



FLORIDA
DEPARTMENT of
CORRECTIONS

Governor

RICK SCOTT

Secretary

JULIE L. JONES

501 South Calhoun Street, Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

LEGISLATIVE BUDGET REQUEST

Department of Corrections
Tallahassee
October 19, 2018

Cynthia Kelly, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, FL 32399-0001

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Corrections 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 2019-20 Fiscal Year. This submission has been approved by Julie L. Jones, Secretary.

Sincerely,

Julie L. Jones
Secretary

DEPARTMENT OF CORRECTIONS
PAY ADDITIVE REQUEST
TEMPORARY SPECIAL DUTY – GENERAL
FOR FISCAL YEAR 2019-2020

The Department of Corrections requests the use of the **Temporary Special Duty (TSD) – General**, additive addressed in Section 110.2035(7)(a), F.S., as a regular and warranted management tool to appropriately compensate career service employees for performing duties in varying circumstances. Examples of these circumstances are:

- Providing appropriate work coverage and compensation for career service employees working out of title when an incumbent is absent for an extended period of time due to reasons that do not currently fall under the statutory direction of the TSD – Absent Co-Worker Additive. Examples of these reasons include but not limited to when the incumbent absent for extended sick leave, Family Supportive Work Program, or workers compensation claims.
- As a management tool, when the Department of Corrections may be considering privatization or out-sourcing of functions, programs, or facilities and the final decisions are impending but per statute, services must continue in the interim, the agency can provide appropriate labor support using existing resources, thereby, reducing costs associated with hiring additional temporary employees. Additionally, the agency can accomplish higher level work at a reduction of the cost to the department.
- Use of this additive for out of title compensation would compensate existing employees who temporarily perform higher level duties of a vacant position when filling such a position would impact the vacancy lapse factors established for institutions and program areas.

The employee's immediate supervisor must submit a request in writing through their chain of command including the program areas' budget manager for approval to use this additive. Once the employee has been approved to perform the higher level duties, the incumbent must work more than 22 workdays within any six consecutive months, and she/he will be eligible to receive a TSD additive on the 23rd day for performing these special duties.

The additive will be authorized for 90 days internally. Each additional 90-day request must be pre-approved by the Department of Corrections Human Resources Office, the Department of Management Services and Executive Office of the Governor (EOG) or Legislature.

The additive will be calculated at up to 15 percent of the employee's base rate of pay for the period of time the employee is assigned the TSD responsibilities.

The table below reflects the amount that was paid in Fiscal Year 2017-2018 for the TSD additive, which includes position classifications and the number of positions that were paid.

CLASS TITLE	Total Paid in FY 17-18	Number of Positions
ACCOUNTING SERVICES ANALYST B	\$943.31	2
ASST CHIEF OF INVESTIGATIONS - DC	\$2,432.71	1
CONSTRUCTION PROJECTS CONSULTANT I	\$1,507.49	1
CORRECTIONAL OFFICER CAPTAIN	\$26,832.10	35
CORRECTIONAL OFFICER LIEUTENANT	\$24,509.63	44
CORRECTIONAL OFFICER MAJOR - SES	\$36,816.24	13
CORRECTIONAL OFFICER SERGEANT	\$18,032.80	33
EDUCATION SUPERVISOR II-SES	\$1,443.94	1
MAINTENANCE & CONSTRUCTION SUPT - SES	\$3,284.07	1
SECRETARY SPECIALIST - F/C	\$724.50	1
SENIOR CLASSIFICATION OFFICER	\$7,108.92	3
SENIOR REFRIGERATION MECHANIC	\$5,294.00	1
VOCATIONAL INSTRUCTOR III - F/C	\$601.70	1
Grand Total	\$129,531.41	137

The following collective bargaining agreements contain language regarding the TSD:

- Security Services Unit (SSU) Article 25- Wages Section 3 (Legislatively Imposed)
- FNA Article 25- Wages Section 2 (Legislatively Imposed)
- AFSCME Article 25- Wages Section 2 (Legislatively Imposed)
- FPD/Supervisory Non-Professional Unit Article 25- Wages Section 2 (Legislatively Imposed)
- FPD/Physicians Article 18- Wages Section 2 (Legislatively Imposed)
- SEAG/SES Attorneys Article 18- Wages Section 2 (Legislatively Imposed)

Each of the above agreements contains language that states, “In accordance with the authority provided in the Fiscal Year 2017-2018 General Appropriations Act, contingent on the availability of funds and at the Agency Head’s discretion, each agency is authorized to grant a temporary special duties pay additive of up to 15 percent of the employee’s base rate of pay to each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.”

Please note that all of the contracts for the fiscal year 2017-2018 have been ratified and signed by the Governor.

The agency is not requesting additional appropriations for the use of these additives, as costs associated with the TSD additive will be managed with existing resources.



Department Level Exhibits and Schedules

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Disability Rights Florida, Inc., on Behalf of its Clients and Constituents v. Michael D. Crews, Secretary, Florida Department of Corrections, in his official capacity, et al. and Andre Chapman as Personal Representative of the Estate of Darren Rainey, et al v. Florida Department of Corrections, An Agency of the State of Florida, et. al. (Cases consolidated)

Court with Jurisdiction: United States District Court, Southern District of Florida, Miami Division

Case Number: 1:14cv23323

Summary of Complaint: Plaintiff claims that the Department has permitted people with mental illnesses, who were and currently are housed in the inpatient mental health unit at Dade CI, to be subjected to abuse and discrimination by correctional officers to such an extent that at least two persons with mental illnesses have died within the last two years and numerous others have been harmed.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA and Rehabilitation Act and Eighth Amendment of the US Constitution.

Status of the Case: **Both cases have settled. The cases are considered closed and will be removed from the list next fiscal year.**

Agency Attorneys: Lance Neff, Esq., Monica Stinson, Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399 (Defendant FDC), Sheridan Weissenborn, Esq. , 9700 South Dixie Highway, Suite 940, Miami, Florida 33156 (Defendant Cummings), Lourdes Wydler Esq. and Oscar Marrero, Esq. 2600 Douglas Road, Suite PH-4, Coral Gables, Florida 33134 (Defendants Clarke and Thompson).

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Plaintiff's Attorneys:

Peter P. Sleasman, Esq. and Kristen Cooley Lentz, Esq., Disability Rights Florida, 4723-B, NW 53rd Avenue, Gainesville, Florida 32563, David Boyer, Esq. and Molly Paris, Esq., Disability Rights Florida, 1930 Harrison St., Ste. 104, Hollywood, Florida 33020, and George Schulz, Jr. Esq., Holland & Knight, LLP, 50 North Laura Street, Suite 3900, Jacksonville, Florida 32202, Annette Newman, Esq. (Estate of Darren Rainey), P.O. Box 9321, Ft. Lauderdale, Florida 33310, Linda Bellomino Commons, Esq. (Estate of Darren Rainey), 5629 Glencrest Blvd., Tampa, Florida 33625, Iverson M. Jackson, Esq. and Milton C. Grimes, Esq. (Estate of Darren Rainey), 3774 W. 54th Street, Los Angeles, CA 90043, Vicki I. Sarmiento, Esq. (Estate of Darren Rainey), 333 N. Garfield Ave., Alhambra, CA 91801.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Disability Rights Florida, Inc., v Julie Jones et al.

Court with Jurisdiction: U.S. District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:16cv-0047

Summary of Complaint: Plaintiff claimed that the Department systematically violated certain federal laws that protect inmates with disabilities, including hearing, visual and mobility impairment.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law has been challenged. The complaint alleges a violation of ADA and the Rehabilitation Act, 29 U.S.C. 794.

Status of the Case: **The parties have settled the case. The case is considered closed and will be removed from the list next fiscal year.**

Agency Attorneys: Albert Bowden, Esq. and Stephanie Daniel, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399-1050.

Plaintiff's Attorneys: Randall C. Berg, Esq. and Dante Trevisani, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131, David Boyer, Esq. and Molly Paris, Esq., Disability Rights Florida, 1930 Harrison Street, Suite 104, Hollywood, Florida 33020, and Sharon Caserta, Morgan & Morgan, 76 South Laura Street, Suite 1100, Jacksonville, Florida 32202.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Disability Rights Florida, Inc., On behalf of its Clients and Constituents v. Julie Jones, Secretary, Florida Department of Corrections in her Official Capacity and Florida Department of Corrections, an Agency of the State of Florida

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:18cv179-J-25-JRK

Summary of Complaint: Plaintiff claims that the Department by their actions and inactions have deliberately and chronically denied mental health care to individuals with mental illness who were and are confined in inpatient mental health units operated and managed by the Department and due to the patients' confinement in segregated, harsh conditions, their illnesses are exacerbated and due to the segregation and isolation, the patients are denied benefits of many of the Department programs, services and activities.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Americans with Disabilities Act, and Federal Rehabilitation Act, and the Eighth Amendment of the US Constitution.

Status of the Case: The parties entered into a consent decree as ordered by the court and are currently implementing the terms of the consent decree.

Agency Attorneys: Kenneth Steely, 501 S. Calhoun St., Tallahassee, Florida, Joel Steven Carter, Post Office Drawer 14079, Tallahassee, Florida 32317-4079 and Miriam R. Coles, 2508 Barrington Circle, PO Box 14079 Tallahassee, Florida 32317-4079.

Plaintiff's Attorneys: David Boyer, Disability Rights Florida, Inc. 1930 Harrison St. Suite 104, Hollywood, Florida 33020, Laura Beard Renstrom, Holland & Knight, LLP, Suite 3900, 50 N Laura St, Jacksonville, Florida 32202, George E. Schulz, Jr., Holland & Knight, LLP 50 N Laura St., Jacksonville, Florida 32202, Peter Prescott Sleasman, 4723-B NW 53rd Ave., Gainesville, Florida 32653.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Prison Legal News (PLN), a project of the Human Rights Defense Center, a not-for-profit, Washington Charitable Corporation v. The GEO Group, Inc.(GEO), a Florida Corporation, Corrections Corporation of America (CCA), a Tennessee Corporation, registered in and doing business in the State of Florida, and Kenneth S. Tucker, in his official capacity as Secretary of the Florida Department of Corrections

Court with Jurisdiction: Eleventh Circuit Court of Appeals, Atlanta, Georgia

Case Number: 4:12cv239-MW/CAS; 15-14220

Summary of Complaint: Plaintiff claims that the Defendants, through their application of Rule 33-501.401(3) F.A.C., rejects publications if it contains advertisements or promotes three way calling, pen pal services, and purchase of products or services with postage stamps. Plaintiff claims that this has caused substantial harm to Plaintiff by denying its right to send literature to inmate subscribers and chills Plaintiff's ability to communicate with inmate subscribers.

Amount of the Claim: The complaint seeks declaratory judgment and injunctive relief.

**Specific Law(s)
Challenged:** No state law is specifically challenged. The complaint claims violations of the First, Fifth and Fourteenth Amendments to the US Constitution.

Status of the Case: This case was originally filed in the United States District Court, Southern District of Florida, on November 17, 2011, and was subsequently transferred to the Northern District. A bench trial was held the week of January 5, 2015. On August 27, 2015, the court issued an order holding that judicial estoppel does not preclude the Department from adopting its current litigation position, the Department's censorship of PLN under Rule 33-501.401(3), F.A.C., does not violate PLN's First Amendment Rights, and that the Department's censorship procedures violate PLN's right to due process under the Fourteenth Amendment. The court further ordered the clerk to enter a judgment stating that PLN's First Amendment claim against the Department is dismissed with prejudice, that PLN successfully proved that the Department has violated its rights to due process under the Fourteenth Amendment and that PLN has shown that the Department's current censorship practices will continue to deprive PLN of due process of law. Also, the court ordered the clerk to state in the judgment that: "[a]ccordingly, the Florida Department of Corrections is permanently enjoined from censoring Prison Legal News' written communications without due process of law. To comply with due process of law, this permanent injunction modifies

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

the Florida Department of Corrections' current notification procedures as follows: (1) The Florida Department of Corrections must notify Prison Legal News when it first impounds a particular written communication by Prison Legal News. (2) The notification must specify the prison rule, including the subsection, purportedly violated and must indicate the portion of the communication that allegedly violates the cited regulation. (3) The Florida Department of Corrections does not have to notify Prison Legal News when copies of that same written communication are subsequently impounded, unless the subsequent impoundment decision is based on a different or additional reason not already shared with Prison Legal News. (4) The Florida Department of Corrections' Literature Review Committee must notify Prison Legal News of any final determination regarding written communication by Prison Legal News. (5) The Literature Review Committee's notification must provide the basis for its decision, including the specific prison rule violated and the portion of the communication that violates the cited regulation. (6) The Florida Department of Corrections does not have to notify Prison Legal News when copies of that same written communication are subsequently rejected, unless the subsequent rejection decision is based on a different or additional reason not already shared with Prison Legal News. On May 17, 2018, the Eleventh Circuit Court of Appeals affirmed the district court's decision. On August 13, 2018, PLN's motion for an extension of time for filing a certiorari brief was granted by the United States Supreme Court.

Agency Attorneys:

Al Bowden, Esq. and Jordan Pratt, Esq., Office of the Attorney General, Dept. of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiffs' Attorneys:

Randall C. Berg, Jr., Esq., Dante Trevisani, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131, Benjamin J. Stevenson, P.O. Box 12723, Pensacola, Florida 32591 and Lance Weber, Esq., Human Rights Defense Center, P.O. Box 2420, Brattleboro, VT 05303.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Mark Davis, Mark Gerald, Jesse Guardado, Joseph Jordan, Khalid Pasha, Robert Rimmer, John Troy, Steven Stein, and Gray Whitton, on behalf of themselves and all others similarly situated v. Julie Jones, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:17cv820-J-34PDB

Summary of Complaint: The lawsuit is regarding the conditions of confinement and due process rights of inmates who are on death row.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Plaintiffs allege a violation of the Eighth and Fourteenth Amendments of the US Constitution.

Status of the Case: The Department's motion to dismiss and stay discovery was filed on May 18, 2018. On May 23, 2018, the Plaintiffs filed an amended motion to certify class. On July 26, 2018, a joint motion for a HIPAA protective order was filed.

Agency Attorneys: Monica Stinson, Esq., and Daniel Johnson, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Linda McDermott, Esq. and Martin McClain, Esq., 141 NE 30th Street, Wilton Manors, Florida 33334, Seth A. Rosenthal, Esq. and Claire Wheeler, Esq., 575 7th Street NW, Washington, DC 20004, Maggie T. Grace, Esq., Evan Shea, Esq., and Matthew T. Shea, Esq., 750 E. Pratt Street, Suite 900, Baltimore, MD 21202.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: William R. Davis v. Barry Reddish and Julie Jones

Court with Jurisdiction: United States District Court, Middle District of Florida,
Jacksonville Division

Case Number: 3:18cv353

Summary of Complaint: Plaintiff challenges the State of Florida's lethal injection protocol that was adopted which uses the drug etomidate as the first drug in a three-drug protocol.

Amount of the Claim: The complaint declaratory and injunctive relief.

**Specific Law(s)
Challenged:** No state law is specifically challenged. The complaint claims a violation of the Eighth and Fourteenth Amendments of the United States Constitution.

Status of the Case: On May 21, 2018, the Defendants' motion to dismiss was filed. On June 4, 2018, the Plaintiff's response in opposition to the motion to dismiss was filed.

Agency Attorneys: Monica Stinson, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399 and Scott Browne, Esq., Office of the Attorney General, 3507 E. Frontage Road, Suite 200, Tampa, Florida 33607.

Plaintiff's Attorneys: Marie DeLiberato, Esq., Lisa Bort, Esq., Julissa Fontan, Esq., Chelsea Shirley, Esq., and Maria Perinetti, Esq., 12973 N. Telecom Parkway, Temple Terrace, Florida 33637.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Henry Sireci v. Florida State Prison, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Orlando Division

Case Number: 6:13cv631-ACC-KRS

Summary of Complaint: Plaintiff states that Florida's lethal injection is unnecessarily risky with infliction of pain and suffering and creates a substantial risk of serious harm.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Complaint claims a violation of the Eighth and Fourteenth Amendments of the United States Constitution.

Status of the Case: On September 8, 2016, Court entered order staying case until such times as the Supreme Court of Florida issues its decision in case *Hurst v. State* and ordered parties within 30 days of Supreme Court of Florida issue a mandate for decision to notify the court of the decision and advise the court how they intend to proceed. On February 10, 2017, court entered order continue stay pending the final disposition of whether *Hurst* applies retroactively and ordered party to file another joint status report in 30 days regarding the retroactivity of *Hurst*. Plaintiff filed status report on March 27, 2017 to continue stay or in the alternative allow him 120 days to exhaust his remedies with respect to the intervening change to Florida's Lethal Injection Protocol. On March 28, 2017, the Department filed status report that *Hurst* will be retroactively applied to cases that were not final when Ring opinion was issued and the counsels for Defendants and Plaintiff have conferred and do not agree on the proper course of conduct for the pending case, seeking 20 days from the date of any order following status update for Defendant to file a motion for dismissal.

Agency Attorneys: Scott A. Browne, Esq., Office of the Attorney General, 3507 E. Frontage Road, Suite 200, Tampa, Florida 33607.

Plaintiff's Attorneys: Maria E. DeLiberato, Esq. and Julissa R. Fontan, Esq., Capital Collateral Regional Counsel, 12973 N. Telecom Parkway, Temple Terrace, Florida 33637, and Moe Keshavarzi, Esq., 333 S. Hope Street, Los Angeles, CA 90071.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Shirley Ann Boyette, as Personal Representative of the Estate of Walter Lee Boyette, deceased v. D. Gaxiola, M.D., in his individual capacity, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:13cv895

Summary of Complaint: This is a wrongful death lawsuit stemming from allegations that the lack of a timely diagnosis and a complete lack of treatment for former inmate Walter Boyette's cancer resulted in his death.

Amount of the Claim: The complaint seeks compensatory and punitive damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. §1983.

Status of the Case: The case was settled. **This case is considered closed and will be removed from the report the next fiscal period.**

Agency Attorney: Marcus Graper, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Andrew Michael Bonderud, The Bonderud Law Firm, PA 301 W. Bay Street #1433 Jacksonville, FL 32202.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Belinda Chambliss and Lisa M. Jordan Holmes as Co-Personal Representatives of the Estate of De'Metris Jordan v. Florida Department of Corrections, as agency of the State of Florida, et al.

Court with Jurisdiction: Nineteenth Judicial Circuit, Martin County, Florida

Case Number: 13-1126-CA

Summary of Complaint: The Plaintiff alleges that despite the attempt of self-harm by inmate Jordan by placing a noose around his neck, the Department failed to use care for inmate Jordan by providing adequate and proper mental health/medical services to inmate Jordan, a minor. On July 31, 2011, inmate Jordan was found unresponsive in his cell with a noose fashioned from a sheet around his neck. Inmate Jordan was transferred to Shands Hospital and was pronounced deceased August 1, 2011.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. §1983, Fourteenth Amendment of the US Constitution, and the Wrongful Death Act.

Status of the Case: The Department's answer and affirmative defenses to the amended complaint has been filed. The parties are still engaging in discovery.

Agency Attorneys: James O. Williams, Esq. and Lee J. Baggett, Esq., 50 E. Ocean Blvd., Suite 203, Stuart, Florida 34994.

Plaintiffs' Attorneys: Victor G. Swift, Esq. and Donald N. Watson, Esq., 221 E. Osceola Street, Stuart, Florida 34994.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Kawana Walker, individually, and as the Personal Representative of the Estate of Latondra Eliington v. Florida Department of Corrections, et al.

Court with Jurisdiction: Second Judicial Circuit, Leon County, Florida

Case Number: 2016 CA 1564

Summary of Complaint: This is a wrongful death action stemming from allegations that the inmate, after being placed in protective management, was found unresponsive with lethal amounts of drugs in her system. It is further claimed that an autopsy revealed that inmate had blunt force injuries.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On May 17, 2018, the Department's answer to the amended complaint was filed. A case management conference is scheduled for October 10, 2018.

Agency Attorneys: Britt Thomas, Esq. and Anthony Johnson, Office of the Attorney General, Department of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiff's Attorneys: Anthony D. Thomas, Esq., 240 North Magnolia Drive, Tallahassee, Florida 32301.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Marianne Guterma, as personal representative of Robert Guterma, Sr. v. Florida Department of Corrections, Dr. Edmond Alaka, and Daisamma Varghese, ARNP

Court with Jurisdiction: Third Judicial Circuit of Florida, Suwannee County, Florida

Case Number: 2015-CA-000250

Summary of Complaint: The personal representative of the Estate of Robert Guterma Sr. claims that Mr. Guterma died as a result of not receiving adequate medical care for hypertension while in the custody of the Department.

Amount of the Claim: Plaintiff seeks actual, compensatory and punitive damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. § 1983.

Status of the Case: The parties are currently engaging in discovery. The trial date has been continued and the court will issue a future order setting a trial date.

Agency Attorneys: Teresa Arnold-Simmons, Esq. and Sheryl Ellis, Esq., Quintairos, Prieto, Wood & Boyer, P.A., One Independent Drive, Suite 1650, Jacksonville, FL 32202.

Plaintiff Attorney: William Sheppard, Esq., Sheppard, White, Kachergus & DeMaggio, P.A., 215 Washington Street, Jacksonville, Florida 32202.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Amanda Cimillo, as Personal Representative of the Estate of Randall Jordan-Aparo, Deceased and Minor Child Aparo, The Natural Child of Randall Jordan-Aparo By and Through Her Mother and Natural Guardian Amanda Cimillo

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:16cv584-RH-CAS

Summary of Complaint: Plaintiff alleges that Jordan-Aparo was found dead in his cell and no resuscitation efforts were made. Plaintiff also claims that Jordan-Aparo had symptoms and warnings of his medical condition but was not provided adequate medical attention.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Eighth Amendment of the US Constitution.

Status of the Case: On August 10, 2018, the court issued orders denying the Department's and the security defendants' motions for summary judgment. On August 13, 2018, the court issued an order denying the defendant nurses' motion for summary judgment. On August 20, 2018, the Department filed a motion for reconsideration and in the alternative motion to certify interlocutory appeal. On August 24, 2018, the court denied the Department's motion. A trial is scheduled to begin on September 17, 2018.

Agency Attorneys: William Peter Martin, Esq., 1591 Summit Lake Drive, Suite 200, Tallahassee, Florida 32317 (Defendant FDC and Andrews). Brian Keri, Esq., 3375-H Capital Circle NE, Suite 4, Tallahassee, Florida 32308, (Defendants Austin, Brown, Burch, Gillikin, Hamm, Hampton, Martina, and Spangler), Jeffrey Howell, Esq., 215 S. Monroe Street, Suite 802, P.O. Box 1351, Tallahassee, Florida 32302 (Defendants Goodwin, Greene, Housholder, Jones, and Riley).

Plaintiff's Attorney: Steven R. Andrews, Esq., 822 N. Monroe Street, Tallahassee, Florida 32303.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Manuel Camacho and Rosa Maria Camacho, as Co-Personal Representatives of the estate of Valerie Michelle Camacho, v. Julie L. Jones

Court with Jurisdiction: First Judicial Circuit Court, Okaloosa County, Florida

Case Number: 2015 CA 4317

Summary of Complaint: Attorney states Valerie Camacho was jogging on the side of the road when a truck driven by Mr. Stanfill, FDC employee, struck her. Valerie Camacho died as a result of the accident.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: The parties have settled the case. **This case is considered closed and will be removed from the report the next fiscal period.**

Agency Attorney: Michelle L. Hendrix, Esq., Vernis & Bowling of Northwest Florida, 315 South Palafox Street, Pensacola, Florida 32502.

Plaintiff's Attorney: Gillis E. Powell, Jr., P.O. Box 277, Crestview, FL 32536.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Conroy, Penni (Estate of Thomas Regis Conroy, Jr.) v. State of Florida, Department of Corrections

Court with Jurisdiction: Fourth District Court of Appeal

Case Number: 4D16-4119

Summary of Complaint: Plaintiff states that Thomas Conroy died after a car crash involving Kamela Roy, a probationer under the supervision of the Florida Department of Corrections, and claims that the Department should have known about Roy's drug abuse.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On July 5, 2016, Plaintiff filed a second amended complaint. On August 12, 2016, the Department filed a motion to dismiss the second amended complaint. On August 23, 2016, Notice of Hearing on the Motion to Dismiss was set for October 24, 2016. On November 7, 2016, an order was issued granting Defendant's motion to dismiss amended complaint with prejudice. On November 22, 2017, the Fourth District Court of Appeal per curiam affirmed the circuit court's decision. **This case is considered closed and will be removed from the report the next fiscal period.**

Agency Attorney: William E. Calnan, Esq., Waldman Trigoboff Hildebrandt Marx & Calnan, P.A., 500 E Broward Blvd Suite 1700 Broward Financial, Fort Lauderdale, FL 33394.

Plaintiff's Attorney: Diego C. Asencio, Esq., 721 U.S. Highway One, Suite 217, North Palm Beach, FL 33408.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Mae Helen Atkins, as personal representative of the estate of Matthew Walker v. State of Florida, Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Fort Myers Division

Case Number: 2:16-CV-360

Summary of Complaint: Plaintiff alleges that correctional officers used excessive force while conducting an unauthorized "cell inspection check" which caused personal injuries to and the wrongful death of Matthew Walker.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: The parties settled the case. **This case is considered closed and will be removed from the report the next fiscal period.**

Agency Attorney: Kenneth V. Wilson, Esq., Office of the Attorney General, Suite 1100, 501 E Kennedy Blvd., Tampa, FL 33602.

Plaintiff's Attorneys: Amber Noelle Belinda Hall, Esq., Amber Hall, Attorney at Law, PLLC, 1st Floor, 113 South Monroe, Street, Tallahassee, FL 32301; James V. Cook, Esq., Law Office of James V. Cook, 314 W Jefferson St, Tallahassee, FL 32301.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Tanika Ellison, as Personal Representative of the Estate of Thomas Pettigrew v. FDOC, et al.

Court with Jurisdiction: United States District Court, Middle District, Jacksonville
Division

Case Number: 3:16cv1240-J-32JBT

Summary of Complaint: Plaintiff alleges that inmate Pettigrew was attacked and beaten by prison guards, causing injuries that led to his death.

Amount of the Claim: The complaint seeks damages.

**Specific Law(s)
Challenged:** The complaint claims a violation of 42 U.S.C. §1983, Fourteenth Amendment of the US Constitution and conspiracy.

Status of the Case: On November 30, 2017, the Department's motion to dismiss the amended complaint was filed. On August 21, 2018, the court issued an order granting the motion to dismiss with prejudice.

Agency Attorney: Leonard Thomas Hackett, Vernis & Bowling of North Florida, P.A.
4309 Salisbury Road, Jacksonville, FL 32216.

Plaintiff's Attorney: Beth Melissa Gordon, Gordon Law Firm, P.O. Box 734, Williston, FL
32696.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Laurie Gullo as Personal Representative of the Estate of Joseph Gullo v. Florida Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Panama City Division

Case Number: 5:17cv311

Summary of Complaint: Plaintiff alleges that after numerous reports to medical staff from Joseph Gullo that he wanted to hurt himself and commit suicide, nothing was done to protect him or monitor him. Plaintiff states that as a result, Gullo committed suicide.

Amount of the Claim: The complaint seeks punitive damages, medical and funeral expenses, pain and suffering, et al.

Specific Law(s) Challenged: The complaint claims a violation of 42 U.S.C. §1983, Americans with Disabilities Act, Rehabilitation Act, and wrongful death under §768.28, Florida Statutes.

Status of the Case: On July 12, 2018, the Department's answer to the complaint was filed.

Agency Attorney: Elizabeth Palmer, Esq., 14 N. Palafox St., Pensacola, Florida 32502.

Plaintiff's Attorney: Michael Maddux, Esq., 101 S. Franklin Street, Tampa, Florida 33602.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Phyllis Carey, as Personal Representative of the Estate of Elgin Carey, deceased v. Florida Department of Corrections

Court with Jurisdiction: United States District Court, Southern District of Florida, Fort Pierce Division

Case Number: 2:18cv14036

Summary of Complaint: Plaintiff alleges that Elgin Carey was disabled and unable to function without an assistant and on January 21, 2016, he was alone in his cell without a roommate or his inmate assistant. Plaintiff claims that when he attempted to go to the bathroom, he fell and received injuries which eventually lead to his death.

Amount of the Claim: The complaint seeks punitive damages, funeral and burial expenses, pain and suffering, et al.

Specific Law(s) Challenged: The complaint claims a violation of the Americans with Disabilities Act and state law negligence.

Status of the Case: On April 18, 2018, the Department's answer and affirmative defenses was filed. On July 24, 2018, the Plaintiff filed a motion for sanctions for the Department's failure to comply with the June 26, 2018, discovery order. On August 20, 2018, the court issued an order granting the motion for sanctions. On August 21, 2018, the Department filed a motion for reconsideration of the order granting sanctions. On August 27, 2018, the Department filed a notice of filing discovery. On August 29, 2018, the Department filed a motion to continue trial and motion to extend discovery deadline. On August 31, 2018, the Plaintiff filed a response in opposition to the Department's motion for reconsideration and responses to the Department's motions to continue trial and extend discovery deadline. On September 4, 2018, the Department filed a reply to the Plaintiff's response to the motion for reconsideration.

Agency Attorneys: Jeffrey Rubinton, Esq. and Tiffany Rothenberg, Esq., 3801 Hollywood Blvd., Suite 300, Hollywood, Florida 33021.

Plaintiff's Attorney: Phillip Thompson, Esq., 1801 Indian Road, Suite 100, West Palm Beach, Florida 33409.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Estate of Ronald Alexander Howard, II, deceased by: Cathy Pack, Personal Representative v. Dr. Martin Holzman, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:17cv778

Summary of Complaint: Plaintiff alleges that defendants failed to protect and provide medical care when needed, and as a result, Howard died.

Amount of the Claim: The complaint seeks punitive damages, funeral, burial, medical and hospital expenses, pain and suffering, et al.

Specific Law(s) Challenged: The complaint claims a violation of 42 U.S.C. § 1983, 1988.

Status of the Case: On March 29, 2018, Defendant Jones, Reimers, and Ogunsanwo's motion to dismiss was filed. On May 2, 2018, Plaintiff filed a response in opposition to this motion.

Agency Attorney: Candace Padgett, Esq., 4309 Salisbury Road, Jacksonville, Florida 32216.

Plaintiff's Attorneys: Geoffrey Fieger, Esq., 19390 W. Ten Mile Road, Southfield, MI 48075.
John Phillips, Esq., 4230 Ortega Blvd., Jacksonville, Florida 32210.
Sean Drew, Esq., P.O. Box 880, Niles, MI 49120.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Chandra Kantor, as personal representative of the Estate of Hanuman Joyce, on behalf of the Estate and the Survivors, Chandra Kantor and Ramayana Baba v. Dept. of Corrections

Court with Jurisdiction: In the Circuit Court of the First Judicial Circuit In and For Escambia County

Case Number: 2017 CA 802

Summary of Complaint: Complaint alleges that Mr. Joyce was denied and deprived treatment for his serious medical needs during transport from an outside hospital back to a Department institution which resulted in his death.

Amount of the Claim: The complaint seeks compensatory damages.

Specific Law(s) Challenged: No state law is specifically challenged. This case is a wrongful death action.

Status of the Case: The Department was served with the complaint on June 30, 2017. This case is currently in discovery.

Agency Attorney: Michelle Hendrix, Vernis and Bowling of Northwest Florida, P.A., 315 Palafox St., Pensacola, FL 32502.

Plaintiff's Attorney: James Cook, Law Office of James Cook, 314 West Jefferson St, Tallahassee, FL 32301.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Elizabeth Halveland, individually and as a Personal Representative of the Estate of Michael Halveland, deceased, vs. Isaac Andrews, both in his individual and official capacity, Carlton Spooner, both in his individual and official capacity, and Jennifer Reeves, both in her individual and official capacity

Court with Jurisdiction: In the Circuit Court of the Fourteenth Judicial Circuit In and For Washington County

Case Number: 2015 CA 125; 1D18-1822

Summary of Complaint: Complaint alleges that Defendants failed to perform their duty to use reasonable care to ensure Plaintiff's safety and well-being, leading to Plaintiff's death.

Amount of the Claim: The complaint seeks compensatory damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. This case is a wrongful death action.

Status of the Case: The trial court denied plaintiff leave to amend the third amended complaint and dismissed the case with prejudice. This case is currently on appeal before the First District Court of Appeal for the State of Florida.

Agency Attorney: Donna La Plante; Office of the Attorney General, PL-01, The Capitol, Tallahassee, FL 32399-1050

Plaintiff's Attorney: Megan Cunningham; Finnell, McGuinness, Nezami & Andux, P.A., 2114 Oak St, Jacksonville, FL 32204.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Russell K. Sharbaugh, as the Personal Representative of the Estate of Ricky Dean Martin v. John C. Beaudry, Jacob R. Denmon, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida,
Pensacola Division

Case Number: 3:16cv126

Summary of Complaint: This is a wrongful death action stemming from allegations that department staff failed to protect an inmate and this resulted in his death.

Amount of the Claim: The complaint seeks damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. §1983.

Status of the Case: The Court entered Order dismissing case on January 11, 2018 due to the parties reaching a settlement to this matter. **The case is considered closed and will be removed from the list next fiscal year.**

Agency Attorneys: James Talbert, Esq., 114 East Gregory Street, Pensacola, Florida 32502 and John Asmar, Esq., 226 S. Palafox Place, Suite 105A, Pensacola, Florida 32591 (Defendant Beaudry), Michelle Hendrix, Esq., 315 S. Palafox, Street, Pensacola, Florida 32502 (Defendant Denmon), Elizabeth Palmer, Esq., 14 North Palafox Street, Pensacola, Florida 32502 (Defendants Dufrene, Johnson, and Smith), Joel Carter Esq. and Laura Beth Faragasso, Esq., 2508 Barrington Circle, Tallahassee, Florida 32308 (Defendant Beasley), William Carter, Jr. Esq., and William Martin, Esq., 1591 Summit Lake Cir., Suite 200, Tallahassee, Florida 32317 (Defendant Tucker), Albert Bowden, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399 (Defendant Scott).

Plaintiff's Attorney: Devon M. Jacob, Esq., P.O. Box 837, Mechanicsburg, PA. 17055.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: David Ziemba, as Personal Representative of the Estate of Mark Ziemba v. Florida Department of Corrections, Emily Lundy, in her individual and official capacities, and Dr. Ana Bucarelli, M.D., in her individual and official capacities

Court with Jurisdiction: Second Judicial Circuit, Leon County, Florida

Case Number: 2016 CA 1584

Summary of Complaint: This is a wrongful death action stemming from allegations that an inmate suffered from cancer and committed suicide.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On March 7, 2018, Department filed a notice of serving Proposed Settlement to Plaintiff. On August 25, 2018, Plaintiff filed a Notice of Voluntary Dismissal with Prejudice as to Department, Emily Lundy, and Dr. Bucarelli, M.D.

Agency Attorneys: Micah Andrews, Esq., Stuart Poage, Esq. and Brian Chojnowski, Esq., 1705 Metropolitan Blvd., Suite 202, Tallahassee, Florida 32308.

Plaintiff's Attorney: Gary Lee Printy, Esq., 1804 Miccosukee Commons Drive, Suite 200, Tallahassee, Florida 32308.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant Phone: (850) 717-9789

Names of the Parties: Monica Stone v. Robert Hendry, et al.

Court with Jurisdiction: United States District Court, Southern District of Florida, Ft. Pierce Division, Nineteenth Judicial Circuit in and for Martin County

Case Number: 2:17cv14177-RLR and 2017 CA 291

Summary of Complaint: This is a wrongful death case stemming from allegations by the Plaintiff that former inmate Christopher Cox was murdered by a fellow inmate and the correctional officers and personnel at the prison were negligent when they failed to timely respond to the other inmates' in Cox's dormitory, calls and signals for help. The Plaintiff also alleges that staff were negligent in rendering aid in a timely manner to Cox who should have never been placed in a cell with his attacker.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On July 17, 2018, the Court issued an order adopting in part the magistrate's Report and Recommendation as follows: Defendant State of Florida's Motion for Judgment on pleadings is granted in part and denied in part, Count IV of Plaintiff's third amended complaint is severed and remanded to the 19th Judicial Circuit in and for Martin County, Plaintiff's Motion to Deny or Defer Ruling on Summary Judgment Motions and Allow Time to Receive Discovery is granted to the extent that court Defers ruling on Defendants Rose and Bailes Motion for Final Summary Judgment and Incorporated Memorandum of Law, Defendant Hendry's Motion for Final Summary Judgment Based on Qualified Immunity, Defendant's Feipel's Motion for Final Summary Judgment Based On Qualified Immunity and Defendant Conrad's Motion for Summary Judgment to allow amended briefing. The court Deferred ruling on Defendants Hendry, Feipel and State of Florida's Motion to Dismiss/ Strike on Claim for Damages, and granted Plaintiff's Motion for Submitting Exhibits for Filing Under Seal or Alternatively Motion to File Normally. The district Court entered order on August 20, 2018, that the Department produce certain unredacted documents to Plaintiff by no later than August 24, 2018. A jury trial is currently set for September 17, 2018. There has been no significant activity in the Martin County case.

Agency Attorneys: Phillip B. Wiseberg, Esq. and James O. Williams, Jr., Esq., 11300 U.S. Highway One, Suite 300, North Palm Beach, Florida 33408 (Defendants Hendry and Fiepel). Christopher J. Whitelock, Esq., 300 SE 13th Street,

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Ft. Lauderdale, Florida 33316 (Defendants Rose and Bailes). Barry A.
Postman, Esq., 1645 Palm Beach Lakes Blvd., West Palm Beach, Florida
33401 (Defendant Conrad).

Plaintiff's Attorney:

James A. Wardell, Esq., 805 W. Azeele Street, Tampa, Florida
33606.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Ryan Tierney as representative of the Estate of Michelle Tierney v Julie Jones et al.

Court with Jurisdiction: U.S. District Court, Northern District Florida, Tallahassee Division, Second Circuit Leon County.

Case Number: 4:17cv-0005-WS-CAS and 2016 CA 2692.

Summary of Complaint: This is a wrongful death action stemming from allegations that an inmate died in custody due to receiving inadequate medical care from the agency's health care vendor.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: The gist of the complaint is based upon negligence but there is also a count pursuant to 42 U.S.C. 1983.

Status of the Case: On September 4, 2018, the court issued an order adopting the magistrate's report and recommendation and granting in part the Defendant's corrected motion for summary judgment. The Court granted the motion as to count III, the lone federal claim. The case is remanded to the state court to resolve the issues of state law.

Agency Attorneys: Donna Marie LaPlante, Esq., Office of Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399-1050. S. Renee Stephens Lundy, Dean Ringers Morgan & Lawton PA, 201 E. Pine Street Ste. 1200, Orlando, Florida 32801 (Atty. For Corizon and Department).

Plaintiff's Attorney: Daryl Parks, Esq. and Barbara Walker, Esq., 240 North Magnolia Drive, Tallahassee, Florida 32301.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Anice Slaughter, as Personal Representative of the Estate of Jorge Slaughter v. Florida Department of Corrections

Court with Jurisdiction: First Judicial Circuit, Escambia County, Florida

Case Number: 2018 CA 290

Summary of Complaint: This is a wrongful death case stemming from negligence. Plaintiff states she was notified that her son was in an altercation and died.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On May 31, 2018, the Department filed an Answer and Affirmative Defenses to Plaintiff's Amended Complaint. The parties are currently engaging in discovery.

Agency Attorneys: E. Nicole Palmer, Wade, Palmer & Shoemaker, P.A., 14 North Palafox Street, P.O. Box 13510, Pensacola, Florida 32591-13510.

Plaintiff's Attorney: Jermaine Thompson, Jermaine O'Neil Thompson, PA, 1620 W. Oakland Park Blvd. Suite 400, Oakland Park, Florida 32311.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Jamie Terrero, as Personal Representative of the Estate of Jose L. Garcia v. Corizon, LLC; Corizon, Inc., Corizon Health Inc., Julie Jones, in her official capacity as Secretary of the Florida Department of Corrections, Pierre Antoine Marceus, MD; David Jackson, RN; and Daisamma Varghese, ARNP

Court with Jurisdiction: Third Judicial Circuit, Columbia County, Florida

Case Number: 2017 CA 60

Summary of Complaint: The Plaintiff alleges that Jose L. Garcia died because of Corizon's denial of surgery for his hernia.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: **The parties have settled the case. This case is considered closed and will be removed from the list the next fiscal year.**

Agency Attorneys: Jami Kimbrell and Joseph Brooks,(Atty. For Corizon) Brooks Law 2629 Mitcham Drive, Tallahassee, Florida 32308, Bohdan Newsiacheny, (Atty. For Department) Law Office of Bohdan Neswiacheny, 151 College Drive, Suite 1, Orange Park, Florida 32065 .

Plaintiff's Attorney: Guy S. DiMartino, 918 W. Main Street, Leesburg, Florida 34748.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Maria Vidal, as the Personal Representative of the Estate of Anthony Vidal Marie v. Florida Department of Corrections

Court with Jurisdiction: Eleventh Judicial Circuit, Miami-Dade County, Florida

Case Number: 2018 CA 018812

Summary of Complaint: This is a wrongful death case stemming from allegations that the Department failed to protect, classify, house and supervise Mr. Vidal. Plaintiff alleges that the monitor was cut off and guards could not hear his screams for help or other inmates yelling for them to intervene.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On July 23, 2018, the Department filed an Answer and Affirmative Defenses and Counter Claim for Cost of Incarceration. On August 10, 2018, the Plaintiff filed a Motion to Dismiss the Department's Cost of Incarceration Counterclaim. On August 24, 2018, the Department filed a Response to Plaintiff's Motion to Dismiss. A hearing on the Plaintiff's Motion to Dismiss Cost-of-Incarceration Counterclaim is scheduled for October 3, 2018.

Agency Attorneys: Alexis Hernandez, Alayon & Associates, 135 San Lorenzo Ave., Suite 850, Coral Gables, Florida 33146 (Atty. For the Department).

Plaintiff's Attorney: Ray Taseff, Florida Justice Institute, Inc. 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131-2309.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Lorine Gaines, as Personal Representative of the Estate and Mother of Vincent Gaines v. Julie Jones, in her official and individual capacities; Kevin Jordan, individually; Corizon Health, Inc.; and Does 1-20; in their individual capacities

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:18cv367

Summary of Complaint: This is a wrongful death case stemming from allegations that Vincent Gaines was denied and deprived entirely of adequate nutrition and treatment for his basic and serious mental health and medical needs during a critical period which resulted in his malnutrition, starvation, and death.

Amount of the Claim: The complaint seeks damages and declaratory relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint alleges a violation of 42 U.S.C §1983, Eighth and Fourteenth Amendments to the U.S. Constitution, American with Disabilities Act and Rehabilitation Act.

Status of the Case: No responsive has been filed. The Department was recently served with the complaint.

Agency Attorneys: No attorney assignment has been made yet.

Plaintiff's Attorneys: Sabarish Neelakanta, Esq., Human Rights Defense Center, P.O. Box 1151, Lake Worth, Florida 33460 and Edwin Ferguson, Esq., 41 West 27th Street, Riviera Beach, Florida 33404

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: United States of America v. Secretary, Florida Department of Corrections, and Florida Department of Corrections

Court with Jurisdiction: United States District Court, Southern District of Florida, Miami Division

Case Number: 1:12cv22958 (District Court)

Summary of Complaint: This is an action filed by the federal government alleging that the Department is forcing inmates to violate their core religious beliefs by refusing to offer kosher meals. The complaint further alleges that the Department's refusal to provide kosher meals to inmates substantially burdens their religious exercise.

Amount of the Claim: Plaintiff seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Religious Land Use and Institutionalized Persons Act (RLUIPA).

Status of the Case: The Department of Justice (DOJ) filed a motion for preliminary injunction. An evidentiary hearing on the motion was held on June 4, 2013. In December 2013, the district court issued an order granting DOJ's motion for preliminary injunction and directed the Department to implement a Kosher diet statewide by July 1, 2014. The Department appealed the order (Case#14-10086) granting preliminary injunction. Thereafter, the Department authorized a phased implementation schedule. The Plaintiff's and Defendant's motions for summary judgment were filed. On April 22, 2015, the appeal was dismissed as moot. On April 30, 2015, the court issued an order granting in part and denying in part, USA's motion for summary judgment, and granting in part and denying in part, the Department's motion for summary judgment. The court granted the USA's motion as to the Department's blanket denial of kosher meals, ten percent rule, and zero tolerance rule, but denied the motion as to the doctrinal sincerity testing. The court granted the Department's motion as to the doctrinal sincerity testing and anti-bartering policy, but denied the motion as to the other aspects. On August 12, 2015, the court issued a final judgment and permanent injunction in favor of the USA and against the Department. The case was appealed and the Eleventh Circuit affirmed the district court's decision. On August 25, 2018, the Department's monthly report was filed.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency Attorney: Erik Kverne, Esq. Office of the Attorney General, Dept. of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399-1050.

Plaintiff's Attorneys: Michael J. Songer, Esq., Timothy D. Mygatt, Esq., and Deena Fox, Esq., United States Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, N.W., Washington, DC 20530 and Jeffrey S. Blumberg, Esq., and Veronica Harrell-Jones, Esq., 99 NE 4th Street, Miami, FL 33132.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Kelvin Frazier v. John Palmer, Warden, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:14cv771

Summary of Complaint: Plaintiff states that he should be transferred based on his religious needs and states that he was deprived of a diet consistent with his religious belief.

Amount of the Claim: The complaint seeks injunctive relief, compensatory and punitive damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the First and Fourteenth Amendments of the US Constitution.

Status of the Case: On September 14, 2017, the court issued an order granting the Defendants' motion for summary judgment. The Plaintiff did not file an appeal. **This case is considered closed and will be removed from the report the next fiscal period.**

Agency Attorney: Eric Kverne, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiff's Attorneys: Amy Marie Leitch and Cindy A. Laquidara, Akerman LLP, Suite 3100 50 N. Laura Street Jacksonville, FL 32202-3659.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Donald Martinetti v. Kenneth S. Tucker, Secretary of the Florida Department of Corrections, in his official capacity

Court with Jurisdiction: United States District Court, Southern District of Florida, West Palm Beach Division

Case Number: 11cv81146-Hurley/Hopkins

Summary of Complaint: Plaintiff alleges that he is confined to a wheelchair due to degenerative disc disease of the spine. Plaintiff claims that the Department failed to comply with the ADA act by failing to develop a transition plan for structural compliance for facilities built after 1992 and failed to make modifications to allow compliance with the act in facilities built. Plaintiff also alleges that there was a failure to follow a medical specialist's recommendations, failure to provide disability aids, and failure to have the ADA coordinator respond to grievances. The case has been settled.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA and Rehabilitation Act.

Status of the Case: The parties entered into a settlement agreement in December 2012; however, the Plaintiff subsequently filed a motion to re-open the case and enforce the stipulations of settlement. The parties are working towards submitting a proposed stipulated order to resolve the motion. The case has been settled, however the Plaintiff claims FDC has failed to comply with the terms of the settlement. The parties are working on drafting the terms of a mutually agreeable order in an attempt to resolve the case.

Agency Attorney: John Bajger, Esq. Office of the Attorney General, 1515 N. Flagler Drive, 9th Floor, West Palm Beach, Florida 33401.

Plaintiff's Attorneys: Karen Marcell, Esq., and Michael Colgan, Esq., Katzman, Garfinkel and Berger, 300 North Maitland Avenue, Maitland, Florida 32751 and Lawrence Fuller, Esq., Fuller and Fuller, PA., 12000 Biscayne Blvd., Suite 609, North Miami, Florida 33181.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Carl Hoffer, Ronald McPherson, and Roland Molina, individually and on behalf of a Class of persons similarly situated v. Julie L. Jones

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:17cv214-MW/CAS

Summary of Complaint: Plaintiffs state that the Department is not giving inmates with hepatitis C the treatment that they need. The Plaintiffs are seeking to have this case deemed a class action lawsuit. In addition to filing a complaint, the Plaintiffs filed a motion for preliminary injunction and motion to certify class.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Eighth Amendment of the US Constitution, ADA, and Rehabilitation Act.

Status of the Case: On December 13, 2017, the court entered a preliminary injunction in this case. On May 8, 2018, the Department filed a motion to convert preliminary injunction into a permanent injunction and summary judgment. On June 22, 2018, the Plaintiffs' motion for summary judgment was filed.

Agency Attorneys: Albert Bowden, Esq., and Karen Brodeen, Esq., Office of the Attorney General, Department of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Dante Pasquale Trevisani, Esq., Erica Selig, Esq., Ray Taseff, Esq. and Randall Berg, Esq., 3750 Bank of America Tower, 100 SE Second Street, Miami, Florida 33131.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Corey Frasca v. Florida Department of Corrections et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:16-cv-1468 (prior 8:16-CV-1967)

Summary of Complaint: Plaintiff alleges he was given a top bunk even though the Department knew he had seizures. Plaintiff alleges that he fell from the top bunk when he suffered a seizure. Plaintiff alleges the Department never provided him with a protective helmet even though he made requests for an accommodation pursuant to the Americans with Disabilities Act and the Rehabilitation Act. Plaintiff alleges that on the basis of his disability he was denied the benefits of service programs and activities and specific accommodations in violation of the Americans with Disabilities Act and Rehabilitation Act.

Amount of the Claim: The complaint seeks compensatory and punitive damages as well as injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Americans with Disabilities Act and Rehabilitation Act.

Status of the Case: On September 15, 2017, the Department's motion to dismiss the amended complaint was filed. On August 1, 2018, the court issued an order granting in part and denying in part the Department's motion to dismiss. On August 28, 2018, the Department's answer and affirmative defenses was filed.

Agency Attorney: Michael Price, Esq., Vernis & Bowling of North Florida, P.A., 4309 Salisbury Road, Jacksonville, FL 32216.

Plaintiff's Attorney: Michal P. Maddux, Esq., Michael P. Maddux, PA, 2102 W Cleveland St, Tampa, FL 33606.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Charles Brant v. J. Palmer, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:13cv412-J-32MCR

Summary of Complaint: Plaintiff states that Florida's lethal injection is unnecessarily risky with infliction of pain and suffering and creates a substantial risk of serious harm.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Complaint claims a violation of the Eighth and Fourteenth Amendments of the United States Constitution.

Status of the Case: On January 30, 2018, the court lifted the stay and reopened the case. On March 12, 2018, the Plaintiff filed a motion to file a second amended complaint. On April 26, 2018, the Department's response in opposition to the Plaintiff's motion for leave to file a second amended complaint was filed. On May 21, 2018, the Plaintiff's reply to the Department's response was filed.

Agency Attorneys: Monica Stinson, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399 and Scott Browne, Esq., Office of the Attorney General, 3507 E. Frontage Road, Suite 200, Tampa, Florida 33607.

Plaintiff's Attorneys: Marie-Louise Samuels Parmer, The Samuels Parmer Law Firm, PA, P.O. Box 18988, Tampa, FL 33679.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Ross J. Lawson, Plaintiff v. Florida Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:04CV105-MP/AK

Summary of Complaint: This is an action for a declaratory judgment alleging a violation of civil rights related to the practice of Judaism. The Plaintiff is an Orthodox Jewish inmate who contends that the Department substantially burdens the exercise of his religion by denying him kosher diet, Maariv services, Havdalah, Tefillin, and Sukkot.

Amount of the Claim: Plaintiff seeks compensatory damages and punitive damages, and injunctive relief directing the Department to provide prepackaged kosher diet meals.

Specific Law(s) Challenged: The complaint claims a violation of Florida Religious Restoration Act of 1998, Religious Land Use and Institutionalized Persons Act (RLUIPA).

Status of the Case: The magistrate judge issued a report and recommendation on February 16, 2018. The Plaintiff filed objections to the R&R on March 5, 2018. The district judge has yet to rule on either the report and recommendation or Plaintiff's objections.

Agency Attorney: Erik Kverne, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiff's Attorney: Pro Se.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Reilyn Keohane v. Julie Jones, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:16cv511

Summary of Complaint: Plaintiff is a transgender woman who is currently in the custody of FDC and is allegedly being denied medically necessary treatment for her Gender Dysphoria. Plaintiff brings this action to compel Defendants to treat her serious medical need consistent with her constitutional rights under the Eighth Amendment to the United States Constitution.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Complaint claims a violation of the Eighth Amendment of the United States Constitution.

Status of the Case: On August 22, 2018, The Court DECLARED Defendant's Former Procedure 602.053, ECF No. 3-15, is unconstitutional as a blanket ban on medical treatment for inmates diagnosed with gender dysphoria. Defendant is PERMANENTLY ENJOINED from reenacting and enforcing this policy. The Court also entered a PERMANENT INJUNCTION against Defendant requiring it to permit Ms. Keohane access to Defendant's female clothing and grooming standards and requiring Defendant to continue to provide Ms. Keohane with hormone therapy so long as it is not medically contraindicated and while Ms. Keohane remains in Defendant's custody.

Agency Attorneys: Kirkland Reid, Jones Walker LLP, Suite 1200, 11 N Water St, Mobile, AL 36602; Daniel Ryan Russell, Jones Walker LLP, 215 S Monroe St, Ste 130, Tallahassee, FL 32301.

Plaintiff's Attorneys: Matthew Grosack, DLA Piper US LLP, 200 S Biscayne Blvd, Ste 2500, Miami, FL 33131; Nancy Gbana Abudu, Daniel Tilley, ACLU Foundation of Florida, Inc., 4500 Biscayne Blvd, Ste 340, Miami, FL 33137 .

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: James Hand, et al., v. Rick Scott, Julie Jones, Pam Bondi et.al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:17cv128

Summary of Complaint: Plaintiffs filed a complaint on March 13, 2017, alleging that Florida is just one of four states which denies convicted felons the right to vote until they successfully petition for the restoration of their civil rights. Plaintiff also claims that Florida leaves the decision up to the absolute discretion of public officials and further that inmates and offenders have to wait either 5 or 7 years after their sentence is complete, depending on the seriousness of the felony conviction, to apply for restoration of their civil rights.

Amount of the Claim: The complaint seeks declaratory judgment, injunctive relief, certification as a class action lawsuit and attorney fees and costs.

Specific Law(s) Challenged: No state law is specifically challenged. The Plaintiffs filed suit under 42 U.S.C. §1983 alleging violations of Plaintiffs' rights under the 1st and 14th Amendments to the United States Constitution.

Status of the Case: The district granted summary judgment and permanently enjoined defendants utilizing the current vote-restoration process. Defendants are also permanently enjoined from ending all vote-restoration processes. The injunctions entered by the district court are stayed and this case is currently on appeal before the United States Court of Appeals for the Eleventh Circuit.

Agency Attorneys: Jonathan Glogau, Esq. and Lance Neff, Esq., Amit Agarwal Esq., and Jordan Pratt, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, FL 32399-1050.

Plaintiffs' Attorneys: Diana Martin, Theodore Leopold and Poorad Razavi of Cohen, Millstein, Sellers and Toll, 2925 PGA Blvd., Suite 200, Palm Beach Gardens, FL. 33410; Jonathan Lee Sherman and Brittnie Baker of Fair Elections Legal Network, 1825 K St. NW, Suite 450, Washington, DC 20006.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Dwayne Shepard v. State of Florida, Dept. of Corrections, et al.

Court with Jurisdiction: United States District Court, Southern District of Florida, Miami Division

Case Number: 1:14-cv-22326

Summary of Complaint: Plaintiff states that he has not received an adequate diet and has not received a Kosher diet while in the Department's custody.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the First and Fourteenth Amendments of the US Constitution.

Status of the Case: On October 14, 2016, the Defendants' motion for summary judgment was filed. On April 5, 2017, the report and recommendation was issued recommending granting the motion for summary judgment. On April 28, 2017, the case was administratively closed following a motion filed by the Plaintiff. On July 18, 2017, the court reopened the case, reinstated the report and recommendation granting the motion for summary judgment and ordered the Plaintiff to pay the filing fee by August 4, 2017 or file the appropriate paperwork to proceed without payment of fees. On August 8, 2017, the court issued an order dismissing the case. **This case is considered closed and will be removed from the report the next fiscal year.**

Agency Attorney: Monica Stinson, Esq., Office of the Attorney General, Department of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiff's Attorney: Pro Se.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 5, 2018

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Eugene Smith v. Corizon, LLC, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:15cv01020

Summary of Complaint: This complaint alleges that the transgender inmate is not being provided with proper medical treatment.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

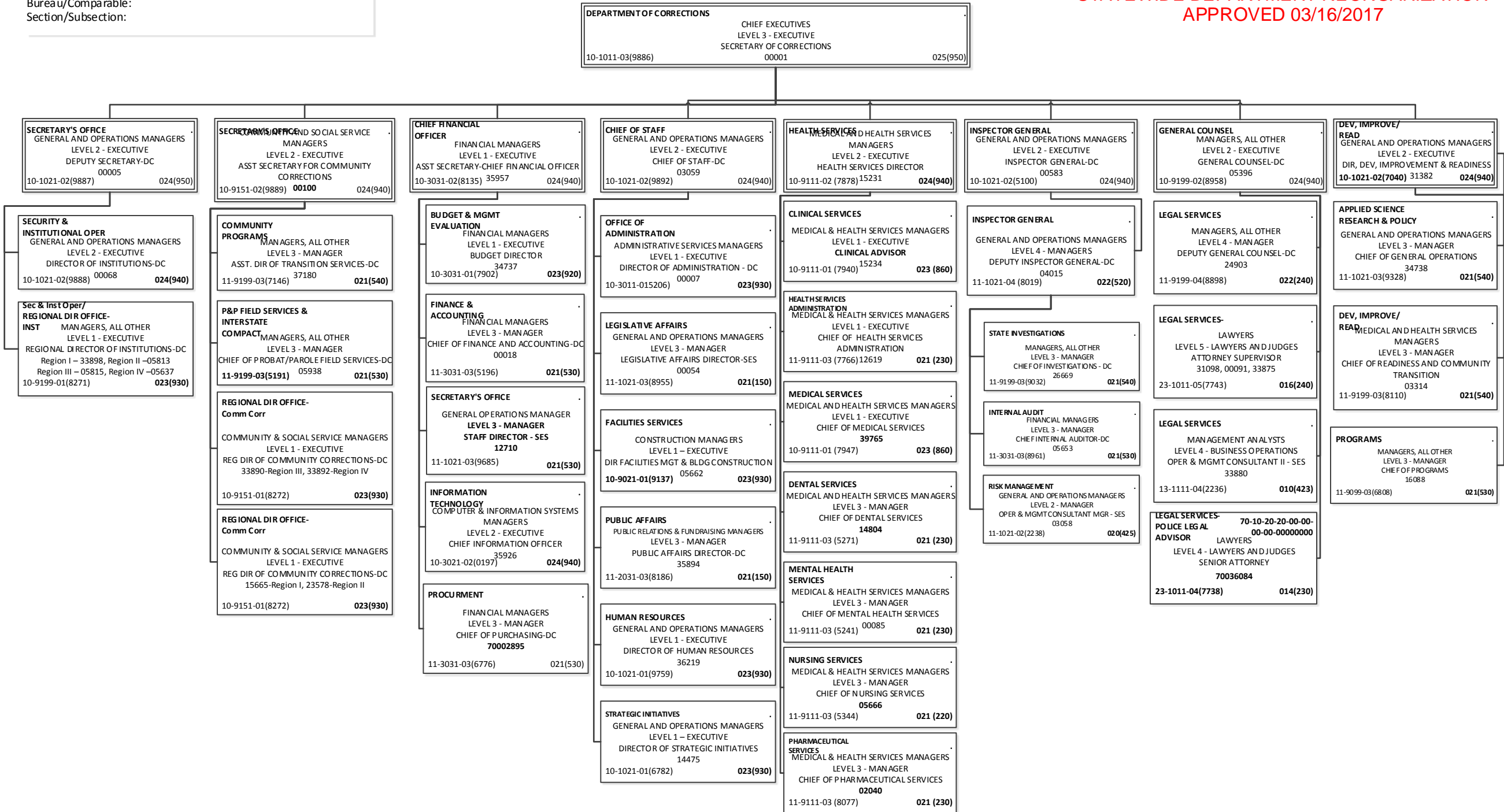
Status of the Case: On August 7, 2017, court entered order granting Corizon's motion to dismiss Plaintiff's third amended complaint with respect to the dismiss the action pursuant to 42 U.S.C. §1997e(a) and in all other respects the motion is denied without prejudice. The third amended complaint is dismissed without prejudice in accordance with the provisions of 42 U.S.C. 1997e(a) for Plaintiff's failure to properly exhaust administrative remedies, and ordered the court to clerk to close the case. **This case is considered closed and will be removed from the list the next fiscal year.**

Agency Attorneys: Gregg Toomey, Esq., 1625 Hendry Street, Suite 203, Ft. Myers, Florida 33901 (Defendant Corizon).

Plaintiff's Attorney: Andrew M. Bonderud, 301 W. Bay Street, #1433, Jacksonville, Florida 32202.

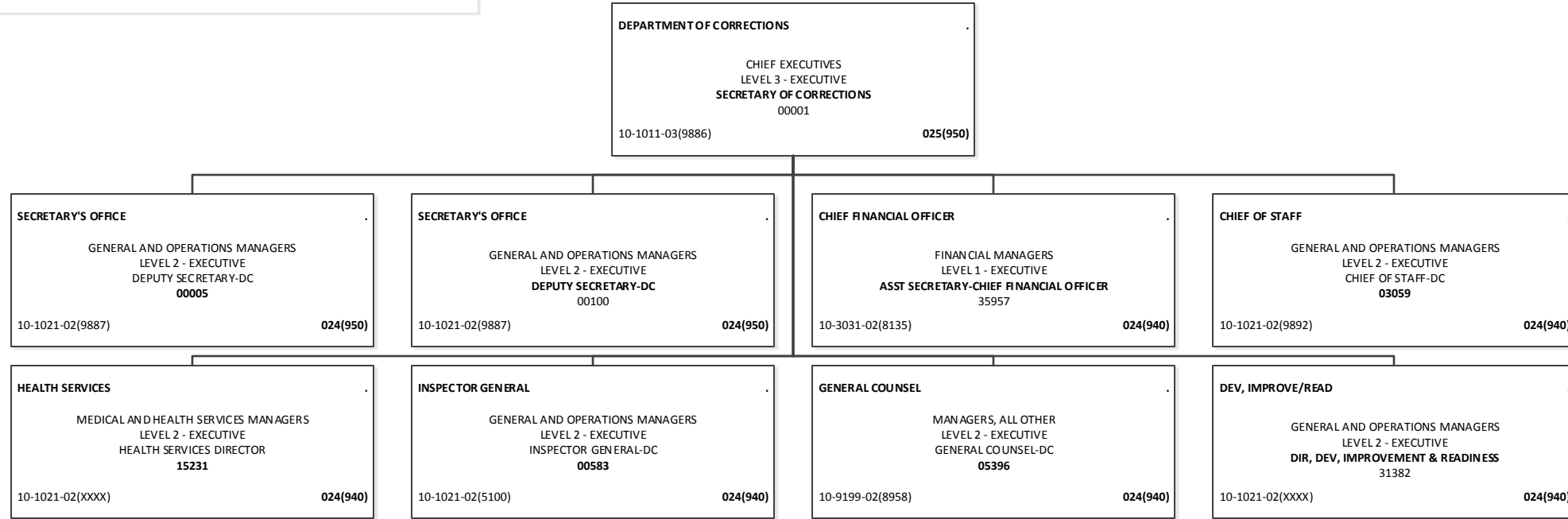
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable:
 Bureau/Comparable:
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS/OFFICE OF THE SECRETARY
 Division/Comparable:
 Bureau/Comparable:
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



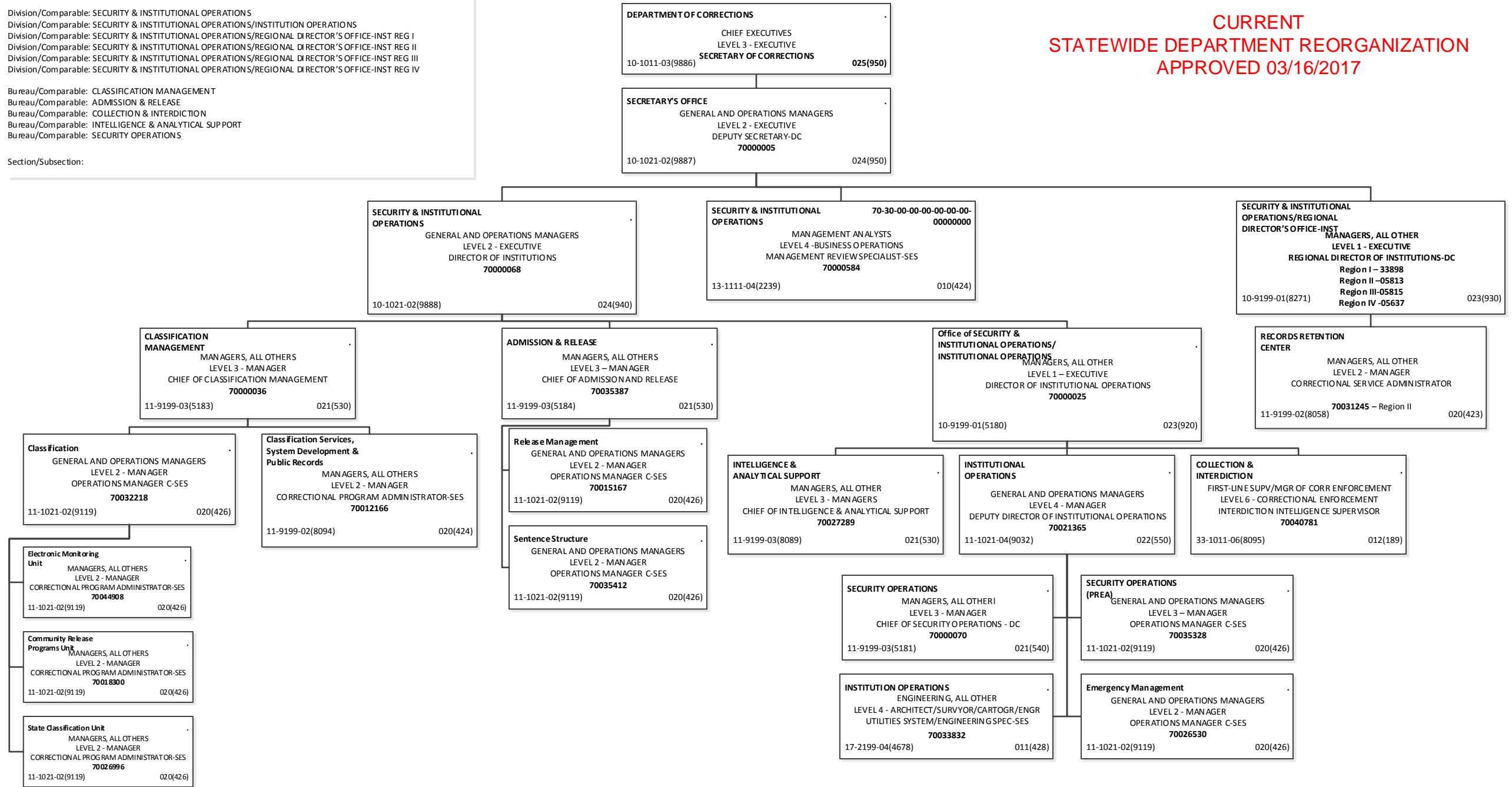
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG I
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG III
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG IV

Bureau/Comparable: CLASSIFICATION MANAGEMENT
Bureau/Comparable: ADMISSION & RELEASE
Bureau/Comparable: COLLECTION & INTERDICTION
Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT
Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection:

CURRENT STATEWIDE DEPARTMENT REORGANIZATION APPROVED 03/16/2017



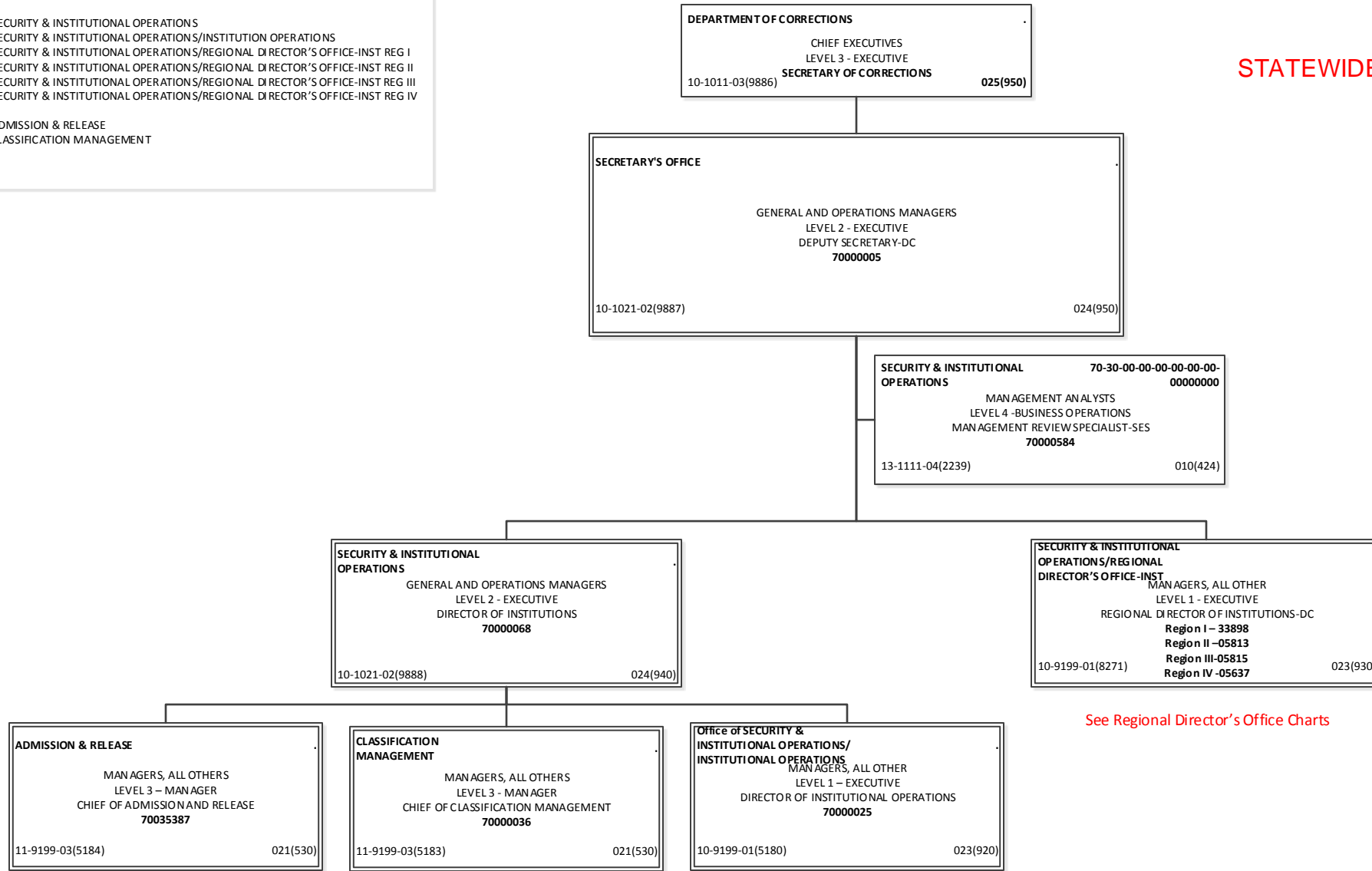
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG I
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG III
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG IV

Bureau/Comparable: ADMISSION & RELEASE
Bureau/Comparable: CLASSIFICATION MANAGEMENT

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



See Admission and Release Charts

See Classification Management Charts

See Regional Director's Office Charts

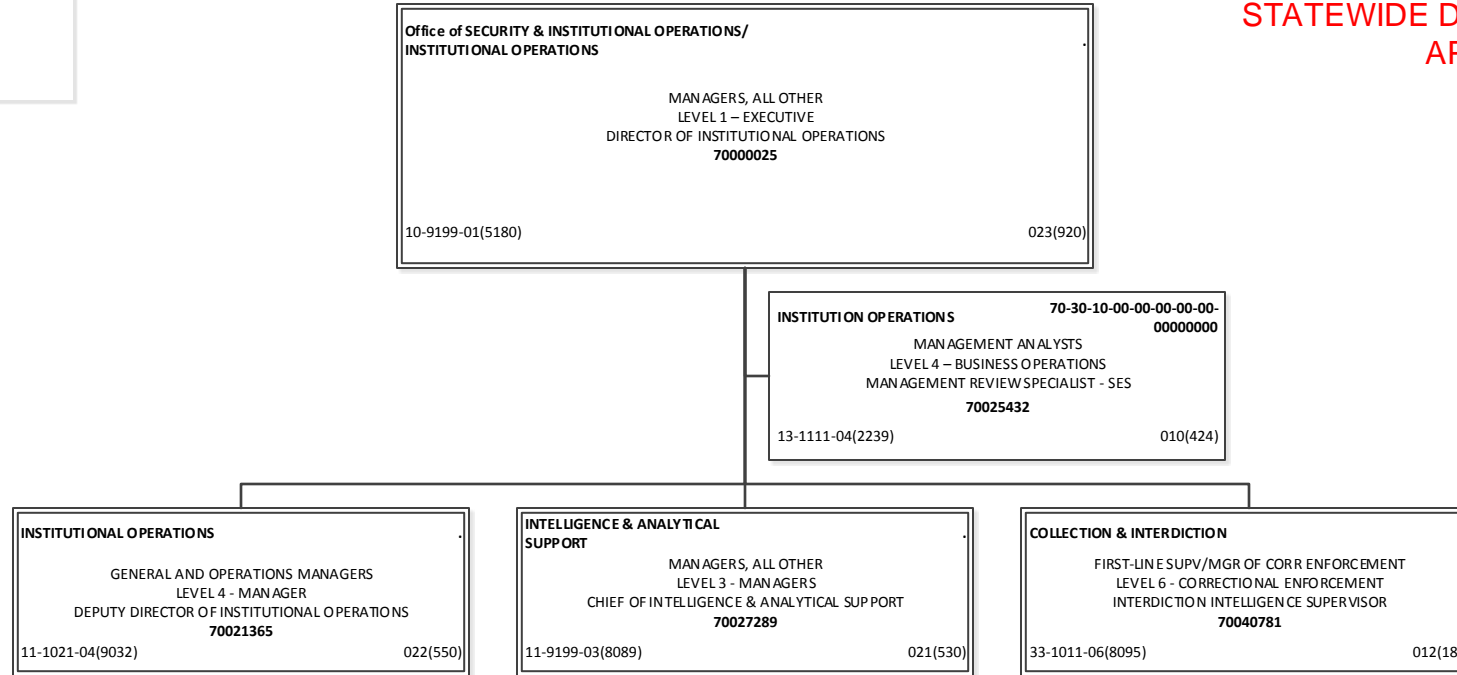
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: COLLECTION & INTERDICTION
Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT
Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



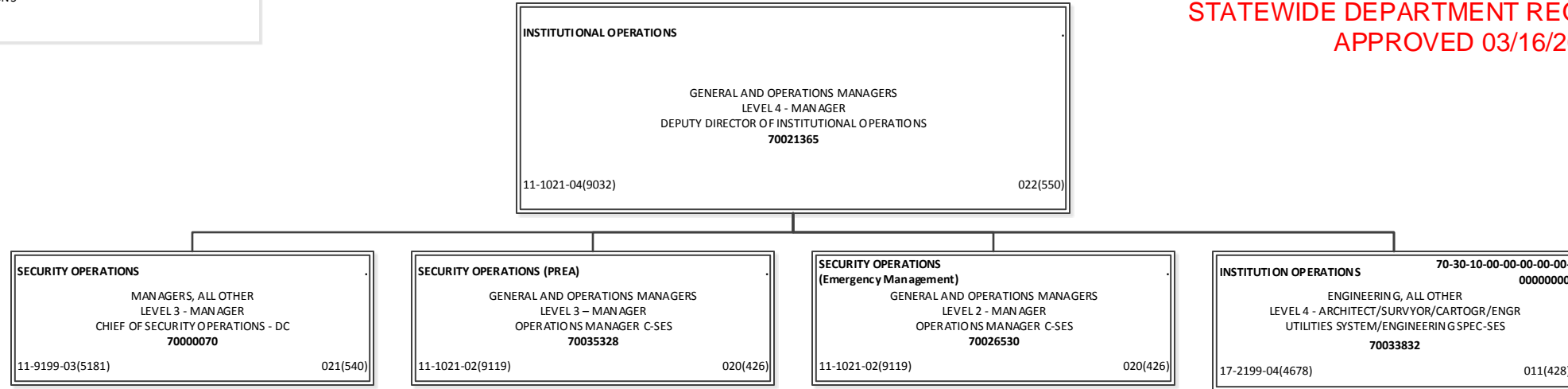
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



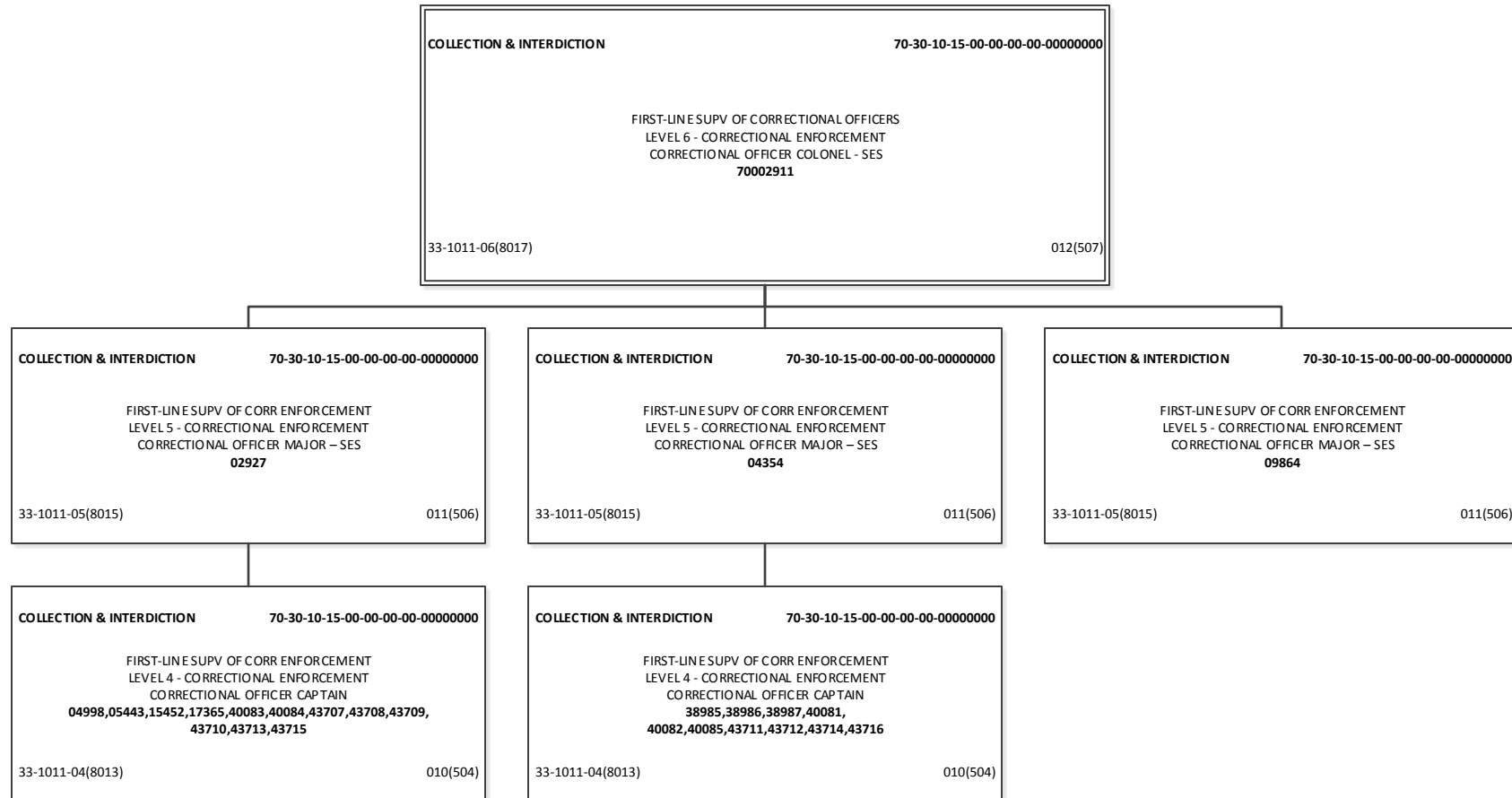
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



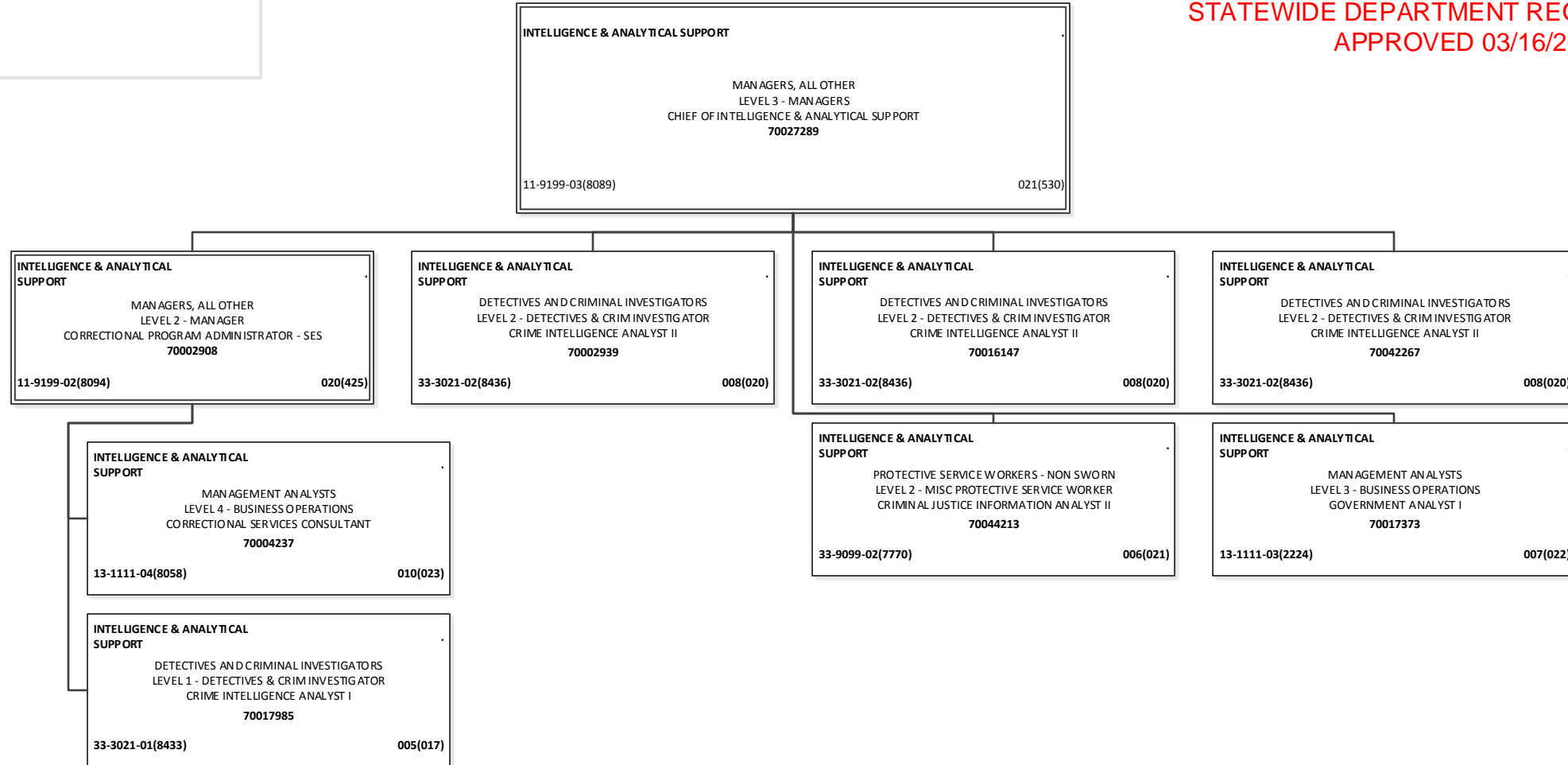
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



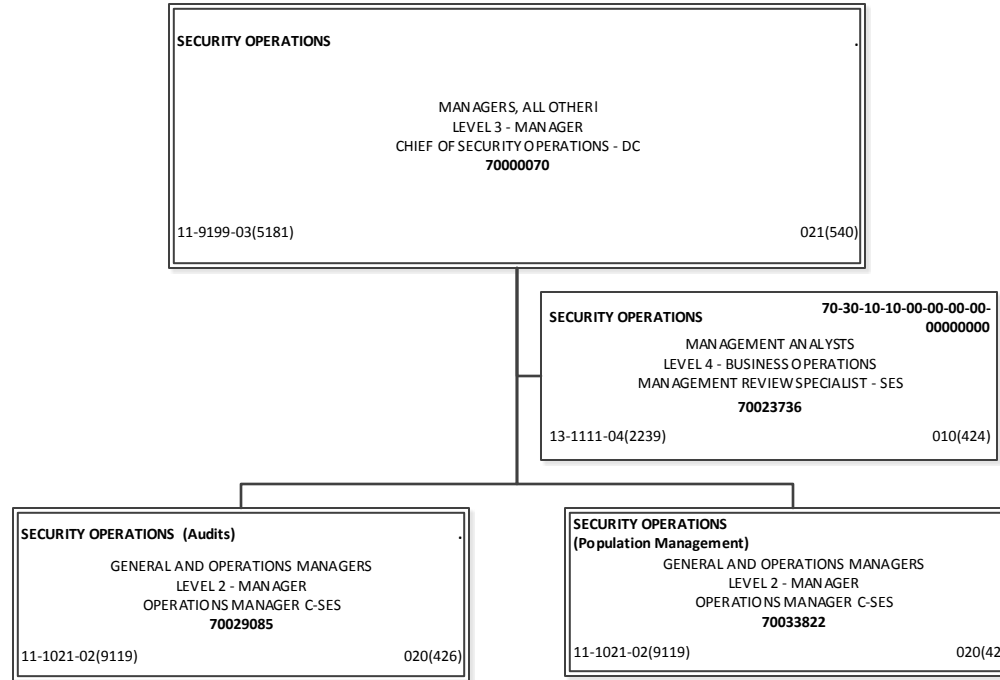
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



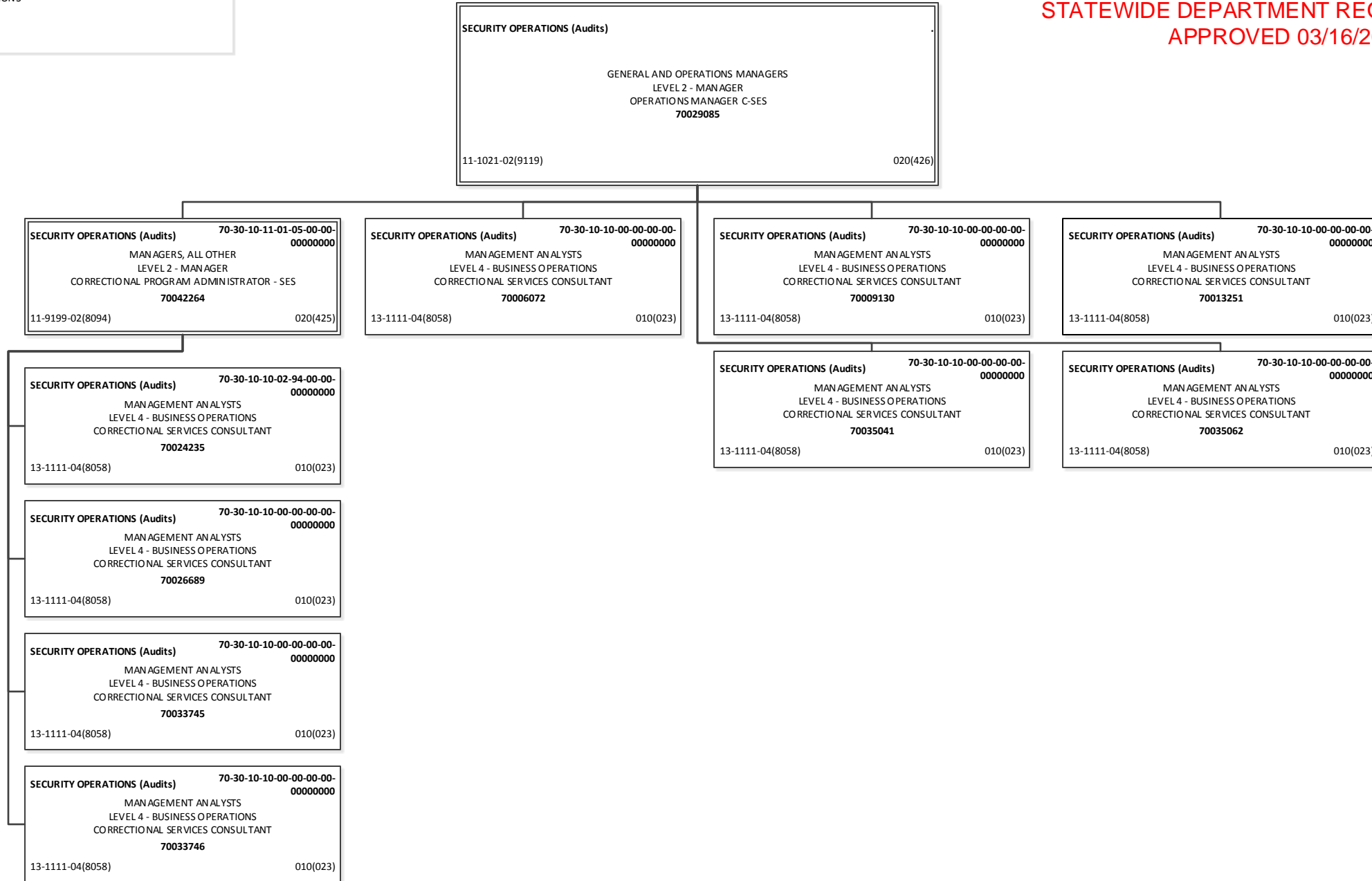
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: Audits

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



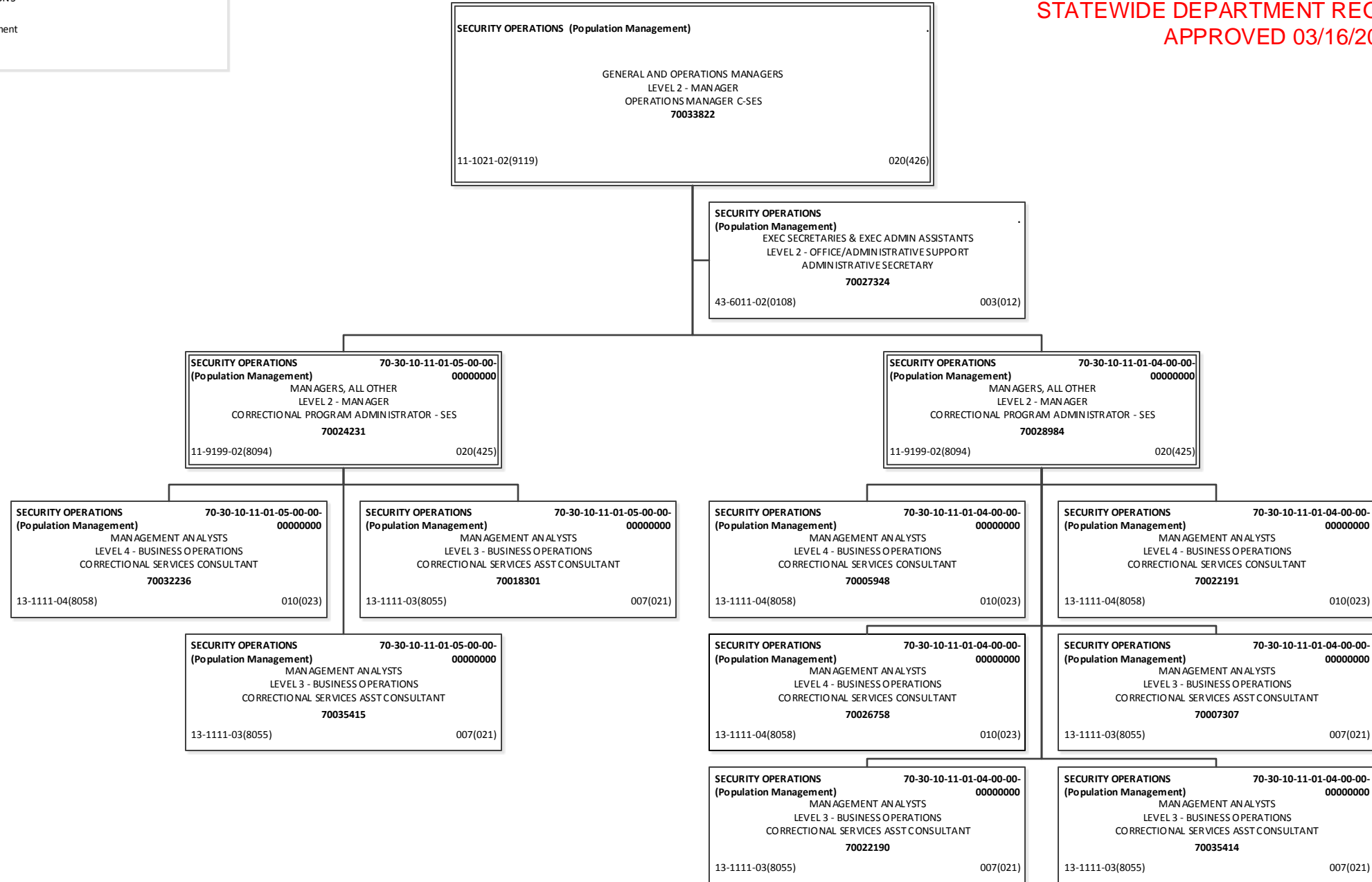
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: Population Management

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



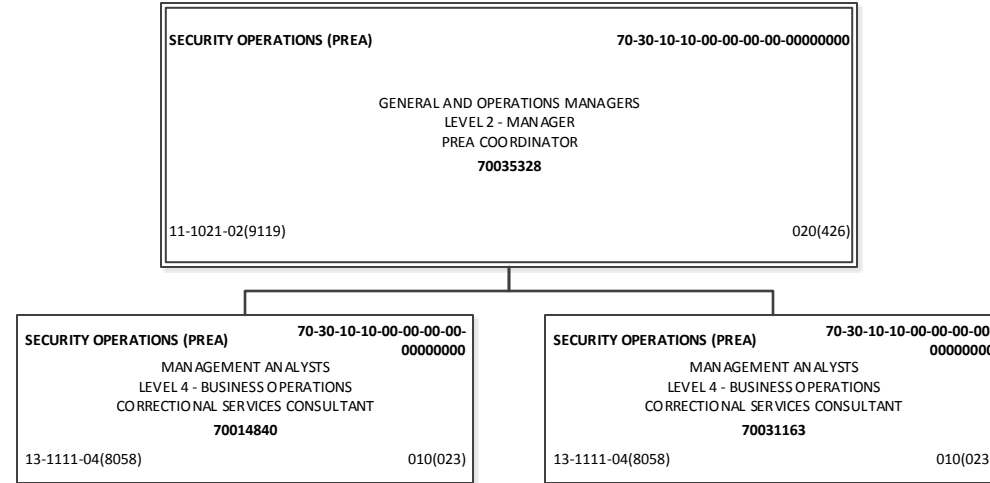
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



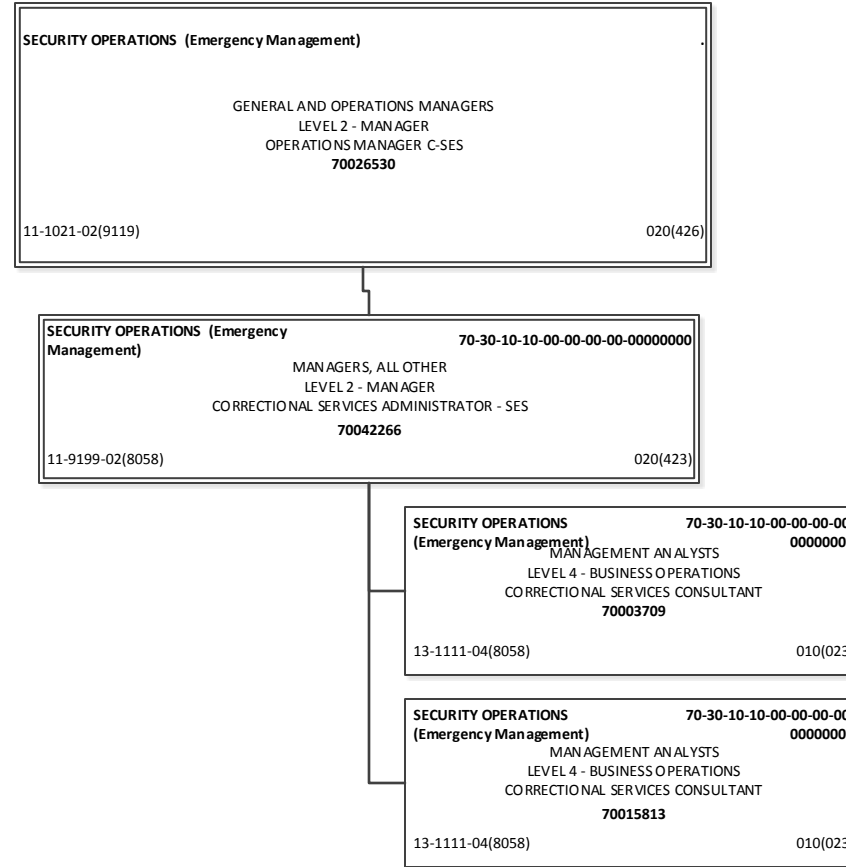
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: Emergency Management

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: Emergency Management

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG I
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG III
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG IV

Bureau/Comparable: WARDEN'S OFFICE
Section/Subsection: Records Retention Center

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

GENERAL AND OPERATIONS MANAGERS
LEVEL 2 - EXECUTIVE
DEPUTY SECRETARY-DC
00005
10-1021-02 (9887) 024 (950)

MANAGERS, ALL OTHER
LEVEL 1 - EXECUTIVE
REGIONAL DIRECTOR OF INSTITUTIONS-DC
Region I - 33898
Region II - 05813
Region III - 05815
Region IV - 05637
10-9199-01(8271) 023(930)

MANAGERS, ALL OTHER
LEVEL 3 - MANAGER
ASSISTANT REGIONAL DIRECTOR
36891 - Region I
26271 - Region II
03754 - Region III
41532 - Region IV
11-9199-04 (8273) 022 (540)

MANAGERS, ALL OTHER
LEVEL 3 - MANAGER
WARDEN-DC
44900 - Region I Gadsden RC
29542 - Region I NWFRC
09437 - Region II Baker
01793 - Region II RMC
17975 - Region III CFRC
01190 - Region III FWRC
30801 - Region IV Everglades
14783 - Region IV SFRC
11-9199-03(7948) 021(540)

MANAGERS, ALL OTHER
LEVEL 2 - MANAGER
CORRECTIONAL SERVICE ADMINISTRATOR
03053, 01800 - Region I
03710, 05814 - Region II
23381, 26723 - Region III
16168, 30032 - Region IV
11-9199-02 (8058) 020 (423)

REGION I
MANAGERS, ALL OTHER
LEVEL 3 - MANAGER
WARDEN-DC
00147 - ACI
17110 - Calhoun
25199 - Century
38553 - Franklin
26696 - Gulf
16079 - Holmes
24502 - Jackson
22885 - Jefferson
20183 - Liberty
13785 - Okaloosa
32535 - Santa Rosa
32827 - Wakulla
21939 - Walton
11-9199-03(7948) 021(540)

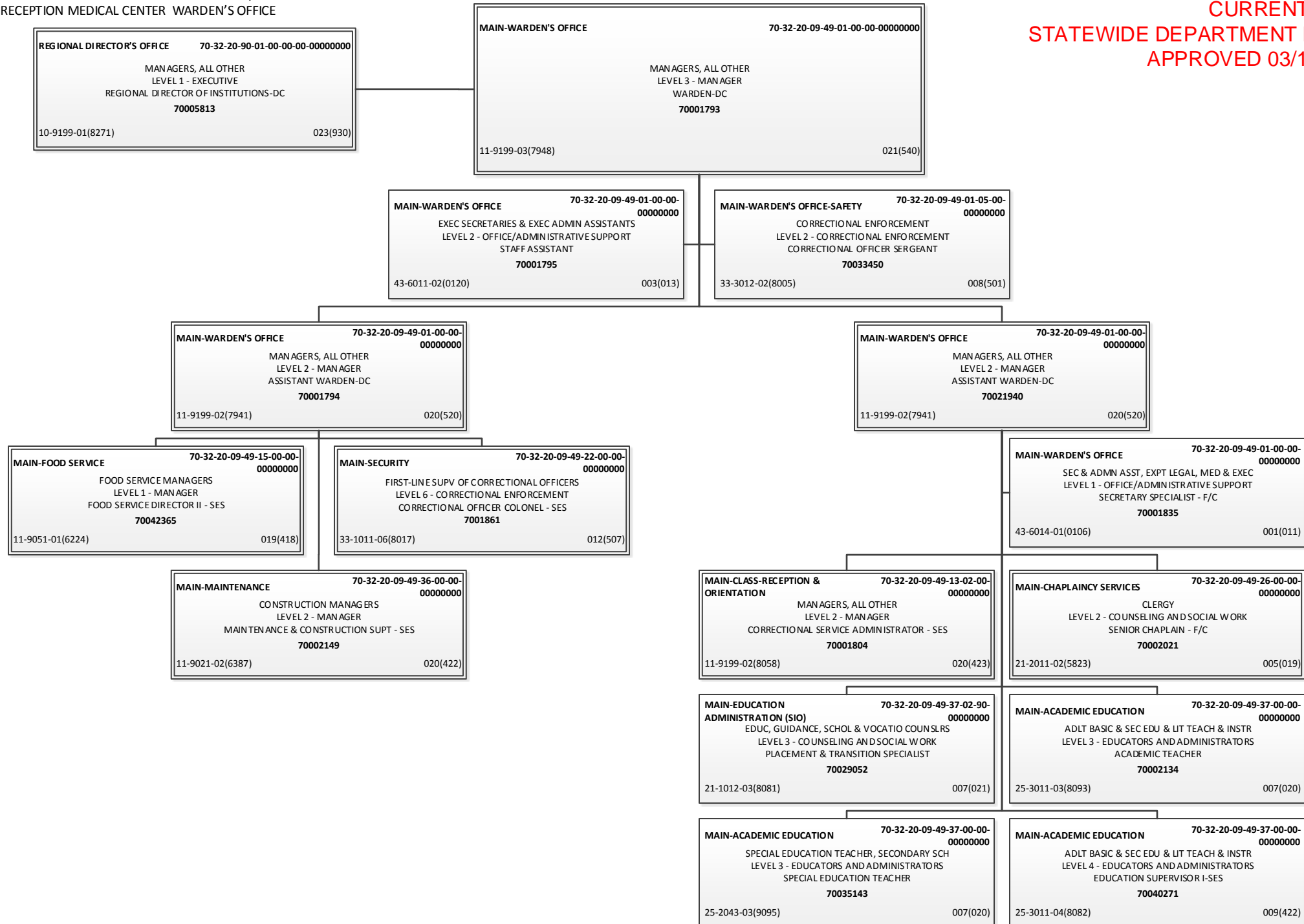
REGION II
MANAGERS, ALL OTHER
LEVEL 3 - MANAGER
WARDEN-DC
26702 - Columbia
02610 - Cross City
00856 - FSP
16140 - Hamilton
10345 - Lancaster
05646 - Lawtley
19928 - Madison
12958 - Mayo
31971 - New River
13481 - Putnam
41473 - Suwannee
29550 - Taylor
10956 - Tomoka
02159 - Union
11-9199-03(7948) 021(540)

REGION III
MANAGERS, ALL OTHER
LEVEL 3 - MANAGER
WARDEN-DC
00420 - Avon Park
01629 - Desoto
25892 - Hardee
34498 - Hernando
02755 - Lake
30733 - Lowell
05633 - Marion
09270 - Polk
01398 - Sumter
06066 - Zephyrhills
11-9199-03(7948) 021(540)

REGION IV
MANAGERS, ALL OTHER
LEVEL 3 - MANAGER
WARDEN-DC
21353 - Charlotte
05510 - Dade
03529 - Homestead
12926 - Martin
31383 - Okeechobee
11-9199-03(7948) 021(540)

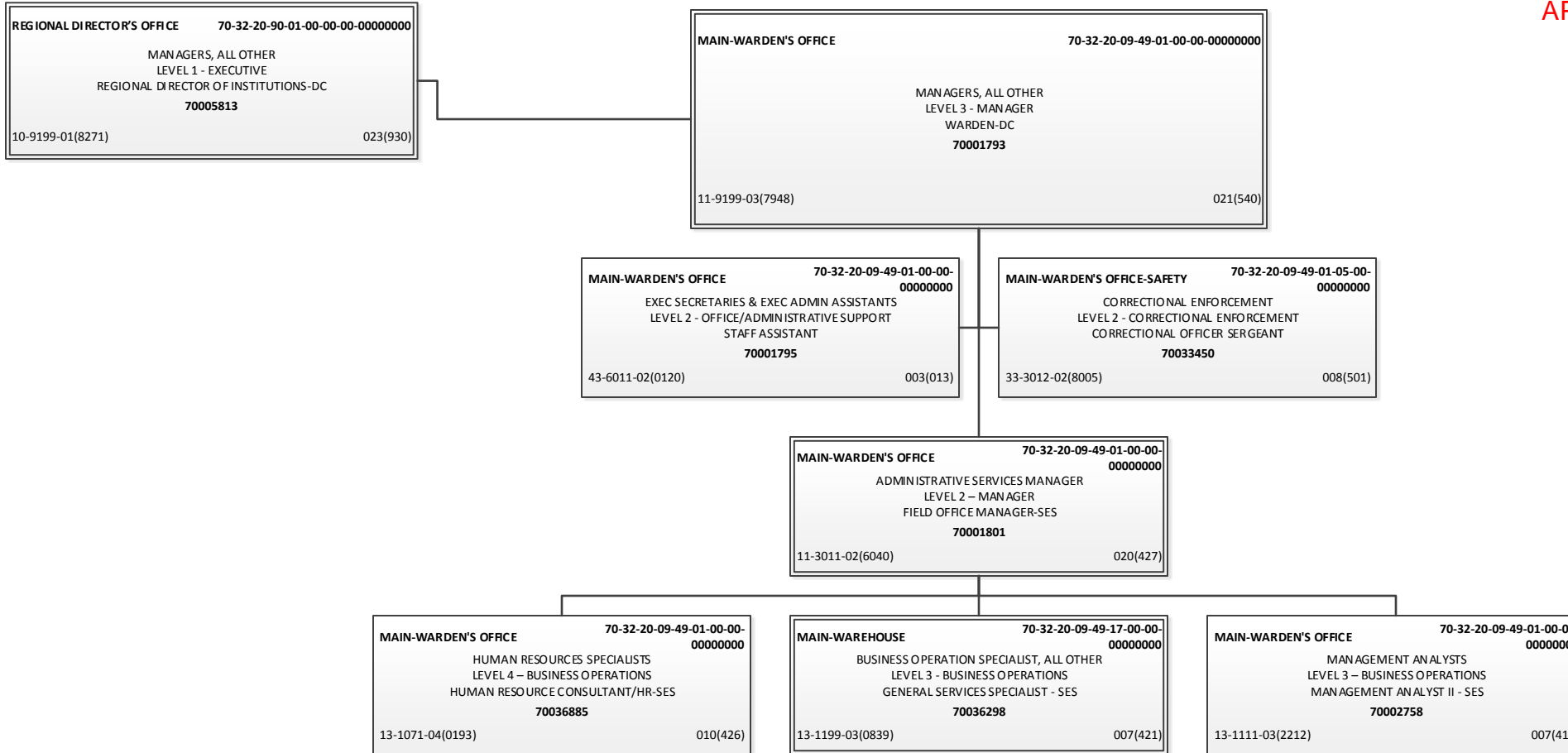
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



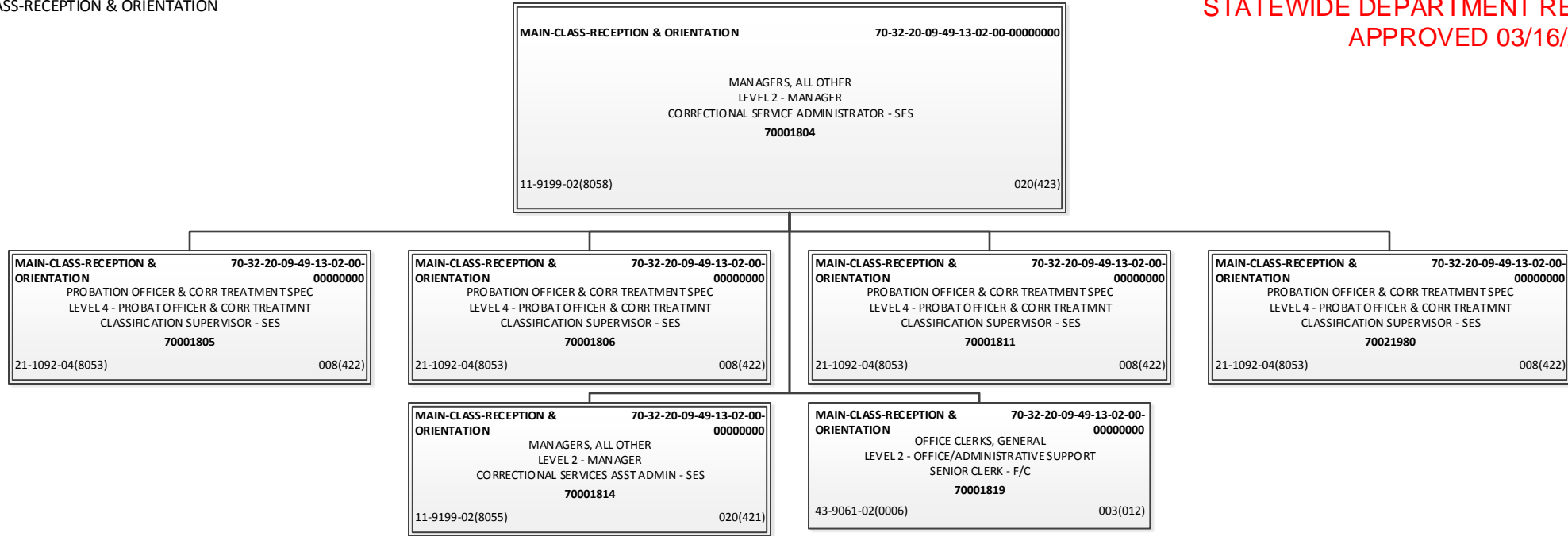
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



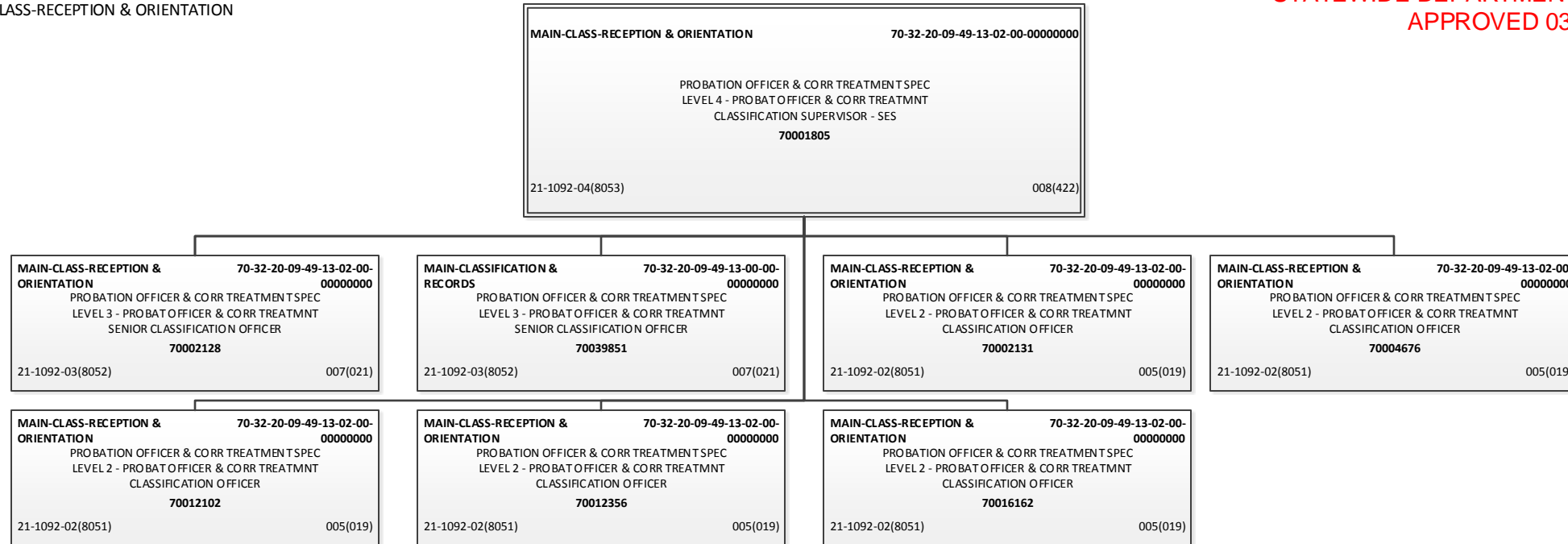
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



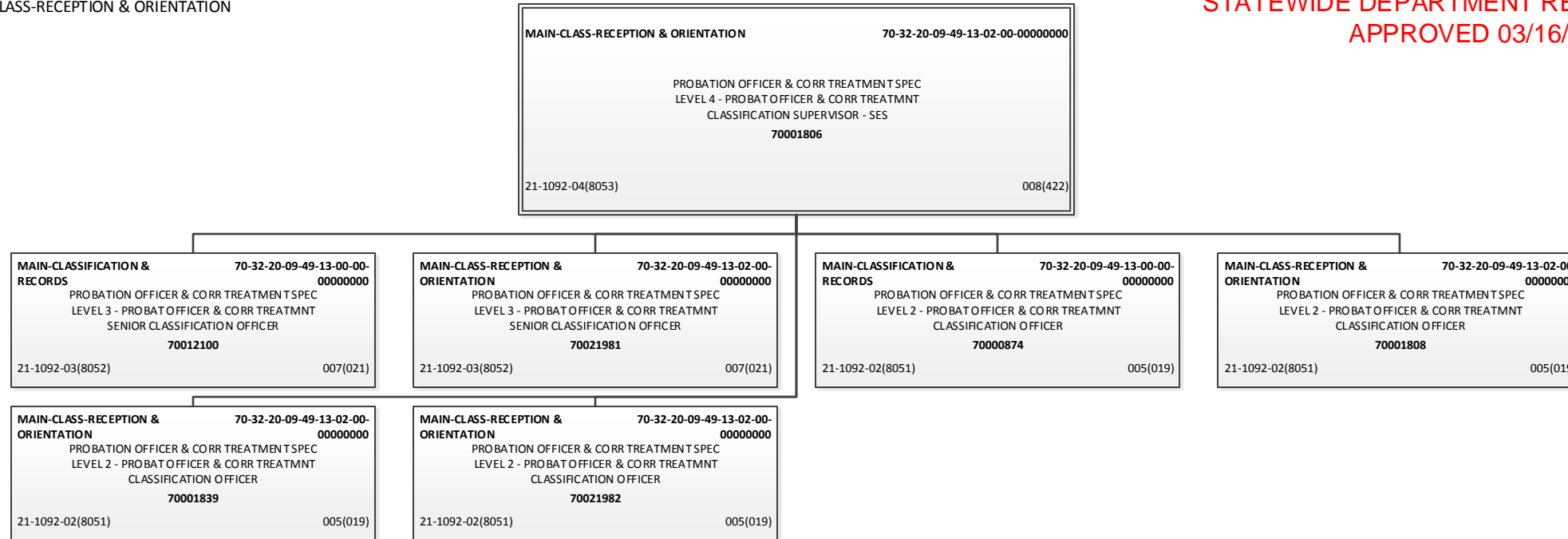
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



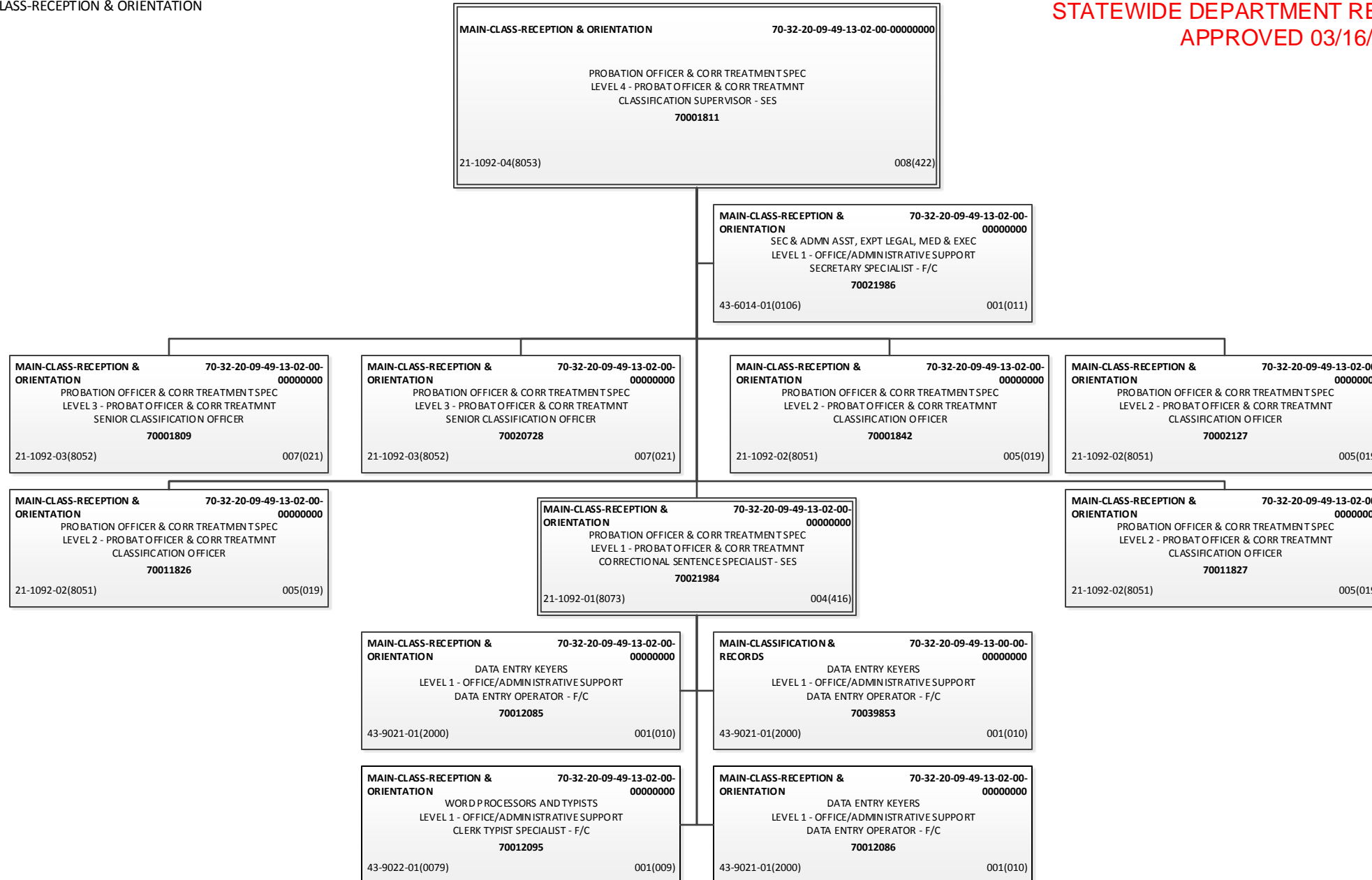
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



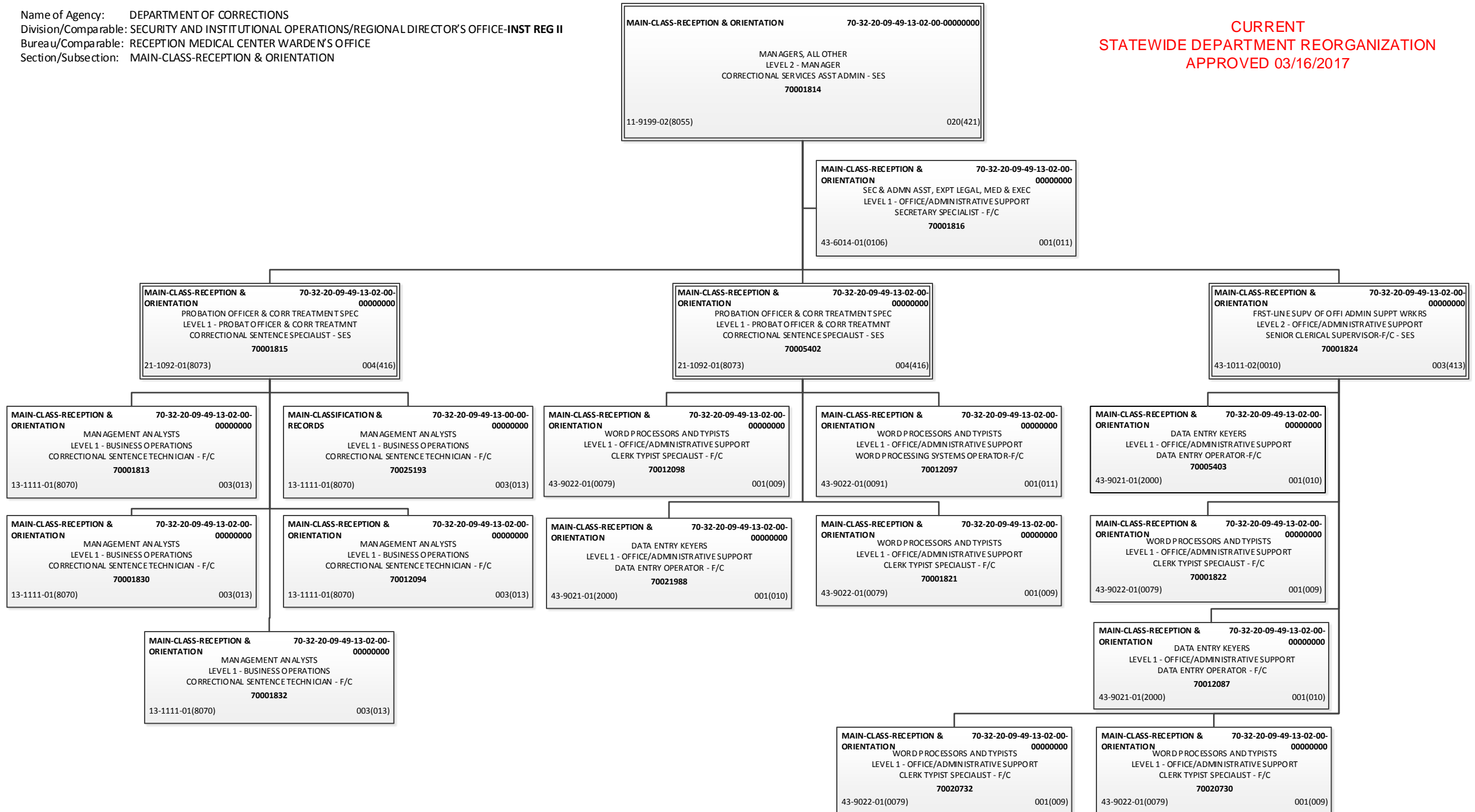
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



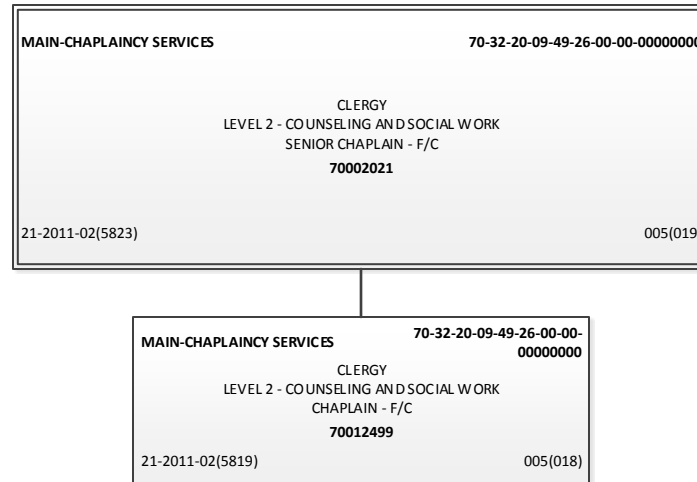
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



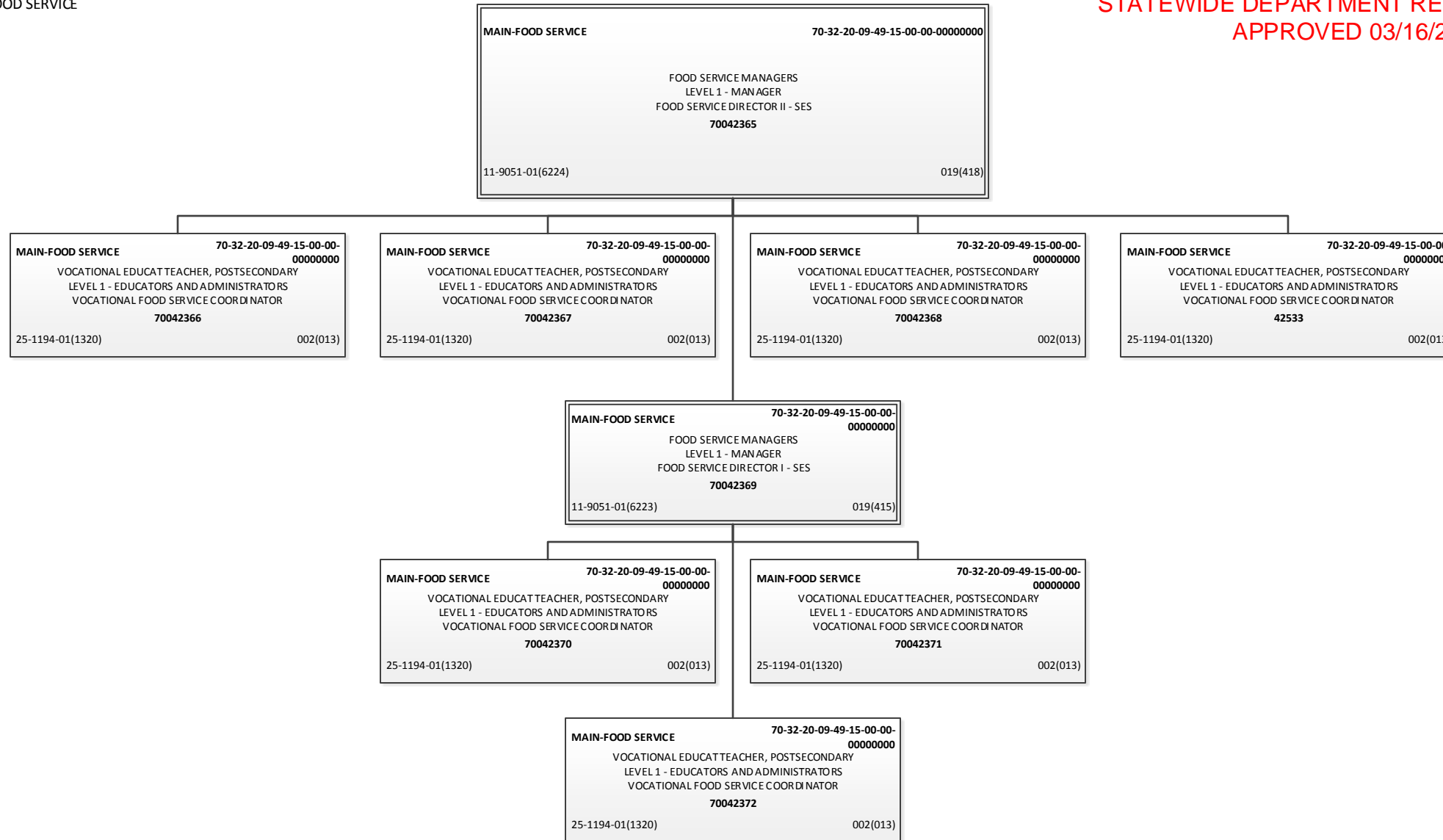
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
Section/Subsection: MAIN-CHAPLAINCY SERVICES

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



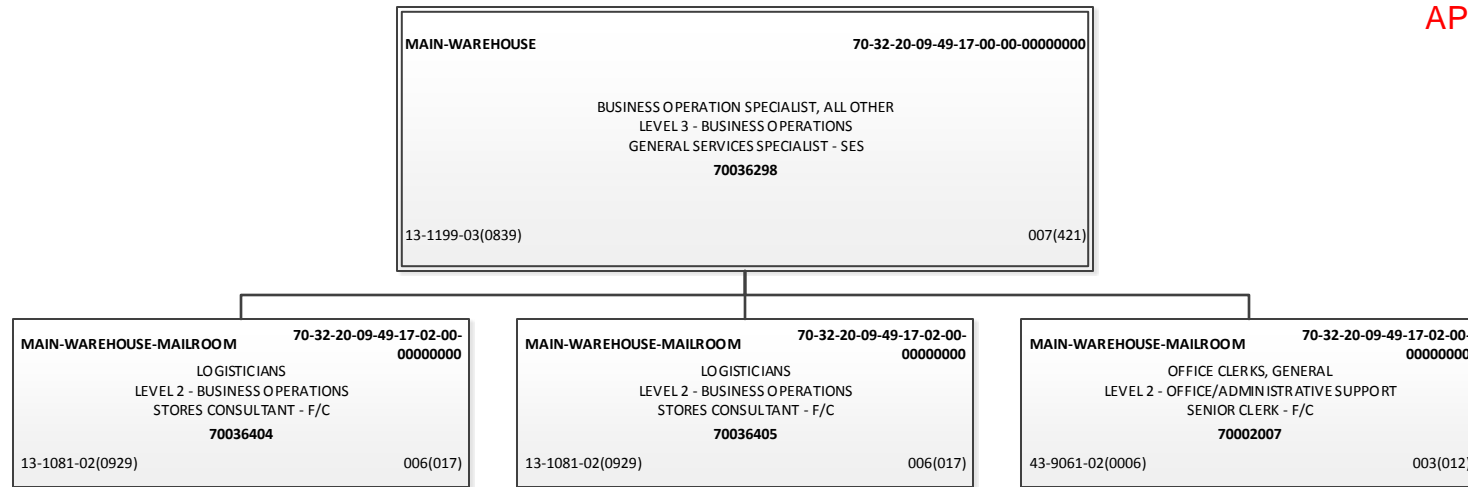
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-FOOD SERVICE

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



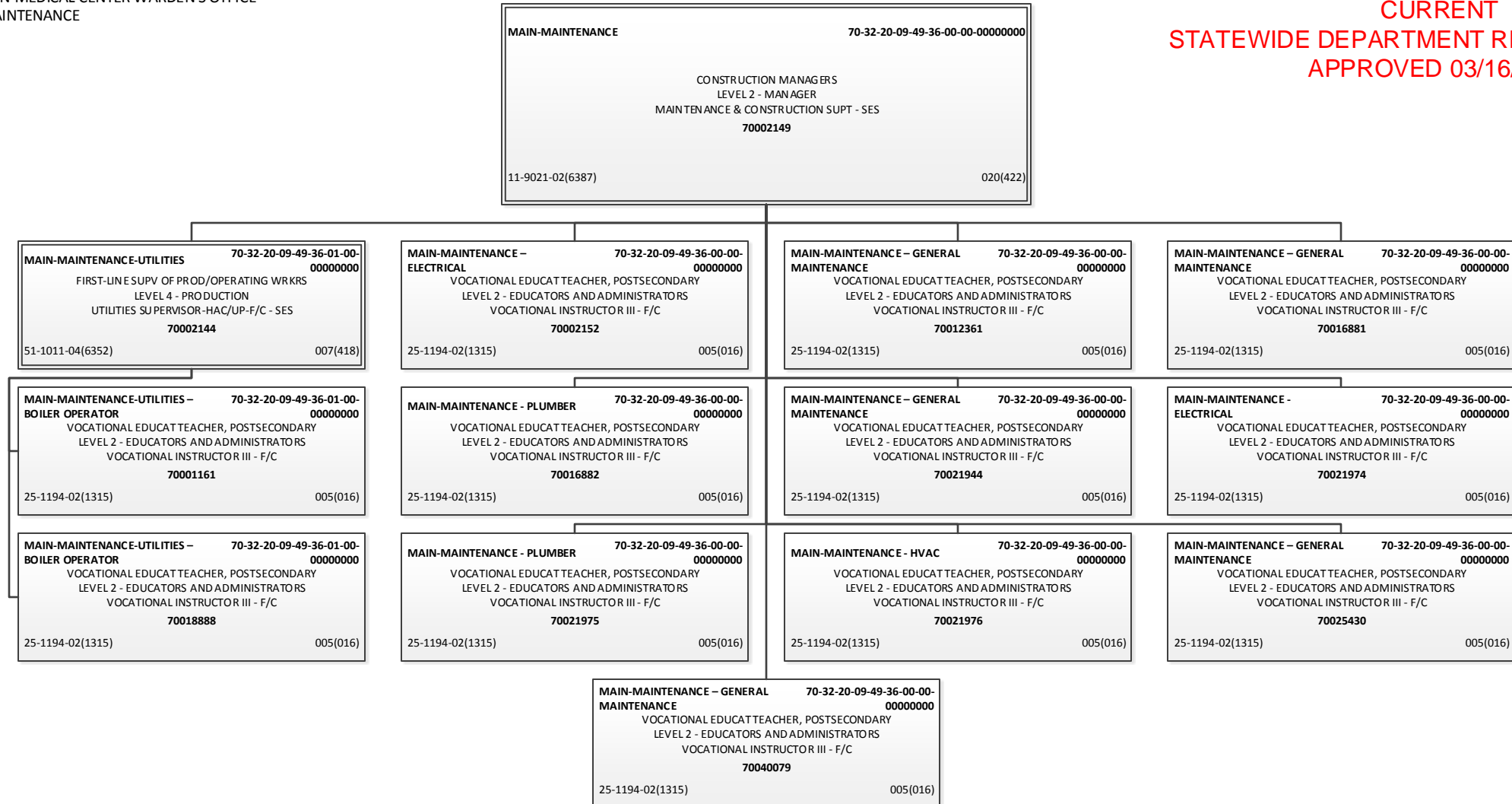
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-WAREHOUSE

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



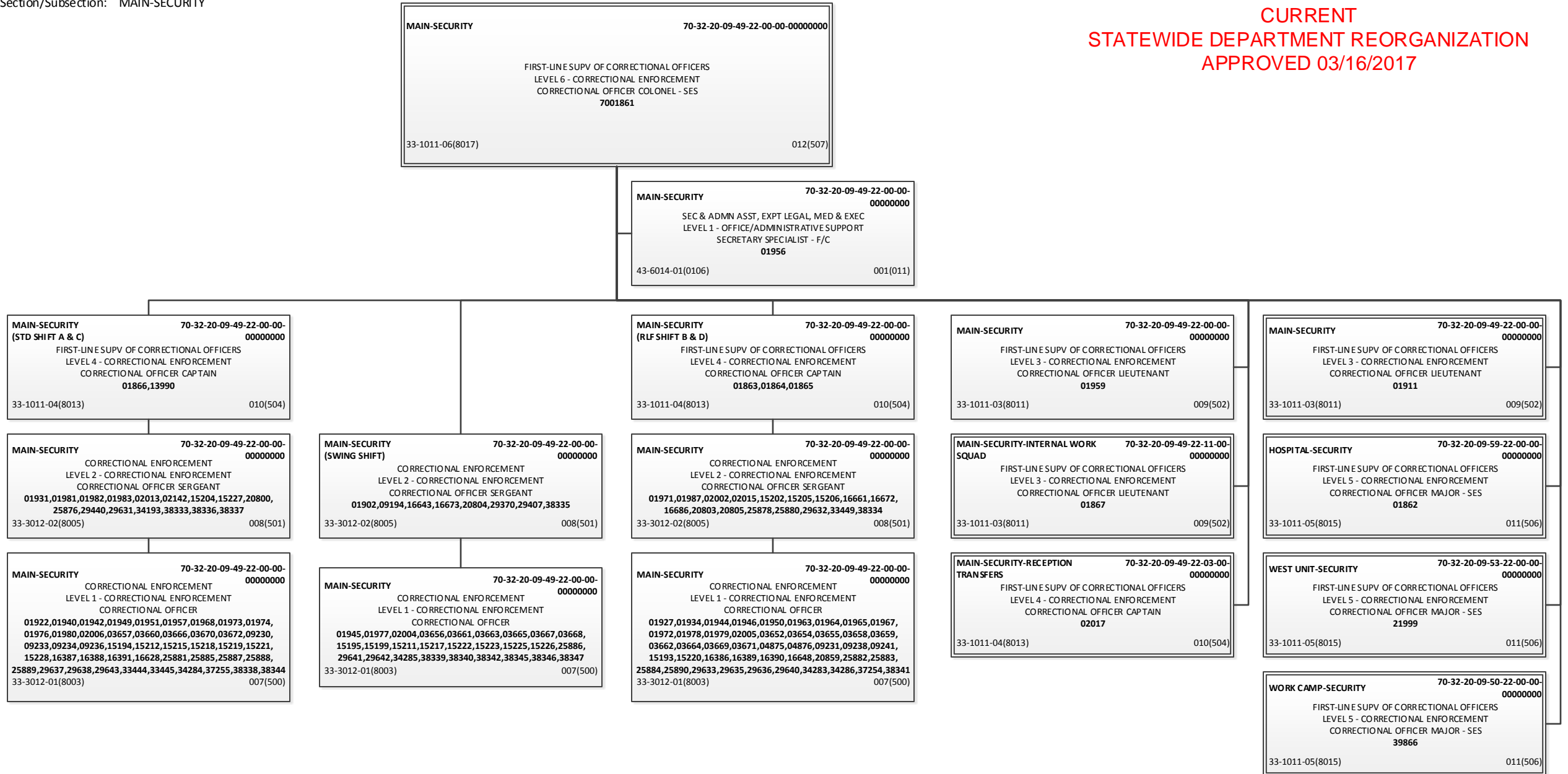
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-MAINTENANCE

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



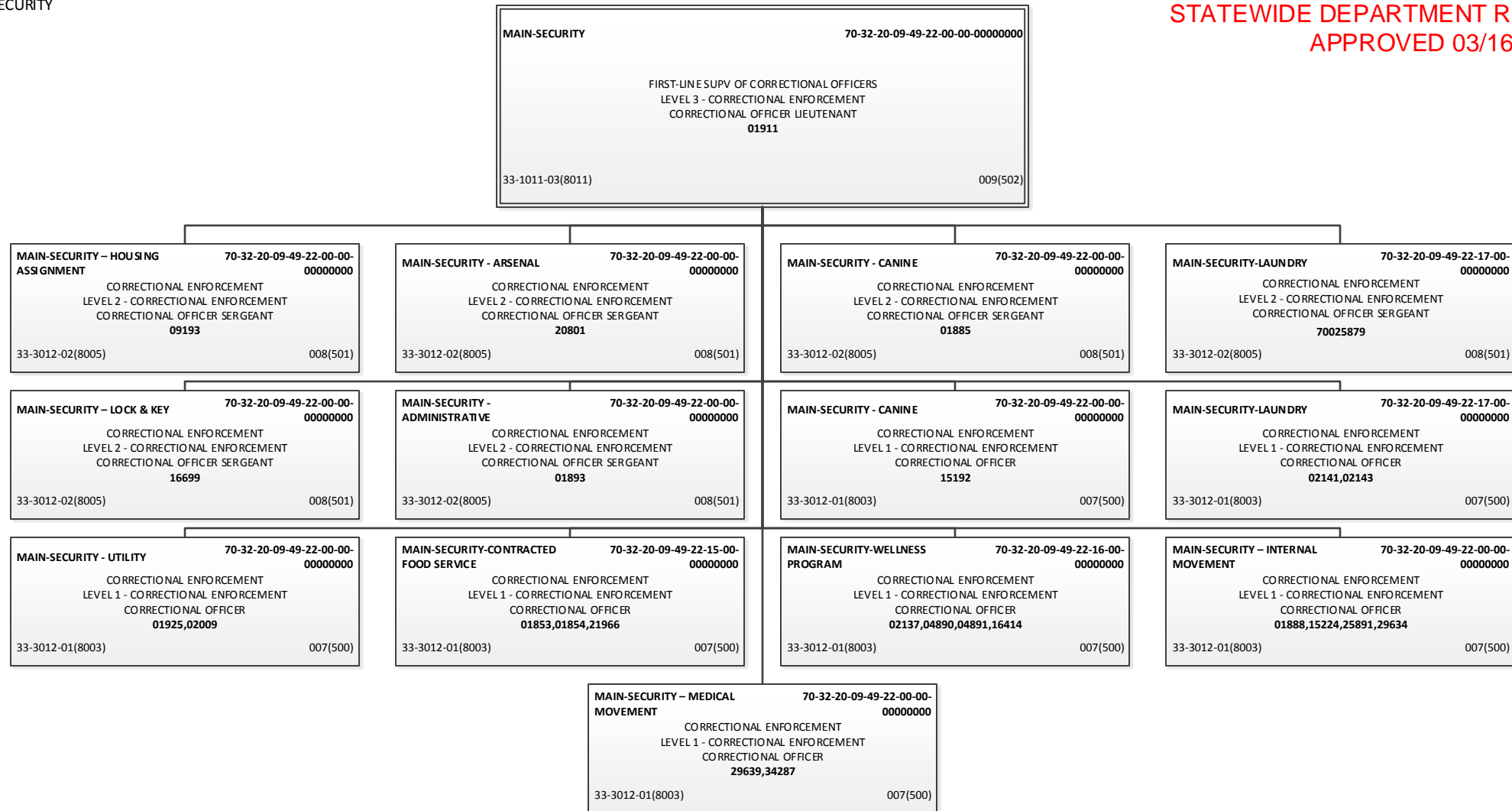
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-SECURITY

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



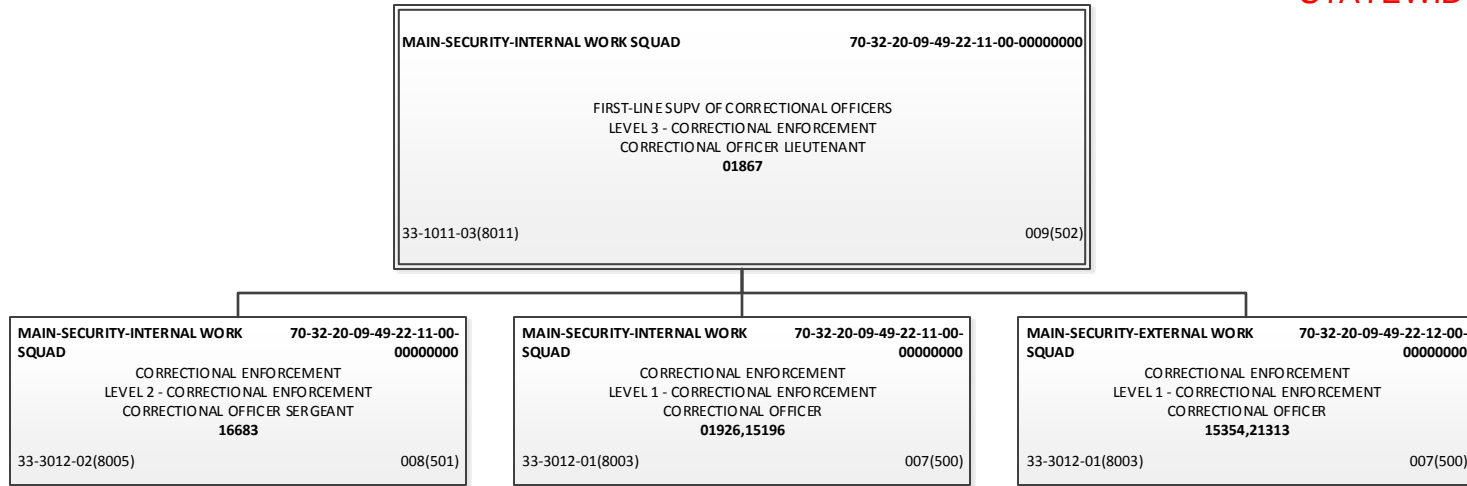
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-SECURITY

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



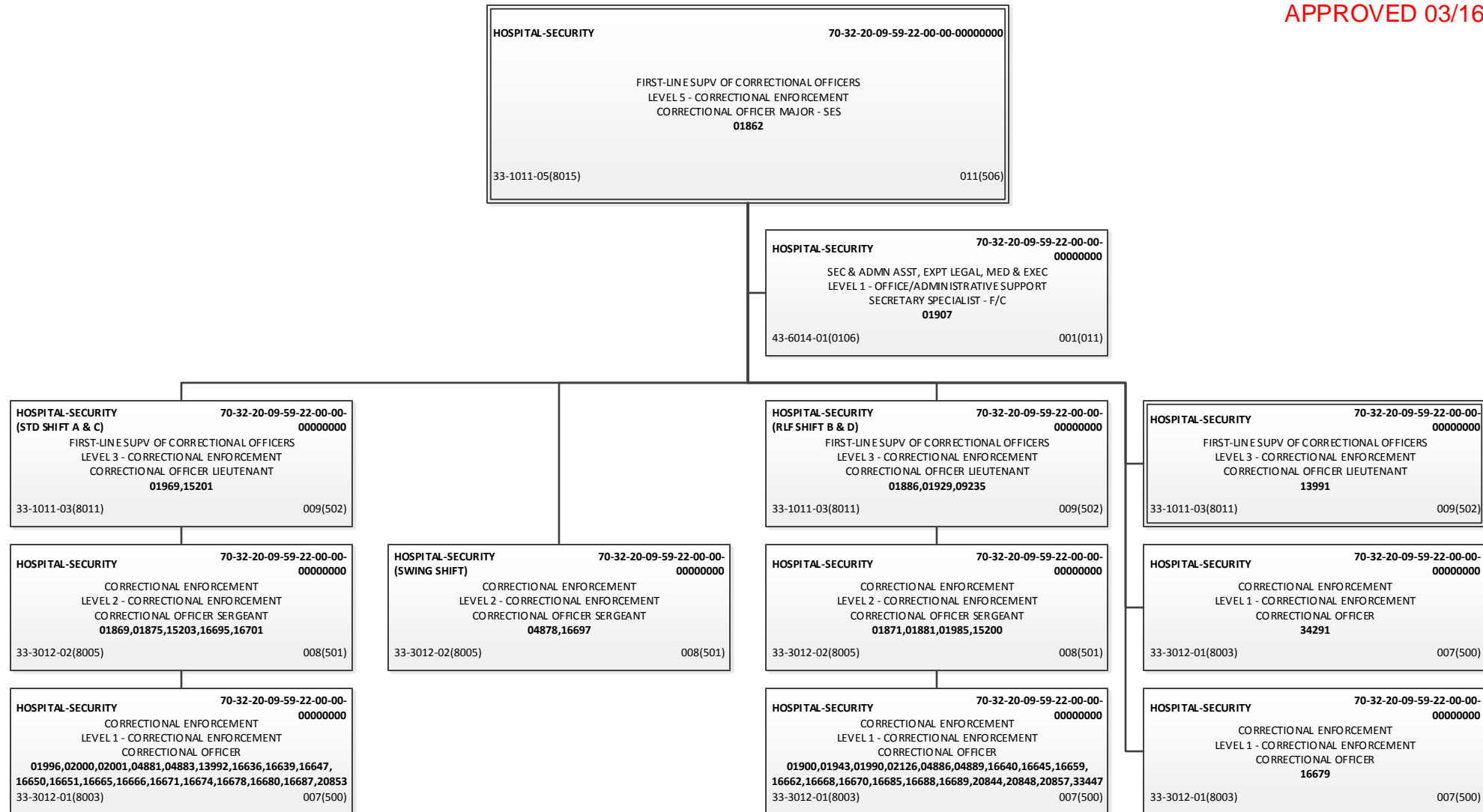
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-SECURITY-INTERNAL WORK SQUAD

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



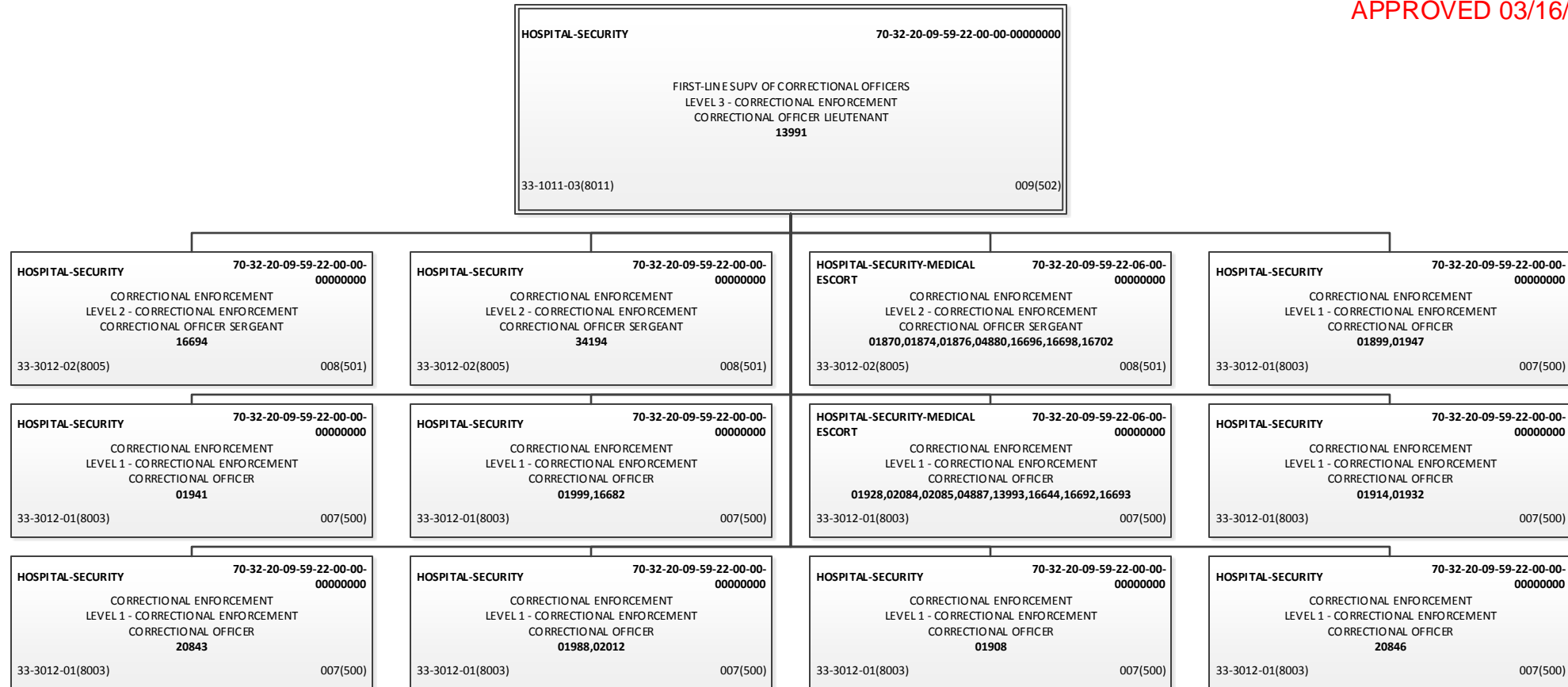
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: HOSPITAL-SECURITY

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



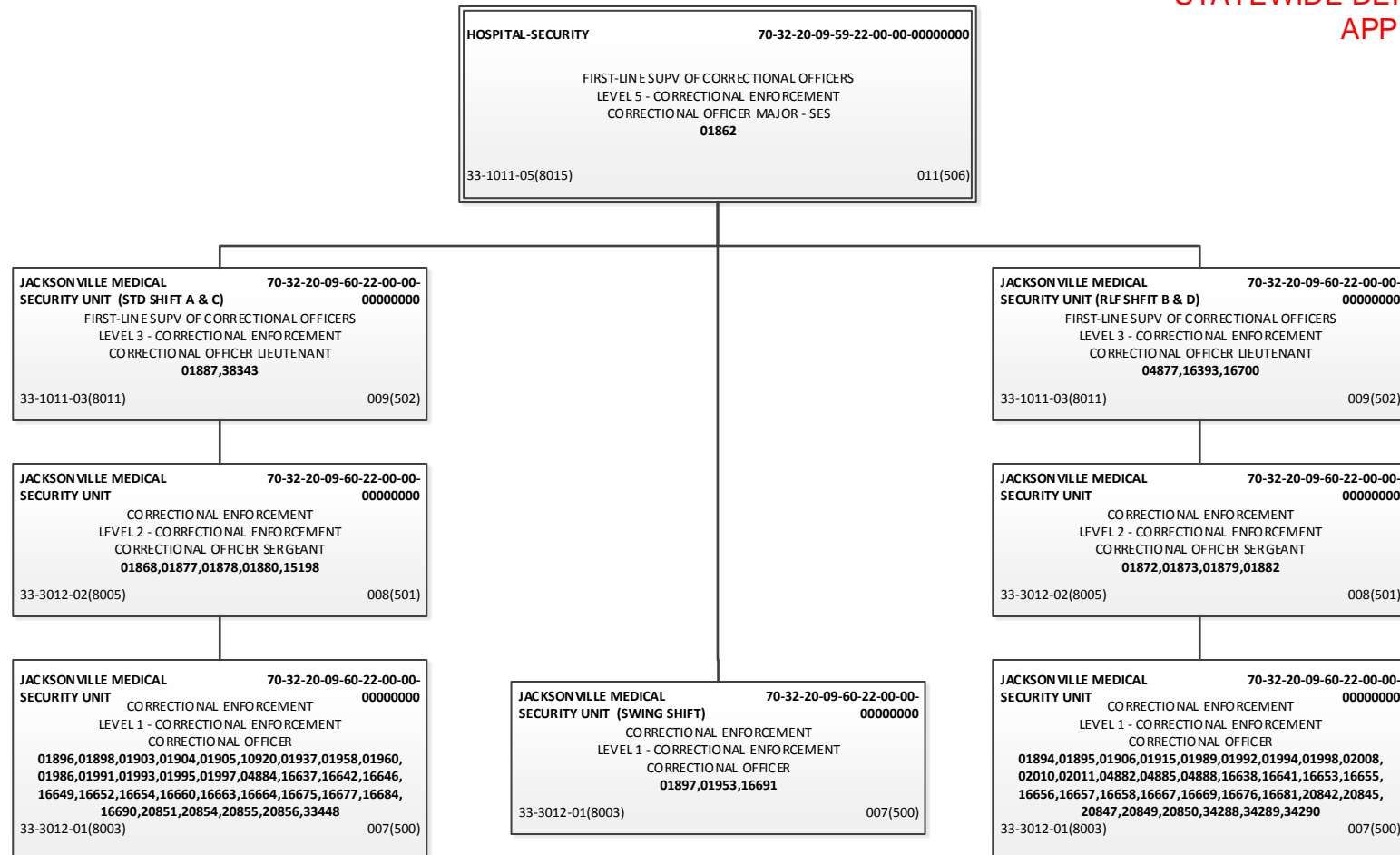
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: HOSPITAL-SECURITY

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



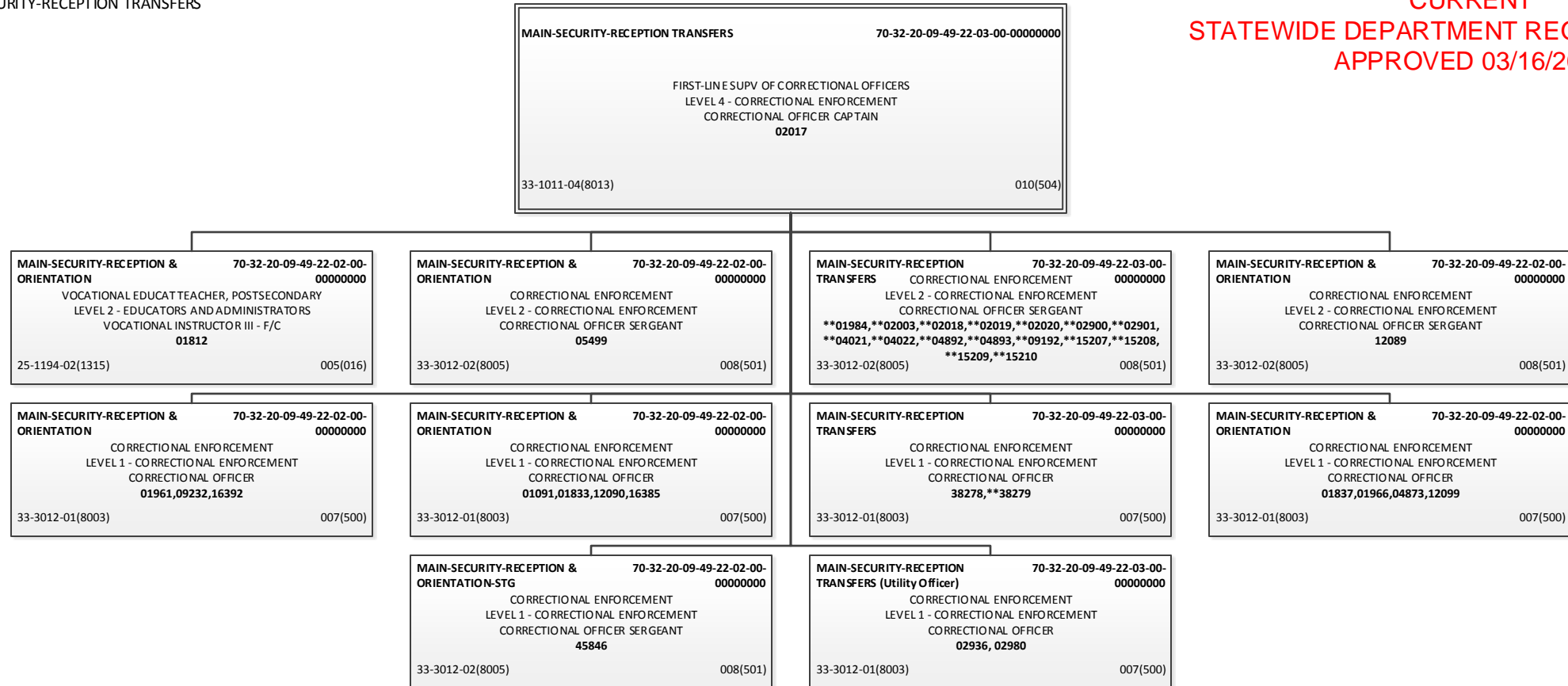
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: HOSPITAL-SECURITY

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



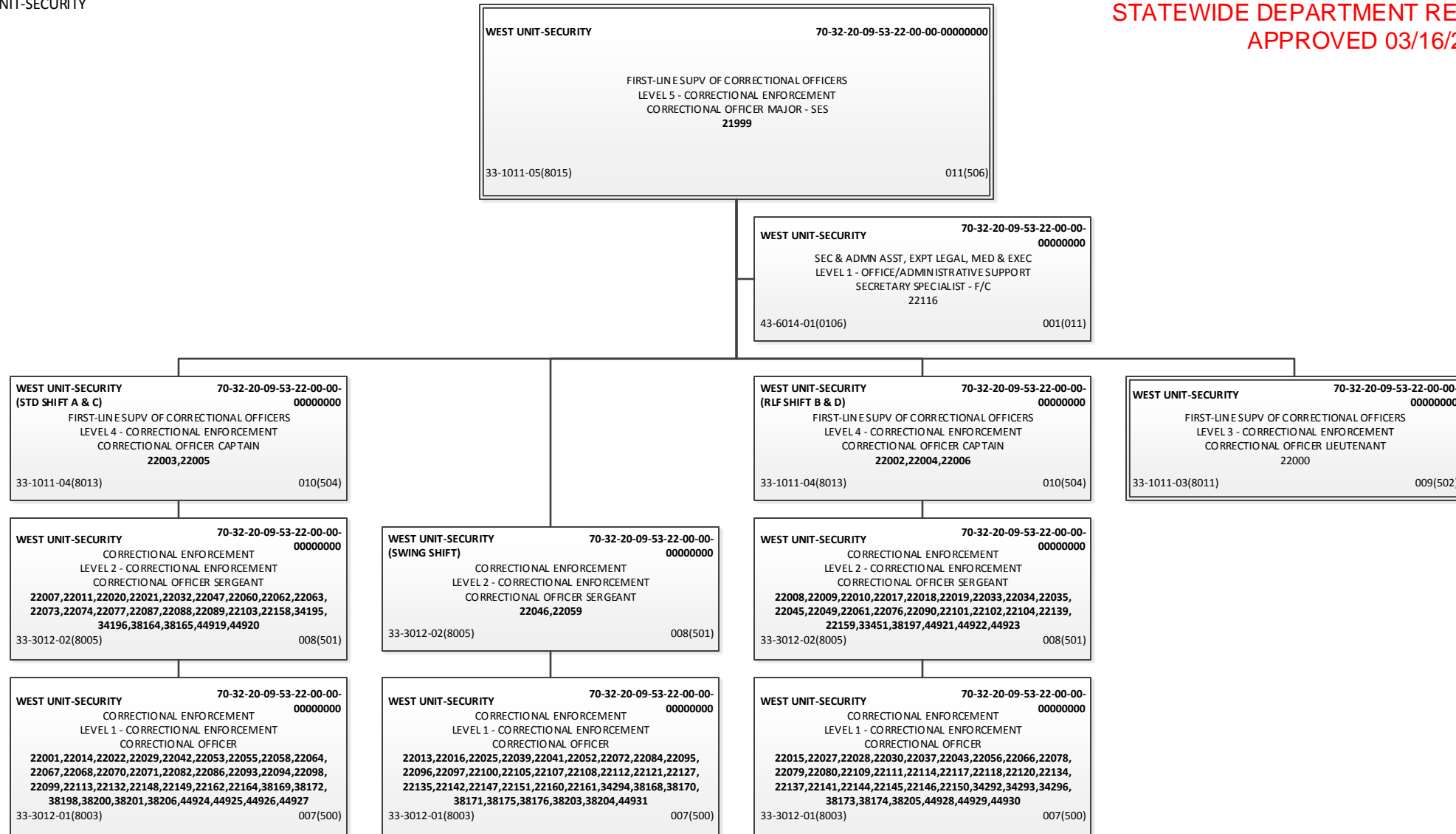
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: MAIN-SECURITY-RECEPTION TRANSFERS

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



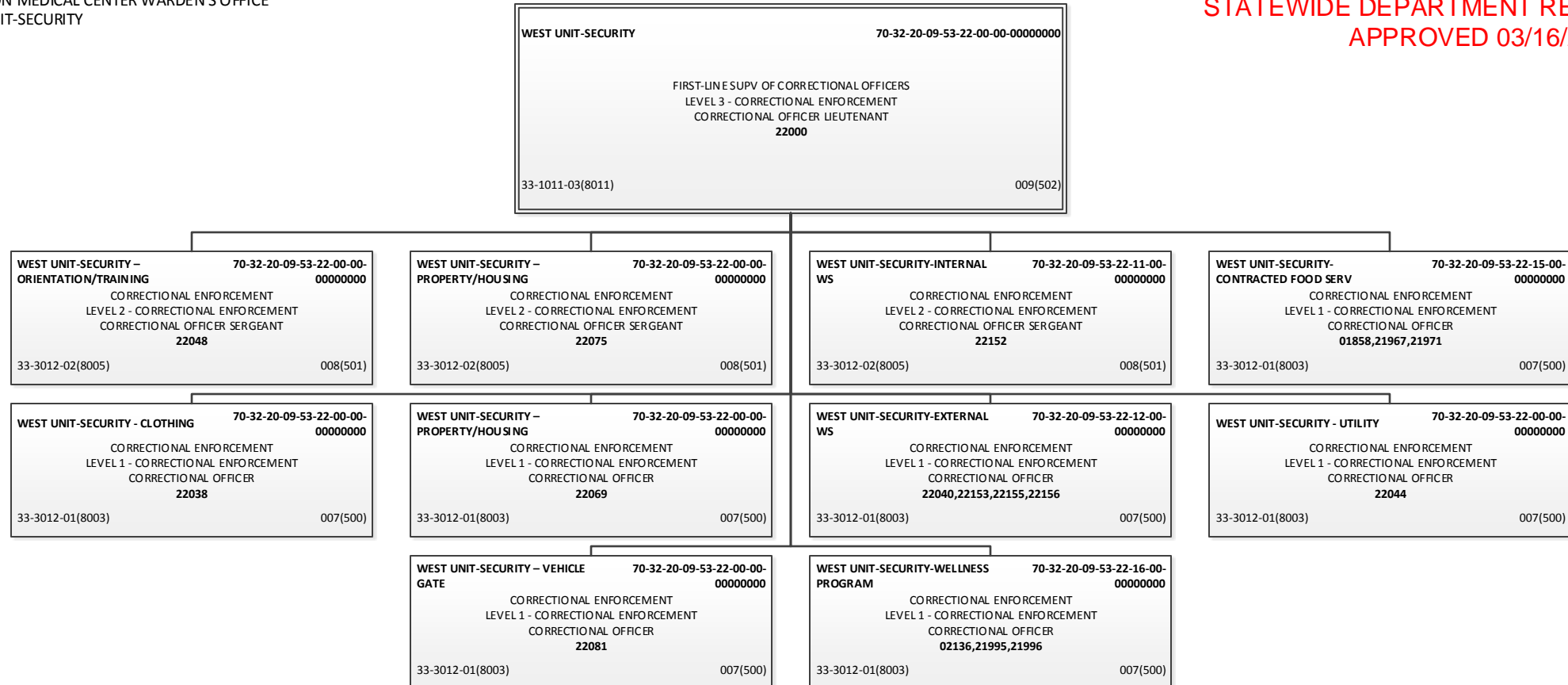
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: WEST UNIT-SECURITY

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



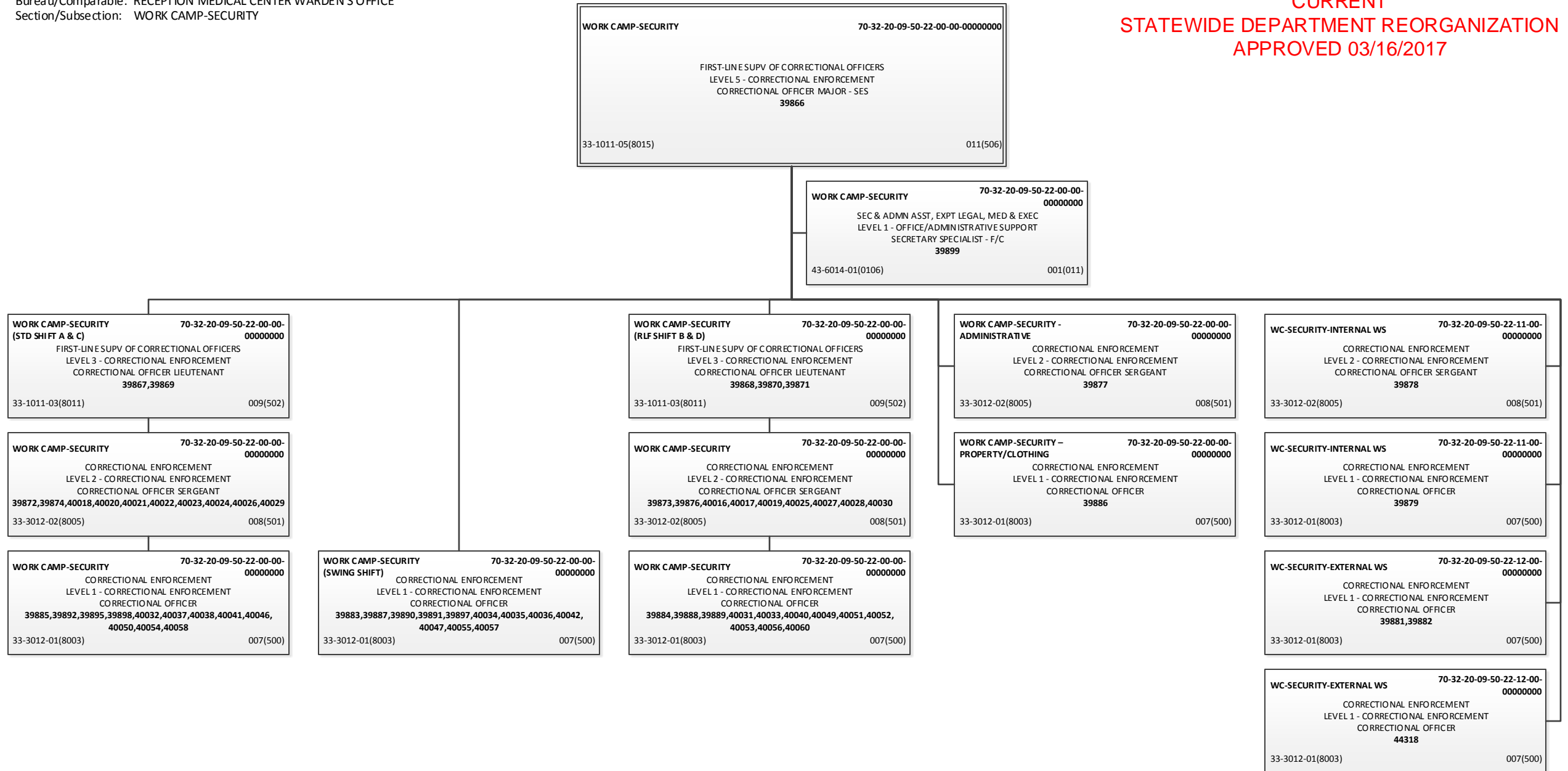
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: WEST UNIT-SECURITY

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



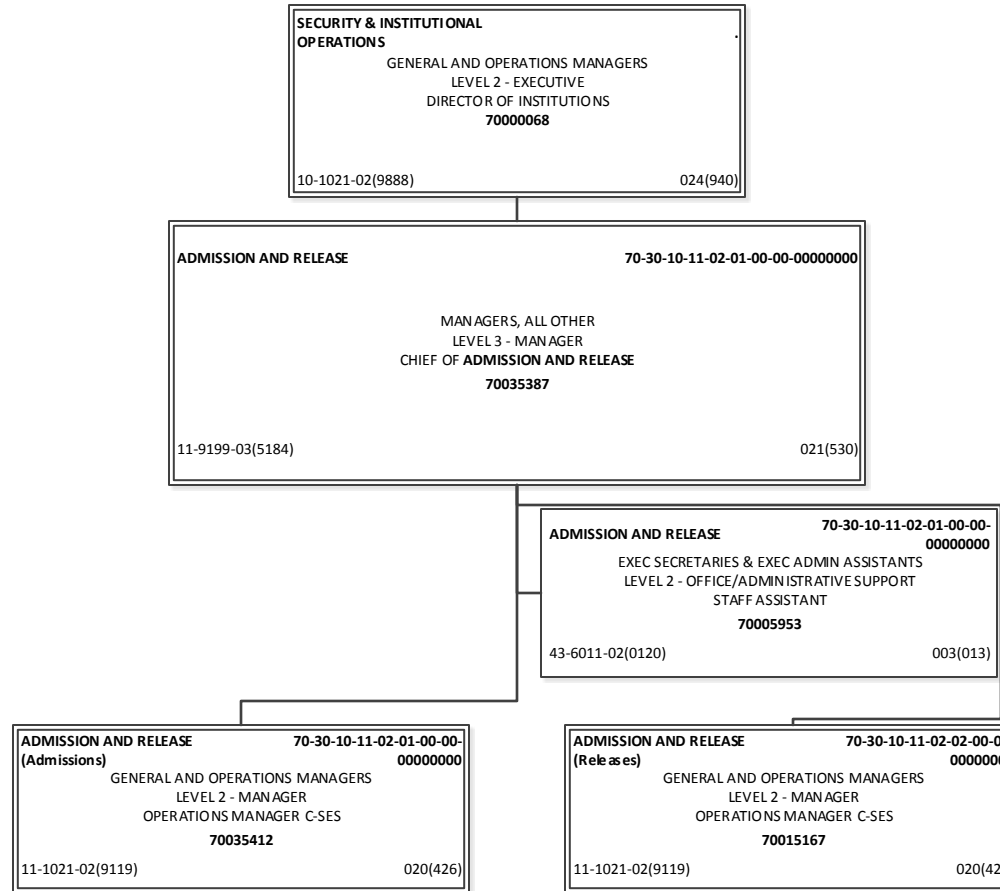
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection: WORK CAMP-SECURITY

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



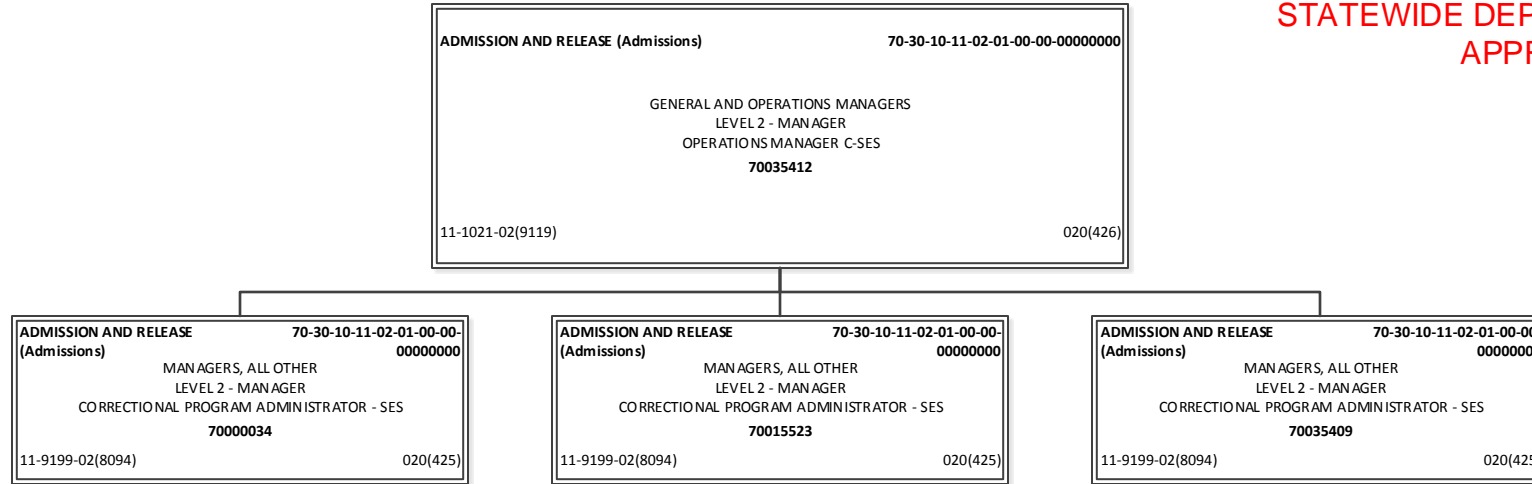
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



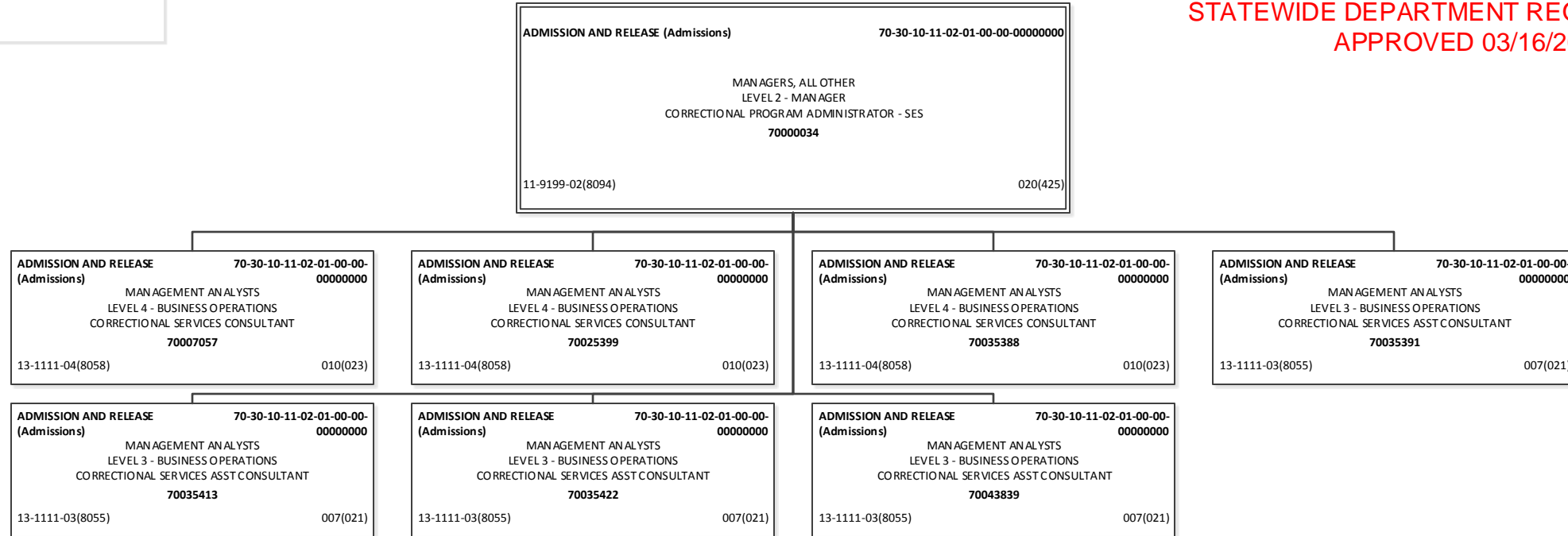
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection: Admissions

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



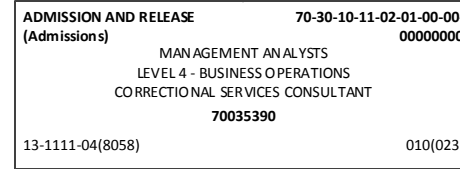
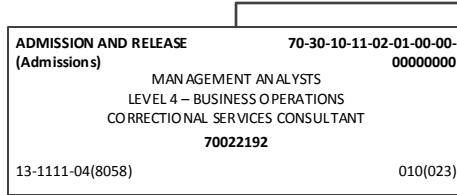
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



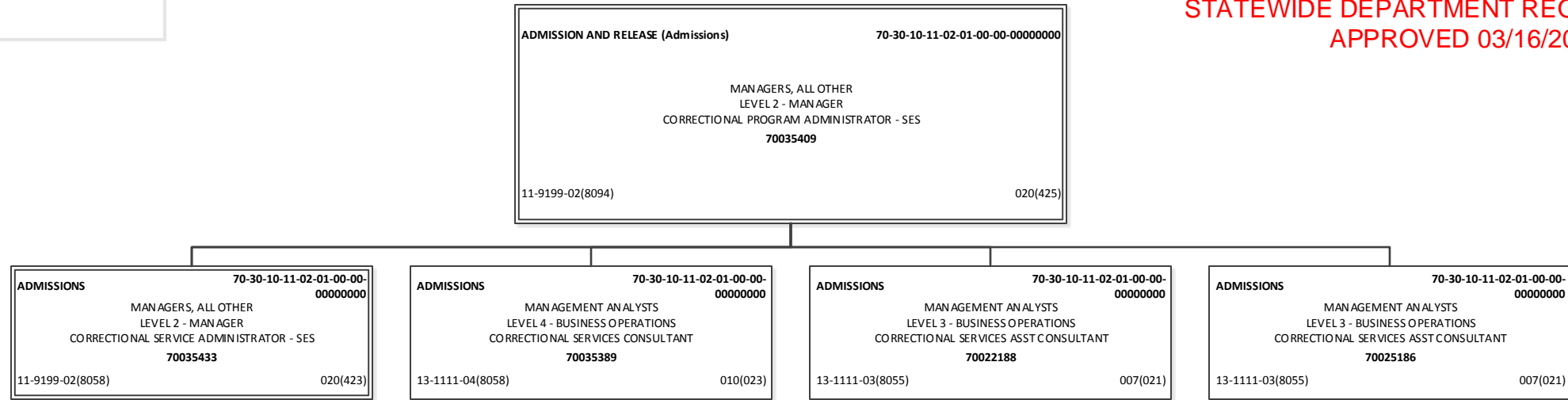
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



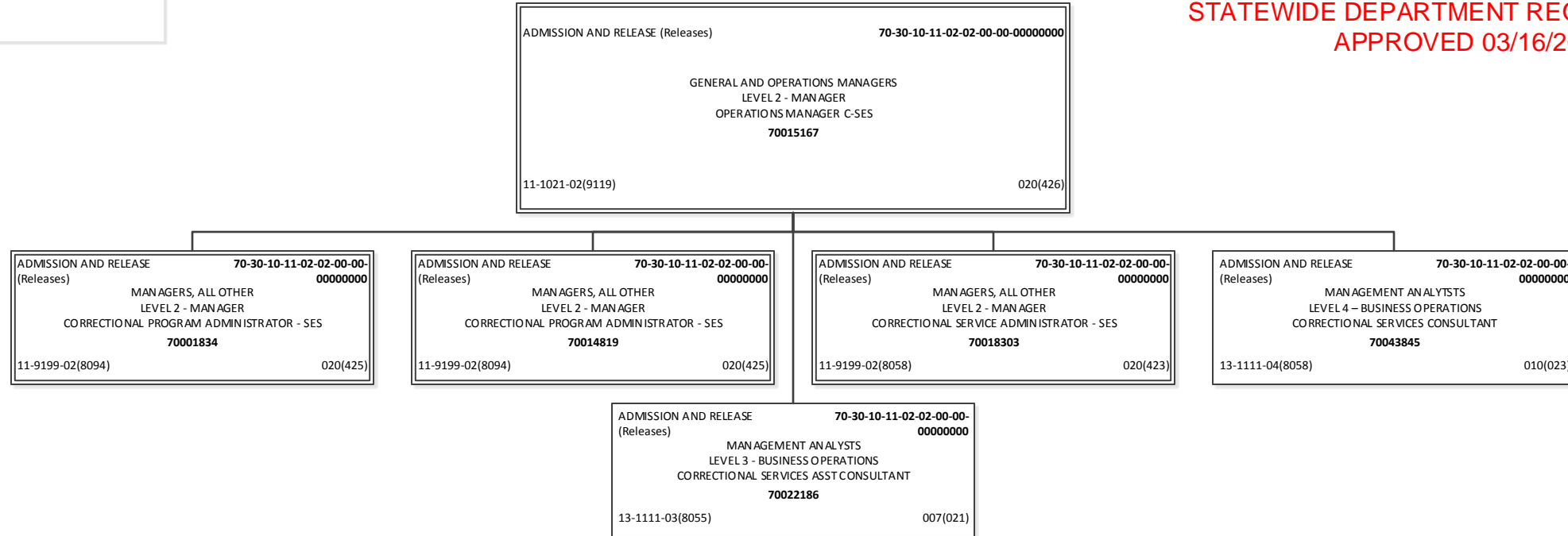
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



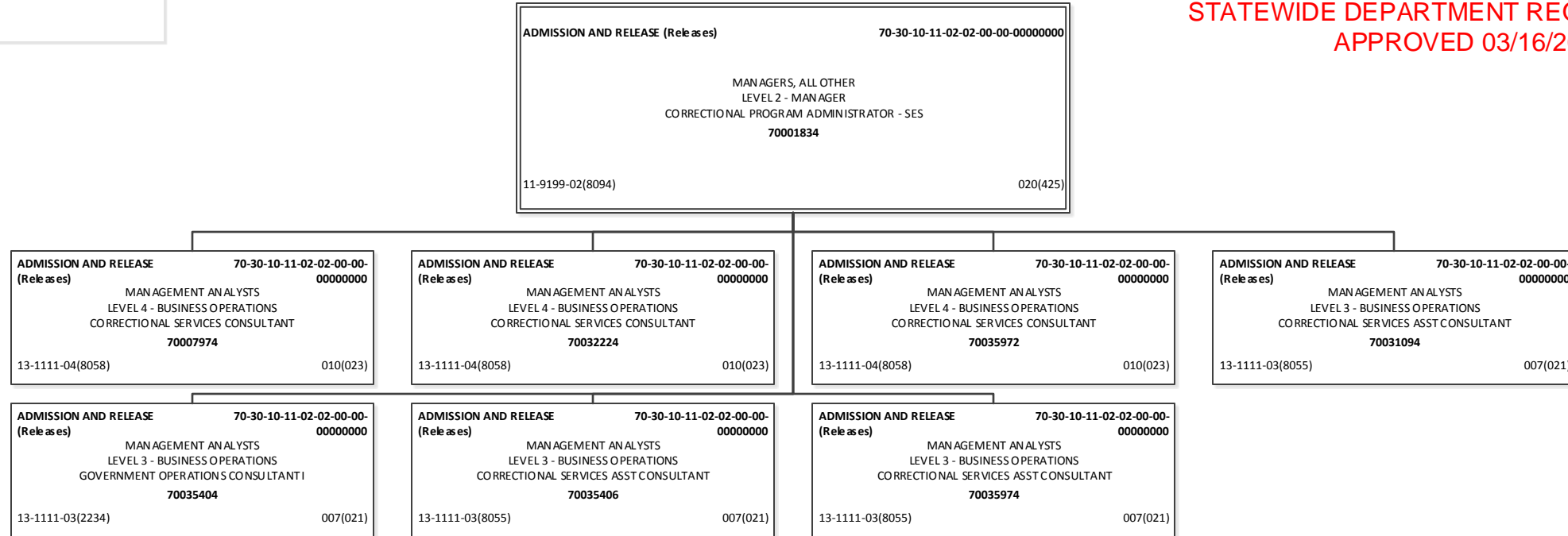
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Releases

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



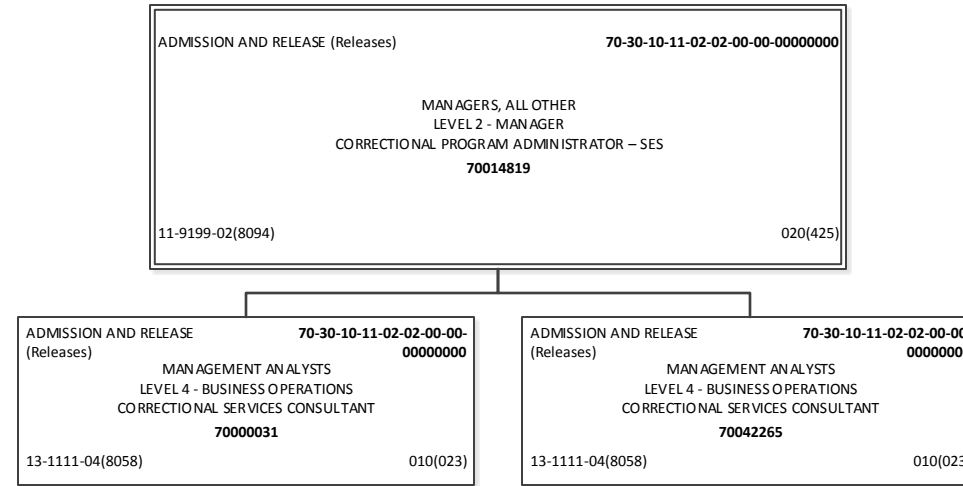
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Releases

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



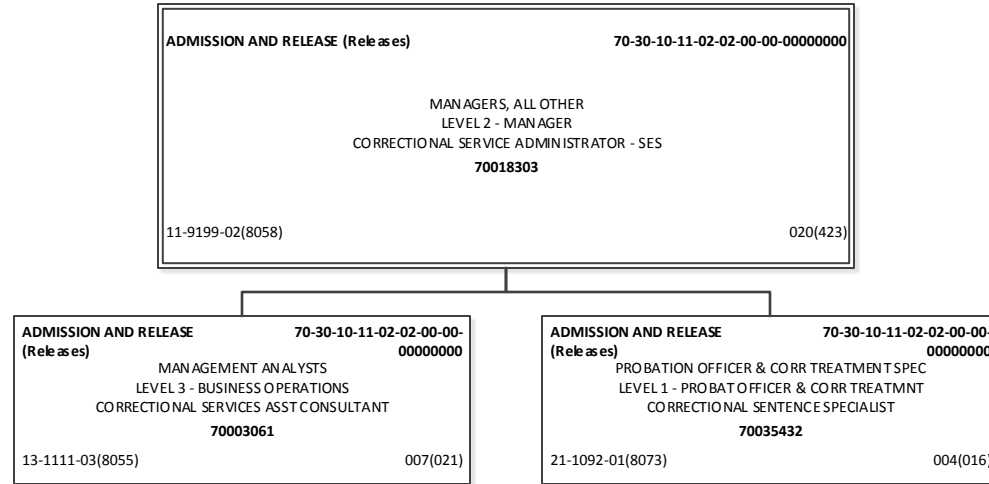
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection: Releases

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



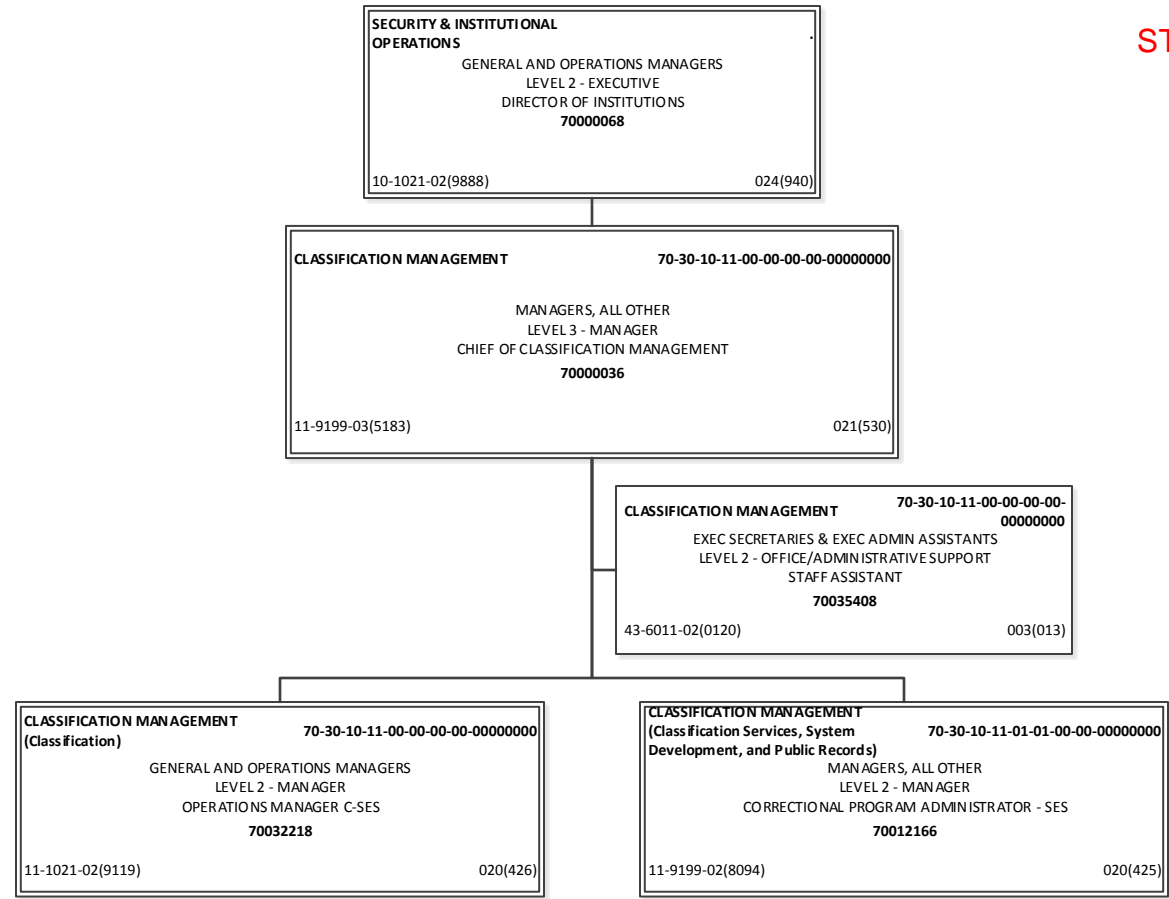
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection: Releases

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



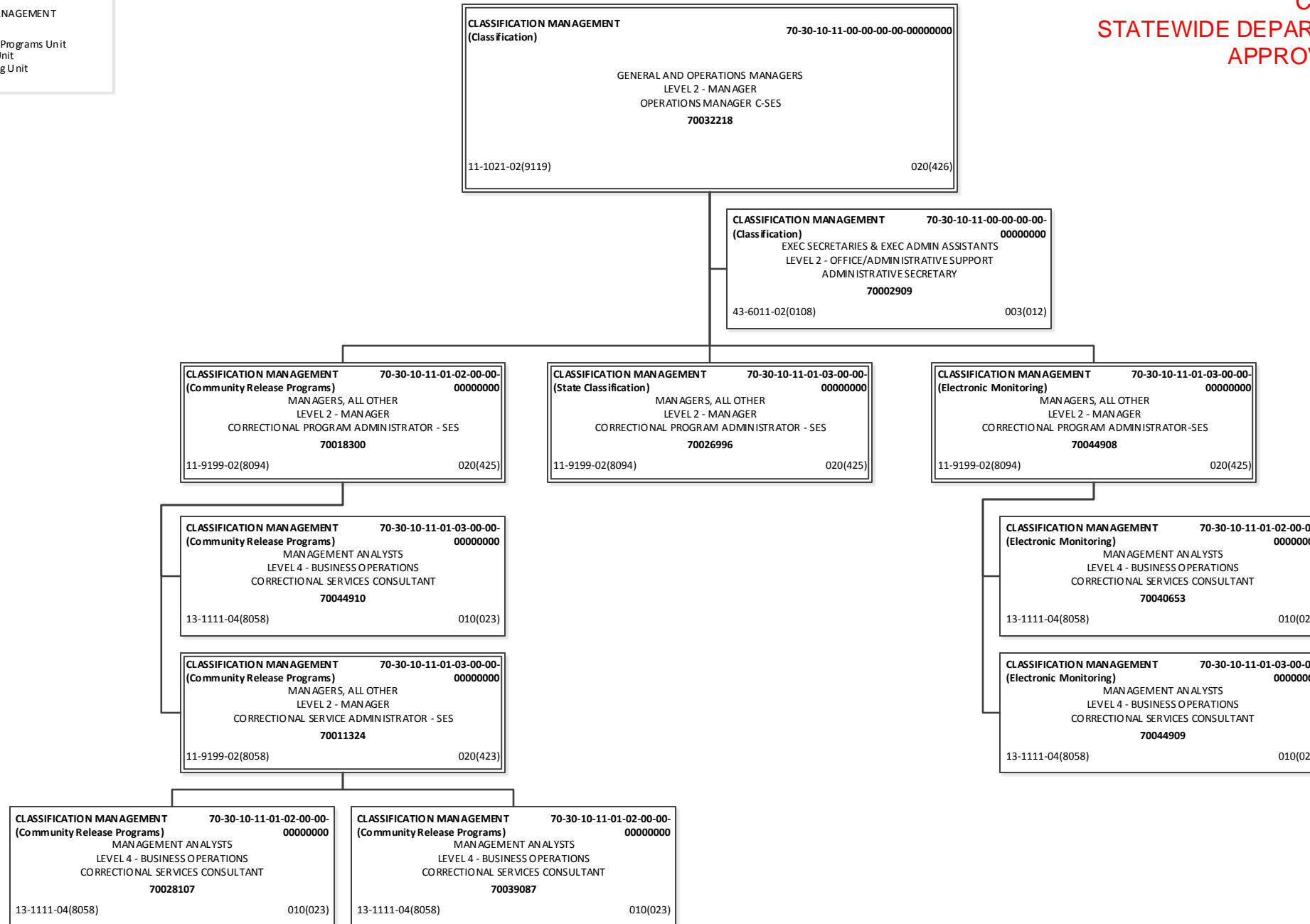
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Section/Subsection:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



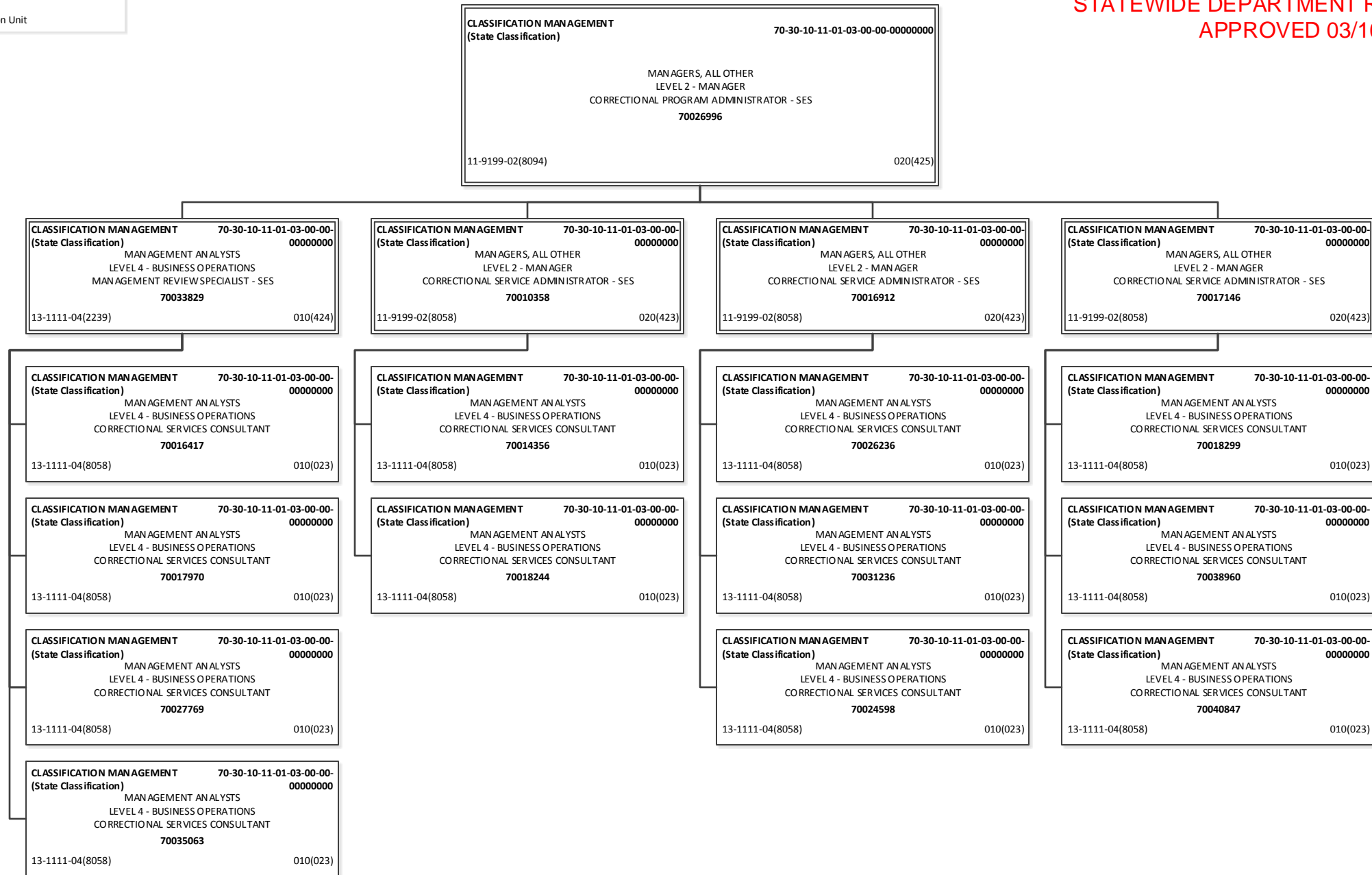
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Section/Subsection: Community Release Programs Unit
 Section/Subsection: State Classification Unit
 Section/Subsection: Electronic Monitoring Unit

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Section/Subsection: State Classification Unit

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



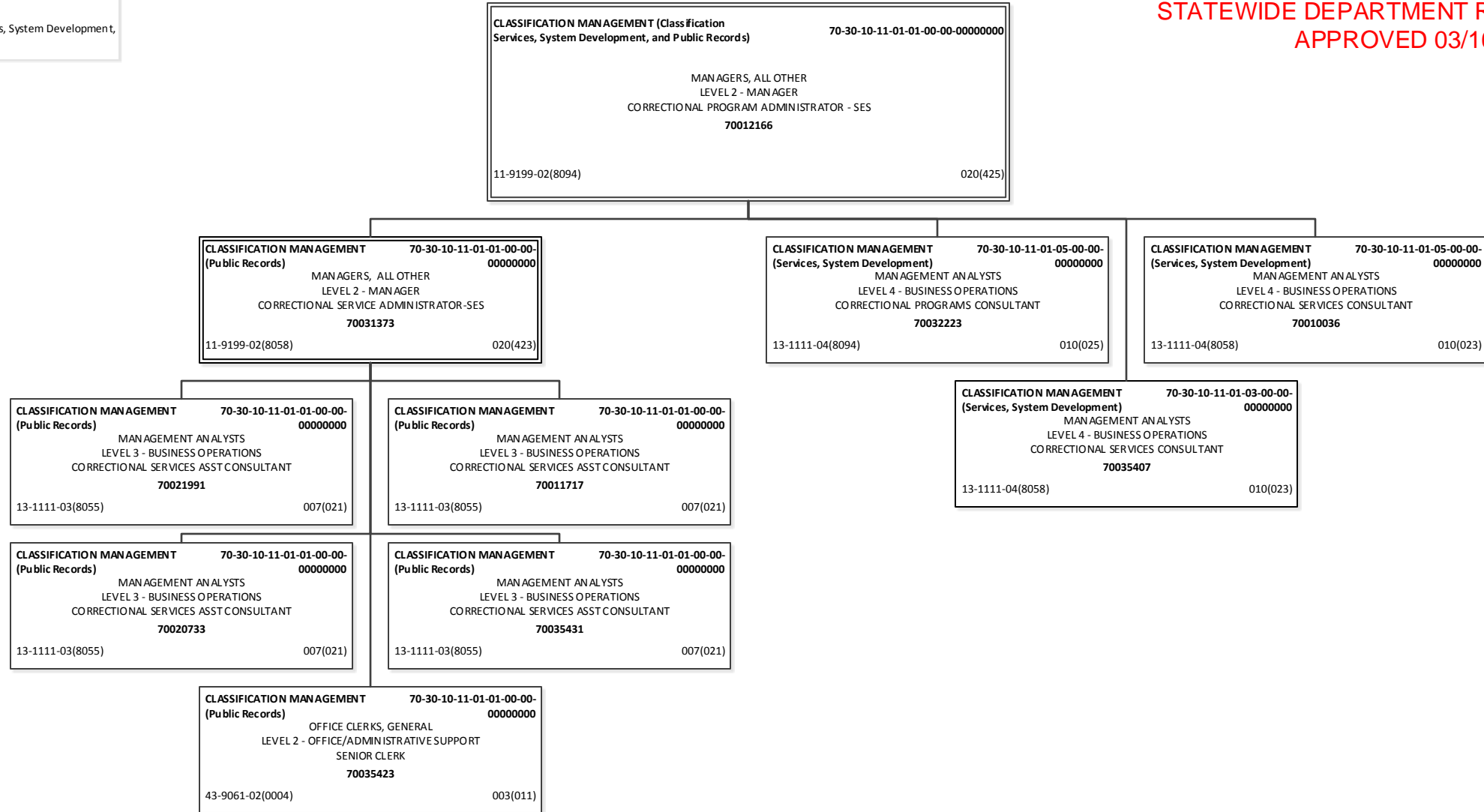
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS

Bureau/Comparable: CLASSIFICATION MANAGEMENT

Section/Subsection: Classification Services, System Development, and Public Records

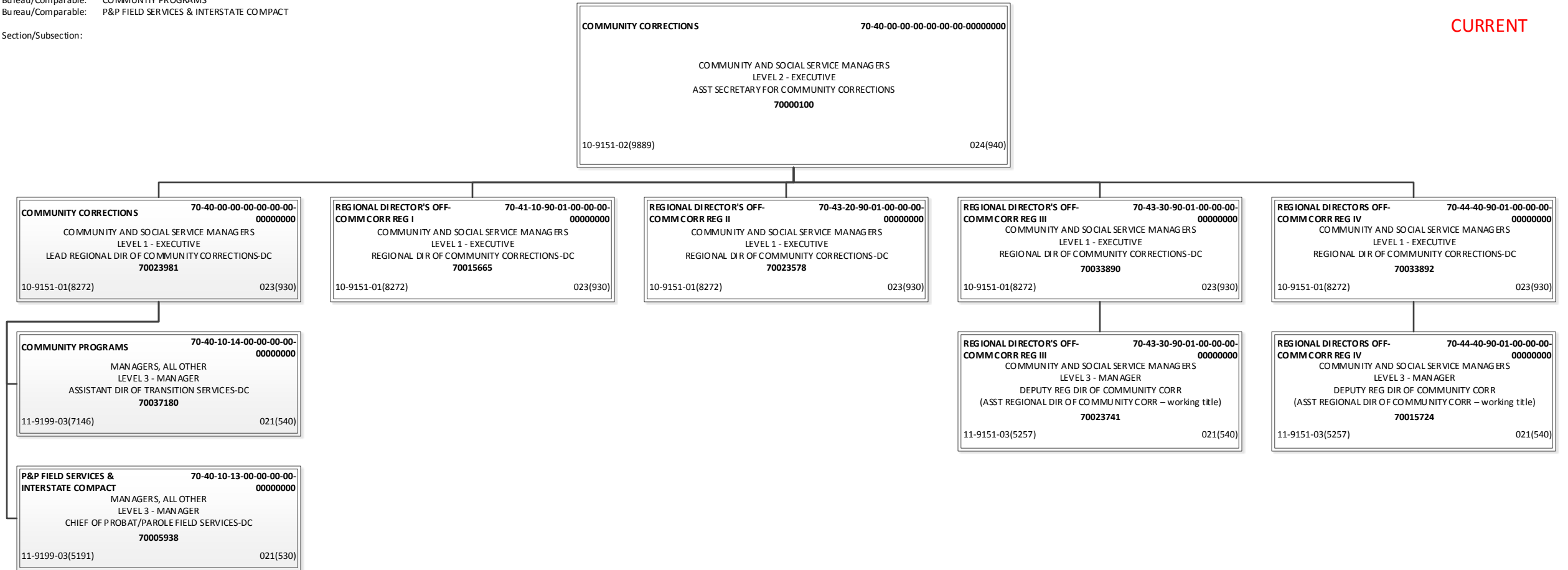
**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



COMMUNITY CORRECTIONS

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bureau/Comparable: COMMUNITY PROGRAMS
 Bureau/Comparable: P&P FIELD SERVICES & INTERSTATE COMPACT
 Section/Subsection:

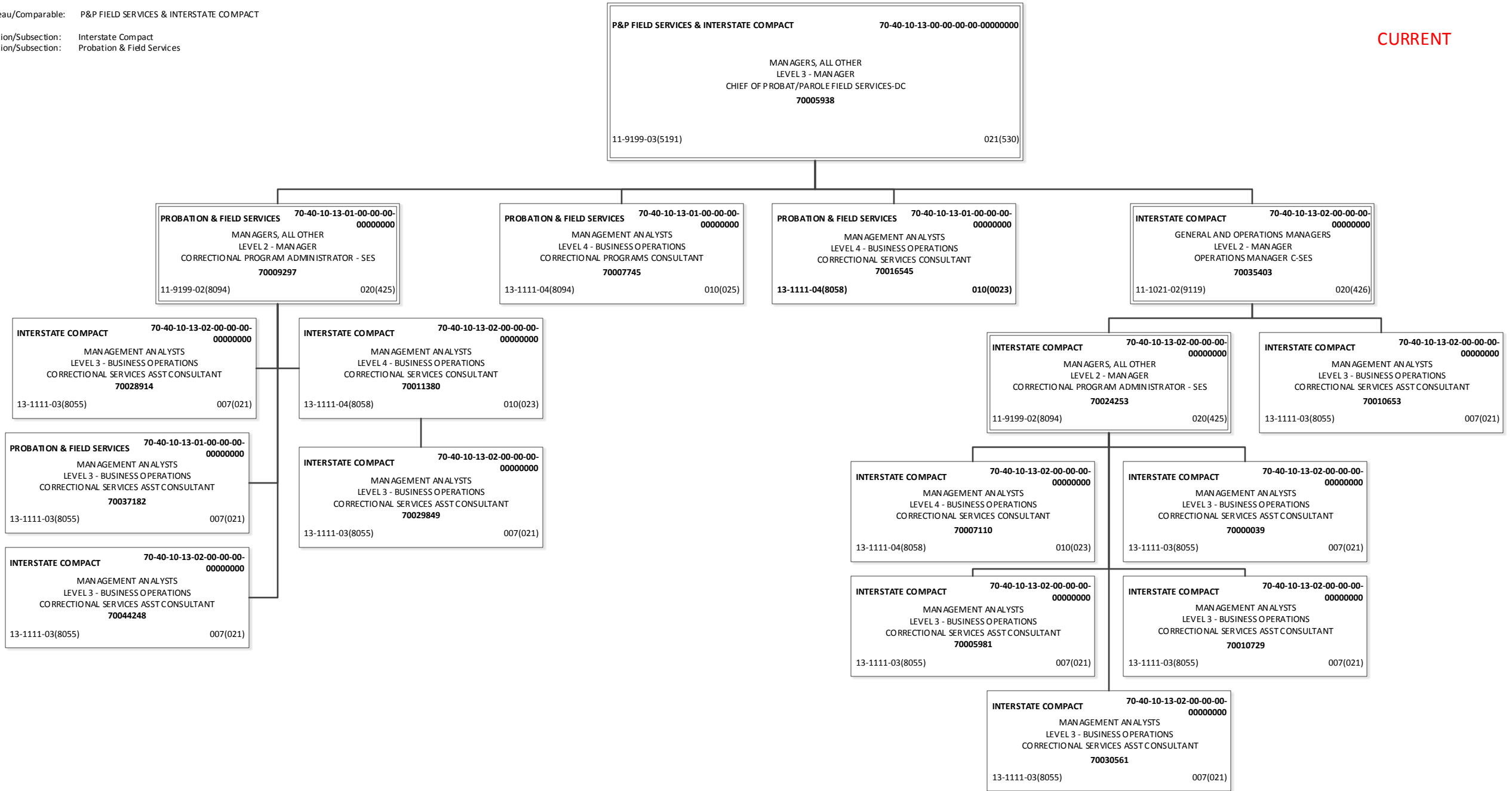
CURRENT



P&P FIELD SERVICES & INTERSTATE COMPACT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bureau/Comparable: P&P FIELD SERVICES & INTERSTATE COMPACT
 Section/Subsection: Interstate Compact
 Section/Subsection: Probation & Field Services

CURRENT



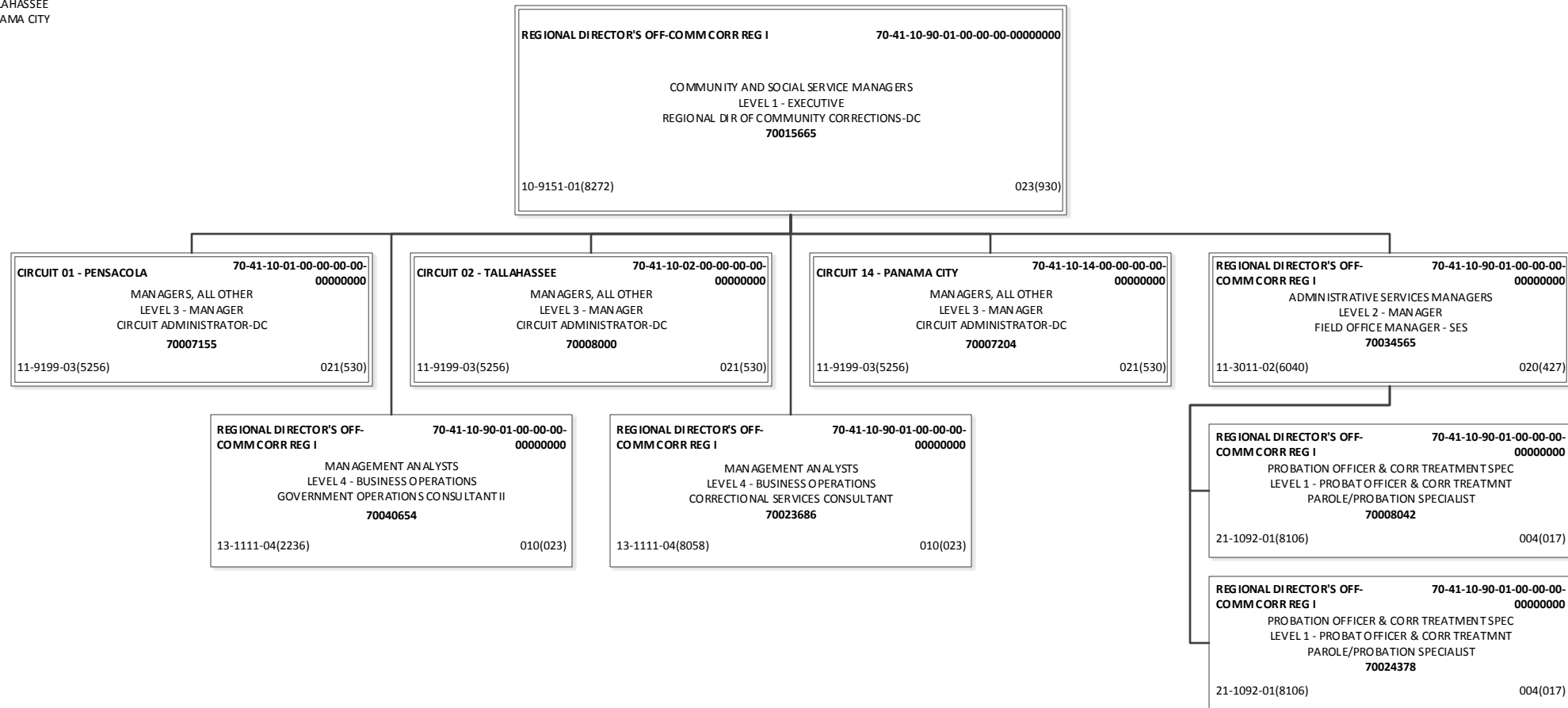
REGION I

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF
 COMM CORR REG I

Bureau/Comparable: CIRCUIT 01 - PENSACOLA
 Bureau/Comparable: CIRCUIT 02 - TALLAHASSEE
 Bureau/Comparable: CIRCUIT 14 - PANAMA CITY

Section/Subsection:



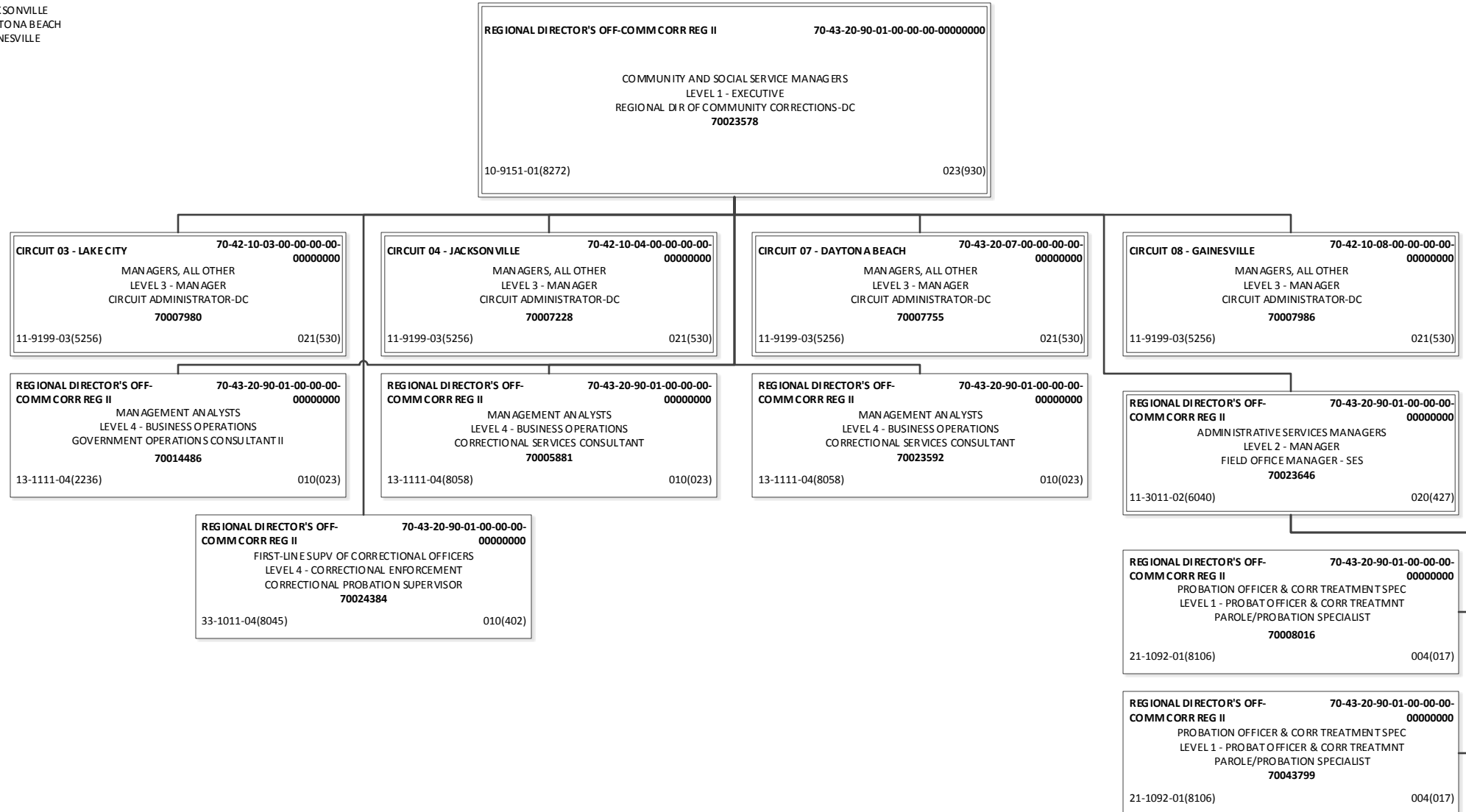
REGION II

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF
 COMM CORR REG II

Bureau/Comparable: CIRCUIT 03 - LAKE CITY
 Bureau/Comparable: CIRCUIT 04 - JACKSONVILLE
 Bureau/Comparable: CIRCUIT 07 - DAYTONA BEACH
 Bureau/Comparable: CIRCUIT 08 - GAINESVILLE

Section/Subsection:



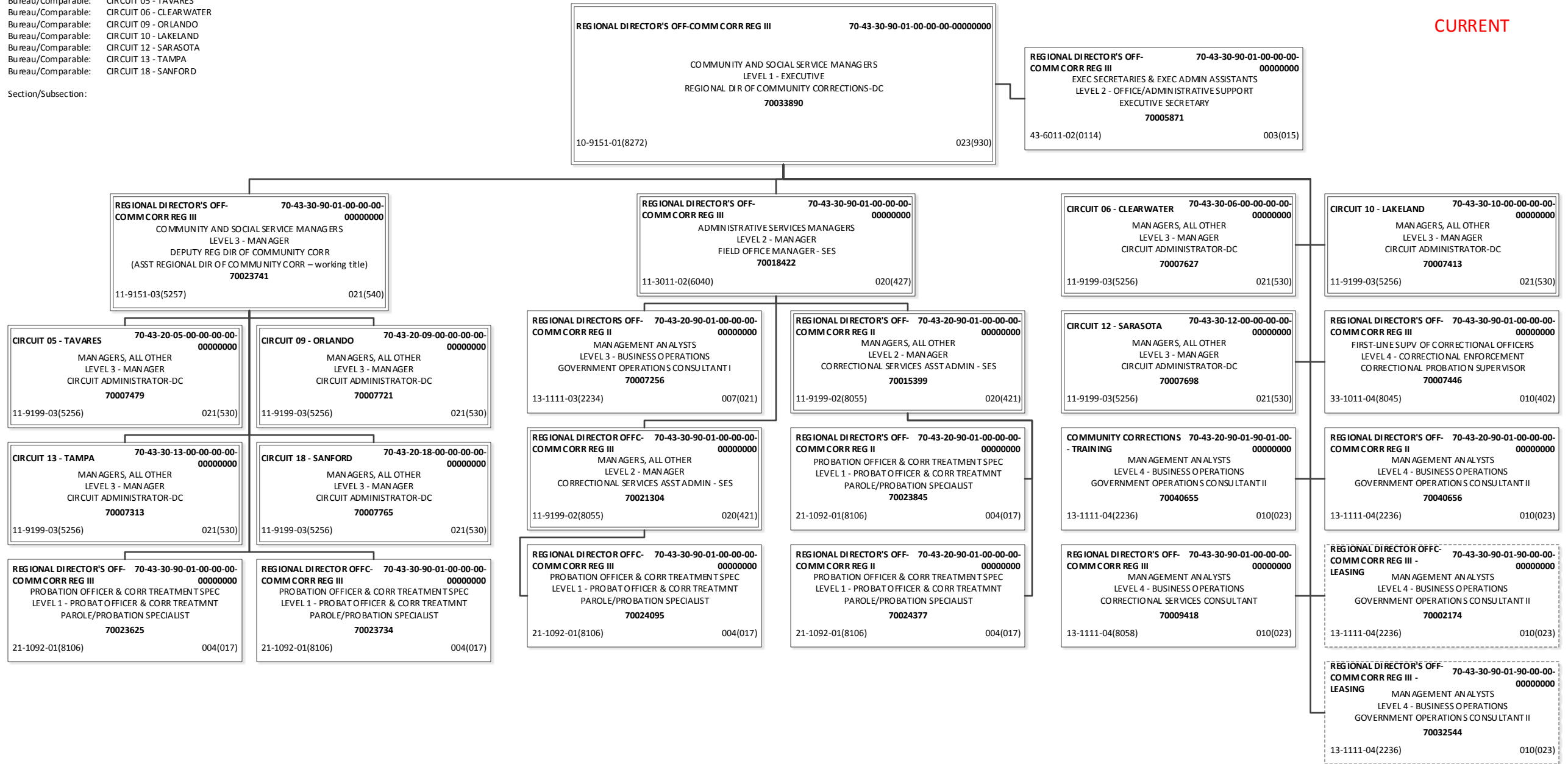
REGION III

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG III

Bureau/Comparable: CIRCUIT 05 - TAVARES
 Bureau/Comparable: CIRCUIT 06 - CLEARWATER
 Bureau/Comparable: CIRCUIT 09 - ORLANDO
 Bureau/Comparable: CIRCUIT 10 - LAKE LAND
 Bureau/Comparable: CIRCUIT 12 - SARASOTA
 Bureau/Comparable: CIRCUIT 13 - TAMPA
 Bureau/Comparable: CIRCUIT 18 - SANFORD

Section/Subsection:

CURRENT



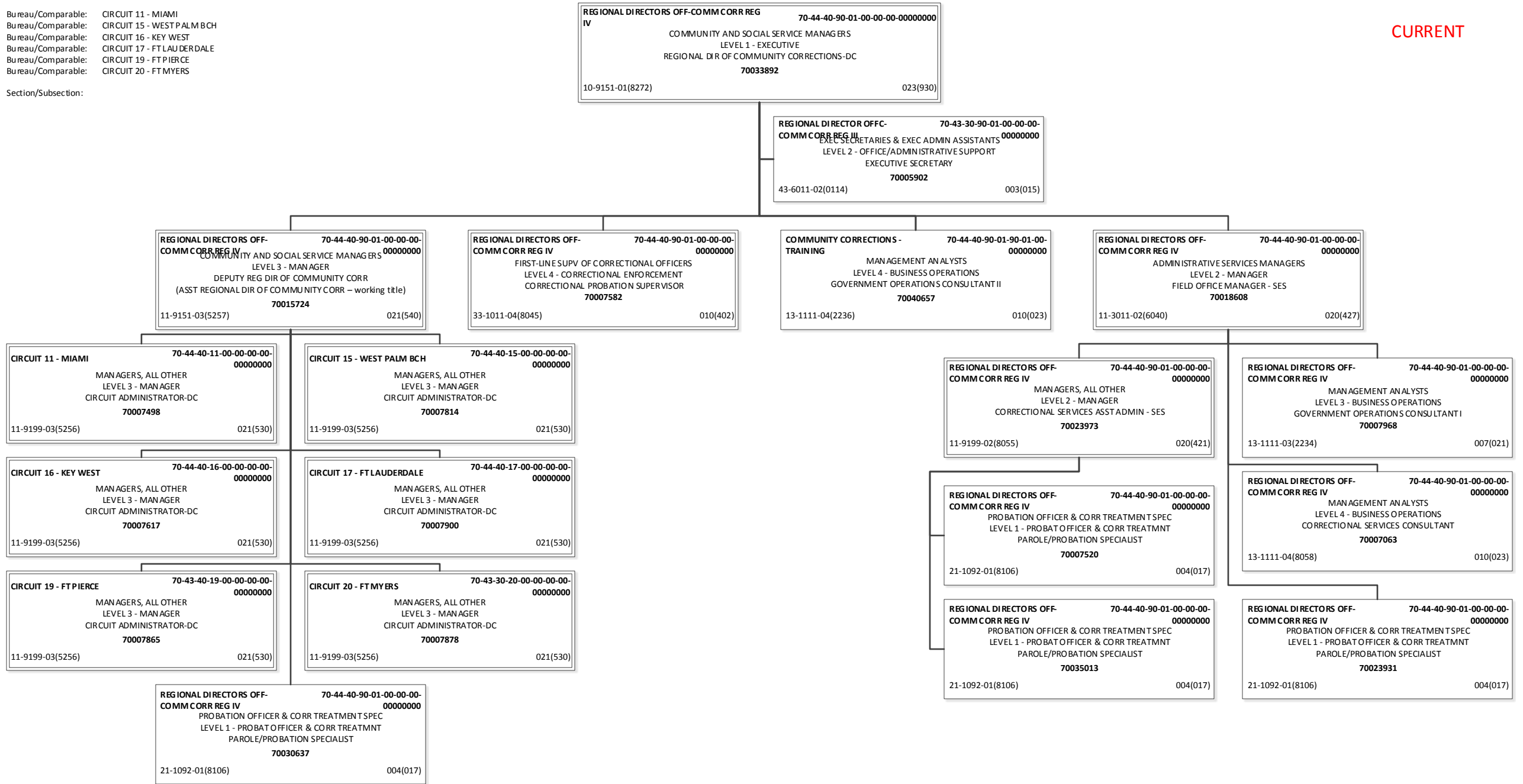
REGION IV

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG IV

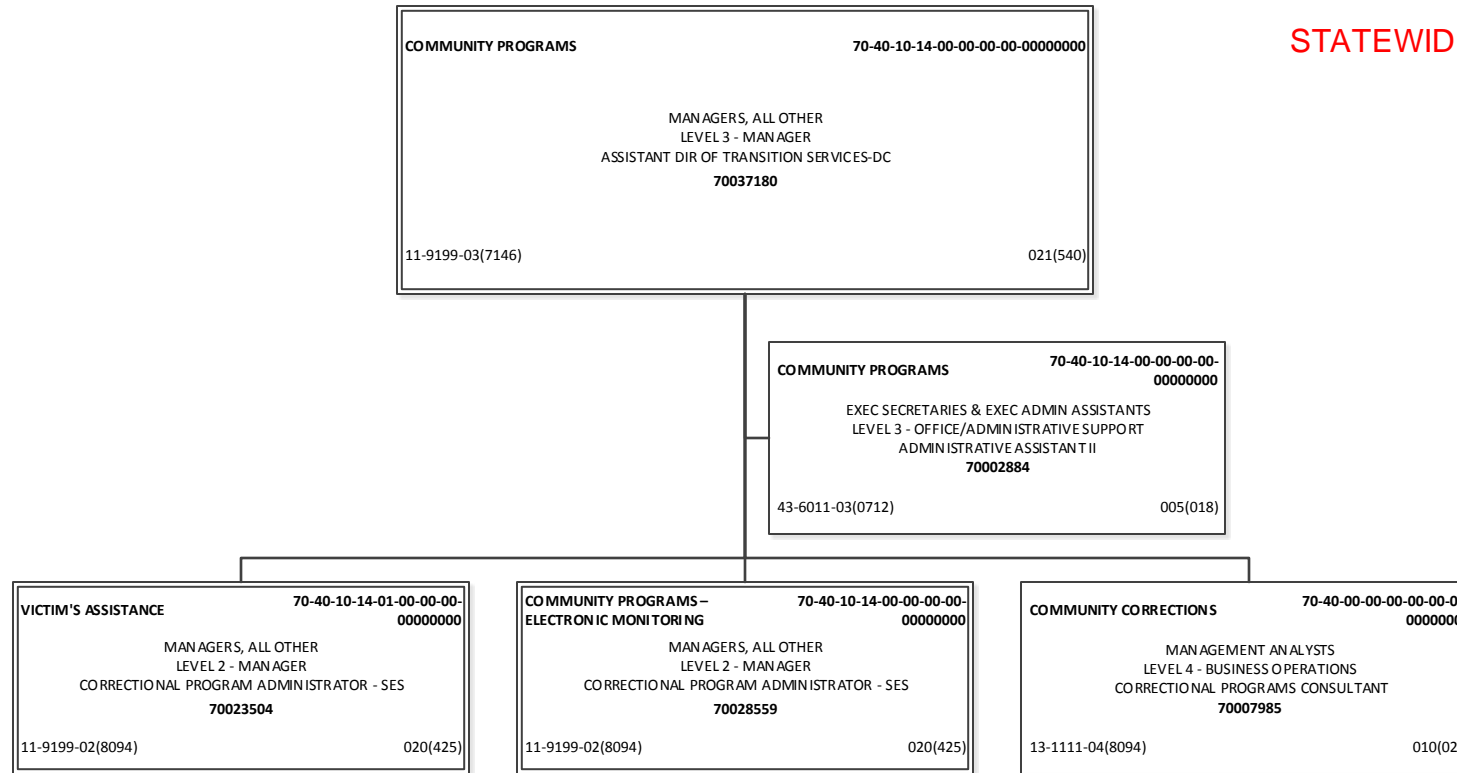
Bureau/Comparable: CIRCUIT 11 - MIAMI
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BCH
 Bureau/Comparable: CIRCUIT 16 - KEY WEST
 Bureau/Comparable: CIRCUIT 17 - FT LAUDERDALE
 Bureau/Comparable: CIRCUIT 19 - FT PIERCE
 Bureau/Comparable: CIRCUIT 20 - FT MYERS

Section/Subsection:



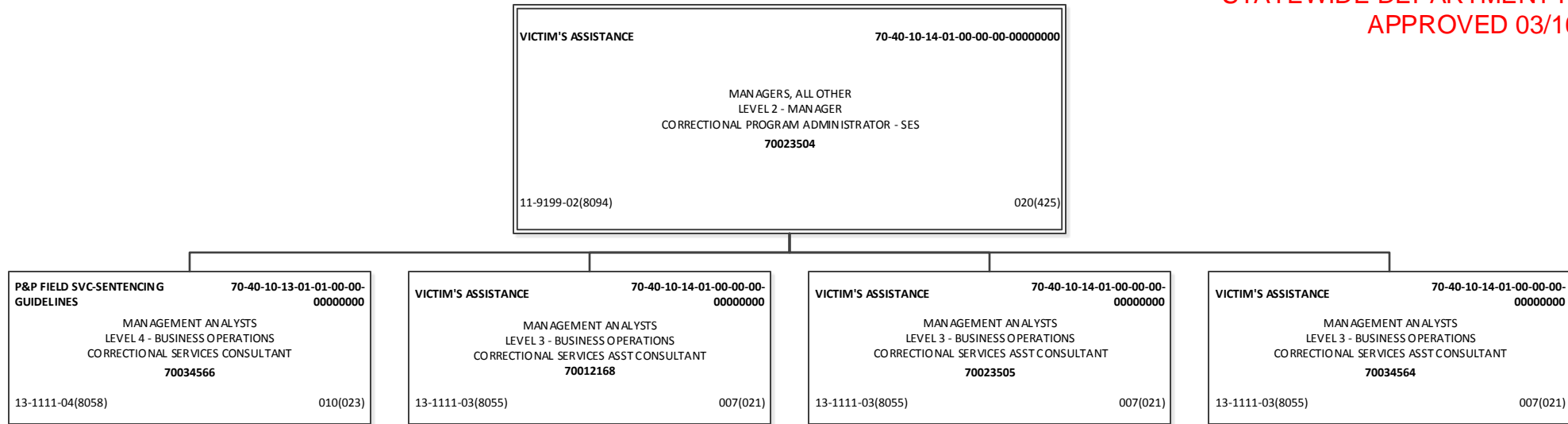
Name of Agency: Department of Corrections
 Div/Comparable: Community Corrections
 Bur/Comparable: Community Programs
 Sect/Sub-Section:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



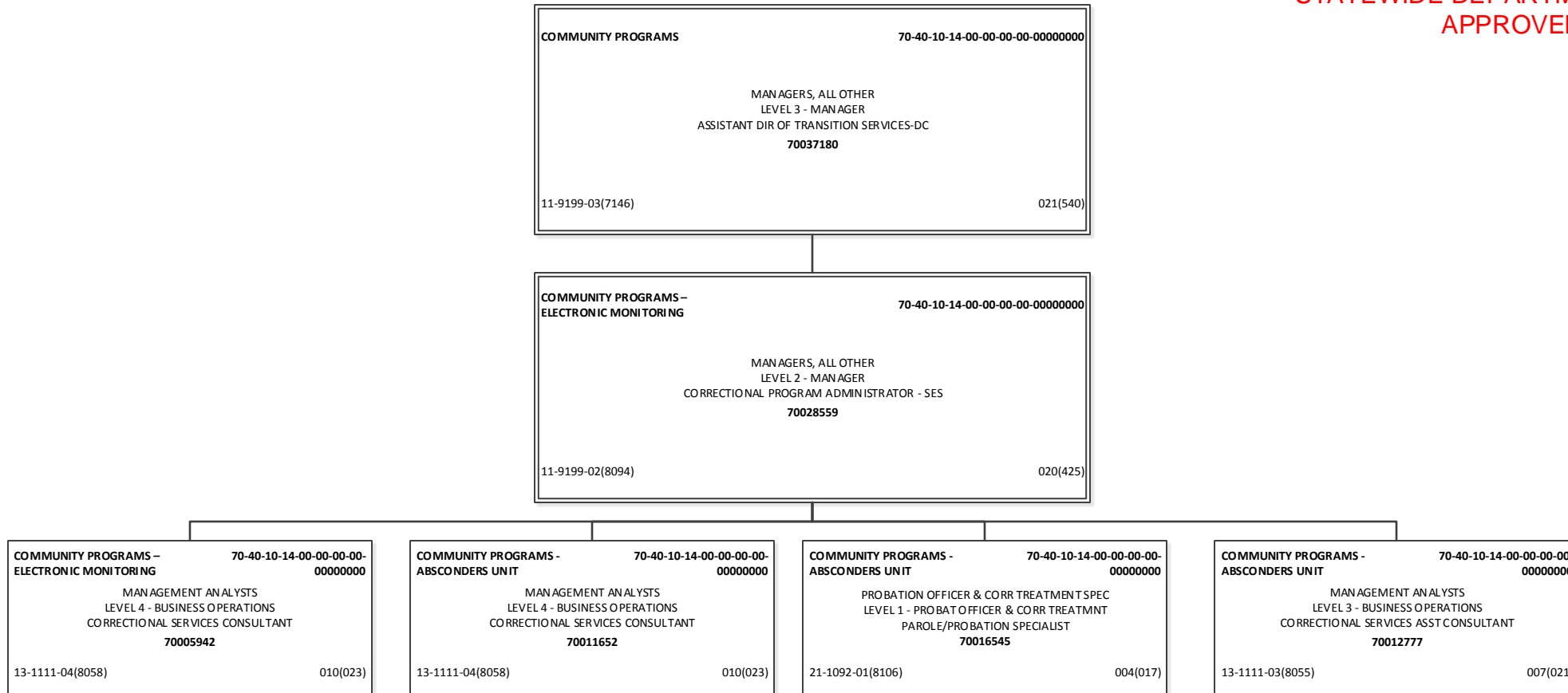
Name of Agency: Department of Corrections
 Div/Comparable: Community Corrections
 Bur/Comparable: Community Programs
 Sect/Sub-Section:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

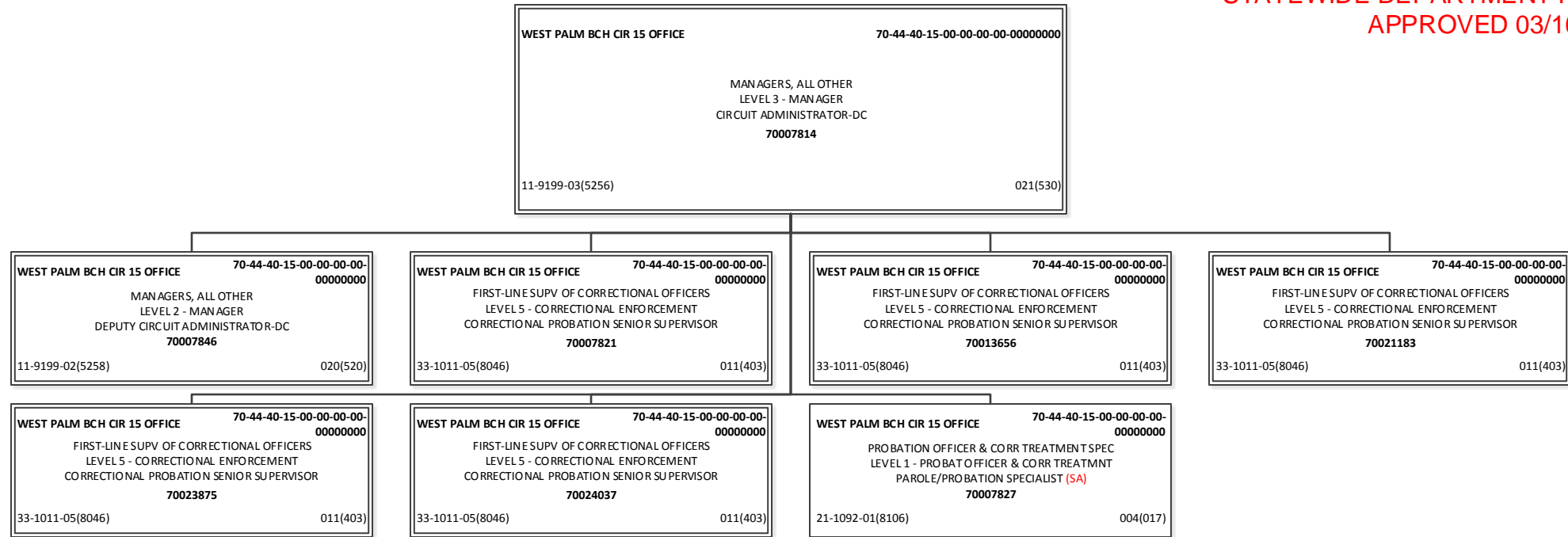


Name of Agency: Department of Corrections
 Div/Comparable: Community Corrections
 Bur/Comparable: Community Programs
 Sect/Sub-Section: Security

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



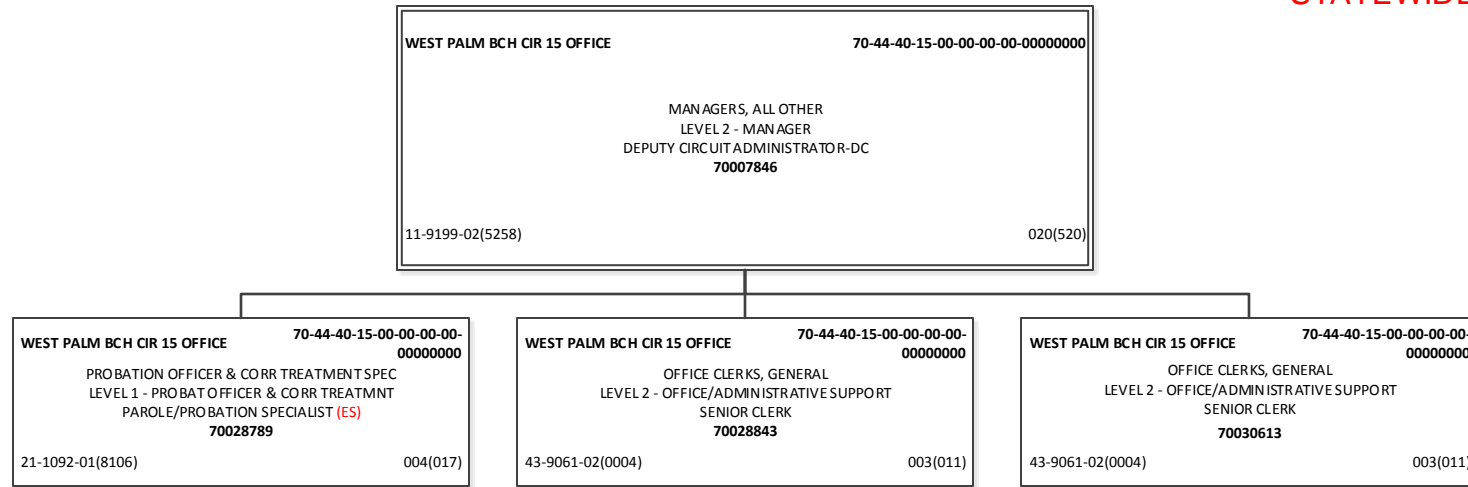
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



NOTE: (ES) - Parole/Probation Specialist (Employment Specialist)
(SA) - Parole/Probation Specialist (Special Assignment with additional duties specific to CA)

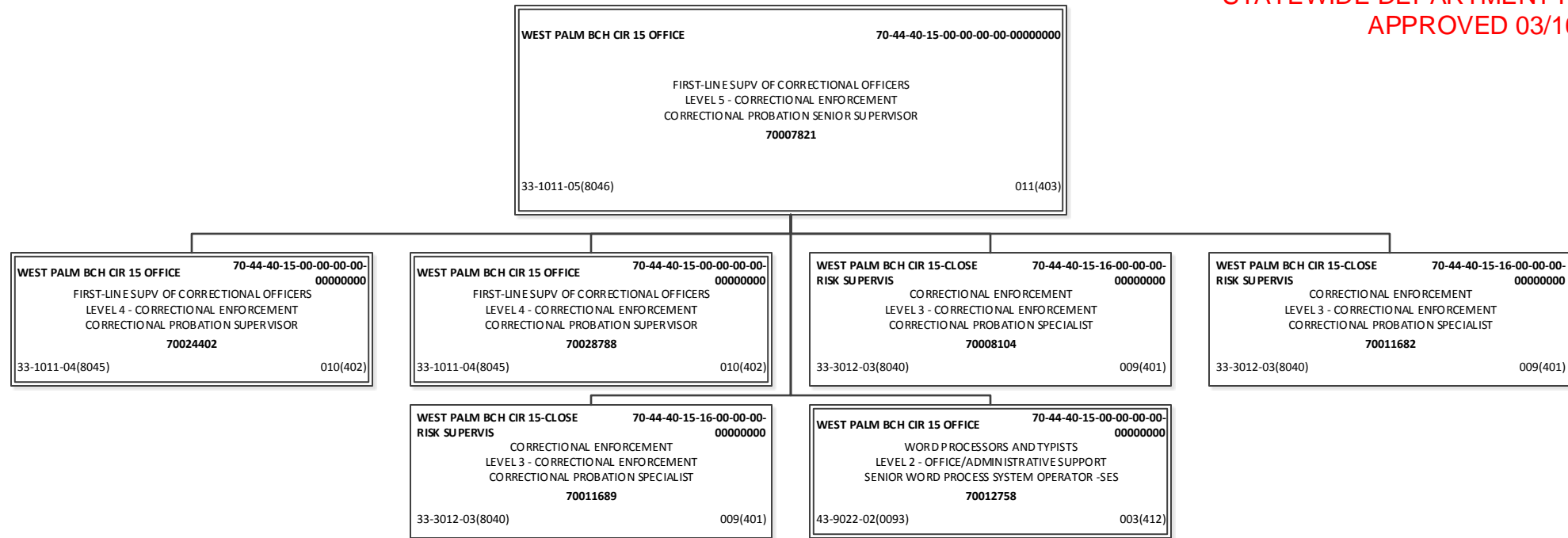
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 – WEST PALM BEACH

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

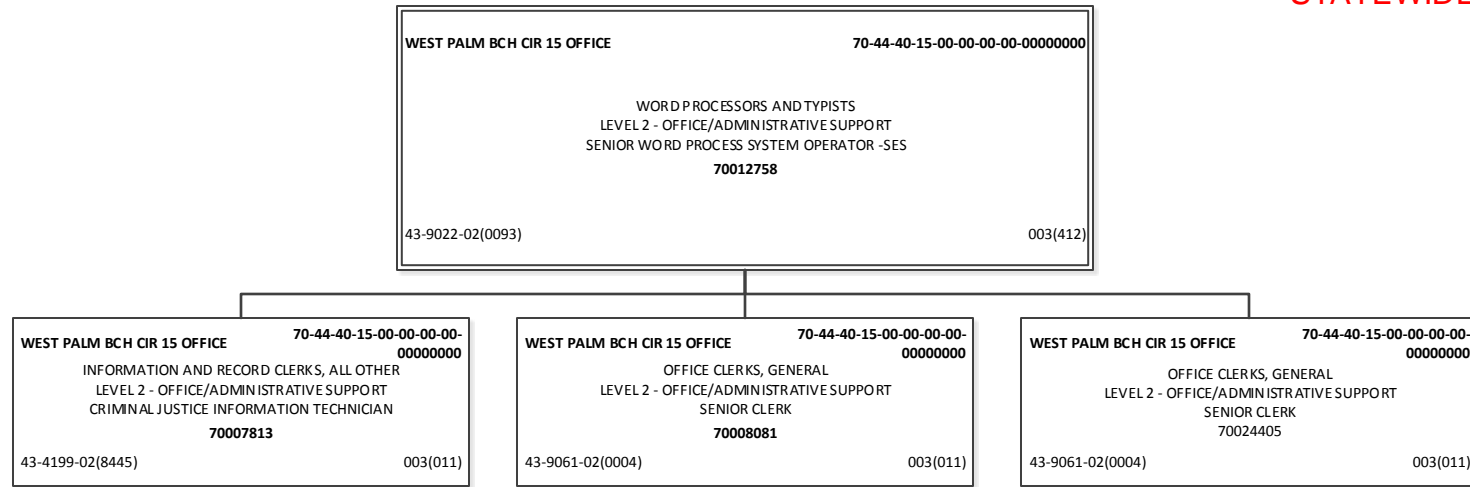


NOTE: (ES) - Parole/Probation Specialist (Employment Specialist)

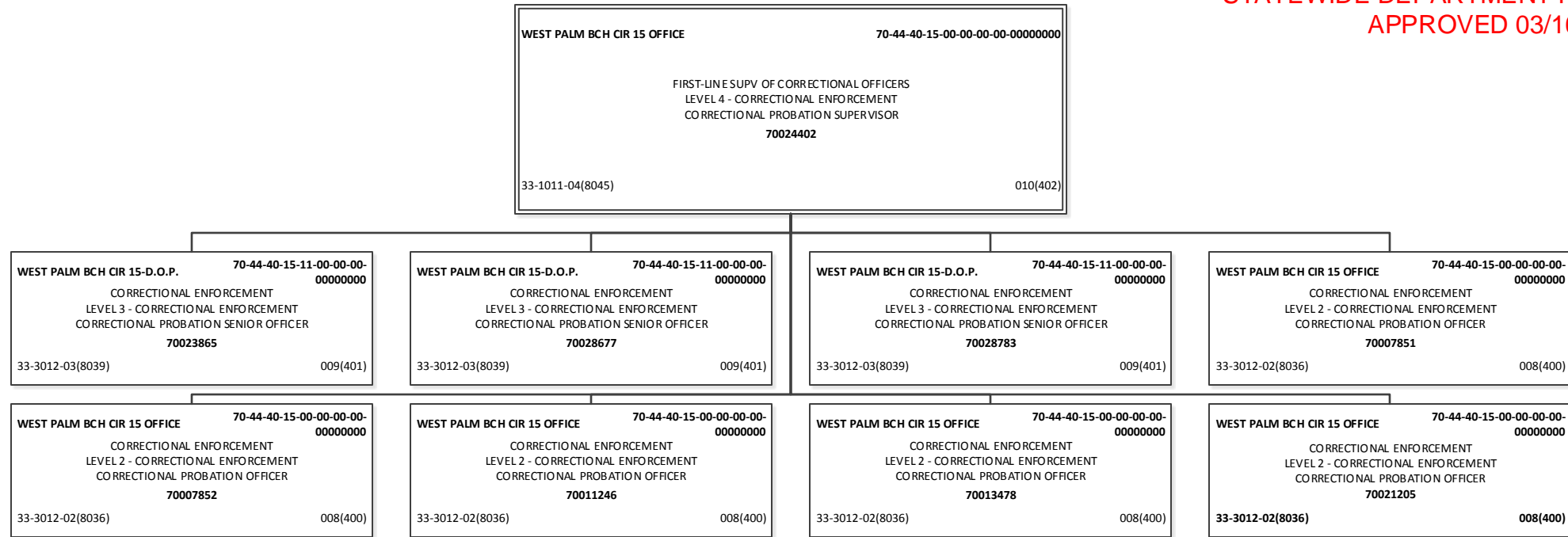
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



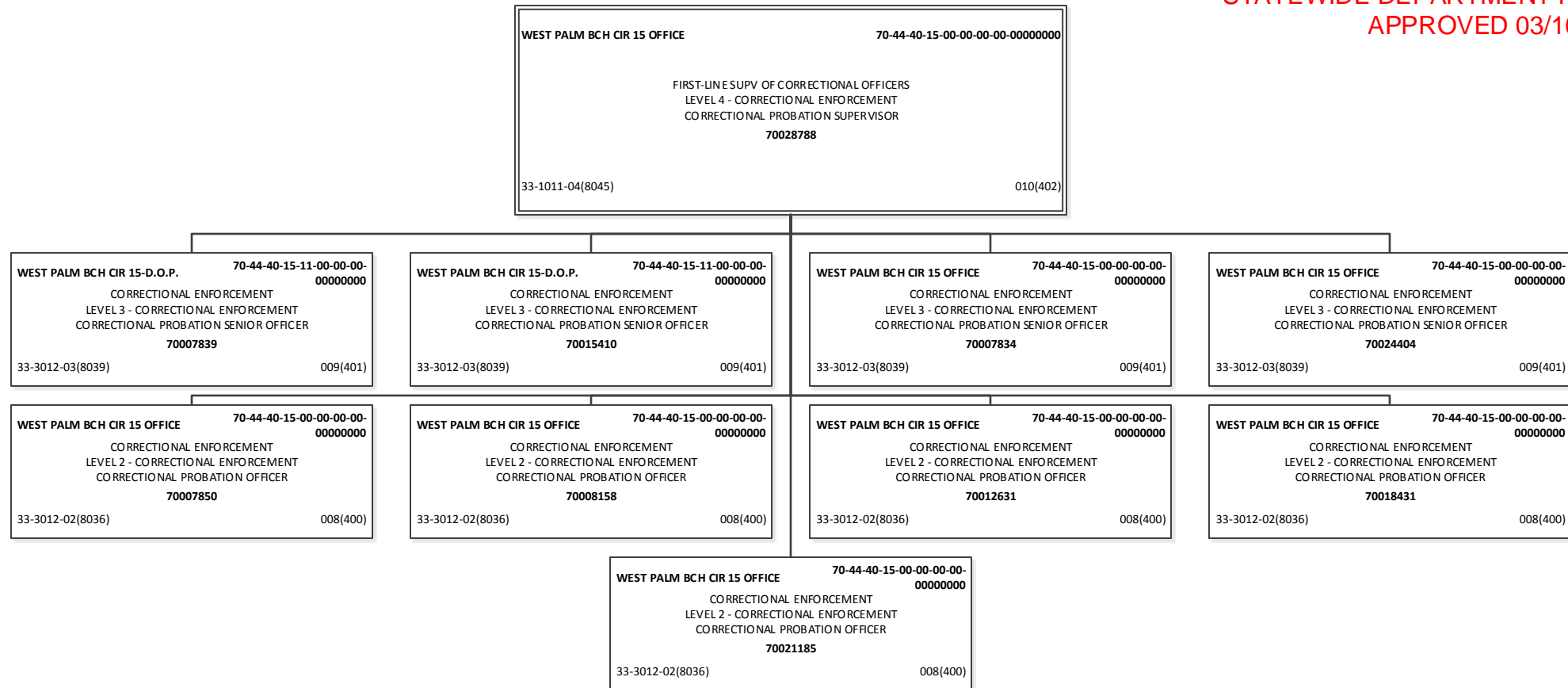
**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



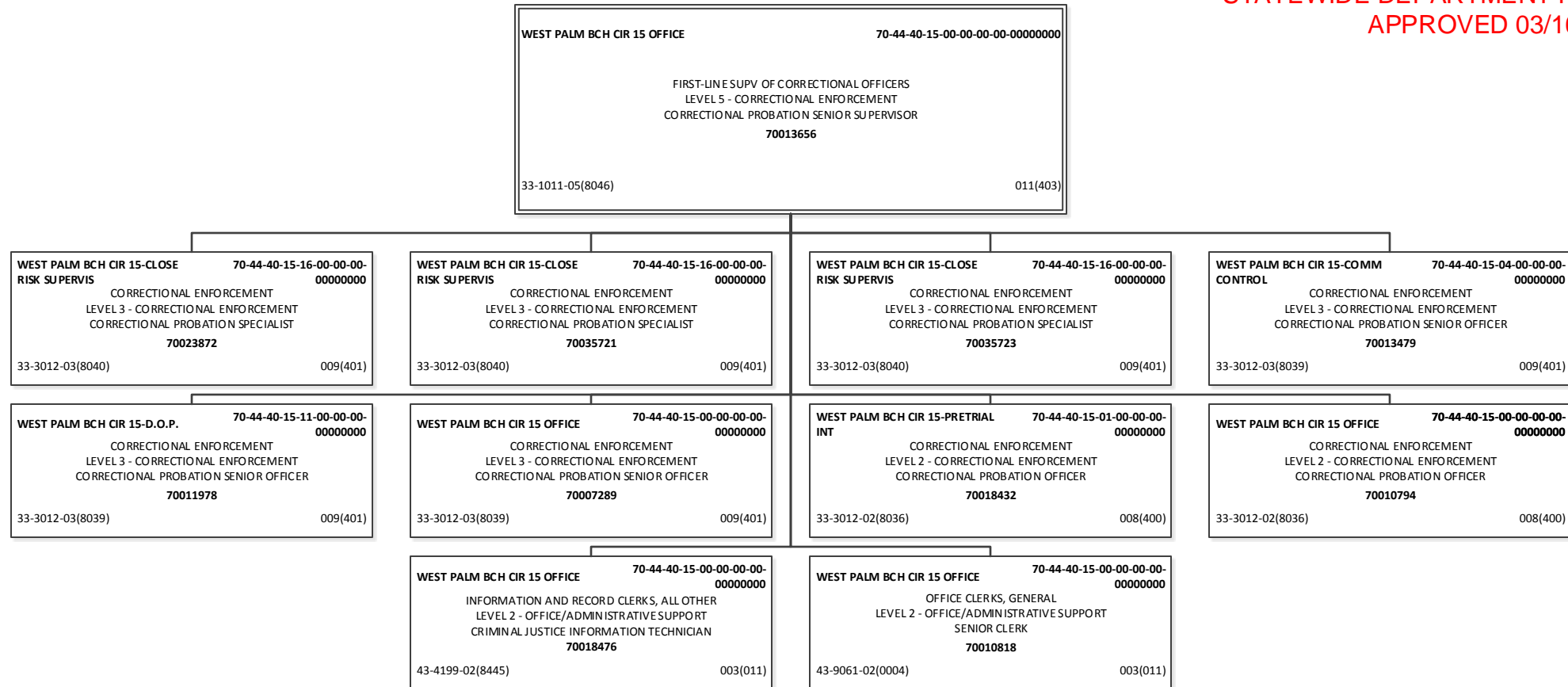
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



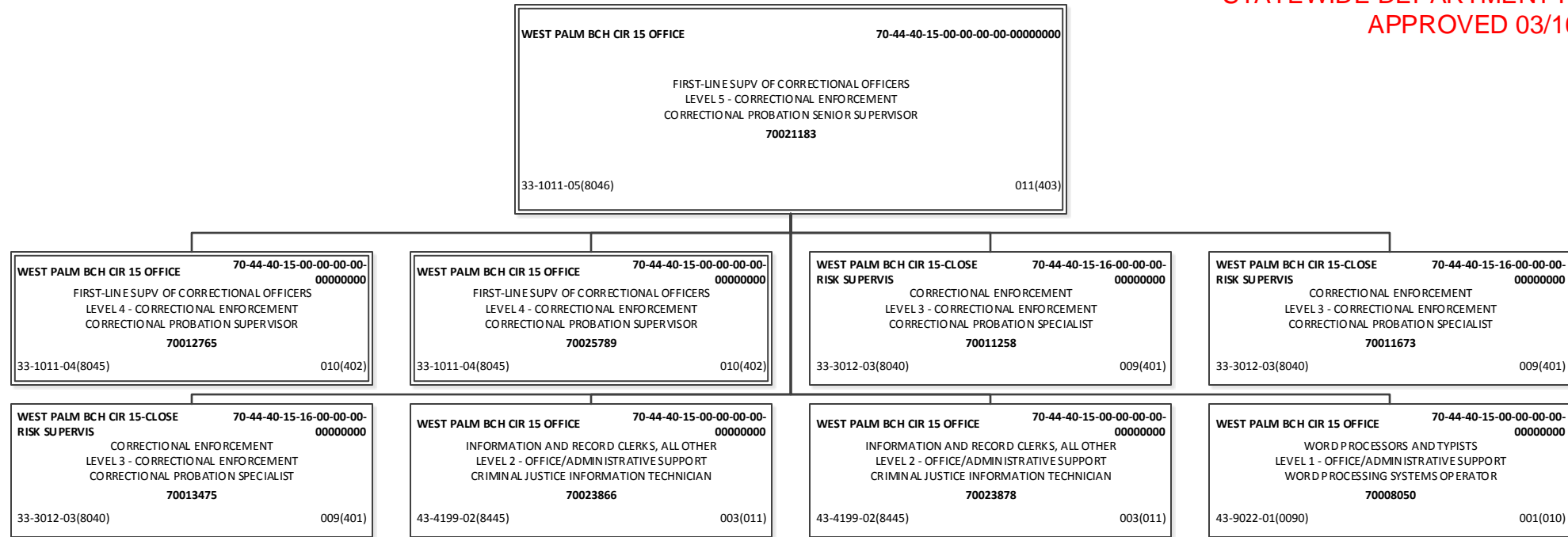
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



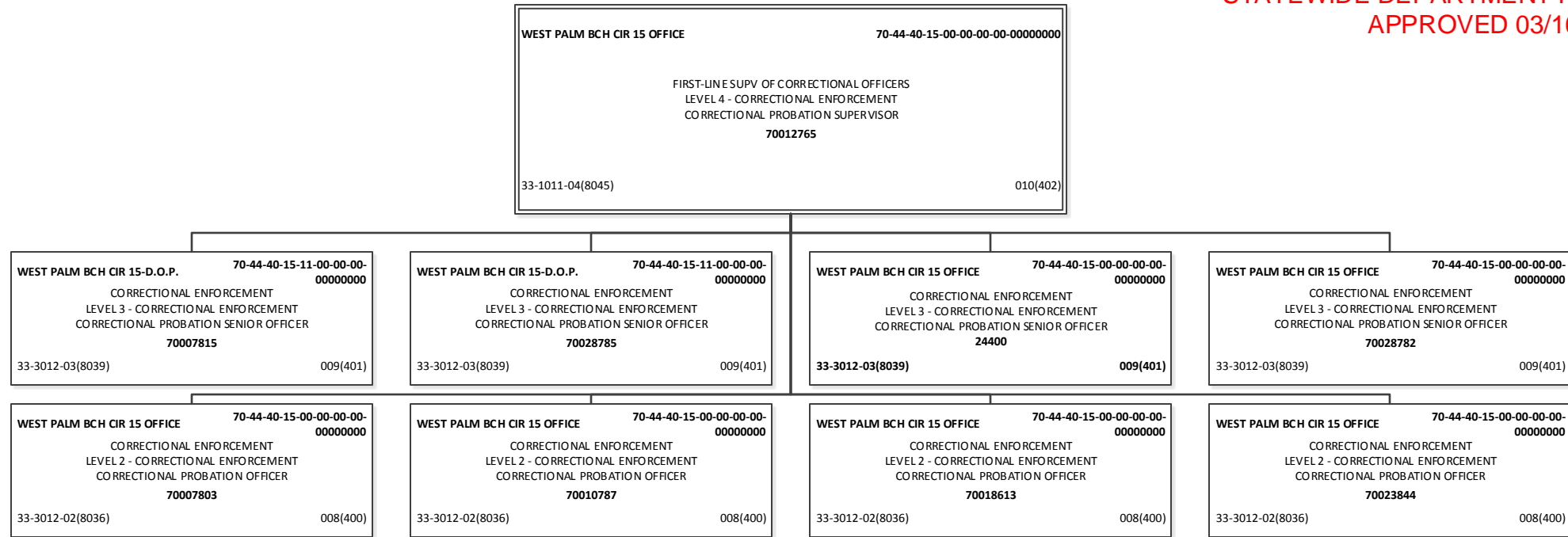
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



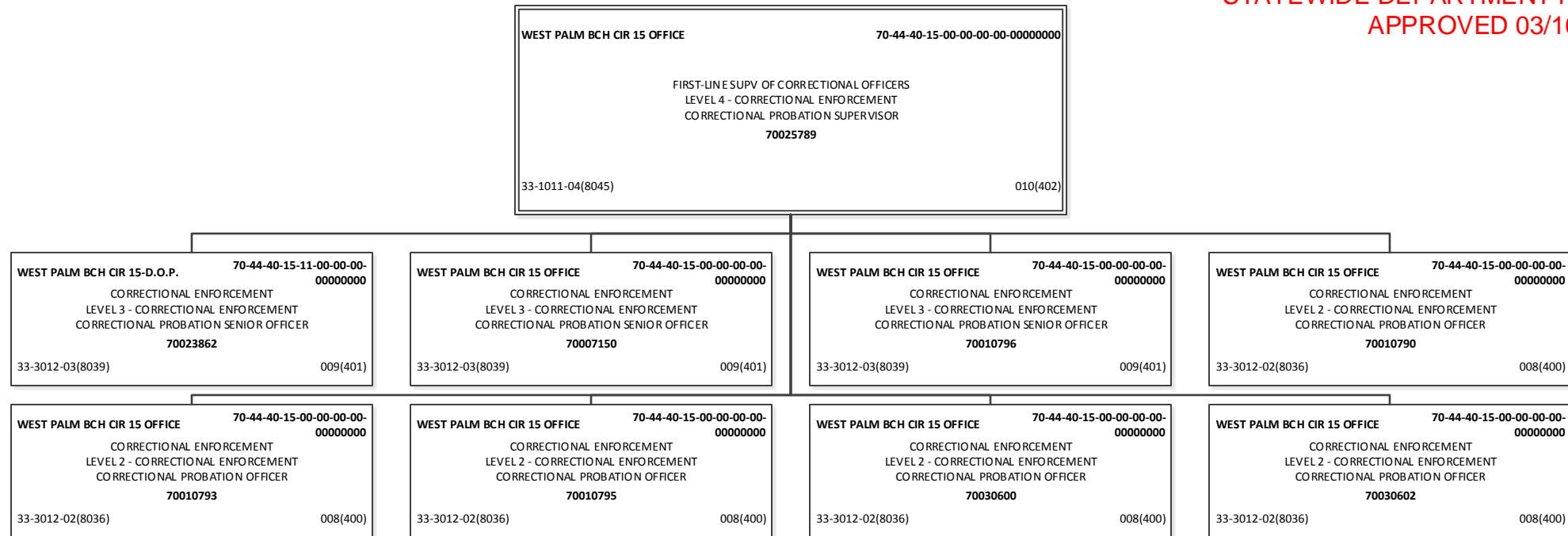
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



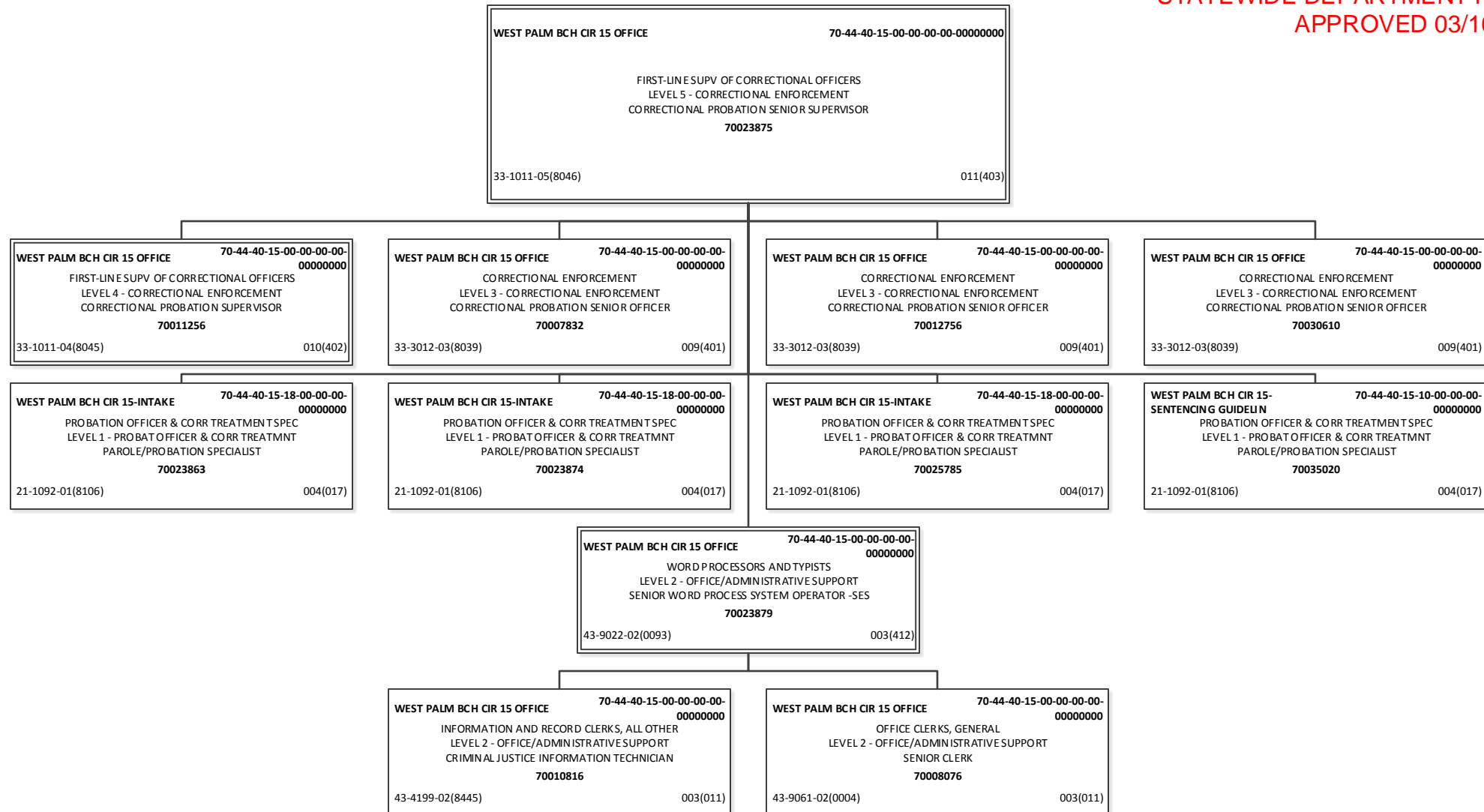
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



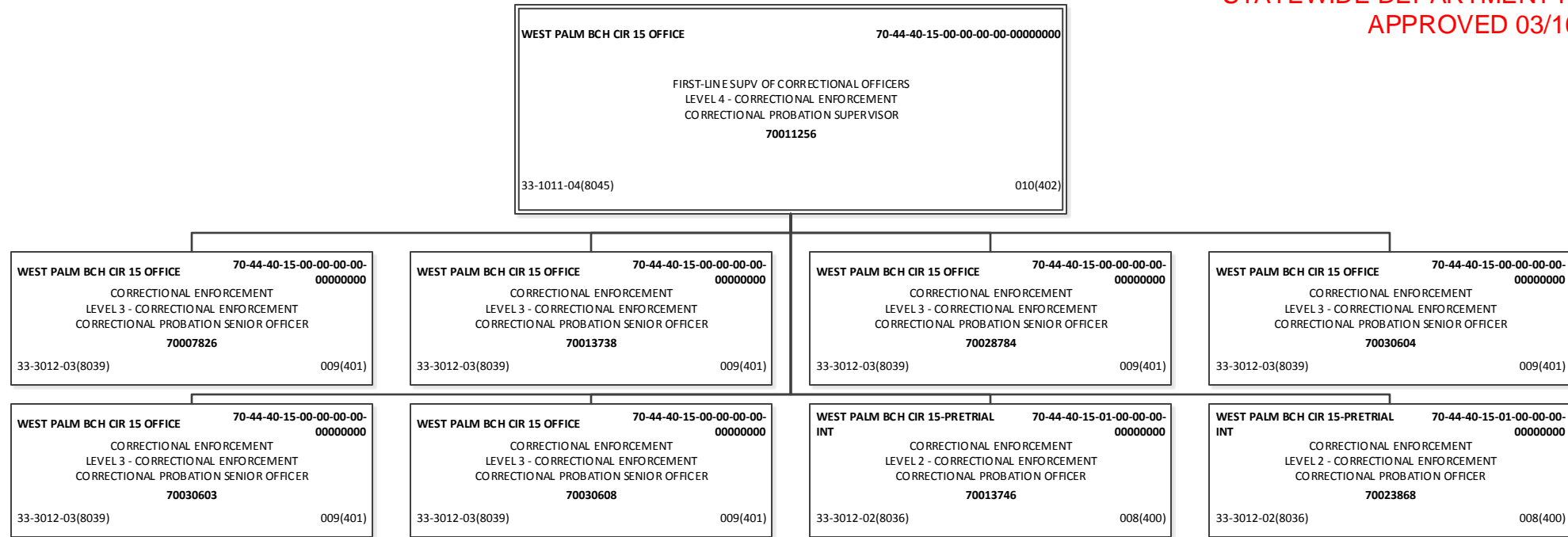
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



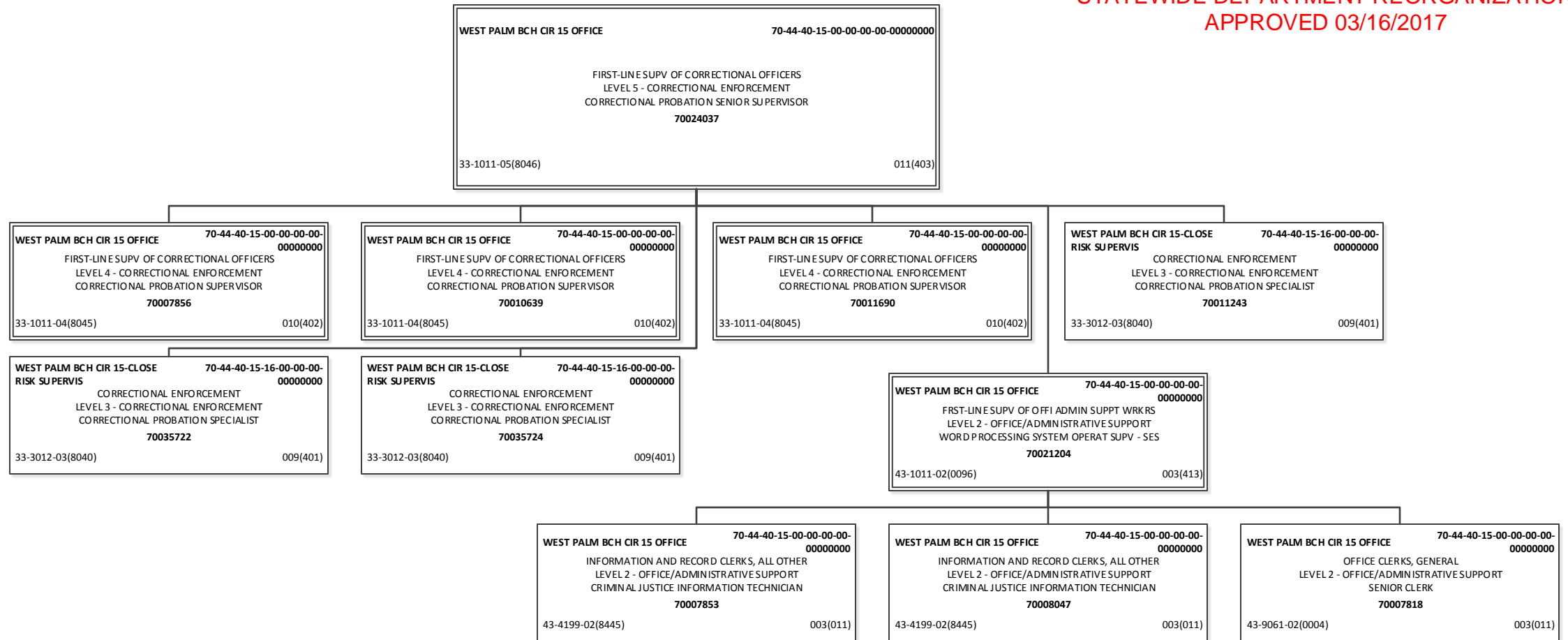
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



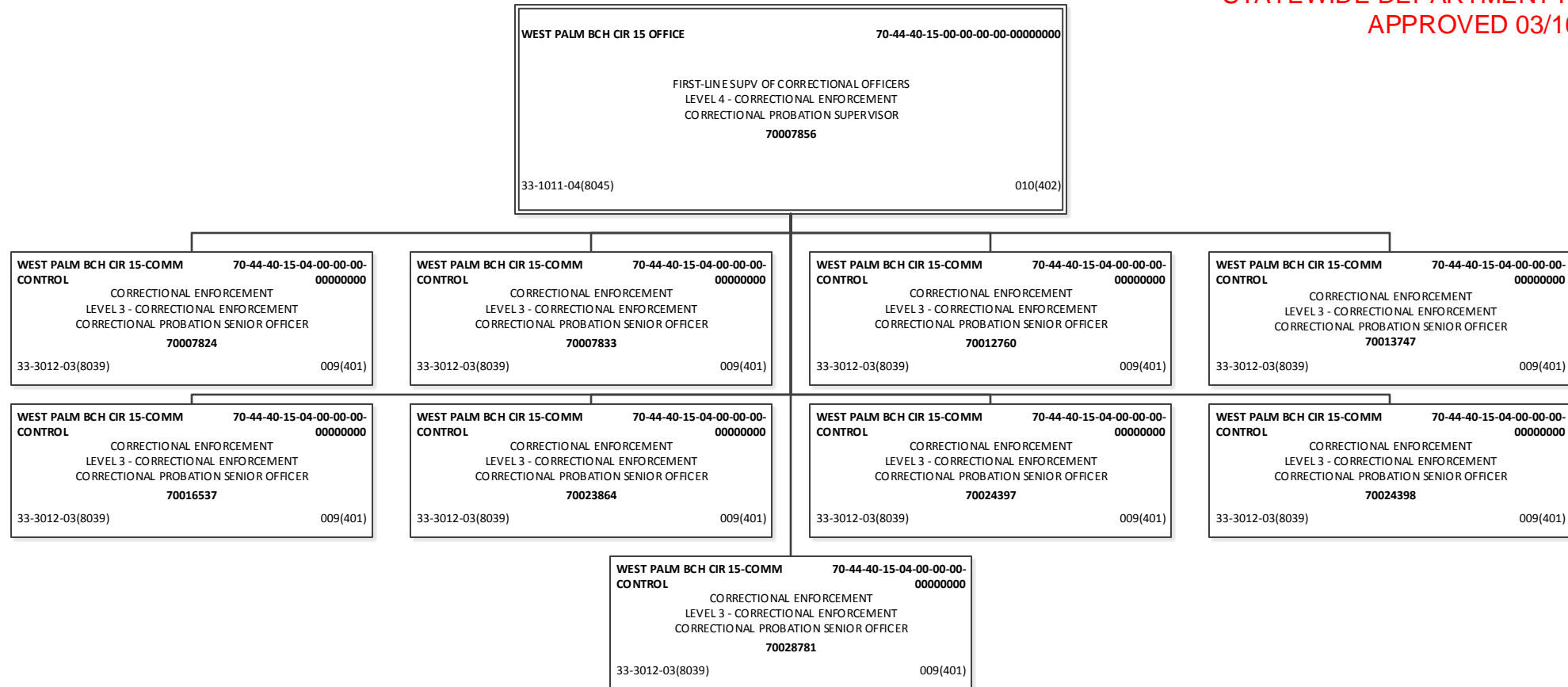
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



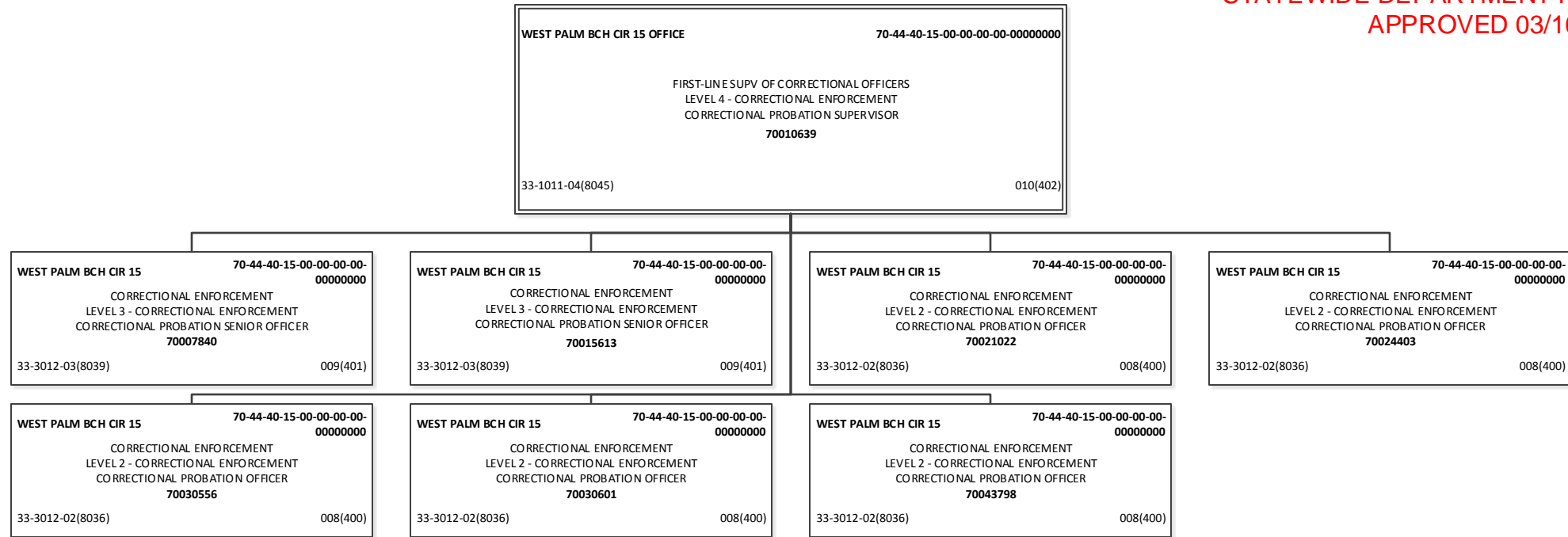
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



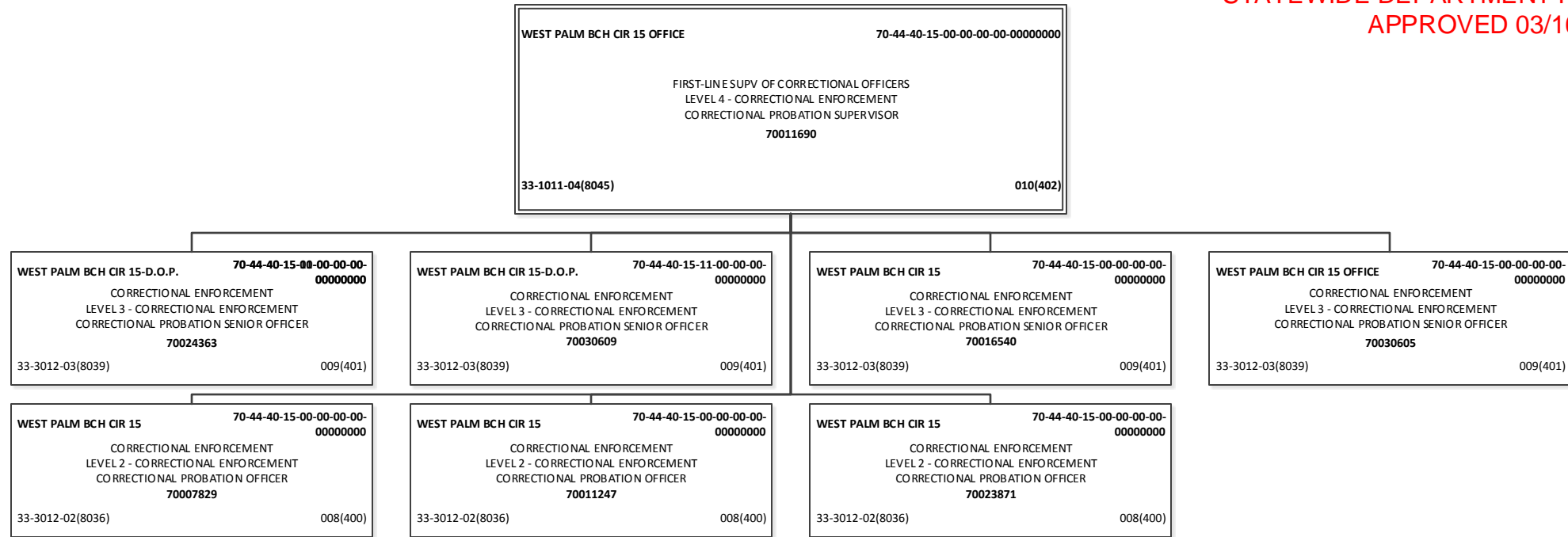
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



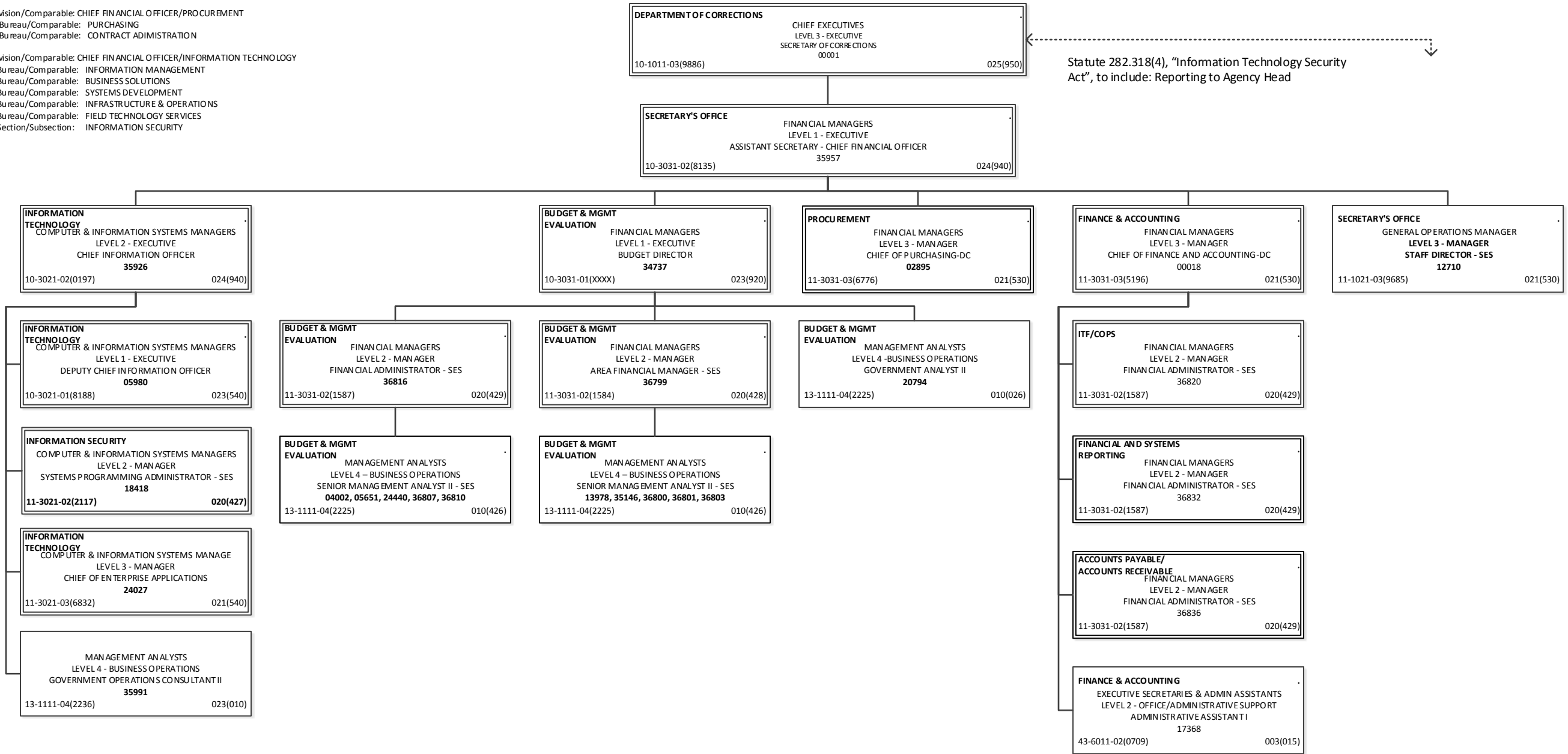
**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: BUDGET & MGMT EVALUATION
 Bureau/Comparable: FINANCE & ACCOUNTING
 Section/Subsection: ITF/COPS
 Section/Subsection: FINANCIAL AND SYSTEMS REPORTING
 Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
 Section/Subsection: PROP INV/FIELD AUDIT

Division/Comparable: CHIEF FINANCIAL OFFICER/PROCUREMENT
 Bureau/Comparable: PURCHASING
 Bureau/Comparable: CONTRACT ADMINISTRATION

Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: INFORMATION MANAGEMENT
 Bureau/Comparable: BUSINESS SOLUTIONS
 Bureau/Comparable: SYSTEMS DEVELOPMENT
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Bureau/Comparable: FIELD TECHNOLOGY SERVICES
 Section/Subsection: INFORMATION SECURITY

Statute 282.318(4), "Information Technology Security Act", to include: Reporting to Agency Head



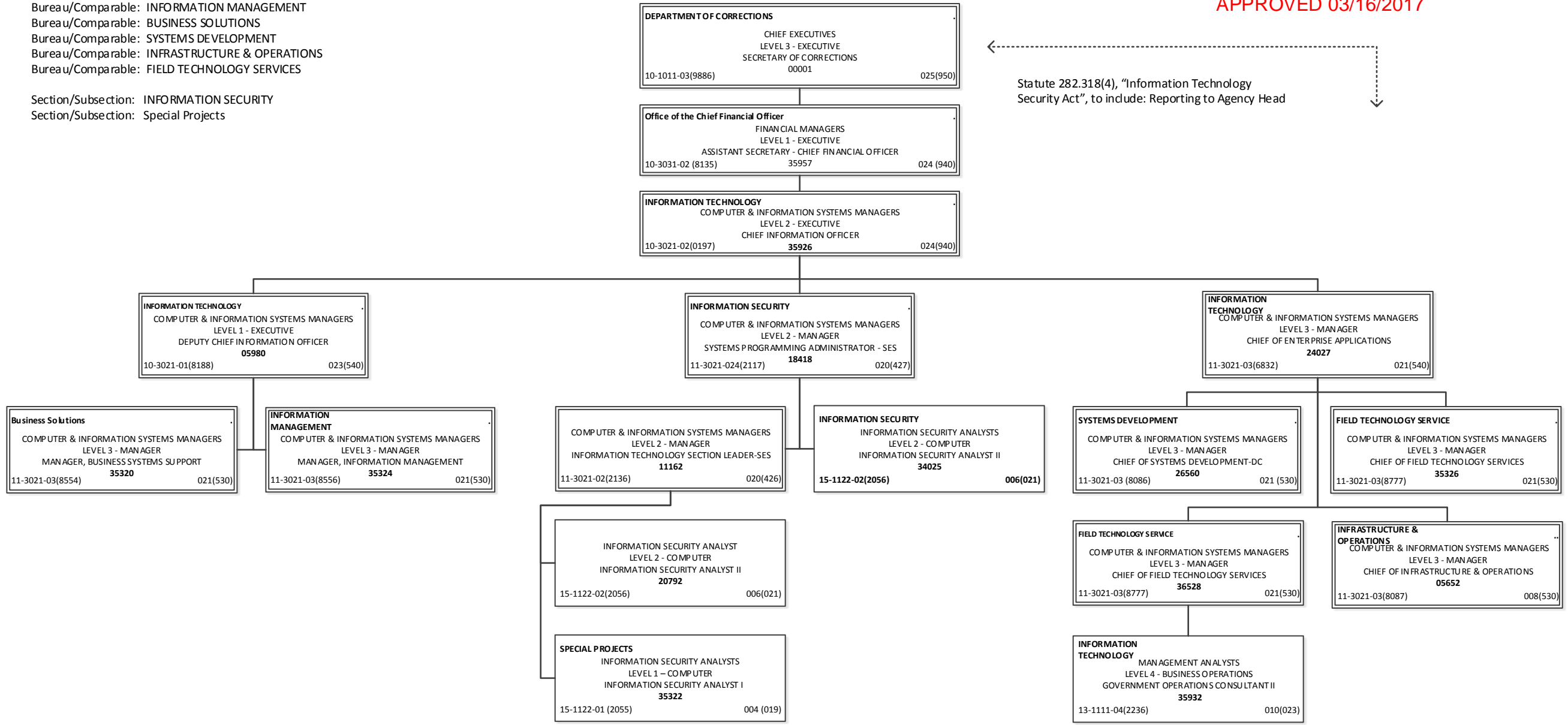
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY

Bureau/Comparable: INFORMATION MANAGEMENT
 Bureau/Comparable: BUSINESS SOLUTIONS
 Bureau/Comparable: SYSTEMS DEVELOPMENT
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Bureau/Comparable: FIELD TECHNOLOGY SERVICES

Section/Subsection: INFORMATION SECURITY
 Section/Subsection: Special Projects

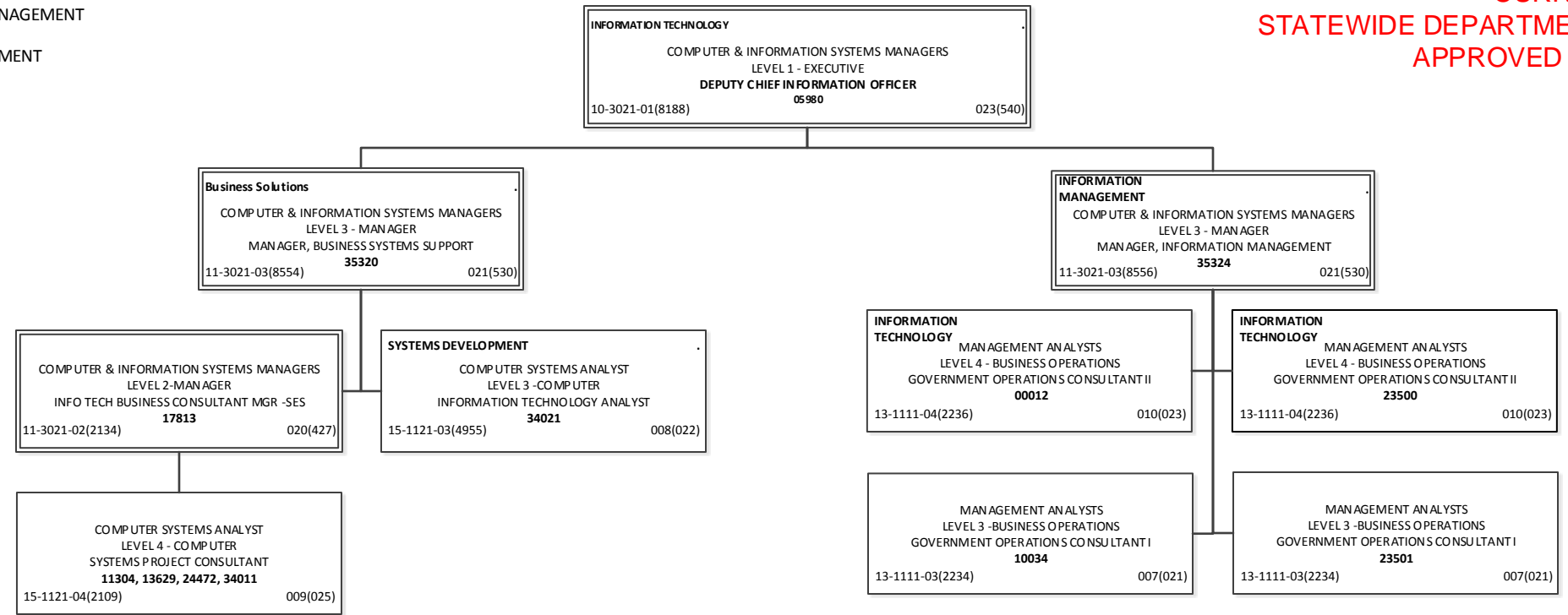
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

←-----
 Statute 282.318(4), "Information Technology Security Act", to include: Reporting to Agency Head
 ----->



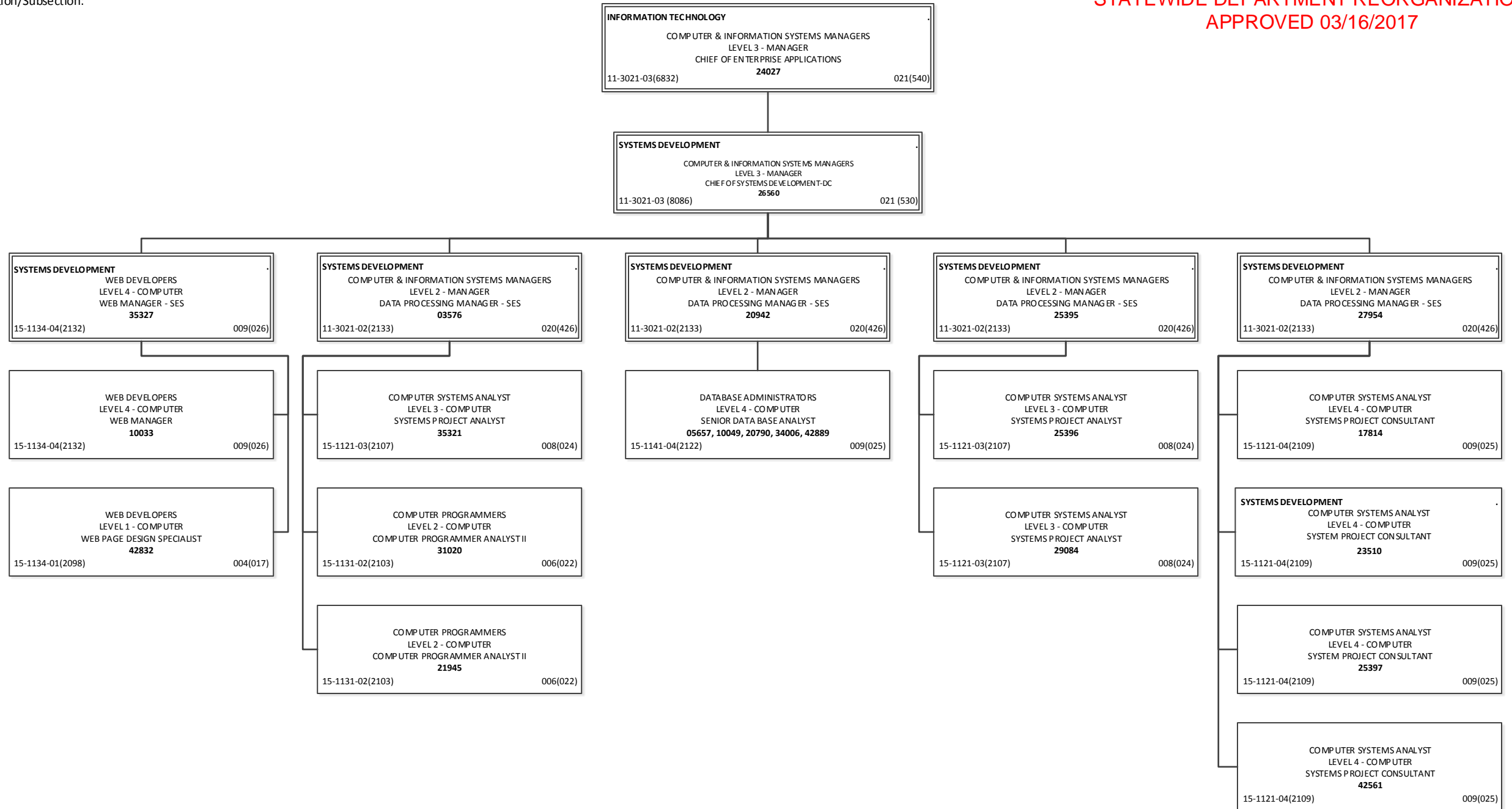
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: BUSINESS SOLUTIONS
 Bureau/Comparable: INFORMATION MANAGEMENT
 Section/Subsection: SYSTEMS DEVELOPMENT

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



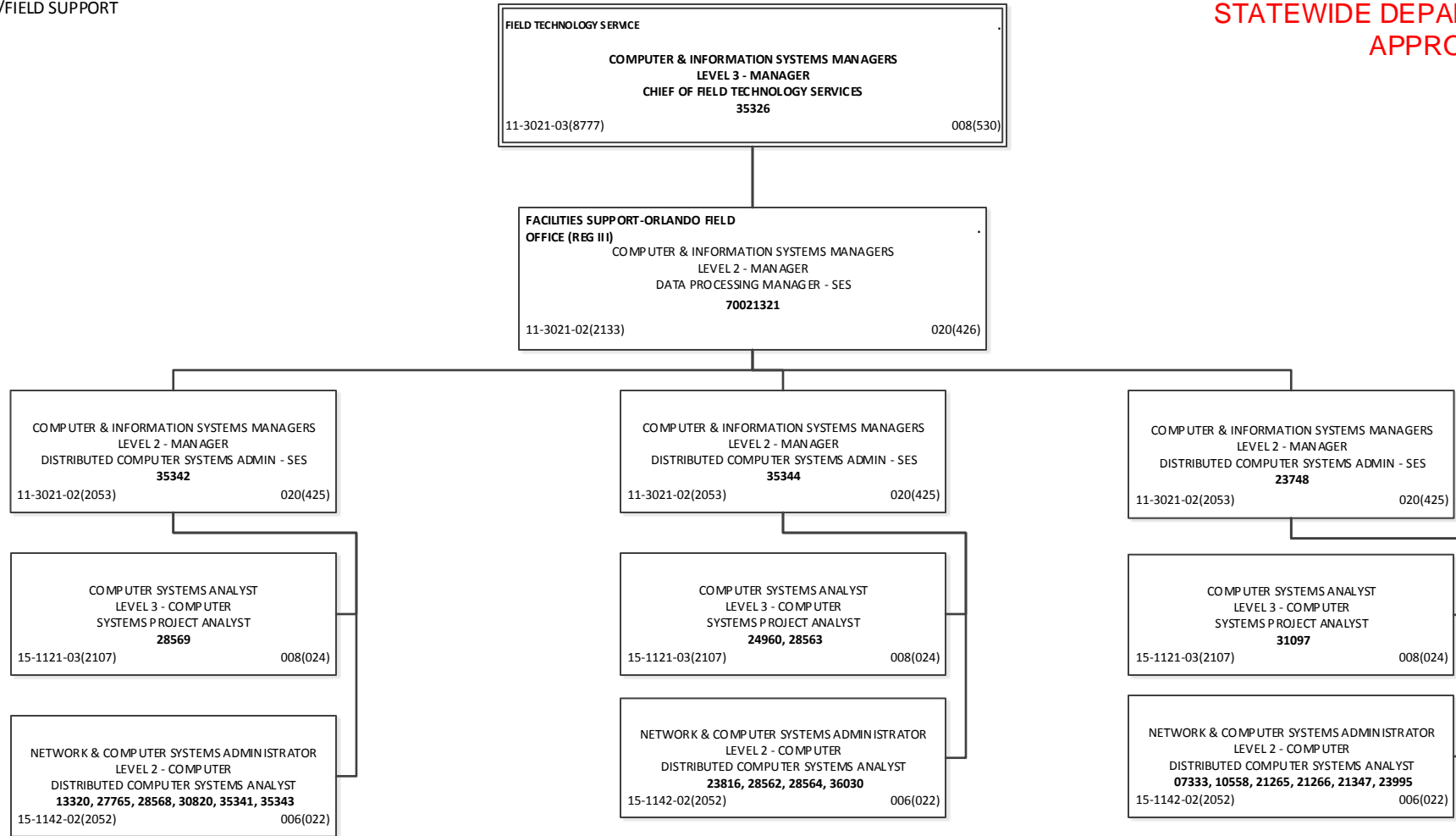
Section/Subsection:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



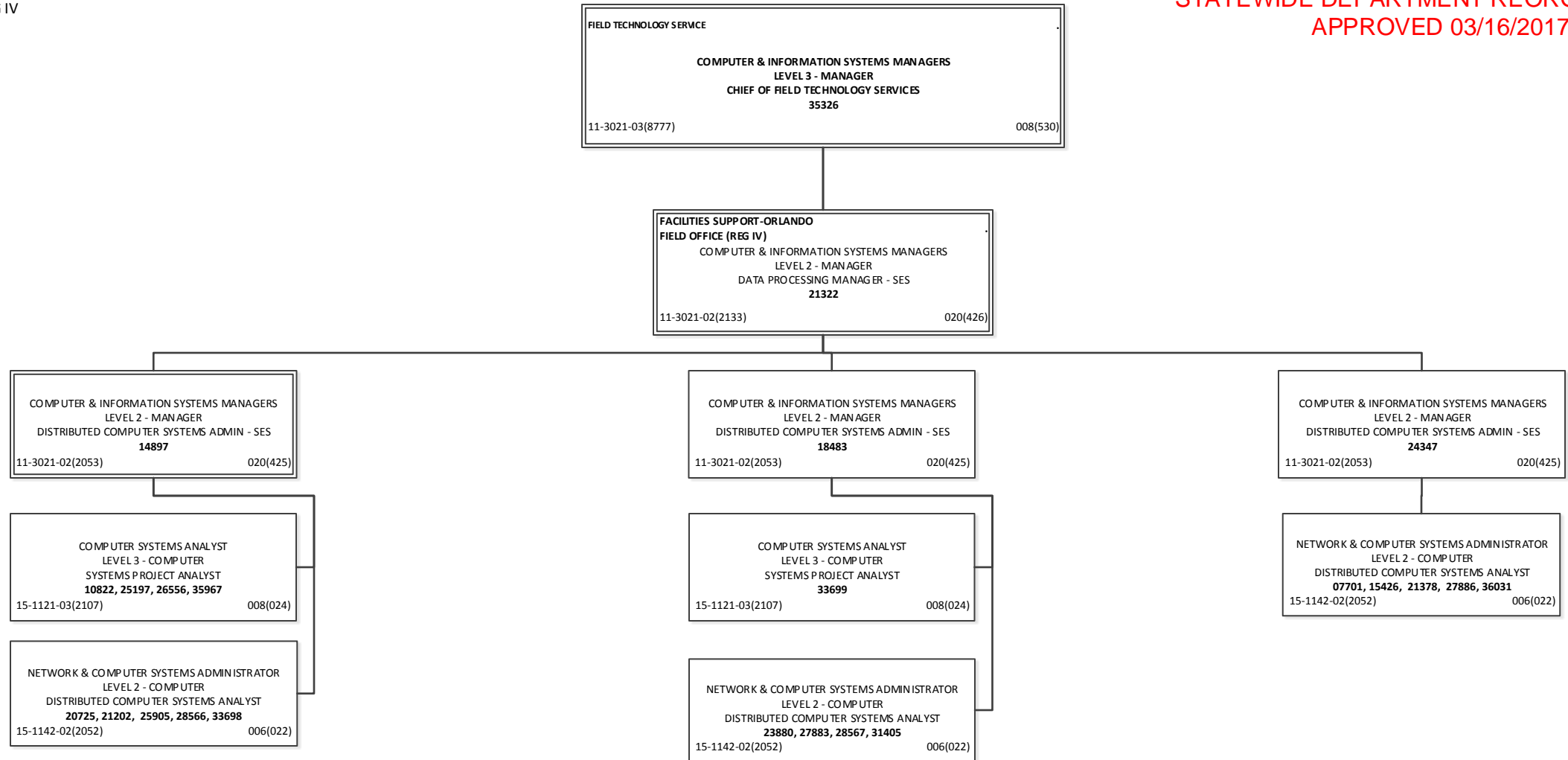
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG III

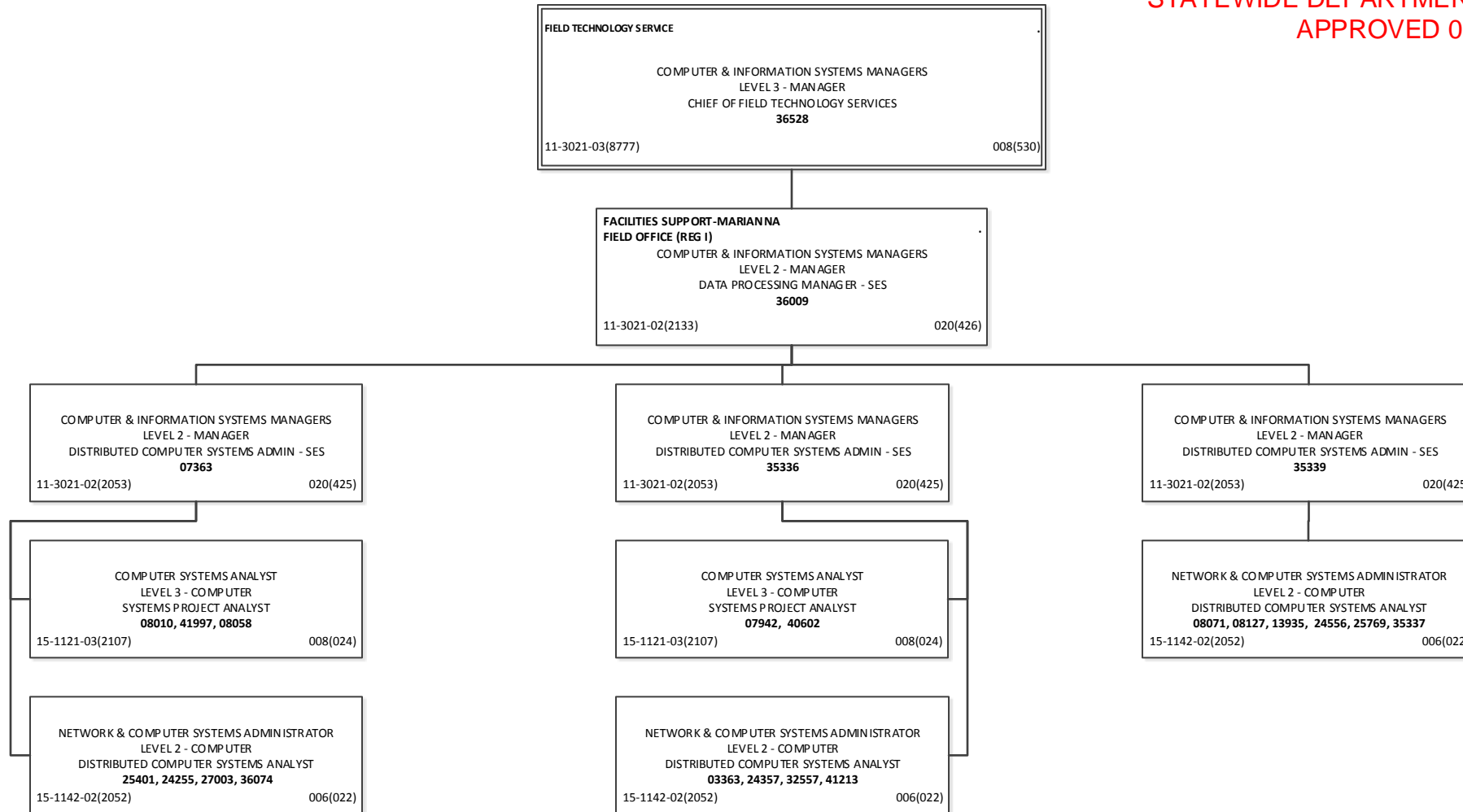
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG IV

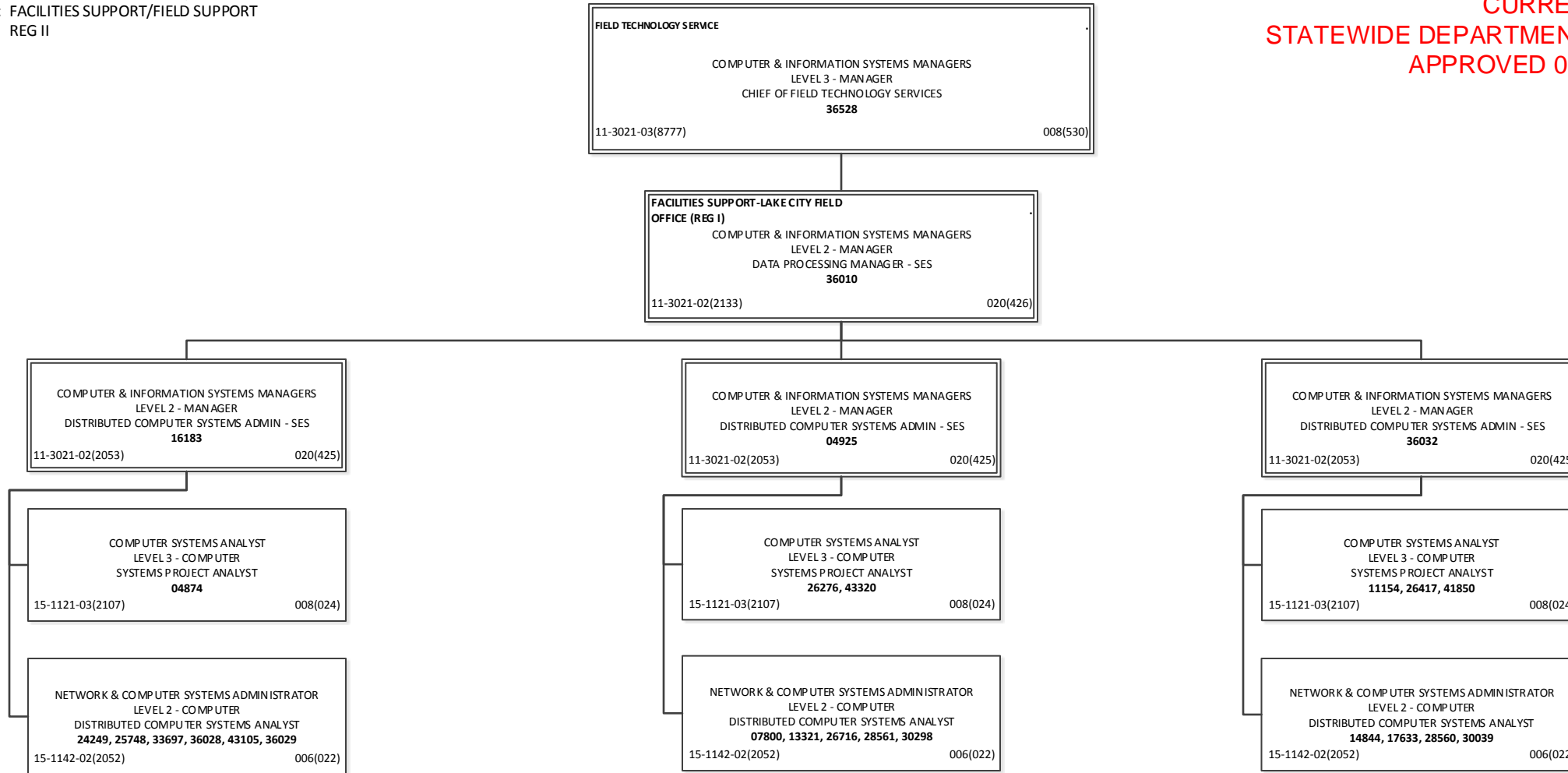
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**





Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG II

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Section/Subsection:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

INFORMATION TECHNOLOGY
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 3 - MANAGER
 CHIEF OF ENTERPRISE APPLICATIONS
 11-3021-03(6832) **24027** 021(540)

INFRASTRUCTURE & OPERATIONS
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 3 - MANAGER
 CHIEF OF INFRASTRUCTURE & OPERATIONS
 11-3021-03(8087) **05652** 021(530)

INFRASTRUCTURE & OPERATIONS
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 2 - MANAGER
 DATA PROCESSING MANAGER - SES
17812
 11-3021-02(2133) 020(426)

INFRASTRUCTURE & OPERATIONS
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 2 - MANAGER
 DATA PROCESSING MANAGER - SES
21323
 11-3021-02(2133) 020(426)

COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 2 - MANAGER
 DATA PROCESSING MANAGER - SES
20791
 11-3021-02(2133) 020(426)

INFRASTRUCTURE & OPERATIONS
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 2 - MANAGER
 DATA PROCESSING MANAGER - SES
34005
 11-3021-02(2133) 020(426)

INFRASTRUCTURE & OPERATIONS
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 2 - MANAGER
 DATA PROCESSING MANAGER - SES
34018
 11-3021-02(2133) 020(426)

INFRASTRUCTURE & OPERATIONS
 COMPUTER & INFORMATION SYSTEMS MANAGERS
 LEVEL 2 - MANAGER
 DATA PROCESSING MANAGER - SES
20789
 11-3021-02(2133) 020(426)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 4 - COMPUTER
 SYSTEMS PROGRAMMER III
43319
 15-1142-04(2115) 009(025)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 3 - COMPUTER
 SYSTEMS PROGRAMMER II
13933
 15-1142-03(2113) 008(024)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 4 - COMPUTER
 SYSTEMS PROGRAMMER III
10048
 15-1142-04(2115) 009(025)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 4 - COMPUTER
 SYSTEMS PROGRAMMER III
24948
 15-1142-04(2115) 009(025)

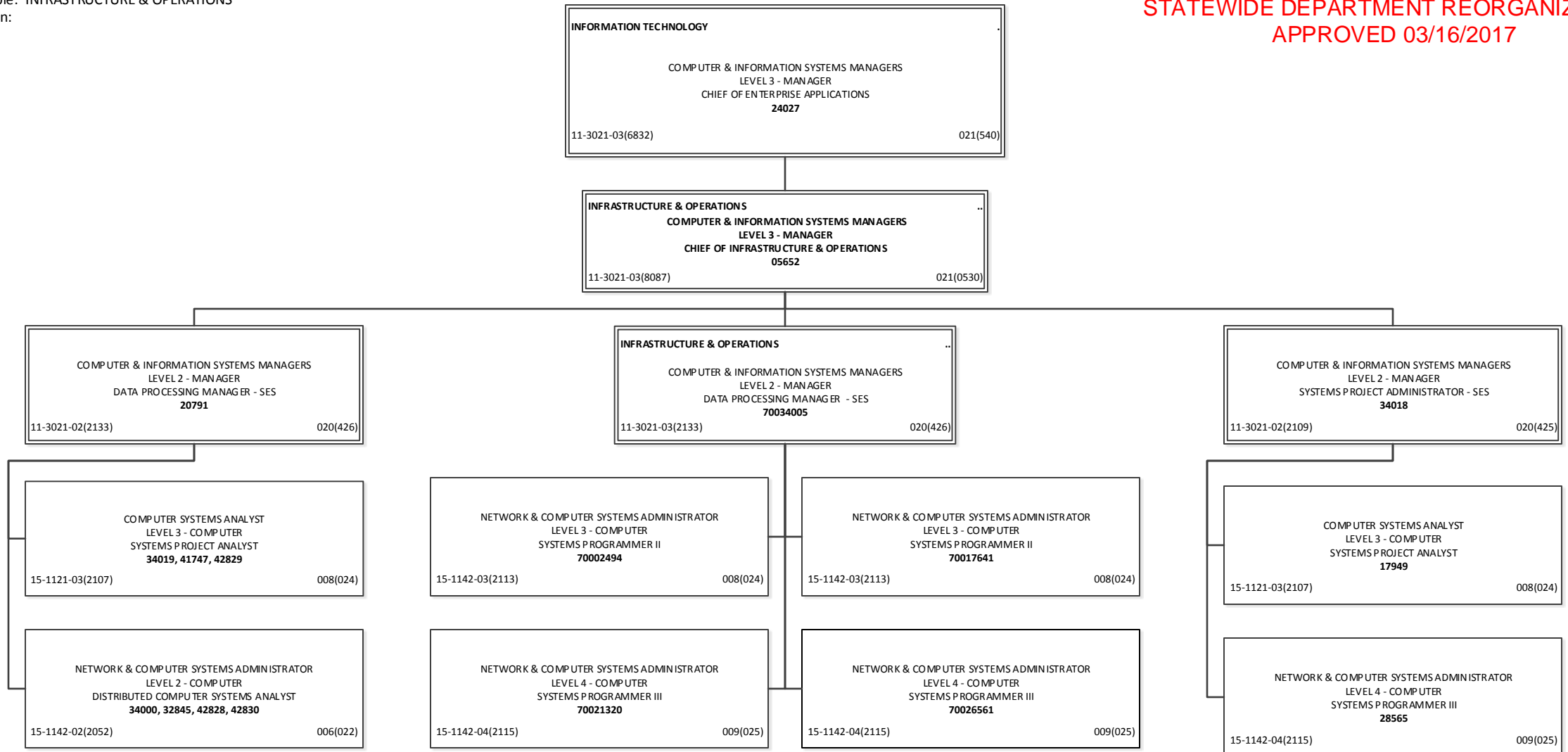
NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 3 - COMPUTER
 SYSTEMS PROGRAMMER II
03554
 15-1142-03(2113) 008(024)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 4 - COMPUTER
 SYSTEMS PROGRAMMER III
34020
 15-1142-04(2115) 009(025)

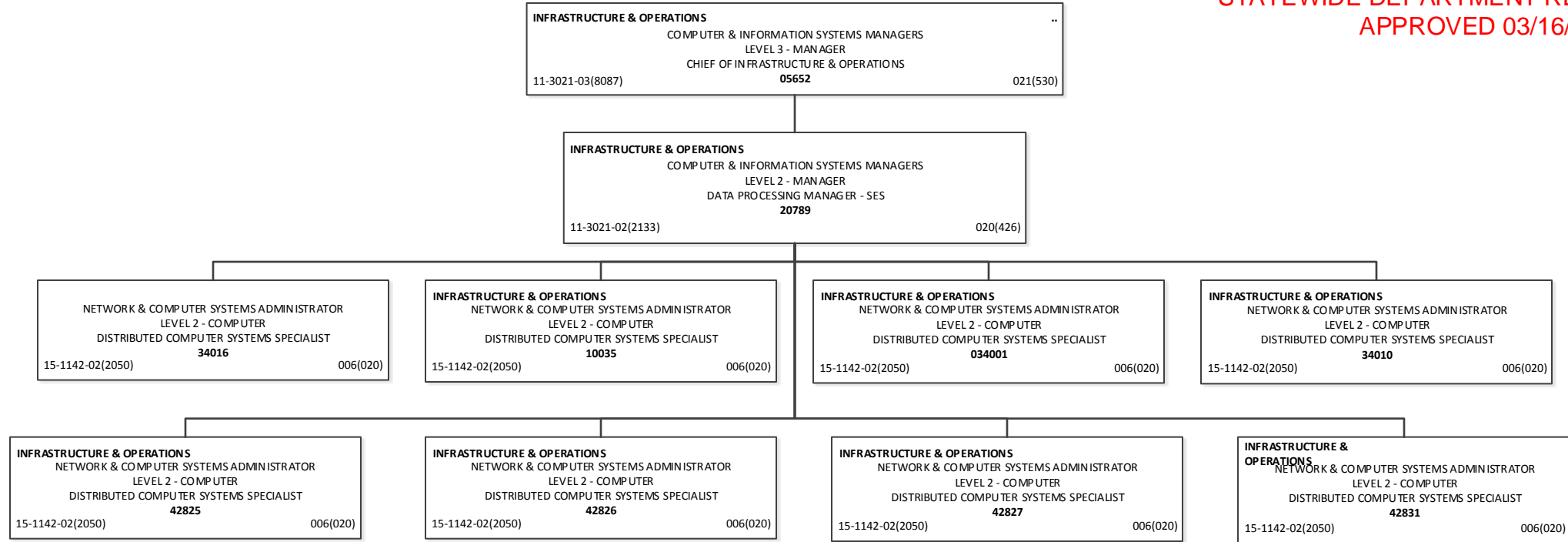
NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 3 - COMPUTER
 SYSTEMS PROGRAMMER II
24198
 15-1142-03(2113) 008(024)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 3 - COMPUTER
 SYSTEMS PROGRAMMER II
33869
 15-1142-03(2113) 008(024)

NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
 LEVEL 3 - COMPUTER
 SYSTEMS PROGRAMMER II
34007
 15-1142-03(2113) 008(024)

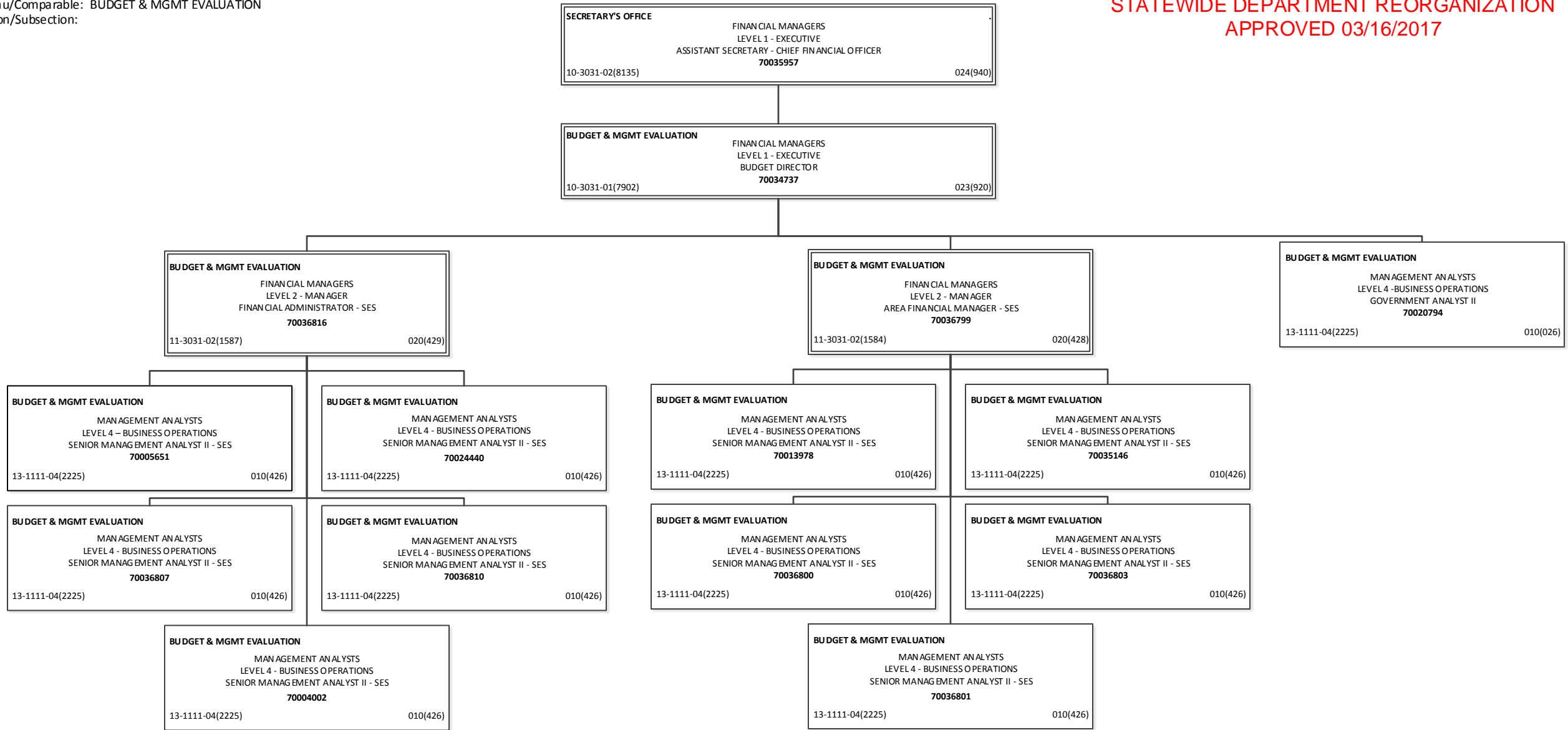


CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: BUDGET & MGMT EVALUATION
 Section/Subsection:

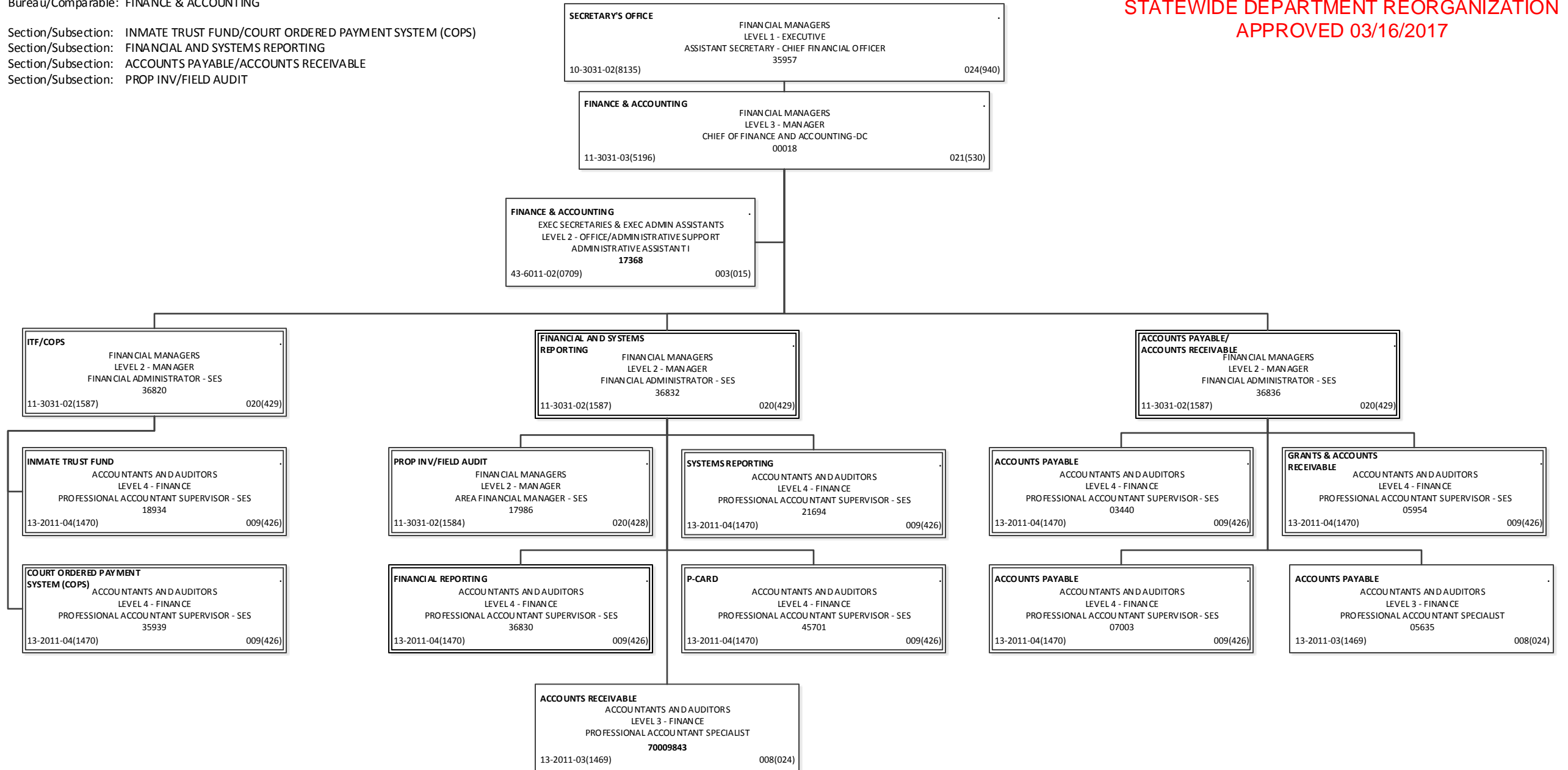
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: INMATE TRUST FUND/COURT ORDERED PAYMENT SYSTEM (COPS)
 Section/Subsection: FINANCIAL AND SYSTEMS REPORTING
 Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
 Section/Subsection: PROP INV/FIELD AUDIT

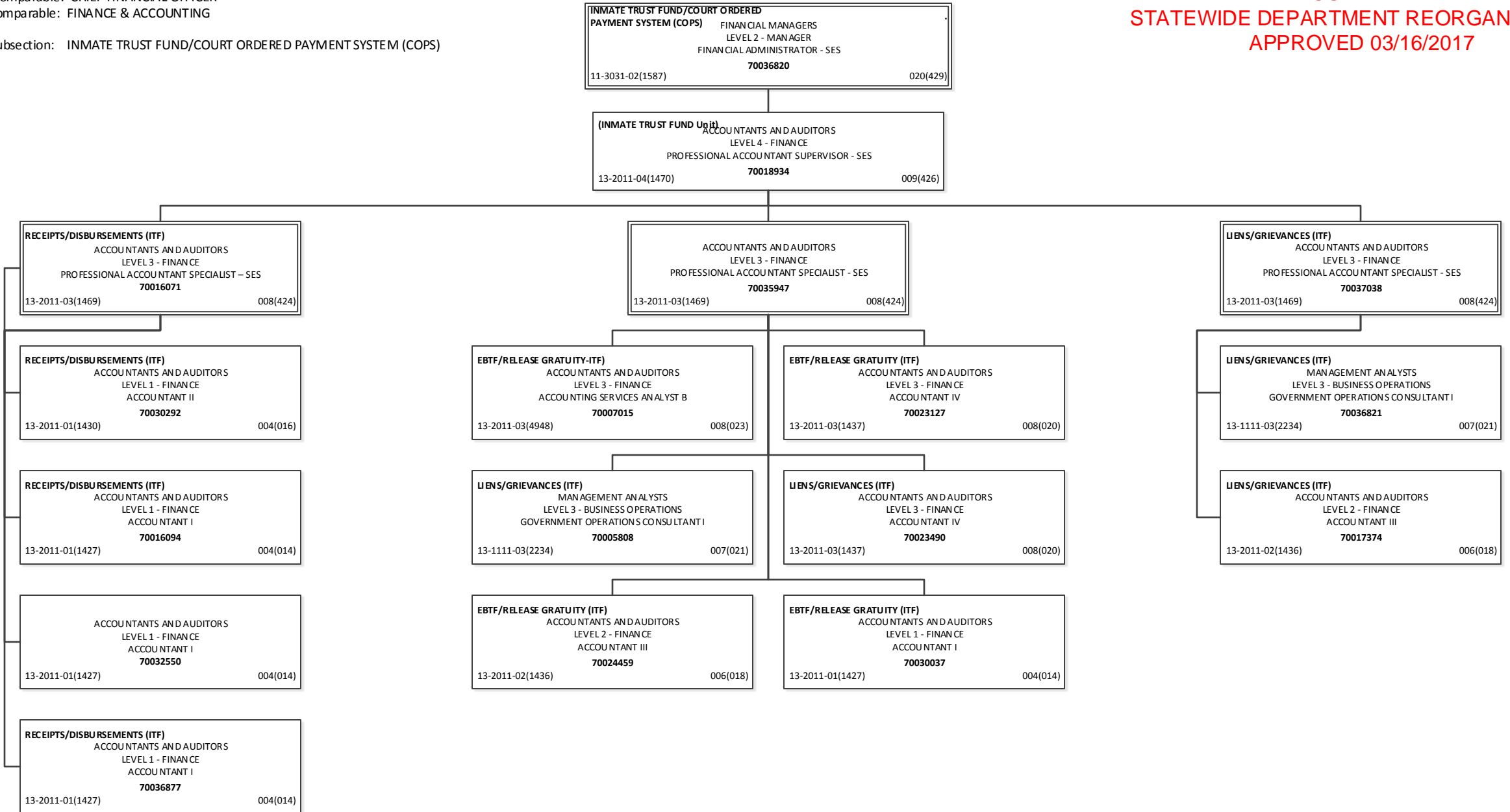
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: INMATE TRUST FUND/COURT ORDERED PAYMENT SYSTEM (COPS)

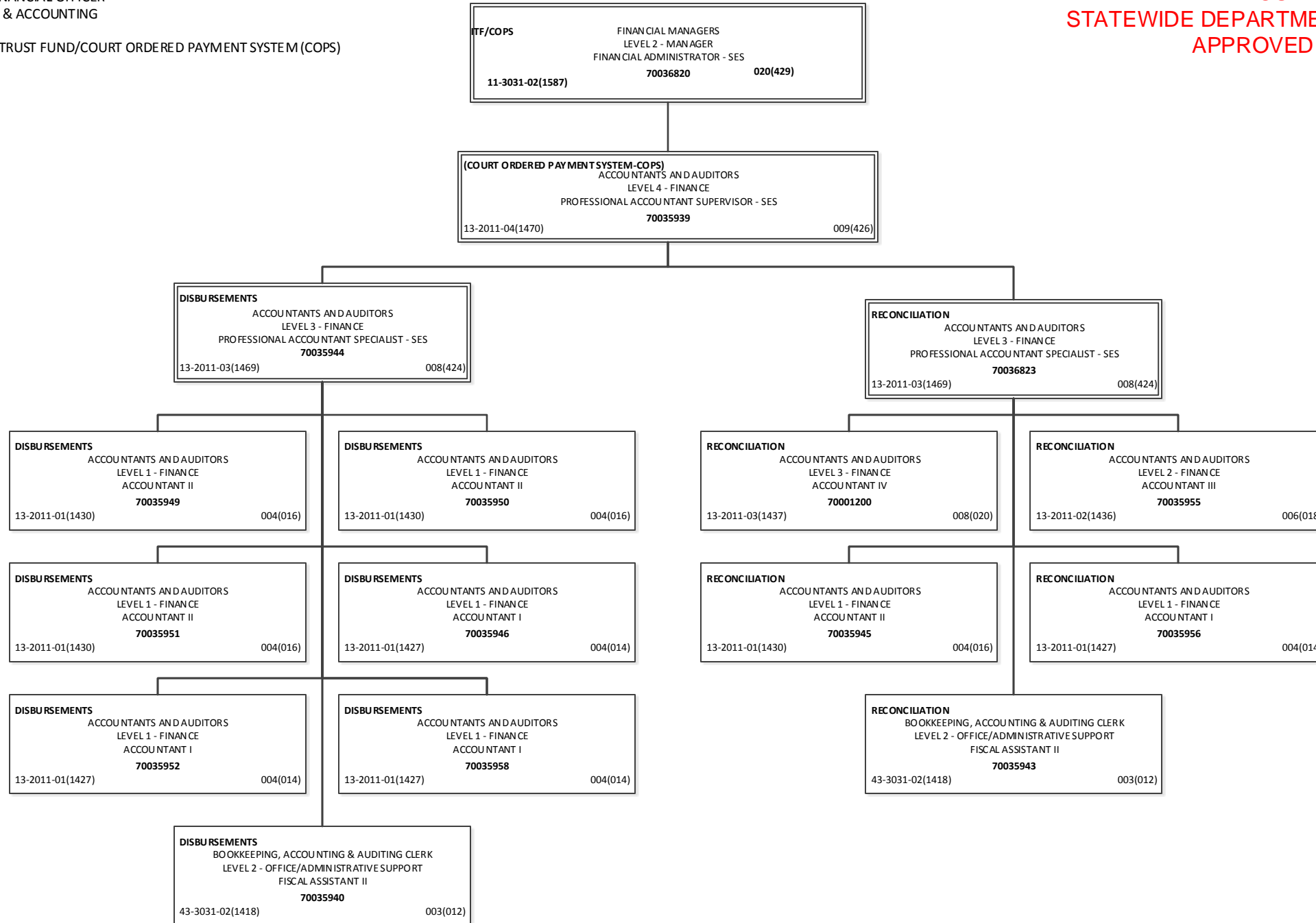
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: INMATE TRUST FUND/COURT ORDERED PAYMENT SYSTEM (COPS)

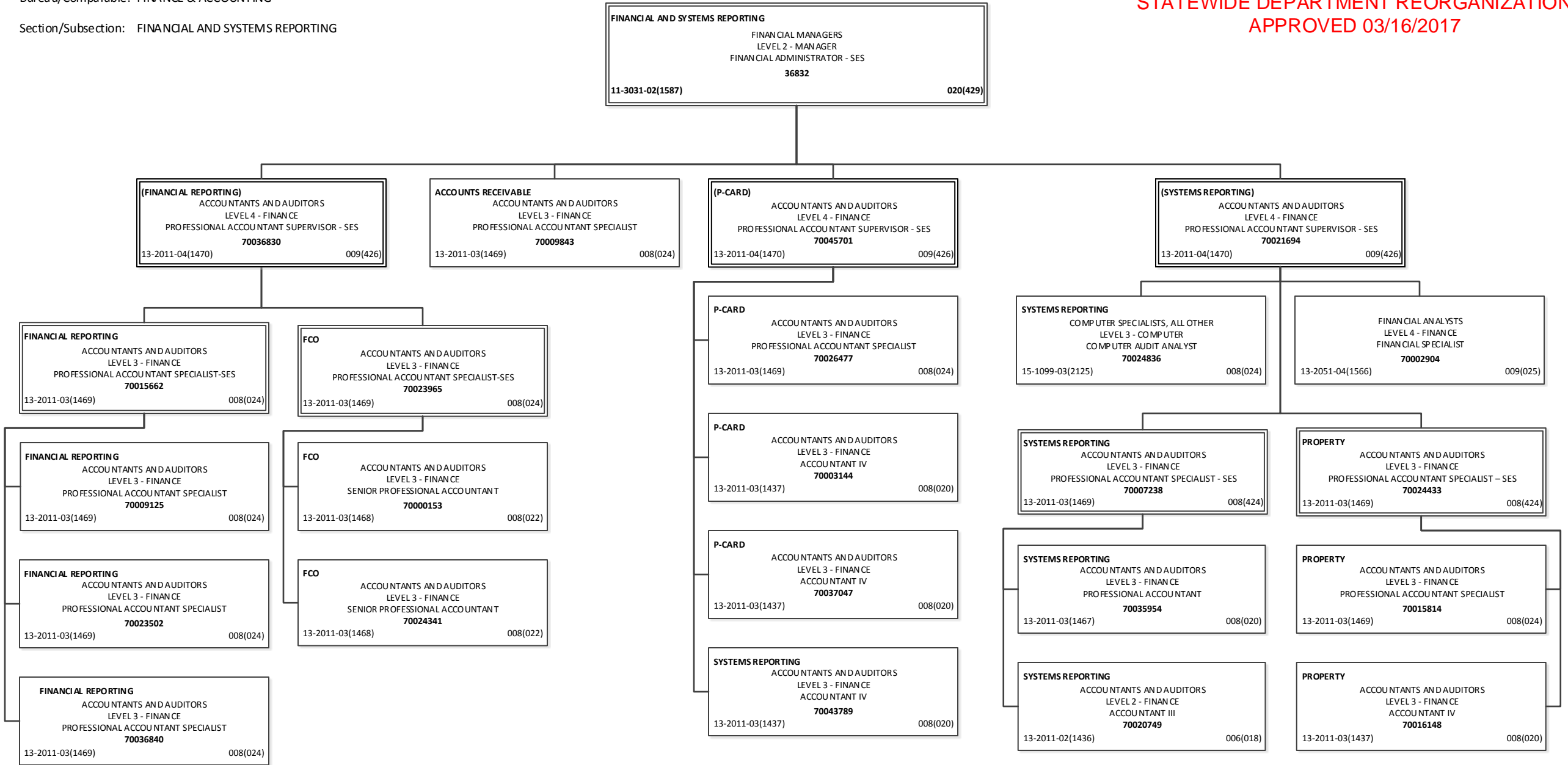
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: FINANCIAL AND SYSTEMS REPORTING

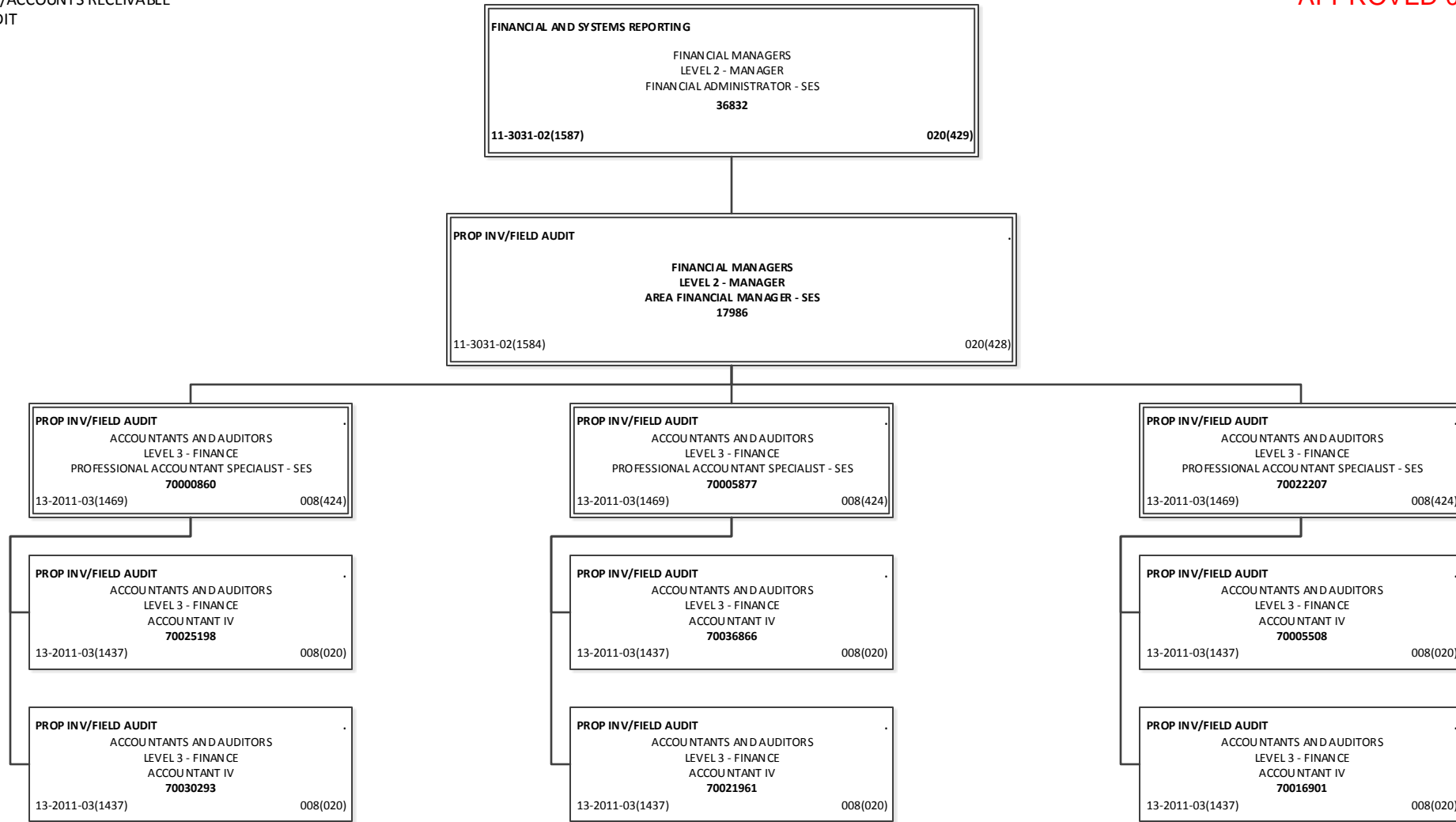
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF FINANCIAL OFFICER
Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
Section/Subsection: PROP INV/FIELD AUDIT

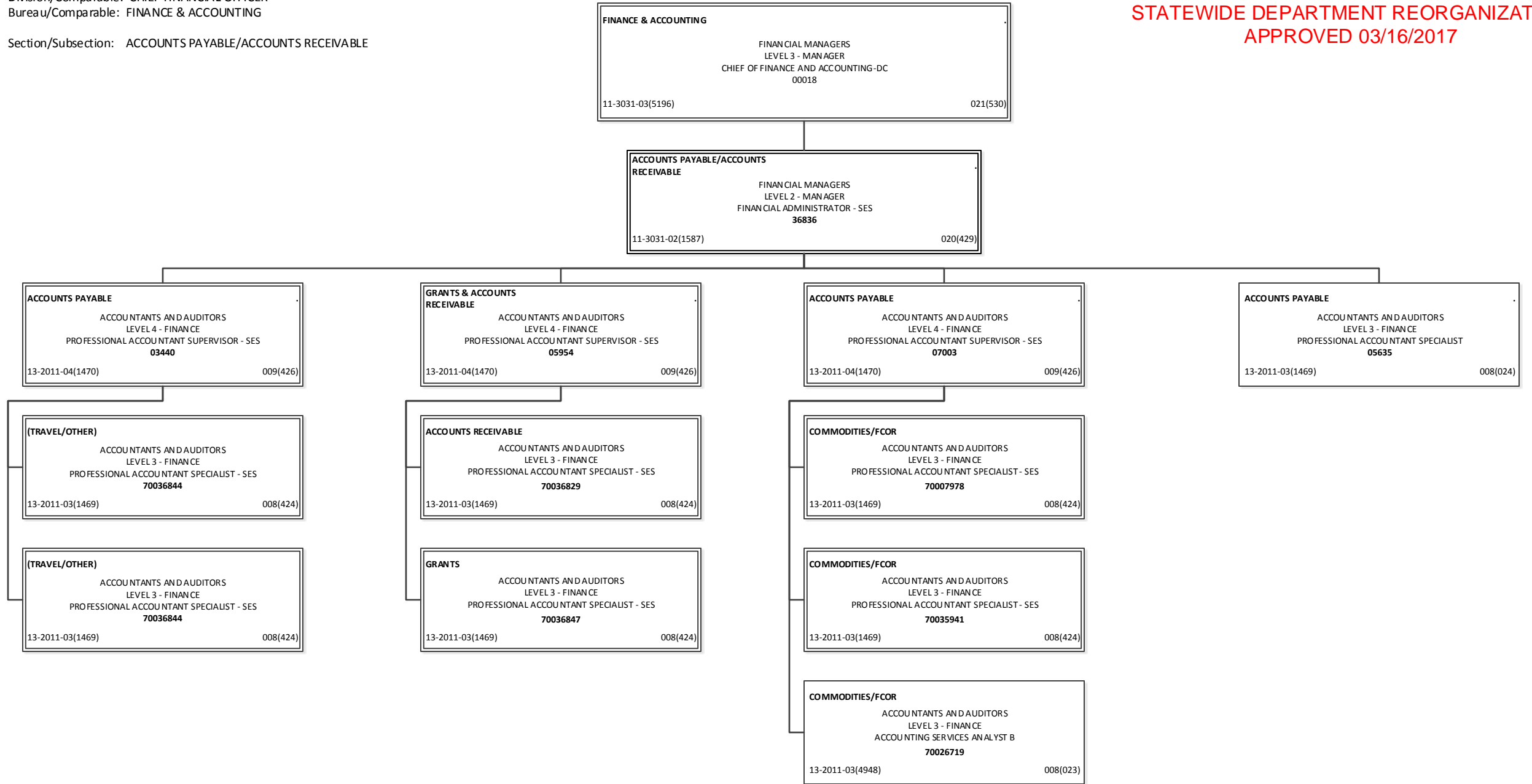
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

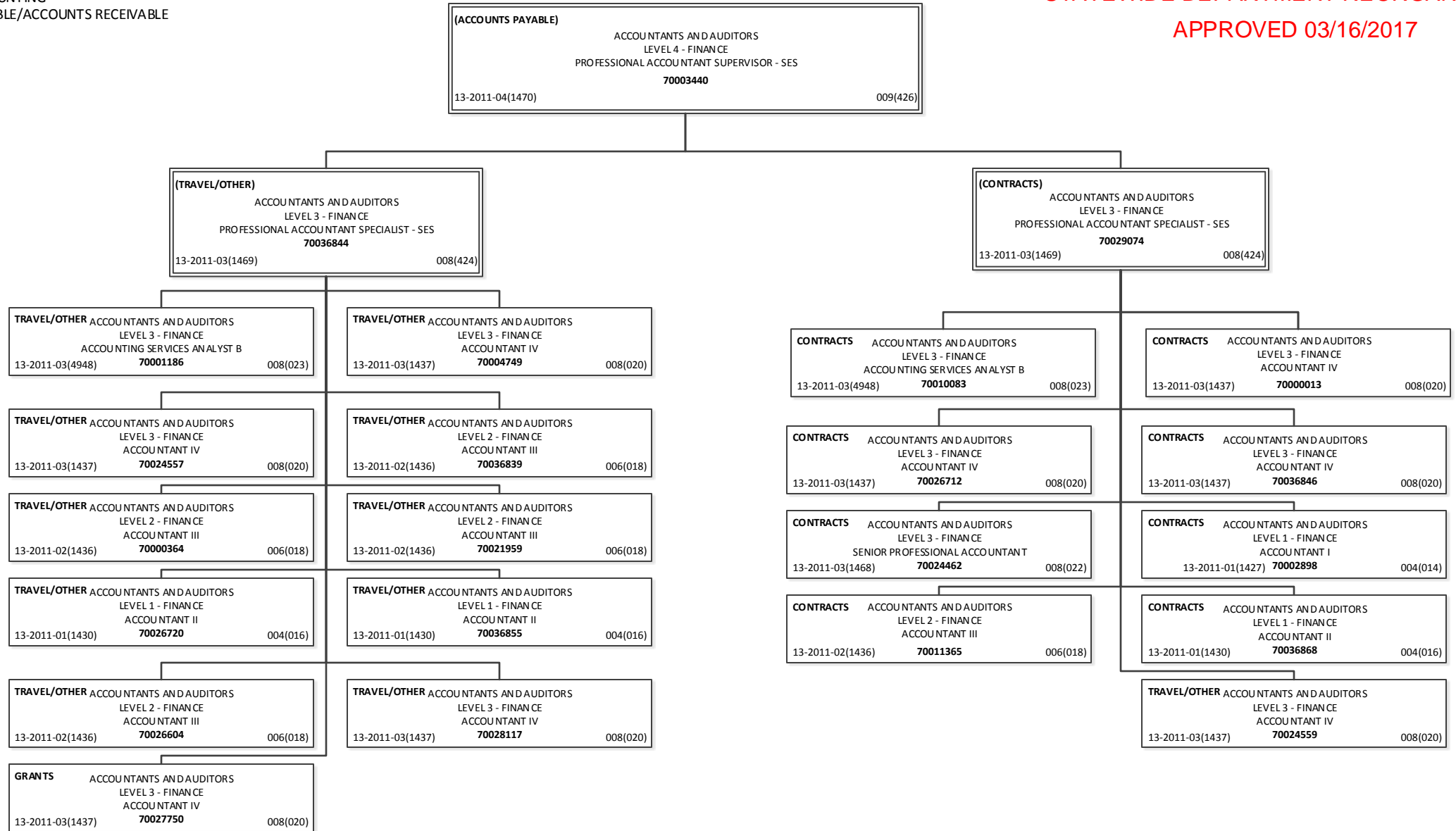


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

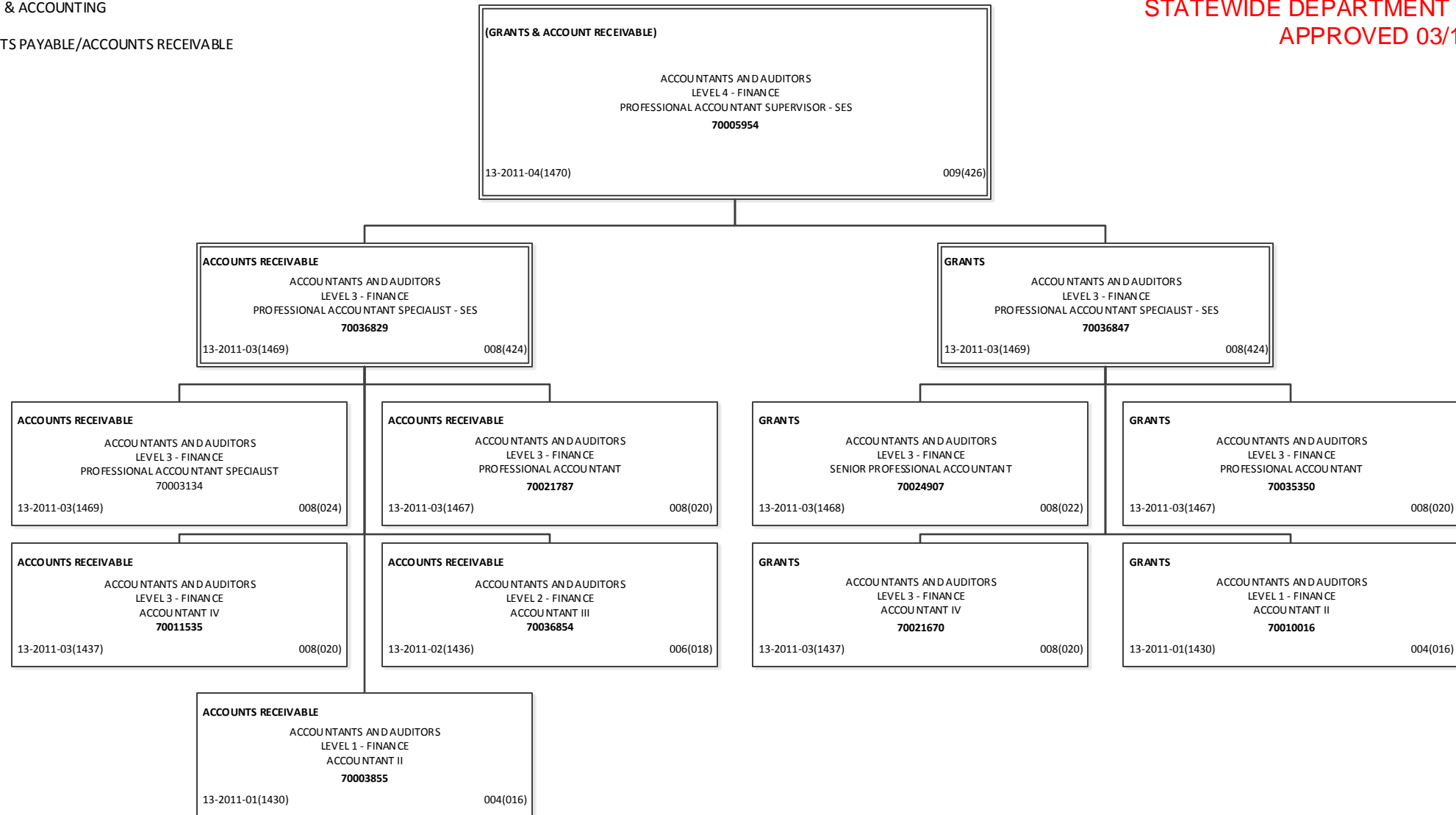




Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

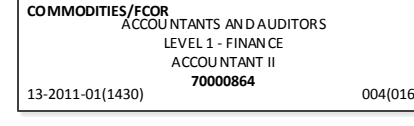
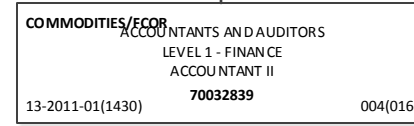
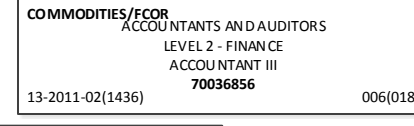
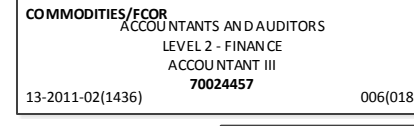
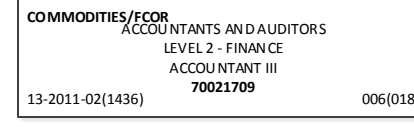
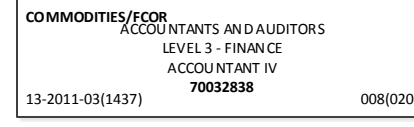
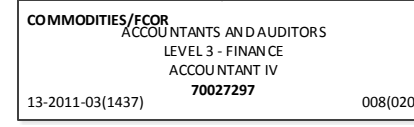
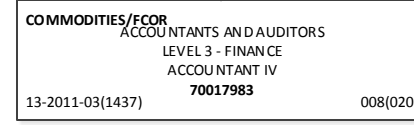
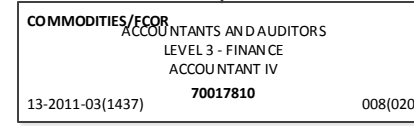
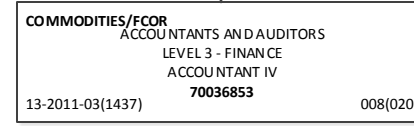
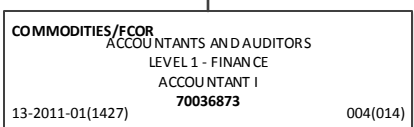
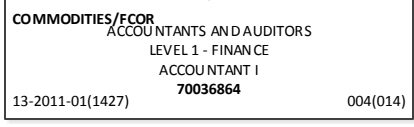
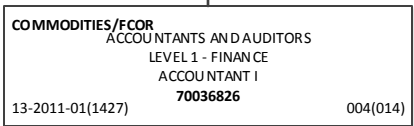
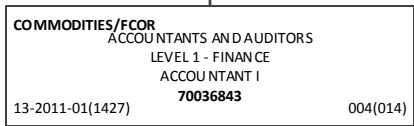
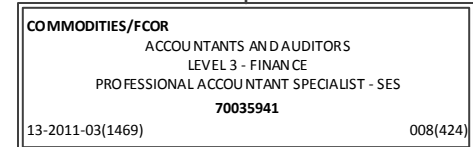
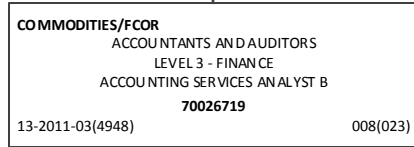
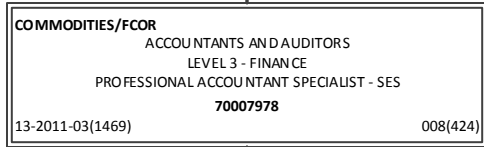
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



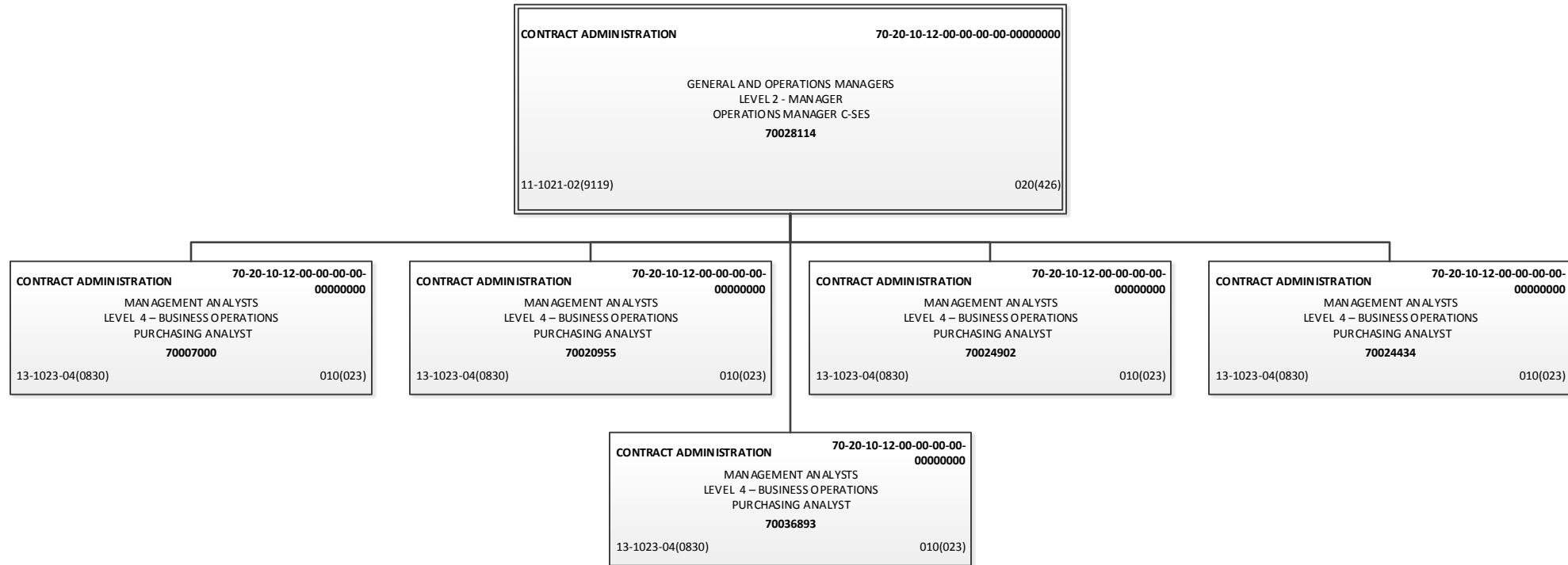
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/PROCUREMENT

Bureau/Comparable: **PROCUREMENT**

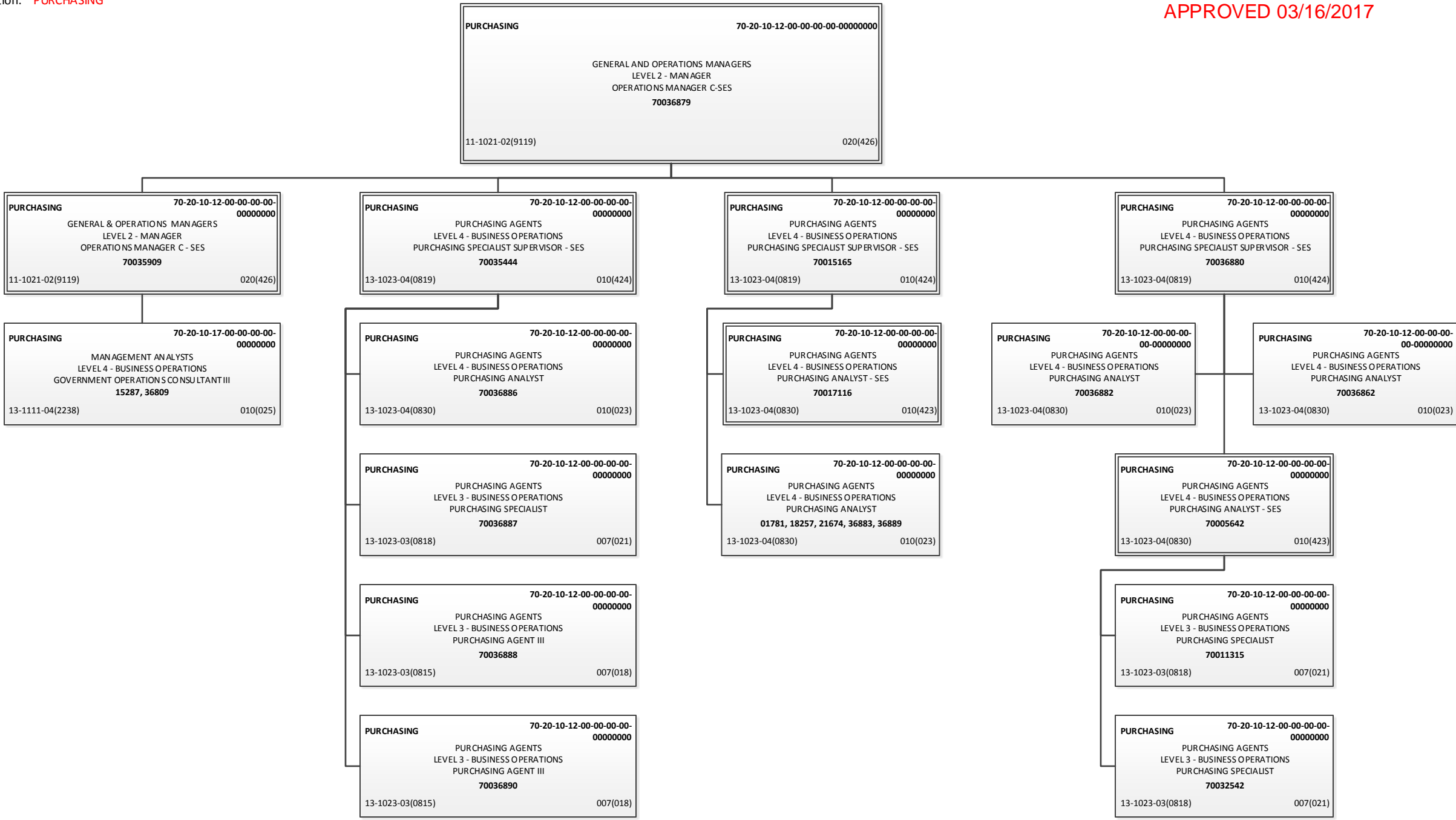
Section/Subsection: PURCHASING

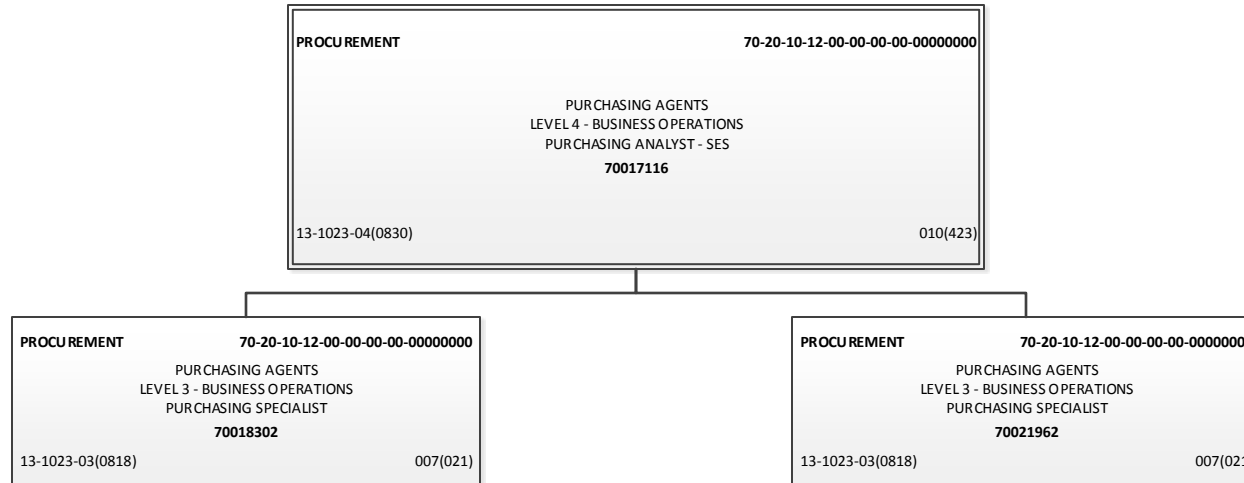
Section/Subsection: CONTRACT ADMINISTRATION



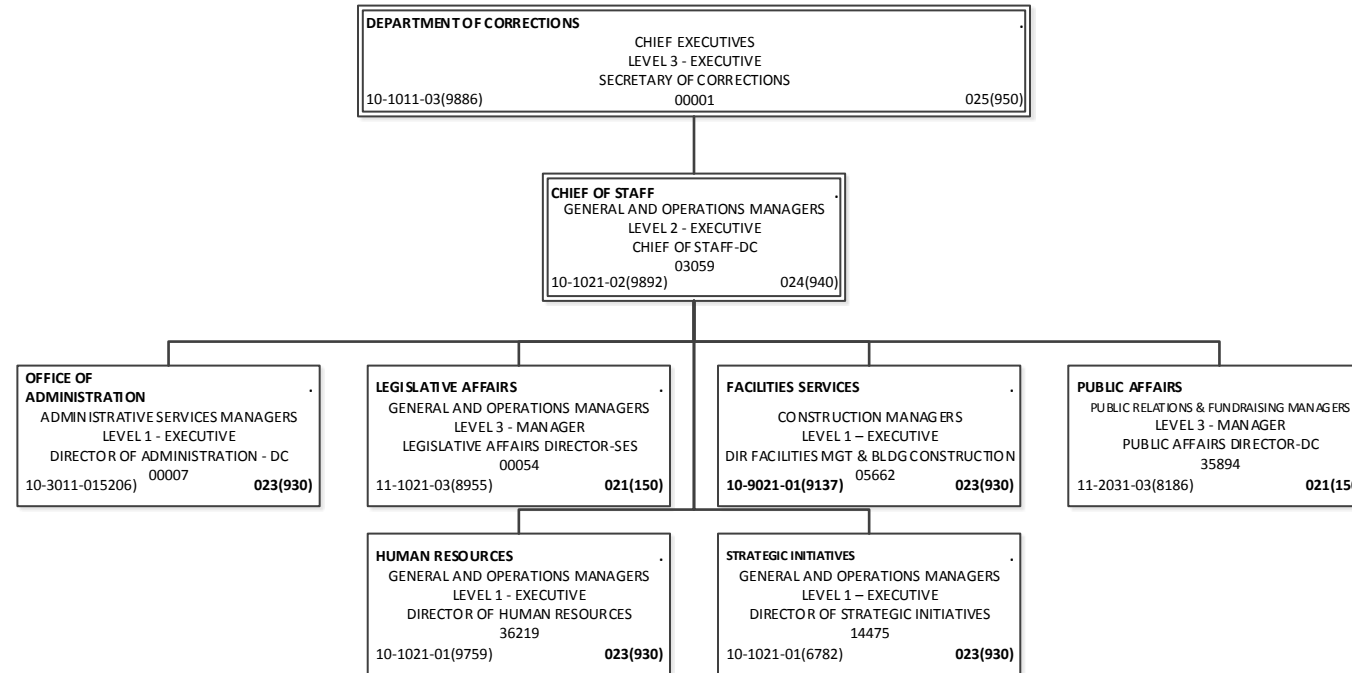


Possibly moving to CFO





**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

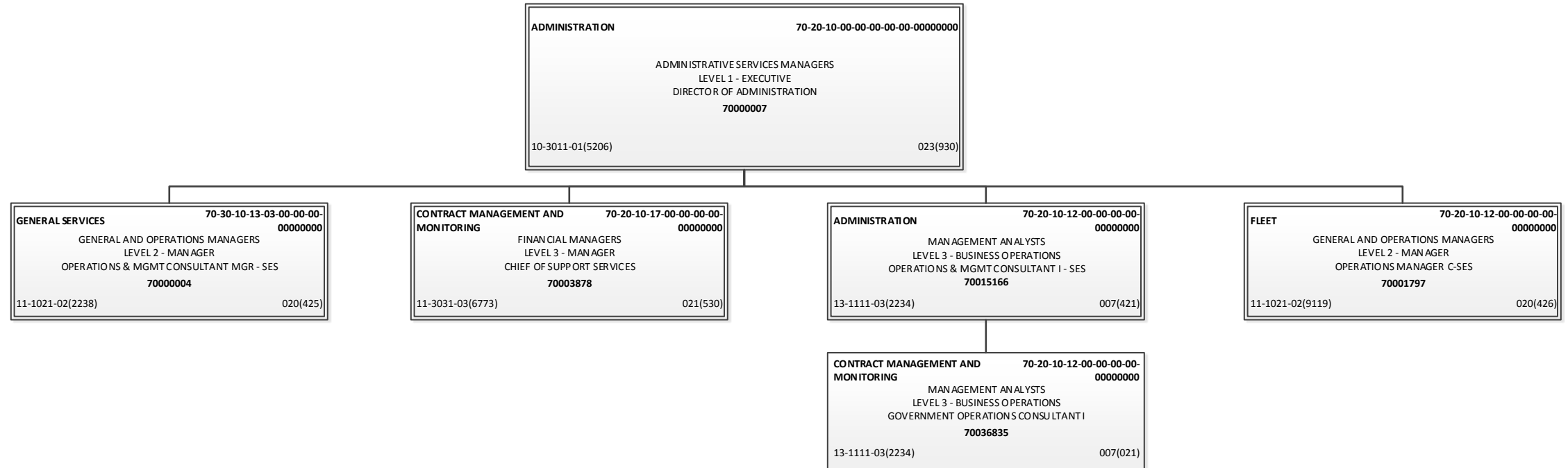


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION

Bureau/Comparable: **ADMINISTRATION SERVICES**

Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FIELD SUPPORT SERVICES
 Section/Subsection: FLEET
 Section/Subsection: GENERAL SERVICES
 Section/Subsection: CONTRACT MANAGEMENT AND MONITORING

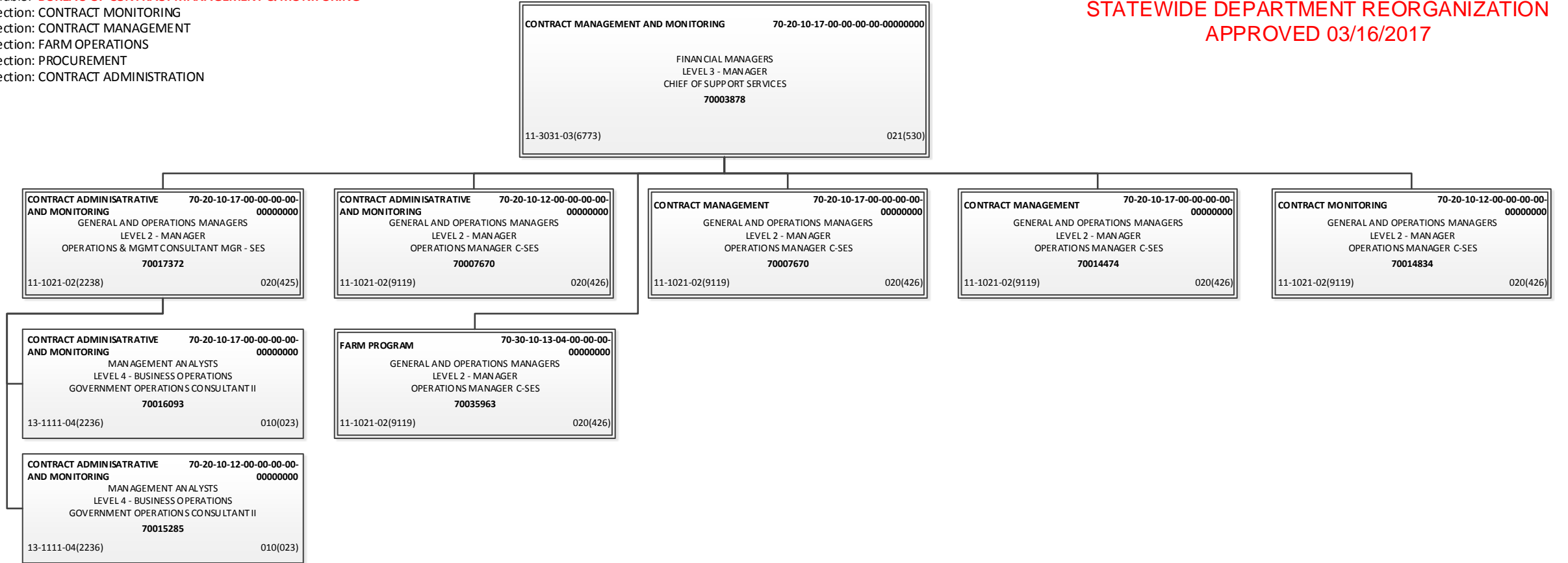
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION

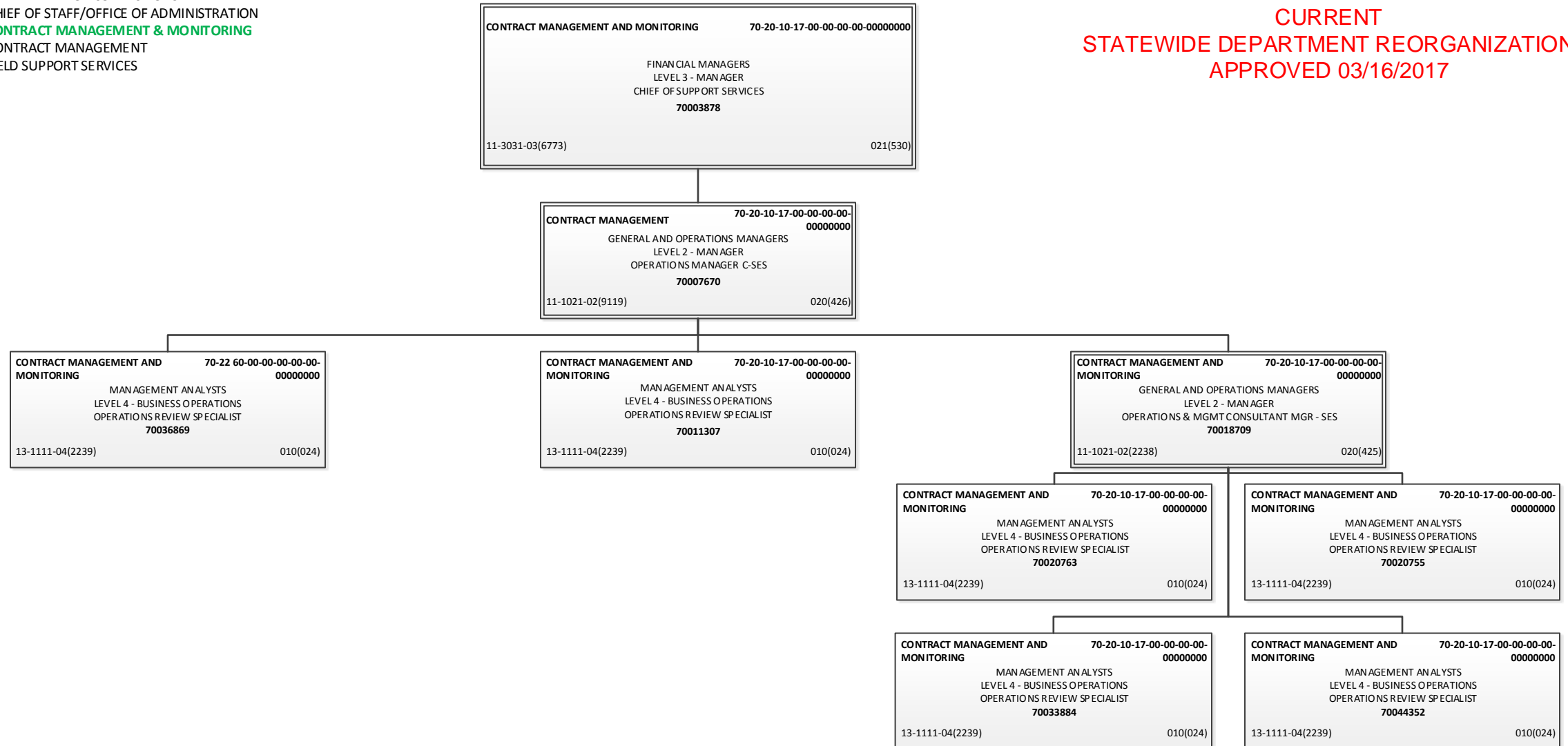
Bureau/Comparable: **BUREAU OF CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: CONTRACT MONITORING
 Section/Subsection: CONTRACT MANAGEMENT
 Section/Subsection: FARM OPERATIONS
 Section/Subsection: PROCUREMENT
 Section/Subsection: CONTRACT ADMINISTRATION

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: CONTRACT MANAGEMENT
 Section/Subsection: FIELD SUPPORT SERVICES

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: CONTRACT MANAGEMENT
 Section/Subsection: GENERAL SERVICES

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
FINANCIAL MANAGERS LEVEL 3 - MANAGER CHIEF OF SUPPORT SERVICES 70003878	
11-3031-03(6773)	021(530)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
GENERAL AND OPERATIONS MANAGERS LEVEL 2 - MANAGER OPERATIONS MANAGER C-SES 70014474	
11-1021-02(9119)	020(426)

CONTRACT MANAGEMENT AND MONITORING	70-30-10-13-03-00-00-00000000
GENERAL AND OPERATIONS MANAGERS LEVEL 2 - MANAGER OPERATIONS & MGMT CONSULTANT MGR - SES 70032876	
11-1021-02(2238)	020(425)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
DIETITIANS AND NUTRITIONISTS LEVEL 4 - HLTH DIAGNOS & TREAT PRACTITNR PUBLIC HEALTH NUTRITION CONSULTANT 70026599	
29-1031-04(5224)	010(091)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
DIETITIANS AND NUTRITIONISTS LEVEL 4 - HLTH DIAGNOS & TREAT PRACTITNR PUBLIC HEALTH NUTRITION CONSULTANT 70042537	
29-1031-04(5224)	010(091)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
DIETITIANS AND NUTRITIONISTS LEVEL 4 - HLTH DIAGNOS & TREAT PRACTITNR PUBLIC HEALTH NUTRITION CONSULTANT 70042538	
29-1031-04(5224)	010(091)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
MANAGEMENT ANALYSTS LEVEL 4 - BUSINESS OPERATIONS OPERATIONS REVIEW SPECIALIST 70027303	
13-1111-04(2239)	010(024)

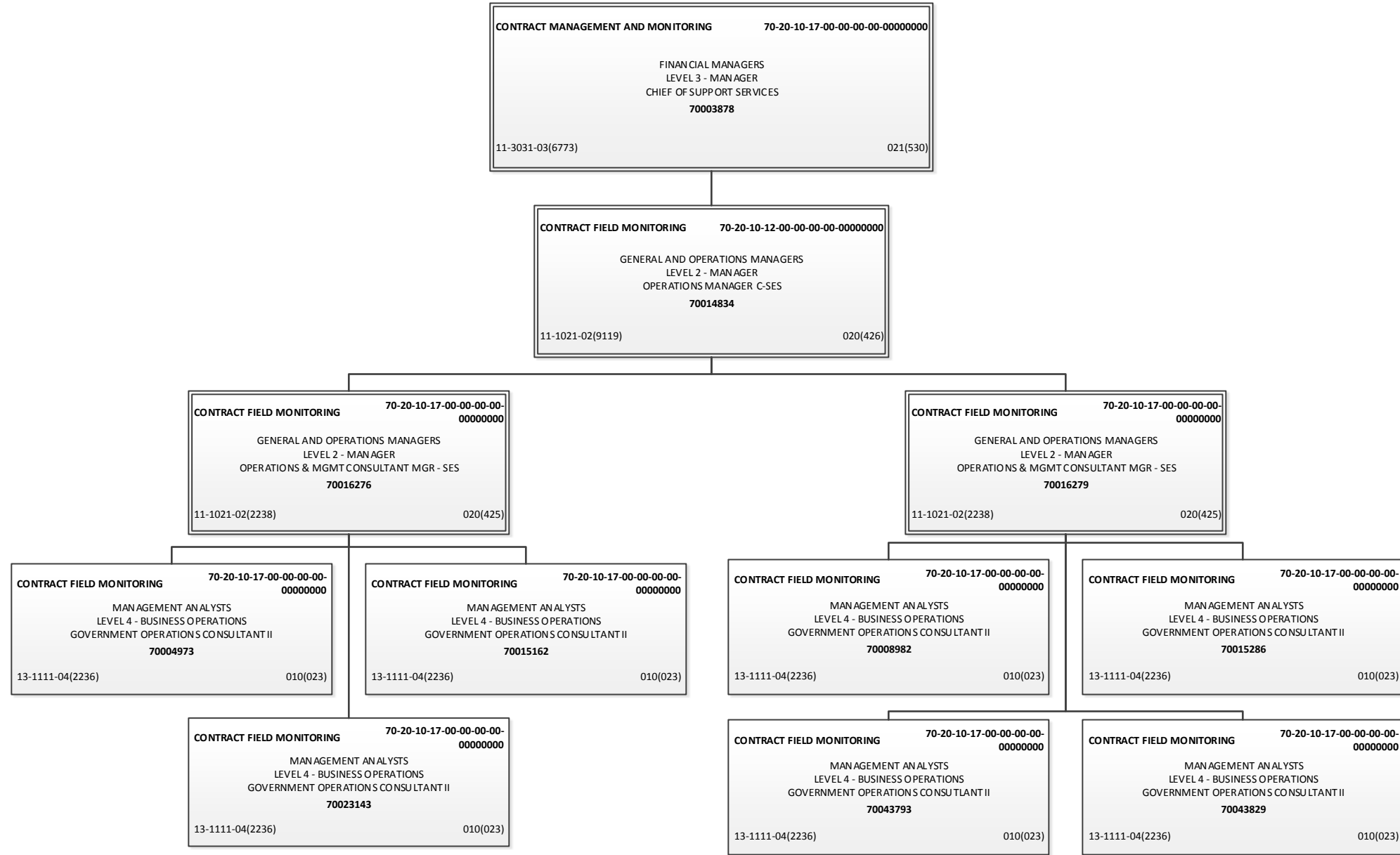
CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
MANAGEMENT ANALYSTS LEVEL 4 - BUSINESS OPERATIONS OPERATIONS REVIEW SPECIALIST 70005928	
13-1111-04(2239)	010(024)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
MANAGEMENT ANALYSTS LEVEL 4 - BUSINESS OPERATIONS OPERATIONS REVIEW SPECIALIST 70042536	
13-1111-04(2239)	010(024)

CONTRACT MANAGEMENT AND MONITORING	70-20-10-17-00-00-00-00000000
MANAGEMENT ANALYSTS LEVEL 4 - BUSINESS OPERATIONS GOVERNMENT OPERATIONS CONSULTANT II 70024093	
13-1111-04(2236)	010(023)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: **CONTRACT FIELD MONITORING**

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



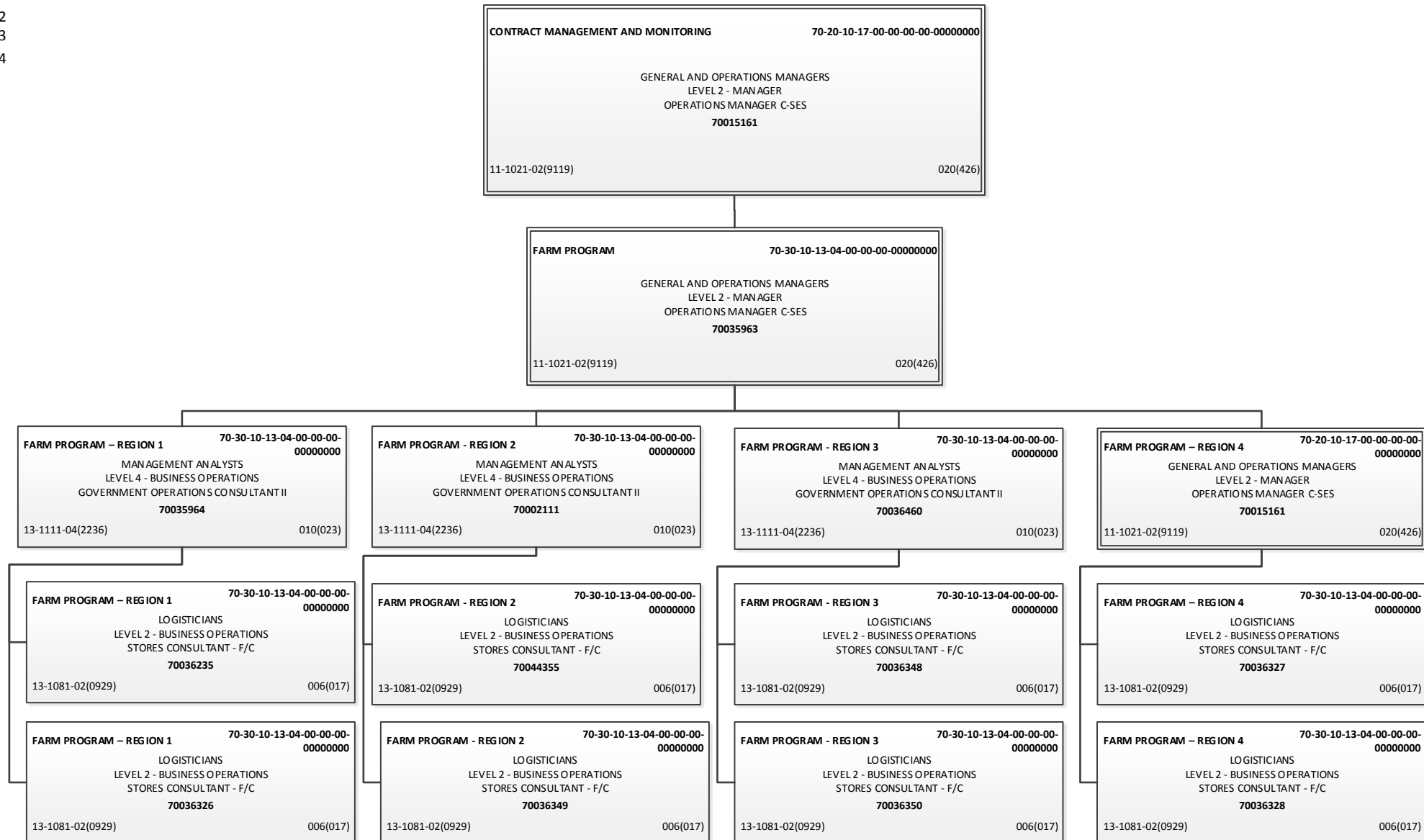
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION

Bureau/Comparable: **CONTRACT MANAGEMENT AND MONITORING**

Section/Subsection: FARM PROGRAM

- REGION 1
- REGION 2
- REGION 3
- REGION 4

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



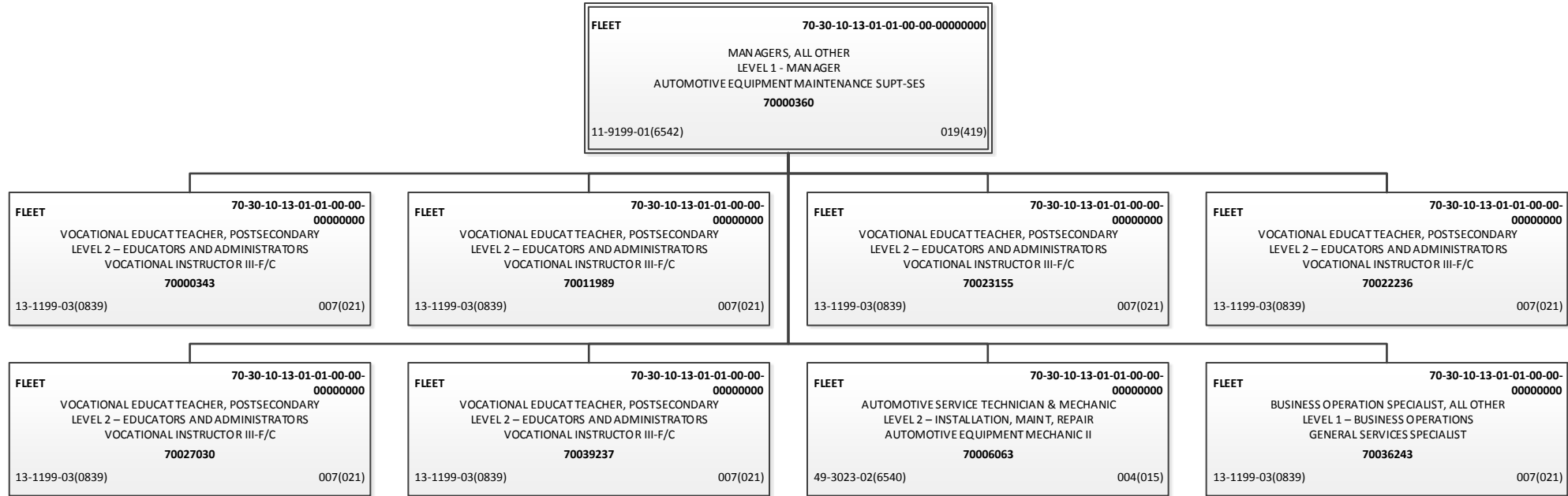
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF
 ADMINISTRATION
 Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FLEET

CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017



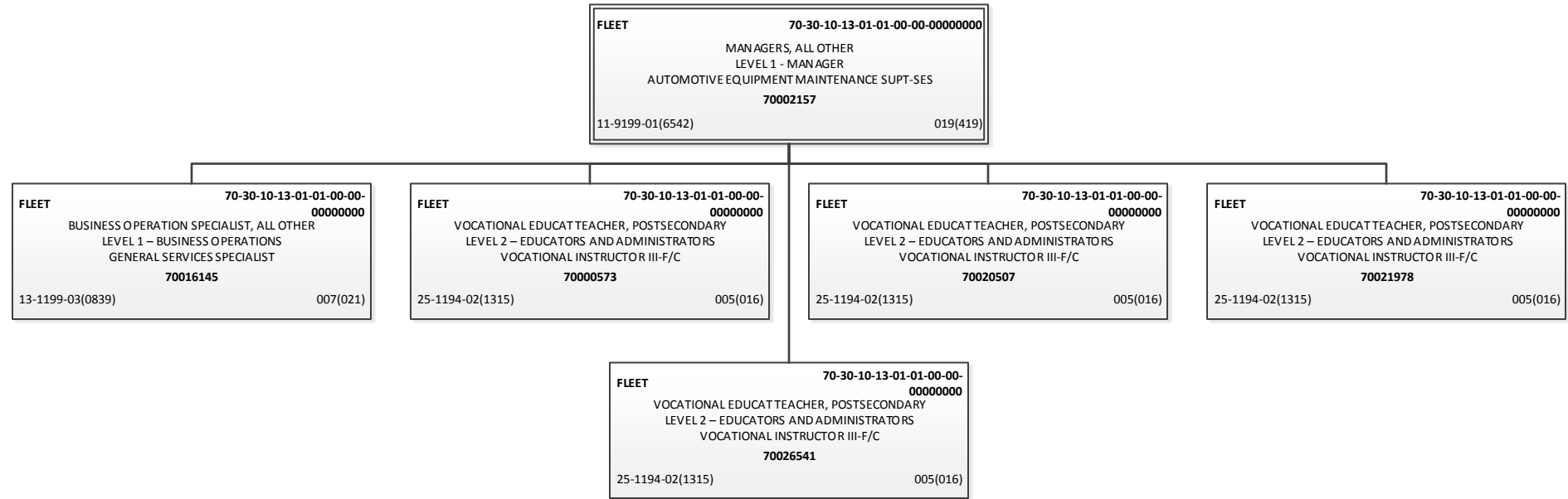
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FLEET

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



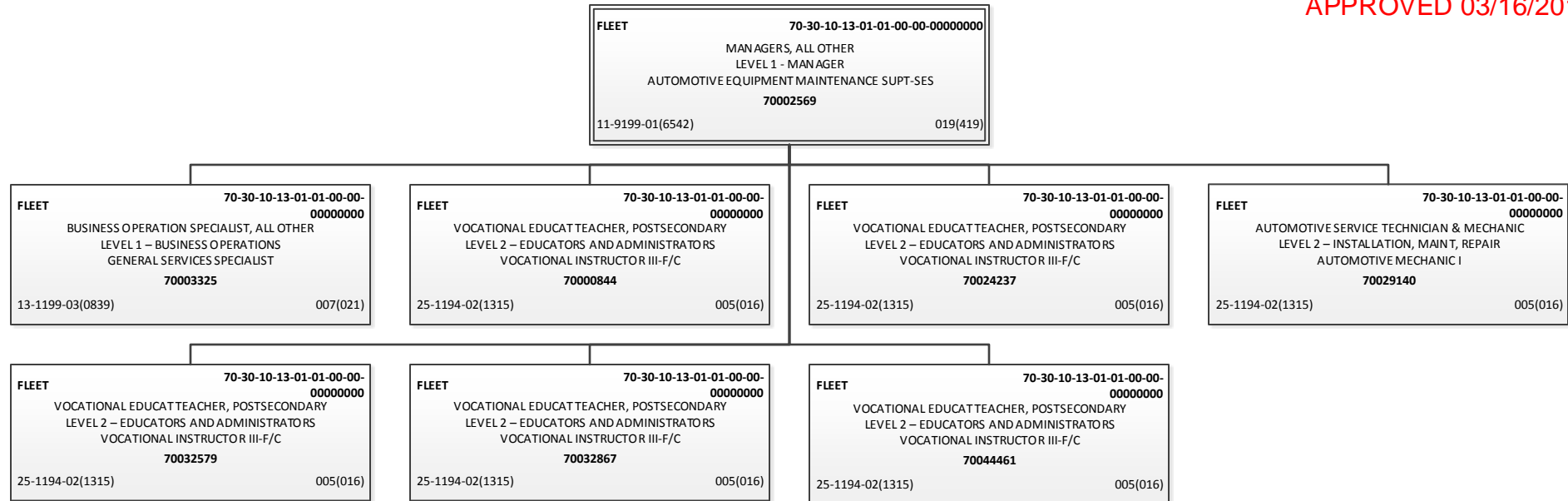
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FLEET

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



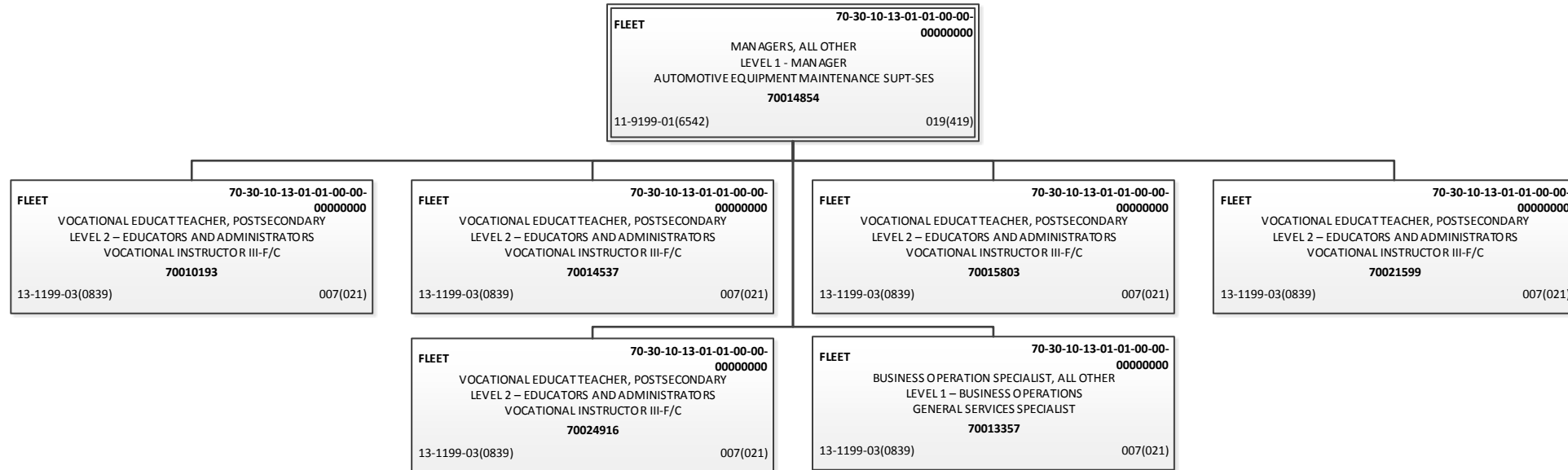
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FLEET

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



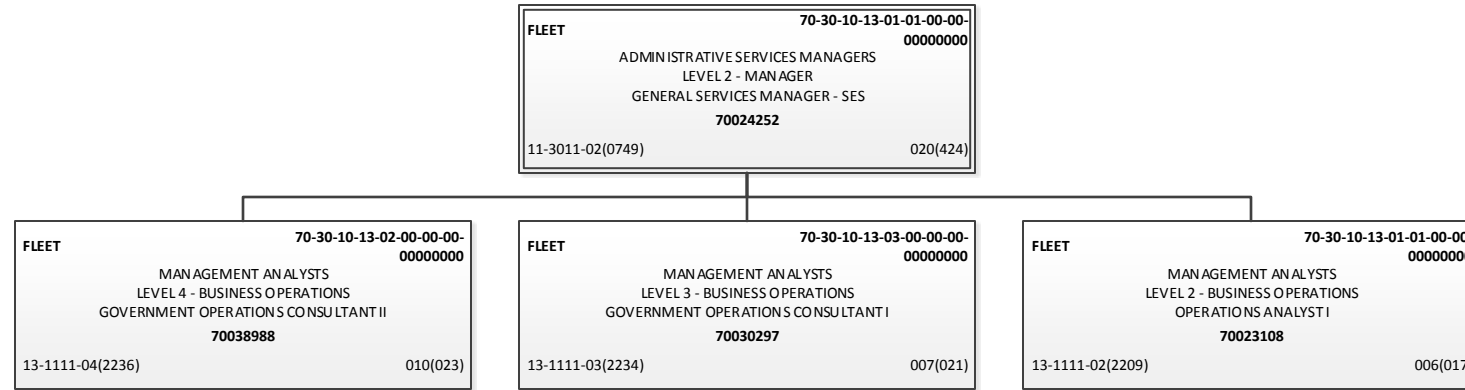
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FLEET

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



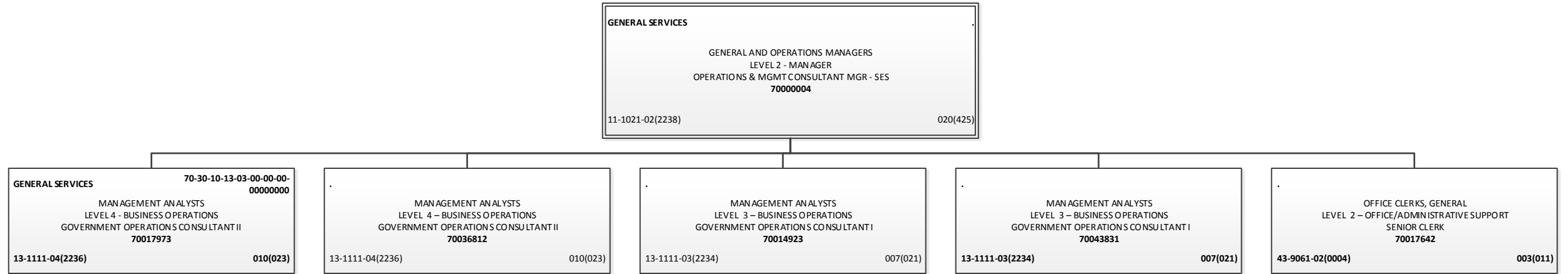
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: SUPPORT SERVICES
 Section/Subsection: FLEET

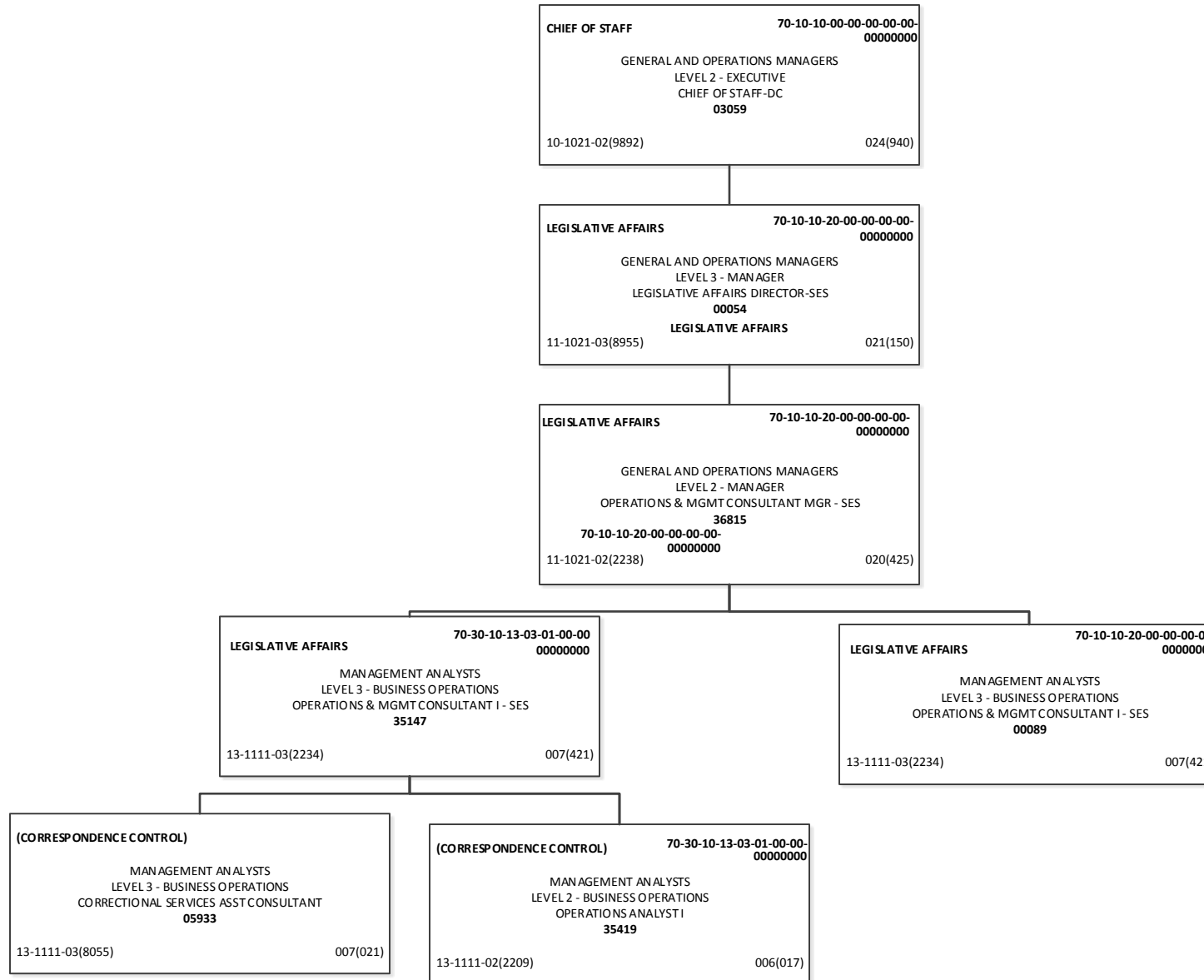
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **SUPPORT SERVICES**
 Section/Subsection: **GENERAL SERVICES**

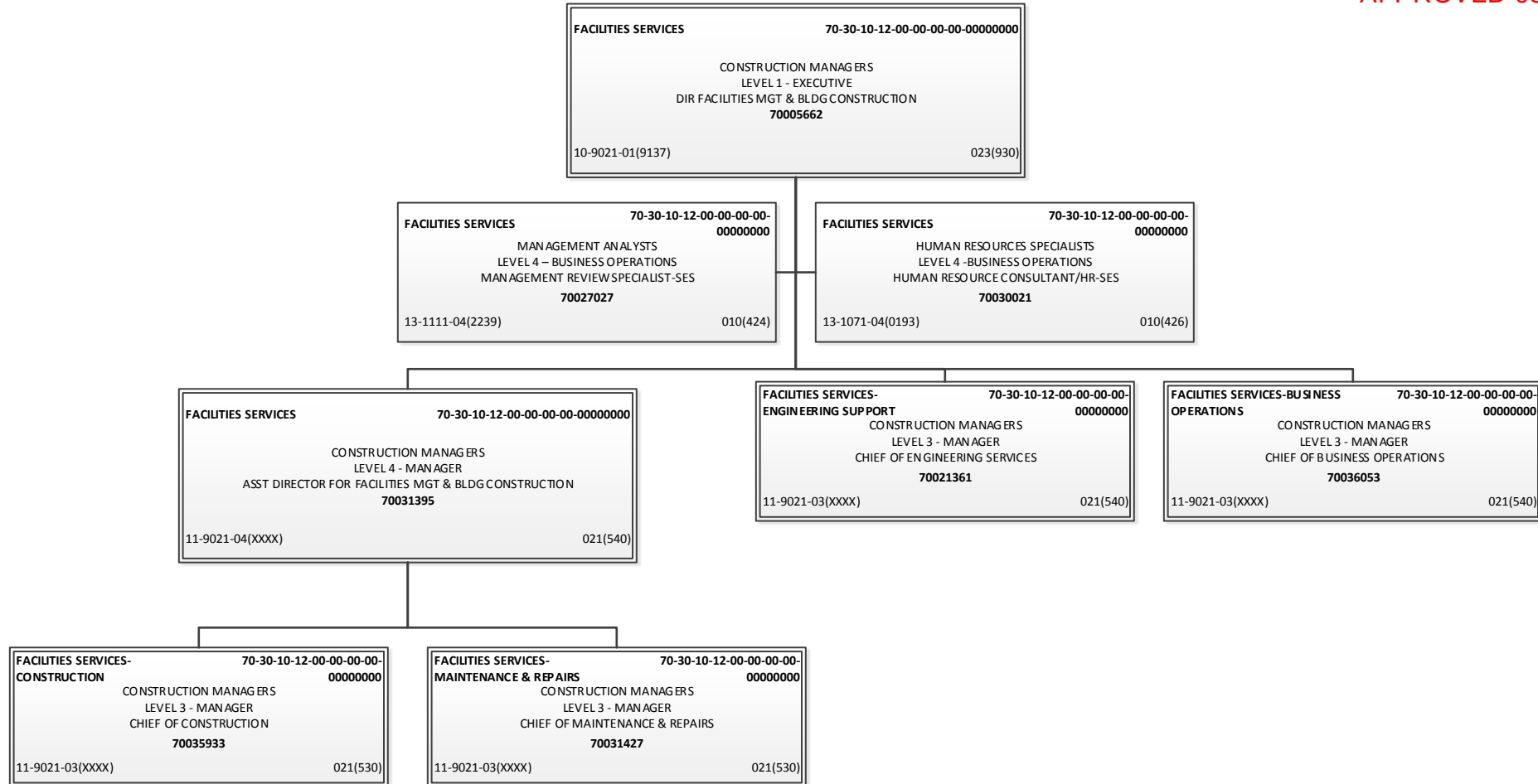
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**





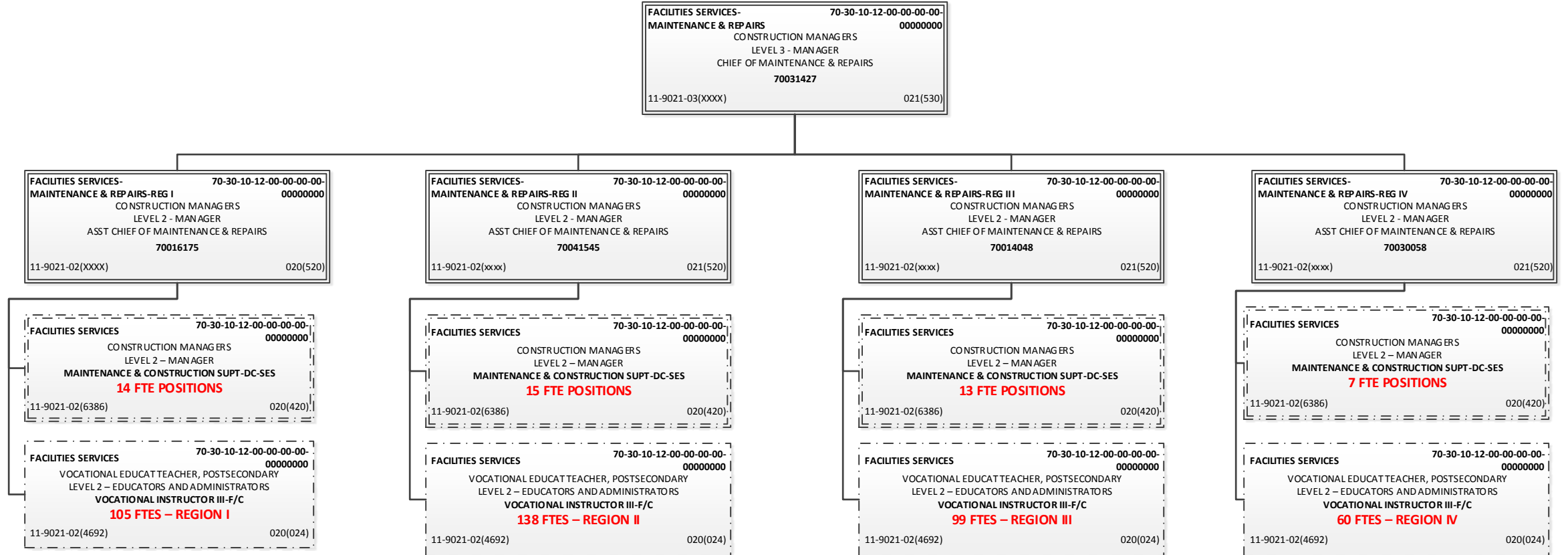
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/FACILITIES MANAGEMENT & BUILDING CONSTRUCTION
 Bureau/Comparable: DIRECTOR OF FACILITIES SERVICES
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/FACILITIES MANAGEMENT & BUILDING CONSTRUCTION
 Bureau/Comparable: Regional Structure Overview (Regional Asst. Chief's, Institution Superintendents, Inst. Vocations-Trades Staff)
 Section/Subsection:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/FACILITIES MANAGEMENT & BUILDING CONSTRUCTION
 Bureau/Comparable: BUREAU OF CONSTRUCTION
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

FACILITIES SERVICES- CONSTRUCTION	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 3 - MANAGER CHIEF OF CONSTRUCTION	
70035933	
11-9021-03(XXXX)	021(530)

FACILITIES SERVICES- CONSTRUCTION	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER ASSISTANT CHIEF OF CONSTRUCTION	
70011308	
11-9021-02(XXXX)	020(520)

FACILITIES SERVICES- CONSTRUCTION-REG I	70-30-10-12-00-00-00- 00000000
ARCHITECTURAL AND ENGINEERING MANAGERS LEVEL 2 - MANAGER SUPV CONSTRUCTION PROJECTS ADMIN - SES	
70036054	
11-9041-02(4693)	020(425)

FACILITIES SERVICES- CONSTRUCTION-REG II	70-30-10-12-00-00-00- 00000000
ARCHITECTURAL AND ENGINEERING MANAGERS LEVEL 2 - MANAGER SUPV CONSTRUCTION PROJECTS ADMIN - SES	
70036050	
11-9041-02(4693)	020(425)

FACILITIES SERVICES- CONSTRUCTION-REG III	70-30-10-12-00-00-00- 00000000
ARCHITECTURAL AND ENGINEERING MANAGERS LEVEL 2 - MANAGER SUPV CONSTRUCTION PROJECTS ADMIN - SES	
70036129	
11-9041-02(4693)	020(425)

FACILITIES SERVICES- CONSTRUCTION-REG IV	70-30-10-12-00-00-00- 00000000
ARCHITECTURAL AND ENGINEERING MANAGERS LEVEL 2 - MANAGER SUPV CONSTRUCTION PROJECTS ADMIN - SES	
70036125	
11-9041-02(4693)	020(425)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70041878	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70023466	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70002146	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70012449	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70036130	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70011314	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70023470	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70036120	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70030022	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
7001356	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70041235	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70036121	
11-9021-02(4692)	020(024)

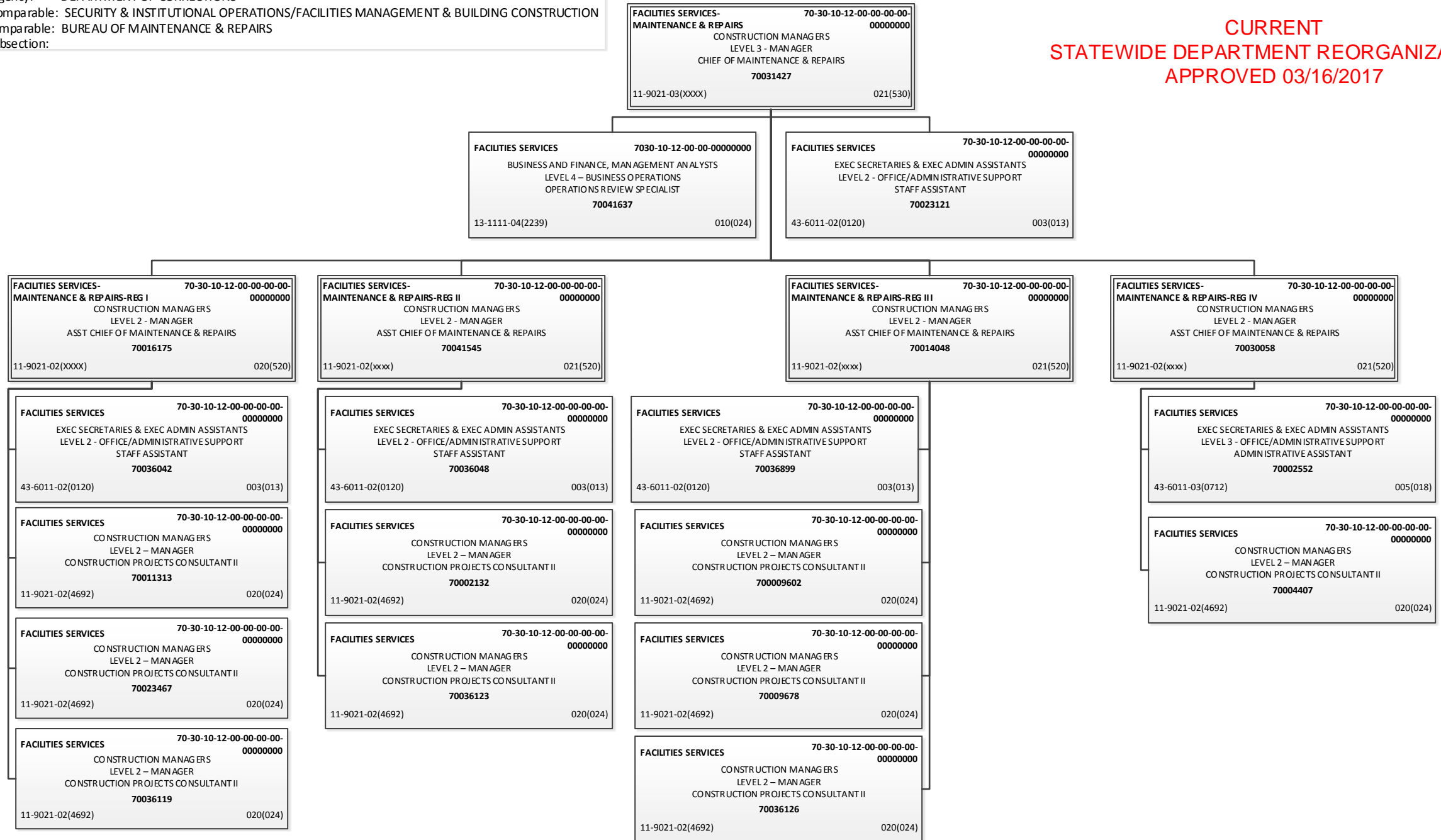
FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70036045	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70023468	
11-9021-02(4692)	020(024)

FACILITIES SERVICES	70-30-10-12-00-00-00- 00000000
CONSTRUCTION MANAGERS LEVEL 2 - MANAGER CONSTRUCTION PROJECTS CONSULTANT II	
70036263	
11-9021-02(4692)	020(024)

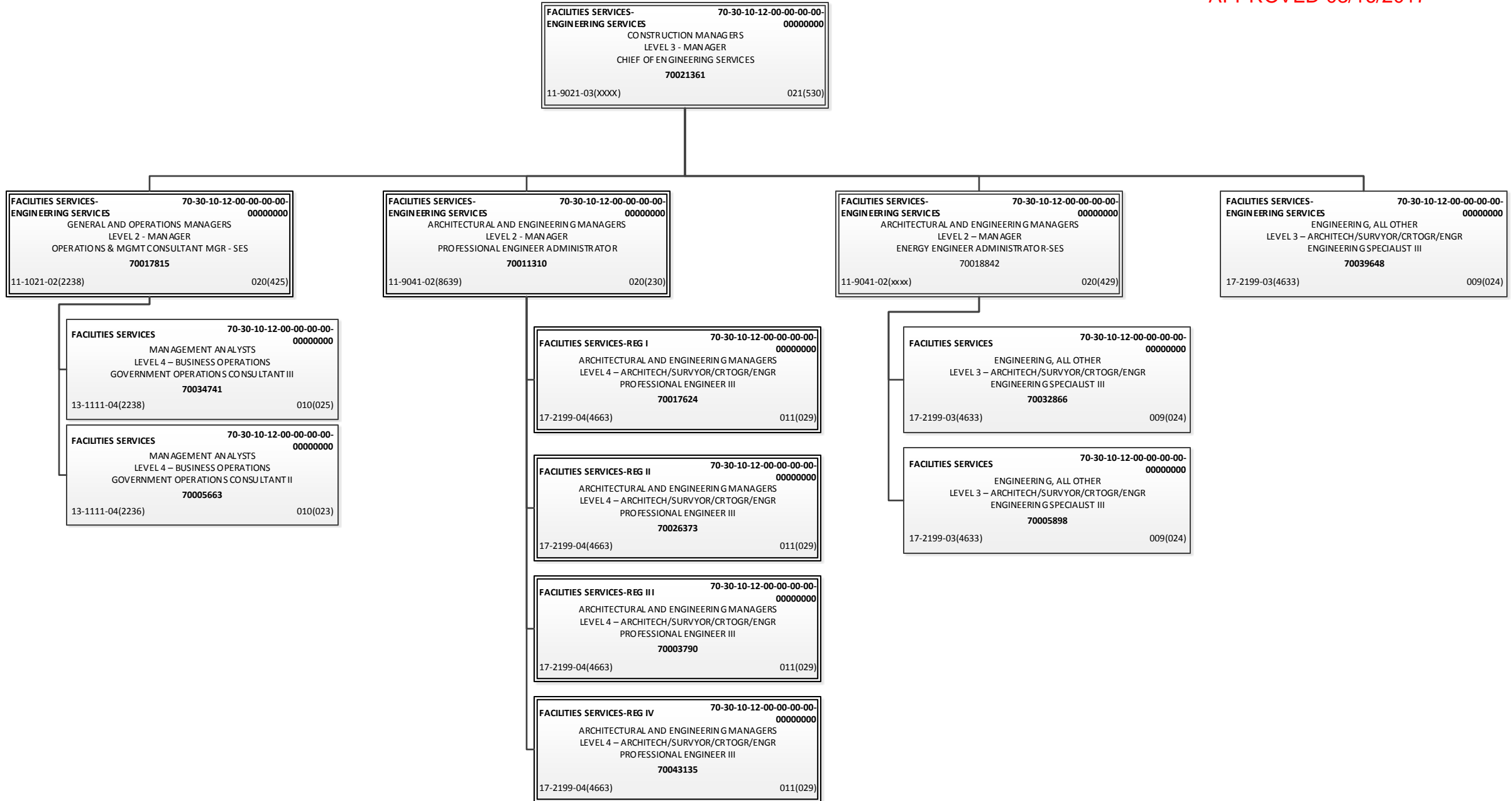
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/FACILITIES MANAGEMENT & BUILDING CONSTRUCTION
 Bureau/Comparable: BUREAU OF MAINTENANCE & REPAIRS
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



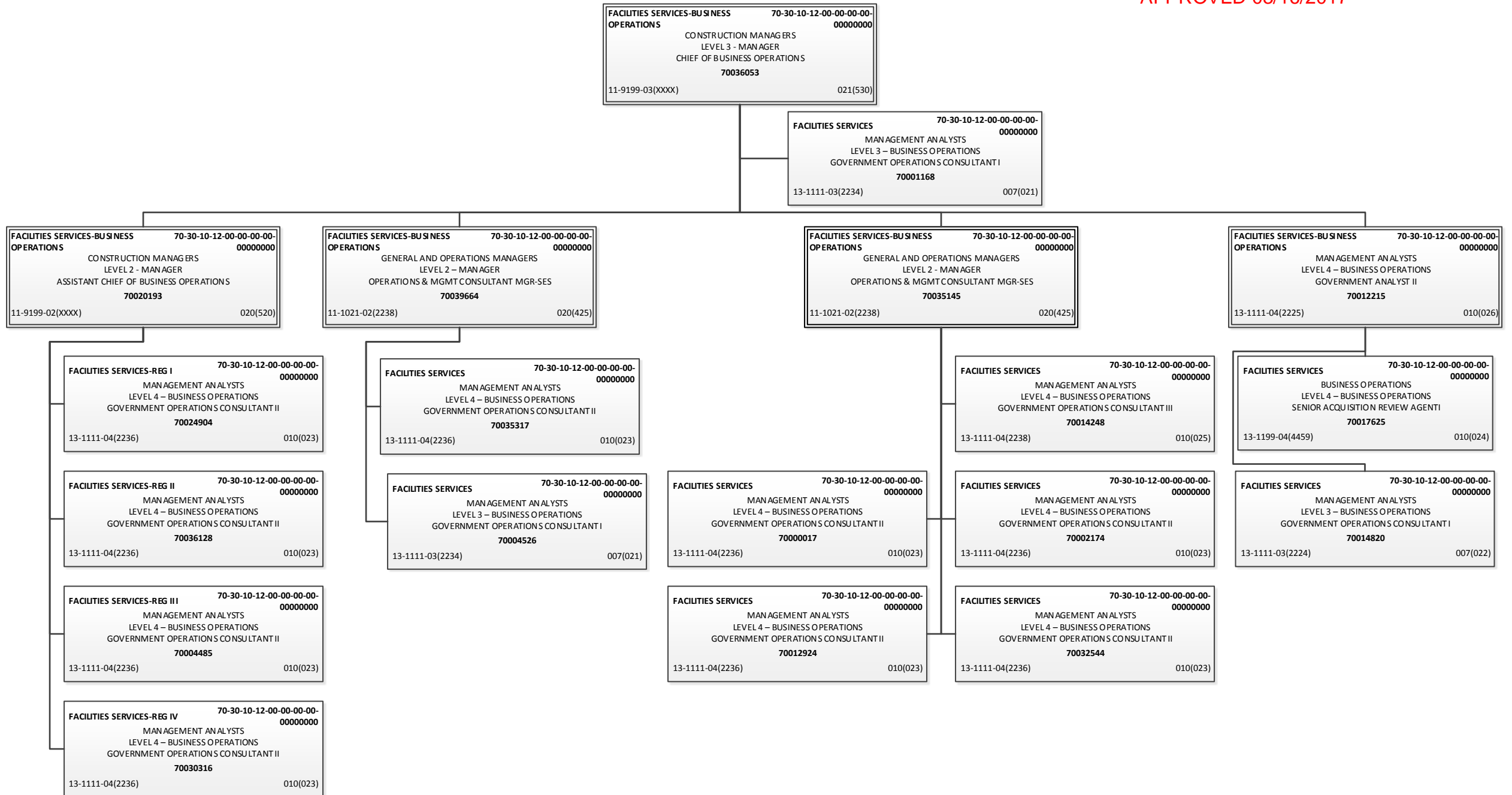
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/FACILITIES MANAGEMENT & BUILDING CONSTRUCTION
 Bureau/Comparable: BUREAU OF ENGINEERING SERVICES
 Section/Subsection:

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/FACILITIES MANAGEMENT & BUILDING CONSTRUCTION
 Bureau/Comparable: BUREAU OF BUSINESS OPERATIONS
 Section/Subsection:

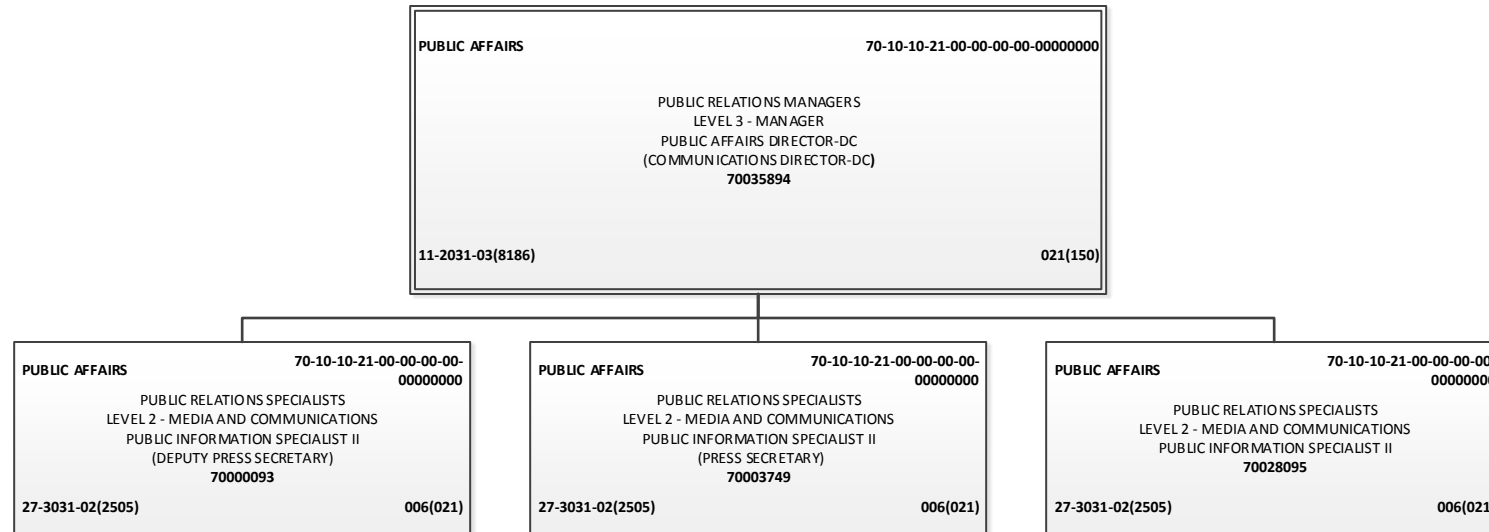
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: OFFICE OF THE SECRETARY/CHIEF OF STAFF
Bureau/Comparable: PUBLIC AFFAIRS

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

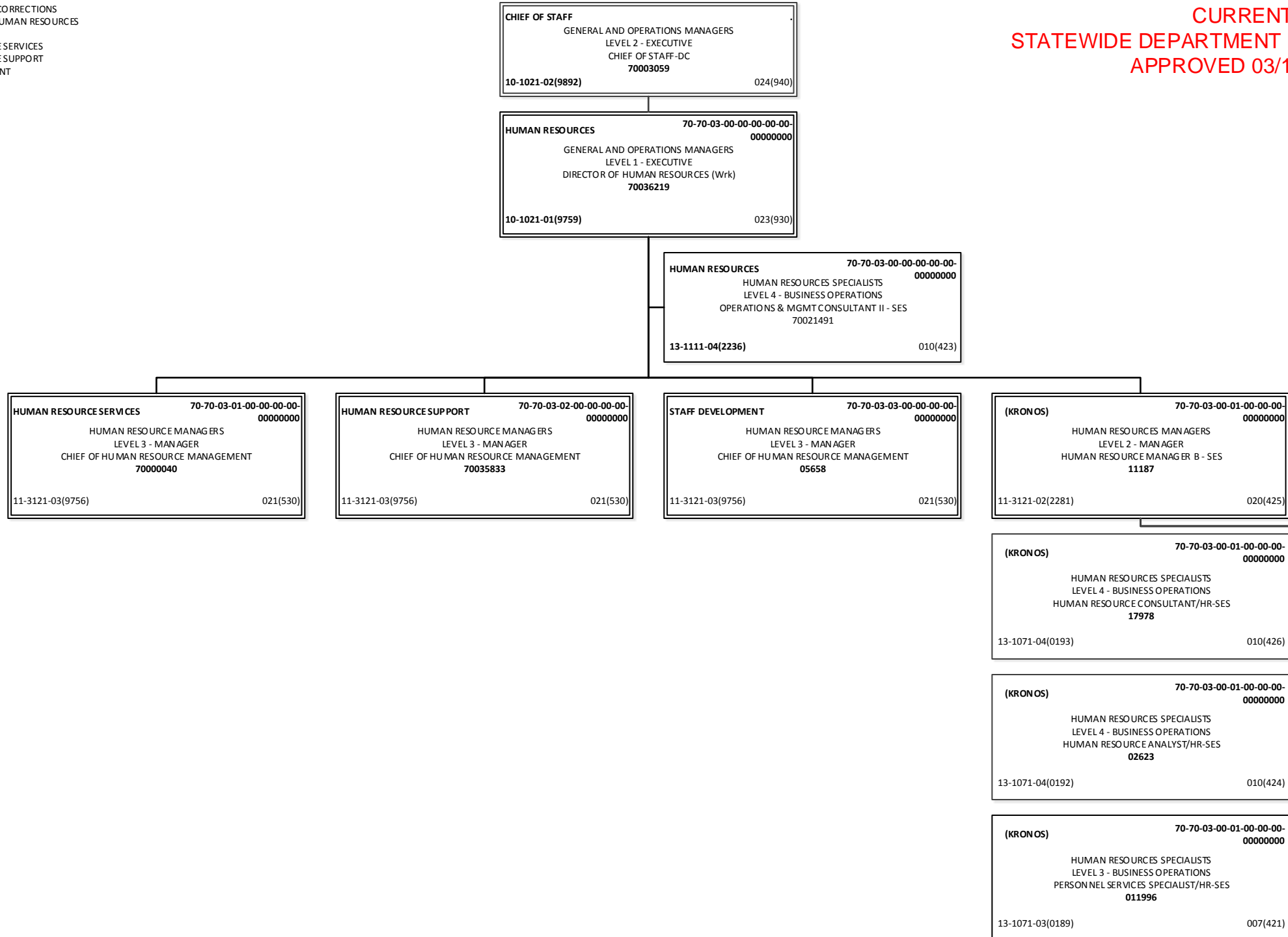
Section/Subsection:



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES

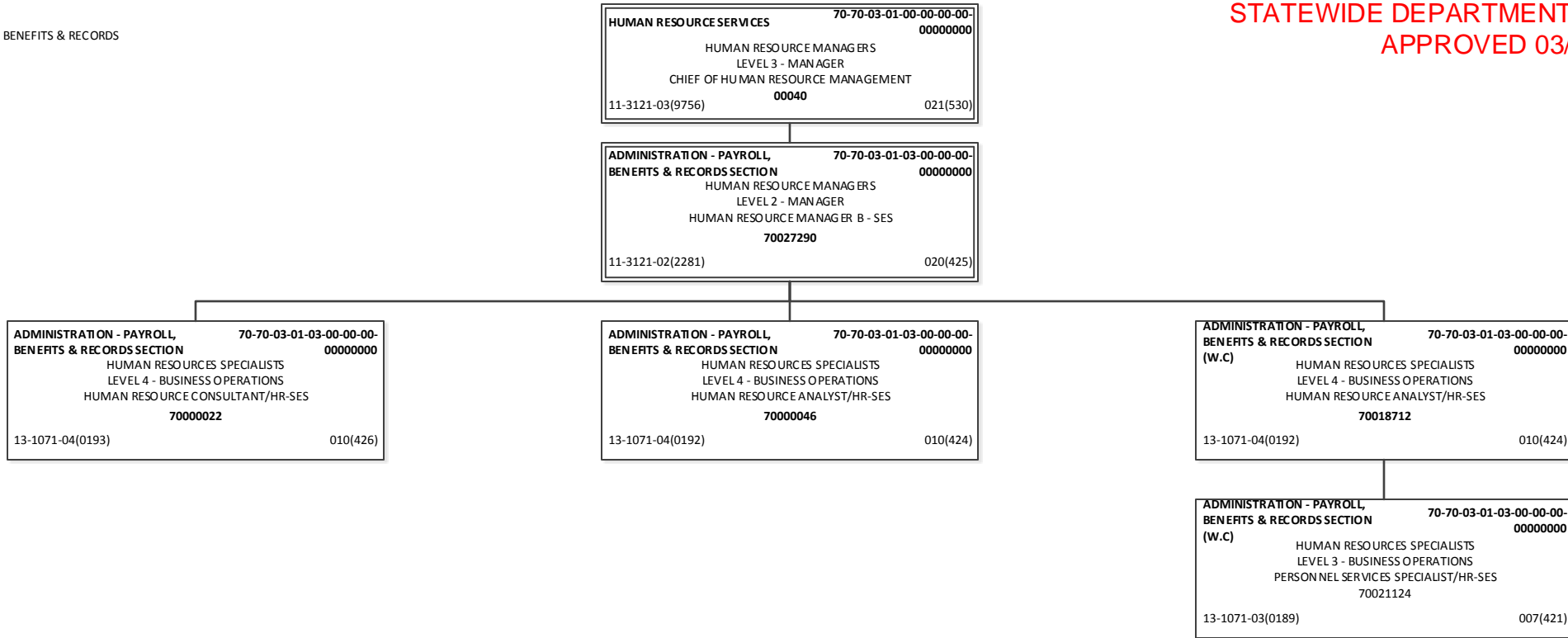
Bureau/Comparable: HUMAN RESOURCE SERVICES
 Bureau/Comparable: HUMAN RESOURCE SUPPORT
 Bureau/Comparable: STAFF DEVELOPMENT

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: ADMINISTRATION - PAYROLL, BENEFITS & RECORDS

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES

Bureau/Comparable: HUMAN RESOURCE SERVICES
Section/Subsection: ADMINISTRATION - PAYROLL & BENEFITS

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**

HUMAN RESOURCE SERVICES	70-70-03-01-00-00-00-00-00000000
HUMAN RESOURCE MANAGERS LEVEL 3 - MANAGER CHIEF OF HUMAN RESOURCE MANAGEMENT 00040	
11-3121-03(9756)	021(530)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCE MANAGERS LEVEL 2 - MANAGER HUMAN RESOURCE MANAGER B - SES 70027290	
11-3121-02(2281)	020(425)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCE MANAGERS LEVEL 2 - MANAGER SENIOR PERSONNEL MANAGER - SES 70010960	
11-3121-02(1049)	020(424)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCE MANAGERS LEVEL 2 - MANAGER SENIOR PERSONNEL MANAGER - SES 70029803	
11-3121-02(1049)	020(424)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS HUMAN RESOURCE SPECIALIST/HR-SES 70003327	
13-1071-03(0190)	007(423)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS HUMAN RESOURCE SPECIALIST/HR-SES 70033343	
13-1071-03(0190)	007(423)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS HUMAN RESOURCE SPECIALIST/HR-SES 70013049	
13-1071-03(0190)	007(423)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS HUMAN RESOURCE SPECIALIST/HR-SES 70028116	
13-1071-03(0190)	007(423)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS PERSONNEL SERVICES SPECIALIST/HR-SES 70032833	
13-1071-03(0189)	007(421)

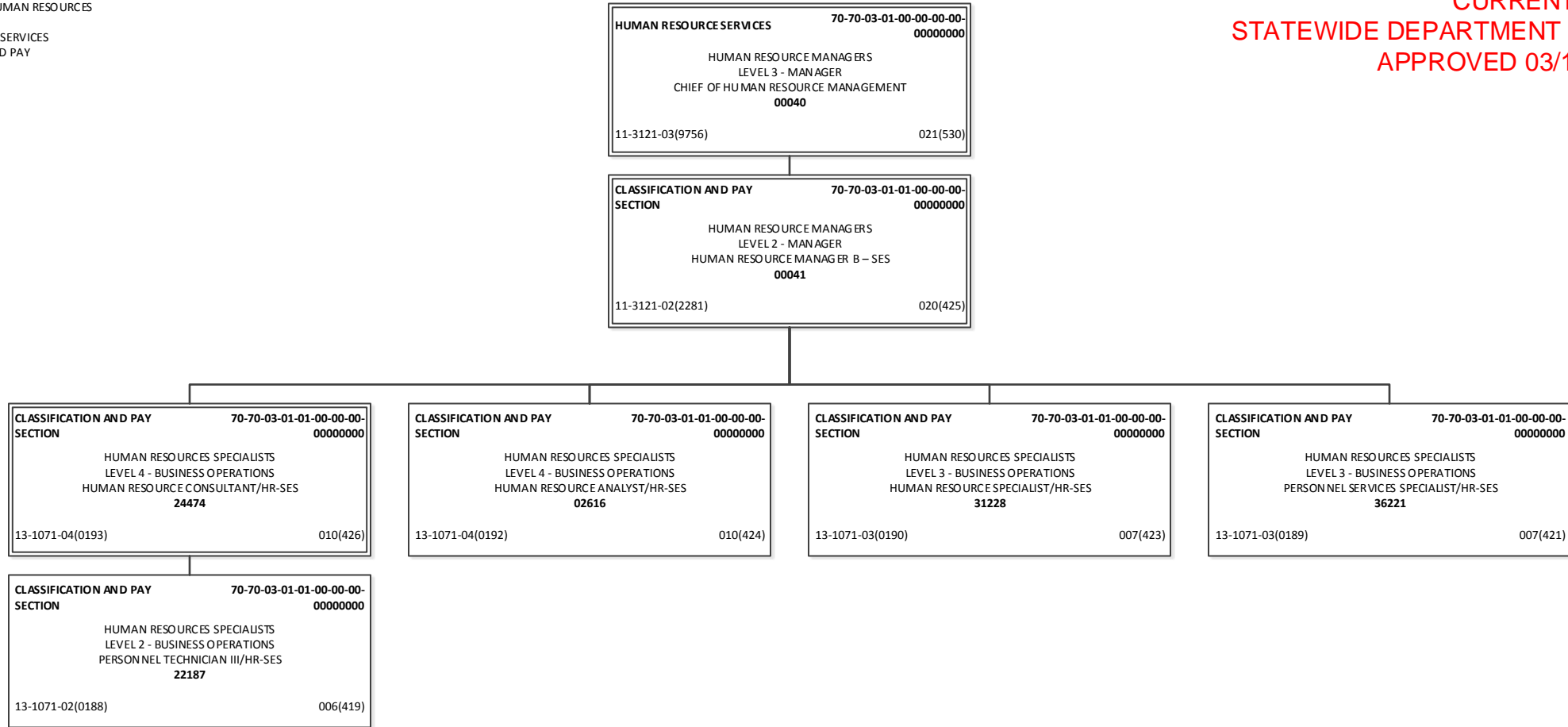
ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS PERSONNEL SERVICES SPECIALIST/HR-SES 70017118	
13-1071-03(0189)	007(421)

ADMINISTRATION - PAYROLL & BENEFITS SECTION	70-70-03-01-03-00-00-00-00000000
HUMAN RESOURCES SPECIALISTS LEVEL 3 - BUSINESS OPERATIONS PERSONNEL SERVICES SPECIALIST/HR-SES 70009440	
13-1071-03(0189)	007(421)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES

Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: CLASSIFICATION AND PAY

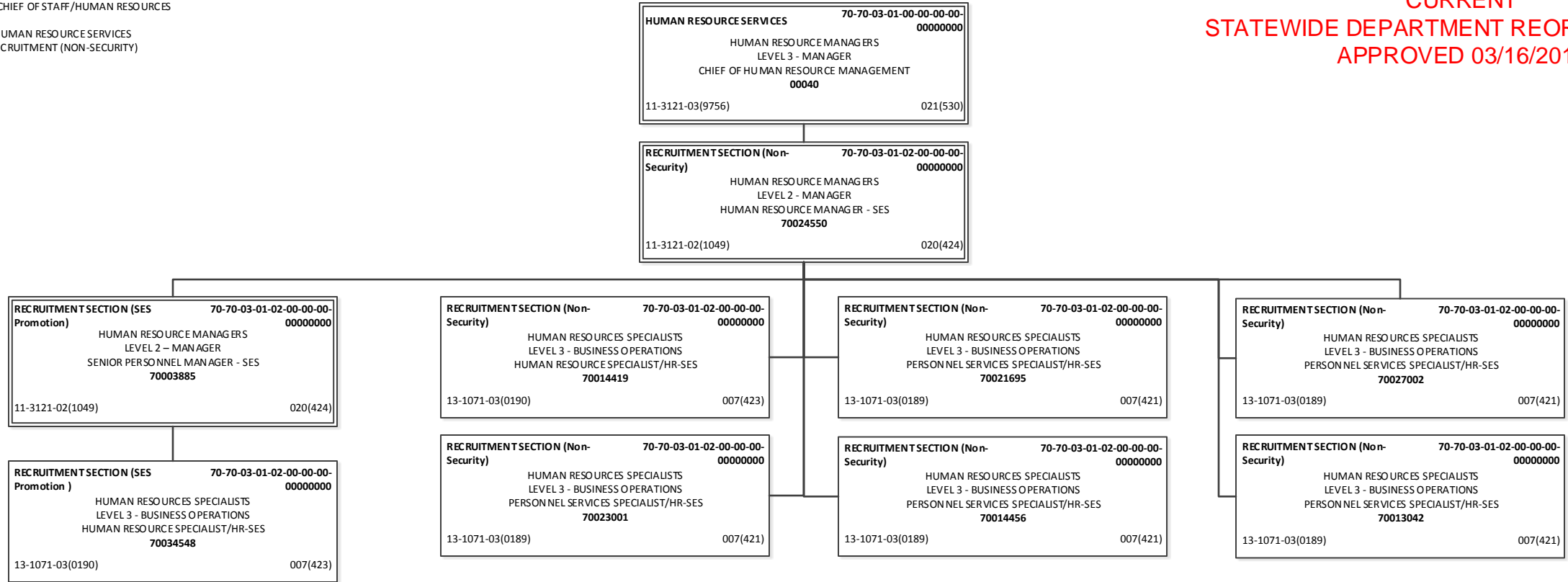
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES

Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: RECRUITMENT (NON-SECURITY)

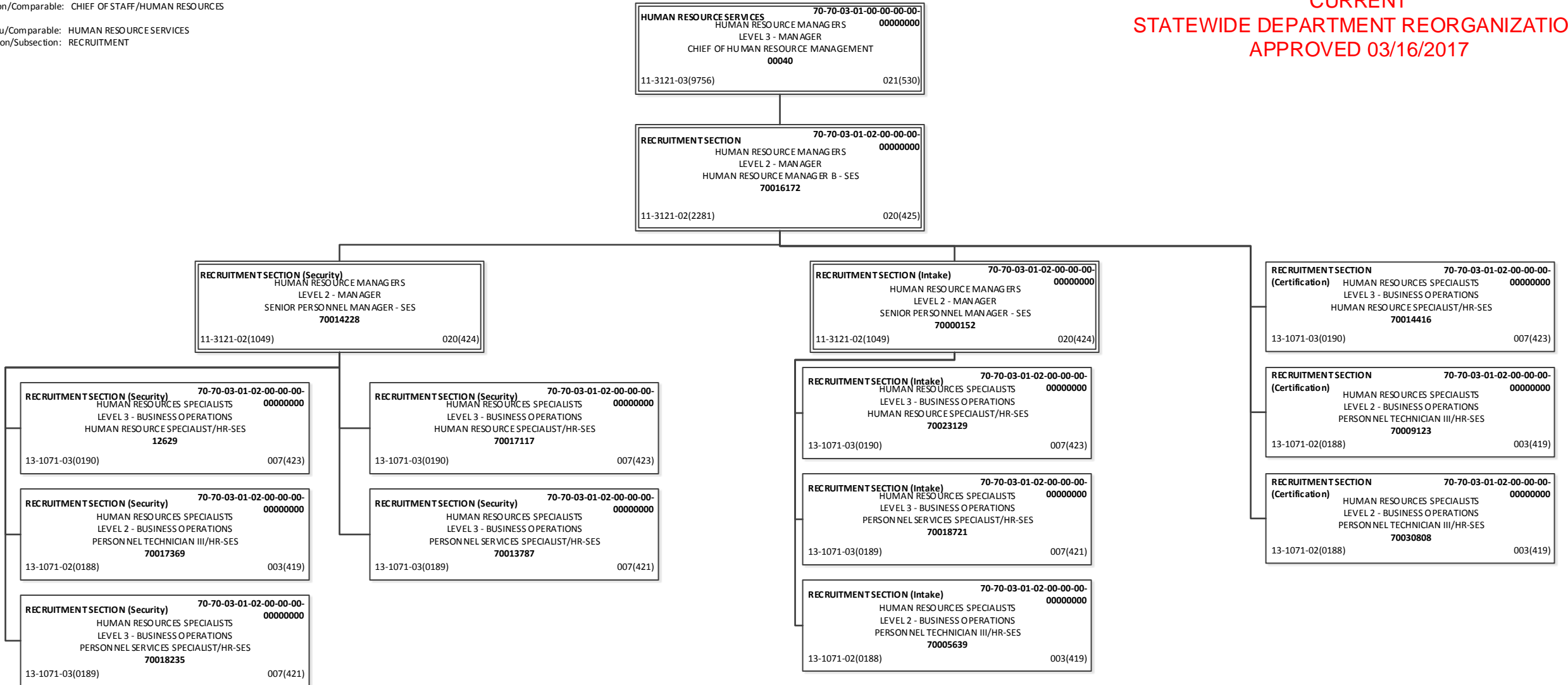
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES

Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: RECRUITMENT

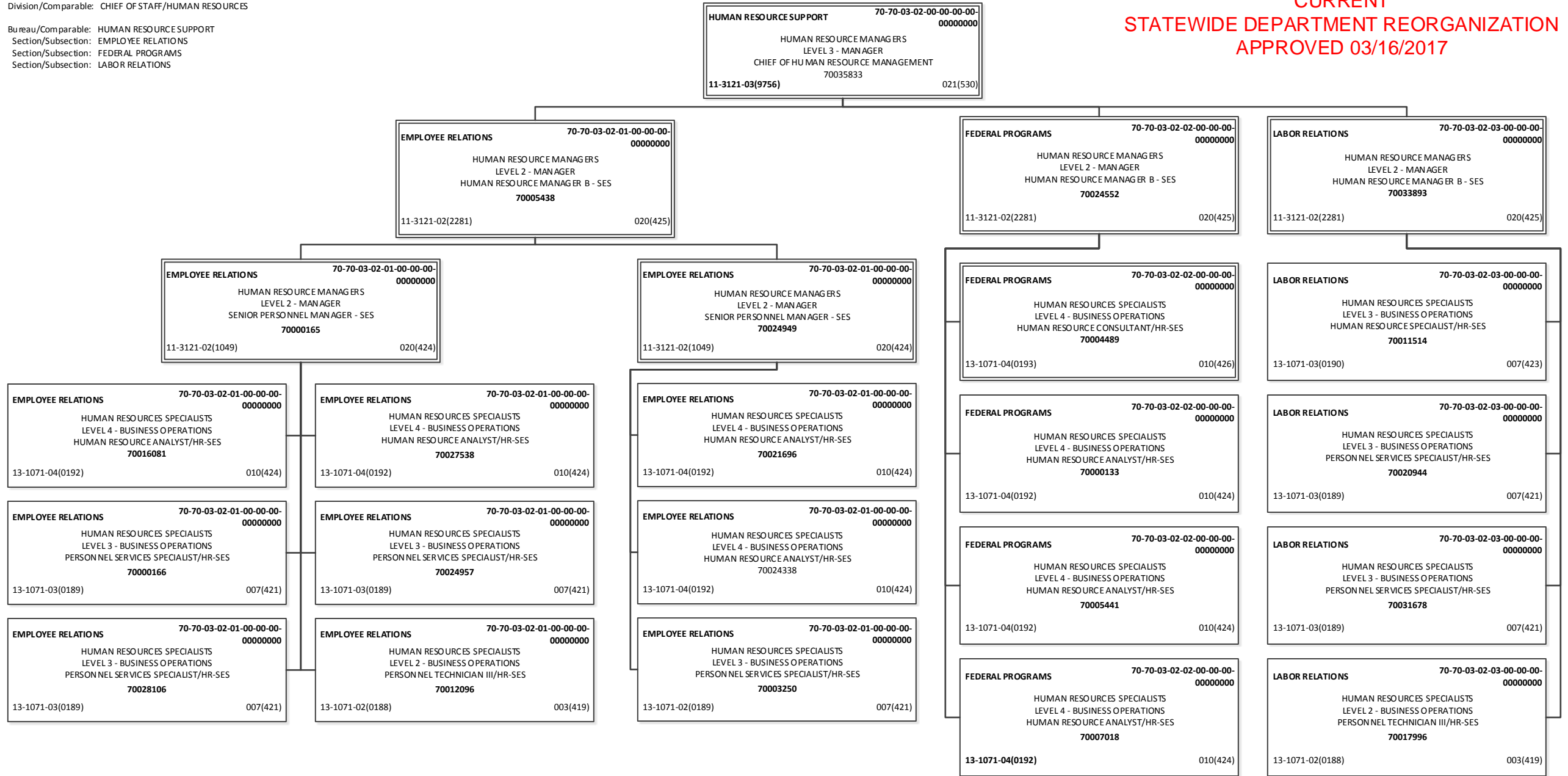
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES

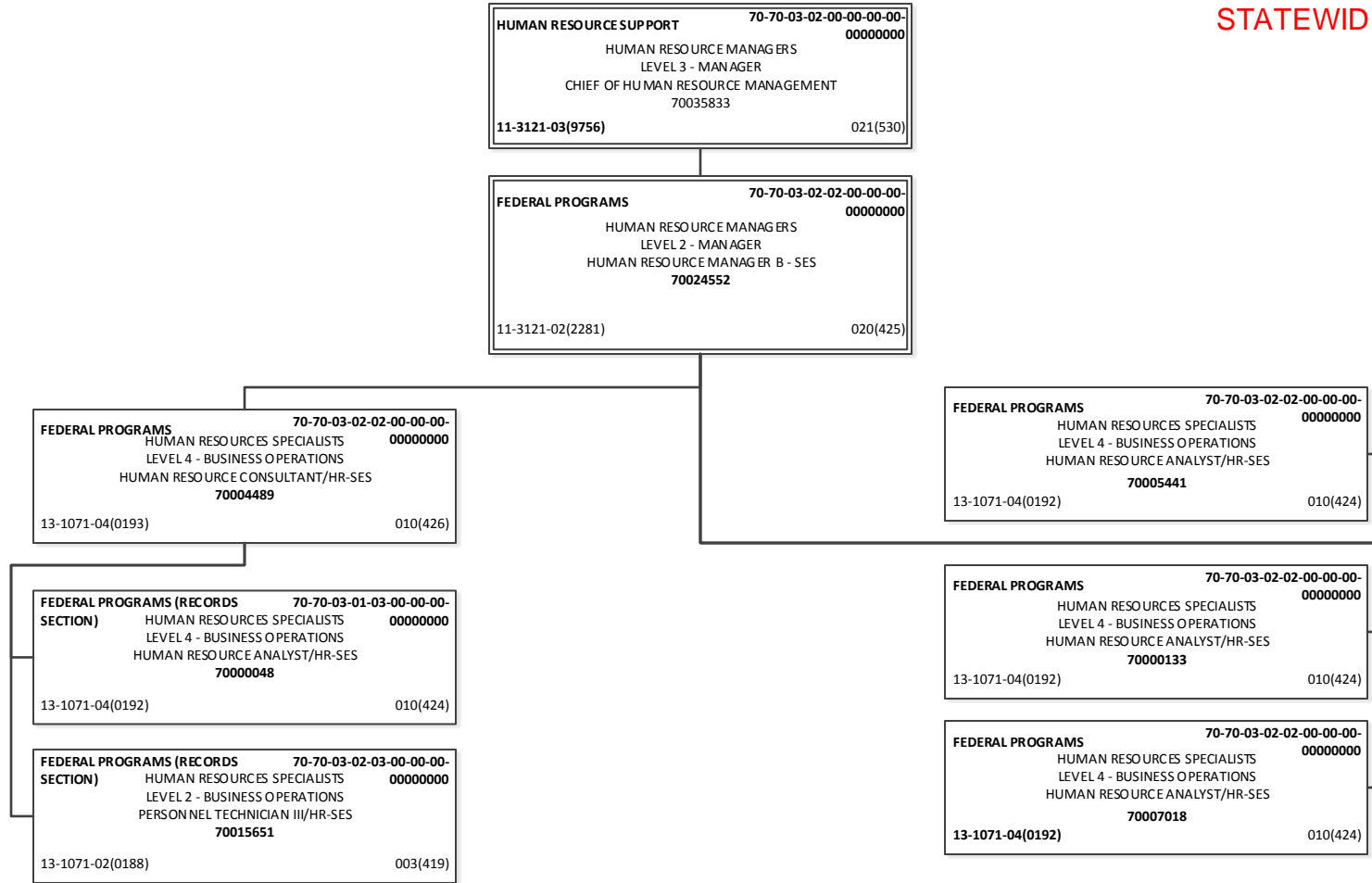
Bureau/Comparable: HUMAN RESOURCE SUPPORT
 Section/Subsection: EMPLOYEE RELATIONS
 Section/Subsection: FEDERAL PROGRAMS
 Section/Subsection: LABOR RELATIONS

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



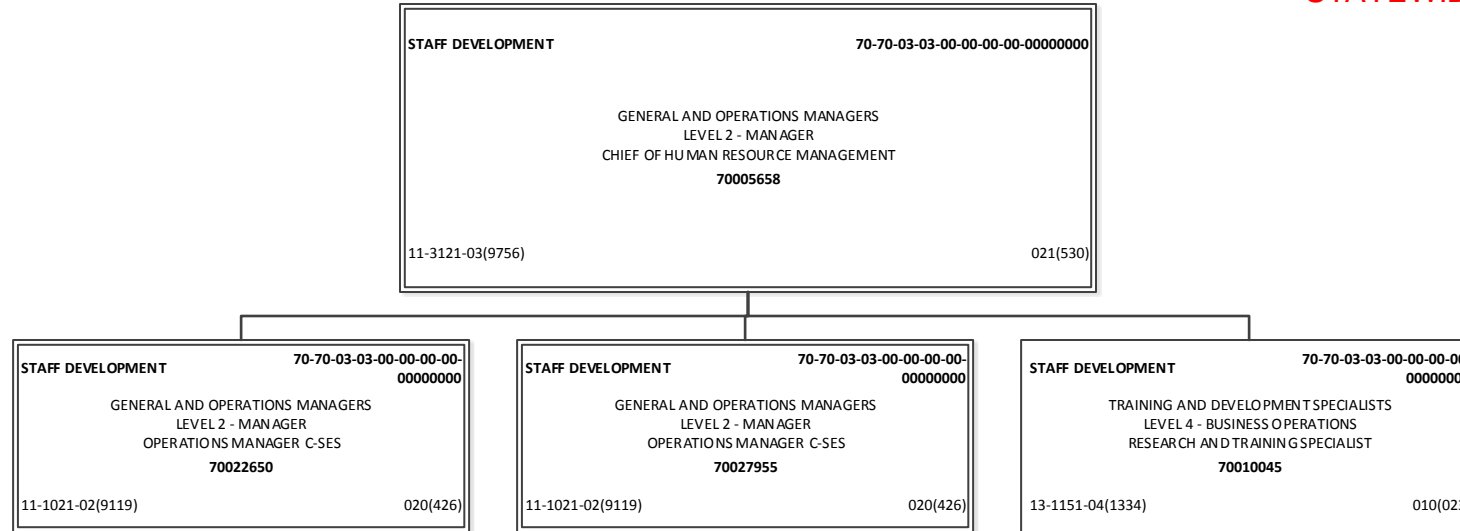
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SUPPORT
 Section/Subsection: FEDERAL PROGRAMS

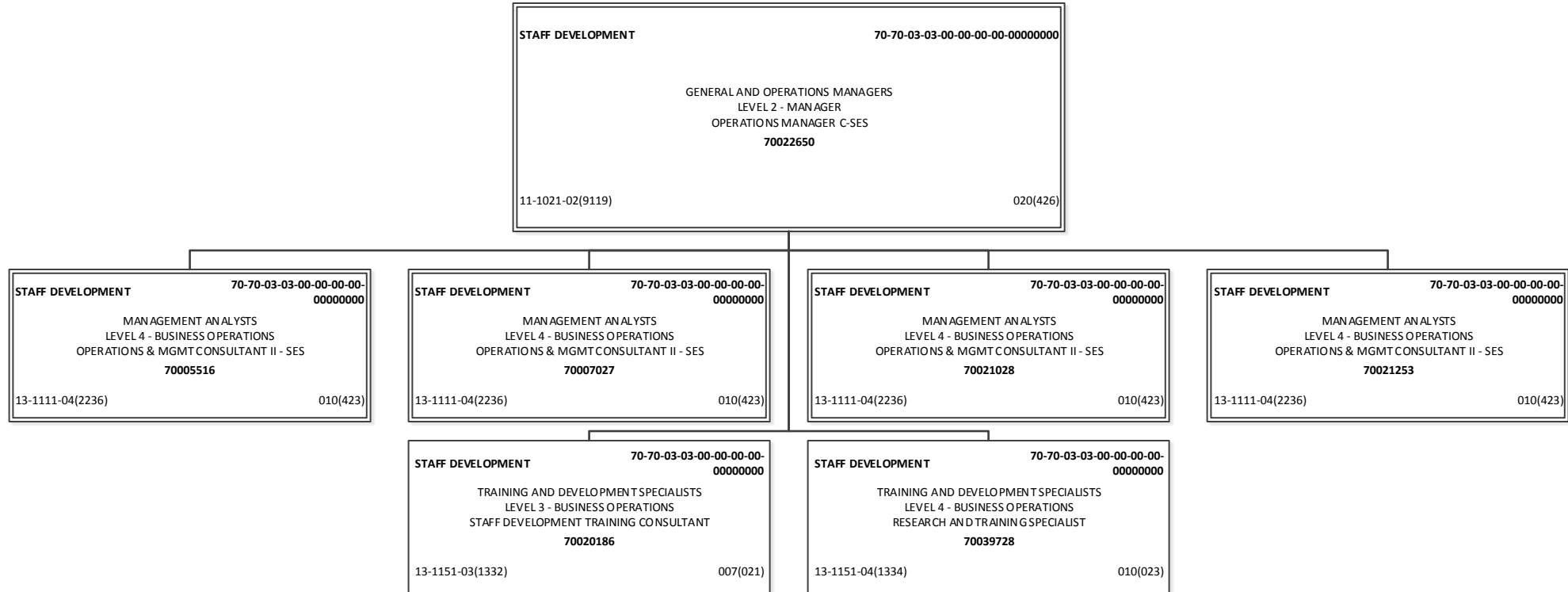
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

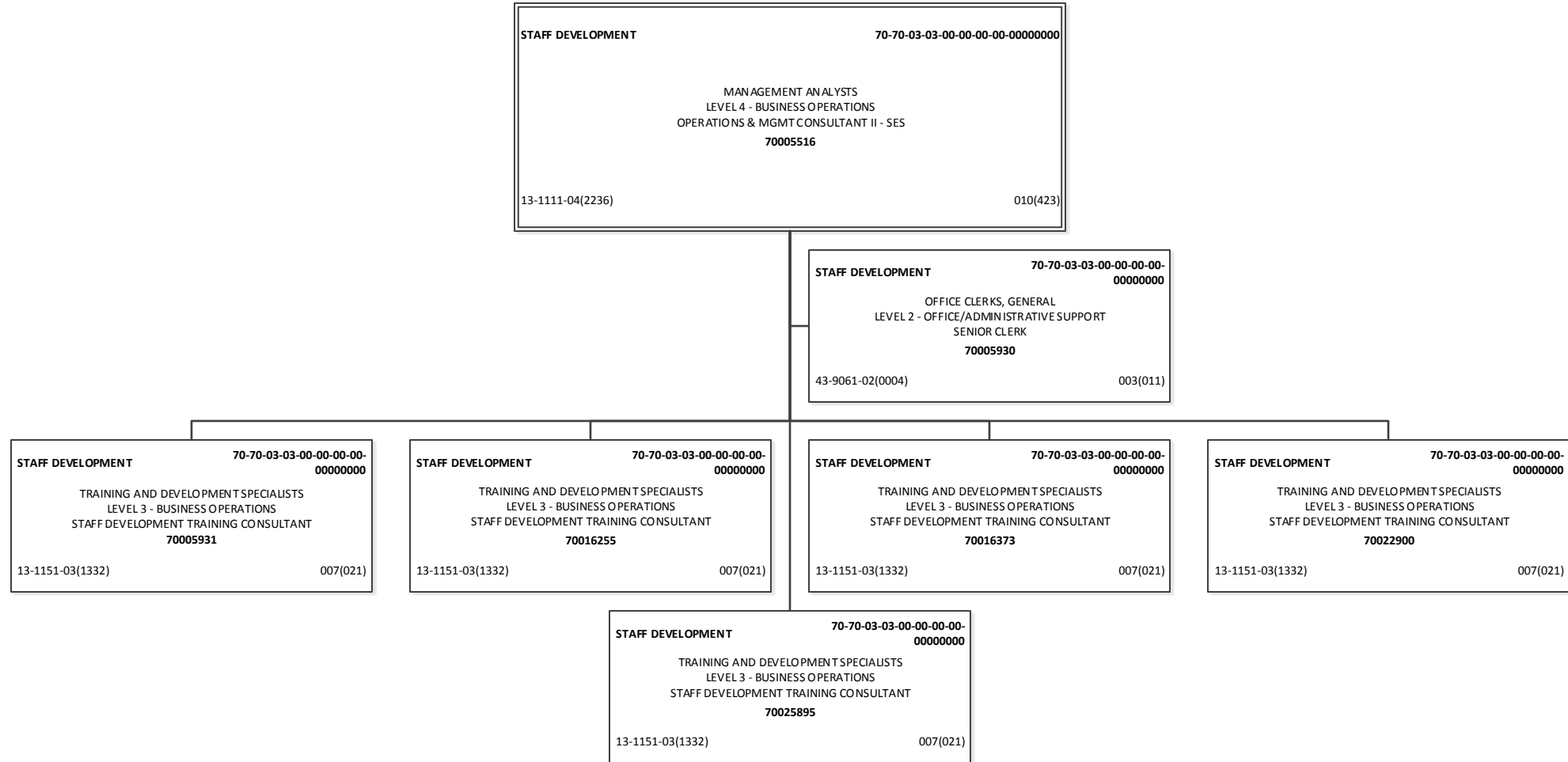


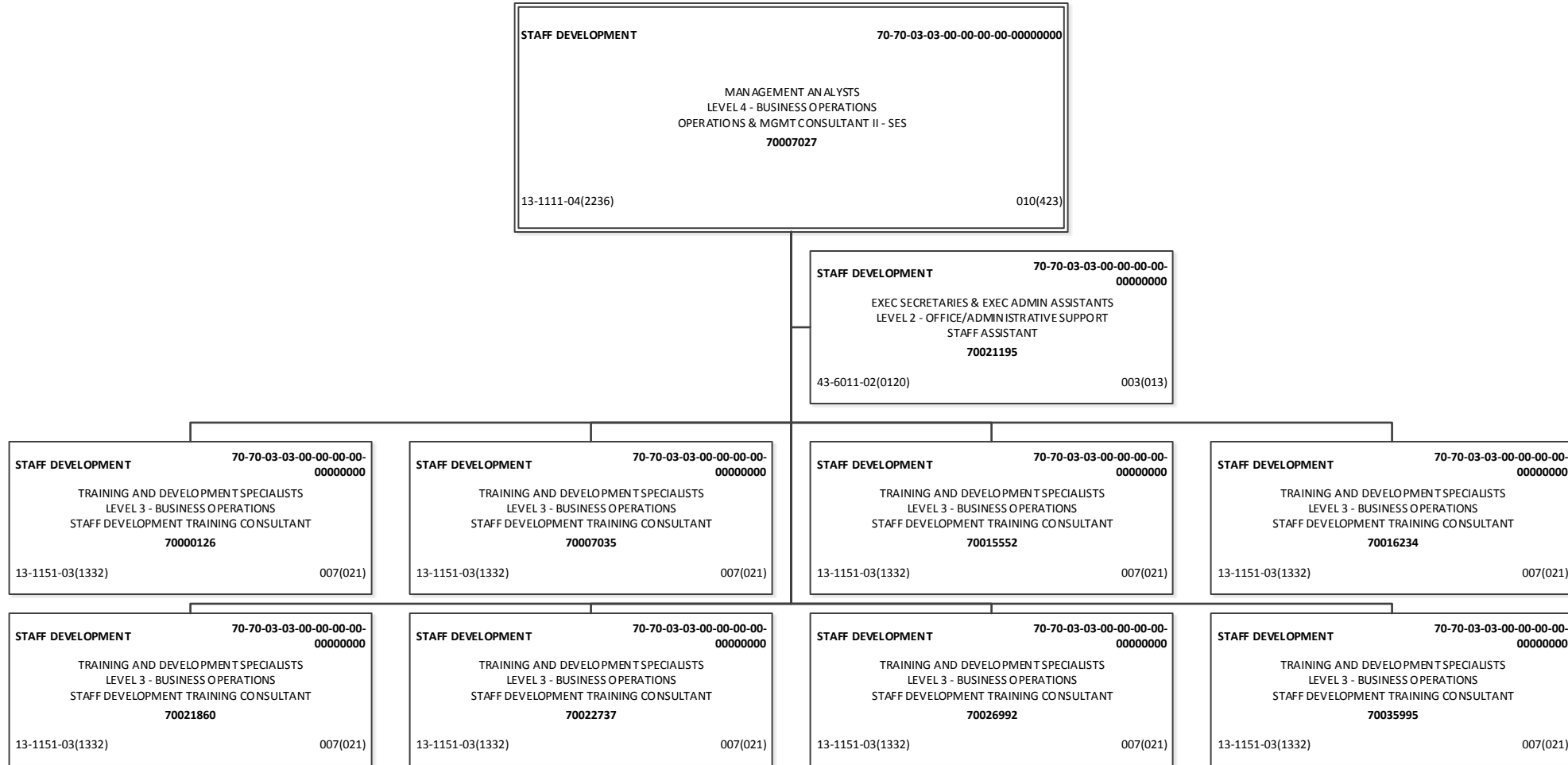
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
Bureau/Comparable: STAFF DEVELOPMENT
Section/Subsection:

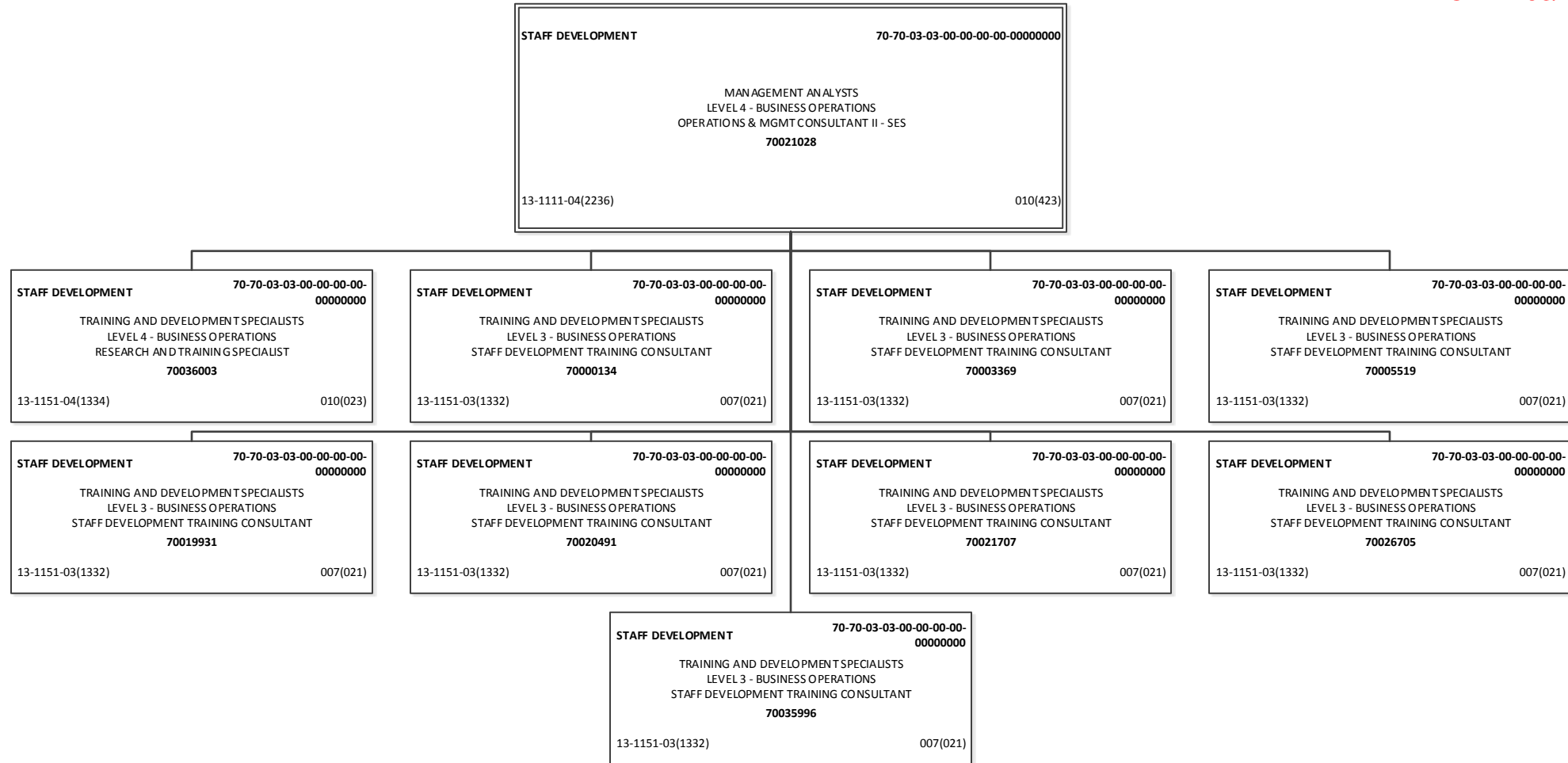
**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**











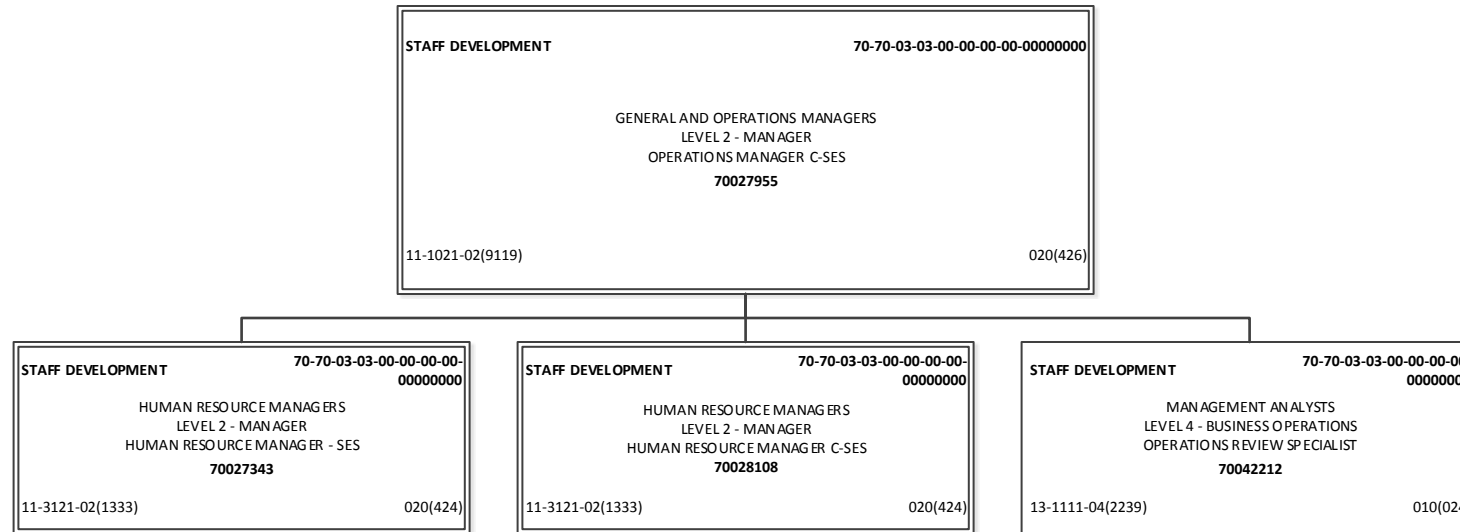
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



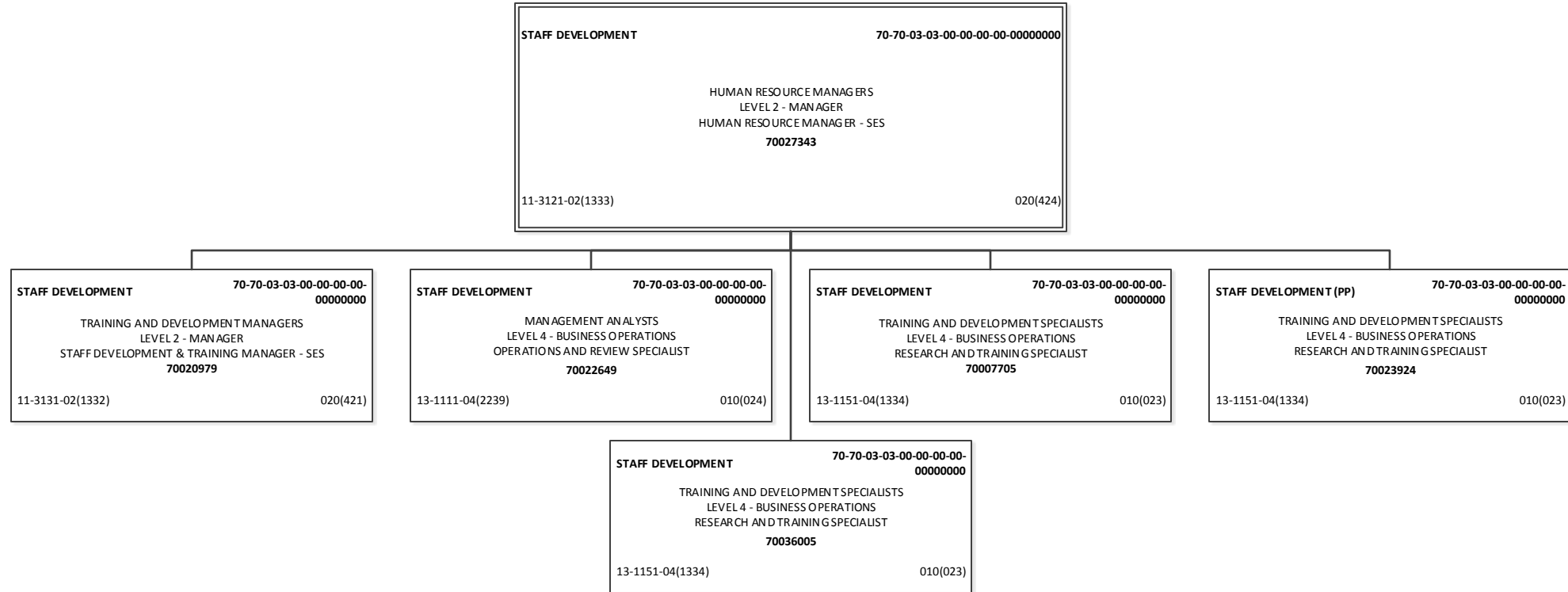
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
Bureau/Comparable: STAFF DEVELOPMENT
Section/Subsection:

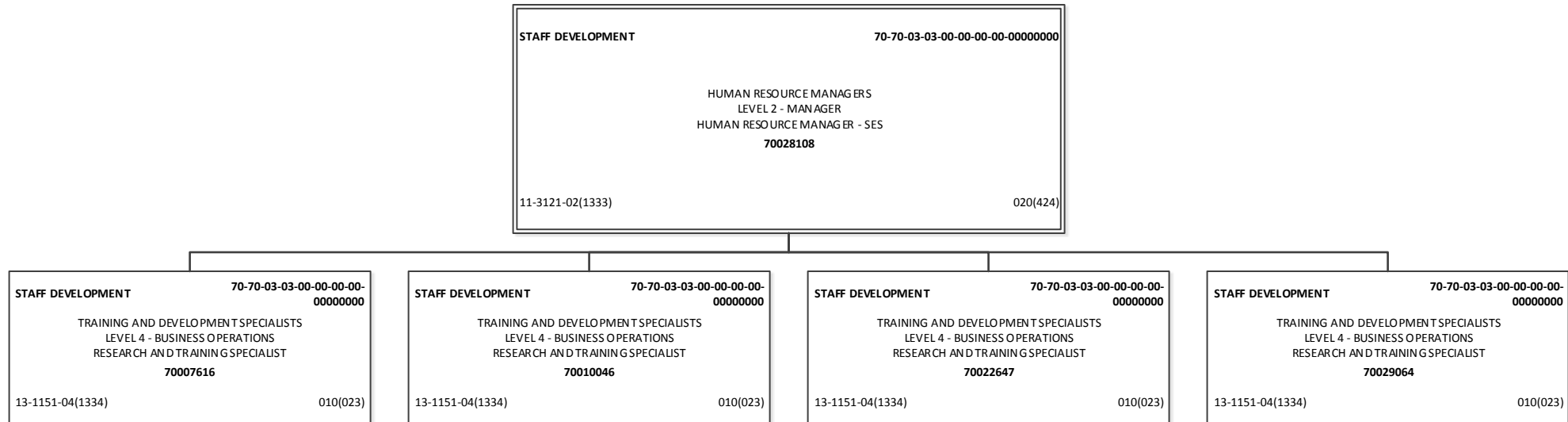
**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017





Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: CHIEF OF STAFF/STRATEGIC INITIATIVES

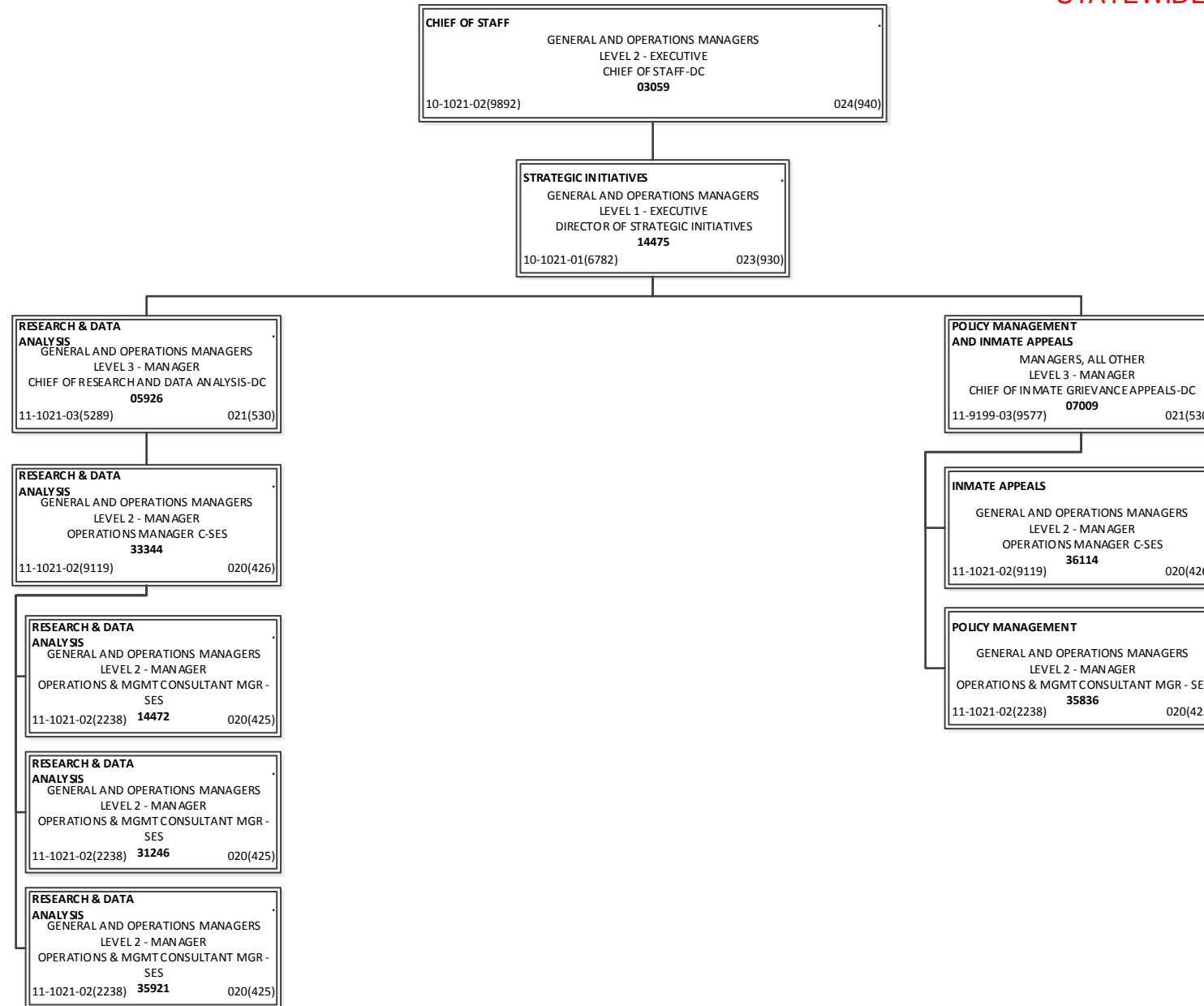
Division/Comparable: CHIEF OF STAFF/POLICY MANAGEMENT AND INMATE APPEALS

Division/Comparable: CHIEF OF STAFF

Bureau/Comparable: RESEARCH & DATA ANALYSIS

Section/Subsection:

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**

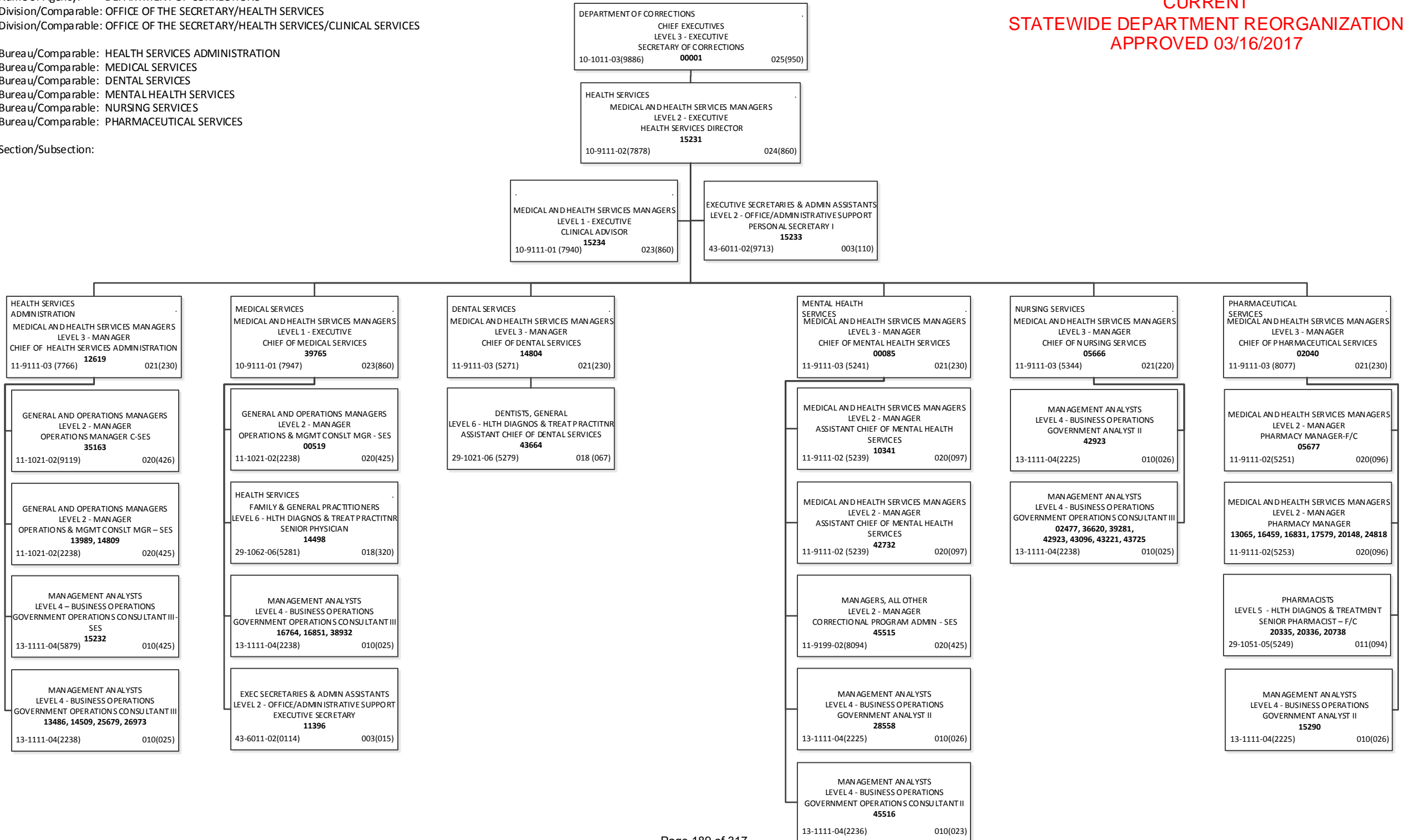


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES/CLINICAL SERVICES

Bureau/Comparable: HEALTH SERVICES ADMINISTRATION
 Bureau/Comparable: MEDICAL SERVICES
 Bureau/Comparable: DENTAL SERVICES
 Bureau/Comparable: MENTAL HEALTH SERVICES
 Bureau/Comparable: NURSING SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

Section/Subsection:

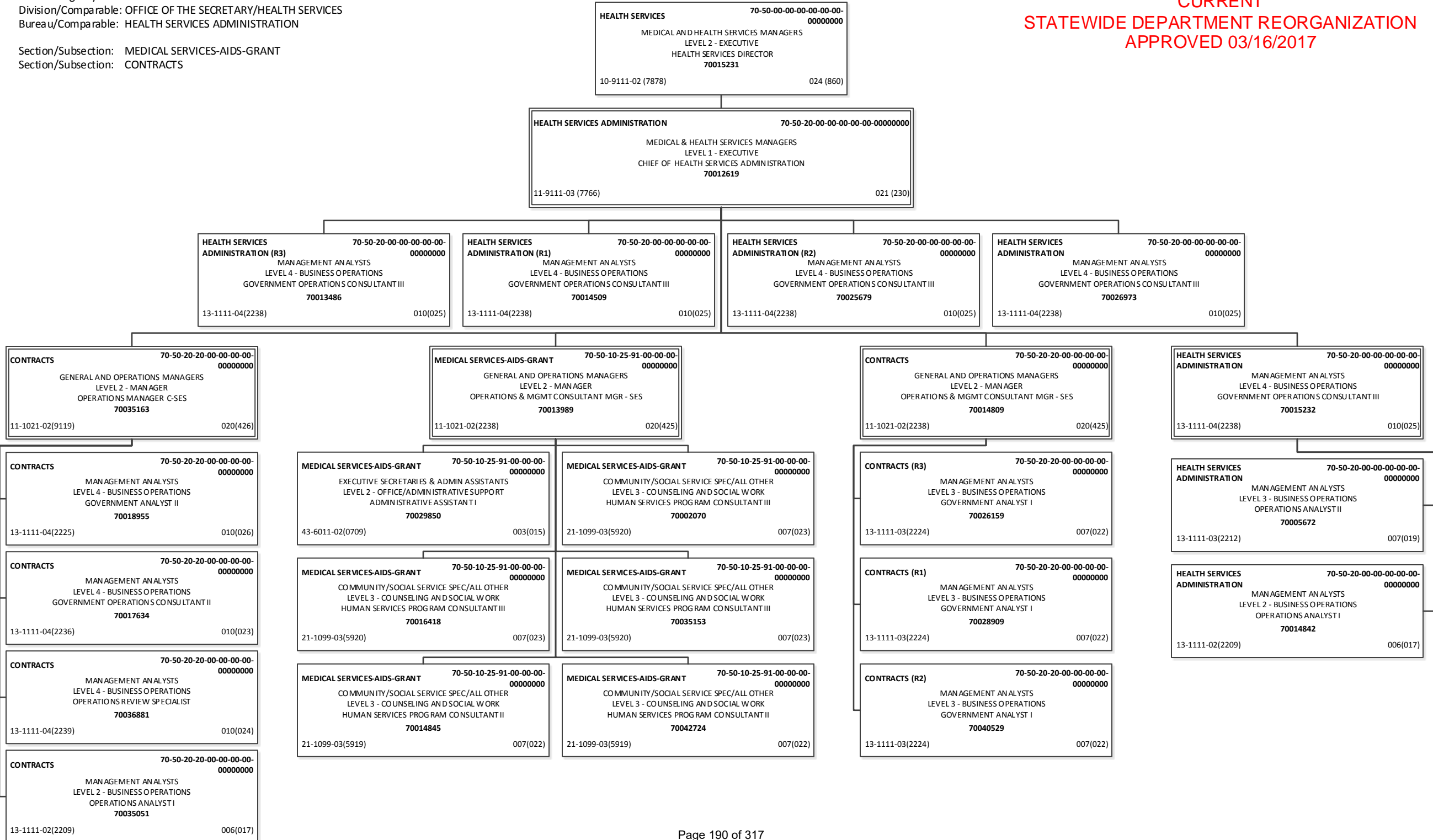
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: HEALTH SERVICES ADMINISTRATION

Section/Subsection: MEDICAL SERVICES-AIDS-GRANT
 Section/Subsection: CONTRACTS

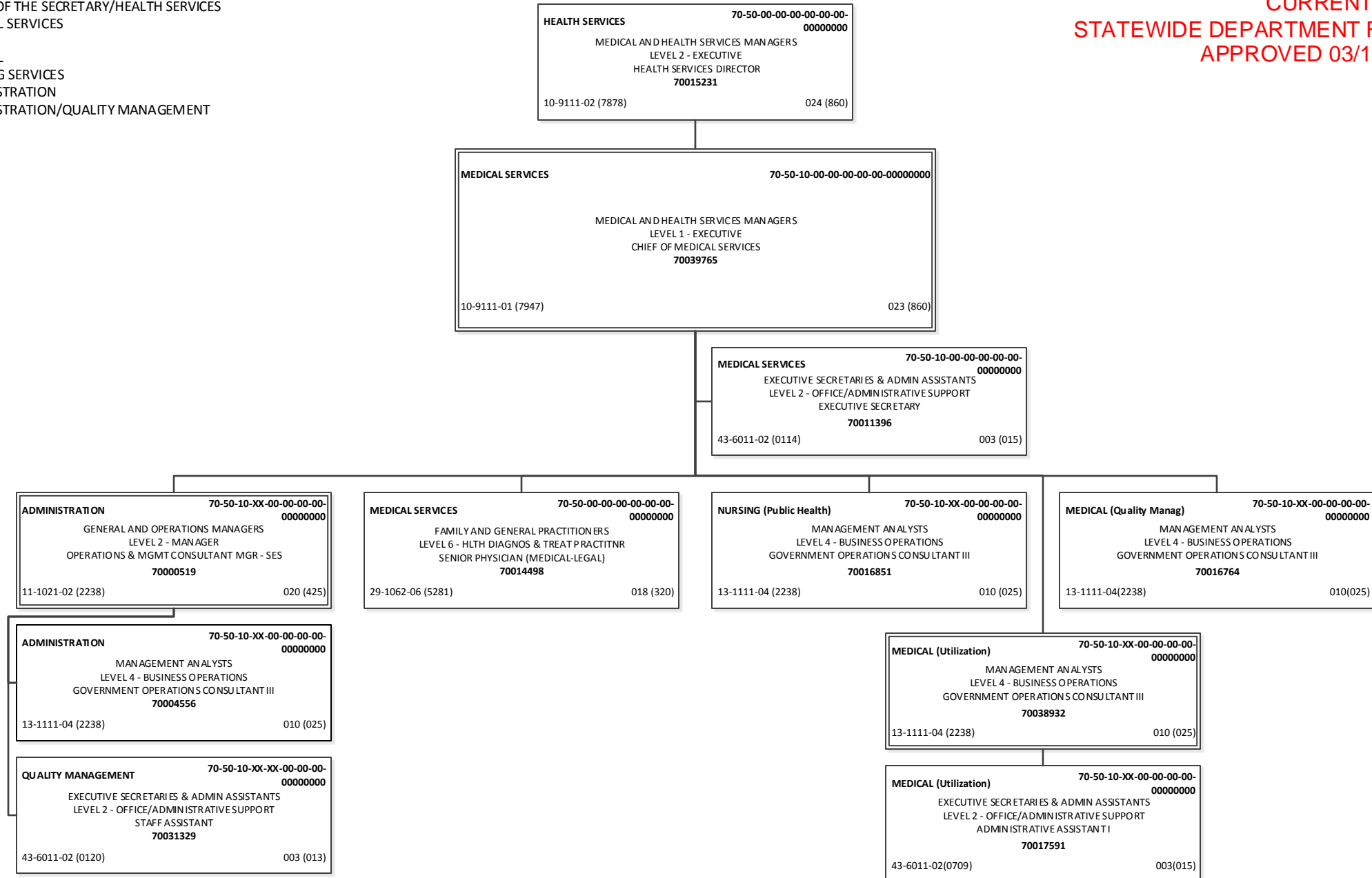
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: MEDICAL SERVICES

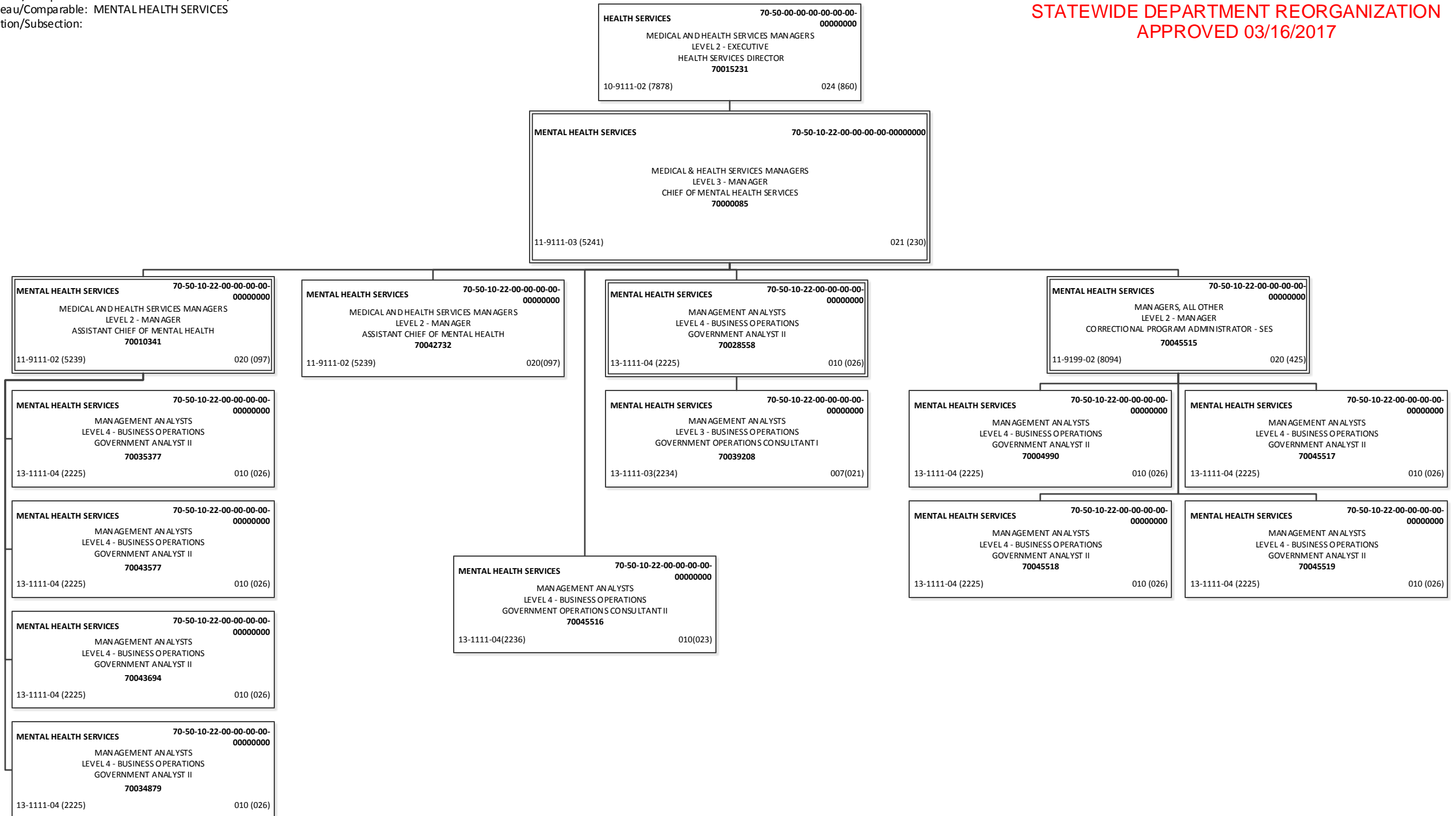
Section/Subsection: MEDICAL
 Section/Subsection: NURSING SERVICES
 Section/Subsection: ADMINISTRATION
 Section/Subsection: ADMINISTRATION/QUALITY MANAGEMENT

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



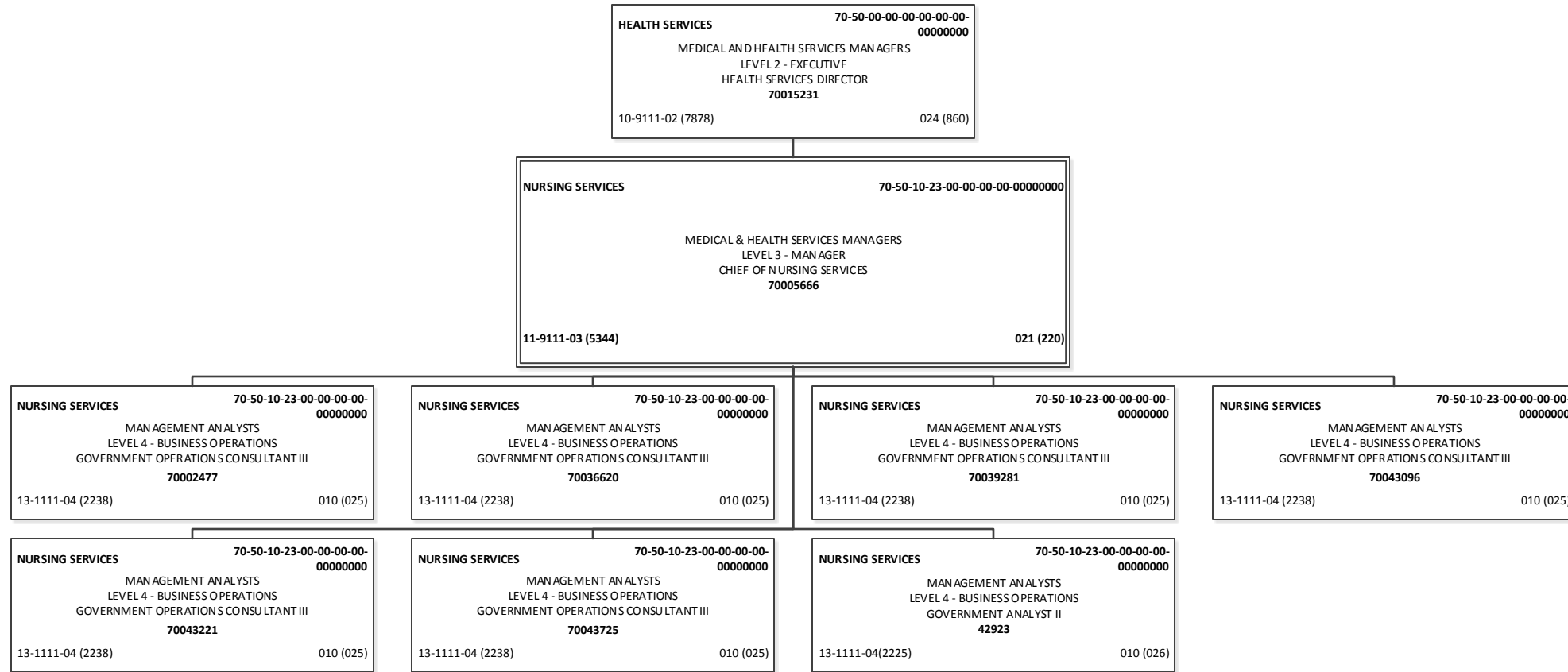
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: MENTAL HEALTH SERVICES
 Section/Subsection:

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: NURSING SERVICES
 Section/Subsection:

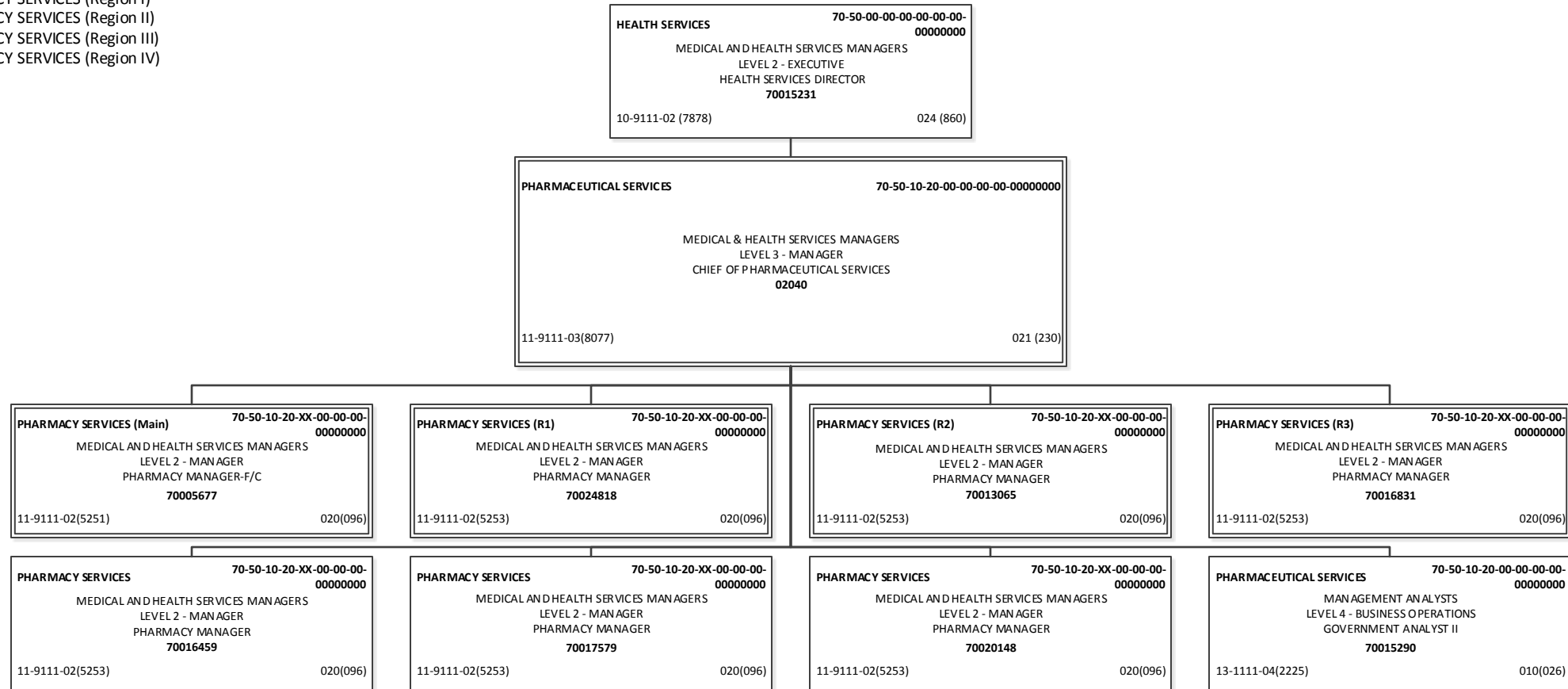
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

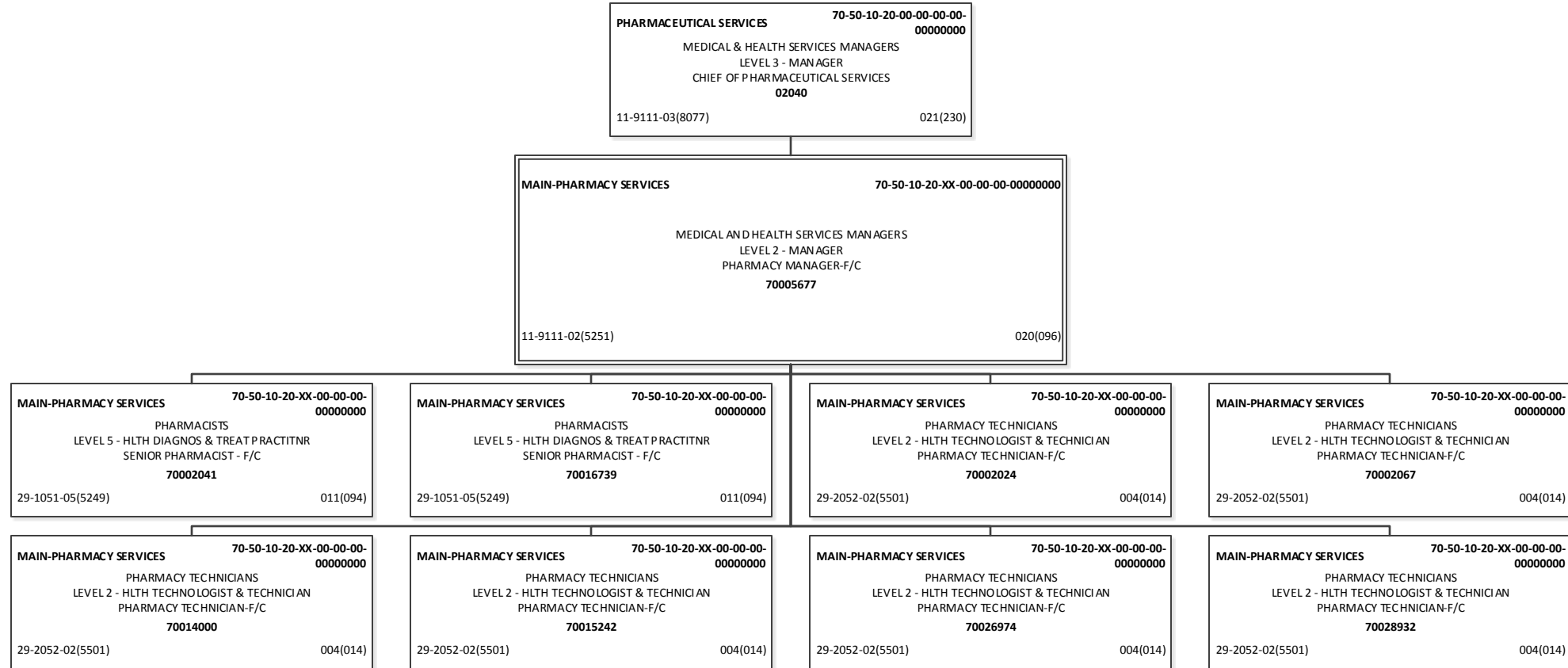
Section/Subsection: PHARMACY SERVICES (Region I)
 Section/Subsection: PHARMACY SERVICES (Region II)
 Section/Subsection: PHARMACY SERVICES (Region III)
 Section/Subsection: PHARMACY SERVICES (Region IV)



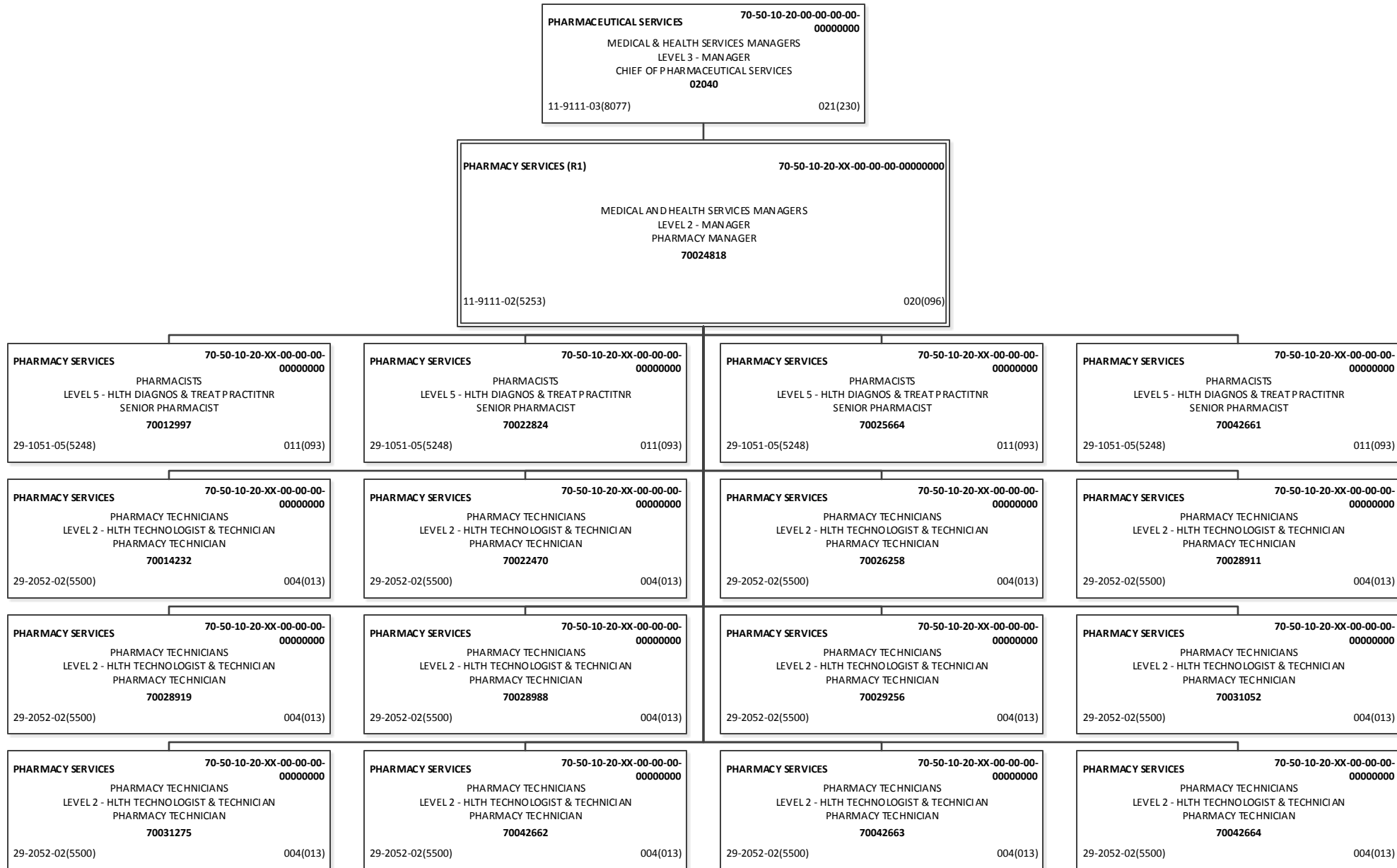
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

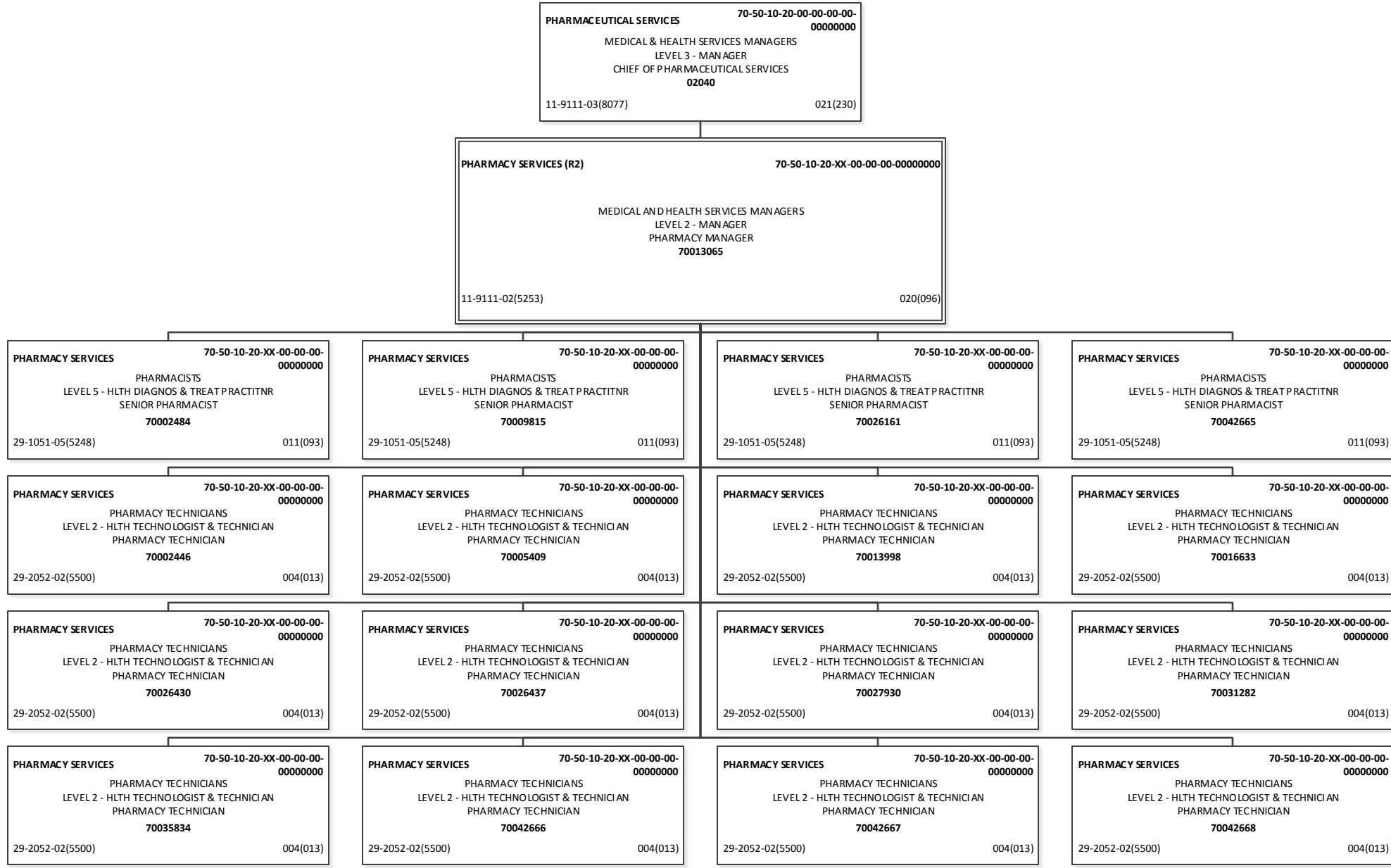
CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017

Section/Subsection: PHARMACY SERVICES (Main)

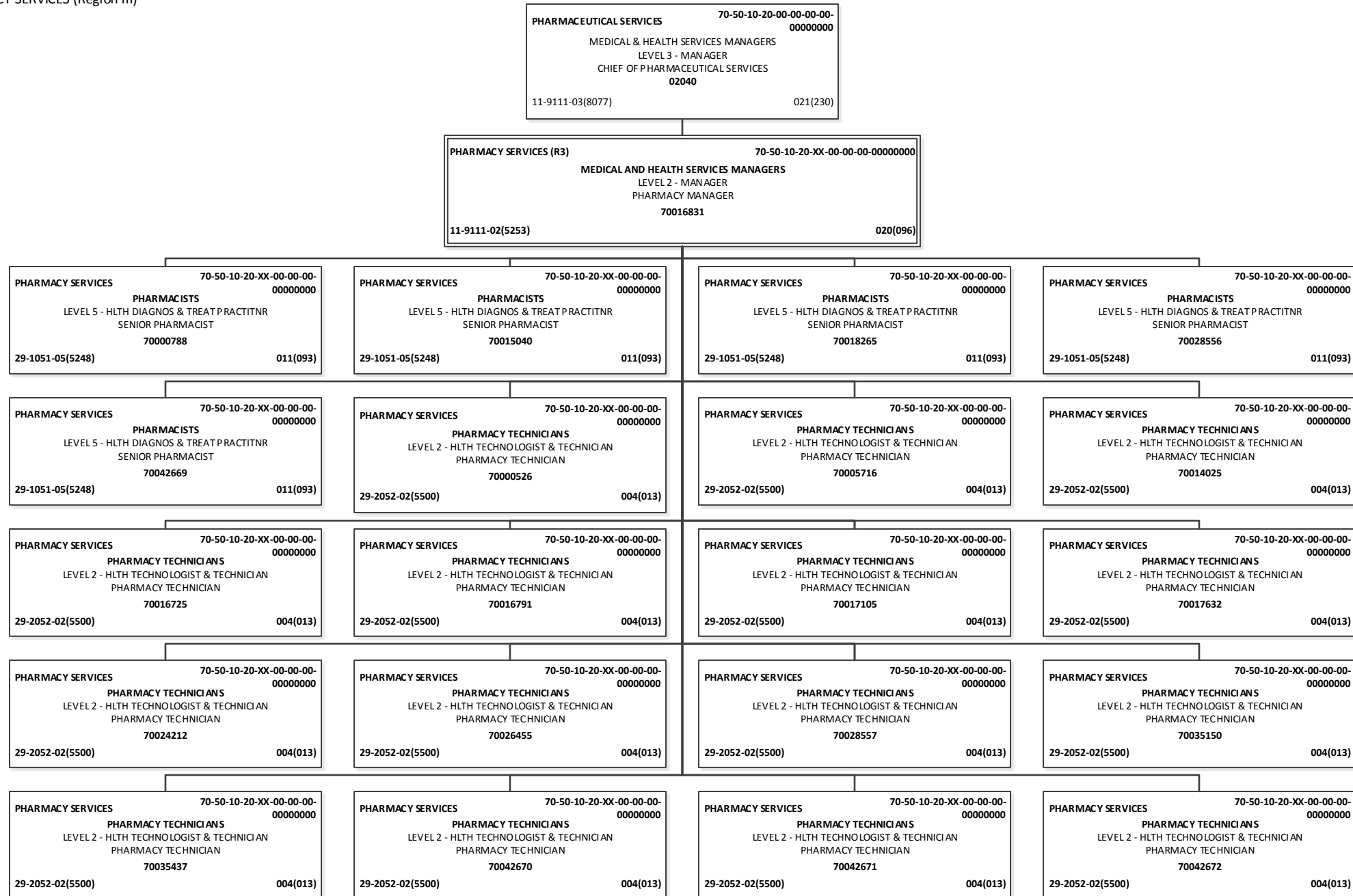


Section/Subsection: PHARMACY SERVICES (Region I)





Section/Subsection: PHARMACY SERVICES (Region III)



Name of Agency: DEPARTMENT OF CORRECTIONS

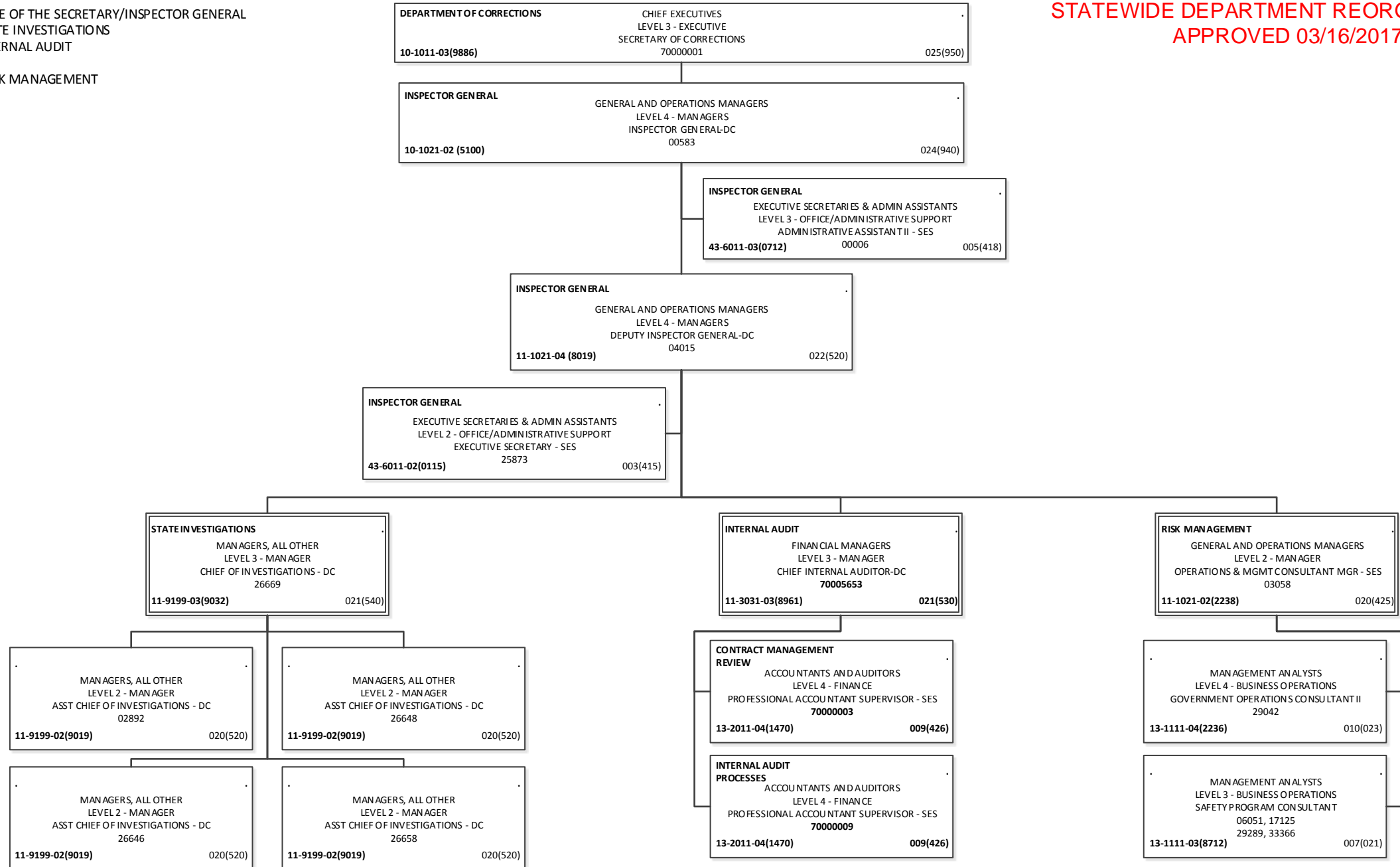
Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Bureau/Comparable: INTERNAL AUDIT

Section/Subsection: RISK MANAGEMENT

**CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017**

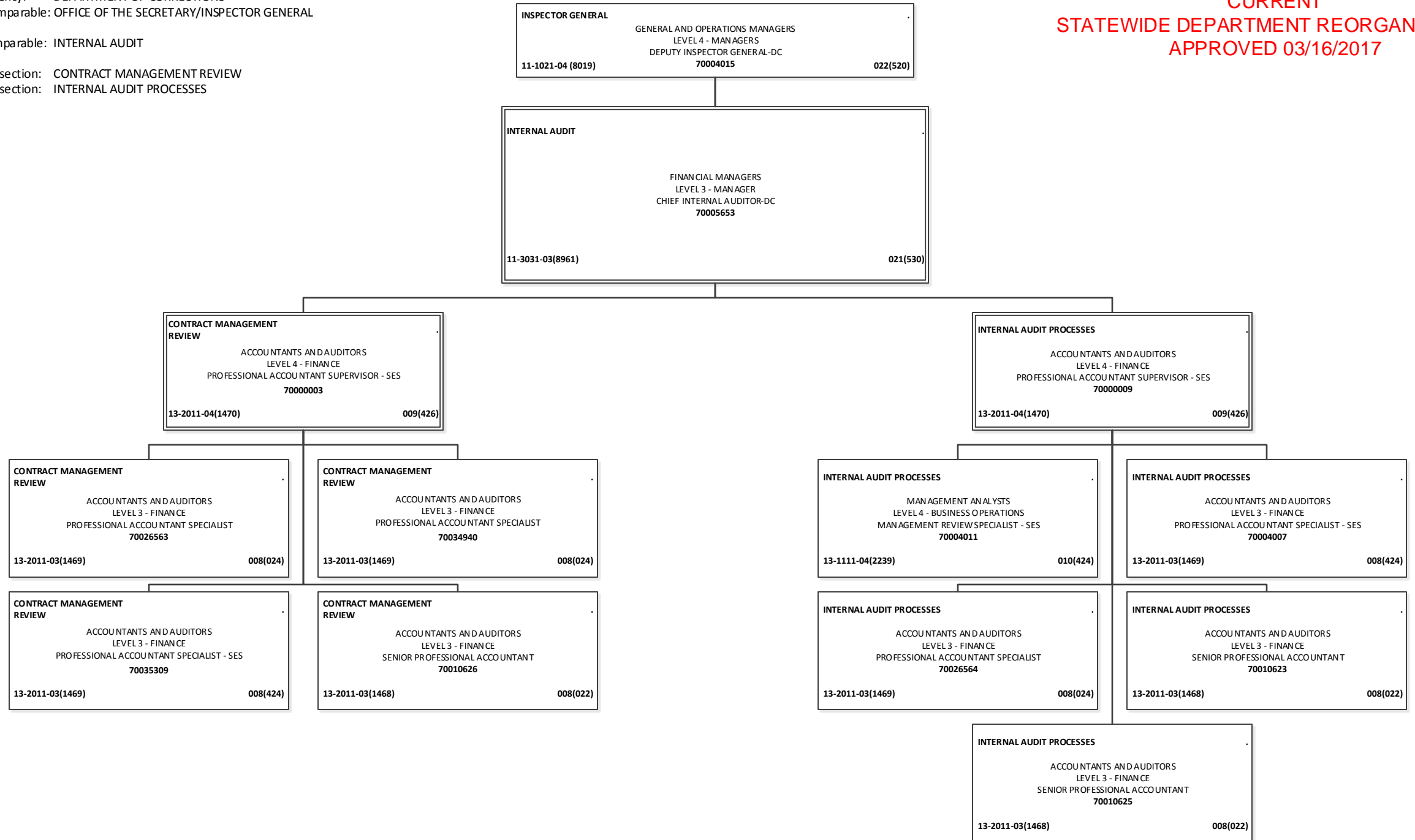


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: INTERNAL AUDIT

Section/Subsection: CONTRACT MANAGEMENT REVIEW
 Section/Subsection: INTERNAL AUDIT PROCESSES

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



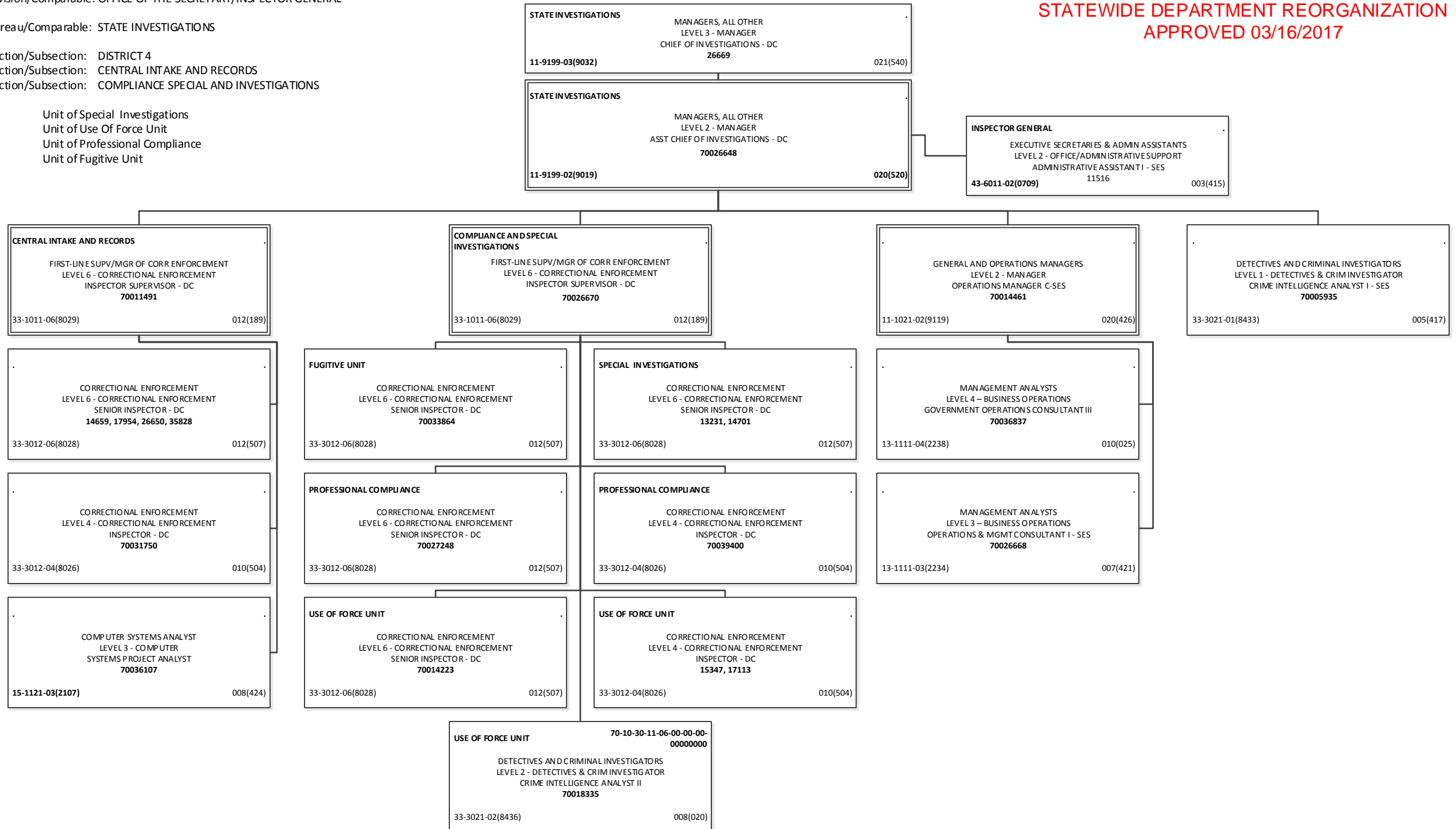
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 4
 Section/Subsection: CENTRAL INTAKE AND RECORDS
 Section/Subsection: COMPLIANCE SPECIAL AND INVESTIGATIONS

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

- o Unit of Special Investigations
- o Unit of Use Of Force Unit
- o Unit of Professional Compliance
- o Unit of Fugitive Unit

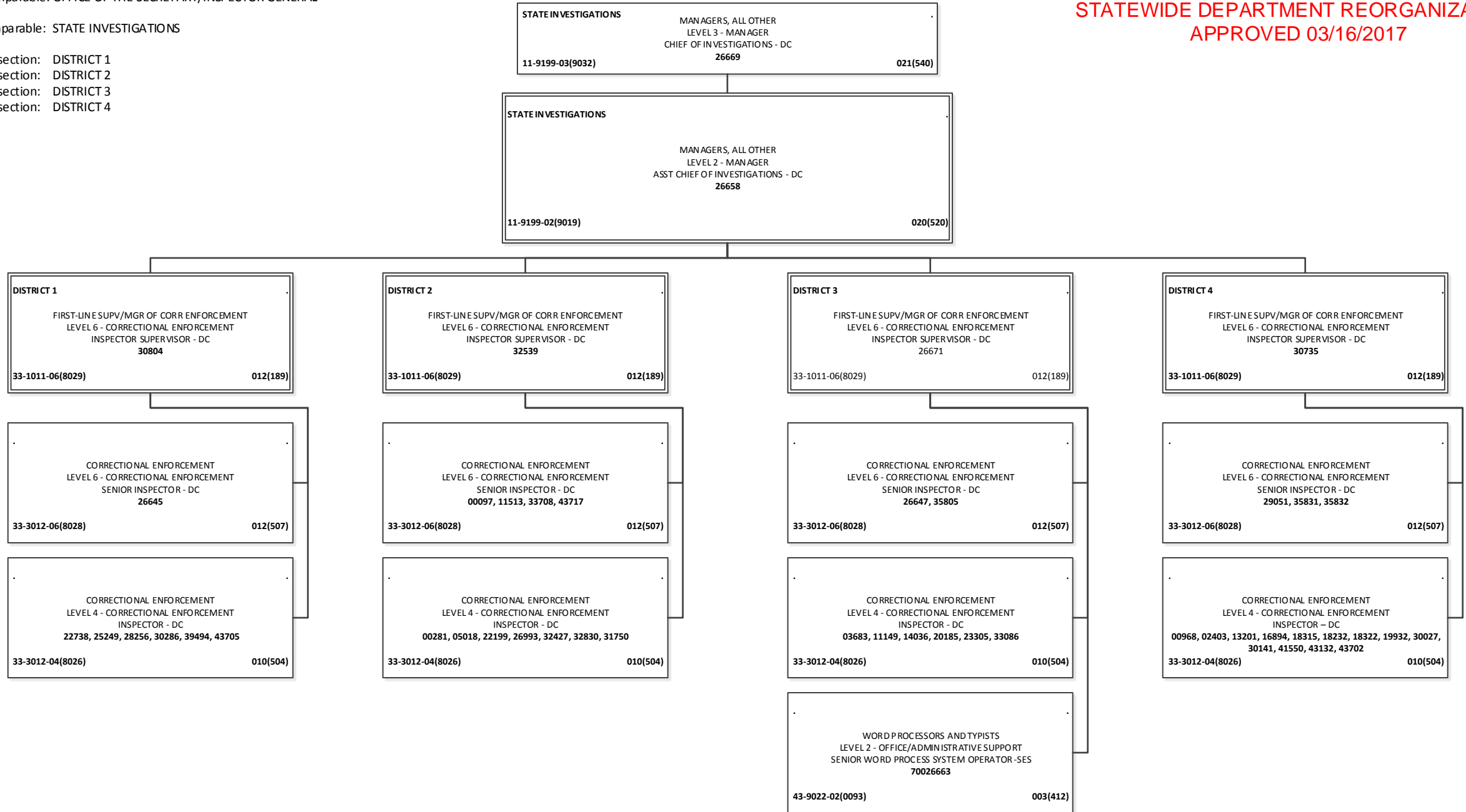


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 1
 Section/Subsection: DISTRICT 2
 Section/Subsection: DISTRICT 3
 Section/Subsection: DISTRICT 4

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

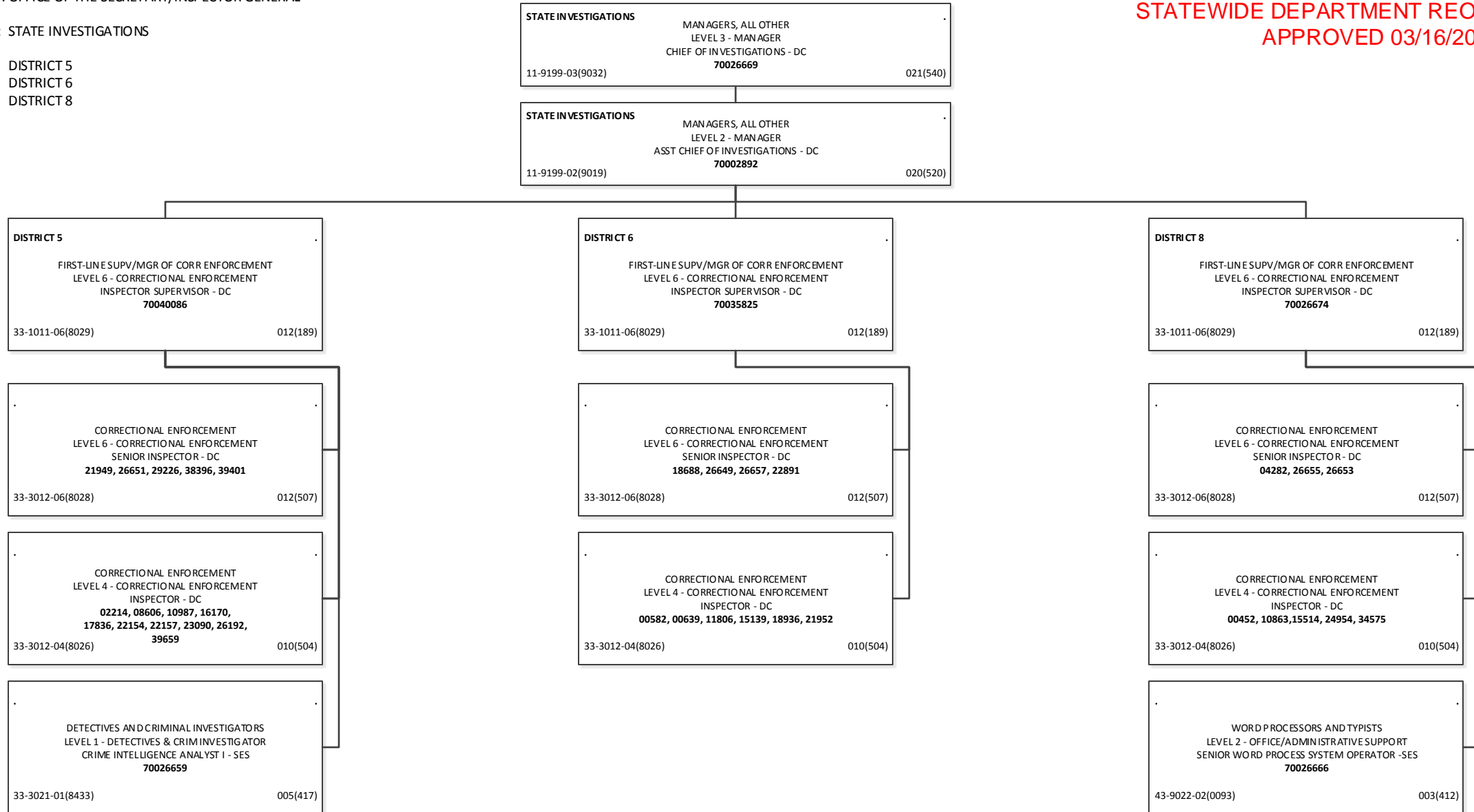


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 5
 Section/Subsection: DISTRICT 6
 Section/Subsection: DISTRICT 8

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

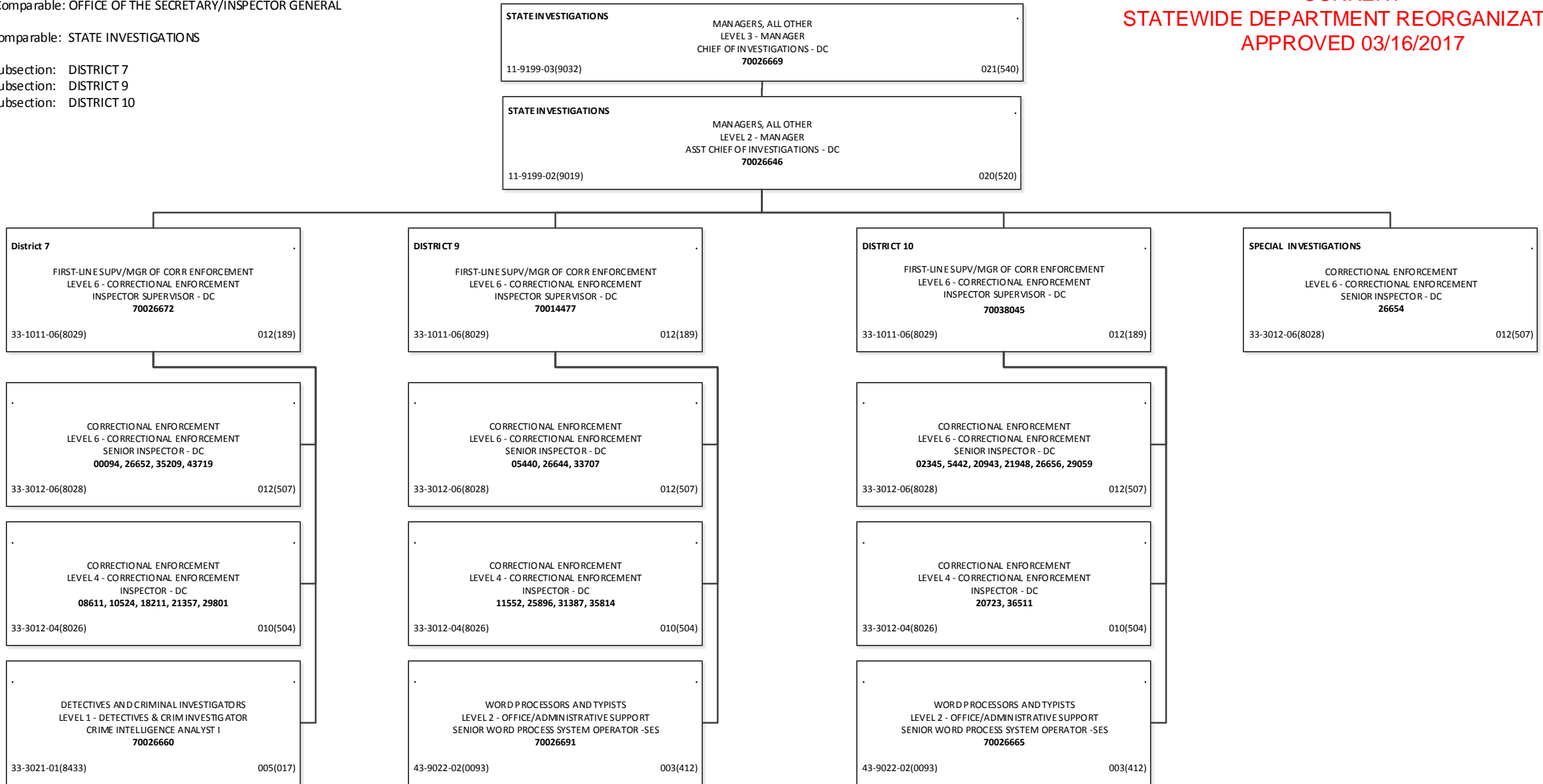


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

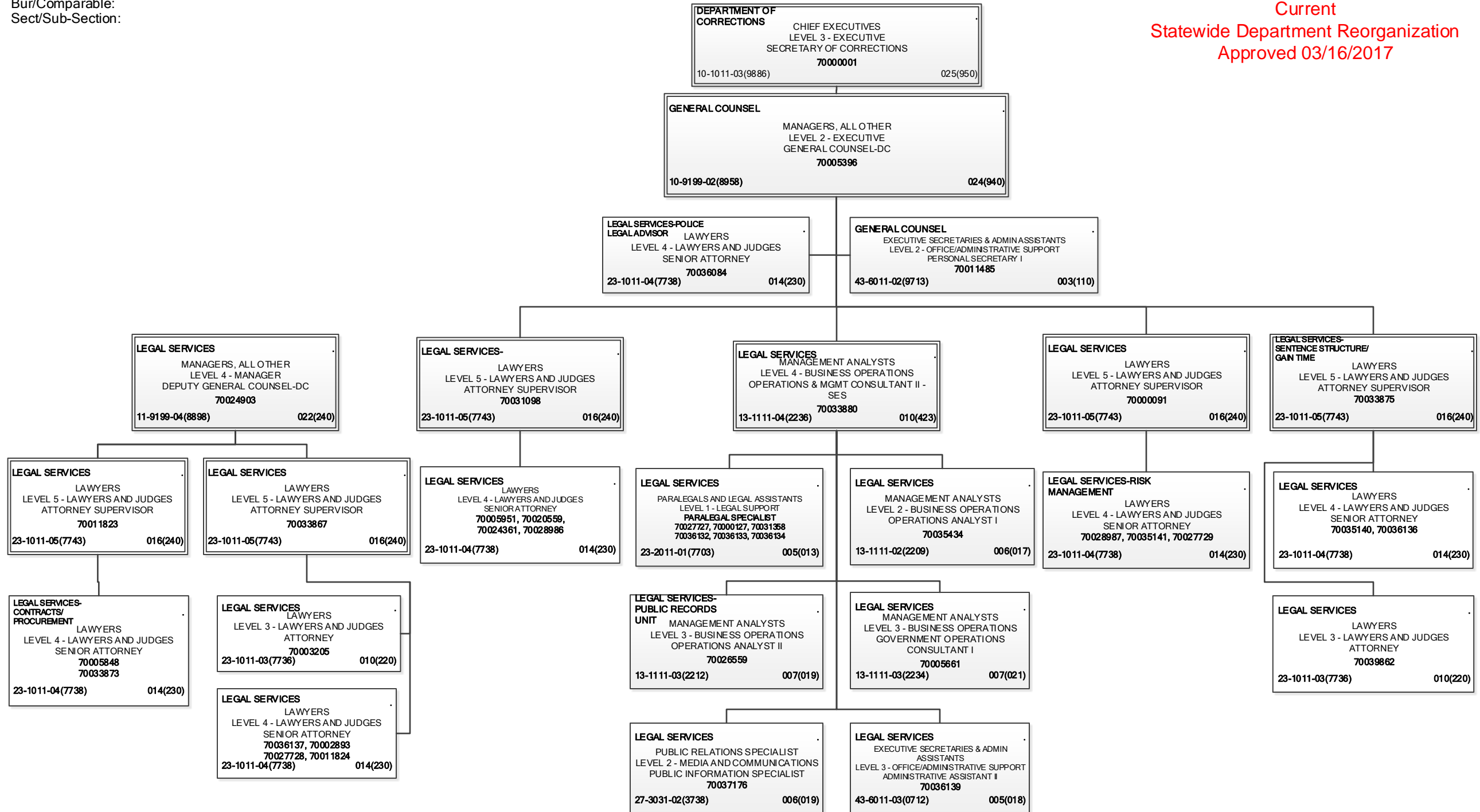
Section/Subsection: DISTRICT 7
 Section/Subsection: DISTRICT 9
 Section/Subsection: DISTRICT 10

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



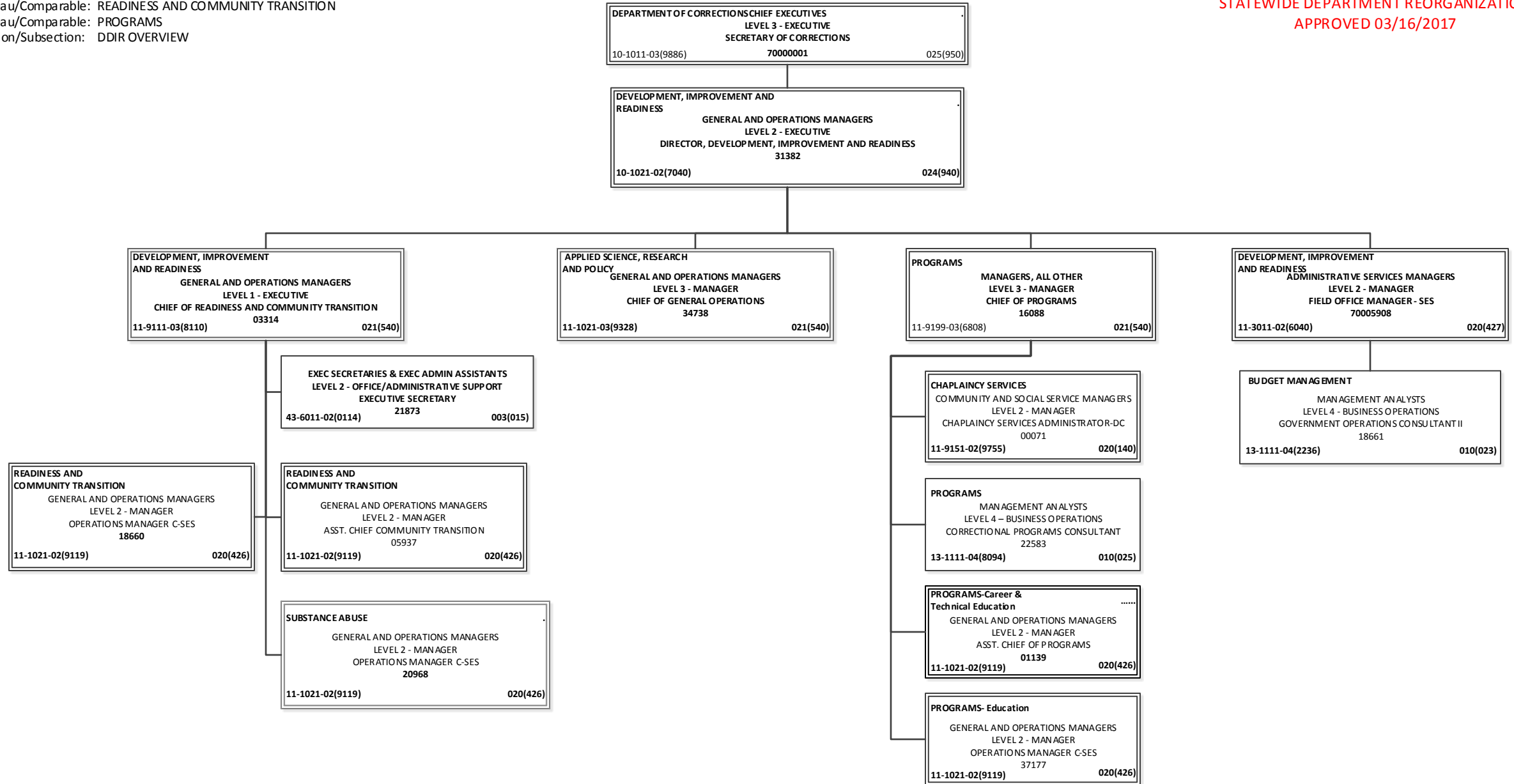
Name of Agency: Department of Corrections
 Div/Comparable: Office Of The Secretary/General Counsel
 Bur/Comparable:
 Sect/Sub-Section:

Current
 Statewide Department Reorganization
 Approved 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Bureau/Comparable: PROGRAMS
 Section/Subsection: DDIR OVERVIEW

CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: COMMUNITY TRANSITION

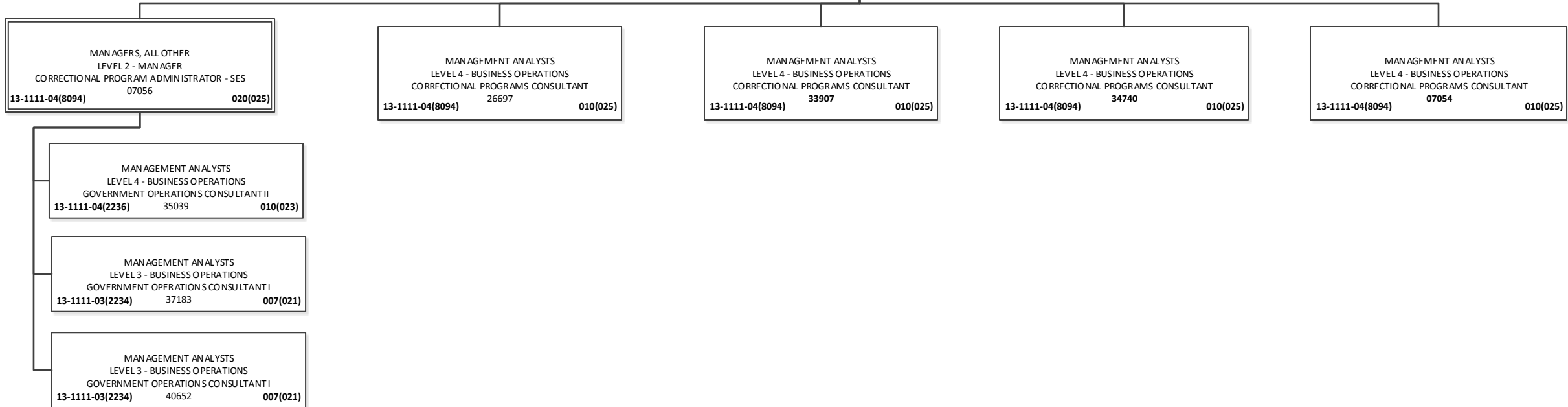
**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

**DEVELOPMENT, IMPROVEMENT AND
 READINESS**

 GENERAL AND OPERATIONS MANAGERS
 LEVEL 1 - EXECUTIVE
 CHIEF OF READINESS AND COMMUNITY TRANSITION
 03314
 11-9111-03(8110) 021(540)

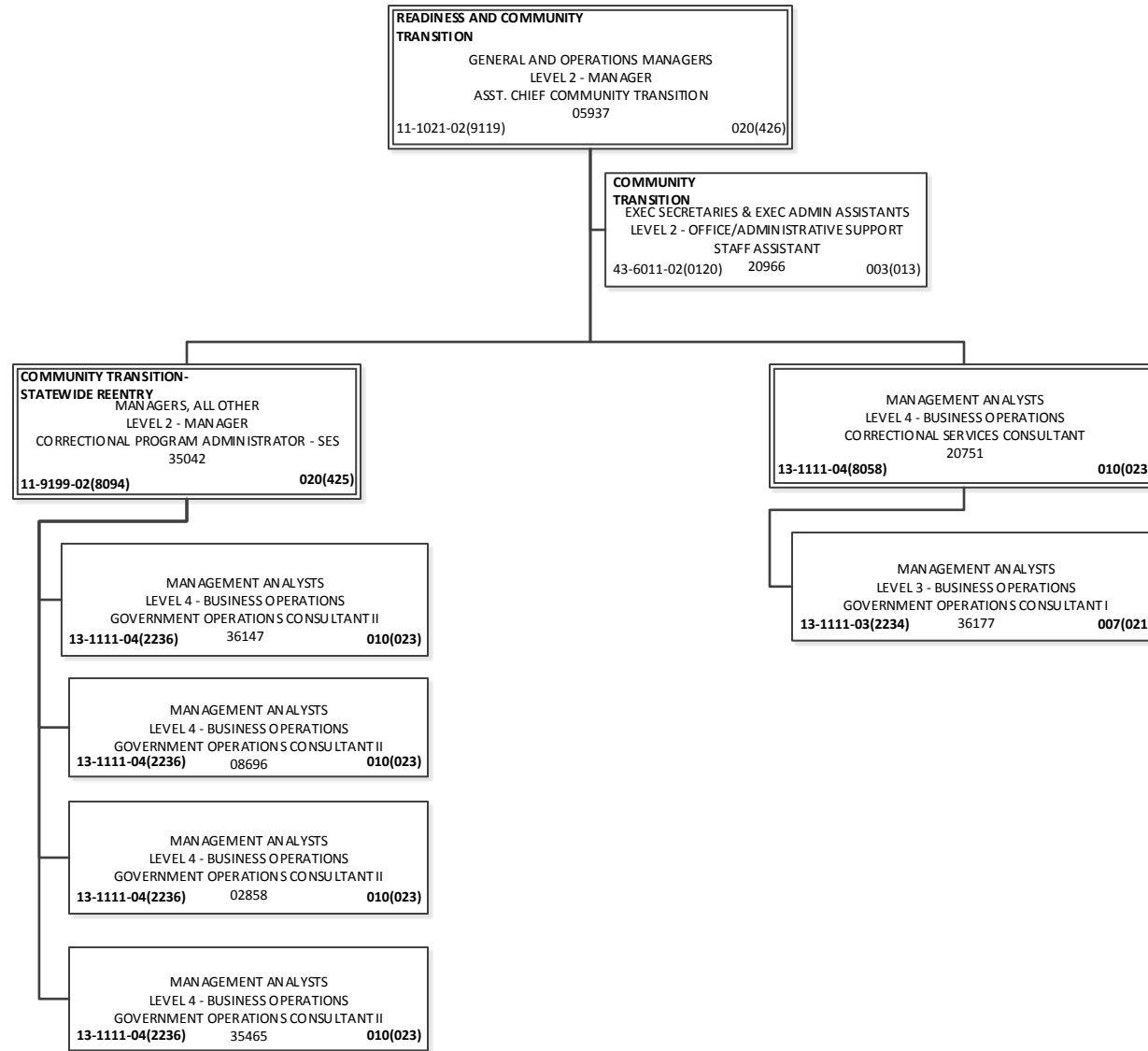
**READINESS AND COMMUNITY
 TRANSITION**

 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS MANAGER C-SES
 18660
 11-1021-02(9119) 020(426)



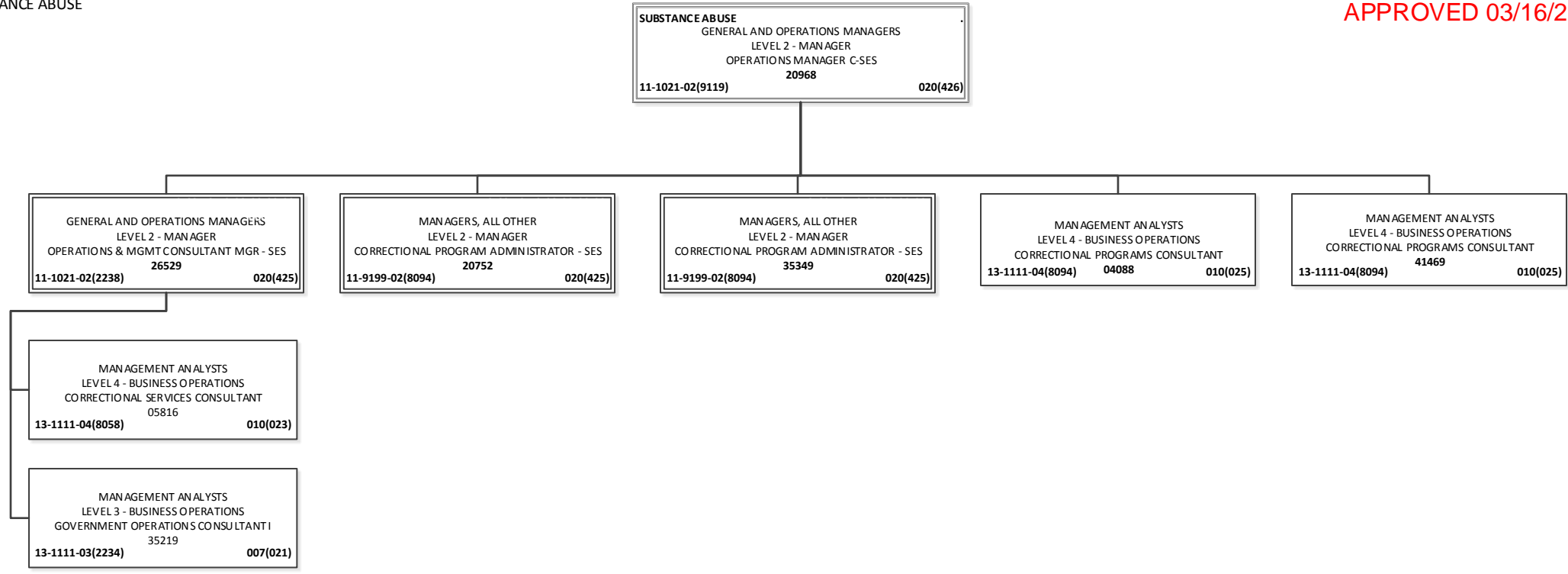
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: STATEWIDE REENTRY

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: SUBSTANCE ABUSE

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: SUBSTANCE ABUSE (Con't)

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**

SUBSTANCE ABUSE		
GENERAL AND OPERATIONS MANAGERS LEVEL 2 - MANAGER OPERATIONS MANAGER C - SES		
11-1021-02(9119)	20968	020(426)

SUBSTANCE ABUSE		
MANAGERS, ALL OTHER LEVEL 2 - MANAGER CORRECTIONAL PROGRAM ADMINISTRATOR - SES		
20752		

SUBSTANCE ABUSE		
MANAGERS, ALL OTHER LEVEL 2 - MANAGER CORRECTIONAL PROGRAM ADMINISTRATOR - SES		
35349		

COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL WORK SERVICES PROGRAM CONSULTANT		
21-1099-03(5943)	44465	007(021)

COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK COUNSELING & SOC SVS SUPI - F/C - SES		
21-1019-03(5947)	33806	007(421)

COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL SERVICES COUNSELOR-F/C		
21-1019-03(5960)	23379	007(019)

COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL SERVICES COUNSELOR-F/C		
21-1019-03(5960)	20765	007(019)

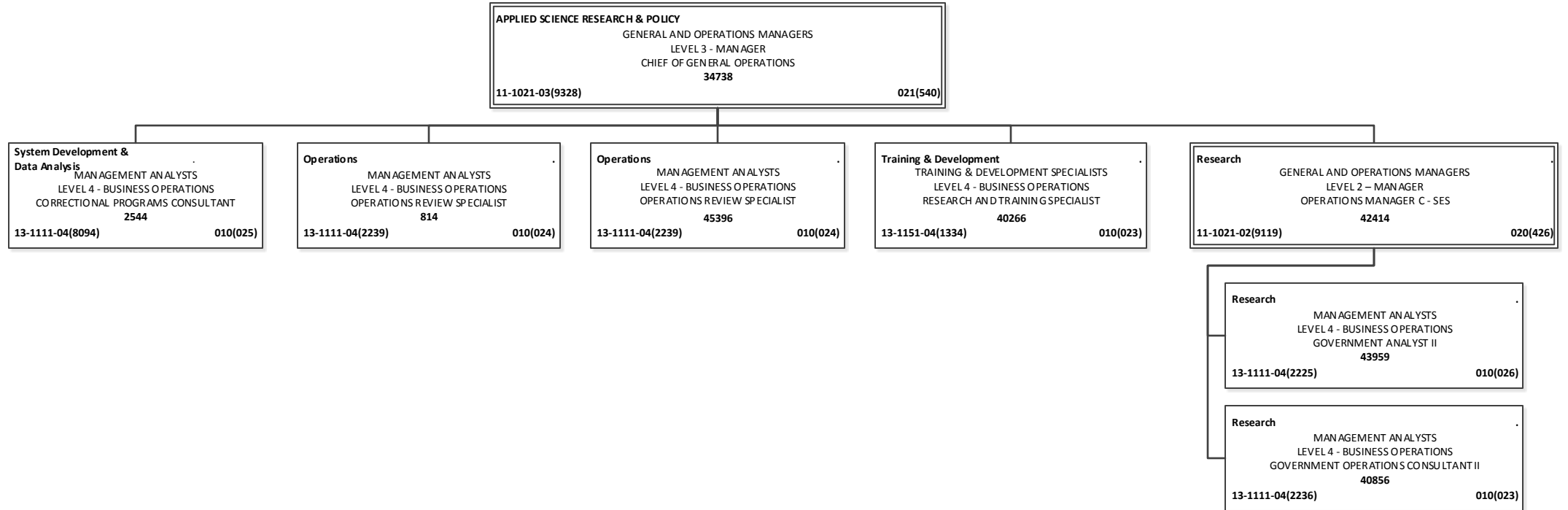
COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK COUNSELING & SOC SVS SUPI - F/C - SES		
21-1019-03(5947)	44351	007(421)

COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL SERVICES COUNSELOR-F/C		
21-1019-03(5960)	44250	007(019)

COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL SERVICES COUNSELOR-F/C		
21-1019-03(5960)	35496	007(019)

COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL SERVICES COUNSELOR-F/C		
21-1019-03(5960)	44249	007(019)

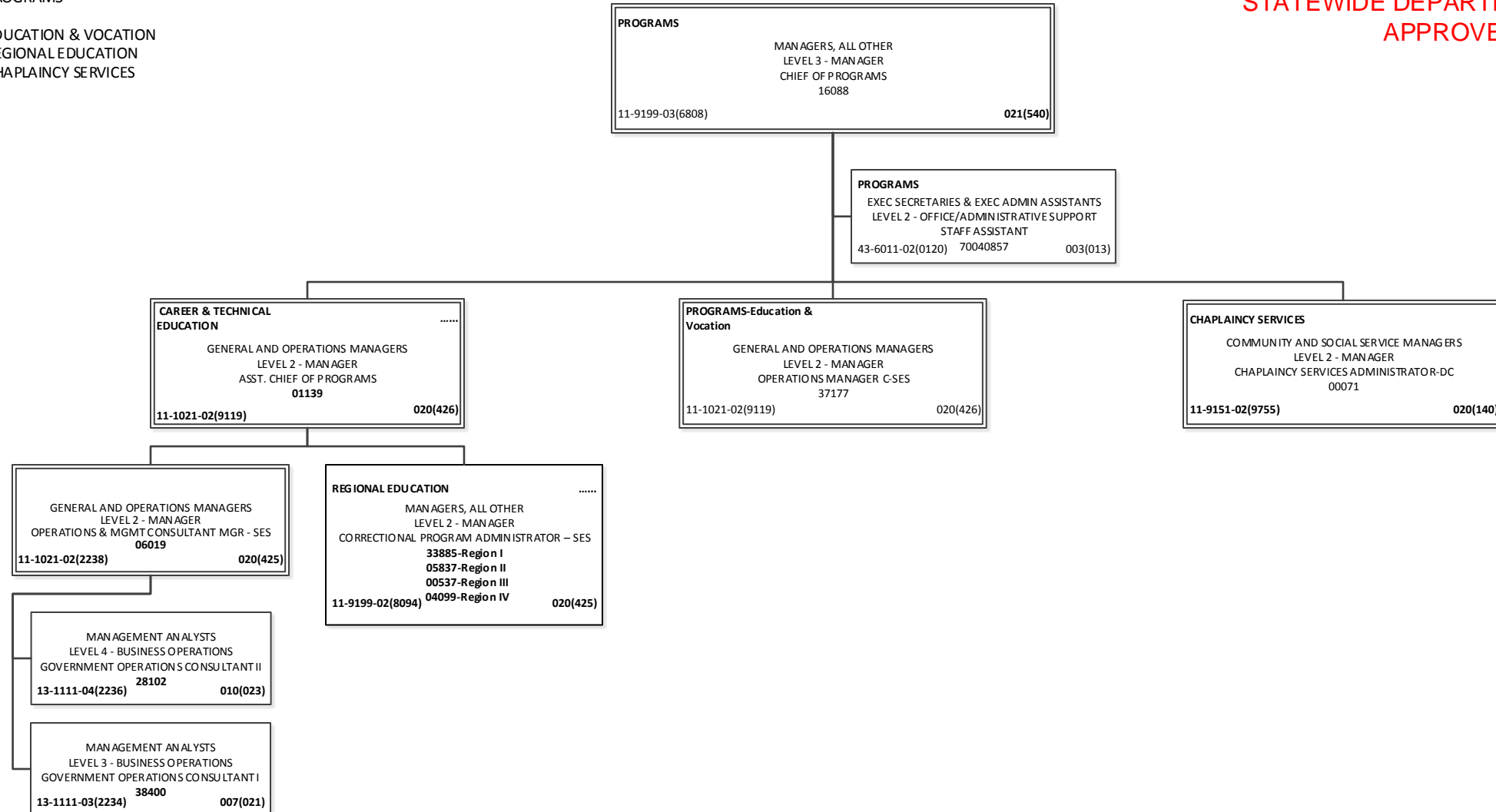
COUNSELORS, ALL OTHER LEVEL 3 - COUNSELING AND SOCIAL WORK SOCIAL SERVICES COUNSELOR-F/C		
21-1019-03(5960)	44251	007(019)



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS

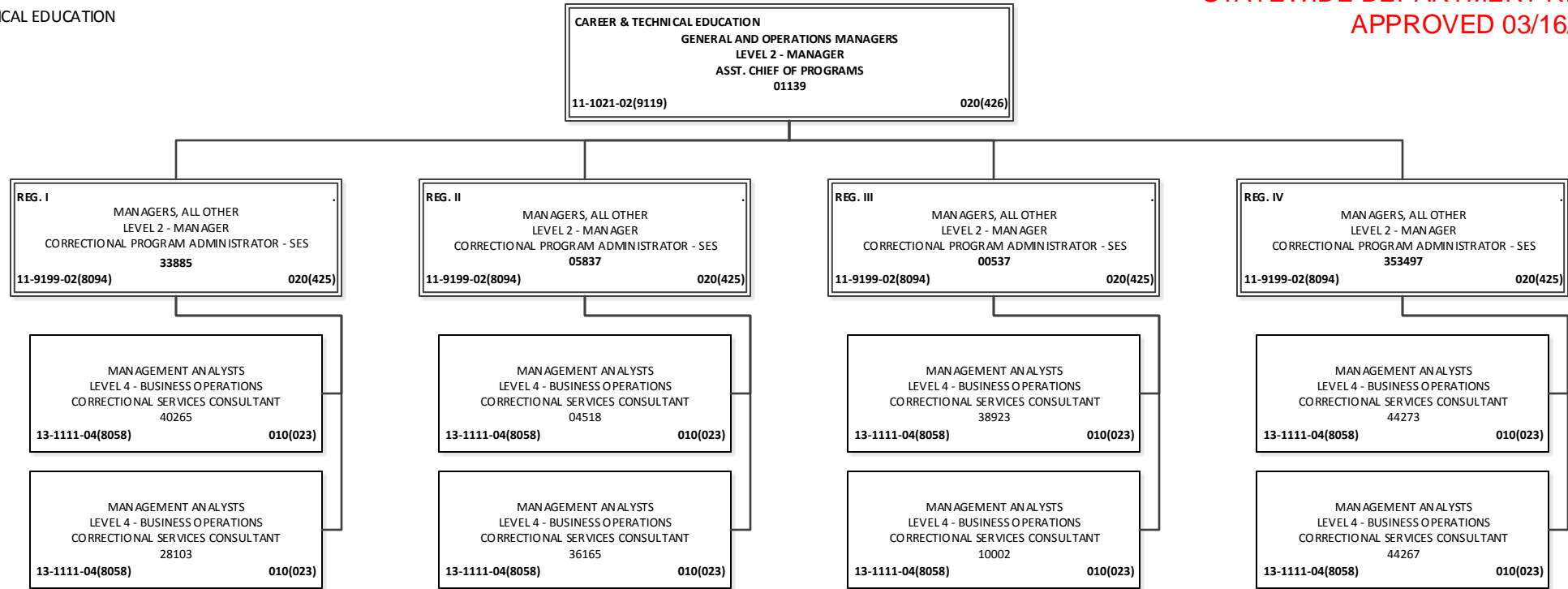
Section/Subsection: EDUCATION & VOCATION
 Section/Subsection: REGIONAL EDUCATION
 Section/Subsection: CHAPLAINCY SERVICES

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



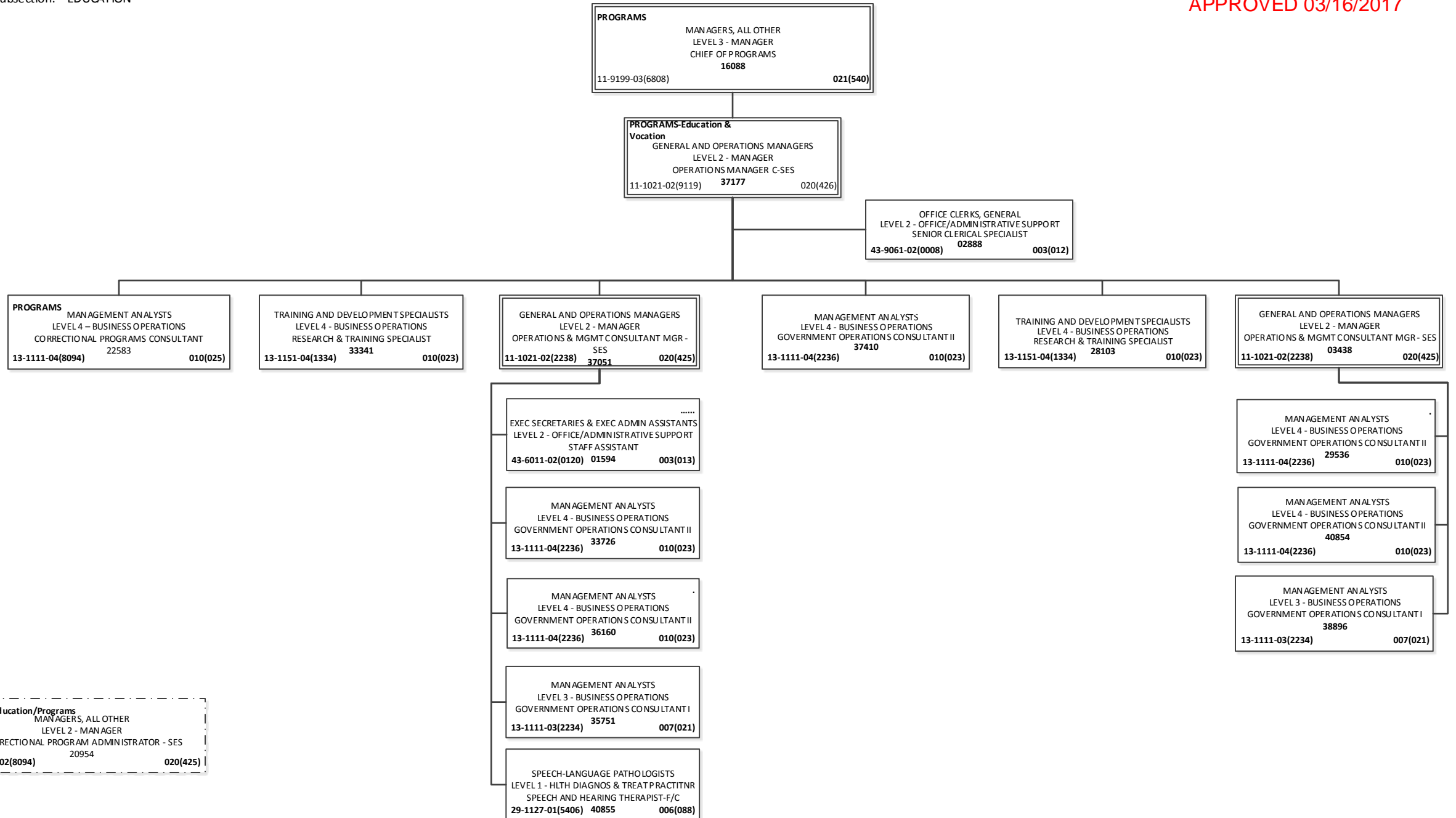
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS
 Section/Subsection: CAREER & TECHNICAL EDUCATION

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



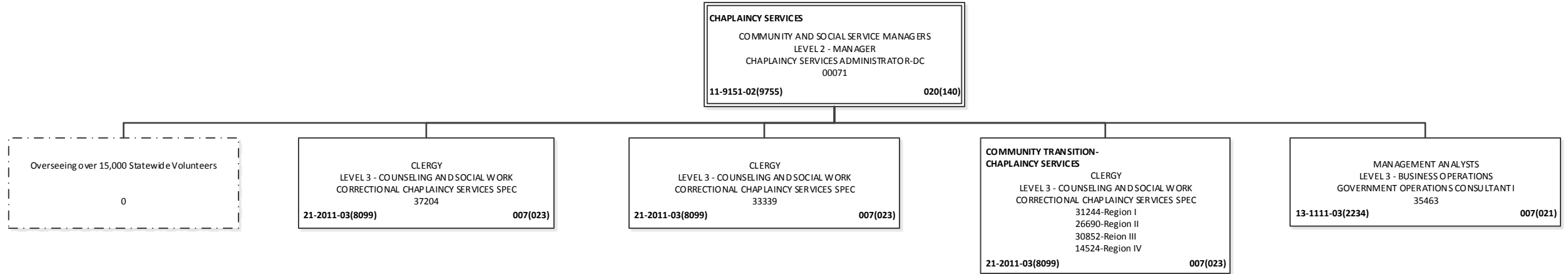
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS
 Section/Subsection: EDUCATION

CURRENT
STATEWIDE DEPARTMENT REORGANIZATION
APPROVED 03/16/2017



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS
 Section/Subsection: CHAPLAINCY & VOLUNTEERS

**CURRENT
 STATEWIDE DEPARTMENT REORGANIZATION
 APPROVED 03/16/2017**



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

Contact Information
Agency: Department of Corrections
Name: Mark Tallent
Phone: (850) 717-3434
E-mail address: Mark.Tallent@fdc.myflorida.com

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

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

1. Commodities proposed for purchase.
Purchase of security enhancements and other equipment located in facilities statewide.
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
The purchase of security enhancements and other equipment is expected to be from a state or agency term contract in accordance with appropriate purchasing statutes and rules.
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).
Historically, financing equipment is the most economical means of purchasing items when the Department does not have funds to cover the purchase in one lump sum.
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.
The Department proposes to utilize the existing base appropriation for security enhancements and other equipment.

Schedule XIV

Variance from Long Range Financial Outlook

Agency: Department of Corrections Contact: Mark Tallent

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 2018 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 2019-2020 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2019-2020 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Disability Rights Florida-ADA	B	\$1.7M	\$1.7M
b	Disability Rights Florida-Mental Health	B	\$54.9M	\$39.9M
c	Treatment of Inmates Infected with Hepatitis C	B	\$18.1M	\$37.0M
d	Contracted Inmate Health Services	B	\$24.6M	\$86.6M
e	General Pharmaceutical Drugs	B	\$0.8M	\$13.1M
f	Maintenance, Repairs and Capital Improvements	B	\$9.9M	\$8.0M

- 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.

B. The Outlook includes \$16.6M for contracted health services. The Department included this amount in the Contracted Inmate Health Services issue (D). Additionally, the Outlook does not include funding changes necessary to accommodate the revised plan for close management inmates.

C. The Outlook is based on a two-year funding average. The Department's request is based on the projected number of inmates requiring treatment in accordance with the injunction entered in December 2017.

D. The Outlook includes a 7% increase over the FY 18-19 funding level based on a three-year average percentage change in expenditures. The Department's request is based on the comprehensive contractual cap amount, contracts with other providers and includes the funding for Disability Rights-Mental Health (addressed separately by the Outlook).

E. The Outlook is based on a three-year funding average. The Department's request includes projected expenditures based on years of unfunded price level increases, changes in the appropriate standards of care, changes in care as a result of litigations, increases in the elderly and mentally ill population.

F. The Outlook is based on average funding over the last three years. With ongoing capital repairs due to storms being a current primary focus, the Department's request is based on anticipated ability to complete capital improvements within the fiscal year.

* R/B = Revenue or Budget Driver

Office of Policy and Budget - June 2018

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: Department of Corrections **Budget Period 2019 - 2020**
Budget Entity: Correctional Facilities Maintenance and Repair

(1)	(2)	(3)	(4)
SECTION I	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(A) \$21,502,049.24	\$22,587,141.25	\$21,012,056.75
Principal	(B) \$31,415,000.00	\$30,595,000.00	\$31,175,000.00
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) \$16,512.74	\$16,512.74	\$16,512.74
Other Debt Service	(E)		
Total Debt Service	(F) \$52,933,561.98	\$53,198,653.99	\$52,203,569.49

Explanation: This information reflects bond series 2008A, 2009A, 2009B, 2009C, and 2015A. The tables following Section II below provide detailed breakdowns of the individual series.

SECTION II

ISSUE: There have been no new bond series issued for this budget entity since 6/30/18.

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
(6)		(7)	(8)	(9)
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

ISSUE: Graceville Correctional Facility - Series 2008A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
3.250 - 5.000%	8/1/2027	\$26,045,000.00	\$14,205,000.00	\$12,875,000.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$661,640.21	\$619,722.50	\$561,072.50
Principal	(H)	\$1,225,000.00	\$1,270,000.00	\$1,330,000.00
Fiscal Agent or Other Fees	(I)	\$4,025.00	\$4,025.00	\$4,025.00
Other	(J)			
Total Debt Service	(K)	\$1,890,665.21	\$1,893,747.50	\$1,895,097.50

ISSUE: Blackwater Correctional Facility - Series 2009A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
4.000 - 5.250%	8/1/2028	\$130,770,000.00	\$83,885,000.00	\$77,260,000.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$4,693,040.03	\$4,414,368.75	\$4,091,243.75
Principal	(H)	\$5,990,000.00	\$6,300,000.00	\$6,625,000.00
Fiscal Agent or Other Fees	(I)	\$4,427.50	\$4,427.50	\$4,427.50
Other	(J)			
Total Debt Service	(K)	\$10,687,467.53	\$10,718,796.25	\$10,720,671.25

ISSUE: Various Facilities - U.S. Bank - Series 2009B & Series 2009C

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
1.250 - 6.825%	8/1/2029	\$336,985,000.00	\$215,620,000.00	\$199,655,000.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$12,417,226.04	\$14,214,550.00	\$13,392,365.50
Principal	(H)	\$14,935,000.00	\$15,435,000.00	\$15,965,000.00
Fiscal Agent or Other Fees	(I)	\$4,025.00	\$4,025.00	\$4,025.00
Other	(J)			
Total Debt Service	(K)	\$27,356,251.04	\$29,653,575.00	\$29,361,390.50

ISSUE: Polk (Demilly WC) - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2017	\$1,840,000.00	-	-
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$15,145.95	-	-
Principal	(H)	\$615,000.00	-	-
Fiscal Agent or Other Fees	(I)	\$504.41	-	-
Other	(J)		-	-
Total Debt Service	(K)	\$630,650.36	-	-

ISSUE: Palm Beach (Sago Palms) - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2017	\$2,325,000.00	-	-
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$19,086.36	-	-
Principal	(H)	\$775,000.00	-	-
Fiscal Agent or Other Fees	(I)	\$504.40	-	-
Other	(J)		-	-
Total Debt Service	(K)	\$794,590.76	-	-

ISSUE: Lake City Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2025	\$11,725,000.00	\$7,430,000.00	\$6,575,000.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$438,271.39	\$394,000.00	\$350,125.00
Principal	(H)	\$1,010,000.00	\$900,000.00	\$855,000.00
Fiscal Agent or Other Fees	(I)	\$504.40	\$672.54	\$672.54
Other	(J)			
Total Debt Service	(K)	\$1,448,775.79	\$1,294,672.54	\$1,205,797.54

ISSUE: South Bay Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2025	\$15,730,000.00	\$8,740,000.00	\$7,735,000.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$523,166.41	\$463,375.00	\$411,875.00
Principal	(H)	\$1,505,000.00	\$1,055,000.00	\$1,005,000.00
Fiscal Agent or Other Fees	(I)	\$504.40	\$672.54	\$672.54
Other	(J)			
Total Debt Service	(K)	\$2,028,670.81	\$1,519,047.54	\$1,417,547.54

ISSUE: Bay Correction Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2025	\$6,800,500.00	\$4,680,500.00	\$4,141,000.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$273,447.29	\$248,112.50	\$220,537.50
Principal	(H)	\$536,000.00	\$563,500.00	\$539,500.00
Fiscal Agent or Other Fees	(I)	\$504.41	\$672.54	\$672.54
Other	(J)			
Total Debt Service	(K)	\$809,951.70	\$812,285.04	\$760,710.04

ISSUE: Gadsden Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2025	\$10,880,800.00	\$7,488,800.00	\$6,625,600.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$437,515.66	\$396,980.00	\$352,860.00
Principal	(H)	\$857,600.00	\$901,600.00	\$863,200.00
Fiscal Agent or Other Fees	(I)	\$504.40	\$672.54	\$672.54
Other	(J)			
Total Debt Service	(K)	\$1,295,620.06	\$1,299,252.54	\$1,216,732.54

ISSUE: Moore Haven Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2025	\$8,840,650.00	\$6,084,650.00	\$5,383,300.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$355,481.46	\$322,546.25	\$286,698.75
Principal	(H)	\$696,800.00	\$732,550.00	\$701,350.00
Fiscal Agent or Other Fees	(I)	\$504.41	\$672.54	\$672.54
Other	(J)			
Total Debt Service	(K)	\$1,052,785.87	\$1,055,768.79	\$988,721.29

ISSUE: Graceville Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2019	JUNE 30, 2020
5.000%	8/1/2025	\$41,483,050.00	\$28,551,050.00	\$25,260,100.00
		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Interest on Debt	(G)	\$1,668,028.44	\$1,513,486.25	\$1,345,278.75
Principal	(H)	\$3,269,600.00	\$3,437,350.00	\$3,290,950.00
Fiscal Agent or Other Fees	(I)	\$504.41	\$672.54	\$672.54
Other	(J)			
Total Debt Service	(K)	\$4,938,132.85	\$4,951,508.79	\$4,636,901.29

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2019 - 2020

Department: Office of Inspector General

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 717-3408

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A17006	7/18/2017	Bureau of Finance and Accounting	<p>Finding: Personnel perform incompatible duties pertaining to the debit card process.</p> <p>Recommendation: The Bureau of Finance and Accounting assign the responsibilities of performing reconciliations to an employee independent of the debit card process.</p>	Management agreed with and responded to the finding. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit
		Office of Institutions	<p>Finding: Inmate signature logs are not always returned to the Custodian at Lowell Correctional Institution and Martin Correctional Institution.</p> <p>Recommendation: The Office of Institutions take steps to ensure that the weekly signature logs are returned as required by procedure.</p>	Management agreed with and responded to the finding. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit
		Office of Institutions	<p>Finding: The debit card control logs at Calhoun CI and Suwannee CI contained inaccurate debit card numbers.</p> <p>Recommendation: The Office of Institutions consider automating the debit card control logs.</p>	Management agreed with and responded to the finding. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit

A17009	9/5/2017	Office of Human Resources	Audit staff found that of Forced Cell Extraction training was being taught in accordance with the Department's curriculum and internal controls exist to adequately prevent, deter, and detect unauthorized uses of force during a FCE. Therefore, no findings and recommendations were presented in the audit report	N/A	Inspector General's Office/Bureau of Internal Audit
A17002	12/19/2017	Office of Information Technology and Bureau of Finance and Accounting	Audit staff found that the Office of Information Technology and Bureau of Finance and Accounting have implemented internal controls relating to the security of Inmate Trust Fund. The audit did not identify any deficiencies; therefore, no findings and recommendations were presented in the audit	N/A	Inspector General's Office/Bureau of Internal Audit
A17019	3/2/2018	Office of Inspector General	This audit contained one (1) Finding; however, the results of the audit are deemed confidential based on the confidential procedures of the Office of Inspector General.	Management agreed with and responded to the finding. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit
A17018	6/26/2018	Bureau of Finance and Accounting	Finding: Internal controls over funds submitted to inmates through JPay need enhancement. Recommendation: The Bureau of Finance and Accounting continue efforts towards getting the rule (Florida Administrative Code) amended to reflect that deposits of monies shall only be accepted from individuals listed on the inmates' approved visitation list.	Management disagreed that a finding was warranted. However, they are taking appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit

Office of Policy and Budget - June 2018

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections/Department Level

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristen Atchley

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					

1. GENERAL

1.1 Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)					
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)					

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)					
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)					
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
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?					

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.					
---	--	--	--	--	--

AUDITS:

		Program or Service (Budget Entity Codes)				
Action						
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")					
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")					
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?					
4.2	Is the program component code and title used correct?					
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.)					
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")					
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)					
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)					
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.					

		Program or Service (Budget Entity Codes)				
Action						
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)					
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)					
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?					
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?					
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.)					
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.					
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. (See pages 95 and 96 of the LBR Instructions.)					
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #19-002?					

		Program or Service (Budget Entity Codes)				
Action						
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					
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.					
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)					
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?					
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?					
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)					
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)					
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)					
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))					Y
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						
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?					Y
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?					N/A
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - 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

Action		Program or Service (Budget Entity Codes)				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)					Y
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?					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?					Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)					Y
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, Section III?					Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?					Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?					Y
8.27	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:						

		Program or Service (Budget Entity Codes)				
Action						
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 ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?					Y
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 128 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 158 of the LBR Instructions.)					
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.					
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?					
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)				
Action						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.					Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)					N/A
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?					N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?					N/A
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?					N/A
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)					N/A
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)					Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?					Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2017-18 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

		Program or Service (Budget Entity Codes)				
Action						
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: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)					Y
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 (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?					Y
17.2	Does manual exhibits tie to LAS/PBS 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 Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs 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) ?					Y
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?					Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?					Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?					Y
18.5	Are the appropriate counties identified in the narrative?					N/A-issues are statewide
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?					Y

	Program or Service (Budget Entity Codes)				
Action					
<p>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.</p>					
19. FLORIDA FISCAL PORTAL					
<p>19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>	Y				

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Corrections/Administration
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristen Atchley

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	70010200	70010400			

1. GENERAL

1.1 Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y	Y			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	Y	Y			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y			

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	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	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	N/A			
---	-----	-----	--	--	--

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
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	Y			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y			
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.					

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y			
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	N/A	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?	N/A	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.)	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	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. (See pages 95 and 96 of the LBR Instructions.)	N/A	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	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 #19-002?	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A			
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	N/A	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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	Y			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y			
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A			
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	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.					

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?					Submitted at Department Level
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?					Submitted at Department Level
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?					Submitted at Department Level
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?					Submitted at Department Level
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)?					Submitted at Department Level
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?					Submitted at Department Level
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?					Submitted at Department Level
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?					Submitted at Department Level
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)?					Submitted at Department Level
8.10	Are the statutory authority references correct?					Submitted at Department Level

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Submitted at Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level				
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.)	Submitted at Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level				
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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")	Submitted at Department Level				
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)	Submitted at Department Level				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
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 128 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 158 of the LBR Instructions.)	N/J	N/A			
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	N/A	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	N/A			
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	Y			
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Submitted at Department Level				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A				
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Submitted at Department Level				
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")	Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
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")	Submitted at Department Level				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level				
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 (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level				
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) ?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A	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	N/A			

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
<p>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.</p>						
19. FLORIDA FISCAL PORTAL						
<p>19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>		Submitted at Department Level				

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Corrections/ Security and Institutional Operations

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristin Atchley

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	70031100	70031200	70031300	70031400	70031500

1. GENERAL

1.1 Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	Y	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
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	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
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.					

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	N/A	N/A	N/A	N/A	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	N/A	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	N/A	Y	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.	Y	N/A	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	Y	N/A	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	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 #19-002?	Y	N/A	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y	N/A	N/A	N/A	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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	N/A	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	N/A	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	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		70031100	70031200	70031300	70031400	70031500
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level				
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)?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Submitted at Department Level				
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)?	Submitted at Department Level				
8.10	Are the statutory authority references correct?	Submitted at Department Level				

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Submitted at Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level				
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.)	Submitted at Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level				
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		70031100	70031200	70031300	70031400	70031500
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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")	Submitted at Department Level				
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)	Submitted at Department Level				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
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 128 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 158 of the LBR Instructions.)	Y	NA	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	NA	NA	NA	NA	NA
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	N/A	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)		Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70031100	70031200	70031300	70031400	70031500
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.					
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					NA NA NA NA NA
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)					Submitted at Department Level
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?					Submitted at Department Level
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?					Submitted at Department Level
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?					Submitted at Department Level
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)					Submitted at Department Level
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)					Submitted at Department Level
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?					Submitted at Department Level
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)					Submitted at Department Level
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")					Submitted at Department Level

		Program or Service (Budget Entity Codes)				
Action		70031100	70031200	70031300	70031400	70031500
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")	Submitted at Department Level				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level				
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 (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?	Submitted at Department Level				
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) ?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				

	Program or Service (Budget Entity Codes)				
Action	70031100	70031200	70031300	70031400	70031500

<p>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.</p>	
---	--

19. FLORIDA FISCAL PORTAL

<p>19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>	<p>Submitted at Department Level</p>
---	--------------------------------------

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Corrections/ Security and Institutional Operations

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristin Atchley

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)				
	70031600	70031700	70031800	70031900	70032000

1. GENERAL

1.1	Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	Y	Y	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.

2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	N/A	Y	Y	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	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		70031600	70031700	70031800	70031900	70032000
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	N/A	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	NA	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	N/A	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	N/A	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	N/A	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	N/A	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

Action		Program or Service (Budget Entity Codes)				
		70031600	70031700	70031800	70031900	70032000
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	N/A	N/A	N/A	N/A	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	N/A	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	N/A	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	Y	N/A	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	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 #19-002?	Y	N/A	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		70031600	70031700	70031800	70031900	70032000
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	N/A	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A	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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	N/A	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	Y	N/A	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	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.					

		Program or Service (Budget Entity Codes)				
Action		70031600	70031700	70031800	70031900	70032000
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level				
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)?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Submitted at Department Level				
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)?	Submitted at Department Level				
8.10	Are the statutory authority references correct?	Submitted at Department Level				

Action		Program or Service (Budget Entity Codes)				
		70031600	70031700	70031800	70031900	70032000
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Submitted at Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level				
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.)	Submitted at Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level				
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		70031600	70031700	70031800	70031900	70032000
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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")	Submitted at Department Level				
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)	Submitted at Department Level				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
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 128 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 158 of the LBR Instructions.)	Y	NA	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	NA	NA	NA	NA	NA
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	N/A	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)		Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70031600	70031700	70031800	70031900	70032000
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.					
13. SCHEDULE VIII B-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	NA	NA	NA	NA	NA
14. SCHEDULE VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)					N/A
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIII C (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?					N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?					N/A
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?					N/A
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)					N/A
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)					Submitted at Department Level
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?					Submitted at Department Level
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)					Submitted at Department Level
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")					Submitted at Department Level

		Program or Service (Budget Entity Codes)				
Action		70031600	70031700	70031800	70031900	70032000
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")	Submitted at Department Level				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level				
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 (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?	Submitted at Department Level				
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) ?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				

	Program or Service (Budget Entity Codes)				
Action	70031600	70031700	70031800	70031900	70032000
<p>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.</p>					
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?					Submitted at Department Level

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Corrections/Community Corrections
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristen Atchley

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	70050100				

1. GENERAL

1.1 Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	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 Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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				

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:

		Program or Service (Budget Entity Codes)				
Action		70050100				
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 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, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 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 [with a \$5,000 allowance] 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 [with a \$5,000 allowance at the department level] 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.					

		Program or Service (Budget Entity Codes)				
Action		70050100				
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 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 72 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. (See pages 95 and 96 of the LBR Instructions.)	Y				
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 #19-002?	N/A				

		Program or Service (Budget Entity Codes)				
Action		70050100				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	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 issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 30010C0, 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	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	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		70050100			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level			
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)?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Submitted at Department Level			
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)?	Submitted at Department Level			
8.10	Are the statutory authority references correct?	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70050100			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Submitted at Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			
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.)	Submitted at Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level			
AUDITS:					

		Program or Service (Budget Entity Codes)				
Action		70050100				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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")	Submitted at Department Level				
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)	Submitted at Department Level				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
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 128 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 158 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 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 (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)				
Action		70050100				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Submitted at Department Level				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A				
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2017-18 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")	Submitted at Department Level				

		Program or Service (Budget Entity Codes)			
Action		70050100			
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")	Submitted at Department Level			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level			
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 (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level			
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) ?	Submitted at Department Level			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	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			

	Program or Service (Budget Entity Codes)			
Action	70050100			
<p>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.</p>				
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		

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Corrections/Health Services
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristen Atchley

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	70251000				

1. GENERAL

1.1 Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	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 Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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				

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:

		Program or Service (Budget Entity Codes)				
Action		70251000				
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 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, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 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 [with a \$5,000 allowance] 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 [with a \$5,000 allowance at the department level] 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.					

		Program or Service (Budget Entity Codes)				
Action		70251000				
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 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.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	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?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #19-002?	N/A				

		Program or Service (Budget Entity Codes)				
Action		70251000				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y				
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.	N/A				
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 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, 30010C0, 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	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	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		70251000			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level			
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)?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Submitted at Department Level			
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)?	Submitted at Department Level			
8.10	Are the statutory authority references correct?	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70251000			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Submitted at Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			
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.)	Submitted at Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level			
AUDITS:					

		Program or Service (Budget Entity Codes)				
Action		70251000				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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")	Submitted at Department Level				
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)	Submitted at Department Level				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
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 128 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 158 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 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 (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)			
Action		70251000			
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Submitted at Department Level			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A			
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.				
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)					
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A			
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Submitted at Department Level			
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")	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70251000			
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")	Submitted at Department Level			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level			
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 (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level			
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) ?	Submitted at Department Level			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately			
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately			
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?	FCO Submitted Separately			

	Program or Service (Budget Entity Codes)			
Action	70251000			

<p>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.</p>	
---	--

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?	Submitted at Department Level
--	-------------------------------

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections/ Education and Programs

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Kristen Atchley

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

	Program or Service (Budget Entity Code)			
Action	70450100	70450200	70450300	70450400

1. GENERAL

1.1 Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action		Program or Service (Budget Entity Code)			
		70450100	70450200	70450300	70450400
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	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y
AUDITS:					
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.				

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.				
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	N/A	N/A	N/A	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	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	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	N/A	N/A	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. (See pages 95 and 96 of the LBR Instructions.)	Y	Y	Y	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	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 #19-002?	Y	Y	Y	N/A

Action		Program or Service (Budget Entity Code)			
		70450100	70450200	70450300	70450400
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	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	N/A	N/A	N/A
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	N/A	N/A	N/A	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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y
AUDIT:					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	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 Code)			
Action		70450100	70450200	70450300	70450400
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?				Department Level
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?				Department Level
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?				Department Level
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?				Department Level
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)?				Department Level
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?				Department Level
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?				Department Level
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?				Department Level
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)?				Department Level
8.10	Are the statutory authority references correct?				Department Level

Action		Program or Service (Budget Entity Code)			
		70450100	70450200	70450300	70450400
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Department Level			
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?	Department Level			
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?	Department Level			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Department Level			
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.)	Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Department Level			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Department Level			
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?	Department Level			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Department Level			
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?	Department Level			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Department Level			

AUDITS:

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Department Level			
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")	Department Level			
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)	Department Level			
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Department Level			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Department Level			
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 128 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 158 of the LBR Instructions.)	N/A	N/A	N/A	N/A
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	N/A	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Department Level			
13. SCHEDULE VIII B-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.				
15. SCHEDULE VIII C (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)					
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A			
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Department Level			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Department Level			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Department Level			

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
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")	Department Level			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Department Level			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Department Level			
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 (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Department Level			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Department Level			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level?	Department Level			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Department Level			
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) ?	Department Level			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately			
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately			
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?	FCO Submitted Separately			

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y



COMPREHENSIVE CORRECTIONAL MASTER PLAN

2018



2018



COMPREHENSIVE CORRECTIONAL MASTER PLAN

Introduction

Section 944.023 Florida Statutes, requires the Florida Department of Corrections (FDC) to develop a Comprehensive Correctional Master Plan (CCMP) for the purpose of projecting the needs of the state correctional system over a five-year period, and ensuring that safe, adequate accommodations are provided for inmate populations. The CCMP presents the full spectrum of services provided by the Department from incarceration and supervision of offenders to the community based facilities, services and programs that assist in the reintegration of offenders into society. This comprehensive program of services is designed to ensure the safety of offenders under FDC jurisdiction and Florida residents alike.

Purpose

The CCMP is to be updated annually and submitted to the Governor's Office and Legislature simultaneously with the Department's Legislative Budget request. This document includes data from the 2017/2018 fiscal year.

The goal of the CCMP is to demonstrate and document that FDC is diligent in their efforts to:

- ensure the penalties of the criminal justice system are completely and effectively administered;
- provide opportunities for inmate self-improvement and see they return to society as a productive member;
- protect the public safety and law abiding citizens of this state, as well as the victims of convicted criminals;
- develop and maintain a humane system of rehabilitation providing inmates with proper housing, nourishment, and medical attention;
- provide fair and adequate compensation and benefits to the employees of the state correctional system;
- maximize the effective and efficient application of the principles used in private business, and
- ensure convicted criminals are not incarcerated for a longer period or in a more secure facility than is necessary to fulfill required sanctions and rehabilitation.



VISION

Inspiring success by transforming one life at a time

MISSION

Provide a continuum of services to meet the needs of those entrusted to our care, creating a safe and professional environment with the outcome of reduced victimization, safer communities, and emphasis on the premium of life

VALUES

Safety, Accountability, Fairness, Integrity, and Innovation

GOALS

Talent Development: Invest in our members for their professional development, growth and success

Inmate/Offender Programs: Implement rehabilitative programs that support a continuum of services for inmates and offenders, resulting in a successful transition into community

Communications: Promote a collaborative and transparent communications framework that engages all members and stakeholders

Environment: Provide healthy sustainable and compassionate environments that are the foundations of our values

Agency Overview

The FDC is the third largest state prison system in the country with an annual budget of \$2.5 billion. As of September 2018, the FDC has just over 96,000 inmates in its correctional institutions and supervises nearly 166,000 offenders as part of its community supervision programs. It is also the largest of Florida's state agencies, with more than 24,000 authorized full-time employees statewide.

The State of Florida maintains a network of 144 facilities across the state, including 50 major correctional institutions, 17 institution annexes, seven private partner facilities, 35 work camps, three road prison/forestry camps, one basic training camp, 12 FDC operated community release centers, 16 private community release centers, and three re-entry centers. Figure 1 illustrates the locations of these facilities and Figure 2 presents the community corrections circuits.

Vision, Mission, Values and Goals

The Department's vision, mission, values and goals reflect its focus on streamlining and improving the efficiency and effectiveness of the agency while ensuring the safety of offenders, employees, and residents alike. Recently, the Department completed the update of the agency Strategic Plan. This plan is designed to guide the future growth and development of the agency and can be found on the Department's website at www.dc.state.fl.us.

Organizational Structure

The FDC is structured into eight major divisions, four primary and four supporting, each with distinct duties and responsibilities, yet all working together to achieve the Department's mission and successfully implement the organizational goals.

Primary Service Areas



Community Corrections

Probation, parole, interstate compact and community programs



Health Services

Institutional operations, support and intelligence



Security and Institutional Operations

Comprehensive physical and mental health care for inmates, and pharmacy management



Development, Readiness and Improvement

Academic workforce education, applied science and research, substance abuse, readiness, transition and re-entry programs

Regional Structure

The administration of FDC programs, division duties and functions is balanced through both a regional and centralized approach. Community Corrections, Institutions, Health Services and Development functions are aligned into four regions. These regions report to central office for a more cohesive application of business strategies and better oversight of field operations. Figure 1 on page 4 illustrates the regions.

The administrative and support functions such as Human Resources, Finance & Accounting, Purchasing, Fleet Management and Facilities Management (including project management & building maintenance) are centralized to ensure consistent application of Department policies, procedures and reporting.

Each of these centralized functional areas have a Business Manager, located at the institutions and report to the Regional Director, who performs administrative functions and serves as a liaison with central office to ensure policies and procedures are applied consistently across the state. Larger institutions also have Human Resource Consultants, reporting to the Business Manager, to assist with recruitment, on-boarding new employees, personnel management, and other administrative functions as needed.



Supporting Service Areas



Financial Management

Budget, finance and accounting, procurement, and information technologies



Administration

Legislative affairs, public information and communications, strategic programs, human resources, facility, fleet and contract management and other administrative programs



General Counsel

Public records requests, legal advice, grievances, mediations, disciplinary action reviews, and litigation



Inspector General

Independent and objective inspections, audits and investigations of agency programs and processes



Figure 1

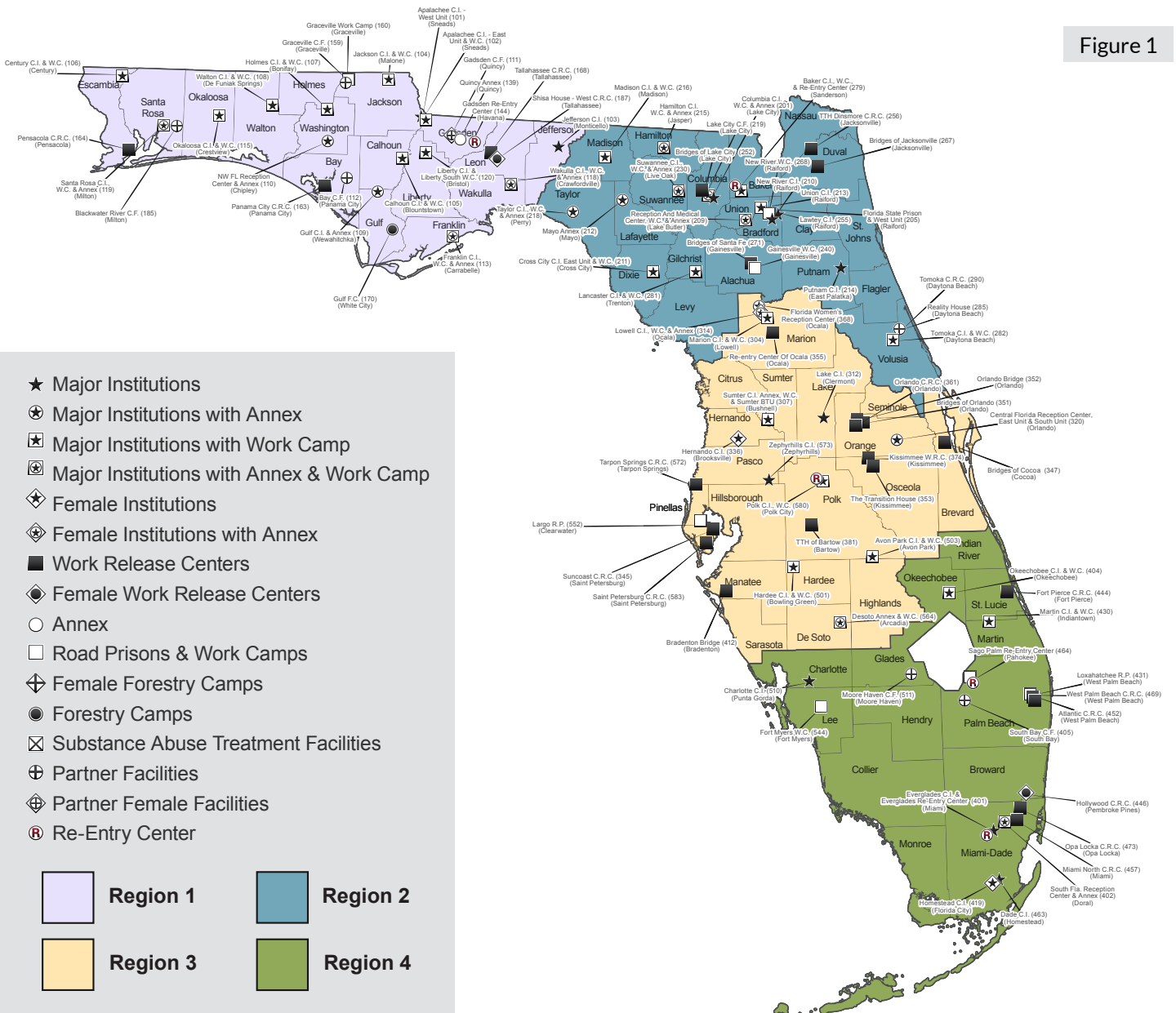
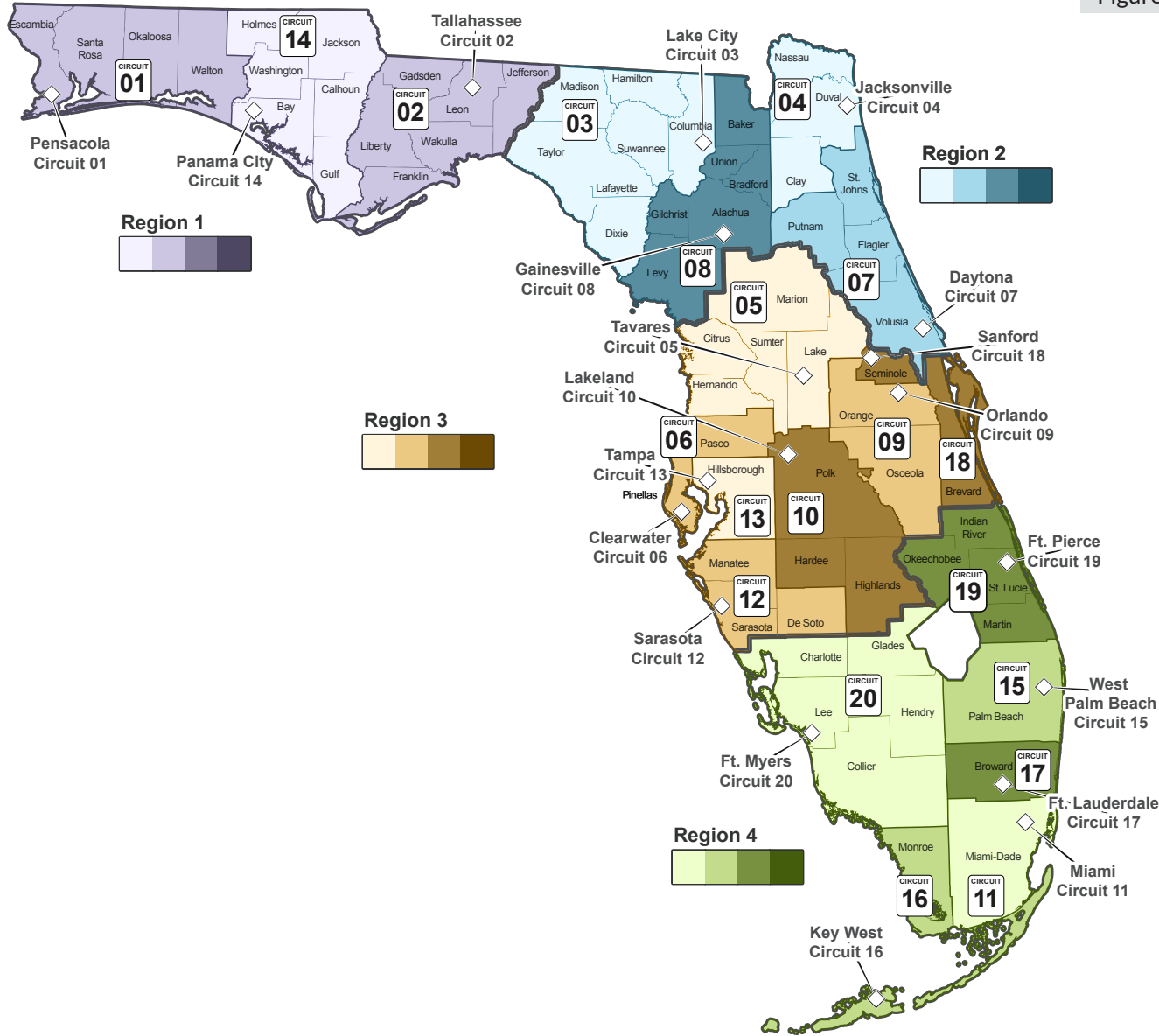




Figure 2



Core Programs

The primary responsibility of the FDC is to ensure the penalties of the criminal justice system are completely and effectively administered to the convicted criminals. This is accomplished through the following programs that help support providing a safe and humane habitat where prisoners receive proper nourishment, medical attention and opportunities for self-improvement so that inmates may reenter as a productive member of society.

Security and Institutional Operations

The Office of Institutions is the largest public-safety investment in the state. Institutions is a twenty-four hour a day function whose primary focus is to ensure that the operations of all institutions meet required security standards. The public expects the Department to carry out the sentence of the court in a manner that ensure the safety of Florida residents. This is accomplished by incarcerating inmates in facilities that meet their specific security custody level, medical and/or mental needs and other factors. Inmates sentenced to more than one year, are transported from a county jail and enter the prison system at a departmental reception center.

Within the last three years, several initiatives have been deployed to improve the overall safety of the prison system some of these include:

- Employing K9 officers at each institution to conduct frequent contraband searches.
- Supplementing staff training related to proper counseling techniques and using alternatives to formal discipline. De-escalation techniques serve to reduce use of force incidents that can result in staff and/or inmate injury. Use of alternatives to formal discipline works toward the goal of reducing restrictive housing (RH).
- Installing cameras on inmate transport vehicles to ensure the safety of staff and inmates when traveling between institutions.

Reception, Screening and Classification

A variety of automated and hands-on systems are used to determine individual inmate needs with regard to facility placement, housing assignment, work assignment and program participation. A facility/inmate profile system compares inmate characteristics to facility resources to ensure an appropriate match of resources to inmate needs is made. Inmates are continually assessed throughout service of their sentence, with transfers and re-assignments initiated as circumstances change to ensure needs continue to be met. The FDC has 6 reception centers: 4 Adult Male Reception Centers geographically located throughout the state (Northwest Florida Reception Center, Reception and Medical Center, Central Florida Reception Center and South Florida Reception Center), 1 Female Reception

Center (Florida Women's Receptions Center) and 1 Youthful Offender Male Reception Center at Sumter Annex for offenders 17 years of age and under.

This system of reception and classification facilities assists in providing specialized services to better diagnose and evaluate offenders upon institutional entry as well as reducing travel time for sheriff's offices during inmate transfers. Much needed psychological testing and evaluation, medical screening, as well as robust screening programs such as Spectrum, TABE (Tests of Adult Basic Education) Testing, and Career Cruiser (Vocational Assessment) are conducted at these facilities to assess inmate educational, vocational and social skill levels.

Incarceration and Release Dates

The FDC carries out sentences by establishing an overall release date for each inmate in accordance with the order of the court and relevant statutes. However, the FDC understands the importance of not incarcerating convicted criminals for a longer period of time than necessary to ensure required sanctions are met and rehabilitation opportunities are fulfilled. Therefore, inmate sentence and release dates are tracked by specially trained staff through a comprehensive audit. These audits are performed at various intervals during service of the sentence to monitor and ensure release date accuracy. Also, to prevent unnecessary extension of the time that inmates must serve on a sentence, field staff have been directed to refrain from forfeiting gain time for disciplinary infractions unless, after careful review, it is determined that this is an appropriate sanction.

Employee and Inmate Safety and Security

The Office of Intelligence is responsible for working with security and operational staff to ensure the safety of both Department personnel and inmates within the Department's custody. The office utilizes data driven processes and specialized resources to monitor inmate activity, augment security practices and conduct internal security audits of both the physical and operational components of the institutions. This unit is responsible for monitoring security threat groups within FDC facilities to anticipate and interrupt criminal activities. To date, it has been highly successful in reducing contraband in the institutions, thus improving the safety of staff and inmates.



Health Services

Currently, through its Office of Health Services, the Department, provides appropriate medical, mental health and dental services to inmates through contracts with comprehensive health care providers. The contractor employs a managed care model to coordinate the provision of care. All inmates are screened at a reception center after intake from the county jail. After this process is completed, inmates are assigned to a “permanent” institution based on their medical and mental health needs and security requirements

Within each major correctional institution, the contractor provides primary care using a core staff of clinicians, nurses, mental health and dental professionals and administrators. Services include: health education, sick call, periodic screenings, chronic illness clinics, and infirmary care. The health services team provides medical and mental health care in the dorms for inmates who are in confinement. Each health services unit also has a basic urgent services room.

The contractor has subcontracts with a variety of vendors to provide hospitalization and specialty care, as well as ancillary services such as radiology, labs, pathology, dialysis, physical and respiratory therapy. The Department continues to focus on improving vendor accountability and contract performance for improved services.

In addition to three regional pharmacies, the Department maintains a pharmacy at the prison hospital at Reception and Medical Center in Lake Butler. Most medications are purchased through the Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP). The regional pharmacies fill orders from the institutions, and nurses distribute the drugs from a secure medication room at each institution. Repackaging is handled through an interagency agreement with the Department of Health (DOH).

Inmate’s special dietary needs are also addressed in accordance with the terms of FDC procedure for Prescribed Therapeutic Diets.

Many of FDC’s health services programs are a result of continued coordination with other state agencies and programs. One example is the partnership with the DOH on the 340b Specialty Care Program. Under this initiative, clinicians from five County Health Departments (CHDs) - Alachua, Jackson, Jefferson, Volusia and Miami-Dade - visit more than 20 institutions each month and provide care to FDC inmates with sexually-transmitted diseases, including the human immunodeficiency virus. The CHD clinicians write the prescriptions, which are filled by the DOH pharmacy. This model allows FDC to access the Federal 340b Drug Pricing Program, which provides discounts compared with FDC’s regular drug purchasing sources. The Department achieves more than \$25M annually in cost avoidance as a result of this partnership.

In addition, FDC partners with a variety of other agencies - the Agency for Health Care Administration, the Department of Children and Families and the Department of Elder Affairs - to help ensure inmates with complex medical and/or mental health issues are able to access needed services in the community at end of sentence. FDC and DOH also partner on a number of other initiatives, including: pharmaceutical repackaging, infection control activities and vaccination programs.

The FDC continues to improve mental health services for inmates and has recently opened a Residential Mental Health Unit (RMHU) at the Wakulla Correctional Institution to ensure that inmates with mental health issues are provided prompt and effective treatment in a rehabilitative environment. FDC is expanding the mental health program by developing a similar unit at Suwanee Correctional Institute.

The Department’s approach to health care is a multifaceted approach that is driven by access to care requirements, national medical standards, policies and procedures and is monitored and measured both internally and externally.



Medical Standards of Care

- Florida Statutes & Rules
- Litigation (Costello, Osterback, Disability Rights Florida [Americans with Disabilities Act & Inpatient Mental Health], Hernias, Hepatitis C Treatment, Gender Dysphoria)
- Federal Requirements
- (Americans with Disabilities Act, Health Insurance Portability and Accountability Act, Prison Rape Elimination Act, Grievances)

-
- State Practice and Board Standards
 - American Correctional Association | National Commission on Correctional Health Care Standards
 - Agency for Health Care Administration Licensure (Reception and Medical Center Hospital)
 - US Preventative Services Task Force Community Standards, Medicaid, Other Correctional Jurisdictions etc.
 - Centers for Disease Control and Prevention, American Heart Association, American Lung Association, etc. (Guidelines & Standards)

-
- Care Manuals
 - Nursing Protocols
 - Procedures
 - Health Services Bulletins

-
- Contract Monitoring
 - Office of Health Services Site Visits
 - Review of Grievance Appeals
 - Input from Wardens and Staff
 - Quality Management
 - Independent Reviews (Correctional Medical Authority & American Correctional Association)
 - Reception and Medical Center Hospital - Agency for Health Care Administration Licensure Surveys

ACCESS TO CARE REQUIREMENTS

STANDARDS

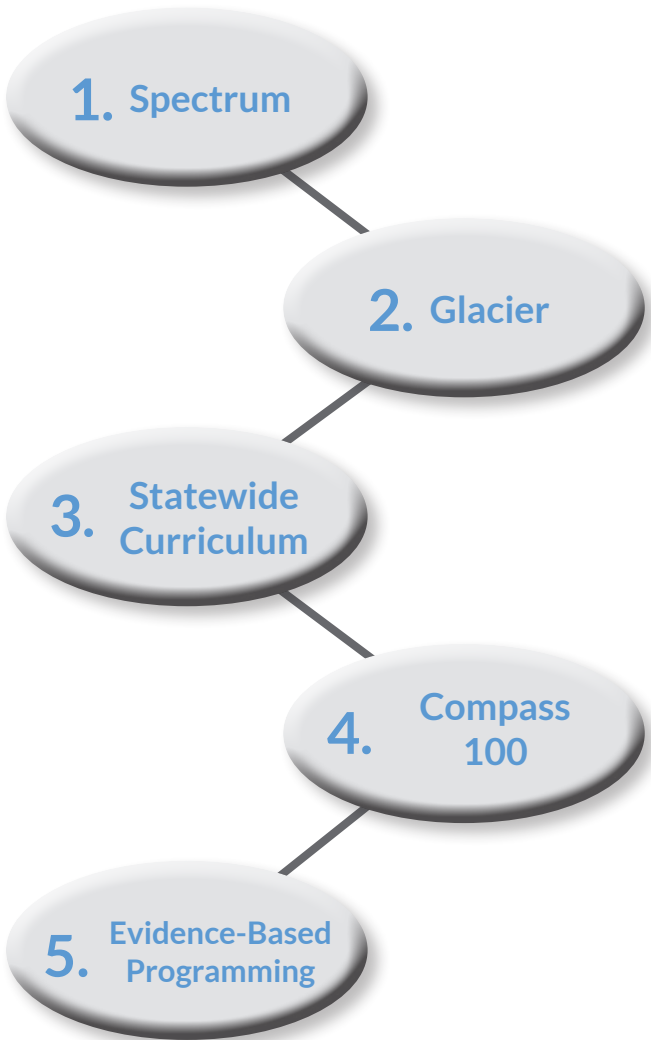
POLICY AND PROCEDURES

MEASURING COMPLIANCE

Division of Development, Improvement and Readiness

Vocation, Academic, Substance Abuse Treatment Plan

FDC has developed a series of initiatives designed to connect identified needs to an applied sequence of programs entitled Project Continuum. This project increases the likelihood of successful outcomes in both Community Corrections and Institutions.



Additionally, the Department will offer multiple levels of substance use disorder treatment services at each designated site. This will increase the number of inmates that are matched with the appropriate service type and dosage. All substance use disorder treatment will be individualized and inmates will be assigned to services based on the individual's assessed needs. These service delivery changes will increase the number of inmates who successfully complete substance use disorder programming thereby supporting recidivism reduction.

Project Continuum Initiatives

1 The first initiative, Spectrum, is a system-wide network of assessments, screenings, interviewing techniques, evidence-driven programming and services, and overall mindset shift in correctional rehabilitative practices. At its core, Spectrum is an enhanced web-based assessment tool evaluating recidivism potential and targeting individual disciplines to reduce recidivism risk factors including mental health, academic education, workforce training, substance use and criminogenic domains. This end-to-end system follows and connects the individual at FDC entry point, whether community corrections or incarceration, and creates programming plan continuity between case management and services. Spectrum allows the FDC to evaluate and manage programmatic services and resources while minimizing costs.

2 The second initiative, the Glacier Project, is a graphical representation of inmate needs data mapped to county of release, and is made available to community stakeholders. This tool displays identified offender needs in ten major areas to assist counties in managing resources for those returning to their communities.

3 The third initiative is standardization of statewide curriculum for core and criminogenic programs availability. By standardizing curriculum, FDC can increase the performance, outcomes, and accountability of the existing inmate programs, as well as expand capacity at a lower cost to the state. With standardization, inmates will be afforded the same program opportunity at any facility, thereby, increasing program completion rates and decreasing recidivism.

4 The fourth initiative, Compass 100, is a transition/life skills curriculum that is administered in our academic and vocational education programs and provided to the general population. Through this integration of curricula, a degree of synergy is attained by creating links to the mutual goal of successful employment and transition into society.

5 The fifth initiative is a case management plan, a result of Spectrum assessment, that indicates any FDC evidence-based programming inmates can participate in that address the individual risk factors, reducing the likelihood of continued criminality upon release or institutional disruption.

Community Corrections

Community Corrections' mission is to protect the community by supervising offenders and reporting non-compliance to the sentencing or releasing authority. This is accomplished by enforcing the standard conditions of supervision stipulated by statute, as well as special conditions imposed by the court or sentencing authority. Examples of special conditions include victim restitution, substance abuse and/or mental health treatment programs, community service hours, curfews, etc. Offenders are monitored through field contact at their residences, employment sites and other locations in the community. Community Corrections has proven to be an effective alternative to incarceration with approximately 60% of offenders successfully completing supervision. Of those who are successful on supervision, approximately 90% will not return to the Departments custody in prison or supervision within 3 years.

Alternative to Prison

The FDC Office of Community Corrections monitors the recommendations of graduated sanctions to address probation violations. When appropriate, violation reports prepared for the court identify various treatment, cognitive behavioral therapy, electronic monitoring and other graduated sanctions that may be recommended in lieu of incarceration. The Office of Community Corrections also monitors victim restitution, community service hours and other court ordered obligations to determine where improvement is needed.

The Department is currently focusing on the use of community corrections supervision as an alternative to incarceration so that offenders can complete programming in the community and stay connected to support resources such as employment and family. Alternative sanctions have been approved for use in several judicial circuits across Florida with the hopes of implementing them statewide.

Public Safety, Victim Rights

Florida law provides guidelines for the fair treatment of victims in the criminal justice system to the extent that all victims of crime, including parents or guardians of victims who are minors and the next of kin of homicide victims, have a right to be notified prior to an inmate's release from prison.

Victim Services assists victims of crimes committed by inmates or offenders in FDC custody or under our supervision and notifies victims prior to an inmate's release. Victim Services also provides referral services to victims with specific needs, such as counseling, support groups, crimes compensation and crisis intervention while maintaining the confidentiality of victims' information in compliance with Florida Statutes. Victim Services serves as the administrative office for the Statewide VINE (Victim Information and Notification Everyday) automated service which provides additional resources and notifications to victims.

Additionally, if an inmate or offender is ordered by the sentencing authority to pay restitution, FDC will collect on the victim's behalf, if the inmate or offender is gainfully employed while incarcerated or under probation supervision. Restitution will then be distributed directly to the victim.

Community-Based Resources for Inmates

The FDC carries out tasks associated with the reintegration of offenders into society in a variety of ways. Initially, release officers and health service providers begin working with inmates 240 days prior to release to assess post-release needs. The level of interaction varies greatly depending on the individual needs of the inmate. Inmate needs can range from simply receiving information about resources available in the location of planned release to in-depth assistance with placement in assisted living and help obtaining financial aid.

FDC staff also work closely with counties where portals of re-entry have been established by local officials or by the Department through federal grants (Miami-Dade Portal and Marion County Portal). The portals provide returning offenders with services and referrals based on assessments and comprehensive plans. Correspondingly, FDC works with providers for post-release transitional housing programs and continually assesses the inmate population to maintain a high occupancy rate for transition services, substance use treatment, and work release candidates. As part of a program of new initiatives, FDC will be coordinating with the Florida Housing Corporation and other agencies to identify low-income housing providers to place post-release inmates in sustainable housing situations to reduce homelessness among high-risk offenders and decrease recidivism.

To facilitate these programs, FDC employs a Community Transition Specialist in every region responsible for connecting inmates/offenders between Community Corrections, Institutions and Community Resources corresponding to the individual's needs. Regional staff assist in developing employment resources for the releasing population, as well as the existing population on supervision. A volunteer unit develops resources within communities so volunteer facilitated programs, inclusive of life skills and mentoring, can be provided to the releasing population as well as the population on supervision. The FDC is currently working to expand inmate work release participation to enable as many inmates as possible to develop workforce skills in the community prior to release.

Finally, FDC recognizes the need for proper identification upon release from custody so that inmates may obtain employment and other essential services. The agency has cultivated a strong working relationship with the Department of Health, Office of Vital Statistics, Department of Highway Safety and Motor Vehicles (DHSMV) and the Social Security Administration, to assist inmates nearing release to obtain a state issued identification card. This multi-agency partnership continues to assist releasing inmates by obtaining an official Florida Identification Card, Birth Certificate and replacement Social Security Card.

Human Resources

Pay Equity and Hiring

FDC understands the importance of hiring, fairly compensating, and retaining correctional officers for continued success in this high risk field of work. Ensuring institutions are adequately staffed is a key component in maintaining the safety and security of Florida's institutions and communities.

To attract and maintain security staff, the FDC has implemented a three tiered approach in the recruitment, hiring and retention of correctional officers. This plan includes:

- An increase to the Correctional Officer base pay from \$30,926 to \$33,500
- A \$1000 hiring bonus to be offered at correctional institutions with vacancy rates of 10% or more
- A 10% additive for corrections officers working in our inpatient mental health units.

One of the biggest setbacks in hiring competent correctional staff is the inability to compete with other law enforcement agency salaries. A comparison of the new FDC Correctional Officer entry level salaries to Florida county corrections, private corrections, and Sheriff's corrections entry level salaries reveals both the county and Sheriff's Offices average entry pay still exceeds that of FDC. However, with the recent FDC increase, the disparity between the agency starting salaries has decreased.

The 2017 Criminal Justice Agency Profile (CJAP) report identifies 32 Florida law enforcement agencies with the

entry minimum salary and benefits as described above for each agency. Of 32 law enforcement agencies, 22 pay higher entry-level salaries for Law Enforcement Officers than the FDC entry-level salary for Correctional Officers. The average entry-level pay for all state Law Enforcement Officers (LEO) in 2017 was \$38,392. This is 15% higher than the average/starting salary for Correctional Officers in FDC, which is \$33,500. The difference between FDC Correctional Officers and the top 22 LEO entry-level salaries ranges from a minimum of \$403 to a maximum of \$18,637 annually.

Comparing FDC entry salaries with other county corrections salaries reveals the average of the county corrections entry salary is 6% higher than FDC. The average of the statewide Sheriff's Office's entry salary is 8.4% higher than FDC.

A comparison of the benefits package for FDC Correctional Officers with that of Florida county corrections, private corrections, and Sheriff's corrections indicates the benefit packages from all groups provide similar products. The FDC benefits package includes annual and sick leave, special risk retirement, uniforms, clothing and cleaning allowances, and tuition reimbursement. FDC offers completely subsidized life insurance, partially subsidized medical insurance, dental and disability insurance choices. This is consistent with most county, private and Sheriff's corrections organizations; however, one county and five Sheriff's Offices provide completely subsidized life, medical, dental and disability insurances. Overall, FDC benefits are comparable to or exceed county, private and Sheriff's corrections benefit packages.

Appendix A (Page 17) illustrates the relationship between previous and current FDC minimum salaries, and minimum salaries for Florida county correctional officers and sheriff's offices. The information used in this comparison is based on the 2017 CJAP produced by the Florida Department of Law Enforcement, and People First statistical reports.



Retention

In addition to incentives to attract and hire correctional officers, the Department’s focus is on retaining these correction officers to increase institutional knowledge, experience and longevity within the system. Continual monitoring and assessment of projected impact on turnover within FDC is critical for long-term success in meeting agency goals.

In order to assess the significance of correctional officer turnover rates, they are compared with FDC agency wide turnover rates and overtime hours during the last five years. In reviewing fiscal year turnover data in People First, correctional officer turnover has remained consistent at 26.45% in FY 2016-17 to 26.83% in FY 2017-18 compared with FDC agency wide turnover rates which also remained consistent at 25.2% in FY 2017-18. Additionally, overtime pay for all FDC correctional officers has increased from \$58.4M in FY 2016-17 to \$69.3M in FY 2017-18. This may be due in part to the extra man power required to address the impact of Hurricane Irma at the institutions.

Table 1 and Figure 3 below illustrate the recent agency turnover rates and effects of overtime on turnover rates.

FDC continues to work with the officers in balancing the need for institutional security with the safety and welfare of the officers. The Department will continue its aggressive recruitment, pay and retention plan to work toward increasing staff and

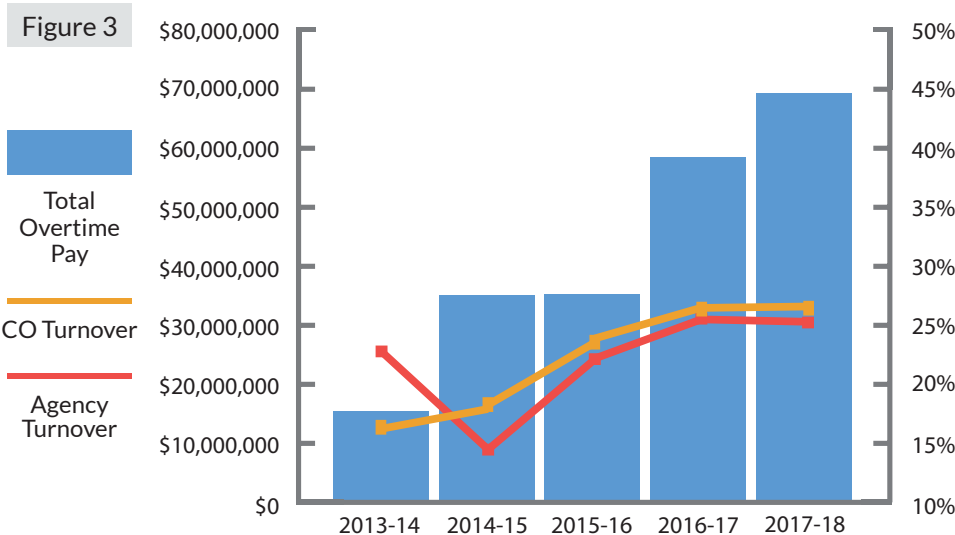
in turn limit shift durations and decrease overtime, thus improving the safety and well-being of the officers.

Several factors continue to negatively affect FDC’s ability to control the rise in employee turnover. These include, but are not limited to:

- Inability to compete with higher salaries paid in county and Sheriff’s Offices;
- Inability to compete with higher salaries paid to law enforcement officers by competing state agencies;
- Increases in demand for overtime being placed on current employees. This, in and of itself, impacts retention and recruitment efforts due to the stress and difficulty of extended work schedules; and
- Reduction of available workforce based on lower unemployment rates and retirement of senior employees.

Additionally, in order to assist in retaining qualified personnel, the FDC has developed a certified officer assessment process to ensure only those best suited for employment in an institution are hired. Properly vetted and selected applicants are more likely to remain long-term employees, thus reducing turnover and agency liability.

Measure	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
CO Turnover Rate	16.89%	18.84%	24.52%	26.45%	26.83%
Agency Turnover Rate	23.70%	18.60%	23.30%	25.40%	25.20%
Overtime Pay	15,504,454	35,071,634	35,356,057	58,447,440	69,344,895
Overtime Hours	498,498	1,129,208	1,135,228	1,878,998	2,119,510



The Department is also exploring other initiatives such as an employee wellness program and reducing shift hours in a pilot program aimed at testing the reduction of shifts from 12 hours to 8 hours. The purpose of the shift conversion pilot is to assess the impact of an 8-hour shifting model on retention, continuity of operations and readiness, impacts on employee stress levels and quality of life for employees, and its overall impact on the safety in institutions for both staff and inmates. The Department has chosen a few select institutions to pilot the program over an 18-24 month period starting in September 2018.



Forecasted Inmate Population and Incarceration Rates

The FDC continuously monitors prison population trends and forecasts to ensure sufficient accommodations and resources are available for the inmate population. The Criminal Justice Estimating Conference (CJEC) is responsible for tracking and forecasting prison population for the State of Florida. An analysis of current and forecasted incarceration rates at both the state and county level, as provided by CJEC and detailed in s. 945.01 F.S., allows the Department to determine future program needs as well as facility demand over a short-term (five-year) planning horizon.

CJEC reports the state incarceration rate as the number of inmates in prison per 100,000 Florida residents. Table 2 and Figure 4 illustrate actual incarceration rates for the previous five years and demonstrate that incarceration rates have consistently decreased over the last five years.

Using forecasted prison population ratios combined with the estimated population growth in Florida, CJEC prepares a five-year forecast of prison populations at both an annual and monthly level. As illustrated in Table 3 and Figure 7, following the previous trend, the incarceration rates for the next five years are projected to continue to decline even though Florida's general population continues to grow. A projected rate of 430.3 in 2022 would be the lowest rate of incarceration in Florida since 1998.

Figure 4

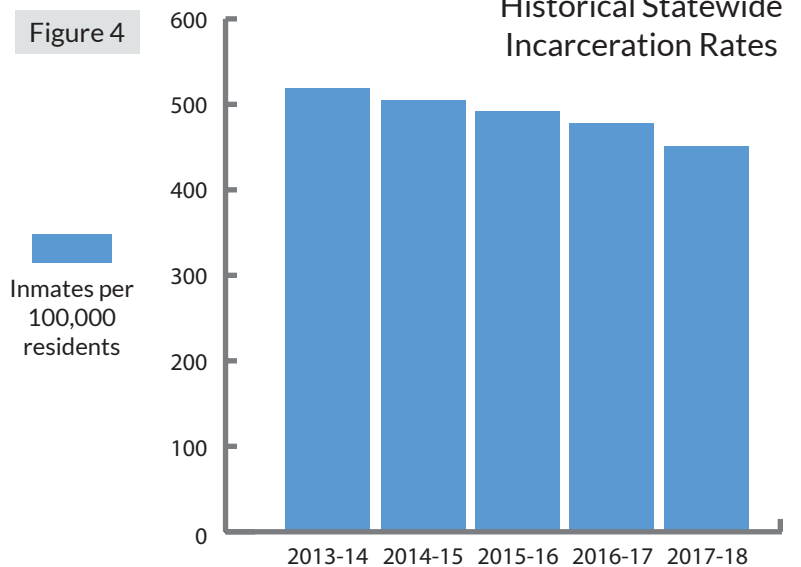


Table 2

Actual statewide prison incarceration rates per 100,000 Floridians:	
2013-14	517.5
2014-15	504.9
2015-16	491.9
2016-17	477.7
2017-18	450.9

Table 3

	Projected Florida Population	CJEC Projected Prison Population	Projected statewide prison incarceration rates per 100,000 Floridians
30-Jun-19	21,156,305	95,398	450.9
30-Jun-20	21,467,364	94,842	441.8
30-Jun-21	21,775,296	94,936	436.0
30-Jun-22	22,079,403	95,003	430.3
30-Jun-23	22,377,549	95,275	425.8
30-Jun-24	22,668,160	95,539	421.5

Figure 5

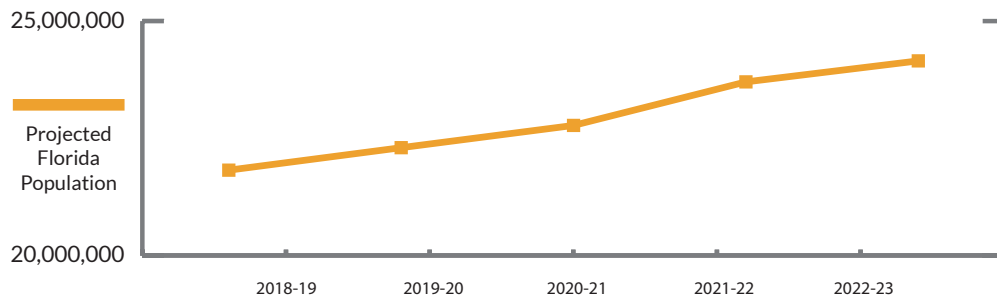


Figure 6

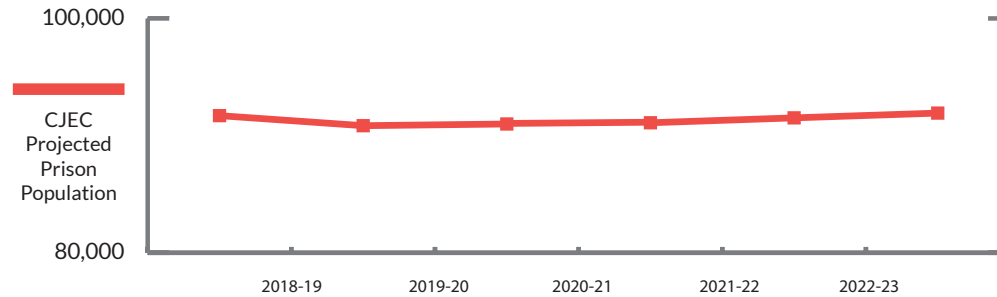
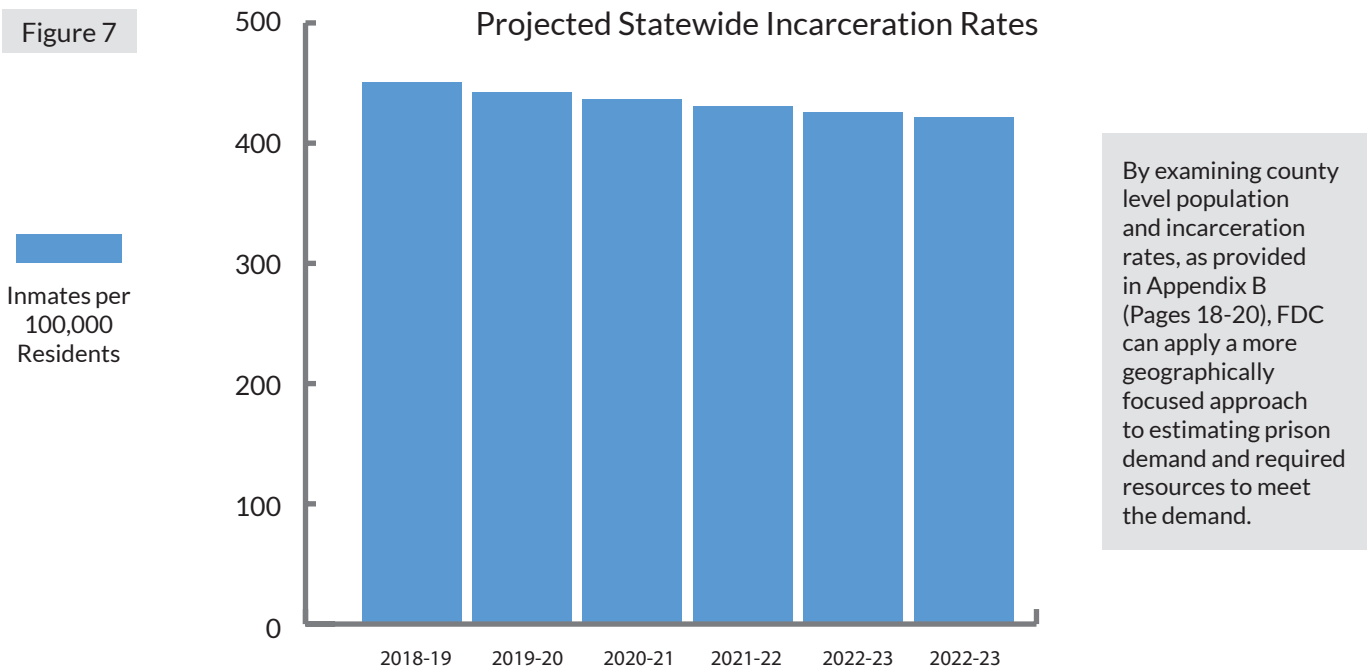


Figure 7



Estimated Prison Capacity Needs

Based on the forecasted inmate population provided by CJEC, the FDC evaluates current bed capacity at each prison and ensures that adequate space and security resources are available to house both current and anticipated inmate populations over the next five years.

The first step in estimating capacity is to inventory the number of available and habitable cells and beds within an institution. Habitability is determined based on four basic criteria: issuance of Certificate of Occupancy, Fire Marshall's inspection approval, the Life/Safety Checklist completion, and confirmation of staffing. All of these items must be accounted for to deem a bed habitable and those that do not meet the criteria are removed from inventory. Also, portions of a dormitory or even whole dormitories may be temporarily closed due to the lack of correctional officer staffing to provide basic security and inmate monitoring.

Once a facility's total number of habitable beds are established, five percent of the overall total maximum capacity must be deducted for management beds. Additionally, a three percent confinement deduction is assessed for every major facility that does not have a stand-alone confinement unit.

After these mandatory deductions, an adjusted total capacity is calculated for every month over a five year period. Finally, an additional one percent deduction is applied as a control measure to ensure that facilities do not surpass 99% capacity levels which could potentially trigger control

release statutory requirements as set forth in s. 977.146 F.S. and in accordance with the Control Release Authority and the Florida Commission on Offender Review (FCOR). This final adjusted monthly bed capacity is then compared to the monthly inmate projections provided by CJEC to ensure bed availability over the five year period.

Consideration of the inmate housing needs is also a factor determining capacity. During the intake and classification process, an inmate is assigned a housing factor score based on their criminogenic background. The housing factor score determines the type of housing appropriate for that inmate in accordance with the *Inmate Risk Management System Technical Manual*. Assigned housing levels range from H01 through H05 which include a range of housing construction types starting with open bed bays, two person and one person cells, to close management and confinement. Also considered are structural requirements for inmates with mental health and Americans with Disabilities (ADA) needs as well as general medical dormitory demand. The required amount of housing construction types based on inmate population is considered when calculating the five year bed capacity for Florida prisons. To provide alternative confinement options, the Department is exploring an alternative housing program designed to incentivize and reward less violent and non-habitual offenders. This pilot will house less violent inmates in specific institutions and will offer an expanded menu of programs designed to encourage good behavior and better prepare inmates for reentry into society.

At this time, FDC has sufficient bed capacity to accommodate projected inmate populations.





Five-Year Correctional Facilities Plan

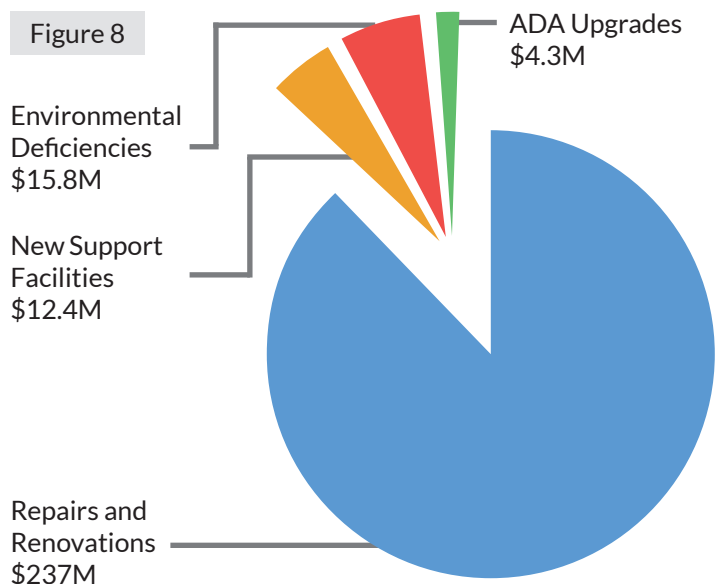
As the bed supply and demand analysis indicated, capacity is available over the next five years to safely accommodate the projected inmate population and no major construction of new facilities is warranted at this time.

However, many of the institutions are aging and are in desperate need of general maintenance repairs and significant enhancements to keep them habitable. Additionally, repairs are still being completed for damage done by Hurricane Irma, which tore through the center of Florida during September of 2017. Nearly 100 roofs have been replaced at numerous institutions. To that end, as shown in Figure 8 the FDC has prepared a five-year fixed capital outlay (FCO) plan, totaling over \$340M that incorporates basic maintenance and repair activities, security enhancements and minor upgrades to improve energy efficiency and access for inmates with disabilities. Due to recent ADA related settlement agreements, the Department has three years to ensure that facilities meet with all stipulations in the agreements.

The overall goal of this improvement plan is to ensure all facilities are operating safely and efficiently and that all facilities receive accreditation for consistency with both federal and state regulations. As indicated in Figure 8, the FCO includes over \$237M in repairs and renovations, approximately \$12.4M in new support facilities, \$15.8M to address environmental deficiencies and roughly \$4.3M for

ADA upgrades. New support facilities include facilities for medical, maintenance, food service, laundry, administration and other support functions.

In addition to a comprehensive maintenance overhaul, the FDC is implementing almost \$59.6M for new security features and enhancements in the institutions such as x-ray machines, metal detectors and networked cameras to assist in reducing the amount of contraband entering the prisons and improving the overall security of staff and inmates.



Use of Private Contractors and Private Sector Business Principles

The FDC will continue to pursue opportunities to partner with private business to maximize the effective and efficient use of the principles used in private business. One of the agency's most recent efforts is a partnership with JPay to provide statewide multimedia kiosks and tablets to Florida's prisons to increase operational efficiencies, connect inmates with programs and family members, and help reduce recidivism. This project was implemented in 2017 and allows inmates to electronically mail, videoconference, access educational applications, and download music and books from kiosks or individual tablets. JPay has installed the support network, wireless infrastructure and electronic kiosks at all the prisons with no cost to the Department. Tablets have been made available for purchase for personal use by inmates.

During the past year, the department has taken advantage of short-term opportunities to purchase food items at discounted prices from vendors seeking to reduce inventories. This process allows the department to obtain either higher quality food products or in some cases entirely new items that otherwise might not be affordable. These purchases have proven to be very successful at the institutions and have allowed the department to keep food costs within budget while also improving quality and variety. This process requires continuous monitoring and planning but has had excellent results within the institutions.

In addition, the department re-evaluated its farm program to ensure that the program was meeting the needs and expectations of the institutions while also adhering to the best business practices. Following the evaluation, the department implemented modifications to the location of certain farms as well as modified the types of food items grown to more closely align the needs and desires of the institutional staff and inmate populations related to ease of food prep and level of acceptance of the various items. By retooling the program the department will reap benefits across the enterprise.

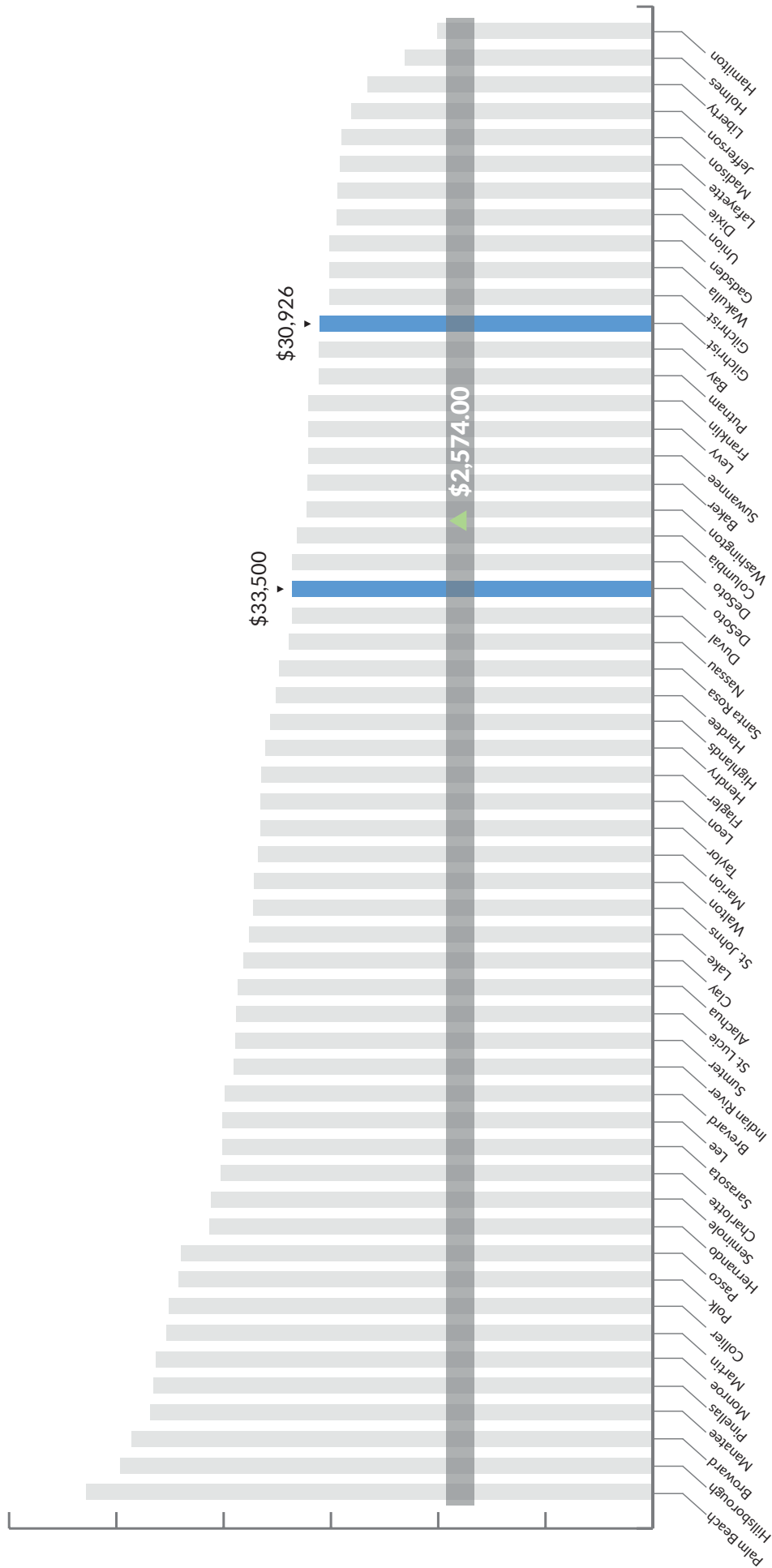
Finally, the department has also improved its recruitment efforts and taken a modified approach to recruitment efforts from years past. Rather than continuing to be dependent on People First notifications and traditional methods of advertising for state agency vacant positions, the department has turned to online recruitment efforts and conducting mass hiring events. Much like private sector events, the FDC mass hiring events have proven to be successful when combined with online recruitment efforts.

Conclusion

Through the development of the CCMP and other initiatives, the Department continues to seek additional resources and innovative techniques to provide a continuum of inmate services and programs, habitable facilities, improved business practices and state-of-the art technologies for the purpose of providing an efficient and professional environment for staff and inmates and ensuring the safety of Florida's communities.



Appendix A Starting County Correctional and Sherriff's Officer Pay



Current County Level Incarceration Rates

County of Commitment	June 30, 2017 Inmate Population by County of Commitment	Percent of Total Inmate Population	County Percentage of Overall State of Florida Population	EDR Population & Demographic Data April 1, 2016 County Population Estimate	County Incarceration Rate Per 100,000
Alachua	1794	1.86%	1.27%	260,003	690.0
Baker	345	0.36%	0.13%	27,191	1268.8
Bay	1667	1.73%	0.87%	178,820	932.2
Bradford	286	0.30%	0.13%	27,642	1034.7
Brevard	2924	3.04%	2.81%	575,211	508.3
Broward	6536	6.79%	9.15%	1,873,970	348.8
Calhoun	104	0.11%	0.07%	15,001	693.3
Charlotte	747	0.78%	0.84%	172,720	432.5
Citrus	1163	1.21%	0.70%	143,801	808.8
Clay	839	0.87%	1.02%	208,549	402.3
Collier	1051	1.09%	1.75%	357,470	294.0
Columbia	702	0.73%	0.34%	68,943	1018.2
DeSoto	318	0.33%	0.17%	35,621	892.7
Dixie	118	0.12%	0.08%	16,726	705.5
Duval	7384	7.67%	4.57%	936,811	788.2
Escambia	2830	2.94%	1.53%	313,381	903.1
Flagler	287	0.30%	0.51%	105,157	272.9
Franklin	110	0.11%	0.06%	12,161	904.5
Gadsden	314	0.33%	0.24%	48,263	650.6
Gilchrist	110	0.11%	0.08%	17,224	638.6
Glades	92	0.10%	0.06%	13,087	703.0
Gulf	109	0.11%	0.08%	16,297	668.8
Hamilton	83	0.09%	0.07%	14,663	566.1
Hardee	205	0.21%	0.13%	27,426	747.5
Hendry	307	0.32%	0.19%	39,057	786.0
Hernando	1007	1.05%	0.89%	181,882	553.7
Highlands	615	0.64%	0.50%	102,138	602.1

Current County Level Incarceration Rates

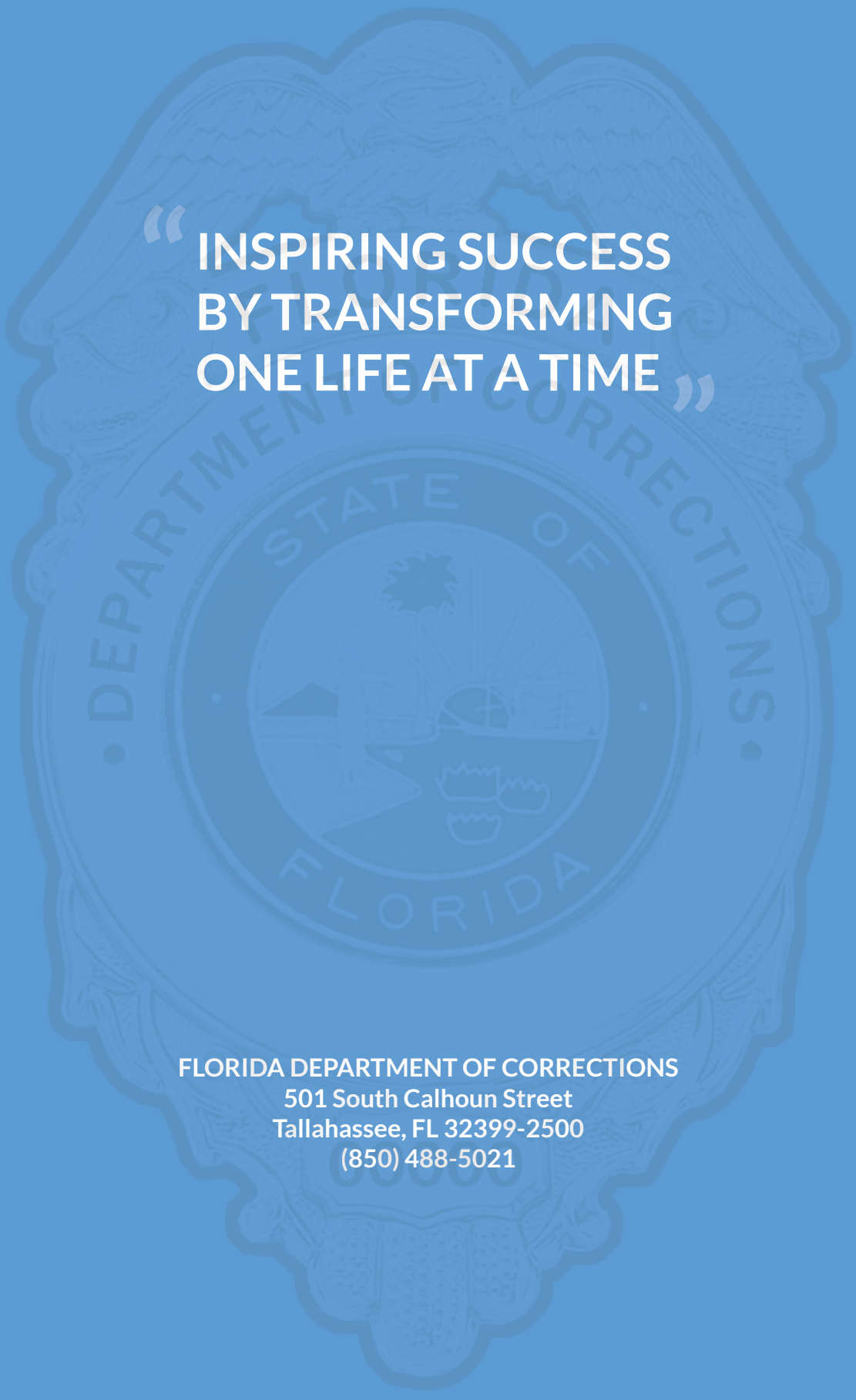
County of Commitment	June 30, 2017 Inmate Population by County of Commitment	Percent of Total Inmate Population	County Percentage of Overall State of Florida Population	EDR Population & Demographic Data April 1, 2016 County Population Estimate	County Incarceration Rate Per 100,000
Hillsborough	6352	6.60%	6.73%	1,379,302	460.5
Holmes	195	0.20%	0.10%	20,210	964.9
Indian River	714	0.74%	0.73%	148,962	479.3
Jackson	410	0.43%	0.25%	50,418	813.2
Jefferson	94	0.10%	0.07%	14,611	643.4
Lafayette	49	0.05%	0.04%	8,479	577.9
Lake	1111	1.15%	1.62%	331,724	334.9
Lee	2448	2.54%	3.41%	698,468	398.1
Leon	2410	2.50%	1.41%	287,899	837.1
Levy	252	0.26%	0.20%	41,015	614.4
Liberty	73	0.08%	0.04%	8,719	837.3
Madison	157	0.16%	0.09%	19,377	810.2
Manatee	1715	1.78%	1.80%	368,782	465.0
Marion	2361	2.45%	1.71%	349,267	676.0
Martin	959	1.00%	0.75%	153,022	626.7
Miami-Dade	7097	7.37%	13.39%	2,743,095	258.7
Monroe	388	0.40%	0.38%	76,889	504.6
Nassau	317	0.33%	0.39%	80,456	394.0
Okaloosa	1190	1.24%	0.95%	195,488	608.7
Okechobee	462	0.48%	0.20%	41,140	1123.0
Orange	5459	5.67%	6.41%	1,313,880	415.5
Osceola	1484	1.54%	1.65%	337,614	439.6
Palm Beach	4119	4.28%	6.90%	1,414,144	291.3
Pasco	1867	1.94%	2.47%	505,709	369.2
Pinellas	5266	5.47%	4.70%	962,003	547.4
Polk	4630	4.81%	3.23%	661,645	699.8
Putnam	768	0.80%	0.36%	73,176	1049.5

Appendix B | Current County Level Incarceration Rates

County of Commitment	June 30, 2017 Inmate Population by County of Commitment	Percent of Total Inmate Population	County Percentage of Overall State of Florida Population	EDR Population & Demographic Data April 1, 2016 County Population Estimate	County Incarceration Rate Per 100,000
St. Johns	942	0.98%	1.12%	229,715	410.1
St. Lucie	2121	2.20%	1.45%	297,634	712.6
Santa Rosa	693	0.72%	0.83%	170,835	405.7
Sarasota	1528	1.59%	1.99%	407,260	375.2
Seminole	1570	1.63%	2.22%	454,757	345.2
Sumter	390	0.41%	0.59%	120,700	323.1
Suwannee	460	0.48%	0.22%	44,690	1029.3
Taylor	219	0.23%	0.11%	22,295	982.3
Union	135	0.14%	0.08%	15,947	846.6
Volusia	2868	2.98%	2.56%	523,405	548.0
Wakulla	156	0.16%	0.16%	31,909	488.9
Walton	390	0.41%	0.32%	65,301	597.2
Washington	238	0.25%	0.12%	24,985	952.6
Other States	6	0.01%			
Data Unavailable	143				
Total	96,253	100%	100%	20,484,142	

Additional information regarding county use of local jail systems can be found in the Florida County Detention Facilities' Average Inmate Population report at: <http://www.dc.state.fl.us/pub/jails/index.html>. Access to CJEC reports and information can be found at: (<http://edr.state.fl.us/Content/population-demographics/data/index.cfm>), (<http://edr.state.fl.us/Content/conferences/criminaljustice/workpapers.pdf>), (<http://www.dc.state.fl.us/pub/jails/index.html>)



The background of the page features a large, light blue watermark of the Florida Department of Corrections seal. The seal is circular with a scalloped border. At the top, it says "DEPARTMENT OF CORRECTIONS" and at the bottom "FLORIDA". In the center, it says "STATE OF" and depicts a landscape with a palm tree, a sun, and a body of water with a boat. The quote "INSPIRING SUCCESS BY TRANSFORMING ONE LIFE AT A TIME" is overlaid on the seal in white, bold, sans-serif font.

**“INSPIRING SUCCESS
BY TRANSFORMING
ONE LIFE AT A TIME”**

FLORIDA DEPARTMENT OF CORRECTIONS
501 South Calhoun Street
Tallahassee, FL 32399-2500
(850) 488-5021