



RON DESANTIS
GOVERNOR

STATE OF FLORIDA

Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

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850-717-9418

LEGISLATIVE BUDGET REQUEST

September 15, 2021

Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
1702 Capitol
Tallahassee, Florida 32399-0001

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

Tim Sadberry, Staff Director
Senate Appropriations Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Executive Office of the Governor and the Division of Emergency Management 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 2022-23 Fiscal Year. This submission has been approved by Adrian Lukis, Chief of Staff.

Chapter 2011-142, Laws of Florida, transferred the Division of Emergency Management (Division) to the Executive Office of the Governor effective October 1, 2011. Section 14.2016, Florida Statutes, tasks the Division with the responsibility for all "...professional, technical, and administrative functions necessary to carry out its responsibilities under part I Chapter 252..." The Division has a unique mission, as well as distinct goals and objectives. As such, the Division developed its own Legislative Budget Request. The Division's budget data is included with the Executive Office of Governor data for all agency level exhibits and schedules as prescribed in the budget instructions; however, due to the statutorily mandated separation, certain documents and exhibits are reported separately. The Division's budget information and Legislative Budget Request is attached herein, and has been approved by Kevin Guthrie, Executive Director.

Kindest Regards,

A handwritten signature in blue ink that reads "Kelley Sasso".

Kelley Sasso
Director of Finance and Accounting

**Executive Office of the Governor
& the Division of Emergency Management**

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Completed checklist used to review the Legislative Budget Request (LBR) for technical compliance with the Checklist budget instructions

** Please see transmittal letter and bookmarks to locate the Division of Emergency Management.



Executive Office of the Governor



Department Level Exhibits and Schedules*

**Contains information and data related to the Executive Office of the Governor and the Division of Emergency Management*

LEGISLATIVE BUDGET REQUEST 2022-2023

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 2 021007 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,446,757.77
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,840,516.17
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,427.09
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	293,874.02
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	20.56-
040000	EXPENSES	0.00
040000	CF EXPENSES	135,074.81-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	25.00-
	** GL 31100 TOTAL	135,120.37-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	72,513.23-
180205	TR OTHER FUNDS W/I AGY	0.00
	** GL 35200 TOTAL	72,513.23-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	1,434.03-
040000	CF EXPENSES	759.74-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	161.31-
	** GL 35300 TOTAL	2,355.08-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	797.74-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,371,788.63-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 2 021007 ADMINISTRATIVE TRUST FUND
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
94100		ENCUMBRANCES	
040000	CF	EXPENSES	43,246.22
100777		CONTRACTED SERVICES	9,224.85
100777	CF	CONTRACTED SERVICES	28,946.71
		** GL 94100 TOTAL	81,417.78
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF	EXPENSES	43,246.22-
100777		CONTRACTED SERVICES	9,224.85-
100777	CF	CONTRACTED SERVICES	28,946.71-
		** GL 98100 TOTAL	81,417.78-
		*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
144701	ECON DEV TRANSP PROJECTS	0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
000000	BALANCE BROUGHT FORWARD	0.00
144701	ECON DEV TRANSP PROJECTS	0.00
144701 01	ECON DEV TRANSP PROJECTS	0.00
144701 02	ECON DEV TRANSP PROJECTS	0.00
144701 03	ECON DEV TRANSP PROJECTS	0.00
144701 05	ECON DEV TRANSP PROJECTS	0.00
144701 95	ECON DEV TRANSP PROJECTS	0.00
144701 96	ECON DEV TRANSP PROJECTS	0.00
144701 98	ECON DEV TRANSP PROJECTS	0.00
144701 99	ECON DEV TRANSP PROJECTS	0.00
	** GL 55600 TOTAL	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
	CAT	
11308	CASH WITH STATE BRD ADM INNOVATION	
000000	BALANCE BROUGHT FORWARD	0.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14208	INVESTMENTS W STATE BRD OF ADM	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	0.00
15308	INTEREST & DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
15400	LOANS AND NOTES RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
000500	INTEREST	0.00
002300	REPAYMENT OF LOANS	0.00
	** GL 15400 TOTAL	0.00
24700	OTHER INVESTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
25400	OTHER LOANS AND NOTES RECEIVABLE	
002300	REPAYMENT OF LOANS	0.00
31100	ACCOUNTS PAYABLE	
107390	CF G/A QUALIFIED TARGET INDUSTRIES PROGRAM	0.00
108325	CF G/A-BROWNFIELDS REDEVL PJT	0.00
181251	CATEGORY NAME NOT ON TITLE FILE	0.00
	** GL 31100 TOTAL	0.00
31108	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	0.00
	** GL 35600 TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR		BEGINNING BALANCE
20 2 177001	ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM	
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
39808	OBLIG UNDER SECURITY LND TRANS SBA	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
54908	FUND BALANCE UNRESERVED INNOVATION INC	
000000	BALANCE BROUGHT FORWARD	0.00
55500	FB RESERVED FOR LONG-TERM RECEIVABLES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
143150 04	SPACE, DEFENSE, RURAL INFR	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	141,297.10
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	8,876,792.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	4,842.73
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	43,670.83
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	2,215,452.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	2,215,452.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	385,045.98-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	196,048.90-
	** GL 31100 TOTAL	581,094.88-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	13,456.25-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	568.72-
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	566.72
040000	CF EXPENSES	822.06-
100777	CONTRACTED SERVICES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	547.41-
	** GL 35300 TOTAL	1,371.47-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	657.35-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	10,685,474.71-
94100	ENCUMBRANCES	
040000	CF EXPENSES	86,483.61
060000	CF OPERATING CAPITAL OUTLAY	5,395.50
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00
100777	CF CONTRACTED SERVICES	43,541.96
101123	CF G/A-EMERGENCY MGMT PRGS	3,369,325.81
103644	CF COMM ON COMMUNITY SERVICE	75,000.00
105158	DISASTER ACTIVITY-STATE	20,107.47
105158	CF DISASTER ACTIVITY-STATE	37,252.10
	** GL 94100 TOTAL	3,675,106.45
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	86,483.61-
060000	CF OPERATING CAPITAL OUTLAY	5,395.50-
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00-
100777	CF CONTRACTED SERVICES	43,541.96-
101123	CF G/A-EMERGENCY MGMT PRGS	3,369,325.81-
103644	CF COMM ON COMMUNITY SERVICE	75,000.00-
105158	DISASTER ACTIVITY-STATE	20,107.47-
105158	CF DISASTER ACTIVITY-STATE	37,252.10-
	** GL 98100 TOTAL	3,675,106.45-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	636,422.23
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	329,359,067.09
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	298,543.25
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
000000	BALANCE BROUGHT FORWARD	1,225.45
180200	TR/GENERAL REVENUE-SWCAP	1,225.45-
	** GL 16100 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	84,391.43
185080	TR TO ADMIN TF	80,568.32-
	** GL 16200 TOTAL	3,823.11
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	639,198.34-
000700	U S GRANTS	1,770,074.44
	** GL 16400 TOTAL	1,130,876.10
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	46.90-
040000	CF EXPENSES	38,699.04-
050385	DISASTER PREP PLAN & ADMIN	39,514.95-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	457,691.00-
103534	G/A-ST/FED DIS RELIEF-ADMN	278,382.43-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	184,045.31-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	25,050.24-
106402	G/A-FED TIMBER PGM	2,461,354.19-
	** GL 31100 TOTAL	3,484,784.06-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	3,609.14-
001500	TRANSFERS	1,804.57
180205	TR OTHER FUNDS W/I AGY	22,422.71-
185080	TR TO ADMIN TF	632.04-
	** GL 35200 TOTAL	24,859.32-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	3,879.29-
040000	EXPENSES	109.33
040000	CF EXPENSES	34,051.01-
100777	CONTRACTED SERVICES	0.00
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	110.20-
103534	G/A-ST/FED DIS RELIEF-ADMN	121.00-
105009	STWIDE HURR PREP AND PLAN	0.00
106401	G/A-FED CITRUS DIS REC PGM	23.90-
106402	G/A-FED TIMBER PGM	22.62-
181020	TR/FUNDS/DOMESTIC SECURITY	517,923.43-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	33,746.84-
	** GL 35300 TOTAL	589,768.96-
35600	DUE TO GENERAL REVENUE	
180200	TR/GENERAL REVENUE-SWCAP	4.97-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	126,904.88-
000700	U S GRANTS	79,941.82
	** GL 38800 TOTAL	46,963.06-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	327,222,512.76-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	59,838.65-
94100	ENCUMBRANCES	
040000	CF EXPENSES	11,098.75
050385	DISASTER PREP PLAN & ADMIN	3,587,162.46
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00
100777	CONTRACTED SERVICES	1,180.30
100777	CF CONTRACTED SERVICES	80,227.07
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	51,807,811.68
103534	G/A-ST/FED DIS RELIEF-ADMN	935,266.02
105009	STWIDE HURR PREP AND PLAN	25,665.04
105009	CF STWIDE HURR PREP AND PLAN	47,884.96

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	2,659,376.00
105155	CF G/A - COVID-19 - PASS THRU	725,185.18
105264	CF G/A-PREDISASTER MITIGATION	6,057,113.60
105865	G/A-FLOOD MITIGATION/PROG	19,135,762.60
105865	CF G/A-FLOOD MITIGATION/PROG	7,724,140.31
106401	G/A-FED CITRUS DIS REC PGM	857,633.96
107889	CF HAZARDOUS/EMERGENCY/GRANT	690,399.68
181020	TR/FUNDS/DOMESTIC SECURITY	3,309,758.22
	** GL 94100 TOTAL	97,693,665.83
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	11,098.75-
050385	DISASTER PREP PLAN & ADMIN	3,587,162.46-
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00-
100777	CONTRACTED SERVICES	1,180.30-
100777	CF CONTRACTED SERVICES	80,227.07-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	51,807,811.68-
103534	G/A-ST/FED DIS RELIEF-ADMN	935,266.02-
105009	STWIDE HURR PREP AND PLAN	25,665.04-
105009	CF STWIDE HURR PREP AND PLAN	47,884.96-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	2,659,376.00-
105155	CF G/A - COVID-19 - PASS THRU	725,185.18-
105264	CF G/A-PREDISASTER MITIGATION	6,057,113.60-
105865	G/A-FLOOD MITIGATION/PROG	19,135,762.60-
105865	CF G/A-FLOOD MITIGATION/PROG	7,724,140.31-
106401	G/A-FED CITRUS DIS REC PGM	857,633.96-
107889	CF HAZARDOUS/EMERGENCY/GRANT	690,399.68-
181020	TR/FUNDS/DOMESTIC SECURITY	3,309,758.22-
	** GL 98100 TOTAL	97,693,665.83-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 338002 FLORIDA INTERNATIONAL TRADE & PROMOTION TRUST FU

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
000500	INTEREST	0.00
	** GL 15300 TOTAL	0.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
040000	EXPENSES	0.00
	** GL 16300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
040000	CF EXPENSES	0.00
100777	CF CONTRACTED SERVICES	0.00
102003	CF G/A-ENTERPRISE FLORIDA PRG	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	0.00
	** GL 35600 TOTAL	0.00
35700	DUE TO COMPONENT UNIT/PRIMARY	
102003	CF G/A-ENTERPRISE FLORIDA PRG	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339028 GRANTS & DONATIONS TF EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,588,521.72
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,579,732.23
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	2,024.20
000500	INTEREST	0.00
	** GL 15300 TOTAL	2,024.20
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
001100	OTHER GRANTS	0.00
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 16300 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
030000	CF OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	1,649.72-
105028	CF ENFORCING UNDERAGE DRINKING LAWS	0.00
	** GL 31100 TOTAL	1,649.72-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	257.97-
040000	CF EXPENSES	522.61-
180200	CF TR/GENERAL REVENUE-SWCAP	0.00
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
	** GL 35300 TOTAL	780.58-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339028 GRANTS & DONATIONS TF EOG

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
35600	DUE TO GENERAL REVENUE		
001800	REFUNDS		0.00
310322	SERVICE CHARGE TO GEN REV		509.88-
	** GL 35600 TOTAL		509.88-
54900	COMMITTED FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		5,167,337.97-
54901	BEGINNING FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES		
000000	BALANCE BROUGHT FORWARD		0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR		
142333	10	G/A ECBG - ARRA 2009	16,733,294.06-
142333	11	G/A ECBG - ARRA 2009	16,733,294.06
146558	07	FL ENERGY TECHNOLOGY PROJ	643,996.21-
146558	11	FL ENERGY TECHNOLOGY PROJ	643,996.21
	** GL 57300 TOTAL		0.00
94100	ENCUMBRANCES		
040000	EXPENSES		4,093.39
100777	CONTRACTED SERVICES		50,000.00
100777	CF	CONTRACTED SERVICES	11,775.00
	** GL 94100 TOTAL		65,868.39
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	EXPENSES		4,093.39-
100777	CONTRACTED SERVICES		50,000.00-
100777	CF	CONTRACTED SERVICES	11,775.00-
	** GL 98100 TOTAL		65,868.39-
99100	BUDGETARY FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		0.00
	*** FUND TOTAL		0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	383,316,216.09
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	619,493.87
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	0.00
105150	CF G/A-PUBLIC ASSISTANCE	2,068,027.80-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	3,678,898.91-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	91,304,895.75-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	37,007.50-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	0.00
105160	CF OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	13,959.40-
	** GL 31100 TOTAL	97,102,789.36-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	196,287.06-
35300	DUE TO OTHER DEPARTMENTS	
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	43.14-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	14,561.94-
	** GL 35300 TOTAL	14,605.08-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	36.57-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	8,009.57-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	286,613,982.32-
94100	ENCUMBRANCES	
105150	CF G/A-PUBLIC ASSISTANCE	75,466,810.25
105152	CF PUBLIC ASSISTANCE-ST OPS	20,836,770.81
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	806,907,423.02
105154	CF G/A-HAZARD MITIGATION	62,500.00
105158	DISASTER ACTIVITY-STATE	14,536,142.79
105158	CF DISASTER ACTIVITY-STATE	16,171,463.75
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	3,207,372.40
	** GL 94100 TOTAL	937,188,483.02
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	CF G/A-PUBLIC ASSISTANCE	75,466,810.25-
105152	CF PUBLIC ASSISTANCE-ST OPS	20,836,770.81-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	806,907,423.02-
105154	CF G/A-HAZARD MITIGATION	62,500.00-
105158	DISASTER ACTIVITY-STATE	14,536,142.79-
105158	CF DISASTER ACTIVITY-STATE	16,171,463.75-
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	3,207,372.40-
	** GL 98100 TOTAL	937,188,483.02-
	*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/21

31000000000
BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2021

DATE RUN 08/09/21
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310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339947 GRANTS AND DONATIONS-DEEPWATER HORIZON
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
35300	DUE TO OTHER DEPARTMENTS	
108039	G/A - DEEPWATER HORIZON-PT	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	77,421.84
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	27,674,697.02
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	24,848.56
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
185080	TR TO ADMIN TF	235.33
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	11,596.41-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	83,330.95-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	1,323.00-
105860	G/A-HURRICANE LOSS MITIG	140,652.70-
	** GL 31100 TOTAL	236,903.06-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	117.50-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,808.84-
	** GL 35300 TOTAL	2,926.34-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	5,856.04-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	27,531,517.31-
94100	ENCUMBRANCES	
040000	CF EXPENSES	672.00
100777	CONTRACTED SERVICES	340,998.10
100777	CF CONTRACTED SERVICES	93,819.03
105009	STWIDE HURR PREP AND PLAN	20,017.39

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
105009	CF	STWIDE HURR PREP AND PLAN	484.32
105860		G/A-HURRICANE LOSS MITIG	7,240,065.62
140527	14	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,229,573.88
140527	15	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	462,674.01
140527	16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,292,292.49
140527	17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,530,112.65
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,493,453.46
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,099,977.87
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	3,000,000.00
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	815,688.94
		** GL 94100 TOTAL	19,619,829.76
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	672.00-
100777		CONTRACTED SERVICES	340,998.10-
100777	CF	CONTRACTED SERVICES	93,819.03-
105009		STWIDE HURR PREP AND PLAN	20,017.39-
105009	CF	STWIDE HURR PREP AND PLAN	484.32-
105860		G/A-HURRICANE LOSS MITIG	7,240,065.62-
140527	14	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,229,573.88-
140527	15	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	462,674.01-
140527	16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,292,292.49-
140527	17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,530,112.65-
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,493,453.46-
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,099,977.87-
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	3,000,000.00-
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	815,688.94-
		** GL 98100 TOTAL	19,619,829.76-
		*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 373001 FUND NOT ON TITLE FILE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	0.00
002000	SALE OF INVESTMENTS	0.00
	** GL 15300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
	** GL 31100 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,109,655.54
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	4,315.41-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	10,140.10-
210014	OTHER DATA PROCESSING SVCS	0.00
210014 CF	OTHER DATA PROCESSING SVCS	1,762.50-
	** GL 31100 TOTAL	16,218.01-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	10,593.28-
030000 CF	OTHER PERSONAL SERVICES	0.00
	** GL 32100 TOTAL	10,593.28-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	39.15-
040000 CF	EXPENSES	5,844.01-
	** GL 35300 TOTAL	5,883.16-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	10,076,961.09-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
	** GL 55100 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	1,085.10
040000 CF	EXPENSES	30,808.82
060000 CF	OPERATING CAPITAL OUTLAY	22,406.84
100777 CF	CONTRACTED SERVICES	16,080.88
210014 CF	OTHER DATA PROCESSING SVCS	318.75
	** GL 94100 TOTAL	70,700.39
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	1,085.10-
040000 CF	EXPENSES	30,808.82-
060000 CF	OPERATING CAPITAL OUTLAY	22,406.84-
100777 CF	CONTRACTED SERVICES	16,080.88-
210014 CF	OTHER DATA PROCESSING SVCS	318.75-
	** GL 98100 TOTAL	70,700.39-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 551001 PROFESSIONAL SPORTS DEVELOPMENT TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
31100	ACCOUNTS PAYABLE	
101485	CF G/A-FL SPORTS FOUNDATION	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 595001 BROWNFIELD PROPERTY OWNERSHIP CLEAR ASSIT REVOLV

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	9,817.44
000500	INTEREST	9,817.44-
	** GL 15300 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 722001 TOURISM PROMOTION TF EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
000500	INTEREST	0.00
	** GL 15300 TOTAL	0.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
31100	ACCOUNTS PAYABLE	
040000	CF EXPENSES	0.00
105703	CF G/A-FLORIDA COMM/TOURISM	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	CF EXPENSES	0.00
182156	TR/FUNDS SB 2156 REORG	0.00
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
35700	DUE TO COMPONENT UNIT/PRIMARY	
105703	CF G/A-FLORIDA COMM/TOURISM	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,455.62
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	11,875,618.31
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	89,985,167.63
000700	U S GRANTS	0.00
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	89,985,167.63
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	57,219,703.60-
105150	CF G/A-PUBLIC ASSISTANCE	16,157,550.97-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	11,417.50-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	1,483,931.59-
105154	G/A-HAZARD MITIGATION	0.00
105154	CF G/A-HAZARD MITIGATION	261,385.81-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	13,990,914.46-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	653,514.03-
	** GL 31100 TOTAL	89,778,417.96-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	36,312.00-
	** GL 35200 TOTAL	36,312.00-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	3,369,497.87-
105150	CF G/A-PUBLIC ASSISTANCE	638,282.71-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	654.20-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	454.14-
	** GL 35300 TOTAL	4,008,888.92-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
180200	TR/GENERAL REVENUE-SWCAP	323.98-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	2,385.66-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	2,385.66-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	8,036,913.04-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	453,477,831.72
105150	CF G/A-PUBLIC ASSISTANCE	318,696,927.55
105152	CF PUBLIC ASSISTANCE-ST OPS	195,491.96
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	7,132,105.82
105154	G/A-HAZARD MITIGATION	108,737,271.82
105154	CF G/A-HAZARD MITIGATION	111,783,908.47
105155	CF G/A - COVID-19 - PASS THRU	1,742,171,971.71
105156	CF HAZARD MITIGATION-ST OPS	1,977,332.04
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	866,065.00
	** GL 94100 TOTAL	2,745,038,906.09
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	453,477,831.72-
105150	CF G/A-PUBLIC ASSISTANCE	318,696,927.55-
105152	CF PUBLIC ASSISTANCE-ST OPS	195,491.96-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	7,132,105.82-
105154	G/A-HAZARD MITIGATION	108,737,271.82-
105154	CF G/A-HAZARD MITIGATION	111,783,908.47-
105155	CF G/A - COVID-19 - PASS THRU	1,742,171,971.71-
105156	CF HAZARD MITIGATION-ST OPS	1,977,332.04-
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	866,065.00-
	** GL 98100 TOTAL	2,745,038,906.09-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	587,144.46
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	17,360.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	2.88
185080	TR TO ADMIN TF	17.12
	** GL 16200 TOTAL	20.00
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,284.33-
060000	OPERATING CAPITAL OUTLAY	2,434.00-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	3,718.33-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	37,501.97-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	144,627.42-
	** GL 31100 TOTAL	182,129.39-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	221.36-
	** GL 35300 TOTAL	221.36-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	23,017.80-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	8,873.81-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	99,607.96-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	183.49-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	291,489.25-
94100	ENCUMBRANCES	
040000	CF EXPENSES	3,448.31
100777	CF CONTRACTED SERVICES	62,674.00
107888	CF FL HAZARDOUS MATERIALS P P	339,246.13
	** GL 94100 TOTAL	405,368.44
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	3,448.31-
100777	CF CONTRACTED SERVICES	62,674.00-
107888	CF FL HAZARDOUS MATERIALS P P	339,246.13-
	** GL 98100 TOTAL	405,368.44-
	*** FUND TOTAL	0.00

Schedule I Narrative: 2339 Grants and Donations Trust Fund.

Certification: We certify that the revenue estimates in columns A02 and A03 are the latest and most accurate available as of the date of this report. The Executive Office of the Governor will notify the Office of Policy and Budget of any significant changes in revenue estimates that may occur prior to the release of the Governor's Budget Recommendations.

Revenue Estimating Methodology:

Revenues included in this fund are Notary Fee collections transferred from Department of State as required in Section 117.01, Florida Statutes. The revenues are estimated based on transfers from Department of State in previous fiscal years.

Adjustments:

Account Payable not Carried Forward (CF): The \$258 adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

Non-Cash Adjustment: The (\$3075) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

2020 Carry Forward Encumbrance: The (\$230) adjustment is required to adjust Beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

September 2020 Reversions: The \$310 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Schedule I Narrative: 2535 Planning and Budgeting System Trust Fund

Certification: We certify that the revenue estimates in columns A02 and A03 are the latest and most accurate available as of the date of this report. The Executive Office of the Governor will notify the Office of Policy and Budget of any significant changes in revenue estimates that may occur prior to the release of the Governor's Budget Recommendations.

Revenue Estimating Methodology:

All revenues are based on a transfer from the Legislature's General Revenue fund to the Executive Office of the Governor. The revenues are determined by the Legislature's approved budget each fiscal year.

Adjustments:

2020 Carry Forward Encumbrances: The (\$6,260) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

September 2020 Reversions: The \$4,375 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Non-Cash Adjustment: The (\$191) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

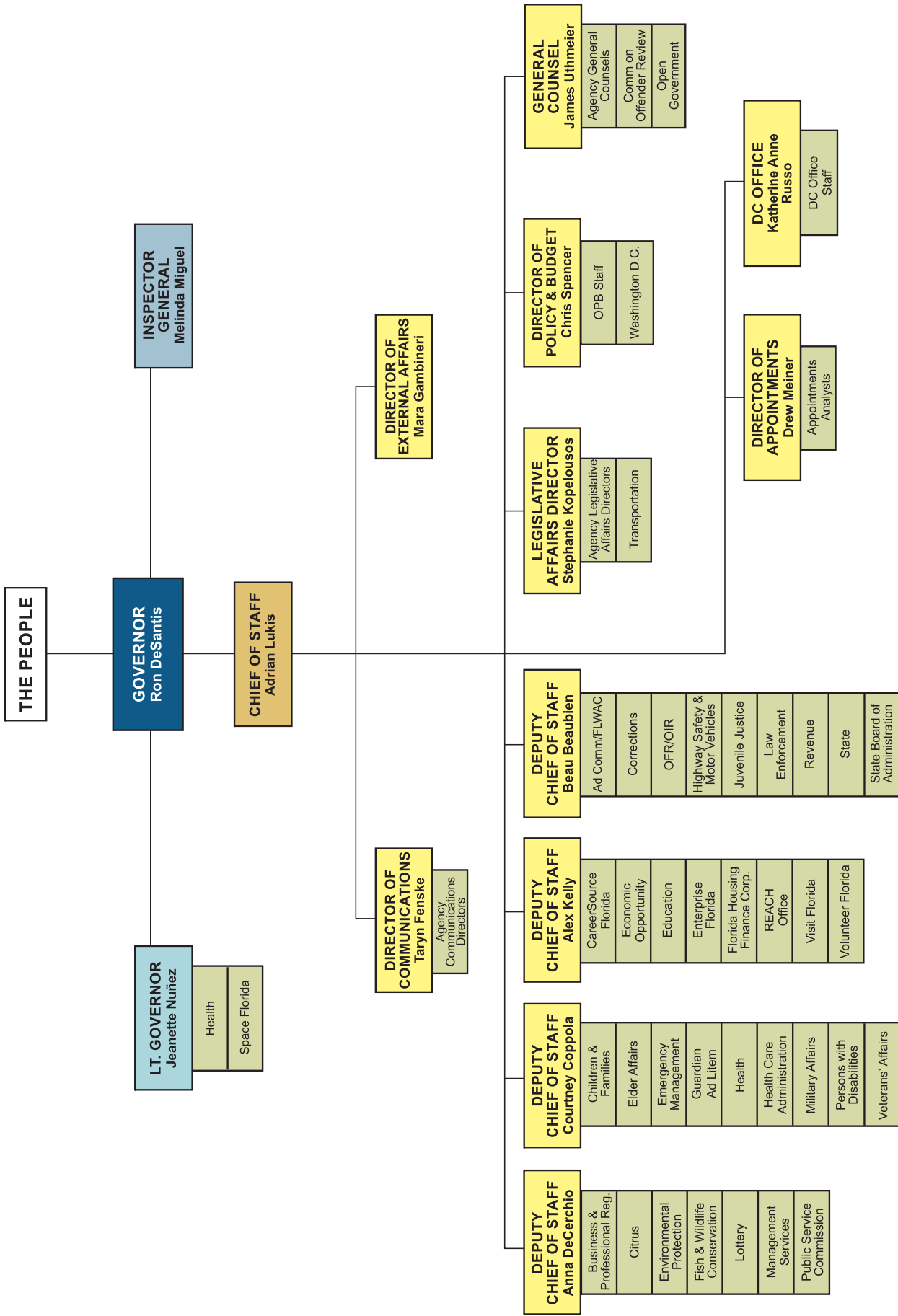
Schedule VII: Agency Litigation Inventory

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

Agency:	Executive Office of the Governor		
Contact Person:	James Uthmeier	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<ol style="list-style-type: none"> 1. Rosemary McCoy v. Ron DeSantis 2. State of Florida v. City of Weston 3. City of South Miami v. Ron DeSantis 		
Court with Jurisdiction:	<ol style="list-style-type: none"> 1. Northern District of Florida 2. First District Court of Appeals 3. Southern District of Florida 		
Case Number:	<ol style="list-style-type: none"> 1. 4:19-cv-300-RH 2. 1D19-2819 3. 2:19-cv-22927 		
Summary of the Complaint:	<ol style="list-style-type: none"> 1. Plaintiffs allege that SB 7066, requiring payment of fines, fees, and restitution for restoration of voting rights violates the Federal Constitution 2. Plaintiffs challenge the constitutionality of Florida’s sanctuary cities ban 3. Plaintiffs challenge the constitutionality of Florida’s sanctuary cities ban 		
Amount of the Claim:	Monetary damages have not been requested for numbers 1-3 above. Attorney’s fees and costs will likely be sought if Plaintiffs are successful.		
Specific Statutes or Laws (including GAA) Challenged:	<ol style="list-style-type: none"> 1. F.S. 98.0751 2. F.S. 790.33 3. Chapter 908, F.S. 		
Status of the Case:	<ol style="list-style-type: none"> 1. Appellate Court 2. Appellate Court 3. Trial Court, pending summary judgement 		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		



Executive Office of the Governor
Organizational Chart



Schedule XIV
Variance from Long Range Financial Outlook

Agency: Executive Office of the Governor *(please see separate submission for the Division of Emergency Management)* **Contact:** Kelley Sasso

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 2021 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 2022-2023 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 2022-2023 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* R/B = Revenue or Budget Driver

**SCHEDULE XV:
 CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE CONSIDERATION TO BE
 PAID TO THE AGENCY IS A PERCENTAGE OF THE VENDOR REVENUE AND IN EXCESS OF \$10
 MILLION**

Contact Information
Agency: Executive Office of the Governor (EOG)
Name: Kelley Sasso
Phone: 850-717-9214
E-mail address: Kelley.Sasso@eog.myflorida.com

1. Vendor Name		
N/A – No contracts for the EOG (excluding the Division of Emergency Management) that qualify for reporting.		
2. Brief description of services provided by the vendor.		
N/A		
3. Contract terms and years remaining.		
4. Amount of revenue generated		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
5. Amount of revenue remitted		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
6. Value of capital improvement		
7. Remaining amount of capital improvement		
8. Amount of state appropriations		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)



Executive Office of the Governor



Budget Entity Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST
2022-2023



Executive Office of the Governor



Schedule I Series by Trust Fund*

**A separate Schedule I Series packet has been created at the Division level for the Division of Emergency Management. The following trust funds are included in the Division's trust fund schedules:*

2021 – Administrative Trust Fund
2261 – Federal Grants Trust Fund
2510 – Operating Trust Fund

2191 – Emergency Management & Preparedness Trust Fund
2339 – Grants and Donations Trust Fund
2750 – US Contributions Trust Fund

LEGISLATIVE BUDGET REQUEST 2022-2023

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Governor **Budget Period: 2022-23**
Program: Executive Direction
Fund: 2339 - Grants and Donations Trust Fund (31100100)

Specific Authority: 216 Florida Statutes
Purpose of Fees Collected: To fund contract, grant, and notary activities.

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020-21	FY 2021-22	FY 2022-23
Receipts:			
Transfers from Dept of State (notary)	400,864	425,000	425,000
Employee and Employer Contributions	11,153	12,500	12,500
Refunds	26,207		
Total Fee Collection to Line (A) - Section III	438,224	437,500	437,500

SECTION II - FULL COSTS

Direct Costs:			
Human Resources Assessment	6,217		
Risk Management	8,480		
Salaries and Benefits	225,963		
Contracted Services	4,500		
Payment of Premiums	11,386		
Expenses	45,719		
Data Processing Assessment (AST)	223		
Total Full Costs to Line (B) - Section III	302,488	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	438,224	437,500	437,500
TOTAL SECTION II	(B)	302,488		
TOTAL - Surplus/Deficit	(C)	135,736	437,500	437,500

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period 2022-23

Department Title:	Executive Office of the Governor
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	31100100
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,588,521.72		2,588,521.72
ADD: Other Cash (See Instructions)			
ADD: Investments	2,579,732.23		2,579,732.23
ADD: Outstanding Accounts Receivable	2,024.20		2,024.20
ADD: Anticipated Grant Revenue			
Total Cash plus Accounts Receivable	5,170,278.15		5,170,278.15
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards	(2,172.33)		(2,172.33)
Approved "B" Certified Forwards	(11,775.00)		(11,775.00)
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	(509.88)		(509.88)
Unreserved Fund Balance, 07/01/21	5,155,820.94		5,155,820.94 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022-23

Department Title: Executive Office of the Governor
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; (5,167,337.97) (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Receivable from Federal gov't (C)

SWFS Adjustment To book Accounts Receivable (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 11,775.00 (D)

Rounding adjustment (D)

Accounts Payable not Certified Forward Operating (257.97) (D)

Accounts Payable not Certified Forward (D)

 (D)

 (D)

ADJUSTED BEGINNING TRIAL BALANCE: (5,155,820.94) (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) (5,155,820.94) (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,
OR MODIFICATION OF A TRUST FUND**

Department:	Executive Office of the Governor
Fiscal Year	2022 - 2023
Fund Name:	Grants and Donations Trust Fund
FLAIR #:*	31-2-339
Name Position Telephone No. of Person Completing Form:	Kelley Sasso Director of Finance and Accounting 850-717-9214
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to **Create** trust fund.

For **All Trust Funds** scheduled for review this year, answer questions 1-6.

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	Chapter 02-132, Laws of Florida Purpose: To fund contract and grant activity in the Executive Office of the Governor; Chapter 82-215, Laws of Florida for the Division of Emergency Management (DEM)
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	Notary Fees in accordance with Section 117.01(2), Florida Statutes (EOG only); Interest on Investments in accordance with Section 17.61, Florida Statutes; Contracts and Grants in accordance with Section 215.24, Florida Statutes; and Transfers from General Revenue for the State Match on disasters (DEM only).
3	If state or federal law requires or prohibits specific expenditures from the trust fund, list the requirements or prohibitions and the statutory citations for them.	There are no specific prohibitions.
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	None.
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	n/a
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	The source of revenue for State Match on disasters has been provided from General Revenue and from Working Capital. (DEM only; n/a for EOG)

For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	n/a
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	To continue Notary education activities as outlines in Section 117.01, Florida Statutes; for the administration of private and federal grants
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	No modifications are requested.

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the	n/a
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

11	Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of section 215.3207, <i>Florida Statutes</i> .	n/a
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	n/a
13	Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.	n/a

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of the Governor **Budget Period: 2022-23**
Program: Information Technology
Fund: 2535 - Planning and Budgeting System Trust Fund (31100000)

Specific Authority: CH 216 (02-133, Laws of Florida)
Purpose of Fees Collected: To fund activities related to the development, enhancement, and support of the LAS/PBS.

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

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020-21	FY 2021-22	FY 2022-23
<u>Receipts:</u>			
Transfers from the Legislature	6,090,761	6,260,348	6,260,348
Total Fee Collection to Line (A) - Section III	6,090,761	6,260,348	6,260,348

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	4,536,520		
Other Data Processing SVCS	21,150		
Expenses	552,672		
Contracted Services	217,924		
Risk Mgt & Statewide HR Contract	17,155		
TR/DMS/HR SVCS/STW	12,832		
Total Full Costs to Line (B) - Section III	5,358,253	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	6,090,761	6,260,348	6,260,348
TOTAL SECTION II	(B)	5,358,253	-	-
TOTAL - Surplus/Deficit	(C)	732,508	6,260,348	6,260,348

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period 2022-23

Department Title:	Executive Office of the Governor
Trust Fund Title:	Planning and Budgeting System Trust Fund
Budget Entity:	31100500
LAS/PBS Fund Number:	2535

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	10,109,655.54 (A)		10,109,655.54
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable			1,519,106.25
ADD: _____			
Total Cash plus Accounts Receivable	10,109,655.54 (F)		10,109,655.54
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards	(32,655.30) (H)		(32,655.30)
Approved "B" Certified Forwards	(69,615.29) (H)		(69,615.29)
Approved "FCO" Certified Forwards			
LESS:			
LESS:			
Unreserved Fund Balance, 07/01/21	10,007,384.95 (K)		10,007,384.95 **

Notes:

- *SWFS = Statewide Financial Statement
- ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022-23

Department Title: Executive Office of the Governor
Trust Fund Title: Planning and Budgeting System Trust Fund
LAS/PBS Fund Number: 2535

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; (10,076,961.09) (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 69,615.29 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

Account Payable not CF operating (39.15) (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (10,007,384.95) (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) (10,007,384.95) (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,
OR MODIFICATION OF A TRUST FUND**

Department:	Executive Office of the Governor
Fiscal Year	2022 - 2023
Fund Name:	Planning and Budgeting Trust Fund
FLAIR #:*	31-2-535
Name Position Telephone No. of Person Completing Form:	Kelley Sasso Director of Finance and Accounting 850-717-9214
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to **Create** trust fund.

For **All Trust Funds** scheduled for review this year, answer questions 1-6.

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	Chapter 02-133, Laws of Florida; Purpose: To fund activities related to the development, enhancement and support of the Legislative Appropriations System/Planning and Budgeting System (LAS/PBS).
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	Transfers from the Florida Legislature: Section 215.94, Florida Statutes and Section 216.141, Florida Statutes
3	If state or federal law requires or prohibits specific expenditures from the trust fund, list the requirements or prohibitions and the statutory citations for them.	n/a
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	n/a
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	n/a
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	n/a - Transfers from the Florida Legislature originate as General Revenue

For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	n/a
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	To continue efforts to maintain and upgrade the Legislative Appropriations System/Planning and Budgeting System
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	No modifications are requested.

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the	
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

11	Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of section 215.3207, <i>Florida Statutes</i> .	
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	
13	Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Executive Office of the Governor

Chief Internal Auditor: Melinda M. Miguel

Budget Entity: 31100100

Phone Number: 850-717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Chief Inspector General Report A-18/19-002	June 2019	Executive Office of the Governor's Notary Section	<p>Finding: Notary Public commission applicants with felony convictions may not be detected and notary commissions may be issued to convicted felons.</p> <p>Recommendation: The Office of the Chief Inspector General recommends that the EOG's Notary Section request assistance from the EOG's Office of Policy and Budget and the EOG's Office of General Counsel to determine the feasibility of requiring notary applicants to submit Level 1 background checks with their applications.</p>	On June 24, 2021, management advised they will conduct random background checks on 1% of applicants each year to assess whether they have disclosed any criminal history. Additionally, management updated the form to notify applicants they are subject to an FDLE background check.	
Office of the Chief Inspector General Report A-18/19-002	June 2019	Executive Office of the Governor's Notary Section	<p>Finding: The EOG's Notary Section's policies and procedures have not been properly maintained or followed.</p> <p>Recommendation: The Office of the Chief Inspector General recommends that the EOG's Notary Section review and update its procedures to document current Notary Section processes and practices and to ensure that the Notary Section's processes comply with statutory guidance.</p>	On June 24, 2021, management advised that they have updated the policies and procedures.	
Office of the Chief Inspector General Report A-19/20-001	June 2020	Executive Office of the Governor's Office of Citizen Services	<p>Finding: Email correspondence to the Office of Citizen Services may not be acknowledged by the end of the next business day, contrary to Florida law.</p> <p>Recommendation: The Office of the Chief Inspector General recommends that the Office of Citizen Services create and implement a consolidated policy for handling email correspondence, including reference to, and periodic testing of, an email auto-acknowledgment feature.</p>	During audit fieldwork, the Office of Citizen Services reactivated the auto-acknowledgment feature. On January 11, 2021, management advised they have updated their policy to periodically test the email auto-acknowledgment feature.	
Office of the Chief Inspector General Report A-19/20-001	June 2020	Executive Office of the Governor's Office of Citizen Services	<p>Finding: The Office of Citizen Services staff do not acknowledge receiving training or orientation materials.</p> <p>Recommendation: The Office of Citizen Services should document the training its employees receive and require signed acknowledgement of having received and reviewed the new hire materials.</p>	On January 11, 2021, management advised that all staff have reviewed and understood the policies and that a process to document annual training and training for new hires is in place.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022 - 2023

Department: Executive Office of the Governor

Chief Internal Auditor: Melinda M. Miguel

Budget Entity: 31100600 - Office of Policy and Budget
31100500 - LAS/PBS System Design and Support

Phone Number: 850-717-9264

NOTE - SEVERAL OF THESE FINDINGS INVOLVE CYBERSECURITY AND ARE EXEMPT FROM PUBLIC DISCLOSURE UNDER SECTION 282.318(4)(g), F.S

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Office of the Chief Inspector General Report A-2021-002	June 2021	OPB - Systems Design and Development Unit (OPB-SDD)	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 14, 2021, management advised that they have accepted the risk.	
Office of the Chief Inspector General Report A-2021-002	June 2021	OPB - Systems Design and Development Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 14, 2021, management advised that they have accepted the risk.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: The EOG did not always ensure that Information Security Manager (ISM) appointments were timely made and reported in accordance with State information security laws and rules. A similar finding was noted in report No. 2017-213. Recommendation: EOG management ensure that ISM appointments are timely made and reported in accordance with State information security laws and rules.	On November 23, 2020, management advised they have updated their policies and procedures to ensure timely submission of an annual appointment letter.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: EOG records did not always evidence that EOG employees completed initial security awareness training in accordance with State information security rules. Recommendation: EOG management should strengthen policies and procedures to ensure that all personnel timely complete security awareness training in accordance with applicable information security rules.	On November 23, 2020, management advised that internal policies regarding completion of training by EOG were reviewed.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: EOG controls continue to need improvement to ensure that OPB network access privileges are timely disabled upon an employee's separation from EOG employment. Recommendation: EOG management should continue to enhance procedures to ensure that network access privileges are immediately disabled upon a user's separation from EOG	On November 23, 2020, management advised that procedures have been enhanced.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: EOG records did not always evidence that Budget Amendment Processing System programming changes were appropriately authorized, reviewed and tested, and approved. Recommendation: EOG management should enhance configuration management controls to ensure that TFS records demonstrate that BAPS programming changes are appropriately authorized, reviewed and tested, and	On May 24, 2021, management advised that requests from OPB staff for changes now require a request by email before any action can be taken. Once the change is complete, SDD notifies OPB and OPB sends an email indicating the changes are satisfactory.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: Security controls over mobile device utilization need improvement to ensure the confidentiality, integrity, and availability of EOG and OPB data and IT resources. Recommendation: EOG and OPB management should enhance certain security controls related to employee use of mobile devices to ensure the confidentiality, integrity, and availability of EOG and OPB data and IT	On November 23, 2020, management advised that they accept the risk.	

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

Action	Program or Service (Budget Entity Codes)				
311					

1. GENERAL					
1.1	Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, 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)? (CSDI 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? (CSDI)	Y			
AUDITS:					
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y			
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y			
1.5	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 included in the LAS/PBS Web upload process requires 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 57 of the LBR Instructions?	Y			
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y			
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y			
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:					

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3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component 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 subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [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.					

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TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.				
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2020-21 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 27 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 65 through 68 of the LBR Instructions.)	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	Y			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	Y			
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 #22-001?	N/A			

		Program or Service (Budget Entity Codes)				
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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?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the 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 26 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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
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				
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A				

		Program or Service (Budget Entity Codes)				
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TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2021-22 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						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y				
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?	Y				

	Program or Service (Budget Entity Codes)				
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8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to 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?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate 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?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				

		Program or Service (Budget Entity Codes)				
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8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33	Has a Schedule IB been provided for 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 126 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 156 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded (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)				
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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 VIII B-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in 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	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.					
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 100 through 103 of the LBR Instructions regarding a 10% reduction in 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.)	Y				
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.					
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.					
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 97 through 103 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:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 111-115 of the LBR Instructions for detailed instructions) (Required to be						
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:						

		Program or Service (Budget Entity Codes)				
Action		311				
16.3	Does the FY 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: 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 52 through 84 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 136 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) ?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155-157) 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?	Y				
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				

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<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>	
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19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			



**State of Florida
Executive Office of the Governor**

31700100

Division of Emergency Management

**Manual Exhibits, Schedules, and LBR
Supporting Documents**

**Legislative Budget Request
2022-2023**



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

LEGISLATIVE BUDGET REQUEST

Division of Emergency Management

Tallahassee, Florida

September 15, 2021

Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

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

Tim Sadberry, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Division of Emergency Management 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 2022-23 Fiscal Year. This submission has been approved by Kevin Guthrie, Director of the Division of Emergency Management.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Guthrie'.

Kevin Guthrie
Director, Division of Emergency Management

KG/crt

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 2 021007 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,446,757.77
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,840,516.17
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,427.09
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	293,874.02
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	20.56-
040000	EXPENSES	0.00
040000	CF EXPENSES	135,074.81-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	25.00-
	** GL 31100 TOTAL	135,120.37-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	72,513.23-
180205	TR OTHER FUNDS W/I AGY	0.00
	** GL 35200 TOTAL	72,513.23-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	1,434.03-
040000	CF EXPENSES	759.74-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	161.31-
	** GL 35300 TOTAL	2,355.08-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	797.74-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,371,788.63-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 2 021007 ADMINISTRATIVE TRUST FUND
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
94100	ENCUMBRANCES	
040000	CF EXPENSES	43,246.22
100777	CONTRACTED SERVICES	9,224.85
100777	CF CONTRACTED SERVICES	28,946.71
	** GL 94100 TOTAL	81,417.78
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	43,246.22-
100777	CONTRACTED SERVICES	9,224.85-
100777	CF CONTRACTED SERVICES	28,946.71-
	** GL 98100 TOTAL	81,417.78-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	141,297.10
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	8,876,792.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	4,842.73
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	43,670.83
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	2,215,452.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	2,215,452.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	385,045.98-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	196,048.90-
	** GL 31100 TOTAL	581,094.88-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	13,456.25-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	568.72-
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	566.72
040000	CF EXPENSES	822.06-
100777	CONTRACTED SERVICES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	547.41-
	** GL 35300 TOTAL	1,371.47-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	657.35-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	10,685,474.71-
94100	ENCUMBRANCES	
040000	CF EXPENSES	86,483.61
060000	CF OPERATING CAPITAL OUTLAY	5,395.50
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00
100777	CF CONTRACTED SERVICES	43,541.96
101123	CF G/A-EMERGENCY MGMT PRGS	3,369,325.81
103644	CF COMM ON COMMUNITY SERVICE	75,000.00
105158	DISASTER ACTIVITY-STATE	20,107.47
105158	CF DISASTER ACTIVITY-STATE	37,252.10
	** GL 94100 TOTAL	3,675,106.45
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	86,483.61-
060000	CF OPERATING CAPITAL OUTLAY	5,395.50-
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00-
100777	CF CONTRACTED SERVICES	43,541.96-
101123	CF G/A-EMERGENCY MGMT PRGS	3,369,325.81-
103644	CF COMM ON COMMUNITY SERVICE	75,000.00-
105158	DISASTER ACTIVITY-STATE	20,107.47-
105158	CF DISASTER ACTIVITY-STATE	37,252.10-
	** GL 98100 TOTAL	3,675,106.45-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	636,422.23
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	329,359,067.09
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	298,543.25
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
000000	BALANCE BROUGHT FORWARD	1,225.45
180200	TR/GENERAL REVENUE-SWCAP	1,225.45-
	** GL 16100 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	84,391.43
185080	TR TO ADMIN TF	80,568.32-
	** GL 16200 TOTAL	3,823.11
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	639,198.34-
000700	U S GRANTS	1,770,074.44
	** GL 16400 TOTAL	1,130,876.10
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	46.90-
040000	CF EXPENSES	38,699.04-
050385	DISASTER PREP PLAN & ADMIN	39,514.95-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	457,691.00-
103534	G/A-ST/FED DIS RELIEF-ADMN	278,382.43-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	184,045.31-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	25,050.24-
106402	G/A-FED TIMBER PGM	2,461,354.19-
	** GL 31100 TOTAL	3,484,784.06-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	3,609.14-
001500	TRANSFERS	1,804.57
180205	TR OTHER FUNDS W/I AGY	22,422.71-
185080	TR TO ADMIN TF	632.04-
	** GL 35200 TOTAL	24,859.32-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	3,879.29-
040000	EXPENSES	109.33
040000	CF EXPENSES	34,051.01-
100777	CONTRACTED SERVICES	0.00
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	110.20-
103534	G/A-ST/FED DIS RELIEF-ADMN	121.00-
105009	STWIDE HURR PREP AND PLAN	0.00
106401	G/A-FED CITRUS DIS REC PGM	23.90-
106402	G/A-FED TIMBER PGM	22.62-
181020	TR/FUNDS/DOMESTIC SECURITY	517,923.43-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	33,746.84-
	** GL 35300 TOTAL	589,768.96-
35600	DUE TO GENERAL REVENUE	
180200	TR/GENERAL REVENUE-SWCAP	4.97-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	126,904.88-
000700	U S GRANTS	79,941.82
	** GL 38800 TOTAL	46,963.06-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	327,222,512.76-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	59,838.65-
94100	ENCUMBRANCES	
040000	CF EXPENSES	11,098.75
050385	DISASTER PREP PLAN & ADMIN	3,587,162.46
100021	CF ACQUISITION/MOTOR VEHICLES	38,000.00
100777	CONTRACTED SERVICES	1,180.30
100777	CF CONTRACTED SERVICES	80,227.07
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	51,807,811.68
103534	G/A-ST/FED DIS RELIEF-ADMN	935,266.02
105009	STWIDE HURR PREP AND PLAN	25,665.04
105009	CF STWIDE HURR PREP AND PLAN	47,884.96

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	2,659,376.00
105155 CF	G/A - COVID-19 - PASS THRU	725,185.18
105264 CF	G/A-PREDISASTER MITIGATION	6,057,113.60
105865	G/A-FLOOD MITIGATION/PROG	19,135,762.60
105865 CF	G/A-FLOOD MITIGATION/PROG	7,724,140.31
106401	G/A-FED CITRUS DIS REC PGM	857,633.96
107889 CF	HAZARDOUS/EMERGENCY/GRANT	690,399.68
181020	TR/FUNDS/DOMESTIC SECURITY	3,309,758.22
	** GL 94100 TOTAL	97,693,665.83
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	11,098.75-
050385	DISASTER PREP PLAN & ADMIN	3,587,162.46-
100021 CF	ACQUISITION/MOTOR VEHICLES	38,000.00-
100777	CONTRACTED SERVICES	1,180.30-
100777 CF	CONTRACTED SERVICES	80,227.07-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	51,807,811.68-
103534	G/A-ST/FED DIS RELIEF-ADMN	935,266.02-
105009	STWIDE HURR PREP AND PLAN	25,665.04-
105009 CF	STWIDE HURR PREP AND PLAN	47,884.96-
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	2,659,376.00-
105155 CF	G/A - COVID-19 - PASS THRU	725,185.18-
105264 CF	G/A-PREDISASTER MITIGATION	6,057,113.60-
105865	G/A-FLOOD MITIGATION/PROG	19,135,762.60-
105865 CF	G/A-FLOOD MITIGATION/PROG	7,724,140.31-
106401	G/A-FED CITRUS DIS REC PGM	857,633.96-
107889 CF	HAZARDOUS/EMERGENCY/GRANT	690,399.68-
181020	TR/FUNDS/DOMESTIC SECURITY	3,309,758.22-
	** GL 98100 TOTAL	97,693,665.83-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	383,316,216.09
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	619,493.87
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	0.00
105150	CF G/A-PUBLIC ASSISTANCE	2,068,027.80-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	3,678,898.91-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	91,304,895.75-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	37,007.50-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	0.00
105160	CF OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	13,959.40-
	** GL 31100 TOTAL	97,102,789.36-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	196,287.06-
35300	DUE TO OTHER DEPARTMENTS	
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	43.14-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	14,561.94-
	** GL 35300 TOTAL	14,605.08-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	36.57-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	8,009.57-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	286,613,982.32-
94100	ENCUMBRANCES	
105150	CF G/A-PUBLIC ASSISTANCE	75,466,810.25
105152	CF PUBLIC ASSISTANCE-ST OPS	20,836,770.81
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	806,907,423.02
105154	CF G/A-HAZARD MITIGATION	62,500.00
105158	DISASTER ACTIVITY-STATE	14,536,142.79
105158	CF DISASTER ACTIVITY-STATE	16,171,463.75
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	3,207,372.40
	** GL 94100 TOTAL	937,188,483.02
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	CF G/A-PUBLIC ASSISTANCE	75,466,810.25-
105152	CF PUBLIC ASSISTANCE-ST OPS	20,836,770.81-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	806,907,423.02-
105154	CF G/A-HAZARD MITIGATION	62,500.00-
105158	DISASTER ACTIVITY-STATE	14,536,142.79-
105158	CF DISASTER ACTIVITY-STATE	16,171,463.75-
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	3,207,372.40-
	** GL 98100 TOTAL	937,188,483.02-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	77,421.84
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	27,674,697.02
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	24,848.56
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
185080	TR TO ADMIN TF	235.33
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	11,596.41-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	83,330.95-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	1,323.00-
105860	G/A-HURRICANE LOSS MITIG	140,652.70-
	** GL 31100 TOTAL	236,903.06-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	117.50-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,808.84-
	** GL 35300 TOTAL	2,926.34-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	5,856.04-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	27,531,517.31-
94100	ENCUMBRANCES	
040000	CF EXPENSES	672.00
100777	CONTRACTED SERVICES	340,998.10
100777	CF CONTRACTED SERVICES	93,819.03
105009	STWIDE HURR PREP AND PLAN	20,017.39

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
105009	CF STWIDE HURR PREP AND PLAN	484.32
105860	G/A-HURRICANE LOSS MITIG	7,240,065.62
140527	14 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,229,573.88
140527	15 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	462,674.01
140527	16 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,292,292.49
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,530,112.65
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,493,453.46
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,099,977.87
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	3,000,000.00
140527	21 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	815,688.94
	** GL 94100 TOTAL	19,619,829.76
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	672.00-
100777	CONTRACTED SERVICES	340,998.10-
100777	CF CONTRACTED SERVICES	93,819.03-
105009	STWIDE HURR PREP AND PLAN	20,017.39-
105009	CF STWIDE HURR PREP AND PLAN	484.32-
105860	G/A-HURRICANE LOSS MITIG	7,240,065.62-
140527	14 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,229,573.88-
140527	15 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	462,674.01-
140527	16 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,292,292.49-
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,530,112.65-
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,493,453.46-
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,099,977.87-
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	3,000,000.00-
140527	21 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	815,688.94-
	** GL 98100 TOTAL	19,619,829.76-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,455.62
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	11,875,618.31
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	89,985,167.63
000700	U S GRANTS	0.00
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	89,985,167.63
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	57,219,703.60-
105150	CF G/A-PUBLIC ASSISTANCE	16,157,550.97-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	11,417.50-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	1,483,931.59-
105154	G/A-HAZARD MITIGATION	0.00
105154	CF G/A-HAZARD MITIGATION	261,385.81-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	13,990,914.46-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	653,514.03-
	** GL 31100 TOTAL	89,778,417.96-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	36,312.00-
	** GL 35200 TOTAL	36,312.00-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	3,369,497.87-
105150	CF G/A-PUBLIC ASSISTANCE	638,282.71-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	654.20-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	454.14-
	** GL 35300 TOTAL	4,008,888.92-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
180200	TR/GENERAL REVENUE-SWCAP	323.98-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	2,385.66-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	2,385.66-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	8,036,913.04-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	453,477,831.72
105150	CF G/A-PUBLIC ASSISTANCE	318,696,927.55
105152	CF PUBLIC ASSISTANCE-ST OPS	195,491.96
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	7,132,105.82
105154	G/A-HAZARD MITIGATION	108,737,271.82
105154	CF G/A-HAZARD MITIGATION	111,783,908.47
105155	CF G/A - COVID-19 - PASS THRU	1,742,171,971.71
105156	CF HAZARD MITIGATION-ST OPS	1,977,332.04
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	866,065.00
	** GL 94100 TOTAL	2,745,038,906.09
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	453,477,831.72-
105150	CF G/A-PUBLIC ASSISTANCE	318,696,927.55-
105152	CF PUBLIC ASSISTANCE-ST OPS	195,491.96-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	7,132,105.82-
105154	G/A-HAZARD MITIGATION	108,737,271.82-
105154	CF G/A-HAZARD MITIGATION	111,783,908.47-
105155	CF G/A - COVID-19 - PASS THRU	1,742,171,971.71-
105156	CF HAZARD MITIGATION-ST OPS	1,977,332.04-
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	866,065.00-
	** GL 98100 TOTAL	2,745,038,906.09-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	587,144.46
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	17,360.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	2.88
185080	TR TO ADMIN TF	17.12
	** GL 16200 TOTAL	20.00
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,284.33-
060000	OPERATING CAPITAL OUTLAY	2,434.00-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	3,718.33-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	37,501.97-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	144,627.42-
	** GL 31100 TOTAL	182,129.39-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	221.36-
	** GL 35300 TOTAL	221.36-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	23,017.80-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	8,873.81-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	99,607.96-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	183.49-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	291,489.25-
94100	ENCUMBRANCES	
040000	CF EXPENSES	3,448.31
100777	CF CONTRACTED SERVICES	62,674.00
107888	CF FL HAZARDOUS MATERIALS P P	339,246.13
	** GL 94100 TOTAL	405,368.44
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	3,448.31-
100777	CF CONTRACTED SERVICES	62,674.00-
107888	CF FL HAZARDOUS MATERIALS P P	339,246.13-
	** GL 98100 TOTAL	405,368.44-
	*** FUND TOTAL	0.00

Administrative Trust Fund (2021)

Cost Allocation Overview:

The division's consultant applies a double step-down methodology in its cost allocation procedures for the Division of Emergency Management. The proprietary software MAXCARS is the tool with which the step-down methodology is accomplished.

MAXCARS provides for the inputting of all allowable costs by cost center identifications consistent with the Division's accounting code structure. This capability allows for efficient balancing with the Division's financial reporting systems.

Additionally, MAXCARS provides for the inputting of allocation statistics appropriate for the distribution of the identified indirect cost pools. Credits for direct billed payments, cost adjustments, and other valid and applicable costing factors are also facilitated within the software.

Initiating the Process: Determination of the data to be included within the cost allocation process is accomplished through:

- 1) application of OMB Circular A-87 guidelines,
- 2) interviews,
- 3) review of financial documents,
- 4) review of organizational structure, and
- 5) analysis of statistical data relative to benefit of services provided

Establishing the Cost Pools to Be Allocated: Basically, the organizational structure of the Division is analyzed to determine which cost pools provide services to the division. These cost pools become the "Central Service Departments" in the cost allocation plan. These pools are: Equipment Usage and Clearing Accounts, Fiscal Management, Resource Management, Inspector General, Legal Services, and Information Systems Support.

Next each cost pool is evaluated to determine the activities or services provided. The costs are then broken into subparts or functions such that each activity can be allocated on a statistical measure that is relevant to the service provided and the benefit received.

Line items of expenditures are analyzed to determine which functions receive the benefit of the costs. Distributions of these costs are made according to the determined benefit of each function.

Establishing the Statistical Measurements or Bases for Allocation: Available statistical measurements are evaluated to establish the most equitable and meaningful basis for allocating each function within each Central Service Department. Consideration is given to determining the measurement that most appropriately demonstrates its relationship to the receiving units. For example, a function that is driven by the number of employees within the benefitting departments can be allocated by number of employees. Similarly, a function that is driven by the

number of transactions for each benefitting department can be allocated by the number of transactions.

Accommodating Exceptions and Adjustments: Applicable cost adjustments for unallowable costs and for use charges are incorporated into the appropriate schedules. Credits for direct billings, special revenues, etc. may be entered into the computation cycle.

The Double Step-Down Methodology

Because Central Service Departments provide services to other Central Service Departments, the consultant employs a double step-down procedure. Simply stated this allows all Central Service Departments to allocate costs to all other Central Service Departments. Since the Central Service Departments cannot simultaneously allocate their costs, the process must be done sequentially, one department after another. The second step-down allows for the equitable allocation of the costs the Central Service Departments receives from one another.

The double step-down is supported by the OMB A-87 consistency of allocation requirement and has been widely accepted by Federal Cognizant Agencies.

The First Step-Down

The rule for this first round of allocations is that each Central Service Department can allocate to any other department regardless of the sequence of the departments and can allocate to itself providing the statistical measurements indicate a basis for the allocations.

The Process: The process of allocating during this round is achieved sequentially consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations it allocates:

- 1) costs from the audited financials,
- 2) cost adjustments,
- 3) credits, and
- 4) cost received from other Central Service Departments that have completed their first-round allocations.

The Results: At the completion of the first step-down each Central Service Department has the allocated costs from itself and from the Central Service Departments sequenced after itself. These costs will be allocated in the second step-down.

The Second Step-Down

The rule for this second round of allocations is that each Central Service Department can allocate only to any other department sequenced after the allocating department providing the statistical measurements indicate a basis for the allocations.

The Process: The process of allocating during this round is achieved sequentially consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations it allocates:

- 1) costs received from other Central Service Departments that have completed their second-round allocations, and
- 2) costs received in the first round from itself and from the Central Service Departments sequenced after the allocating department.

The Results: At the completion of the second step-down each Central Service Department has completed all allocations. All Central Service Departments have been cleared of all costs. The costs have either been adjusted out of the cycle or sent to Receiving Departments based on equitable allocation statistics.

Rate Calculation

Once the service costs are allocated to each receiving unit (1) that allocation is compared to the Salary Wage Base (2) of that receiving unit to determine the percentage rate (3) of indirect cost to be applied to that receiving unit. Because rates for each year are calculated using data from 2 years prior, a carry forward factor (4) is included to reduce the impact of using the older data.

Revenue Estimating Methodology

The estimated revenue for Administrative Trust Fund was calculated using the most current approved rates (FY 21-22) from the Indirect Cost Allocation Plan. These rates were applied to the Salary and Benefits category (010000) as well as the portion of Other Personal Services (030000) category and State Operations Categories (105152 & 105156) that applies to temporary employment. For FY 21-22, the projected rates of 21.40% and 24.40% is being used. The rate was applied to the Salary and Benefits category (010000) as well as the portion of Other Personal Services (030000) category, State Operations Categories (105152, 105156, and 105158) and other Special "10" Categories (101204, 106401) that applies to temporary employment.

See attached for approved rates.

FY 21/22 ADMINISTRATIVE ASSESSMENT CALCULATIONS

<i>2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	2,929,950
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>1,056,371</u>
	3,986,321
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for EMPA	853,072
<i>2261 Federal Grants Trust Fund (FGTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	3,540,348
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>1,334,381</u>
	4,874,729
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for FGTF	1,043,191
<i>2339 Grants & Donations Trust Fund (GDTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	255,629
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>371,816</u>
	627,445
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for GDTF	134,274
<i>2510 Operating Trust Fund (OTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	775,681
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>84,977</u>
	860,658
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for OTF	184,181
<i>2750 US Contributions Trust Fund (USCTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	767,555
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>5,306,188</u>
	6,073,743
Approved Indirect Cost Rate for Administrative Assessments	<u>24.40%</u>
Estimated Administrative Assessment for USCTF	1,481,993

FY 22/23 ADMINISTRATIVE ASSESSMENT CALCULATIONS

<i>2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)</i>	<i>FY 22/23</i>
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	2,929,950
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>1,056,371</u>
	3,986,321
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for EMPA	853,072
<i>2261 Federal Grants Trust Fund (FGTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	3,540,348
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>1,334,31</u>
	4,874,729
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for FGTF	1,043,191
<i>2339 Grants & Donations Trust Fund (GDTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	255,629
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>371,816</u>
	627,445
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for GDTF	134,274
<i>2510 Operating Trust Fund (OTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	775,681
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>84,977</u>
	860,658
Approved Indirect Cost Rate for Administrative Assessments	<u>21.40%</u>
Estimated Administrative Assessment for OTF	184,181
<i>2750 US Contributions Trust Fund (USCTF)</i>	
Estimated FTE Salaries & Benefit with 10% Vacancy Rate	767,555
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	<u>5,306,188</u>
	6,073,743
Approved Indirect Cost Rate for Administrative Assessments	<u>24.40%</u>
Estimated Administrative Assessment for USCTF	1,481,993

STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: 80-0749868

DATE:02/19/2021

ORGANIZATION:

FILING REF.: The preceding agreement was dated 02/28/2020

Florida Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	07/01/2021	06/30/2022	21.40	On Site	Emergency Management
FINAL	07/01/2019	06/30/2020	24.40	On Site	Disaster
PROV.	07/01/2020	06/30/2022	24.40	On Site	Disaster

*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Florida Division of Emergency Management

AGREEMENT DATE: 2/19/2021

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Equipment Definition:

Equipment means article of nonexpendable, tangible personal property having a useful life of more than 1 year and an acquisition cost of \$1,000 or more per unit.

Fringe Benefits:

FICA
Retirement - State
Disability Insurance
Worker's Compensation
Health Insurance
Dental Insurance
Pretax Administrative
Life Insurance

The rates are not applicable to pass-through or disaster funds.

The rate for Emergency Management includes and over-recovery carry forward amount of \$367,223.

Your next proposal based on actual costs for the fiscal year ending 06/30/21 is due to FEMA by 12/31/21.

This Rate Agreement is issued in accordance with the Customer Service Agreement (CSA) between DHHS/CAS and FEMA.

ORGANIZATION: Florida Division of Emergency Management

AGREEMENT DATE: 2/19/2021

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Florida Division of Emergency Management

(INSTITUTION)

Susanne McDaniel

Digitally signed by Susanne McDaniel
DN: dc=org, dc=fleoc, ou=DEM_Users,
ou=FiscalManagement, ou=Budget, cn=Susanne McDaniel,
email=Susanne.McDaniel@em.florida.com
Date: 2021.03.18 20:49:11 -0400

(SIGNATURE)

FOR

Phyllis Vaughn

(NAME)

Fiscal Administrator

(TITLE)

3/18/21

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -S

Digitally signed by Darryl W. Mayes -S
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC,
ou=People, 0.9.2342.19200300.100.1.1=2000131669,
cn=Darryl W. Mayes -S
Date: 2021.03.12 12:48:17 -0500

(SIGNATURE)

for

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

2/19/2021

(DATE) 3029

HHS REPRESENTATIVE:

Michael Phillips

Telephone:

(214) 767-3261

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
ADMINISTRATIVE TRUST FUND (2021)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2022-23 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2020-21

Adjustment to Line A for PY Certified “B”

Amount – (\$85,595): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

Amount - \$73,968: Adjustment for current year A/P not carried forward.

Reclass of PY Accounts Payable

Amount – \$41,302: Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions - \$80,544

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management Administrative Trust Fund (2021)

Exemptions:

The revenues received in this trust fund are for administrative and information technology operating budgets and per the Legislative Budget Request Instructions, this fund is exempt from the 5% reserve requirement.

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement: N/A

Revenue Estimating Methodology:

Emergency Management Preparedness and Assistance Trust Fund (2191)

Division of Emergency Management

The receipts in this fund come solely from a surcharge on residential and commercial insurance policies in the state, collected by the Department of Revenue which is then transferred to DEM. DOR distributes the \$3,500,000 to DEM in November, April, May, and June each year and then provides a “true up” distribution in August once the revenues have been finalized. The General Revenue Consensus Estimating Conference held in August 2021 projects the revenues for this fund. Based on the conference report the projected revenues for Fiscal Year 2021-22 are \$15,000,000 and the projected revenues for FY 2022-23 are \$15,000,000. State Fees are received through deposits from the Surplus Lines Tax Office and the estimated revenue is based on the average revenue receipts increase for the past three fiscal years. The average change over the past six years is 4%. It is not anticipated that these revenues will increase by any more than 4% each year. The interest for this fund is based on the actual interest earned for FY 2020-21.

State Fees Calculation

FY 2014-15 Receipts	\$1,202,958
FY 2015-16 Receipts	\$1,232,241
FY 2016-17 Receipts	\$1,332,255
FY 2017-18 Receipts	\$1,434,468
FY 2018-19 Receipts	\$1,588,814
FY 2019-20 Receipts	\$1,617,014
FY 2020-21 Receipts	\$1,362,869

Revenue Increase

FY 2015-16 =	$(\$1,232,241 - \$1,202,958) / \$1,202,958 = 2\%$
FY 2016-17 =	$(\$1,332,255 - \$1,232,241) / \$1,232,241 = 8\%$
FY 2017-18 =	$(\$1,434,468 - \$1,332,255) / \$1,332,255 = 8\%$
FY 2018-19 =	$(\$1,588,814 - \$1,434,468) / \$1,434,468 = 11\%$
FY 2019-20 =	$(\$1,617,014 - \$1,588,814) / \$1,588,814 = 2\%$
FY 2020-21 =	$(\$1,361,869 - \$1,617,014) / \$1,617,014 = -16\%$

Revenue Calculation

FY 2021-22 =	$\$1,361,869 \times 1.04 = \$1,416,344$
FY 2022-23 =	$\$1,416,344 \times 1.04 = \$1,472,998$

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE TRUST FUND (2191)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2022-23 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2020-21

A/P Not Carried Forward Operating

Amount – \$2: Prior year accounts payable not certified forward included in line A and Line D.

Adjustment to Line A for PY Certified “B”

Amount – (\$3,379,236): Adjustment for prior year certified “B” to adjust line A.

Adjustment to Line A for PY Certified “B” FCO

Amount – (\$1,194,715): Adjustment for prior year certified “B” to adjust line A

Reclass of PY Accounts Payable

Amount – \$576: Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions - \$591,102

Adjustment PY A/P Not Carried Forward Operating

Amount – \$82,924: Prior year accounts payable not certified forward included in line A and Line D not previously recorded.

Adjustment PY A/P Not Carried Forward Operating FCO

Amount – \$444,715: Prior year accounts payable not certified forward included in line A and Line D not previously recorded.

Rounding – (\$2)

Schedule I - 5% Trust Fund Reserve Narrative

**Division of Emergency Management
Emergency Management Preparedness and Assistance Trust Fund (2191)**

Exemptions:

1. The portion of receipts identified for county program grants

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement:

The remaining receipts in this fund that have not been exempted are those provided for emergency management operations, statewide initiatives, and competitive grant programs. The balance in this fund has been reduced significantly over the past years due to a transfer of funding to cover a portion of the state’s disaster matching obligations, a transfer of funding for Community Budget Issue Requests and other legislatively initiated projects and trust fund sweeps. Another reduction to the already limited funding available for use in these programs will have a negative impact on this unique fund and its programs.

Calculation: \$16,508,855 FY 21-22 Estimated Revenue
(\$7,481,265) Exempt from 5% (Base grants to 67 counties)
(\$ 7,401) Service Charge to GR @ 8%
(\$ 853,072) Transfer to 2021 Administrative Assessments

\$8,167,117 Estimated revenues not exempt from 5% reserve

\$8,167,117 X 5% = \$408,356

Revenue Estimating Methodology:

Federal Grants Trust Fund (2261)

Division of Emergency Management

All receipts in this fund are for a variety of federal grants initiated through the US Department of Homeland Security, Federal Emergency Management Agency, US Department of Agriculture and US Department of Transportation. Program revenue estimates are reported at currently anticipated award levels based on preliminary program application requirements and other communication with these federal agencies.

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management Federal Grants Trust Fund (2261)

Exemptions:

The revenues received in this trust fund are from federal funding sources so is exempt from the 5% reserve requirement.

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement: N/A

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
FEDERAL GRANTS TRUST FUND (2261)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2022-23 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2020-21

Adjustment to Line A for PY Certified "B"

Amount – (\$12,433,758): Adjustment for prior year certified "B" to adjust line A.

Adjustment to Line A for Deferred Inflows

Amount – \$327,222,513: Adjustment for deferred revenue related to the Timber Recovery Block Grant and the Citrus Recovery Grant Program to adjust line A.

A/P Not Carried Forward Operating

Amount – \$825,787: Prior year accounts payable not certified forward included in line A and Line D.

Adjustment of PY Accounts Payable

Amount – (\$122,500): Reclass prior year accounts payable not certified included in line A and Line D not previously recorded.

SWFS Adjustment B3100320 - \$3,580: Classified by a statewide financial state adjustment to record an adjustment of the amount due from federal government.

SWFS Adjustment B3100323 – (\$155,113): Classified by a statewide financial statement adjustment to correct a payable posted twice to the trial balance and adjust the amount due from the federal government.

SWFS Adjustment B3100324 - \$307: Classified by a statewide financial statement adjustment to record a payable not reflected in trial balance and the amount due from federal government.

Certified Reversions

Amount - \$11,109,401

Rounding – (\$1)

Revenue Estimating Methodology:

Grants and Donations Trust Fund (2339)

Division of Emergency Management

The Radiological Emergency Preparedness funding provided by the two nuclear power companies are multi-year negotiated agreements to cover activities and performance requirements contained in the Agreements. The revenue estimates are based on those contracted amounts.

The Department of Health provides funding through an interagency agreement for square footage they use at the State Logistics Response Center in Orlando.

Receipts shown to cover the state's matching requirements for open federally-declared disaster programs are based on a project-by-project analysis to determine expected operational and project payment disbursement needs for the fiscal year. A report projecting expenditures for open federally declared disasters is required, by proviso, to be submitted quarterly to the Executive Office of the Governor, Chair of the Senate Appropriations Committee and the Chair of the House Appropriations Committee. This report is used to determine the state matching requirements needed each fiscal year. These calculations are developed for each open disaster and have a corresponding federal budget authority request in the U.S. Contributions Trust Fund. The source of funding for this disaster matching requirement is determined by the Legislature.

Additional receipts in this trust fund are generated by the Hurricane Catastrophe Fund. Per Section 215.559, Florida Statutes, a distribution of \$10,000,000 or 35% of the investment income is allocated for disaster mitigation purposes in order for the fund to retain its tax exempt status. This distribution is used for the Hurricane Loss Mitigation Program and the Hurricane Shelter Retrofit Program. For FY 21/22 & 22/23, the revenue being estimated is based on the \$10,000,000 required distribution plus an additional \$3,500,000 for the Alert Florida System.

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
GRANTS AND DONATIONS TRUST FUND (2339)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2022-23 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2020-21

Adjustment to Line A for PY Certified “B”

Amount – (\$95,511,354): Adjustment for prior year certified “B” to adjust line A.

Adjustment to Reserve for PY A/P not identified

Amount – \$244,629,127: Adjustment to Reserve for prior year A/P not identified to adjust line A.

Adjustment to Reserve for Encumbrances

Amount – \$919,445,193: Adjustment to Reserve for encumbrances to adjust line A.

A/P Not Carried Forward Operating

Amount - \$1,102,556: Adjustment for current year A/P not carried forward.

Reclass of PY Accounts Payable

Amount – \$6,075: Reclass prior year accounts payable not certified included in line A and Line D.

Adjustment to Line A for PY FCO Certified “B”

Amount – (\$15,481,490): Adjustment for prior year certified “B” to adjust line A.

Certified Forward Reversion

Amount – \$72,171,079

Rounding

Amount – \$(4)

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS FCO CALCULATION
GRANTS AND DONATIONS TRUST FUND (2339)
DIVISION OF EMERGENCY MANAGEMENT**

Following is the calculation for Fixed Capital Outlay adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2022-23 Legislative Budget Request:

APPROPRIATION CATEGORY/YEAR	EXPENDITURES	ENCUMBRANCES	UNENCUMBERED BALANCE	TOTAL
140527-14	\$22,280.36	\$1,229,573.88	\$0.00	\$1,251,854.24
140527-15	\$559,611.46	\$462,674.01	\$86,500.00	\$1,108,785.47
140527-16	\$104,065.32	\$1,292,292.49	\$122,750.00	\$1,519,107.81
140527-17	\$426,692.25	\$2,530,112.65	\$0.00	\$2,956,804.90
140527-18	\$1,244,084.12	\$1,493,453.46	\$0.00	\$2,737,537.58
140527-19	\$1,807,422.13	\$1,099,977.87	\$0.00	\$2,907,400.00
140527-20		\$3,000,000.00	\$0.00	\$3,000,000.00
	\$4,164,155.64	\$11,108,084.36	\$209,250.00	\$15,481,490.00

Schedule I - 5% Trust Fund Reserve Narrative

Grants and Donations Trust Fund (2339)

Exemptions:

1. State appropriated match and administration funds for federally declared disasters
2. Annual distribution from the Hurricane Catastrophe Fund

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement:

This fund has no self-generating or dedicated revenue source but serves as a holding vehicle for moneys that have been provided to the department for specific purposes.

Radiological Emergency Preparedness Funding - Non-exempted receipts in the GDTF are funds provided annually from three nuclear power companies by contractual agreement for participation in county training, plant exercises, and drills in order to be prepared to respond in an emergency event at a power plant, provide public education and information for nuclear emergencies, and to maintain the Radiological Emergency Management planning portion of the State Comprehensive Emergency Management Plan. The receipts associated with these contracts are provided for the accomplishment of specific Scope of Work items. If these funds are held in reserve, our ability to perform the contractually required activities will be negatively impacted.

Calculation:	\$ 14,984,478	FY 21-22 Estimated Revenue
	(\$13,500,000)	Exempt from 5% (Transfer from Hurricane Catastrophe Fund)
	(\$ 106,338)	FY 21-22 Estimated Service Charge to GR
	<u>(\$ 134,274)</u>	FY 21-22 Estimated Administrative Assessment
	\$ 1,243,867	Estimated Revenues not exempt from 5% reserve

$\$1,243,867 \times 5\% = \$62,193$

Revenue Estimating Methodology:

Operating Trust Fund (2510)

Division of Emergency Management

Hazardous Materials Fees: The receipts in this fund come solely from fees collected from industry per Section 252.85 and 252.939, Florida Statutes. FY 21/22 annual fees for hazardous materials are being projected to increase based on the past two years of fees collected and due to an increase in potential high risk hazardous chemical facilities' inspections and regulation in Fiscal Years 2019-20 and 2020-21. FY 22/23 annual fees for hazardous materials are not being projected to increase.

Fee Collections:

FY 2016-17	\$2,364,281
FY 2017-18	\$2,299,885
FY 2018-19	\$2,365,108
FY 2019-20	\$2,283,520
FY 2020-21	\$2,326,008

Estimated Fee Collections:

FY 2021-22	\$2,400,000
FY 2022-23	\$2,400,000

Schedule I - 5% Trust Fund Reserve Narrative

Operating Trust Fund (2510)

Exemptions: None

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement:

Division of Emergency Management:

Hazardous Materials Planning and Prevention Program Fees - The Federal Emergency Planning and Community Right-to-Know Act of 1986 requires the state to perform certain emergency preparedness and community education and awareness functions relating to hazardous materials. The use of this fund ensures that the cost of performing such functions will be borne by those employers in the states that produce, use or store hazardous materials. Section 112(r) of the Clean Air Act requires certain industries to develop risk management planning programs, and delegation to the Executive Office of the Governor requires audits of these programs. If the 5% trust fund reserve is imposed on this fund it will negatively impact implementation and effectiveness of both programs.

The fees collected from industry associated with both programs are deposited into the OTF and are the sole source for funding the Florida Hazardous Materials Planning and Prevention Program which covers approximately 11,000 facilities. In addition to providing the salaries for those responsible for implementing the program at the state level, monies from the OTF are also provided annually to local governments and Regional Planning Councils to carry out such critical functions as hazardous materials emergency planning and exercise, technical assistance to industry and public access to chemical/facility information.

The Florida Hazardous Materials Planning and Prevention Program have long been recognized nationwide as a leader in the implementation of the Federal Emergency Planning and Community Right-to-Know Act. Public and private industry has been and continues to be strong proponents of the program recognizing the benefits of the fees they pay to support the program. The citizens of Florida, above all, are the biggest beneficiaries of a strong and vital hazardous materials program which strives to ensure awareness of and protection from dangerous hazardous materials. For these reasons, it is recommended that the Operating Trust Fund be excluded from the reserve requirement due to the critical funding needs referenced above. To not exclude this fund from the reserve requirement would have a negative impact on the programs overall effectiveness.

Calculation:	\$2,400,000	FY 21-22 Estimated Revenue
	(\$ 192,000)	Service Charge to GR @ 8%
	(\$ 184,181)	Transfer to 2021-Administrative Assessments

	\$2,023,819	Estimated revenues not exempt from 5% reserve

$\$2,023,819.00 \times 5\% = \$101,191.00$

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
OPERATING TRUST FUND (2510)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2022-23 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2020-21

Adjustment to Line A for PY Certified “B”

Amount – (\$542,056): Adjustment for prior year certified “B” to adjust line A.

Reclass of PY Compensated Absences

Amount - \$6,739: Adjustment required adjusting Line A (Unreserved Fund Balance as of July 1) for a non-budgetary expenditure that was included in the computation of the beginning fund balance.

Certified Forward Reversions Amount - \$118,001

Adjustment to reserve for Encumbrances Amount - \$6,213: Adjustment required as carry forward encumbrances were overstated.

Rounding – (\$6)

Revenue Estimating Methodology:

U. S. Contributions Trust Fund (2750)

Division of Emergency Management

All anticipated receipts in this fund are for the federal share of open federally-declared disaster programs administered by the Division of Emergency Management. The calculations are based on a project-by-project analysis to determine expected operational and project payment disbursement needs for the fiscal year. A report projecting expenditures for open federally declared disasters is required, by proviso, to be submitted quarterly to the Executive Office of the Governor, Chair of the Senate Appropriations Committee and the Chair of the House Appropriations Committee. These calculations are developed for each open disaster and have a corresponding state budget authority request for matching funds in the Grants and Donations Trust Fund.

Revenues for FY 2022-23 have been adjusted to account for projected certified forward balances as of 6/30/22 that will revert and reappropriate.

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
US CONTRIBUTIONS TRUST FUND (2750)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2022-23 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2020-21

Adjustment to Line A for PY Certified “B”

Amount – (\$212,129,878): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

Amount – \$60,589,201: Prior year accounts payable not certified forward included in line A and Line D.

Reclass of PY Accounts Payable

Amount – \$7,404,350: Reclass prior year accounts payable not certified included in line A and Line D.

Post Closing Statewide Financial Statement Adjustment – B3100304

Amount – \$48,124,155: Classified by a statewide financial statement adjustment to record a payable not reflected in trial balance and the amount due from federal government.

Post Closing Statewide Financial Statement Adjustment – B3100308

Amount – \$3,742,391: Classified by a statewide financial statement adjustment to record a payable not reflected in trial balance and the amount due from federal government.

Certified Forward Reversions - \$179,359,055

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management US Contributions Trust Fund (2750)

Exemptions:

The revenues received in this trust fund are from federal funding sources so is exempt from the 5% reserve requirement.

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement: N/A

Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Division of Emergency Management		
Contact Person:	Stephanie Stachowicz	Phone Number:	850-815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Capital Engineering and Consulting, LLC. v. Thomas Howell Ferguson, P.A., Jared Moskowitz, in his individual capacity, and Joseph Myers		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2020 CA 2329		
Summary of the Complaint:	Plaintiffs allege that Defendant Moskowitz engaged in tortious interference with a contract by inducing co-defendant Thomas Howell Ferguson to breach its contacts with plaintiff.		
Amount of the Claim:	In excess of \$30,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Active		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Division of Emergency Management		
Contact Person:	Stephanie Stachowicz	Phone Number:	850-815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Denovo Law Services, LLC, v. Florida Department of Health and Florida Department of Emergency Management		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2021 CA 000636		
Summary of the Complaint:	Plaintiff alleges that both FDOH and FDEM failed to make public records available for inspection and copying upon request and seeks writ of mandamus compelling FDEM to produce records.		
Amount of the Claim:	Unspecified attorney’s fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	In the process of settlement.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

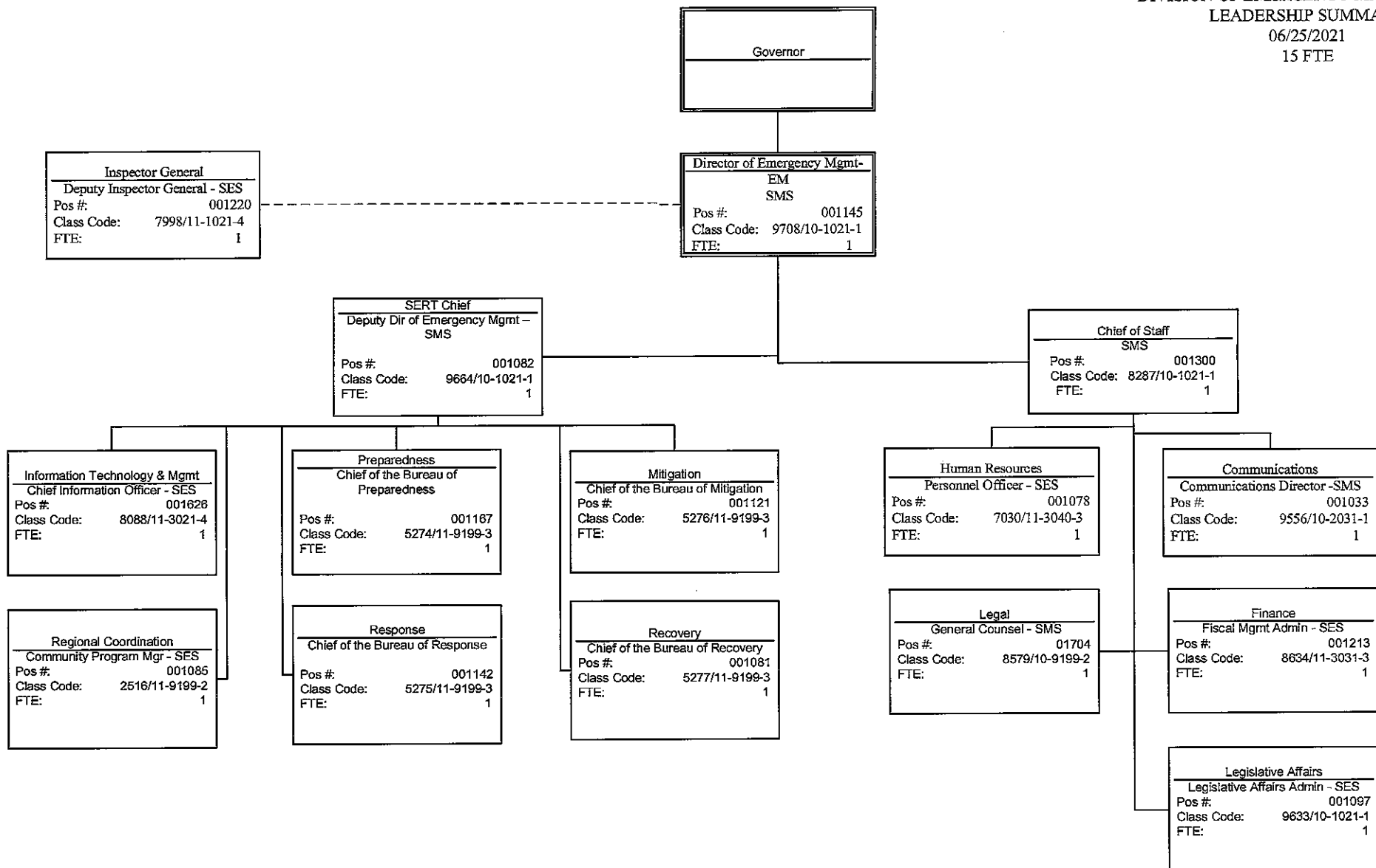
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Florida Division of Emergency Management		
Contact Person:	Stephanie Stachowicz	Phone Number:	850-815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Sandy v. Lanier and Jacqueline Page Merkison v. Florida Executive Office of the Governor, Division of Emergency Management		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2020 CA 000388		
Summary of the Complaint:	Plaintiffs allege public whistleblower retaliation and age, race, and gender discrimination in regard to their dismissal from FDEM.		
Amount of the Claim:	In excess of \$30,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Active		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

DIVISION OF EMERGENCY MANAGEMENT
LEADERSHIP SUMMARY

06/25/2021

15 FTE

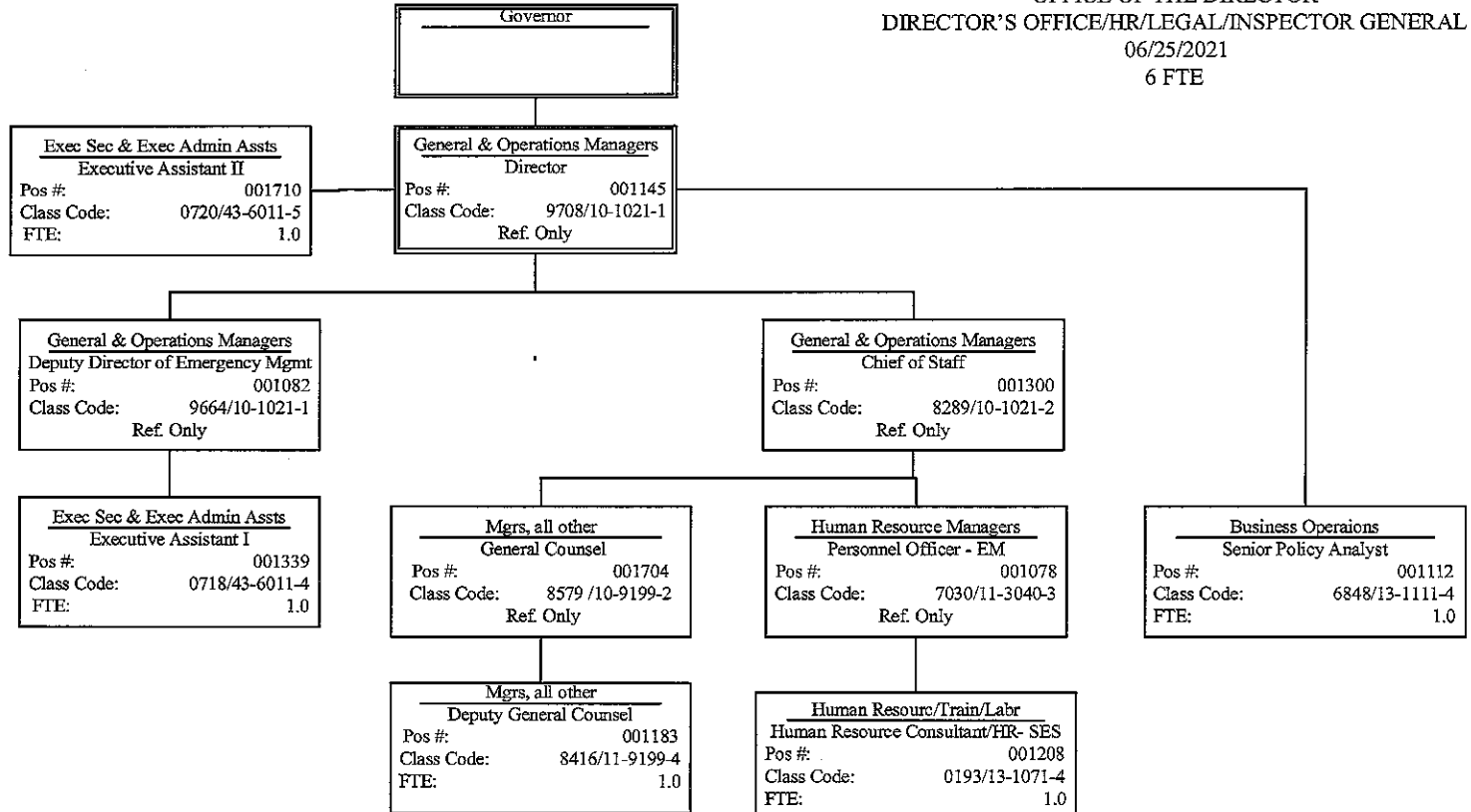


DIVISION OF EMERGENCY MANAGEMENT
 OFFICE OF THE DIRECTOR
 DIRECTOR'S OFFICE/HR/LEGAL/INSPECTOR GENERAL
 06/25/2021
 6 FTE

General & Operations Managers
 Chief Inspector General - EOG
 Pos #: 000139
 Class Code: 8566/10-1021-2
 Ref. Only

General & Operations Managers
 Deputy Inspector General - SES
 Pos #: 001220
 Class Code: 7998/11-1021-4
 Ref. Only

Accountants and Auditors
 Audit & Evaluation Review Analyst
 Pos #: 001296
 Class Code: 1668/13-2011-3
 FTE: 1.0



Visio 07/24/15

DIVISION OF EMERGENCY MANAGEMENT
COMMUNICATIONS

07/01/2021

2 FTE

<u>Communications</u>	
Communications Administrator-	
SES	
Pos #:	001033
Class Code:	9490/11-2031-03
Ref. Only	

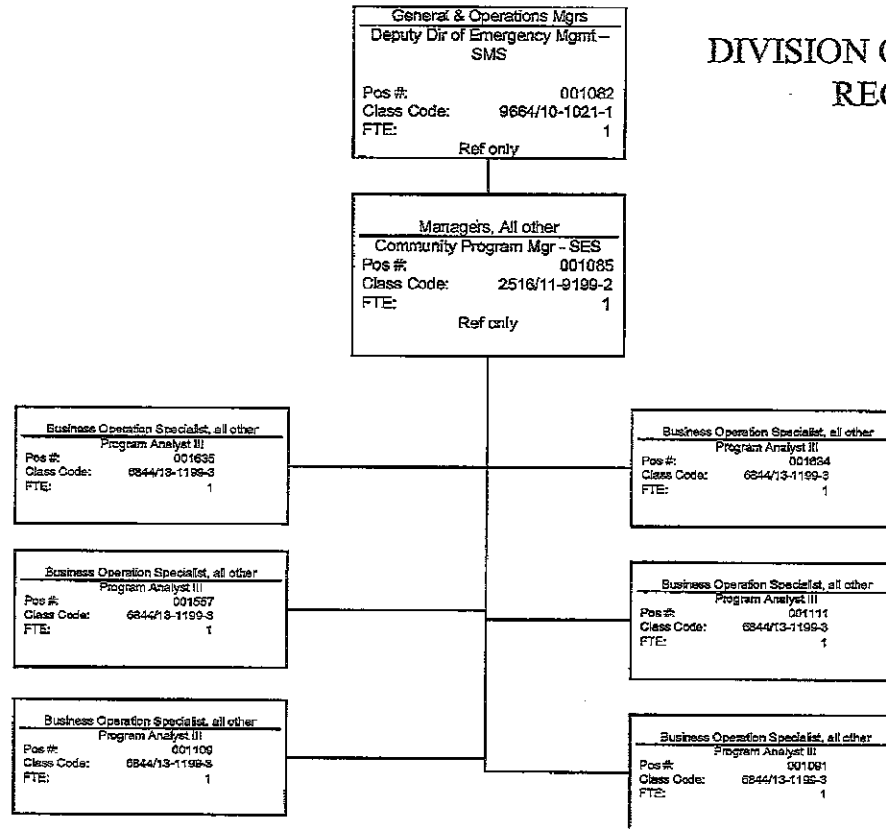
<u>Public Relations & Fundraising</u>	
Mgrs	
Press Secretary-SES	
Pos #:	001118
Class Code:	3499/11-2031-03
FTE:	1.0

<u>Management Analysts</u>	
Senior Mgmt Analyst I	
Pos #:	001405
Class Code:	2224/13-1111-03
FTE:	1.0

DIVISION OF EMERGENCY MANAGEMENT
REGIONAL COORDINATION

10/01/2020

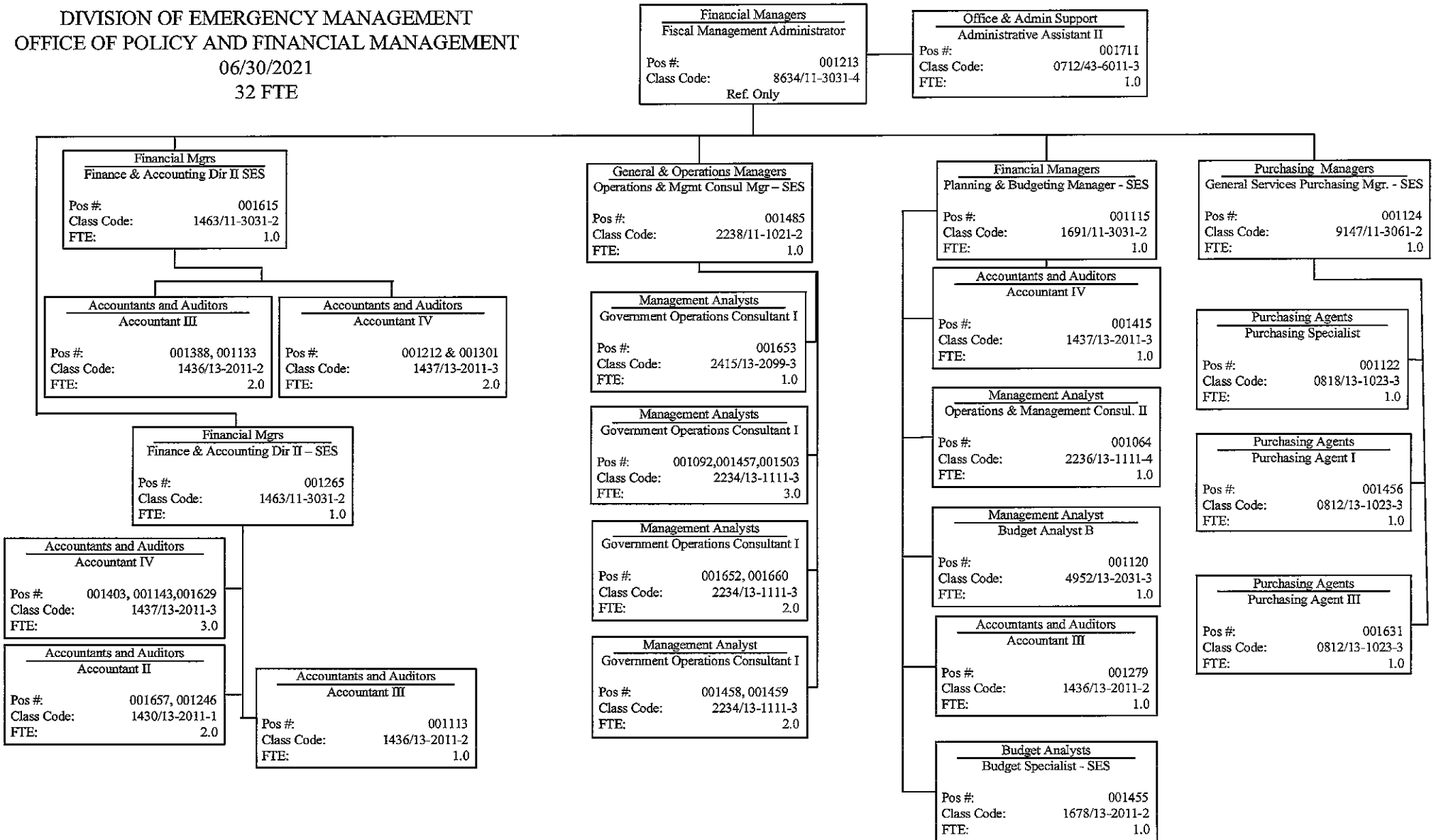
6 FTE



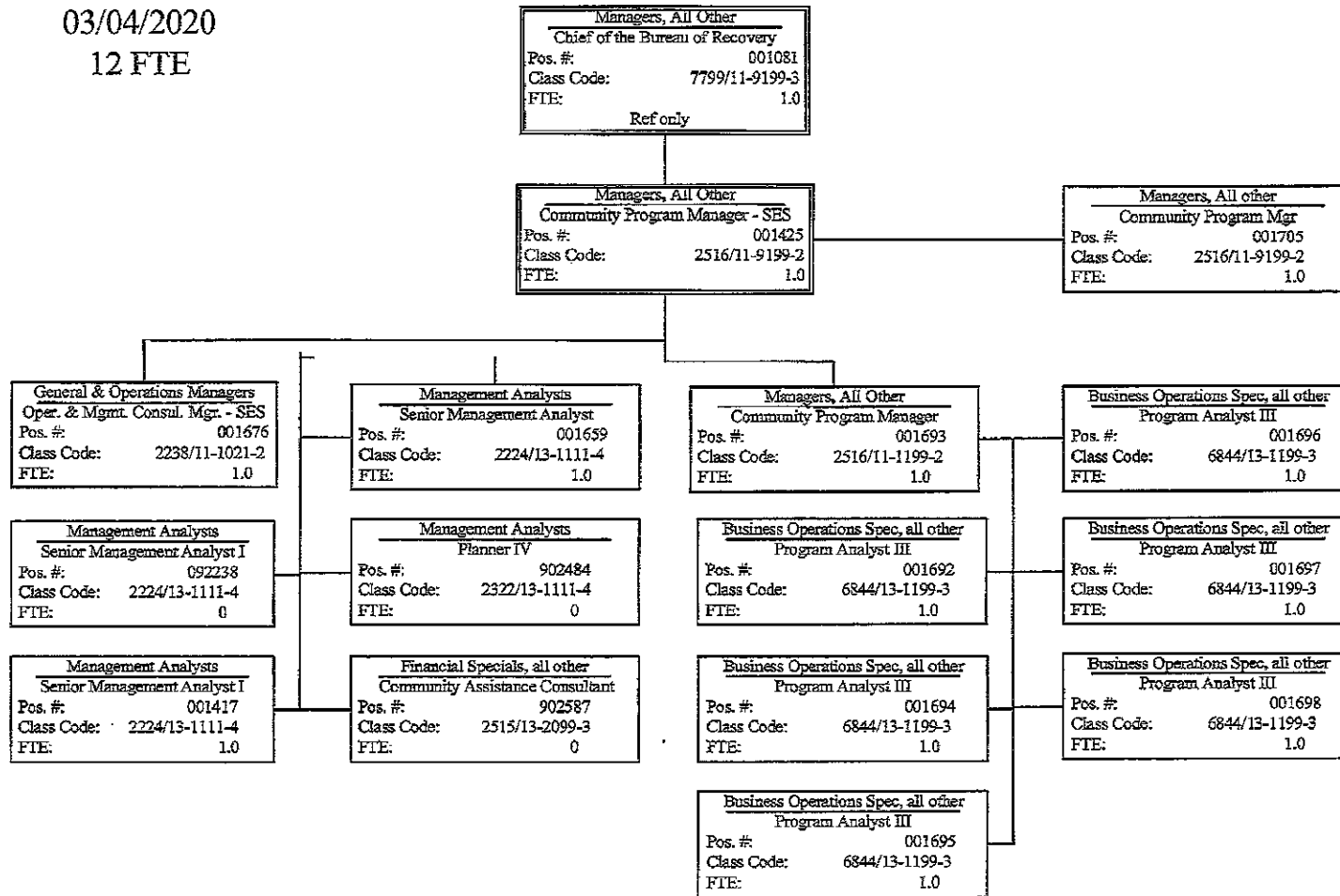
DIVISION OF EMERGENCY MANAGEMENT
OFFICE OF POLICY AND FINANCIAL MANAGEMENT

06/30/2021

32 FTE

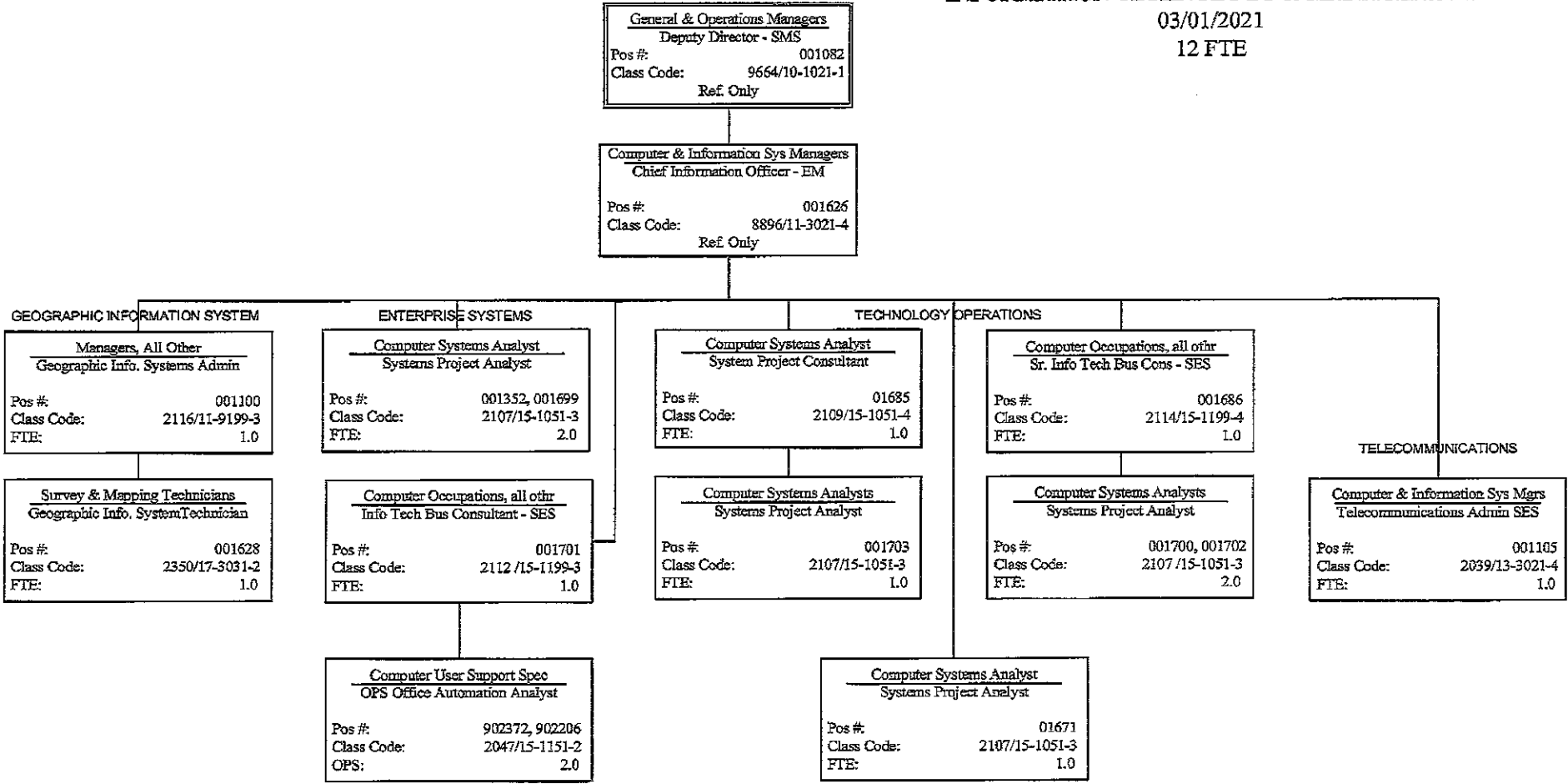


DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RECOVERY
 03/04/2020
 12 FTE



DIVISION OF EMERGENCY MANAGEMENT
 INFORMATION TECHNOLOGY & MANAGEMENT

03/01/2021
 12 FTE



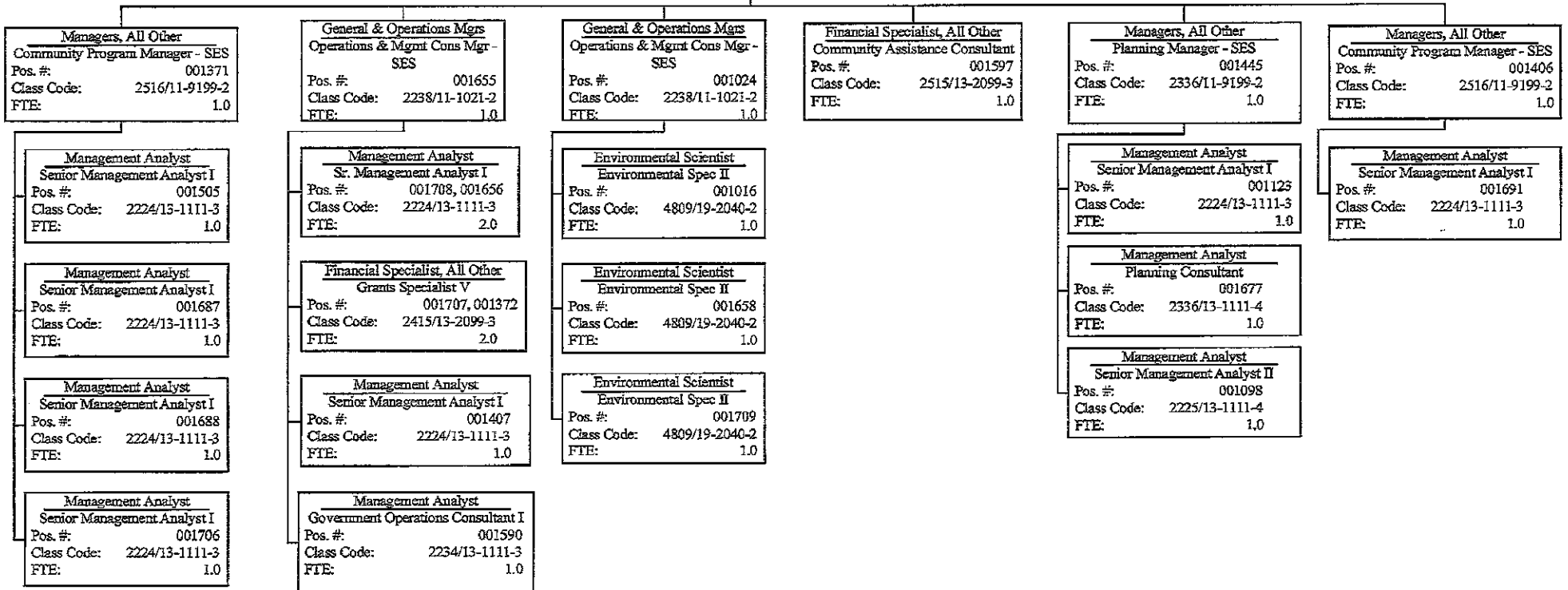
**DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF MITIGATION**

03/01/2021
23 FTE

<u>Managers, All Other</u>	
Chief of Mitigation	
Pos. #:	001121
Class Code:	7799/11-9199-3
FTE:	1.0
Ref only	

Hazard Mitigation Grants Section

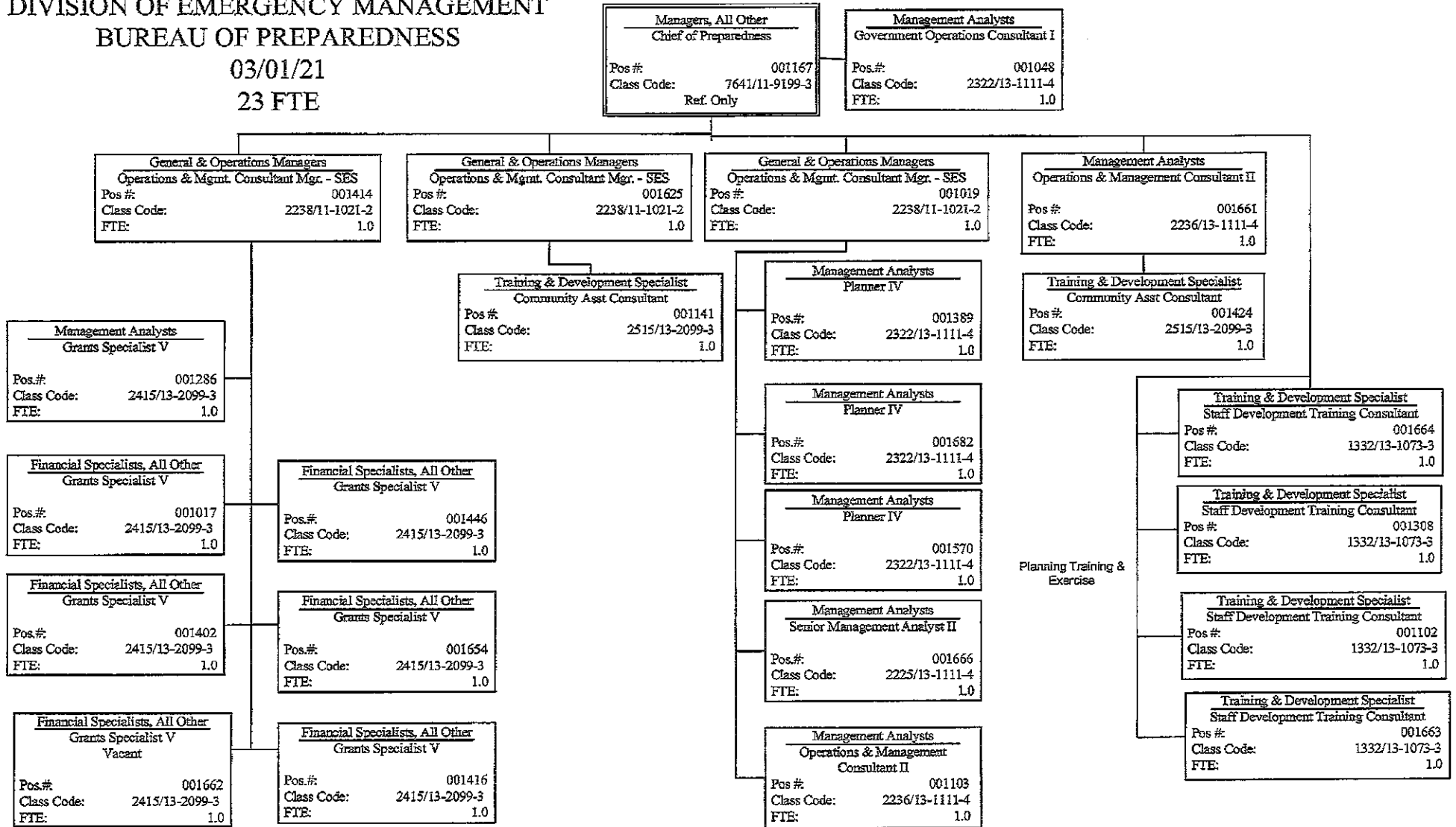
Hazard Mitigation Assistance



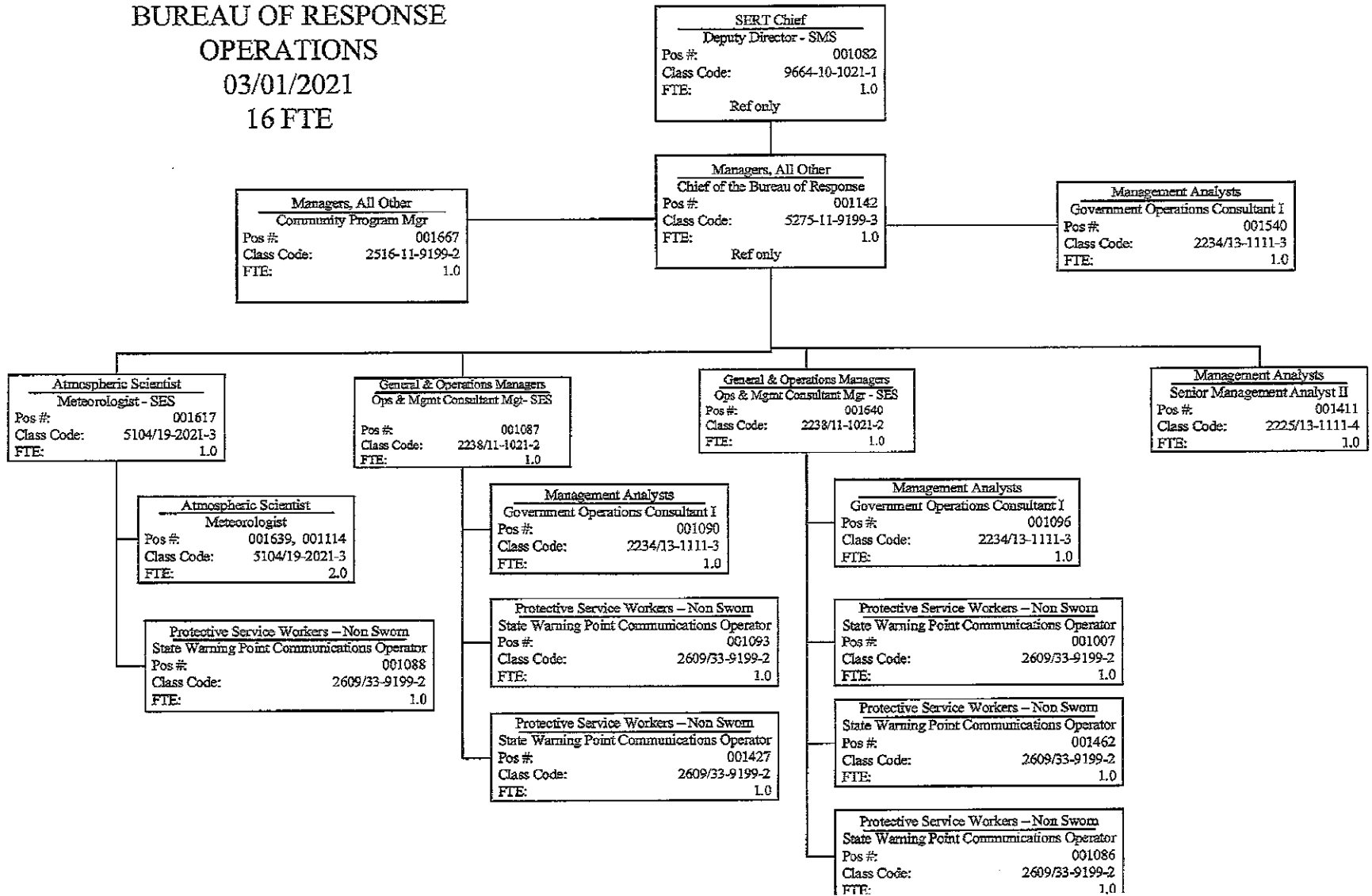
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DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF PREPAREDNESS

03/01/21
23 FTE



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 OPERATIONS
 03/01/2021
 16 FTE

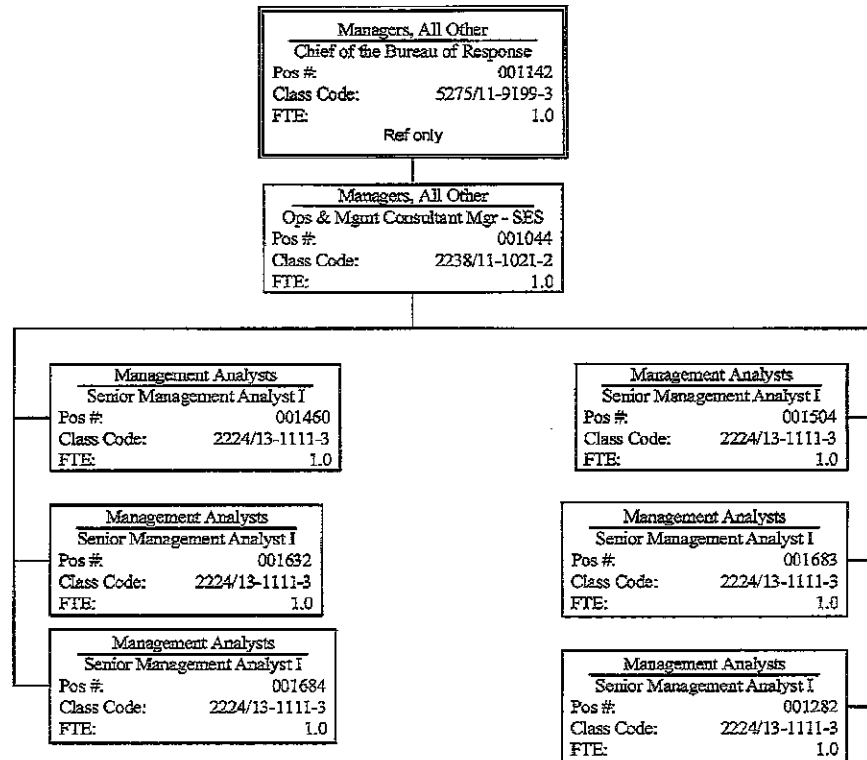


Visio 07/01/2015

DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 INFRASTRUCTURE

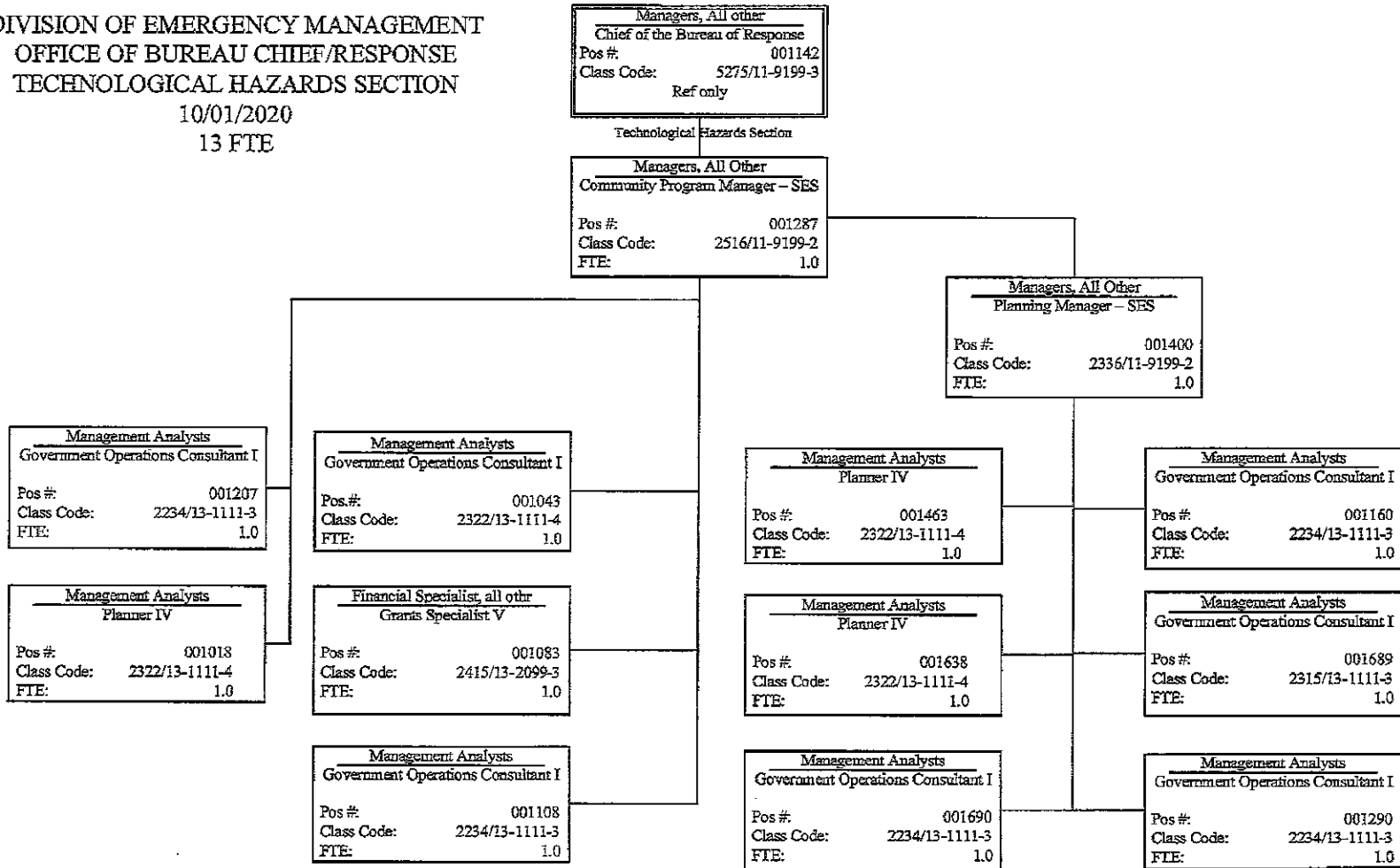
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7 FTE

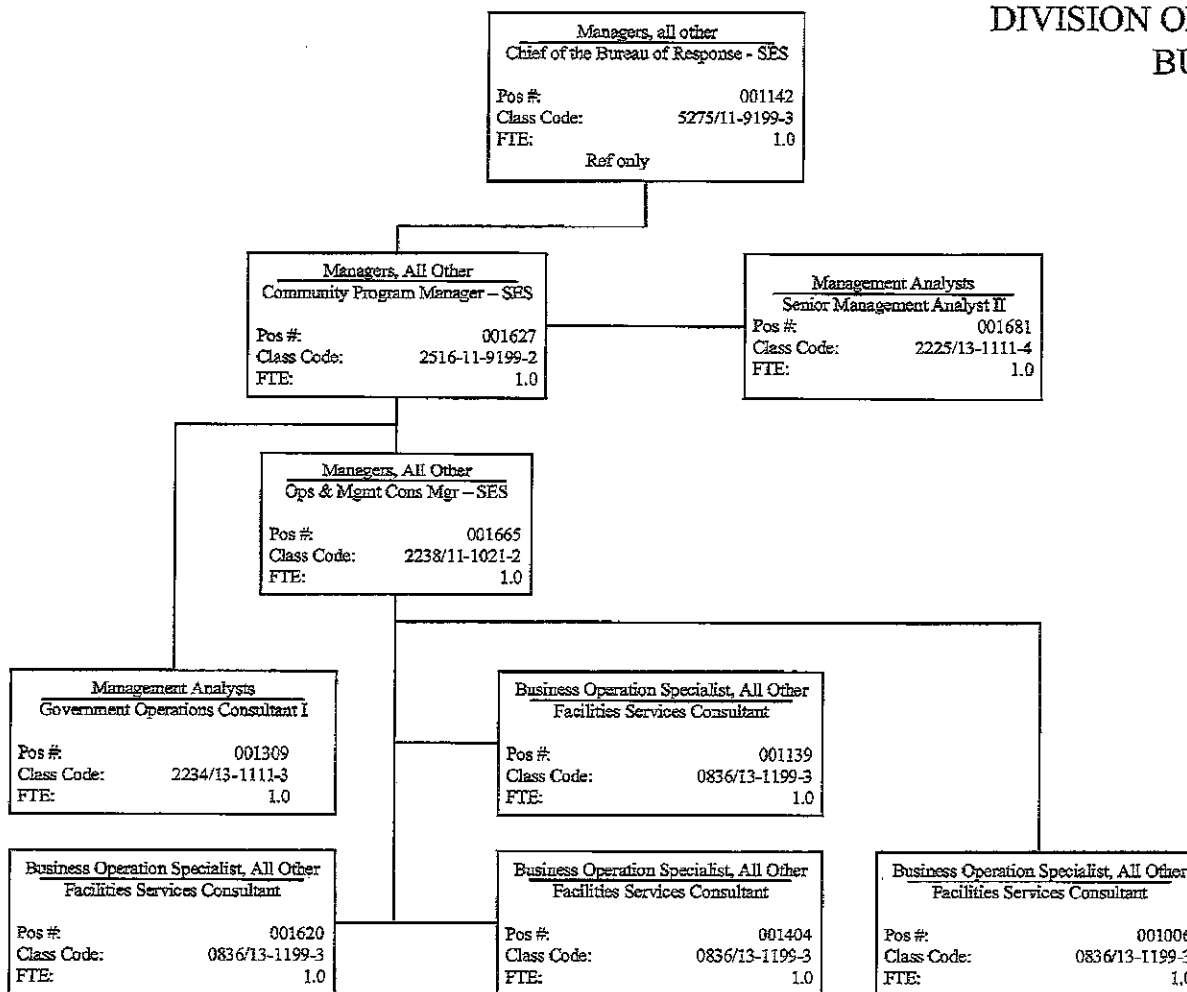


DIVISION OF EMERGENCY MANAGEMENT
 OFFICE OF BUREAU CHIEF/RESPONSE
 TECHNOLOGICAL HAZARDS SECTION

10/01/2020
 13 FTE



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 LOGISTICS
 03/04/21
 8 FTE



SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

Schedule XII Cover Sheet and Agency Project Approval	
Agency: EOG/Division of Emergency Management	Schedule XII Submission Date: 09/15/2021
Project Name: N/A	Is this project included in the Agency's LRPP? Yes <input checked="" type="checkbox"/> No
FY 2022 - 2023 LBR Issue Code: N/A	FY 2022 -2023 LBR Issue Title: N/A
Agency Contact for Schedule XII (Name, Phone #, and E-mail address): Susanne McDaniel, susanne.mcdaniel@em.myflorida.com (850) 815-4603	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
Agency Head: N/A	Date:
Printed Name:	
Agency Chief Information Officer: <i>(If applicable)</i>	Date:
Printed Name:	
Budget Officer:	Date:
Printed Name:	
Planning Officer:	Date:
Printed Name:	
Project Sponsor:	Date:
Printed Name:	

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

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

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

II. Evaluation of Options
1. Provide a description of the available options for performing the service or activity and list for each option the general resources and processes needed to perform the service or activity. If state employees are currently performing the service or activity, provide at least one option involving maintaining state provision of the service or activity.
N/A
2. For each option, describe its current market for the service or activity under consideration for outsourcing or privatizing. How many vendors are currently providing the specific service or activity on a scale similar to the proposed option? How mature is this market?
N/A
3. List the criteria used to evaluate the options. Include a cost-benefit analysis documenting the direct and indirect specific baseline costs, savings, and qualitative and quantitative benefits involved in or resulting from the implementation of the recommended option(s).
N/A
4. Based upon the evaluation criteria, identify and analyze the advantages and disadvantages of each option, including potential performance improvements and risks.
N/A
5. For each option, describe the anticipated impact on the agency and the stakeholders, including impacts on other state agencies and their operations.
N/A

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

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

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

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

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

Contact Information
Agency: EOC/Division of Emergency Management
Name: Susanne McDaniel
Phone: (850) 815-4603
E-mail address: susanne.mcdaniel@em.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/Division/AA/StateAgencies/default.htm> under the Financing tab.

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.
N/A
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
N/A
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).
N/A
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.
N/A

Schedule XIV
Variance from Long Range Financial Outlook

Agency: EOG/Division of Emergency Management

Contact: Susanne McDaniel

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 2021 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 2022-2023 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 2022-2023 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	State Match for Federal Emergency Management Agency Funding - State Disaster Funding (Declared Disasters)	B	103,982,082	103,982,082
b				
c				
d				
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* R/B = Revenue or Budget Driver

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

Contact Information
Agency: EOG/Division of Emergency Management
Name: Susanne McDaniel
Phone: (850) 815-4603
E-mail address: susanne.mcdaniel@em.myflorida.com

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



**State of Florida
Executive Office of the Governor**

**31700100
Division of Emergency Management**

**Manual Exhibits, Schedules, and LBR
Supporting Documents
Schedule I Series
Legislative Budget Request
2022-2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: EOG/Div. of Emergency Mgmt **Budget Period:** 2022 -23
Program: Emergency Management
Fund: Operating Trust Fund

Specific Authority: Section 252.85, 252.939, FS
Purpose of Fees Collected: Support the Hazardous Materials Compliance Program

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
<u>Hazardous Materials</u>	2,326,008	2,400,000	2,400,000

Total Fee Collection to Line (A) - Section III	2,326,008	2,400,000	2,400,000

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	845,435	793,602	769,408
Other Personal Services	58,248		
Expenses	76,908		
Operating Capital Outlay			
Contracted Services-EPlan	198,374	126,000	126,000
FL Hazmat Contract LEPC	538,799	700,000	800,000
FL Hazmat Contract LEPC	169,292	240,000	240,000
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,887,056	1,859,602	1,935,408

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	2,326,008	2,400,000
TOTAL SECTION II	(B)	1,887,056	1,935,408
TOTAL - Surplus/Deficit	(C)	438,952	464,592

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Administrative Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2021

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,446,757.77		1,446,757.77
ADD: Other Cash (See Instructions)			-
ADD: Investments	1,840,516.17		1,840,516.17
ADD: Outstanding Accounts Receivable	295,301.11		295,301.11
ADD: Due from State Funds w/in Department	0.00		-
Total Cash plus Accounts Receivable	3,582,575.05 (F)	0	3,582,575.05
LESS: Allowances for Uncollectibles		(G)	-
LESS: Approved "A" Certified Forwards	135,859.55		135,859.55
Approved "B" Certified Forwards	72,192.93		72,192.93
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	959.05		959.05
LESS: _____		(J)	-
Unreserved Fund Balance, 07/01/21	3,373,563.52 (K)	0.00	3,373,563.52 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023
Department Title: EOG-Emergency Management
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="3,371,788.63"/> (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(72,192.93)"/> (D)
Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="73,967.82"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
Rounding	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="3,373,563.52"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="3,373,563.52"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Emergency Management Preparedness & Assistance Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2191

	Balance as of 7/1/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	141,297.10		141,297.10
ADD: Other Cash (See Instructions)			-
ADD: Investments	8,876,792.00		8,876,792.00
ADD: Outstanding Accounts Receivable	2,263,965.56		2,263,965.56
ADD: Due from State Funds w/in Department		(E)	-
Total Cash plus Accounts Receivable	11,282,054.66	0	11,282,055.00
LESS: Allowances for Uncollectibles		(G)	-
LESS: Approved "A" Certified Forwards	581,916.94		581,916.94
Approved "B" Certified Forwards	3,654,998.98		3,654,998.98
Approved "FCO" Certified Forwards	0.00		-
LESS: Other Accounts Payable (Nonoperating)	14,661.01		14,661.01
LESS: _____		(J)	-
Unreserved Fund Balance, 07/01/21	7,030,477.73	0.00	7,030,478.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023
Department Title: EOG-Emergency Management
Trust Fund Title: Emergency Management Preparedness & Assistance Trust Fund
LAS/PBS Fund Number: 2191

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="10,685,474.71"/> (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(3,654,998.98)"/> (D)
Approved FCO Certified Forward per LAS/PBS	<input type="text" value="0.00"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="2.00"/> (D)
A/P not C/F- FCO	<input type="text" value="0.00"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="7,030,477.73"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="7,030,477.73"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022-2023
Trust Fund Title:	EOG - Division of Emergency Management
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	31700100/Emergency Management
	2261

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	636,422.23		636,422.23
ADD: Other Cash (See Instructions)			-
ADD: Investments	329,359,067.09		329,359,067.09
ADD: Outstanding Accounts Receivable	1,433,242.46	(151,225.74)	1,282,016.72
ADD: Due from State Funds w/in Department		(E)	-
Total Cash plus Accounts Receivable	331,428,731.78	(151,225.74)	331,277,506.04
LESS: Allowances for Uncollectibles		(G)	-
LESS: Approved "A" Certified Forwards	281,845.60		281,845.60
Approved "B" Certified Forwards	18,034,605.85		18,034,605.85
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	582,218.42		582,218.42
LESS: Deferred Inflows		(J)	-
Unreserved Fund Balance, 07/01/21	312,530,061.91	(151,225.74)	312,378,836.17 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2022 - 2023</u>
Trust Fund Title:	<u>EOG-Emergency Management</u>
LAS/PBS Fund Number:	<u>Federal Grants Trust Fund</u>
	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	59,838.65 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100323 - A/R Correction After Closing	(155,112.55) (C)
B3100320 - A/R Set Up After Closing	3,579.63 (C)
B310324 - A/R Set Up After Closing	307.18 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(18,034,605.85) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	3,235,353.29 (D)
GL 47300 - Deferred Inflows	327,222,512.76 (D)
GL 38800 - Unearned Revenue	46,963.06 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	312,378,836.17 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	312,378,836.17 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022-2023
Trust Fund Title:	EOG - Division of Emergency Management
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	31700100/Emergency Management
	2339

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	383,393,638.00		383,393,638.00
ADD: Other Cash (See Instructions)			-
ADD: Investments	27,674,697.00		27,674,697.00
ADD: Outstanding Accounts Receivable	644,578.00		644,578.00
ADD: Anticipated Receivable			-
Total Cash plus Accounts Receivable	411,712,913.00 (F)	0	411,712,913.00
LESS: Allowances for Uncollectibles	0 (G)	0	-
LESS: Approved "A" Certified Forwards	628,464,881.00	(244,629,127.00)	383,835,754.00
Approved "B" Certified Forwards	919,540,168.00	(919,445,193.00)	94,975.00
Approved "FCO" Certified Forwards	14,317,334.00		14,317,334.00
LESS: Other Accounts Payable (Nonoperating)	204,989.00		204,989.00
LESS: _____	0 (J)	0	-
Unreserved Fund Balance, 07/01/21	(1,150,814,459.00) (K)	1,164,074,320.00	13,259,861.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2022-2023
Department Title:	<u>EOG-Emergency Management</u>
Trust Fund Title:	<u>Grants & Donations Trust Fund</u>
LAS/PBS Fund Number:	<u>2339</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	314,145,499.00 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
Adjustment to Reserve for Encumbrances	919,445,193.00 (C)
Adjustment to A/P Not Identified	244,629,127.00 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(919,540,168.00) (D)
Approved FCO Certified Forward per LAS/PBS	(14,317,334.00) (D)
A/P not C/F-Operating Categories	140,653.00 (D)
FCO A/P included in FCO Certified Forward	(D)
Unearned revenue balance brought forward	8,010.00 (D)
105153 A/P Not Identified	(531,251,119.00) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	13,259,861.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	13,259,861.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Operating Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2510

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	587,144.46		587,144.46
ADD: Other Cash (See Instructions)	17,360.00		17,360.00
ADD: Investments			-
ADD: Outstanding Accounts Receivable	20.00		20.00
ADD:			-
Total Cash plus Accounts Receivable	604,524.46 (F)	0	604,524.46
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	182,350.75		182,350.75
Approved "B" Certified Forwards	405,368.44	(6213)	399,155.91
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	23,017.80		23,017.80
LESS:			-
Unreserved Fund Balance, 07/01/21	(6,212.53) (K)	6212.53	(0.00) **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title: EOG-Emergency Management
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	291,672.74 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
Adjustment to reserve for Encumbrance	6,212.53 (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(405,368.44) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	
GL 38600 - Current Compensated Absences	8,873.81 (D)
GL 48600 - Compensated Absences Liability	99,607.96 (D)
GL 17700 - Overhead Applied	(815.11) (D)
GL 27600 - Furniture & Equipment	(3,901.82) (D)
GL 27700 - Acc Depreciation Furniture & Equipment	3,718.33 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 0.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022- 2023
Trust Fund Title:	EOG - Division of Emergency Management
Budget Entity:	US Contributions Trust Fund
LAS/PBS Fund Number:	31700100/Emergency Management
	2750

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,455.62	(A)		2,455.62
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	101,860,785.94	(D)		101,860,785.94
ADD: Anticipated Receivable	121,377,480.78	(E)	51,866,546.00	173,244,026.78
Total Cash plus Accounts Receivable	223,240,722.34	(F)	51,866,546.00	275,107,268.34
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	33,198,105.41			33,198,105.41
Approved "B" Certified Forwards	181,966,682.25			181,966,682.25
Approved "FCO" Certified Forwards				-
LESS: Other Accounts Payable (Nonoperating)	36,635.98			36,635.98
LESS: Unearned Revenues & Deferred Inflows	8,039,298.70			8,039,298.70
Unreserved Fund Balance, 07/01/20	-	(K)	51,866,546.00	51,866,546.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2022-2023 EOG-Emergency Management
Trust Fund Title:	US Contributions Trust Fund
LAS/PBS Fund Number:	2750

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds;	0.00 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
---	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

B3100304 - A/R Setup After Closing	48,124,155.00 (C)
------------------------------------	-------------------

B3100308- A/R Setup After Closing	3,742,391.00 (C)
-----------------------------------	------------------

	(C)
--	-----

	(C)
--	-----

	(C)
--	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,181,966,682.00) (D)
---	------------------------

Approved FCO Certified Forward per LAS/PBS	(D)
--	-----

A/P not C/F-Operating Categories	60,589,201.00 (D)
----------------------------------	-------------------

Aniticipated Receivable	2,121,377,481.00 (D)
-------------------------	----------------------

Rounding	(D)
----------	-----

	(D)
--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	51,866,546.00 (E)
--	--------------------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	51,866,546.00 (F)
--	--------------------------

DIFFERENCE:	0.00 (G)*
--------------------	------------------

***SHOULD EQUAL ZERO.**

SCHEDULE IV-B FOR DIVISION DIGITIZATION OF PAPER RECORDS TO CLOUD-BASED SYSTEM

For Fiscal Year 2022-23



July 1, 2022

DIVISION OF EMERGENCY MANAGEMENT

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Division of Emergency Management	Schedule IV-B Submission Date: 9/15/21
Project Name: Division Digitization of Paper Records to Cloud-Based System	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2022-23 LBR Issue Code:	FY 2022-23 LBR Issue Title: Division Digitization of Paper Records to Cloud-Based System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Mark Mahoney, 850-815-4601, mark.mahoney@em.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Kevin Guthrie	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Jason Ray	
Budget Officer: _____	Date: _____
Printed Name: Susanne McDaniel	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name: Mark Mahoney	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Jason Ray, 850-443-0170, jason.ray@em.myflorida.com
Cost Benefit Analysis:	Susanne McDaniel, 850-815-4603, susanne.mcdaniel@em.myflorida.com
Risk Analysis:	
Technology Planning:	
Project Planning:	

General Guidelines

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

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

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

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

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

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

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

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

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

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

A. Background and Strategic Needs Assessment

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

1. Business Need

The Division seeks to procure a cloud-based Software-as-a-Service (SaaS) imaging, content management, and digital process automation solution that will significantly reduce the Division’s reliance on paper and copying costs, ensure better efficiencies and customer service for public records requests, increase productivity, improve document security and management, and support agency stewardship of the environment. The cloud-based solution will allow for cost-effective future scaling needs as retention requirements continue to grow over time. This solution will ensure the Division will be able to fully digitize all Federal grant and financial paperwork required under Federal 2CFR§200, State GS1-SL, and all Division public record requests retention schedule requirements under F.S. 119.021. The Division’s strategy of improving agency processes and workflows, adapting to meet the needs of Florida’s citizens and embracing technology is only successful with the support for an initiative that helps refine the way the Division does business, supports a more streamlined operations day-to-day and throughout the disaster response and recovery life cycle, providing efficiencies both internally and to external stakeholders will only be realized with the digitization of all Division Federal and State required retention documentation.

2. Business Objectives

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

Implement a cloud-based Software-as-a-Service (SaaS) imaging, content management, and digital process automation solution that is scalable and satisfies the Division’s retention requirements and compliance with Federal 2CFR§200, State GS1-SL, and F.S. 119.021.

To achieve this, the goals for the Project are:

1. Reduce the Division’s risk exposure of non-compliance with Federal and State retention requirements due to potential damage and/or loss of documents physically stored on premises at the Division.
2. Improve staff productivity, reduce operational complexity, and increase internal controls by enabling standardization and automation of business processes within and between DEM and federal and state grant subrecipients through documentation quality assurance and quality controls.

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

1. Current Business Process(es)

NOTE: If an agency has completed a workflow analysis, include through file insertion or attachment the analyses documentation developed and completed by the agency.

The Division receives, administers, and allocates funding from numerous disaster and non-disaster Federal awards and grants. Federal guideline 2CFR§200.334 stipulates record retention of three years for these disaster and non-disaster awards and grants, however, the Division must retain all required documentation for a period of five years as stated under the General Records Schedule GS1-SL for State and Local Government Agencies. The Division currently has outstanding disasters going back to the

'04-'05 hurricane season that are still being processed and have yet to be fully closed out. As a result of this and GS1-SL retention requirements the Division is exceedingly growing its on premises paper records and filing footprint. The Division currently houses retention documentation in numerous file rooms at the Division's headquarters in Tallahassee and the State Logistics Resource Center in Orlando.

2. Assumptions and Constraints

Assumptions:

1. The solution will be a cloud-based Software-as-a-Service (SaaS)
2. The solution is not primarily an IT Project, but a strategic business need for the Division to ensure compliance to Federal and State retention guidelines.
3. The solution maintenance will be funded annually.
4. The solution will increase workspace capacity for new and existing Division staff.

B. Proposed Business Process Requirements

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

1. Proposed Business Process Requirements

The Division receives, administers, and allocates funding from numerous disaster and non-disaster Federal awards and grants and must adhere to the requirements and compliance under Federal 2CFR§200, State GS1-SL, and F.S. 119.021.

2. Business Solution Alternatives

An on-premises solution could be developed by the Division but would require additional infrastructure, computing power and data storage. When custom software is created, experts in software development are also required, which FDEM is limited in staff with the knowledge, skills, and abilities to design and write a custom application. An on-premises solution would revise the project scope, require code development, hardware installation, additional IT staff or contractors, take multiple years to complete, and significantly increase the IT software and maintenance costs which our budget currently can not support.

3. Rationale for Selection

A cloud-based Software-as-a-Service (SaaS) solution that was implemented for our Human Resources department to scan, upload, and index all Division personnel records is the basis for expanding this solution across the multiple business functions within each of the Division's Bureaus to ensure records retention requirements are met, documentation security and maintenance is firmly established, automation of business processes across the Division are seamless, operational complexities are reduced and staff productivity is increased.

4. Recommended Business Solution

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

A cloud-based Software-as-a-Service (SaaS) solution called Axiom Pro currently in use by our Human Resource department can be expanded with additional modules for six different business cases across five bureaus and the Division's legal unit.

C. Functional and Technical Requirements

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

Include through file insertion or attachment the functional and technical requirements analyses documentation developed and completed by the agency.

III. Success Criteria

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

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Scanning all Division paper records to cloud-based system	All paper records throughout the Division have been uploaded to cloud-based system.	DEM	02/23
2	Six modules created for individual Division Bureaus and Legal Unit.	Uploaded documents have been indexed, sorted, and cataloged based on Bureau or Legal Unit.	DEM	06/23

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

A. Benefits Realization Table

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

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

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Reduction in paper record archiving and filing.	DEM	Completion of the scanning, upload, and indexing of all paper records in the Division	Realization of increased workspace capacity	06/23

BENEFITS REALIZATION TABLE					
2	Reduction in time and complexity with satisfying Federal and State compliance requirements	DEM	Completion of the scanning, upload, and indexing of all paper records in the Division	Faster disaster close outs and subrecipient payments	06/23

B. Cost Benefit Analysis (CBA)

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

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

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

V. Schedule IV-B Major Project Risk Assessment

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

NOTE: All multi-year projects must update the Risk Assessment Component of the

Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

VI. Schedule IV-B Technology Planning

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

A. Current Information Technology Environment

1. Current System

a. Description of Current System

Axiom Pro is a cloud-based document management tool that helps agencies to access and manage digital content more effectively. The solution allows the user to search and retrieve information quickly and securely from a central, organized, cloud-based repository with anytime, anywhere online access. The solution provides capability to manage, store, and protect information in a cloud-based platform that is compliant with multiple layers of security. Solution includes activity logs that make it easy to track users, documents, and system activity to protect information and ease the audit process. Lastly, the solution can integrate with other business systems for seamless access to information and automate workflow processes.

b. Current System Resource Requirements

Axiom Pro is a Software-as-a-Service (SaaS) solution that resides in the cloud environment and does not require on-premise IT infrastructure to manage or deploy.

c. Current System Performance

Axiom Pro provides the flexibility to respond to fluctuations in volume without changes in processing times or service delivery. The solution is scalable to meet short or long term project needs. The solution reduces processing times and deliver services faster by streamlining and centralizing operations. As a cloud-based solution, this solution provides a high service level agreement that the system will be accessible at all times with cloud based backups of data.

2. Information Technology Standards

B. Current Hardware and/or Software Inventory

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

C. Proposed Technical Solution

1. Technical Solution Alternatives

2. Rationale for Selection

3. Recommended Technical Solution

D. Proposed Solution Description

1. Summary Description of Proposed System
2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

E. Capacity Planning

(historical and current trends versus projected requirements)

VII. Schedule IV-B Project Management Planning

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

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

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

VIII. Appendices

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

CBAForm 1 - Net Tangible Benefits

Agency	<u>DEM</u>	Project	<u>Digitalization of Paper Records</u>
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2022-23			FY 2023-24			FY 2024-25			FY 2025-26			FY 2026-27		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Application Maintenance Costs	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000
B-4. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	\$60,000
F. Additional Tangible Benefits:		\$102,060			\$102,060			\$102,060			\$102,060			\$102,060	
F-1. <i>Reduced Space for File Storage</i>	\$86,426	\$86,426		\$86,426	\$86,426		\$86,426	\$86,426		\$86,426	\$86,426		\$86,426	\$86,426	
F-2. <i>Paper Costs</i>	\$8,489	\$8,429		\$8,489	\$8,429		\$8,489	\$8,429		\$8,489	\$8,429		\$8,489	\$8,429	
F-3. <i>Network Printer/Copier Costs</i>	\$7,205	\$7,205		\$7,205	\$7,205		\$7,205	\$7,205		\$7,205	\$7,205		\$7,205	\$7,205	
Total Net Tangible Benefits:		\$42,060			\$42,060			\$42,060			\$42,060			\$42,060	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input checked="" type="checkbox"/>	Confidence Level	95%
Order of Magnitude <input type="checkbox"/>	Confidence Level	
Placeholder <input type="checkbox"/>	Confidence Level	

A	B		C	D	E	F		G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Digitalization of Paper Records		CBA Form 2A Baseline Project Budget																		
2	Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.				FY2022-23			FY2023-24			FY2024-25			FY2025-26			FY2026-27			TOTAL	
3	\$ -				\$ 2,970,400			\$ -			\$ -			\$ -			\$ -			\$ 2,970,400	
4	Item Description (remove guidelines and annotate entries here)	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL	
5	Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
9	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ 2,970,400	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 2,970,400
15	All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
16	Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
17	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
21	Total			\$ -	0.00	\$ 2,970,400	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ 2,970,400

CBAForm 2 - Project Cost Analysis

Agency	<u>DEM</u>	Project	<u>Digitalization of Paper Records</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
TOTAL PROJECT COSTS (*)	\$2,970,400	\$0	\$0	\$0	\$0	\$2,970,400
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i>	\$2,970,400	\$2,970,400	\$2,970,400	\$2,970,400	\$2,970,400	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
General Revenue	\$3,030,400	\$60,000	\$60,000	\$60,000	\$60,000	\$3,270,400
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$3,030,400	\$60,000	\$60,000	\$60,000	\$60,000	\$3,270,400
CUMULATIVE INVESTMENT	\$3,030,400	\$3,090,400	\$3,150,400	\$3,210,400	\$3,270,400	

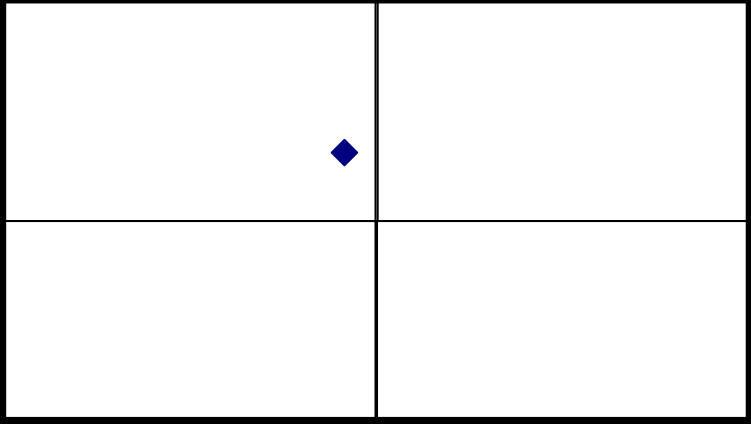
Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	Confidence Level	x	95%
Order of Magnitude	Confidence Level		
Placeholder	Confidence Level		

Agency	<u>DEM</u>	Project	<u>Digitalization of Paper Records</u>
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<i>COST BENEFIT ANALYSIS -- CBAForm 3A</i>						
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL FOR ALL YEARS
Project Cost	\$2,970,400	\$0	\$0	\$0	\$0	\$2,970,400
Net Tangible Benefits	\$42,060	\$42,060	\$42,060	\$42,060	\$42,060	\$210,300
Return on Investment	(\$2,928,340)	\$42,060	\$42,060	\$42,060	\$42,060	(\$2,760,100)
Year to Year Change in Program Staffing	0	0	0	0	0	

<i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i>		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$2,701,119)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	-61.07%	IRR is the project's rate of return.

<i>Investment Interest Earning Yield -- CBAForm 3C</i>					
Fiscal Year	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Cost of Capital	2.69%	2.90%	3.09%	3.29%	3.48%

	B	C	D	E	F	G	H
3	Project		<i>Digitalization of Paper Records</i>				
4							
5	Agency		<i>DEM</i>				
6	FY 2022-23 LBR Issue Code:			FY 2022-23 LBR Issue Title:			
7	<i>Issue Code</i>			<i>Issue Title</i>			
8	Risk Assessment Contact Info (Name, Phone #, and E-mail Address):						
9	<i>Jason Ray, 850-443-0170, jason.ray@em.myflorida.com</i>						
10	Executive Sponsor		<i>Kevin Guthrie</i>				
11	Project Manager		<i>Jason Ray</i>				
12	Prepared By		<i>Jason Ray</i>			<i>9/13/2021</i>	
14	Risk Assessment Summary						
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30	Level of Project Risk						
31							
32							
34	Project Risk Area Breakdown						
35	Risk Assessment Areas						<i>Risk Exposure</i>
36	Strategic Assessment						LOW
37							
38	Technology Exposure Assessment						LOW
39							
40	Organizational Change Management Assessment						MEDIUM
41							
42	Communication Assessment						HIGH
43							
44	Fiscal Assessment						MEDIUM
45							
46	Project Organization Assessment						MEDIUM
47							
48	Project Management Assessment						MEDIUM
49							
50	Project Complexity Assessment						MEDIUM
51							
52							
53	Overall Project Risk						MEDIUM

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
3	Section 1 -- Strategic Area			
4	#	Criteria	Values	Answer
5	1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
6			41% to 80% -- Some objectives aligned	
7			81% to 100% -- All or nearly all objectives aligned	
8	1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Documented with sign-off by stakeholders
9			Informal agreement by stakeholders	
10			Documented with sign-off by stakeholders	
11	1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Most regularly attend executive steering committee meetings
12			Most regularly attend executive steering committee meetings	
13			Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
14	1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is partially documented
15			Vision is partially documented	
16			Vision is completely documented	
17	1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
18			41% to 80% -- Some defined and documented	
19			81% to 100% -- All or nearly all defined and documented	
20	1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
21			Changes unknown	
22			Changes are identified in concept only	
23			Changes are identified and documented	
24			Legislation or proposed rule change is drafted	
25	1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
26			Some	
27			All or nearly all	
28	1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Minimal or no external use or visibility
29			Moderate external use or visibility	
30			Extensive external use or visibility	
31	1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
32			Single agency-wide use or visibility	
33			Use or visibility at division and/or bureau level only	
34	1.10	Is this a multi-year project?	Greater than 5 years	1 year or less
35			Between 3 and 5 years	
36			Between 1 and 3 years	
37			1 year or less	

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
3	Section 2 -- Technology Area			
4	#	Criteria	Values	Answer
5	2.01	Does the agency have experience working with, operating, and supporting the proposed technical solution in a production environment?	Read about only or attended conference and/or vendor presentation	Supported production system 6 months to 12 months
6			Supported prototype or production system less than 6 months	
7			Supported production system 6 months to 12 months	
8			Supported production system 1 year to 3 years	
9			Installed and supported production system more than 3 years	
10	2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	Internal resources have sufficient knowledge for implementation and operations
11			External technical resources will be needed through implementation only	
12			Internal resources have sufficient knowledge for implementation and operations	
13	2.03	Have all relevant technical alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	All or nearly all alternatives documented and considered
14			Some alternatives documented and considered	
15			All or nearly all alternatives documented and considered	
16	2.04	Does the proposed technical solution comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
17			Some relevant standards have been incorporated into the proposed technology	
18			Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
19	2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
20			Moderate infrastructure change required	
21			Extensive infrastructure change required	
22			Complete infrastructure replacement	
23	2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
24			Capacity requirements are defined only at a conceptual level	
25			Capacity requirements are based on historical data and new system design specifications and performance requirements	

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
3	Section 3 -- Organizational Change Management Area			
4	#	Criteria	Values	Answer
5	3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Extensive changes to organization structure, staff or business processes
6			Moderate changes to organization structure, staff or business processes	
7			Minimal changes to organization structure, staff or business processes structure	
8	3.02	Will this project impact essential business processes?	Yes	Yes
9			No	
10	3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
11			41% to 80% -- Some process changes defined and documented	
12			81% to 100% -- All or nearly all processes defined and documented	
13	3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
14			No	
15	3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
16			1% to 10% FTE count change	
17			Less than 1% FTE count change	
18	3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
19			1 to 10% contractor count change	
20			Less than 1% contractor count change	
21	3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
22			Moderate changes	
23			Minor or no changes	
24	3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
25			Moderate changes	
26			Minor or no changes	
27	3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with fewer change requirements
28			Recently completed project with fewer change requirements	
29			Recently completed project with similar change requirements	
30			Recently completed project with greater change requirements	

	B	C	D	E
1	Agency: Agency Name		Project: Project Name	
3	Section 4 -- Communication Area			
4	#	Criteria	Value Options	Answer
5	4.01	Has a documented Communication Plan been approved for this project?	Yes	No
6			No	
7	4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Negligible or no feedback in Plan
8			Routine feedback in Plan	
9			Proactive use of feedback in Plan	
10	4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	No
11			No	
12	4.04	Are all affected stakeholders included in the Communication Plan?	Yes	No
13			No	
14	4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Plan does not include key messages
15			Some key messages have been developed	
16			All or nearly all messages are documented	
17	4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Plan does not include desired messages outcomes and success measures
18			Success measures have been developed for some messages	
19			All or nearly all messages have success measures	
20	4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	No
21			No	

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
3	Section 5 -- Fiscal Area			
4	#	Criteria	Values	Answer
5	5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
6			No	
7	5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
8			41% to 80% -- Some defined and documented	
9			81% to 100% -- All or nearly all defined and documented	
10	5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$500K and \$1,999,999
11			Greater than \$10 M	
12			Between \$2 M and \$10 M	
13			Between \$500K and \$1,999,999	
14			Less than \$500 K	
15	5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	Yes
16			No	
17	5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Detailed and rigorous (accurate within ±10%)
18			Order of magnitude – estimate could vary between 10-100%	
19			Placeholder – actual cost may exceed estimate by more than 100%	
20	5.06	Are funds available within existing agency resources to complete this project?	Yes	No
21			No	
22	5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
23			Funding from local government agencies	
24			Funding from other state agencies	
25	5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Not applicable
26			Requested but not received	
27			Requested and received	
28			Not applicable	
29	5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Most project benefits have been identified but not validated
30			Some project benefits have been identified but not validated	
31			Most project benefits have been identified but not validated	
32			All or nearly all project benefits have been identified and validated	
33	5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 1 year
34			Within 3 years	
35			Within 5 years	
36			More than 5 years	
37			No payback	
38	5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
39			Stakeholders have not been consulted re: procurement strategy	
40			Stakeholders have reviewed and approved the proposed procurement strategy	
41	5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Firm Fixed Price (FFP)
42			Firm Fixed Price (FFP)	
43			Combination FFP and T&E	
44	5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Purchase all hardware and software at start of project to take advantage of one-time discounts
45			Purchase all hardware and software at start of project to take advantage of one-time discounts	
46			Just-in-time purchasing of hardware and software is documented in the project schedule	
47	5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager is the project manager
48			Contract manager is the procurement manager	
49			Contract manager is the project manager	
50			Contract manager assigned is not the procurement manager or the project manager	
51	5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
52			No	
53	5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
54			Some selection criteria and outcomes have been defined and documented	
55			All or nearly all selection criteria and expected outcomes have been defined and documented	
56	5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation not planned/used for procurement
57			Multi-stage evaluation not planned/used for procurement	
58			Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
59	5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
60			No, bid response did/will not require proof of concept or prototype	
61			Yes, bid response did/will include proof of concept or prototype	
62			Not applicable	

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
3	Section 6 -- Project Organization Area			
4	#	Criteria	Values	Answer
5	6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
6			No	
7	6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	Some have been defined and documented
8			Some have been defined and documented	
9			All or nearly all have been defined and documented	
10	6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
11			Agency	
12			System Integrator (contractor)	
13	6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
14			2	
15			1	
16	6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Some or most staff roles and responsibilities and needed skills have been identified
17			Some or most staff roles and responsibilities and needed skills have been identified	
18			Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
19	6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager assigned more than half-time, but less than full-time to project
20			No, project manager is assigned 50% or less to project	
21			No, project manager assigned more than half-time, but less than full-time to project	
22			Yes, experienced project manager dedicated full-time, 100% to project	
23	6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated 50% or less to project
24			No, business, functional or technical experts dedicated 50% or less to project	
25			No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
26			Yes, business, functional or technical experts dedicated full-time, 100% to project	
27	6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Completely staffed from in-house resources
28			Half of staff from in-house resources	
29			Mostly staffed from in-house resources	
30			Completely staffed from in-house resources	
31	6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
32			Moderate impact	
33			Extensive impact	
34	6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
35			No	
36	6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No, all stakeholders are not represented on the board
37			No, only IT staff are on change review and control board	
38			No, all stakeholders are not represented on the board	
39			Yes, all stakeholders are represented by functional manager	

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
3	Section 7 -- Project Management Area			
4	#	Criteria	Values	Answer
5	7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Project Management team will use the methodology selected by the systems integrator
6			Project Management team will use the methodology selected by the systems integrator	
7			Yes	
8	7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
9			1-3	
10			More than 3	
11	7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	All or nearly all
12			Some	
13			All or nearly all	
14	7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
15			41 to 80% -- Some have been defined and documented	
16			81% to 100% -- All or nearly all have been defined and documented	
17	7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
18			41 to 80% -- Some have been defined and documented	
19			81% to 100% -- All or nearly all have been defined and documented	
20	7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	81% to 100% -- All or nearly all requirements and specifications are traceable
21			41 to 80% -- Some are traceable	
22			81% to 100% -- All or nearly all requirements and specifications are traceable	
23	7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	Some deliverables and acceptance criteria have been defined and documented
24			Some deliverables and acceptance criteria have been defined and documented	
25			All or nearly all deliverables and acceptance criteria have been defined and documented	
26	7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
27			Only project manager signs-off	
28			Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
29	7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	81% to 100% -- All or nearly all have been defined to the work package level
30			41 to 80% -- Some have been defined to the work package level	
31			81% to 100% -- All or nearly all have been defined to the work package level	
32	7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
33			No	
34	7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
35			No	
36	7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team and executive steering committee use formal status reporting processes
37			Project team uses formal processes	
38			Project team and executive steering committee use formal status reporting processes	
39	7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	Some templates are available
40			Some templates are available	
41			All planning and reporting templates are available	
42	7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
43			No	
44	7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	Some have been defined and documented
45			Some have been defined and documented	
46			All known risks and mitigation strategies have been defined	
47	7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	No
48			No	
49	7.17	Are issue reporting and management processes documented and in place for this project?	Yes	No
50			No	

	B	C	D	E
1	Agency: DEM		Project: Digitalization of Paper Records	
2				
3	Section 8 -- Project Complexity Area			
4	#	Criteria	Values	Answer
5	8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Less complex
6			More complex	
7			Similar complexity	
8			Less complex	
9	8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	3 sites or fewer
10			3 sites or fewer	
11			More than 3 sites	
12	8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
13			3 sites or fewer	
14			More than 3 sites	
15	8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
16			1 to 3 external organizations	
17			More than 3 external organizations	
18	8.05	What is the expected project team size?	Greater than 15	Less than 5
19			9 to 15	
20			5 to 8	
21			Less than 5	
22	8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	None
23			2 to 4	
24			1	
25			None	
26	8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Agency-wide business process change
27			Agency-wide business process change	
28			Statewide or multiple agency business process change	
29	8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
30			No	
31	8.09	What type of project is this?	Infrastructure upgrade	Implementation requiring software development or purchasing commercial off the shelf (COTS) software
32			Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
33			Business Process Reengineering	
34			Combination of the above	
35	8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Greater size and complexity
36			Lesser size and complexity	
37			Similar size and complexity	
38			Greater size and complexity	
39	8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
40			Lesser size and complexity	
41			Similar size and complexity	
42			Greater size and complexity	

SCHEDULE IV-B FOR TECHNOLOGY SUSTAINMENT NEEDS

For Fiscal Year 2022-23



July 1, 2022

DIVISION OF EMERGENCY MANAGEMENT

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Division of Emergency Management	Schedule IV-B Submission Date: 9/15/21
Project Name: Division Digitization of Paper Records to Cloud-Based System	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2022-23 LBR Issue Code:	FY 2022-23 LBR Issue Title: Technology Sustainment Needs
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Mark Mahoney, 850-815-4601, mark.mahoney@em.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Kevin Guthrie	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Jason Ray	
Budget Officer: _____	Date: _____
Printed Name: Susanne McDaniel	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name: Mark Mahoney	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Jason Ray, 850-443-0170, jason.ray@em.myflorida.com
Cost Benefit Analysis:	Susanne McDaniel, 850-815-4603, susanne.mcdaniel@em.myflorida.com
Risk Analysis:	
Technology Planning:	
Project Planning:	

General Guidelines

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

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

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

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

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

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

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

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

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

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

A. Background and Strategic Needs Assessment

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

1. Business Need

The Division is pursuing a strategic goal to adapt to meet the needs of our external stakeholders by fostering new efficiencies in the way our agency does business while embracing new technology that will streamline our internal day-to-day operational processes and workflows. The Division is requesting financial support for the annual IT operating costs of the State Emergency Operation Center (EOC) that is relied upon by the State Emergency Response Team (SERT) comprised of multiple State Agencies who coordinate through the response and long-term recovery phase of a disaster operation to support all of Florida's Counties.

The recent COVID-19 activation has changed the way the Division does business with an increased reliance on IT solutions to meet the changing landscape of disaster operation workflows and processes. In support of State EOC operations, the Division's IT Bureau ensures that daily operations and disaster operations managed across the IT enterprise remain functional, agile, and secure. The Division's IT Bureau is also responsible for the IT disaster recovery and continuity of operations to ensure the SERT can still effectively respond and recover regardless of location in the State of Florida. It is paramount that the DEM IT infrastructure is supported to ensure no issues arise while the State EOC is activated supporting life safety missions and long-term recovery of Florida's communities during and after a disaster.

The Division administers and manages the contracts for approximately 12,000 disaster and non-disaster grants in support of State and County emergency management programs totaling approximately \$11,750,000,000. The Division has invested in a Software-as-a-Service (SaaS) solution, specifically a Salesforce Platform that supports disaster recovery, fiscal management, grants management, day-to-day and disaster specific invoicing, and County shelter management support to all Florida Counties. This Platform requires licensing that covers the annual operating cost for the Division to continue to better serve its stakeholders through a streamlined, digital workflow that provides efficiencies in invoice processing and payments, grants management, and contracts to include project submissions, documentation, and pay outs.

2. Business Objectives

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

Continue to support and build out new process and workflow in our existing cloud-based Software-as-a-Service (SaaS) solution that is scalable and satisfies the Division's retention requirements and compliance with Federal 2CFR§200, State GS1-SL, and F.S. 119.021 in addition to supporting the State Emergency Response Team through the Division's IT enterprise and infrastructure.

To achieve this, the goals for the Project are:

1. Reduce the Division's risk exposure of non-compliance with Federal and State retention requirements due to potential damage and/or loss of documents physically stored on premises at the Division.
2. Ensure faster disaster close outs are reached more efficiently and subrecipient and project documentation is managed effectively leading to faster payments to applicants.
3. Improve staff productivity, reduce operational complexity, and increase internal controls by enabling standardization and automation of business processes within and between DEM and federal and state grant subrecipients through documentation quality assurance and quality

controls.

4. Redesign existing Safer-FL application to be a Statewide Shelter Management system utilized by all 67 counties in the State to locally manage their congregate sheltering during hurricanes.

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

1. Current Business Process(es)

NOTE: If an agency has completed a workflow analysis, include through file insertion or attachment the analyses documentation developed and completed by the agency.

The Division administers and manages the contracts for approximately 12,000 disaster and non-disaster grants in support of State and County emergency management programs totaling approximately \$11,750,000,000. The current Software-as-a-Service (SaaS) solution (Salesforce) supports our Grants Management Platform that is currently built out for two of our Bureaus, Recovery and Mitigation. The Division, however, still has many processes and workflows that are strictly managed through non-digital paper routing, i.e., procurement documentation routing, manual entry for financial payouts, property tracking and disbursement, and contract routing. This solution also supports but does not fully manage our compliance requirements under 2CFR§200 and the General Records Schedule GS1-SL for State and Local Government Agencies where additional build out and logging functionality would support a more comprehensive catalog that would ensure faster disaster close outs are reached more efficiently and subrecipient and project documentation is managed effectively leading to faster payments to applicants.

As part of the Division's Salesforce Platform, a standalone Safer-FL application was built out and utilized for Non-Congregate Sheltering during Covid-19 response. This application allowed for COVID positive patients to be connected with local hotels to support quarantining efforts. There is a potential for a redesign of this application to be a Statewide Shelter Management system utilized by all 67 counties in the State to manage their congregate sheltering during hurricanes.

The Division supports the IT operations of the State EOC throughout the response and long-term recovery phase of a disaster operation in coordination with State Agencies to support all of Florida's Counties. The recent COVID-19 activation has changed the way the Division does business with an increased reliance on IT solutions to meet the changing landscape of disaster operation workflows and processes. In support of State EOC operations, the Division's IT Bureau ensures that daily operations and disaster operations managed across the IT enterprise remain functional, agile, and secure. The Division's IT enterprise covers networking, servers, cybersecurity, mission critical applications, websites, SharePoint, telecommunications, geographic information systems (GIS), and email. These systems are relied upon not solely by Division personnel daily, but by State Agencies and Counties during activations of the State EOC. More specifically, the Division provides a mission management platform, wireless and wired network, virtual server data backups, emails, multi-factor authentication and other cyber protection solutions, GIS data analytics and mapping support, phone service, audio/visual, virtual communication platforms, and cloud-based disaster recovery solutions all in a coordinated and collaborative effort to ensure that the State Emergency Response Team has the ability to serve the citizens of Florida effectively during disaster response and recovery.

2. Assumptions and Constraints

Assumptions:

1. The Division will continue to use its existing cloud-based Software-as-a-Service (SaaS) solution
2. The solution is not primarily an IT Project, but a strategic business need for the Division to ensure compliance to Federal and State retention guidelines.
3. Annual IT operating costs in support of the State Emergency Operation Center will continue to increase along historical trends of 18% a year. (FY 21/22 costs have increased 30% over FY 20/21).

4. The project will be funded annually.

Constraints:

1. Current federal and state funding sources are inadequate to absorb increased IT operating costs as these sources have only averaged a 1.64% increase annually since 2013.

B. Proposed Business Process Requirements

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

1. Proposed Business Process Requirements

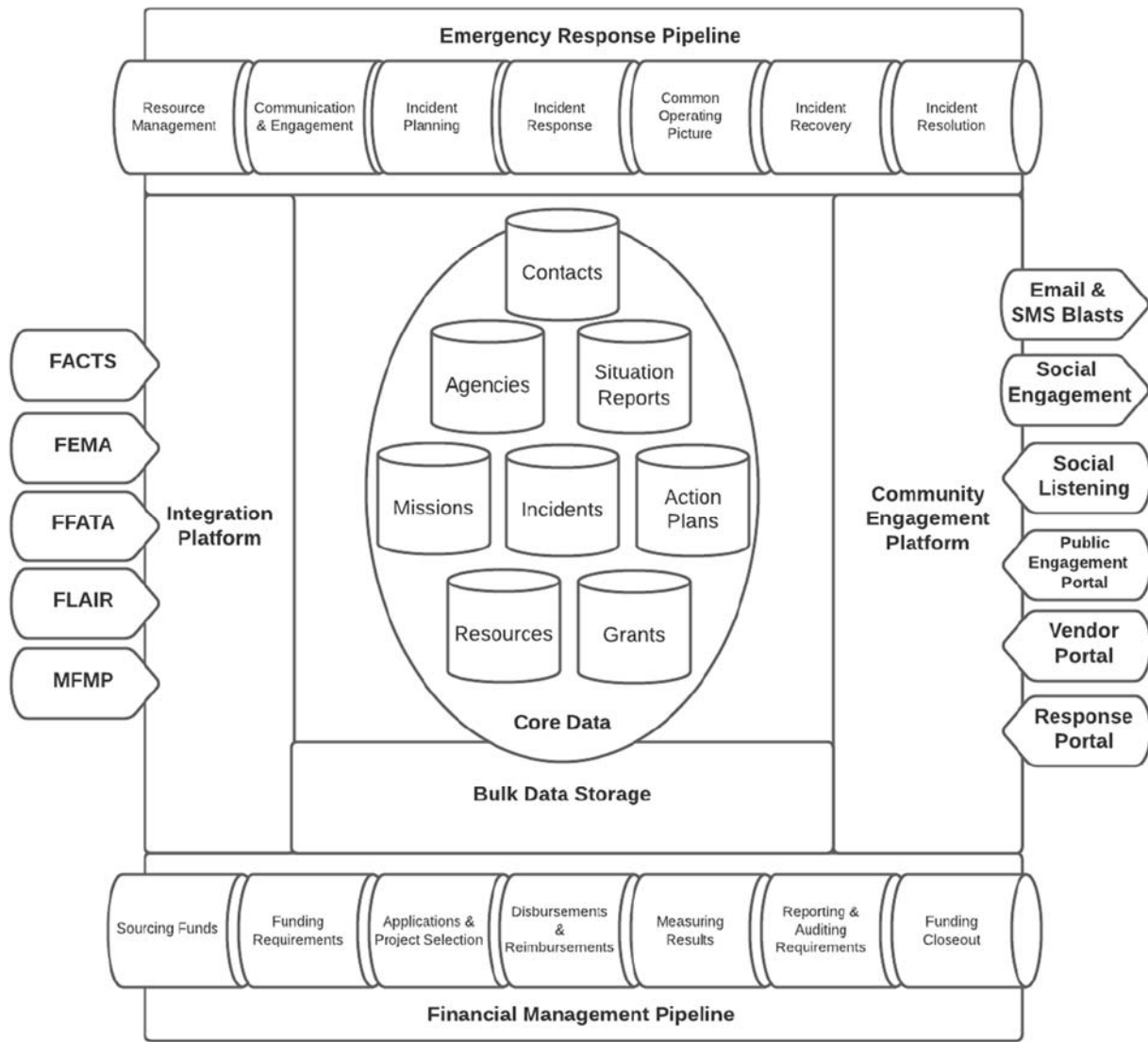
The Division has invested in a Software-as-a-Service (SaaS) solution, specifically a Salesforce Platform that supports disaster recovery, fiscal management, grants management, day-to-day and disaster specific invoicing, and County shelter management support to all Florida Counties. The Division receives, administers, and allocates funding from numerous disaster and non-disaster Federal awards and grants and must adhere to the requirements and compliance under Federal 2CFR§200, State GS1-SL, and F.S. 119.021. The Division is responsible for all operating costs associated with the IT infrastructure of the State Emergency Operations Center.

2. Business Solution Alternatives

No single solution will adhere to the Division's requirements to support a Grants Management Portal and unique business and disaster operation workflows.

3. Rationale for Selection

The current cloud-based Software-as-a-Service (SaaS) Salesforce solution has been designed to serve as the Division's Grant Management Platform and additional build out, functionality, and processes have already been identified using this solution. Below is our concept for future design and workflows to include seamless integration with Federal and State systems, an emergency response pipeline to support disaster operations of the State EOC, continued build out of core data functions, a financial management pipeline from the start of sourcing funds through the financial lifecycle to funding closeout, and community engagement to and from the Division with our external stakeholders to include email/text communications, social engagement, social listening, a direct public engagement portal, vendor portal for invoicing, and response portal for State Mutual Aid Agreements (SMAA).



4. Recommended Business Solution

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

A cloud-based Software-as-a-Service (SaaS) solution provided by Salesforce currently in use by our Division can be expanded with additional workflows and processes to meet the needs of the Division’s strategic vision.

C. Functional and Technical Requirements

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

Include through file insertion or attachment the functional and technical requirements analyses documentation developed and completed by the agency.

III. Success Criteria

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

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Build out new modules within the Salesforce Platform for additional Bureau Grants Management	Grants management for these Bureaus is automated and no longer managed with paper records.	DEM	01/23
2	Develop Shelter Management Portal	Application redeveloped from non-congregate sheltering to County managed congregate sheltering scheduling	All 67 Counties	05/23
3	Develop a Financial Management pipeline within the Platform to digitize and automate the procurement routing process, grants life cycle, and disaster close out procedures.	Division financial management is streamlined with automated routing workflows and direct integration with external financial systems such as FACTS, FLAIR, and MFMP leading to faster payments issued to subrecipients and quicker disaster close outs.	DEM, Grant subrecipients	06/23
4	Integrate with PALM	Core financial transactional activities and reporting tasks are updated from FLAIR to new Statewide financial system.	DEM	01/25

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

A. Benefits Realization Table

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

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will

be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Improvement in the Divisions financial management and accounting capabilities to enable more accurate oversight of budget and cash demands today and in the future	DEM	Reduced time to reconcile transactions, enhanced financial reporting due to automated encumbrances and payables	Through the realization of shorter timeframes for processing payouts.	06/23
2	Improvement in state employee productivity, reduction of operational complexity and an increase of internal controls by enabling standardization and automation of business processes within and between DEM and vendors/grant subrecipients	DEM, Vendors, Grant Subrecipients	Reduced time performing redundant data entry and reconciliation, reformatting reports, tracking paper documentation	Through the realization of a more streamlined and efficient financial management pipeline.	06/23

B. Cost Benefit Analysis (CBA)

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

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

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	<p>Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that will be impacted by the proposed project.</p> <p>Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized.</p>

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return

V. Schedule IV-B Major Project Risk Assessment

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

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

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

VI. Schedule IV-B Technology Planning

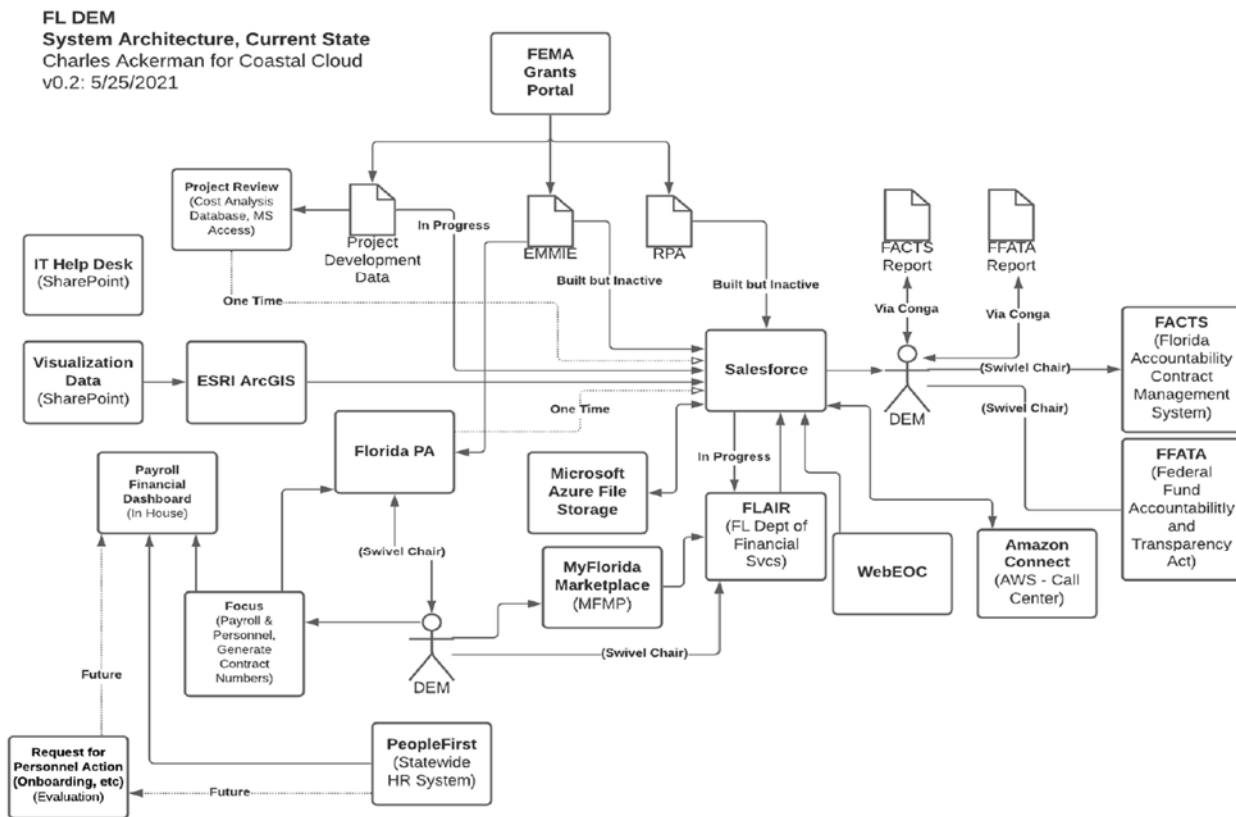
Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

a. Description of Current System

Salesforce is a cloud-based software that helps organizations to effectively streamline workflows, processes, and integrations under one single customer relationship management (CRM) platform. Below is the current system architecture for the Division’s Salesforce Platform.



b. Current System Resource Requirements

The Salesforce Platform is a Software-as-a-Service (SaaS) solution that resides in the cloud environment and does not require on-premise IT infrastructure to manage or deploy.

c. Current System Performance

As a cloud based solution, Salesforce has a reliable performance with integrated system performance metric tracking capabilities to include access, usage, and report generation.

2. Information Technology Standards

Salesforce is the #1 customer relationship management (CRM) platform in the world.

B. Current Hardware and/or Software Inventory

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

C. Proposed Technical Solution

1. Technical Solution Alternatives
2. Rationale for Selection
3. Recommended Technical Solution

D. Proposed Solution Description

1. Summary Description of Proposed System
2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

E. Capacity Planning

(historical and current trends versus projected requirements)

VII. Schedule IV-B Project Management Planning

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

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

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

VIII. Appendices

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

CBAForm 1 - Net Tangible Benefits

Agency	DEM	Project	Technology Sustainment Needs
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2022-23			FY 2023-24			FY 2024-25			FY 2025-26			FY 2026-27		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	0.00	0.00	0.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Application Maintenance Costs	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000
B-4. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000	\$0	\$5,300,000	\$5,300,000
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
F-2. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
F-3. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		(\$5,300,000)			(\$5,300,000)			(\$5,300,000)			(\$5,300,000)			(\$5,300,000)	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	95%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input type="checkbox"/>	Confidence Level	

A	B		C	D	E	F		G	H	I	J	K		L	M	N	O	P	Q	R	S	T	
1	DEM		Technology Sustainment Needs																				
Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.					CBA Form 2A Baseline Project Budget																		
2					FY2022-23			FY2023-24			FY2024-25			FY2025-26			FY2026-27			TOTAL			
3					\$ -			\$ -			\$ -			\$ -			\$ -			\$ -			
4	Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL			
5	Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	
9	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	All first-time training costs associated with the project.	Training	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Total			\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	

CBAForm 2 - Project Cost Analysis

Agency	<u>DEM</u>	Project	<u>Technology Sustainment Needs</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
TOTAL PROJECT COSTS (*)	\$0	\$0	\$0	\$0	\$0	\$0
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i>	\$0	\$0	\$0	\$0	\$0	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
General Revenue	\$5,300,000	\$5,300,000	\$5,300,000	\$5,300,000	\$5,300,000	\$26,500,000
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$5,300,000	\$5,300,000	\$5,300,000	\$5,300,000	\$5,300,000	\$26,500,000
CUMULATIVE INVESTMENT	\$5,300,000	\$10,600,000	\$15,900,000	\$21,200,000	\$26,500,000	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	Confidence Level	x	95%
Order of Magnitude	Confidence Level		
Placeholder	Confidence Level		

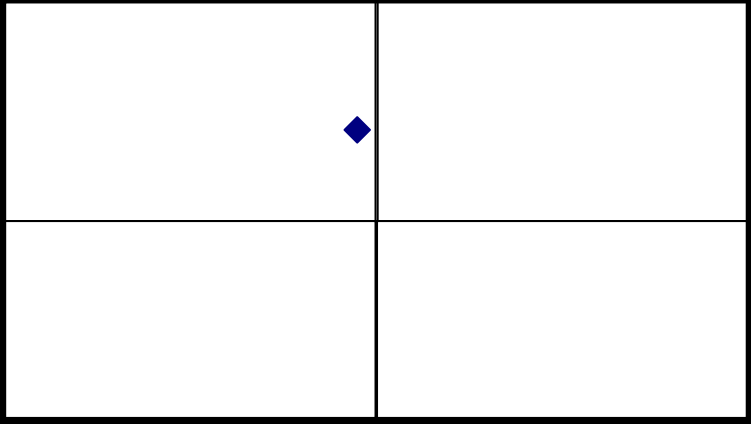
CBAForm 3 - Project Investment Summary

Agency	DEM	Project	Technology Sustainment Needs
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL FOR ALL YEARS
Project Cost	\$0	\$0	\$0	\$0	\$0	\$0
Net Tangible Benefits	(\$5,300,000)	(\$5,300,000)	(\$5,300,000)	(\$5,300,000)	(\$5,300,000)	(\$26,500,000)
Return on Investment	(\$5,300,000)	(\$5,300,000)	(\$5,300,000)	(\$5,300,000)	(\$5,300,000)	(\$26,500,000)
Year to Year Change in Program Staffing	0	1	1	1	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$24,127,288)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Cost of Capital	2.69%	2.90%	3.09%	3.29%	3.48%

	B	C	D	E	F	G	H
3	Project		<i>Technology Sustainment Needs</i>				
4							
5	Agency		<i>DEM</i>				
6	FY 2022-23 LBR Issue Code:			FY 2022-23 LBR Issue Title:			
7	<i>Issue Code</i>			<i>Issue Title</i>			
8	Risk Assessment Contact Info (Name, Phone #, and E-mail Address):						
9	<i>Jason Ray, 850-443-0170, jason.ray@em.myflorida.com</i>						
10	Executive Sponsor		<i>Kevin Guthrie</i>				
11	Project Manager		<i>Jason Ray</i>				
12	Prepared By		<i>Jason Ray</i>			<i>9/13/2021</i>	
14	Risk Assessment Summary						
15							
16							
17							
18							
19							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30	Level of Project Risk						
31							
32							
34	Project Risk Area Breakdown						
35	Risk Assessment Areas						<i>Risk Exposure</i>
36	Strategic Assessment						LOW
37							
38	Technology Exposure Assessment						LOW
39							
40	Organizational Change Management Assessment						MEDIUM
41							
42	Communication Assessment						MEDIUM
43							
44	Fiscal Assessment						MEDIUM
45							
46	Project Organization Assessment						MEDIUM
47							
48	Project Management Assessment						MEDIUM
49							
50	Project Complexity Assessment						HIGH
51							
52							
53	Overall Project Risk						MEDIUM

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
3	Section 1 -- Strategic Area			
4	#	Criteria	Values	Answer
5	1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
6			41% to 80% -- Some objectives aligned	
7			81% to 100% -- All or nearly all objectives aligned	
8	1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Documented with sign-off by stakeholders
9			Informal agreement by stakeholders	
10			Documented with sign-off by stakeholders	
11	1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings
12			Most regularly attend executive steering committee meetings	
13			Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
14	1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is completely documented
15			Vision is partially documented	
16			Vision is completely documented	
17	1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
18			41% to 80% -- Some defined and documented	
19			81% to 100% -- All or nearly all defined and documented	
20	1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
21			Changes unknown	
22			Changes are identified in concept only	
23			Changes are identified and documented	
24			Legislation or proposed rule change is drafted	
25	1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
26			Some	
27			All or nearly all	
28	1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Extensive external use or visibility
29			Moderate external use or visibility	
30			Extensive external use or visibility	
31	1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Multiple agency or state enterprise visibility
32			Single agency-wide use or visibility	
33			Use or visibility at division and/or bureau level only	
34	1.10	Is this a multi-year project?	Greater than 5 years	1 year or less
35			Between 3 and 5 years	
36			Between 1 and 3 years	
37			1 year or less	

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
3	Section 2 -- Technology Area			
4	#	Criteria	Values	Answer
5	2.01	Does the agency have experience working with, operating, and supporting the proposed technical solution in a production environment?	Read about only or attended conference and/or vendor presentation	Supported production system 1 year to 3 years
6			Supported prototype or production system less than 6 months	
7			Supported production system 6 months to 12 months	
8			Supported production system 1 year to 3 years	
9			Installed and supported production system more than 3 years	
10	2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	Internal resources have sufficient knowledge for implementation and operations
11			External technical resources will be needed through implementation only	
12			Internal resources have sufficient knowledge for implementation and operations	
13	2.03	Have all relevant technical alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	All or nearly all alternatives documented and considered
14			Some alternatives documented and considered	
15			All or nearly all alternatives documented and considered	
16	2.04	Does the proposed technical solution comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
17			Some relevant standards have been incorporated into the proposed technology	
18			Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
19	2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
20			Moderate infrastructure change required	
21			Extensive infrastructure change required	
22			Complete infrastructure replacement	
23	2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
24			Capacity requirements are defined only at a conceptual level	
25			Capacity requirements are based on historical data and new system design specifications and performance requirements	

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
3	Section 3 -- Organizational Change Management Area			
4	#	Criteria	Values	Answer
5	3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Moderate changes to organization structure, staff or business processes
6			Moderate changes to organization structure, staff or business processes	
7			Minimal changes to organization structure, staff or business processes structure	
8	3.02	Will this project impact essential business processes?	Yes	Yes
9			No	
10	3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
11			41% to 80% -- Some process changes defined and documented	
12			81% to 100% -- All or nearly all processes defined and documented	
13	3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
14			No	
15	3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
16			1% to 10% FTE count change	
17			Less than 1% FTE count change	
18	3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
19			1 to 10% contractor count change	
20			Less than 1% contractor count change	
21	3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
22			Moderate changes	
23			Minor or no changes	
24	3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
25			Moderate changes	
26			Minor or no changes	
27	3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
28			Recently completed project with fewer change requirements	
29			Recently completed project with similar change requirements	
30			Recently completed project with greater change requirements	

	B	C	D	E
1	Agency: Agency Name		Project: Project Name	
3	Section 4 -- Communication Area			
4	#	Criteria	Value Options	Answer
5	4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
6			No	
7	4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Routine feedback in Plan
8			Routine feedback in Plan	
9			Proactive use of feedback in Plan	
10	4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	Yes
11			No	
12	4.04	Are all affected stakeholders included in the Communication Plan?	Yes	Yes
13			No	
14	4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	All or nearly all messages are documented
15			Some key messages have been developed	
16			All or nearly all messages are documented	
17	4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Success measures have been developed for some messages
18			Success measures have been developed for some messages	
19			All or nearly all messages have success measures	
20	4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	No
21			No	

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
3	Section 5 -- Fiscal Area			
4	#	Criteria	Values	Answer
5	5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
6			No	
7	5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
8			41% to 80% -- Some defined and documented	
9			81% to 100% -- All or nearly all defined and documented	
10	5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$2 M and \$10 M
11			Greater than \$10 M	
12			Between \$2 M and \$10 M	
13			Between \$500K and \$1,999,999	
14			Less than \$500 K	
15	5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	Yes
16			No	
17	5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Detailed and rigorous (accurate within ±10%)
18			Order of magnitude – estimate could vary between 10-100%	
19			Placeholder – actual cost may exceed estimate by more than 100%	
20	5.06	Are funds available within existing agency resources to complete this project?	Yes	No
21			No	
22	5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
23			Funding from local government agencies	
24			Funding from other state agencies	
25	5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Not applicable
26			Requested but not received	
27			Requested and received	
28			Not applicable	
29	5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Most project benefits have been identified but not validated
30			Some project benefits have been identified but not validated	
31			Most project benefits have been identified but not validated	
32			All or nearly all project benefits have been identified and validated	
33	5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 1 year
34			Within 3 years	
35			Within 5 years	
36			More than 5 years	
37			No payback	
38	5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
39			Stakeholders have not been consulted re: procurement strategy	
40			Stakeholders have reviewed and approved the proposed procurement strategy	
41	5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Combination FFP and T&E
42			Firm Fixed Price (FFP)	
43			Combination FFP and T&E	
44	5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Purchase all hardware and software at start of project to take advantage of one-time discounts
45			Purchase all hardware and software at start of project to take advantage of one-time discounts	
46			Just-in-time purchasing of hardware and software is documented in the project schedule	
47	5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager is the project manager
48			Contract manager is the procurement manager	
49			Contract manager is the project manager	
50			Contract manager assigned is not the procurement manager or the project manager	
51	5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
52			No	
53	5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
54			Some selection criteria and outcomes have been defined and documented	
55			All or nearly all selection criteria and expected outcomes have been defined and documented	
56	5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
57			Multi-stage evaluation not planned/used for procurement	
58			Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
59	5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
60			No, bid response did/will not require proof of concept or prototype	
61			Yes, bid response did/will include proof of concept or prototype	
62			Not applicable	

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
3	Section 6 -- Project Organization Area			
4	#	Criteria	Values	Answer
5	6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
6			No	
7	6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
8			Some have been defined and documented	
9			All or nearly all have been defined and documented	
10	6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	Agency
11			Agency	
12			System Integrator (contractor)	
13	6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	3 or more
14			2	
15			1	
16	6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Some or most staff roles and responsibilities and needed skills have been identified
17			Some or most staff roles and responsibilities and needed skills have been identified	
18			Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
19	6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager assigned more than half-time, but less than full-time to project
20			No, project manager is assigned 50% or less to project	
21			No, project manager assigned more than half-time, but less than full-time to project	
22			Yes, experienced project manager dedicated full-time, 100% to project	
23	6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated more than half-time but less than full-time to project
24			No, business, functional or technical experts dedicated 50% or less to project	
25			No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
26			Yes, business, functional or technical experts dedicated full-time, 100% to project	
27	6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Completely staffed from in-house resources
28			Half of staff from in-house resources	
29			Mostly staffed from in-house resources	
30			Completely staffed from in-house resources	
31	6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
32			Moderate impact	
33			Extensive impact	
34	6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
35			No	
36	6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No, all stakeholders are not represented on the board
37			No, only IT staff are on change review and control board	
38			No, all stakeholders are not represented on the board	
39			Yes, all stakeholders are represented by functional manager	

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
3	Section 7 -- Project Management Area			
4	#	Criteria	Values	Answer
5	7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Project Management team will use the methodology selected by the systems integrator
6			Project Management team will use the methodology selected by the systems integrator	
7			Yes	
8	7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
9			1-3	
10			More than 3	
11	7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	All or nearly all
12			Some	
13			All or nearly all	
14	7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
15			41 to 80% -- Some have been defined and documented	
16			81% to 100% -- All or nearly all have been defined and documented	
17	7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
18			41 to 80% -- Some have been defined and documented	
19			81% to 100% -- All or nearly all have been defined and documented	
20	7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	81% to 100% -- All or nearly all requirements and specifications are traceable
21			41 to 80% -- Some are traceable	
22			81% to 100% -- All or nearly all requirements and specifications are traceable	
23	7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	Some deliverables and acceptance criteria have been defined and documented
24			Some deliverables and acceptance criteria have been defined and documented	
25			All or nearly all deliverables and acceptance criteria have been defined and documented	
26	7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
27			Only project manager signs-off	
28			Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
29	7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	81% to 100% -- All or nearly all have been defined to the work package level
30			41 to 80% -- Some have been defined to the work package level	
31			81% to 100% -- All or nearly all have been defined to the work package level	
32	7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
33			No	
34	7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
35			No	
36	7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team and executive steering committee use formal status reporting processes
37			Project team uses formal processes	
38			Project team and executive steering committee use formal status reporting processes	
39	7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	Some templates are available
40			Some templates are available	
41			All planning and reporting templates are available	
42	7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
43			No	
44	7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	Some have been defined and documented
45			Some have been defined and documented	
46			All known risks and mitigation strategies have been defined	
47	7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	No
48			No	
49	7.17	Are issue reporting and management processes documented and in place for this project?	Yes	No
50			No	

	B	C	D	E
1	Agency: DEM		Project: Technology Sustainment Needs	
2				
3	Section 8 -- Project Complexity Area			
4	#	Criteria	Values	Answer
5	8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
6			More complex	
7			Similar complexity	
8			Less complex	
9	8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
10			3 sites or fewer	
11			More than 3 sites	
12	8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
13			3 sites or fewer	
14			More than 3 sites	
15	8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
16			1 to 3 external organizations	
17			More than 3 external organizations	
18	8.05	What is the expected project team size?	Greater than 15	5 to 8
19			9 to 15	
20			5 to 8	
21			Less than 5	
22	8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	More than 4
23			2 to 4	
24			1	
25			None	
26	8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Statewide or multiple agency business process change
27			Agency-wide business process change	
28			Statewide or multiple agency business process change	
29	8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
30			No	
31	8.09	What type of project is this?	Infrastructure upgrade	Business Process Reengineering
32			Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
33			Business Process Reengineering	
34			Combination of the above	
35	8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
36			Lesser size and complexity	
37			Similar size and complexity	
38			Greater size and complexity	
39	8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Similar size and complexity
40			Lesser size and complexity	
41			Similar size and complexity	
42			Greater size and complexity	

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: EOG/Division of Emergency Managemen **Budget Period 2022 - 2023**
Budget Entity: 31700100

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

Explanation: No debt service

SECTION II

ISSUE:

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

ISSUE:

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

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022 - 2023

Department: Division of Emergency Management

Chief Internal Auditor: Susan Cureton

Budget Entity: 31700100

Phone Number: (850) 815-4184

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Report No. 2021-182	Report Dated March 2021	Recovery Bureau	Finding 2020-050: The FDEM did not monitor subrecipients in accordance with FDEM procedures or timely issue management decisions for subrecipient audit findings.	Concur with recommendation. FDEM has begun revising its Compliance Unit to increase the number of monitoring activities and increase efficiencies in implementing the Compliance Program. FDEM has hired additional staff to supplement the Compliance Team in order to effectively perform its monitoring duties. FDEM is exploring virtual options in order to bolster its monitoring program. FDEM is improving its audit tracking process to capture all issues requiring management decisions.	
FDEM OIG Report No. 20-A001	Report Dated June 2021	Director's Office	<p>Finding 1: The Standard Operating System procedure (Procedure No. SOP-DOO-001) was not always followed nor functioning as intended.</p> <p>Recommendation 1.1: We recommend management establish a dedicated position, or unit/section, within FDEM in order to consistently and effectively coordinate the SOS procedure Division-wide.</p> <p>Recommendation 1.2: We recommend management ensure FDEM's procedural documents are inventoried, tracked, and published on FDEM's portal, as required by the SOS procedure.</p> <p>Recommendation 1.3: We recommend management ensure all procedural documents in use by FDEM are reviewed to determine which documents need to be formally adopted, and ensure those documents are adopted in accordance with the SOS procedure.</p> <p>Recommendation 1.4: We recommend management ensure periodic training and/or awareness activities are conducted to ensure that all FDEM staff understand the SOS process and their responsibilities under the SOS procedure.</p> <p>Recommendation 1.5: We recommend management ensure scheduled reviews of all FDEM's procedural documents - including the SOS procedure itself - are conducted, as required by the SOS procedure.</p>	<p>Recommendation 1.1: The Division agrees with this recommendation. The Division has created a new Special Projects Unit with a dedicated position within the Director's Office that will be tasked with developing policies consistent with the SOS, maintaining timelines, and ensuring our SOS procedure is consistently followed throughout the Division.</p> <p>Recommendation 1.2: The Division agrees with this recommendation. The Division's new Special Projects Unit will inventory, track, and publish each policy in accordance with the SOS procedure. Further, each policy will be reviewed annually and modified, as necessary, to reflect current operations.</p> <p>Recommendation 1.3: The Division agrees with this recommendation. The Division's new Special Projects Unit will be responsible for evaluating all procedural documents and ensuring adoption, as necessary, in accordance with the SOS procedure.</p> <p>Recommendation 1.4: The Division agrees with this recommendation. The Division will begin holding quarterly mandatory trainings to ensure that all FDEM staff understand the SOS process and their responsibilities under the SOS procedure. Further, the Division will begin offering a new mandatory on-boarding training class to ensure that new staff are familiar with the SOS process and understand their compliance obligations.</p> <p>Recommendation 1.5: The Division agrees with this recommendation. The Division will begin requiring an annual review of every policy by the appropriate Bureau Chief and by the new Special Project Unit within the Director's Office. For Division-wide policies, including the SOS procedure, an annual review will be</p>	

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG/Division of Emergency Management
Agency Budget Officer/OPB Analyst Name: Susanne McDaniel/Sherie Carrington

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	31	70	0	10	1

1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, 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)? (CSDI or Web LBR Column Security)	Y	EOG performs this function for the Division of Emergency Management.
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	EOG performs this function for the Division of Emergency Management.

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	EOG performs this function for the Division of Emergency Management.
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y	EOG performs this function for the Division of Emergency Management.
1.5 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	EOG performs this function for the Division of Emergency Management.
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 included in the LAS/PBS Web upload process requires 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 57 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
---	---	--	--	--	--

AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component 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				

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	1
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 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [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.					
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 2020-21 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 27 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 65 through 68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	Y				

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	1
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	Y				
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 #22-001?	Y				
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)	Y				
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?	Y				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the 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 26 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, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/J	No issue for major audit findings included in Agency LBR.			
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)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	1
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/J	The FCO amount of \$3M is part of the base budget for the Division of Emergency Management.			
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2021-22 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?	Y				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	1
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to 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?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
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?	N	Due to the early submission these are not included. Will add during Technical Review			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	1
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 126 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 156 of the LBR Instructions.)	N/J	The salary rate identified for the new positions are based on FEMA counterparts or statewide average for the position plus 10% for Emergency Response Roles. This is explained in the narrative for the budget issues.			
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded (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)						
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	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in 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.)	Y				
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in					

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	1
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 100 through 103 of the LBR Instructions regarding a 10% reduction in 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.)	Y				
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.					
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.					
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/J	Schedule not being used.			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 97 through 103 of the LBR instructions?	N/J	Schedule not being used.			
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/J	Schedule not being used.			
AUDIT:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 111-115 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 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: 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)						

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	1
17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 84 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 136 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?	Y				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155-157) 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?	Y				
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				
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				