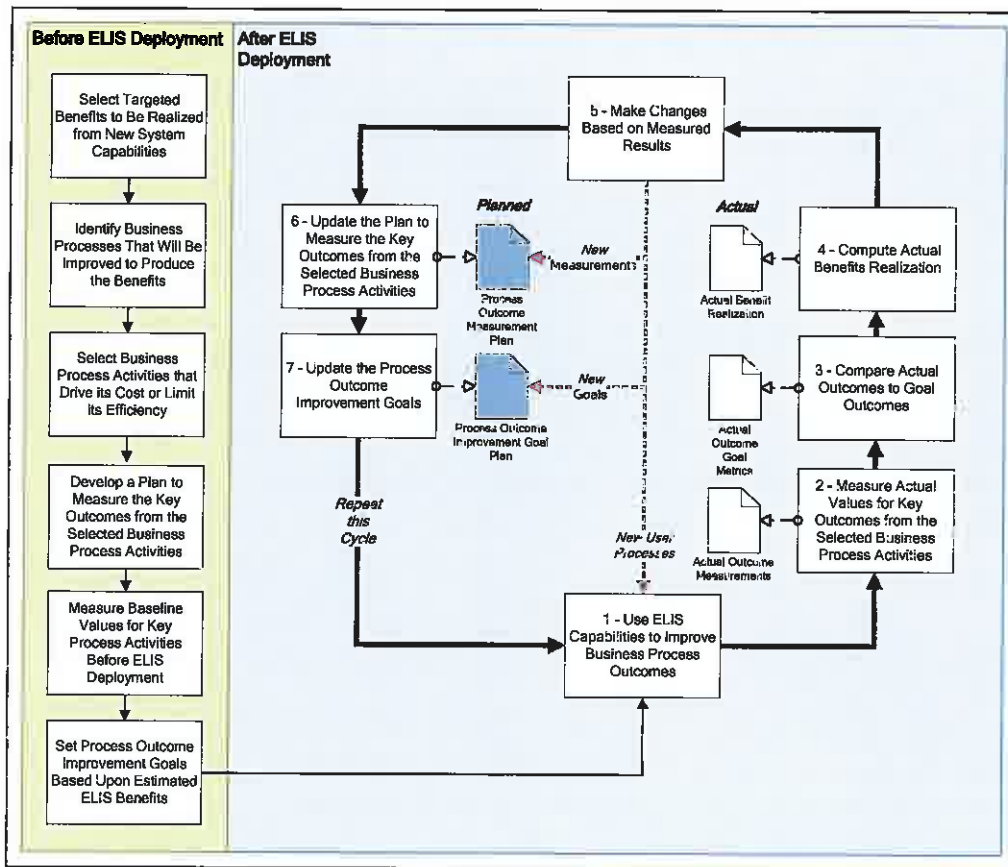
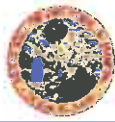


Figure 3-3 Early Learning Information System Benefits Realization Management

The Early Learning Information System system target benefits described in this analysis will be the result of improvements in early learning business processes – mostly in the form of lower operations costs. The thoughtful and intentional realization of benefits cannot begin until a process is in place to regularly obtain meaningful measurements of



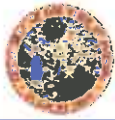
business process outcomes. This process will require strong leadership and broad understanding, and support from all stakeholders.

The following paragraphs explain the benefits realization management activities shown in Figure 3-3.

3.1.8.1 Benefits Realization Actions to Complete Before Early Learning Information System is Has Been Deployed

The management of Early Learning Information System benefits realization begins by taking a number of preparatory steps before Early Learning Information System deploys. These steps will only be performed once and progress has already begun on several of them. The steps include:

- **Selecting the targeted benefits to be realized from the new system capabilities.** [Completed]
- **Identify the processes that will be improved to produce the benefits.** This step has also been completed. The business processes related to the target benefits were analyzed and validated using the Early Learning Information System Benefit Data Gathering Plan and the Early Learning Information System Benefit Realization Workbook. [Completed]
- **Selecting key activities from each business process that may serve as indicators of process improvement.** The relevant business processes were broken into smaller sub-processes and activities in order to facilitate discussions and analysis about current costs and opportunities for improvement using Early Learning Information System capabilities. Estimated cost elements for each sub-process (a total of 116 different values) have been assembled – from every ELC and OEL - into the Early Learning Information System Benefits Realization Workbook. It is impractical to routinely measure 166 cost elements. Instead, the values for a few key activities should be chosen as meaningful measurements of process improvement and cost reduction. [Completed]
- **Develop a plan to measure these key activities** (e.g. labor, duration, resources, quantity, quality, etc.). The plan should include what is to be measured and by whom and should fully describe the method for taking the measurements so that different individuals would obtain the same results. [Plan is complete except for integration with the Early Learning Information System implementation schedule].
- **Measure baseline values for key processes activities before Early Learning Information System deployment.** The measurement plan should be carried out until it is understood by all participants. Then baseline measurements should be taken before Early Learning Information System deployment occurs so that before-and-after comparisons may be made. (Future action)
- **Set process outcome improvement goals based upon the estimated Early Learning Information System benefits.** The cost reduction benefits from using



Early Learning Information System have been conservatively estimated. Once the estimated benefits have been realized, outcome improvement goals may be revised to obtain even greater benefits. The benefits realization management cycle can be employed as part of on-going continuous process improvement activities (Future action).

3.1.8.2 Benefits Realization Actions to Complete After Early Learning Information System Has Been Deployed

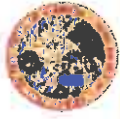
After Early Learning Information System deployment, benefits realization management will consist of recurring cycles of the following actions:

1. Use Early Learning Information System capabilities to improve business process outcomes (e.g. lower cost, higher output, improved quality, etc.).
2. Measure the actual process outcomes.
3. Compare the actual outcomes to the goal outcomes.
4. Compute actual benefits realization.
5. Make changes to Early Learning Information System user processes or procedures, to the measurement plan, or to the process outcome goals – based upon the actual measurement results.
6. Review and update the key process outcomes measurement plan, as required.
7. Review and update process outcomes improvement goals, as required.

The following table describes the benefits from the Early Learning Information System project, including the attributes of each as specified in the Schedule IV-B Feasibility Study Guidelines for FY2009-2010.

Values for tangible benefits listed in this table are based on cost element data collected from OEL and the ELCs in accordance with the Early Learning Information System Benefits Data Gathering Plan and the computations documented in the Early Learning Information System Benefits Analysis Workbook.

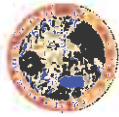
The benefits listed in this table have an estimated annually recurring value of \$25,884,762.



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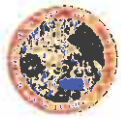
	Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
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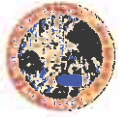
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How Is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>1. Prevention of payment errors (which may include fraud)</p> <p>GAO studies estimate that improper payment rates and potential fraud in social service programs range from 1% to 23%. The actual improper payment rate and potential fraud for Early Learning Programs is unknown but has been estimated to be as much as 7% of the \$1 billion annual program cost; or ~\$70,000,000. If using Early Learning Information System only reduces the error rate from 7% to 5.5% this would have an economic value of \$14,808,210 per year.</p> <p>Use of Early Learning Information System will also reduce the travel and effort associated with OEL/ELC audits, with an annually recurring value of \$1,185,722.</p> <p>Total value from both sources = \$15,993,932.</p>	Tangible	<p>Families with children on the SR Wait List</p> <p>Federal HHS</p> <p>OEL</p> <p>FL taxpayers</p> <p>Honest parents and providers</p>	<p>Electronic submission of attendance data</p> <p>Built-in error checking for illogical or invalid values during data entry</p> <p>Significant reduction in manual auditing effort that can then be redirected to verification and QA</p> <p>Consolidated data may be examined to detect patterns and trends that may indicate errors or fraudulent activity (<i>this concept has already been tested by correlating SR enrollment data with unemployment benefits data</i>)</p>	<p>During the first full year of operation, Florida's Office of Early Learning and the Early Learning Coalitions will document and report on the amount saved through fraud and error detection and prevention.</p> <p>Note: Further details on how the benefits of Early Learning Information System will be assessed and measured is contained in OEL's Benefits Realization Strategy</p>	<p>07/14 (50%)</p> <p>07/15 (100%)</p>



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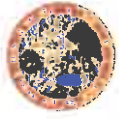
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>2. Reduction in the Cost of Attendance Tracking</p> <p>Early Learning Information System will create the ability for providers to submit the attendance information directly into Early Learning Information System data storage through the On-Line Provider Portal</p> <p>This benefit is estimated to have an annually recurring value of \$4,019,768</p> <p>A reduction in attendance processing time will also result in faster payment of providers.</p>	Tangible	<p>OEL ELCs Providers</p>	<p>Each month providers must submit records to the ELCs for each of the approximately 380,000 children being served in SR and VPK programs.</p> <p>Whether delivered by hand, or by email, attendance processing and tracking is a cumbersome, labor-intensive, and manual process - taking about two weeks to complete each month.</p> <p>Electronic attendance submission through Early Learning Information System will eliminate 90% of the labor hours currently required to perform this function.</p>	<p>Measurement of the realization of this benefit will be accomplished in accordance with the Benefits Realization Strategy and the metrics plan.</p>	<p>07/14 (50%) 07/15 (100%)</p>



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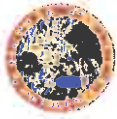
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>3. An offset to the recurring operational cost of Early Learning Information System as a result of Shutting Down the Enhanced Field System (EFS)</p> <p>The total cost of operating and maintaining 32 separate EFS installations and consolidating their data at OEL is \$3,111,358.</p> <p>This includes labor cost for staff and contractors at OEL and the ELCs to maintain EFS. Also included, is contract labor to consolidated management and reporting data from EFS</p> <p>The estimated annual cost of maintaining Early Learning Information System, including contract labor for corrective maintenance and enhancements, as well as hardware maintenance and software license renewal is \$3,646,040.</p> <p>The annually recurring value of the benefit of replacing EFS with Early Learning Information System is the difference between these two costs: (534,682).</p>	Tangible	OEL ELC	<p>Replacing multiple installations with a single site eliminates redundant support costs.</p> <p>Replacing EFS with Early Learning Information System reduces annual operations and maintenance costs.</p>	<p>Comparing the operational costs of Early Learning Information System with current costs of EFS reported by the ELCs will indicate that this benefit is being realized.</p>	07/14 (50%) 07/15 (100%)



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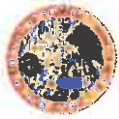
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>4. New Case Management Capability Early Learning Information System will enable new case management capabilities that can reduce the time and cost of performing case related business processes. The annually recurring value of this benefit is \$2,545,463.</p>	Tangible	OEL ELC Staff SR and VPK Specialists	<p>Electronic case file management capability is a primary Early Learning Information System objective for stakeholders. The following are just a few examples of primary case management functions that currently depend on paper-based processes:</p> <ol style="list-style-type: none"> 1. Eligibility determination and re-determination 2. Child transfers between providers 3. Child transfers between funding sources 4. Changes in child guardianship 	<p>The ability for authorized users to access and work on a child's case file over the web, using workflow management tools, and collaborating with other organizations will produce immediate and obvious benefits for ELC staff and the children they serve.</p> <p>Productivity improvements arising from this benefit may make it possible to reassign ELC staff to other activities; including increased monitoring and improving of child care quality and outcomes.</p>	<p>07/14 (50%) 07/15 (100%)</p>



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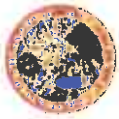
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>5. On-line Eligibility Redetermination through the On-Line Customer Portal – available 24x7</p> <p>Eligibility re-determination is conducted annually for all children and the eligibility of an additional 50% of the children – selected at random – are re-determined a second time during the year.</p> <p>If only 30% of parents/guardians elect to submit their eligibility re-determination information using the On-line Customer Portal, the workload of ELC SR Eligibility Specialists supporting these functions will be reduced.</p> <p>The annually recurring value of this benefit is \$1,362,572</p>	Tangible	OEL ELC SR Eligibility Specialists	<p>The ability for parents to apply for eligibility re-determination using the On-Line Customer Portal effectively expands ELC business hours.</p> <p>The current paper-based process requires mailing out notices, hand sorting replies, and keying changes to parent/child information into EFS.</p> <p>Since the customer will enter their information into Early Learning Information System themselves, the effort required by ELC staff to transcribe this information from a paper application will be eliminated.</p> <p>Eligibility information submitted using the On-line Customer Portal can be reviewed, verified and acted on in a fraction of the time required to do it using current processes.</p>	<p>Tracking and reporting the number of customers choosing the self-service available of the On-line Customer Portal will indicate the degree that this benefit is being realized.</p> <p>In addition, the productivity improvements arising from this benefit may sufficiently reduce the workload for this activity and make it possible to reassign staff to higher value activities.</p>	<p>07/14 (50%) 07/15 (100%)</p>



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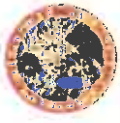
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>6. On-line Child Care Resource and Referral (CCR&R) requests handled through the On-Line Customer Portal – available 24x7</p> <p>If 30% of parents/guardians elect to obtain CCR&R data using self-service features of the On-line Customer Portal, the workload of OEL/ELC CCR&R Specialists supporting these functions will be reduced.</p> <p>The annually recurring value of this benefit is \$890,730</p>	Tangible	<p>OEL CCR&R Specialists ELC CCR&R Specialists Parents Guardians Providers</p>	<p>OEL and the ELCs process more than 280,000 CCR&R requests each year from customers seeking child care and early learning program information.</p> <p>Early Learning Information System will be capable of responding satisfactorily to nearly all of these requests – and do so during after-hours and at convenient times for working families.</p>	<p>The Early Learning Information System application will be able to track and report on how many Child Care Resource & Referral requests it has satisfied.</p> <p>Eventually, the productivity improvements arising from this benefit may make it possible to reassign staff to other activities; including parent and provider outreach.</p>	<p>07/14 (50%) 07/15 (100%)</p>



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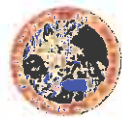
Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>7. Provider data management self-service through the On-Line Provider Portal – available 24x7</p> <p>If 90% of SR and VPK providers maintain their profile data using self-service features of the On-line Provider Portal the workload of the ELC staff performing these functions will be reduced.</p> <p>The annually recurring value of this benefit is \$1,606,981.</p>	Tangible	OEL ELC Early Learning Providers	<p>There are presently ~25,000 child care providers statewide. Annually, or whenever a provider reports a change in their service information, the ELC staff update the provider's data in EFS.</p> <p>The workload to keep data current for so many providers is significant.</p> <p>Early Learning Information System will provide the capability for providers to enter and update their own data using the On-Line Provider Portal.</p>	<p>The Early Learning Information System application will be able to track and report on how often providers update their information using self-service features in the On-Line Provider Portal.</p> <p>Eventually, the productivity improvements arising from this benefit may make it possible to reassign staff to other activities</p>	07/14 (50%) 07/15 (100%)



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Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
8. Improved OEL forecasting, budgeting and reimbursement processes	Intangible	OEL. ELC Early Learning Providers	Improved management information and decision making support provided by Early Learning Information System. Maximization of funds.	More detailed budget and expenditure information will be available with less cost and effort. Improvements noted in provider satisfaction surveys and feedback.	07/14 (50%) 07/15 (100%)
9. Improved data integrity, data management, reporting and trend analysis	Intangible	OEL ELC Early Learning Providers	Improvements in the timeliness, accuracy, utility, and ease of retrieval of business management information.	Better decision support. Less cost and effort to obtain meaningful management reports. Most users will be able to create their own reports, as needed.	07/14 (50%) 07/15 (100%)

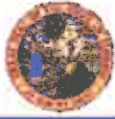


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Description of Benefit	Tangible or Intangible	Who Receives the Benefit	How is the Benefit Realized	How the Realization of the Benefit Will be Assessed/Measured	Realization Date (MM/YY)
<p>10. Retention of child screening and assessment records and enhanced capability to monitor and evaluate each child's education progress.</p> <p>Enhanced capability to assess the influence of early learning programs on children's future success.</p> <p>Improved means to monitor and assess the performance and effectiveness of individual early learning providers</p>	Intangible	OEL ELC Parents/ Children Providers	<p>Early Learning Information System is needed to enable OEL to complete its business transformation from child-care management to early learning and education management</p> <p>Early Learning Information System will provide a central repository for child / provider screening and assessment results.</p>	<p>Increasingly satisfactory child outcomes that compare favorably with results from non-participating children.</p> <p>Early indication of providers that need additional training or coaching in Early Learning rules and procedures.</p>	<p>07/14 (50%) 07/15 (100%)</p>

Table 3-4 Early Learning Information System Project Benefits Realization Table



3.2 EARLY LEARNING INFORMATION SYSTEM COST ANALYSIS DETAILS

3.2.1 ELSI Project Costs Used in this Analysis Are Not Estimates

Early Learning Information System is an active project with a systems integrator vendor under a firm-fixed price contract. Staff augmentation vendors who are assisting OEL in the management and oversight of the Early Learning Information System project are also under contract with known negotiated contract costs and/or labor rates. Hardware and software expenses for developing and operating Early Learning Information System are known, either because they have already been purchased or they are listed on a bill of materials (BOM) whose costs have been included in the price of the systems integrator contract. All project costs are taken directly from the currently-approved Early Learning Information System spend plan.

3.2.2 Current Investment in the Early Learning Information System Project (Sunk Costs)

The system integrator vendor commenced work on the design, implementation and deployment of Early Learning Information System on May 15, 2010, in the final quarter of FY2009-2010. Total expenditures during that fiscal year were \$823,775. However, most of those costs were incurred in support of Early Learning Information System project planning and for procurement activities completed before the project began.

During the following year, FY2010-11, the Early Learning Information System project team validated system functional requirements, procured initial system hardware and software, established the development environment, developed and submitted for stakeholder review a prototype of more than 500 user interface screens, and commenced the system design phase. Total project expenses for FY2010-11 were \$3,783,658.

The expenditures for these first two fiscal years are not included in primary analysis of this section, since no relevant feasibility decisions can be made about funds that have already been expended.

However, these first two years of Early Learning Information System project expenses are included in the results presented in Section 3.4 Cost-Benefit Analysis Results. There the return on investment and the breakeven point for the full seven year period of analysis are depicted.

3.2.3 Timeframe and Cost Allocations for this Schedule IV-B Analysis

The Early Learning Information System project is scheduled to be complete, with the new system fully transitioned to operational status, in June 2013. Accordingly, Early Learning Information System project costs and Early Learning Information System operations costs are allocated by fiscal year in the manner depicted in the following figure.



FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015	FY2015-2016
Project Costs		Operations Costs		

Figure 3-4 Early Learning Information System Period of Analysis and Cost Allocation Timeline

This analysis assumes that Early Learning Information System project costs will end, and Early Learning Information System operating costs will begin on July 1st 2013; the first day of FY2013-14.

This Schedule IV-B was prepared in December 2011, approximately five months after the start of FY2011-2012. Some of Early Learning Information System project funds appropriated for this fiscal year have already been expended and other are pending release by the Legislative Budget Commission. No distinction is made in this analysis regarding the status of the release of appropriated funds.

3.2.4 Tangible Changes in Operating Cost

This section describes the cost elements that make up the tangible changes in the operating cost as OEL and the ELCs transition from the Enhanced Field System (EFS) to the Early Learning Information System (Early Learning Information System).

According the Schedule IV-B Guidelines FY2011-12, tangible changes in operating cost include the following:

- Operational efficiencies
- Cost reductions
- Personnel cost reductions

Each of these is addressed in detail in the following sections.

3.2.4.1 Operational Efficiencies

As described in Section 3.1, Early Learning Information System will make substantial improvements in the efficiency of many of the standard business process performed by OEL and ELC staff. The annual economic value of these improvements, by process and as a statewide enterprise, has been described in considerable detail.

The benefits, and their related economic value, are recorded in the Schedule IV-B CBA Form-1, presented later in this section.

3.2.4.2 Cost Reductions

This analysis contains one specific instance of an identified cost reduction pertaining to difference in the annual cost to operate and maintain the legacy Enhanced Field System (EFS) as compared to the same costs to operate Early Learning Information System.



A standard practice for evaluating the feasibility of replacing a large capital investment, such as a large-scale information system, is to compare the costs of ownership. In other words, the cost of owning the new system is “offset” by costs associated with the existing system. This is because when the new system commences operations, the costs of the legacy system – which is then shut down and dismantled – is reduced to zero.

The annual cost of owning Early Learning Information System, including 1) labor, 2) hardware maintenance, and 3) annual software licensing comes to a total of \$3,534,800 per year.

The current annual cost of owning and maintaining EFS is \$3,111,358.

The net cost of transitioning from EFS to Early Learning Information System is (\$423,442). This number is shown as a negative because the net effect is an *increase* in annual operations cost.

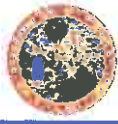
These figures are also recorded in the Schedule IV-B CBA Form-1, presented later in this section. Because of the way the CBA Forms are constructed and interact, the higher net cost of owning Early Learning Information System is automatically deducted from the net tangible benefits recorded on CBA Form-1.

3.2.4.3 Personnel Cost Reductions

Personnel reductions are an obvious and direct source of tangible benefits. Automation of manual processes and other forms of increase operational efficiency sometimes result in reductions in staff.

No staff or other personnel cost reductions at OEL or the ELCs have been identified or recommended as a result of this analysis, for the following reasons:

1. OEL has fewer than 90 FTE and manages a \$1.1 billion statewide enterprise that delivers a critical public good to hundreds of thousands of Florida’s children and the parents/guardians. In addition, the entire organization has been disrupted by a statutory reorganization of Florida State government agencies. The structure and composition of OEL staff is already undergoing a detailed review.
2. Most of the operational efficiencies pertain to activities performed by the ELCs and/or their contracted support staff. ELCs operate under an annually renewable grant agreement which specifies a cap on how much of their funds can be allocated to operating expenses. The estimated economic value of the operating efficiencies identified in this Schedule IV-B could be realized by reductions in ELC staff, but that analysis has yet not been performed. Since each ELC grant is evaluated each year, there will be plenty of opportunity to work through staffing changes each year, where it is appropriate.
3. The School Readiness program currently has a waiting list of more than 80,000 children. The parents/guardians of these children have been determined to be eligible in every respect for these services, but they are not receiving them because of short-falls in available funding. The number of children on this waiting list has doubled in the last five years. One possible use of the tangible



benefits realized from the use of Early Learning Information System may be the purchase of additional SR slots.

3.2.5 Early Learning Information System Operating Cost Details

This section describes the following cost operating cost components of the Early Learning Information System project:

- System Operations and Maintenance Vendor
- System Hardware and Software Annual Maintenance
- State Host Site - Southwood Shared Resource Center

These operating cost components have been recorded on the Schedule IV-B CBA Form-1 and are described in greater detail in the following sections.

3.2.5.1 System Operations and Maintenance Vendor

The contract with the systems integrator vendor includes an option for post-implementation support at a pre-negotiated cost. This service includes corrective maintenance (“bug fixes”) and also includes a fund for Early Learning Information System functional enhancements.

3.2.5.2 System Hardware and Software Annual Maintenance

The purchase price for Early Learning Information System hardware and software is listed on a bill of materials and has been included in the contract price for the systems implementation vendor. The annually recurring cost of maintaining the hardware and renewing the licenses for the software are also known, since these are currently being paid as part of the project costs.

The annual cost for system hardware and software maintenance has been estimated by adding 20% to the hardware/software cost in the Early Learning Information System project spending plan for FY2012-13.

3.2.5.3 State Host Site - Southwood Shared Resource Center

The Early Learning Information System development environment is hosted at the Southwood Shared Resource Center (SSRC). The SSRC hosting charges pay for electricity, air conditioning, data switching and network access, security, and disaster recovery. Charges are calculated based upon a unit cost for a “tile” data center floor space. It is estimated that the cost for hosting the completed Early Learning Information System system will be the same as the current charge (\$120,000/yr.) for hosting the development system.

The following table depicts Early Learning Information System estimated operating costs by fiscal year and the three-year total.

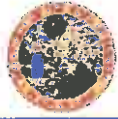


Florida Office of Early Learning
Schedule IV-B Feasibility Study FY2011-12



Schedule IV-B Cost Breakdown	FY2013-14	FY2014-15	FY2015-16	TOTAL
State FTEs (Salaries and Benefits)	-	-	-	-
OPS FTEs (Salaries)				
Staff Augmentation (Contract Cost)	2,511,239	1,310,212	1,310,212	5,131,663
Consultant Services	-	-	-	-
Hardware/Software	1,014,800	1,217,760	1,461,313	3,693,873
Expenses & OCO				
Other (Host site & Expenses)	120,000	120,000	120,000	360,000
Total Operating Cost:	3,646,040	2,647,972	2,891,524	9,185,536

Table 3-5 Total Estimated Early Learning Information System Operating Cost Details



3.2.6 Early Learning Information System Project Costs

This section describes the following cost components of the Early Learning Information System project:

- System Integrator Vendor
- OEL Staff Augmentation Vendors
- System Hardware and Software – purchase and annual maintenance/renewal
- Project Expenses and Other Capital Outlay (OCO)
- State Host Site – Southwood Shared Resource Center

These Early Learning Information System project cost components have been recorded on Schedule IV-B CBA Form-2 and are described in greater detail in the following sections.

3.2.6.1 System Integrator Vendor

The system integrator vendor is designing, testing, piloting, and deploying the Early Learning Information System system. This work is being performed under a firm fixed-price contract.

3.2.6.2 OEL Staff Augmentation Vendors

In order to manage the Early Learning Information System project, OEL contracted with specialty vendors who provide project management services on its behalf. These services include the following:

- Establishing and operating a Project Management Office
- Performing Independent Validation and Verification (IV&V) services
- Technology Analysis
- Organizational Change Management and Business Process Analysis
- Data Conversion Analysis

3.2.6.3 System Hardware and Software

Early Learning Information System implementation requires the establishment of several information system environments. These are separate, but fully-functioning, sub-systems that allow the system integrator to conduct system development, testing, and training simultaneously and without mutual interference.

Early Learning Information System project costs include the initial purchase of hardware and software licenses. Since the project spans several years, project costs also include the annual maintenance and license renewal for products purchased during previous years.

Early Learning Information System system hardware includes:



- High-capacity, high-availability servers to process and data, perform searches, manage user interfaces, and interaction via the Internet, and perform systems administration and backup.
- Multiple high capacity (several terabytes) storage area networks for storage and segregation of data.

Early Learning Information System system software includes:

- Microsoft Dynamics (CRM) - a commercially available and configurable software platform that will provide the core Early Learning Information System system functionality.
- Microsoft SQL Server - an industry standard platform for data store and warehousing and batch process scheduling.
- Microsoft SharePoint and SharePoint FAST Search - document storage and retrieval; an advance search engine.
- Microsoft Bing Maps - Address validation and geographic information.

3.2.6.4 Project Expenses and Other Capital Outlay (OCO)

This cost category include rent for project office space, purchase of office furniture and other office equipment, paper and other office supplies, and other authorized charges incidental to effective management of the Early Learning Information System project.

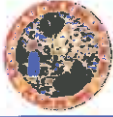
3.2.6.5 State Host Site - Southwood Shared Resource Center

The Early Learning Information System development environment is hosted at the Southwood Shared Resource Center (SSRC). The SSRC hosting charges pay for electricity, air conditioning, data switching and network access, security, and disaster recovery. Charges are calculated based upon a unit cost for a "tile" of floor data center floor space.

The following table depicts Early Learning Information System estimated project costs by fiscal year and the two-year total.

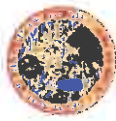
Schedule IV-B Cost Breakdown	FY2011-12	FY2012-13	TOTAL
State FTEs (No Change)	-	-	-
OPS FTEs (No change)	-	-	-
Systems Integrator Vendor	5,670,358	5,442,912	11,113,269
Staff Augmentation Vendors	2,160,289	2,208,362	4,368,651
Hardware/Software	4,118,328	845,667	4,963,995
Expenses & OCO	297,815	335,000	632,815
State Host Site	42,500	130,000	172,500
Total Project Cost:	12,289,290	8,961,941	21,251,230

Table 3-6 Total Estimated Early Learning Information System Operating Cost Details



3.3 CBA FORMS

This section contains the completed CBA Forms provided in the Schedule IV-B Feasibility Study Guidelines for FY2011-12.



Florida Office of Early Learning

Schedule IV-B Feasibility Study FY2011-12



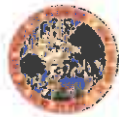
CBA Form 1 - Net Tangible Benefits

Agency Project
 Ocala (1152) EARLY LEARNING
 Early Learning Information System (ELIS)

Agency Project	FY 2011-12				FY 2012-13				FY 2013-14				FY 2014-15				FY 2015-16				
	(a)	(b) = (a) - (c)	(c)	(d) = (b) + (c)	(a)	(b) = (a) - (c)	(c)	(d) = (b) + (c)	(a)	(b) = (a) - (c)	(c)	(d) = (b) + (c)	(a)	(b) = (a) - (c)	(c)	(d) = (b) + (c)	(a)	(b) = (a) - (c)	(c)	(d) = (b) + (c)	
Agency (Operations Only - No Project Costs)	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project	Existing Program Cost	Operational Cost Change	New Program Costs resulting from proposed project
A. Personnel - 1st Year Cost (From A.1)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.1.a. State FTEs (Salaries & Benefits)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.1.b. State FTEs (FTEs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.2.a. CPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.2.b. CPS FTEs (FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.3.a. Staff Augmentation (Contract)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.3.b. Staff Augmentation (# of Contract FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Data Processing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B.1. System Support (SFS vs ELIS)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. External Service Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility (Lease)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Operational Costs (Rows A through E)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Additional Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.1. Payment Level Reduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.2. Audit Cost Reduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.3. Application Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.4. New Case Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.5. Other Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.6. Other Credits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F.7. Other Provider Agency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SPECIFY CHARACTER OF PROJECT BENEFIT ESTIMATE - CBA Form 1B	
Choose Type	Enter % (4)
Identified/Rigorous	10%
Order of Magnitude	
Placeholder	

Table 3-7 CBA Form 1 - Early Learning Information System Net Tangible Benefits



Florida Office of Early Learning
Schedule IV-B Feasibility Study FY2011-12



CBAForm 2 - Project Cost Analysis
Agency Office of Early Learning
Project Early Learning Information System (ELIS)

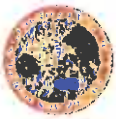
PROJECT COST ELEMENTS	PROJECT COST TABLE -- CBAForm 2A						TOTAL
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16		
State FTEs (No change)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPS FTEs (No change)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Systems Integrator Vendor	\$5,670,368	\$5,442,912	\$0	\$0	\$0	\$0	\$11,113,280
Staff Augmentation Vendors	\$2,160,289	\$2,208,362	\$0	\$0	\$0	\$0	\$4,368,651
Hardware/Software	\$4,118,328	\$845,667	\$0	\$0	\$0	\$0	\$4,963,995
Expenses & OCO	\$297,815	\$335,000	\$0	\$0	\$0	\$0	\$632,815
State Host Site	\$42,500	\$130,000	\$0	\$0	\$0	\$0	\$172,500
TOTAL PROJECT COSTS (*)	\$12,289,290	\$8,961,941	\$0	\$0	\$0	\$0	\$21,251,230
CUMULATIVE PROJECT COSTS	\$12,289,290	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230

INVESTMENT SUMMARY	PROJECT COST TABLE -- CBAForm 2A						TOTAL
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16		
General Revenue - 17.27%	\$2,122,360	\$1,547,727	\$0	\$0	\$0	\$0	\$3,670,087
Trust Fund - CCDF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal CCDF - 82.73%	\$10,166,930	\$7,414,213	\$0	\$0	\$0	\$0	\$17,581,143
TOTAL INVESTMENT (*)	\$12,289,290	\$8,961,941	\$0	\$0	\$0	\$0	\$21,251,230
CUMULATIVE INVESTMENT (*)	\$12,289,290	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230

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

Character of Project Costs Estimate - CBAForm 2B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	Confidence Level	10%
Order of Magnitude	Confidence Level	
Placeholder	Confidence Level	

Table 3-8 CBA Form 2A - Early Learning Information System Project Cost Analysis



Florida Office of Early Learning
 Schedule IV-B Feasibility Study FY2011-12



CBAForm 3 - Project Investment Summary

Agency	Office of Early Learning
Project	Early Learning Information System (ELIS)

COST BENEFIT ANALYSIS – CBAForm 3A					
1	2	3	4	5	
FY	FY	FY	FY	FY	TOTAL
2011-12	2012-13	2013-14	2014-15	2015-16	
Project Cost	\$12,289,290	\$8,961,941	\$0	\$0	\$21,251,230
Net Tangible Benefits	\$0	\$0	\$12,675,040	\$26,882,830	\$66,197,147
Return on Investment (ROI)	(\$12,289,290)	(\$8,961,941)	\$12,675,040	\$26,882,830	\$44,945,917
Discounted ROI	(\$11,593,670)	(\$7,976,095)	\$10,642,208	\$21,293,719	\$32,272,580
Year to Year Change in Program Staffing	0	0	0	0	0

RETURN ON INVESTMENT ANALYSIS – CBAForm 3B	
Payback Period (years)	3 1/3 Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2014-15 Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$32,272,580 NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	51.83% IRR is the project's rate of return.

Treasurer's Investment Interest Earning Yield – CBAForm 3C					
Fiscal Year	FY	FY	FY	FY	FY
	2011-12	2012-13	2013-14	2014-15	2015-16
Cost of Capital	6.00%	6.00%	6.00%	6.00%	6.00%

Table 3-9 CBA Form 3A – Early Learning Information System Project Investment Summary



3.4 COST-BENEFIT ANALYSIS RESULTS

3.4.1 Principal Conclusions of This Analysis

The following graph depicts the cumulative discounted cash flow from the Early Learning Information System project's estimated costs and benefits over a period of seven fiscal years. This includes the current investment in the Early Learning Information System project made during FY2009-10 and FY2010-11 and the five additional years recorded on the Schedule IV-B CBA Forms 1, 2 and 3.

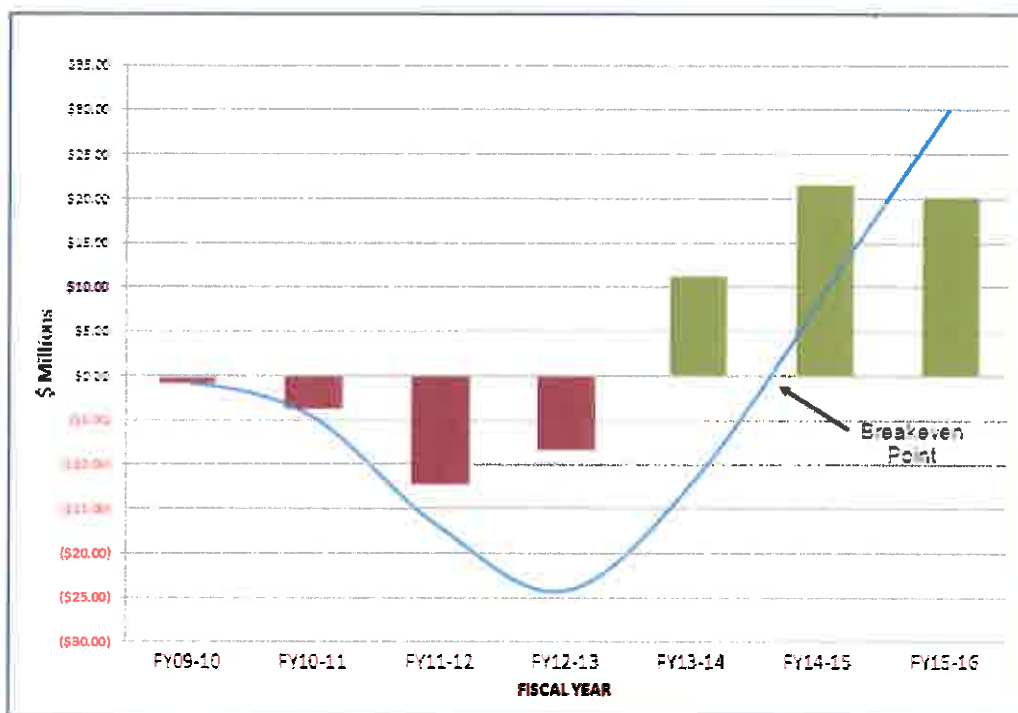
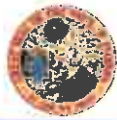


Table 3-10 Cumulative Discounted Cash Flow for Early Learning Information System Project Costs and Benefits (in \$ millions)

The following list contains the principal conclusions of this cost-benefits analysis:

1. In accordance with the Schedule IV-B Feasibility Study Guidelines for FY2011-12, the return on investment computed on CBA Form 3A is \$44.9 million for the five year period from FY2011-12 through FY2015-16.
2. The breakeven year is FY2014-15, approximately 16 months after Early Learning Information System deploys in June 2013. A breakeven or "payback" period of 5-to-10 years indicates a good investment. A payback period that ends less than two years after the investment is completed is an excellent investment.
3. The net present value (NPV) is \$32.3 million. Any positive value for NPV is a good investment. By this measure Early Learning Information System is an excellent investment.

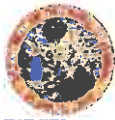


4. The internal rate of return (IRR) is 51.83%. The Florida Legislature's Office of Economic and Demographic Research (EDR) estimates the cost of capital for investment analysis purposes to be 6.0% for the foreseeable future. The IRR for the Early Learning Information System project is nearly 10 times the cost of capital. Early Learning Information System is an excellent investment.
5. The Early Learning Information System project will support state and federally funded programs that have a combined annual cost of operations in excess of \$1 billion.
6. Early Learning Information System is being developed under a firm-fixed price contract with a major systems integrator vendor.
7. The \$21.25 million total investment for Early Learning Information System comes to less than 0.31% of the total cost of Early Learning Program operations over the same seven-year period.
8. The Early Learning Information System project is needed because the current application and architecture are well past the end of their useful life. Their shortcomings are such that they are a hindrance to efficient and effective management of Florida's Early Learning programs.

3.4.1.1 Recommendation

OEL recommends the following:

- The Early Learning Information System project be authorized to proceed until completion and deployment; and
- That required funding for completing the Early Learning Information System project be requested by the Executive Office of the Governor and approved by the Legislature.



4 Major Project Risk Assessment Component

4.1 RISK ASSESSMENT TOOL

The Major Project Risk Assessment Component section documents OELs risk identification and risk management planning. The activity is supported, in part, by the use of a project risk assessment tool prescribed by the Legislature in its published Schedule IV-B guidelines. This tool quantifies and evaluates risk by scoring responses to 86 specific questions about the project in eight different categories.

Some of the greatest risks to project success arise from inadequate understanding to the business functions the new system is intended to support resulting in a misalignment between the system's functions and the way its users actually accomplish their work.

Consequently, the risk assessment tool evaluates the responses to its questions and plots the result along two axes: 1) the horizontal axis, which displays the level of project risk - from "least risk" on the left side to "most risk" on the right side, and 2) the vertical axis, which displays the degree of business strategy alignment from "least aligned" at the bottom to "most aligned" at the top.

Figure 4-1, below, depicts the summary of the risk assessment tool regarding the Early Learning Information System project as of November 19, 2011. It shows that the Early Learning Information System (Early Learning Information System) project risk assessment result is computed to be in the upper-left quadrant.

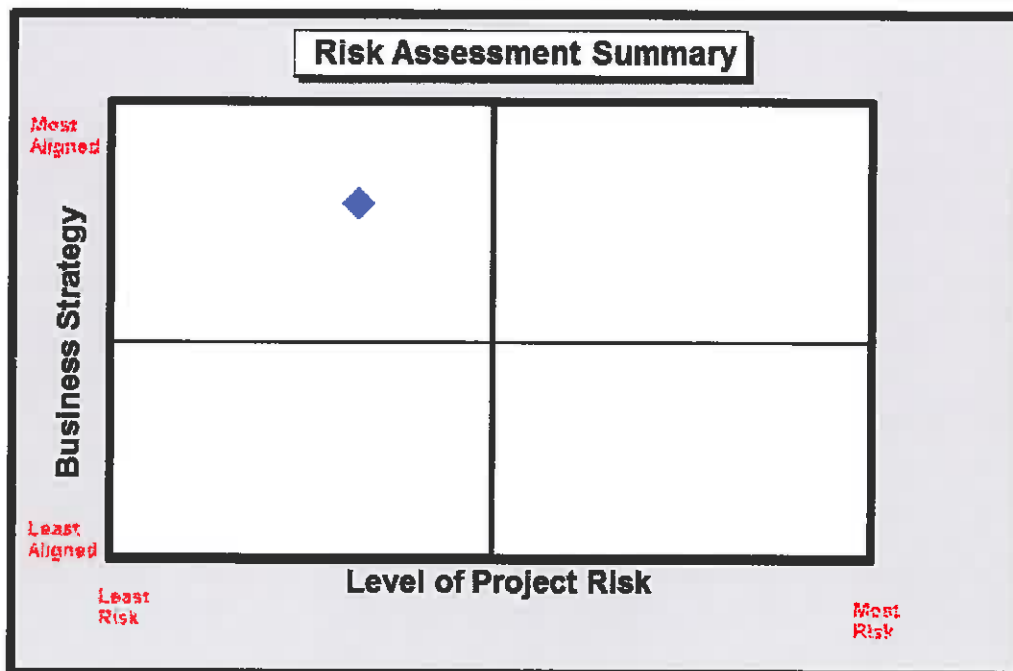
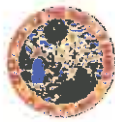


Figure 4-1 Risk Assessment Summary



4.2 RISK ASSESSMENT BY CATEGORY

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight to improve the likelihood of project success.

The completed risk assessment tool file is imbedded in this document here:



Risk Assessment
 FY2011-12

4.2.1.1 Risk Areas and Mitigation Plans

Eight risk assessment areas were evaluated using the risk assessment tool. The level of risk exposure assessed for each area is indicated below in Table 4-1.

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

Table 4-1 Project Risk Area Breakdown

The overall risk for the Early Learning Information System project is evaluated as medium. Early Learning Information System is a large and complex project. However, many of the risks that attend such endeavors have been reduced or eliminated through deliberate actions taken by OEL.



4.3 GENERAL MITIGATION STRATEGIES

While OEL's efforts have reduced Early Learning Information System project risk, plans are also in place to assess and mitigate remaining risk. Risk mitigation involves prioritizing, evaluating and implementing the appropriate risk-reducing activities in response to the risk assessment. Risk mitigation options include:

- **Risk Assumption:** Accept the potential risk as unavoidable, continue the project, and implement controls to lower the risk to an acceptable level.
- **Risk Avoidance.** Avoid the risk by eliminating the cause of the risk, the consequence of the risk, or both (e.g. forego certain aspects of the project that are particularly risky).
- **Risk Limitation.** Limit risk by implementing controls that prevent the adverse impact from a particular risk or provide early detection of rising risk so that project leadership can respond to correct the risky condition.
- **Risk Planning.** Manage risk by developing a risk mitigation plan that prioritizes, implements, and maintains controls.
- **Research and Acknowledgement.** Lower the risk of adverse project impact by acknowledging the vulnerability and researching controls that can be applied to manage or eliminate it.
- **Risk Transference.** Transfer or share risk through options that compensate for the adverse impact, such as performance bonding and insurance.

4.4 SPECIFIC OEL ACTIONS TO REDUCE RISK & INCREASE ALIGNMENT

OEL has deliberately taken a number of actions over the years specifically for the purpose of increasing business strategy alignment and reduce system development project risk. This section contains a summary description of those actions.

4.4.1 Ongoing Involvement of Subject Matter Experts

Collaboration on the Early Learning Information System project by members of the Early Learning Coalition staff, and by the OEL's staff, continues to be a key factor to the project's success. By receiving continual feedback from expert stakeholders and future users of Early Learning Information System, the project team remains confident that the right functions are being implemented; and implemented in the most effective way.

Once the system is ready to deploy, these experienced stakeholders will also play important roles in supporting Early Learning Information System system training and user adoption during roll-out.

4.4.2 Early Learning Information System - Stage 1: Detailed Requirements Development

When OEL assumed operational responsibility for School Readiness services in 2001 it was immediately recognized that the standalone information systems in use at each of



the coalitions was inadequate for supporting the efficient and effective statewide management of the large – and growing – early learning programs.

During the last decade, OEL has invested a great deal of effort into solving this problem and has collaborated extensively with the Early Learning Coalitions (ELCs), the Legislature, and experienced information technology planning consultants.

In 2007, OEL procured professional consulting services to carry out a project referred to as “Early Learning Information System – Stage 1.” During this project, a professional team with OEL and ELC Subject Matter Experts (SME) to develop and document re-engineered business processes and functional requirements for Early Learning Information System.

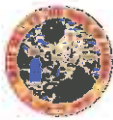
The following deliverables from that effort prepared a foundation – and reduced the system development risk – of designing and developing the Early Learning Information System system:

- **Analysis of Business Processes.** An illustration of the current and future processes was developed using business process mapping diagrams and narratives. To-Be Workflows were also developed and approved the OEL and the ELCs. These artifacts were assembled into the following four documents
 - Florida’s Office of Early Learning As-Is Process Documentation
 - Florida’s Office of Early Learning To-Be Process Documentation
 - Early Learning Coalition As-Is Process Documentation
 - Early Learning Coalition To-Be Process Documentation
- **Business Process Improvement Opportunities Document.** This document provides a listing of all the opportunities for business process improvement, discovered during the course of the analysis phase.
- **Final Requirements Definition Document.** Detailed requirements for the Early Learning Information System system
- **Use Cases.** Use cases were developed to depict the To-Be business processes that will be implemented using the future Early Learning Information System system.
- **Requirements Traceability Matrix.** This matrix includes each of the identified business and technical requirements, including their associated attributes.
- **Preliminary Test Plan.** This plan describes the approach for testing Early Learning Information System application software during Stage 3 of the project. The plan also includes a list of test cases or business scenarios to be tested.

4.4.3 Further Analysis to Prioritize Early Learning Information System Business Functions and Estimate Benefits

The following additional analysis and documentation has been performed:

- **Early Learning Information System Project Phasing Analysis.** Facilitated sessions were conducted OEL staff to prioritize business processes that are to be



specifically enabled by Early Learning Information System. As a result, 10 of 31 To-Be processes have been eliminated from the scope of the Early Learning Information System project.

- **Early Learning Information System Benefits Analysis.** Using interviews and a questionnaire, specific values for 116 cost elements were collected from the ELCs and used to compute program-wide estimates of the costs of conducting certain core business activities. Using business process documentation a benefit analysis was performed to quantify operational cost reductions and other tangible benefits that can be objectively realized to justify the cost of Early Learning Information System. The results of that analysis have been included in Section 3 – Cost Benefit Analysis.
- **Early Learning Information System Benefits Realization Strategy.** A strategy based on goal setting and measurement of business process outcomes has been established by OEL for use in determining – after Early Learning Information System is deployed – the amount of progress that is being made on using the new system to best effect and verifying that the expected cost savings are being achieved.

4.4.4 Competitive Procurement of a System Integration Vendor

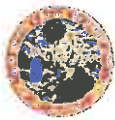
OEL invested more than a year – from December 2008 to February 2010 – soliciting and selecting a systems integration vendor to design, build, test and deploy the Early Learning Information System. Four qualified vendors submitted proposals.

Finally, a single vendor was selected who agreed to build a system that will satisfy OEL's functional requirements for the amount estimated in the FY2008-2009 Schedule IV-B.

4.4.5 Professional Project Management Support Services

In addition to the system integrator vendor, OEL contracted for additional project management consulting services – experienced consultants with strong skills to be applied on OEL's behalf while executing the project. These services included:

- **Project Management Office (PMO).** Veteran project managers have established and staffed a PMO and are using industry best practices to monitor and control the execution of the project by the systems integration vendor.
- **Independent Verification and Validation (IV&V).** A third-party vendor skilled in applying IV&V standards (ISO 9000) who reports directly to OEL leadership on the status and progress of the Early Learning Information System project.
- **Subject Matter Experts (SME) and Business Analysts (BA).** Senior consultants with direct knowledge and experience in OEL's business processes and were present and active during the years of preparation before the Early Learning Information System implementation project began.



- **Organizational Change Management (OCM).** Experienced senior consultants who are skilled in applying the science of organizational change and the tools necessary to help leaders prepare their staff members to adopt, adapt and succeed as Early Learning Information System transforms the way early learning services are delivered and managed.
- **Technical Architecture.** An experienced senior consultant assisting OEL by ensuring that the systems integration vendor complies with State standards and best practices for Early Learning Information System hardware, software and infrastructure.
- **Data Conversion.** An experienced senior consultant who is assisting both the ELCs and the systems integration vendor in preserving essential data from the legacy system from loss, and guiding its cleanup and conversion for use in Early Learning Information System.

4.4.6 Prompt and Decisive Action When the Early Learning Information System Project Gets Off Track

In the 18 months since the Early Learning Information System implementation project began, OEL has twice directed that the systems integration vendor prepare and submit for OEL approval a corrective action plan (CAP) in accordance with the terms for their contract.

The primary reason for taking this step in each case was schedule delays resulting in missed milestones, along with other indicators that project execution needed improvement.

The most recent corrective action plan was submitted by the systems integration vendor and approved by OEL during November 2011. This resulted in a revised/updated project schedule and a number of agreed-upon changes to the project scope and management processes. This was accomplished without an increase in the contract price.

The effective use of the CAP process by OEL and the systems integration vendor enabled them to avoid project failure and resume Early Learning Information System implementation with clearer expectations and renewed purpose.

4.5 RISK MITIGATION & RESPONSE STRATEGIES BY ASSESSMENT AREA

The following tables define the strategies that OEL employs to mitigate the risks in each of the eight areas evaluated by the risk assessment tool.

4.5.1 Risk Area – Strategic Assessment

Strategy	Description
Project Planning	A detailed project plan has been developed and approved by OEL. Project plans are progressively elaborated throughout the project and specifically updated at the completion of each phase.

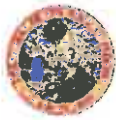


Strategy	Description
Strategic Vision	A strategic vision for OEL has been adopted and the objectives of the Early Learning Information System project are fully aligned to support it. Timely and effective management of School Readiness, Child Care Resource & Referral, and Voluntary Prekindergarten Education programs are at the heart of OEL's strategic vision. The vision is regularly re-affirmed through conference calls with ELC executive directors and regular communications with designated ELC staff members serving as local ambassadors for the Early Learning Information System project.
Risk Mitigation	<ul style="list-style-type: none"> • Project objectives are carefully aligned to the strategic goals of OEL. • The project plan is jointly reviewed and updated periodically. • The project is being executed in phases and specific approval by project governance is required to close out one phase and proceed to the next. • A communications plan is rigorously executed to inform and promote stakeholder support and involvement throughout project. • Organizational Change Management is an integral, ongoing part of the Early Learning Information System project.

Table 4-2 Strategic Assessment: Low Risk

4.5.2 Risk Area - Technology Exposure Assessment

Strategy	Description
Define Technology Needs	By performing a thorough analysis of OEL/ELC business processes the technology risk of this project has been significantly reduced to medium.
Prototype Development	<p>A user interface prototype has been developed by the system integrator vendor. Draft screen images have been reviewed and verified by subject matter experts to ensure they satisfy OEL requirements.</p> <p>Stakeholder approval of the functions implemented in Early Learning Information System, and for the interface "look and feel," have been obtained.</p>
Conform to Standards	The technology used in Early Learning Information System conforms to the State's and OEL's proven standards (i.e. security, user interface, accessibility, data standards, etc.).



Strategy	Description
Risk Mitigation	<ul style="list-style-type: none">• Future-state business processes and requirements have been developed to fully support the design and development of Early Learning Information System.• These requirements were validated and confirmed by the systems integration vendor during the earliest days of the project.• The project team uses State, OEL, and industry standards to evaluate and select the technical components.

Table 4-3 Technology Exposure Assessment: Medium Risk



4.5.3 Risk Area – Organizational Change Management Assessment

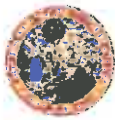
Strategy	Description
Clear Vision	A clear vision of project objectives has been defined and will be repeatedly affirmed by executive leadership throughout the life of the project. The commitment of the executive sponsor to the Early Learning Information System project has been regularly affirmed through each channel of communication.
Organizational Change Management	Organizational Change Management (OCM) is necessary to facilitate the transition of OEL from its current familiar practices to proficient use of Early Learning Information System. Best practices and service-proven tools are being employed to help users to prepare for success in using Early Learning Information System.
Risk Mitigation	Additional OCM components include: <ul style="list-style-type: none"> • Constant involvement of OEL staff, ELC staff, key stakeholders, and consumer advocates. • Execution of comprehensive communications plan. • Well defined training strategy.

Table 4-4 Organizational Change Management Assessment: Medium Risk

4.5.4 Risk Area – Communication Assessment

Strategy	Description
Communications Plan	A communication plan has been developed and approved. The communication plan is continually reviewed, evaluated, and revised when deemed necessary.
Constant Communication	OEL understands a key ingredient to success is communication. The communications plan provides multiple means for communication, including: newsletters, conference calls, surveys, and site visits.
Risk Mitigation	<ul style="list-style-type: none"> • Additional Communication components include: • Conducting stakeholder analysis periodically throughout the project. • Ensuring that no stakeholders are overlooked. • Executing the well-defined communications plan. • Easy access and prompt response to stakeholder feedback.

Table 4-5 Communication Assessment: Low Risk



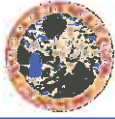
4.5.5 Risk Area – Fiscal Assessment

Strategy	Description
Defined Milestones	Well-defined project milestones have been established to alert the project team if the project is not progressing as expected. The executive sponsor has multiple opportunities to make “go/no-go” decisions based upon accurate project status, progress and performance reports.
Procurement and Contracting Strategy	The procurement strategy was clearly defined, documented and agreed to by key stakeholders. OEL has clear and fully-documented Early Learning Information System requirements, which define the project scope. The systems integrator vendor has been procured under a fixed price contract. OEL has twice invoked the Corrective Action Plan (CAP) terms in the contract, which enabled a reset and reaffirmation of expectations by all parties to the contract without changing the agreed upon price.
Risk Mitigation	<ul style="list-style-type: none"> • Requirements are clearly defined and documented. • Milestones and decision points have been placed in the project schedule to allow OEL to exercise control if project progress is not meeting expectations.

Table 4-6 Fiscal Assessment: Medium Risk

4.5.6 Risk Area – Project Organization Assessment

Strategy	Description
Project Organization	Executive participation and sponsorship is strong and steady. The project organization is well defined at all levels. OEL has contracted for Project Management Office (PMO) services and has hired an experienced professional staff to help it monitor and control the Early Learning Information System project.
Project Planning	Thorough analyses of industry best practices have been conducted and included in all planning documents.



Strategy	Description
Risk Mitigation	<p>Additional elements of the Early Learning Information System project organization:</p> <ul style="list-style-type: none"> • A strong governance method has been established and - when necessary - modified. • The project management team is able to make decisions and take decisive action. • Significant planning has already occurred and is being refined as the project progresses. • Oversight and responsibility has been defined for each group in the project organization.

Table 4-7 Project Organization Assessment: Low Risk

4.5.7 Risk Area - Project Management Assessment

Strategy	Description
Project Management Methodology	OEL employs the PMI framework for all aspects of the Early Learning Information System project, tailoring the processes as required.
Project Plan	A project plan has been developed addressing the entire project lifecycle including the resources required. This plan is refined and elaborated as the project progresses.
Risk Mitigation	<ul style="list-style-type: none"> • A Project Management Office has been established for Early Learning Information System • Additional support for this project has been established to include IV&V, Quality Assurance, and the project governance team • Industry best practices are being employed where applicable. • Well defined risk mitigation and avoidance strategies have been identified for all project risks • Project risks will be regularly reviewed and appropriate action taken.

Table 4-8 Project Management Assessment: Low Risk

4.5.8 Risk Area - Project Complexity Assessment

Strategy	Description
Project Complexity	Early Learning Information System will be used statewide by OEL staff, 31 ELCs, 20 sites of the Redlands Christian Migrant Association, nearly 25,000 early care and education providers, and the parents and guardians of 380,000 children. Serving such a large and diverse group of users is unavoidably complex.



Strategy	Description
Standardization Prioritization	<p>Business processes enabled by Early Learning Information System will promote and support standardization of processes. Increased accuracy and consistency will be partially achieved through business and validation rules imposed on the user by Early Learning Information System.</p> <p>A large number of desired functions have been deferred to a later implementation in order to reduce the scope, cost and complexity of the current Early Learning Information System project.</p> <p>A commercially available packaged solution will provide the core platform for implementing Early Learning Information System. This reduces the cost and development risk by specifically avoiding the challenges of developing a unique custom solution.</p> <p>OEL has invested several years of effort into understanding, documenting, and improving its business practices with its partners, the ELCs.</p>
Risk Mitigation	<ul style="list-style-type: none"> • Industry standards and proven methodologies will be employed on the Early Learning Information System project. • Complexity is managed through detailed planning, careful monitoring and swift resolution of issues as they are identified. • Constant communication with key stakeholders is now a routine activity on the project.

Table 4-9 Project Complexity Assessment: High Risk

The Early Learning Information System Project Management Office maintains a formal registry of all identified project risks. A summary of this document is presented in Section 6 - Project Management Planning.



5 Technology Planning Component

5.1 CURRENT INFORMATION TECHNOLOGY ENVIRONMENT

5.1.1 Current System Description Overview

The Enhanced Field System (EFS) is a twenty-year-old client-server application operating on stand-alone servers at 32 installations for OEL and the Early Learning Coalitions (ELCs). Data cannot be exchanged between the ELCs or with OEL without extensive manual operations. Data is received monthly from each EFS installation, cleaned up, and aggregated into an online repository called the Statewide Reporting System (SRS) <http://www.flsrcs.com>. This data is has a fairly inflexible structure and is used to produce a small number of standard reports. Ad hoc reporting is impractical under most circumstances. Because there is some variation in the way the EFS system is being employed among the various installations data cleanup can be challenging and expensive.

EFS is most frequently used by ELCs and their service providers to document the results of business activities carried out by other means – most often using paper-based forms. EFS is the repository for required data used in paying providers, invoicing OEL for operating costs, and for generating data to meet Federal and State reporting requirements.

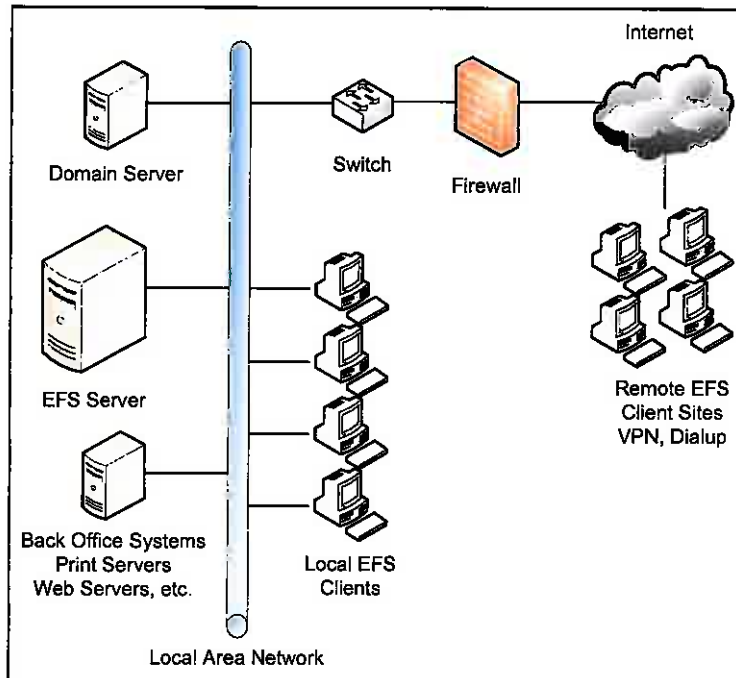


Figure 5-1 Typical EFS Installation at an Early Learning Coalition



Each installation of EFS system is administered and operated by the ELC or their service provider personnel. Help desk and maintenance support are provided by the EFS vendor under contract to Florida's Office of Early Learning.

The following figure illustrates a typical technical architecture for a single EFS site:

5.1.2 Data Sharing

Currently there is no data sharing between installations of EFS. This is due to the fact that EFS is run as a separate system at each ELC and – in some instances – in each county. Early Learning Coalitions also have stand-alone accounting systems, or have outsourced that function to support contractors. EFS has reports that are run so that data can be extracted from the report and imported into the local coalition's accounting system, or the data is reentered manually, which creates an opportunity to introduce errors.

5.1.3 System Administration and Security

EFS system administration is usually supported by the local coalition staff. In most cases, there is a single point of contact responsible for administering EFS. If a problem occurs that is beyond the capabilities of the local staff to remedy, the EFS vendor has the capability to diagnose some EFS application problems remotely by dialing into the system. Security is also managed by the EFS vendor.

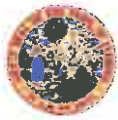
5.1.4 Information Technology Standards

The selected systems integrator vendor will be required to submit for OEL approval a list of proposed information technology standards that will be used during the Early Learning Information System project. Suitable standards can be the vendor's own or obtained from industry groups, such as the following:

Institute of Electrical and Electronics Engineers Standards Association (IEEE-SA). The Institute is a leading developer of global industry standards in a broad-range of industries, including information technology. IEEE-SA has developed standards for over a century, through a program that offers balance, openness, due process and consensus. Technical experts from all over the world participate in the development of IEEE standards.

Software Engineering Institute. The Carnegie Mellon Software Engineering Institute (SEI) is a federally funded research and development center headquartered on the campus of Carnegie Mellon University. Since 1984, the SEI has served as a global resource in software engineering, networked systems survivability, and process improvement. The SEI provides technical leadership to advance the practice of software engineering so that software-intensive systems can be acquired and sustained with predictable and improved cost, schedule, and quality.

International Organization for Standardization (ISO). An international-standard-setting body composed of representatives from various national standards



organizations. Founded on 23 February 1947, the organization promulgates worldwide proprietary industrial and commercial standards.

5.2 PROPOSED SOLUTION DESCRIPTION

5.2.1 Business Requirements Summary

Business requirements for Early Learning Information System are described in detail in Section 2 and have been thoroughly defined in the Early Learning Information System Requirements Definition Document and Requirements Traceability Matrix. These requirements have been validated by the system integration vendor and have received final approval by OEL.

5.2.2 Technical Requirements

5.2.2.1 Summary Description of the Proposed Early Learning Information System System

A conceptual technical architecture for Early Learning Information System is depicted in the following figure:

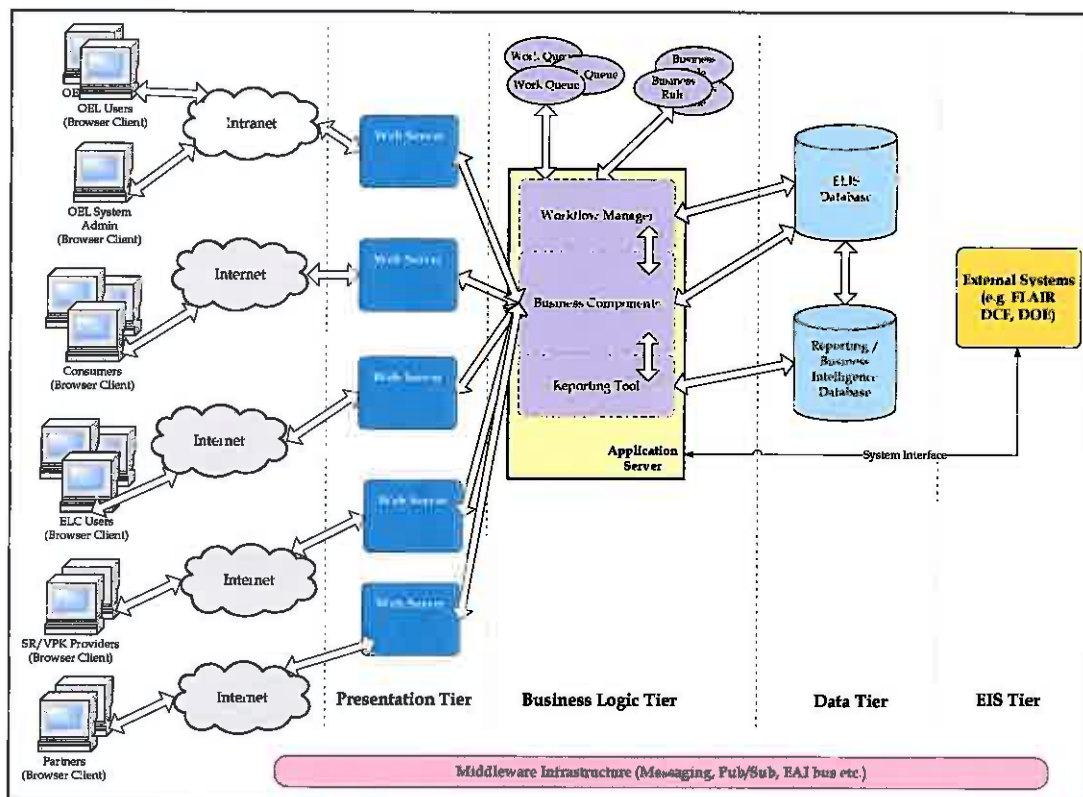


Figure 5-2 Early Learning Information System Conceptual Technical Architecture

Early Learning Information System will make full and productive use of web technology to provide secure, password-protected access to internal and external stakeholders.



Important Early Learning program information will be published on the internet as a service to families seeking or already receiving services. Family members, providers, and partners will have log-in access to their own information and will be able to – under specific controls and limits – edit and update their personal information using the self-service aspects of the portal user interfaces.

The Enterprise Information System (EIS) tier will manage the exchange of Early Learning Information System information with other state agencies. The Data Tier will store, arrange, manage, and distribute data and information needed by all types of Early Learning Information System users. The Business Logic Tier will consist of the Early Learning Information System application, which will enable users to carry out Early Learning business functions involving the entry, retrieval, and meaningful combination of data while applying business rules and logic. Finally, the presentation layer will allow users to interact with Early Learning Information System and realize the business value of its functions and capabilities.

5.2.3 Resource Requirements for Early Learning Information System

5.2.3.1 Anticipated Technical Platform and Hardware Requirements

5.2.3.1.1 Network

For this analysis, it is assumed that Early Learning Information System will be hosted at the Shared Resource Center and will use MyFloridaNet (MFN). The use of web technology will allow internal users (OEL, ELCs, other State Agencies, etc.) access to Early Learning Information System data and functionality. Security will be maintained using MFN firewalls.

External users, including parents and guardians, SR/VPK providers, partners, etc. will access their own data in Early Learning Information System using the Internet.

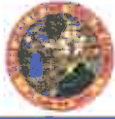
The general public will have read-only access to selected Early Learning Information System content that will be published to the Internet.

5.2.3.1.2 Servers

These servers will initially be installed in sufficient quantity to establish the development and testing environments, with available backup. Eventually, a training environment will also be established.

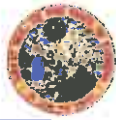
As development proceeds, additional servers will be added to support design prototypes, accommodate growth in the size of the application, and accommodate the additional load of user acceptance testing and volumetric testing.

These servers are intended to increase Early Learning Information System system capacity to satisfy uptime, through-put and peak hour user support. System capacity will be confirmed thorough volumetric testing before deployment.



5.2.3.1.3 Storage Array Network (SAN)

Early Learning Information System data will be supported by multiple storage array network (SAN) having the necessary speed and volume to support operations for an estimated 5-10 years.



5.2.3.2 Anticipated Software Requirements

Early Learning Information System will be developed on a commercially available, configurable application platform (sometimes referred to - erroneously - as a commercial off the shelf (COTS) application).

The application selected for this purpose is Microsoft Dynamics (CRM). The use of commercial application with a large installed base of system implementations can shorten development time and decrease project implementation risk. Additional software will be purchased for use as tools to manage the project, control system configuration, and perform other functions. Examples of these types of applications include:

- Microsoft Project
- Requirements and traceability management software [Microsoft Team Foundation Server (MTF)]
- Software configuration and release management software [Microsoft Team Foundation Server (MTF)]
- Data modeling software [ERWIN]
- Application development tools [Microsoft Visual Studio]
- Document and content management software [FAST search and Microsoft SharePoint]
- Server monitoring software and related COTS systems administrator tools [Various]

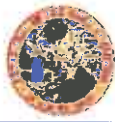
5.3 CAPACITY PLANNING

The proposed architecture described in Section 5.2 is comparable to existing web-based applications in use at other state agencies.

It is expected to have sufficient capacity to meet the needs of the following user community estimates:

- 1,500 staff at OEL and the 31 ELCs and 20 RMCA's (estimated 1,300 concurrent users at peak)
- 25,000 SR/VPK providers (estimated 20,000 concurrent users at peak)
- Parents/guardians of 400,000 children (estimate 1,000 concurrent users at peak)

By applying a 90% Early Learning Information System adoption rate by providers, and a 30% Early Learning Information System adoption rate by parents/ guardians the total number of possible Early Learning Information System users is expected to be about 144,000. At peak times Early Learning Information System will be required to support an estimated 22,300 concurrent users.



These quantities are expected to increase as OEL pursues its goals of increasing the number of children served by Early Learning programs.

The architecture and hardware described in Section 5.2 is expected to have a capacity well in excess of 25,000 concurrent users, which will be confirmed by volumetric load testing of Early Learning Information System before it is deployed.

5.4 ANALYSIS OF ALTERNATIVES

Several alternative approaches that were considered for implementing Early Learning Information System and this section will explain why implementation of a commercial-off-the-shelf (COTS) application is clearly the preferred alternative.

5.4.1 Why Updating or Enhancing EFS is Not Feasible

Typically, an assessment of implementation alternatives would include the option of modifying or enhancing the existing system. Enhancing EFS has been evaluated as not feasible for the following reasons:

- Merely enhancing EFS does not address a fundamental weakness in the current architecture – 31 separate non-integrated installations of the application. Until all the data for early learning programs becomes accessible to OEL many of the challenges of managing a \$1 billion per year operation cannot be solved.
- The EFS system has been in use for 18 years and is beyond its useful service life. Attempting to “bolt on” the additional capabilities specified in the functional requirements for Early Learning Information System represents tremendous risk in terms of maintainability, cost, and the benefits that cannot be realized while continuing to defer EFS replacement.
- The EFS system was created without the benefit of the last two decades of industry experience with systems that are able to use the Internet to lower business costs, rapidly exchange information, and provide common access to people and organizations across broad geographic separation.
- The EFS system provides no relief from the dependency of core business processes on paper documentation – and the high cost of its creation, handling, use and storage.

For these reasons, further attempts to modify or enhance EFS have been evaluated as contrary to the best interests of the ELCs and OEL.

5.4.2 The Three Alternatives

The following three development options were considered for this analysis.

1. **Status Quo** – continuing operations with the current system
2. **Custom Development** – creating a system “from scratch” that precisely implements all of the systems functional and technical requirements



3. **Commercial Off-The-Shelf (COTS) solution** – selecting and implementing a packaged application that can be configured (with labels and data relationships) that most-closely satisfies as many of the core business requirements as possible.

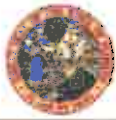
The Business Process Analysis and System Requirements documents, verified and approved by OEL, were referenced to assess and score implementation options.

To conduct the alternatives analysis the following steps were performed:

- Developed detailed business and technical requirements that the new system must be capable of addressing.
- Established a set of uniform evaluation criteria against which each alternative was measured.
- Evaluated and scored each of the alternatives using common evaluation criteria.
- Determined the best alternative for the Department.

This analysis of alternatives was rigorously performed and documented in 2008. Based on those results, OEL sought to competitively procure a system integration vendor and build Early Learning Information System on a commercially available package solution.

This decision was re-affirmed during contract modification negotiations with the systems integration vendor during November 2011.



6 Project Management Planning

This section contains relevant excerpts from current Early Learning Information System Project Charter, dated November 17, 2011.

6.1 EARLY LEARNING INFORMATION SYSTEM PROJECT CHARTER

6.1.1 Introduction

Florida's Office of Early Learning (Office) provides innovative and timely services to Florida's Early Learning programs to create a globally competitive workforce and to advance Florida's economic prosperity. The mission of OEL is to ensure that all children are emotionally, physically, socially and intellectually ready to enter school and ready to learn, fully recognizing the crucial role of parents as their child's first teacher.

In 2011 Senate Bill 2156 transferred Florida's Office of Early Learning from AWI to the Florida Department of Education. Florida's Office of Early Learning (hereafter referred to as "Office") continues supporting the design, development, and implementation of the Early Learning Information System System.

6.1.2 Project Name

OEL has engaged in a project for the design, development and implementation of a centralized, web-based early learning information system. The name of this project is the Early Learning Information System (Early Learning Information System) project.

6.1.3 Mission

The mission of the Early Learning Information System project is to develop a comprehensive, dynamic, web-based, centralized information system to better support the OEL mission of delivering quality School Readiness and Voluntary Prekindergarten Education Programs to Florida's children. In partnership with 31 Early Learning Coalitions, 20 Redlands Christian Migrant Association Offices and over 15,000 child care providers, Florida's early learning programs serve in excess of 400,000 children and families annually. Early Learning Information System will be utilized by OEL, Florida's families, Early Learning Coalitions, contractors, child care providers and other partner agencies. Early Learning Information System is the proposed system to replace the current 20 year-old Enhanced Field System and is expected to create a unified, cohesive data system for accessing, managing, storing and sharing programmatic, administrative, financial and outcome data related to OEL's Child Care Resource and Referral, School Readiness and Voluntary Prekindergarten Education Programs.

6.1.4 Business Need

Early Learning Information System is the proposed system to replace the current Enhanced Field System (EFS), Single Point of Entry (SPE) system and the Unified Wait List (UWL) system. The need for the Early Learning Information System project



documented in the 2008 Early Learning Information System Feasibility Study and is provided below.

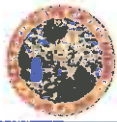
The Enhanced Field System (EFS) was an effective use of information technology when it was first employed (under another system name) in 1991. Twenty years later, not only is EFS an aging system with rising ownership costs, the business environment that it was created to serve has changed dramatically. Early Learning Programs have increased in number and complexity. With the implementation of VPK in 2005, the number of children served has nearly doubled in just the last seven years - to 385,000 - and continued growth in that number is an OEL long-range program objective.

There have been numerous changes to policy, statutes, and funding source. OEL's responsibility to make the best use of state and federal funds and to guard against fraud and billing errors remains unchanged. The annual cost of operations for Early Learning has reached \$1 billion annually. The Enhanced Field System is already beyond its useful life and is not suitable for further investment. OEL needs a modern and state-wide integrated system to effectively carry out its Early Learning mission.

The Single Point of Entry (SPE) system and the Unified Wait List (UWL) system are small web-based applications created to fill a critical gap in EFS functionality. It makes sense to roll these important functions into the core features of the Early Learning Information System application.

The following business needs will be addressed through the implementation of Early Learning Information System:

- **Payment Processing:** Payment processing is manual, inefficient and prone to error. Faster payments to the providers are needed to increase the number of providers offering child care and VPK services.
- **Attendance Management:** Attendance processing and auditing requires significant manual data entry driving up cost and decreasing the quality of attendance data. The Early Learning Coalitions cannot decrease the inefficiencies in attendance processing and auditing thereby increasing the chances for potential errors and fraud.
- **Grants and Financial Management:** The Office and Early Learning Coalitions are limited in their ability to optimize the use of program funds due to the lack of timely financial data and accurate utilization forecasting.
- **Fiscal and Program Monitoring:** The Office's and Early Learning Coalition's ability to effectively monitor both fiscal and programmatic performance of the programs is severely limited due to the lack of timely and comprehensive data.
- **Service Management:** The Early Learning Coalition's monitoring of their contracts with Child Care providers, VPK providers and service providers is highly manual. This results in less effective monitoring activities and higher costs.



- **Intake:** The Early Learning Coalition's ability to accurately determine eligibility is limited due to the current manual process and fewer automated checks and balances, thereby introducing a risk for errors.
- **Case Management:** The Office and Early Learning Coalitions are unable to adequately track child eligibility participation, attendance, other services, and results of developmental screenings and child assessments administered to children participating in early learning programs. This limits the Early Learning Coalition's ability to see the child's needs and progress holistically which impacts the ultimate outcomes achieved.
- **Longitudinal Tracking:** The Office and Early Learning Coalitions are unable to adequately collect and correlate child, staff and financial data to support the analyses of a child's short-term and long-term developmental, academic growth and the return on investment for early learning programs.
- **Data Sharing:** The Office and Early Learning Coalitions are unable to effectively share programmatic and financial data with other State of Florida agencies such as the Department of Education, Department of Children and Families, Florida Department of Law Enforcement, Department of Revenue and Department of Health in order to ensure all the agencies involved comply with their respective statutory obligations.
- **Reporting:** The Office and Early Learning Coalitions are unable to ensure that critical information needed to effectively manage the programs is readily accessible to Early Learning Coalition and Office leadership, state and local administrators and policymakers.

6.1.5 Objectives

To address business needs, Early Learning Information System is expected to enhance the implementation of Early Learning Programs by:

- Improving access to Early Learning Programs and customer service to parents, early learning providers and other stakeholders;
- Creating important data security and user safeguards against fraudulent actions;
- Creating a single point of entry for eligibility data for all VPK and School Readiness programs;
- Optimizing the use of funds and services provided to Florida's children by facilitating fiscal management and providing timely data for utilization forecasting;
- Establishing a centralized and consolidated information system that provides consistent, uniform information across the entire state that each Early Learning Coalition will use to manage its programs; and



- Automating cumbersome manual or paper processes to ensure that critical information needed to effectively manage the programs is readily accessible to state and local administrators and policymakers.

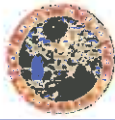
In addition, Early Learning Information System will provide:

- A centralized database and a data warehouse that accurately and consistently maintains current and historical Early Learning Program information;
- An enhanced information system, including the ability to track child eligibility participation, attendance and payment processing for Early Learning Coalitions and early learning providers;
- A system that records the results of developmental screenings and child assessments administered to children participating in Early Learning Programs;
- A system that collects child, staff and financial data to support the analysis of a child's short-term and long-term developmental and academic growth and the return on investment for Early Learning Programs;
- A system that integrates data from partner agencies' databases;
- A system that measures the educational impact and overall quality of Early Learning Programs and makes the information accessible through the internet for parents;
- A system that uses the most current and effective safeguards to ensure the security and confidentiality of a child's personal information and detects and prevents fraud and improper payments;
- An enhanced information and referral system, including the ability to record and maintain family and Early learning provider information, generate referrals to Early Learning Programs and/or resources and provide complete local/state/Federal reporting capabilities; and
- An accessible and robust reporting system that allows early learning administrators, managers and staff to track and report process and performance status and outcomes in real time.

6.1.6 Operating/Guiding Principles

The following operating and guiding principles will be applied to all decisions related to the Early Learning Information System project:

- Create and maintain a team climate of shared success and mutual respect for all Early Learning Information System team members and stakeholders



- Apply OEL Guiding Principles to all processes and decisions. The OEL Guiding Principles include accountability, collaboration, respect, innovation and careful consideration of the impact to stakeholders in all decisions
- Strive to keep Early Learning Information System on time and within budget

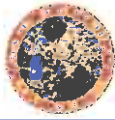
6.1.7 Project Budget and Funding Summary

Early Learning Information System project funding is appropriated annually and may be subject to periodic releases throughout the year. Any unused budget is “re-appropriated” for use in the following fiscal year. Table 4 below summarizes the annual budget amounts for each fiscal year beginning with FY09-10.

Budget	Amount
FY 2009-10 General Appropriations Act	6,000,000
FY 2010-11 General Appropriations Act	11,000,000
FY 2011-12 General Appropriations Act	3,192,398
FY 2012-13 (Requested)	5,882,782
Total Budget	26,075,180

Table 6-1 Early Learning Information System Budget Summary

The Early Learning Information System project costs by fiscal year are depicted in the following figure:



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CBAForm 2 - Project Cost Analysis	Agency	Office of Early Learning			
	Project	Early Learning Information System (ELIS)			

PROJECT COST ELEMENTS	PROJECT COST TABLE -- CBAForm 2A					TOTAL
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	
State FTEs (No change)	\$0	\$0	\$0	\$0	\$0	\$0
OPS FTEs (No change)	\$0	\$0	\$0	\$0	\$0	\$0
Systems Integrator Vendor	\$5,670,358	\$5,442,912	\$0	\$0	\$0	\$11,113,269
Staff Augmentation Vendors	\$2,160,289	\$2,208,362	\$0	\$0	\$0	\$4,368,651
Hardware/Software	\$4,118,328	\$845,667	\$0	\$0	\$0	\$4,963,995
Expenses & OCO	\$297,815	\$335,000	\$0	\$0	\$0	\$632,815
State Host Site	\$42,500	\$130,000	\$0	\$0	\$0	\$172,500
TOTAL PROJECT COSTS (*)	\$12,289,290	\$8,961,941	\$0	\$0	\$0	\$21,251,230
CUMULATIVE PROJECT COSTS	\$12,289,290	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230	

INVESTMENT SUMMARY	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	TOTAL
	General Revenue - 17.27%	\$2,122,360	\$1,547,727	\$0	\$0	
Trust Fund - CCDF	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Federal CCDF - 82.73%	\$10,166,930	\$7,414,213	\$0	\$0	\$0	\$17,581,143
TOTAL INVESTMENT (*)	\$12,289,290	\$8,961,941	\$0	\$0	\$0	\$21,251,230
CUMULATIVE INVESTMENT (*)	\$12,289,290	\$21,251,230	\$21,251,230	\$21,251,230	\$21,251,230	

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

Character of Project Costs Estimate - CBAForm 2B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	X	Confidence Level 10%
Order of Magnitude		Confidence Level
Placeholder		Confidence Level

Figure 6-2 Early Learning Information System Project Costs By Fiscal Year



The approved cost allocation between the two Early Learning Programs, School Readiness and Voluntary Prekindergarten, is approved by the United States Department of Health and Human Services. The allocation based on the two programs is shown in Table 5 below.

Funding	Percentage	Funding Source
School Readiness	82.73%	Federal Child Care & Development Fund
Voluntary Prekindergarten	17.27%	State Funds

Table 6-3 Early Learning Information System Funding Allocation for School Readiness and VPK

6.1.8 Governance

Through the SI contract V1013, the Office has established a multi-tier governance structure to effectively manage the Early Learning Information System project. Each level of governance is empowered to make decisions appropriate to that level in the organization. Responsibilities for the escalation and resolution of project risks and issues have been established at each level of project governance.



6.1.8.1 Organization Chart

The following figure shows the Early Learning Information System project organization and the relationship between its components.

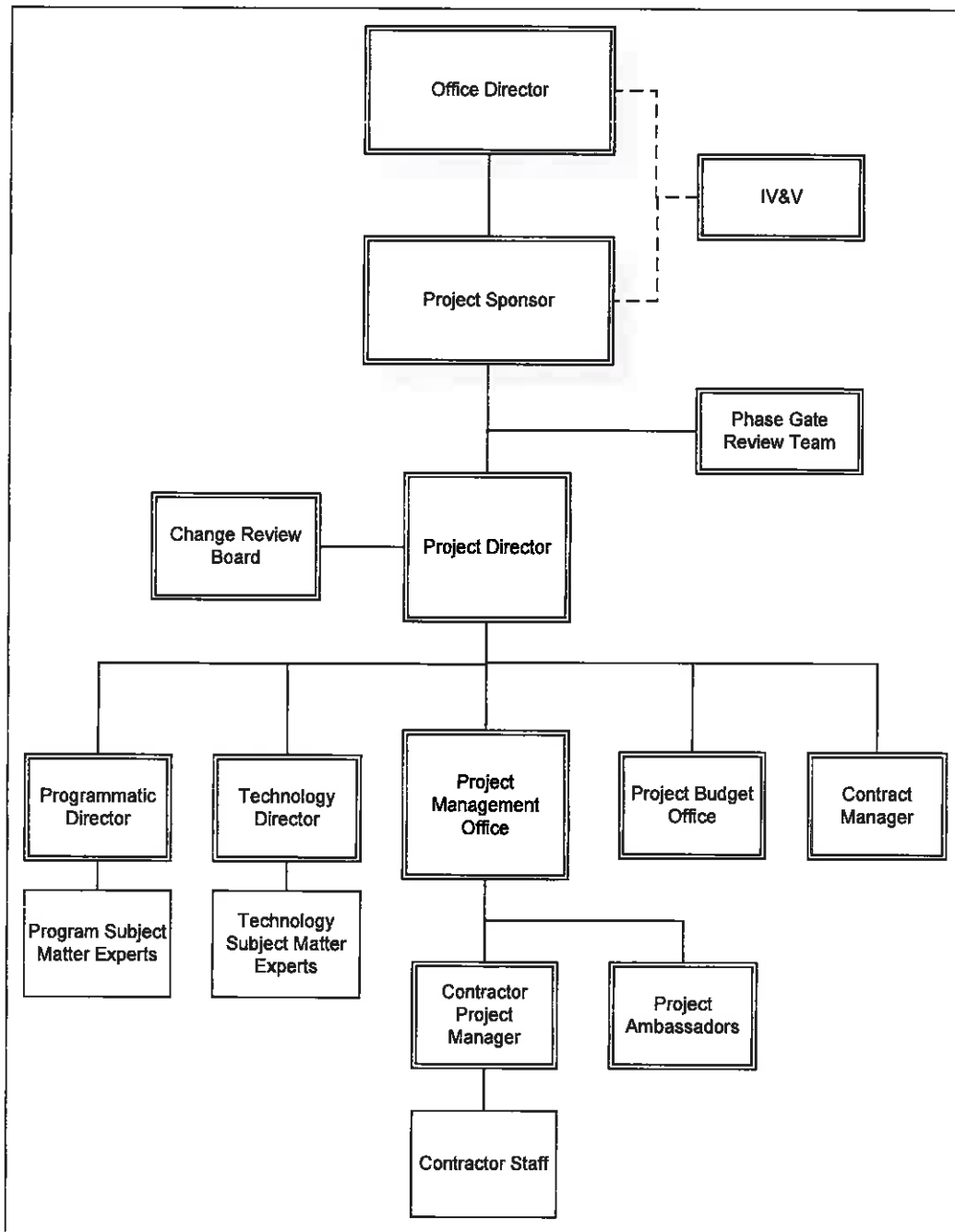


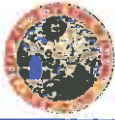
Figure 6-4 Early Learning Information System Project Governance Organization Chart



6.1.8.2 Roles and Responsibilities

The project governance structure consists of the following groups and roles established in the SI contract V1013 and in contract amendment IV:

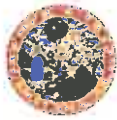
Group/Role Name	Early Learning Information System Governance Role Description	Membership
Office Director	<ul style="list-style-type: none"> • Provides executive oversight to the Project; • Supports the project vision; • Resolves escalated issues; and • Provides overall direction of the organizational change management effort and activities related to the implementation of Early Learning Information System. 	Office Director
IV&V Vendor	<ul style="list-style-type: none"> • Verifies that the system is developed in accordance with validated requirements and design specifications; • Validates that the system performs its functions satisfactorily; • Monitors project management processes and provides feedback on any deficiencies noted; • Attends Early Learning Information System Project meetings and provides recommendations; • Reviews and provides feedback on project deliverables as required by contract with the Office; and • Presents to Office Director and Project Sponsor on IV&V activities. 	Office or designee
Early Learning Information System Project Sponsor	<ul style="list-style-type: none"> • Provides oversight to the Project; • Contributes to the scope and strategic direction for the Project; • Identifies project risks and mitigation strategies; • Resolves escalated issues; • Decides on project changes in terms of scope, budget, or schedule submitted through the approved Change Control process that exceed the authority of the Project Director; • Approves all final deliverables; • Provides notification of Corrective Action Plans; • Makes decisions to accept or reject proposed Corrective Action Plans • Approves Project Phase Gates; and • Facilitates Early Learning Information System Project meetings. 	Office Director or designee



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Group/Role Name	Early Learning Information System Governance Role Description	Membership
Phase Gate Review Team	<ul style="list-style-type: none"> • Provides recommendations to the Project Sponsor for Phase Gate Approval Decision. 	<ul style="list-style-type: none"> • Project Director • Contractor Project Manager • Project Management Office • Contractor Project Executive (optional)
Early Learning Information System Project Director	<ul style="list-style-type: none"> • Has overall responsibility for the successful development and implementation of the Early Learning Information System Project; • Oversees the development and implementation of the Early Learning Information System Project; • Attends Early Learning Information System Project meetings and provides reports and recommendations; • Decides on project changes submitted through the approved Change Control process in terms of budget with a cost less than \$20,000, provided there is forecast remaining project budget in excess of \$200,000 and within other limitations established in the approved Office Early Learning Information System Project Charter; • Decides on changes in scope submitted through the approved Change Control process which do not impact the schedule or budget in excess of the parameters described above; • Reports to the Project Sponsor; • Oversees the Project Management Office for the Project; • Acts as liaison with the Technology Director for resources; • Acts as liaison with the Programmatic Director and other Office personnel for business resources and day-to-day activities; and • For the purposes of this Contract V1013, the Early Learning Information System Project Director also functions as the Office's Project Manager. 	Office or designee



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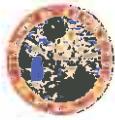
Group/Role Name	Early Learning Information System Governance Role Description	Membership
Change Review Board	<ul style="list-style-type: none"> • Reviews and provides recommendations on project changes submitted through the approved Change Control process in terms of scope, budget and schedule; and • Reports to the Project Director and Project Sponsor as necessary. 	<ul style="list-style-type: none"> • Project Management Office • Programmatic Director • Technology Director • Project Budget Officer • Contract Manager • Contractor Project Manager
Early Learning Information System Project Management Office	<ul style="list-style-type: none"> • Is responsible for day-to-day project oversight; • Provides overall guidance and direction to the Contractor; • Coordinates with the Early Learning Information System Project Director for resources; • Works with Contractor Project Manager to ensure stakeholder needs are met; • Has daily decision making authority; • Oversees, manages and develops project plans at the Office level; • Coordinates with the Program Subject Matter Experts and Technology Subject Matter Experts; • Coordinates project resources, budgets and contract management; • Reviews and provides feedback on project deliverables; • Is responsible for project management areas including scope, risk, quality and change control; • Coordinates project status communications; • Acts as liaison with external agencies as needed; • Acts a member of the Change Review Board; 	Office or designee
Early Learning Information System Project Budget Officer	<ul style="list-style-type: none"> • Controls project budget; • Provides budget related input into project scope and contract change decision making process; and • Acts a member of the Change Review Board. 	Office Budget Director
Early Learning Information System Contract Manager	<ul style="list-style-type: none"> • Acts as the primary point of contact for contractual issues with the Contractor; • Enforces the performance of the contract; • Mediates contract disputes; • Acts a member of the Change Review Board; and • Maintains all contract files and financial information. 	Early Learning Information System Contract Manager



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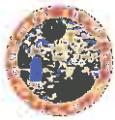
Group/Role Name	Early Learning Information System Governance Role Description	Membership
Early Learning Information System Project Sponsor	<ul style="list-style-type: none"> • Has programmatic decision making authority; • Champions the project within the customer's organization; • Provides guidance on overall strategic direction; • Provides business resources for project success; • Has programmatic responsibility for successful development and implementation of the Project; • Coordinates the Business Subject Matter Experts for participating in project activities; • Reports to the Early Learning Information System Project Director; • Acts a member of the Change Review Board; and • Coordinates the organizational change management effort and activities related to the implementation of Early Learning Information System. 	Office Director designee
Early Learning Information System Technology Director	<ul style="list-style-type: none"> • Has programmatic decision making authority as it relates to IT-related issues; • Champions the project within the customer's organization; • Provides guidance on overall strategic direction; • Provides IT resources for project success; • Has IT strategy responsibility for successful development and implementation of the Project; • Coordinates the Technology Subject Matter Experts for participating in project activities; • Reports to the Early Learning Information System Project Director; and • Acts a member of the Change Review Board. 	Office Director designee
Early Learning Information System Project Ambassadors (Small Group of Early Learning Coalition stakeholders)	<ul style="list-style-type: none"> • Participates in JAD and design sessions; • Reviews and comments on project documents and deliverables; • Disseminates project information and updates to local internal/external stakeholders; • Provides recommendations and advice to the Early Learning Information System Project Director and Early Learning Information System Project Sponsor; • Reviews system functionality and performs user acceptance testing; and • Provides system training support and deployment support. 	Representatives from each Early Learning Coalition



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Group/Role Name	Early Learning Information System Governance Role Description	Membership
Program Subject Matter Experts	<ul style="list-style-type: none">• Reports to the Early Learning Information System Programmatic Director• Provides input on functional requirements;• Participates in project user group meetings and sessions;• Provides input on project activities;• Reviews and comments on project documents and deliverables; and• Disseminates project information and updates to local internal/external stakeholders.	Small group of stakeholders, including Business Unit Manager(s) and Supervisor(s) from the Office and partner agencies
Technology Subject Matter Experts	<ul style="list-style-type: none">• Reports to the Early Learning Information System Technology Director• Provides technical guidance and advice to the Early Learning Information System project team;• Provides advice related to the Office's IT policies and procedure;• Maintains an active dialog with the Early Learning Information System project team related to technical aspects of the Project; and• Gives guidance/advice on other aspects of the Office's IT technical program and process.	Small group of subject matter experts from the Office's IT Department



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Group/Role Name	Early Learning Information System Governance Role Description	Membership
<p>Early Learning Information System Contractor Project Manager</p>	<ul style="list-style-type: none"> • Retains overall responsibility for successful delivery of the Project; • Leads Contractor day-to-day project planning, scheduling, monitoring, and reporting activities; • Reports to the Early Learning Information System Project Management Office; • Works with the Early Learning Information System Project Management Office to seek guidance and direction; • Communicates directly with the Early Learning Information System Project Director and the Early Learning Information System Project Sponsor, when necessary, to present concerns regarding the progression of the project; • Serves as primary point of contact for identification and escalation of project issues, and reports of project status for the Early Learning Information System Project Director or Early Learning Information System Project Management Office; • Determines, monitors, and reviews all project issues and risks; • Is responsible for Contractor's project management activities; • Manages and directs all Contractor staff; • Participates in the Change Review Board; • Approves Contractor project estimate and Contractor project change requests; • Leads the planning and development of project deliverables; • Develops and manages the project schedule and associated tasks; • Maintains all project documentation, including the detailed Project Management Plan; • Ensures adherence to the project management standards and guidelines; • Is responsible for project management areas including scope, risk, quality and change control; • Prepares formal project reports and presentations; • Attends Early Learning Information System Project meetings and provides reports and recommendations; • Works with the Contractor Project Executives on change requests to determine the impact on the project • Ensures planning and development of project deliverables and documentation conform to the Office's standards; and • Facilitates project related meetings as required. 	<p>HP Project Manager</p>

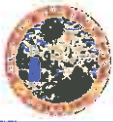


Table 6-5 Early Learning Information System Governance Roles and Responsibilities

6.1.8.3 Decision Framework

The decision framework for the Early Learning Information System project builds on the governance structure defined in the SI contract V1013 by incorporating drivers, accountability, authority, and performance factors into the decision process for each level of governance. Decisions are made at the appropriate level in the governance hierarchy in order to meet project objectives. This decision framework is integrated into each of the Early Learning Information System project processes where decisions are made. Decision making on the Early Learning Information System project is governed by the following questions:

1. Is the decision aligned with factors driving the project for the level of governance making the decision?
2. Is the decision aligned with the accountability of the governance level where it is being made?
3. Does the level of governance making the decision have the most appropriate authority?
4. Is the decision in line with performance concerns for the level of governance making the decision?

This process is depicted in the figure below:

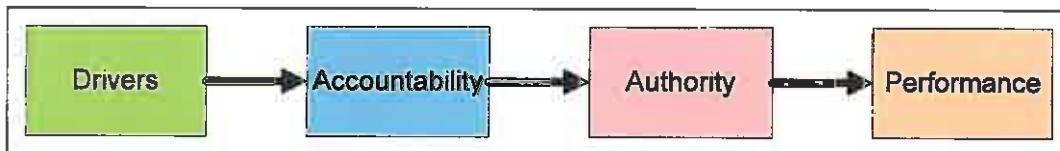
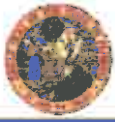


Figure 6-6 Early Learning Information System Decision Framework

Descriptions of these decision factors are listed below:

Drivers: The mission, objects and goals, that are relevant at each level of project governance, are the drivers for decision making at that level of governance. For the Early Learning Information System project, these include the mission and objectives described in previous sections of this document, as well as Florida's Office of Early Learning Guiding Principles. These also include drivers that are specific to each governance level that derive from specific project roles and business goals.

Accountability: Each level of the Early Learning Information System project governance has specific roles and responsibilities appropriate to each level. Accountability for project success flows from those defined roles and responsibilities. Within the roles and responsibilities that make up the accountability for each level of governance, decisions are weighed against decision drivers.



Authority: The basic authority framework for decision rights on the Early Learning Information System project is established in the SI contract V1013. Decision rights are associated logically on the Early Learning Information System project with the level of governance that has accountability for those areas. Prior to making project decisions, the appropriate governance level for the Early Learning Information System project will examine if decision authority exists, or should be handled by a higher or lower level of governance. Within that framework, project processes may include additional decision rights as appropriate to further the project objectives, provided they remain within contractual boundaries and are aligned with the associated accountability and drivers.

Performance: Each level of the Early Learning Information System project governance incorporates specific types of performance concerns appropriate to that level and in alignment with the SI contract V1013. The Early Learning Information System governance and decision framework are structured to provide an integrated performance approach. Performance concerns are aligned with decision authority.

6.1.9 Change Control and Configuration Management

The change management process for the Early Learning Information System project derives its authority from the SI contract V1013. The Change Review Board (CRB) reviews and provides recommendations on project changes in terms of scope, budget and schedule. The CRB reports to the Project Director and Project Sponsor as necessary. The Project Director has decision making authority on project changes submitted through the change control process in terms of budget with a cost less than \$20,000, provided there is forecast remaining project budget in excess of \$200,000. The Project Sponsor has decision making authority that exceeds the limitations of the Project Director. The figure below highlights the change management process for the Early Learning Information System project:

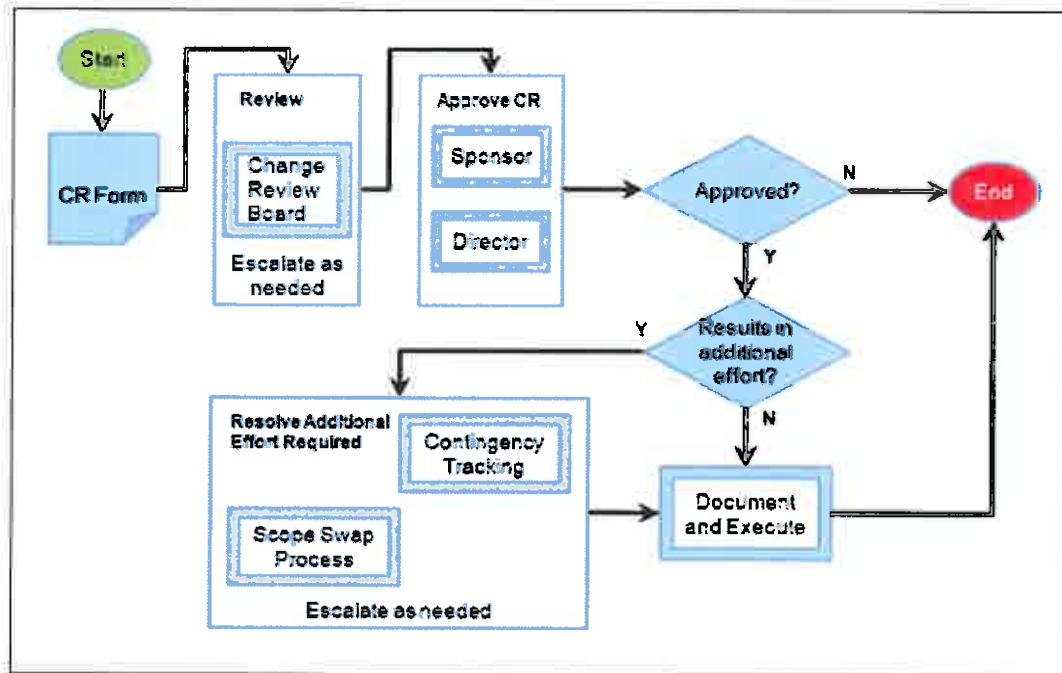


Figure 6-7 Early Learning Information System Change Control Process

Additional details regarding the Early Learning Information System change management process can be found in the following Early Learning Information System deliverables:

- Early Learning Information System PMO Scope and Spend Management Plan
- Early Learning Information System SI Project Management Plan

6.1.10 Risk and Issue Management

The risk and issue management processes for the Early Learning Information System project derives its authority from the SI contract V1013. Risk and issue management activities assist with reporting overall status and health of the Early Learning Information System project. The risk and issue management processes serve as inputs into the decision making process.

6.1.10.1 Risk Management

The figures below highlight the risk management processes for the Early Learning Information System project.

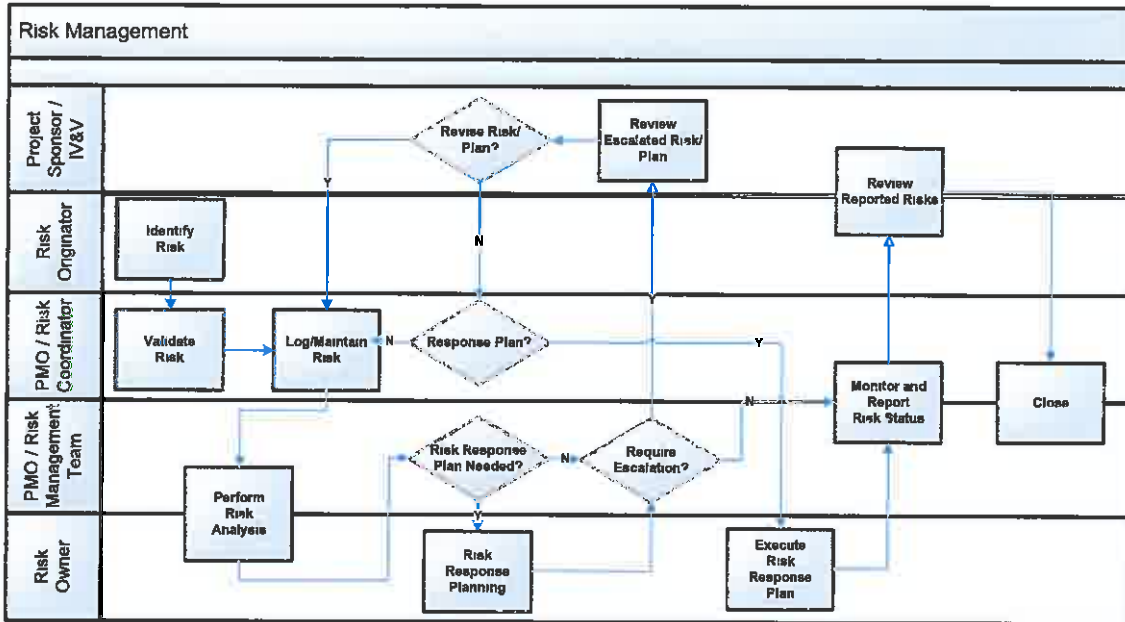


Figure 6-8 Early Learning Information System Risk Management Process



The unique risk management steps are all part of the key activities listed in the table below.

Key Activity	Risk Management Steps	Purpose
Identify and Classify	<p>Identify Risk - create a list of project risks; capture risks identified in meeting minutes, gather risks from stakeholders using workshops and brainstorming, etc.</p> <p>Validate Risk - confirm that the risk has not already been logged, and capture information about the risk</p> <p>Log Risk - add the risk to the tracking tool, assign a unique number, and enter risk details</p>	<p>Make known project risks explicit before they become problems; helps to set expectations and provide a vehicle for reaching consensus - unknown risks cannot be managed</p> <p>Understand risk details in order to select appropriate response technique</p>
Analyze	<p>Perform Risk Analysis - determine the probability and impact of risks, and calculate the risk exposure</p>	<p>Transform the risk data into decision making information, allowing the risks to be prioritized</p>
Respond	<p>Risk Response Planning - determine desired risk strategies and actions, and assign responsibility</p> <p>Execute Risk Response Plan - implement planned actions when risk indicators manifest; determine mitigation effectiveness for continuous improvement</p>	<p>Translate the risk information into strategies and response actions</p> <p>Correct and ensure implementation of mitigation actions as required</p>
Track	<p>Monitor Risk - review and re-examine risks when project situation changes or key milestones are achieved</p> <p>Close - as risks are mitigated or realized, capture key information to use for future mitigation or to resolve resulting issues</p>	<p>Monitor risk indicators and mitigation actions</p> <p>Eventually close each risk by identifying it as either mitigated or realized (realized risks continue to be tracked as issues)</p>



Key Activity	Risk Management Steps	Purpose
Report	ALL STEPS - discuss and review project risks and plans in project status, or other scheduled meetings, when the project situation changes or key milestones are achieved	Enable sharing of critical information throughout the project Facilitate risk management communication

Table 6-9 Early Learning Information System Risk Management Activities

6.1.10.2 Issue Management

The issue management process for the Early Learning Information System project is similar to the risk management process in that it is a structured and repeatable approach intended to remove problems that threaten project objectives. Instead of mitigation plans intended to reduce the severity of the potential consequences, issues have resolution plans intended to reduce the severity of the existing problems. Because many concepts are applicable to both processes, this section will focus on how issue management differs from risk management rather than repeat each concept.

The Issue Register is managed by the Issue Coordinator (who may be the same PMO team member as the Risk Coordinator). As with risks, issues are assigned owners responsible for executing resolution plans. Also similar to risks, issues may have detailed resolution plans or high-level resolution action items. The disposition of open issues is communicated in project status reports so that the PMO can follow up on their resolution action items.

The issue management process consists of the following activities:

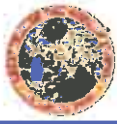
- Identify issues as one of three types: realized risks, new issues and decisions
- Resolve issues using the appropriate strategy, which includes resolution action items and corrective action plans where necessary

Additional details regarding the Early Learning Information System risk and issue management processes can be found in the following Early Learning Information System deliverables:

- Early Learning Information System PMO Risk and Issue Management Plan
- Early Learning Information System SI Project Management Plan, Risk and Issue Management subcomponents

6.1.11 Early Learning Information System Project Scope

The scope of the Early Learning Information System project defines all of the work, and only the work, necessary to accomplish the purpose and objectives of the project.



6.1.11.1 Scope Statement

The scope of this project will include design, development, testing, user training and state-wide implementation of a new Office technology system that supports business processes listed in the next two sections.

6.1.11.2 OEL Processes That Will Be Implemented in Early Learning Information System

The following table contains a listing of the 9 OEL As-Is Processes (out of 16) and the 7 OEL To-Be Processes (out of 13) that have been selected for implementation in Early Learning Information System.

OEL As-Is Model		OEL To-Be Model	
As-Is Functional Group	Process Name	To-Be Functional Group	Process Name
Administer Program	Reimburse ELC Invoice	Grants and Financial Management	Process ELC Invoice
	Cash Receipts	Program Support	Process Cash Receipts
	OEL Statewide Contract Management - Invoicing		Manage Statewide Contracts
	CCEP Grant Management	Policy, Planning and Program Management	Develop Policy and Manage Programs
Oversight of Services & Activities	Program Monitoring - Eligibility File Review	Monitoring and Quality Management	Monitor Program and Instructor Eligibility
	Financial Monitoring - Grants Spending and Reconciliation	Grants and Financial Management	Monitor and Reconcile ELC Grant Utilization
	Financial Monitoring - Grants Usage		<i>(combined into Monitor and Reconcile ELC Grant Utilization)</i>
Quality Improvement / Availability of Services	Child Care Resource & Referral	Policy, Planning and Program Management	<i>(Combined into Develop Policy and Manage Programs)</i>
	Provide Data Quality and Support	Program Support	Maintain Data Quality and Provide Service Support

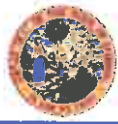
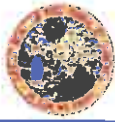


Table 6-10 Florida's Office of Early Learning Business Processes in Scope for the Early Learning Information System Project



6.1.11.3 ELC Processes That Will Be Implemented in Early Learning Information System

The following table contains a listing of the 16 ELC As-Is processes (out of 20) and the 14 ELC To-Be processes (out of 18) that have been selected for implementation in Early Learning Information System.

ELC As-Is Model		ELC To-Be Model	
As-Is Functional Group	Process Name	To-Be Functional Group	Process Name
CCR&R	Childcare Resource & Referral	Resource and Referral	Childcare Resource & Referral
	Provider On-boarding and Management	Service Management	Provider On-boarding and Management
Eligibility and Enrollment	SR Eligibility Determination	Intake (<i>new group</i>) (Wait list placement is now included in CCR&R process)	Enrollment (<i>new</i>)
	SR Enrollment		Wait List Management
	VPK Eligibility Determination		
	VPK Enrollment		
	Wait List Management	Case Management (<i>new group</i>)	
	SR Eligibility Re-Determination		VPK Re-enrollment / SR Provider Transfer
	Provider Transfer		Guardianship Transfer
	No matching process		Child Screening (<i>new</i>)
Monitoring and Oversight	No matching process	Service Management	Provider Quality Monitoring and Improvement
	Attendance Auditing		(combined with Provider Quality Monitoring and Improvement)
Back Office / Financial	Attendance Management	Attendance Management	Attendance Roster Processing
	Attendance Payment Adjustment		Attendance Payment Adjustment



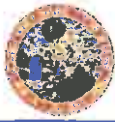
ELC As-Is Model		ELC To-Be Model	
As-Is Functional Group	Process Name	To-Be Functional Group	Process Name
	Monthly Close & Provider Payment	Financial Management	Close Out
	ELC Invoicing		(combined with Close Out)
	Collections		Collections
	Slot Management	ELC Planning & Quality management (new group)	Slot Management

Table 6-11 Early Learning Coalition Business Processes in Scope for the Early Learning Information System Project

6.1.11.4 Project Deliverables

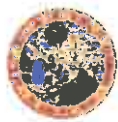
Listed below are the major Early Learning Information System project deliverables by project phase:

Project Phase	Deliverable Description
Early Learning Information System Planning	IV&V, PMO and SI planning deliverables including Project Charters, Project Management Plans, Baseline Assessment, Infrastructure Plan, Hardware and Software Procurement Plan
Early Learning Information System Requirements Validation	SI deliverables for Business Process Reengineering, Software Requirements Specification, Requirements Traceability Matrix, and Interface Requirements Specification
Early Learning Information System Functional and Technical Design	Functional and Technical designs, SI deliverables for Data Conversion, Security, Business Processes and Interfaces
Early Learning Information System Development	SI deliverables for Early Learning Information System System Code and Unit Test, as well as planning deliverables for subsequent phases including Training, User Acceptance, Pilot and Implementation
Early Learning Information System User Acceptance	Early Learning Information System Training and User Acceptance Testing deliverables



Project Phase	Deliverable Description
Early Learning Information System Pilot	SI Operational Production Pilot Report
Early Learning Information System Implementation	SI statewide phased Early Learning Information System rollout; Maintenance and Operations Planning deliverables

Table 6-12 Early Learning Information System Project Deliverables by Project Phase



6.1.12 Early Learning Information System Project Implementation Approach and Timeline

Early Learning Information System will be a single state-of-the-art complex enterprise system integrating 34 disparate systems within Florida’s Office of Early Learning. The Office’s approach to execute this project is depicted in the figure below.

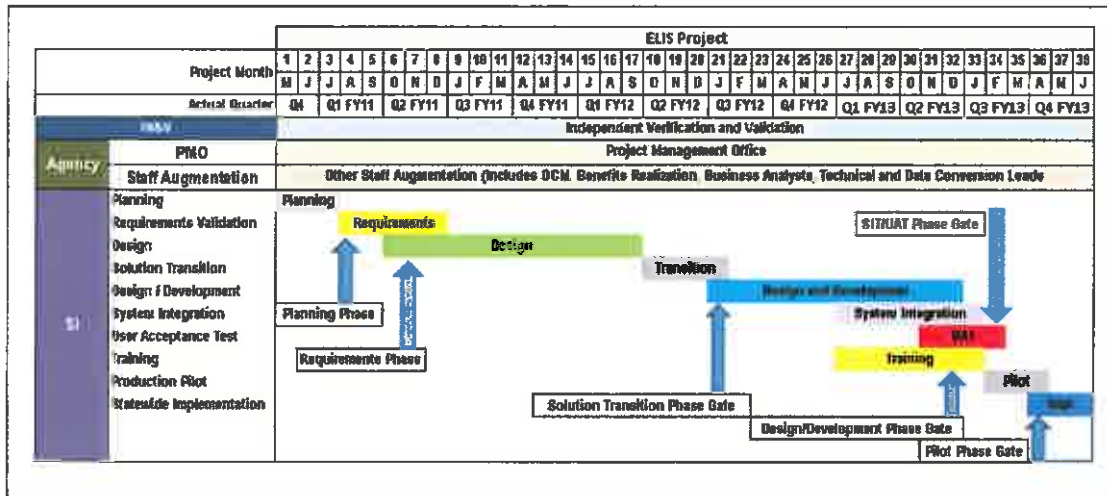


Figure 6-13 Early Learning Information System Project Implementation Approach and Timeline

6.1.13 WBS Architecture

The project schedule will have a Work Breakdown Structure (WBS) that is aligned with the high level phase structure of the Systems Development Life Cycle (SDLC) described in the SI contract V1013. The integrated master schedule (IMS) is developed combining the work stream project schedules for the IV&V, the Project Management Office (PMO) and the System Integrator (SI) Hewlett-Packard. The IMS will exhibit the following WBS structure:

- WBS Level 0 will contain the Florida Early Learning Information System project name
- WBS Level 1 will contain the following work streams:
 - Early Learning Information System IV&V
 - Early Learning Information System PMO
 - Early Learning Information System SI
- WBS Level 2 will contain key project phases from the project start up to the close down at completion.
- WBS Level 3 will contain further breakdown for the particular phase of the project. In the example above, the execution phase is broken down into the contract defined phases of the Early Learning Information System project with



the addition of another structure to capture the user acceptance testing and production environment procurement and implementation tasks.

- WBS Level 4 and lower will contain the project deliverables associated for each phase and further elaborated tasks and assigned resources. The tasks that included integration points between the Early Learning Information System PMO schedule and Early Learning Information System SI schedule will be linked in the IMS. For example, this includes tasks where the Early Learning Information System SI is producing deliverables that require resources for review cycles by the Early Learning Information System PMO or the Office.

Figure 9 below illustrates the WBS architecture, expanding the execution phase of the integrated master schedule.

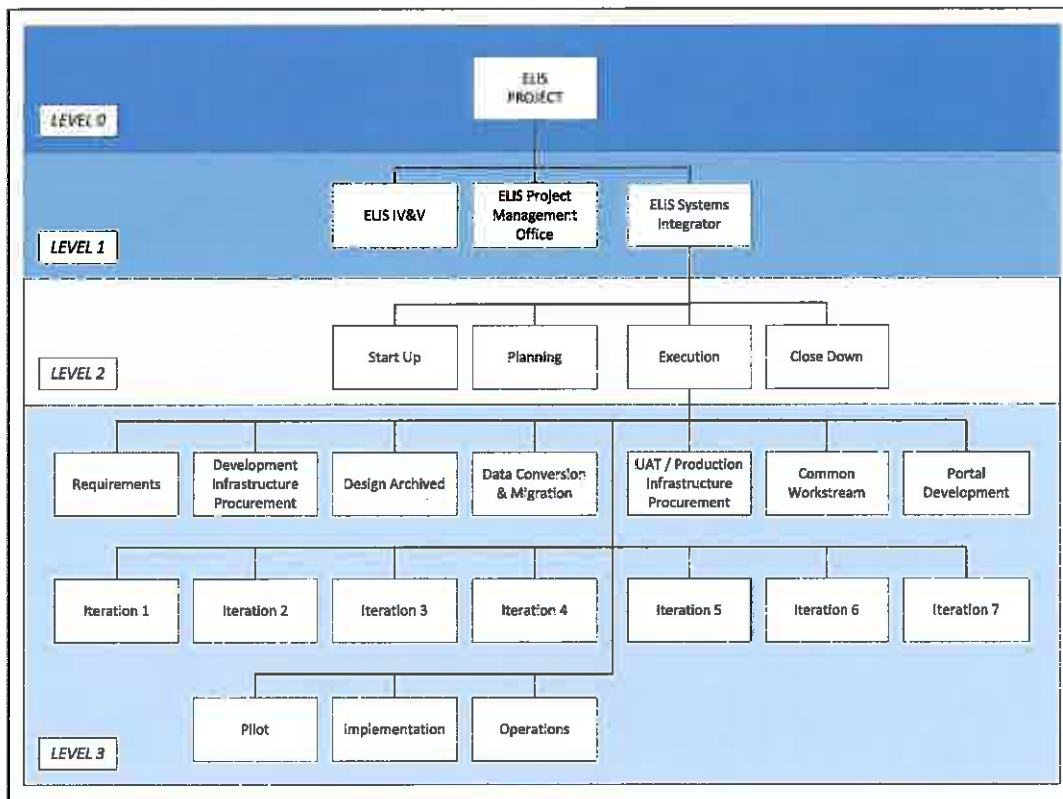


Figure 14: Early Learning Information System Work Breakdown Structure (WBS) Architecture



6.1.14 Project Schedule

The project schedule below has been updated to include revised delivery dates for future project phases and related deliverables based on acceptance of the SI Corrective Action Plan (CAP). The CAP was accepted by OEL on 11/14/2011. The summary below contains the key project milestones.

Schedule Task	Start	Actual Start	Finish	Actual Finish
Start Up	5/17/2010	5/17/2010	5/24/2010	5/24/2010
Planning	5/26/2010	5/26/2010	7/28/2010	7/28/2010
Planning Phase Acceptance Criteria	5/26/2010	5/26/2010	6/23/2010	6/23/2010
Project Scope Statement	6/3/2010	6/3/2010	6/29/2010	6/29/2010
Project Plan	6/10/2010	6/10/2010	7/28/2010	7/28/2010
HW/SW Procurement Plan	6/7/2010	6/7/2010	7/27/2010	7/27/2010
Infrastructure Plan	6/7/2010	6/7/2010	7/21/2010	7/21/2010
Execution	7/1/2010	7/1/2010	7/17/2014	NA
Requirements	7/1/2010	7/1/2010	2/7/2011	2/7/2011
Development Infrastructure Procurement	8/2/2010	8/2/2010	11/5/2010	11/5/2010
Design - Archived	8/3/2010	8/3/2010	11/15/2011	11/15/2011
Solution Transition	10/7/2011	10/7/2011	1/23/2012	NA
Data Conversion & Migration	1/13/2011	1/13/2011	10/8/2012	NA
Iteration 1	6/14/2011	6/14/2011	4/4/2012	NA
UAT/Prod Environment Infrastructure Procurement	11/16/2011	NA	7/16/2012	NA
Common Work stream	12/1/2011	NA	10/22/2012	NA
Portal Development	12/9/2011	NA	10/26/2012	NA
Iteration 2	11/23/2011	NA	4/19/2012	NA
Iteration 3	2/2/2012	NA	6/5/2012	NA
Iteration 4	3/30/2012	NA	10/12/2012	NA
Iteration 5	3/30/2012	NA	12/19/2012	NA
Iteration 6	4/30/2012	NA	1/24/2013	NA
Iteration 7	5/15/2012	NA	2/20/2013	NA
Pilot	11/16/2011	NA	4/19/2013	NA
Implementation	3/7/2012	NA	6/28/2013	NA
Operations	7/6/2012	NA	7/17/2014	NA
Close Down DDI	5/21/2013	NA	7/15/2013	NA
Project Administrative Reporting	6/18/2013	NA	6/28/2013	NA
Administrative Project Closure Report	5/21/2013	NA	7/15/2013	NA

Table 6-15 Early Learning Information System Project Schedule



6.2 PROJECT QUALITY CONTROL

Purpose: To understand project quality requirements and ensure that effective quality control processes and procedures are in place and operational in time to support the needs of the project.

Quality management includes creating and following policies and procedures in order to ensure that a project meets the defined needs it was intended to meet. A high quality project is one which is completed with no deviations from the project requirements.

Quality management includes quality planning, quality assurance, and quality control.

6.2.1 Quality Planning

Quality was considered during the development of the Early Learning Information System Project Charter, scope, deliverable definitions.

A Quality Management Plan has been developed by the system integrator vendor and approved by OEL. The plan will address the following, as a minimum:

- Adoption of existing quality standards for managing the Early Learning Information System project;
- Creation of additional project-specific standards, as required;
- Determining the work that will be performed in order to meet quality standards;
- Procedures for balancing project quality needs will against the constraints of scope, cost, schedule, and risk; and
- Integration of the quality management plan into the project management plan.

The Quality Management Plan will specify the following:

- Assignment to specific quality management duties to individuals and/or roles in the Early Learning Information System project organization;
- Quality reporting requirements – content and frequency;
- Which metrics will be employed, including who will take measurements, how the measurements will be taken and recorded (e.g. units), frequency, etc.;
- Who will assemble and analyze the measurements; and
- Which components of the project or deliverables are to be measured and when.

6.2.2 Quality Assurance

Quality assurance consists of actions taken – primarily during the project execution phase – to ensure that the Early Learning Information System project is complying with approved project policies and processes.

Quality assurance actions to be specified in the Quality Management Plan include:



- Assigning responsibility for the pursuit of continuous process improvement to every member of the Early Learning Information System project team;
- Creating quality checklists to use as job aids for each frequently repeated project process;
- Performing periodic quality audits to determine in project activities comply with project policies and processes;
- Assigning corrective actions to specific individuals in response to deficiencies noted in quality audits and tracking progress until the action is completed;
- Considering making changes whenever a recurring pattern of quality deficiencies is recognized for a particular process; and
- Recommending changes and corrective actions will be submitted using the project's approved integrated change control procedures.

6.2.3 Quality Control

Quality control refers to measurements taken of Early Learning Information System project resources, activities, and results, during the project monitoring and controlling phase, as specified in the approved Quality Management Plan. Quality assurance focuses on processes, while quality control focuses on outcomes.

Early in the project, a quality baseline will be established for all elements specified in the Quality Management Plan. This will enable all members of the project team to know what is expected and so they assess the quality of the project while the work is being done.

Quality control actions to be specified in the Quality Management Plan include:

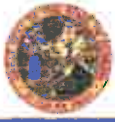
- Defining the specific project results that will be measured and compared against approved quality standards;
- Implementing approved changes to the quality baseline, as necessary;
- Identifying quality improvements that are needed whenever approved quality standards are not met;
- Repairing defects and curing deliverables;

Recommending changes, corrective actions, preventive actions and defect repairs using the project's approved integrated change control procedures.

6.3 EXTERNAL PROJECT OVERSIGHT

Purpose: To understand any unique oversight requirements or mechanisms required by this project.

6.3.1 Independent Verification and Validation (IV&V)



The Early Learning Information System project is being supported by an experienced Independent Verification and Validation (IV&V) vendor with objective, experienced and knowledgeable staff to make recommendations for improvement and provide proactive risk mitigation to the project. The IV&V vendor's roles and responsibilities have been specified in the IV&V vendor contract.

The methodology employed is based on PMI guidelines published in the PMBOK and on the IEEE Standard for Software Verification and Validation (IEEE Std 1012-1998).

The IV&V vendor monitors and validates that the systems integrator vendor:

- Complies with the terms of the contract,
- Performs and provides deliverables to the satisfaction of DCF and the ACF,
- Fulfills the technical and non-technical requirements of the contract,
- Completes the project within the expected timeframe (December 2007),
- Demonstrates value and is committed to achieving the goals outlined by DCF, and,
- Acts in the best interests of OEL and surfaces issues in a timely and comprehensive manner.

The IV&V vendor is also responsible for the following:

- Providing an independent, forward looking perspective on the project by raising key risks, issues and concerns and making actionable recommendations to address them.
- Enhancing understanding of the progress, risks and concerns relating to the project and provide information to support sound business decisions and proactive action on potential issues.
- Providing ongoing advice and direction to the Project Steering Committee and the Executive Management Team through each phase of the project.
- Conducting a review of the system integrator's project plans, resource commitments and project management processes to help ensure they are fully aligned with the expectations of OEL.

Throughout the project lifecycle, the IV&V vendor will periodically provide a written evaluation of the Early Learning Information System project. Each evaluation will include an assessment of the project team's effectiveness by evaluating processes and tools against ten disciplines of Project Management identified below:

1. Schedule Management;
2. Budget/Cost Management;
3. Business Objectives Alignment;
4. Risk Management;



5. Issue Tracking and Management;
6. Organizational Readiness;
7. Project Management;
8. Resource Management;
9. Scope Management; and
10. Deliverable Quality Assurance.

These reviews are intended to increase the likelihood that the project will successfully achieve its goals and will report the project's strengths, areas that need improvement and make recommendations.

The results of the IV&V Assessment will be compiled in formal IV&V reports generated for each phase of the project and will be distributed to stakeholders in accordance with the Early Learning Information System Project Communication Plan.

6.4 ORGANIZATIONAL CHANGE MANAGEMENT

Purpose: To increase the understanding of the key requirements for managing the changes and transformation that the users and process owners will need to implement for the proposed project to be successful.

OEL has initiated an organizational change (OCM) process as part of the development and deployment of Early Learning Information System. The objectives for the OCM process are as follows:

1. determine the current state of ELC staff and their service provider readiness for the coming organizational transformation;
2. establish criteria that ELCs will need to attain before transitioning onto the Early Learning Information System system; and
3. develop an action plan to help each of the ELCs to achieve their required readiness.

The OCM process has identified the resources, staff and activities that the ELCs will need to increase their readiness for Early Learning Information System.

Volunteers (Ambassadors) have been appointed by each ELC director to act as liaison with the Early Learning Information System project team and to take a leadership role in managing change in their organization and for the parents/guardians and providers in their service area. A plan for training the Early Learning Information System user community in the principles of organizational change management has been developed it ready to commence.

An Organizational Change Management plan has been developed and approved by OEL.



6.5 PROJECT COMMUNICATION

Purpose: To ensure that effective communication processes are in place to disseminate information and receive feedback from users, participants, and other project stakeholders to facilitate project success.

A communication plan has been already developed and approved by OEL. The purpose of the Communication Plan is to document identified communication needs and to establish a structured process that will be used to address those needs.

The overall goal of the communication effort is to provide all stakeholders, both internal and external to Florida's Office of Early Learning, with the information they need in a timely, effective manner. The communications objectives are to:

- identify key stakeholder audiences,
- provide communications in ways, and on a schedule that will meet each audience's unique needs,
- provide feedback mechanisms, with measures where possible, to determine the effectiveness of the communications delivered to each audience, and
- adjust the communication plan and strategies to better meet stakeholder needs, based on feedback

Each phase of the project will use proven communication practices. These include the following:

- regular status meetings and written status reports;
- milestone reviews;
- clear assignment roles and responsibilities;
- a prompt and rigorous review of all contract deliverables;
- regular feedback to the system integrator vendor;
- regular review and active resolution of project issues and risks;
- a periodic formal project evaluation;
- periodic demonstrations of the system; and
- access to a carefully-managed project artifact repository.

Disseminating knowledge about the Early Learning Information System Project is essential to the project's success. Project sponsors, core project team members and key stakeholders are participants in the project and must be kept informed of the project status and how changes will affect them. Stakeholder participation is increased and sustained when they kept informed and frequently receive a consistent message about the progress, goals and benefits of the project.

Successful communication involves passing information in three directions: top-down, bottom-up, and middle-out.



Top-Down

It is crucial that all participants in this project sense a high degree of executive support and guidance for this effort. The executive leadership of the organization (including the project sponsor) needs to speak with a unified, enthusiastic voice about the project and what it holds for everyone involved. The project will require dedicated, 'hands-on' organizational change management if it is to be successful. Not only will the executives need to speak directly to all levels of the organization, they will need to listen to all levels as well. The transition from the business practices of today to the new practices envisioned for tomorrow will be driven by confident and convincing leadership.

Bottom-Up

To ensure the buy-in and confidence of the staff that will be directly involved in bringing the proposed changes to reality, it will be important to communicate to them the way in which the new processes were created. If their perception is that the core project team created the proposed changes in isolation then resistance is likely to occur. If, on the other hand, there is broad understanding that input was received from all levels of the organization, acceptance and adoption of the changes will increase.

Middle-Out

Full support at all levels of management is important for sustainable improvement. At this level (as with all levels), there must be an effort to find and communicate the specific benefits of the changes. People need a personal stake in the success of the project management practices.

Communication will be an ongoing function within the Early Learning Information System project and will be directed toward internal and external stakeholder groups. The Communications Team will work closely with stakeholder groups to insure that communications needs are met, and will adjust methods and frequency as indicated by feedback received.

Maintenance - The Early Learning Information System Communication Plan and Stakeholder Communications Matrices are not intended as static documents. These documents will evolve over the life of the project. Communications strategies will change as the needs of the stakeholders change.

Implementation - Existing communication events and vehicles will be used as much as possible to facilitate Early Learning Information System communications. This might include standing meetings, the internet, the OEL intranet, newsletters, and conferences/workshops.

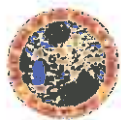
Distribution - The Early Learning Information System Communication Plan, along with Stakeholder Communication Matrices, is available through the Early Learning Information System Project repository on SharePoint.

Communications Matrices provide specific strategies for each stakeholder group. The Matrices function as the day-to-day working tool and be updated as events and stakeholder needs indicate.



6.6 SPECIAL AUTHORIZATION REQUIREMENTS

There are no special authorization requirements for the Early Learning Information System project.



20120123 - Early Learning Information System Schedule IV-B FY2011-12 v1 01

Final

END OF DOCUMENT

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 Education						
Contact Person:	Lois Tepper, Interim General Counsel	Phone Number:	850-245-0442				
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<u>Kim Cook et al., v. Tony Bennet et al.</u>						
Court with Jurisdiction:	U.S. District Court Northern District of Florida						
Case Number:	Case No. 1:13-cv-00072-MW-GRJ						
Summary of the Complaint:	Plaintiffs challenge the constitutionality of SB 736, which is codified throughout Chapter 1012, F.S., and the teacher evaluation policies the Defendant School Boards have adopted to comply with the Act, as implemented by the Florida State Board of Education and the Department of Education.						
Amount of the Claim:	\$ unspecified						
Specific Statutes or Laws (including GAA) Challenged:	SB 736 (2011), Chapter 2011-1, 1012.34						
Status of the Case:	The case is on appeal with briefs pending.						
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel					
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management					
	<input type="checkbox"/>	Outside Contract Counsel					
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	<p>Not a class action</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ron Meyer Meyer, Brooks, Demma and Blohm</td> <td style="width: 50%;">Pamela Cooper Florida Education Assoc.</td> </tr> <tr> <td>Alice O'Brien Lisa Powell National Education Association</td> <td></td> </tr> </table>			Ron Meyer Meyer, Brooks, Demma and Blohm	Pamela Cooper Florida Education Assoc.	Alice O'Brien Lisa Powell National Education Association	
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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 Education				
Contact Person:	Lois Tepper, Interim General Counsel	Phone Number:	850-245-0442		
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<u>Citizens for Strong Schools, Inc., et al. v. Florida State Board of Education, et al.</u>				
Court with Jurisdiction:	Second Judicial Circuit, in and for Leon County, Florida				
Case Number:	Case No. 09-CA-4534				
Summary of the Complaint:	Plaintiffs allege that the State has failed to adequately provide for a uniform, efficient, safe, secure, and high quality system of free public schools that allows students to obtain a high quality education.				
Amount of the Claim:	\$ unspecified				
Specific Statutes or Laws (including GAA) Challenged:	Article IX, Section 1, Florida Constitution (1998)				
Status of the Case:	Case is in discovery with trial most likely to be in the fall of 2015.				
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel			
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management			
	<input checked="" type="checkbox"/>	Outside Contract Counsel			
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	<p>Not a class action</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Neil Chonin Jody Siegel Natalie Maxwell (Southern Legal Counsel, Inc.) Timothy McLendon Deborah Cupples (University of College of Law) </td> <td style="width: 50%; vertical-align: top;"> Jon L. Mills Elan M. Nehleber (Boies Schiller & Flexner) </td> </tr> </table>			Neil Chonin Jody Siegel Natalie Maxwell (Southern Legal Counsel, Inc.) Timothy McLendon Deborah Cupples (University of College of Law)	Jon L. Mills Elan M. Nehleber (Boies Schiller & Flexner)
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Agency:	Department of Education				
Contact Person:	Lois Tepper, Interim General Counsel	Phone Number:	850-245-0442		
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<u>Tom Faasse v. Rick Scott, Governor of Florida, Pam Bondi, Attorney General of Florida, Jeff Atwater, Chief Financial Officer, Adam Putnam, Commissioner of Agriculture in their official capacities and as a member of the Cabinet and head of the Florida Department of Revenue and Pam Stewart, Commissioner of Education</u>				
Court with Jurisdiction:	Second Judicial Circuit, in and for Leon County, Florida				
Case Number:	Case No. 14-CA-1859				
Summary of the Complaint:	The Plaintiffs claim SB 850 (Ch. 2014-184) validates the single subject rule found in Article III, Section 6, Florida Constitution.				
Amount of the Claim:	\$ unspecified				
Specific Statutes or Laws (including GAA) Challenged:	SB 850 – Single Subject Article III, Section 6, Florida Constitution (1998)				
Status of the Case:	Pending at the trial court. Parents of Students with Disabilities have moved to Intervene. Plaintiffs filed a Motion for Summary Judgment on August 18, 2014.				
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel			
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management			
	<input checked="" type="checkbox"/>	Outside Contract Counsel			
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	<p>Not a class action</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Ronald G. Meyer Jennifer S. Blohm Lynn C. Hearn (Meyer, Brooks, Demma & Blohm, P.A.) Gregory Munson Gunster, Yoakley & Stewart, P.A. </td> <td style="width: 50%; vertical-align: top;"> Pamela L. Cooper William A. Spillias (Florida Education Assoc.) </td> </tr> </table>			Ronald G. Meyer Jennifer S. Blohm Lynn C. Hearn (Meyer, Brooks, Demma & Blohm, P.A.) Gregory Munson Gunster, Yoakley & Stewart, P.A.	Pamela L. Cooper William A. Spillias (Florida Education Assoc.)
Ronald G. Meyer Jennifer S. Blohm Lynn C. Hearn (Meyer, Brooks, Demma & Blohm, P.A.) Gregory Munson Gunster, Yoakley & Stewart, P.A.	Pamela L. Cooper William A. Spillias (Florida Education Assoc.)				

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:	<u>Board of Govenors</u>		
Contact Person:	<u>Vikki Shirley</u>	Phone Number:	<u>850-245-0430</u>
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<u>None to report</u>		
Court with Jurisdiction:			
Case Number:			
Summary of the Complaint:			
Amount of the Claim:	\$		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:			
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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:	Office of Early Learning, Florida Department of Education		
Contact Person:	Maggi O’Sullivan Parker	Phone Number:	(850) 717-8550
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Children’s Playskool, LLC, v. Early Learning Coalition of Flagler and Volusia Counties, Inc., and the Florida Department of Education Office of Early Learning.		
Court with Jurisdiction:	Florida 7 th Judicial Circuit Court (Volusia County)		
Case Number:	2014 11337 CIDL		
Summary of the Complaint:	Plaintiff filed a writ of certiorari claiming coalition improperly terminated provider’s participation in School Readiness Program. Raises claims of due process, failure to engage in rulemaking and whether coalitions are instrumentalities of the state.		
Amount of the Claim:	Unspecified. Seeks stay of termination of contract, due process as to contract termination, rulemaking, actual damages, Plaintiff’s costs and expenses, and all other appropriate relief.		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 1002, Part IV, Florida Statutes. Specifically Sections 1002.82 and 1002.91, Florida Statutes.		
Status of the Case:	As of October 6, 2014, parties have responded to judge’s order to show cause and pleadings are complete.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel: Maggi O’Sullivan Parker	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Not a class action Plaintiff's Counsel: Christopher T. Byrd The Byrd Law Group, P.A. 3505 Lake Lynda Drive, Suite 200 Orlando, Florida, 32817
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Office of Policy and Budget – July 2014

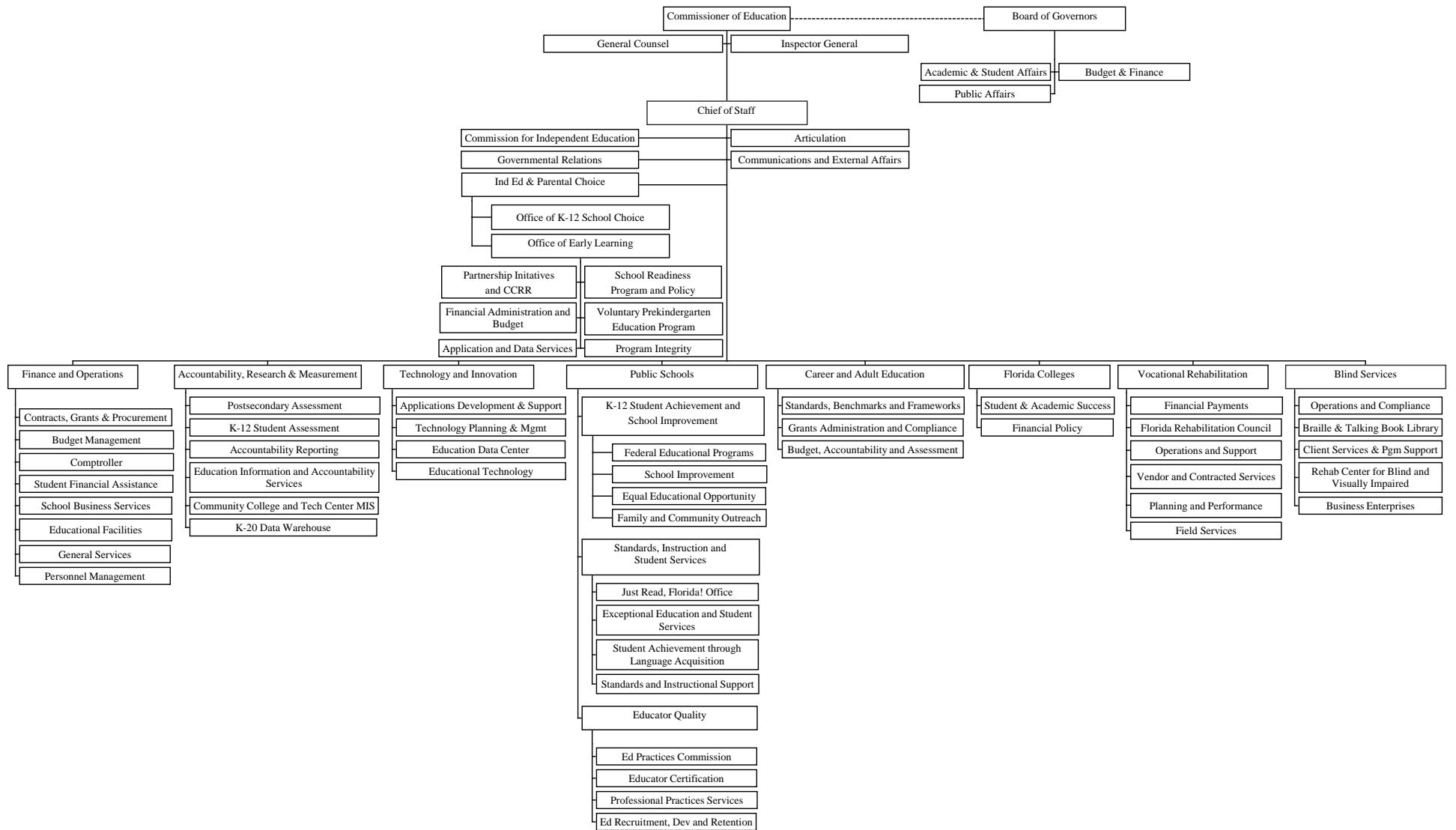
Schedule VII: Agency Litigation Inventory

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

Agency:	Office of Early Learning, Florida Department of Education		
Contact Person:	Maggi O’Sullivan Parker	Phone Number:	(850) 717-8550
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Citizens for Strong Schools Inc. v. Florida State Board of Education, et al		
Court with Jurisdiction:	Florida 2 nd Judicial Circuit Court (Leon County)		
Case Number:	37 2009 CA 004534		
Summary of the Complaint:	<p>Plaintiffs allege the state is breaching its paramount duty to provide a high quality system of free public schools as required by Article IX of the Florida Constitution. Plaintiffs also attacking Charters, McKay and FTC as not uniform and unequal, and VPK program as not meeting requirements of Article IX.</p> <p>(VPK allegations, which involve this office, were only added to amended complaint in 2014)</p>		
Amount of the Claim:	Unspecified. Seeks remedial plan and ongoing jurisdiction to enforce compliance with the plan.		
Specific Statutes or Laws (including GAA) Challenged:	Article IX of the Florida Constitution.		
Status of the Case:	As of October 6, 2014, the case is in pre-trial and discovery phase. There is a pending motion to dismiss the VPK portion of the complaint.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	x	Agency Counsel: Maggi O’Sullivan Parker	
	x	Office of the Attorney General or Division of Risk Management	
	x	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>Not a class action Plaintiff's Counsel: Southern Legal Counsel, Inc. Boies Schiller & Flexner Egan, Lev and Siwica</p>
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FLORIDA DEPARTMENT OF EDUCATION



Authorized Positions:

State Board of Education	1,019.50
Vocational Rehabilitation	931.00
Division of Blind Services	299.75
Board of Governors	63.00
Office of Early Learning	100.00
TOTAL	2,413.25

**Board of Governors General Office
Organizational Chart
Oct-14**

63

Office of the Chancellor

11

Office of Academic and Student Affairs

16

Office of Budget and Finance

13

Facilities

3

Information Resource Management

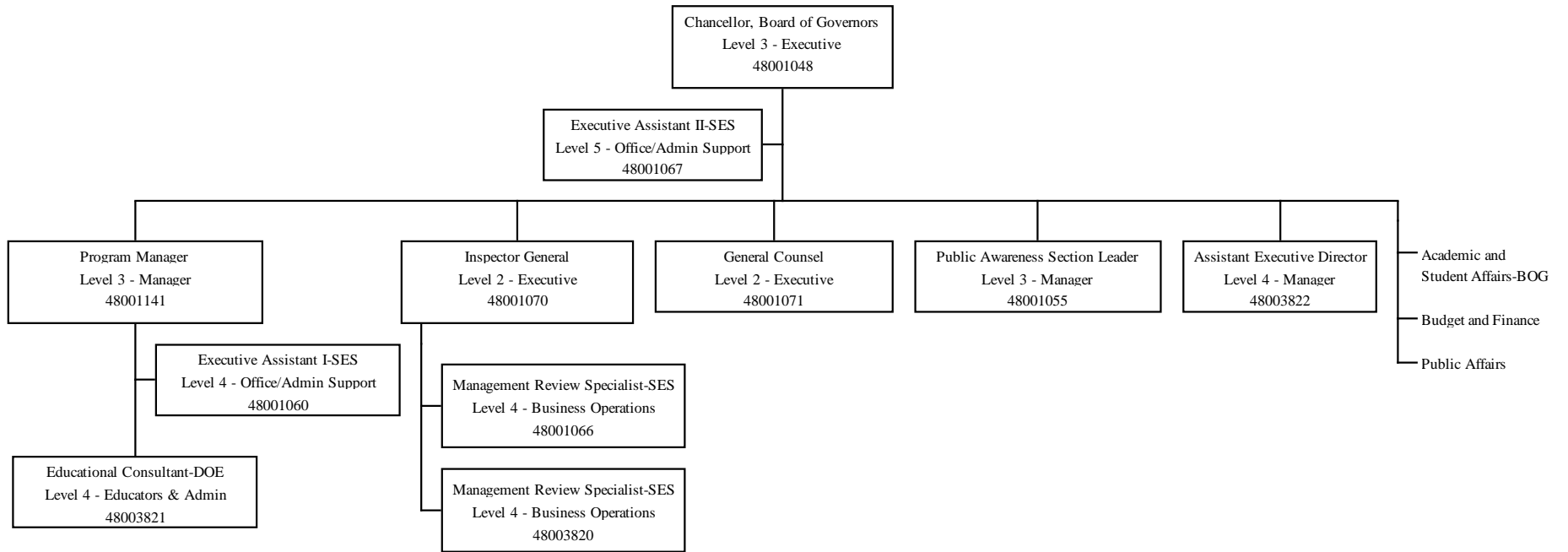
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Office of Public Affairs

3

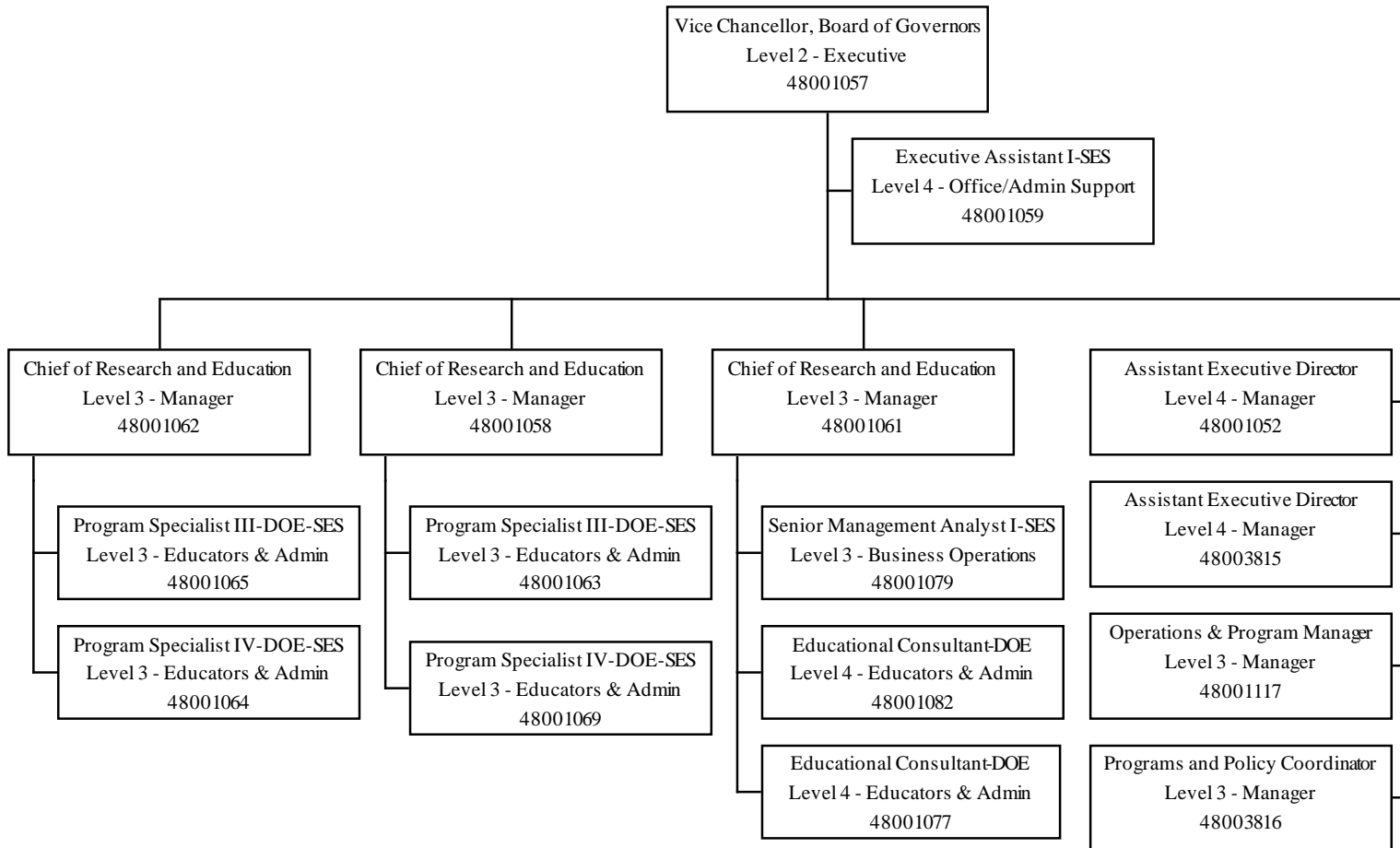
FLORIDA DEPARTMENT OF EDUCATION
 BOARD OF GOVERNORS
 OFFICE OF THE CHANCELLOR

DBS: 701001



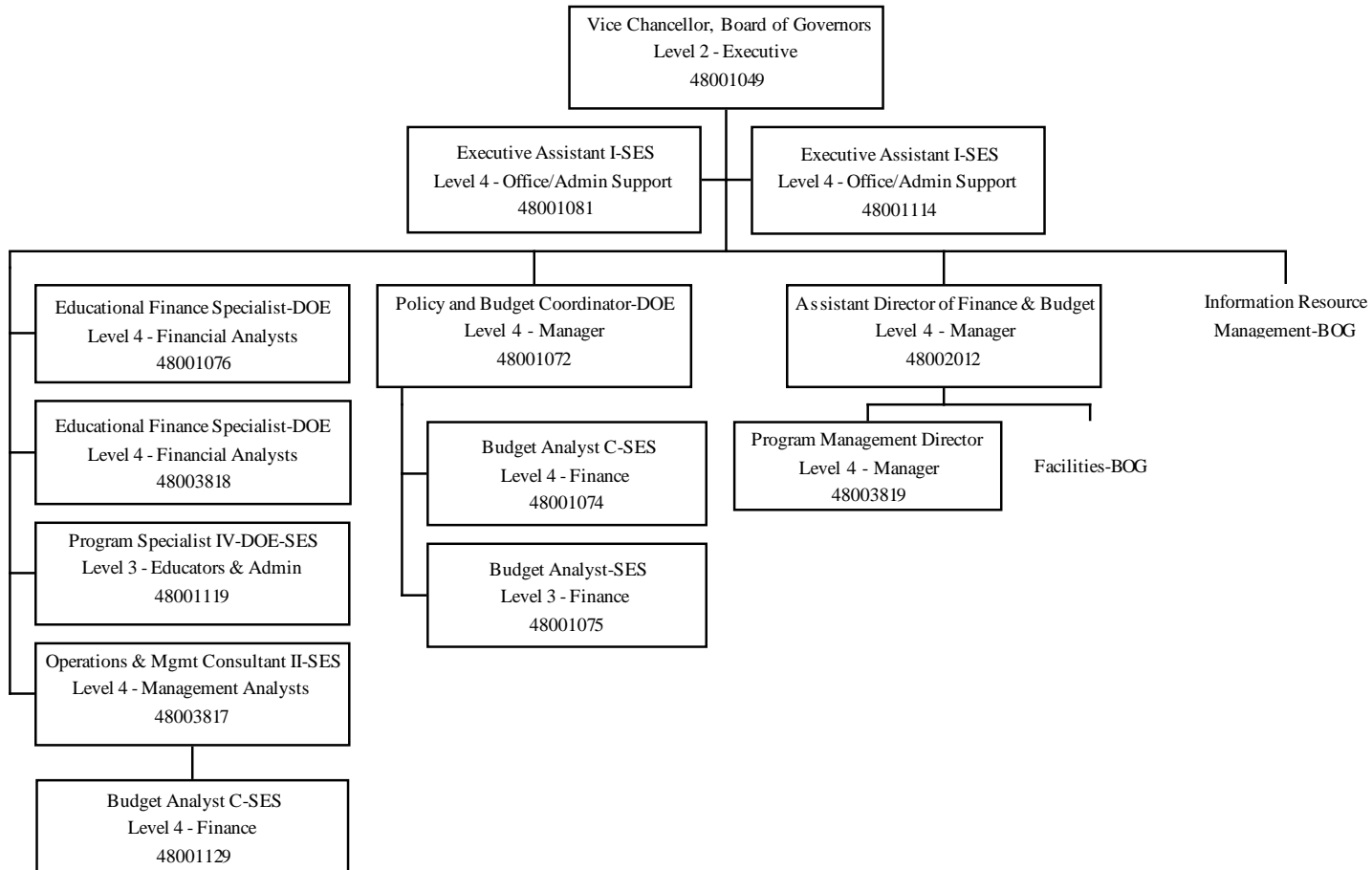
FLORIDA DEPARTMENT OF EDUCATION
 BOARD OF GOVERNORS
 ACADEMIC AND STUDENT AFFAIRS-BOG

DBS: 702001



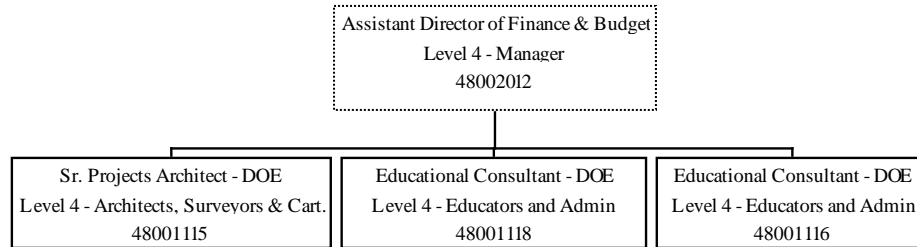
FLORIDA DEPARTMENT OF EDUCATION
 BOARD OF GOVERNORS
 BUDGET AND FINANCE

DBS: 703001



FLORIDA DEPARTMENT OF EDUCATION
BOARD OF GOVERNORS
BUDGET AND FINANCE
FACILITIES-BOG

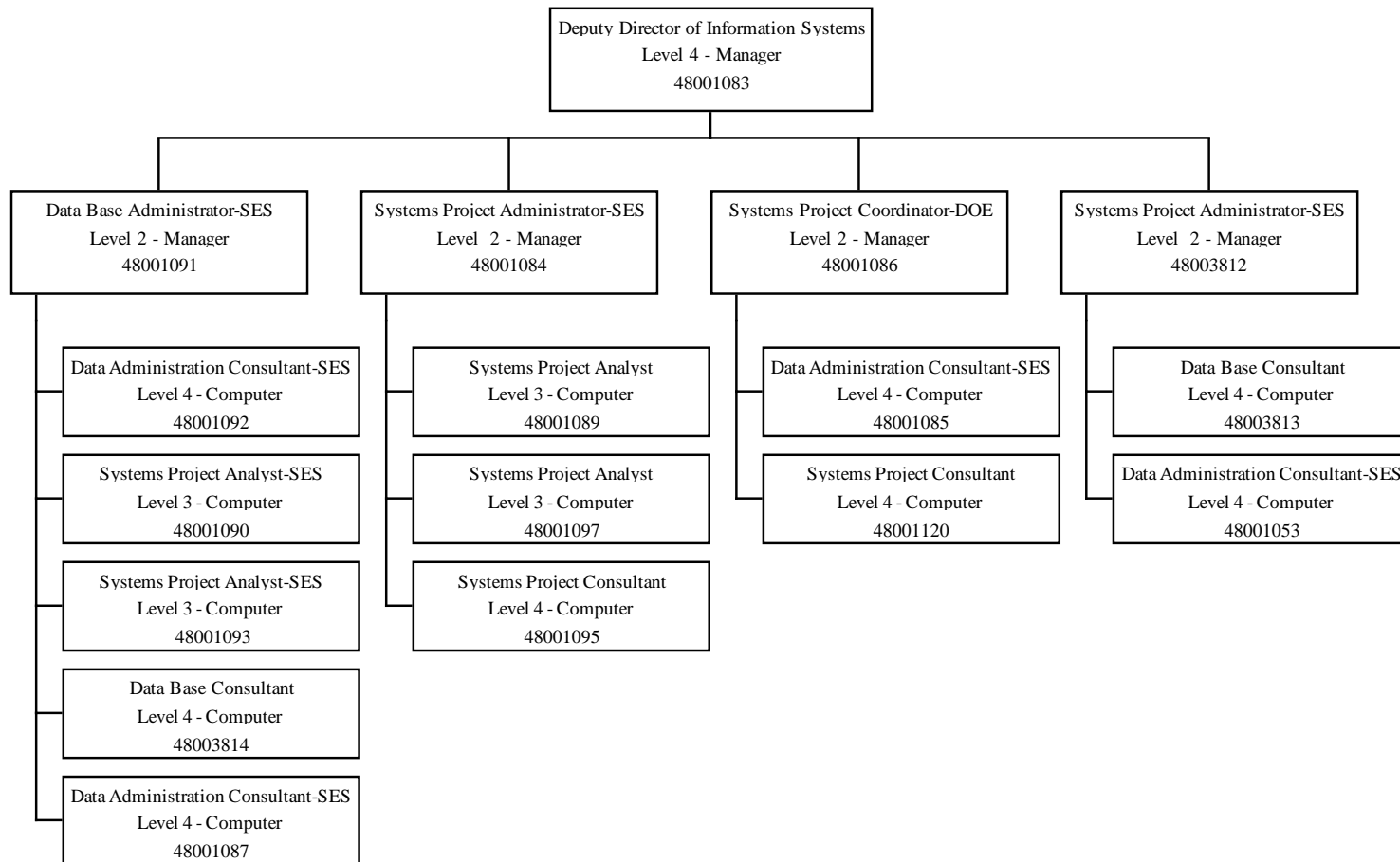
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Position 48002012 Assigned to Supervise from 703001

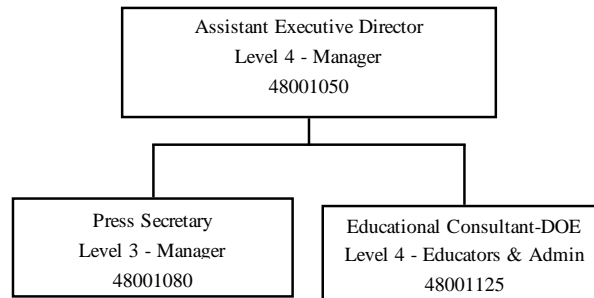
FLORIDA DEPARTMENT OF EDUCATION
 BOARD OF GOVERNORS
 BUDGET AND FINANCE
 INFORMATION RESOURCE MANAGEMENT-BOG

DBS: 702002



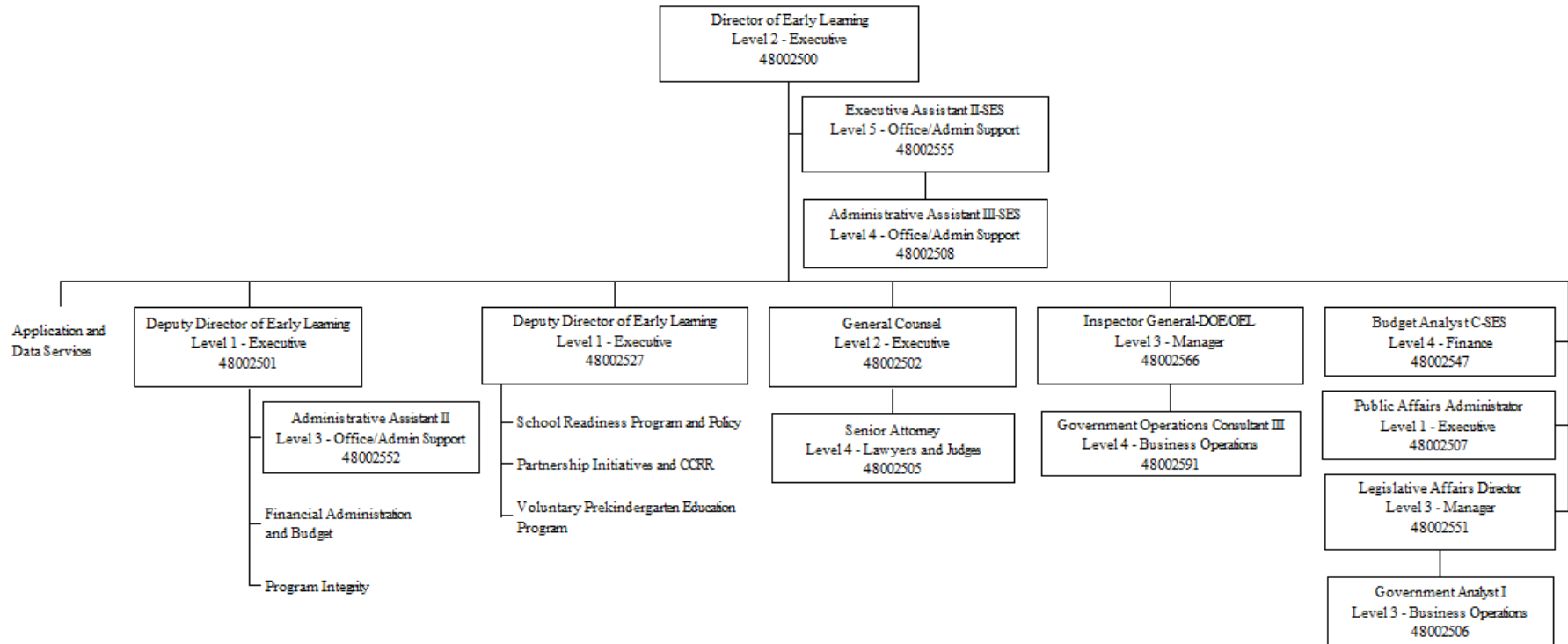
FLORIDA DEPARTMENT OF EDUCATION
BOARD OF GOVERNORS
PUBLIC AFFAIRS

DBS: 704001



FLORIDA DEPARTMENT OF EDUCATION
 COMMISSIONER OF EDUCATION
 OFFICE OF EARLY LEARNING
 OFFICE OF THE DIRECTOR

DBS: 753000



EDUCATION, DEPARTMENT OF		FISCAL YEAR 2013-14			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		15,190,926,125		1,820,832,888	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		343,175,056		265,718,695	
FINAL BUDGET FOR AGENCY		15,534,101,181		2,086,551,583	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					1,744,041,559
Educational Facilities * Students served		2,720,074	0.93	2,538,984	
Funding And Financial Reporting * Students served		2,720,074	0.53	1,429,671	
School Transportation Management * Students transported.		1,008,532	0.50	500,709	
Recruitment And Retention * Students who graduate from teacher preparation programs.		8,171	160.12	1,308,306	
Curriculum And Instruction * Students served		2,720,074	0.56	1,535,877	
Community College Program Fund * Number of students served.		879,948	1,267.32	1,115,173,735	
Safe Schools * Students served.		2,720,074	0.64	1,745,662	
School Choice And Charter Schools * Students served.		2,720,074	1.09	2,971,065	
Professional Training * Inservice participation hours.		10,500,642	0.07	722,366	
Education Practices Commission * Final orders issued.		515	1,179.33	607,356	
Professional Practices Services * Investigations completed		3,231	708.68	2,289,753	
Teacher Certification * Subject area evaluations processed.		134,080	45.02	6,036,132	
Assessment And Evaluation * Total tests administered.		5,621,158	16.15	90,758,386	
Exceptional Student Education * Number of ESE students.		507,198	7.80	3,957,238	
Postsecondary Education Coordination * Number of institutions.		112	5,221.50	584,808	
Commission For Independent Education * Number of institutions.		1,018	3,463.91	3,526,264	
Florida Education Finance Program * Number of students served.		2,720,074	3,849.31	10,470,404,176	
State Grants To School Districts/ Non-Florida Education Finance Program * Number of students served.		2,720,074	95.78	260,519,084	
Domestic Security * Grants awarded.		20	203,316.75	4,066,335	
Determine Eligibility, Provide Counseling, Facilitate Provision Of Rehabilitative Treatment, And Job Training To Blind Customers * Customers served		11,218	4,183.37	46,929,026	
Provide Food Service Vending Training, Work Experience And Licensing * Facilities supported		144	29,235.44	4,209,903	
Provide Braille And Recorded Publications Services * Customers served		34,287	70.19	2,406,572	
Parcc-partnership For Assessment Of Readiness For College And Careers * Students served.		2,720,074	16.98	46,177,361	
Race To The Top (rttt) * N/A		2,720,074	75.08	204,221,977	
Capitol Technical Center * Number of students served.		2,720,074	0.73	1,993,570	
Public Broadcasting * Stations supported.		26	428,380.96	11,137,905	
Projects, Contracts And Grants * N/A		2,720,047	561.72	1,527,904,794	
Florida Alliance For Assistive Service And Technology * Number of clients served		240,766	4.55	1,094,355	
Independent Living Services * Number of clients served		20,380	263.90	5,378,189	
Vocational Rehabilitation - General Program * Number of individualized written plans for services		21,896	9,462.03	207,180,557	
Barry University/Bachelor Of Science - Nursing * Students served.		13	8,076.92	105,000	
Able Grant * Grants awarded.		5,104	627.82	3,204,407	
Florida Institute Of Technology/Enhanced Programs * Students served.		109	4,587.16	500,000	
Nova University - Osteopathy * Students served.		440	3,783.18	1,664,600	
Nova University - Pharmacy * Students served.		527	2,437.62	1,284,624	
Nova University - Optometry * Students served.		178	3,398.74	604,975	
Nova University - Nursing * Students served		730	932.26	680,550	
Embry Riddle - Aerospace Academy * Students served.		3,732	267.95	1,000,000	
Bethune Cookman * Students served.		3,567	1,110.21	3,960,111	
Edward Waters College * Students served.		960	3,051.59	2,929,526	
Florida Memorial College * Students served.		1,534	2,302.51	3,532,048	
Nova University/Master Of Science/Speech Pathology * Students served.		27	1,452.37	39,214	
Library Resources * Students served.		6,061	85.77	519,858	
Florida Resident Access Grants * Students served.		42,805	2,094.73	89,664,875	
Lecom/Florida - Health Programs * Students served.		716	2,361.75	1,691,010	
Leadership And Management- State Financial Aid * N/A		2,720,074	1.16	3,146,108	
Leadership And Management- Federal Financial Aid * N/A		2,720,074	7.83	21,306,587	
Children Of Deceased/Disabled Veterans * Number of students receiving support.		762	3,840.27	2,926,283	
Florida Bright Futures Scholarship * Students served.		153,800	1,975.51	303,832,924	
Florida Education Fund * Students served.		206	14,563.11	3,000,000	
Florida Work Experience Scholarship * Students served.		748	2,097.44	1,568,886	
Jose Marti Scholarship Challenge Grant * Students served.		55	1,792.76	98,602	
Mary Mcleod Bethune Scholarship * Students served.		136	2,360.29	321,000	
Minority Teacher Scholarships * Students served.		341	2,596.68	885,468	
Postsecondary Student Assistance Grant * Students served.		10,788	1,087.18	11,728,547	
Prepaid Tuition Scholarships * Students served.		1,390	11,595.61	16,117,895	
Private Student Assistance Grant * Students served.		15,807	1,048.34	16,571,131	
Public Student Assistance Grant * Students served.		89,533	1,150.02	102,964,337	
Rosewood Family Scholarship * Students served		25	3,214.44	80,361	
John R Justice Loan Repayment Program * Number of awards.		75	1,204.19	90,314	
First Generation In College - Matching Grant Program * Students served.		9,468	560.70	5,308,663	
Career Education * Students served.		3,864	572.25	2,211,193	
College Access Challenge Grant Program * Students served.		5,600	262.61	1,470,615	
Nursing Student Loan Forgiveness Program * Students served.		197	3,794.00	747,418	
Funding And Support Activities * Students served.		373,675	8.91	3,330,202	
Instruction And Assessment * Students served		373,675	10.74	4,011,795	
State Grants To Districts And Community Colleges * N/A		257,173	1,838.74	472,874,924	
Equal Opportunity And Diversity * N/A		2,720,074	0.11	302,501	
TOTAL				15,115,585,668	1,744,041,559
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				519,349	
REVERSIONS				413,475,115	342,510,025
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				15,529,580,132	2,086,551,584

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.

 ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

*** NO ACTIVITIES FOUND ***

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

*** NO OPERATING CATEGORIES FOUND ***

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

BE	PC	CODE	TITLE	EXPENDITURES	FCO
48800000	0312000000	ACT0645	BOARD OF GOVERNORS (BOG)	269,349	
48190000	0305050000	ACT1916	UNIVERSITY OF MIAMI - INSTITUTE FOR	250,000	

 TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 48	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	15,534,101,181	2,086,551,583
TOTAL BUDGET FOR AGENCY (SECTION III):	15,529,580,132	2,086,551,584
DIFFERENCE:	4,521,049	1-
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====
FSDB - Carry Forwards	6,315,074-	(1)
FSDB - Accts Payable	1,877,424	(2)
FSDB - Other	166,798	(3)
Rounding		1 (4)
Difference	0	0
	=====	=====

Footnotes (1) Carry Forwards/Florida School for the Deaf and Blind - June 30 unexpended
 appropriations, category 104166 (Ref: Sec 1011.57(4), FS)
 (2) Accounts Payable/Florida School for the Deaf and Blind - Included in Column
 A01 expenditures
 (3) Other adjustments - Florida School for the Deaf and Blind
 (4) A01-A36 Rounding

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Education Contact: DOE - Linda Champion/BOG - Tim Jones / OEL - Bill Ammons

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 2014 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 2015-16 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

Financial Outlook Budget Driver		Issue (Revenue or Budget Driver)	R/B*	FY 2015-16 Estimate/Request Amount	
				Long Range Financial Outlook	Legislative Budget Request
#1	a	Maintain Current Budget - FEFP	B	74.1	74.0
#2	b	Workload and Enrollment - FEFP - Critical Needs	B	418.6	469.5
#3	c	Adjustment to Offset Tax Roll Changes - FEFP	B	(366.9)	(382.5)
	d	Debt Service - Fixed Capital Outlay	B	0.0	(15.7)
	e	Maintenance and Repair - Fixed Capital Outlay	B	0.0	238.2
#4	f	Workload and Enrollment - VPK	B	2.9	0.0
#5	g	Workload and Enrollment - Bright Futures and CSDDV	B	(32.0)	(32.1)
#6	h	EETF Adjustment	B	0.0 (net)	0.0 (net)
	i	Maintain Current Budget - Other K-12	B	0.0	16.9
#18	j	Workload and Enrollment - FEFP - Other High Priority Needs	B	72.3	0.0
#19	k	Workload and Enrollment - Other Pre K-12 Programs	B	4.5	11.7
#20	l	Maintain Current Budget - Higher Education	B	9.1	6.4
#21	m	Workload - Florida Colleges	B	18.4	0.0
#22	n	Workload - State Universities	B	126.9	117.5
#23	o	Workload - Other Higher Education Programs	B	21.6	3.4
#24	p	Anticipated New Space Costs for Colleges & Universities	B	13.3	10.0
		Tier 1 & 2 - Subtotal Critical and High Priority Needs		362.8	517.3
	q	Other Education Workload Issues	B	0.0	12.3
	r	Other Workload Issues - Universities	B	0.0	0.0
	s	Other Education Fixed Capital Outlay	B	0.0	322.4
	t	New Initiatives/Programs/Enhancements - FEFP and FSDB	B	0.0	260.3
	u	New Initiatives/Programs/Enhancements - Other Pre K-12	B	0.0	25.8
	v	New Initiatives/Programs/Enhancements - Other Education	B	0.0	51.1
	w	New Initiatives/Programs/Enhancements - Universities	B	0.0	32.7
		Tier 3 - New and Enhancements		0.0	704.6
				362.8	1,221.9
	x	General Revenue	R	29,806.6	15,025.0
	y	Educational Enhancement Trust Fund	R	1,727.8	1,505.8
	z	State School Trust Fund	R	174.9	174.9

- 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 Legislative Budget Request is based on the independent judgement of the State Board of Education, the Board of Governors, and the Office of Early Learning in identifying the needs for education. See chart below which reconciles the variance between the Long Range Financial Outlook and the Department of Education's Legislative Budget Request.

		Tier 1 & 2 Variance	154.5
		Tier 1 & 2 items (a, b, i, k) determined to be a greater amount in the LBR	74.9
		Tier 1 item c, LBR includes more recent revenue estimating conference amount	(15.6)
		Additional Tier 1 Needs (d, e)	222.5
		Less Tier 1 & 2 items determined to be Tier 3 in LBR (f, j, m)	(93.6)
		Tier 1 & 2 items (l, n, o, p) determined to be a greater amount in the Long Range Financial Outlook	(33.6)
		Rounding	(0.1)
		All Variance accounted for	0.0
		Revenue variances for x and y are due to the LBR including more recent revenue estimating conference amounts	

* R/B = Revenue or Budget Driver

Strategic Plan 2012-2018

Approved October 2012



Florida's
State Board of Education

Strategic Plan

For the Public School System
and The Florida College System



Contents

Introduction.....	3
At a Glance	4
Mission.....	6
Vision.....	6
Strategic Goals	7
Strategies and Tactics	9
Performance Indicators	10
Appendix A: Supplemental Department Performance Indicators	28



Introduction

A Roadmap for Education in Florida

Education is a priority in Florida. Our state's students and families deserve an education system that creates a culture of high expectations for present and future generations. Our great state has spent more than a decade developing cutting-edge accountability systems and quality assessments, while collecting valuable education data that prove our students' incredible progress. In 2014-15, more than 45 states, including Florida, will move to national education standards and assessments that are built around the Common Core Standards. The Common Core will demand more from our students and they must be prepared to tackle the new material and tougher assessments that will measure how well they learn it.

Advancing high-quality education for the next generation of students is the primary responsibility of the Florida State Board of Education. This Strategic Plan offers a roadmap for Florida's education community that shows where we are, where we want to be, and how we will get there. The best interest of our children is at stake, and we must challenge them to reach higher and realize their full potential. Florida students must know that they can graduate from high school and be prepared to compete for jobs, join a global workforce, make their dreams a reality – and become the strong leaders that we know they can be.

Setting objectives that will ensure the best access and opportunities for our state's diverse student population, while increasing educator effectiveness, raising standards, and deepening the level of school curriculum, are at the forefront of Florida's ambitious education agenda. The State Board of Education is authorized in Section 1001.02(3)(a), Florida Statute, to "adopt a strategic plan that specifies goals and objectives for the state's public schools and Florida College System institutions." Florida's education system includes the Florida Public School System and The Florida College System. This Strategic Plan outlines a five-year vision to support students from prekindergarten through college so they may achieve success in their careers and life. How will we ensure this? Progress toward this vision will be measured through performance indicators included in this plan. The State Board of Education will review and approve the plan annually.

1. *Highest Student Achievement*
2. *Seamless Articulation and Maximum Access*
3. *Skilled Workforce and Economic Development*
4. *Quality Efficient Services*



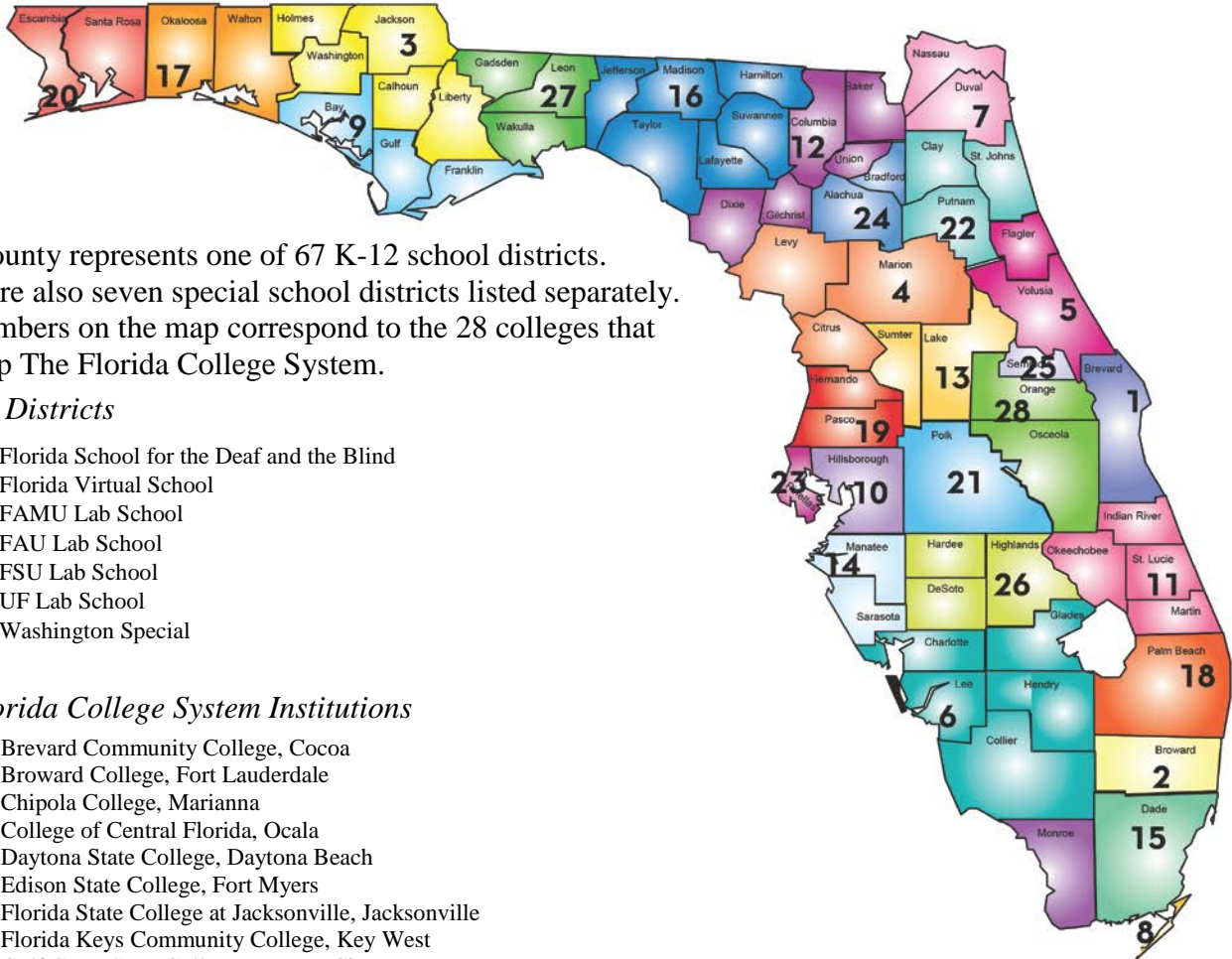
At a Glance

Who We Are

In Florida, education is everything. We are fortunate to have a student-centered education system that is focused on expanding opportunities for learners at every level. Florida's parents also have the freedom to choose the educational path that is right for their child – one that focuses on preparing students for a successful future. Our state's innovative education system serves more than 3.5 million students, 4,200 public schools, 28 colleges, 188,000 educators, 47,000 college professors and administrators, and 318,000 full-time staff throughout the state. A national leader in school choice options, Florida is home to more than 570 charter schools, 480 magnet schools and programs, and 240 career academies. Our state operates more than 200 public virtual schools offering full- and part-time education programs to Florida's children; and, in 2011-12, more than 160,000 students participated in virtual education. The Florida Department of Education enhances the economic independence of Floridians through educational programs and services geared toward college, workforce education, job-specific skills, and career development. Florida ranks first in the nation for teacher quality, first in the nation in advanced placement participation, and first in the southern region for graduation rate and degrees awarded by The Florida College System.



Mapping Florida's Education System



Each county represents one of 67 K-12 school districts. There are also seven special school districts listed separately. The numbers on the map correspond to the 28 colleges that make up The Florida College System.

Special Districts

- Florida School for the Deaf and the Blind
- Florida Virtual School
- FAMU Lab School
- FAU Lab School
- FSU Lab School
- UF Lab School
- Washington Special

The Florida College System Institutions

1. Brevard Community College, Cocoa
2. Broward College, Fort Lauderdale
3. Chipola College, Marianna
4. College of Central Florida, Ocala
5. Daytona State College, Daytona Beach
6. Edison State College, Fort Myers
7. Florida State College at Jacksonville, Jacksonville
8. Florida Keys Community College, Key West
9. Gulf Coast State College, Panama City
10. Hillsborough Community College, Tampa
11. Indian River State College, Fort Pierce
12. Florida Gateway College, Lake City
13. Lake-Sumter State College, Leesburg
14. State College of Florida, Manatee-Sarasota, Bradenton
15. Miami Dade College, Miami
16. North Florida Community College, Madison
17. Northwest Florida State College, Niceville
18. Palm Beach State College, Lake Worth
19. Pasco-Hernando Community College, New Port Richey
20. Pensacola State College, Pensacola
21. Polk State College, Winter Haven
22. St. Johns River State College, Palatka
23. St. Petersburg College, St. Petersburg
24. Santa Fe College, Gainesville
25. Seminole State College of Florida, Sanford
26. South Florida State College, Avon Park
27. Tallahassee Community College, Tallahassee
28. Valencia College, Orlando



Mission

Section 1008.31, Florida Statute, establishes the mission of Florida's education delivery system.

The mission of Florida's K-20 education system is to increase the proficiency of all students within one seamless, efficient system, by allowing them the opportunity to expand their knowledge and skills through learning opportunities and research valued by students, parents, and communities.

Vision

To achieve the mission established in statute for Florida's education delivery system, the State Board of Education presents the following vision statement.

Florida will have an efficient world-class education system that engages and prepares all students to be globally competitive for college and careers.



Strategic Goals

Section 1008.31, Florida Statute, establishes four goals for Florida's education system. Each of these goals will be measured through the accountability system and progress will be documented through the performance indicators included in this Strategic Plan.

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1. *Highest Student Achievement*
 2. *Seamless Articulation and Maximum Access*
 3. *Skilled Workforce and Economic Development*
 4. *Quality Efficient Services*
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The first three goals will be supported by the priorities approved by the State Board of Education that are aligned with VPK students, K-12 students in the public school system, teachers and leaders, school choice, and postsecondary students in The Florida College System. The fourth goal, Quality Efficient Services, will support each priority and create an environment of high expectations. The priorities of the Florida Department of Education are shown in the following matrix.



Priorities Matrix

Statutory Goals (1008.31)			
	Goal 1: Highest Student Achievement	Goal 2: Seamless Articulation/ Maximum Access	Goal 3: Skilled Workforce/ Economic Development
Prekindergarten Students	<ul style="list-style-type: none"> Improve kindergarten readiness 		
K-12 Students	<ul style="list-style-type: none"> Increase the percentage of students performing at grade level Increase student participation and performance in accelerated course options 	<ul style="list-style-type: none"> Increase high school graduation rates Improve college readiness Expand digital education 	<ul style="list-style-type: none"> Expand STEM-related educational opportunities in high-demand areas Increase career and technical education opportunities Improve adult education programs in school districts
Teachers & Leaders	<ul style="list-style-type: none"> Increase the percentage of effective and highly-effective principals Increase the percentage of effective and highly-effective teachers Reduce the number of out-of-field teachers 	<ul style="list-style-type: none"> Increase the percentage of effective and highly-effective teachers at high-minority, high-poverty and low-performing schools Reduce the number of out-of-field teachers at high-minority, high-poverty and low-performing schools 	
School Choice	<ul style="list-style-type: none"> Increase the percentage of charter school students performing at grade level Improve charter school performance Ensure Supplemental Educational Service providers are high performing 	<ul style="list-style-type: none"> Expand choice options for students 	
Postsecondary Students	<ul style="list-style-type: none"> Increase college readiness and success 	<ul style="list-style-type: none"> Expand and maintain student access 	<ul style="list-style-type: none"> Prepare students for careers
Goal 4: Quality Efficient Services			



Strategies and Tactics

In order to organize the efforts to achieve the goals and priorities of the Strategic Plan, the Department will draft a supplemental "Strategies and Tactics Work Plan" document. The strategies and tactics will support and be aligned to the goals and priorities of this plan, while providing additional information regarding the specific activities and efforts involved.



Performance Indicators

The following performance indicators will show the progress toward attaining each of the four goals of Florida's education system. Each performance indicator has been categorized under one of the four goals and aligned to the most applicable priority. This plan will include the current year's data for each performance indicator starting with 2011-12. Upon approval of the performance indicators and current year data, goals will be established and approved for each indicator. The goals and performance indicators are not static and will continue to evolve as the Strategic Plan is refined.

1. PreK-12 Students				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
Priority: Improve kindergarten readiness	1.1 Percentage of VPK completers who score ready on both state Kindergarten readiness assessments	<i>* 2010-11 data</i> VPK completers: 76.89% Ready VPK non-completers: 61.70% Ready Non-VPK participants: 52.99% Ready	VPK completers: 91%	Kindergarten readiness assessments are ECHOS and FAIR.
Priority: Increase the percentage of students performing at grade level	1.2 Percentage of students scoring at or above grade level on statewide English Language Arts, science, and mathematics assessments	Reading: 57% Math: 58% Science: 50%	Reading: 83% Math: 82% Science: TBD	Grade level is currently defined as Level 3 and above on FCAT 2.0. 2017-18 goals correspond to targets in the federal ESEA waiver that call for cutting in half the percentage of students scoring below grade level within six years. The goals will be reviewed in 2014-15 when the new statewide assessment system is implemented.



1. PreK-12 Students			
Performance Indicator	Current (2011-12 unless noted)	2017-18 Goal	Notes
1.3 Percentage of students scoring at or above grade level on statewide English Language Arts, science, and mathematics assessments by subgroup to reduce the achievement gap	<p>Reading:</p> <ul style="list-style-type: none"> American Indian 55% Asian 76% Black/African American 38% Hispanic 53% White 69% Economically Disadvantaged 46% English Language Learners 33% Students with Disabilities 29% <p>Math:</p> <ul style="list-style-type: none"> American Indian 58% Asian 82% Black/African American 40% Hispanic 55% White 68% Economically Disadvantaged 48% English Language Learners 41% Students with Disabilities 32% 	<p>Reading:</p> <ul style="list-style-type: none"> American Indian 82% Asian 90% Black/African American 74% Hispanic 81% White 88% Economically Disadvantaged 78% English Language Learners 72% Students with Disabilities 71% <p>Math:</p> <ul style="list-style-type: none"> American Indian 81% Asian 92% Black/African American 74% Hispanic 80% White 86% Economically Disadvantaged 78% English Language Learners 74% Students with Disabilities 72% 	<p>The ultimate goal of the State Board of Education is that 100 percent of students will perform at or above grade level in reading and math.</p> <p>Grade level is currently defined as Level 3 and above on FCAT 2.0.</p> <p>2017-18 goals correspond to targets in the federal ESEA waiver that call for cutting in half the percentage of students scoring below grade level within six years.</p> <p>The goals will be reviewed in 2014-15 when the new statewide assessment system is implemented.</p> <p><i>Continuing on this trajectory, all students will be proficient in reading and math by the 2022-23 school year.</i></p>



1. PreK-12 Students				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
	1.4 Percentage of students scoring Level 4 and above on statewide assessments in reading and mathematics	<i>* 2010-11 data</i> Reading: 31% Math: 36%	Reading: 56% Math: 61%	The goals will be reviewed in 2014-15 when the new statewide assessment system is implemented.
Priority: Increase student participation and performance in accelerated course options	1.5 Number and percentage of ninth-grade students who passed a statewide high school credit bearing end-of-course exam prior to ninth grade	19% 43,374 of 228,617	TBD	Goal to be determined when more than one year of data is available
	1.6 Percentage of students completing at least one accelerated mechanism (AP, IB, DE, AICE or Industry Certification)	<i>* 2010-11 data</i> AP: 34% IB: 2% DE: 14% AICE: 1% Industry Certification: 12% Any Mechanism: 45%	Any Mechanism: 66%	



1. PreK-12 Students				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
	1.7 Percentage of students who completed at least one accelerated course (AP, IB, DE, AICE or Industry Certification) and were eligible for the associated postsecondary credit	<p>* 2010-11 data</p> <p>AP: 52%</p> <p>IB: 94%</p> <p>DE: 97%</p> <p>AICE: 79%</p> <p>Industry Certification: 67%</p> <p>Any Mechanism: 70%</p>	Any Mechanism 91%	To be eligible for postsecondary credit, students must earn a grade of 3 or above on AP/AICE exam, grade of C or better in DE course, or passed an industry certification exam.
Priority: Increase high school graduation rates	1.8 Graduation Rates	<p>Standard Diploma: 70.6%</p> <p>Standard, Special and 5 year Diplomas: 73.4%</p>	<p>Standard Diploma: 92%</p> <p>Standard, Special and 5 year Diplomas: 94%</p>	New federal graduation rate
Priority: Improve college readiness	1.9 Percentage of high school graduates meeting approved postsecondary readiness standard	<p>* 2009-10 data</p> <p>Math: 53%</p> <p>Reading: 62%</p> <p>Writing: 63%</p> <p>In all 3 subjects: 47%</p>	In all 3 subjects: 87%	Postsecondary readiness standard means achieving a college ready score on an approved assessment. This number may be low due to some students not having a score reported.
Priority: Expand digital education	1.10 Student to computer ratio	2.87:1	1:1	This includes desktop and mobile computers combined across all grade levels (K-12)



1. PreK-12 Students

Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
	1.11 Percentage of schools meeting the minimum network bandwidth standards	Data collection will begin in 2012-13		
Priority: Expand STEM-related educational opportunities	1.12 Percentage of career and technical education (CTE) students enrolled in STEM programs	<i>* 2010-11 data</i> 29% 97,620 of 342,632	33%	
Priority: Increase career and technical educational opportunities	1.13 Percentage of high school students earning an industry certification	<i>* 2010-11 data</i> 3.7% 29,084 of 784,922 students	10%	Data will be disaggregated by weight beginning in 2011-12.
Priority: Improve adult education programs	1.14 Percentage of adult general education students who demonstrate learning gains	<i>* 2010-11 data</i> Adult Basic Education Students: 25.1% 29,037 students ESOL Students: 30.7% 48,084 students	Adult Basic Education Students: 29% ESOL Students: 35%	Learning gains are assessed based on pre- and post-test assessments of reading, mathematics, and language.



1. PreK-12 Students				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
1.15	Percentage of adult general education students who earn a high school diploma or its equivalent (GED)	* 2010-11 data 40.6% 35,874 students	44%	Based on students enrolled in diploma programs, specifically adult high school which results in a standard high school diploma and GED preparation which results in an equivalency diploma (GED Tests).
1.16	Percentage of adult high school diploma earners who enroll in a postsecondary program	* 2010-11 data 40.2% 733 of 1,825	54%	
1.17	Percentage of state of Florida high school equivalency diploma (GED) earners who enroll in a postsecondary program	* 2010-11 data 29.1% 6,050 of 20,819	43%	



2. Teachers and Leaders

Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
Priority: Increase the percentage of effective and highly-effective principals	2.1 Number and percentage of effective and highly-effective principals at all elementary and secondary schools	TBD	TBD	Goal to be determined when more than one year of data is available
	2.2 Number and percentage of effective and highly-effective principals at high- minority schools	TBD	TBD	Goal to be determined when more than one year of data is available
	2.3 Number and percentage of effective and highly-effective principals at high- poverty schools	TBD	TBD	Goal to be determined when more than one year of data is available
	2.4 The change in the percentage of classes taught by effective and highly-effective principals in D and F schools after three years	TBD	TBD	Goal to be determined when more than one year of data is available



2. Teachers and Leaders					
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes	
Priority: Increase the percentage of effective and highly effective teachers	2.5	Number and percentage of effective and highly-effective teachers at all elementary and secondary schools	TBD	TBD	Goal to be determined when more than one year of data is available
	2.6	Number and percentage of effective and highly-effective teachers at high- minority schools	TBD	TBD	Goal to be determined when more than one year of data is available
	2.7	Number and percentage of effective and highly-effective teachers at high- poverty schools	TBD	TBD	Goal to be determined when more than one year of data is available
	2.8	The change in the percentage of classes taught by effective and highly-effective teachers in D and F schools after three years	TBD	TBD	Goal to be determined when more than one year of data is available
	2.9	Number and percentage of STEM courses taught by effective and highly-effective teachers	TBD	TBD	Goal to be determined when more than one year of data is available



2. Teachers and Leaders				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
Priority: Reduce the number of out-of-field teachers	2.10 Number and percentage of classes taught by in-field teachers at all elementary and secondary schools	94% 1,021,595	95%	
	2.11 Number and percentage of classes taught by in-field teachers at high-minority schools	94% 255,796	96%	
	2.12 Number and percentage of classes taught by in-field teachers at high-poverty schools	94% 226,885	96%	
	2.13 The change in the percentage of classes taught by in-field teachers in D and F schools after three years	TBD	TBD	
	2.14 Number and percentage of STEM classes taught by in-field teachers	96% 378,558	97%	



3. School Choice				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
Priority: Increase the percentage of charter school students performing at grade level	3.1 Percentage of students attending a charter school and scoring at or above grade level on statewide assessments in English Language Arts, science and mathematics	Reading: 62% Math: 62% Science: 52%	Reading: 83% Math: 82% Science: TBD	The goals match the targets set in the federal ESEA waiver. The goals will be reviewed in 2014-15 when the new statewide assessment system is implemented.
	3.2 Percentage of students attending a charter school scoring Level 4 or above on statewide assessments in English Language Arts and mathematics	Reading: 34% Math: 29%	Reading: 56% Math: 61%	
Priority: Ensure SES providers are high performing	3.3 Number and percentage of high-performing SES providers	49% 223 out of 459 Excellent	70%	
Priority: Expand choice options for students	3.4 Number of charter schools	518 schools	829 schools	8.5% increase per year for a total of 60% increase in the next six years



3. School Choice			
Performance Indicator	Current (2011-12 unless noted)	2017-18 Goal	Notes
3.5 Close the gap between the percentage of free-and-reduced lunch students served by charters and traditional public schools	45%	55%	
3.6 Number of students enrolled in charter schools	179,940 students	359,880 students	12.5% increase per year for a total of 100% increase in the next six years
3.7 Number of students participating in the McKay Scholarship program	24,194 students	31,441 students	5.38% increase per year for a total of 30% increase in the next six years
3.8 Number of students participating in the Florida Tax Credit Scholarship program	40,248 students	100,620 students	14.87% increase per year for a total of 150% increase in the next six years
3.9 Percentage of students attending a full-time virtual program and scoring at or above grade level on statewide assessments in English Language Arts, science, and mathematics	Reading: 71% Math: 55% Science: 58%	Reading: 83% Math: 82% Science: TBD	The goals match the targets set in the federal ESEA waiver. The goals will be reviewed in 2014-15 when the new statewide assessment system is implemented.



3. School Choice				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
	3.10 Percentage of students enrolled in virtual education courses	<i>* 2010-11 data</i> Part-time programs 3.84% Full-time programs 0.24%	Part-time programs 5.0% Full-time programs 1.0%	



4. Postsecondary Students				
Performance Indicator	Current (2011-12 unless noted)	2017-18 Goal	Notes	
Priority: Increase college readiness and success	4.1 Percentage of developmental education completers who complete college-level course in same subject with a "C" grade or above within 2 years	<i>* 2007-08 data</i> <u>Mathematics</u> 31.8% <u>English</u> 62.4% <u>Mathematics & English</u> 23.7%	<u>Mathematics</u> 33.3% <u>English</u> 63.9% <u>Mathematics & English</u> 24.8%	FCS plan benchmark 3.1 S. 1001.03(16)(a)
	4.2 Number of institutional and program rankings	Institutional rankings: 128 Program rankings: 56	Institutional rankings: 157 Program rankings: 84	FCS plan benchmark 3.2 S. 1001.03(16)(a)
	4.3 Number of faculty receiving awards	743 faculty	812 faculty	FCS plan benchmark 3.3 S. 1001.03(16)(a)
	4.4 Percentage of students receiving federal, state, local, institutional, or other sources of grant aid	<i>* 2010-11 data</i> 52.7%	55.7%	FCS plan benchmark 3.4
	4.5 Percentage of students receiving federal student loans and average amount of federal student loan aid received by undergraduate students	<i>* 2010-11 data</i> <u>Students Receiving Loans</u> 19.4% <u>Average Amount of Loan Received</u> \$5,418	<u>Students Receiving Loans</u> 17.4% <u>Average Amount of Loan Received</u> \$5,924	FCS plan benchmark 3.5 S. 1001.03(16)(a)
	4.6 Cohort default rate for FCS	<i>* 2008-09 data</i> 12.9%	10.7%	FCS plan benchmark 3.6 S. 1001.03(16)(a)



4. Postsecondary Students			
Performance Indicator	Current (2011-12 unless noted)	2017-18 Goal	Notes
4.7 Retention rates	<i>* Fall 2007-Spring 2011</i> AA Retention Rate: 66.7% AAS/AS Retention Rate: 58.8%	AA Retention Rate: 70.8% AAS/AS Retention Rate: 63.2%	FCS plan benchmark 3.7 S. 1001.03(16)(a)
4.8 Number of degrees and certificates awarded	<i>* 2010-11 data</i> 93,285	124,596	FCS plan benchmark 3.8
4.9 Graduation rate for first-time college students (150% time)	<i>* 2010-11 data</i> 35.0% of Cohort Graduate in 150% time	36.9% of Cohort Graduate in 150% time	FCS plan benchmark 3.9 S. 1001.03(16)(a)
4.10 Average time and credit to associate degree	<i>* 2009-10 data</i> <u>Time to Degree</u> Accelerated students: 2.8 years Non-Accelerated Students: 4.4 years <u>Credit to Degree</u> Accelerated students: 73 credits Non-Accelerated Students: 78 credits	<u>Time to Degree</u> Accelerated students: 2.6 years Non-Accelerated Students: 4.2 years <u>Credit to Degree</u> Accelerated students: 68 credits Non-Accelerated Students: 73 credits	FCS plan benchmark 3.10 S. 1001.03(16)(a)



4. Postsecondary Students				
Performance Indicator	Current (2011-12 unless noted)	2017-18 Goal	Notes	
4.11 Transfer rates of associate degree graduates who transfer within two years to the upper division at a Florida College System institution or state university	<p><i>* 2008-09 Completers</i></p> <p><u>Transfers enrolled in SUS</u> 50.7%</p> <p><u>Transfers in FCS upper division</u> 7.6%</p>	<p><u>Transfers enrolled in SUS</u> 53.7%</p> <p><u>Transfers in FCS upper division</u> 15.4%</p>	FCS plan benchmark 3.11 S. 1001.03(16)(a)	
4.12 Percentage of students taking and passing licensure exams	<p><i>* 2010-11 data</i></p> <p><u>NCLEX-RN (Registered Nurse)</u> 89.7% (4,214)</p> <p><u>NCLEX-PN (Practical Nurse)</u> 88.6% (569)</p>	<p><u>NCLEX-RN (Registered Nurse)</u> 90.7%</p> <p><u>NCLEX-PN (Practical Nurse)</u> 90.1%</p>	FCS plan benchmark 3.12 S. 1001.03(16)(a)	
Priority: Maintain affordability and access	4.13 Number of high school students participating in dual enrollment	<p><i>* 2010-11 data</i></p> <p>46,083 students</p>	58,782 students	FCS plan benchmark 1.1
	4.14 Number of students enrolled in college credit courses in the FCS disaggregated by age range	<p>Statewide Overall: 478,130</p> <p>Under 18-21 225,951</p> <p>22-29 135,187</p> <p>30-39 64,014</p> <p>40-64 51,777</p> <p>Other 1,201</p>	<p>Statewide Overall: 505,532</p> <p>Under 18-21, 240,573</p> <p>22-29, 136,399</p> <p>30-39, 71,346</p> <p>40-64, 56,007</p> <p>Other, 1,207</p>	FCS plan benchmark 1.2
	4.15 Percentage of students who enroll in the FCS in the year following high school graduation	<p><i>* 2010-11 data</i></p> <p>35.5%</p>	37.6%	FCS plan benchmark 1.3.1



4. Postsecondary Students				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
4.16	Of students who enroll in the year following high school graduation, percentage of minority students	54.1%	59.5%	FCS plan benchmark 1.3.2
4.17	Of students who enroll in the year following high school graduation, percentage of low-income students	64.2%	65.8%	FCS plan benchmark 1.3.3
4.18	Percentage of degree-seeking students classified as non-Florida residents for tuition purposes	<i>* 2010-11 data</i> 3.7%	4.9%	FCS plan benchmark 1.4
4.19	Average net price of attending a FCS institution	<i>* 2009-10 data</i> \$6,511	\$6,511	FCS plan benchmark 1.5 Tuition remains level. State funds cover inflation and cost increases.
4.20	Number of students enrolled in community education programs	<i>* 2010-11 data</i> Continuing Workforce Education: 151,948 Recreation and Leisure: 57,761	Continuing Workforce Education: 182,992 Recreation and Leisure: 63,466	FCS plan benchmark 1.6



4. Postsecondary Students				
Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
Priority: Prepare for careers	4.21 Percentage of graduates found employed in Florida within one year of college completion disaggregated by certificate/degree type	<i>* 2009-10 data</i> Statewide Overall: 65.0% Career Certificate: 76.7% College Credit Certificate: 72.7% AAS: 83.3% AS: 86.3% AA: 53.0% Bachelors: 88.2%	Statewide Overall: 72.9% Career Certificate: 84.5% College Credit Certificate: 82.0% AAS: 87.2% AS: 91.2% AA: 58.2% Bachelors: 91.7%	FCS plan benchmark 4.1 S. 1001.03(16)(a)
	4.22 Average wages of college graduates found employed in Florida within one year of college completion disaggregated by certificate/degree type	<i>* 2009-10 data</i> Statewide Overall: \$40,731 Career Certificate: \$37,984 College Credit Certificate: \$37,184 AAS: \$41,732 AS: \$46,604 AA: \$31,948 Bachelors: \$48,936	Statewide Overall: \$43,238 Career Certificate: \$40,319 College Credit Certificate: \$39,471 AAS: \$44,300 AS: \$49,471 AA: \$33,913 Bachelors: \$51,946	FCS plan benchmark 4.2
	4.23 Percentage of school district postsecondary certificate program completers found employed in Florida within one year of completion	<i>* 2010-11 data</i> 59.7%	70.0%	
	4.24 Percentage of school district postsecondary certificate program enrollees who earn an industry certification	<i>* 2010-11 data</i> 11.0%	18.0%	



5. Quality Efficient Services

The fourth goal of Florida's education system is quality efficient services. The three main goals and corresponding priorities of this plan are supported through efforts to achieve quality efficient services. Section 1008.31, Florida Statutes, specifies that these efforts will be measured by evidence of return on investment. While a return on investment indicator for public school districts has historically been available, the methodology of this calculation is being revised to accommodate the transition to district grade points. When the revised return on investment indicator is finalized and approved by the State Board of Education, it will be added to this plan. In addition, plans are being developed to measure return on investment for all other education sectors.



Appendix A: Supplemental Department Performance Indicators

Performance Indicator		Current (2011-12 unless noted)	2017-18 Goal	Notes
Other Department of Education Functions				
Priority: Increase employment outcomes for Vocational Rehabilitation and Blind Services customers	A. 1. Number of blind service customers placed in competitive employment (at or above minimum wage)	708 Individuals	766 Individuals	
	A. 2. Number of blind vending food service facilities supporting employed blind vendors	147 facilities	155 facilities	
	A. 3. Number of individuals exiting the Vocational Rehabilitation program who achieved an employment	6,071 employed customers	6,800	
	A. 4. Of the individuals who achieved employment from the vocational rehabilitation program, the percentage who exit with earnings equivalent to at least minimum wage	90.4%	91%	

Florida College System Program Inventory

The Florida College System delivers an array of programs ranging from short-term, workforce-oriented certificates to the associate in arts degree intended to transition into a bachelor degree. In addition, the Florida College System delivers bachelor's degrees in targeted areas where there is a demonstrated workforce need. The following report details the programs offered by Florida College System institutions.

1001.02 General powers of State Board of Education.

(3)(a) The State Board of Education shall adopt a strategic plan that specifies goals and objectives for the state's public schools and Florida College System institutions. The plan shall be formulated in conjunction with plans of the Board of Governors in order to provide for the roles of the universities and Florida College System institutions to be coordinated to best meet state needs and reflect cost-effective use of state resources. The strategic plan must clarify the mission statements of each Florida College System institution and the system as a whole and identify degree programs, including baccalaureate degree programs, to be offered at each Florida College System institution in accordance with the objectives provided in this subsection and the coordinated 5-year plan pursuant to paragraph (2)(v). The strategic plan must cover a period of 5 years, with modification of the program lists after 2 years. Development of each 5-year plan must be coordinated with and initiated after completion of the master plan. The strategic plans must specifically include programs and procedures for responding to the educational needs of teachers and students in the public schools of this state and consider reports and recommendations of the Higher Education Coordinating Council pursuant to s. 1004.015 and the Articulation Coordinating Committee pursuant to s. 1007.01. The state board shall submit a report to the President of the Senate and the Speaker of the House of Representatives upon modification of the plan and as part of its legislative budget request.

For your reference, below are program descriptions.

Advanced Technical Certificate (ATC) –Designed for individuals who have already completed a two year AS or AAS degree and are seeking advanced, specialized preparation in a particular career field to supplement their degree.

Applied Technology Diploma (ATD) –Course of study offered by colleges or school districts that is part of an Associate in Science degree (AS) or an Associate in Applied Science degree (AAS), is less than sixty (60) credit hours, and leads to employment in a specific occupation. Examples include Dental Assisting and Emergency Medical Technician.

Apprentice Program (APPR) – A combination of on-the-job training and related classroom instruction in which students learn the practical and theoretical aspects of a

highly skilled occupation. Programs are sponsored by apprenticeship organizations in partnership with a College or District Technical Center.

Students work during the day and attend classes one or two nights a week or on weekends during the academic year. Programs require from one to four years for completion. Successful completers are awarded journeyman credentials, which are nationally recognized. Examples of apprenticeship programs include Air Conditioning, Refrigeration and Heating Technology; Building Construction Technologies; Commercial Foods and Culinary Art; Plumbing Technology; Machinist; Roofing, and Heavy Equipment Operation.

Associate in Applied Science (AAS) degree – Designed to prepare students for employment in a technical occupation. The program is a two-year degree program. The AAS degree must include a minimum of fifteen (15) college credits of transferrable general education coursework

Associate in Arts (AA) degree – Designed for students who intend to earn a bachelor's degree from a college or university offering four year degrees. The degree requires a minimum of two years of full-time study or the equivalent. The AA degree is equivalent to the freshman and sophomore years (lower division) of a university program and requires a total of 60 college-level credit hours for completion including thirty-six (36) general education credits and foreign language competence. The Statewide Articulation Agreement guarantees the transfer of 60 credits earned as part of the AA degree.

Associate in Science (AS) degree – Designed for students who plan to enter employment. The degree requires a minimum of two years of full-time study or the equivalent and at least sixty (60) college credit hours. Generally, the AS degree is designed for students wishing to focus on a specific technical area, but who may want to pursue their education beyond an associate's degree. Examples include Business Administration, Criminal Justice Technology, Crime Scene Technology, Drafting and Design Technology, Networking Services Technology, Nursing (RN), Dental Hygiene, Fire Science Technology, Health Information Technology, etc The A.S. degree must include a minimum of fifteen (15) college credits of transferrable general education coursework.

Bachelor's degree - Programs of instruction consisting of upper division college credit courses to prepare for entry into employment. The bachelor's degree shall be awarded upon satisfactory completion of a planned program of one hundred and twenty (120) college credits, unless otherwise approved by the State Board of Education, after demonstration of the attainment of predetermined and specified performance requirements. The bachelor's degree must include thirty-six (36) college credits of

general education coursework and foreign language competence. Florida College System institutions are approved to offer bachelor of applied science and bachelor of science degrees.

Certificate of Professional Preparation (CPP) – Consists of not less than nine (9) and not more than thirty (30) credit hours of courses and course equivalent modules to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into a professional occupation. An example is the Certificate of Professional Preparation in Project Management.

Educator Preparation Institute (EPI) – Provides an alternate route to teacher certification for mid-career professionals and college graduates who were not education majors. Students with a baccalaureate degree from a regionally accredited college or university may enter an EPI program to prepare to take the Florida Teacher Certification Exam (FTCE) in Professional Preparation and Education Competence.

Career and Technical Certificate – The Career Certificate program consists of a series of vocational courses that prepare students for entry level employment in specific career fields. The programs vary in length from 40 hours to more than 1,500 hours. Examples of Career Certificates include Correctional Probation Officer, Cosmetology, Culinary Operations, Fire Fighter, Medical Assistant, and Practical Nursing.

College Credit Certificate (CCC) – Include a series of college-credit courses that prepares students for entry-level employment in specific career fields or for career advancement. These certificates can generally be completed in one year or less. College Credit Certificates must be part of an AS or AAS degree. Examples include Drafting, Information Technology Technician, Office Specialist, Entrepreneurship, Computer Programming, or Educational Assisting.

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Broward College	AAS	ACCOUNTING TECHNOLOGY
Broward College	AAS	AUTOMOTIVE SERVICE MGT TECH
Broward College	AAS	AVIATION MAINTENCE MGMT
Broward College	AAS	AVIATION OPERATIONS
Broward College	AAS	BIOMEDICAL EQUIPMENT ENGINEER
Broward College	AAS	BUSINESS ADMINISTRATION
Broward College	AAS	COMPUTER ENGINEERING TECH
Broward College	AAS	COMPUTER INFORMATION ADMINISTR
Broward College	AAS	DEALER-SPECIFIC AUTOMOTIVE TEC
Broward College	AAS	DIGITAL/MULTIMEDIA TECHNOLOGY
Broward College	AAS	ELECTRONICS ENGINEERING TECH
Broward College	AAS	HOSPITALITY & TOURISM MGMT
Broward College	AAS	INDUSTRIAL MANAGEMENT TECH
Broward College	AAS	MARINE ENG, MGMT & SEAMANSHIP
Broward College	AAS	MARKETING MANAGEMENT
Broward College	AAS	NETWORKING SERVICES TECHNOLOGY
Broward College	AAS	OFFICE ADMINISTRATION
Broward College	AAS	OPTICIAN
Broward College	AAS	RADIOGRAPHY
Broward College	AAS	RESTAURANT MANAGEMENT
Broward College	AAS	TELECOMMUNICATIONS ENG TECH
Broward College	AAS	TRAVEL & TOURISM INDUSTRY MGMT
Broward College	AA	ASSOCIATE IN ARTS
Broward College	ATC	BIOMEDICAL EQUIPMENT ENGINEER
Broward College	ATC	DIGITAL/MULTIMEDIA TECHNOLOGY
Broward College	ATC	ENVIRONMENTAL SCIENCE TECH
Broward College	ATD	DENTAL ASSISTING TECH&MGMT
Broward College	ATD	EMERGENCY MEDICAL TECHNICIAN
Broward College	PSAV	AIRCRAFT AIRFRAME MECHANICS
Broward College	PSAV	AIRCRAFT POWERPLANT MECHANICS
Broward College	PSAV	AVIONICS 2
Broward College	PSAV	CORRECTIONAL OFFICER
Broward College	PSAV	CORRECTIONAL PROBATION OFFICER
Broward College	PSAV	DENTAL ASSISTING
Broward College	PSAV	LAW ENFORCEMENT OFFICER
Broward College	PSAV	MASSAGE THERAPY
Broward College	PSAV	MEDICAL ASSISTING
Broward College	PSAV	POLICE SERVICE AIDE
Broward College	PSAV	X CORR OFF TO LAW ENF OFFICER
Broward College	PSV	ACCOUNTING TECHNOLOGY
Broward College	PSV	AUTOMOTIVE SERVICE MGT TECH
Broward College	PSV	AVIATION MAINTENCE MGMT
Broward College	PSV	AVIATION OPERATIONS
Broward College	PSV	BUILDING CONSTRUCTION TECH
Broward College	PSV	BUSINESS ADMINISTRATION
Broward College	PSV	CIVIL ENGINEERING TECHNOLOGY

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Broward College	PSV	COMPUTER INFORMATION ADMINISTR
Broward College	PSV	COMPUTER PROGRAMMING & ANALYSI
Broward College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Broward College	PSV	CULINARY MANAGEMENT
Broward College	PSV	DATABASE TECHNOLOGY
Broward College	PSV	DEALER-SPECIFIC AUTOMOTIVE TEC
Broward College	PSV	DENTAL ASSISTING TECH & MGMT
Broward College	PSV	DENTAL HYGIENE
Broward College	PSV	DIAGNOSTIC MED SONOGRAPHY
Broward College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Broward College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Broward College	PSV	EMERGENCY ADMINIST. & MANAG.
Broward College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Broward College	PSV	ENGINEERING TECHNOLOGY
Broward College	PSV	ENVIRONMENTAL SCIENCE TECH
Broward College	PSV	FIRE SCIENCE TECHNOLOGY
Broward College	PSV	GRAPHICS TECHNOLOGY
Broward College	PSV	HEALTH INFORMATION MANAGEMENT
Broward College	PSV	HEALTH INFORMATION TECHNOLOGY
Broward College	PSV	HEALTH SERVICES MANAGEMENT
Broward College	PSV	HOSPITALITY & TOURISM MGMT
Broward College	PSV	INDUSTRIAL MANAGEMENT TECH
Broward College	PSV	INTERNET SERVICES TECHNOLOGY
Broward College	PSV	MARINE ENG, MGMT & SEAMANSHIP
Broward College	PSV	MARKETING MANAGEMENT
Broward College	PSV	MUSIC PRODUCTION TECHNOLOGY
Broward College	PSV	NETWORKING SERVICES TECHNOLOGY
Broward College	PSV	NUCLEAR MEDICINE TECHNOLOGY
Broward College	PSV	NURSING
Broward College	PSV	OFFICE ADMINISTRATION
Broward College	PSV	OPTICIAN
Broward College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Broward College	PSV	PHYSICAL THERAPIST ASSISTANT
Broward College	PSV	PROFESSIONAL PILOT TECHNOLOGY
Broward College	PSV	RADIATION THERAPY
Broward College	PSV	RADIOGRAPHY
Broward College	PSV	RECREATION TECHNOLOGY
Broward College	PSV	RESPIRATORY CARE
Broward College	PSV	SUPPLY CHAIN MANAGEMENT
Broward College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Broward College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Broward College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Broward College	PSVC	AIRPORT MANAGEMENT
Broward College	PSVC	AUDIO TECHNOLOGY
Broward College	PSVC	AUTOMOTIVE SERVICE TECHNICIAN
Broward College	PSVC	BUILDING CONSTRUCTION SPECIALT

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Broward College	PSVC	BUSINESS MANAGEMENT
Broward College	PSVC	BUSINESS OPERATIONS
Broward College	PSVC	BUSINESS SPECIALIST
Broward College	PSVC	CHILD CARE CENTER MANAGEMENT
Broward College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Broward College	PSVC	COMMERCIAL PILOT
Broward College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Broward College	PSVC	ELECTRONICS TECHNICIAN
Broward College	PSVC	EMERGENCY ADMIN & MANAGER
Broward College	PSVC	ENGINEERING SUPPORT SPECIALIST
Broward College	PSVC	ENTREPRENEURSHIP
Broward College	PSVC	EVENT PLANNING MANAGEMENT
Broward College	PSVC	FIRE COMPANY MANAGEMENT
Broward College	PSVC	FOOD & BEVERAGES MANAGEMENT
Broward College	PSVC	GENERAL AUTOMOTIVE TECHNICIAN
Broward College	PSVC	GRAPHIC DESIGN SUPPORT
Broward College	PSVC	GRAPHICS DESIGN PRODUCTION
Broward College	PSVC	GUEST SERVICES SPECIALIST
Broward College	PSVC	INFORMATION TECHNOLOGY ANALYST
Broward College	PSVC	INFORMATION TECHNOLOGY MGNT
Broward College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Broward College	PSVC	LOGISTICS&TRANSPORTATION SPEC
Broward College	PSVC	MARINE TECHNOLOGY
Broward College	PSVC	MARKETING OPERATIONS
Broward College	PSVC	MEDICAL OFFICE MANAGEMENT
Broward College	PSVC	MULTIMEDIA PRODUCTION
Broward College	PSVC	NUCLEAR MEDICINE TECHNOLOGY SP
Broward College	PSVC	OFFICE MANAGEMENT
Broward College	PSVC	OFFICE SPECIALIST
Broward College	PSVC	OFFICE SUPPORT
Broward College	PSVC	ORACLE SOFTWARE ENGINEERING
Broward College	PSVC	PARAMEDIC
Broward College	PSVC	RADIATION THERAPY SPECIALIST
Broward College	PSVC	ROOMS DIVISION MANAGEMENT
Broward College	PSVC	WEB DEVELOPMENT SPECIALIST
Chipola College	AA	ASSOCIATE IN ARTS
Chipola College	PSAV	APPLIED WELDING TECHNOLOGIES
Chipola College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Chipola College	PSAV	CORRECTIONAL OFFICER
Chipola College	PSAV	COSMETOLOGY (NEW)
Chipola College	PSAV	FIRE FIGHTER
Chipola College	PSAV	LAW ENFORCEMENT OFFICER
Chipola College	PSAV	NURSING ASSISTANT
Chipola College	PSAV	X CORR OFF TO LAW ENF OFFICER
Chipola College	PSAV	X LAW ENF OFF TO CORR OFFICER
Chipola College	PSV	BUSINESS ADMINISTRATION

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Chipola College	PSV	COMPUTER INFORMATION ADMINISTR
Chipola College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Chipola College	PSV	CULINARY MANAGEMENT
Chipola College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Chipola College	PSV	FIRE SCIENCE TECHNOLOGY
Chipola College	PSV	NETWORKING SERVICES TECHNOLOGY
Chipola College	PSV	NURSING
Chipola College	PSV	RECREATION TECHNOLOGY
Chipola College	PSVC	CHILD CARE CENTER MANAGEMENT
Chipola College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Chipola College	PSVC	INFORMATION TECHNOLOGY MGNT
Chipola College	PSVC	PARAMEDIC
College of Central Florida	AA	ASSOCIATE IN ARTS
College of Central Florida	ATD	DENTAL ASSISTING TECH&MGMT
College of Central Florida	ATD	TURF EQUIPMENT TECHNOLOGY
College of Central Florida	PSAV	A/C REFRIG.&HTG. TECHNOLOGY 1
College of Central Florida	PSAV	APPLIED WELDING TECHNOLOGIES
College of Central Florida	PSAV	AUTO. COLLISION REPAIR & REF.
College of Central Florida	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
College of Central Florida	PSAV	BARBERING
College of Central Florida	PSAV	COMMERCIAL VEHICLE DRIVING
College of Central Florida	PSAV	CORRECTIONAL OFFICER
College of Central Florida	PSAV	LAW ENFORCEMENT OFFICER
College of Central Florida	PSAV	PRACTICAL NURSING
College of Central Florida	PSAV	SURGICAL TECHNOLOGY
College of Central Florida	PSAV	X CORR OFF TO LAW ENF OFFICER
College of Central Florida	PSV	ACCOUNTING TECHNOLOGY
College of Central Florida	PSV	AGRIBUSINESS MANAGEMENT
College of Central Florida	PSV	AUTOMOTIVE SERVICE MGT TECH
College of Central Florida	PSV	BUSINESS ADMINISTRATION
College of Central Florida	PSV	COMPUTER INFORMATION ADMINISTR
College of Central Florida	PSV	CRIMINAL JUSTICE TECHNOLOGY
College of Central Florida	PSV	DENTAL ASSISTING TECH & MGMT
College of Central Florida	PSV	DRAFTING & DESIGN TECHNOLOGY
College of Central Florida	PSV	EARLY CHILDHOOD EDUCATION A.D.
College of Central Florida	PSV	EMERGENCY MED SERVS-ASSOC DEG
College of Central Florida	PSV	ENGINEERING TECHNOLOGY
College of Central Florida	PSV	EQUINE STUDIES
College of Central Florida	PSV	FIRE SCIENCE TECHNOLOGY
College of Central Florida	PSV	HEALTH INFORMATION TECHNOLOGY
College of Central Florida	PSV	HUMAN SERVICES
College of Central Florida	PSV	LANDSCAPE & HORTICULTURE TNLGY
College of Central Florida	PSV	NURSING
College of Central Florida	PSV	OFFICE ADMINISTRATION
College of Central Florida	PSV	PARALEGAL STUDIES (LEGAL ASST)
College of Central Florida	PSV	PHYSICAL THERAPIST ASSISTANT

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College	Program Type	Program Title
College of Central Florida	PSV	RADIOGRAPHY
College of Central Florida	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
College of Central Florida	PSVC	BUSINESS MANAGEMENT
College of Central Florida	PSVC	BUSINESS OPERATIONS
College of Central Florida	PSVC	BUSINESS SPECIALIST
College of Central Florida	PSVC	CHILD CARE CENTER MANAGEMENT
College of Central Florida	PSVC	COMPUTER AIDED DESIGN & DRAFTI
College of Central Florida	PSVC	DRAFTING ARCH DESIGN TECH
College of Central Florida	PSVC	EMERGENCY MEDICAL TECHNICIAN
College of Central Florida	PSVC	ENGINEERING SUPPORT SPECIALIST
College of Central Florida	PSVC	ENTREPRENEURSHIP
College of Central Florida	PSVC	EQUINE ASSISTANT MANAGEMENT
College of Central Florida	PSVC	INFORMATION TECHNOLOGY ANALYST
College of Central Florida	PSVC	INFORMATION TECHNOLOGY SPECIAL
College of Central Florida	PSVC	LANDSCAPE & HORTICULTURE TECH
College of Central Florida	PSVC	LEAN SIX SIGMA GREEN BELT
College of Central Florida	PSVC	MEDICAL INF CODER/BILLER
College of Central Florida	PSVC	OFFICE MANAGEMENT
College of Central Florida	PSVC	OFFICE SPECIALIST
College of Central Florida	PSVC	OFFICE SUPPORT
College of Central Florida	PSVC	PARAMEDIC
Daytona State College	AAS	ACCOUNTING TECHNOLOGY
Daytona State College	AAS	AUTOMOTIVE SERVICE MGT TECH
Daytona State College	AAS	BUILDING CONSTRUCTION TECH
Daytona State College	AAS	BUSINESS ADMINISTRATION
Daytona State College	AAS	CULINARY MANAGEMENT
Daytona State College	AAS	DRAFTING & DESIGN TECHNOLOGY
Daytona State College	AAS	EMERGENCY MED SERVS-ASSOC DEG
Daytona State College	AAS	GRAPHIC ARTS TECHNOLOGY
Daytona State College	AAS	HEALTH INFORMATION TECHNOLOGY
Daytona State College	AAS	HOSPITALITY & TOURISM MGMT
Daytona State College	AAS	HUMAN SERVICES
Daytona State College	AAS	INDUSTRIAL MANAGEMENT TECH
Daytona State College	AAS	INTERIOR DESIGN TECHNOLOGY
Daytona State College	AAS	MANUFACTURING TECHNOLOGY
Daytona State College	AAS	OCCUPATIONAL THERAPY ASSISTANT
Daytona State College	AAS	OFFICE ADMINISTRATION
Daytona State College	AAS	PARALEGAL STUDIES (LEGAL ASST)
Daytona State College	AAS	PHYSICAL THERAPIST ASSISTANT
Daytona State College	AAS	RESPIRATORY CARE
Daytona State College	AA	ASSOCIATE IN ARTS
Daytona State College	APPR	EARLY CHILDHOOD EDUCATION-APPR
Daytona State College	APPR	ELECTRICIAN-APPR
Daytona State College	APPR	PLUMBING TECHNOLOGY-APPR
Daytona State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Daytona State College	ATD	MEDICAL RECORDS TRANSCRIBING

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College	Program Type	Program Title
Daytona State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Daytona State College	PSAV	ADVANCED AUTOMOTIVE TECHNOLOGY
Daytona State College	PSAV	APPLIED WELDING TECHNOLOGIES
Daytona State College	PSAV	AUTO. COLLISION REPAIR & REF.
Daytona State College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Daytona State College	PSAV	BARBERING
Daytona State College	PSAV	COMM FOODS/CULINARY ARTS NEW
Daytona State College	PSAV	CORRECTIONAL OFFICER
Daytona State College	PSAV	COSMETOLOGY (NEW)
Daytona State College	PSAV	DENTAL ASSISTING
Daytona State College	PSAV	FIRE FIGHTER
Daytona State College	PSAV	LAW ENFORCEMENT OFFICER
Daytona State College	PSAV	MACHINING
Daytona State College	PSAV	MASSAGE THERAPY
Daytona State College	PSAV	MEDICAL ASSISTING
Daytona State College	PSAV	NURSING ASSISTANT
Daytona State College	PSAV	PATIENT CARE ASSISTANT
Daytona State College	PSAV	PATIENT CARE TECHNICIAN
Daytona State College	PSAV	PRACTICAL NURSING
Daytona State College	PSAV	SURGICAL TECHNOLOGY
Daytona State College	PSV	ACCOUNTING TECHNOLOGY
Daytona State College	PSV	BUILDING CONSTRUCTION TECH
Daytona State College	PSV	BUSINESS ADMINISTRATION
Daytona State College	PSV	COMPUTER ENGINEERING TECH
Daytona State College	PSV	COMPUTER INFORMATION ADMINISTR
Daytona State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Daytona State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Daytona State College	PSV	CULINARY MANAGEMENT
Daytona State College	PSV	DENTAL HYGIENE
Daytona State College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Daytona State College	PSV	DRAFTING & DESIGN TECHNOLOGY
Daytona State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Daytona State College	PSV	ELECTRONICS ENGINEERING TECH
Daytona State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Daytona State College	PSV	ENVIRONMENTAL SCIENCE TECH
Daytona State College	PSV	FIRE SCIENCE TECHNOLOGY
Daytona State College	PSV	GRAPHICS TECHNOLOGY
Daytona State College	PSV	HEALTH INFORMATION TECHNOLOGY
Daytona State College	PSV	HOSPITALITY & TOURISM MGMT
Daytona State College	PSV	HUMAN SERVICES
Daytona State College	PSV	INDUSTRIAL MANAGEMENT TECH
Daytona State College	PSV	INTERACTIVE MEDIA PRODUCTION T
Daytona State College	PSV	INTERIOR DESIGN TECH
Daytona State College	PSV	INTERNET SERVICES TECHNOLOGY
Daytona State College	PSV	MUSIC PRODUCTION TECHNOLOGY
Daytona State College	PSV	NETWORK SYSTEMS TECHNOLOGY

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College	Program Type	Program Title
Daytona State College	PSV	NETWORKING SERVICES TECHNOLOGY
Daytona State College	PSV	NURSING
Daytona State College	PSV	OCCUPATIONAL THERAPY ASSISTANT
Daytona State College	PSV	OFFICE ADMINISTRATION
Daytona State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Daytona State College	PSV	PHOTOGRAPHIC TECHNOLOGY
Daytona State College	PSV	PHYSICAL THERAPIST ASSISTANT
Daytona State College	PSV	RADIOGRAPHY
Daytona State College	PSV	RESPIRATORY CARE
Daytona State College	PSV	SIMULATION TECHNOLOGY
Daytona State College	PSV	VETERINARY TECHNOLOGY
Daytona State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Daytona State College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Daytona State College	PSVC	ADDICTION STUDIES
Daytona State College	PSVC	ADV. NETWORK INFRASTRUCTURE
Daytona State College	PSVC	AUDIO TECHNOLOGY
Daytona State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Daytona State College	PSVC	BUSINESS MANAGEMENT
Daytona State College	PSVC	BUSINESS OPERATIONS
Daytona State College	PSVC	CABLE INSTALLATION
Daytona State College	PSVC	COMPUTER PROGRAMMING
Daytona State College	PSVC	COMPUTER SPECIALIST
Daytona State College	PSVC	DRAFTING ARCH DESIGN TECH
Daytona State College	PSVC	ENTREPRENEURSHIP MARKETING
Daytona State College	PSVC	HUMAN SERVICES ASSISTANT
Daytona State College	PSVC	INFORMATION TECHNOLOGY ADMIN
Daytona State College	PSVC	INFORMATION TECHNOLOGY ANALYST
Daytona State College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Daytona State College	PSVC	KITCHEN & BATH SPECIALIZATION
Daytona State College	PSVC	MEDICAL INF CODER/BILLER
Daytona State College	PSVC	MEDICAL OFFICE MANAGEMENT
Daytona State College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Daytona State College	PSVC	NETWORK ADMINISTRATION
Daytona State College	PSVC	NETWORK COMMUNICATIONS (LAN)
Daytona State College	PSVC	NETWORK COMMUNICATIONS (WAN)
Daytona State College	PSVC	NETWORK INFRASTRUCTURE
Daytona State College	PSVC	NETWORK SUPPORT TECHNICIAN
Daytona State College	PSVC	OFFICE MANAGEMENT
Daytona State College	PSVC	OFFICE SUPPORT
Daytona State College	PSVC	PARAMEDIC
Daytona State College	PSVC	TELEVISION STUDIO PRODUCTION
Daytona State College	PSVC	WEB DEVELOPMENT SPECIALIST
Daytona State College	PSVC	WIRELESS COMMUNICATIONS
Eastern Florida State College	AAS	BUSINESS ADMINISTRATION
Eastern Florida State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Eastern Florida State College	AAS	ENGINEERING TECHNOLOGY

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College	Program Type	Program Title
Eastern Florida State College	AA	ASSOCIATE IN ARTS
Eastern Florida State College	APPR	MACHINING-APPR
Eastern Florida State College	ATD	DENTAL ASSISTING TECH&MGMT
Eastern Florida State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Eastern Florida State College	ATD	MEDICAL CLINICAL LAB TECH
Eastern Florida State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Eastern Florida State College	PSAV	ACCOUNTING OPERATIONS
Eastern Florida State College	PSAV	APPLIED WELDING TECHNOLOGIES
Eastern Florida State College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Eastern Florida State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Eastern Florida State College	PSAV	COMM FOODS/CULINARY ARTS NEW
Eastern Florida State College	PSAV	CORRECTIONAL OFFICER
Eastern Florida State College	PSAV	COSMETOLOGY (NEW)
Eastern Florida State College	PSAV	CUSTOMER ASSISTANCE TECH
Eastern Florida State College	PSAV	FACIALS SPECIALTY
Eastern Florida State College	PSAV	FIRE FIGHTER
Eastern Florida State College	PSAV	LAW ENFORCEMENT OFFICER
Eastern Florida State College	PSAV	MEDICAL ASSISTING
Eastern Florida State College	PSAV	MEDICAL SECRETARY
Eastern Florida State College	PSAV	PATIENT CARE ASSISTANT
Eastern Florida State College	PSAV	PHLEBOTOMY
Eastern Florida State College	PSAV	PRACTICAL NURSING
Eastern Florida State College	PSAV	PUBLIC SAFETY TELECOMM.
Eastern Florida State College	PSAV	SURGICAL TECHNOLOGY
Eastern Florida State College	PSAV	X LAW ENF OFF TO CORR OFFICER
Eastern Florida State College	PSV	AEROSPACE TECHNOLOGY
Eastern Florida State College	PSV	BUSINESS ADMINISTRATION
Eastern Florida State College	PSV	CHEMICAL TECHNOLOGY
Eastern Florida State College	PSV	COMPUTER INFORMATION ADMINISTR
Eastern Florida State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Eastern Florida State College	PSV	CRIME SCENE TECHNOLOGY
Eastern Florida State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Eastern Florida State College	PSV	DENTAL ASSISTING TECH & MGMT
Eastern Florida State College	PSV	DENTAL HYGIENE
Eastern Florida State College	PSV	DIGITAL TV & MEDIA PRODUCTION
Eastern Florida State College	PSV	DRAFTING & DESIGN TECHNOLOGY
Eastern Florida State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Eastern Florida State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Eastern Florida State College	PSV	ENGINEERING TECHNOLOGY
Eastern Florida State College	PSV	FIRE SCIENCE TECHNOLOGY
Eastern Florida State College	PSV	GRAPHICS TECHNOLOGY
Eastern Florida State College	PSV	HEALTH INFORMATION TECHNOLOGY
Eastern Florida State College	PSV	INTERIOR DESIGN TECH
Eastern Florida State College	PSV	MEDICAL LABORATORY TECHNOLOGY
Eastern Florida State College	PSV	NETWORKING SERVICES TECHNOLOGY
Eastern Florida State College	PSV	NURSING

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Eastern Florida State College	PSV	OFFICE ADMINISTRATION
Eastern Florida State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Eastern Florida State College	PSV	RADIOGRAPHY
Eastern Florida State College	PSV	VETERINARY TECHNOLOGY
Eastern Florida State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Eastern Florida State College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Eastern Florida State College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Eastern Florida State College	PSVC	ALTERNATIVE ENERGY SYSTEMS
Eastern Florida State College	PSVC	APPLIED TECHNOLOGY SPECIALIST
Eastern Florida State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Eastern Florida State College	PSVC	BROADCAST PRODUCTION
Eastern Florida State College	PSVC	BUSINESS DEV.&ENTREPRENEURSHIP
Eastern Florida State College	PSVC	BUSINESS MANAGEMENT
Eastern Florida State College	PSVC	CHEMICAL LABORATORY SPECIALIST
Eastern Florida State College	PSVC	CHILD CARE CENTER MANAGEMENT
Eastern Florida State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Eastern Florida State College	PSVC	CISCO CCNA CERTIFICATE
Eastern Florida State College	PSVC	COMPOSITE FABRICATION&TESTING
Eastern Florida State College	PSVC	COMPUTER PROGRAMMING
Eastern Florida State College	PSVC	COMPUTER SPECIALIST
Eastern Florida State College	PSVC	DIGITAL VIDEO FUNDAMENTALS
Eastern Florida State College	PSVC	DRAFTING ARCH DESIGN TECH
Eastern Florida State College	PSVC	EDUCATIONAL ASSISTING
Eastern Florida State College	PSVC	ELECTRONIC COMMERCE
Eastern Florida State College	PSVC	ENGINEERING SUPPORT SPECIALIST
Eastern Florida State College	PSVC	ENTREPRENEURSHIP MARKETING
Eastern Florida State College	PSVC	GRAPHIC DESIGN SUPPORT
Eastern Florida State College	PSVC	GRAPHICS DESIGN PRODUCTION
Eastern Florida State College	PSVC	HOME STAGING SPECIALIST CCC
Eastern Florida State College	PSVC	HUMAN RESOURCES ADMINISTRATOR
Eastern Florida State College	PSVC	INFANT TODDLER
Eastern Florida State College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Eastern Florida State College	PSVC	INFORMATION TECHNOLOGY TECH
Eastern Florida State College	PSVC	INTERACTIVE MEDIA PRODUCTION
Eastern Florida State College	PSVC	INTERACTIVE MEDIA SUPPORT
Eastern Florida State College	PSVC	KITCHEN & BATH SPECIALIZATION
Eastern Florida State College	PSVC	MEDICAL INF CODER/BILLER
Eastern Florida State College	PSVC	OFFICE SPECIALIST
Eastern Florida State College	PSVC	ORACLE CERTIFIED DBA
Eastern Florida State College	PSVC	PARAMEDIC
Eastern Florida State College	PSVC	PHOTOGRAPHY
Eastern Florida State College	PSVC	PRE-SCHOOL
Eastern Florida State College	PSVC	SCIENTIFIC WORKPLACE PREP
Eastern Florida State College	PSVC	TELEVISION STUDIO PRODUCTION
Eastern Florida State College	PSVC	WEB DEVELOPMENT SPECIALIST
Florida Gateway College	AAS	BUSINESS ADMINISTRATION

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida Gateway College	AAS	GRAPHICS TECHNOLOGY
Florida Gateway College	AA	ASSOCIATE IN ARTS
Florida Gateway College	ATD	CUSTOMER SERVICE TECHNOLOGY
Florida Gateway College	ATD	EMERGENCY MEDICAL TECHNICIAN
Florida Gateway College	ATD	MEDICAL CODER/BILLER
Florida Gateway College	ATD	MEDICAL RECORDS TRANSCRIBING
Florida Gateway College	ATD	TURF EQUIPMENT TECHNOLOGY
Florida Gateway College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Florida Gateway College	PSAV	APPLIED WELDING TECHNOLOGIES
Florida Gateway College	PSAV	COMMERCIAL VEHICLE DRIVING
Florida Gateway College	PSAV	CORRECTIONAL OFFICER
Florida Gateway College	PSAV	COSMETOLOGY (OLD)
Florida Gateway College	PSAV	FACIALS SPECIALTY
Florida Gateway College	PSAV	FIRE FIGHTER
Florida Gateway College	PSAV	LAW ENFORCEMENT OFFICER
Florida Gateway College	PSAV	NAILS SPECIALTY
Florida Gateway College	PSAV	PATIENT CARE ASSISTANT
Florida Gateway College	PSAV	PATIENT CARE TECHNICIAN
Florida Gateway College	PSAV	PHLEBOTOMY
Florida Gateway College	PSAV	PRACTICAL NURSING
Florida Gateway College	PSAV	X CORR OFF TO LAW ENF OFFICER
Florida Gateway College	PSAV	X LAW ENF OFF TO CORR OFFICER
Florida Gateway College	PSV	AGRIBUSINESS MANAGEMENT
Florida Gateway College	PSV	BUSINESS ADMINISTRATION
Florida Gateway College	PSV	COMPUTER INFORMATION ADMINISTR
Florida Gateway College	PSV	COMPUTER PROGRAMMING & ANALYSI
Florida Gateway College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Florida Gateway College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Florida Gateway College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Florida Gateway College	PSV	ENGINEERING TECHNOLOGY
Florida Gateway College	PSV	ENVIRONMENTAL SCIENCE TECH
Florida Gateway College	PSV	GOLF COURSE OPERATIONS
Florida Gateway College	PSV	GRAPHICS TECHNOLOGY
Florida Gateway College	PSV	LANDSCAPE & HORTICULTURE TNLGY
Florida Gateway College	PSV	NURSING
Florida Gateway College	PSV	OFFICE ADMINISTRATION
Florida Gateway College	PSV	PHYSICAL THERAPIST ASSISTANT
Florida Gateway College	PSV	SUPPLY CHAIN MANAGEMENT
Florida Gateway College	PSV	TURF EQUIPMENT MANAGEMENT
Florida Gateway College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Florida Gateway College	PSVC	BUSINESS MANAGEMENT
Florida Gateway College	PSVC	CHILD CARE CENTER MANAGEMENT
Florida Gateway College	PSVC	CISCO CCNA CERTIFICATE
Florida Gateway College	PSVC	COMPUTER PROGRAMMING
Florida Gateway College	PSVC	COMPUTER PROGRAMMING SPECIALST
Florida Gateway College	PSVC	EMERGENCY MEDICAL TECHNICIAN

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida Gateway College	PSVC	ENGINEERING SUPPORT SPECIALIST
Florida Gateway College	PSVC	GRAPHICS DESIGN PRODUCTION
Florida Gateway College	PSVC	INFANT TODDLER
Florida Gateway College	PSVC	INTERACTIVE MEDIA PRODUCTION
Florida Gateway College	PSVC	LANDSCAPE & HORTICULTURE PROF
Florida Gateway College	PSVC	LOGISTICS&TRANSPORTATION SPEC
Florida Gateway College	PSVC	OFFICE MANAGEMENT
Florida Gateway College	PSVC	PARAMEDIC
Florida Gateway College	PSVC	PNEUMATICS,HYDRAULICS&MOTORS
Florida Gateway College	PSVC	PRE-SCHOOL
Florida Gateway College	PSVC	WATER QUALITY TECHNICIAN
Florida Keys Community College	AAS	BUSINESS ADMINISTRATION
Florida Keys Community College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Florida Keys Community College	AAS	DIVING BUSINESS AND TECHNOLOGY
Florida Keys Community College	AAS	MARINE ENG, MGMT & SEAMANSHIP
Florida Keys Community College	AA	ASSOCIATE IN ARTS
Florida Keys Community College	ATD	EMERGENCY MEDICAL TECHNICIAN
Florida Keys Community College	PSAV	CORRECTIONAL OFFICER
Florida Keys Community College	PSAV	LAW ENFORCEMENT OFFICER
Florida Keys Community College	PSAV	NURSING ASSISTANT(ARTICULATED)
Florida Keys Community College	PSAV	X CORR OFF TO LAW ENF OFFICER
Florida Keys Community College	PSV	BUSINESS ADMINISTRATION
Florida Keys Community College	PSV	COMPUTER INFORMATION ADMINISTR
Florida Keys Community College	PSV	COMPUTER PROGRAMMING & ANALYSI
Florida Keys Community College	PSV	DIVING BUSINESS AND TECHNOLOGY
Florida Keys Community College	PSV	MARINE ENG, MGMT & SEAMANSHIP
Florida Keys Community College	PSV	MARINE ENVIRONMENTAL TECHNOLOG
Florida Keys Community College	PSV	NURSING
Florida Keys Community College	PSVC	ADDICTION STUDIES
Florida Keys Community College	PSVC	COMMERCIAL/WORK DIVING
Florida Keys Community College	PSVC	COMPUTER PROGRAMMING

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida Keys Community College	PSVC	ENTREPRENEURSHIP MARKETING
Florida Keys Community College	PSVC	FUNDAMENTALS/PROFESSIONAL DVNG
Florida Keys Community College	PSVC	MARINE MAMMAL BEHAVIOR/TRAININ
Florida Keys Community College	PSVC	MARINE TECHNOLOGY
Florida Keys Community College	PSVC	PROFESSIONAL DIVE INSTRUCTOR
Florida Keys Community College	PSVC	PROFESSIONAL DIVING MED. TECH.
Florida Keys Community College	PSVC	PROFESSIONAL RESEARCH DIVING
Florida Keys Community College	PSVC	TROPICAL ORNAMENTAL MARICULTUR
Florida SouthWestern State College	AA	ASSOCIATE IN ARTS
Florida SouthWestern State College	PSAV	DENTAL ASSISTING
Florida SouthWestern State College	PSAV	FIRE FIGHTER
Florida SouthWestern State College	PSV	ACCOUNTING TECHNOLOGY
Florida SouthWestern State College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Florida SouthWestern State College	PSV	BUSINESS ADMINISTRATION
Florida SouthWestern State College	PSV	CARDIOVASCULAR/CARDIOPULMONARY
Florida SouthWestern State College	PSV	CIVIL ENGINEERING TECHNOLOGY
Florida SouthWestern State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Florida SouthWestern State College	PSV	CRIME SCENE TECHNOLOGY
Florida SouthWestern State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Florida SouthWestern State College	PSV	DENTAL HYGIENE
Florida SouthWestern State College	PSV	DRAFTING & DESIGN TECHNOLOGY
Florida SouthWestern State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Florida SouthWestern State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Florida SouthWestern State College	PSV	FIRE SCIENCE TECHNOLOGY
Florida SouthWestern State College	PSV	HEALTH INFORMATION MANAGEMENT
Florida SouthWestern State College	PSV	HUMAN SERVICES

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida SouthWestern State College	PSV	INTERNET SERVICES TECHNOLOGY
Florida SouthWestern State College	PSV	NETWORKING SERVICES TECHNOLOGY
Florida SouthWestern State College	PSV	NURSING
Florida SouthWestern State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Florida SouthWestern State College	PSV	RADIOGRAPHY
Florida SouthWestern State College	PSV	RESPIRATORY CARE
Florida SouthWestern State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Florida SouthWestern State College	PSVC	BUSINESS MANAGEMENT
Florida SouthWestern State College	PSVC	COMPUTER PROGRAMMING
Florida SouthWestern State College	PSVC	CRIME SCENE TECHNICIAN
Florida SouthWestern State College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Florida SouthWestern State College	PSVC	INFORMATION TECHNOLOGY MGNT
Florida SouthWestern State College	PSVC	PARAMEDIC
Florida State College at Jacksonville	AAS	AIR COND/REFRIG/HEAT SYSTEM
Florida State College at Jacksonville	AAS	AUTOMOTIVE SERVICE MGT TECH
Florida State College at Jacksonville	AAS	BUSINESS ADMINISTRATION
Florida State College at Jacksonville	AAS	CARPENTRY MANAGEMENT
Florida State College at Jacksonville	AAS	COMPUTER ENGINEERING TECH
Florida State College at Jacksonville	AAS	CONSTRUCTION ELECTRICITY MGMNT
Florida State College at Jacksonville	AAS	CRIMINAL JUSTICE TECHNOLOGY
Florida State College at Jacksonville	AAS	CULINARY MANAGEMENT
Florida State College at Jacksonville	AAS	DIETETIC TECHNICIAN
Florida State College at Jacksonville	AAS	EARLY CHILDHOOD MANAGEMENT
Florida State College at Jacksonville	AAS	EMERGENCY MED SERVS-ASSOC DEG
Florida State College at Jacksonville	AAS	ENVIRONMENTAL SCIENCE TECH
Florida State College at Jacksonville	AAS	FIRE SCIENCE TECHNOLOGY

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	AAS	FUNERAL SERVICES
Florida State College at Jacksonville	AAS	HISTOLOGIC TECHNOLOGY
Florida State College at Jacksonville	AAS	MEDICAL LABORATORY TECHNOLOGY
Florida State College at Jacksonville	AAS	NETWORKING SERVICES TECHNOLOGY
Florida State College at Jacksonville	AAS	OFFICE ADMINISTRATION
Florida State College at Jacksonville	AAS	PARALEGAL STUDIES (LEGAL ASST)
Florida State College at Jacksonville	AAS	RADIOGRAPHY
Florida State College at Jacksonville	AAS	RESPIRATORY CARE
Florida State College at Jacksonville	AAS	RESTAURANT MANAGEMENT
Florida State College at Jacksonville	AA	ASSOCIATE IN ARTS
Florida State College at Jacksonville	APPR	A/C, REFRIG., & HEATING-APPR
Florida State College at Jacksonville	APPR	CARPENTRY-APPR
Florida State College at Jacksonville	APPR	COMM/INDUSTRIAL INSULATION-APP
Florida State College at Jacksonville	APPR	ELECTRICIAN-APPR
Florida State College at Jacksonville	APPR	HEAVY EQUIPMENT OPERATION-APPR
Florida State College at Jacksonville	APPR	PLUMBING TECHNOLOGY-APPR
Florida State College at Jacksonville	ATC	FUNERAL SERVICES
Florida State College at Jacksonville	ATD	MEDICAL CODER/BILLER
Florida State College at Jacksonville	ATD	PHARMACY TECHNICIAN
Florida State College at Jacksonville	PSAV	A/C REFRIG.&HTG. TECHNOLOGY 1
Florida State College at Jacksonville	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Florida State College at Jacksonville	PSAV	ADMINISTRATIVE ASSISTANT
Florida State College at Jacksonville	PSAV	AIRCRAFT AIRFRAME MECHANICS
Florida State College at Jacksonville	PSAV	AIRCRAFT POWERPLANT MECHANICS
Florida State College at Jacksonville	PSAV	APPLIED WELDING TECHNOLOGIES
Florida State College at Jacksonville	PSAV	AUTO. COLLISION REPAIR & REF.

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Florida State College at Jacksonville	PSAV	BUILDING TRADES&CONSTRUCT DSGN
Florida State College at Jacksonville	PSAV	CARPENTRY
Florida State College at Jacksonville	PSAV	CHILD CARE CENTER OPERATIONS
Florida State College at Jacksonville	PSAV	COMM FOODS/CULINARY ARTS NEW
Florida State College at Jacksonville	PSAV	COMMERCIAL VEHICLE DRIVING
Florida State College at Jacksonville	PSAV	CORRECTIONAL OFFICER
Florida State College at Jacksonville	PSAV	COSMETOLOGY (NEW)
Florida State College at Jacksonville	PSAV	COSMETOLOGY (OLD)
Florida State College at Jacksonville	PSAV	DENTAL ASSISTING (NEW)
Florida State College at Jacksonville	PSAV	EARLY CHILDHOOD EDUCATION
Florida State College at Jacksonville	PSAV	EARLY CHILDHOOD EDUCATION-NEW
Florida State College at Jacksonville	PSAV	ELECTRICITY
Florida State College at Jacksonville	PSAV	FACIALS SPECIALTY
Florida State College at Jacksonville	PSAV	FAMILY CHILD CARE
Florida State College at Jacksonville	PSAV	FIRE FIGHTER
Florida State College at Jacksonville	PSAV	GLOBAL LOGISTICS &SUPPLY CHAIN
Florida State College at Jacksonville	PSAV	HOME HEALTH AIDE (CERT)
Florida State College at Jacksonville	PSAV	INSURANCE CLAIMS ADJUSTER
Florida State College at Jacksonville	PSAV	INSURANCE CUSTOMER SERVICE REP
Florida State College at Jacksonville	PSAV	INSURANCE GENERAL LINES AGENT
Florida State College at Jacksonville	PSAV	LAW ENFORCEMENT OFFICER
Florida State College at Jacksonville	PSAV	LIFE INSURANCE MARKETING
Florida State College at Jacksonville	PSAV	LOAN ORIGINATOR
Florida State College at Jacksonville	PSAV	LODGING OPERATIONS
Florida State College at Jacksonville	PSAV	MARKETING MERCH & PARTS OPER

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	PSAV	MASSAGE THERAPY
Florida State College at Jacksonville	PSAV	MED/HVY DUTY TRUCK/BUS MECH.
Florida State College at Jacksonville	PSAV	MEDICAL ASSISTING
Florida State College at Jacksonville	PSAV	NURSING ASSISTANT(ARTICULATED)
Florida State College at Jacksonville	PSAV	PARAMEDIC
Florida State College at Jacksonville	PSAV	PATIENT CARE TECHNICIAN
Florida State College at Jacksonville	PSAV	PERSONAL FINANCIAL PLANNING
Florida State College at Jacksonville	PSAV	PERSONAL LINES INSURANCE
Florida State College at Jacksonville	PSAV	PHARMACY TECHNICIAN
Florida State College at Jacksonville	PSAV	POLICE SERVICE AIDE
Florida State College at Jacksonville	PSAV	PRACTICAL NURSING
Florida State College at Jacksonville	PSAV	REAL ESTATE SALES AGENT
Florida State College at Jacksonville	PSAV	SCHOOL AGE CERTIFICATION TRNG
Florida State College at Jacksonville	PSAV	SEAPORT SECURITY OFFICER
Florida State College at Jacksonville	PSAV	SURGICAL TECHNOLOGY
Florida State College at Jacksonville	PSAV	X CORR OFF TO LAW ENF OFFICER
Florida State College at Jacksonville	PSAV	X CORR PROB TO LAW ENF OFFICER
Florida State College at Jacksonville	PSV	ACCOUNTING TECHNOLOGY
Florida State College at Jacksonville	PSV	ARCH DESIGN/CONSTRUCTION TECH
Florida State College at Jacksonville	PSV	AUTOMOTIVE SERVICE MGT TECH
Florida State College at Jacksonville	PSV	AVIATION MAINTENCE MGMT
Florida State College at Jacksonville	PSV	AVIATION OPERATIONS
Florida State College at Jacksonville	PSV	BIOMEDICAL EQUIPMENT ENGINEER
Florida State College at Jacksonville	PSV	BIOTECHNOLOGY LABORATORY TECH
Florida State College at Jacksonville	PSV	BUILDING CONSTRUCTION TECH
Florida State College at Jacksonville	PSV	BUSINESS ADMINISTRATION

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	PSV	CARDIOVASCULAR/CARDIOPULMONARY
Florida State College at Jacksonville	PSV	COMPUTER INFORMATION ADMINISTR
Florida State College at Jacksonville	PSV	COMPUTER INTEGRATED MANUFACTUR
Florida State College at Jacksonville	PSV	COMPUTER PROGRAMMING & ANALYSI
Florida State College at Jacksonville	PSV	CRIMINAL JUSTICE TECHNOLOGY
Florida State College at Jacksonville	PSV	CULINARY MANAGEMENT
Florida State College at Jacksonville	PSV	DATABASE TECHNOLOGY
Florida State College at Jacksonville	PSV	DEALER-SPECIFIC AUTOMOTIVE TEC
Florida State College at Jacksonville	PSV	DENTAL HYGIENE
Florida State College at Jacksonville	PSV	DIETETIC TECHNICIAN
Florida State College at Jacksonville	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Florida State College at Jacksonville	PSV	EARLY CHILDHOOD MANAGEMENT
Florida State College at Jacksonville	PSV	EMERGENCY ADMINIST. & MANAG.
Florida State College at Jacksonville	PSV	EMERGENCY MED SERVS-ASSOC DEG
Florida State College at Jacksonville	PSV	ENGINEERING TECHNOLOGY
Florida State College at Jacksonville	PSV	ENVIRONMENTAL SCIENCE TECH
Florida State College at Jacksonville	PSV	FINANCIAL SERVICES
Florida State College at Jacksonville	PSV	FIRE SCIENCE TECHNOLOGY
Florida State College at Jacksonville	PSV	FUNERAL SERVICES
Florida State College at Jacksonville	PSV	GRAPHICS TECHNOLOGY
Florida State College at Jacksonville	PSV	HEALTH INFORMATION MANAGEMENT
Florida State College at Jacksonville	PSV	HEALTH INFORMATION TECHNOLOGY
Florida State College at Jacksonville	PSV	HISTOLOGIC TECHNOLOGY
Florida State College at Jacksonville	PSV	HOSPITALITY & TOURISM MGMT
Florida State College at Jacksonville	PSV	INDUSTRIAL MANAGEMENT TECH
Florida State College at Jacksonville	PSV	INTERIOR DESIGN TECH

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	PSV	INTERNET SERVICES TECHNOLOGY
Florida State College at Jacksonville	PSV	IT SECURITY
Florida State College at Jacksonville	PSV	MEDICAL LABORATORY TECHNOLOGY
Florida State College at Jacksonville	PSV	NETWORKING SERVICES TECHNOLOGY
Florida State College at Jacksonville	PSV	NURSING
Florida State College at Jacksonville	PSV	OCCUPATIONAL THERAPY ASSISTANT
Florida State College at Jacksonville	PSV	OFFICE ADMINISTRATION
Florida State College at Jacksonville	PSV	OPHTHALMIC TECHNICIAN
Florida State College at Jacksonville	PSV	PARALEGAL STUDIES (LEGAL ASST)
Florida State College at Jacksonville	PSV	PHYSICAL THERAPIST ASSISTANT
Florida State College at Jacksonville	PSV	PROFESSIONAL PILOT TECHNOLOGY
Florida State College at Jacksonville	PSV	RADIATION THERAPY
Florida State College at Jacksonville	PSV	RADIOGRAPHY
Florida State College at Jacksonville	PSV	RESPIRATORY CARE
Florida State College at Jacksonville	PSV	RESTAURANT MANAGEMENT
Florida State College at Jacksonville	PSV	SIGN LANGUAGE INTERPRETATION
Florida State College at Jacksonville	PSV	SUPPLY CHAIN MANAGEMENT
Florida State College at Jacksonville	PSV	THEATER & ENTERTAINMENT TECH
Florida State College at Jacksonville	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Florida State College at Jacksonville	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Florida State College at Jacksonville	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Florida State College at Jacksonville	PSVC	AIR COND/REFRIG/HEAT ASST.
Florida State College at Jacksonville	PSVC	AIR COND/REFRIG/HEAT TECH.
Florida State College at Jacksonville	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Florida State College at Jacksonville	PSVC	AUTOMATION
Florida State College at Jacksonville	PSVC	BUSINESS DEV.&ENTREPRENEURSHIP

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	PSVC	BUSINESS MANAGEMENT
Florida State College at Jacksonville	PSVC	BUSINESS OPERATIONS
Florida State College at Jacksonville	PSVC	BUSINESS SPECIALIST
Florida State College at Jacksonville	PSVC	CHEMICAL LABORATORY SPECIALIST
Florida State College at Jacksonville	PSVC	CISCO CCNA CERTIFICATE
Florida State College at Jacksonville	PSVC	CNC MACHINIST
Florida State College at Jacksonville	PSVC	COMPUTER PROGRAMMING SPECIALST
Florida State College at Jacksonville	PSVC	CONSTRUCTION CARPENTRY ASST.
Florida State College at Jacksonville	PSVC	CONSTRUCTION ELECTRICITY ASST.
Florida State College at Jacksonville	PSVC	CONSTRUCTION ELECTRICITY TECH.
Florida State College at Jacksonville	PSVC	CRIME SCENE TECHNICIAN
Florida State College at Jacksonville	PSVC	CRIMINAL JUSTICE TECH. SPEC.
Florida State College at Jacksonville	PSVC	CULINARY ARTS
Florida State College at Jacksonville	PSVC	DIGITAL MULTIMEDIA VIDEO PROD
Florida State College at Jacksonville	PSVC	DRAFTING ARCH DESIGN TECH
Florida State College at Jacksonville	PSVC	EMERGENCY ADMIN & MANAGER
Florida State College at Jacksonville	PSVC	EMERGENCY MEDICAL TECHNICIAN
Florida State College at Jacksonville	PSVC	ENGINEERING SUPPORT SPECIALIST
Florida State College at Jacksonville	PSVC	ENTREPRENEURSHIP MARKETING
Florida State College at Jacksonville	PSVC	FIRE COMPANY MANAGEMENT
Florida State College at Jacksonville	PSVC	FOOD & BEVERAGES MANAGEMENT
Florida State College at Jacksonville	PSVC	GEOGRAPHIC INFORMATION SYSTEM
Florida State College at Jacksonville	PSVC	GRAPHICS DESIGN PRODUCTION
Florida State College at Jacksonville	PSVC	GUEST SERVICES SPECIALIST
Florida State College at Jacksonville	PSVC	HAZARDOUS MATERIALS SPECIALIST
Florida State College at Jacksonville	PSVC	HOMELAND SECURITY EMERG. MNGR.

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Florida State College at Jacksonville	PSVC	INFORMATION TECHNOLOGY ADMIN
Florida State College at Jacksonville	PSVC	INFORMATION TECHNOLOGY ANALYST
Florida State College at Jacksonville	PSVC	INFORMATION TECHNOLOGY MGNT
Florida State College at Jacksonville	PSVC	INFORMATION TECHNOLOGY SPECIAL
Florida State College at Jacksonville	PSVC	INFORMATION TECHNOLOGY TECH
Florida State College at Jacksonville	PSVC	LOGISTICS&TRANSPORTATION SPEC
Florida State College at Jacksonville	PSVC	MARKETING OPERATIONS
Florida State College at Jacksonville	PSVC	MEDICAL INF CODER/BILLER
Florida State College at Jacksonville	PSVC	MEDICAL OFFICE MANAGEMENT
Florida State College at Jacksonville	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Florida State College at Jacksonville	PSVC	MULTIMEDIA PRODUCTION
Florida State College at Jacksonville	PSVC	NPR ENVIRONMENTAL SCIENCE TECH
Florida State College at Jacksonville	PSVC	OFFICE MANAGEMENT
Florida State College at Jacksonville	PSVC	OFFICE SPECIALIST
Florida State College at Jacksonville	PSVC	OFFICE SUPPORT
Florida State College at Jacksonville	PSVC	PARAMEDIC
Florida State College at Jacksonville	PSVC	PNEUMATICS,HYDRAULICS&MOTORS
Florida State College at Jacksonville	PSVC	RADIATION THERAPY SPECIALIST
Florida State College at Jacksonville	PSVC	SCIENTIFIC WORKPLACE PREP
Florida State College at Jacksonville	PSVC	WEB DEVELOPMENT SPECIALIST
Gulf Coast State College	AAS	ACCOUNTING TECHNOLOGY
Gulf Coast State College	AAS	BUSINESS ADMINISTRATION
Gulf Coast State College	AAS	CIVIL ENGINEERING TECHNOLOGY
Gulf Coast State College	AAS	COMPUTER INTEGRATED MANUFACTUR
Gulf Coast State College	AAS	CRIME SCENE TECHNOLOGY
Gulf Coast State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Gulf Coast State College	AAS	CULINARY MANAGEMENT
Gulf Coast State College	AAS	DIAGNOSTIC MED SONOGRAPHY
Gulf Coast State College	AAS	DIGITAL TV & MEDIA PRODUCTION
Gulf Coast State College	AAS	EARLY CHILDHOOD EDUCATION A.D.
Gulf Coast State College	AAS	HOSPITALITY & TOURISM MGMT

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Gulf Coast State College	AAS	OFFICE ADMINISTRATION
Gulf Coast State College	AAS	PARALEGAL STUDIES (LEGAL ASST)
Gulf Coast State College	AAS	RADIOGRAPHY
Gulf Coast State College	AAS	RESPIRATORY CARE
Gulf Coast State College	AAS	SURGICAL FIRST ASSISTING
Gulf Coast State College	AA	ASSOCIATE IN ARTS
Gulf Coast State College	APPR	ELECTRICIAN-APPR
Gulf Coast State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Gulf Coast State College	ATD	MEDICAL RECORDS TRANSCRIBING
Gulf Coast State College	ATD	PHARMACY TECHNICIAN
Gulf Coast State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Gulf Coast State College	PSAV	CORRECTIONAL OFFICER
Gulf Coast State College	PSAV	DENTAL ASSISTING
Gulf Coast State College	PSAV	FIRE FIGHTER
Gulf Coast State College	PSAV	LAW ENFORCEMENT OFFICER
Gulf Coast State College	PSAV	NURSING ASSISTANT
Gulf Coast State College	PSAV	PRACTICAL NURSING
Gulf Coast State College	PSAV	SURGICAL TECHNOLOGY
Gulf Coast State College	PSAV	X CORR OFF TO LAW ENF OFFICER
Gulf Coast State College	PSV	ACCOUNTING TECHNOLOGY
Gulf Coast State College	PSV	BUILDING CONSTRUCTION TECH
Gulf Coast State College	PSV	BUSINESS ADMINISTRATION
Gulf Coast State College	PSV	CIVIL ENGINEERING TECHNOLOGY
Gulf Coast State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Gulf Coast State College	PSV	CULINARY MANAGEMENT
Gulf Coast State College	PSV	DENTAL HYGIENE
Gulf Coast State College	PSV	DIAGNOSTIC MED SONOGRAPHY
Gulf Coast State College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Gulf Coast State College	PSV	ELECTRONICS ENGINEERING TECH
Gulf Coast State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Gulf Coast State College	PSV	ENGINEERING TECHNOLOGY
Gulf Coast State College	PSV	FIRE SCIENCE TECHNOLOGY
Gulf Coast State College	PSV	HEALTH SCIENCES
Gulf Coast State College	PSV	MUSIC PRODUCTION TECHNOLOGY
Gulf Coast State College	PSV	NETWORKING SERVICES TECHNOLOGY
Gulf Coast State College	PSV	NURSING
Gulf Coast State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Gulf Coast State College	PSV	PHYSICAL THERAPIST ASSISTANT
Gulf Coast State College	PSV	RADIOGRAPHY
Gulf Coast State College	PSV	RESPIRATORY CARE
Gulf Coast State College	PSV	SURGICAL FIRST ASSISTING
Gulf Coast State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Gulf Coast State College	PSVC	ALT ENERGY ENGINEERING TECH-CC
Gulf Coast State College	PSVC	AUDIO TECHNOLOGY
Gulf Coast State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Gulf Coast State College	PSVC	AUTOMATION

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College	Program Type	Program Title
Gulf Coast State College	PSVC	CENTRAL STERILE PROCESSING-CCC
Gulf Coast State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Gulf Coast State College	PSVC	COMPUTER AUTOMATION TECHNOLOGY
Gulf Coast State College	PSVC	CRIME SCENE TECHNICIAN
Gulf Coast State College	PSVC	DIAGNOSTIC SONOGRAPHY SPEC
Gulf Coast State College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Gulf Coast State College	PSVC	E-BUSINESS SECURITY
Gulf Coast State College	PSVC	ELECTRONICS AIDE
Gulf Coast State College	PSVC	ENDOSCOPIC TECHNICIAN
Gulf Coast State College	PSVC	ENTREPRENEURSHIP
Gulf Coast State College	PSVC	LOGISTICS&TRANSPORTATION SPEC
Gulf Coast State College	PSVC	MEDICAL OFFICE MANAGEMENT
Gulf Coast State College	PSVC	MULTIMEDIA PRODUCTION
Gulf Coast State College	PSVC	NUCLEAR MEDICINE TECHNOLOGY SP
Gulf Coast State College	PSVC	OFFICE MANAGEMENT
Gulf Coast State College	PSVC	ORACLE CERTIFIED DBD
Gulf Coast State College	PSVC	PARAMEDIC
Gulf Coast State College	PSVC	PNEUMATICS,HYDRAULICS&MOTORS
Gulf Coast State College	PSVC	SURGICAL FIRST ASSISTANT-CCC
Gulf Coast State College	PSVC	SUSTAINABLE DESIGN
Hillsborough Community College	AAS	ACCOUNTING TECHNOLOGY
Hillsborough Community College	AAS	AQUACULTURE MANAGEMENT
Hillsborough Community College	AAS	ARCH DESIGN/CONSTRUCTION TECH
Hillsborough Community College	AAS	AS IN DATABASE TECHNOLOGY
Hillsborough Community College	AAS	BUSINESS ADMINISTRATION
Hillsborough Community College	AAS	COMPUTER ENGINEERING TECH
Hillsborough Community College	AAS	COMPUTER INFORMATION ADMINISTR
Hillsborough Community College	AAS	COMPUTER PROGRAMMING & ANALYSI
Hillsborough Community College	AAS	CONSTRUCTION MANAGEMENT TECH.
Hillsborough Community College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Hillsborough Community College	AAS	CULINARY MANAGEMENT
Hillsborough Community College	AAS	DIAGNOSTIC MED SONOGRAPHY
Hillsborough Community College	AAS	DIGITAL TV & MEDIA PRODUCTION
Hillsborough Community College	AAS	DIGITAL/MULTIMEDIA TECHNOLOGY
Hillsborough Community College	AAS	EARLY CHILDHOOD MANAGEMENT
Hillsborough Community College	AAS	ELECTRONICS ENGINEERING TECH
Hillsborough Community College	AAS	EMERGENCY MED SERVS-ASSOC DEG
Hillsborough Community College	AAS	ENVIRONMENTAL SCIENCE TECH
Hillsborough Community College	AAS	FIRE SCIENCE TECHNOLOGY
Hillsborough Community College	AAS	HUMAN SERVICES
Hillsborough Community College	AAS	INDUSTRIAL MANAGEMENT TECH
Hillsborough Community College	AAS	INTERNET SERVICES TECHNOLOGY
Hillsborough Community College	AAS	IT SECURITY
Hillsborough Community College	AAS	NETWORKING SERVICES TECHNOLOGY
Hillsborough Community College	AAS	NUCLEAR MEDICINE TECHNOLOGY
Hillsborough Community College	AAS	OFFICE ADMINISTRATION

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College	Program Type	Program Title
Hillsborough Community College	AAS	OPTICAL MANAGEMENT
Hillsborough Community College	AAS	OPTICIAN
Hillsborough Community College	AAS	PARALEGAL STUDIES (LEGAL ASST)
Hillsborough Community College	AAS	RESPIRATORY CARE
Hillsborough Community College	AAS	RESTAURANT MANAGEMENT
Hillsborough Community College	AAS	SIGN LANGUAGE INTERPRETATION
Hillsborough Community College	AA	ASSOCIATE IN ARTS
Hillsborough Community College	APPR	A/C, REFRIG., & HEATING-APPR
Hillsborough Community College	APPR	CARPENTRY-APPR
Hillsborough Community College	APPR	ELECTRICIAN-APPR
Hillsborough Community College	APPR	ELECTRONIC TECHNOLOGY-APPR
Hillsborough Community College	APPR	FIRE SPRINKLER SYS TECH-APPR
Hillsborough Community College	APPR	INDUSTRIAL PIPEFITTER-APPR
Hillsborough Community College	APPR	SHEET METAL FABRICATION-APPR
Hillsborough Community College	ATC	LEGAL ASSISTING
Hillsborough Community College	ATC	OPTICIAN
Hillsborough Community College	ATD	FAMILY HEALTH SUPPORT WORKER
Hillsborough Community College	PSAV	ADVANCED WATER TECHNOLOGIES
Hillsborough Community College	PSAV	APPLIED WELDING TECHNOLOGIES
Hillsborough Community College	PSAV	AUTO. COLLISION REPAIR & REF.
Hillsborough Community College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Hillsborough Community College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Hillsborough Community College	PSAV	BAIL BOND AGENT
Hillsborough Community College	PSAV	CORRECTIONAL OFFICER
Hillsborough Community College	PSAV	DENTAL ASSISTING
Hillsborough Community College	PSAV	EARLY CHILDHOOD EDUCATION-NEW
Hillsborough Community College	PSAV	FIRE FIGHTER
Hillsborough Community College	PSAV	LAW ENFORCEMENT OFFICER
Hillsborough Community College	PSAV	PRIVATE INVESTIGATOR INTERN
Hillsborough Community College	PSAV	PUBLIC SAFETY TELECOMM.
Hillsborough Community College	PSAV	TRANSIT TECHNICIAN 1
Hillsborough Community College	PSAV	TRANSIT TECHNICIAN 2
Hillsborough Community College	PSV	A.S. - RADIO AND TELEVISION BR
Hillsborough Community College	PSV	ACCOUNTING TECHNOLOGY
Hillsborough Community College	PSV	AQUACULTURE MANAGEMENT
Hillsborough Community College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Hillsborough Community College	PSV	BIOTECHNOLOGY
Hillsborough Community College	PSV	BUSINESS ADMINISTRATION
Hillsborough Community College	PSV	COMPUTER ENGINEERING TECH
Hillsborough Community College	PSV	COMPUTER INFORMATION ADMINISTR
Hillsborough Community College	PSV	COMPUTER PROGRAMMING & ANALYSI
Hillsborough Community College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Hillsborough Community College	PSV	CULINARY MANAGEMENT
Hillsborough Community College	PSV	DATABASE TECHNOLOGY
Hillsborough Community College	PSV	DENTAL HYGIENE
Hillsborough Community College	PSV	DIAGNOSTIC MED SONOGRAPHY

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College	Program Type	Program Title
Hillsborough Community College	PSV	DIETETIC TECHNICIAN
Hillsborough Community College	PSV	DIGITAL TV & MEDIA PRODUCTION
Hillsborough Community College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Hillsborough Community College	PSV	EARLY CHILDHOOD MANAGEMENT
Hillsborough Community College	PSV	ELECTRONICS ENGINEERING TECH
Hillsborough Community College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Hillsborough Community College	PSV	ENGINEERING TECHNOLOGY
Hillsborough Community College	PSV	ENVIRONMENTAL SCIENCE TECH
Hillsborough Community College	PSV	FIRE SCIENCE TECHNOLOGY
Hillsborough Community College	PSV	HOSPITALITY & TOURISM MGMT
Hillsborough Community College	PSV	HUMAN SERVICES
Hillsborough Community College	PSV	INDUSTRIAL MANAGEMENT TECH
Hillsborough Community College	PSV	INTERNET SERVICES TECHNOLOGY
Hillsborough Community College	PSV	IT SECURITY
Hillsborough Community College	PSV	NETWORKING SERVICES TECHNOLOGY
Hillsborough Community College	PSV	NUCLEAR MEDICINE TECHNOLOGY
Hillsborough Community College	PSV	NURSING
Hillsborough Community College	PSV	OFFICE ADMINISTRATION
Hillsborough Community College	PSV	OPTICAL MANAGEMENT
Hillsborough Community College	PSV	OPTICIAN
Hillsborough Community College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Hillsborough Community College	PSV	RADIATION THERAPY
Hillsborough Community College	PSV	RADIOGRAPHY
Hillsborough Community College	PSV	RESPIRATORY CARE
Hillsborough Community College	PSV	RESTAURANT MANAGEMENT
Hillsborough Community College	PSV	SIGN LANGUAGE INTERPRETATION
Hillsborough Community College	PSV	VETERINARY TECHNOLOGY
Hillsborough Community College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Hillsborough Community College	PSVC	AQUACULTURE TECHNOLOGY
Hillsborough Community College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Hillsborough Community College	PSVC	AUTOMATION
Hillsborough Community College	PSVC	BIOTECHNOLOGY SPECIALIST
Hillsborough Community College	PSVC	BROADCAST PRODUCTION
Hillsborough Community College	PSVC	BUSINESS DEV.&ENTREPRENEURSHIP
Hillsborough Community College	PSVC	BUSINESS MANAGEMENT
Hillsborough Community College	PSVC	BUSINESS OPERATIONS
Hillsborough Community College	PSVC	BUSINESS SPECIALIST
Hillsborough Community College	PSVC	CABLE INSTALLATION
Hillsborough Community College	PSVC	CHEF'S APPRENTICE
Hillsborough Community College	PSVC	CISCO CCNA CERTIFICATE
Hillsborough Community College	PSVC	COMPUTER PROGRAMMING
Hillsborough Community College	PSVC	COMPUTER PROGRAMMING SPECIALST
Hillsborough Community College	PSVC	CRIME SCENE TECHNICIAN
Hillsborough Community College	PSVC	CRIMINAL JUSTICE TECH. SPEC.
Hillsborough Community College	PSVC	CULINARY ARTS
Hillsborough Community College	PSVC	DATABASE & E-COMMERCE SECURITY

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College	Program Type	Program Title
Hillsborough Community College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Hillsborough Community College	PSVC	DIGITAL MULTIMEDIA VIDEO PROD
Hillsborough Community College	PSVC	DIGITAL VIDEO FUNDAMENTALS
Hillsborough Community College	PSVC	DRAFTING ARCH DESIGN TECH
Hillsborough Community College	PSVC	ELECTRONICS TECHNICIAN
Hillsborough Community College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Hillsborough Community College	PSVC	ENGINEERING SUPPORT SPECIALIST
Hillsborough Community College	PSVC	ENTREPRENEURSHIP
Hillsborough Community College	PSVC	EVENT PLANNING MANAGEMENT
Hillsborough Community College	PSVC	EYE CARE TECHNICIAN
Hillsborough Community College	PSVC	FOOD & BEVERAGE OPERATIONS
Hillsborough Community College	PSVC	FOOD & BEVERAGES MANAGEMENT
Hillsborough Community College	PSVC	HOMELAND SECURITY SPEC.
Hillsborough Community College	PSVC	INFORMATION TECHNOLOGY ANALYST
Hillsborough Community College	PSVC	INFORMATION TECHNOLOGY MGNT
Hillsborough Community College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Hillsborough Community College	PSVC	INFORMATION TECHNOLOGY TECH
Hillsborough Community College	PSVC	LEAN MANUFACTURING
Hillsborough Community College	PSVC	MEDICAL INF CODER/BILLER
Hillsborough Community College	PSVC	MEDICAL OFFICE MANAGEMENT
Hillsborough Community College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Hillsborough Community College	PSVC	MULTIMEDIA AUTHORIZING
Hillsborough Community College	PSVC	MULTIMEDIA INSTRUCTIONAL TECH
Hillsborough Community College	PSVC	MULTIMEDIA PRODUCTION
Hillsborough Community College	PSVC	NETWORK COMMUNICATIONS (LAN)
Hillsborough Community College	PSVC	OFFICE MANAGEMENT
Hillsborough Community College	PSVC	OFFICE SPECIALIST
Hillsborough Community College	PSVC	OFFICE SUPPORT
Hillsborough Community College	PSVC	OPHTHALMIC LABORATORY TECH
Hillsborough Community College	PSVC	ORACLE CERTIFIED DBA
Hillsborough Community College	PSVC	PARAMEDIC
Hillsborough Community College	PSVC	PNEUMATICS,HYDRAULICS&MOTORS
Hillsborough Community College	PSVC	RADIATION THERAPY SPECIALIST
Hillsborough Community College	PSVC	TELEVISION STUDIO PRODUCTION
Hillsborough Community College	PSVC	UNIX/LINUX SYSTEM ADMINISTRATO
Hillsborough Community College	PSVC	VIDEO EDITING & POSTPRODUCTION
Hillsborough Community College	PSVC	WATER QUALITY TECHNICIAN
Hillsborough Community College	PSVC	WEB DEVELOPMENT SPECIALIST
Hillsborough Community College	PSVC	WIRELESS COMMUNICATIONS
Hillsborough Community College	PSVC	WIRELESS&IP COMMUNICATION TECH
Indian River State College	AAS	AGRICULTURAL PRODUCTION TECH
Indian River State College	AAS	AIR COND/REFRIG/HEAT SYSTEM
Indian River State College	AAS	AUTOMOTIVE SERVICE MGT TECH
Indian River State College	AAS	BUSINESS ADMINISTRATION
Indian River State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Indian River State College	AAS	DENTAL LABORATORY TECH & MGMT

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College	Program Type	Program Title
Indian River State College	AAS	ELECTRONICS ENGINEERING TECH
Indian River State College	AAS	GOLF COURSE OPERATIONS
Indian River State College	AAS	LANDSCAPE & HORTICULTURE TNLGY
Indian River State College	AAS	RESTAURANT MANAGEMENT
Indian River State College	AA	ASSOCIATE IN ARTS
Indian River State College	APPR	A/C, REFRIG., & HEATING-APPR
Indian River State College	APPR	BRICK AND BLOCK MASONRY-APPR
Indian River State College	APPR	CULINARY OPERATIONS-APPR
Indian River State College	APPR	ELECTRICIAN-APPR
Indian River State College	APPR	PLUMBING TECHNOLOGY-APPR
Indian River State College	ATC	NUCLEAR MEDICINE TECHNOLOGY
Indian River State College	ATD	DENTAL ASSISTING TECH&MGMT
Indian River State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Indian River State College	ATD	PEST CONTROL OPERATIONS
Indian River State College	ATD	TURF EQUIPMENT TECHNOLOGY
Indian River State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY 1
Indian River State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY 2
Indian River State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Indian River State College	PSAV	ADMINISTRATIVE ASSISTANT
Indian River State College	PSAV	ADVANCED ESTHETICS
Indian River State College	PSAV	APPLIED WELDING TECHNOLOGIES
Indian River State College	PSAV	AUTOMOTIVE SERVICE TECH 1
Indian River State College	PSAV	AUTOMOTIVE SERVICE TECH 2
Indian River State College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Indian River State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Indian River State College	PSAV	BARBERING
Indian River State College	PSAV	CARPENTRY
Indian River State College	PSAV	CENTRAL SERVICE TECHNOLOGY
Indian River State College	PSAV	COMMERCIAL VEHICLE DRIVING
Indian River State College	PSAV	CORRECTIONAL OFFICER
Indian River State College	PSAV	COSMETOLOGY (NEW)
Indian River State College	PSAV	DIETETIC MGMT & SUPERVISION
Indian River State College	PSAV	DIVERSIFIED CAREER TECHNOLOGY
Indian River State College	PSAV	EARLY CHILDHOOD EDUCATION
Indian River State College	PSAV	FACIALS SPECIALTY
Indian River State College	PSAV	FIRE FIGHTER
Indian River State College	PSAV	LAW ENFORCEMENT OFFICER
Indian River State College	PSAV	LEGAL SECRETARY
Indian River State College	PSAV	MEDICAL ASSISTING
Indian River State College	PSAV	MEDICAL SECRETARY
Indian River State College	PSAV	NAILS SPECIALTY
Indian River State College	PSAV	PATIENT CARE TECHNICIAN
Indian River State College	PSAV	PHARMACY TECHNICIAN
Indian River State College	PSAV	PHLEBOTOMY
Indian River State College	PSAV	PRACTICAL NURSING
Indian River State College	PSAV	PRIVATE SECURITY OFFICER

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College	Program Type	Program Title
Indian River State College	PSAV	SUPPORTED COMPETITIVE EMPLOYMENT
Indian River State College	PSAV	SURGICAL TECHNOLOGY
Indian River State College	PSAV	VOCATIONAL ED FOR THE DISABLED
Indian River State College	PSV	ACCOUNTING TECHNOLOGY
Indian River State College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Indian River State College	PSV	BUILDING CONSTRUCTION TECH
Indian River State College	PSV	BUSINESS ADMINISTRATION
Indian River State College	PSV	CIVIL ENGINEERING TECHNOLOGY
Indian River State College	PSV	COMPUTER INFORMATION ADMINISTRATION
Indian River State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Indian River State College	PSV	CULINARY MANAGEMENT
Indian River State College	PSV	DENTAL ASSISTING TECH & MGMT
Indian River State College	PSV	DENTAL HYGIENE
Indian River State College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Indian River State College	PSV	DRAFTING & DESIGN TECHNOLOGY
Indian River State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Indian River State College	PSV	ELECTRICAL POWER TECHNOLOGY
Indian River State College	PSV	EMERGENCY ADMINISTRATION & MANAGEMENT
Indian River State College	PSV	EMERGENCY MED SERVICES-ASSOCIATE DEGREE
Indian River State College	PSV	FIRE SCIENCE TECHNOLOGY
Indian River State College	PSV	GRAPHICS TECHNOLOGY
Indian River State College	PSV	HEALTH INFORMATION MANAGEMENT
Indian River State College	PSV	HEALTH INFORMATION TECHNOLOGY
Indian River State College	PSV	HEALTH SERVICES MANAGEMENT
Indian River State College	PSV	HUMAN SERVICES
Indian River State College	PSV	INTERIOR DESIGN TECH
Indian River State College	PSV	MARKETING MANAGEMENT
Indian River State College	PSV	MEDICAL LABORATORY TECHNOLOGY
Indian River State College	PSV	NUCLEAR MEDICINE TECHNOLOGY
Indian River State College	PSV	NURSING
Indian River State College	PSV	OFFICE ADMINISTRATION
Indian River State College	PSV	PARALEGAL STUDIES (LEGAL ASSISTANT)
Indian River State College	PSV	PHYSICAL THERAPIST ASSISTANT
Indian River State College	PSV	RADIOGRAPHY
Indian River State College	PSV	RESPIRATORY CARE
Indian River State College	PSV	THEATER & ENTERTAINMENT TECH
Indian River State College	PSVC	ACCOUNTING TECHNOLOGY MANAGEMENT CERTIFICATE
Indian River State College	PSVC	AIR CONDITIONING/REFRIGERATION/HEATING TECH.
Indian River State College	PSVC	AQUACULTURE TECHNOLOGY
Indian River State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Indian River State College	PSVC	AUTOMOTIVE SERVICE TECHNICIAN
Indian River State College	PSVC	BASIC ELECTRONICS TECHNICIAN
Indian River State College	PSVC	BUSINESS MANAGEMENT
Indian River State College	PSVC	BUSINESS OPERATIONS
Indian River State College	PSVC	BUSINESS SPECIALIST
Indian River State College	PSVC	CHEF'S APPRENTICE

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College	Program Type	Program Title
Indian River State College	PSVC	CHILD CARE CENTER MANAGEMENT
Indian River State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Indian River State College	PSVC	CISCO CCNA CERTIFICATE
Indian River State College	PSVC	COMPUTER PROGRAMMING SPECIALST
Indian River State College	PSVC	CULINARY ARTS
Indian River State College	PSVC	CULINARY ARTS MGMT. OPERATIONS
Indian River State College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Indian River State College	PSVC	DRAFTING ARCH DESIGN TECH
Indian River State College	PSVC	ELECTRONICS TECHNICIAN
Indian River State College	PSVC	EMERGENCY ADMIN & MANAGER
Indian River State College	PSVC	ENTREPRENEURSHIP MARKETING
Indian River State College	PSVC	GRAPHIC DESIGN SUPPORT
Indian River State College	PSVC	GRAPHICS DESIGN PRODUCTION
Indian River State College	PSVC	HOME STAGING SPECIALIST CCC
Indian River State College	PSVC	HOMELAND SECURITY EMERG. MNGR.
Indian River State College	PSVC	HUMAN RESOURCES ADMINISTRATOR
Indian River State College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Indian River State College	PSVC	INTERACTIVE MEDIA PRODUCTION
Indian River State College	PSVC	KITCHEN & BATH SPECIALIZATION
Indian River State College	PSVC	LANDSCAPE & HORTICULTURE PROF
Indian River State College	PSVC	LANDSCAPE & HORTICULTURE SPEC
Indian River State College	PSVC	LANDSCAPE & HORTICULTURE TECH
Indian River State College	PSVC	LASER AND PHOTONICS TECHNICIAN
Indian River State College	PSVC	MARKETING OPERATIONS
Indian River State College	PSVC	MULTIMEDIA PRODUCTION
Indian River State College	PSVC	NUCLEAR MEDICINE TECHNOLOGY SP
Indian River State College	PSVC	OFFICE SPECIALIST
Indian River State College	PSVC	PARAMEDIC
Indian River State College	PSVC	PRE-SCHOOL
Lake Sumter State College	AAS	BUSINESS ADMINISTRATION
Lake Sumter State College	AAS	COMPUTER INFORMATION ADMINISTR
Lake Sumter State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Lake Sumter State College	AAS	EARLY CHILDHOOD EDUCATION A.D.
Lake Sumter State College	AAS	EARLY CHILDHOOD MANAGEMENT
Lake Sumter State College	AAS	ELECTRICAL DISTRIBUTION TECH
Lake Sumter State College	AAS	FIRE SCIENCE TECHNOLOGY
Lake Sumter State College	AAS	GRAPHICS TECHNOLOGY
Lake Sumter State College	AAS	HEALTH INFORMATION TECHNOLOGY
Lake Sumter State College	AAS	OFFICE ADMINISTRATION
Lake Sumter State College	AA	ASSOCIATE IN ARTS
Lake Sumter State College	PSV	BUSINESS ADMINISTRATION
Lake Sumter State College	PSV	COMPUTER INFORMATION ADMINISTR
Lake Sumter State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Lake Sumter State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Lake Sumter State College	PSV	EARLY CHILDHOOD MANAGEMENT
Lake Sumter State College	PSV	EMERGENCY MED SERVS-ASSOC DEG

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College	Program Type	Program Title
Lake Sumter State College	PSV	ENVIRONMENTAL SCIENCE TECH
Lake Sumter State College	PSV	FIRE SCIENCE TECHNOLOGY
Lake Sumter State College	PSV	HEALTH INFORMATION TECHNOLOGY
Lake Sumter State College	PSV	NURSING
Lake Sumter State College	PSV	OFFICE ADMINISTRATION
Lake Sumter State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Lake Sumter State College	PSVC	BUSINESS DEV.&ENTREPRENEURSHIP
Lake Sumter State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Lake Sumter State College	PSVC	COMPUTER PROGRAMMING
Lake Sumter State College	PSVC	DIGITAL FORENSICS
Lake Sumter State College	PSVC	ELECTRICAL DISTRIBUTION ADV/CR
Lake Sumter State College	PSVC	ELECTRICAL DISTRIBUTIONBAS/CR
Lake Sumter State College	PSVC	HEALTH INFORMATICS SPECIALIST
Lake Sumter State College	PSVC	INFANT TODDLER
Lake Sumter State College	PSVC	INFORMATION TECHNOLOGY ANALYST
Lake Sumter State College	PSVC	MEDICAL INF CODER/BILLER
Lake Sumter State College	PSVC	MEDICAL OFFICE MANAGEMENT
Miami Dade College	AAS	BUSINESS ADMINISTRATION
Miami Dade College	AAS	HOSPITALITY & TOURISM MGMT
Miami Dade College	AAS	RADIOGRAPHY
Miami Dade College	AA	ASSOCIATE IN ARTS
Miami Dade College	APPR	A/C, REFRIG., & HEATING-APPR
Miami Dade College	APPR	ELECTRICIAN-APPR
Miami Dade College	APPR	FIRE SPRINKLER SYS TECH-APPR
Miami Dade College	APPR	PLUMBING TECHNOLOGY-APPR
Miami Dade College	ATC	BIOTECHNOLOGY
Miami Dade College	ATC	PROFESSIONAL PILOT TECHNOLOGY
Miami Dade College	ATD	EMERGENCY MEDICAL TECH-BASIC
Miami Dade College	PSAV	ACCOUNTING OPERATIONS
Miami Dade College	PSAV	ADMINISTRATIVE ASSISTANT
Miami Dade College	PSAV	ARCHITECTURAL DRAFTING
Miami Dade College	PSAV	BAIL BOND AGENT
Miami Dade College	PSAV	BUSINESS COMPUTER PROGRAMMING
Miami Dade College	PSAV	BUSINESS SUPERVISION AND MGMT
Miami Dade College	PSAV	COMMERCIAL ART TECHNOLOGY
Miami Dade College	PSAV	CORRECTIONAL OFFICER
Miami Dade College	PSAV	CUSTOMER ASSISTANCE TECH
Miami Dade College	PSAV	EARLY CHILDHOOD EDUCATION
Miami Dade College	PSAV	ELECTRONIC TECHNOLOGY
Miami Dade College	PSAV	FIRE FIGHTER
Miami Dade College	PSAV	INTERNATIONAL MARKETING
Miami Dade College	PSAV	LAW ENFORCEMENT OFFICER
Miami Dade College	PSAV	LEGAL SECRETARY
Miami Dade College	PSAV	MESSAGE THERAPY
Miami Dade College	PSAV	MEDICAL ASSISTING
Miami Dade College	PSAV	MEDICAL CODER/BILLER

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College	Program Type	Program Title
Miami Dade College	PSAV	MEDICAL RECORD TRANSCRIBING
Miami Dade College	PSAV	NETWORK SUPPORT SERVICES
Miami Dade College	PSAV	PC SUPPORT SERVICES
Miami Dade College	PSAV	PHARMACY TECHNICIAN
Miami Dade College	PSAV	PHLEBOTOMY
Miami Dade College	PSAV	POLICE SERVICE AIDE
Miami Dade College	PSAV	PRACTICAL NURSING
Miami Dade College	PSAV	PRIVATE INVESTIGATOR INTERN
Miami Dade College	PSAV	PRIVATE SECURITY OFFICER
Miami Dade College	PSAV	PUBLIC SAFETY TELECOMM.
Miami Dade College	PSAV	REAL ESTATE BROKER
Miami Dade College	PSAV	REAL ESTATE SALES AGENT
Miami Dade College	PSAV	TELEVISION PRODUCTION
Miami Dade College	PSAV	TELLER OPERATIONS
Miami Dade College	PSAV	TRAVEL AND TOURISM INDUSTRY OP
Miami Dade College	PSAV	X CORR OFF TO LAW ENF OFFICER
Miami Dade College	PSV	ACCOUNTING TECHNOLOGY
Miami Dade College	PSV	AIR COND/REFRIG/HEAT SYSTEM
Miami Dade College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Miami Dade College	PSV	AUTOMOTIVE SERVICE MGT TECH
Miami Dade College	PSV	AVIATION ADMINISTRATION
Miami Dade College	PSV	AVIATION MAINTENANCE MGMT
Miami Dade College	PSV	BIOMEDICAL EQUIPMENT ENGINEER
Miami Dade College	PSV	BIOTECHNOLOGY
Miami Dade College	PSV	BUILDING CONSTRUCTION TECH
Miami Dade College	PSV	BUSINESS ADMINISTRATION
Miami Dade College	PSV	CIVIL ENGINEERING TECHNOLOGY
Miami Dade College	PSV	COMPUTER ENGINEERING TECH
Miami Dade College	PSV	COMPUTER INFORMATION ADMINISTR
Miami Dade College	PSV	COMPUTER PROGRAMMING & ANALYSI
Miami Dade College	PSV	COURT REPORTING TECHNOLOGY
Miami Dade College	PSV	CRIME SCENE TECHNOLOGY
Miami Dade College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Miami Dade College	PSV	CULINARY MANAGEMENT
Miami Dade College	PSV	DATABASE TECHNOLOGY
Miami Dade College	PSV	DENTAL HYGIENE
Miami Dade College	PSV	DIAGNOSTIC MED SONOGRAPHY
Miami Dade College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Miami Dade College	PSV	DRAFTING & DESIGN TECHNOLOGY
Miami Dade College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Miami Dade College	PSV	ELECTRICAL POWER TECHNOLOGY
Miami Dade College	PSV	ELECTRONICS ENGINEERING TECH
Miami Dade College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Miami Dade College	PSV	ENVIRONMENTAL SCIENCE TECH
Miami Dade College	PSV	FILM PRODUCTION TECHNOLOGY
Miami Dade College	PSV	FINANCIAL SERVICES

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Miami Dade College	PSV	FIRE SCIENCE TECHNOLOGY
Miami Dade College	PSV	FUNERAL SERVICES
Miami Dade College	PSV	GRAPHIC ARTS TECHNOLOGY
Miami Dade College	PSV	GRAPHICS TECHNOLOGY
Miami Dade College	PSV	HEALTH CARE MANAGEMENT
Miami Dade College	PSV	HEALTH INFORMATION MANAGEMENT
Miami Dade College	PSV	HEALTH INFORMATION TECHNOLOGY
Miami Dade College	PSV	HISTOLOGIC TECHNOLOGY
Miami Dade College	PSV	HOSPITALITY & TOURISM MGMT
Miami Dade College	PSV	HUMAN SERVICES
Miami Dade College	PSV	INDUSTRIAL MANAGEMENT TECH
Miami Dade College	PSV	INSTRUCTIONAL SERVICES TECH
Miami Dade College	PSV	INTERIOR DESIGN TECH
Miami Dade College	PSV	INTERNET SERVICES TECHNOLOGY
Miami Dade College	PSV	LANDSCAPE & HORTICULTURE TNLGY
Miami Dade College	PSV	MANUFACTURING TECHNOLOGY
Miami Dade College	PSV	MARKETING MANAGEMENT
Miami Dade College	PSV	MEDICAL LABORATORY TECHNOLOGY
Miami Dade College	PSV	MUSIC PRODUCTION TECHNOLOGY
Miami Dade College	PSV	NETWORKING SERVICES TECHNOLOGY
Miami Dade College	PSV	NUCLEAR MEDICINE TECHNOLOGY
Miami Dade College	PSV	NURSING
Miami Dade College	PSV	OFFICE ADMINISTRATION
Miami Dade College	PSV	OPTICIAN
Miami Dade College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Miami Dade College	PSV	PHOTOGRAPHIC TECHNOLOGY
Miami Dade College	PSV	PHYSICAL THERAPIST ASSISTANT
Miami Dade College	PSV	PHYSICIAN ASSISTING
Miami Dade College	PSV	PROFESSIONAL PILOT TECHNOLOGY
Miami Dade College	PSV	RADIO/TV BROADCAST PROGRAMMING
Miami Dade College	PSV	RADIOGRAPHY
Miami Dade College	PSV	RESPIRATORY CARE
Miami Dade College	PSV	SIGN LANGUAGE INTERPRETATION
Miami Dade College	PSV	TELECOMMUNICATIONS ENG TECH
Miami Dade College	PSV	THEATER & ENTERTAINMENT TECH
Miami Dade College	PSV	TRANSLATION & INTERPRETATION
Miami Dade College	PSV	TRANSPORTATION & LOGISTICS
Miami Dade College	PSV	TRAVEL & TOURISM INDUSTRY MGMT
Miami Dade College	PSV	VETERINARY TECHNOLOGY
Miami Dade College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Miami Dade College	PSVC	ADDICTION STUDIES
Miami Dade College	PSVC	AIR CARGO MANAGEMENT
Miami Dade College	PSVC	AIRLINE/AVIATION MANAGEMENT
Miami Dade College	PSVC	AIRPORT MANAGEMENT
Miami Dade College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Miami Dade College	PSVC	AUTOMATION

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Miami Dade College	PSVC	BANKING MANAGEMENT
Miami Dade College	PSVC	BANKING OPERATIONS
Miami Dade College	PSVC	BANKING SPECIALIST
Miami Dade College	PSVC	BIOTECHNOLOGY SPECIALIST
Miami Dade College	PSVC	BUSINESS MANAGEMENT
Miami Dade College	PSVC	BUSINESS OPERATIONS
Miami Dade College	PSVC	BUSINESS SPECIALIST
Miami Dade College	PSVC	CHEF'S APPRENTICE
Miami Dade College	PSVC	CHILD CARE CENTER MANAGEMENT
Miami Dade College	PSVC	CISCO CCNA CERTIFICATE
Miami Dade College	PSVC	COMPUTER PROGRAMMING
Miami Dade College	PSVC	COMPUTER SPECIALIST
Miami Dade College	PSVC	CRIME SCENE TECHNICIAN
Miami Dade College	PSVC	CULINARY ARTS MGMT. OPERATIONS
Miami Dade College	PSVC	DRAFTING ARCH DESIGN TECH
Miami Dade College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Miami Dade College	PSVC	ENTREPRENEURSHIP MARKETING
Miami Dade College	PSVC	FLORIDA FUNERAL DIRECTOR
Miami Dade College	PSVC	FOOD & BEVERAGE OPERATIONS
Miami Dade College	PSVC	FOOD & BEVERAGE SPECIALIST
Miami Dade College	PSVC	FOOD & BEVERAGES MANAGEMENT
Miami Dade College	PSVC	HEALTH INFORMATICS SPECIALIST
Miami Dade College	PSVC	HOMELAND SECURITY
Miami Dade College	PSVC	INFANT TODDLER
Miami Dade College	PSVC	INFORMATION TECHNOLOGY ANALYST
Miami Dade College	PSVC	INTERPRETATION STUDIES/ENG-SPN
Miami Dade College	PSVC	LANDSCAPE & HORTICULTURE PROF
Miami Dade College	PSVC	LANDSCAPE & HORTICULTURE SPEC
Miami Dade College	PSVC	LEAN MANUFACTURING
Miami Dade College	PSVC	MARKETING OPERATIONS
Miami Dade College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Miami Dade College	PSVC	MICROSOFT CERTIFIED DBA
Miami Dade College	PSVC	MORTGAGE FINANCE MANAGEMENT
Miami Dade College	PSVC	NETWORK SYSTEMS DEVELOPER
Miami Dade College	PSVC	NUCLEAR MEDICINE TECHNOLOGY SP
Miami Dade College	PSVC	OFFICE MANAGEMENT
Miami Dade College	PSVC	OFFICE SPECIALIST
Miami Dade College	PSVC	OFFICE SUPPORT
Miami Dade College	PSVC	ORACLE CERTIFIED DBA
Miami Dade College	PSVC	ORACLE CERTIFIED DBD
Miami Dade College	PSVC	PARAMEDIC
Miami Dade College	PSVC	PASSENGER SERVICE AGENT
Miami Dade College	PSVC	PRE-SCHOOL
Miami Dade College	PSVC	ROOMS DIVISION MANAGEMENT
Miami Dade College	PSVC	ROOMS DIVISION OPERATIONS
Miami Dade College	PSVC	ROOMS DIVISION SPECIALIST

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Miami Dade College	PSVC	TRANSLATION STUDIES/ENG./SPAN.
Miami Dade College	PSVC	WEB DEVELOPMENT SPECIALIST
North Florida Community College	AAS	CRIMINAL JUSTICE TECHNOLOGY
North Florida Community College	AAS	EARLY CHILDHOOD EDUCATION A.D.
North Florida Community College	AA	ASSOCIATE IN ARTS
North Florida Community College	ATD	EMERGENCY MEDICAL TECHNICIAN
North Florida Community College	PSAV	CHILD CARE CENTER OPERATIONS
North Florida Community College	PSAV	CORRECTIONAL OFFICER
North Florida Community College	PSAV	EARLY CHILDHOOD EDUCATION
North Florida Community College	PSAV	EARLY CHILDHOOD EDUCATION-NEW
North Florida Community College	PSAV	LAW ENFORCEMENT OFFICER
North Florida Community College	PSAV	MEDICAL SECRETARY
North Florida Community College	PSAV	PATIENT CARE TECHNICIAN
North Florida Community College	PSAV	PRACTICAL NURSING
North Florida Community College	PSV	BUSINESS ADMINISTRATION
North Florida Community College	PSV	CRIMINAL JUSTICE TECHNOLOGY
North Florida Community College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
North Florida Community College	PSV	EARLY CHILDHOOD EDUCATION A.D.
North Florida Community College	PSV	EMERGENCY MED SERVS-ASSOC DEG
North Florida Community College	PSV	NURSING
North Florida Community College	PSVC	BUSINESS OPERATIONS
North Florida Community College	PSVC	CHILD CARE CENTER MANAGEMENT
North Florida Community College	PSVC	CISCO CCNA CERTIFICATE
North Florida Community College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
North Florida Community College	PSVC	HUMAN RESOURCES ADMINISTRATOR
North Florida Community College	PSVC	MULTIMEDIA AUTHORING
North Florida Community College	PSVC	MULTIMEDIA INSTRUCTIONAL TECH

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
North Florida Community College	PSVC	MULTIMEDIA PRESENTATION
North Florida Community College	PSVC	MULTIMEDIA PRODUCTION
North Florida Community College	PSVC	PARAMEDIC
North Florida Community College	PSVC	PRE-SCHOOL
Northwest Florida State College	AAS	ARCH DESIGN/CONSTRUCTION TECH
Northwest Florida State College	AAS	BUSINESS ADMINISTRATION
Northwest Florida State College	AAS	COMPUTER ENGINEERING TECH
Northwest Florida State College	AAS	CRIMINAL JUSTICE TECH. - AAS
Northwest Florida State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Northwest Florida State College	AAS	CUSTOMER RELATIONSHIP MGMT
Northwest Florida State College	AAS	DIGITAL/MULTIMEDIA TECHNOLOGY
Northwest Florida State College	AAS	DRAFTING & DESIGN TECHNOLOGY
Northwest Florida State College	AAS	EARLY CHILDHOOD EDUCATION A.D.
Northwest Florida State College	AAS	EMERGENCY ADMINIST. & MANAG.
Northwest Florida State College	AAS	GRAPHICS TECHNOLOGY
Northwest Florida State College	AAS	HEALTH SERVICES MANAGEMENT
Northwest Florida State College	AAS	INDUSTRIAL MANAGEMENT TECH
Northwest Florida State College	AAS	MUSIC PRODUCTION TECHNOLOGY
Northwest Florida State College	AAS	NETWORKING SERVICES TECHNOLOGY
Northwest Florida State College	AAS	OFFICE ADMINISTRATION
Northwest Florida State College	AAS	RECREATION TECHNOLOGY
Northwest Florida State College	AAS	THEATER & ENTERTAINMENT TECH
Northwest Florida State College	AA	ASSOCIATE IN ARTS
Northwest Florida State College	ATD	CUSTOMER SERVICE TECHNOLOGY
Northwest Florida State College	ATD	MEDICAL CODER/BILLER
Northwest Florida State College	PSAV	APPLIED WELDING TECHNOLOGIES
Northwest Florida State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Northwest Florida State College	PSAV	CORRECTIONAL OFFICER
Northwest Florida State College	PSAV	DENTAL ASSISTING
Northwest Florida State College	PSAV	FIRE FIGHTER
Northwest Florida State College	PSAV	LAW ENFORCEMENT OFFICER
Northwest Florida State College	PSAV	X CORR OFF TO LAW ENF OFFICER
Northwest Florida State College	PSV	ACCOUNTING TECHNOLOGY
Northwest Florida State College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Northwest Florida State College	PSV	BUSINESS ADMINISTRATION
Northwest Florida State College	PSV	COMPUTER ENGINEERING TECH
Northwest Florida State College	PSV	COMPUTER INFORMATION ADMINISTR
Northwest Florida State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Northwest Florida State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Northwest Florida State College	PSV	CUSTOMER RELATIONSHIP MGMT
Northwest Florida State College	PSV	DATABASE TECHNOLOGY
Northwest Florida State College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Northwest Florida State College	PSV	DRAFTING & DESIGN TECHNOLOGY

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College	Program Type	Program Title
Northwest Florida State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Northwest Florida State College	PSV	EMERGENCY ADMINIST. & MANAG.
Northwest Florida State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Northwest Florida State College	PSV	ENGINEERING TECHNOLOGY
Northwest Florida State College	PSV	GRAPHICS TECHNOLOGY
Northwest Florida State College	PSV	HEALTH SERVICES MANAGEMENT
Northwest Florida State College	PSV	INDUSTRIAL MANAGEMENT TECH
Northwest Florida State College	PSV	INTERNET SERVICES TECHNOLOGY
Northwest Florida State College	PSV	IT SECURITY
Northwest Florida State College	PSV	MUSIC PRODUCTION TECHNOLOGY
Northwest Florida State College	PSV	NETWORK SYSTEMS TECHNOLOGY
Northwest Florida State College	PSV	NETWORKING SERVICES TECHNOLOGY
Northwest Florida State College	PSV	NURSING
Northwest Florida State College	PSV	OFFICE ADMINISTRATION
Northwest Florida State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Northwest Florida State College	PSV	PUBLIC SAFETY TECHNOLOGY
Northwest Florida State College	PSV	RADIOGRAPHY
Northwest Florida State College	PSV	RECREATION TECHNOLOGY
Northwest Florida State College	PSV	THEATER & ENTERTAINMENT TECH
Northwest Florida State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Northwest Florida State College	PSVC	AUDIO TECHNOLOGY
Northwest Florida State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Northwest Florida State College	PSVC	BUSINESS MANAGEMENT
Northwest Florida State College	PSVC	BUSINESS SPECIALIST
Northwest Florida State College	PSVC	CHILD CARE CENTER MANAGEMENT
Northwest Florida State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Northwest Florida State College	PSVC	CISCO CCNA CERTIFICATE
Northwest Florida State College	PSVC	CNC MACHINIST
Northwest Florida State College	PSVC	COMPUTER AIDED DESIGN & DRAFTI
Northwest Florida State College	PSVC	COMPUTER PROGRAMMING
Northwest Florida State College	PSVC	COMPUTER PROGRAMMING SPECIALST
Northwest Florida State College	PSVC	COMPUTER SPECIALIST
Northwest Florida State College	PSVC	DATABASE & E-COMMERCE SECURITY
Northwest Florida State College	PSVC	DIGITAL FORENSICS
Northwest Florida State College	PSVC	DRAFTING ARCH DESIGN TECH
Northwest Florida State College	PSVC	EMERGENCY ADMIN & MANAGER
Northwest Florida State College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Northwest Florida State College	PSVC	ENGINEERING SUPPORT SPECIALIST
Northwest Florida State College	PSVC	GRAPHIC DESIGN SUPPORT
Northwest Florida State College	PSVC	GRAPHICS DESIGN PRODUCTION
Northwest Florida State College	PSVC	HOMELAND SECURITY EMERG. MNGR.
Northwest Florida State College	PSVC	INFANT TODDLER
Northwest Florida State College	PSVC	INFORMATION TECHNOLOGY ADMIN
Northwest Florida State College	PSVC	INFORMATION TECHNOLOGY MGNT
Northwest Florida State College	PSVC	INFORMATION TECHNOLOGY TECH
Northwest Florida State College	PSVC	IP COMMUNICATIONS

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Northwest Florida State College	PSVC	MEDICAL INF CODER/BILLER
Northwest Florida State College	PSVC	MEDICAL OFFICE MANAGEMENT
Northwest Florida State College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Northwest Florida State College	PSVC	MULTIMEDIA AUTHORIZING
Northwest Florida State College	PSVC	MULTIMEDIA PRESENTATION
Northwest Florida State College	PSVC	NETWORK ADMINISTRATION
Northwest Florida State College	PSVC	NETWORK INFRASTRUCTURE
Northwest Florida State College	PSVC	NETWORK SUPPORT TECHNICIAN
Northwest Florida State College	PSVC	OFFICE MANAGEMENT
Northwest Florida State College	PSVC	OFFICE SPECIALIST
Northwest Florida State College	PSVC	PARAMEDIC
Northwest Florida State College	PSVC	PRE-SCHOOL
Northwest Florida State College	PSVC	STAGE TECHNOLOGY
Northwest Florida State College	PSVC	UNIX/LINUX SYSTEM ADMINISTRATO
Northwest Florida State College	PSVC	WEB DEVELOPMENT SPECIALIST
Palm Beach State College	AAS	ACCOUNTING TECHNOLOGY
Palm Beach State College	AAS	AVIATION OPERATIONS
Palm Beach State College	AAS	BUSINESS ADMINISTRATION
Palm Beach State College	AAS	COMPUTER INFORMATION ADMINISTR
Palm Beach State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Palm Beach State College	AAS	GRAPHICS TECHNOLOGY
Palm Beach State College	AAS	HOSPITALITY & TOURISM MGMT
Palm Beach State College	AAS	HUMAN SERVICES
Palm Beach State College	AAS	INDUSTRIAL MANAGEMENT TECH
Palm Beach State College	AAS	INTERNET SERVICES TECHNOLOGY
Palm Beach State College	AAS	NETWORKING SERVICES TECHNOLOGY
Palm Beach State College	AAS	OFFICE ADMINISTRATION
Palm Beach State College	AAS	PROFESSIONAL PILOT TECHNOLOGY
Palm Beach State College	AA	ASSOCIATE IN ARTS
Palm Beach State College	APPR	A/C, REFRIG., & HEATING-APPR
Palm Beach State College	APPR	ELECTRICIAN-APPR
Palm Beach State College	APPR	PLUMBING TECHNOLOGY-APPR
Palm Beach State College	ATC	IT SECURITY
Palm Beach State College	ATC	RADIATION THERAPY
Palm Beach State College	ATC	RADIOGRAPHY
Palm Beach State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Palm Beach State College	ATD	MEDICAL CODER/BILLER
Palm Beach State College	ATD	MEDICAL RECORDS TRANSCRIBING
Palm Beach State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Palm Beach State College	PSAV	ADMINISTRATIVE ASSISTANT
Palm Beach State College	PSAV	APPLIED WELDING TECHNOLOGIES
Palm Beach State College	PSAV	AUTOMOTIVE SERVICE TECH 1
Palm Beach State College	PSAV	AUTOMOTIVE SERVICE TECH 2
Palm Beach State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Palm Beach State College	PSAV	CORRECTIONAL OFFICER
Palm Beach State College	PSAV	COSMETOLOGY (NEW)

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College	Program Type	Program Title
Palm Beach State College	PSAV	DENTAL ASSISTING
Palm Beach State College	PSAV	EARLY CHILDHOOD EDUCATION
Palm Beach State College	PSAV	ELECTRICITY
Palm Beach State College	PSAV	EMERGENCY MEDICAL TECHNICIAN
Palm Beach State College	PSAV	FACIALS SPECIALTY
Palm Beach State College	PSAV	FAMILY CHILD CARE
Palm Beach State College	PSAV	FIRE APPARATUS OPERATOR
Palm Beach State College	PSAV	FIRE FIGHTER
Palm Beach State College	PSAV	FIRE INSPECTOR
Palm Beach State College	PSAV	HEAVY EQUIPMENT MECHANICS
Palm Beach State College	PSAV	INSURANCE CLAIMS ADJUSTER
Palm Beach State College	PSAV	INSURANCE CUSTOMER SERVICE REP
Palm Beach State College	PSAV	INSURANCE GENERAL LINES AGENT
Palm Beach State College	PSAV	LAW ENFORCEMENT OFFICER
Palm Beach State College	PSAV	LIFE INSURANCE MARKETING
Palm Beach State College	PSAV	MACHINING
Palm Beach State College	PSAV	MASSAGE THERAPY
Palm Beach State College	PSAV	MED/HVY DUTY TRUCK/BUS MECH 1
Palm Beach State College	PSAV	MED/HVY DUTY TRUCK/BUS MECH 2
Palm Beach State College	PSAV	MEDICAL ASSISTING
Palm Beach State College	PSAV	NAILS SPECIALTY
Palm Beach State College	PSAV	PATIENT CARE ASSISTANT
Palm Beach State College	PSAV	PRACTICAL NURSING
Palm Beach State College	PSAV	PRE-APPRENTICESHIP
Palm Beach State College	PSAV	PUBLIC SAFETY TELECOMM.
Palm Beach State College	PSAV	REAL ESTATE BROKER
Palm Beach State College	PSAV	REAL ESTATE SALES ASSOC POST L
Palm Beach State College	PSAV	SCHOOL AGE CERTIFICATION TRNG
Palm Beach State College	PSAV	SURGICAL TECHNOLOGY
Palm Beach State College	PSAV	X CORR OFF TO LAW ENF OFFICER
Palm Beach State College	PSAV	X CORR PROB TO LAW ENF OFFICER
Palm Beach State College	PSV	ACCOUNTING TECHNOLOGY
Palm Beach State College	PSV	AGRICULTURAL PRODUCTION TECH
Palm Beach State College	PSV	AVIATION OPERATIONS
Palm Beach State College	PSV	BIOTECHNOLOGY LABORATORY TECH
Palm Beach State College	PSV	BUILDING CONSTRUCTION TECH
Palm Beach State College	PSV	BUSINESS ADMINISTRATION
Palm Beach State College	PSV	BUSINESS ENTREPRENEURSHIP
Palm Beach State College	PSV	COMPUTER INFORMATION ADMINISTR
Palm Beach State College	PSV	CRIME SCENE TECHNOLOGY
Palm Beach State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Palm Beach State College	PSV	DENTAL HYGIENE
Palm Beach State College	PSV	DIAGNOSTIC MED SONOGRAPHY
Palm Beach State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Palm Beach State College	PSV	ELECTRICAL POWER TECHNOLOGY
Palm Beach State College	PSV	EMERGENCY ADMINIST. & MANAG.

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Palm Beach State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Palm Beach State College	PSV	ENVIRONMENTAL SCIENCE TECH
Palm Beach State College	PSV	FILM PRODUCTION TECHNOLOGY
Palm Beach State College	PSV	FIRE SCIENCE TECHNOLOGY
Palm Beach State College	PSV	GRAPHICS TECHNOLOGY
Palm Beach State College	PSV	HEALTH INFORMATION MANAGEMENT
Palm Beach State College	PSV	HOSPITALITY & TOURISM MGMT
Palm Beach State College	PSV	HUMAN SERVICES
Palm Beach State College	PSV	INDUSTRIAL MANAGEMENT TECH
Palm Beach State College	PSV	INSTRUCTIONAL SERVICES TECH
Palm Beach State College	PSV	INTERIOR DESIGN TECH
Palm Beach State College	PSV	INTERNET SERVICES TECHNOLOGY
Palm Beach State College	PSV	LANDSCAPE & HORTICULTURE TNLGY
Palm Beach State College	PSV	NETWORKING SERVICES TECHNOLOGY
Palm Beach State College	PSV	NURSING
Palm Beach State College	PSV	OFFICE ADMINISTRATION
Palm Beach State College	PSV	OPHTHALMIC TECHNICIAN
Palm Beach State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Palm Beach State College	PSV	PROFESSIONAL PILOT TECHNOLOGY
Palm Beach State College	PSV	RADIO/TV BROADCAST PROGRAMMING
Palm Beach State College	PSV	RADIOGRAPHY
Palm Beach State College	PSV	RESPIRATORY CARE
Palm Beach State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Palm Beach State College	PSVC	ADDICTION STUDIES
Palm Beach State College	PSVC	ALT ENERGY ENGINEERING TECH-CC
Palm Beach State College	PSVC	BANKING SPECIALIST
Palm Beach State College	PSVC	BIOTECHNOLOGY SPECIALIST
Palm Beach State College	PSVC	BUSINESS MANAGEMENT
Palm Beach State College	PSVC	BUSINESS OPERATIONS
Palm Beach State College	PSVC	BUSINESS SPECIALIST
Palm Beach State College	PSVC	CHILD CARE CENTER MANAGEMENT
Palm Beach State College	PSVC	CISCO CCNA CERTIFICATE
Palm Beach State College	PSVC	COMMERCIAL PILOT
Palm Beach State College	PSVC	COMPUTER PROGRAMMING
Palm Beach State College	PSVC	CONSTRUCTION CARPENTRY TECH.
Palm Beach State College	PSVC	CRIME SCENE TECHNICIAN
Palm Beach State College	PSVC	DIAGNOSTIC SONOGRAPHY SPEC
Palm Beach State College	PSVC	DRAFTING ARCH DESIGN TECH
Palm Beach State College	PSVC	EDUCATIONAL ASSISTING
Palm Beach State College	PSVC	EMERGENCY ADMIN & MANAGER
Palm Beach State College	PSVC	ENTREPRENEURSHIP MARKETING
Palm Beach State College	PSVC	FOOD & BEVERAGES MANAGEMENT
Palm Beach State College	PSVC	GRAPHICS DESIGN PRODUCTION
Palm Beach State College	PSVC	HEALTH INFORMATICS SPECIALIST
Palm Beach State College	PSVC	HELP DESK SUPPORT TECHNICIAN
Palm Beach State College	PSVC	HIGH/SCOPE PRESCHOOL APPROACH

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College	Program Type	Program Title
Palm Beach State College	PSVC	HOMELAND SECURITY SPEC.
Palm Beach State College	PSVC	HUMAN SERVICES ASSISTANT
Palm Beach State College	PSVC	INFANT TODDLER
Palm Beach State College	PSVC	INFORMATION TECHNOLOGY ADMIN
Palm Beach State College	PSVC	INFORMATION TECHNOLOGY MGNT
Palm Beach State College	PSVC	INFORMATION TECHNOLOGY TECH
Palm Beach State College	PSVC	INTERACTIVE MEDIA PRODUCTION
Palm Beach State College	PSVC	LANDSCAPE & HORTICULTURE PROF
Palm Beach State College	PSVC	LANDSCAPE & HORTICULTURE SPEC
Palm Beach State College	PSVC	LANDSCAPE & HORTICULTURE TECH
Palm Beach State College	PSVC	MEDICAL INF CODER/BILLER
Palm Beach State College	PSVC	MOTION PICTURE POST-PRODUCTION
Palm Beach State College	PSVC	MOTION PICTURE PRODUCTION
Palm Beach State College	PSVC	OFFICE MANAGEMENT
Palm Beach State College	PSVC	OFFICE SPECIALIST
Palm Beach State College	PSVC	OFFICE SUPPORT
Palm Beach State College	PSVC	PARAMEDIC
Palm Beach State College	PSVC	PRE-SCHOOL
Palm Beach State College	PSVC	ROOMS DIVISION MANAGEMENT
Palm Beach State College	PSVC	SCHOOL AGE
Palm Beach State College	PSVC	WEB DEVELOPMENT SPECIALIST
Palm Beach State College	PSVC	YOUTH DEVELOPMENT
Pasco-Hernando State College	AAS	BUSINESS ADMINISTRATION
Pasco-Hernando State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Pasco-Hernando State College	AA	ASSOCIATE IN ARTS
Pasco-Hernando State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Pasco-Hernando State College	ATD	MEDICAL CODER/BILLER-ATD
Pasco-Hernando State College	ATD	MEDICAL RECORDS TRANSCRIBING-A
Pasco-Hernando State College	PSAV	APPLIED WELDING TECHNOLOGIES
Pasco-Hernando State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Pasco-Hernando State College	PSAV	CORRECTIONAL OFFICER
Pasco-Hernando State College	PSAV	DENTAL ASSISTING
Pasco-Hernando State College	PSAV	HEALTH UNIT COORDINATOR
Pasco-Hernando State College	PSAV	LAW ENFORCEMENT OFFICER
Pasco-Hernando State College	PSAV	MEDICAL SECRETARY
Pasco-Hernando State College	PSAV	NURSING ASSISTANT
Pasco-Hernando State College	PSAV	PHARMACY TECHNICIAN
Pasco-Hernando State College	PSAV	PHLEBOTOMY
Pasco-Hernando State College	PSAV	PRACTICAL NURSING
Pasco-Hernando State College	PSAV	X CORR OFF TO LAW ENF OFFICER
Pasco-Hernando State College	PSAV	X LAW ENF OFF TO CORR OFFICER
Pasco-Hernando State College	PSV	ACCOUNTING TECHNOLOGY
Pasco-Hernando State College	PSV	BUSINESS ADMINISTRATION
Pasco-Hernando State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Pasco-Hernando State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Pasco-Hernando State College	PSV	DENTAL HYGIENE

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College	Program Type	Program Title
Pasco-Hernando State College	PSV	DRAFTING & DESIGN TECHNOLOGY
Pasco-Hernando State College	PSV	E-BUSINESS TECHNOLOGY
Pasco-Hernando State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Pasco-Hernando State College	PSV	FINANCIAL SERVICES
Pasco-Hernando State College	PSV	FIRE SCIENCE TECHNOLOGY
Pasco-Hernando State College	PSV	HUMAN SERVICES
Pasco-Hernando State College	PSV	INTERNET SERVICES TECHNOLOGY
Pasco-Hernando State College	PSV	IT SECURITY
Pasco-Hernando State College	PSV	NETWORKING SERVICES TECHNOLOGY
Pasco-Hernando State College	PSV	NURSING
Pasco-Hernando State College	PSV	OFFICE ADMINISTRATION
Pasco-Hernando State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Pasco-Hernando State College	PSV	RADIOGRAPHY
Pasco-Hernando State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Pasco-Hernando State College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Pasco-Hernando State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Pasco-Hernando State College	PSVC	BUSINESS MANAGEMENT
Pasco-Hernando State College	PSVC	BUSINESS OPERATIONS
Pasco-Hernando State College	PSVC	BUSINESS SPECIALIST
Pasco-Hernando State College	PSVC	COMPUTER PROGRAMMING
Pasco-Hernando State College	PSVC	COMPUTER PROGRAMMING SPECIALST
Pasco-Hernando State College	PSVC	E-BUSINESS SECURITY
Pasco-Hernando State College	PSVC	E-BUSINESS SOFTWARE
Pasco-Hernando State College	PSVC	HEALTH INFORMATICS SPECIALIST
Pasco-Hernando State College	PSVC	HUMAN SERVICES ASSISTANT
Pasco-Hernando State College	PSVC	INFORMATION TECHNOLOGY ADMIN
Pasco-Hernando State College	PSVC	INFORMATION TECHNOLOGY MGNT
Pasco-Hernando State College	PSVC	INFORMATION TECHNOLOGY TECH
Pasco-Hernando State College	PSVC	MARKETING OPERATIONS
Pasco-Hernando State College	PSVC	MORTGAGE FINANCE OPERATIONS
Pasco-Hernando State College	PSVC	OFFICE MANAGEMENT
Pasco-Hernando State College	PSVC	OFFICE SPECIALIST
Pasco-Hernando State College	PSVC	OFFICE SUPPORT
Pasco-Hernando State College	PSVC	PARAMEDIC
Pasco-Hernando State College	PSVC	WEB DEVELOPMENT SPECIALIST
Pensacola State College	AAS	ACCOUNTING TECHNOLOGY
Pensacola State College	AAS	BUILDING CONSTRUCTION TECH
Pensacola State College	AAS	BUSINESS ADMINISTRATION
Pensacola State College	AAS	CIVIL ENGINEERING TECHNOLOGY
Pensacola State College	AAS	COMPUTER INFORMATION ADMINISTR
Pensacola State College	AAS	COMPUTER PROGRAMMING & ANALYSI
Pensacola State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Pensacola State College	AAS	CULINARY MANAGEMENT
Pensacola State College	AAS	DENTAL HYGIENE
Pensacola State College	AAS	DIAGNOSTIC MED SONOGRAPHY
Pensacola State College	AAS	DIGITAL/MULTIMEDIA TECHNOLOGY

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College	Program Type	Program Title
Pensacola State College	AAS	DRAFTING & DESIGN TECHNOLOGY
Pensacola State College	AAS	ELECTRONICS ENGINEERING TECH
Pensacola State College	AAS	EMERGENCY MED SERVS-ASSOC DEG
Pensacola State College	AAS	ENGINEERING TECHNOLOGY
Pensacola State College	AAS	FIRE SCIENCE TECHNOLOGY
Pensacola State College	AAS	GRAPHICS TECHNOLOGY
Pensacola State College	AAS	HEALTH INFORMATION MANAGEMENT
Pensacola State College	AAS	HEALTH SERVICES MANAGEMENT
Pensacola State College	AAS	HOSPITALITY & TOURISM MGMT
Pensacola State College	AAS	INDUSTRIAL MANAGEMENT TECH
Pensacola State College	AAS	INTERNET SERVICES TECHNOLOGY
Pensacola State College	AAS	LANDSCAPE & HORTICULTURE TNLGY
Pensacola State College	AAS	OFFICE ADMINISTRATION
Pensacola State College	AAS	PHOTOGRAPHIC TECHNOLOGY
Pensacola State College	AAS	PHYSICAL THERAPIST ASSISTANT
Pensacola State College	AAS	RADIOGRAPHY
Pensacola State College	AA	ASSOCIATE IN ARTS
Pensacola State College	ATC	NURSING
Pensacola State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Pensacola State College	ATD	MEDICAL RECORDS TRANSCRIBING
Pensacola State College	ATD	PHARMACY TECHNICIAN
Pensacola State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Pensacola State College	PSAV	ADVANCED ESTHETICS
Pensacola State College	PSAV	BARBERING
Pensacola State College	PSAV	CARPENTRY
Pensacola State College	PSAV	COSMETOLOGY (NEW)
Pensacola State College	PSAV	ELECTRICITY
Pensacola State College	PSAV	ELECTROCARDIOGRAPH TECHNOLOGY
Pensacola State College	PSAV	FACIALS SPECIALTY
Pensacola State College	PSAV	HEALTH UNIT COORDINATOR
Pensacola State College	PSAV	MASSAGE THERAPY
Pensacola State College	PSAV	MEDICAL ASSISTING
Pensacola State College	PSAV	NAILS SPECIALTY
Pensacola State College	PSAV	NURSING ASSISTANT
Pensacola State College	PSAV	PHLEBOTOMY
Pensacola State College	PSAV	PRACTICAL NURSING
Pensacola State College	PSAV	PUBLIC SAFETY TELECOMM.
Pensacola State College	PSAV	SURGICAL TECHNOLOGY
Pensacola State College	PSV	ACCOUNTING TECHNOLOGY
Pensacola State College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Pensacola State College	PSV	BUSINESS ADMINISTRATION
Pensacola State College	PSV	COMPUTER INFORMATION ADMINISTR
Pensacola State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Pensacola State College	PSV	COMPUTER RELATED CRIME INVESTI
Pensacola State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Pensacola State College	PSV	CULINARY MANAGEMENT

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Pensacola State College	PSV	DENTAL HYGIENE
Pensacola State College	PSV	DIAGNOSTIC MED SONOGRAPHY
Pensacola State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Pensacola State College	PSV	ELECTRONICS ENGINEERING TECH
Pensacola State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Pensacola State College	PSV	ENGINEERING TECHNOLOGY
Pensacola State College	PSV	GRAPHICS TECHNOLOGY
Pensacola State College	PSV	HEALTH INFORMATION MANAGEMENT
Pensacola State College	PSV	HEALTH SERVICES MANAGEMENT
Pensacola State College	PSV	HOSPITALITY & TOURISM MGMT
Pensacola State College	PSV	INDUSTRIAL MANAGEMENT TECH
Pensacola State College	PSV	IT SECURITY
Pensacola State College	PSV	LANDSCAPE & HORTICULTURE TNLGY
Pensacola State College	PSV	NURSING
Pensacola State College	PSV	OFFICE ADMINISTRATION
Pensacola State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Pensacola State College	PSV	PHARMACY MANAGEMENT
Pensacola State College	PSV	PHOTOGRAPHIC TECHNOLOGY
Pensacola State College	PSV	PHYSICAL THERAPIST ASSISTANT
Pensacola State College	PSV	RADIOGRAPHY
Pensacola State College	PSV	RECREATION TECHNOLOGY
Pensacola State College	PSV	VETERINARY TECHNOLOGY
Pensacola State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Pensacola State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Pensacola State College	PSVC	BUILDING CONSTRUCTION SPECIALT
Pensacola State College	PSVC	CABLE INSTALLATION
Pensacola State College	PSVC	CHILD CARE CENTER MANAGEMENT
Pensacola State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Pensacola State College	PSVC	CNC MACHINIST
Pensacola State College	PSVC	COMPUTER PROGRAMMING
Pensacola State College	PSVC	COMPUTERIZED WOODWORKING
Pensacola State College	PSVC	CRIME SCENE TECHNICIAN
Pensacola State College	PSVC	CULINARY ARTS
Pensacola State College	PSVC	DRAFTING ARCH DESIGN TECH
Pensacola State College	PSVC	ELECTRONICS AIDE
Pensacola State College	PSVC	EVENT PLANNING MANAGEMENT
Pensacola State College	PSVC	FOOD & BEVERAGES MANAGEMENT
Pensacola State College	PSVC	GUEST SERVICES SPECIALIST
Pensacola State College	PSVC	INFANT TODDLER
Pensacola State College	PSVC	MECHANICAL DESIGNER/PROGRAMMER
Pensacola State College	PSVC	MEDICAL INF CODER/BILLER
Pensacola State College	PSVC	NETWORK COMMUNICATIONS (LAN)
Pensacola State College	PSVC	OFFICE MANAGEMENT
Pensacola State College	PSVC	PARAMEDIC
Pensacola State College	PSVC	PRE-SCHOOL
Pensacola State College	PSVC	ROOMS DIVISION MANAGEMENT

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College	Program Type	Program Title
Pensacola State College	PSVC	WEB DEVELOPMENT SPECIALIST
Pensacola State College	PSVC	WIRELESS COMMUNICATIONS
Polk State College	AAS	ACCOUNTING TECHNOLOGY
Polk State College	AAS	BUSINESS ADMINISTRATION
Polk State College	AAS	COMPUTER ENGINEERING TECH
Polk State College	AAS	COMPUTER PROGRAMMING & ANALYSI
Polk State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Polk State College	AAS	DIGITAL/MULTIMEDIA TECHNOLOGY
Polk State College	AAS	EARLY CHILDHOOD MANAGEMENT
Polk State College	AAS	ELECTRICAL DISTRIBUTION TECH
Polk State College	AAS	EMERGENCY MED SERVS-ASSOC DEG
Polk State College	AAS	FIRE SCIENCE TECHNOLOGY
Polk State College	AAS	INDUSTRIAL MANAGEMENT TECH
Polk State College	AAS	OCCUPATIONAL THERAPY ASSISTANT
Polk State College	AAS	OFFICE ADMINISTRATION
Polk State College	AAS	PHYSICAL THERAPIST ASSISTANT
Polk State College	AAS	RADIOGRAPHY
Polk State College	AAS	SUPPLY CHAIN MANAGEMENT
Polk State College	AA	ASSOCIATE IN ARTS
Polk State College	ATC	CARDIOVASCULAR/CARDIOPULMONARY
Polk State College	ATD	EMERGENCY MEDICAL TECHNICIAN
Polk State College	ATD	MEDICAL RECORDS TRANSCRIBING
Polk State College	PSAV	LAW ENFORCEMENT OFFICER
Polk State College	PSAV	X CORR OFF TO LAW ENF OFFICER
Polk State College	PSAV	X LAW ENF OFF TO CORR OFFICER
Polk State College	PSV	ACCOUNTING TECHNOLOGY
Polk State College	PSV	AVIATION ADMINISTRATION
Polk State College	PSV	BUSINESS ADMINISTRATION
Polk State College	PSV	CARDIOVASCULAR/CARDIOPULMONARY
Polk State College	PSV	COMPUTER ENGINEERING TECH
Polk State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Polk State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Polk State College	PSV	DIAGNOSTIC MED SONOGRAPHY
Polk State College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Polk State College	PSV	EARLY CHILDHOOD MANAGEMENT
Polk State College	PSV	ELECTRICAL DISTRIBUTION TECH
Polk State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Polk State College	PSV	ENGINEERING TECHNOLOGY
Polk State College	PSV	FIRE SCIENCE TECHNOLOGY
Polk State College	PSV	HEALTH INFORMATION MANAGEMENT
Polk State College	PSV	INDUSTRIAL MANAGEMENT TECH
Polk State College	PSV	NURSING
Polk State College	PSV	OCCUPATIONAL THERAPY ASSISTANT
Polk State College	PSV	OFFICE ADMINISTRATION
Polk State College	PSV	PHYSICAL THERAPIST ASSISTANT
Polk State College	PSV	PROFESSIONAL PILOT TECHNOLOGY

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Polk State College	PSV	RADIOGRAPHY
Polk State College	PSV	RESPIRATORY CARE
Polk State College	PSV	SUPPLY CHAIN MANAGEMENT
Polk State College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Polk State College	PSVC	CHILD CARE CENTER MANAGEMENT
Polk State College	PSVC	CISCO CCNA CERTIFICATE
Polk State College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Polk State College	PSVC	DIGITAL MULTIMEDIA VIDEO PROD
Polk State College	PSVC	ENTREPRENEURSHIP
Polk State College	PSVC	MEDICAL INF CODER/BILLER
Polk State College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Polk State College	PSVC	MULTIMEDIA PRODUCTION
Polk State College	PSVC	OFFICE MANAGEMENT
Polk State College	PSVC	OFFICE SPECIALIST
Polk State College	PSVC	PARAMEDIC
Polk State College	PSVC	PRE-SCHOOL
Santa Fe College	AAS	AUTOMOTIVE SERVICE MGT TECH
Santa Fe College	AAS	BIOMEDICAL EQUIPMENT ENGINEER
Santa Fe College	AAS	BUILDING CONSTRUCTION TECH
Santa Fe College	AAS	BUSINESS ENTREPRENEURSHIP
Santa Fe College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Santa Fe College	AAS	EARLY CHILDHOOD EDUCATION A.D.
Santa Fe College	AAS	EMERGENCY MED SERVS-ASSOC DEG
Santa Fe College	AAS	OFFICE ADMINISTRATION
Santa Fe College	AAS	PARALEGAL STUDIES (LEGAL ASST)
Santa Fe College	AA	ASSOCIATE IN ARTS
Santa Fe College	APPR	A/C, REFRIG., & HEATING-APPR
Santa Fe College	APPR	CARPENTRY-APPR
Santa Fe College	APPR	ELECTRICIAN-APPR
Santa Fe College	APPR	PLUMBING TECHNOLOGY-APPR
Santa Fe College	ATC	RADIOGRAPHY
Santa Fe College	ATC	RESPIRATORY CARE
Santa Fe College	ATD	HEALTH CARE SERVICES
Santa Fe College	ATD	MEDICAL RECORDS TRANSCRIBING
Santa Fe College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Santa Fe College	PSAV	APPLIED WELDING TECHNOLOGIES
Santa Fe College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Santa Fe College	PSAV	CORRECTIONAL OFFICER
Santa Fe College	PSAV	DENTAL ASSISTING
Santa Fe College	PSAV	DENTAL ASSISTING (NEW)
Santa Fe College	PSAV	LAW ENFORCEMENT OFFICER
Santa Fe College	PSAV	NURSING ASSISTANT(ARTICULATED)
Santa Fe College	PSAV	PRACTICAL NURSING
Santa Fe College	PSAV	SURGICAL TECHNOLOGY
Santa Fe College	PSAV	X CORR OFF TO LAW ENF OFFICER
Santa Fe College	PSAV	X LAW ENF OFF TO CORR OFFICER

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College	Program Type	Program Title
Santa Fe College	PSV	AVIATION ADMINISTRATION
Santa Fe College	PSV	BIOMEDICAL EQUIPMENT ENGINEER
Santa Fe College	PSV	BIOTECHNOLOGY LABORATORY TECH
Santa Fe College	PSV	BUILDING CONSTRUCTION TECH
Santa Fe College	PSV	BUSINESS ADMINISTRATION
Santa Fe College	PSV	BUSINESS ENTREPRENEURSHIP
Santa Fe College	PSV	CARDIOVASCULAR/CARDIOPULMONARY
Santa Fe College	PSV	COMPUTER PROGRAMMING & ANALYSI
Santa Fe College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Santa Fe College	PSV	DENTAL HYGIENE
Santa Fe College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Santa Fe College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Santa Fe College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Santa Fe College	PSV	FIRE SCIENCE TECHNOLOGY
Santa Fe College	PSV	GRAPHICS TECHNOLOGY
Santa Fe College	PSV	HEALTH INFORMATION MANAGEMENT
Santa Fe College	PSV	HEALTH SERVICES MANAGEMENT
Santa Fe College	PSV	INTERNET SERVICES TECHNOLOGY
Santa Fe College	PSV	NETWORK SYSTEMS TECHNOLOGY
Santa Fe College	PSV	NETWORKING SERVICES TECHNOLOGY
Santa Fe College	PSV	NUCLEAR MEDICINE TECHNOLOGY
Santa Fe College	PSV	NURSING
Santa Fe College	PSV	OFFICE ADMINISTRATION
Santa Fe College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Santa Fe College	PSV	PROFESSIONAL PILOT TECHNOLOGY
Santa Fe College	PSV	RADIOGRAPHY
Santa Fe College	PSV	RESPIRATORY CARE
Santa Fe College	PSV	ZOO ANIMAL TECHNOLOGY
Santa Fe College	PSVC	BUSINESS DEV.&ENTREPRENEURSHIP
Santa Fe College	PSVC	BUSINESS MANAGEMENT
Santa Fe College	PSVC	BUSINESS OPERATIONS
Santa Fe College	PSVC	BUSINESS SPECIALIST
Santa Fe College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Santa Fe College	PSVC	CISCO CCNA CERTIFICATE
Santa Fe College	PSVC	COMPUTER PROGRAMMING
Santa Fe College	PSVC	COMPUTER PROGRAMMING SPECIALST
Santa Fe College	PSVC	DIAGNOSTIC SONOGRAPHY SPEC
Santa Fe College	PSVC	E-BUSINESS SECURITY
Santa Fe College	PSVC	ELECTRONIC COMMERCE
Santa Fe College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Santa Fe College	PSVC	ENTREPRENEURSHIP
Santa Fe College	PSVC	ENTREPRENEURSHIP MARKETING
Santa Fe College	PSVC	ENTREPRENEURSHIP OPERATIONS
Santa Fe College	PSVC	HEALTH INFORMATICS SPECIALIST
Santa Fe College	PSVC	HUMAN RESOURCES ADMINISTRATOR
Santa Fe College	PSVC	INFORMATION TECHNOLOGY ANALYST

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College	Program Type	Program Title
Santa Fe College	PSVC	INFORMATION TECHNOLOGY MGNT
Santa Fe College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Santa Fe College	PSVC	INFORMATION TECHNOLOGY TECH
Santa Fe College	PSVC	MEDICAL INF CODER/BILLER
Santa Fe College	PSVC	NETWORK ADMINISTRATION
Santa Fe College	PSVC	NETWORK INFRASTRUCTURE
Santa Fe College	PSVC	NETWORK SECUTIRY
Santa Fe College	PSVC	OFFICE MANAGEMENT
Santa Fe College	PSVC	OFFICE SPECIALIST
Santa Fe College	PSVC	OFFICE SUPPORT
Santa Fe College	PSVC	PARAMEDIC
Seminile State College	AAS	DEALER-SPECIFIC AUTOMOTIVE TEC
Seminile State College	AA	ASSOCIATE IN ARTS
Seminile State College	APPR	ELECTRICIAN-APPR
Seminile State College	APPR	FIRE SPRINKLER SYS TECH-APPR
Seminile State College	APPR	PLUMBING TECHNOLOGY-APPR
Seminile State College	ATD	MEDICAL RECORDS TRANSCRIBING
Seminile State College	ATD	PHARMACY TECHNICIAN
Seminile State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY 1
Seminile State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
Seminile State College	PSAV	APPLIED WELDING TECHNOLOGIES
Seminile State College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
Seminile State College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Seminile State College	PSAV	CORRECTIONAL OFFICER
Seminile State College	PSAV	EARLY CHILDHOOD EDUCATION-NEW
Seminile State College	PSAV	ELECTRICITY
Seminile State College	PSAV	FIRE FIGHTER
Seminile State College	PSAV	HOME HEALTH AIDE (CERT)
Seminile State College	PSAV	LAW ENFORCEMENT OFFICER
Seminile State College	PSAV	NURSING ASSISTANT(ARTICULATED)
Seminile State College	PSAV	PATIENT CARE ASSISTANT
Seminile State College	PSAV	PHLEBOTOMY
Seminile State College	PSAV	PLUMBING TECHNOLOGY
Seminile State College	PSAV	PRACTICAL NURSING
Seminile State College	PSAV	X CORR OFF TO LAW ENF OFFICER
Seminile State College	PSAV	X LAW ENF OFF TO CORR OFFICER
Seminile State College	PSV	ACCOUNTING TECHNOLOGY
Seminile State College	PSV	ARCH DESIGN/CONSTRUCTION TECH
Seminile State College	PSV	AUTOMOTIVE SERVICE MGT TECH
Seminile State College	PSV	BUILDING CONSTRUCTION TECH
Seminile State College	PSV	BUSINESS ADMINISTRATION
Seminile State College	PSV	BUSINESS ENTREPRENEURSHIP
Seminile State College	PSV	CIVIL ENGINEERING TECHNOLOGY
Seminile State College	PSV	COMPUTER INFORMATION ADMINISTR
Seminile State College	PSV	COMPUTER PROGRAMMING & ANALYSI
Seminile State College	PSV	CONSTRUCTION MANAGEMENT TECH.

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College	Program Type	Program Title
Seminole State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Seminole State College	PSV	DEALER-SPECIFIC AUTOMOTIVE TEC
Seminole State College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Seminole State College	PSV	DRAFTING & DESIGN TECHNOLOGY
Seminole State College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Seminole State College	PSV	EARLY CHILDHOOD MANAGEMENT
Seminole State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Seminole State College	PSV	FIRE SCIENCE TECHNOLOGY
Seminole State College	PSV	GRAPHIC ARTS TECHNOLOGY
Seminole State College	PSV	GRAPHICS TECHNOLOGY
Seminole State College	PSV	HEALTH INFORMATION MANAGEMENT
Seminole State College	PSV	INTERIOR DESIGN TECH
Seminole State College	PSV	MARKETING MANAGEMENT
Seminole State College	PSV	NETWORKING SERVICES TECHNOLOGY
Seminole State College	PSV	NURSING
Seminole State College	PSV	OFFICE ADMINISTRATION
Seminole State College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Seminole State College	PSV	PHARMACY MANAGEMENT
Seminole State College	PSV	PHYSICAL THERAPIST ASSISTANT
Seminole State College	PSV	RESPIRATORY CARE
Seminole State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Seminole State College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Seminole State College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Seminole State College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Seminole State College	PSVC	BIOTECHNOLOGY SPECIALIST
Seminole State College	PSVC	BUILDING CONSTRUCTION SPECIALT
Seminole State College	PSVC	BUSINESS MANAGEMENT
Seminole State College	PSVC	BUSINESS OPERATIONS
Seminole State College	PSVC	BUSINESS SPECIALIST
Seminole State College	PSVC	CHILD CARE CENTER MANAGEMENT
Seminole State College	PSVC	CHILD DEVELOPMENT EARLY INTERV
Seminole State College	PSVC	CISCO CCNA CERTIFICATE
Seminole State College	PSVC	COMPUTER PROGRAMMING
Seminole State College	PSVC	COMPUTER PROGRAMMING SPECIALST
Seminole State College	PSVC	COMPUTER SPECIALIST
Seminole State College	PSVC	CRIMINAL JUSTICE TECH. SPEC.
Seminole State College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Seminole State College	PSVC	DIGITAL VIDEO FUNDAMENTALS
Seminole State College	PSVC	DRAFTING ARCH DESIGN TECH
Seminole State College	PSVC	EDUCATIONAL ASSISTING
Seminole State College	PSVC	EMERGENCY MEDICAL TECHNICIAN
Seminole State College	PSVC	ENTREPRENEURSHIP
Seminole State College	PSVC	ENTREPRENEURSHIP OPERATIONS
Seminole State College	PSVC	FIRE COMPANY MANAGEMENT
Seminole State College	PSVC	GANG RELATED INVESTIGATIONS
Seminole State College	PSVC	GRAPHIC DESIGN SUPPORT

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College	Program Type	Program Title
Seminile State College	PSVC	GRAPHICS DESIGN PRODUCTION
Seminile State College	PSVC	HOMELAND SECURITY
Seminile State College	PSVC	HOMELAND SECURITY SPEC.
Seminile State College	PSVC	HUMAN RESOURCES ADMINISTRATOR
Seminile State College	PSVC	INFANT TODDLER
Seminile State College	PSVC	INFORMATION TECHNOLOGY ADMIN
Seminile State College	PSVC	INFORMATION TECHNOLOGY ANALYST
Seminile State College	PSVC	INFORMATION TECHNOLOGY MGNT
Seminile State College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Seminile State College	PSVC	INFORMATION TECHNOLOGY TECH
Seminile State College	PSVC	KITCHEN & BATH SPECIALIZATION
Seminile State College	PSVC	MEDICAL INF CODER/BILLER
Seminile State College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Seminile State College	PSVC	MULTIMEDIA AUTHORING
Seminile State College	PSVC	MULTIMEDIA PRODUCTION
Seminile State College	PSVC	OFFICE MANAGEMENT
Seminile State College	PSVC	OFFICE SPECIALIST
Seminile State College	PSVC	OFFICE SUPPORT
Seminile State College	PSVC	PARAMEDIC
Seminile State College	PSVC	PRE-SCHOOL
Seminile State College	PSVC	VIDEO EDITING & POSTPRODUCTION
Seminile State College	PSVC	WIRELESS COMMUNICATIONS
Seminile State College	PSVC	WIRELESS&IP COMMUNICATION TECH
South Florida State College	AAS	ACCOUNTING TECHNOLOGY
South Florida State College	AAS	COMPUTER ENGINEERING TECH
South Florida State College	AAS	COMPUTER PROGRAMMING & ANALYSI
South Florida State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
South Florida State College	AAS	EARLY CHILDHOOD EDUCATION A.D.
South Florida State College	AAS	ELECTRICAL DISTRIBUTION TECH
South Florida State College	AAS	ELECTRONICS ENGINEERING TECH
South Florida State College	AAS	EMERGENCY MED SERVS-ASSOC DEG
South Florida State College	AAS	INDUSTRIAL MANAGEMENT TECH
South Florida State College	AAS	NETWORKING SERVICES TECHNOLOGY
South Florida State College	AAS	NURSING
South Florida State College	AAS	OFFICE ADMINISTRATION
South Florida State College	AAS	RADIOGRAPHY
South Florida State College	AA	ASSOCIATE IN ARTS
South Florida State College	APPR	A/C, REFRIG., & HEATING-APPR
South Florida State College	APPR	ELECTRICAL LINE SERV/REP-APPR
South Florida State College	ATD	EMERGENCY MEDICAL TECHNICIAN
South Florida State College	PSAV	A/C REFRIG.&HTG. TECHNOLOGY PS
South Florida State College	PSAV	ADMINISTRATIVE ASSISTANT
South Florida State College	PSAV	AUTO. COLLISION REPAIR & REF.
South Florida State College	PSAV	AUTOMOTIVE SERVICE TECHNOLOGY
South Florida State College	PSAV	COMM FOODS/CULINARY ARTS NEW
South Florida State College	PSAV	COMMERCIAL VEHICLE DRIVING

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College	Program Type	Program Title
South Florida State College	PSAV	COMPUTER SYS&INFO TECHNOLOGY
South Florida State College	PSAV	COMPUTER SYSTEM TECHNOLOGY
South Florida State College	PSAV	CORRECTIONAL OFFICER
South Florida State College	PSAV	COSMETOLOGY (NEW)
South Florida State College	PSAV	COSMETOLOGY (OLD)
South Florida State College	PSAV	DENTAL ASSISTING
South Florida State College	PSAV	DENTAL ASSISTING (NEW)
South Florida State College	PSAV	DIVERSIFIED CAREER TECHNOLOGY
South Florida State College	PSAV	DRAFTING
South Florida State College	PSAV	ELECTRIC LINE SERVICE/REPAIR
South Florida State College	PSAV	ELECTRONIC TECHNOLOGY
South Florida State College	PSAV	LAW ENFORCEMENT OFFICER
South Florida State College	PSAV	MEDICAL ASSISTING
South Florida State College	PSAV	MEDICAL SECRETARY
South Florida State College	PSAV	NETWORK SUPPORT SERVICES
South Florida State College	PSAV	NURSING ASSISTANT
South Florida State College	PSAV	NURSING ASSISTANT(ARTICULATED)
South Florida State College	PSAV	PHLEBOTOMY
South Florida State College	PSAV	PRACTICAL NURSING
South Florida State College	PSV	ACCOUNTING TECHNOLOGY
South Florida State College	PSV	BUSINESS ADMINISTRATION
South Florida State College	PSV	CITRUS PRODUCTION TECHNOLOGY
South Florida State College	PSV	COMPUTER ENGINEERING TECH
South Florida State College	PSV	COMPUTER PROGRAMMING & ANALYSI
South Florida State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
South Florida State College	PSV	DENTAL HYGIENE
South Florida State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
South Florida State College	PSV	FIRE SCIENCE TECHNOLOGY
South Florida State College	PSV	LANDSCAPE & HORTICULTURE TNLGY
South Florida State College	PSV	NURSING
South Florida State College	PSV	OFFICE ADMINISTRATION
South Florida State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
South Florida State College	PSVC	BUSINESS MANAGEMENT
South Florida State College	PSVC	COMPUTER PROGRAMMING
South Florida State College	PSVC	LANDSCAPE & HORTICULTURE PROF
South Florida State College	PSVC	LANDSCAPE & HORTICULTURE TECH
South Florida State College	PSVC	MEDICAL OFFICE MANAGEMENT
South Florida State College	PSVC	OFFICE MANAGEMENT
South Florida State College	PSVC	PARAMEDIC
St. Johns River State College	AAS	CRIMINAL JUSTICE TECHNOLOGY
St. Johns River State College	AA	ASSOCIATE IN ARTS
St. Johns River State College	APPR	CARPENTRY-APPR
St. Johns River State College	APPR	FIRE SPRINKLER SYS TECH-APPR
St. Johns River State College	PSAV	CORRECTIONAL OFFICER
St. Johns River State College	PSAV	EARLY CHILDHOOD EDUCATION
St. Johns River State College	PSAV	LAW ENFORCEMENT OFFICER

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College	Program Type	Program Title
St. Johns River State College	PSAV	NURSING ASSISTANT
St. Johns River State College	PSAV	PHLEBOTOMY
St. Johns River State College	PSAV	X CORR OFF TO LAW ENF OFFICER
St. Johns River State College	PSAV	X LAW ENF OFF TO CORR OFFICER
St. Johns River State College	PSV	ACCOUNTING TECHNOLOGY
St. Johns River State College	PSV	ARCH DESIGN/CONSTRUCTION TECH
St. Johns River State College	PSV	BUSINESS ADMINISTRATION
St. Johns River State College	PSV	COMPUTER ENGINEERING TECH
St. Johns River State College	PSV	COMPUTER INFORMATION ADMINISTR
St. Johns River State College	PSV	COMPUTER PROGRAMMING & ANALYSI
St. Johns River State College	PSV	CRIMINAL JUSTICE TECHNOLOGY
St. Johns River State College	PSV	EMERGENCY MED SERVS-ASSOC DEG
St. Johns River State College	PSV	FINANCIAL SERVICES
St. Johns River State College	PSV	FIRE SCIENCE TECHNOLOGY
St. Johns River State College	PSV	GRAPHICS TECHNOLOGY
St. Johns River State College	PSV	HEALTH INFORMATION MANAGEMENT
St. Johns River State College	PSV	HEALTH INFORMATION TECHNOLOGY
St. Johns River State College	PSV	HEALTH SERVICES MANAGEMENT
St. Johns River State College	PSV	INDUSTRIAL MANAGEMENT TECH
St. Johns River State College	PSV	INTERNET SERVICES TECHNOLOGY
St. Johns River State College	PSV	MARKETING MANAGEMENT
St. Johns River State College	PSV	NETWORKING SERVICES TECHNOLOGY
St. Johns River State College	PSV	NURSING
St. Johns River State College	PSV	OFFICE ADMINISTRATION
St. Johns River State College	PSV	RADIOGRAPHY
St. Johns River State College	PSV	RESPIRATORY CARE
St. Johns River State College	PSV	THEATER & ENTERTAINMENT TECH
St. Johns River State College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
St. Johns River State College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
St. Johns River State College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
St. Johns River State College	PSVC	ADV. NETWORK INFRASTRUCTURE
St. Johns River State College	PSVC	BUSINESS MANAGEMENT
St. Johns River State College	PSVC	BUSINESS OPERATIONS
St. Johns River State College	PSVC	BUSINESS SPECIALIST
St. Johns River State College	PSVC	CISCO CCNA CERTIFICATE
St. Johns River State College	PSVC	COMPUTER PROGRAMMING
St. Johns River State College	PSVC	COMPUTER PROGRAMMING SPECIALST
St. Johns River State College	PSVC	COMPUTER SPECIALIST
St. Johns River State College	PSVC	CRIMINAL JUSTICE TECH. SPEC.
St. Johns River State College	PSVC	DRAFTING ARCH DESIGN TECH
St. Johns River State College	PSVC	EMERGENCY MEDICAL TECHNICIAN
St. Johns River State College	PSVC	HEALTH CARE SERVICES
St. Johns River State College	PSVC	HOMELAND SECURITY
St. Johns River State College	PSVC	HOMELAND SECURITY SPEC.
St. Johns River State College	PSVC	INFORMATION TECHNOLOGY ADMIN
St. Johns River State College	PSVC	INFORMATION TECHNOLOGY MGNT

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College	Program Type	Program Title
St. Johns River State College	PSVC	INFORMATION TECHNOLOGY TECH
St. Johns River State College	PSVC	LOGISTICS&TRANSPORTATION SPEC
St. Johns River State College	PSVC	MARKETING OPERATIONS
St. Johns River State College	PSVC	MEDICAL INF CODER/BILLER
St. Johns River State College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
St. Johns River State College	PSVC	OFFICE MANAGEMENT
St. Johns River State College	PSVC	OFFICE SPECIALIST
St. Johns River State College	PSVC	OFFICE SUPPORT
St. Johns River State College	PSVC	STAGE TECHNOLOGY
St. Johns River State College	PSVC	SUSTAINABLE DESIGN
St. Johns River State College	PSVC	WEB DEVELOPMENT SPECIALIST
St. Petersburg College	AAS	AUTOMOTIVE SERVICE MGT TECH
St. Petersburg College	AAS	BUSINESS ADMINISTRATION
St. Petersburg College	AAS	COMPUTER PROGRAMMING & ANALYSI
St. Petersburg College	AAS	FIRE SCIENCE TECHNOLOGY
St. Petersburg College	AAS	HEALTH SERVICES MGMT 0237
St. Petersburg College	AAS	INDUSTRIAL MANAGEMENT TECH
St. Petersburg College	AAS	NURSING
St. Petersburg College	AAS	PROFESSIONAL PILOT TECHNOLOGY
St. Petersburg College	AA	ASSOCIATE IN ARTS
St. Petersburg College	ATC	FUNERAL SERVICES
St. Petersburg College	ATC	NURSING
St. Petersburg College	ATD	EMERGENCY MEDICAL TECHNICIAN
St. Petersburg College	ATD	FAMILY HEALTH SUPPORT WORKER
St. Petersburg College	ATD	UNIT TREATMENT AND REHAB
St. Petersburg College	PSAV	CORRECTIONAL OFFICER
St. Petersburg College	PSAV	FIRE FIGHTER
St. Petersburg College	PSAV	LAW ENFORCEMENT OFFICER
St. Petersburg College	PSAV	X CORR OFF TO LAW ENF OFFICER
St. Petersburg College	PSAV	X LAW ENF OFF TO CORR OFFICER
St. Petersburg College	PSV	ACCOUNTING TECHNOLOGY
St. Petersburg College	PSV	ARCH DESIGN/CONSTRUCTION TECH
St. Petersburg College	PSV	AVIATION MAINTENCE MGMT
St. Petersburg College	PSV	BANKING
St. Petersburg College	PSV	BUSINESS ADMINISTRATION
St. Petersburg College	PSV	COMPUTER INFORMATION ADMINISTR
St. Petersburg College	PSV	COMPUTER PROGRAMMING & ANALYSI
St. Petersburg College	PSV	COMPUTER RELATED CRIME INVESTI
St. Petersburg College	PSV	CRIME SCENE TECHNOLOGY
St. Petersburg College	PSV	CRIMINAL JUSTICE TECHNOLOGY
St. Petersburg College	PSV	DENTAL HYGIENE
St. Petersburg College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
St. Petersburg College	PSV	DRAFTING & DESIGN TECHNOLOGY
St. Petersburg College	PSV	EARLY CHILDHOOD EDUCATION A.D.
St. Petersburg College	PSV	ELECTRONICS ENGINEERING TECH
St. Petersburg College	PSV	EMERGENCY ADMINIST. & MANAG.

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College	Program Type	Program Title
St. Petersburg College	PSV	EMERGENCY MED SERVS-ASSOC DEG
St. Petersburg College	PSV	ENGINEERING TECHNOLOGY
St. Petersburg College	PSV	ENVIRONMENTAL SCIENCE TECH
St. Petersburg College	PSV	FIRE SCIENCE TECHNOLOGY
St. Petersburg College	PSV	FUNERAL SERVICES
St. Petersburg College	PSV	HEALTH INFORMATION MANAGEMENT
St. Petersburg College	PSV	HEALTH INFORMATION TECHNOLOGY
St. Petersburg College	PSV	HEALTH SERVICES MANAGEMENT
St. Petersburg College	PSV	HOSPITALITY & TOURISM MGMT
St. Petersburg College	PSV	HUMAN SERVICES
St. Petersburg College	PSV	INDUSTRIAL MANAGEMENT TECH
St. Petersburg College	PSV	INTERNET SERVICES TECHNOLOGY
St. Petersburg College	PSV	IT SECURITY
St. Petersburg College	PSV	MEDICAL LABORATORY TECHNOLOGY
St. Petersburg College	PSV	MUSIC PRODUCTION TECHNOLOGY
St. Petersburg College	PSV	NETWORKING SERVICES TECHNOLOGY
St. Petersburg College	PSV	NURSING
St. Petersburg College	PSV	PARALEGAL STUDIES (LEGAL ASST)
St. Petersburg College	PSV	PARKS & LEISURE SERVICE TECH
St. Petersburg College	PSV	PHOTOGRAPHIC TECHNOLOGY
St. Petersburg College	PSV	PHYSICAL THERAPIST ASSISTANT
St. Petersburg College	PSV	RADIOGRAPHY
St. Petersburg College	PSV	RESPIRATORY CARE
St. Petersburg College	PSV	SIGN LANGUAGE INTERPRETATION
St. Petersburg College	PSV	TECHNOLOGY PROJECT MANAGEMENT
St. Petersburg College	PSV	VETERINARY TECHNOLOGY
St. Petersburg College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
St. Petersburg College	PSVC	ADDICTION STUDIES
St. Petersburg College	PSVC	BASIC CORRECTIONS-LTV0345
St. Petersburg College	PSVC	BUSINESS MANAGEMENT
St. Petersburg College	PSVC	BUSINESS SPECIALIST
St. Petersburg College	PSVC	CISCO CCNA CERTIFICATE
St. Petersburg College	PSVC	COMPUTER AIDED DESIGN & DRAFTI
St. Petersburg College	PSVC	COMPUTER PROGRAMMING SPECIALST
St. Petersburg College	PSVC	COMPUTER SPECIALIST
St. Petersburg College	PSVC	CRIME SCENE TECHNICIAN
St. Petersburg College	PSVC	CRIMINAL JUSTICE TECH. SPEC.
St. Petersburg College	PSVC	DATABASE & E-COMMERCE SECURITY
St. Petersburg College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
St. Petersburg College	PSVC	DIGITAL MULTIMEDIA VIDEO PROD
St. Petersburg College	PSVC	DRAFTING ARCH DESIGN TECH
St. Petersburg College	PSVC	EMERGENCY ADMIN & MANAGER
St. Petersburg College	PSVC	ENGINEERING SUPPORT SPECIALIST
St. Petersburg College	PSVC	FIRE COMPANY MANAGEMENT
St. Petersburg College	PSVC	FOOD & BEVERAGES MANAGEMENT
St. Petersburg College	PSVC	GANG RELATED INVESTIGATIONS

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College	Program Type	Program Title
St. Petersburg College	PSVC	HEALTH CARE SERVICES
St. Petersburg College	PSVC	HEALTH INFORMATICS SPECIALIST
St. Petersburg College	PSVC	INFORMATION TECHNOLOGY ADMIN
St. Petersburg College	PSVC	INFORMATION TECHNOLOGY MGNT
St. Petersburg College	PSVC	INFORMATION TECHNOLOGY SPECIAL
St. Petersburg College	PSVC	INFORMATION TECHNOLOGY TECH
St. Petersburg College	PSVC	LEAN SIX SIGMA GREEN BELT
St. Petersburg College	PSVC	MEDICAL INF CODER/BILLER
St. Petersburg College	PSVC	MEDICAL QUALITY SYSTEMS
St. Petersburg College	PSVC	MULTIMEDIA INSTRUCTIONAL TECH
St. Petersburg College	PSVC	MULTIMEDIA PRODUCTION
St. Petersburg College	PSVC	PARAMEDIC
St. Petersburg College	PSVC	ROOMS DIVISION MANAGEMENT
St. Petersburg College	PSVC	SIX SIGMA BLACK BELT CERT
St. Petersburg College	PSVC	UNIX/LINUX SYSTEM ADMINISTRATO
St. Petersburg College	PSVC	WEB DEVELOPMENT SPECIALIST
St. Petersburg College	PSVC	YOUTH DEVELOPMENT
State College of Florida, M-S	AAS	AUTOMOTIVE SERVICE MGT TECH
State College of Florida, M-S	AAS	BUSINESS ADMINISTRATION
State College of Florida, M-S	AAS	COMPUTER INFORMATION ADMINISTR
State College of Florida, M-S	AAS	CONSTRUCTION MANAGEMENT TECH.
State College of Florida, M-S	AAS	CRIMINAL JUSTICE TECHNOLOGY
State College of Florida, M-S	AAS	DRAFTING & DESIGN TECHNOLOGY
State College of Florida, M-S	AAS	EARLY CHILDHOOD EDUCATION A.D.
State College of Florida, M-S	AAS	ELECTRONICS ENGINEERING TECH
State College of Florida, M-S	AAS	EMERGENCY MED SERVS-ASSOC DEG
State College of Florida, M-S	AAS	ENGINEERING TECHNOLOGY
State College of Florida, M-S	AAS	FILM PRODUCTION TECHNOLOGY
State College of Florida, M-S	AAS	FIRE SCIENCE TECHNOLOGY
State College of Florida, M-S	AAS	GRAPHICS TECHNOLOGY
State College of Florida, M-S	AAS	OCCUPATIONAL THERAPY ASSISTANT
State College of Florida, M-S	AAS	PARALEGAL STUDIES (LEGAL ASST)
State College of Florida, M-S	AAS	PHYSICAL THERAPIST ASSISTANT
State College of Florida, M-S	AAS	RADIOGRAPHY
State College of Florida, M-S	AA	ASSOCIATE IN ARTS
State College of Florida, M-S	ATC	FIRE SCIENCE TECHNOLOGY
State College of Florida, M-S	ATC	LEGAL ASSISTING
State College of Florida, M-S	PSV	AUTOMOTIVE SERVICE MGT TECH
State College of Florida, M-S	PSV	BIOTECHNOLOGY
State College of Florida, M-S	PSV	BUSINESS ADMINISTRATION
State College of Florida, M-S	PSV	BUSINESS ENTREPRENEURSHIP
State College of Florida, M-S	PSV	CIVIL ENGINEERING TECHNOLOGY
State College of Florida, M-S	PSV	COMPUTER INFORMATION ADMINISTR
State College of Florida, M-S	PSV	CONSTRUCTION MANAGEMENT TECH.
State College of Florida, M-S	PSV	CRIMINAL JUSTICE TECHNOLOGY
State College of Florida, M-S	PSV	DENTAL HYGIENE

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College	Program Type	Program Title
State College of Florida, M-S	PSV	DRAFTING & DESIGN TECHNOLOGY
State College of Florida, M-S	PSV	EARLY CHILDHOOD EDUCATION A.D.
State College of Florida, M-S	PSV	EMERGENCY MED SERVS-ASSOC DEG
State College of Florida, M-S	PSV	ENGINEERING TECHNOLOGY
State College of Florida, M-S	PSV	FILM PRODUCTION TECHNOLOGY
State College of Florida, M-S	PSV	FIRE SCIENCE TECHNOLOGY
State College of Florida, M-S	PSV	GRAPHICS TECHNOLOGY
State College of Florida, M-S	PSV	HOSPITALITY & TOURISM MGMT
State College of Florida, M-S	PSV	NURSING
State College of Florida, M-S	PSV	OCCUPATIONAL THERAPY ASSISTANT
State College of Florida, M-S	PSV	PARALEGAL STUDIES (LEGAL ASST)
State College of Florida, M-S	PSV	PHOTOGRAPHIC TECHNOLOGY
State College of Florida, M-S	PSV	PHYSICAL THERAPIST ASSISTANT
State College of Florida, M-S	PSV	RADIOGRAPHY
State College of Florida, M-S	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
State College of Florida, M-S	PSVC	ALTERNATIVE ENERGY SYSTEMS
State College of Florida, M-S	PSVC	BUSINESS MANAGEMENT
State College of Florida, M-S	PSVC	CHILD DEVELOPMENT EARLY INTERV
State College of Florida, M-S	PSVC	COMPUTER PROGRAMMING
State College of Florida, M-S	PSVC	ELECTRONICS AIDE
State College of Florida, M-S	PSVC	ELECTRONICS TECHNICIAN
State College of Florida, M-S	PSVC	ENGINEERING SUPPORT SPECIALIST
State College of Florida, M-S	PSVC	GRAPHIC DESIGN SUPPORT
State College of Florida, M-S	PSVC	INFORMATION TECHNOLOGY SPECIAL
State College of Florida, M-S	PSVC	MARKETING OPERATIONS
State College of Florida, M-S	PSVC	MULTIMEDIA PRESENTATION
Tallahassee Community College	AAS	BUILDING CONSTRUCTION TECH
Tallahassee Community College	AAS	BUSINESS ADMINISTRATION
Tallahassee Community College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Tallahassee Community College	AAS	ELECTRONICS ENGINEERING TECH
Tallahassee Community College	AAS	INDUSTRIAL MANAGEMENT TECH
Tallahassee Community College	AA	ASSOCIATE IN ARTS
Tallahassee Community College	APPR	BRICK AND BLOCK MASONRY-APPR
Tallahassee Community College	APPR	ELECTRICIAN-APPR
Tallahassee Community College	ATC	DIAGNOSTIC MEDICAL SONOGRAPHY
Tallahassee Community College	ATC	EMERGENCY MED SERVS-ASSOC DEG
Tallahassee Community College	ATD	EMERGENCY MEDICAL TECHNICIAN
Tallahassee Community College	PSAV	APPLIED WELDING TECHNOLOGIES
Tallahassee Community College	PSAV	CORRECTIONAL OFFICER
Tallahassee Community College	PSAV	CORRECTIONAL PROBATION OFFICER
Tallahassee Community College	PSAV	DENTAL ASSISTING
Tallahassee Community College	PSAV	FIRE FIGHTER
Tallahassee Community College	PSAV	LAW ENFORCEMENT OFFICER
Tallahassee Community College	PSAV	NURSING ASSISTANT
Tallahassee Community College	PSAV	PHARMACY TECHNICIAN
Tallahassee Community College	PSAV	PRIVATE SECURITY OFFICER

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College	Program Type	Program Title
Tallahassee Community College	PSAV	X CORR OFF TO LAW ENF OFFICER
Tallahassee Community College	PSAV	X LAW ENF OFF TO CORR OFFICER
Tallahassee Community College	PSV	ACCOUNTING TECHNOLOGY
Tallahassee Community College	PSV	BIOTECHNOLOGY LABORATORY TECH
Tallahassee Community College	PSV	BUILDING CONSTRUCTION TECH
Tallahassee Community College	PSV	CIVIL ENGINEERING TECHNOLOGY
Tallahassee Community College	PSV	COMPUTER INFORMATION ADMINISTR
Tallahassee Community College	PSV	COMPUTER PROGRAMMING & ANALYSI
Tallahassee Community College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Tallahassee Community College	PSV	DENTAL HYGIENE
Tallahassee Community College	PSV	DRAFTING & DESIGN TECHNOLOGY
Tallahassee Community College	PSV	EARLY CHILDHOOD EDUCATION A.D.
Tallahassee Community College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Tallahassee Community College	PSV	ENGINEERING TECHNOLOGY
Tallahassee Community College	PSV	ENVIRONMENTAL SCIENCE TECH
Tallahassee Community College	PSV	GRAPHICS TECHNOLOGY
Tallahassee Community College	PSV	HEALTH INFORMATION TECHNOLOGY
Tallahassee Community College	PSV	HEALTH SCIENCES
Tallahassee Community College	PSV	INTERNET SERVICES TECHNOLOGY
Tallahassee Community College	PSV	NETWORKING SERVICES TECHNOLOGY
Tallahassee Community College	PSV	NURSING
Tallahassee Community College	PSV	OFFICE ADMINISTRATION
Tallahassee Community College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Tallahassee Community College	PSV	RADIOGRAPHY
Tallahassee Community College	PSV	RECREATION TECHNOLOGY
Tallahassee Community College	PSV	RESPIRATORY CARE
Tallahassee Community College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Tallahassee Community College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Tallahassee Community College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Tallahassee Community College	PSVC	ALTERNATIVE ENERGY SYSTEMS
Tallahassee Community College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Tallahassee Community College	PSVC	BUILDING CONSTRUCTION SPECIALT
Tallahassee Community College	PSVC	BUSINESS MANAGEMENT
Tallahassee Community College	PSVC	BUSINESS OPERATIONS
Tallahassee Community College	PSVC	BUSINESS SPECIALIST
Tallahassee Community College	PSVC	CNC MACHINIST
Tallahassee Community College	PSVC	COMPUTER PROGRAMMING
Tallahassee Community College	PSVC	COMPUTER PROGRAMMING SPECIALST
Tallahassee Community College	PSVC	CRIME SCENE TECHNICIAN
Tallahassee Community College	PSVC	ENGINEERING SUPPORT SPECIALIST
Tallahassee Community College	PSVC	FIRE SPRINKLER DSGN TECHNOLOGY
Tallahassee Community College	PSVC	GRAPHIC DESIGN SUPPORT
Tallahassee Community College	PSVC	GRAPHICS DESIGN PRODUCTION
Tallahassee Community College	PSVC	HEALTH INFORMATICS SPECIALIST
Tallahassee Community College	PSVC	INFORMATION TECHNOLOGY MGNT
Tallahassee Community College	PSVC	INFORMATION TECHNOLOGY TECH

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College	Program Type	Program Title
Tallahassee Community College	PSVC	INTERACTIVE MEDIA PRODUCTION
Tallahassee Community College	PSVC	INTERACTIVE MEDIA SUPPORT
Tallahassee Community College	PSVC	MEDICAL INF CODER/BILLER
Tallahassee Community College	PSVC	OFFICE MANAGEMENT
Tallahassee Community College	PSVC	OFFICE SPECIALIST
Tallahassee Community College	PSVC	OFFICE SUPPORT
Tallahassee Community College	PSVC	PARAMEDIC
Tallahassee Community College	PSVC	SURGICAL TECHNOLOGY-CCC
Tallahassee Community College	PSVC	WEB DEVELOPMENT SPECIALIST
Valencia College	AAS	BUSINESS ADMINISTRATION
Valencia College	AAS	CRIMINAL JUSTICE TECHNOLOGY
Valencia College	AAS	ELECTRONICS ENGINEERING TECH
Valencia College	AAS	HOSPITALITY & TOURISM MGMT
Valencia College	AA	ASSOCIATE IN ARTS
Valencia College	ATC	FILM PRODUCTION TECHNOLOGY
Valencia College	ATC	RADIOGRAPHY
Valencia College	ATD	EMERGENCY MEDICAL TECHNICIAN
Valencia College	PSAV	AUX. LAW ENFORCEMENT OFFICER
Valencia College	PSAV	CORRECTIONAL OFFICER
Valencia College	PSAV	FIRE APPARATUS OPERATOR
Valencia College	PSAV	FIRE FIGHTER
Valencia College	PSAV	LAW ENFORCEMENT OFFICER
Valencia College	PSAV	X CORR OFF TO LAW ENF OFFICER
Valencia College	PSV	ACCOUNTING TECHNOLOGY
Valencia College	PSV	BAKING & PASTRY MANAGEMENT
Valencia College	PSV	BUILDING CONSTRUCTION TECH
Valencia College	PSV	BUSINESS ADMINISTRATION
Valencia College	PSV	CARDIOVASCULAR/CARDIOPULMONARY
Valencia College	PSV	CIVIL ENGINEERING TECHNOLOGY
Valencia College	PSV	COMPUTER ENGINEERING TECH
Valencia College	PSV	COMPUTER INFORMATION ADMINISTR
Valencia College	PSV	COMPUTER PROGRAMMING & ANALYSI
Valencia College	PSV	CRIMINAL JUSTICE TECHNOLOGY
Valencia College	PSV	CULINARY MANAGEMENT
Valencia College	PSV	DENTAL HYGIENE
Valencia College	PSV	DIAGNOSTIC MED SONOGRAPHY
Valencia College	PSV	DIGITAL/MULTIMEDIA TECHNOLOGY
Valencia College	PSV	DRAFTING & DESIGN TECHNOLOGY
Valencia College	PSV	ELECTRONICS ENGINEERING TECH
Valencia College	PSV	EMERGENCY MED SERVS-ASSOC DEG
Valencia College	PSV	FILM PRODUCTION TECHNOLOGY
Valencia College	PSV	FIRE SCIENCE TECHNOLOGY
Valencia College	PSV	GRAPHICS TECHNOLOGY
Valencia College	PSV	HEALTH INFORMATION TECHNOLOGY
Valencia College	PSV	HOSPITALITY & TOURISM MGMT
Valencia College	PSV	INDUSTRIAL MANAGEMENT TECH

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Valencia College	PSV	LANDSCAPE & HORTICULTURE TNLGY
Valencia College	PSV	MARKETING MANAGEMENT
Valencia College	PSV	MUSIC PRODUCTION TECHNOLOGY
Valencia College	PSV	NETWORK SYSTEMS TECHNOLOGY
Valencia College	PSV	NURSING
Valencia College	PSV	OFFICE ADMINISTRATION
Valencia College	PSV	PARALEGAL STUDIES (LEGAL ASST)
Valencia College	PSV	RADIOGRAPHY
Valencia College	PSV	RESPIRATORY CARE
Valencia College	PSV	RESTAURANT MANAGEMENT
Valencia College	PSV	THEATER & ENTERTAINMENT TECH
Valencia College	PSV	THEATER & ENTERTAINMENT TECH
Valencia College	PSVC	ACCOUNTING TECHNOLOGY MGMT CCC
Valencia College	PSVC	ACCOUNTING TECHNOLOGY OPERATIO
Valencia College	PSVC	ACCOUNTING TECHNOLOGY SPECIALI
Valencia College	PSVC	ADV. NETWORK INFRASTRUCTURE
Valencia College	PSVC	ADVANCED NETWORK ADMINIS.
Valencia College	PSVC	AUDIO TECHNOLOGY
Valencia College	PSVC	AUTOCAD FOUNDATIONS TECHNOLOGY
Valencia College	PSVC	BAKING & PASTRY ARTS
Valencia College	PSVC	BASIC ELECTRONICS TECHNICIAN
Valencia College	PSVC	BUILDING CONSTRUCTION SPECIALT
Valencia College	PSVC	BUSINESS MANAGEMENT
Valencia College	PSVC	BUSINESS OPERATIONS
Valencia College	PSVC	BUSINESS SPECIALIST
Valencia College	PSVC	CHEF'S APPRENTICE
Valencia College	PSVC	CISCO CCNA CERTIFICATE
Valencia College	PSVC	COMPUTER PROGRAMMING
Valencia College	PSVC	COMPUTER PROGRAMMING SPECIALST
Valencia College	PSVC	COMPUTER SPECIALIST
Valencia College	PSVC	CRIMINAL JUSTICE TECH. SPEC.
Valencia College	PSVC	CULINARY ARTS
Valencia College	PSVC	CULINARY ARTS MGMT. OPERATIONS
Valencia College	PSVC	DIGITAL FORENSICS
Valencia College	PSVC	DIGITAL MEDIA/MULTIMED WEB PRD
Valencia College	PSVC	DIGITAL MULTIMEDIA VIDEO PROD
Valencia College	PSVC	DIGITAL VIDEO FUNDAMENTALS
Valencia College	PSVC	DRAFTING ARCH DESIGN TECH
Valencia College	PSVC	EVENT PLANNING MANAGEMENT
Valencia College	PSVC	FILM PRODUCTION FUNDAMENTALS
Valencia College	PSVC	FIRE OFFICER I
Valencia College	PSVC	FIRE OFFICER II
Valencia College	PSVC	FIRESAFETY INSPECTOR I
Valencia College	PSVC	FOOD & BEVERAGES MANAGEMENT
Valencia College	PSVC	GRAPHIC DESIGN SUPPORT
Valencia College	PSVC	GRAPHICS DESIGN PRODUCTION

Florida College System Program Inventory of Approved Certificates and Associate Degrees (9/26/2014)

College	Program Type	Program Title
Valencia College	PSVC	GUEST SERVICES SPECIALIST
Valencia College	PSVC	HOMELAND SECURITY SPEC.
Valencia College	PSVC	INFORMATION TECHNOLOGY ANALYST
Valencia College	PSVC	INFORMATION TECHNOLOGY SPECIAL
Valencia College	PSVC	INFORMATION TECHNOLOGY TECH
Valencia College	PSVC	INTERACTIVE MEDIA PRODUCTION
Valencia College	PSVC	INTERACTIVE MEDIA SUPPORT
Valencia College	PSVC	LANDSCAPE & HORTICULTURE PROF
Valencia College	PSVC	LANDSCAPE & HORTICULTURE SPEC
Valencia College	PSVC	LANDSCAPE & HORTICULTURE TECH
Valencia College	PSVC	LASER AND PHOTONICS TECHNICIAN
Valencia College	PSVC	MEDICAL INF CODER/BILLER
Valencia College	PSVC	MEDICAL OFFICE MANAGEMENT
Valencia College	PSVC	MICROCOMPUTER REPAIR/INSTALLER
Valencia College	PSVC	MULTIMEDIA AUTHORIZING
Valencia College	PSVC	MULTIMEDIA PRODUCTION
Valencia College	PSVC	NETWORK ADMINISTRATION
Valencia College	PSVC	NETWORK INFRASTRUCTURE
Valencia College	PSVC	NETWORK SECUTIRY
Valencia College	PSVC	NETWORK SUPPORT TECHNICIAN
Valencia College	PSVC	OFFICE MANAGEMENT
Valencia College	PSVC	OFFICE SPECIALIST
Valencia College	PSVC	OFFICE SUPPORT
Valencia College	PSVC	PARAMEDIC
Valencia College	PSVC	ROOMS DIVISION MANAGEMENT
Valencia College	PSVC	STAGE TECHNOLOGY
Valencia College	PSVC	VIDEO EDITING & POSTPRODUCTION
Valencia College	PSVC	WEBCAST MEDIA
Valencia College	PSVC	WEBCAST TECHNOLOGY
Valencia College	PSVC	WIRELESS&IP COMMUNICATION TECH

SOURCE: Community College System & Technical Center MIS Program Inventory

Florida College System Program Inventory of Approved Baccalaureate Degrees (March/2014)		
College	Type	Baccalaureate Program Title
Broward College	BS	Exceptional Student Education
Broward College	BS	Middle Grades Mathematics Education
Broward College	BS	Middle Grades Science Education
Broward College	BS	Secondary Biology Education
Broward College	BS	Secondary Mathematics Education
Broward College	BAS	Information Technology
Broward College	BS	Nursing
Broward College	BAS	Supervision and Management
Broward College	BAS	Technology Management
Broward College	BAS	Supply Chain Management
Broward College	BS	Environmental Science
Chipola College	BS	Middle Grades Mathematics Education
Chipola College	BS	Middle Grades Science Education
Chipola College	BS	Secondary Mathematics Education
Chipola College	BS	Secondary Science-Biology Education
Chipola College	BAS	Organizational Management
Chipola College	BS	Elementary Education
Chipola College	BS	Exceptional Student Education
Chipola College	BS	Nursing
Chipola College	BS	Business Administration
Chipola College	BS	Secondary English Education
College of Central Florida	BAS	Business and Organizational Management
College of Central Florida	BS	Early Childhood Education, Pre-K through Grade 3
College of Central Florida	BS	Nursing
Daytona State College	BAS	Supervision and Management
Daytona State College	BS	Elementary Education
Daytona State College	BS	Exceptional Student Education
Daytona State College	BS	Secondary Biology Education
Daytona State College	BS	Secondary Chemistry Education
Daytona State College	BS	Secondary Earth/Space Science Education
Daytona State College	BS	Secondary Mathematics Education
Daytona State College	BS	Secondary Physics Education
Daytona State College	BS	Engineering Technology
Daytona State College	BS	Nursing
Daytona State College	BS	Information Technology
Eastern Florida State College	BAS	Organizational Management
Eastern Florida State College	BAS	Applied Health Sciences
Eastern Florida State College	BAS	Computer Information Systems Technology
Florida Gateway College	BS	Nursing
Florida Gateway College	BS	certification
Florida Gateway College	BAS	Industrial Logistics
Florida Gateway College	BAS	Water Resources Management
Florida SouthWestern State College	BAS	Public Safety Administration
Florida SouthWestern State College	BS	Secondary Biology Education
Florida SouthWestern State College	BS	Secondary Mathematics Education
Florida SouthWestern State College	BS	Elementary Education
Florida SouthWestern State College	BS	Nursing
Florida SouthWestern State College	BAS	Supervision and Management
Florida SouthWestern State College	BAS	Cardiopulmonary Sciences
Florida SouthWestern State College	BS	Middle Grades Language Arts Education
Florida SouthWestern State College	BS	Middle Grades Mathematics Education
Florida SouthWestern State College	BS	Middle Grades Science Education

Florida College System Program Inventory of Approved Baccalaureate Degrees (March/2014)		
College	Type	Baccalaureate Program Title
Florida State College at Jacksonville	BAS	Fire Science Management
Florida State College at Jacksonville	BAS	Computer Networking
Florida State College at Jacksonville	BS	Nursing
Florida State College at Jacksonville	BAS	Supervision and Management
Florida State College at Jacksonville	BS	Early Childhood Education - Age Three Through Grade 3
Florida State College at Jacksonville	BAS	Information Technology Management
Florida State College at Jacksonville	BAS	Public Safety Management
Florida State College at Jacksonville	BS	Business Administration
Florida State College at Jacksonville	BS	Biomedical Sciences
Florida State College at Jacksonville	BAS	Digital Media
Florida State College at Jacksonville	BS	Converged Communications
Florida State College at Jacksonville	BS	Human Services
Florida State College at Jacksonville	BS	Financial Services
Florida State College at Jacksonville	BAS	Logistics
Gulf Coast State College	BAS	Technology Management
Gulf Coast State College	BS	Nursing
Gulf Coast State College	BAS	Organizational Management
Gulf Coast State College	BAS	Digital Media
Indian River State College	BS	Exceptional Student Education-with ESOL Endorsement
Indian River State College	BS	Middle Grades Mathematics Education
Indian River State College	BS	Middle Grades Science Education
Indian River State College	BS	Nursing
Indian River State College	BAS	Organizational Management
Indian River State College	BS	Secondary Biology Education
Indian River State College	BS	Secondary Mathematics Education
Indian River State College	BS	Biology
Indian River State College	BAS	Digital Media
Indian River State College	BS	Human Services
Indian River State College	BS	Business Administration
Indian River State College	BS	Criminal Justice
Indian River State College	BS	Public Administration
Indian River State College	BS	Information Technology and Security Management
Indian River State College	BS	Accounting
Indian River State College	BS	Elementary Education
Indian River State College	BS	Healthcare Management
Lake-Sumter State College	BAS	Organizational Management
Miami Dade College	BS	Exceptional Student Education
Miami Dade College	BS	Secondary Biology Education
Miami Dade College	BS	Secondary Chemistry Education
Miami Dade College	BS	Secondary Earth Science Education
Miami Dade College	BS	Secondary Mathematics Education
Miami Dade College	BS	Secondary Physics Education
Miami Dade College	BAS	Public Safety Management
Miami Dade College	BS	Nursing
Miami Dade College	BAS	Film, Television, and Digital Production
Miami Dade College	BAS	Health Science with an Option in Physician Assistant Studies
Miami Dade College	BAS	Supervision and Management
Miami Dade College	BS	Electronics Engineering Technology
Miami Dade College	BS	Biological Sciences
Miami Dade College	BS	Early Childhood Education, Birth through Age 4
Miami Dade College	BS	Information Systems Technology
Miami Dade College	BAS	Supply Chain Management

Florida College System Program Inventory of Approved Baccalaureate Degrees (March/2014)		
College	Type	Baccalaureate Program Title
Northwest Florida State College	BAS	Project Management
Northwest Florida State College	BS	Elementary Education
Northwest Florida State College	BS	Nursing
Northwest Florida State College	BS	Middle Grades Science Education
Northwest Florida State College	BS	Middle Grades Mathematics Education
Northwest Florida State College	BS	certification
Northwest Florida State College	BAS	Management and Supervision
Palm Beach State College	BAS	Supervision and Management
Palm Beach State College	BS	Nursing
Palm Beach State College	BAS	Information Management
Pasco-Hernando State College	BAS	Supervision and Management
Pasco-Hernando State College	BS	Nursing
Pensacola State College	BAS	Administration and Supervision
Pensacola State College	BS	Nursing
Polk State College	BAS	Supervision and Management
Polk State College	BS	Nursing
Polk State College	BS	Criminal Justice
Polk State College	BS	Aerospace Sciences
Santa Fe College	BAS	Clinical Laboratory Science
Santa Fe College	BAS	Health Services Administration
Santa Fe College	BS	certification
Santa Fe College	BS	Nursing
Santa Fe College	BAS	Organizational Management
Santa Fe College	BAS	Industrial Biotechnology
Santa Fe College	BAS	Multimedia and Video Production Technology
Seminole State College of Florida	BAS	Interior Design
Seminole State College of Florida	BS	Engineering Technology
Seminole State College of Florida	BS	Business and Information Management
Seminole State College of Florida	BS	Construction
Seminole State College of Florida	BS	Information Systems Technology
St. Johns River State College	BS	Early Childhood Education, P-K through Grade 3
St. Johns River State College	BAS	Organizational Management
St. Johns River State College	BS	Nursing
St. Petersburg College	BS	Elementary Education
St. Petersburg College	BS	Exceptional Student Education
St. Petersburg College	BS	Nursing
St. Petersburg College	BS	Secondary Mathematics Education
St. Petersburg College	BS	Secondary Biology Education
St. Petersburg College	BAS	Technology Management
St. Petersburg College	BAS	Dental Hygiene
St. Petersburg College	BAS	Orthotics and Prosthetics
St. Petersburg College	BAS	Public Safety Administration
St. Petersburg College	BAS	Veterinary Technology
St. Petersburg College	BS	Secondary Business Technology Education
St. Petersburg College	BS	Secondary Technology Education
St. Petersburg College	BAS	International Business
St. Petersburg College	BAS	Paralegal Studies
St. Petersburg College	BAS	Banking
St. Petersburg College	BS	Educational Studies - non-certification
St. Petersburg College	BAS	Health Services Administration
St. Petersburg College	BAS	Management and Organizational Leadership
St. Petersburg College	BS	Middle Grades Mathematics Education

Florida College System Program Inventory of Approved Baccalaureate Degrees (March/2014)		
College	Type	Baccalaureate Program Title
St. Petersburg College	BS	Middle Grades Science Education
St. Petersburg College	BAS	Sustainability Management
St. Petersburg College	BS	Biology, General
St. Petersburg College	BS	Public Policy and Administration
St. Petersburg College	BS	Reading
St. Petersburg College	BS	Business Administration
South Florida State College	BAS	Supervision and Management
South Florida State College	BS	Elementary Education
South Florida State College	BS	Nursing
State College of Florida, Manatee-Sarasota	BS	Nursing
State College of Florida, Manatee-Sarasota	BS	Early Childhood Education, Birth through Age 4
State College of Florida, Manatee-Sarasota	BAS	Health Services Administration
State College of Florida, Manatee-Sarasota	BAS	Public Safety Administration/Homeland Security
State College of Florida, Manatee-Sarasota	BAS	Energy Technology Management
State College of Florida, Manatee-Sarasota	BAS	International Business and Trade
State College of Florida, Manatee-Sarasota	BAS	Technology Management
Valencia College	BS	Electrical and Computer Engineering Technology
Valencia College	BS	Radiologic and Imaging Sciences
Valencia College	BS	Cardiopulmonary Sciences
SOURCE: Florida College System Program Inventory		

Baccalaureate Enrollment and Graduation Expectations
Florida College System and State University System

September 2014

Section, 1001.02, Florida Statutes, *General powers of State Board of Education*, includes the following requirement.

(2) *The State Board of Education has the following duties:*

(v) *To develop, in conjunction with the Board of Governors, and periodically review for adjustment, a coordinated 5-year plan for postsecondary enrollment, identifying enrollment and graduation expectations by baccalaureate degree program, and annually submit the plan to the Legislature as part of its legislative budget request.*

In response to this requirement, the State Board of Education, in conjunction with the Board of Governors, submits the attached enrollment and graduation projections for approved baccalaureate degree programs in the Florida College and State University Systems.

Please be advised that the Florida College System institutions employed varying methodologies to generate enrollment and graduation projections. The Florida Department of Education compiled the projections for inclusion in this plan. The projections included are for programs that have been approved by the State Board of Education.

The Florida Department of Education also consulted with the Office of the Board of Governors resulting in the attached information for the State University System institutions.



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

The logo for The Florida College System, featuring a stylized sunburst or rainbow graphic above the text "THE Florida COLLEGE SYSTEM".

THE
Florida
COLLEGE
SYSTEM

2014 Florida College System Baccalaureate Enrollment Projections

College	Deg	Program Title	6-Digit CIP	2009-10 Enroll	2010-11 Enroll	2011-12 Enroll	2012-13 Enroll	2013-14 Enroll	2014-15 Enrollment Projections	2015-16 Enrollment Projections	2016-17 Enrollment Projections	2017-18 Enrollment Projections	2018-19 Enrollment Projections
Broward College	BS	Environmental Science	03.0199						27	54	56	58	61
Broward College	BAS	Information Technology	11.0103		114	250	321	374	386	399	416	431	445
Broward College	BAS	Technology Management	11.1099		58	93	115	118	119	120	121	122	123
Broward College	BS	Exceptional Student Education	13.1001	213	226	258	255	246	253	258	263	268	273
Broward College	BS	Secondary Mathematics Education	13.1311	27	46	47	43	31	32	33	34	35	36
Broward College	BS	Middle Grades Mathematics Education	13.1311	21	31	29	26	25	26	27	27	28	29
Broward College	BS	Middle Grades Science Education	13.1316	7	14	15	17	9	13	13	14	14	15
Broward College	BS	Secondary Biology Education	13.1322	29	36	49	30	16	16	17	17	18	19
Broward College	BS	Nursing	51.3801		88	295	149*	191*	194	197	200	204	208
Broward College	BAS	Supply Chain Management	52.0203					74	100	150	165	182	200
Broward College	BAS	Supervision and Management	52.0299	158	560	901	994	1,121	1,310	1,460	1,590	1,695	1,790
Chipola College	BS	Exceptional Student Education	13.1001	13	12	9	10	8	6	7	7	8	8
Chipola College	BS	Elementary Education	13.1202	49	49	64	66	56	45	48	56	60	65
Chipola College	BS	Secondary English Education	13.1305			7	12	15	10	11	12	14	14
Chipola College	BS	Secondary Mathematics Education	13.1311	8	9	5	3	2	6	6	6	7	7
Chipola College	BS	Middle Grades Mathematics Education	13.1311	6	8	7	5	5	6	6	7	7	8
Chipola College	BS	Middle Grades Science Education	13.1316	4	3	2	2	2	3	3	3	3	4
Chipola College	BS	Secondary Science-Biology Education	13.1322	2	2	3	2	1	2	2	2	3	3
Chipola College	BS	Nursing	51.3801	34	45	66	42	52	62	65	71	78	85
Chipola College	BS	Business Administration	52.0201		2	70	62	66	65	72	80	86	90
Chipola College	BAS	Organizational Management	52.0299	90	88	34	8	4					
College of Central Florida	BS	Early Childhood Education, Pre-K through Grade 3	13.1210			33	34	19	15	19	50	50	50
College of Central Florida	BS	Nursing	51.3801						40	55	76	100	120
College of Central Florida	BAS	Business and Organizational Management	52.0299		96	313	495	500	550	600	675	675	675
Daytona State College	BS	Information Technology	11.0103						66	130	178	214	241
Daytona State College	BS	Exceptional Student Education	13.1001	18	28	23	31	33	33	35	36	37	37
Daytona State College	BS	Elementary Education	13.1202	83	158	158	177	151	151	154	157	160	163
Daytona State College	BS	Secondary Mathematics Education	13.1311	3	5	8	7	10	10	10	11	12	12
Daytona State College	BS	Secondary Earth/Space Science Education	13.1316	1	1	1	1	1	1	1	2	3	4
Daytona State College	BS	Secondary Biology Education	13.1322	1	7	12	15	13	13	14	15	16	16
Daytona State College	BS	Secondary Chemistry Education	13.1323						0	1	3	3	3
Daytona State College	BS	Secondary Physics Education	13.1329						0	1	3	3	3
Daytona State College	BS	Engineering Technology	15.9999		165	306	396	380	320	272	246	230	220
Daytona State College	BS	Nursing	51.3801						103	159	195	206	211
Eastern Florida State College	BAS	Supervision and Management	52.0299	854	1,018	1,096	1,143	1,190	1,190	1,190	1,214	1,238	1,263
Eastern Florida State College	BAS	Information Systems Technology	11.0401						0	125	156	195	244
Eastern Florida State College	BAS	Applied Health Sciences	51.2211						0	125	156	195	244
Eastern Florida State College	BAS	Organizational Management	52.0299						344	522	626	720	832
Florida Gateway College	BAS	Water Resource Management	03.0205						15	24	36	42	48
Florida Gateway College	BS	Early Childhood Education, Birth through Age 4 (non-cert)	13.1210						15	20	30	35	35
Florida Gateway College	BS	Nursing	51.3801						15	20	30	35	35
Florida Gateway College	BAS	Industrial Logistics	52.0203						21	37	44	46	48
Florida SouthWestern State College	BS	Elementary Education	13.1202	223	320	296	254	242	243	246	248	250	253
Florida SouthWestern State College	BS	Middle Grades Language Arts Education	13.1305		7	24	29	24	24	24	24	25	25
Florida SouthWestern State College	BS	Secondary Mathematics Education	13.1311	35	37	27	12	8	14	14	14	14	15
Florida SouthWestern State College	BS	Middle Grades Mathematics Education	13.1311		6	11	18	14	13	13	13	13	13
Florida SouthWestern State College	BS	Middle Grades Science Education	13.1316		1	1	8	9	9	9	9	9	10
Florida SouthWestern State College	BS	Secondary Biology Education	13.1322	19	16	9	3	3	5	5	5	5	5
Florida SouthWestern State College	BAS	Public Safety Administration	43.9999	137	174	192	190	160	166	179	197	212	227

2014 Florida College System Baccalaureate Enrollment Projections

College	Deg	Program Title	6-Digit CIP	2009-10 Enroll	2010-11 Enroll	2011-12 Enroll	2012-13 Enroll	2013-14 Enroll	2014-15 Enrollment Projections	2015-16 Enrollment Projections	2016-17 Enrollment Projections	2017-18 Enrollment Projections	2018-19 Enrollment Projections
Florida SouthWestern State College	BAS	Cardiopulmonary Sciences	51.0908		11	28	38	45	45	46	46	47	47
Florida SouthWestern State College	BS	Nursing	51.3801	208	342	338	306	329	298	301	304	307	310
Florida SouthWestern State College	BAS	Supervision and Management	52.0299	213	369	494	547	553	559	600	660	710	763
Florida State College at Jacksonville	BS	Converged Communications	09.0102				41	88	99	115	111	118	125
Florida State College at Jacksonville	BAS	Digital Media	10.0304				31	61	56	60	63	67	71
Florida State College at Jacksonville	BAS	Information Technology Management	11.0103	34	103	205	269	283	246	261	276	293	310
Florida State College at Jacksonville	BAS	Computer Networking	11.0901	141	260	311	303	321	340	361	382	405	430
Florida State College at Jacksonville	BS	Early Childhood Education - Age Three Through Grade 3	13.1210	205	503	623	548	342	255	227	236	247	261
Florida State College at Jacksonville	BS	Biomedical Sciences	26.0102		95	211	260	276	276	292	310	328	348
Florida State College at Jacksonville	BAS	Fire Science Management	43.0202	17	23	21	10	4	0	0	0	0	0
Florida State College at Jacksonville	BAS	Public Safety Management	43.9999	12	36	82	116	136	138	140	142	144	147
Florida State College at Jacksonville	BS	Human Services	44.0000					0	90	90	125	125	160
Florida State College at Jacksonville	BS	Nursing	51.3801	93	86	81	93	126	150	180	240	240	240
Florida State College at Jacksonville	BS	Business Administration	52.0201			167	422	480	575	650	700	750	780
Florida State College at Jacksonville	BAS	Logistics	52.0203					0	50	86	91	98	102
Florida State College at Jacksonville	BAS	Supervision and Management	52.0299	504	810	952	1,031	987	1,020	1,030	1,050	1,050	1,050
Florida State College at Jacksonville	BS	Financial Services	52.0803					0	80	148	192	326	330
Gulf Coast State College	BAS	Digital Media	10.0304					5	10	12	15	17	15
Gulf Coast State College	BAS	Technology Management	11.1099	14	53	50	55	55	32	35	34	32	30
Gulf Coast State College	BS	Nursing	51.3801			41	73	73	65	54	58	62	64
Gulf Coast State College	BAS	Organizational Management	52.0299				32	32	34	36	38	36	34
Indian River State College	BAS	Digital Media	10.0304	69	180	224	242	242	277	308	339	370	401
Indian River State College	BS	Information Technology and Security Management	11.0103			88	143	143	165	209	248	286	325
Indian River State College	BS	Exceptional Student Education-with ESOL Endorsement	13.1001	128	128	119	135	153	150	155	161	167	173
Indian River State College	BS	Elementary Education	13.1202				23	23	75	110	156	200	243
Indian River State College	BS	Secondary Mathematics Education	13.1311	40	30	18	19	21	22	24	25	27	28
Indian River State College	BS	Middle Grades Mathematics Education	13.1311	61	66	46	47	55	58	63	67	72	76
Indian River State College	BS	Middle Grades Science Education	13.1316	59	42	34	22	27	30	34	38	42	46
Indian River State College	BS	Secondary Biology Education	13.1322	22	15	9	8	16	18	22	25	29	32
Indian River State College	BS	Biology	26.0101		26	182	274	362	400	471	534	597	660
Indian River State College	BS	Criminal Justice	43.0104				141	256	299	342	385	428	471
Indian River State College	BS	Human Services	44.0000	121	306	414	490	490	550	610	670	730	790
Indian River State College	BS	Public Administration	44.0401				42	99	156	213	270	327	384
Indian River State College	BS	Health Care Management	51.0701					27	52	77	102	127	152
Indian River State College	BS	Nursing	51.3801	184	224	243	277	331	358	393	429	464	500
Indian River State College	BS	Business Administration	52.0201				163	313	402	491	580	669	758
Indian River State College	BAS	Organizational Management	52.0299	862	1,100	1,259	1,124	915	950	985	1,020	1,055	1,090
Indian River State College	BS	Accounting	52.0301					101	115	129	143	157	171
Lake-Sumter State College	BAS	Organizational Management	52.0299				37	80	130	140	150	160	170
Miami Dade College	BS	Information Systems Technology	11.0103					0	30	90	150	210	270
Miami Dade College	BS	Exceptional Student Education	13.1001	678	606	529	458	388	344	349	344	333	368
Miami Dade College	BS	Early Childhood Education, Age 3 to Gr. 3 & Birth to Age 4	13.1210				78	153	161	200	238	277	315
Miami Dade College	BS	Secondary Mathematics Education	13.1311	68	42	36	47	44	48	48	49	56	57
Miami Dade College	BS	Secondary Earth Science Education	13.1316	5	4	1	0	0	0	0	0	0	0
Miami Dade College	BS	Secondary Biology Education	13.1322	11	6	10	15	20	20	23	26	29	31
Miami Dade College	BS	Secondary Chemistry Education	13.1323	7	3	2	2	2	2	1	1	1	1
Miami Dade College	BS	Secondary Physics Education	13.1329	0	0	0	0	0	0	0	0	0	0
Miami Dade College	BS	Electronics Engineering Technology	15.0303	39	73	95	125	125	158	189	219	250	281
Miami Dade College	BS	Biological Sciences	26.0101				134	192	221	272	324	376	428

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College	Deg	Program Title	6-Digit CIP	2009-10 Enroll	2010-11 Enroll	2011-12 Enroll	2012-13 Enroll	2013-14 Enroll	2014-15 Enrollment Projections	2015-16 Enrollment Projections	2016-17 Enrollment Projections	2017-18 Enrollment Projections	2018-19 Enrollment Projections
Miami Dade College	BAS	Public Safety Management	43.9999	570	635	702	679	684	705	739	773	800	827
Miami Dade College	BAS	Film, Television, and Digital Production	50.0602		101	161	204	222	302	356	411	466	521
Miami Dade College	BAS	Health Science (Physician Assistant Studies option)	51.0000		22	31	29	34	36	38	40	40	40
Miami Dade College	BS	Nursing	51.3801	531	622	822	1,067	1,242	1,205	1,235	1,235	1,246	1,233
Miami Dade College	BAS	Supply Chain Management	52.0203					0	40	70	140	200	260
Miami Dade College	BAS	Supervision and Management	52.0299	156	759	1,349	1,793	1,892	2,542	2,780	3,074	3,339	3,613
Northwest Florida State College	BS	Elementary Education	13.1202	123	116	116	114	95	112	112	120	120	140
Northwest Florida State College	BS	Early Childhood Education, Birth through Age 4 (non-cert)	13.1210					27	50	50	50	50	50
Northwest Florida State College	BS	Middle Grades Mathematics Education	13.1311	10	9	11	10	15	14	16	17	19	21
Northwest Florida State College	BS	Middle Grades Science Education	13.1316	10	8	5	1	2	5	4	3	6	5
Northwest Florida State College	BS	Nursing	51.3801	102	120	124	157	170	195	222	252	287	326
Northwest Florida State College	BAS	Project Management	52.0202	464	528	565	550	442	499	496	493	491	488
Northwest Florida State College	BAS	Supervision and Management	52.0299		36	118	214	293	304	310	316	320	323
Palm Beach State College	BAS	Information Management	11.1099			60	71	156	162	167	171	173	175
Palm Beach State College	BS	Nursing	51.3801						1,564	1,595	1,611	1,627	1,643
Palm Beach State College	BAS	Supervision and Management	52.0299	575	1,245	1,335	1,433	1,504	1,590	1,595	1,611	1,627	1,643
Pasco-Hernando State College	BS	Nursing	51.3801					0	90	150	139	84	153
Pasco-Hernando State College	BAS	Supervision and Management	52.0299					0	100	125	197*	204	180
Pensacola State College	BS	Nursing	51.3801		59	98	147	179	188	216	233	252	272
Pensacola State College	BAS	Administration and Supervision	52.0299		100	312	432	518	544	571	600	630	661
Polk State College	BS	Criminal Justice	43.0104				61	133	140	150	160	165	170
Polk State College	BS	Aerospace Science	49.0101						15	20	30	40	50
Polk State College	BS	Nursing	51.3801			217	345	469	480	520	560	600	640
Polk State College	BAS	Supervision and Management	52.0299	181	348	591	1,021	1,235	1,350	1,475	1,550	1,600	1,650
Santa Fe College	BS	Early Childhood Education, Birth through Age 4 (non-cert)	13.1210		39	125	146	134	125	112	101	100	101
Santa Fe College	BAS	Industrial Biotechnology	26.1201					21	52	62	72	79	87
Santa Fe College	BAS	Multimedia and Video Production Technology	50.0602					0	40	80	80	80	80
Santa Fe College	BAS	Health Services Administration	51.0701	305	505	593	610	592	610	628	647	666	686
Santa Fe College	BAS	Clinical Laboratory Science	51.1005	29	42	53	67	82	90	99	109	112	115
Santa Fe College	BS	Nursing	51.3801		35	65	73	73	125	150	180	216	259
Santa Fe College	BAS	Supervision and Organizational Management	52.0299			230	497		512	527	543	559	576
SCF, Manatee-Sarasota	BAS	Technology Management	11.1099			41	80	80	83	86	88	93	95
SCF, Manatee-Sarasota	BS	Early Childhood Education, Birth through Age 4	13.1210			55	101	102	90	93	90	92	92
SCF, Manatee-Sarasota	BAS	Energy Technology Management	15.0503			15	23	27	25	22	22	22	24
SCF, Manatee-Sarasota	BAS	Public Safety Administration/Homeland Security	43.9999		51	107	105	105	109	112	115	120	120
SCF, Manatee-Sarasota	BAS	Health Services Administration	51.0701		12	56	87	87	94	96	100	110	112
SCF, Manatee-Sarasota	BS	Nursing	51.3801	46	96	123	196	283	310	310	315	315	320
SCF, Manatee-Sarasota	BAS	International Business and Trade	52.1101			30	39	39	60	62	64	64	66
Seminole State College of Florida	BS	Information Systems Technology	11.0103			116	250	423	510	610	700	800	900
Seminole State College of Florida	BS	Architectural Engineering Technology	15.0101			11	35	63	85	100	120	145	150
Seminole State College of Florida	BS	Construction	15.1001			31	68	95	120	150	190	235	275
Seminole State College of Florida	BAS	Interior Design	50.0408	33	57	54	64	61	65	68	70	74	76
Seminole State College of Florida	BS	Business Information Management	52.1201			146	391	638	825	1,050	1,250	1,500	1,725
South Florida State College	BS	Elementary Education	13.1202						26	26	26	26	26
South Florida State College	BS	Nursing	51.3801						30	30	30	30	30
South Florida State College	BAS	Supervision and Management	52.0299			54	112	112	115	119	122	126	130
St. Johns River State College	BS	Early Childhood Education, P-K through Grade 3	13.1210		13	29	54	75	79	83	91	100	110
St. Johns River State College	BS	Nursing	51.3801					69	80	80	80	80	80
St. Johns River State College	BAS	Organizational Management	52.0299		49	166	243	272	300	300	300	300	300

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College	Deg	Program Title	6-Digit CIP	2009-10 Enroll	2010-11 Enroll	2011-12 Enroll	2012-13 Enroll	2013-14 Enroll	2014-15 Enrollment Projections	2015-16 Enrollment Projections	2016-17 Enrollment Projections	2017-18 Enrollment Projections	2018-19 Enrollment Projections
St. Petersburg College	BAS	Sustainability Management	03.0299	79	147	165	156	151	160	165	165	170	170
St. Petersburg College	BAS	Technology Management	11.1099	405	422	408	426	433	437	443	440	445	450
St. Petersburg College	BS	Exceptional Student Education	13.1001	187	152	144	136	118	107	96	87	87	87
St. Petersburg College	BS	Elementary Education	13.1202	343	323	301	238	236	200	180	160	139	128
St. Petersburg College	BS	Early Childhood Education	13.1210				23	49	75	101	127	153	179
St. Petersburg College	BS	Secondary Business Technology Education	13.1303	5	8	2	1	0	0	0	0	0	0
St. Petersburg College	BS	Secondary Technology Education	13.1309	13	15	8	5	0	0	0	0	0	0
St. Petersburg College	BS	Secondary Mathematics Education	13.1311	26	25	20	18	20	19	19	19	19	19
St. Petersburg College	BS	Middle Grades Mathematics Education	13.1311	7	10	13	13	8	12	12	13	14	14
St. Petersburg College	BS	Middle Grades Science Education	13.1316	10	12	9	6	10	8	7	6	6	5
St. Petersburg College	BS	Secondary Biology Education	13.1322	18	16	12	8	8	6	5	4	3	2
St. Petersburg College	BS	Educational Studies - non-certification	13.9999	224	258	274	315	325	357	400	405	431	431
St. Petersburg College	BAS	Paralegal Studies	22.0302	184	212	206	220	200	216	220	224	228	232
St. Petersburg College	BS	Biology, General	26.0101	30	199	315	406	465	400	400	400	400	400
St. Petersburg College	BAS	Public Safety Administration	43.9999	332	394	416	379	395	395	400	405	410	415
St. Petersburg College	BS	Public Policy and Administration	44.0401		24	79	139	140	154	159	163	168	173
St. Petersburg College	BAS	Dental Hygiene	51.0602	178	180	168	149	143	145	147	146	150	149
St. Petersburg College	BAS	Health Services Administration	51.0701	366	562	661	566	472	510	545	560	548	562
St. Petersburg College	BAS	Veterinary Technology	51.0808	169	149	152	129	133	140	143	145	148	150
St. Petersburg College	BAS	Orthotics and Prosthetics	51.2307	51	57	57	55	54	32	36	48	48	48
St. Petersburg College	BS	Nursing	51.3801	789	986	1,097	1,200	1,295	1,295	1,399	1,511	1,632	1,763
St. Petersburg College	BS	Business Administration	52.0201	85	276	438	589	682	866	1,017	1,168	1,318	1,469
St. Petersburg College	BAS	Management and Organizational Leadership	52.0299	578	633	664	678	668	712	734	757	779	802
St. Petersburg College	BAS	Banking	52.0801	103	79	72	34	18	0	0	0	0	0
St. Petersburg College	BAS	International Business	52.1101	264	208	148	122	97	42	35	40	45	50
Valencia College	BS	Electrical and Computer Engineering Technology	15.0303			66	96	134	143	152	163	175	188
Valencia College	BS	Radiologic and Imaging Sciences	51.0907			50	61	80	90	99	109	120	132
Valencia College	BS	Cardiopulmonary Sciences	51.0908					19	30	40	44	48	52

Source: Projections are based on a Survey of the Colleges Compiled by FCS Research & Analytics and Academic & Student Affairs. Projections reflect locally developed methodologies. Historical data from AAIA and include transitional students in enrollments.

* Technical revision based on information provided by Broward College on 9/11/14.

2014 Florida College System Baccalaureate Graduation Projections

College	Deg	Program Title	6-Digit CIP	2009-10 Grads	2010-11 Grads	2011-12 Grads	2012-13 Grads	2013-14 Grads	2014-15 Graduation Projections	2015-16 Graduation Projections	2016-17 Graduation Projections	2017-18 Graduation Projections	2018-19 Graduation Projections
Broward College	BS	Environmental Science	03.0199							9	11	12	13
Broward College	BAS	Information Technology	11.0103			15	36	23	69	69	69	69	69
Broward College	BAS	Technology Management	11.1099			9	23	12	23	23	23	23	23
Broward College	BS	Exceptional Student Education	13.1001	15	43	56	46	48	48	49	50	50	51
Broward College	BS	Secondary Mathematics Education	13.1311	6	4	1	5	6	7	7	7	8	9
Broward College	BS	Middle Grades Mathematics Education	13.1311	1	6	7	7	7	9	10	10	12	15
Broward College	BS	Middle Grades Science Education	13.1316			3	2	2	2	3	4	5	6
Broward College	BS	Secondary Biology Education	13.1322			4	4	4	5	6	8	9	11
Broward College	BS	Nursing	51.3801			27	52	98	93	97	102	107	112
Broward College	BAS	Supply Chain Management	52.0203						1	12	35	50	61
Broward College	BAS	Supervision and Management	52.0299			173	173	199	262	292	300	300	300
Chipola College	BS	Exceptional Student Education	13.1001	4	5	3	3	3	2	2	3	3	3
Chipola College	BS	Elementary Education	13.1202	20	11	17	38	18	13	16	17	18	21
Chipola College	BS	Secondary English Education	13.1305			0	2	5	3	4	4	4	5
Chipola College	BS	Secondary Mathematics Education	13.1311	3	6	2	2	2	2	2	2	3	3
Chipola College	BS	Middle Grades Mathematics Education	13.1311	2	1	3	2	3	2	2	2	3	3
Chipola College	BS	Middle Grades Science Education	13.1316	2	1	1	0	0	1	1	1	1	2
Chipola College	BS	Secondary Science-Biology Education	13.1322			1	1	1	1	1	1	1	1
Chipola College	BS	Nursing	51.3801	15	10	30	17	15	22	35	38	45	49
Chipola College	BS	Business Administration	52.0201			20	15	18	16	18	20	22	23
Chipola College	BAS	Organizational Management	52.0299	27	10	5	2	2					
College of Central Florida	BS	Early Childhood Education, Pre-K through Grade 3	13.1210				5	3	10	15	25	25	25
College of Central Florida	BS	Nursing	51.3801						0	30	40	60	75
College of Central Florida	BAS	Business and Organizational Management	52.0299				29	120	180	200	220	220	220
Daytona State College	BS	Information Technology	11.0103					7	10	15	20	26	32
Daytona State College	BS	Exceptional Student Education	13.1001	8	6	4	4	8	8	8	8	8	8
Daytona State College	BS	Elementary Education	13.1202	37	46	58	58	46	50	63	70	60	60
Daytona State College	BS	Secondary Mathematics Education	13.1311			1	3	0	1	2	2	2	2
Daytona State College	BS	Secondary Earth/Space Science Education	13.1316			1	1	0	1	1	1	1	2
Daytona State College	BS	Secondary Biology Education	13.1322			3	2	6	3	3	3	3	3
Daytona State College	BS	Secondary Chemistry Education	13.1323					0	0	0	0	0	1
Daytona State College	BS	Secondary Physics Education	13.1329					0	0	0	0	0	1
Daytona State College	BS	Engineering Technology	15.9999	2	17	65	42	42	122	158	152	128	109
Daytona State College	BS	Nursing	51.3801						0	10	29	37	41
Daytona State College	BAS	Supervision and Management	52.0299	178	226	281	267	304	300	306	312	318	318
Eastern Florida State College	BAS	Information Systems Technology	11.0401					0	0	26	26	52	65
Eastern Florida State College	BAS	Applied Health Sciences	51.2211					0	0	26	26	52	65
Eastern Florida State College	BAS	Organizational Management	52.0299					0	60	131	153	169	177
Florida Gateway College	BAS	Water Resource Management	03.0205								7	12	18
Florida Gateway College	BS	certification	13.1210										
Florida Gateway College	BS	Nursing	51.3801					8	14	15	16	18	18
Florida Gateway College	BAS	Industrial Logistics	52.0203								2	8	15
Florida South Western State College	BS	Elementary Education	13.1202	11	90	97	81	88	82	82	83	84	85
Florida South Western State College	BS	Middle Grades Language Arts Education	13.1305				10	6	7	8	8	8	8
Florida South Western State College	BS	Secondary Mathematics Education	13.1311	1	4	7	5	2	4	4	4	4	4
Florida South Western State College	BS	Middle Grades Mathematics Education	13.1311			1	7	6	4	4	4	4	4
Florida South Western State College	BS	Middle Grades Science Education	13.1316				0	4	3	3	3	3	3
Florida South Western State College	BS	Secondary Biology Education	13.1322	3	2	6	0	0	2	2	2	2	2
Florida South Western State College	BAS	Public Safety Administration	43.9999	26	34	29	42	37	33	47	57	68	80
Florida South Western State College	BS	Cardiopulmonary Sciences	51.0908			1	4	9	6	6	6	6	6
Florida South Western State College	BS	Nursing	51.3801	82	77	81	81	83	74	75	75	76	77
Florida South Western State College	BAS	Supervision and Management	52.0299	9	39	79	115	97	98	123	155	188	225
Florida State College at Jacksonville	BS	Converged Communications	09.0102					10	12	13	13	14	15

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Florida State College at Jacksonville	BAS	Digital Media	10.0304					4	11	12	13	14	15
Florida State College at Jacksonville	BAS	Information Technology Management	11.0103			12	41	54	63	73	84	98	113
Florida State College at Jacksonville	BAS	Computer Networking	11.0901	3	12	48	50	58	67	71	76	80	85
Florida State College at Jacksonville	BS	Early Childhood Education - Age Three Through Grade 3	13.1210		27	64	145	105	87	77	84	92	101
Florida State College at Jacksonville	BS	Biomedical Sciences	26.0102			9	6	20	23	25	26	28	29
Florida State College at Jacksonville	BAS	Fire Science Management	43.0202	3	2			3	0	0	0	0	0
Florida State College at Jacksonville	BAS	Public Safety Management	43.9999			6	15	24	24	25	25	26	26
Florida State College at Jacksonville	BS	Human Services	44.0000					0	72	72	100	100	128
Florida State College at Jacksonville	BS	Nursing	51.3801	22	35	26	25	34	128	153	204	204	204
Florida State College at Jacksonville	BS	Business Administration	52.0201				11	80	93	114	135	176	171
Florida State College at Jacksonville	BAS	Logistics	52.0203					0	0	10	17	18	19
Florida State College at Jacksonville	BAS	Supervision and Management	52.0299	65	129	227	234	196	227	230	235	289	257
Florida State College at Jacksonville	BS	Financial Services	52.0803					0	0	0	2	15	36
Gulf Coast State College	BAS	Digital Media	10.0304					0	2	4	6	8	9
Gulf Coast State College	BAS	Technology Management	11.0103			4		7	10	10	9	12	10
Gulf Coast State College	BS	Nursing	51.3801					1	42	22	24	22	22
Gulf Coast State College	BAS	Organizational Management	52.0299					0	5	9	12	14	12
Indian River State College	BAS	Digital Media	10.0304			2	39	48	58	64	74	82	91
Indian River State College	BS	Information Technology and Security Management	11.0103				0	11	19	27	35	43	51
Indian River State College	BS	Exceptional Student Education-with ESOL Endorsement	13.1001	12	18	23	20	23	26	29	31	34	36
Indian River State College	BS	Elementary Education	13.1202					0	0	18	26	34	42
Indian River State College	BS	Secondary Mathematics Education	13.1311	4	5	6	0	2	1	2	2	3	3
Indian River State College	BS	Middle Grades Mathematics Education	13.1311	5	13	8	10	12	14	16	18	20	22
Indian River State College	BS	Middle Grades Science Education	13.1316	10	5	9	4	6	8	10	12	14	16
Indian River State College	BS	Secondary Biology Education	13.1322		1	0		1	2	1	2	2	3
Indian River State College	BS	Biology	26.0101				11	14	21	25	30	35	40
Indian River State College	BS	Criminal Justice	43.0104					20	31	42	53	64	75
Indian River State College	BS	Human Services	44.0000			13	62	77	92	107	122	137	152
Indian River State College	BS	Public Administration	44.0401					3	15	23	34	44	54
Indian River State College	BS	Health Care Management	51.0701					0	0	21	26	31	36
Indian River State College	BS	Nursing	51.3801	11	32	41	44	42	45	49	52	56	59
Indian River State College	BS	Business Administration	52.0201					7	21	28	35	42	49
Indian River State College	BS	Organizational Management	52.0299	95	168	205	244	241	266	284	302	320	338
Indian River State College	BS	Accounting	52.0301					0	0	15	37	48	57
Lake-Sumter State College	BAS	Organizational Management	52.0299					0	10	20	30	49	53
Miami Dade College	BS	Information Systems Technology	11.0103					0	0	0	0	0	0
Miami Dade College	BS	Exceptional Student Education	13.1001	109	167	142	116	111	118	114	114	116	118
Miami Dade College	BS	4	13.1210				0	0	12	20	84	117	120
Miami Dade College	BS	Secondary Mathematics Education	13.1311	11	22	7	4	5	4	6	7	10	13
Miami Dade College	BS	Secondary Earth Science Education	13.1316	0	3	1	0	0	0	0	0	0	0
Miami Dade College	BS	Secondary Biology Education	13.1322	2	1	0	2	2	2	3	4	6	8
Miami Dade College	BS	Secondary Chemistry Education	13.1323	1	1	0	0	1	1	1	1	0	1
Miami Dade College	BS	Secondary Physics Education	13.1329	0	0	0	0	0	0	0	0	0	0
Miami Dade College	BS	Electronics Engineering Technology	15.0303					8	14	20	27	35	43
Miami Dade College	BS	Biological Sciences	26.0101					0	28	39	48	57	67
Miami Dade College	BAS	Public Safety Management	43.9999	68	153	168	139	166	173	192	218	236	254
Miami Dade College	BAS	Film, Television, and Digital Production	50.0602				34	32	46	56	66	75	85
Miami Dade College	BAS	Health Science with an Option in Physician Assistant Studies	51.0000				6	14	20	22	24	26	26
Miami Dade College	BS	Nursing	51.3801	73	78	139	184	268	308	360	412	463	515
Miami Dade College	BAS	Supply Chain Management	52.0203					0	0	24	33	66	92
Miami Dade College	BAS	Supervision and Management	52.0299			191	336	395	481	573	665	758	850
Northwest Florida State College	BS	Elementary Education	13.1202	13	24	32	33	35	20	34	34	37	37
Northwest Florida State College	BS	certification	13.1210					0	11	15	15	15	15

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Northwest Florida State College	BS	Middle Grades Mathematics Education	13.1311	1	2	3	2	3	5	4	5	5	6
Northwest Florida State College	BS	Middle Grades Science Education	13.1316	2	3	3	0	0	2	2	1	1	2
Northwest Florida State College	BS	Nursing	51.3801	12	26	26	28	27	29	34	38	43	49
Northwest Florida State College	BAS	Project Management	52.0202	78	72	109	120	129	104	117	116	116	115
Northwest Florida State College	BAS	Supervision and Management	52.0299						0	23	47	47	59
Palm Beach State College	BAS	Information Management	11.1099				10	17	18	19	20	21	22
Palm Beach State College	BS	Nursing	51.3801				3	6	10	15	40	45	50
Palm Beach State College	BAS	Supervision and Management	52.0299	87		158	204	217	226	231	236	250	260
Pasco-Hernando State College	BS	Nursing	51.3801					0	0	68	113	63	68
Pasco-Hernando State College	BAS	Supervision and Management	52.0299					0	0	48	60	94	98
Pensacola State College	BS	Nursing	51.3801			2	9	18	30	36	38	43	47
Pensacola State College	BAS	Administration and Supervision	52.0299			15	58	97	130	155	163	171	180
Polk State College	BS	Criminal Justice	43.0104					3	15	20	25	30	33
Polk State College	BS	Aerospace Science	49.0101						0	5	10	15	20
Polk State College	BS	Nursing	51.3801				15	51	80	120	160	200	240
Polk State College	BAS	Supervision and Management	52.0299	22		56	101	139	150	165	170	175	180
Santa Fe College	BS	certification	13.1210				24	26	40	37	33	32	34
Santa Fe College	BAS	Industrial Biotechnology	26.1201					0	0	8	21	25	29
Santa Fe College	BAS	Multimedia and Video Production Technology	50.0602					0	0	0	40	40	40
Santa Fe College	BAS	Health Services Administration	51.0701	18		61	59	71	55	57	58	60	62
Santa Fe College	BAS	Clinical Laboratory Science	51.1005			5	7	8	11	12	13	15	16
Santa Fe College	BS	Nursing	51.3801					19	18	30	36	43	51
Santa Fe College	BAS	Supervision and Organizational Management	52.0299					3	46	47	49	50	52
SCF, Manatee-Sarasota	BAS	Technology Management	11.1099					4	10	12	14	15	15
SCF, Manatee-Sarasota	BS	Early Childhood Education, Birth through Age 4	13.1210			3	19	19	18	19	19	19	19
SCF, Manatee-Sarasota	BAS	Energy Technology Management	15.0503			2	6	6	5	5	5	6	7
SCF, Manatee-Sarasota	BAS	Public Safety Administration/Homeland Security	43.9999			0	23	23	23	24	26	26	26
SCF, Manatee-Sarasota	BAS	Health Services Administration	51.0701			8	24	24	24	25	26	27	26
SCF, Manatee-Sarasota	BS	Nursing	51.3801	33		44	45	59	65	66	68	70	72
SCF, Manatee-Sarasota	BAS	International Business and Trade	52.1101					4	9	11	12	13	13
Seminole State College of Florida	BS	Information Systems Technology	11.0103			0	41	41	50	60	70	80	90
Seminole State College of Florida	BS	Architectural Engineering Technology	15.0101			0	7	7	13	15	20	23	24
Seminole State College of Florida	BS	Construction	15.1001			3	16	16	18	23	29	35	41
Seminole State College of Florida	BAS	Interior Design	50.0408			17	22	36	22	24	25	27	29
Seminole State College of Florida	BS	Business Information Management	52.1201				21	85	85	100	120	150	175
South Florida State College	BS	Elementary Education	13.1202							10	10	10	10
South Florida State College	BS	Nursing	51.3801							10	10	10	10
St. Johns River State College	BAS	Supervision and Management	52.0299					14	25	25	25	25	25
St. Johns River State College	BS	Early Childhood Education, P-K through Grade 3	13.1210				15	19	29	41	45	50	55
St. Johns River State College	BS	Nursing	51.3801					0	15	30	30	30	30
St. Petersburg College	BAS	Organizational Management	52.0299			2	22	48	50	50	50	50	50
St. Petersburg College	BAS	Sustainability Management	03.0299			10	24	33	28	30	32	35	37
St. Petersburg College	BAS	Technology Management	11.1099	70		72	83	78	54	80	85	87	90
St. Petersburg College	BS	Exceptional Student Education	13.1001	66		48	38	49	38	34	30	30	30
St. Petersburg College	BS	Elementary Education	13.1202	101		105	110	78	78	75	70	65	60
St. Petersburg College	BS	Early Childhood Education	13.1210				0	8	17	26	35	44	52
St. Petersburg College	BS	Secondary Business Technology Education	13.1303	1		2	1	1	0	0	0	0	0
St. Petersburg College	BS	Secondary Technology Education	13.1309	2		7	0	2	2	2	2	2	2
St. Petersburg College	BS	Secondary Mathematics Education	13.1311	8		9	4	3	8	6	6	6	6
St. Petersburg College	BS	Middle Grades Mathematics Education	13.1311	1		2	3	7	3	3	4	4	4
St. Petersburg College	BS	Middle Grades Science Education	13.1316	2		3	3	1	3	2	2	2	2
St. Petersburg College	BS	Secondary Biology Education	13.1322	5		3	6	3	1	1	1	1	1
St. Petersburg College	BS	Educational Studies - non-certification	13.9999	13		13	25	29	33	38	38	45	46

2014 Florida College System Baccalaureate Graduation Projections

College	Deg	Program Title	6-Digit CIP	2009-10 Grads	2010-11 Grads	2011-12 Grads	2012-13 Grads	2013-14 Grads	2014-15 Graduation Projections	2015-16 Graduation Projections	2016-17 Graduation Projections	2017-18 Graduation Projections	2018-19 Graduation Projections
St. Petersburg College	BAS	Paralegal Studies	22.0302	17	34	32	36	34	32	33	34	34	35
St. Petersburg College	BS	Biology, General	26.0101			7	28	38	40	42	44	46	48
St. Petersburg College	BAS	Public Safety Administration	43.9999	41	64	90	89	79	79	81	83	86	88
St. Petersburg College	BAS	Public Policy and Administration	44.0401				11	16	18	19	21	23	26
St. Petersburg College	BAS	Dental Hygiene	51.0602	58	70	52	50	55	53	55	60	58	56
St. Petersburg College	BAS	Health Services Administration	51.0701	20	58	96	136	99	89	92	95	98	102
St. Petersburg College	BAS	Veterinary Technology	51.0808	24	28	35	25	22	19	21	24	26	28
St. Petersburg College	BAS	Orthotics and Prosthetics	51.2307	21	25	21	20	16	12	14	19	19	19
St. Petersburg College	BS	Nursing	51.3801	128	216	243	270	292	307	322	338	355	373
St. Petersburg College	BS	Business Administration	52.0201	9	9	38	62	68	87	102	117	132	147
St. Petersburg College	BAS	Management and Organizational Leadership	52.0299	60	119	102	118	119	121	125	129	132	136
St. Petersburg College	BAS	Banking	52.0801	10	19	10	5	3	3	2	1	0	0
St. Petersburg College	BAS	International Business	52.1101	53	64	38	34	16	10	10	12	15	15
Valencia College	BS	Electrical and Computer Engineering Technology	15.0303				0	17	18	18	19	19	20
Valencia College	BS	Radiologic and Imaging Sciences	51.0907				10	8	9	10	10	11	12
Valencia College	BS	Cardiopulmonary Sciences	51.0908							8	9	9	10

Source: Projections are based on a Survey of the Colleges Compiled by FCS Research & Analytics and Academic & Student Affairs. Projections reflect locally developed methodologies. Historical data from A.A.I.A.

Baccalaureate Enrollment Trends and Projections for the State University System of Florida [SUS CIP Codes Corresponding to FCS CIP Codes]

These data are provided by the Board of Governors staff to the Florida College System in response to their request to meet the requirements of section 1001.02(v) Florida Statutes.

Direct Matches		HEADCOUNT ENROLLMENT												
FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
03.0199	Environmental Science	03.0104	Environmental Science / Environmental Science and Policy	Environmental Science	1,063	1,167	1,251	1,013	1,026	1,017	1,008	998	989	980
09.0102	Converged Communications	09.0102	Mass Communication	Mass Communication	6,184	5,700	5,842	5,817	5,618	5,477	5,335	5,194	5,052	4,911
11.0103	Information Technology/ Information Technology Mangmnt./ Information Systems Technology	11.0103	Information Technology	Information Technology	1,972	2,291	2,704	2,887	3,081	3,358	3,636	3,913	4,190	4,467
11.0401	Information Systems Technology Exceptional Student	11.0401	Information Sciences/Studies Special Education / Ed of Specific Learning Disabled / Exceptional Student Education	Information Science/Studies Special Education and Teaching, General	17	30	30	13	4	n/a	n/a	n/a	n/a	n/a
13.1001	Education/Exceptional Student Education with ESOL Endorsement	13.1001	Learning Disabled / Exceptional Student Education	Special Education and Teaching, General	1,368	1,497	1,573	1,421	1,315	1,302	1,289	1,275	1,262	1,249
13.1202	Elementary Education Early Childhood Education (ECE), Pre-K through Grade 3/ECE Birth through Age 4, non- certification/ECE, Age 3 through Grade 3/ECE, Age 3 through Grade 3 and Birth through Age 4/ECE, Birth through Age 4	13.1202	Elementary Education / Elementary Teacher Education	Elementary Education and Teaching	9,136	8,065	7,627	7,016	6,583	n/a	n/a	n/a	n/a	n/a
13.1210	Education/Middle Grades Mathematics Education Middle Grades Science	13.1210	Pre-Elementary, Early Childhood Education and Teaching	Early Childhood Education and Teaching	817	1,011	1,110	1,079	1,122	1,198	1,275	1,351	1,427	1,503
13.1305	Middle Grades Language Arts Education	13.1305	English Teacher Education	English/Language Arts Teacher Education	860	865	777	729	730	698	665	633	600	568
13.1309	Secondary Technology Education	13.1320	Trade and Industrial Teacher Education	Trade and Industrial Teacher Education	107	108	88	107	112	113	115	116	117	118
13.1311	Secondary Mathematics Education/Middle Grades Mathematics Education	13.1311	Mathematics Teacher Education	Mathematics Teacher Education	647	599	522	441	441	n/a	n/a	n/a	n/a	n/a
13.1316	Education/Secondary Earth-Space Science/Secondary Earth Science Electronics Engineering Technology/Electrical & Computer Engineering Technology	13.1316	Science Teacher Education	Science Teacher Education/General Science Teacher Education	367	297	277	288	277	255	232	210	187	165
15.0303	Technology/Electrical & Computer Engineering Technology	15.0303	Electronic Engineering Technology	Electrical, Electronic and Communications Engineering Technology/Technician	97	82	66	53	55	n/a	n/a	n/a	n/a	n/a
15.1001	Construction	15.1001	Construction, Building Technology / Building Management	Construction Engineering Technology/Technician	1,215	1,046	891	774	690	n/a	n/a	n/a	n/a	n/a
22.0302	Paralegal Studies	22.0302	Legal Assisting	Legal Assistant/Paralegal	1,280	1,368	1,427	1,437	1,338	1,353	1,367	1,382	1,396	1,411

Source: State University Database (SUS): Student Instruction File (SIF) submissions; extracted from enrollments datamart 08-25-2014. Notes: The actual data are academic year headcounts of State University System students (lower- and upper-division only) who are majoring in the select disciplines (shown by six-digit CIP code for both the FCS and SUS). Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. Separate degree names are differentiated by a " / " in the SUS Degree Name column.

Baccalaureate Enrollment Trends and Projections for the State University System of Florida [SUS CIP Codes Corresponding to FCS CIP Codes]

These data are provided by the Board of Governors staff to the Florida College System in response to their request to meet the requirements of section 1001.02(v) Florida Statutes.

Direct Matches (continued)		HEADCOUNT ENROLLMENT												
FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
26.0101	Biology/Biological Sciences/Biology, General	26.0101	Biology	Biology/Biological Sciences, General	14,638	16,581	17,804	18,996	19,215	20,359	21,504	22,648	23,792	24,936
26.0102	Biomedical Sciences	26.0102	Microbiology and Bacteriology / Biomedical Sciences	Biomedical Sciences, General	2,866	2,657	3,351	4,602	5,245	n/a	n/a	n/a	n/a	n/a
26.1201	Industrial Biotechnology	26.1201	Biotechnology	Biotechnology	192	224	246	238	243	256	269	281	294	307
43.0104	Criminal Justice	43.0104	Criminal Justice Studies	Criminal Justice/Safety Studies	7,666	8,579	9,598	9,848	9,798	10,331	10,864	11,397	11,930	12,463
44.0000	Human Services	44.0000	Behavioral Healthcare	Human Services, General	648	750	803	831	824	868	912	956	1,000	1,044
44.0401	Public Administration	44.0401	Public Administration	Public Administration	341	339	315	299	245	n/a	n/a	n/a	n/a	n/a
50.0408	Interior Design	50.0408	Interior Design	Interior Design	681	687	710	730	724	735	746	756	767	778
50.0602	Film, Television, & Digital Production Technology	50.0602	Motion Picture Arts / Motion Picture Arts and TV Technology	Cinematography and Film/Video Production	4,431	4,744	5,194	6,164	7,758	n/a	n/a	n/a	n/a	n/a
51.0000	Health Science with an option in Physician Assistant Studies	51.0000	Health Science	Health Services/Allied Health/Health Sciences, General	2,049	2,350	2,782	3,293	3,636	n/a	n/a	n/a	n/a	n/a
51.0701	Health Care Management/ Health Services Administration	51.0701	Health Services Administration / Long Term Care Administration	Health/Health Care Administration/ Management	141	111	100	100	107	99	90	82	73	65
51.0908	Cardiopulmonary Sciences	51.0908	Cardiopulmonary Sciences (Respiratory Therapy)	Respiratory Care Therapy/Therapist	361	375	392	413	398	407	417	426	435	444
51.1005	Clinical Laboratory Science	51.1005	Medical Technology	Clinical Laboratory Science/Medical Technology/Technologist	10,232	11,100	10,840	10,948	11,187	11,425	11,664	11,903	12,141	12,379
51.3801	Nursing	51.3801	Nursing, Registered Nurse	Registered Nursing/Registered Nurse	14,064	13,527	12,907	12,703	12,465	12,065	11,666	11,266	10,866	10,466
52.0201	Business Administration and Management, General	52.0201	Business Administration and Management	Business Administration and Management, General	8,931	9,349	9,361	9,005	8,965	8,974	8,982	8,991	8,999	9,008
52.0203	Supply Chain Management/ Industrial Logistics/Logistics	52.0203	Science and Technology Management	Logistics, Materials, and Supply Chain Management	7,439	6,806	6,736	6,995	7,292	7,255	7,219	7,182	7,145	7,108
52.0301	Accounting	52.0301	Accounting	Accounting	95	65	47	49	50	n/a	n/a	n/a	n/a	n/a
52.0801	Banking	52.0801	Finance	Banking and Financial Support Services	2,433	2,437	2,348	2,227	2,150	2,079	2,009	1,938	1,867	1,796
52.0803	Financial Services	52.0803	Financial Services	Human Resources Management/Personnel Administration, General	1,482	1,325	1,058	1,009	1,079	978	878	777	676	575
52.1101	International Business & Trade/International Business	52.1101	International Business Management / Global Business Management	Management Information Systems, General	1,482	1,325	1,058	1,009	1,079	978	878	777	676	575
52.1201	Business Information Management	52.1201	Management Information Systems	Management Information Systems, General	1,482	1,325	1,058	1,009	1,079	978	878	777	676	575

Source: State University Database (SUDS): Student Instruction File (SIF) submissions; extracted from enrollments datamart 08-25-2014. Notes: The actual data are academic year headcounts of State University System students (lower- and upper-division only) who are majoring in the select disciplines (shown by six-digit CIP code for both the FCS and SUS). Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. Separate degree names are differentiated by a " / " in the SUS Degree Name column.

Baccalaureate Enrollment Trends and Projections for the State University System of Florida [SUS CIP Codes Corresponding to FCS CIP Codes]

These data are provided by the Board of Governors staff to the Florida College System in response to their request to meet the requirements of section 1001.02(v) Florida Statutes.

In-Direct or Associated Matches		HEADCOUNT ENROLLMENT												
FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
10.0304	Digital Media	09.0702	Multimedia Studies / Journalism	Digital Communication and Media/Multimedia	412	460	560	582	587	631	675	718	762	806
	Secondary Biology			Digital Arts	851	883	884	887	887	899	911	923	935	947
13.1322	Education/Secondary Science - Biology Education	13.1316	Science Teacher Education	Science Teacher Education/General Science Teacher Education	367	297	277	288	277	255	232	210	187	165
13.1323	Secondary Chemistry Education													
13.1329	Secondary Physics Education													
43.0202	Fire Science Management	43.0203	Fire and Emergency Services	Fire Science/Fire-fighting	62	65	67	75	67	68	69	70	71	72
		43.9999	Public Safety Administration	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other			4	59	93	n/a	n/a	n/a	n/a	n/a
43.9999	Public Safety Management/Public Safety Administration-Homeland Security	43.9999	Public Safety Administration	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other			4	59	93	n/a	n/a	n/a	n/a	n/a
51.0907	Radiologic and Imaging Sciences	51.0911	Radiography	Radiologic Technology/Science - Radiographer										
51.2211	Applied Health Sciences	51.2201	Public Health	Public Health, General	10	433	731	927	927	n/a	n/a	n/a	n/a	n/a
		51.2208	Community Health	Community Health and Preventive Medicine	512	509	459	423	563	576	589	601	614	627
51.0808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant	01.0901	Animal Science (includes Vet Tech)	Animal Sciences, General	531	506	538	550	522	520	518	515	513	511
52.0202	Procurement/Acquisitions and Contracts Management	52.0201	Business Administration and Management	Business Administration and Management, General	14,064	13,527	12,907	12,703	12,465	12,065	11,666	11,266	10,866	10,465
52.0299	Business Administration, Management and Operations, Other													

NEW PROGRAM to be implemented Fall 2014

Source: State University Database (SUDS); Student Instruction File (SIF) submissions; extracted from enrollments datamart 08-25-2014. Notes: The actual data are academic year headcounts of State University System students (lower- and upper-division only) who are majoring in the select disciplines (shown by six-digit CIP code for both the FCS and SUS). Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. Separate degree names are differentiated by a " / " in the SUS Degree Name column.

Baccalaureate Enrollment Trends and Projections for the State University System of Florida [SUS CIP Codes Corresponding to FCS CIP Codes]

These data are provided by the Board of Governors staff to the Florida College System in response to their request to meet the requirements of section 1001.02(v) Florida Statutes.

No Equivalent Matches

FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
03.0299	Sustainability Management													
11.0901	Computer Networking													
11.1099	Technology Management													
13.1303	Secondary Business Technology Education													
13.9999	Educational Studies, non-certification													
15.0101	Architectural Engineering Technology													
15.0503	Energy Technology Management													
15.9999	Engineering Technology													
49.0101	Aerospace Science													
51.0602	Dental Hygiene													
51.2307	Orthotics and Prosthetics													

Source: State University Database (SUDS): Student Instruction File (SIF) submissions; extracted from enrollments datamart 08-25-2014. Notes: The actual data are academic year headcounts of State University System students (lower- and upper-division only) who are majoring in the select disciplines (shown by six-digit CIP code for both the FCS and SUS). Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data.

Baccalaureate Degree Trends and Projections for the State University System of Florida

[SUS CIP Codes Corresponding to FCS CIP Codes]

9/9/2014

These data are provided by the Board of Governors staff to the Florida College System in response to their request to meet the requirements of section 1001.02(v) Florida Statutes.

FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	DEGREES AWARDED											
					2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ESTIMATE	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE	
03.0199	Environmental Science	03.0104	Environmental Science / Environmental Science and Policy	Environmental Science	112	155	172	229	254	n/a	n/a	n/a	n/a	n/a	n/a	n/a
09.0102	Converged Communications	09.0102	Mass Communication	Mass Communication	1,323	1,167	1,163	1,202	1,178	1,142	1,106	1,069	1,033	997		
11.0103	Information Technology/ Information Systems Technology	11.0103	Information Technology	Information Technology	302	303	334	455	500	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11.0401	Information Systems Technology Exceptional Student	11.0401	Information Sciences/Studies Special Education / Ed of Specific	Information Science/Studies	9	8	9	7	13	14	15	16	17	18		
13.1001	Education/Exceptional Student Education with ESOL Endorsement	13.1001	Learning Disabled / Exceptional Student Education	Special Education and Teaching, General	375	360	357	332	318	304	290	275	261	247		
13.1202	Elementary Education	13.1202	Elementary Education / Elementary Teacher Education	Elementary Education and Teaching	2,622	2,476	2,186	1,951	1,832	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13.1210	Early Childhood Education (ECE), Pre- K through Grade 3/ECE Birth through Age 4, non- certification/ECE, Age 3 through Grade 3/ECE, Age 3 through Grade 3 and Birth through Age 4/ECE, Birth through Age 4	13.1210	Pre-Elementary, Early Childhood Education and Teaching	Early Childhood Education and Teaching	223	231	256	292	252	259	267	274	281	288		
13.1305	Middle Grades Language Arts Education	13.1305	English Teacher Education	English/Language Arts Teacher Education	132	129	139	140	116	112	108	104	100	96		
13.1309	Secondary Technology Education	13.1320	Trade and Industrial Teacher Education	Trade and Industrial Teacher Education	41	25	39	19	27	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13.1311	Secondary Mathematics Education/Middle Grades Mathematics Education	13.1311	Mathematics Teacher Education	Mathematics Teacher Education	92	103	97	82	68	62	56	50	44	38		
13.1316	Education/Secondary Earth-Space Science/Secondary Earth Science Electronics Engineering	13.1316	Science Teacher Education	Science Teacher Education/General Science Teacher Education	40	41	52	38	35	34	33	31	30	29		
15.0303	Technology/Electrical & Computer Engineering Technology	15.0303	Electronic Engineering Technology	Electrical, Electronic and Communications Engineering Technology/Technician	44	25	26	10	10	n/a	n/a	n/a	n/a	n/a	n/a	n/a
15.1001	Construction	15.1001	Construction, Building Technology / Building Management	Construction Engineering Technology/Technician	273	307	266	236	204	187	170	152	135	118		
22.0302	Paralegal Studies	22.0302	Legal Assisting	Legal Assistant/Paralegal	293	323	336	396	428	462	496	529	563	597		

Source: State University Database (SUDS). Online degree tool data. Notes: Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. The degree counts include both first and second majors, and so is not a number of graduates receiving degrees. The actual data are academic year degree counts of State University System students by select disciplines (shown by six-digit CIP code for both the FCS and SUS). Separate degree names are differentiated by a " / " in the SUS Degree Name column.

Baccalaureate Degree Trends and Projections for the State University System of Florida [SUS CIP Codes Corresponding to FCS CIP Codes]

Direct Matches (continued)			DEGREES AWARDED											
FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
26.0101	Biology/Biological Sciences/Biology, General	26.0101	Biology	Biology/Biological Sciences, General	1,276	1,513	1,900	2,202	2,372	n/a	n/a	n/a	n/a	n/a
26.0102	Biomedical Sciences	26.0102	Microbiology and Bacteriology / Biomedical Sciences	Biomedical Sciences, General	482	531	471	450	447	438	430	421	412	403
26.1201	Industrial Biotechnology	26.1201	Biotechnology	Biotechnology	14	27	20	29	34	n/a	n/a	n/a	n/a	n/a
43.0104	Criminal Justice	43.0104	Criminal Justice Studies	Criminal Justice/Safety Studies	1,703	1,787	1,922	2,245	2,403	2,578	2,753	2,928	3,103	3,278
44.0000	Human Services	44.0000	Behavioral Healthcare	Human Services, General	-	-	-	-	4	n/a	n/a	n/a	n/a	n/a
44.0401	Public Administration/Public Policy & Administration	44.0401	Public Administration	Public Administration	138	157	156	187	201	217	233	248	264	280
50.0408	Interior Design	50.0408	Interior Design	Interior Design	75	64	82	62	65	63	60	58	55	53
50.0602	Production/Multimedia & Video Production Technology	50.0602	Motion Picture Arts / Motion Picture Arts and TV Technology	Cinematography and Film/Video Production	102	109	121	135	134	142	150	158	166	174
51.0000	Health Science with an option in Physician Assistant Studies	51.0000	Health Science	Health Services/Allied Health/Health Sciences, General	838	887	840	821	963	994	1,026	1,057	1,088	1,119
51.0701	Health Care Management/ Health Services Administration	51.0701	Health Services Administration / Long Term Care Administration	Health/Health Care Administration/ Management	490	539	544	614	727	786	846	905	964	1,023
51.0908	Cardiopulmonary Sciences	51.0908	Cardiopulmonary Sciences (Respiratory Therapy)	Respiratory Care Therapy/Therapist	69	64	44	28	20	n/a	n/a	n/a	n/a	n/a
51.1005	Clinical Laboratory Science	51.1005	Medical Technology	Clinical Laboratory Science/Medical Technology/Technologist	40	41	70	69	66	n/a	n/a	n/a	n/a	n/a
51.3801	Nursing	51.3801	Nursing, Registered Nurse	Registered Nursing/Registered Nurse	-	2	1,760	2,113	2,247	n/a	n/a	n/a	n/a	n/a
52.0201	Business Administration and Management, General	52.0201	Business Administration and Management	Business Administration and Management, General	2,706	2,771	2,589	2,582	2,500	2,449	2,397	2,346	2,294	2,243
52.0203	Supply Chain Management/ Industrial Logistics/Logistics	52.0203	Science and Technology Management	Logistics, Materials, and Supply Chain Management	-	-	-	-	-	NEW PROGRAM AT FLORIDA POLYTECH				
52.0301	Accounting	52.0301	Accounting	Accounting	1,798	1,759	1,951	2,001	1,997	2,047	2,097	2,146	2,196	2,246
52.0801	Banking	52.0801	Finance	Finance, General	2,621	2,662	2,605	2,535	2,522	2,497	2,473	2,448	2,423	2,398
52.0803	Financial Services	52.0803	Financial Services	Banking and Financial Support Services	20	38	30	38	27	29	31	32	34	36
52.1101	International Business & Trade/International Business	52.1101	International Business Management / Global Business	Human Resources Management/Personnel Administration, General	686	706	765	744	846	886	926	966	1,006	1,046
52.1201	Business Information Management	52.1201	Management Information Systems / Business Data Processing	Management Information Systems, General	437	434	474	377	392	381	370	358	347	336

Source: State University Database (SUDS); Online degree tool data. Notes: Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. The degree counts include both first and second majors, and so is not a number of graduates receiving degrees. The actual data are academic year degree counts of State University System students by select disciplines (shown by six-digit CIP code for both the FCS and SUS). Separate degree names are differentiated by a " / " in the SUS Degree Name column.

Baccalaureate Degree Trends and Projections
for the State University System of Florida
[SUS CIP Codes Corresponding to FCS CIP Codes]

In-Direct or Associated Matches

		DEGREES AWARDED												
FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
10.0304	Digital Media	09.0702	Multimedia Studies / Journalism	Digital Communication and Media/Multimedia	65	91	83	104	127	n/a	n/a	n/a	n/a	n/a
	Secondary Biology Education/Secondary Science – Biology Education	50.0102	Digital Arts, Digital Media	Digital Arts	-	-	110	130	156	n/a	n/a	n/a	n/a	n/a
13.1322	Education/Secondary Science – Biology Education	13.1316	Science Teacher Education	Science Teacher Education/General Science Teacher Education	40	41	52	38	35	34	33	31	30	29
13.1323	Secondary Chemistry Education													
13.1329	Secondary Physics Education													
43.0202	Fire Science Management	43.0203	Fire and Emergency Services	Fire Science/Fire-fighting	5	10	9	7	3	n/a	n/a	n/a	n/a	n/a
		43.9999	Public Safety Administration	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other	-	-	-	3	18	n/a	n/a	n/a	n/a	n/a
43.9999	Public Safety Management/Public Safety Administration/Public Safety Administration-Homeland Security	43.9999	Public Safety Administration	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other	-	-	-	3	18	n/a	n/a	n/a	n/a	n/a
51.0907	Radiologic and Imaging Sciences	51.0911	Radiography	Radiologic Technology/Science - Radiographer										
51.2211	Applied Health Sciences	51.2201	Public Health	Public Health, General	-	-	16	118	230	n/a	n/a	n/a	n/a	n/a
	Veterinary/Animal Health	51.2208	Community Health	Community Health and Preventive Medicine	192	180	180	194	100	n/a	n/a	n/a	n/a	n/a
51.0808	Technology/Technician and Veterinary Assistant Purchasing,	01.0901	Animal Science	Animal Sciences, General	150	140	125	124	122	115	108	101	94	87
52.0202	Procurement/Acquisitions and Contracts Management													
52.0299	Business Administration, Management and Operations, Other	52.0201	Business Administration and Management	Business Administration and Management, General	2,706	2,771	2,589	2,582	2,500	2,449	2,397	2,346	2,294	2,243

NEW PROGRAM to be implemented Fall 2014

Source: State University Database (SUS): Online degree tool data. Notes: Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. The degree counts include both first and second majors, and so is not a number of graduates receiving degrees. The actual data are academic year degree counts of State University System students by select disciplines (shown by six-digit CIP code for both the FCS and SUS). Separate degree names are differentiated by a " / " in the SUS Degree Name column.

Baccalaureate Degree Trends and Projections for the State University System of Florida

[SUS CIP Codes Corresponding to FCS CIP Codes]

No Equivalent Matches

FCS CIP	Program Name	SUS CIP	SUS Degree Name*	SUS CIP Title	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ACTUAL	2014-15 ESTIMATE	2015-16 ESTIMATE	2016-17 ESTIMATE	2017-18 ESTIMATE	2018-19 ESTIMATE
03.0299	Sustainability Management													
11.0901	Computer Networking Technology Management													
13.1303	Secondary Business Technology Education													
13.9999	Educational Studies, non-certification													
15.0101	Architectural Engineering Technology													
15.0503	Energy Technology Management													
15.9999	Engineering Technology													
49.0101	Aerospace Science													
51.0602	Dental Hygiene													
51.2307	Orthotics and Prosthetics													

Source: State University Database (SUDS); Online degree tool data. Notes: Board of Governors staff were provided a list of FCS CIP codes and identified the corresponding SUS CIP codes. Estimates are based only on the four year average change. Estimates are only provided for programs that have smooth trend lines. Estimates are NOT provided for programs that have volatile fluctuations in their trend data. The degree counts include both first and second majors, and so is not a number of graduates receiving degrees. The actual data are academic year degree counts of State University System students by select disciplines (shown by six-digit CIP code for both the FCS and SUS).

State of Florida
Department of Education
Fixed Capital Outlay



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Fixed Capital Outlay



2015-16
Schedule I Series

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2015 - 2016**
Budget Entity: 48150000/2004 Lottery Revenue Bonds

(1)	(2)	(3)	(4)
SECTION I	ACTUAL	ESTIMATED	REQUEST
	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016
Interest on Debt	(A) <input type="text" value="120,887,608"/>	<input type="text" value="110,792,171"/>	<input type="text" value="100,645,408"/>
Principal	(B) <input type="text" value="194,105,000"/>	<input type="text" value="203,389,000"/>	<input type="text" value="211,921,000"/>
Repayment of Loans	(C) <input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees	(D) <input type="text" value="242,498"/>	<input type="text" value="221,846"/>	<input type="text" value="201,507"/>
Other Debt Service	(E) <input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(F) <input type="text" value="315,235,106"/>	<input type="text" value="314,403,017"/>	<input type="text" value="312,767,915"/>

Explanation: The Classrooms First and Classrooms for Kids Programs are funded through the issuance of bonds supported by lottery revenues. The Classrooms First Program was an initiative to provide permanent classrooms while the Classrooms for Kids Program was to assist school districts in complying with the constitutional class size reduction requirements. Bonds were issued in fiscal year 2012-13 to fund higher education facilities projects

¹ Does not include \$963,2 and are payable from lottery proceeds.

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 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016
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 VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2015 - 2016**
Budget Entity: 48150000/2071 University System Improvement Revenue Bonds

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
SECTION I	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016
Interest on Debt	(A) 8,796,124	8,032,014	7,352,301
Principal	(B) 12,835,000	13,460,000	14,010,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) 17,197	16,380	15,034
Other Debt Service	(E)		
Total Debt Service	(F) 21,648,321	21,508,394	21,377,335

Explanation: The University System Capital Improvement Fee and Building Fee Program is funded through the issuance of bonds secured by capital improvement fees and net student building fees. The Program is an initiative to provide funds for university student-related fixed capital outlay projects.

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 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

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)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2015 - 2016**
Budget Entity: 48150000/2555 Public Education Capital Outlay Bonds

(1)	(2)	(3)	(4)
SECTION I	ACTUAL	ESTIMATED	REQUEST
	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016
Interest on Debt	(A) 492,764,278	472,945,834	451,770,209
Principal	(B) 427,045,000	427,975,000	448,575,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) 1,000,635	978,614	935,817
Other Debt Service	(E)		
Total Debt Service	(F) 920,809,913	901,899,448	901,281,025

Explanation: These bonds are issued to fund K-20 educational facilities and are payable from Gross Receipts Taxes. The bonds are additionally secured by the full faith and credit of the State of Florida.

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 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

ISSUE:

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)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2015 - 2016**
Budget Entity: 48150000/2612 Capital Outlay & Debt Service

(1) <u>SECTION I</u>	(2) ACTUAL FY 2013 - 2014	(3) ESTIMATED FY 2014 - 2015	(4) REQUEST FY 2015 - 2016
Interest on Debt	(A) 20,163,145	16,468,544	12,668,171
Principal	(B) 76,185,000	75,235,000	73,580,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) 38,049	37,758	30,234
Other Debt Service	(E)		
Total Debt Service	(F) 96,386,194	91,741,301	86,278,405

Explanation: These bonds are issued in support of the School Capital Outlay Amendment to provide funding for projects at the Florida colleges and public school districts. The bonds are secured by motor vehicle license tax revenues.

SECTION II
ISSUE:

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) JUNE 30, 20__	(5) JUNE 30, 20__
(6)		(7) ACTUAL FY 2013 - 2014	(8) ESTIMATED FY 2014 - 2015	(9) REQUEST FY 2015 - 2016
		(G)		
		(H)		
		(I)		
		(J)		
		(K)		

ISSUE:

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20__	JUNE 30, 20__
		ACTUAL FY 20__ - __	ESTIMATED FY 20__ - __	REQUEST FY 20__ - __
		(G)		
		(H)		
		(I)		
		(J)		
		(K)		

**Department of Education
2015-16 Special Facility Construction Account**

	<u>Priority Ranking</u>	<u>Total Estimated Costs</u>
New Hamilton County Elementary School PK-6	1	\$22,425,842
New Jefferson County Middle/High School 6-12	2	\$14,448,783
New Taylor Primary School K-2	3	\$17,643,531
New Liberty County High School 9-12	4	\$17,641,755
New Jackson County School K-8	5	<u>\$57,179,422</u>
Total		<u><u>\$129,339,333</u></u>

In accordance with Section 1013.64, Florida Statutes, a statewide priority list for special facilities construction must be submitted with the Legislative Budget Request. However, based on available resources, only special facilities construction projects in progress are recommended for funding. New projects listed above are not recommended for funding.

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Fixed Capital Outlay

Agency Budget Officer/OPB Analyst Name: Suzanne Tart

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 Codes)
Action	48150000

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

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

	Program or Service (Budget Entity Codes)			
Action	48150000			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48150000			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A			

		Program or Service (Budget Entity Codes)			
Action		48150000			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48150000			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48150000			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48150000			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48150000			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Vocational Rehabilitation



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Vocational Rehabilitation



2015-16
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	ADMINISTRATIVE TRUST FUND
LAS/PBS Fund Number:	48160000 - VOCATIONAL REHABILITATION
	2021

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)	-	-
ADD: Other Cash (See Instructions)	-	(B)	-	-
ADD: Investments	-	(C)	-	-
ADD: Outstanding Accounts Receivable	-	(D)	-	-
ADD: Anticipated Transfer from 48800000/2021	12,852.81	(E)	-	12,852.81
Total Cash plus Accounts Receivable	12,852.81	(F)	-	12,852.81
LESS: Allowances for Uncollectibles	-	(G)	-	-
LESS: Approved "A" Certified Forwards	12,852.81	(H)	-	12,852.81
Approved "B" Certified Forwards	-	(H)	-	-
Approved "FCO" Certified Forwards	-	(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	-	(I)	-	-
LESS: _____	-	(J)	-	-
Unreserved Fund Balance, 07/01/___	-	(K)	-	- **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL REHABILITATION TRUST FUND
LAS/PBS Fund Number:	48160000 VOCATIONAL REHABILITATION
	2270

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,545,869.34	(A)		1,545,869.34
ADD: Other Cash (See Instructions)	17,000.00	(B)		17,000.00
ADD: Investments	984,851.65	(C)		984,851.65
ADD: Outstanding Accounts Receivable	250,649.94	(D)	3,981.46	254,631.40
ADD: Anticipated Revenue	9,914,802.71	(E)	29,467.86	9,944,270.57
Total Cash plus Accounts Receivable	12,713,173.64	(F)	33,449.32	12,746,622.96
LESS: Allowances for Uncollectibles	428.88	(G)		428.88
LESS: Approved "A" Certified Forwards	541,674.80	(H)		541,674.80
Approved "B" Certified Forwards	12,126,169.78	(H)		12,126,169.78
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	44,900.18	(I)		44,900.18
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	(0.00)	(K)	33,449.32	33,449.32 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

ADMINISTRATIVE TRUST FUND

LAS/PBS Fund Number:

2021

BE: 48160000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

Anticipated Transfer from 48800000/2021

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

FEDERAL REHABILITATION TRUST FUND

LAS/PBS Fund Number:

2270

BE: 48160000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;	2,289,021.90	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	(81,269.96)	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment B-4800023 - Reclassify Overpayment of Indirect Cost	3,981.46	(C)
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SWFS Adjustment B4800016 - Record Prepaid Rent Charge	29,467.86	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(12,126,169.78)	(D)
---	------------------------	-----

Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
--	--	-----

A/P not C/F-Operating Categories	3,615.13	(D)
----------------------------------	-----------------	-----

Anticipated Revenue	9,914,802.71	(D)
---------------------	---------------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	33,449.32	(E)
--	------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	33,449.32	(F)
--	------------------	-----

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

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: Division of Vocational Rehabilitation

Phone Number: 850-245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Office of the Inspector General A-13/14-12	6/30/2014	Division of Vocational Rehabilitation Goodwill Industries of Southwest Florida, Inc., Contract VJ902	<p>Finding 1. Customer employment positions do not match IPE goals.</p> <p>Recommendation: We recommend the counselors verify the employment position of the customer and match the employment goal in the approved IPE prior to approving the notice of approval (NOA). We further recommend counselors place the signed IPE in RIMS so it can be reviewed by the contract manager prior to approval of invoices.</p> <p>Finding 2. Customers were placed in a business owned by the contractor without approval.</p> <p>Recommendation: We recommend DVR enhance procedures to ensure Goodwill does not place customers in an employment position prior to receiving appropriate approval from the counselor and area supervisor. We further recommend the contract managers confirm the approval when reviewing the invoice for payment.</p> <p>Finding 3. Monthly reports were not submitted timely.</p> <p>Recommendation: We recommend DVR develop controls to ensure counselors are consistently monitoring the timely receipt of monthly reports for all active customers and reviewing the reports for documentation of progress.</p>	<p>1. Management Response: Concur. Since the time of this audit, procedures have been implemented to remedy this situation. Assigned IPE amendment is now required with the NOA. Payment will not be made for placements not matching the customer's job goal without a signed IPE amendment.</p> <p>2. Management Response: Concur. VR is in the process of enhancing our registration process for all employment service providers. Part of the process will soon include collecting the names and addresses of all business owned by the contractor. This will allow the Contract Manager to determine whether or not approval should have been obtained. Contract Managers will reject invoices which do not have the necessary prior approval.</p> <p>3. Management Response: Concur. Counselors will monitor timely receipt of monthly reports. Language will also be written into the new rate contract that limits the time allowed for submission. Additionally, VR will pursue building safeguards into REBA to prevent submission after the contractually allowed time period.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

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(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Office of the Inspector General A-13/14-12	6/30/2014	Division of Vocational Rehabilitation Goodwill Industries of Southwest Florida Inc., Contract VJ902	<p>Finding 4. NOAs were not timely reviewed by counselors.</p> <p>Recommendation: We recommend DVR develop procedures to ensure the counselors complete the review and approvals of NOAs within 10 days as mandated by the contract. The regular review of monthly reports, as noted in our previous finding and recommendation, would facilitate more efficient reviews of the NOAs.</p> <p>Finding 5. Invoices were not submitted timely.</p> <p>Recommendation: We recommend DVR enforce the terms and conditions of its contract with Goodwill. We also recommend that DVR amend its contract in order to remove potential barriers to Goodwill's compliance with invoice submission. Language DVR should consider adding includes requirements for submission of the NOAs within a specified period of time after a benchmark is met, and for submission of the invoice within a specified period of time after the NOA has been approved.</p>	<p>4. Management Response: Concur. The current loose controls over the submission of monthly progress reports directly relates to this situation. Language will also be written into the new rate contract that limits the time allowed for submission of NOAs. This will allow VR Area Management to better monitor counselor compliance with the ten (10) day review requirement currently established.</p> <p>5. Management Response: Concur. Language will be written into the new rate contract to address timely invoice submission. However, on numerous occasions, the General Counsel's Office has issued the opinion that, legally, DVR is required to pay if services are rendered regardless of when the invoice is submitted. We will continue to work with the General Counsel's Office to develop language they believe we can enforce.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: Division of Vocational Rehabilitation

Phone Number: 850-245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Office of the Inspector General A-13/14-12	6/30/2014	Division of Vocational Rehabilitation Goodwill Industries of Southwest Florida Inc., Contract VJ902	Finding 6. DVR did not effectively monitor the contract. Recommendation: We recommend DVR update policies and procedures to ensure effective monitoring of its contracts and clearly delineate responsibilities of the contract managers and staff of the Contract Monitoring Unit.	6. Management Response: Concur. Monitoring efforts have increased considerably just since the time of this audit. We are currently in the process of monitoring thirty-four (34) high dollar rate contracts. Policies and procedures are being updated now.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: Division of Vocational Rehabilitation

Phone Number: 850-245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Office of the Inspector General Consultation Audit C-1213-012	12/31/3013	My Florida Marketplace (MFMP) Management requested a review of control weaknesses in the MFMP system.	<p>1. Recommendation: Management establish a policy to promote the use of electronic purchase requisition reviews.</p> <p>2. Recommendation: Management require review decisions to be documented in MFMP either electronically or by uploaded documentation.</p> <p>3. Recommendation: establish a written procedure to address the removal of separated employees' access to MFMP. The procedure should ensure purchasing is notified immediately by Personnel of an employee's separation from the department.</p> <p>4. Recommendation: Establish written procedures to address the removal of separated employees' access to MFMP.</p>	<p>1. Management responded by organizing a Process Improvement Event. The event resulted in management agreeing that most purchases be procured through the MFMP system, which is the departments official purchasing record, it will maintain all purchasing related information.</p> <p>2. Management Response: Management agrees that review decisions will be documented in MFMP either electronically or by uploaded documentation.</p> <p>3. Management Response: The process has many approval levels above an individual purchaser. The perceived risk of wrongdoing is low; a purchase requisition would require several approvals above the separated employee's, therefore the purchase requisition would not be expected to make it to ordered status. Management agreed that they establish a written procedure to address the removal of separated employees' access to MFMP.</p> <p>4. Management Response: Management agrees and the list of separated employee's was shared with purchasing staff for handling as deemed appropriate.</p>	

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): EDUCATION/DIVISION OF VOCATIONAL REHABILITATION
 Agency Budget Officer/OPB Analyst Name: LaCheryl Redman

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) 4816000
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1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes				
1.4 Has security been set correctly? (CSDR, CSA)	Yes				
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?	Yes				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 29) been followed?	Yes				

3. EXHIBIT B (EXBR, EXB)

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

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

		Program or Service (Budget Entity Codes)				
Action		48160000				
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 61 of the LBR Instructions?	Yes				
4.2	Is the program component code and title used correct?	Yes				
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.)	Yes				
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")	Yes				
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.)	Yes				
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.)	Yes, rounding and FSDB				
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 2013-14 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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Yes				
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 33 of the LBR Instructions.)	Yes				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes				

Action		Program or Service (Budget Entity Codes)				
		48160000				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Yes				
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?	Yes Yes				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A 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				
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 #14-001?	N/A 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?	Yes				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Yes				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes				
AUDIT:						
7.20	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")	Yes				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				

Action		Program or Service (Budget Entity Codes)				
		48160000				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes				
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				

Action		Program or Service (Budget Entity Codes)				
		4816000				
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?	Yes				
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes				
8.10	Are the statutory authority references correct?	Yes				
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.)	Yes				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes				
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?	Yes Yes				
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?	Yes Yes				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes				
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.)	Yes				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes				
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes				
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?	Yes				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes				

Action		Program or Service (Budget Entity Codes)				
		48160000				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 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?	Yes				
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) Department Level Responses						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses						

		Program or Service (Budget Entity Codes)				
Action		48160000				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes				
15. SCHEDULE VIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)		Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.					
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)		Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes				
16.6	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 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.)	Yes				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes				

		Program or Service (Budget Entity Codes)			
Action		48160000			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Blind Services



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Blind Services



2015-16
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	ADMINISTRATIVE TRUST FUND
LAS/PBS Fund Number:	48180000 - DIVISION OF BLIND SERVICES
	2021

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<input type="text"/>	(A)	<input type="text"/>	<input type="text" value="-"/>
ADD: Other Cash (See Instructions)	<input type="text"/>	(B)	<input type="text"/>	<input type="text" value="-"/>
ADD: Investments	<input type="text"/>	(C)	<input type="text"/>	<input type="text" value="-"/>
ADD: Outstanding Accounts Receivable	1,184.76	(D)	<input type="text"/>	1,184.76
ADD: _____	<input type="text"/>	(E)	<input type="text"/>	<input type="text" value="-"/>
Total Cash plus Accounts Receivable	1,184.76	(F)	<input type="text" value="-"/>	1,184.76
LESS: Allowances for Uncollectibles	<input type="text"/>	(G)	<input type="text"/>	<input type="text" value="-"/>
LESS: Approved "A" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>	<input type="text" value="-"/>
Approved "B" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>	<input type="text" value="-"/>
Approved "FCO" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>	<input type="text" value="-"/>
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/>	(I)	<input type="text"/>	<input type="text" value="-"/>
LESS: _____	<input type="text"/>	(J)	<input type="text"/>	<input type="text" value="-"/>
Unreserved Fund Balance, 07/01/___	1,184.76	(K)	<input type="text" value="-"/>	1,184.76 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL REHABILITATION TRUST FUND
LAS/PBS Fund Number:	48180000 BLIND SERVICES
	2270

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	711.49	(A)		711.49
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	1,632,637.85	(D)		1,632,637.85
ADD: Anticipated Revenue	576,285.40	(E)		576,285.40
Total Cash plus Accounts Receivable	2,209,634.74	(F)	-	2,209,634.74
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	1,618,545.32	(H)		1,618,545.32
Approved "B" Certified Forwards	577,005.93	(H)		577,005.93
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	14,083.49	(I)		14,083.49
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	0.00	(K)	-	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	GRANTS & DONATIONS TRUST FUND
LAS/PBS Fund Number:	48180000 BLIND SERVICES
	2339

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	33.47	(A)		33.47
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	44,000.00	(D)		44,000.00
ADD: Anticipated Receipt Misc. Bas Bus Match	61,659.17	(E)		61,659.17
Total Cash plus Accounts Receivable	105,692.64	(F)	-	105,692.64
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	42,503.49	(H)		42,503.49
Approved "B" Certified Forwards	63,189.15	(H)		63,189.15
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/14	-	(K)	-	- **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

ADMINISTRATIVE TRUST FUND

LAS/PBS Fund Number:

2021

BE: 48180000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

1,184.76 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

1,184.76 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

1,184.76 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

FEDERAL REHABILITATION TRUST FUND

LAS/PBS Fund Number:

2270

BE: 48180000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(577,005.93) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

720.53 (D)

Anticipated Revenue

576,285.40 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

0.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

0.00 (F)

DIFFERENCE:

(0.00) (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

GRANTS & DONATIONS TRUST FUND

LAS/PBS Fund Number:

2339

BE: 48180000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

1,529.98 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(63,189.15) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

0.00 (D)

A/P not C/F-Operating Categories

(D)

Anticipated Receipt Misc. Bas Bus Match

61,659.17 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

0.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

0.00 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Division of Blind Service:

Agency Budget Officer/OPB Analyst Name: Marcia Haye

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)
	48180000

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

		Program or Service (Budget Entity Codes)			
Action		48180000			
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 61 of the LBR Instructions?	Yes			
4.2	Is the program component code and title used correct?	Yes			
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.)	Yes			
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")	Yes			
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.)	Yes			
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.)	Yes			
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 2013-14 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 to be submitted in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Yes			
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 33 of the LBR Instructions.)	Yes			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes			

		Program or Service (Budget Entity Codes)			
Action		48180000			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Yes			
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?	Yes			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	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 (OAD A/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
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 #14-001?	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	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			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Yes			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48180000			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			

		Program or Service (Budget Entity Codes)			
Action		48180000			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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?	Yes			
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)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
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?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes			
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 Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48180000			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Yes			

		Program or Service (Budget Entity Codes)			
Action		48180000			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Yes			
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) Department Level Responses					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses					
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes			
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Yes			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes			
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for Department Level Responses					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes			

		Program or Service (Budget Entity Codes)			
Action		48180000			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Private Colleges and Universities



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Private Colleges and Universities



2015-16
Schedule I Series

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Private Colleges and Universities

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48190000

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48190000			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48190000			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A			

		Program or Service (Budget Entity Codes)			
Action		48190000			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48190000			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48190000			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48190000			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48190000			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Student Financial Aid Program -
State



2015-16
Schedule I Series

State of Florida
Department of Education
Student Financial Aid Program -
State



2015-16
Exhibits or Schedules

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Office of Student Financial Assistance - State

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48200200

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48200200			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes, rounding		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48200200			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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 (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Yes			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48200200			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Yes, at the Department level.			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48200200			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48200200			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48200200			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48200200			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Student Financial Aid Program -
Federal



2015-16
Schedule I Series

State of Florida
Department of Education
Student Financial Aid Program -
Federal



2015-16
Exhibits or Schedules

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48200300 - STUDENT FINANCIAL AID PROGRAM - FEDERAL
	2261

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(90,314.18)	(A)		(90,314.18)
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	92,194.55	(D)		92,194.55
ADD: Anticipated Revenue	247,829.02	(E)		247,829.02
Total Cash plus Accounts Receivable	249,709.39	(F)	-	249,709.39
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	1,880.37	(H)		1,880.37
Approved "B" Certified Forwards	247,829.02	(H)		247,829.02
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	0.00	(K)	-	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:	48 EDUCATION	
Trust Fund Title:	FEDERAL GRANTS TRUST FUND	
LAS/PBS Fund Number:	2261	BE: 48200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="0.00"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/>	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	<input type="text"/>	(C)
-----------------------------------	----------------------	-----

SWFS Adjustment # and Description	<input type="text"/>	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(247,829.02)"/>	(D)
---	---	-----

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

A/P not C/F-Operating Categories	<input type="text"/>	(D)
----------------------------------	----------------------	-----

Anticipated Revenue	<input type="text" value="247,829.02"/>	(D)
---------------------	---	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="0.00"/>	(F)
--	-----------------------------------	-----

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

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Office of Student Financial Assistance - Federal

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48200300

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48200300			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes, rounding		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48200300			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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 (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48200300			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48200300			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48200300			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48200300			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48200300			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Early Learning Services



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Early Learning Services



2014-15
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48220400- EARLY LEARNING SERVICES
	2261

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)		-
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	15,884.00	(D)		15,884.00
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	15,884.00	(F)	-	15,884.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	15,884.00	(K)	-	15,884.00 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	GRANTS & DONATIONS TRUST FUND
LAS/PBS Fund Number:	48220400 EARLY LEARNING SERVICES
	2339

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	103,054.58	(A)		103,054.58
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	103,054.58	(F)	-	103,054.58
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	103,054.58	(K)	-	103,054.58 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

FEDERAL GRANTS TRUST FUND

LAS/PBS Fund Number:

2261

BE: 48220400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

15,884.00 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

15,884.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

15,884.00 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

GRANTS & DONATIONS TRUST FUND

LAS/PBS Fund Number:

2339

BE: 48220400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

103,054.58 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

103,054.58 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

103,054.58 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Education - Office of Early Learning

Chief Internal Auditor: Rodney MacKinnon

Budget Entity: 48220400 Early Learning Services

Phone Number: 850-717-8554

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
No findings noted.	N/A	N/A	N/A	N/A	N/A

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service):	Education/48220400
Agency Budget Officer/OPB Analyst Name:	Bill Ammons

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 Codes)				
Action	48220400				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? 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 59 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 Section 3 of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

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

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		48220400				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
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 61 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				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		48220400				
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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	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 33 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 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 through E-6 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.	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				
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 #14-001?	N/A				

		Program or Service (Budget Entity Codes)				
Action		48220400				
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?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	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				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
7.24	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.					

		Program or Service (Budget Entity Codes)				
Action		48220400				
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
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?	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; fixed capital outlay adjustment 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?	Y				

		Program or Service (Budget Entity Codes)				
Action		48220400				
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?	Y				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
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.)	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?	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?	N/A				
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 general revenue service charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling	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				

		Program or Service (Budget Entity Codes)				
Action		48220400				
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Y				

		Program or Service (Budget Entity Codes)				
Action		48220400				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 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?	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? Note: FCO issues can now be included in the priority listing.	Y				
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 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				

	Program or Service (Budget Entity Codes)			
Action	48220400			

16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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				
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6 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 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				
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES

17.1 Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Y				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

	Program or Service (Budget Entity Codes)			
Action	48220400			

AUDITS - GENERAL INFORMATION

TIP Review *Section 6: Audits* of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.

TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? N/A

18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? N/A

18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP N/A

18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? N/A

18.5 Are the appropriate counties identified in the narrative? N/A

18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document? 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.

19. FLORIDA FISCAL PORTAL

19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? Y

State of Florida
Department of Education
State Grants/K-12 Programs
FEFP



2015-16
Exhibits or Schedules

State of Florida
Department of Education
State Grants/K-12 Programs
FEFP



2015-16
Schedule I Series

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Florida Education Finance Program

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48250300

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48250300			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250300			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250300			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48250300			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250300			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48250300			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250300			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
State Grants/K-12 Programs
NON-FEFP



2015-16
Exhibits or Schedules

State of Florida
Department of Education
State Grants/K-12 Programs
NON-FEFP



2015-16
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48250400 - STATE GRANTS/K12 PROGRAM - NON FEFP
	2261

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	791,208.91	(A)		791,208.91
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	134,310.73	(D)		134,310.73
ADD: Anticipated Revenue	41,172,434.51	(E)		41,172,434.51
Total Cash plus Accounts Receivable	42,097,954.15	(F)	-	42,097,954.15
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	80,518.70	(H)		80,518.70
Approved "B" Certified Forwards	41,172,434.51	(H)		41,172,434.51
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	845,000.94	(K)	-	845,000.94 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015 - 2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	GRANTS AND DONATIONS TRUST FUND
LAS/PBS Fund Number:	48250400 STATE GRANTS/K-12 PROGRAM - NON FEFP
	2339 (FSDB)

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	522,621.57	(A)		522,621.57
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	48,886.50	(D)		48,886.50
ADD: _____		(E)		
Total Cash plus Accounts Receivable	571,508.07	(F)		571,508.07
LESS: Allowances for Uncollectibles		(G)		
LESS: Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: CY Payables Not Certified		(J)		0.00
Unreserved Fund Balance, 07/01/14	571,508.07	(K)		571,508.07 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

FEDERAL GRANTS TRUST FUND

LAS/PBS Fund Number:

2261

BE: 48250400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

779,494.50 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(41,172,434.51) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

Anticipated Revenue

41,172,434.51 (D)

FSDB - Current Year Payables Not Certified

65,506.44 (D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

845,000.94 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

845,000.94 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015 - 2016

Department Title:

48 EDUCATION

Trust Fund Title:

GRANTS AND DONATIONS TRUST FUND

LAS/PBS Fund Number:

2339 (FSDB)

BE 48250400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

502,988.81 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

0.00 (C)

SWFS Adjustment # and Description

0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

0.00 (D)

A/P not C/F-Operating Categories

0.00 (D)

FSDB Current Year Payables, Not Certified

68,519.26 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE:

571,508.07 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

571,508.07 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - State Grants/K-12 Program/Non-FEFP

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48250400

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					Yes
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					Yes

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)					Yes
1.4 Has security been set correctly? (CSDR, CSA)					Yes
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?					Yes
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					Yes
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					Yes Yes
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?					Yes

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48250400			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes, rounding and FSDB		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250400			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Yes			
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?	Yes Yes			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Yes			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250400			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48250400			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250400			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)				
Action	48250400				
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Yes			
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) Department Level Responses					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses					
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes			
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes			
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250400			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Federal Grants K-12 Program



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Federal Grants K-12 Program



2015-16
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	ADMINISTRATIVE TRUST FUND
LAS/PBS Fund Number:	48250500 - FEDERAL GRANTS K/12 PROGRAM
	2021

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)	-	-
ADD: Other Cash (See Instructions)	-	(B)	-	-
ADD: Investments	-	(C)	-	-
ADD: Outstanding Accounts Receivable	-	(D)	-	-
ADD: Anticipated Transfer from 48800000/2021	46,364.17	(E)	-	46,364.17
Total Cash plus Accounts Receivable	46,364.17	(F)	-	46,364.17
LESS: Allowances for Uncollectibles	-	(G)	-	-
LESS: Approved "A" Certified Forwards	22,491.00	(H)	-	22,491.00
Approved "B" Certified Forwards	23,873.17	(H)	-	23,873.17
Approved "FCO" Certified Forwards	-	(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	-	(I)	-	-
LESS: _____	-	(J)	-	-
Unreserved Fund Balance, 07/01/___	-	(K)	-	- **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48250500 - FEDERAL GRANTS K/12 PROGRAM
	2261

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(168,097.15)	(A)		(168,097.15)
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	2,976,782.74	(D)		2,976,782.74
ADD: Anticipated Revenue	55,826,169.23	(E)		55,826,169.23
Total Cash plus Accounts Receivable	58,634,854.82	(F)	-	58,634,854.82
LESS: Allowances for Uncollectibles	16,528.50	(G)		16,528.50
LESS: Approved "A" Certified Forwards	2,294,992.71	(H)		2,294,992.71
Approved "B" Certified Forwards	56,323,273.34	(H)		56,323,273.34
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	60.27	(I)		60.27
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	(0.00)	(K)	-	(0.00)**

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	GRANTS & DONATIONS TRUST FUND
LAS/PBS Fund Number:	48250500 - FEDERAL GRANTS K/12 PROGRAM
	2339

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	18.00	(A)		18.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	566,865.04	(C)		566,865.04
ADD: Outstanding Accounts Receivable	739.21	(D)		739.21
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	567,622.25	(F)	-	567,622.25
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	56.40	(I)		56.40
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	567,565.85	(K)	-	567,565.85 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:	48 EDUCATION	
Trust Fund Title:	ADMINISTRATIVE TRUST FUND	
LAS/PBS Fund Number:	2021	BE: 48250500

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(22,491.00)	(A)
--	--------------------	-----

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description		(C)
-----------------------------------	--	-----

SWFS Adjustment # and Description		(C)
-----------------------------------	--	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(23,873.17)	(D)
---	--------------------	-----

Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
--	--	-----

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

Anticipated Transfer from 48800000/2021	46,364.17	(D)
---	------------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0.00	(F)
--	-------------	-----

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:	48 EDUCATION	
Trust Fund Title:	FEDERAL GRANTS TRUST FUND	
LAS/PBS Fund Number:	2261	BE: 48250500

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="0.00"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/>	(B)
---	----------------------	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	<input type="text"/>	(C)
-----------------------------------	----------------------	-----

SWFS Adjustment # and Description	<input type="text"/>	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(56,323,273.34)"/>	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/>	(D)
--	----------------------	-----

A/P not C/F-Operating Categories	<input type="text" value="497,104.11"/>	(D)
----------------------------------	---	-----

Anticipated Revenue	<input type="text" value="55,826,169.23"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="(0.00)"/>	(F)
--	-------------------------------------	-----

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

GRANTS & DONATIONS TRUST FUND

LAS/PBS Fund Number:

2339

BE: 48250500

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

567,565.85 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

567,565.85 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

567,565.85 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Federal Grants K/12 Program

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48250500

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48250500			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250500			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A			

		Program or Service (Budget Entity Codes)			
Action		48250500			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, trust funds 2176 and 2180.			

		Program or Service (Budget Entity Codes)			
Action		48250500			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, trust funds 2178, 2555, 2543 and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250500			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48250500			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250500			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Educational Media and
Technology
Services



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Educational Media and
Technology
Services



2015-16
Schedule I Series

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Education Media and Technology Service:

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48250600

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48250600			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250600			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A			

		Program or Service (Budget Entity Codes)			
Action		48250600			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48250600			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543 and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250600			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48250600			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250600			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Workforce Education



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Workforce Education



2015-16
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48250800 - WORKFORCE EDUCATION
	2261

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(65.21)	(A)		(65.21)
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	189,173.17	(D)		189,173.17
ADD: Anticipated Revenue	9,772,528.58	(E)		9,772,528.58
Total Cash plus Accounts Receivable	9,961,636.54	(F)	-	9,961,636.54
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	65,163.37	(H)		65,163.37
Approved "B" Certified Forwards	9,896,473.17	(H)		9,896,473.17
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	0.00	(K)	-	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:	48 EDUCATION	
Trust Fund Title:	FEDERAL GRANTS TRUST FUND	
LAS/PBS Fund Number:	2261	BE: 48250800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="0.00"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/>	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	<input type="text"/>	(C)
-----------------------------------	----------------------	-----

SWFS Adjustment # and Description	<input type="text"/>	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(9,896,473.17)"/>	(D)
---	---	-----

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

A/P not C/F-Operating Categories	<input type="text" value="123,944.59"/>	(D)
----------------------------------	---	-----

Anticipated Revenue	<input type="text" value="9,772,528.58"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="0.00"/>	(F)
--	-----------------------------------	-----

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

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Workforce Education

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48250800

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

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

	Program or Service (Budget Entity Codes)			
Action	48250800			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes, rounding		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250800			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250800			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48250800			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250800			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48250800			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48250800			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
Florida Colleges



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Florida Colleges



2015-16
Schedule I Series

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - Florida College:

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48400000

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
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?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Yes Yes			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Yes			

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48400000			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48400000			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 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 through E-6 of the LBR Instructions.)	N/A 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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	N/A 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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48400000			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48400000			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543, and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48400000			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			

	Program or Service (Budget Entity Codes)			
Action	48400000			
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48400000			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
State Board of Education



2015-16
Exhibits or Schedules

State of Florida
Department of Education
State Board of Education



2015-16
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	ADMINISTRATIVE TRUST FUND
LAS/PBS Fund Number:	48800000 - STATE BOARD OF EDUCATION
	2021

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	668,194.53	(A)		668,194.53
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	12,739,841.36	(C)		12,739,841.36
ADD: Outstanding Accounts Receivable	111,408.79	(D)		111,408.79
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	13,519,444.68	(F)	-	13,519,444.68
LESS: Allowances for Uncollectibles	1,087.64	(G)		1,087.64
LESS: Approved "A" Certified Forwards	197,016.38	(H)		197,016.38
Approved "B" Certified Forwards	6,601,378.49	(H)		6,601,378.49
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	120,476.52	(I)		120,476.52
LESS: Anticipated Transfer to 48160000/2021	12,852.81	(J)		12,852.81
LESS: Anticipated Transfer to 48250500/2021	46,364.17	(J)		46,364.17
Unreserved Fund Balance, 07/01/___	6,540,268.67	(K)	-	6,540,268.67 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48800000 - STATE BOARD OF EDUCATION
	2261

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	603,938.56	(A)	-	603,938.56
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	1,224,468.95	(D)	-	1,224,468.95
ADD: Anticipated Revenue	14,301,094.89	(E)	-	14,301,094.89
Total Cash plus Accounts Receivable	16,129,502.40	(F)	-	16,129,502.40
LESS: Allowances for Uncollectibles		(G)	-	-
LESS: Approved "A" Certified Forwards	1,805,497.91	(H)	-	1,805,497.91
Approved "B" Certified Forwards	14,302,845.67	(H)	-	14,302,845.67
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	21,158.82	(I)	-	21,158.82
LESS: Anticipated Revenue		(J)	-	-
Unreserved Fund Balance, 07/01/___	0.00	(K)	-	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2015-2016
Trust Fund Title:	48 EDUCATION
Budget Entity:	GRANTS & DONATIONS TRUST FUND
LAS/PBS Fund Number:	48800000 STATE BOARD OF EDUCATION
	2339

	Balance as of 6/30/2014		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	18.00	(A)		18.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	18.00	(F)	-	18.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/___	18.00	(K)	-	18.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

ADMINISTRATIVE TRUST FUND

LAS/PBS Fund Number:

2021

BE: 48800000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

13,195,673.63 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(6,601,378.49) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

5,190.51 (D)

Anticipated Transfer to 48160000/2021

(12,852.81) (D)

Anticipated Transfer to 48250500/2021

(46,364.17) (D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

6,540,268.67 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

6,540,268.67 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:	48 EDUCATION	
Trust Fund Title:	FEDERAL GRANTS TRUST FUND	
LAS/PBS Fund Number:	2261	BE: 48800000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;	0.00	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(14,302,845.67)	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
--	--	-----

A/P not C/F-Operating Categories	1,750.78	(D)
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Anticipated Revenue	14,301,094.89	(D)
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		(D)
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		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0.00	(F)
--	-------------	-----

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015-2016

Department Title:

48 EDUCATION

Trust Fund Title:

GRANTS & DONATIONS TRUST FUND

LAS/PBS Fund Number:

2339 - 48800000

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/14

Total all GLC's 5XXXX for governmental funds;

18.00 (A)

GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

SWFS Adjustment # and Description

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

Approved "C" Carry Forward Total (FCO) per LAS/PBS

A/P not C/F-Operating Categories

ADJUSTED BEGINNING TRIAL BALANCE:

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

DIFFERENCE:

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Various Programs	<p>Finding No. 2013-010: FDOE procedures for preparing the Schedule of Expenditures of Federal Awards (SEFA) data form were not sufficient to ensure amounts reported were accurate. To reasonably ensure the accuracy and completeness of the State's SEFA, the Florida Department of Financial Services (FDFS) prepared SEFA Instructions that required State agencies to prepare a SEFA data form and certify its accuracy. As a result, amounts reported on the State's SEFA were materially mis-stated before adjustment.</p> <p>Recommendation: We recommend that FDOE enhance its procedures to ensure amounts reported on the SEFA data form are complete and accurate and provided in accordance with FDFS instructions.</p>	<p>State Agency Response and Corrective Action Plan: FDOE will add additional review steps in its SEFA reporting process to ensure DOE is in agreement with the data reported by the Office of Early Learning. By August 11, 2014, additional procedures were added to the department's verification processes both within the Office of Early Learning (OEL) and within the department's Office of Comptroller. Expenditure data is verified by OEL through their multiple-level process prior to submission to the Office of Comptroller. The Office of Comptroller further verifies the data by cross-referencing and reconciling to the department's trial balance to ensure completeness and accuracy.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Various Programs	<p>Finding No. 2013-021: FDOE did not document the timely reporting of applicable sub award data in the Federal Funding Accountability and Transparency Act (FFATA) Sub award FDOE management indicated that, due to ongoing formatting difficulties and staffing shortages, the data could not be uploaded timely to the Federal Subaward Reporting System (FSRS).</p> <p>Recommendation: We recommend that FDOE ensure that all required key data elements are timely reported in the FSRS for sub awards from the applicable grants.</p>	<p>State Agency Response and Corrective Action Plan: FDOE has had a great deal of difficulty uploading data into the FSRS as required by FFATA. For the better part of two years, whenever data were uploaded to the system we received numerous error messages. It is our understanding from both United States Department of education (USED) as well as other states, that these problems have been experienced nationally and not just by Florida. However, just recently, FDOE has identified methodology for successfully loading the required data into the FFATA reporting system. All sub award data will be fully and accurately uploaded into the system consistent with federal requirements.</p> <p>Estimated Corrective Action Date: June 30, 2014.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Statewide Federal Awards	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Various Programs	<p>Finding No. 2013-022: FDOE did not notify two Local Educational Agencies (LEAs) of the authority to consolidate Federal, State, and local funds to operate school wide programs. Criteria 34 CFR Section 200.29(e) - Consolidation of funds in a school wide program. FDOE did not notify recently established LEAs of the authority to consolidate funding to operate school wide programs.</p> <p>Recommendation: We recommend that FDOE notify the LEAs of the authority to operate school wide programs using consolidated Federal, State, and local funds.</p>	<p>State Agency Response and Corrective Action Plan: The two LEAs, the Florida Virtual School and the Lake Wales Charter School System have been advised of the authority to consolidate Federal, State, and local funds in Title I school wide programs.</p> <p>Estimated Corrective Action Date: Completed.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Statewide Federal Awards	6/30/2013	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Special Education Cluster	<p>Finding No. 2013-023: FDOE did not correctly allocate Individuals with Disabilities Education Act (IDEA) funding to (LEAs) in accordance with Federal regulations. FDOE management indicated that, when new LEAs were included in the base allocation, they made the decision to divide the base allocation among all LEAs due to difficulties in identifying those LEAs that had previously served the applicable children. Management also indicated that the decision to use a previous year’s FRL count rather than the FRL count for the most recent year for Provision 2 schools were made due to FDOE’s reluctance to reduce an LEA’s allocation. The use of the incorrect children count in the IDEA Preschool Grant funds allocation was a clerical error.</p> <p>Recommendation: We recommend that FDOE allocate IDEA funds to the LEAs in accordance with Federal regulations and USED guidance.</p>	<p>State Agency Response and Corrective Action Plan: FDOE will seek guidance from the USED Office of Special Education Programs (OSEP) concerning the unique circumstances which the department faces with respect to its LEAs. Furthermore, FDOE will seek guidance from OSEP on best practices to resolve equity tension which the department encountered as a result of Provision 2 designations and will encounter with the newly implemented Community Eligibility Provision option. Lastly, FDOE has taken the necessary steps to correct the \$450 offsetting allocation which occurred by using an incorrect child count in the calculation of the 2012-13 fiscal year allocation of two IDEA Preschool Grant funds.</p> <p>Estimated Corrective Action Date: Pending consultation with USED OSEP with the exception of the offsetting allocation which has already been corrected.</p> <p>Agency Contact and Telephone Number Martha K. Asbury, Assistant Deputy Commissioner, Finance and Operations (850) 245-0420</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Special Education Cluster	Finding No. 2013-024: FDOE could not provide documentation to support all budgeted amounts used in the State-level maintenance of effort (MOE) calculation for the 2012-13 fiscal year. Recommendation: We recommend that FDOE maintain documentation to support the calculation of the State-level MOE.	State Agency Response and Corrective Action Plan: The revised methodology for calculating the maintenance of effort is required to include estimated budgeted (i.e., appropriated) amounts used to provide special education and related services to students with disabilities from all possible sources - not just education appropriations. As part of the calculation, FDOE reached out to the Division of Blind Services, the Division of Vocational Rehabilitation, the Department of Children and Families, the Department of Juvenile Justice, and the Department of Corrections. It was very difficult for many of these entities to provide an estimate of amounts that were allocated for students with disabilities as their budgets are not constructed in that manner; however, all of the entities involved did provide FDOE with their estimates going back to 2008-09. Unfortunately due to staff turnover and other factors, not all of these entities were able to provide the backup documentation required by the auditors. FDOE will consult with USED to determine how best to address this issue with respect to prior-year calculations.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Statewide Federal Awards	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE)	Finding No. 2013-024 continued	Going forward, FDOE will request that the entities involved provide us with backup documentation supporting the estimates provided to FDOE. It should be noted that the amount of support provided from the six entities included in the calculation is just over 10% of the total amount appropriated for special education and related services. Estimated Corrective Action Date: June 30, 2014 for future calculations. Agency Contact and Telephone Number Martha K. Asbury, Assistant Deputy Commissioner, Finance and Operations (850) 245-0420	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Career and Technical Education-Basic Grants to States (CTE)	Finding No. 2013-025: FDOE did not obtain periodic certifications for employees whose salaries and benefits were paid solely from CTE Program funds. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF). Criteria: Office of Management and Budget (OMB) Circular A-87, Attachment B, Section 8.h., Support of Salaries and Wages. Effect Absent the periodic certifications, salary and benefits costs charged to the program may not be appropriately supported and could be subject to disallowance by USED. Recommendation: We recommend that FDOE obtain semiannual certifications for employees working solely on the CTE Program.	State Agency Response and Corrective Action Plan: FDOE is implementing a process for obtaining semi-annual certifications for all employees working solely on a single federal program. Estimated Corrective Action Date: June 30, 2014. Agency Contact and Telephone Number Martha K. Asbury, Assistant Deputy Commissioner, Finance and Operations (850) 245-0420.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Career and Technical Education-Basic Grants to States (CTE)	<p>Finding No. 2013-026: FDOE did not meet the Federal Maintenance of Effort (MOE) requirement and incorrectly reported the non-Federal share of outlays amount on the Final Financial Status Report (FSR) submitted in December 2012 for the period July 2010 through September 2012. Criteria 20 USC 2413 - State Administrative Costs – The State must provide from non-Federal sources an amount that is not less than the amount provided by the State from non-Federal sources for State administrative costs for the preceding (FY).</p> <p>Recommendation: We recommend that FDOE follow the USED-approved procedures for calculating the non-Federal share of outlays amount. We also recommend that FDOE appropriately revise the FSR for the period ended September 2012.</p>	<p>State Agency Response and Corrective Action Plan: FDOE has responded to a Program Determination Letter (PDL) including revision to the FSR, re-submittal of the revised methodology and other requested information. To the extent directed by the USED in the PDL, corrective action has been completed. Any further corrective action will be dependent on further direction from USED.</p> <p>Estimated Corrective Action Date: Pending further direction from USED.</p> <p>Agency Contact and Telephone Number Martha K. Asbury, Assistant Deputy Commissioner, Finance and Operations (850) 245-0420.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Rehabilitation Services- Vocational Rehabilitation Grants to States (VR)	<p>Finding No. 2013-027: FDOE Division of Vocational Rehabilitation (DVR) and Division of Blind Services (DBS) did not obtain periodic certifications for employees whose salaries and benefits were paid solely from VR Program funds. Additionally, the DVR did not appropriately allocate salary and benefits costs for employees who worked on multiple programs. Criteria: OMB Circular A-87, Attachment B, Section 8.h., Support of salaries and wages. Cause: DVR personnel indicated that FDOE management had not provided instruction regarding the completion of payroll certifications. In addition, DVR personnel indicated that, because the two employees' positions were not located at DVR headquarters, the employees' data were not included in the Time Tracker Program so adjustments were not made.</p> <p>Recommendation: We recommend that FDOE implement semiannual certifications for all employees who work on a single cost objective. We also recommend that the FDOE take steps to ensure that salary and benefits cost reallocations are correctly made for employees who worked on multiple programs.</p>	<p>State Agency Response and Corrective Action Plan: FDOE is implementing semi-annual certifications for all employees working on a single cost objective including DVR and DBS employees. The DVR personnel located in the Turlington building will be included in future time studies so that any necessary salary and benefits adjustments can be made timely. Estimated Corrective Action Date June 30, 2014.</p> <p>Agency Contact and Telephone Number Martha K. Asbury, Assistant Deputy Commissioner, Finance and Operations (850) 245-0420.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Rehabilitation Services Vocational Rehabilitation Grants to States (VR)	Finding No. 2013-028: FDOE did not always ensure that eligibility determinations were made within the time frame required by VR Program regulations. Recommendation: We recommend that FDOE management take steps to ensure the timely completion of eligibility determinations. Such steps should include emphasizing to counselors the importance of timely eligibility determinations.	State Agency Response and Corrective Action Plan: The FDVR continues to address adherence to the prescribed procedures at annual Supervisors Meetings, at New Counselor Trainings, Area Directors Meetings and Counselor performance reviews. Increased emphasis on compliance is part of the Field Services Operating Procedure (FSOP), Field Services Quality Assurance Monitoring implemented on August 2, 2011. The FDVR requires all new counselors to complete an extensive on-line training. This is to be completed during the first six months of employment or before the next "new counselor training". This on- line training specifically addresses the eligibility requirements. Estimated Corrective Action Date: The activities are ongoing. Agency Contact and Telephone Number Aleisa McKinlay, Director, Division of Vocational Rehabilitation (850) 245-3343.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) Improving Teacher Quality State Grants (ITQ)	<p>Finding No. 2013-029: FDOE did not correctly allocate ITQ funds to Local Educational Agencies (LEAs). According to FDOE staff, the use of incorrect population counts was due to employee oversight.</p> <p>Recommendation: We recommend that FDOE appropriately adjust future ITQ fund allocations to correct the errors and establish a process for reviewing the allocation prior to the distribution of funds.</p>	<p>State Agency Response and Corrective Action Plan: FDOE appropriately adjusted the ITQ fund allocations prior to the end of audit field work. Processes are and have been in place for reviewing the allocations prior to distribution of funds. FDOE will, however, enhance its current processes by adding another level of review as well as adding protection features to templates to prevent overwriting and/or deletion.</p> <p>Estimated Corrective Action Date: June 30, 2014</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Statewide Federal Awards 2014-173	30-Jun-13	Schedule of Expenditures of Federal Awards Florida Department of Education (FDOE) School Improvement Grants Cluster (SIG)	Finding No. 2013-030: FDOE did not always conduct required monitoring activities as specified in the SIG application. Recommendation: We recommend that FDOE evaluate the performance of schools as specified in FDOE SIG application and complete Rubrics for all Tier I and II schools.	State Agency Response and Corrective Action Plan: The Regional Executive Directors (REDs) of FDOE’s Differentiated Accountability field support teams have committed to a completion date of 2/28/14 for the 62 missing rubrics from the 2012-13 school year. REDs will complete similar rubrics for any SIG Cohort 2 schools applying for no cost extensions for the 2014-15 school year prior to award of funding. FDOE plans to integrate progress monitoring rubrics into a new online monitoring system in time for reviewing SIG Cohort 3 continuation awards in the summer of 2015. Estimated Corrective Action Date: February 28, 2014, and ongoing Agency Contact and Telephone Number Martha K. Asbury, Assistant Deputy Commissioner, Finance and Operations (850) 245-0420.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

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Phone Number: 850-245-9416

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REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Inspector General (OIG) Audit # A-1314-007	2012-2013 school year (SY)	John M. McKay Scholarships for Students with Disabilities Program	<p>Finding 1: Department site visits are thorough and timely.</p> <p>Recommendation: The department continue their monitoring efforts and consider seeking a legislative change to increase the number of site visits the department can conduct each year.</p> <p>Finding 2: Affidavit forms were not received prior to payment.</p> <p>Recommendation: We recommend the department ensure compliance with applicable statutes and rules by revising policies and procedures to require an affidavit be on file with the department prior to the issuance of a scholarship payment. We also recommend the department explore the possibility of implementing a system edit to prevent improper payments.</p>	<p>Management Response: We appreciate the noted improvement in our site visit procedures since the 2011 audit. We would like to add that we also have authority in Rule 6A-6.0970 (9)(c)2., FAC and Section 1002.395, F.S., increasing the conditions under which additional site visits may occur. As a result, during the October 2012 site visits, we were able to visit a total of 14 schools that had both McKay Scholarship and Florida Tax Credit Scholarship students.</p> <p>Management Response: Our office has developed a timetable for compliance. IEPC will identify 2014-15 enrolled students whose parents have no affidavit on file with IEPC and send email notices to all appropriate schools of enrollment and parents. IEPC will continue to monitor submissions of affidavits and send reminders each month indicating deficiencies, and continue to take receipt of submissions and scan them to the web system.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

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REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Inspector General (OIG) Audit # A-1314-007	2012-2013 school year (SY)	John M. McKay Scholarships for Students with Disabilities Program	<p>Finding 3: Scholarship payment warrants were not properly endorsed.</p> <p>Recommendation: We recommend the department enhance policies and procedures to better ensure proper warrant endorsement. This should include comparing warrant signatures with their corresponding affidavits to ensure the signatures are that of the appropriate parent or guardian.</p>	<p>Management Response: We have no evidence that the specific warrants reviewed by the IG team for this report were previously reviewed by IEPC staff. Based on the recommendations from the 2011 Inspector General Audit Findings, the Choice Office implemented risk-based and targeted sampling models in addition to random sampling required by s. 1002.39(10)(f), F.S. which specifically requires that each warrant be restrictively endorsed by the parent for deposit into the account of the private school. During the 2012 school year, those schools determined as failing to meet restrictive endorsement requirements were reminded of the requirements by mail, and a follow-up review was carried out after the April 1, 2013 payment. Following the second review, five schools were issued notices of non-compliance; and a final review of November 2013 warrants for these schools is forthcoming. Given the inevitable fluctuations of any parent's signature across the duration of a student's participation in the McKay Scholarship Program.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Office of the Inspector General

Chief Internal Auditor: Janet Snyder

Budget Entity: State Board of Education

Phone Number: 850-245-9416

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Inspector General (OIG) Audit # A-1314-007	2012-2013 school year (SY)	John M. McKay Scholarships for Students with Disabilities Program	Finding 3 Continued:	Management Response Continued: choice Office staff are not qualified to conclusively determine the identity of the individual who has signed any particular warrant. The variance of signatures duly noted by this audit does not indicate that services were not provided by the private school to these students nor that the students were not otherwise eligible to receive scholarship payments. However, IEPC will enhance our policies to include a review of the signature on the warrant against the signature on the form IEPC-AFF1 during the course of our sample reviews noted above. In instances where the signatures on the warrant and the IEPC-AFF1 are conclusively dissimilar, IEPC staff will contact the parent to verify current attendance.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

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Chief Internal Auditor: Janet Snyder

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Inspector General (OIG) Audit # A-1314-007	2012-2013 school year (SY)	John M. McKay Scholarships for Students with Disabilities Program	Finding 4: 12th grade re-enrollment documents were incomplete. The department's Process Manual for Scholarship Programs, states that a private school administrator must obtain approval from the IEPC Office to re-enroll any 9th thru 12th grade program participants in the same grade. The administrator must send a Scholarship Issue Form, a letter explaining the situation and the student's progress, a copy of the most recent report card or similar document, and additional documentation such as evaluations, transcripts, and/or standardized test results that validate the grade retention request. When a program participant is re-enrolling in the 12th grade, the Scholarship Issue Form requires the private school to provide the previous year's report card/transcripts showing credits received and credits needed to graduate, and a letter from the school explaining what the student will be working towards during the next SY (i.e. regular diploma, special diploma, etc). Data retrieved from the McKay database reflects 299 of the 1,558 12th grade participants in attendance at a participating McKay private school during the 2011-12 SY re-enrolled in the 12th grade for SY 2012-13.	Management Response: As discussed in the meeting prior to issuance of the report, our office goes beyond both what is required in Sections 1002.39(12) and 1002.421(6), F.S. as well as, above what is required in traditional public schools for re-enrollment of students. Additionally, within our guiding statutes it states that the inclusion of eligible private schools within options available to Florida public school students does not expand the regulatory authority of the state, its officers, or any school district to impose any additional regulation of private schools beyond those reasonably necessary to enforce requirements expressly set forth in these sections. Therefore, IEPC will seek an opinion from the Office of General Counsel as to whether we have the authority to require additional documentation for re-enrollment of 12th grade students. Based upon the opinion offered by the office of General Counsel, IEPC will take one of the following actions:	

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Budget Entity: State Board of Education

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Office of the Inspector General (OIG) Audit # A-1314-007	2012-2013 school year (SY)	John M. McKay Scholarships for Students with Disabilities Program	<p>Finding 4 Continued: We randomly sampled 43 of the 299 participants and reviewed the Scholarship Issue Form and associated documents for these students. Eleven of the 43 (25.58%) were not fully compliant with the documentation requirements. The previous year's report card/transcripts were not provided for three participants, the previous year's report card/transcript and the letter indicating the reason for re-enrollment was not provided for one participant, and the letter indicating the reasoning for re-enrollment was not provided for seven participants.</p> <p>Recommendation: We recommend the department enhance procedures to ensure the scholarship issue form and all required documentation are received and approved prior to re-enrollment of a program participant into the 12th grade.</p>	<p>Management Response Continued:</p> <ol style="list-style-type: none"> 1. Discontinue the practice of requiring additional documentation for 12th grade re-enrollment. 2. Revise the rule to explicitly address the requirement. 3. Revise our policy to require a parent signature on the IEPC scholarship issue form for any 12th grade re-enrollment. 	

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Office of the Inspector General (OIG) F-13/14-08 18 Month Follow up To (OIG) Audit # A-10/11-014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	<p>1. Formal written policies and procedures are needed. Department policies and procedures related to information technology (IT) application development as well as enterprise-wide project management are limited.</p> <p>Recommendation: The Department should develop formal written policies and procedures for administering the enterprise-wide project management function, as well as IT application development and have them approved by executive management. Approved policies and procedures should be implemented and staff trained on their application. Once established, written policies and procedures should be reviewed at least annually and updated as necessary. Policies and procedures should cover the areas listed below in addition to other areas as determined necessary.</p> <p>A. Project Management *Project governance *Project management methodology.</p> <p>B. Application Development and Support *Approved Information Systems Development Methodology *Securing software applications * Change management</p>	<p>Response as of January 30, 2012: The establishment of a Project Management system was initiated in large part as a mechanism for implementing the challenging reforms required by two very large federal grants: Race to the Top and the Partnership for Assessment of Readiness for College and Careers. The timelines for both of these grants required the Department to very quickly put into place processes and procedures for managing an extensive number of complex projects. Under the leadership of Commissioner Smith, the Project Management function was established as a way of work for the Department. Shortly thereafter, the Department went through a transition period under the leadership of an Interim Commissioner, and on July 31, 2011, Commissioner Robinson was appointed Commissioner by the State Board of Education.</p> <p>Throughout this period, the Project Management Oversight Committee (PMOC) has continued to evolve.</p>	

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Office of the Inspector General (OIG) # F-13/14-08 18 Month Follow-up to (OIG) Audit # A-10/11/014	9/3/2013	Information Technology Application Development and Procurement-18 month status report	A. Project Management continued:	Response Continued: Policies, procedures, and methodologies have been developed and are being used to guide the ongoing implementation, while continuing to be refined to reflect the changes in Department leadership as well as the differing types and stages of the identified projects. The written documents, including for example, the charter template, are being revised and refined concurrently to reflect the direction of the PMOC. The anticipated completion date for finalizing policies and procedures for the areas listed in the audit report is June 30, 2012. It is anticipated that this Project Management function, like those of other agencies, will continue to mature; thus the policies, procedures, and methodologies will likewise need to be continuously examined and enhanced. While the PMOC will formally adopt these written documents related to management and governance, it will be necessary to make periodic revisions to ensure that these enhancements are communicated effectively.	

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Office of the Inspector General (OIG) # F-13/14-08 18 Month Follow- up to (OIG) Audit # A- 10/11/014	9/3/2013	Information Technology Application Development and Procurement-18 month status report	A. Project Management continued:	Response Continued: Training of personnel has been ongoing throughout the process of establishing the system and will continue to be provided as new information is available or as additional staff become involved in the process. Response as of March 21, 2013: Documents addressing the Project Management Office (PMO) have been drafted. The list of the documents are as follows: 1.FDOE Mangement Methodology draft 2.FDOE PMOC Charter-draft 3. DOE Project Charter – in use 3. Revise our policy to require a parent signature on the IEPC scholarship issue form for any 12th grade re-enrollment. 4. DOE Project Charter Instructions – in use 5. FDOE Business Case – in use 6. FDOE Project Concept – in use 7. FDOE Grant Concept – in use 8. FDOE Project Governance Policy - draft 9. FDOE Project Management Policy - draft 10. Visio-Project Governance diagram The PMO currently operates a singular- level project governance structure, closely aligned to the Project Governance diagram.	

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Office of the Inspector General (OIG) # F-13/14-08 18 Month Follow-up to (OIG) Audit # A-10/11/014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	A. Project Management Continued:	<p>Response Continued: Anticipated Completion Date: 12/31/13. Response as of September 21, 2013 The PMO discontinued the monthly Project Management Oversight Committee (PMOC) meetings in the first quarter of 2013 at the direction of the then Chief-of-Staff. Anticipated Completion Date: Unknown Management Response as of March 21, 2014: The PMO discontinued the monthly Project Management Oversight Committee (PMOC) meetings in the first quarter of 2013 at the direction of the then Chief-of-Staff. Draft Policies, procedures, and methodologies have been developed and are being used to guide the ongoing implementation of the project management function within OTIS. However, the PMOC committee and meetings have been canceled. The Director of Technology and Innovation and the CIO are currently drafting new governance procedures to present to executive leadership.</p>	

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Office of the Inspector General (OIG) # F-13/14-08 18 Month Follow-up to (OIG) Audit # A-10/11/014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	A. Project Management Continued:	<p>Response January 30, 2012: The Information Systems Development Methodology has been developed and implemented for almost a year. Although the ISDM has not yet been formally adopted, it is in use and is guiding the development methodology used by the Department. A written procedure related to the security of software applications has been developed and added as an Addendum to the ISDM, the Service Request System, has also been established. The ISDM will be examined to determine whether any revisions are necessary prior to presenting it for formal adoption (anticipated completion date of June 30, 2012). All of these are documents are written and are being used by relevant staff. Training for affected staff will be provided as needed (when changes are made or when additional staff need to use these policies, procedures, and methodologies.</p> <p>Management Response March 21, 2013: The revised ISDM was completed in August 2012 and sent to executive management for approval.</p>	

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Office of the Inspector General (OIG) F-13/14-08 18 Month Follow up To (OIG) Audit# A-10/11-014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	A. Project Management Continued:	Management Response Continued: Information Systems Development Methodology (ISDM) has been further revised to expound upon the processes and procedures of Application and Development projects. Each module of the ISDM has been reviewed to declare and define terminology and ensure consistent terminology throughout the documentation. A Business Analysts was hired to assist the developers with adhering to the ISDM when new projects are requested and developed. In addition, the Business Analyst is to identify and update missing standards and procedures in the ISDM methodology. The ISDM was approved by David Stokes, CIO on March 14, 2013 Management Response as of March 21, 2014. B. Application Development and Support. Status: Complete.	

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Office of the Inspector General (OIG) F-13/14-08 18 Month Follow up To (OIG) Audit# A-10/11-014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	<p>Finding 2. Effectiveness of Project governance should continue to be improved. Governance processes were under development during the audit.</p> <p>Recommendation: As project governance is critical to support the management of limited resources, the Department should continue on the path to further develop, strengthen, and formalize its governance structure and activities. This includes creating governance committee charters and policies to implement governance activities and empowering a strategy or steering committee to ensure adequate control over project decisions, directions, and performance to ensure project activities support the Department's strategic plan.</p> <p>Finding 3. The Department is not following a formal documented project management methodology. Important planning steps and related deliverables of selected ongoing projects were not evidenced.</p> <p>Recommendation: The Department should develop a formal project management methodology for managing projects. A one-size-fits-all methodology is not likely to work given the different types of projects and management styles involved. The methodology would likely include templates that can guide project teams in obtaining an appropriate level of documentation, streamlining preparation time and effort involved.</p>	<p>Response: Response as of January 30, 2012 See response to Finding 1. Response as of March 21, 2013 See response to Finding 1. Estimated Completion Date: 12/31/13 Response as of September 21, 2013 See response to Finding 1.</p> <p>Response: Response as of January 30, 2012 See response to Finding 1. Response as of March 21, 2013 See response to Finding 1. Estimated Completion Date: 12/31/13 See response to Finding 1. Unknown</p>	

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Office of the Inspector General (OIG)	9/3/2013	Information Technology Application Development and Procurement-18 Month. Add Status Report.	<p>Finding 4: Documentation of ISDM deliverable activities for application support projects should be improved. We noted incomplete or insufficient documentation for:</p> <ul style="list-style-type: none"> • Risk analysis • System architecture • Business requirements definition • Data requirements • Programming specifications • Security plan and design • Compliance with ADA • System test plan and results • User acceptance test plan <p>Recommendation: The Department should ensure that application support projects be performed in accordance with requirements of the Department’s ISDM. Staff performing deliverable tasks should be sufficiently trained on use of the development methodology and effectively supervised to ensure quality. Opportunities to streamline the documentation of ISDM deliverables could potentially be achieved by expanding the use of templates.</p>	<p>Response as of January 30, 2012</p> <p>As noted above, the ISDM is being implemented throughout the Department; however, there are varying levels of implementation among staff based on the type of system being worked on. The Office of Application Development and Support (OAS) will continue to supervise and monitor the levels of implementation of the ISDM, specifically the documentation of ISDM deliverables. Additional training will be provided as needed and as indicated by the results of internal monitoring. Training will include guidance and best practices related to the use of templates for documentation of deliverables. OAS will also update the ISDM to address deliverable activities documentation in the areas mentioned in the report (risk analysis, system architecture, business requirements definition, data requirements, programming specifications, security plan and design, compliance with Americans with Disability Act, system test plan and results, and user acceptance test plan).</p>	

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F-13/14-08	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	Finding 4 Continued:	Response March 21, 2013 Completed in August, 2012. The Department has improved documentation of the ISDM deliverable activities for application support projects. The Department has addressed this finding and implemented the recommendations as outlined below. Application Development and Support has revised the ISDM to include missing templates noted in the Finding, as well as implementing new standards and policies. The implementation and requirement of a Project Charter and supporting templates has greatly facilitated the implementation of ISDM requirements, and streamlining the documentation of ISDM deliverables. The ISDM was approved by David Stokes, CIO on March 14, 2013.	

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Office of the Inspector General (OIG) F-13/14-08 18 Month Follow up To (OIG) Audit# A-10/11-014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	<p>Finding 5. Segregation of duties should be strengthened. Certain programmer employees in the Department's internal applications support section are allowed to implement development tasks (coded software) into the production environment.</p> <p>Recommendation: Existing security administration and application programming functions should be reviewed. Effective segregation of duties should be implemented where practicable. Programmers should not have access to the production environment. Where an appropriate segregation of duties is not possible, careful monitoring of the activities of affected individuals should be performed. The approach to separation of duties should be defined in the Department's security policies.</p>	<p>Response as of January 30, 2012: The Department has made every effort to segregate duties; however, in a small number of instances, select senior staff have been given the authority to perform functions in multiple areas. OAS carefully monitors updates to code and databases to ensure the integrity of the data and to prevent any breach of security. As noted earlier, the Department has established the Services Request system process and the change management process, specifically with respect to moving code into production. Use of this system by all staff, specifically staff who perform functions in multiple areas, will ensure that any programmer is not the same person who updates the production environment.</p> <p>These enhancements to the existing procedures, along with constant internal monitoring, will strengthen the segregation of duties to compensate for the need for staff to handle multiple functions in certain situations. These procedures will also be updated in the Department's security policies as needed.</p>	

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Office of the Inspector General (OIG) F-13/14-08 18 Month Follow up To (OIG) Audit# A-10/11-014	9/3/2013	Information Technology Application Development and Procurement-18 Month Status Report	Finding 5 Continued:	Response as of March 21, 2013: Segregation of duties has been strengthened. The Department has implemented the recommendations as outlined below. The Application Development section has created a Production Control team which consists of members from each section in the Office of Application Support. This team moves tested code, web pages, and Database Stored Procedures for the developers into production. A document template was created "Move-to-Production" that must be completed and signed off by the managers of the team to ensure the developer is not the same person who is moving the code into production. This process is also implemented for database queries.	

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Education - State Board of Education

Agency Budget Officer/OPB Analyst Name: Amy Hammock

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 Codes)
Action	48800000

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					Yes
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					Yes

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)					Yes
1.4 Has security been set correctly? (CSDR, CSA)					Yes
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?					Yes
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					Yes
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					Yes Yes
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?					Yes

3. EXHIBIT B (EXBR, EXB)

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

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

	Program or Service (Budget Entity Codes)			
Action	48800000			
<p>TIP Requests for appropriations which require advance payment authority must use the subtitle "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.</p>				
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes		
4.2	Is the program component code and title used correct?	Yes		
<p>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.</p>				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Yes		
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")	Yes		
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.)	Yes		
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.)	Yes		
<p>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.</p>				
<p>TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.</p>				
<p>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 2013-14 approved budget. Amounts should be positive.</p>				
<p>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.</p>				
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes		
<p>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.</p>				
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Yes		

		Program or Service (Budget Entity Codes)			
Action		48800000			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Yes			
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?	Yes Yes			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A 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.	Yes			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Yes			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #14-001?	Yes, for primary data centers No, pending submission			
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?	Yes			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Yes			
7.16	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 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Yes			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48800000			
AUDIT:					
7.20	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")	Yes			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Yes			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Yes, at the department level.			
7.24	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))	Yes			
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).				
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes, for trust funds 2176 and 2380.			

		Program or Service (Budget Entity Codes)			
Action		48800000			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Yes			
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?	Yes			
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?	Yes			
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
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.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes, for trust funds 2178, 2555, 2543 and 2612.			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
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?	Yes Yes			
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?	Yes Yes			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48800000			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Yes			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes Yes			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Yes			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Yes			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Yes			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Yes			

	Program or Service (Budget Entity Codes)			
Action	48800000			
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	Yes		
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) Department Level Responses				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Yes Yes		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2) Department Level Responses				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes		
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions) Department Level Responses				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Yes		
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Yes		
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Yes		
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Yes Yes		
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Yes		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions) Department Level Responses				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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.)	Yes		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes, rounding		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes		

		Program or Service (Budget Entity Codes)			
Action		48800000			
16.6	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 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.)	Yes			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes, reconciliation items are rounding and FSDB.			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES		Department Level Responses			
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Yes			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	Yes			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes			

State of Florida
Department of Education
State Universities
Education and General



2015-16
Exhibits or Schedules

State of Florida
Department of Education
State Universities
Education and General



2015-16
Schedule I Series

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): State University System / Educational and General Activities
Agency Budget Officer/OPB Analyst Name: Dale Bradley

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 Codes)				
Action	48900100				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? 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 59 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 29)? 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 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

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

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		48900100				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
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 61 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				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		48900100				
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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	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 33 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 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 through E-6 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				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
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 #14-001?	n/a				

		Program or Service (Budget Entity Codes)				
Action		48900100				
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?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	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 28 and 88 of the LBR Instructions.)	n/a				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	n/a				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	n/a				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	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				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	n/a				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	n/a				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	n/a				
7.24	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.					

		Program or Service (Budget Entity Codes)				
Action		48900100				
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 65 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.					
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TIP	If an appropriation made in the FY 2014-15 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.					
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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?	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; fixed capital outlay adjustment 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?	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?	Y				

		Program or Service (Budget Entity Codes)				
Action		48900100				
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?	Y				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
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?	Y				
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?	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?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	n/a				
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 general revenue 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	n/a				
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?	n/a				
8.25	Are current year September operating reversions appropriately shown in column A02?	n/a				

		Program or Service (Budget Entity Codes)				
Action		48900100				
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	n/a				

		Program or Service (Budget Entity Codes)			
Action		48900100			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	n/a			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 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? Note: FCO issues can now be included in the priority listing.	Y			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	n/a			
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y			
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	n/a			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	n/a			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	n/a			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	n/a			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	n/a			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	n/a			

	Program or Service (Budget Entity Codes)				
Action	48900100				

16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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				
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	n/a				
16.6 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 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				
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES

17.1 Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	n/a				
17.4 Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	n/a				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	n/a				

	Program or Service (Budget Entity Codes)			
Action	48900100			

AUDITS - GENERAL INFORMATION

TIP Review *Section 6: Audits* of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.

TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? n/a

18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? n/a

18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP n/a

18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? n/a

18.5 Are the appropriate counties identified in the narrative? n/a

18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document? 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.

19. FLORIDA FISCAL PORTAL

19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? Y

State of Florida
Department of Education
Board of Governors



2015-16
Exhibits or Schedules

State of Florida
Department of Education
Board of Governors



2015-16
Schedule I Series

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2015 - 2016

Department: OIGC -Board of Governors

Chief Internal Auditor: Joseph Maleszewski

Budget Entity: 48900300

Phone Number: (850) 245-9247

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
N/A	N/A	N/A	N/A - no findings to report for the current or prior fiscal year.	N/A	N/A

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Board of Governors/48900300

Agency Budget Officer/OPB Analyst Name: Heidie Bryant

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 Codes)				
Action	48900300				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? 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 59 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 29)? 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 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

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

		Program or Service (Budget Entity Codes)				
Action		48900300				
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 61 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.)	N/J				
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.)	N/J OFF BY \$2; ROUN DING				
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 2013-14 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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				

		Program or Service (Budget Entity Codes)			
Action		48900300			
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 33 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 67-68 of the LBR Instructions.)	N/A			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 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 through E-6 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			
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 #14-001?	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	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	N/A			

		Program or Service (Budget Entity Codes)				
Action		48900300				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	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				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
7.24	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 65 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).					

		Program or Service (Budget Entity Codes)				
Action		48900300				
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used)					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
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?	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; fixed capital outlay adjustment 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?	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?	Y				
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)? 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?	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?	N/A				

		Program or Service (Budget Entity Codes)				
Action		48900300				
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?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
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?	Y				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling	N/A				
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?	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?	Y				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				

		Program or Service (Budget Entity Codes)				
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8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Y				

		Program or Service (Budget Entity Codes)				
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10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 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? Note: FCO issues can now be included in the priority listing.	N/A				
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 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				

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16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
16.6	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 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				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

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AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.	
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				

19. FLORIDA FISCAL PORTAL

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Board of Governors/48900300
Agency Budget Officer/OPB Analyst Name: Heidie Bryant

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.

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5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	N/J
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JUSTIFICATION:

The object code 498000 is negative on the D-1 Detail of Expenses report, in the amount of \$115.03 due to a check that was deposited against object code 498000. When the disbursement, TR 51, was posted it was against object code 151000. So the negative balance in object code 498000 washes out with the positive amount of \$115.03 that was posted to object code 151000. Since both object codes are within the same category, there is no need to correct the negative in object code 151000. It would only create further problems. I have FLAIR details to back up this information. They are attached.

GL History Detail

By BE L2L5 PDN MGDT
Print Date: 10/14/2014 2:51:56 PM

B
F P R

MGDT	TR TP	L2-L5	EO	OBJECT	AMOUNT	GLC	CAT	YR	F	PDN	INVOICE	VND NO / BF ORG	OCA	OBJ	CAT	F	I	P	USER
					DESC						SDN	FPI	ODN	GF SF FID	BE	VND S NAME	VCHR TP	SWDN	
		<i>Budget Entity</i>			48900300														
2013-10-04	30	70-20-01-000	10	498000	-7,932.50	71100	010000	00		C481396	P00097			000000	000000			I	056872
PROJ:		CNTRT:		GNT: 90100	JAN IGNASH								10-1-000211	48900300					E4000067197
2013-10-04	30	70-20-01-000	10	498000	-115.03	71100	010000	00		C481396	P00097			000000	000000			I	056872
PROJ:		CNTRT:		GNT: 90100	JAN IGNASH								10-1-000211	48900300					E4000067197
2013-10-08	51	70-20-01-000	10	498000	7,932.50	71100	010000	00		V0027890055	PAYROLL	4810100018048800000000		498000	010000			I	006033
PROJ:		CNTRT:		GNT: 90100									10-1-000211	48900300	SALARIES			P8	D4000191893
*** L2L5 70-20-01-000 Total:					-115.03	Count:		3											
** BE 48900300 Total:					-115.03	Count:		3											
Total:					-115.03	Count:		3											

Select statement

```

SELECT *
FROM SAMAS_VIEW_DEPT_ACCT WHERE
    (FY="2014")
    AND (MGDT BETWEEN #07/01/2013# AND #06/30/2014#)
    AND (ORGL2L5="702001000")
    AND (GLC="71100")
    AND (OBJECT="498000")
    AND (ISNULL(CFI) OR CFI = " ")
    AND (TRTP<>"11")
ORDER BY BE, ORGL2L5, PDN, MGDT;
    
```

GL History Detail

By BE L2L5 PDN MGD
 Print Date: 10/14/2014 2:51:03 PM

B
 F P R

MGDT	TR TP	L2-L5	EO	OBJECT	AMOUNT	GLC	CAT	YR	F	PDN	INVOICE	VND NO / BF	ORG	OCA	OBJ	CAT	BENEFITING	C	P	T	USER
						DESC				SDN	FPI	ODN	GF SF FID	BE	VND S	NAME	VCHR	TP	SWDN		
Budget Entity 48900300																					
2013-10-08	51	70-20-01-000	10	151000	115.03	71100	010000	00		V0027890022		PAYROLL	4810100018048800000000		151000	010000				I	006033
PROJ:		CNTRT:		GNT: 90100								E	10-1-000211	48900300	SALARIES			P8		D4000191893	
2013-10-08	51	70-20-01-000	10	498000	7,932.50	71100	010000	00		V0027890055		PAYROLL	4810100018048800000000		498000	010000				I	006033
PROJ:		CNTRT:		GNT: 90100									10-1-000211	48900300	SALARIES			P8		D4000191893	
*** L2L5 70-20-01-000 Total:					8,047.53																Count: 2
** BE 48900300 Total:					8,047.53																Count: 2
Total:					8,047.53																Count: 2

Select statement

```

SELECT *
FROM SAMAS_VIEW_DEPT_ACCT WHERE
    (FY="2014")
    AND (MGDT BETWEEN #07/01/2013# AND #06/30/2014#)
    AND (ORGL2L5 BETWEEN "700000000" AND "709999999")
    AND (GLC="71100")
    AND (ISNULL(CFI) OR CFI = " ")
    AND (MID(PDN, 2, 6) = "002789")
    AND (TRTP<>"11")
ORDER BY BE, ORGL2L5, PDN, MGD;
    
```

Justification for 2015-16 LBR Checklist Item 16.1 - BE 48900300

Board of Governors Office
Schedule XI Detailed Information

Final BOG Budget after Adjustments - Section I	\$	6,786,432
Activities / Measures - Section II	\$	-
Reconciliation to Budget - Section III	\$	<u>2,065,239</u>
Difference :	\$	4,721,193
Less : Administrative Activities/Measures Allocated to Other Activities :		
ACT0010	\$	1,599,077
ACT0070	\$	363,008
ACT0090	\$	1,240,583
ACT0300	\$	<u>1,518,521</u>
Total	\$	4,721,189
Remaining Amount : Due to Rounding	\$	4