



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER NICOLE "NIKKI" FRIED

LEGISLATIVE BUDGET REQUEST

September 15, 2021

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request (LBR) for the Florida Department of Agriculture and Consumer Services (FDACS) 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 Fiscal Year 2022-23.

This proposal reflects our department's continued commitment to a common-sense, fiscally responsible budget that meets the needs of our state's agriculture community, our consumers, and our families.

Our budget priorities herein are solutions-oriented and critical not only to our department's success, but also to our State. Funding these priorities will save lives and property by supporting our wildland firefighters and agricultural law enforcement officers; fostering the burgeoning hemp and hemp extract inhalation industries capable of creating billions in economic potential; protecting and improving our water sources; and ensuring our state's agriculture industry remains globally competitive in the face of both ongoing and new challenges.

Managing over 1 million acres of state forests and responsible for the protection of over 26 million acres of forest and wildlands from fires, our hardworking Florida Forest Service is a model for the nation. Our wildland firefighters and forest rangers have enormous jobs given the operational stresses of wildfires, deployment for disasters in support of urban search and rescue task forces, continued response and support to Hurricane Michael efforts, and mitigation of the 72 million tons of wildfire fuel and downed trees from that storm which, three years later, remain a threat to the region.

Nearly 52% of the Florida Forest Service fleet will exceed replacement criteria by the end of Fiscal Year 2021-22. Meanwhile, the Florida Forest Service continues to operate Vietnam-era surplus helicopters that are increasingly difficult to service, maintain, and function, yet are critical to suppressing wildfires and keeping our firefighters safe while protecting lives, land, and property. Our fixed-wing aircraft, which provide critical intelligence to ground forces, are similarly conditioned. Our request includes funding for the replacement of one rotor- and one fixed- wing aircraft, as well as \$11 million in trust fund investment for routine maintenance and repairs to Florida Forest Service infrastructure such as roads, bridges and state forest facilities.

And while firefighting equipment continues to be our top priority, the equipment would mean nothing without the brave first responders and support personnel within the Florida Forest Service. Over the last three years, Florida Forest Service personnel responded to an average of 4,672 fires that burned a total of 147,169 acres. Florida's Wildland Firefighters and Fire support staff respond 24 hours a day, 365 days a year in very harsh conditions to protect Florida's citizens from wildfires.

Similarly, our Office of Agricultural Law Enforcement (OALE) is a fully accredited law enforcement agency tasked with protecting Florida's agriculture and its consumers. OALE conducts vehicle inspections 24 hours a day, 365 days a year to ensure the safety and protection of Florida's food supply and agriculture industry. In addition, OALE investigates crimes involving the detection of illegal gas pump skimming devices and associated profit chains, credit card theft, unlawful conveyance of fuel, unscrupulous motor vehicle repair shops, animal cruelty, unlicensed security guards, and unlicensed repossession agents, as well as conducting wildfire/arson investigations. Furthermore, OALE maintains a domestic security footprint, participating in all seven regional Domestic Security Task Forces statewide and partners with federal, state and local law enforcement agencies to assist in interoperability, communication, and data sharing.

Both firefighters and agricultural law enforcement officers are a big part of the emergency response efforts during hurricanes and other disasters and emergencies. Our first responders should always be a priority, and I am requesting \$5.9 million to grant pay increases to these exceptional men and women.

One of the department's most critically important conservation tools is the Rural and Family Lands Program, a common-sense initiative which ensures that environmentally sensitive lands remain in agriculture through conservation easements. These conservation partnerships with private landowners preserve agricultural lands while protecting natural resources and wildlife

habitats. My budget request proposes \$20 million to fund this program, with matching dollars totaling \$20 million from other partners to maximize the state's land purchasing power.

Regulating the cultivation, production, and distribution of hemp products involves many of our divisions. From testing products for human consumption, to seed certification, to weights and measures at point of sale and packaging, to permitting, inspection, and consumer protection, robust oversight requires adequate resources. The 2021 Legislature appropriated portions of the hemp program requests related to testing and laboratory equipment and space needs, allowing the department to provide oversight to the industry. The 2020 Legislature gave additional responsibilities to the department related to the inhalation of hemp extracts. To implement proper regulatory oversight and to support efficient and accurate laboratory testing, my request includes \$3.2 million, \$1.9 million of which is trust fund authority, to support the state hemp program.

Water continues to be the lifeblood of our state and is critical to agriculture, our economy, and public health, which all depend on access to clean water. Improvements of the FDACS Best Management Practices (BMP) program are underway with the collection of nutrient records, increased implementation verification site visits, accelerated enrollment efforts to comply with Department of Environmental Protection's basin management action plans (BMAPs), and updates to the rules governing the BMP program. More frequent site visits to ensure the proper implementation of applicable BMPs allows my office to better target cost share dollars in the most needed areas and projects to improve and enhance BMP implementation, which will continue to benefit the environmental resources of the state. My request for \$3.4 million in trust fund authority provides the department resources needed to ensure legislative mandates are fulfilled. Also included in the year's request is \$3.3 million in agricultural BMP research projects identified in the annual research plan to meet the requirements of the Clean Waterways Act.

The significant changes in BMP program requirements in recent years affect producers currently enrolled in the BMP program, those who operate in BMAPs, and also producers in priority spring areas (PSAs). In response to requests from industry representatives and producers, I am requesting funding to develop a robust education and outreach program to inform producers and the public about law changes and how these changes relate to the agriculture industry and water resources in Florida.

My budget request reflects my continued commitment to improving Florida's water for future generations. This request includes \$5 million in trust funding to address agricultural nutrient reduction and water retention projects in the Lake Okeechobee Watershed and \$10 million in trust funding for similar projects statewide, such as in critical spring sheds. These crucial projects include cost share programs for precision agriculture, technology-based nutrient application, land management tools. My request also includes \$5 million to implement cost

share-funded projects on agricultural lands in BMAPs to advance water quality goals beyond the implementation of the BMP program.

The Office of Energy remains vigilant in pursuing federal funding to support the state's energy goals and priorities. With the General Revenue funding received during the 2020 Legislative Session, the Office of Energy continues to develop new programs to address energy efficiency, renewable energy, alternative fuels, and alternative vehicle technologies. In April, the Office of Energy partnered with the City of Tallahassee, Origis Energy, and UF IFAS to create the Photovoltaic (PV) Pollinator Project to collect data on various crops relevant to agriculture and pollinator habitat in solar farms, among numerous other goals, to ultimately educate Florida stakeholders on the relationship and feasibility of pollinators on solar farms.

In July, the Office of Energy launched a \$500,000 Urban and Community Farming Pilot Program Grant to provide more communities cleaner air and a stable, affordable, and secure source of fresh produce. This project will explore and address food insecurity, energy cost reductions of food production, provide incentives for community involvement in reducing CO2 and the production of nutritious food, and promote CO2 sequestration in the most heavily populated areas. Also in July, the Office of Energy launched a request for proposals for a statewide energy equity study that characterizes utility burden and energy insecurity within Florida. This study will investigate the distribution of benefits and burdens from energy production and consumption as well as the disproportionate impact of environmental hazards on vulnerable populations. The office will continue to use available state and federal funds to develop and manage energy efficiency, renewable energy, and energy education programs throughout the state.

It bears repeating that agriculture is a pillar of Florida's economy, with 47,000 farms supporting more than 2 million jobs and \$149.5 billion in economic impact. However, the industry faces serious challenges from heightened tariffs, trade wars, and trade disadvantages, such as Mexico's dumping of illegally subsidized agricultural products even under the United States-Mexico-Canada Agreement (USMCA), as well as from the continued impacts of COVID-19. 2020 was a catastrophic year for Florida growers which saw significant supply chain disruption resulting in cash losses exceeding \$230 million and nearly 4000 jobs lost – an estimated total economic impact in excess of \$400 million.

One of our best tools to keep our agriculture producers globally competitive is the Florida Agricultural Promotional Campaign, known as Fresh From Florida. With a \$22 return on investment for every \$1 invested, the Fresh From Florida brand has created \$125 million in annual sales for growers, \$700 million from trade shows in recent years, and reaches over 60 million consumers annually. Fresh From Florida also pursues value-added partnerships with the private sector that come at no taxpayer cost. Department marketing efforts evolved to meet the changing demands and shopping methods of the consumer and new messaging strategies were adopted to push forward the momentum to "buy local." These efforts must continue without interruption through the coming years to maintain consumer awareness and loyalty to Florida

Directors
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grown products. My \$8.7 million request restores the recurring funding to this vital program, is minimal when compared to the return on investment, and is necessary to support our state's growers in this evolving global marketplace.

Florida's warm climate and status as a travel destination make it highly susceptible to invasive plant pests and diseases, which pose significant threats to Florida agriculture – particularly to our state's signature crop, citrus. My budget proposal includes continued efforts to mitigate these threats. This includes funding for the most promising research projects to rebuild Florida citrus, funding for citrus health response, funding to support citrus inspection, and eradication of pests that threaten not only agriculture and horticulture, but also human health.

As we continuously evaluate the ever-changing financial landscape, I believe this proposed Fiscal Year 2022-23 budget balances our state's improved financial outlook with the most critical and impactful needs of our department and the people of our state. Despite the challenges of operating through a continuing pandemic, our core mission remains the same, to safeguard the public and support Florida agriculture. Each budget proposal submitted as part of this request has been fully vetted by staff and carefully considered by me. I am confident that this request will accomplish our work while responsibly using the resources that taxpayers grant us. Should you have any questions about this Legislative Budget Request, please contact me or my staff directly at (850) 617-7700.

Thank you for your consideration. I look forward to working with you to keep Florida growing.

Sincerely,



Nicole Fried
Commissioner of Agriculture

Florida Department of Agriculture and Consumer Services
Fiscal Year 2022-2023 Temporary Special Duty – General Pay Additives Implementation Plan

[Section 110.2035\(7\)\(b\), Florida Statutes](#), provides that each state agency shall include in its annual legislative budget request a proposed written plan for implementing temporary special duties—general pay additives during the next fiscal year. Pay additives are a valuable management tool which allows agencies to recognize and compensate employees for identified duties without providing a permanent pay increase. The Department of Agriculture and Consumer Services is requesting approval to implement temporary special duties—general as described below. The agency is not requesting any additional rate or appropriations for these additives.

Temporary Special Duties—General

Description:

These temporary pay increases are used in a variety of circumstances such as:

- An employee performing additional duties of a higher level position when the other position is vacant for any reason other than absent coworker due to Family Medical Leave Act (FMLA) or military leave.
- An employee performing additional duties of a higher level position whose incumbent has been temporarily assigned other duties.
- An employee who meets the criteria for out of title work under the AFSCME collective bargaining agreement or acting ranks under the PBA contract.
- An employee continuing to perform additional duties of an absent coworker when the coworker has exhausted FMLA leave but has not yet returned to work.
- An employee performing additional duties of a coworker who is absent in accordance with [60L-34.0051, Florida Administrative Code \(F.A.C.\)](#), Family Supportive Work Program, of the Department of Management Services Personnel Rules, that does not meet the FMLA or military leave criteria.
- An employee performing additional duties of a significant nature and time regarding a special project or special assignment not normally assigned to the employee.

Justification:

As we are not able to always anticipate when a position will become vacant, there may be project deadlines or daily work activities (inspections, payroll processing, license issuance, etc.) that must be met and fulfilled. If it is not feasible for these duties to go undone while the recruitment and selection process is being performed, it will be necessary to assign these duties to another employee until the position is filled. We also may have special projects or special assignments of a temporary nature that may necessitate the use of additional staff to perform duties not normally assigned to their position.

Effective date of additive:

The additive will be in effect beginning the first day of the added duties or, when the temporary special duty is for an employee covered by the AFSCME contract or the PBA agreement, the additive must be effective no later than the 23rd day if the employee has been assigned duties of a higher level position for a period of more than 22 workdays within any six consecutive months.

Length of time additive will be used:

The additive will be in effect for the length of time the position is vacant or until such time as management decides that the additional duties can be removed from the employee receiving the additive, but in either case no longer than 90 days without agency review to decide if it should be sent to the Department of Management Services for an extension.

Additive Amount:

Up to 10% of the employee's base salary (or the option to go to the minimum of the higher level pay grade, if determined appropriate).

Classes/Positions affected:

Any Career Service classification could be affected by the provisions of this plan so it is not possible to predict exactly which temporary special duty additives will occur in FY 22/23. However, there were twelve temporary special duty additives (not including those for absent coworker for military/FMLA leave purposes) that were provided during the FY 20/21.

Historical data:

The provision for a temporary special duty additive has been in effect for many years dating back in the statutes to at least the year 1997. The number of persons for this type of additive for the prior fiscal year is shown in the paragraph above.

Estimated annual cost:

The last fiscal year's annual cost for temporary special duty additives (not including those for absent coworker for military/FMLA leave purposes) was \$13,638.

Collective Bargaining Units impacted:

AFSCME, Article 21: Compensation For Temporary Special Duty In A Higher Position

- (A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.

- (B) Employees being paid at a higher rate while temporarily acting in a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level is ended.

PBA-Law Enforcement Unit, Article 21: Compensation For Temporary Special Duty in a Higher Level Position

Section 1-Eligibility

Each time an employee is officially designated by the appropriate supervisor to act in a higher broadband level than the employee's permanent broadband level, and actually performs said duties for a period of more than twenty-two (22) workdays, within any six (6) consecutive months, the employee shall be eligible for a promotional pay increase to the higher broadband level as provided in the Rules of the State Personnel System.

Section 2-Method of Compensation

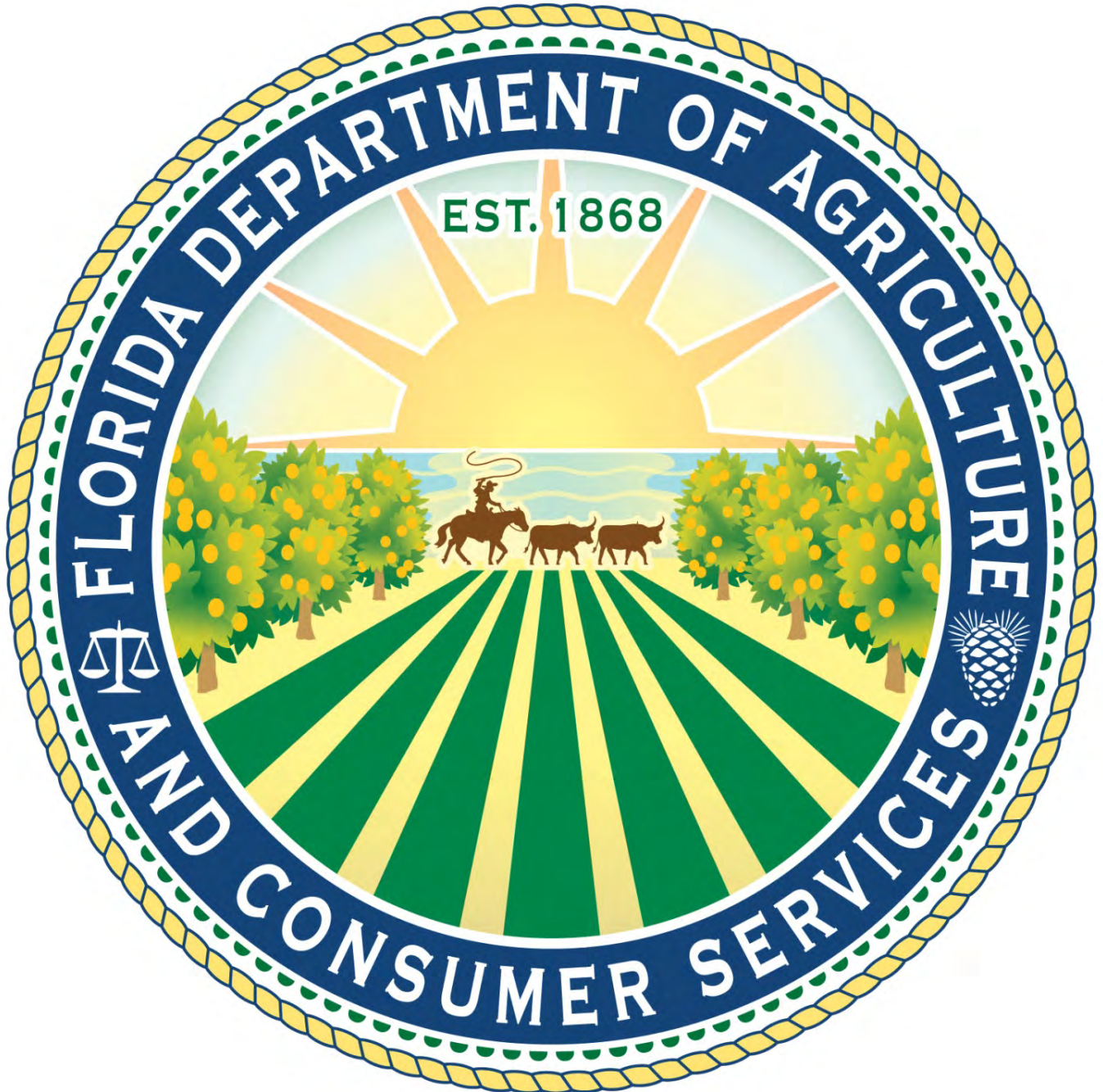
It is understood by the parties that, insofar as pay is concerned, employees temporarily filling a position in a higher broadband level shall be paid according to the same compensation method as promoted employees under the Rules of the State Personnel System.

Section 3-Return to Regular Rate

Employees being paid at a higher rate while temporarily filling a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary employment in the higher broadband level is ended.

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

DEPARTMENT LEVEL EXHIBITS AND SCHEDULES



**LEGISLATIVE BUDGET
REQUEST 2022 - 2023**

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 Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Pompano Beach v. FDACS (a/k/a In re Citrus Canker Litigation, Cox and Lopez-Brignoni) (transferred to Miami-Dade County Circuit Court)		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	Miami-Dade: 03-8255 (f/k/a Pompano Beach, 02-24436)		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Miami-Dade County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$100 million, plus interest, costs, and attorneys’ fees.		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005).		
Status of the Case:	The circuit court found no liability and judgment in favor of FDACS was entered. On September 30, 2020, a panel of judges on the Third District reversed the judgment and ordered remand of the case to the circuit court for a trial on the amount of compensation due. FDACS has asked the Florida Supreme Court to review the case, and the request is pending.		
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).	Grossman Roth, P.A. Weiss, Serota et al., P.A. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Dellaselva v. FDACS (a/k/a Dolliver)		
Court with Jurisdiction:	Lee County Circuit Court		
Case Number:	03-1947		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Lee County under theories of inverse condemnation and statutory liability, and lawsuit for writ of mandamus.		
Amount of the Claim:	See “Status of the Case.”		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005); § 11.066 (2016).		
Status of the Case:	All existing judgments have been satisfied through payment of an appropriation by the Florida Legislature, and funds are being distributed to homeowners.		
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).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Ayers v. FDACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	05 CA 4120 #37		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Orange County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See "Status of the Case."		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005).		
Status of the Case:	All existing judgments have been satisfied through payment of an appropriation by the Florida Legislature, and funds will be distributed to homeowners.		
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).	Grossman Roth, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Patchen v. FDACS		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	00-29271		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees belonging to Brian and Barbara Patchen under theory of inverse condemnation.		
Amount of the Claim:	Unliquidated, but estimated at thousands of dollars, plus interest, costs, and attorneys' fees		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005).		
Status of the Case:	Summary judgment against the plaintiffs was reversed by the Florida Supreme Court. No trial is currently scheduled. FDACS may seek to dismiss this case because the plaintiffs are included in the Miami-Dade class action (Lopez-Brignoni) above. This case is not a class action.		
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		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Dooley Groves v. FDACS		
Court with Jurisdiction:	Hillsborough County Circuit Court		
Case Number:	09-12839		
Summary of the Complaint:	Lawsuit for compensation for destruction of canker-exposed commercial citrus trees.		
Amount of the Claim:	Approximately \$1 million, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Plaintiffs' motion for summary judgment of liability was granted. A damages trial is not scheduled. This case is not a class action.		
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		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Gary Mahon d/b/a Pokey's Lake Gem Citrus Nursery v. FDACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	08-CA-30736		
Summary of the Complaint:	Lawsuit for compensation for alleged destruction of nursery citrus plants.		
Amount of the Claim:	Approximately \$3.4 million, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1843.		
Status of the Case:	In the trial on liability, the court found FDACS to be liable for the destruction of some citrus plants, and not to be liable for the destruction of some citrus plants. A damages trial will be scheduled. This case is not a class action.		
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		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	John & Shelby Mahon v. FDACS		
Court with Jurisdiction:	Lake County Circuit Court		
Case Number:	11 CA 3036A		
Summary of the Complaint:	Lawsuit for compensation for alleged destruction of nursery citrus plants.		
Amount of the Claim:	Less than \$1 million, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1843.		
Status of the Case:	In the trial on liability, the court found FDACS to be liable for the destruction of some citrus plants, and not to be liable for the destruction of some citrus plants. A damages trial is scheduled for the week of October 18, 2021. This case is not a class action.		
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		

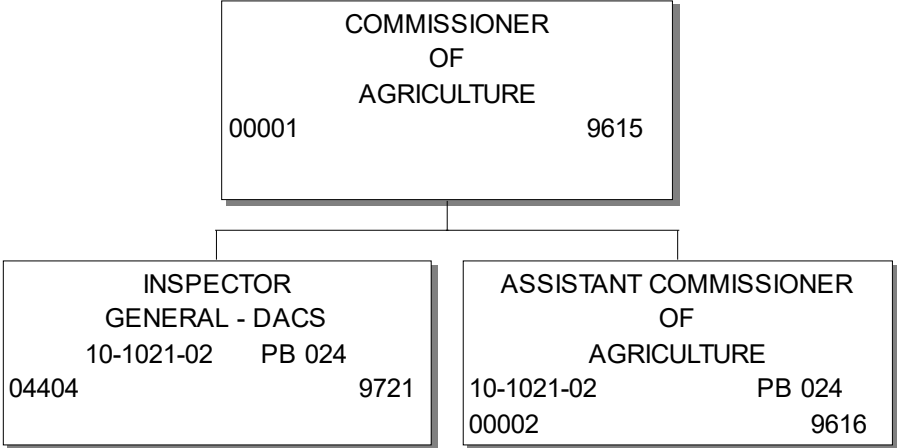
Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Steven Hall	Phone Number:	850 617 7700
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	(1) Florida Wildlife Federation Inc., et al. v. President of the Florida Senate, et al. (2) Florida Defenders of the Environment, Inc., et al. v. Florida Secretary of State, et al.		
Court of Jurisdiction	Leon County Circuit Court		
Case Number:	1. 2015-CA-001423 2. 2015-CA-002683		
Summary of the Complaint:	Plaintiff’s seek a declaratory judgment and injunction based on their claim that specific appropriations in Chapter 2015-232, Law of Florida, violate Article II, section 6 and 12, of the Florida Constitution by making appropriations from the Land Acquisition Trust Fund for purposes not authorized by Article X, section 28, of the Florida Constitution. The 1 st DCA overturned aspects of Leon County Circuit Court’s appealed ruling and remanded case to Circuit Court for further proceedings.		
Amount of the Claim:			
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2015-232, Laws of Florida		
Status of the Case:	Case is set for trial May 23, 2022.		
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	
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**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

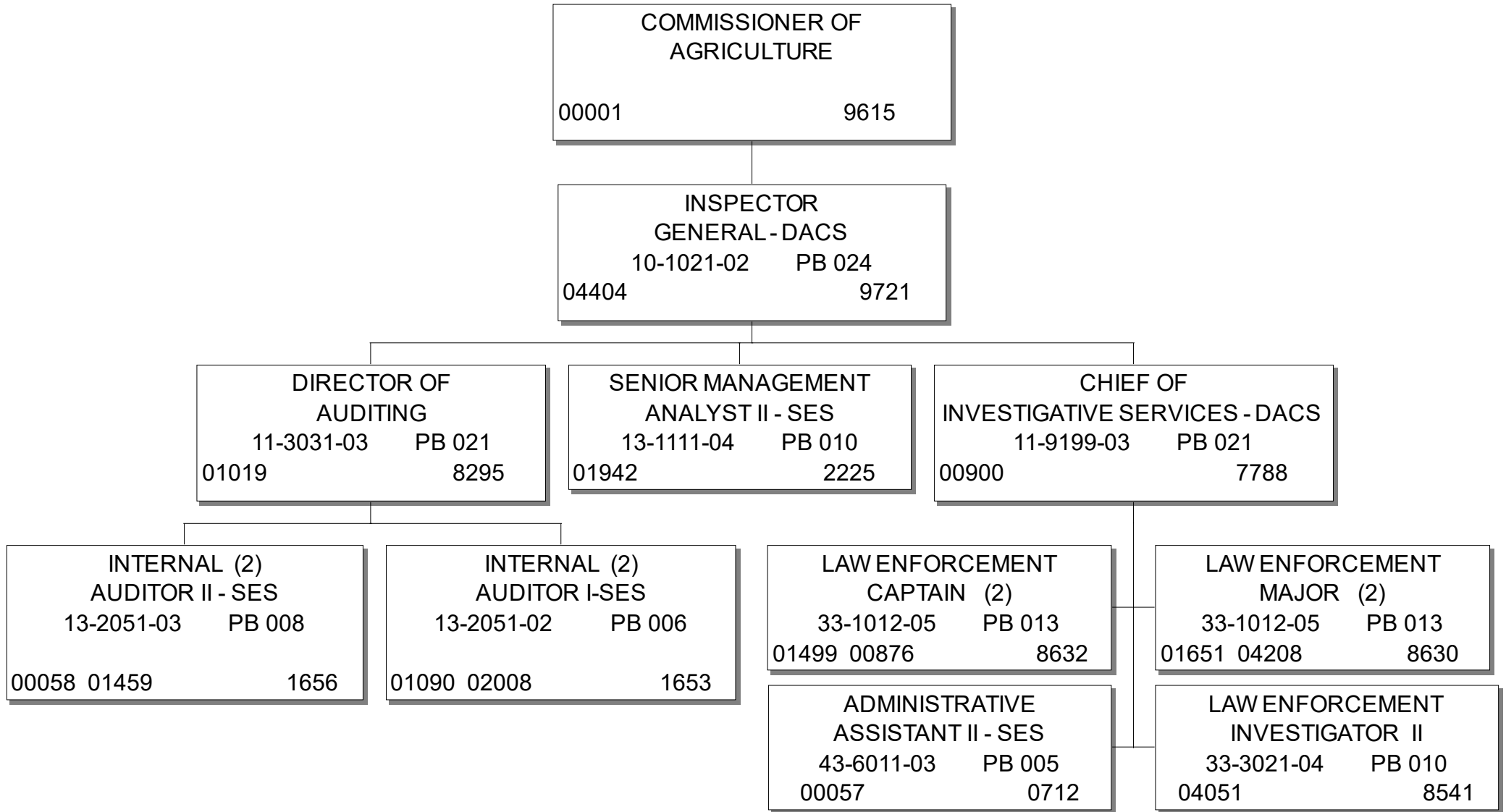
COMMISSIONER'S OFFICE
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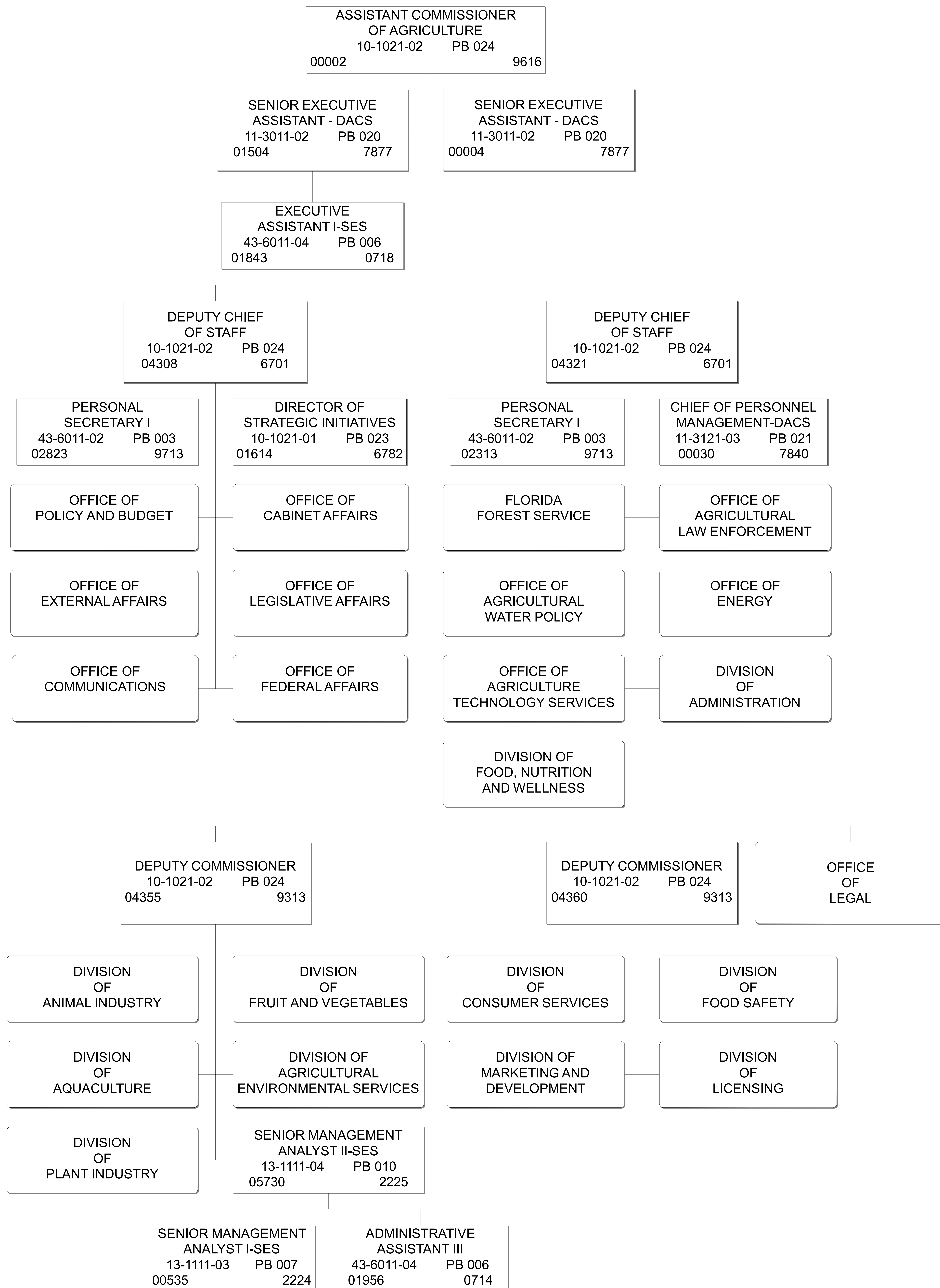
ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 5/28/2021

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AND CONSUMER SERVICES
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OFFICE OF INSPECTOR GENERAL
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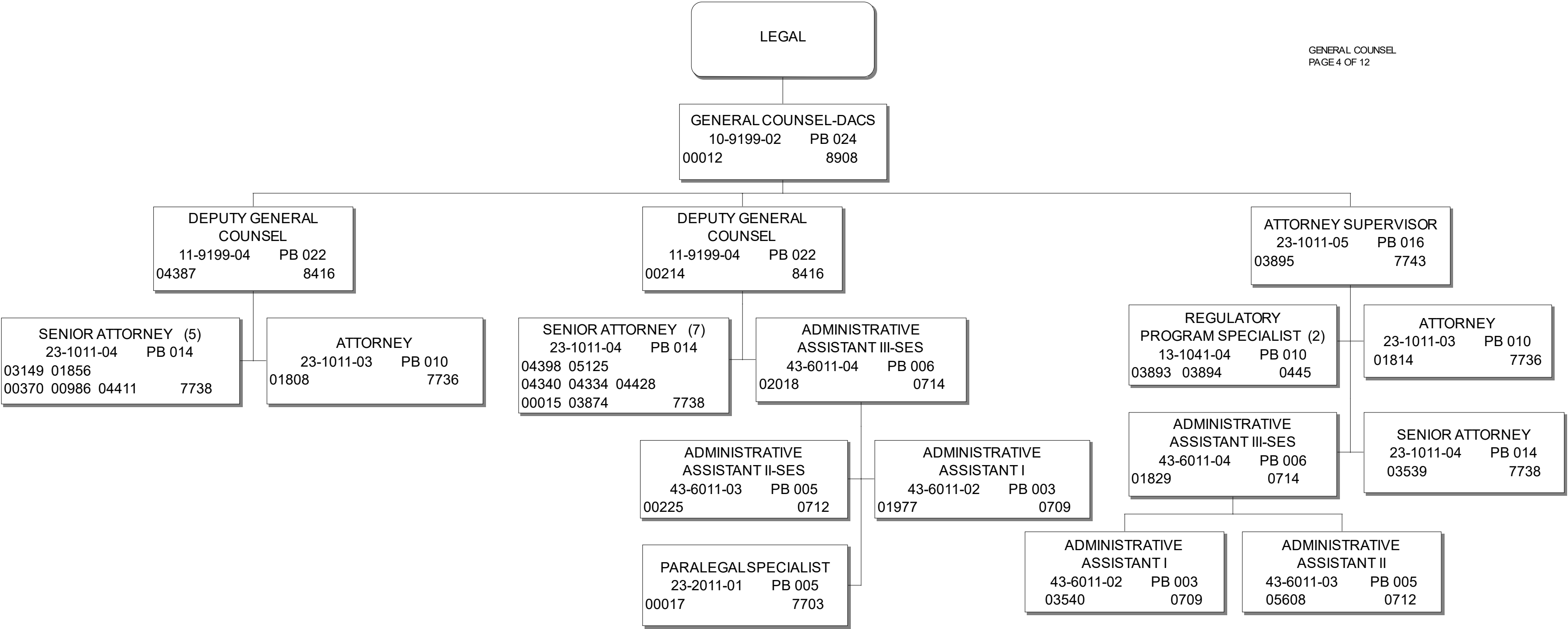


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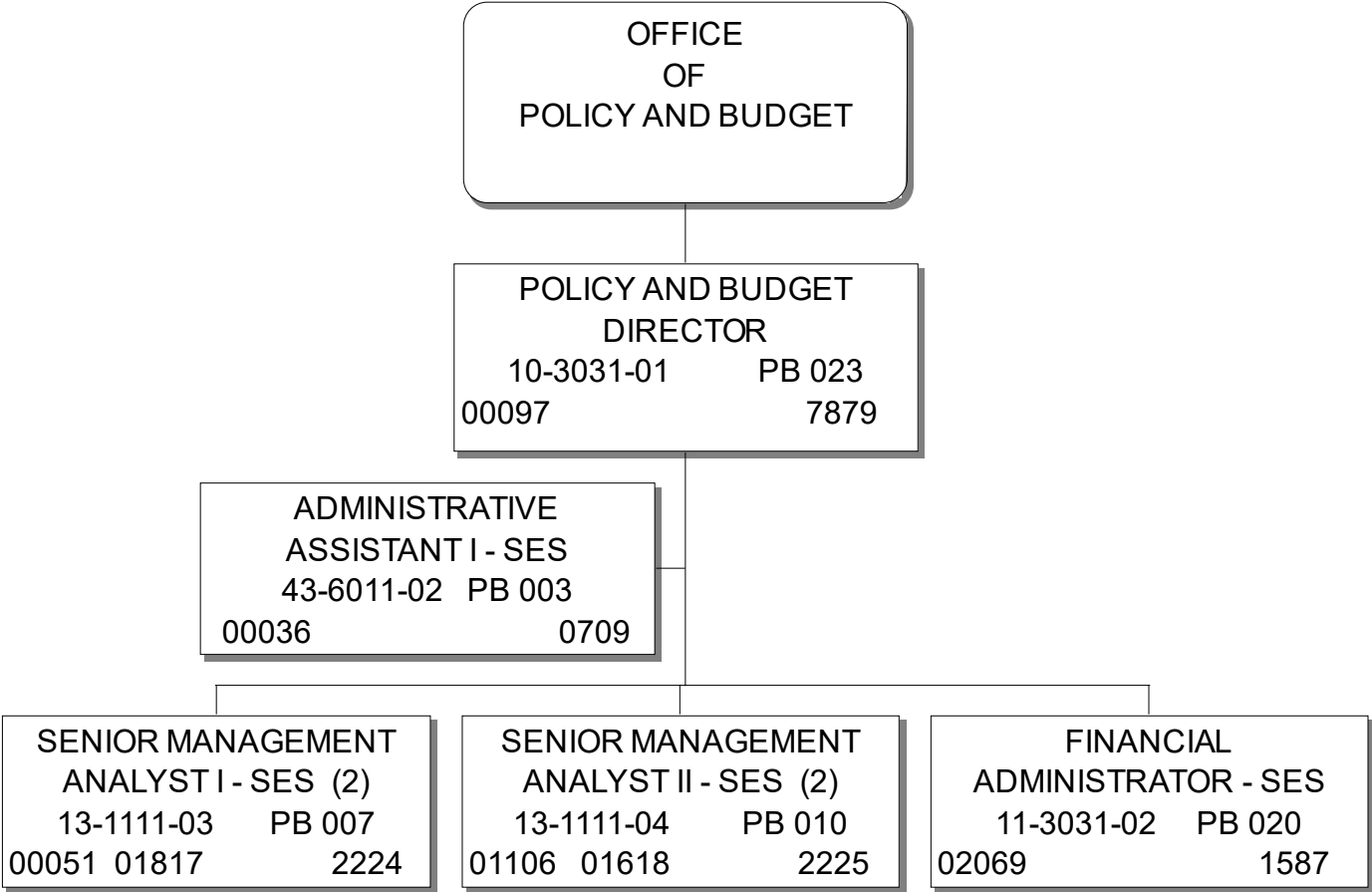
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GENERAL COUNSEL
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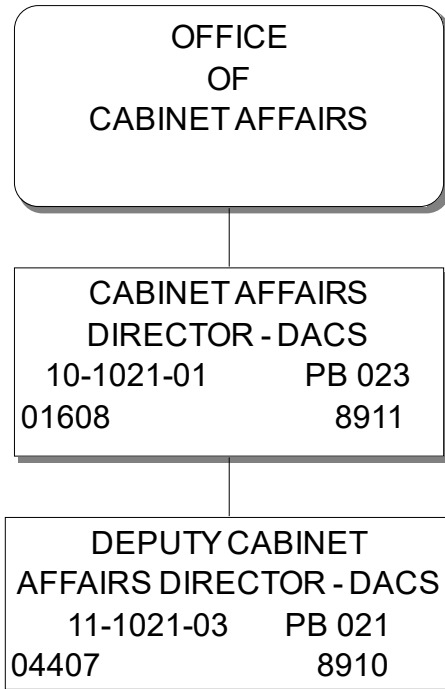
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OFFICE OF POLICY AND BUDGET
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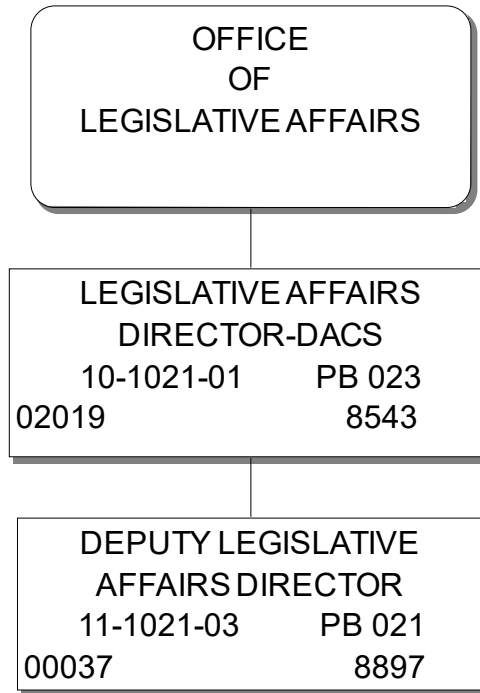
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CABINET AFFAIRS
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2015

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

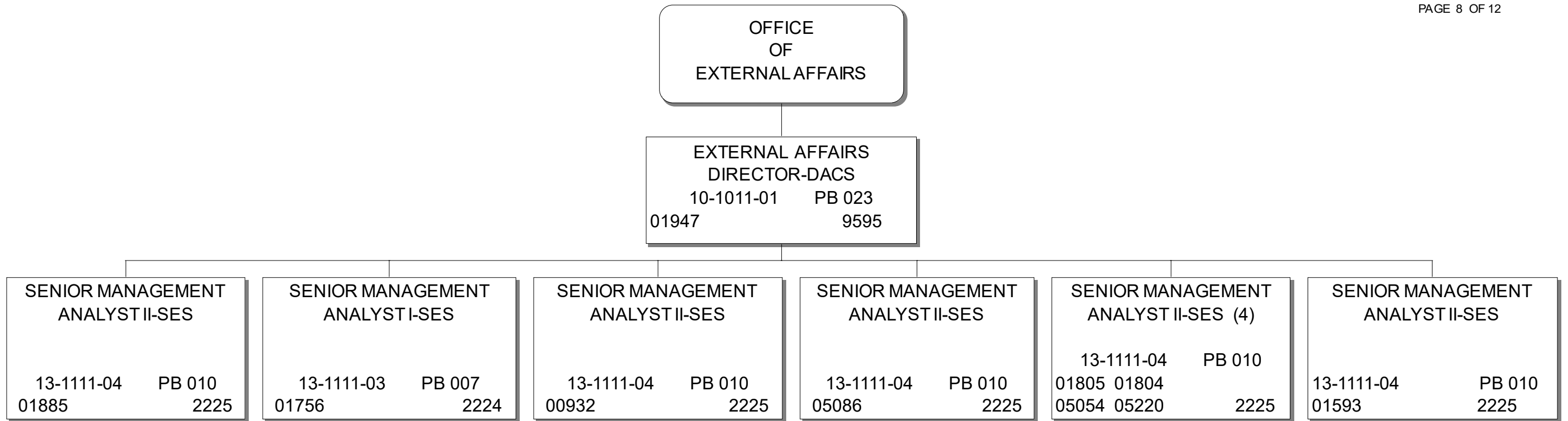


LEGISLATIVE AFFAIRS
PAGE 7 OF 12

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/12/2019

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

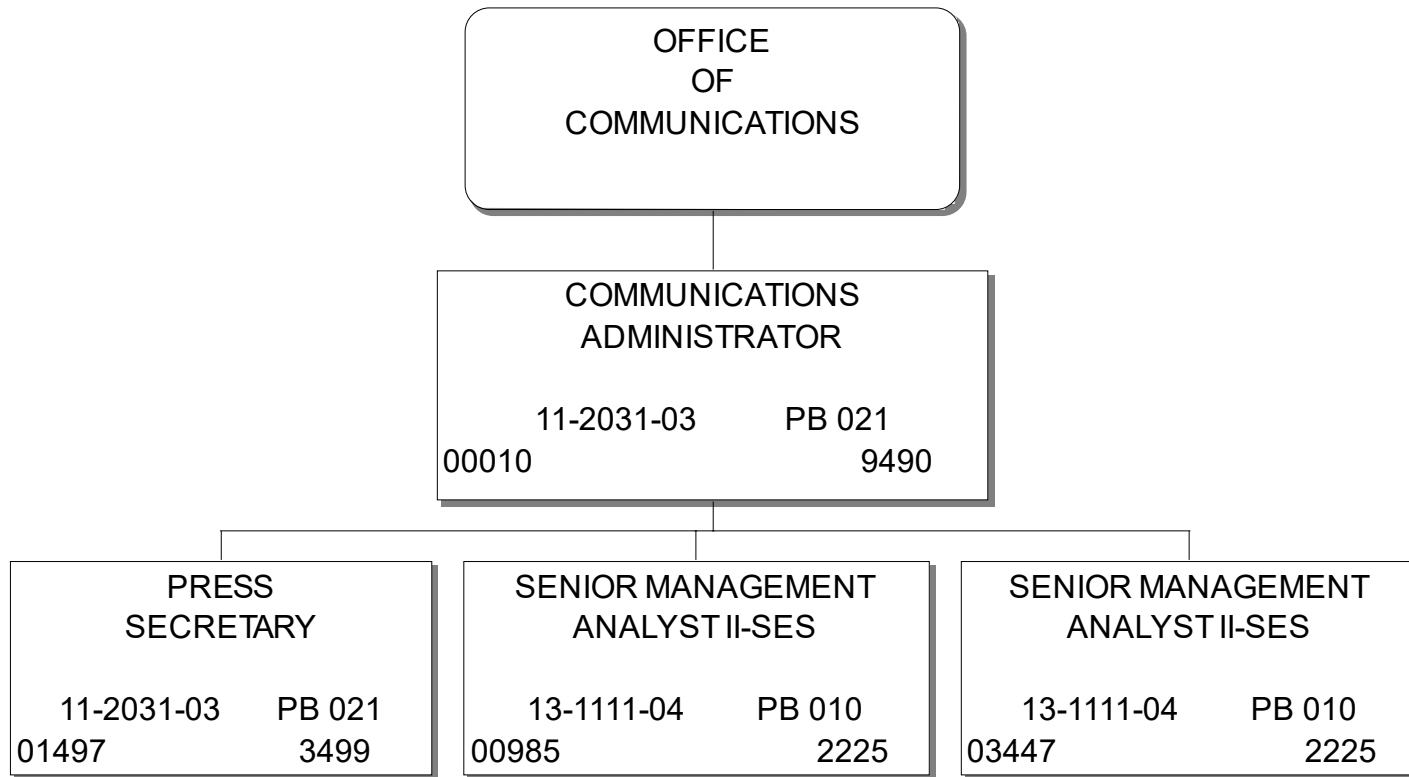
EXTERNAL AFFAIRS
PAGE 8 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 04/30/2021

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

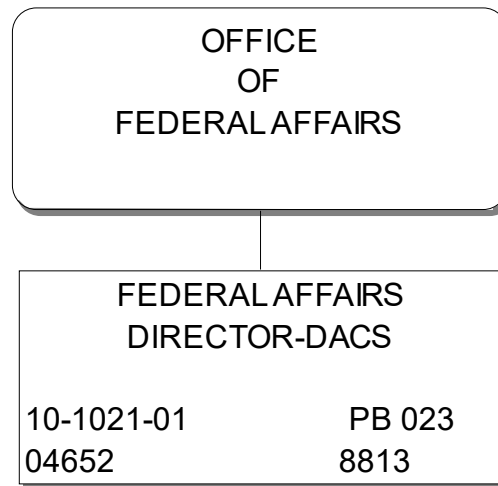
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PAGE 9 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 2/15/2021

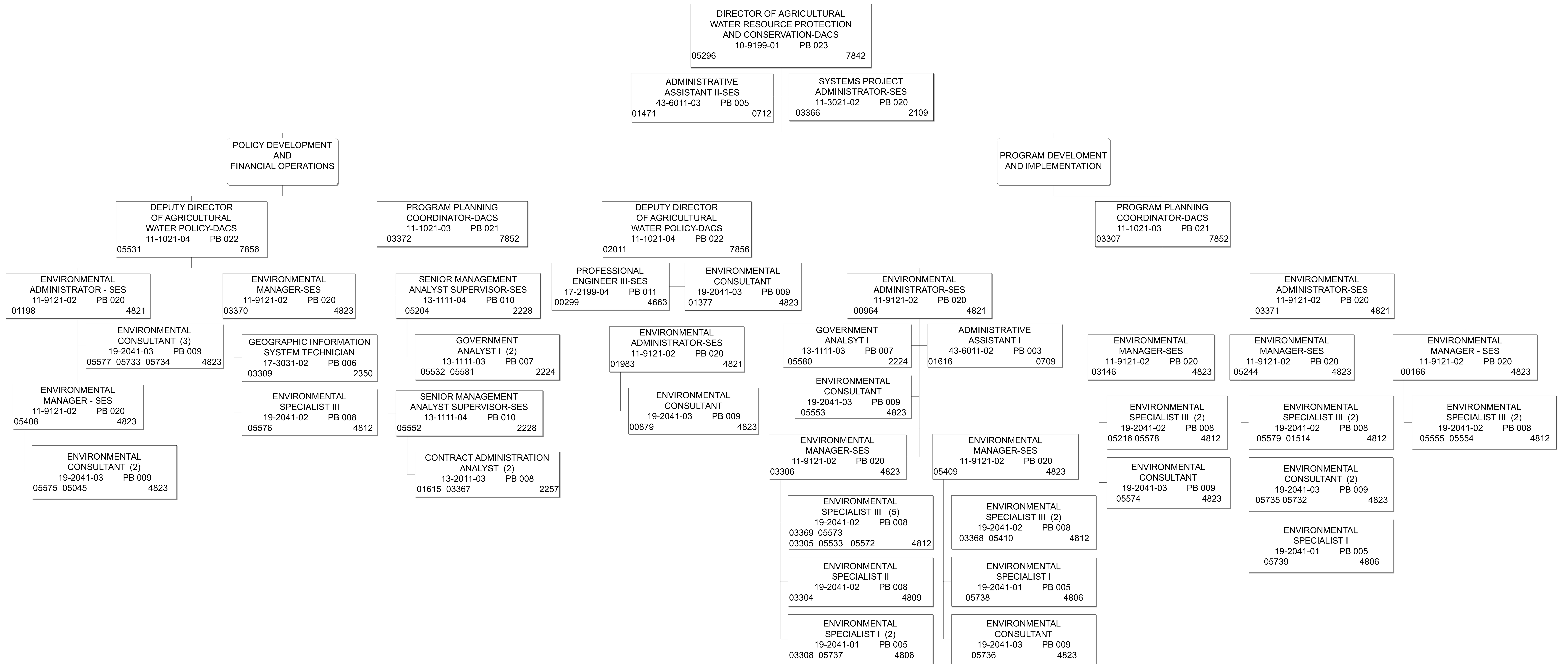
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FEDERAL AFFAIRS
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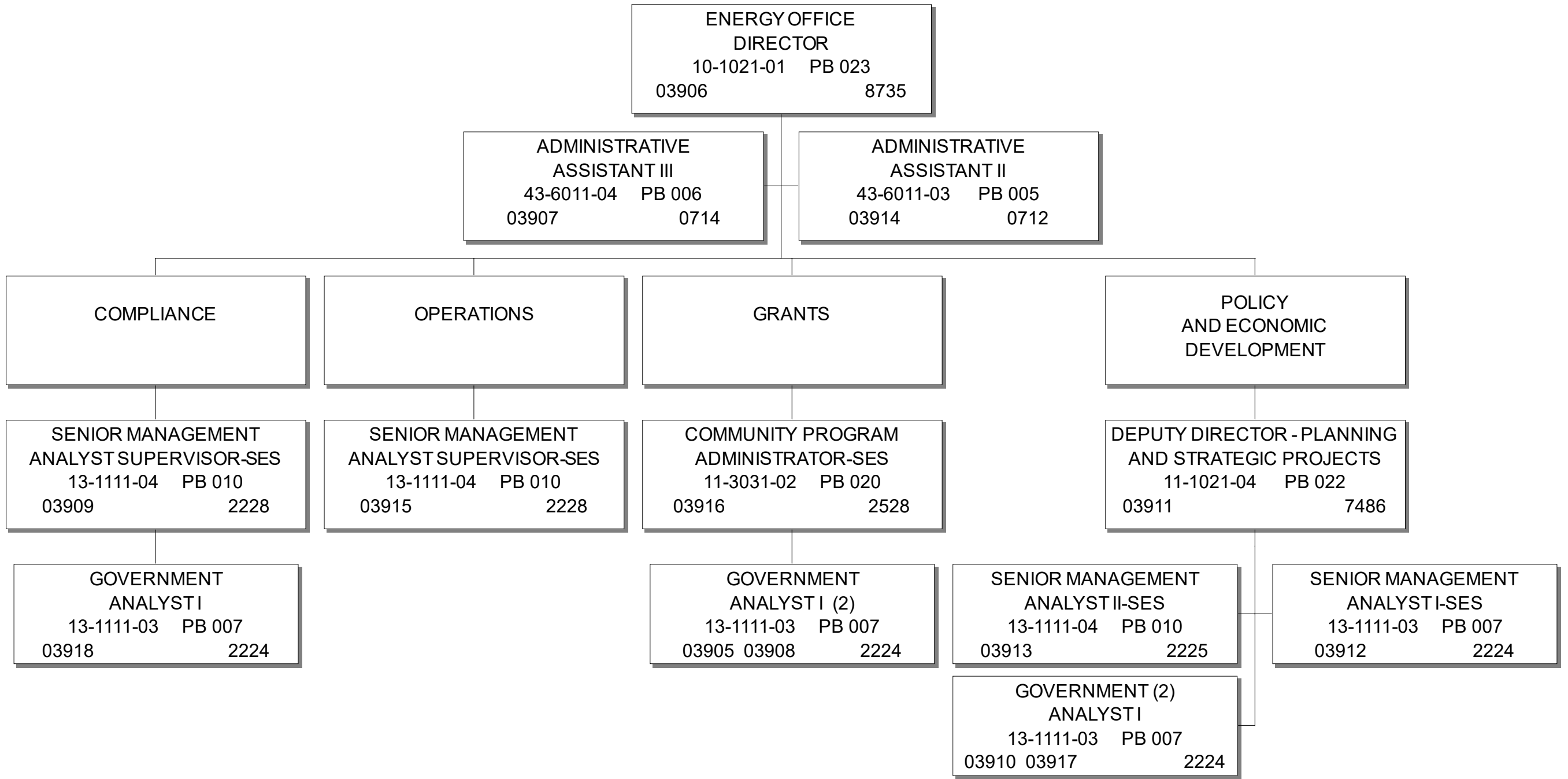


ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 2/1/2021

**DEPARTMENT OF AGRICULTURE
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COMMISSIONER'S OFFICE**

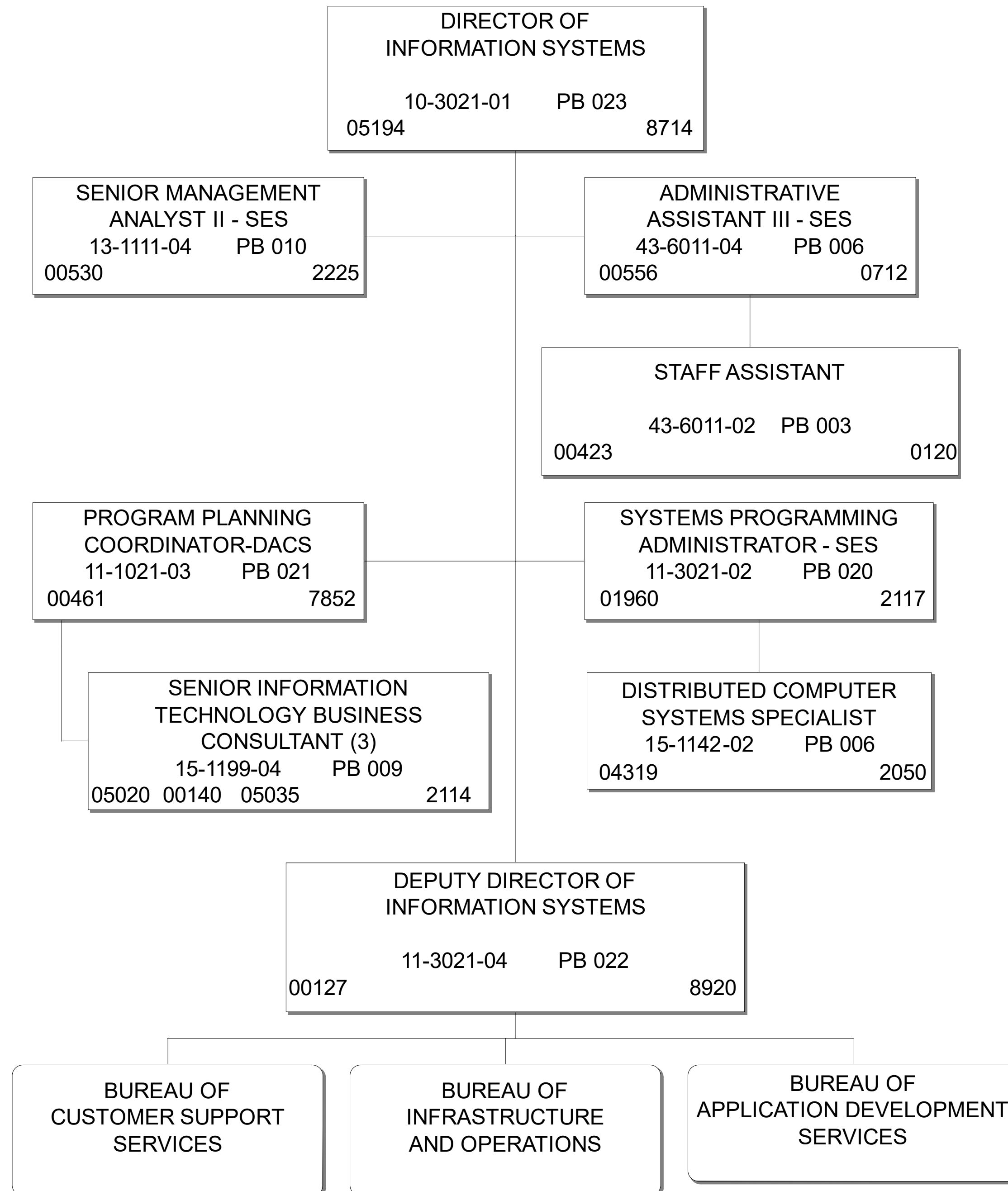


**DEPARTMENT OF AGRICULTURE
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COMMISSIONER'S OFFICE**



**DEPARTMENT OF AGRICULTURE
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OFFICE OF AGRICULTURE TECHNOLOGY SERVICES**

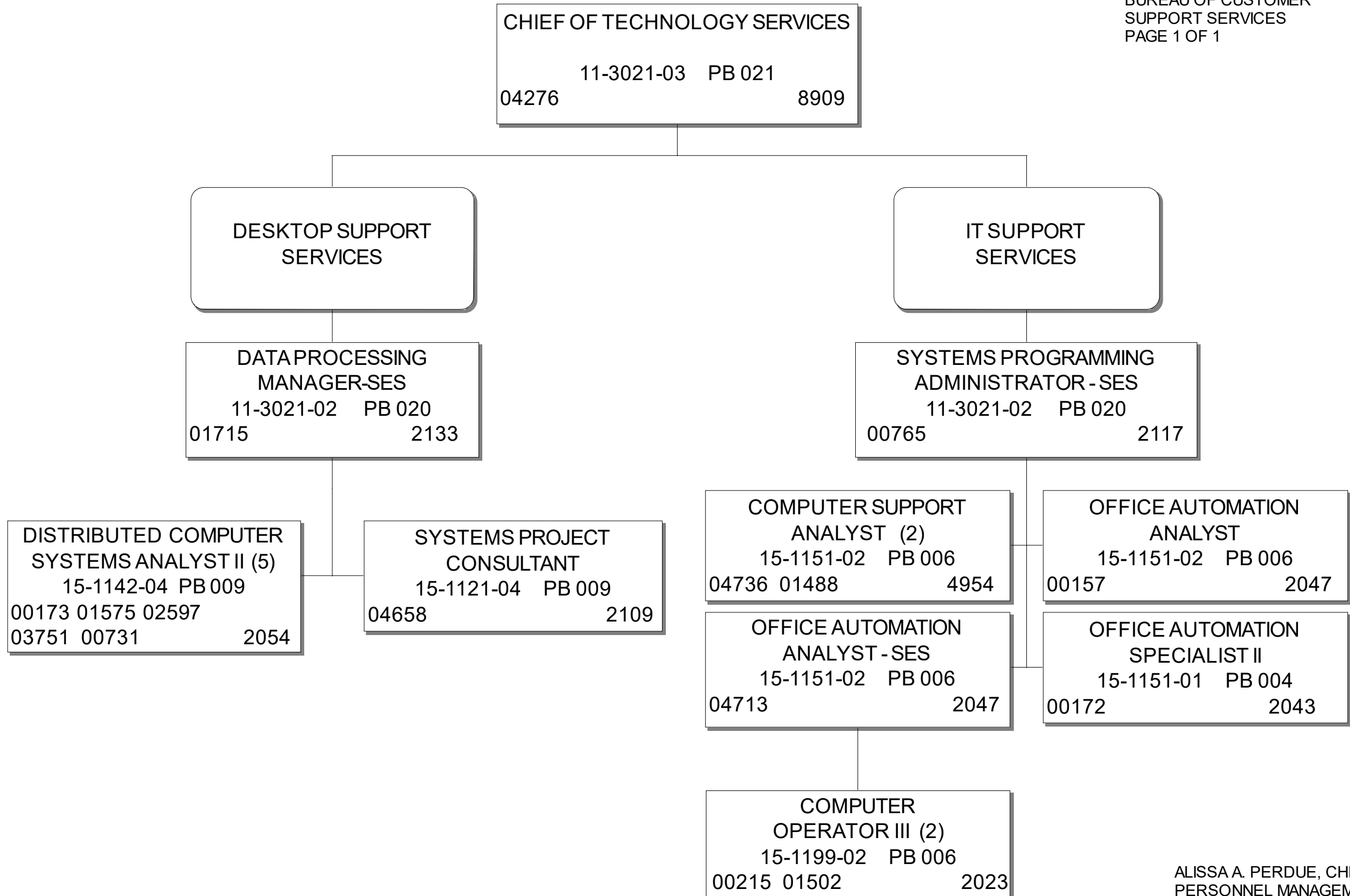
DIRECTOR'S OFFICE
PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 06/16/2021

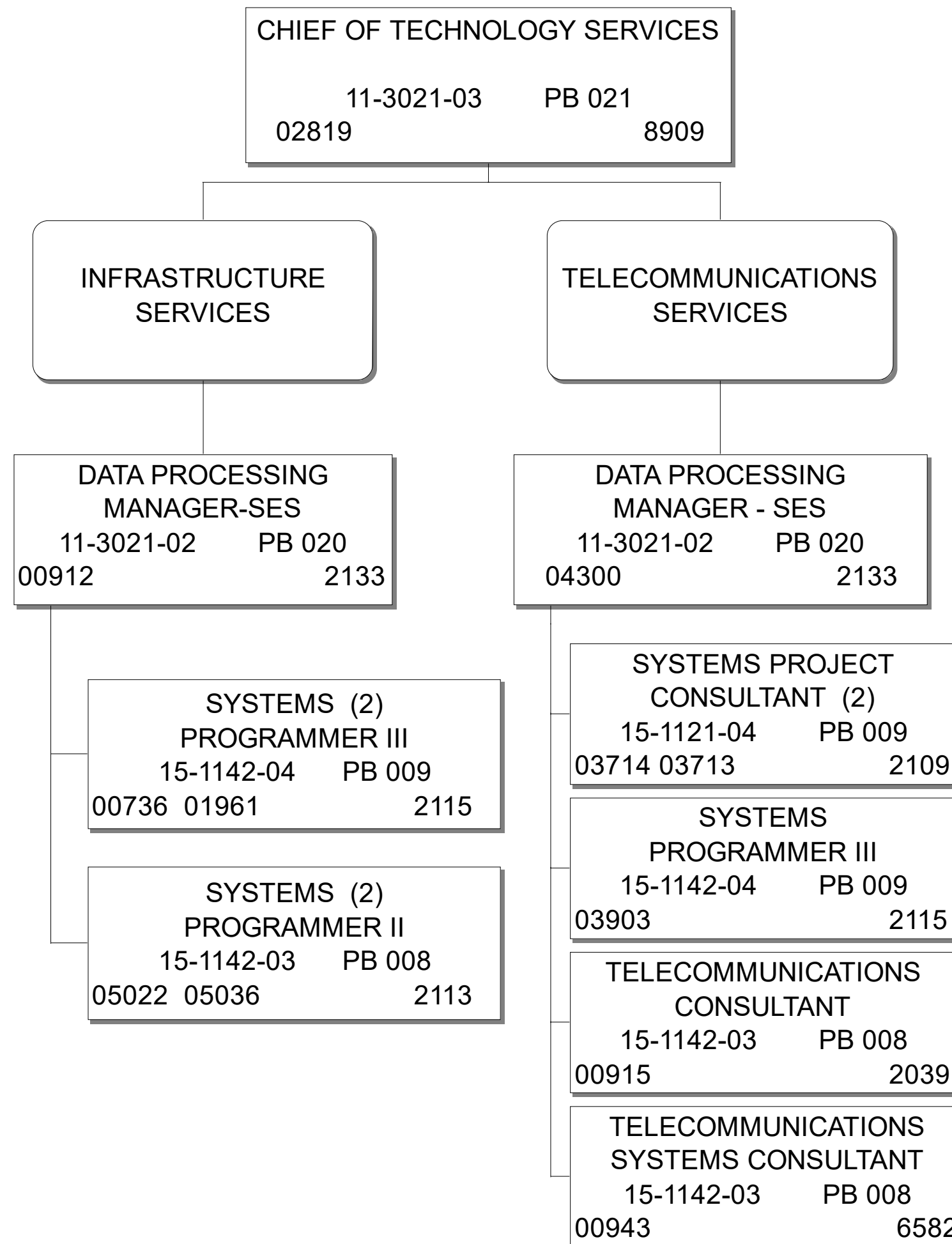
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OFFICE OF AGRICULTURE TECHNOLOGY SERVICES**

BUREAU OF CUSTOMER
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PAGE 1 OF 1



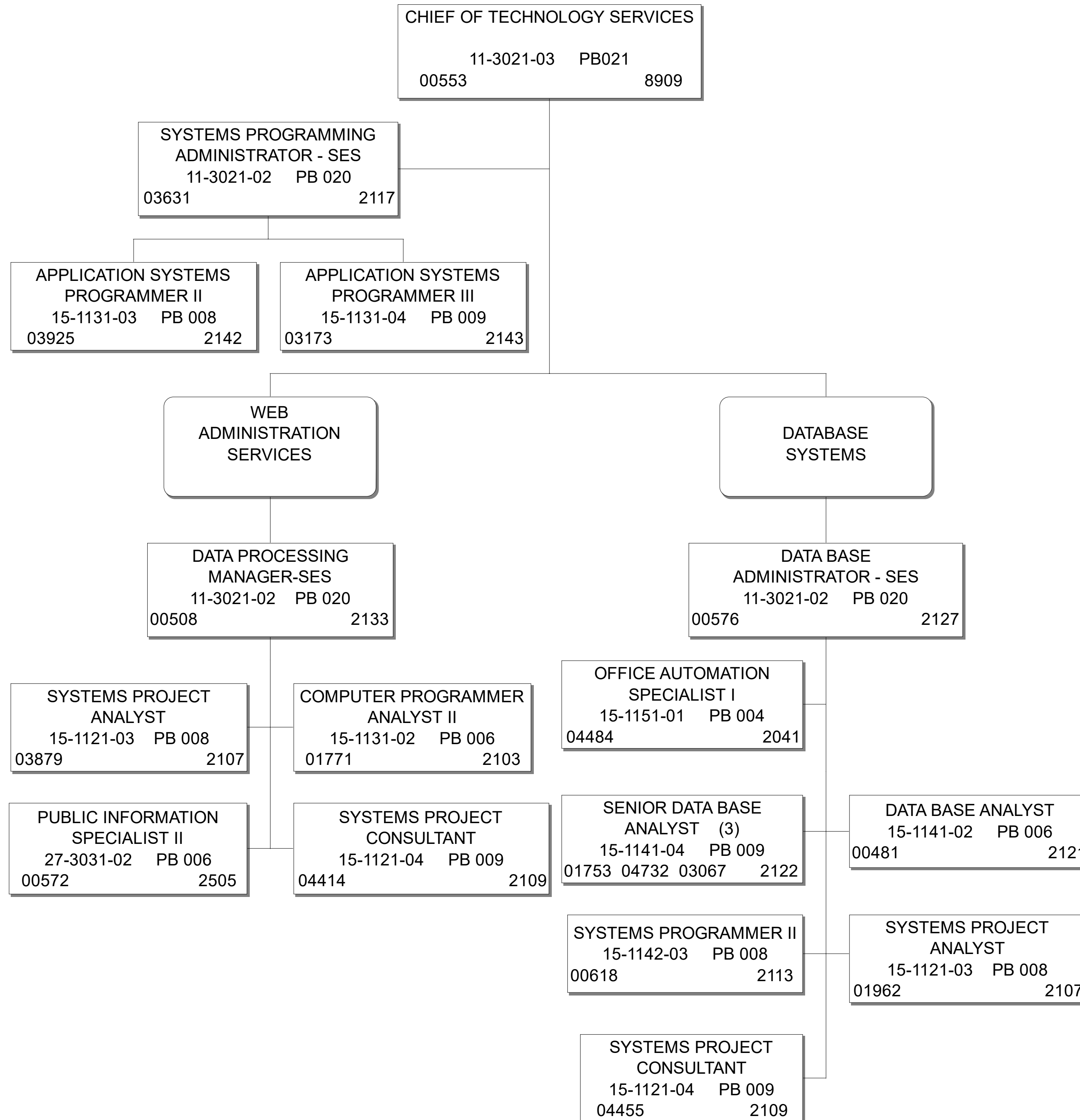
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BUREAU OF INFRASTRUCTURE AND
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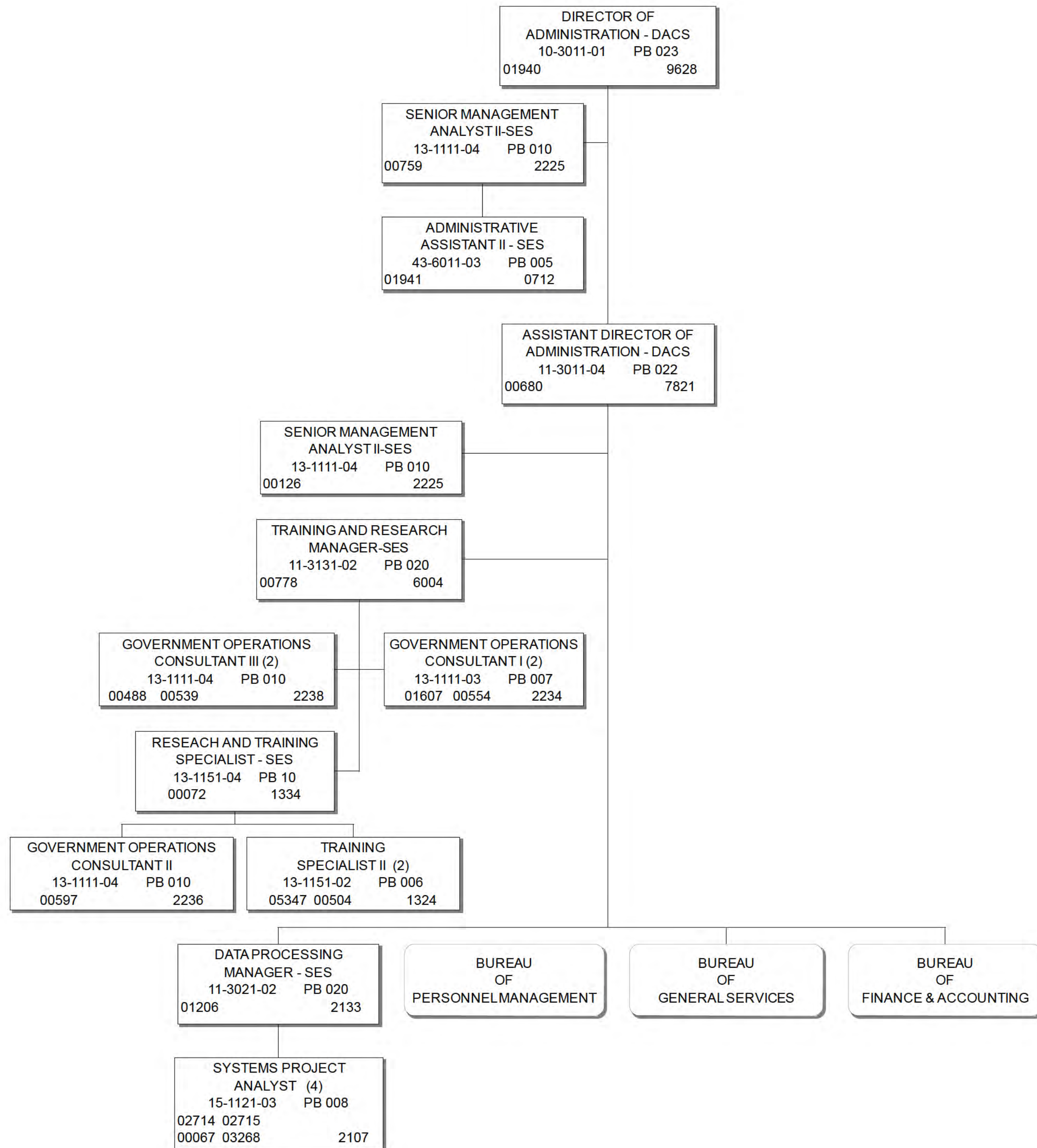
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BUREAU OF APPLICATION DEVELOPMENT
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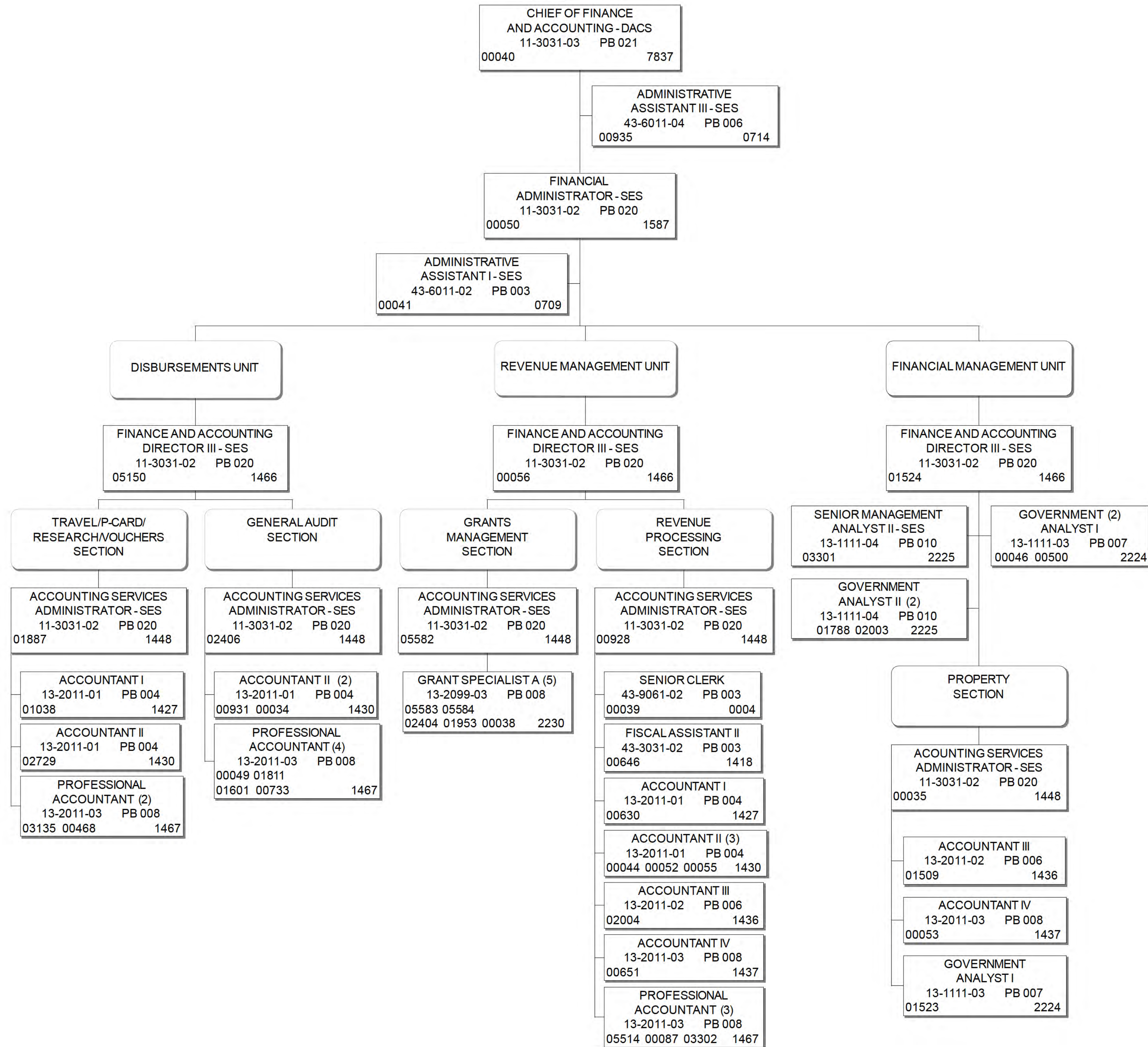


**DEPARTMENT OF AGRICULTURE
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DIVISION OF ADMINISTRATION**

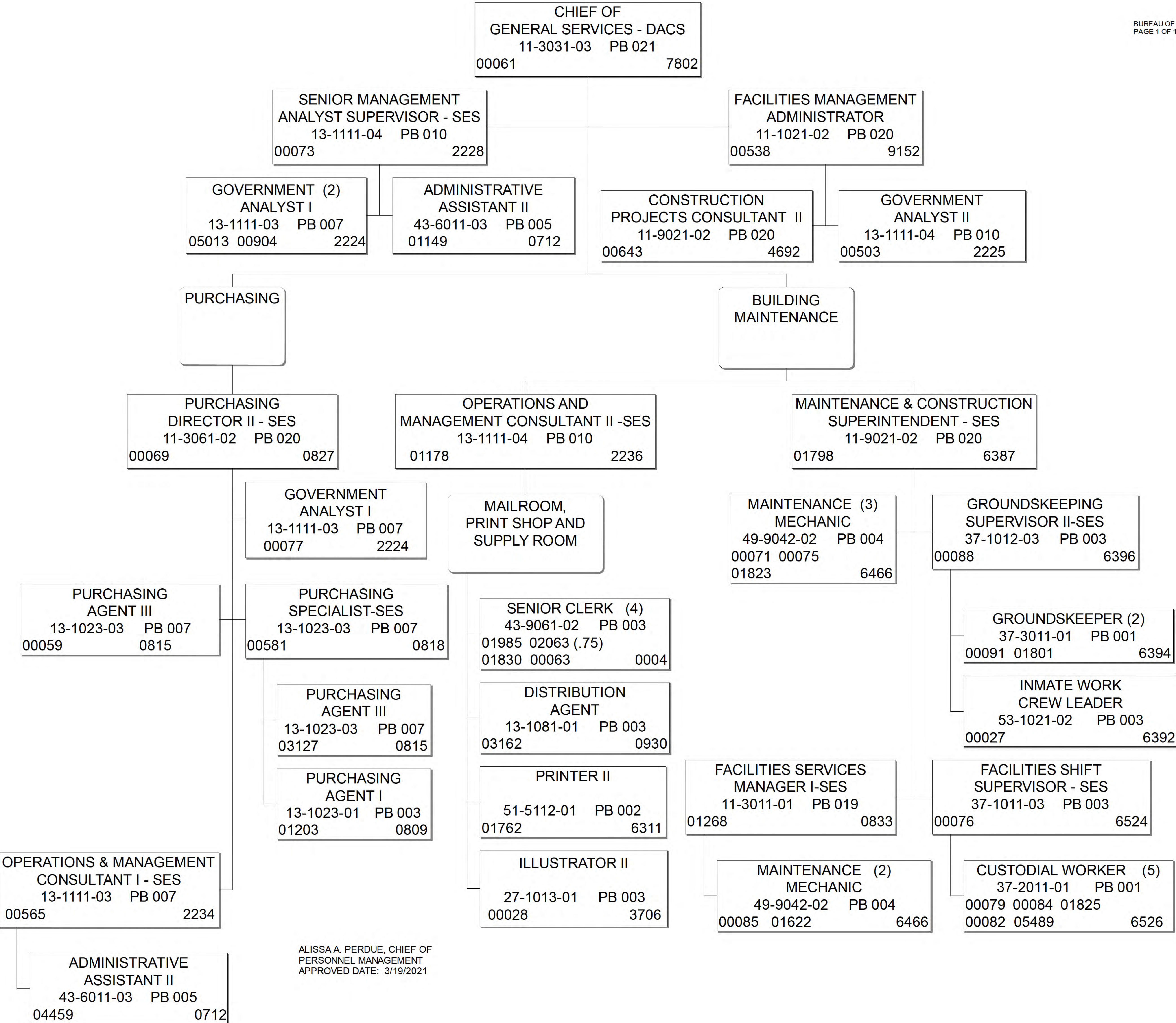
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**DEPARTMENT OF AGRICULTURE
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DIVISION OF ADMINISTRATION**

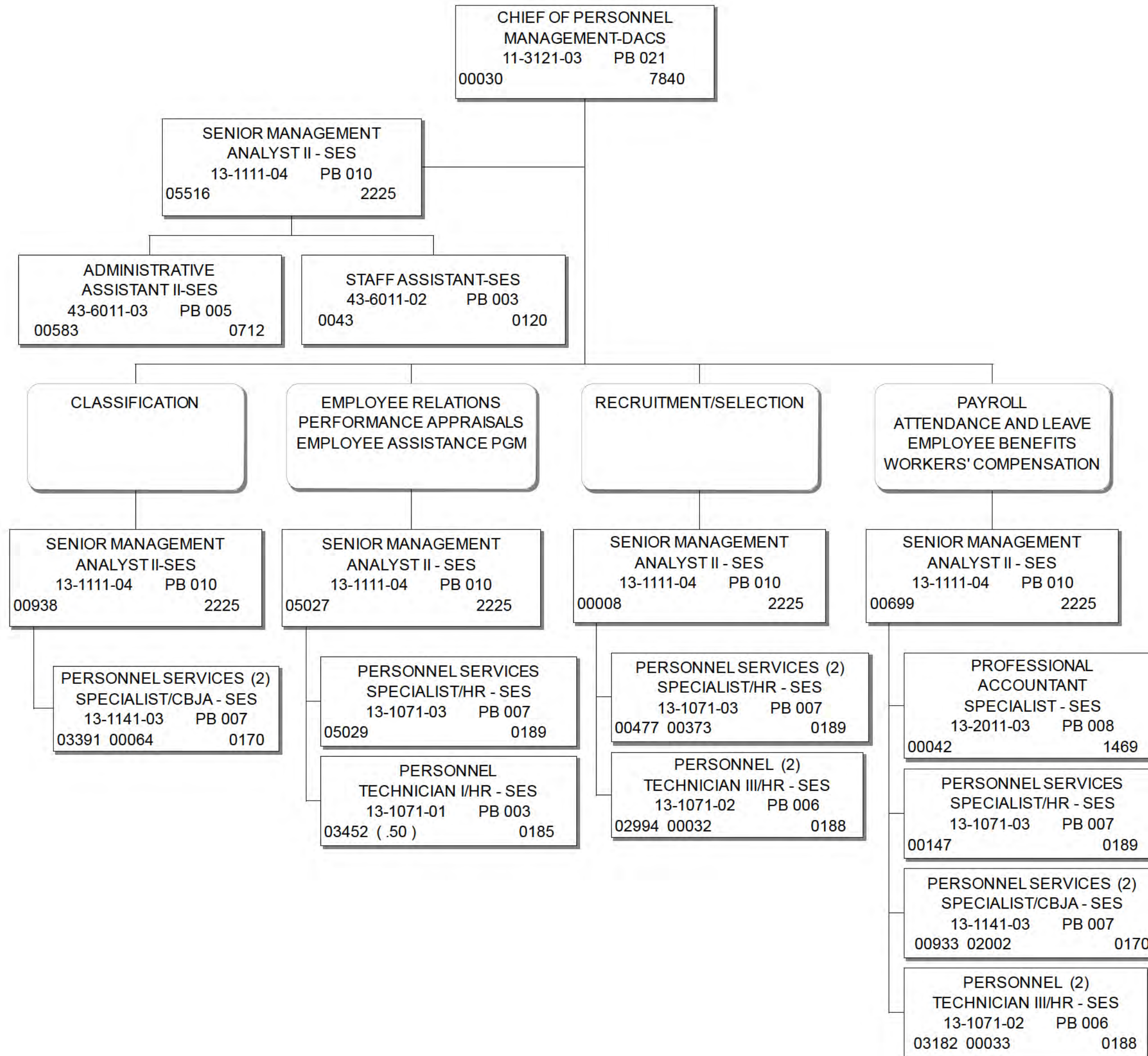


**DEPARTMENT OF AGRICULTURE
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DIVISION OF ADMINISTRATION**



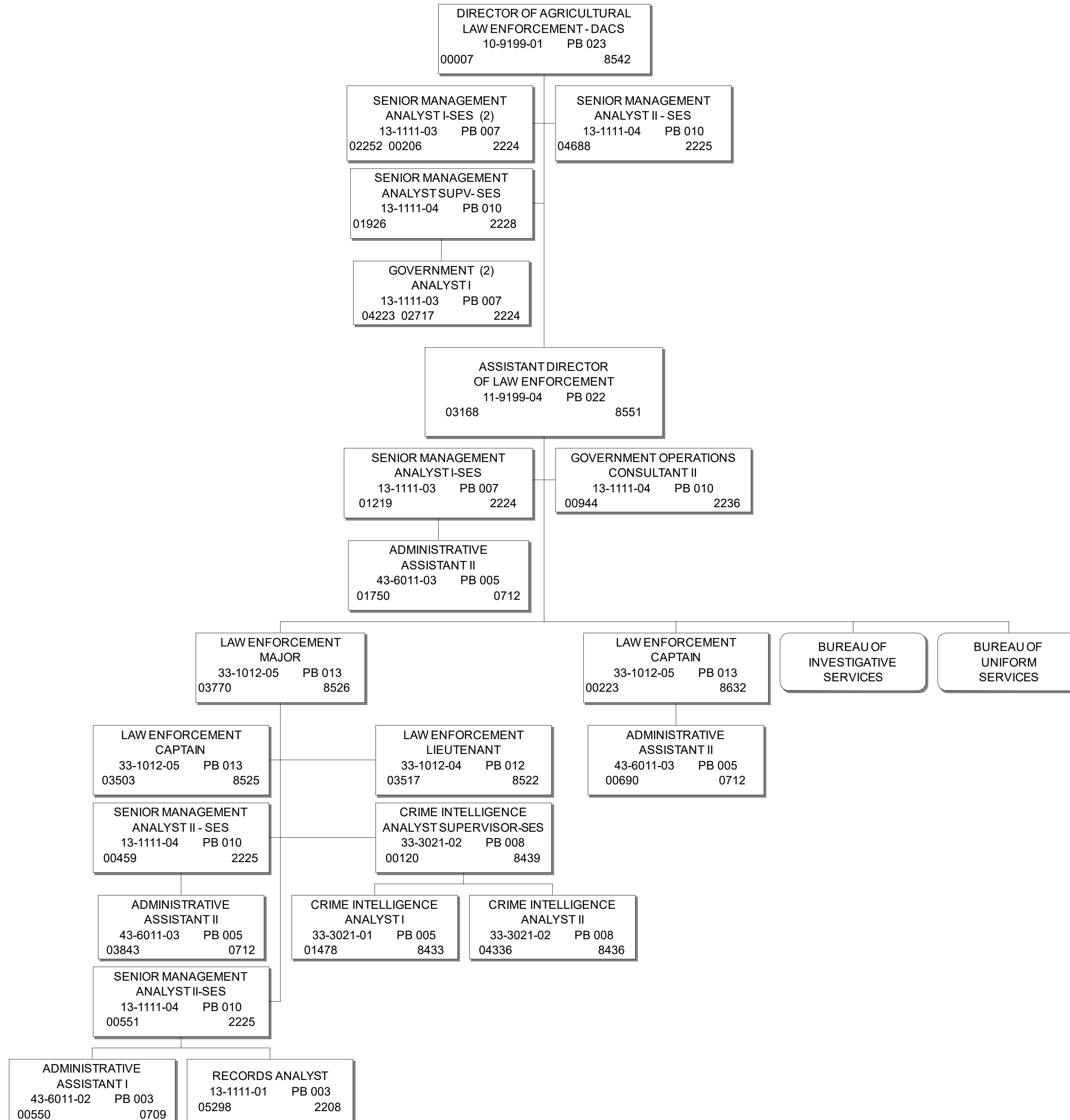
ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 3/19/2021

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ADMINISTRATION**

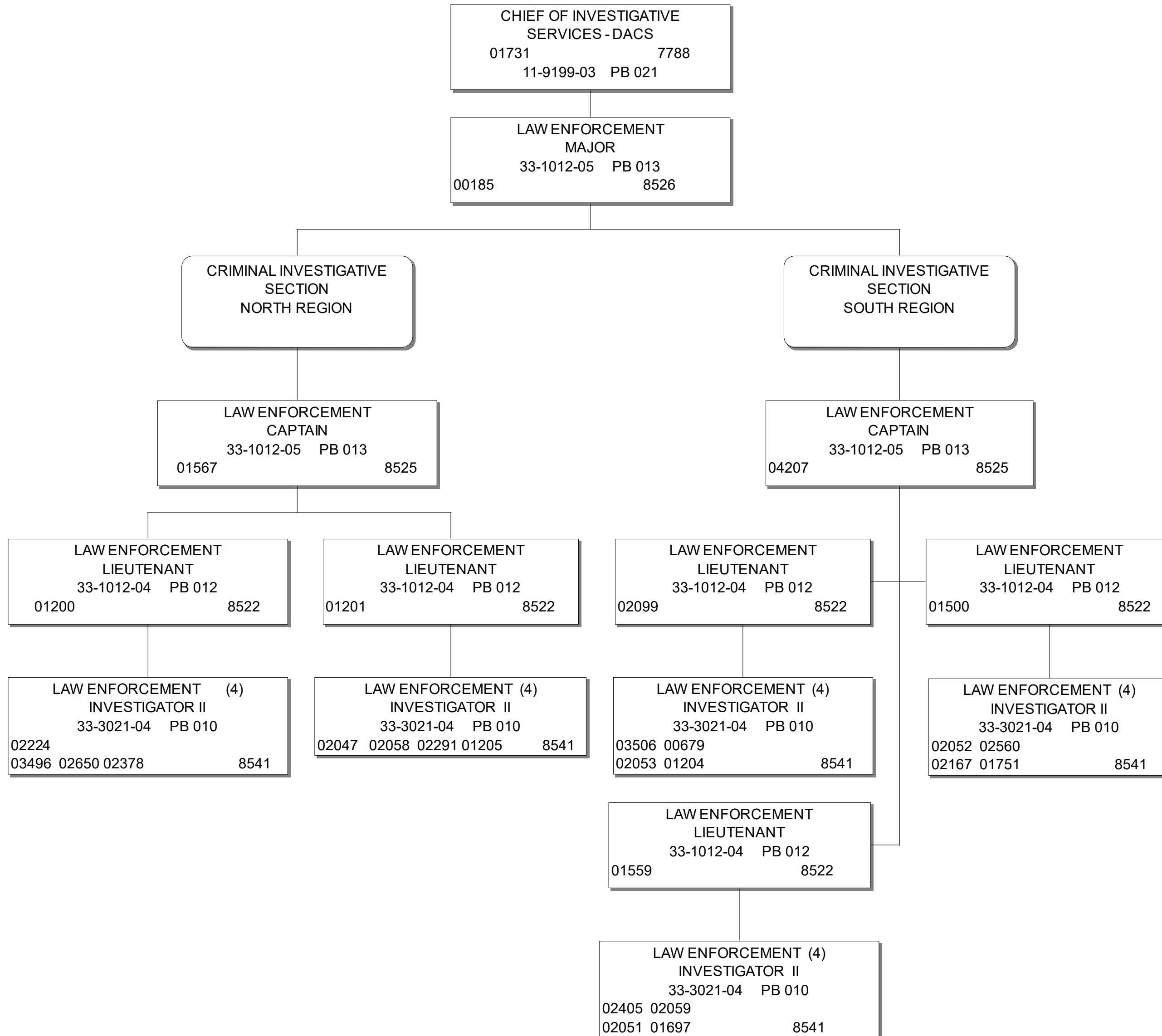


**DEPARTMENT OF AGRICULTURE
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OFFICE OF AGRICULTURAL
LAW ENFORCEMENT**

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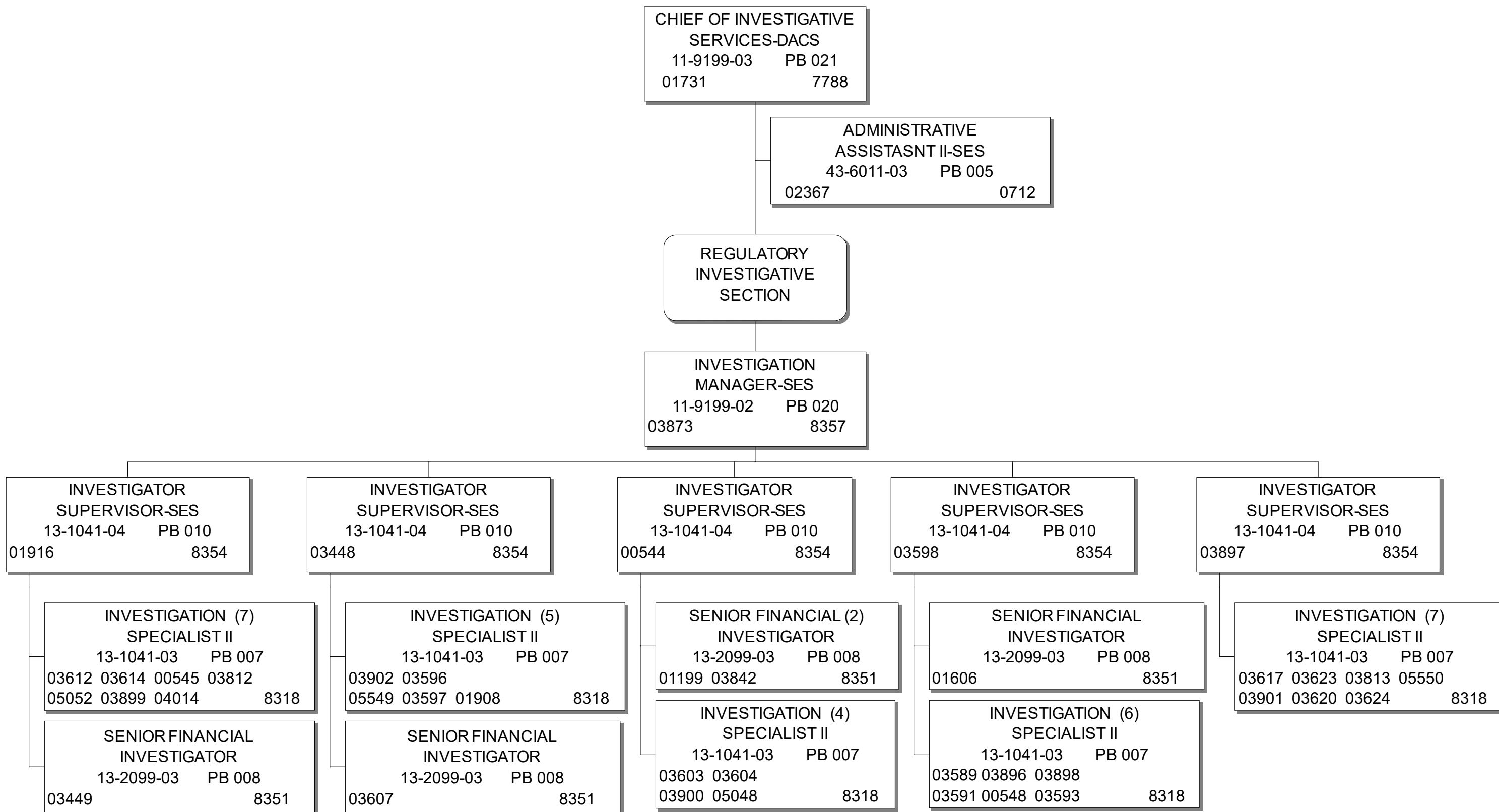


**DEPARTMENT OF AGRICULTURE
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OFFICE OF AGRICULTURAL
LAW ENFORCEMENT**



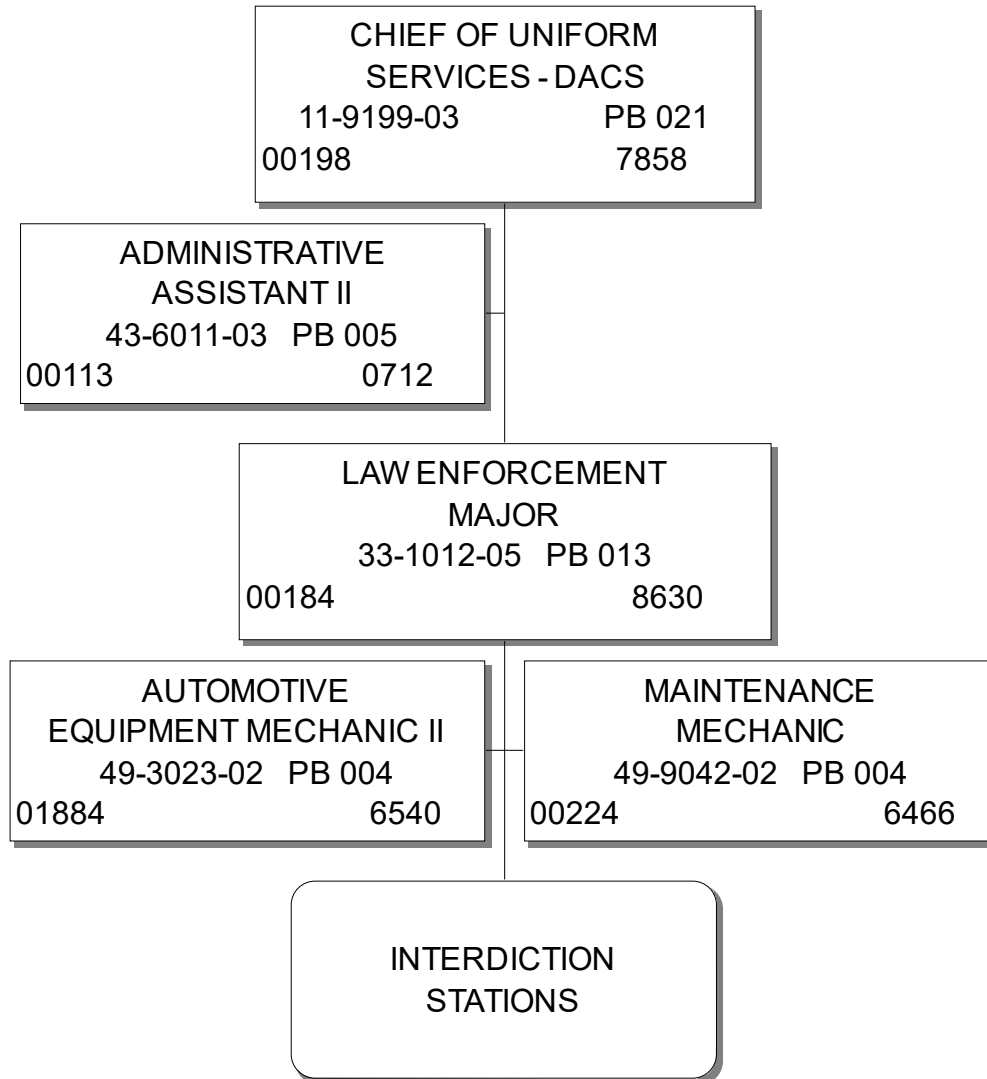
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AND CONSUMER SERVICES
OFFICE OF AGRICULTURAL
LAW ENFORCEMENT**

BUREAU OF INVESTIGATIVE SERVICES
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURAL
LAW ENFORCEMENT**

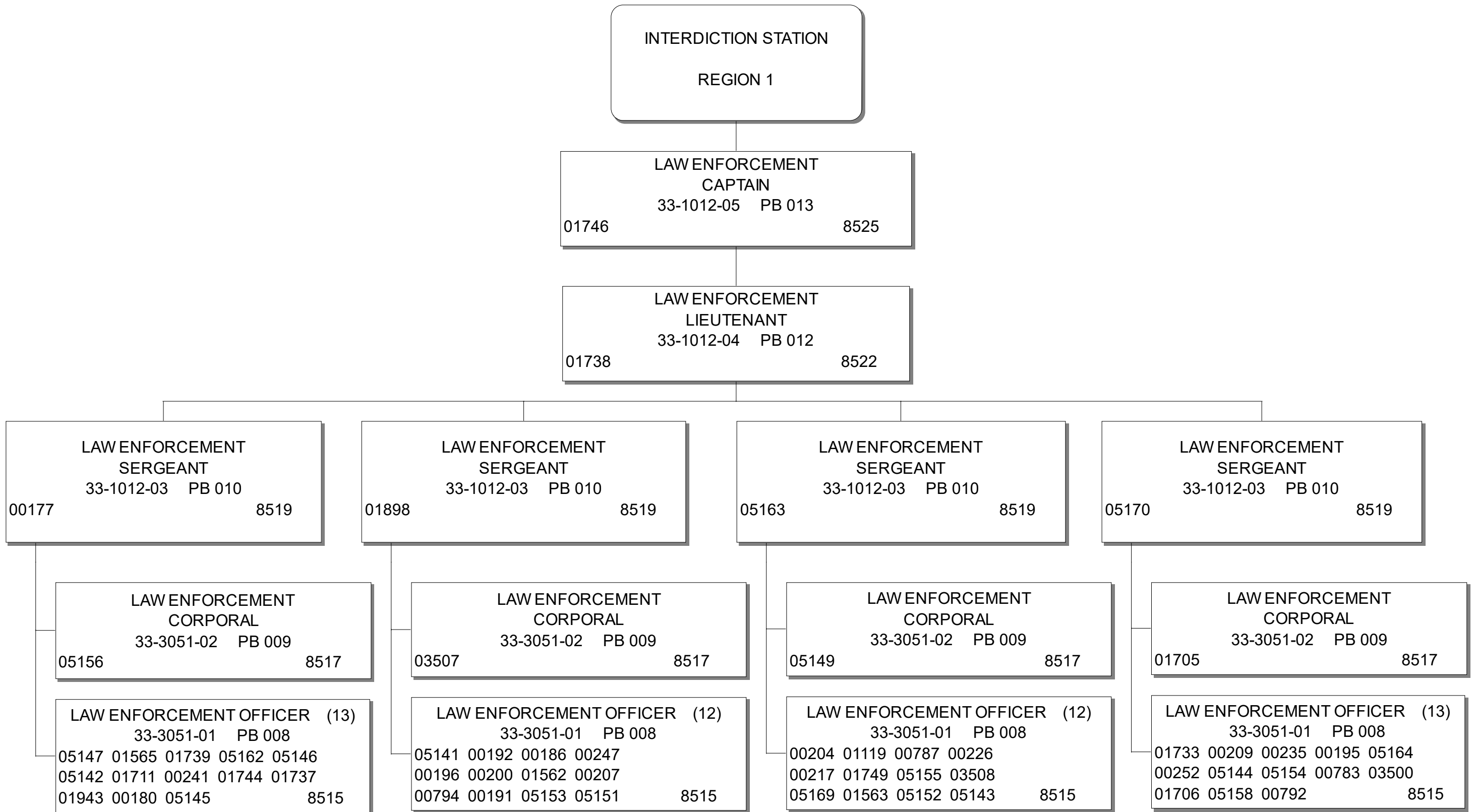
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PAGE 1 OF 5



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 1/11/2019

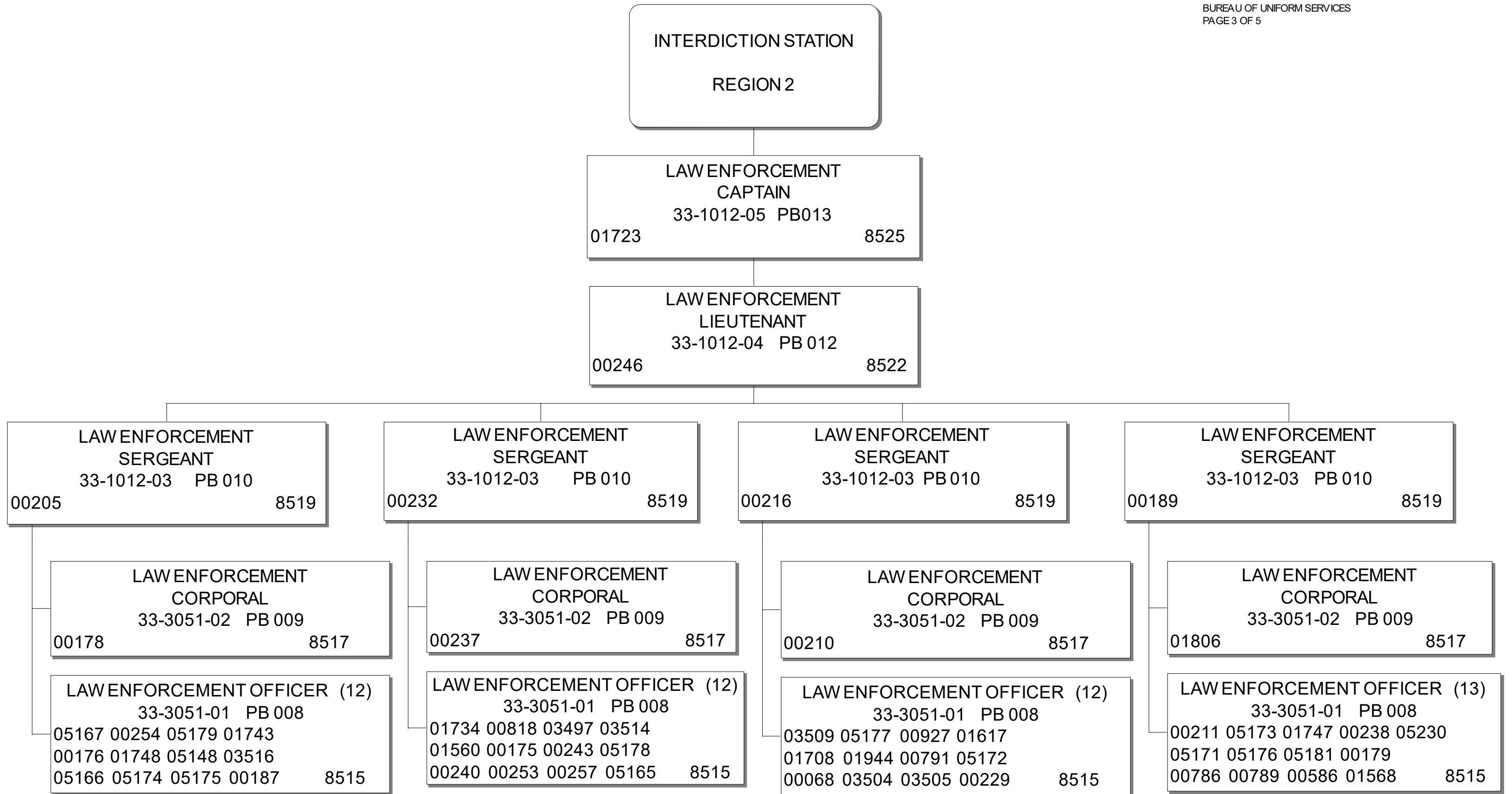
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURAL
LAW ENFORCEMENT**

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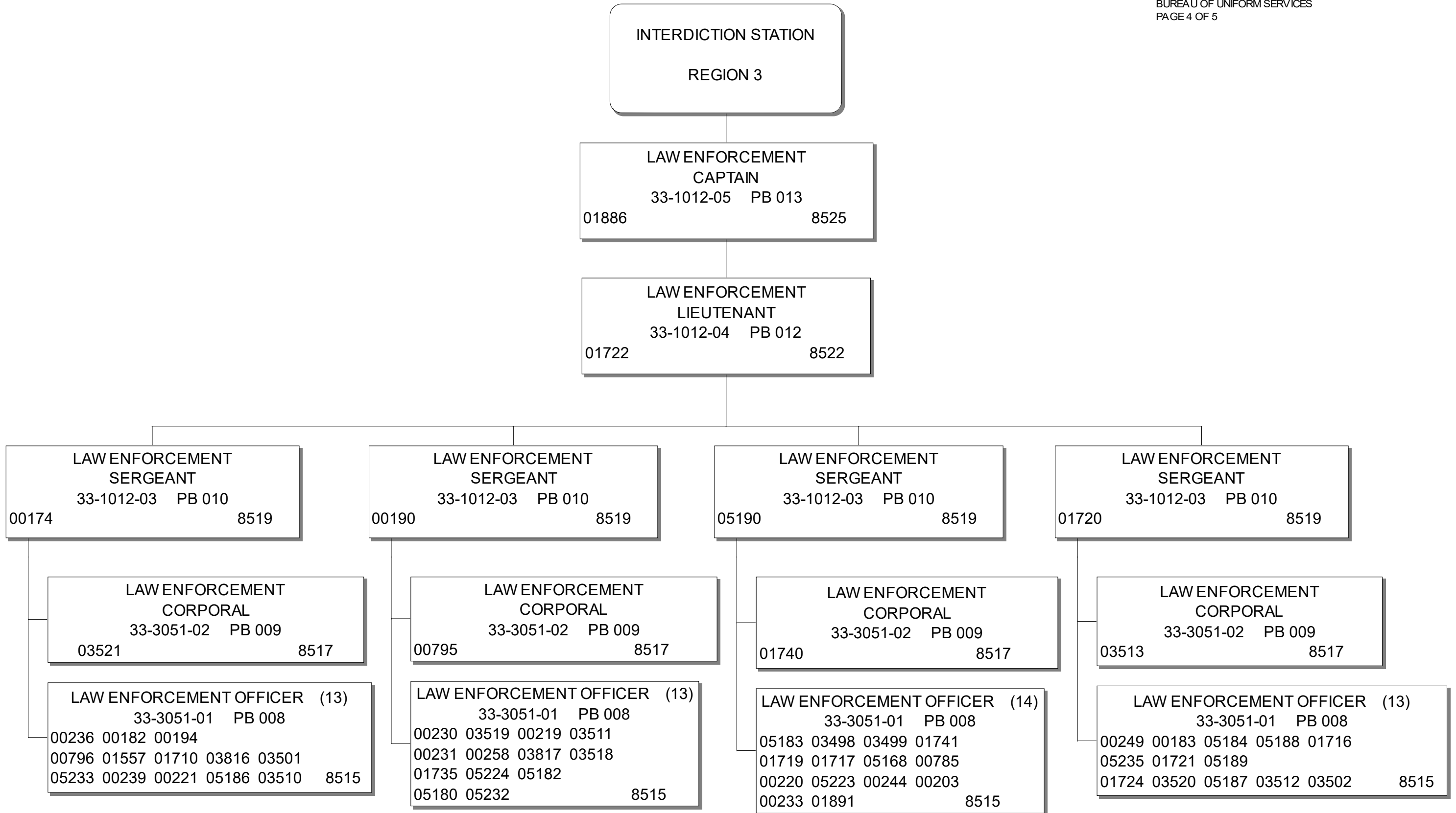
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PAGE 3 OF 5



ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 1/30/2018

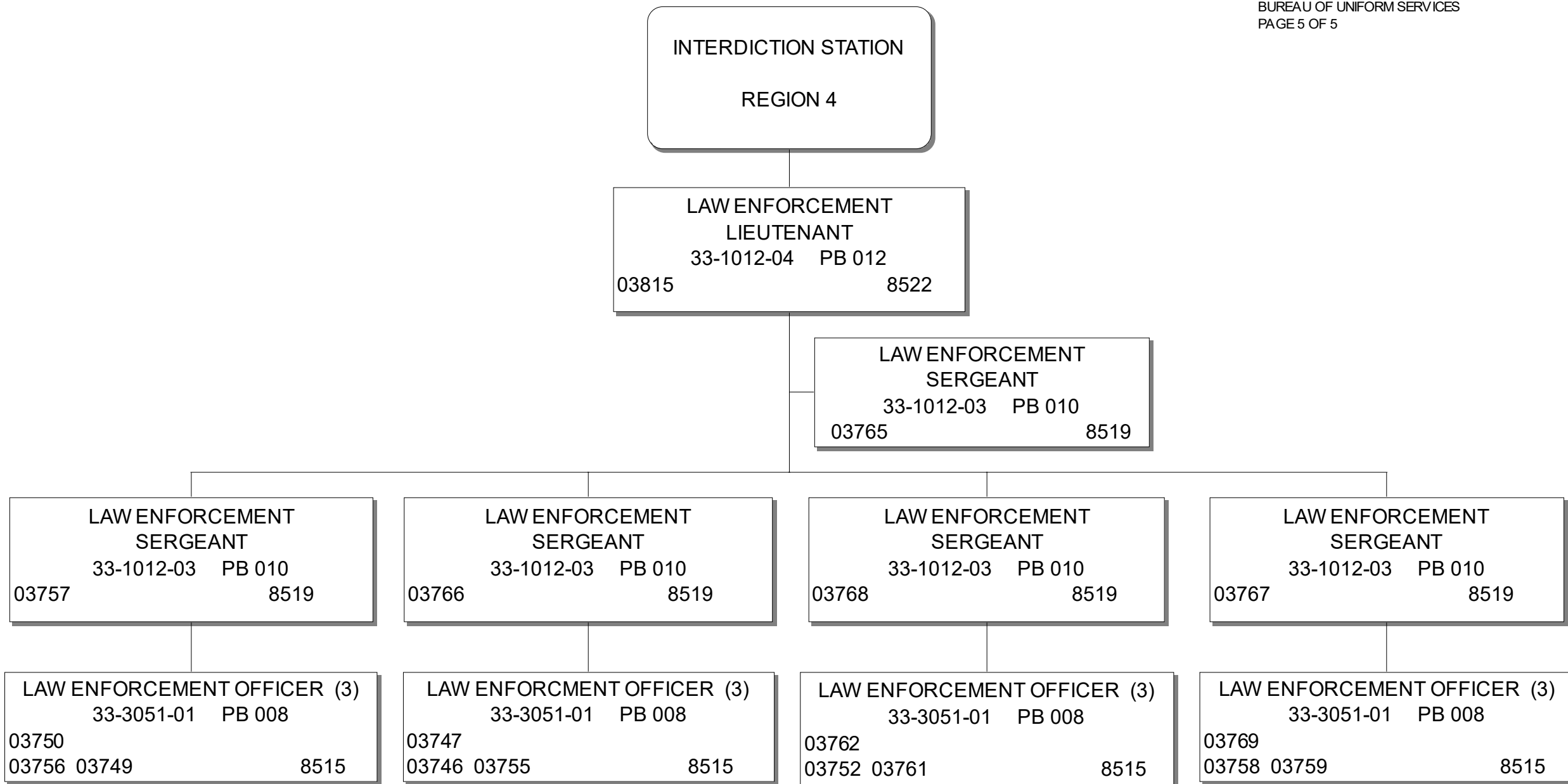
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURAL
LAW ENFORCEMENT**

BUREAU OF UNIFORM SERVICES
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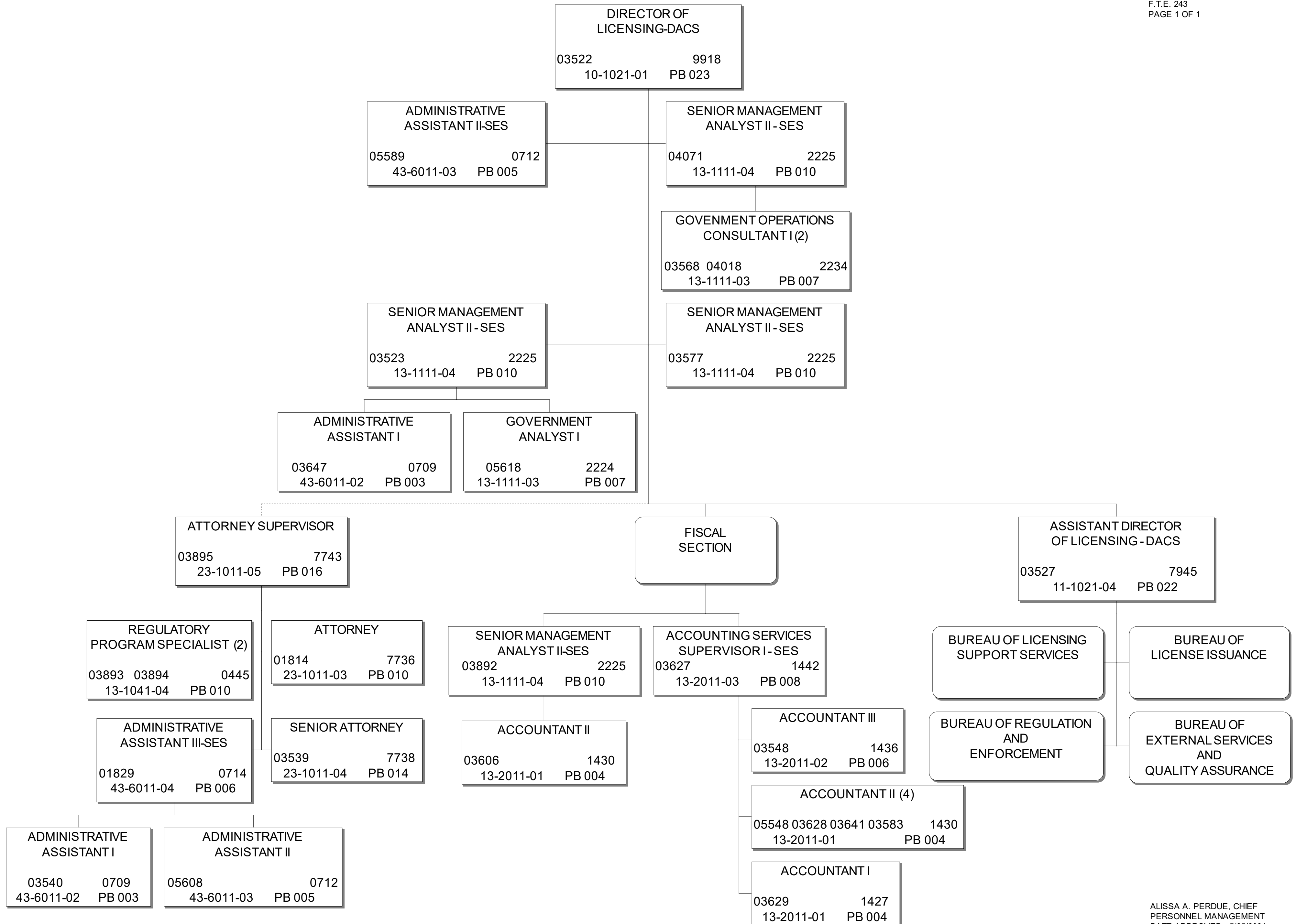
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/4//2018

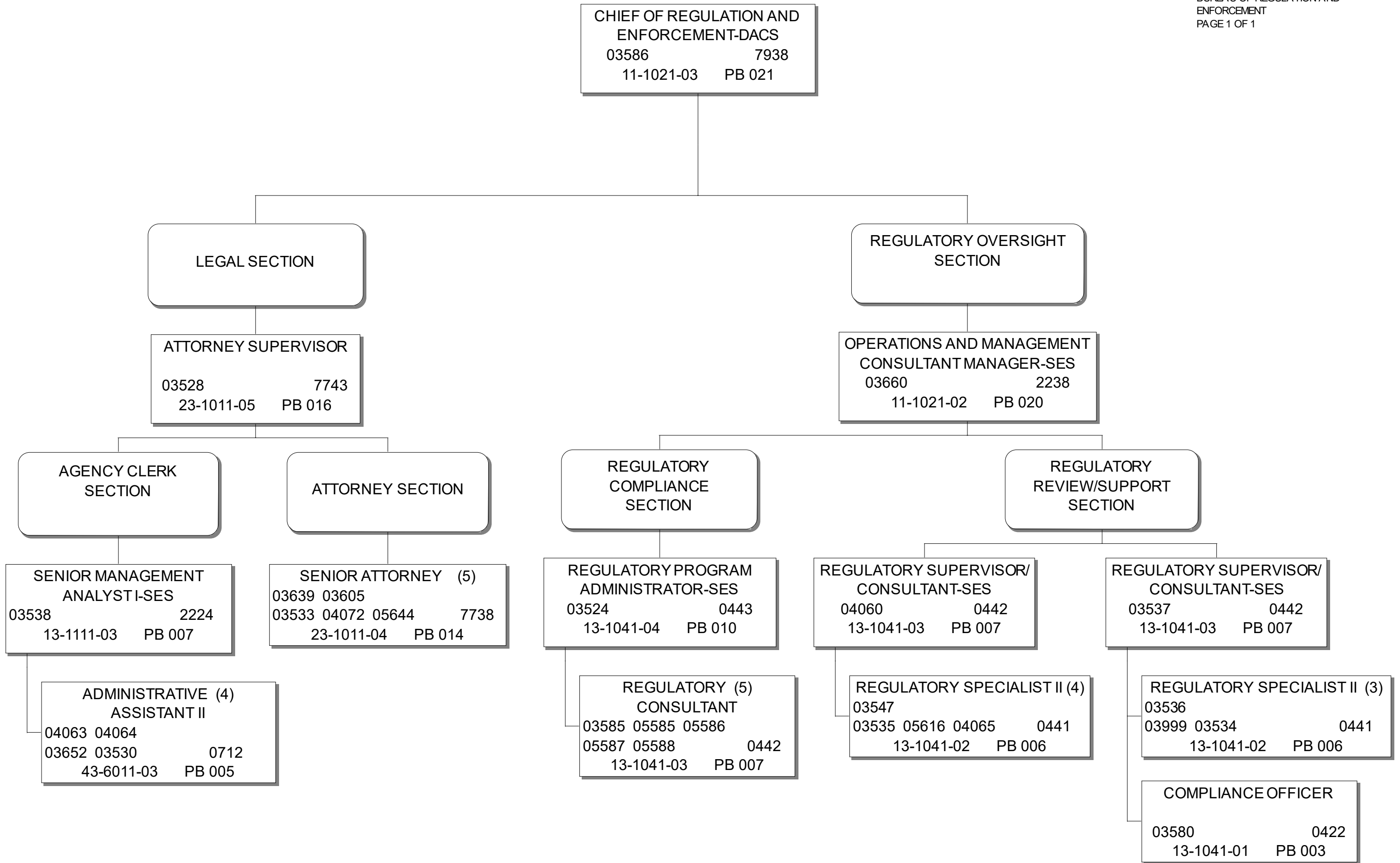
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DIVISION OF LICENSING**

DIRECTOR'S OFFICE
F.T.E. 243
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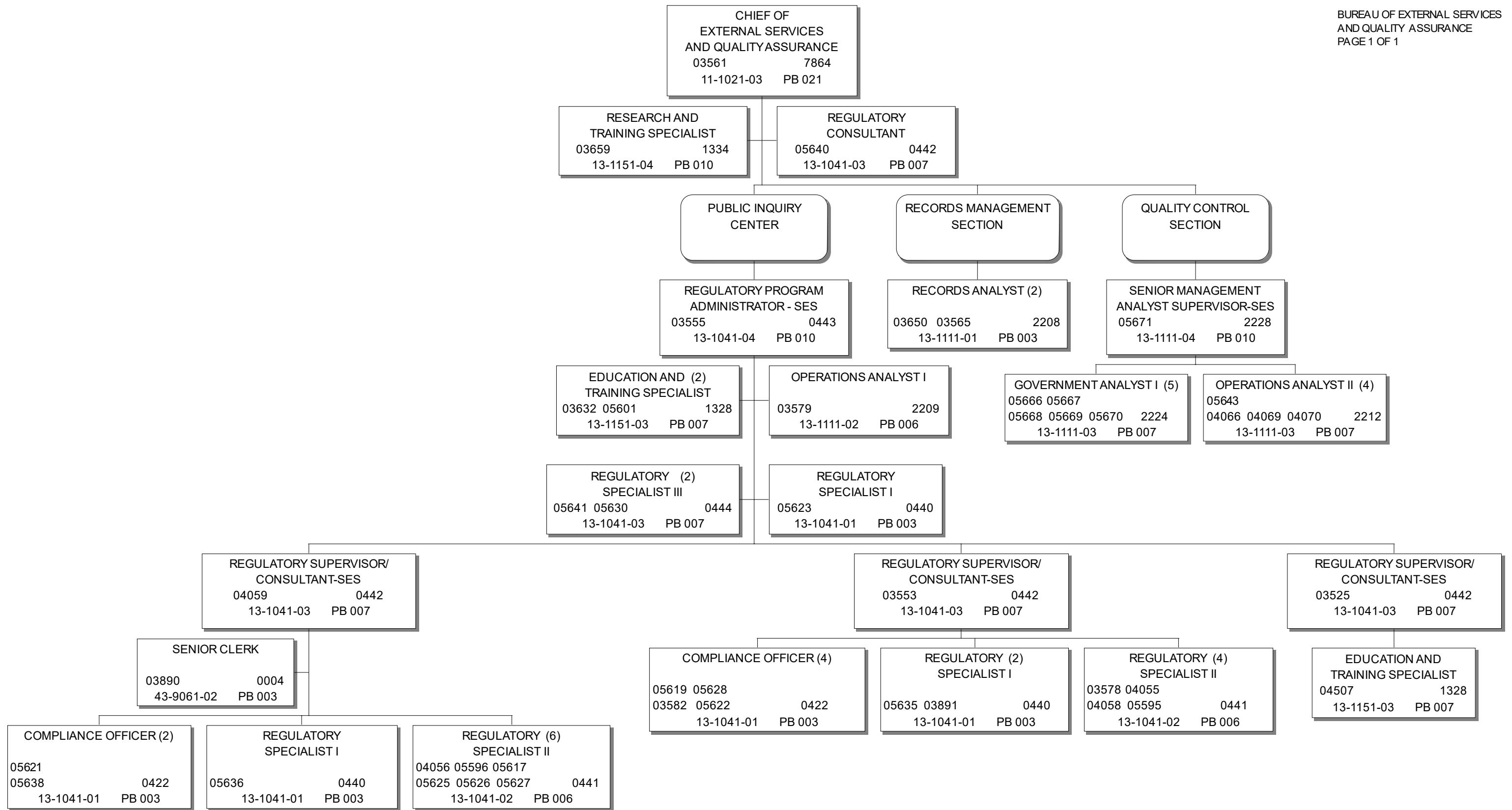
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING**

BUREAU OF REGULATION AND ENFORCEMENT
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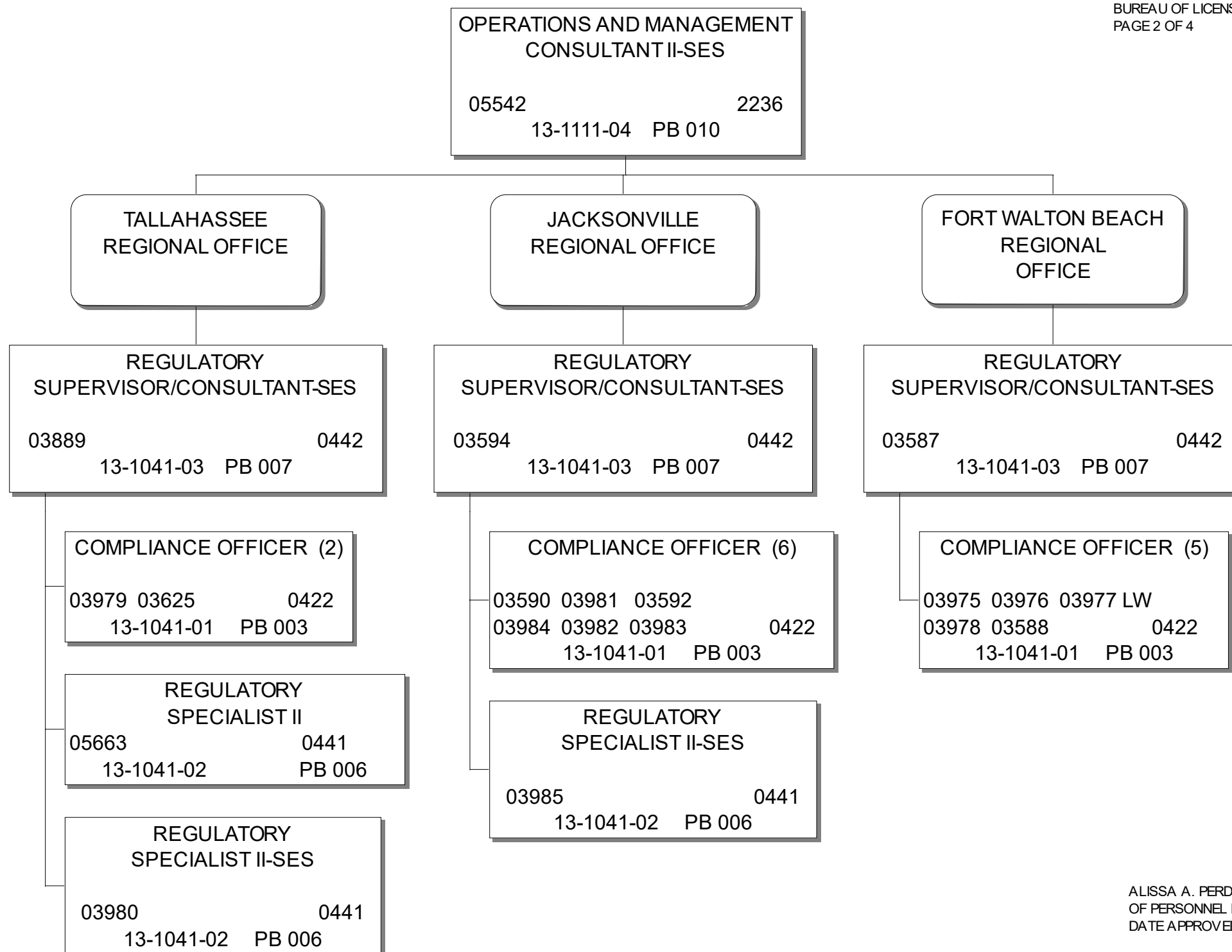
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DIVISION OF LICENSING**

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PAGE 1 OF 1



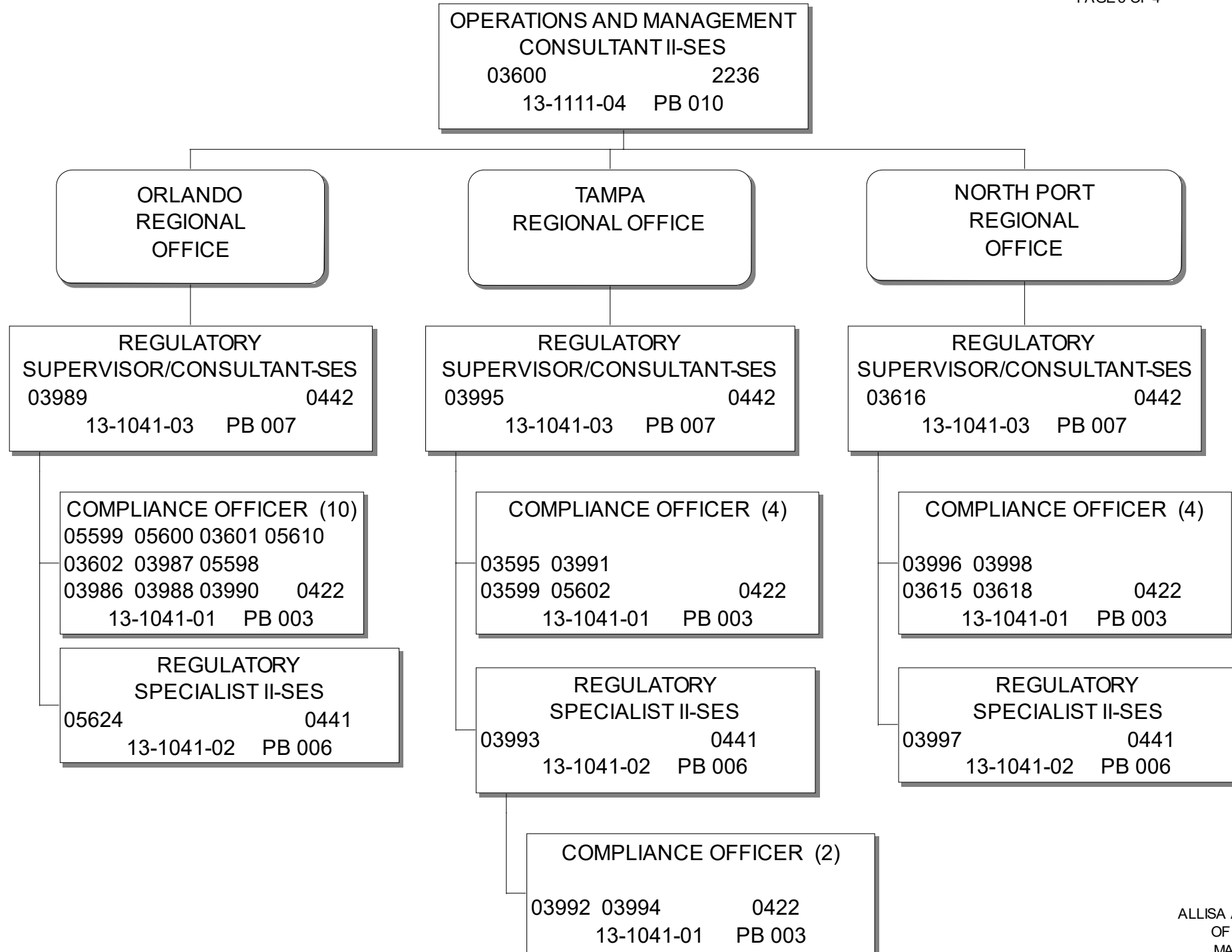
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DIVISION OF LICENSING**

BUREAU OF LICENSE ISSUANCE
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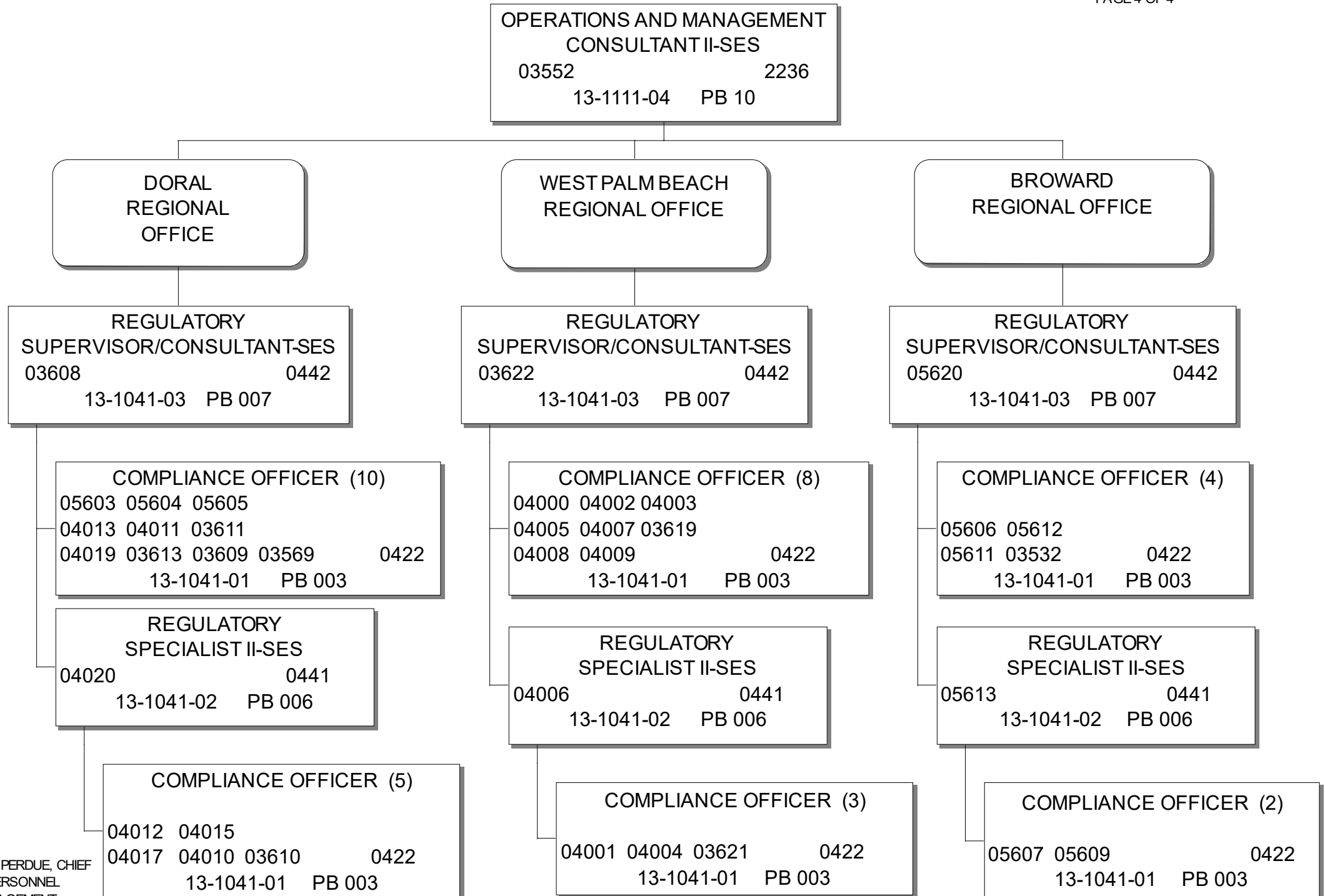
**DEPARTMENT OF AGRICULTURE
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DIVISION OF LICENSING**

BUREAU OF LICENSE ISSUANCE
PAGE 3 OF 4



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING**

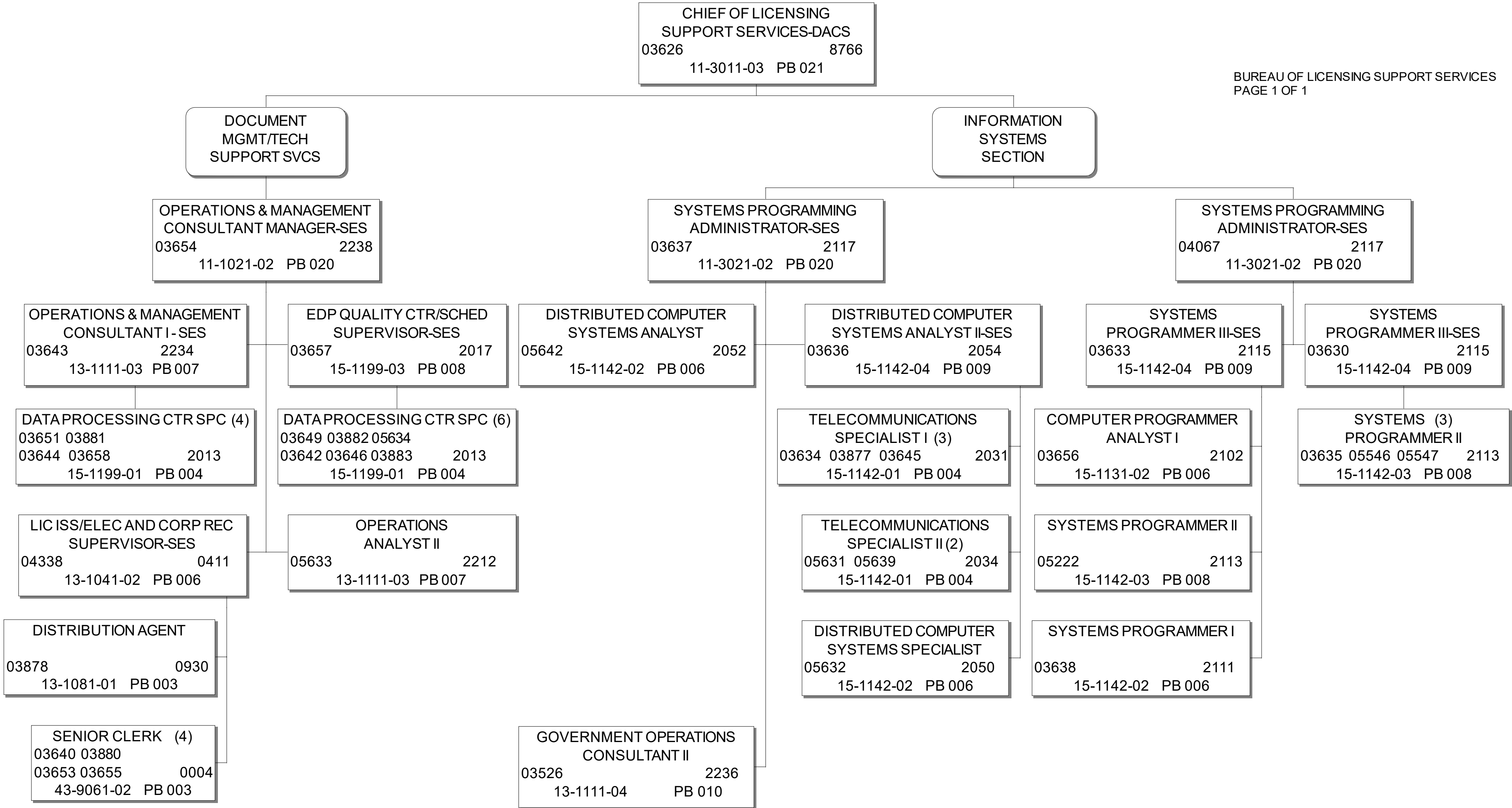
BUREAU OF LICENSE ISSUANCE
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ALLISA A. PERDUE, CHIEF
OF PERSONNEL
MANAGEMENT
DATE APPROVED: 9/4/2020

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING**

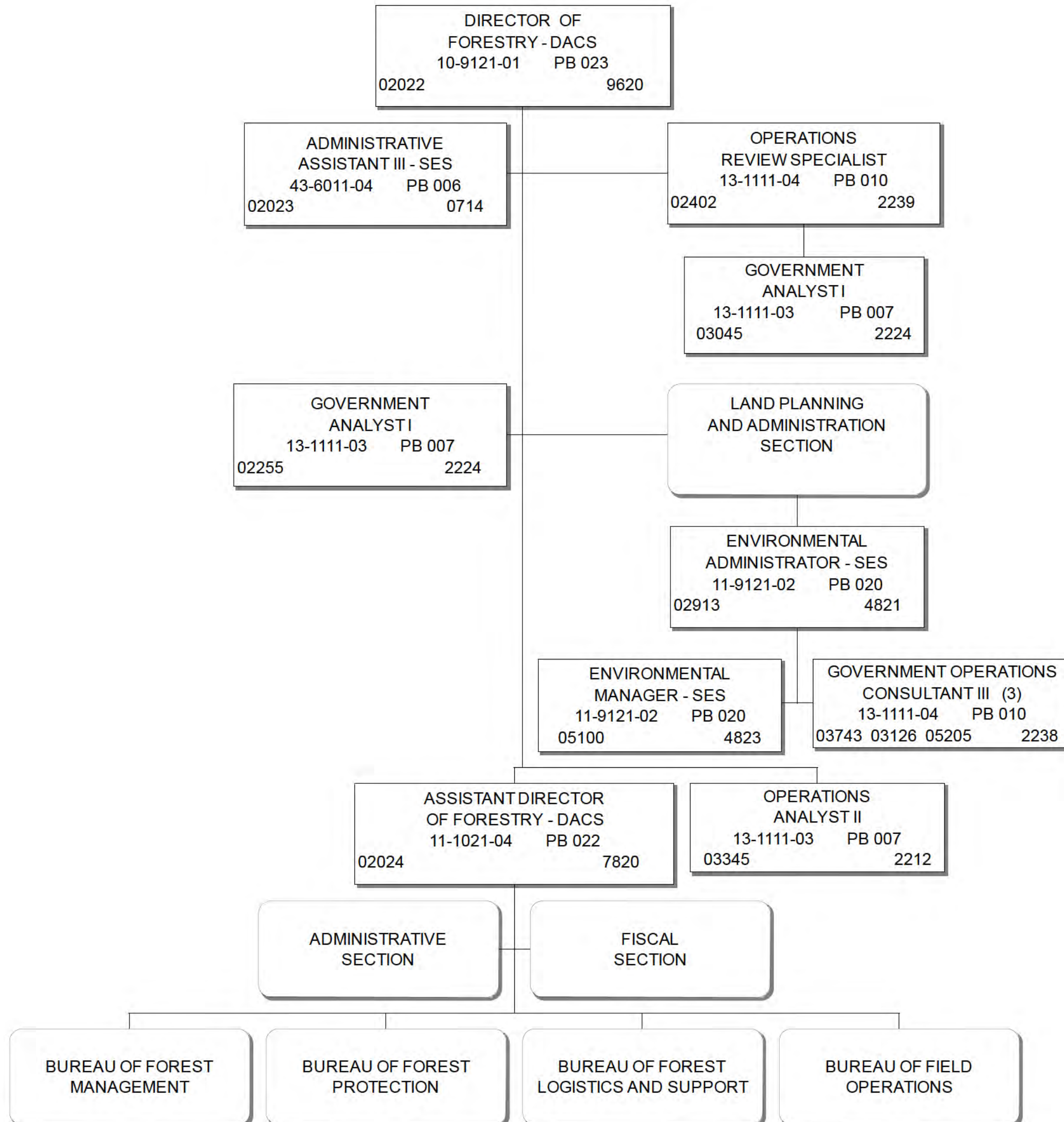
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PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 06/15/2021

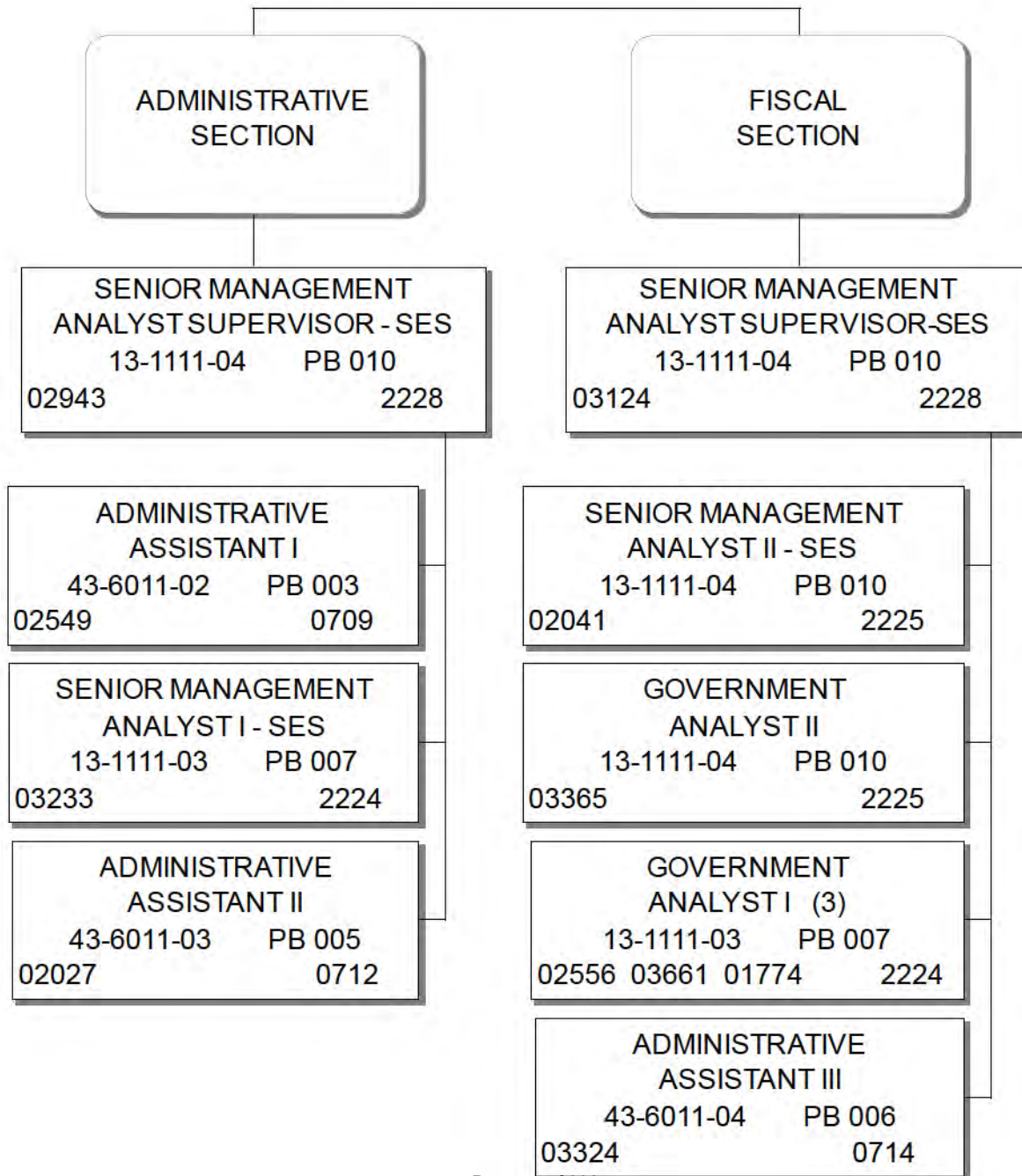
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

DIVISION F.T.E. 1,178.50
DIRECTOR'S OFFICE
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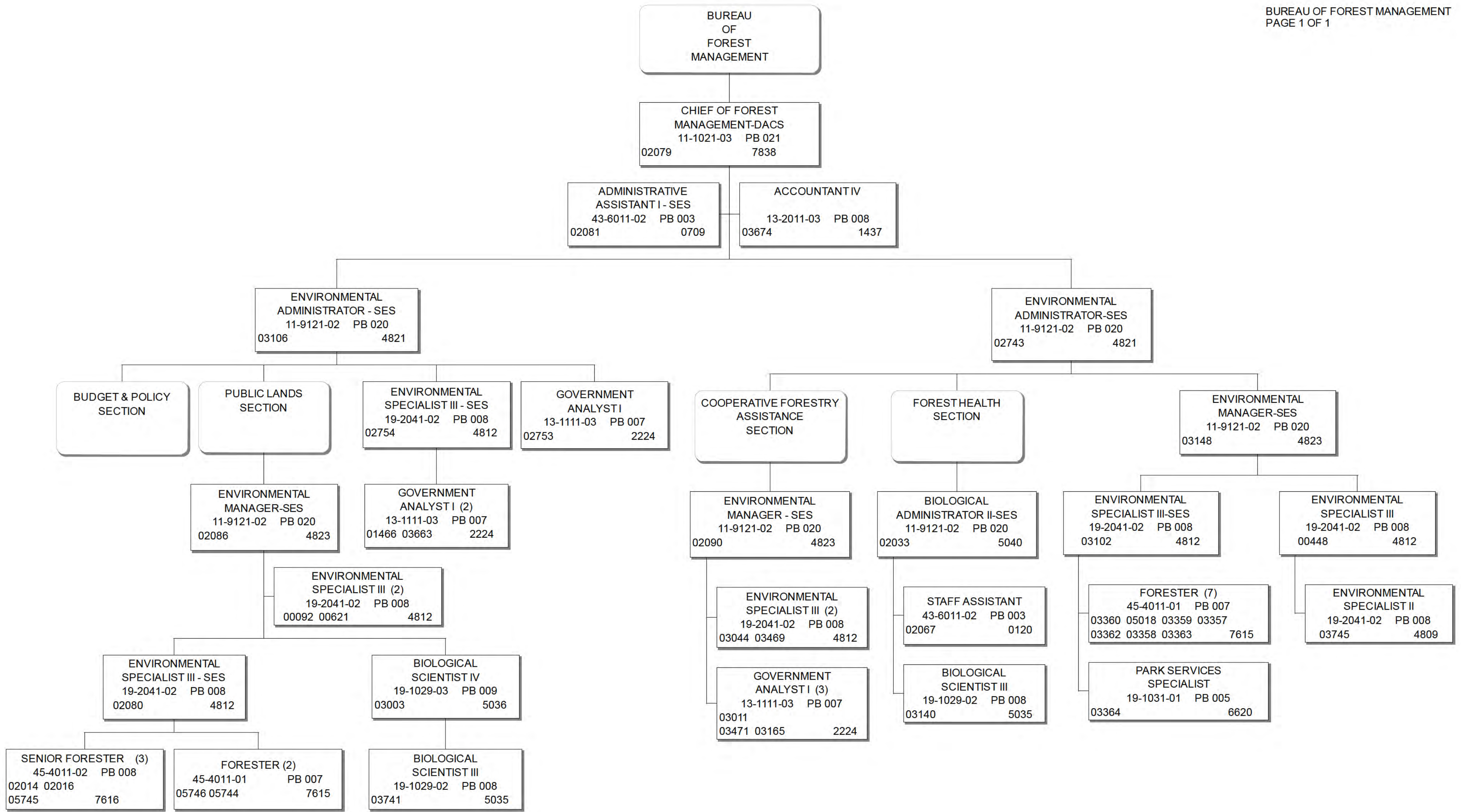
ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 6/7/2021

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



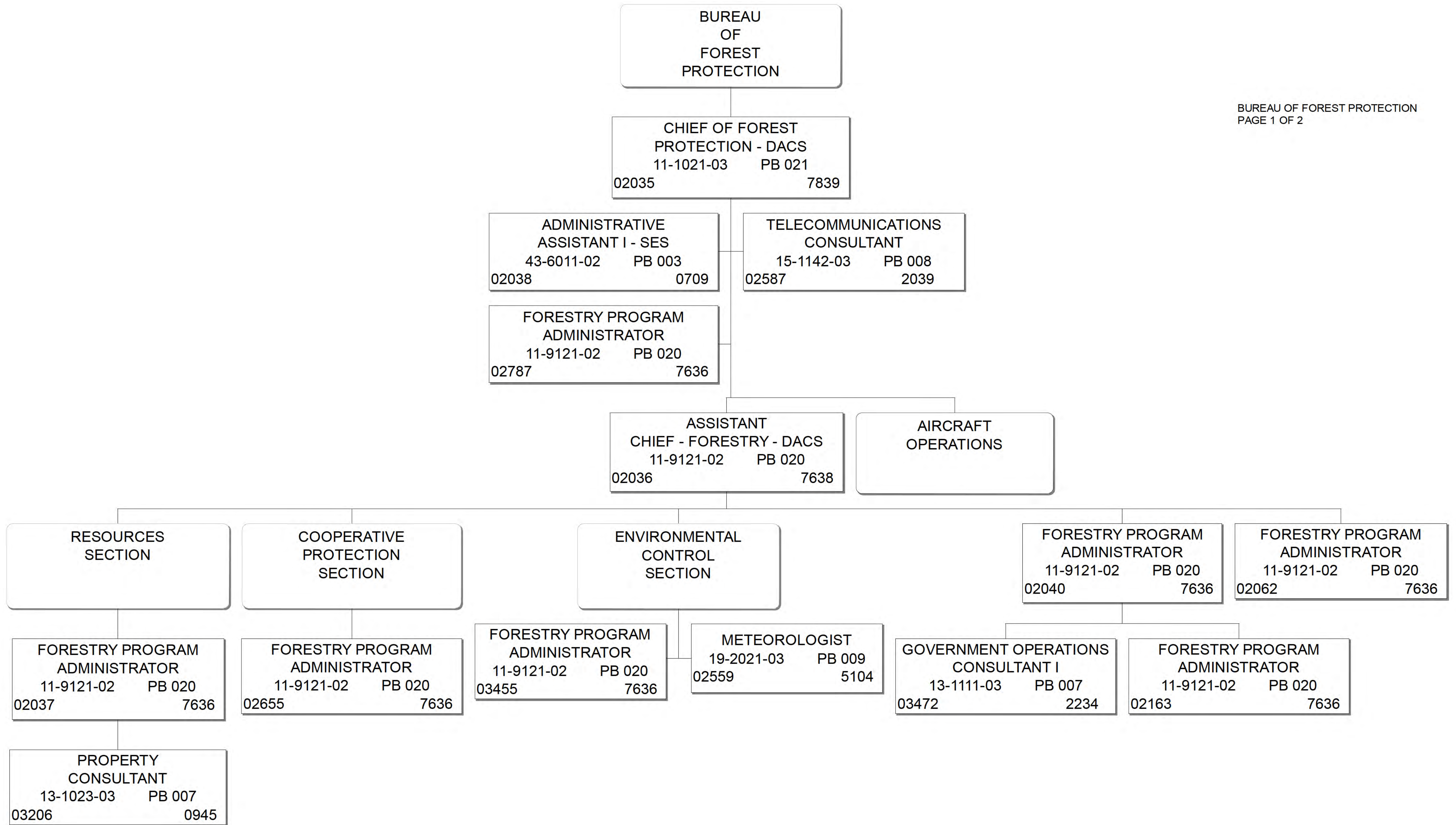
DIRECTOR'S OFFICE
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DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE
BUREAU OF FOREST PROTECTION**

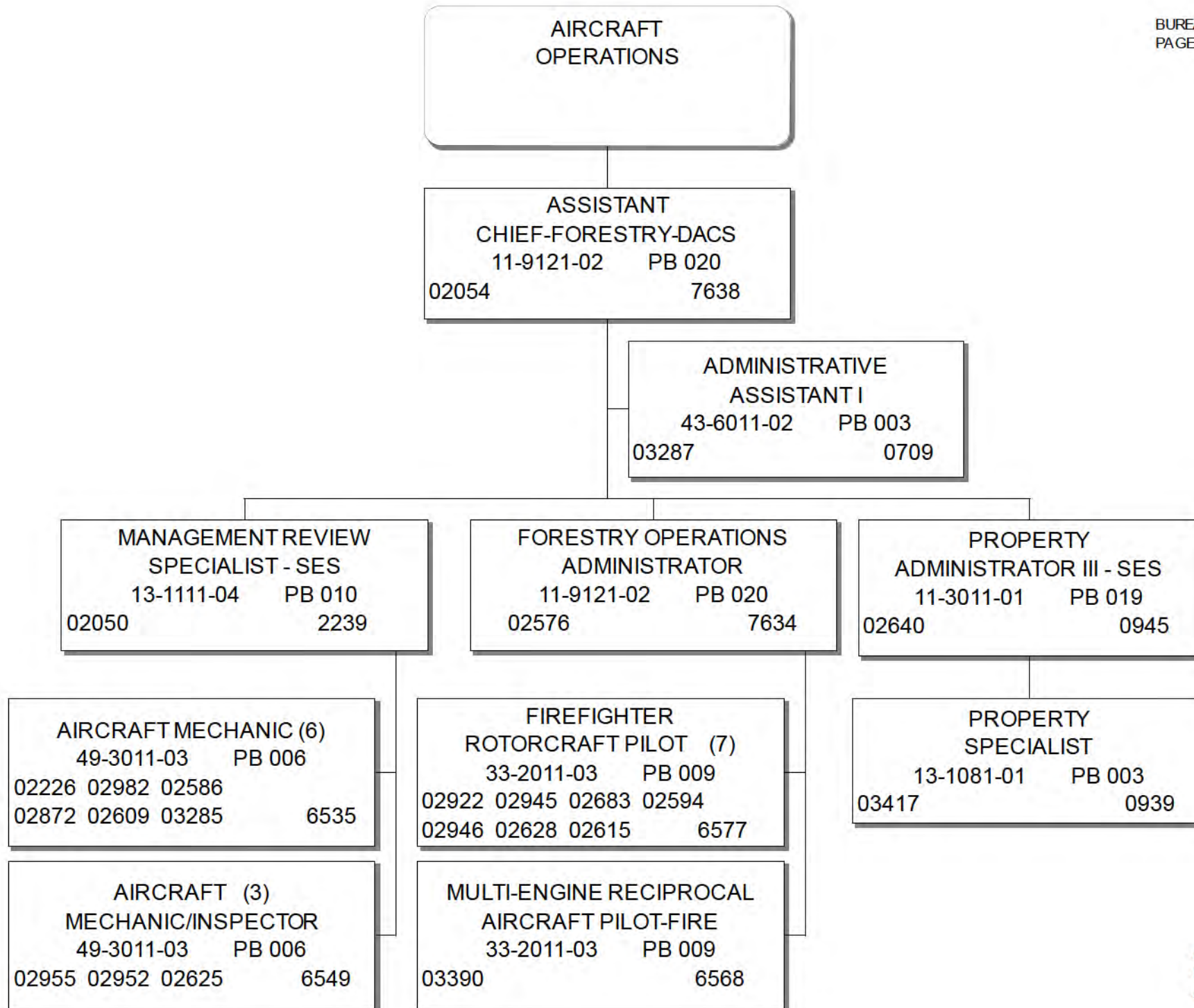
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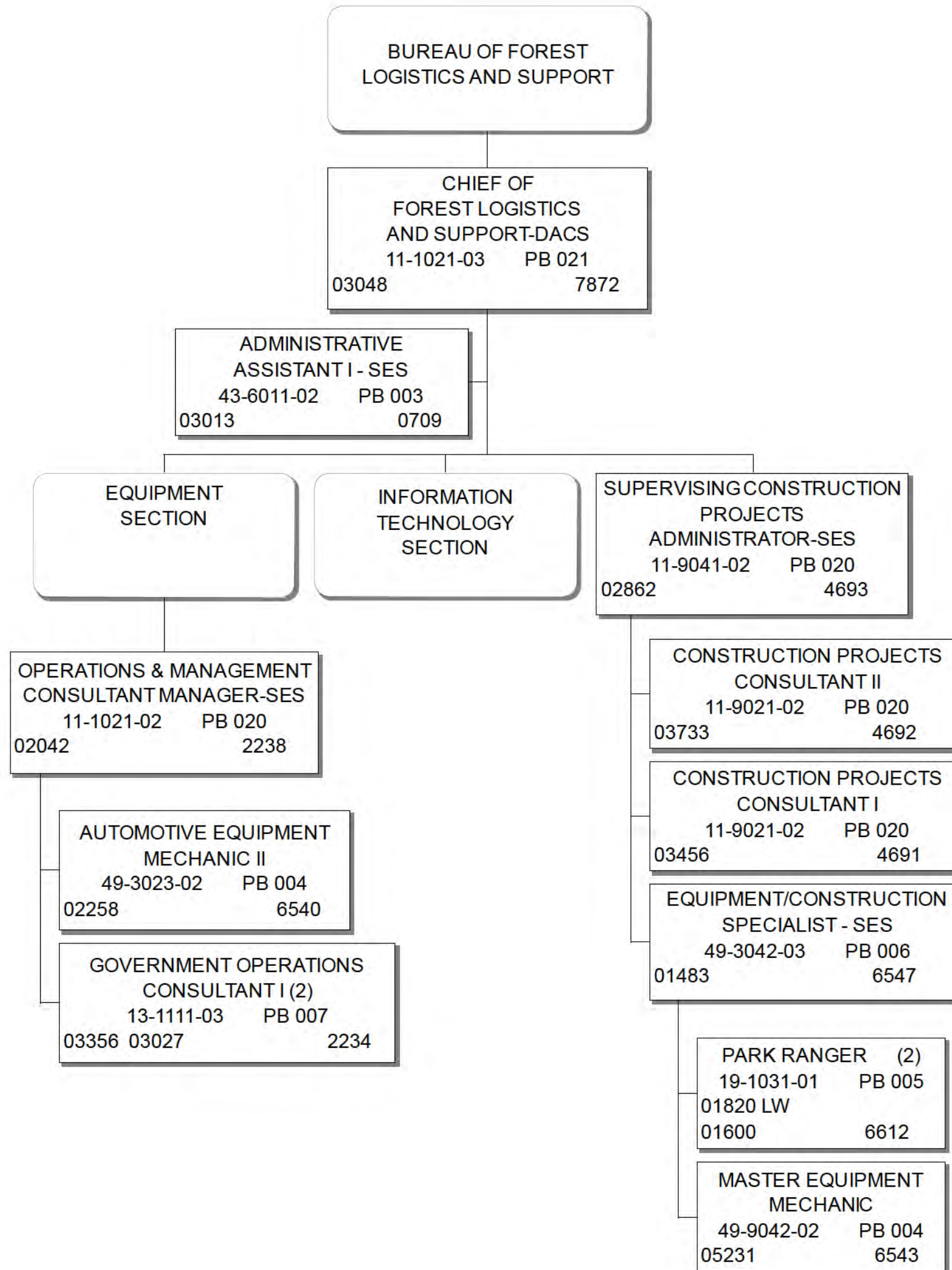
ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2020

**DEPARTMENT OF AGRICULTURE AND CONSUMER
SERVICES - DIVISION OF FORESTRY
FLORIDA FOREST SERVICE
BUREAU OF FOREST PROTECTION**

BUREAU OF FOREST PROTECTION
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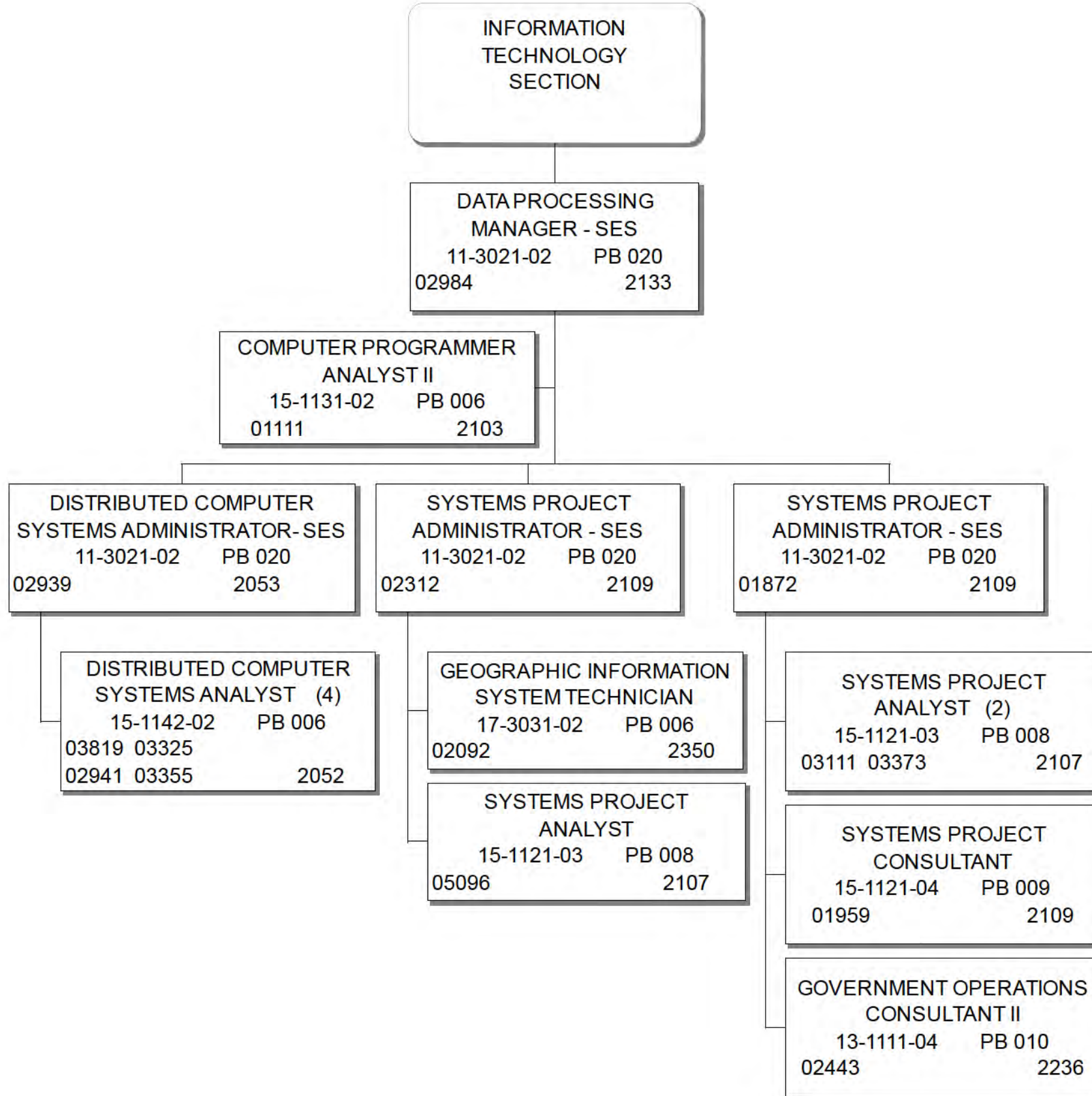


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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FOREST LOGISTICS
AND SUPPORT
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**DEPARTMENT OF AGRICULTURE
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BUREAU
OF
FIELD
OPERATIONS

BUREAU OF FIELD OPERATIONS
ADMINISTRATIVE
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CHIEF OF FIELD
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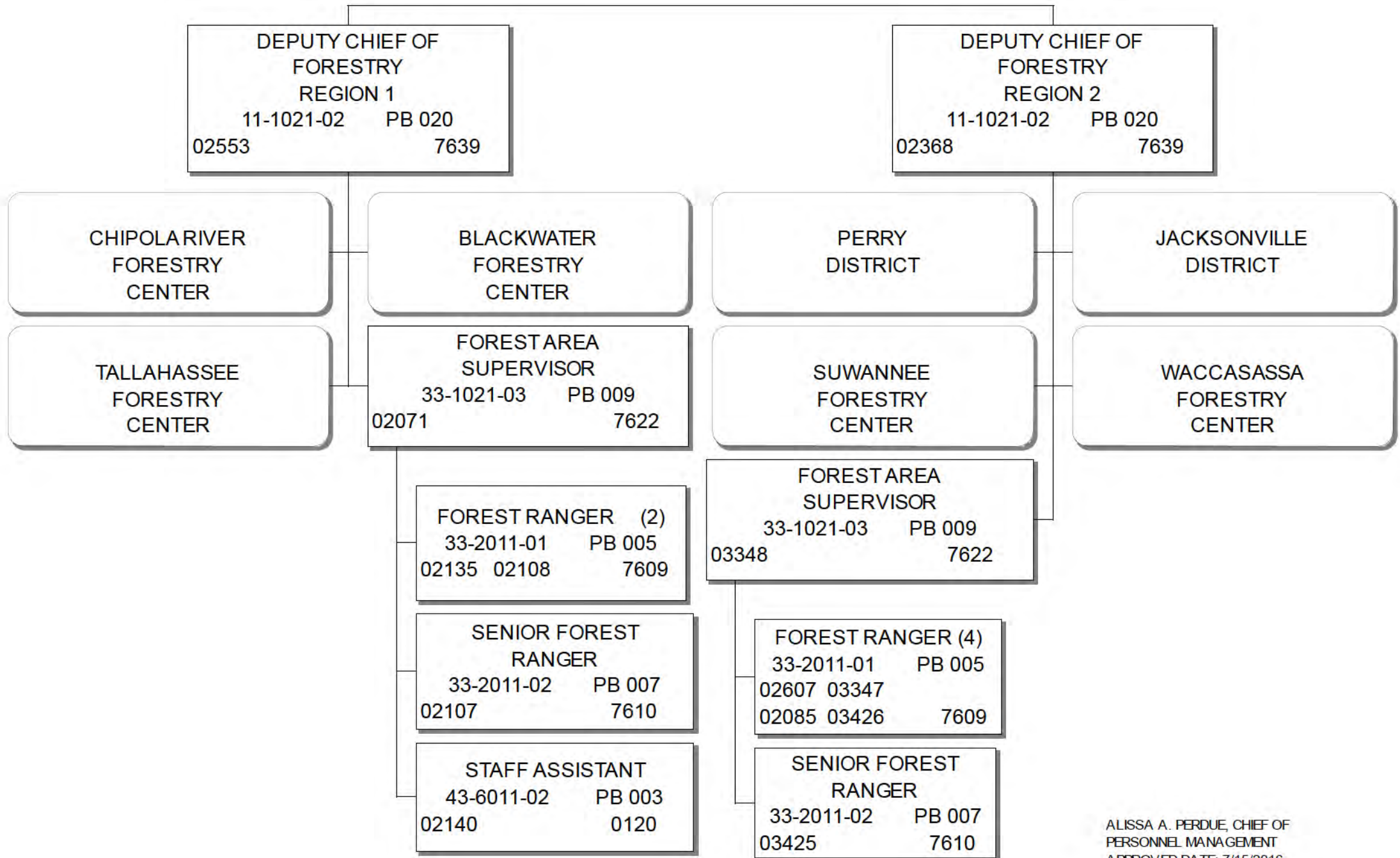
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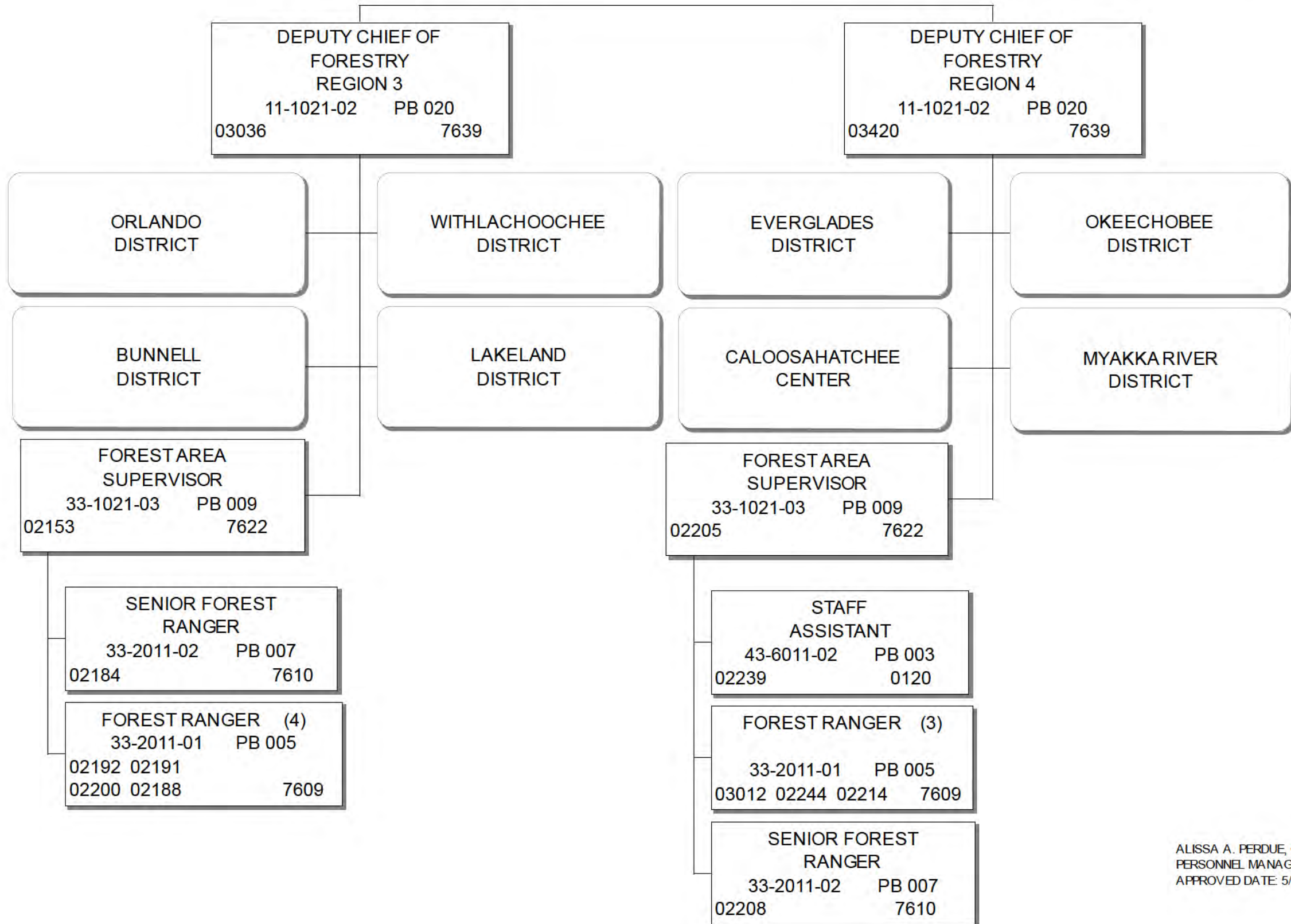
BUREAU OF FIELD OPERATIONS
ADMINISTRATIVE
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/15/2016

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FLORIDA FOREST SERVICE**

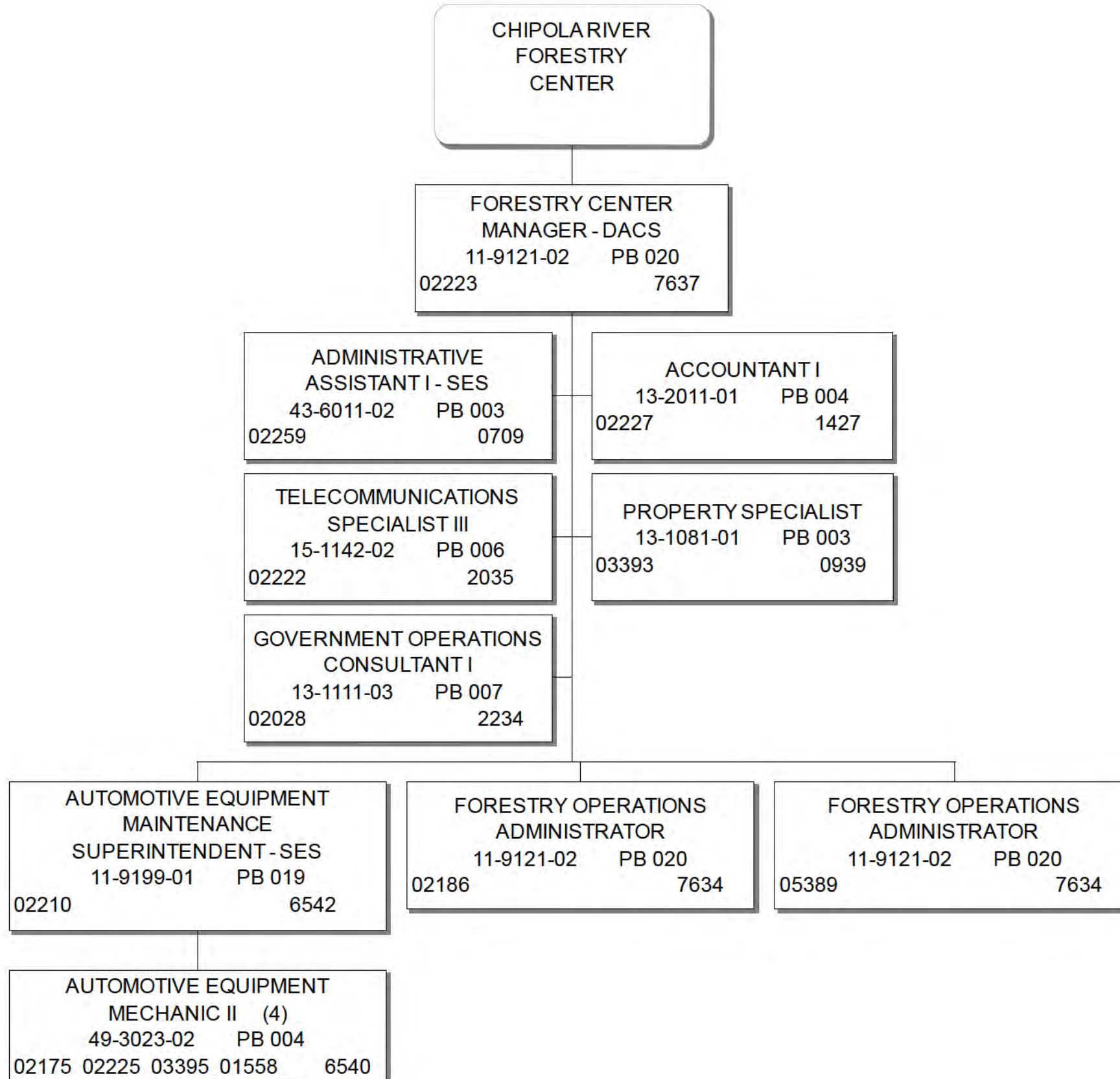
BUREAU OF FIELD OPERATIONS
ADMINISTRATIVE
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/11/2012

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FLORIDA FOREST SERVICE**

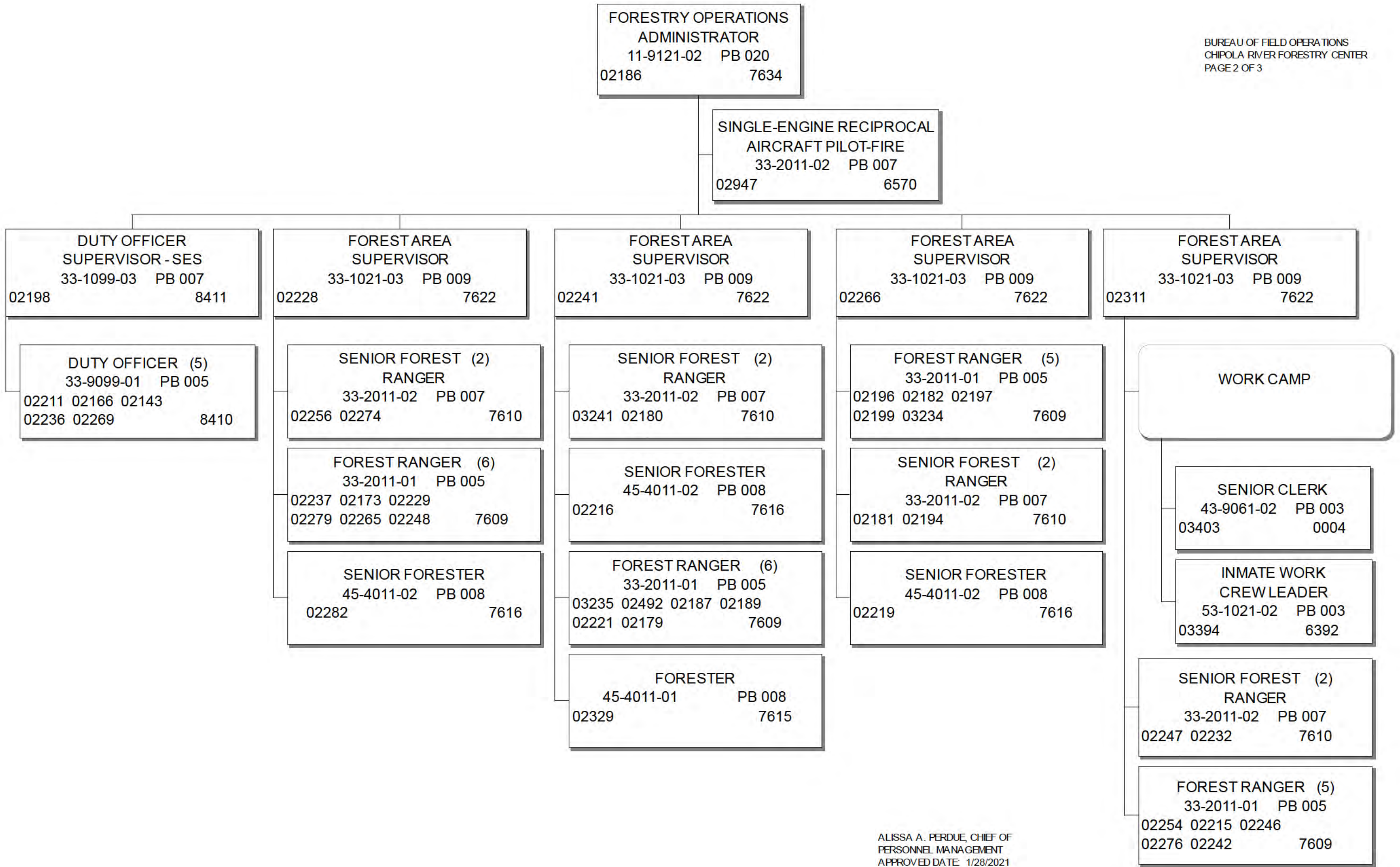
BUREAU OF FIELD OPERATIONS
CHIPOLA RIVER FORESTRY CENTER
PAGE 1 OF 3



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVE DATE: 2/24/2017

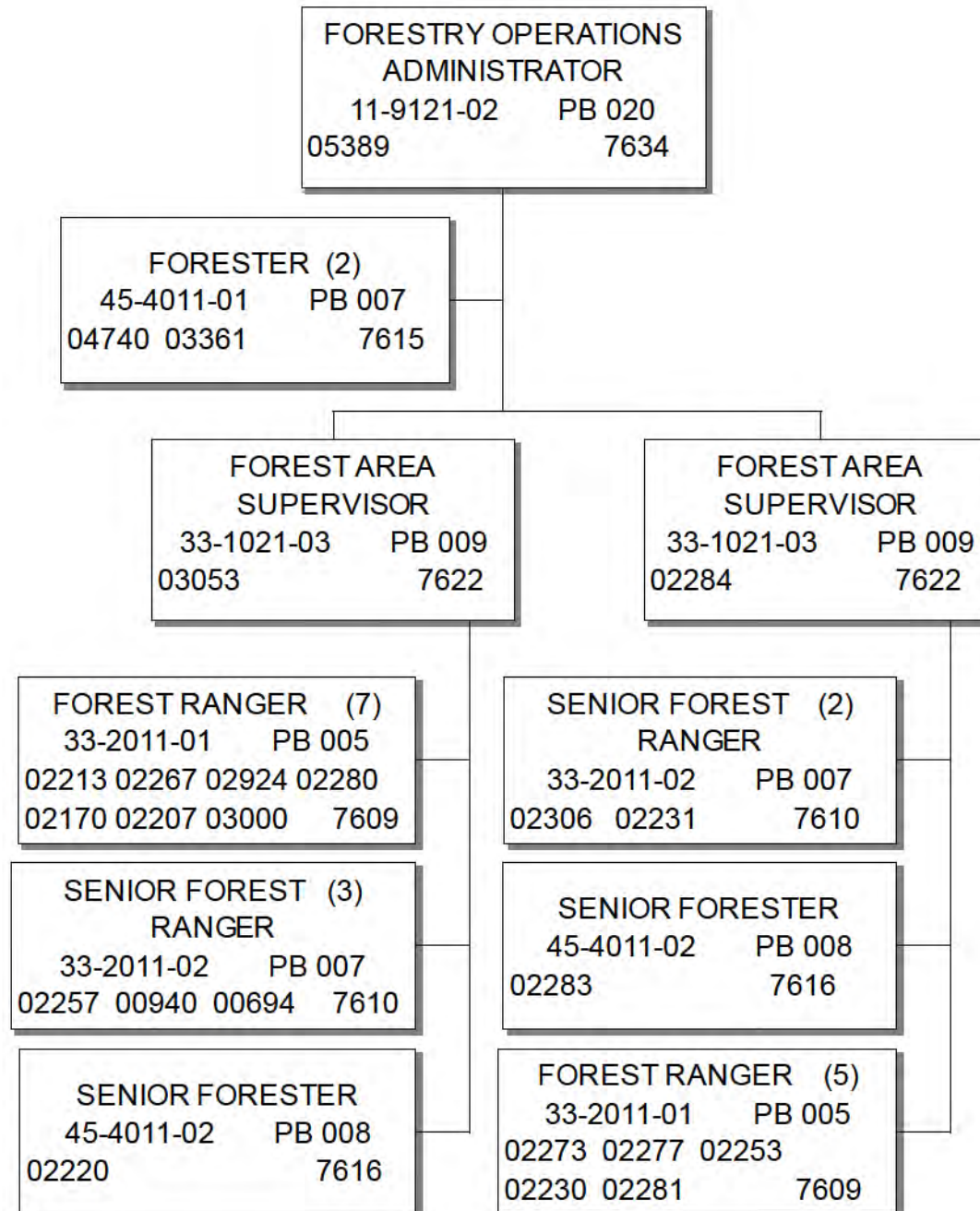
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
CHIPOLA RIVER FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 1/28/2021

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

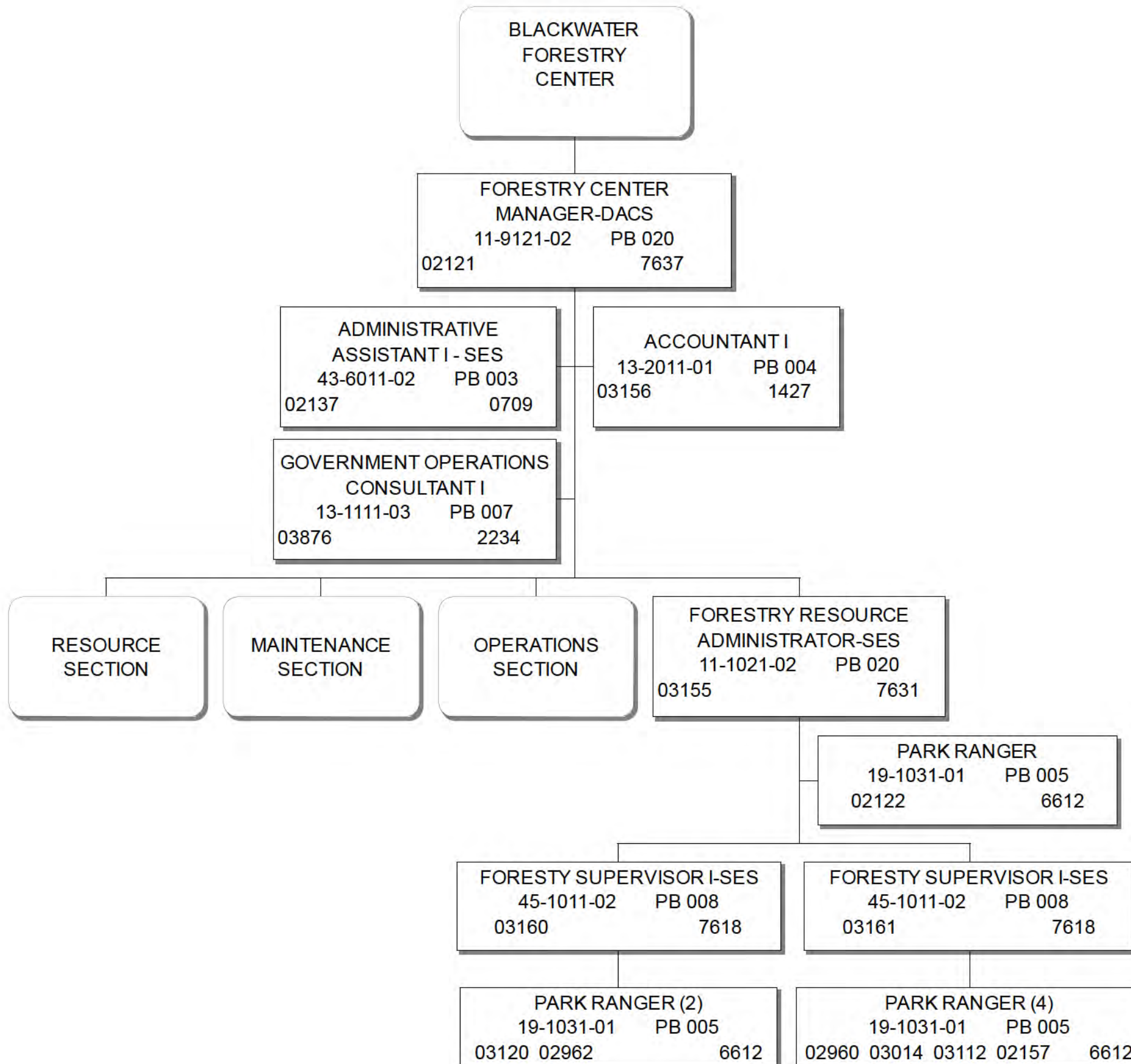


BUREAU OF FIELD OPERATIONS
CHIPOLA RIVER FORESTRY CENTER
PAGE 3 OF 3

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/24/2017

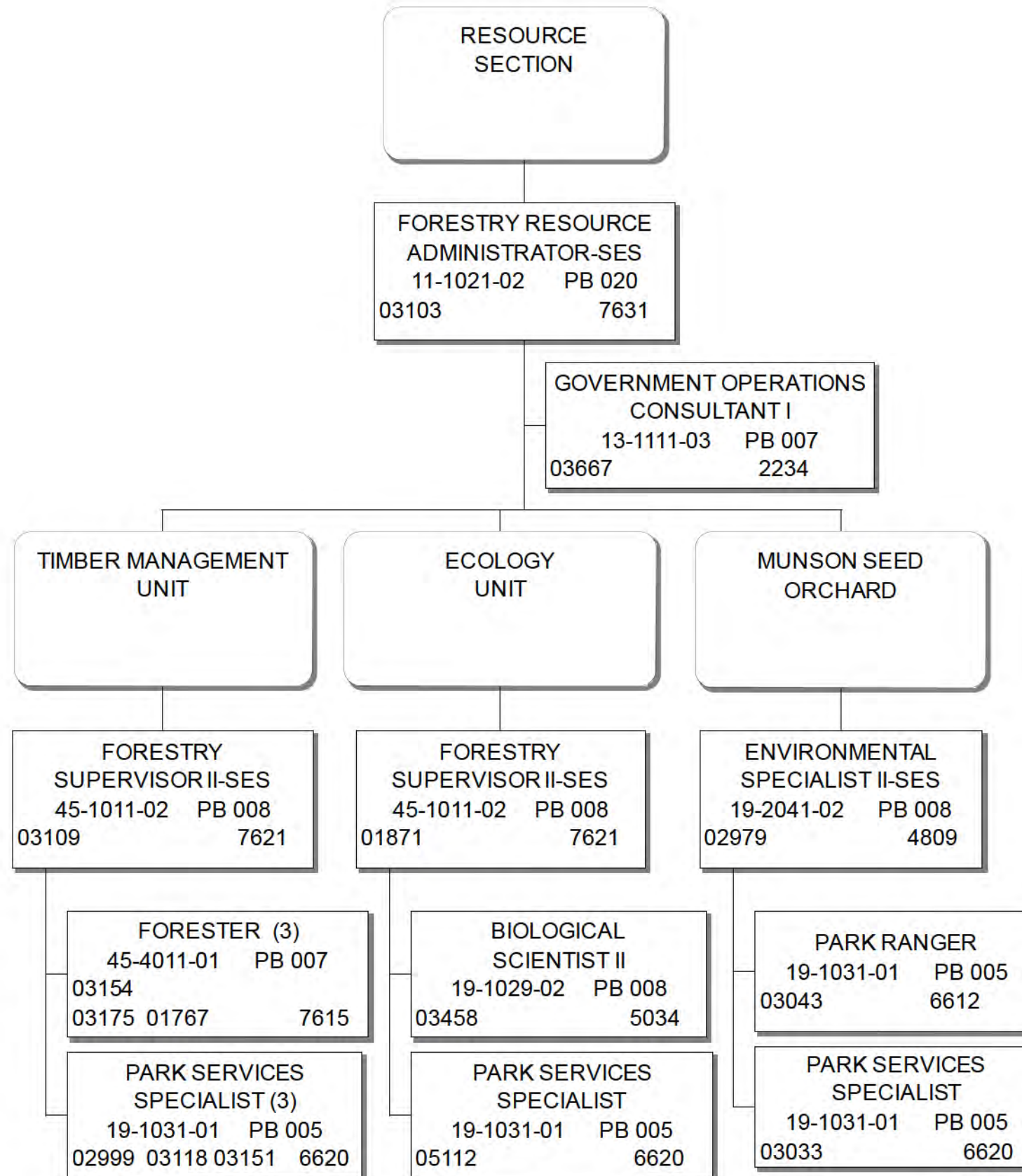
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
PAGE 1 OF 4



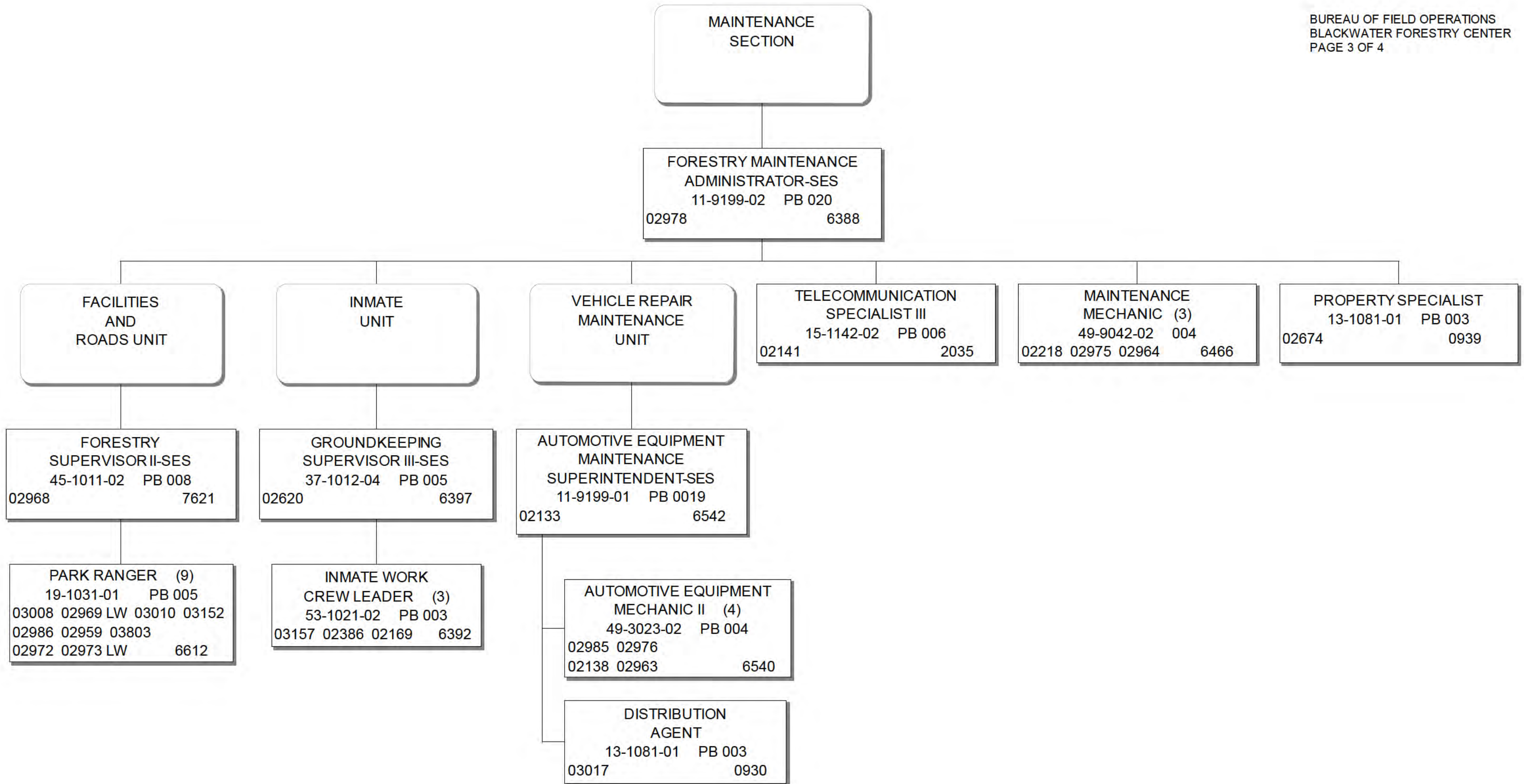
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

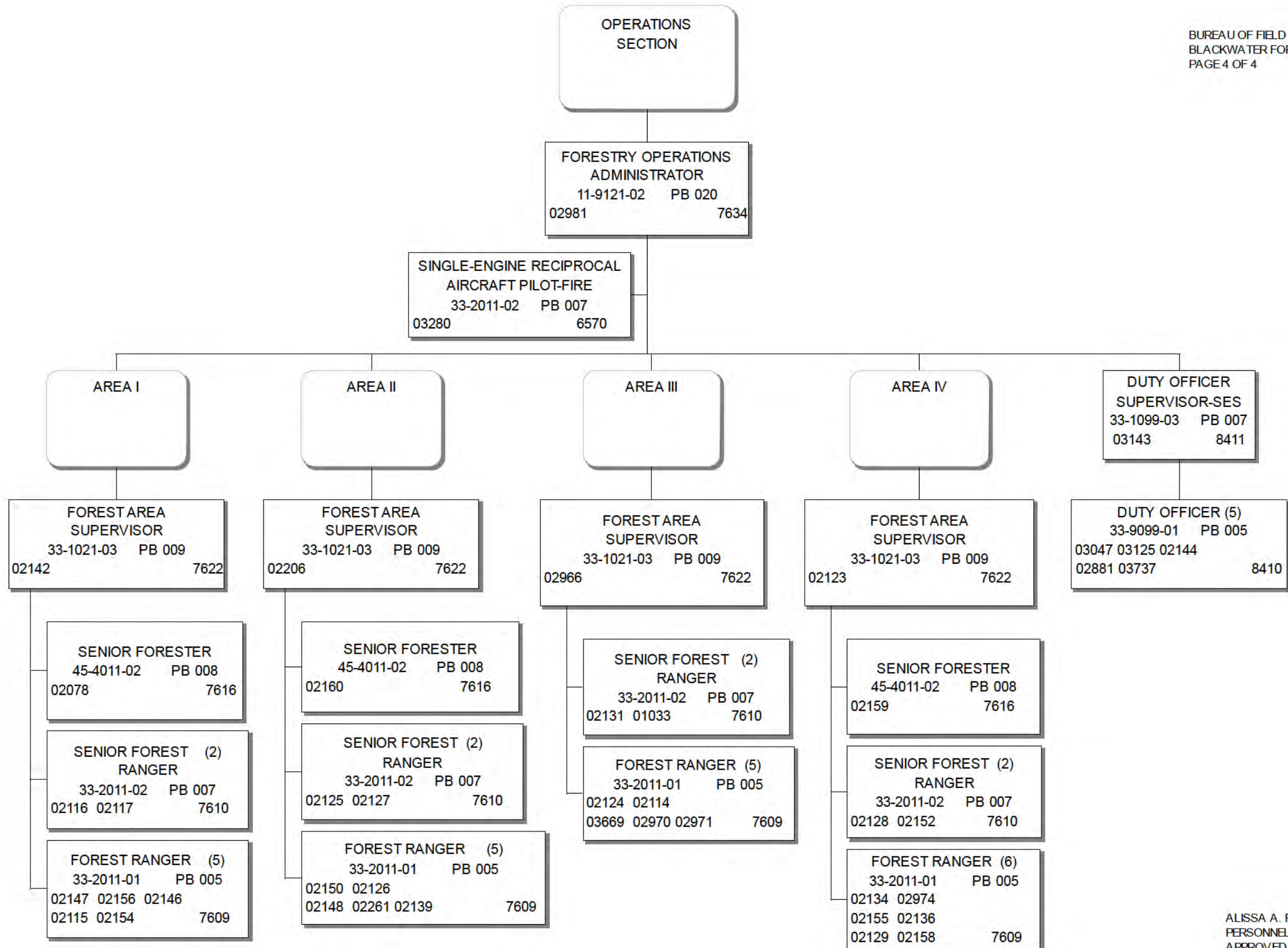
BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/4/2020

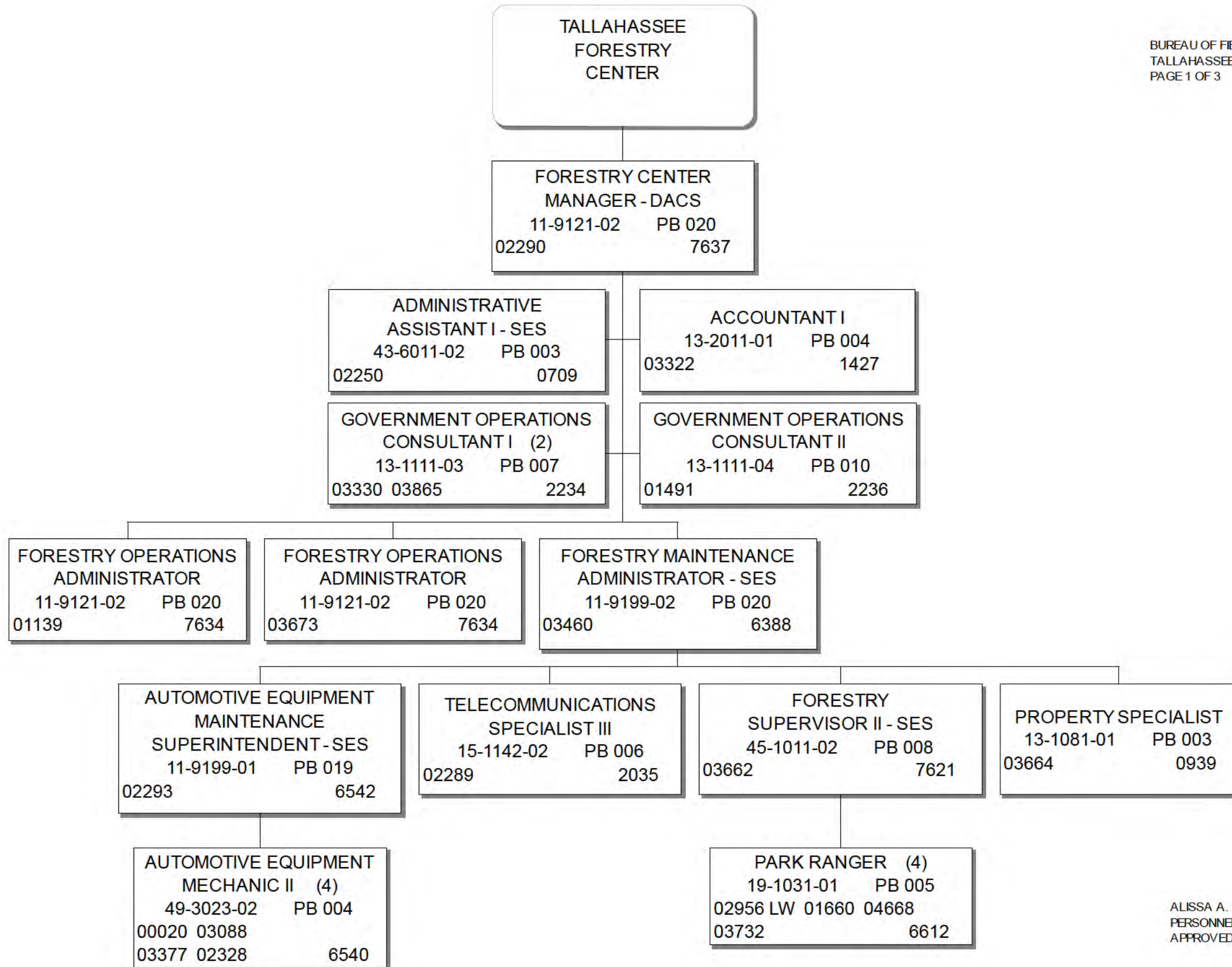
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

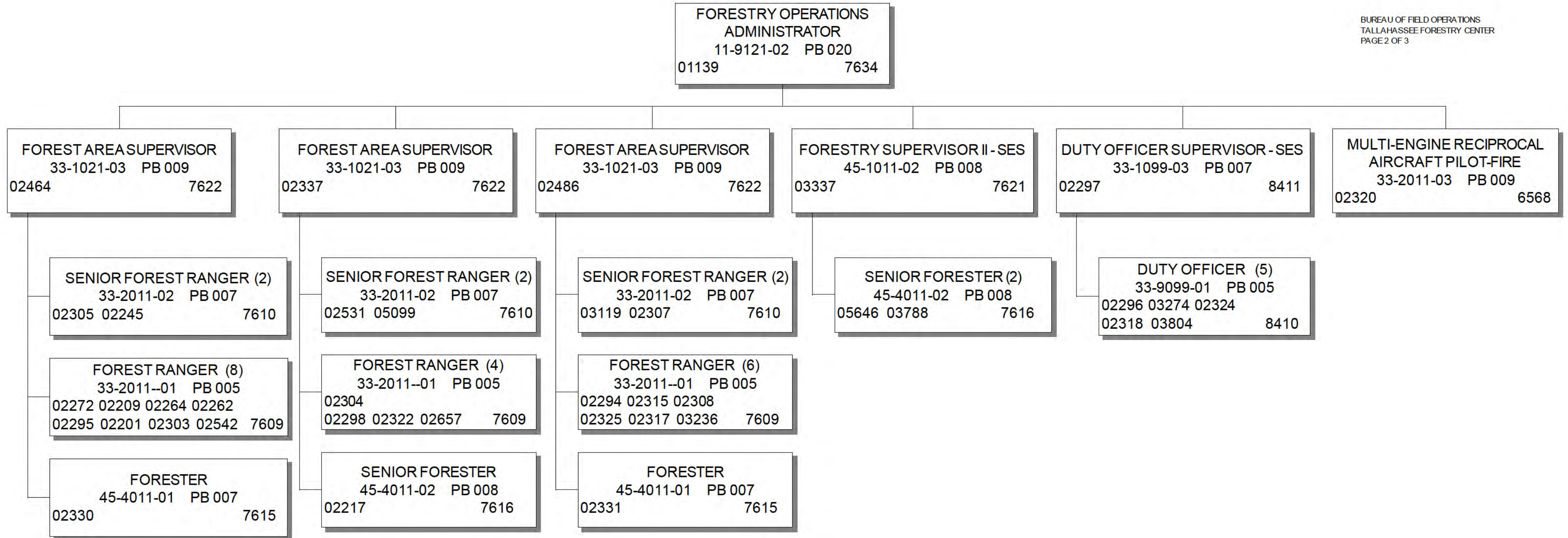
BUREAU OF FIELD OPERATIONS
TALLAHASSEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 9/21/2018

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

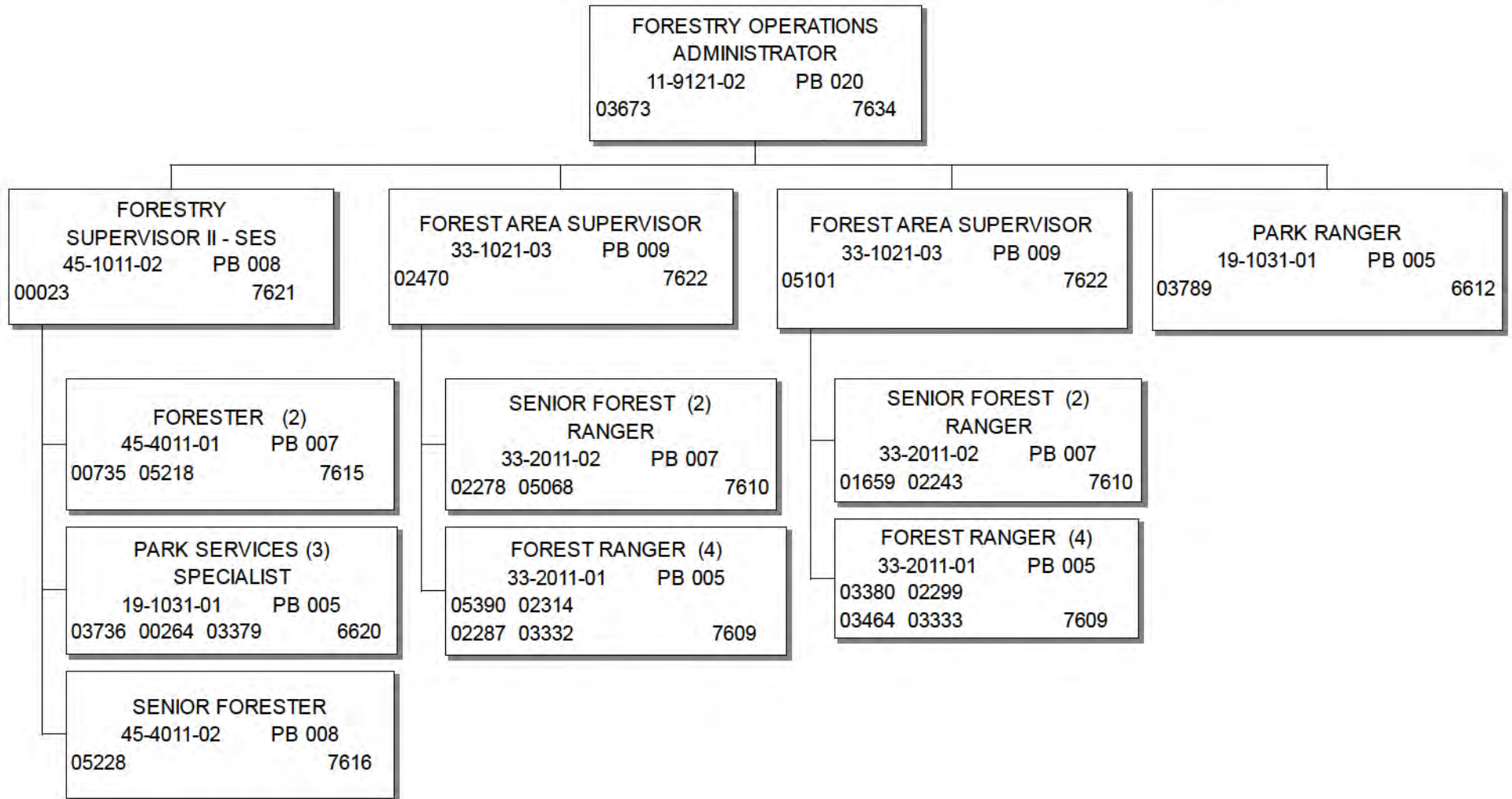
BUREAU OF FIELD OPERATIONS
TALLAHASSEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/2/2021

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

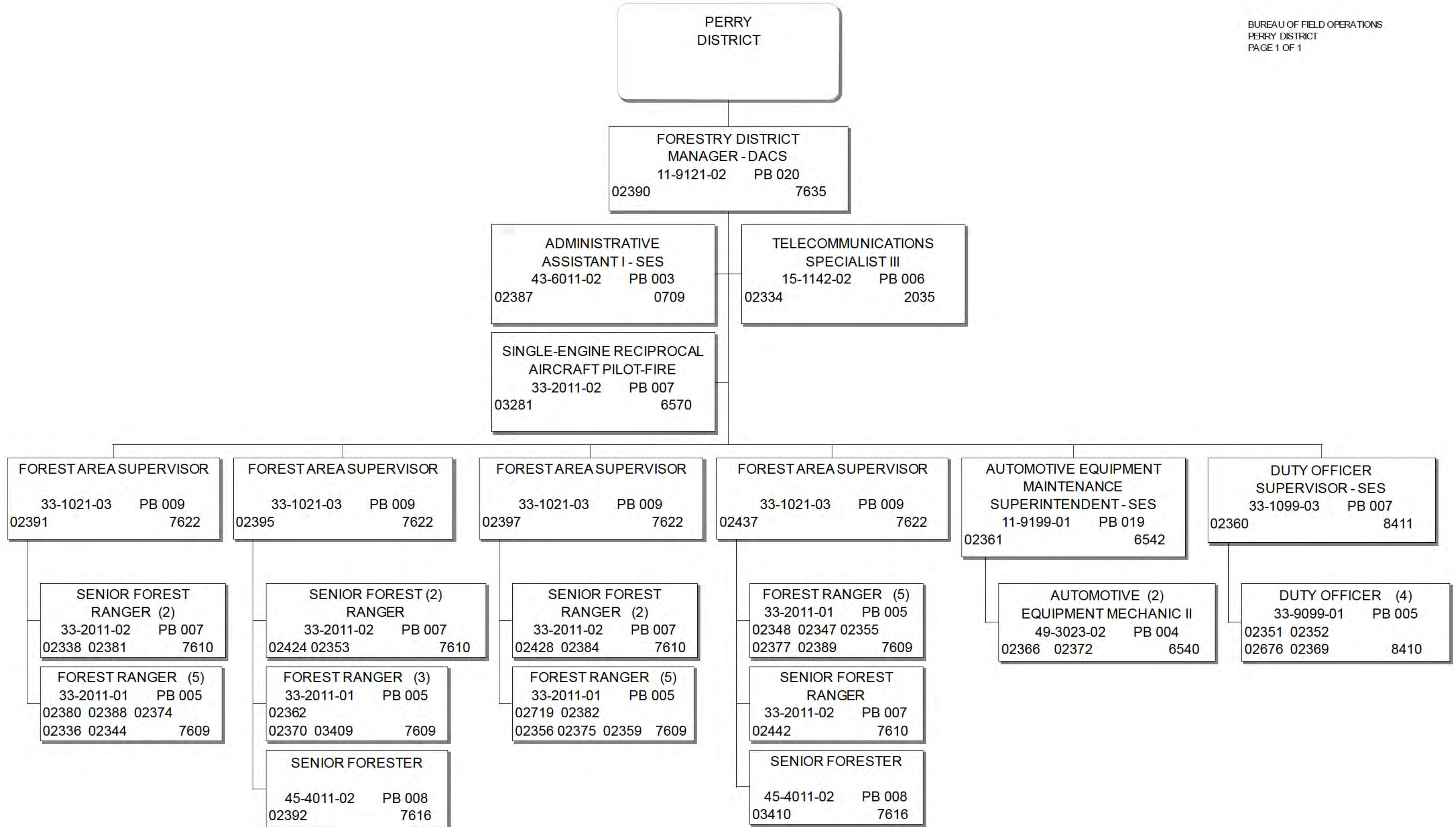
BUREAU OF FIELD OPERATIONS
TALLAHASSEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/2/2018

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

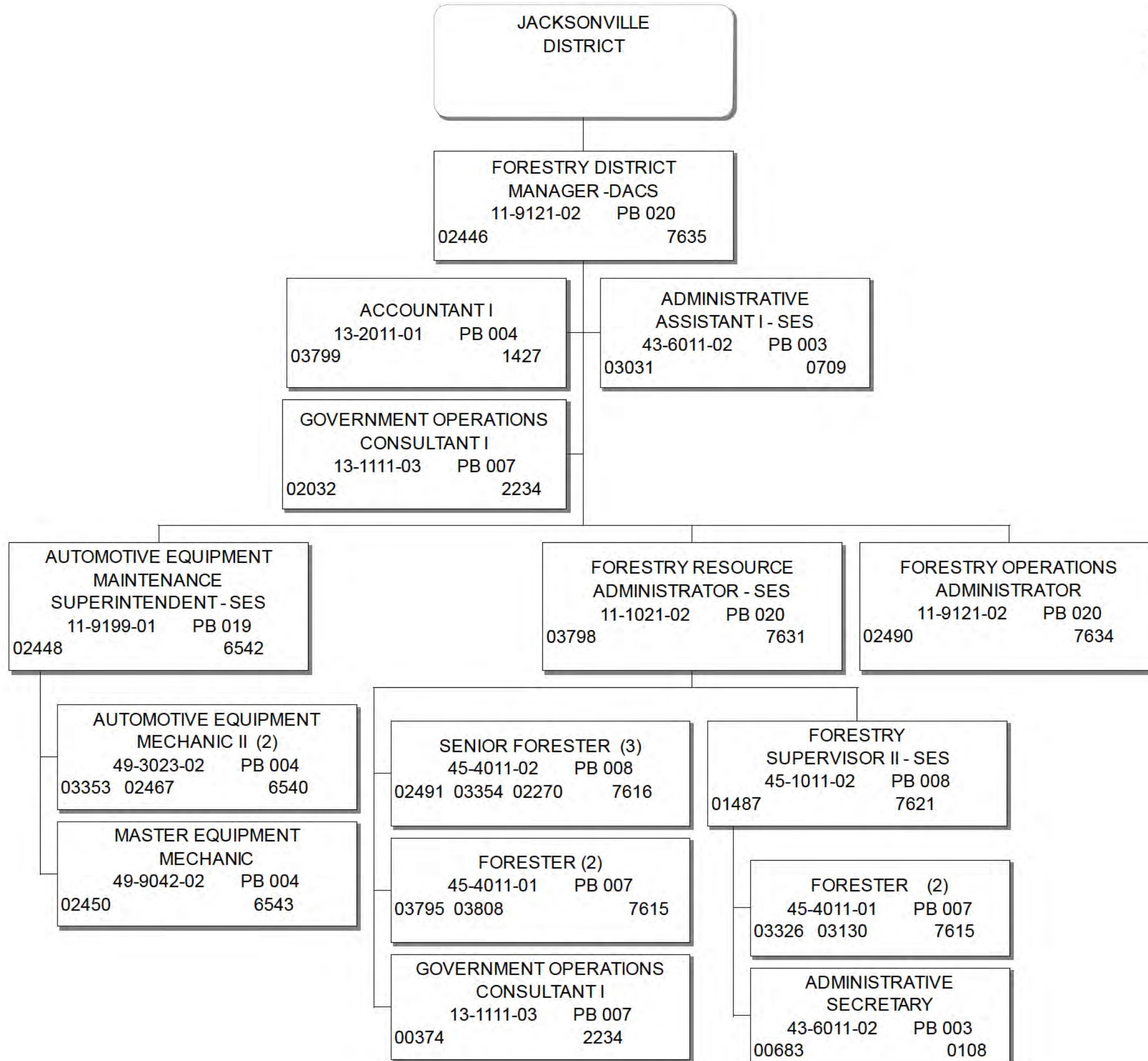
BUREAU OF FIELD OPERATIONS
PERRY DISTRICT
PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE:05/06/2021

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

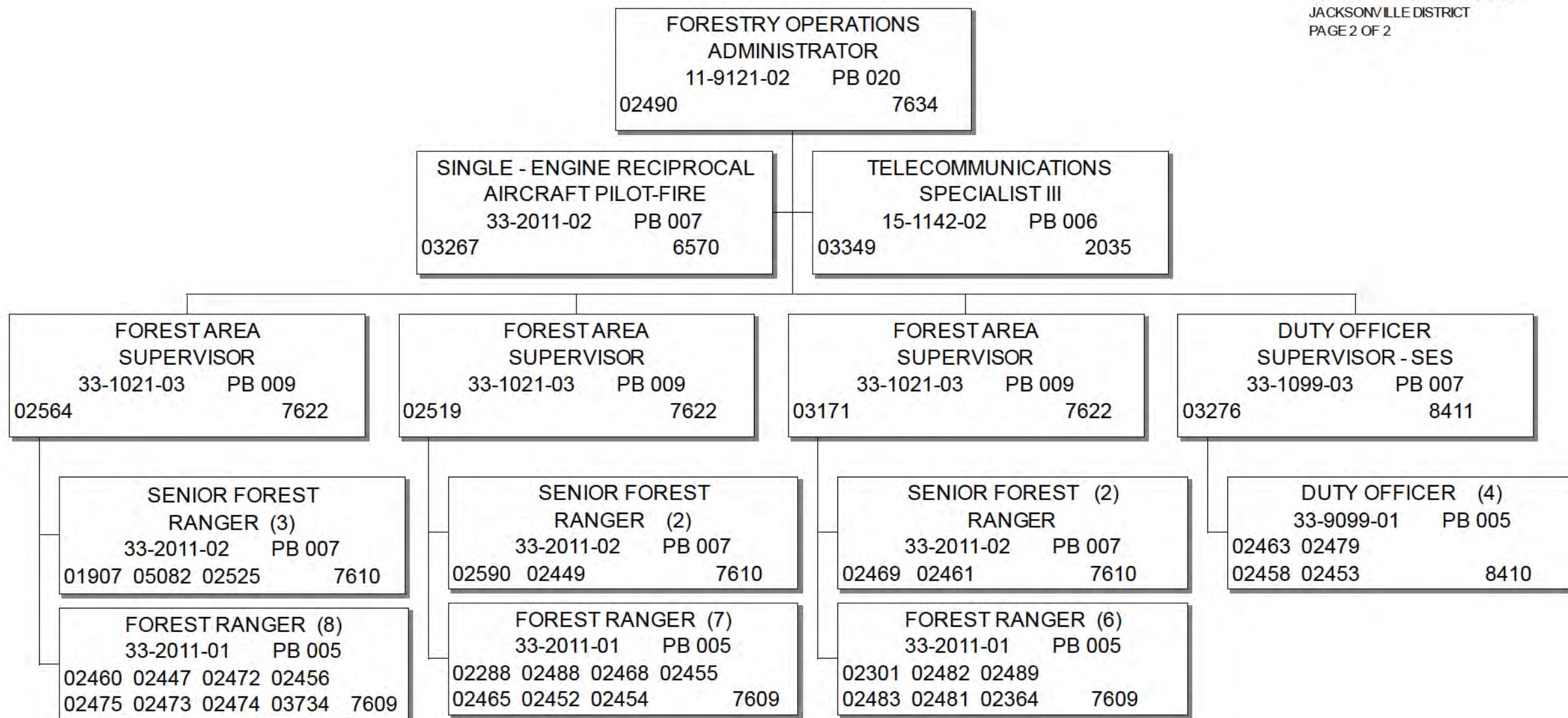
BUREAU OF FIELD OPERATIONS
JACKSONVILLE DISTRICT
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 5/15/2019

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

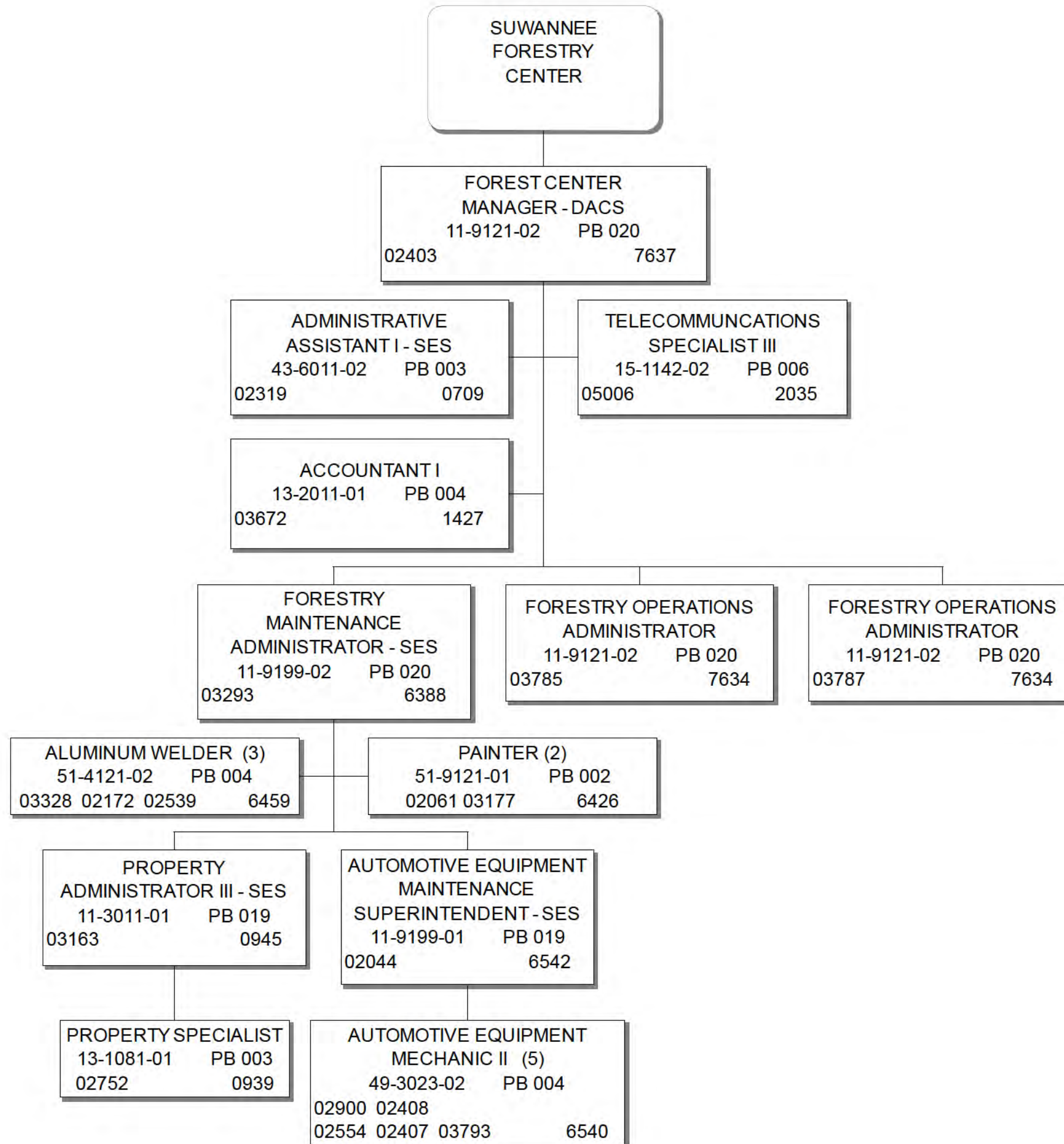
BUREAU OF FIELD OPERATIONS
JACKSONVILLE DISTRICT
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 9/24/2018

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

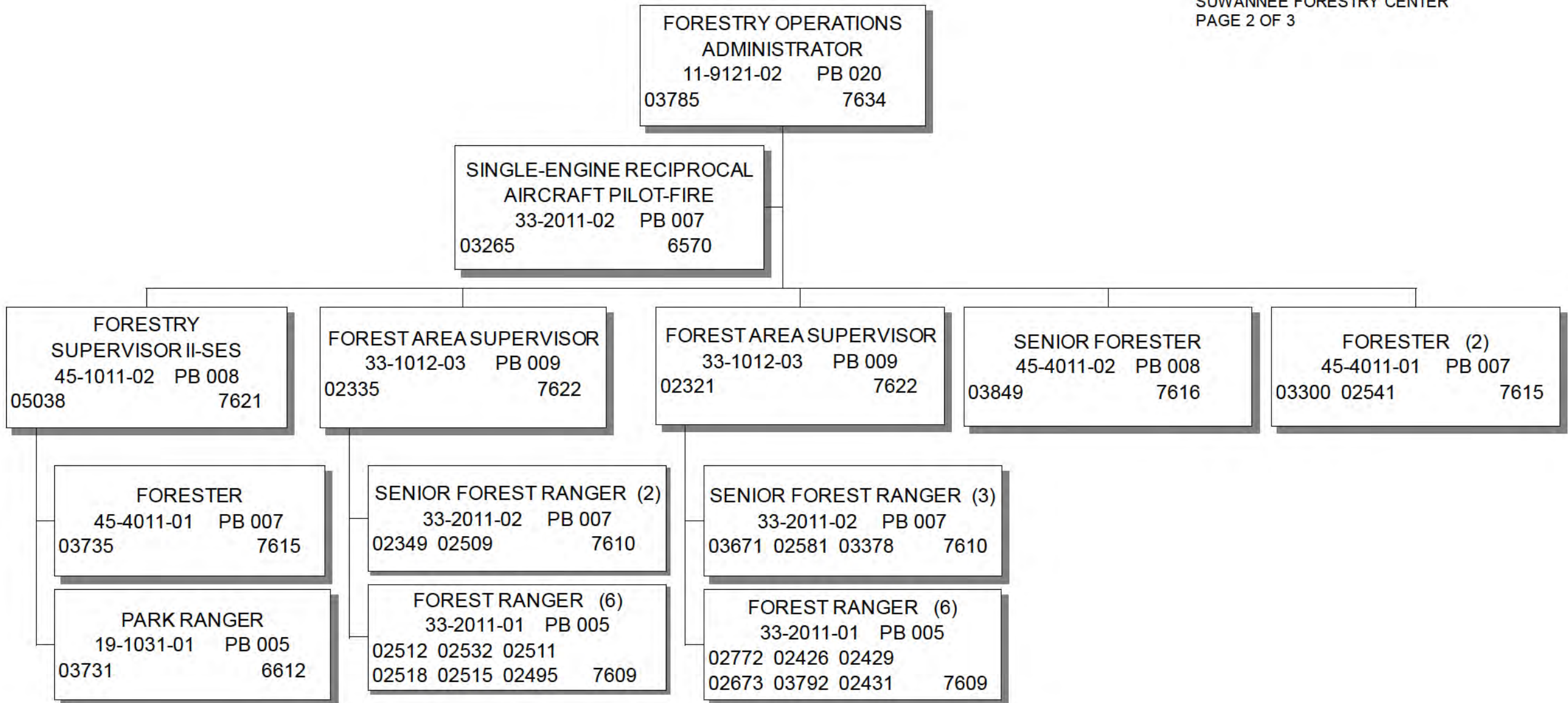
BUREAU OF FIELD OPERATIONS
SUWANNEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/19/2018

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FLORIDA FOREST SERVICE

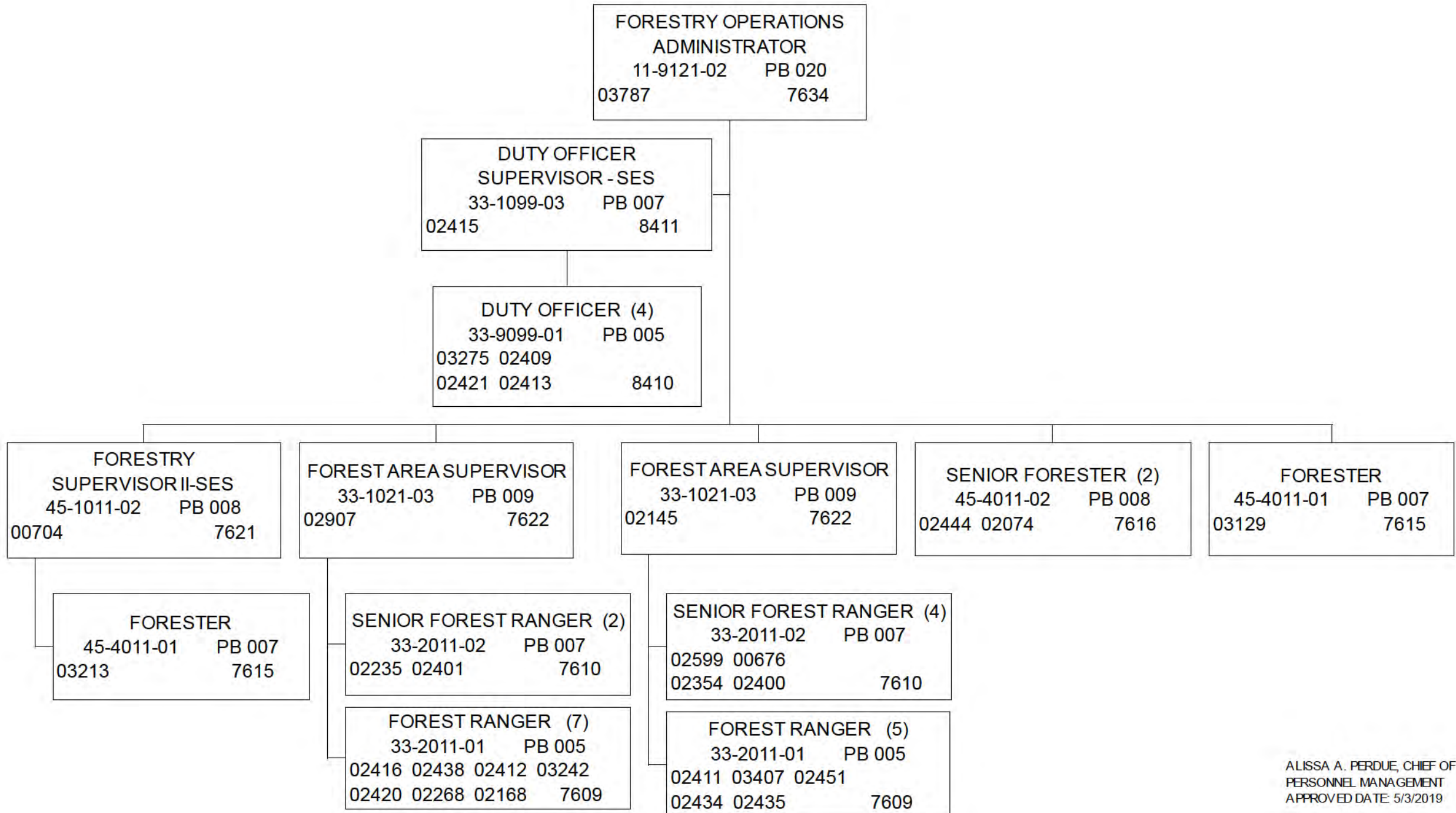
BUREAU OF FIELD OPERATIONS
SUWANNEE FORESTRY CENTER
PAGE 2 OF 3



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/16/2020

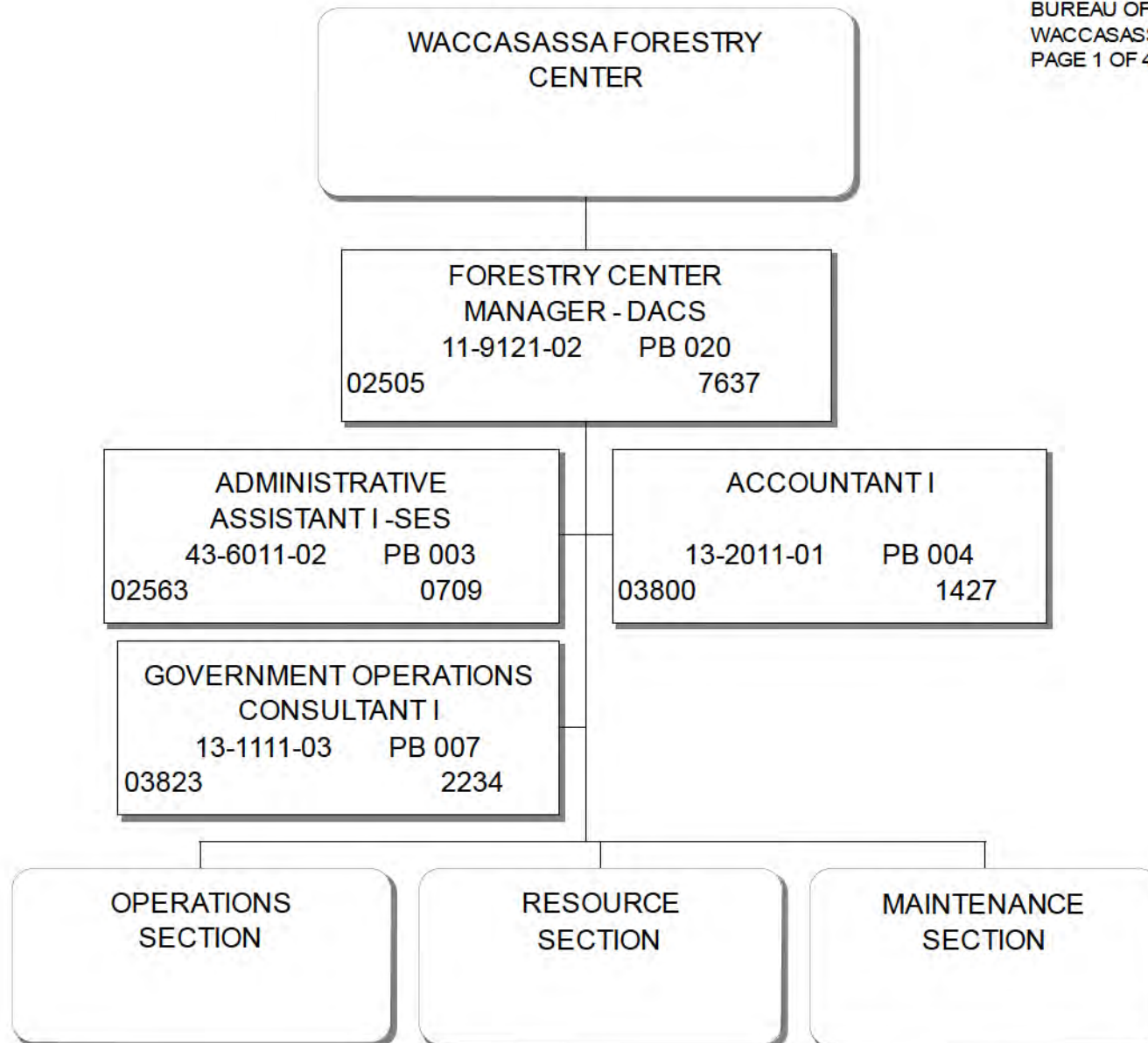
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
SUWANNEE FORESTRY CENTER
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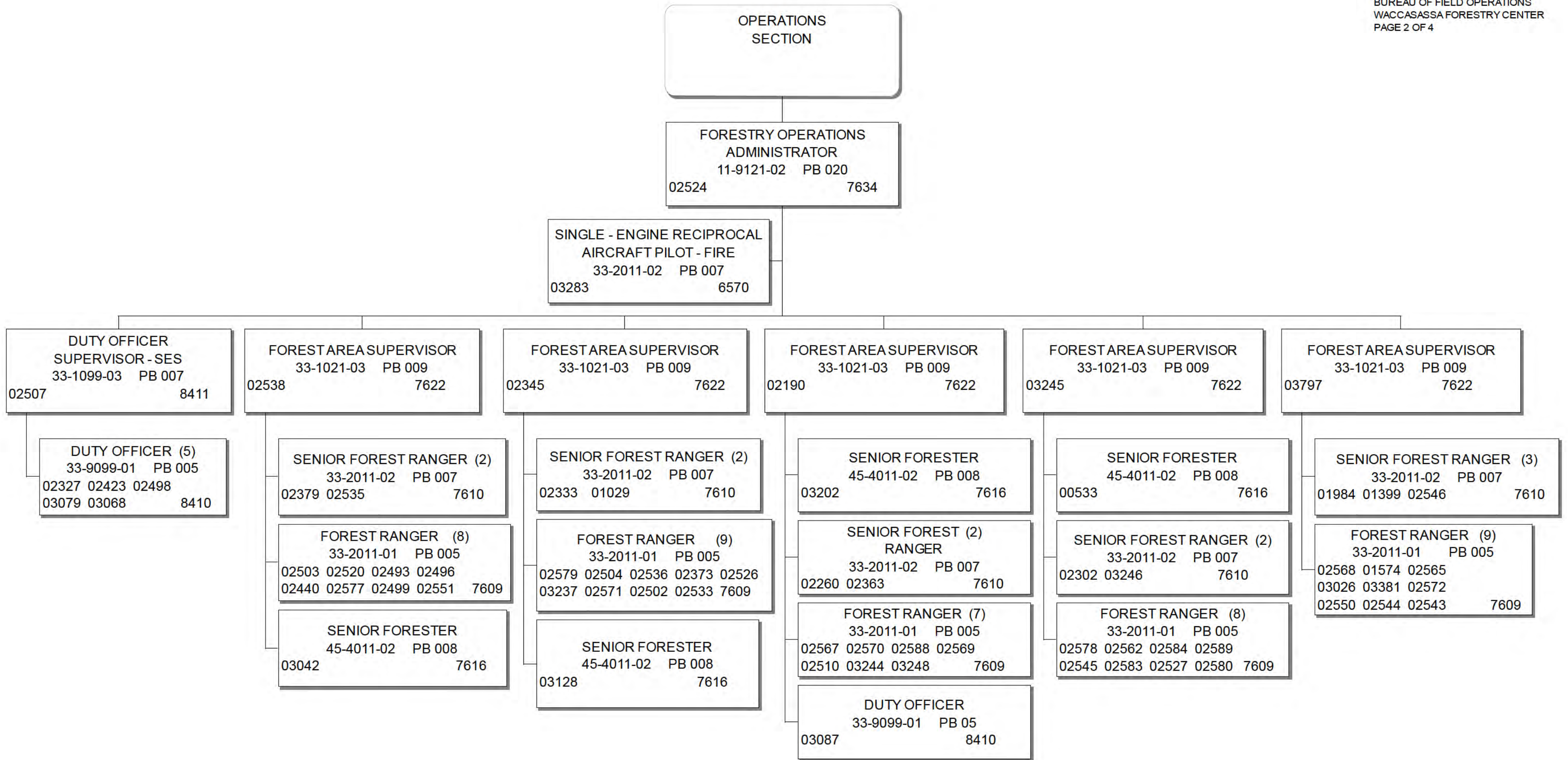
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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
WACCASASSA FORESTRY CENTER
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

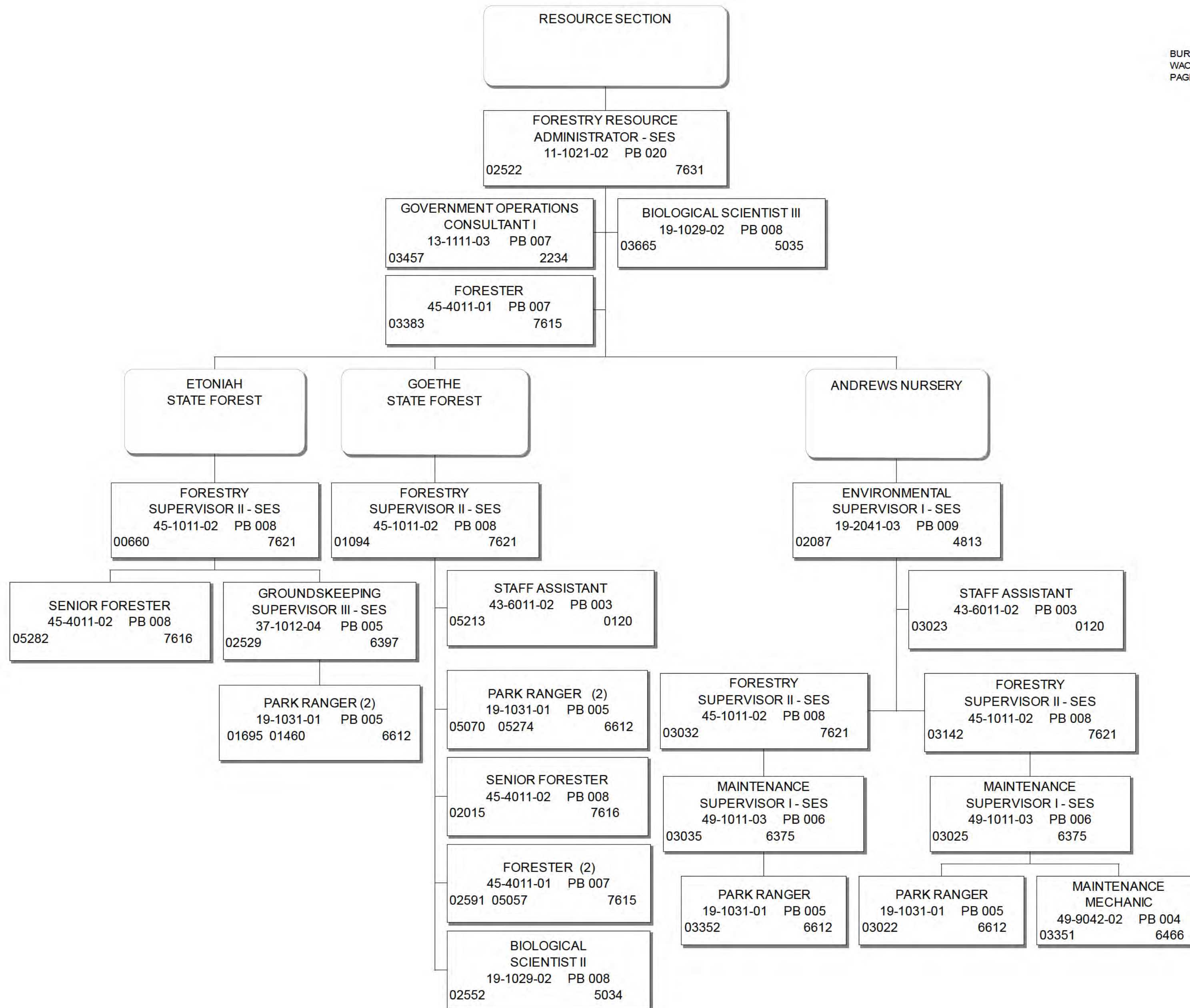
BUREAU OF FIELD OPERATIONS
WACCASASSA FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/27/2019

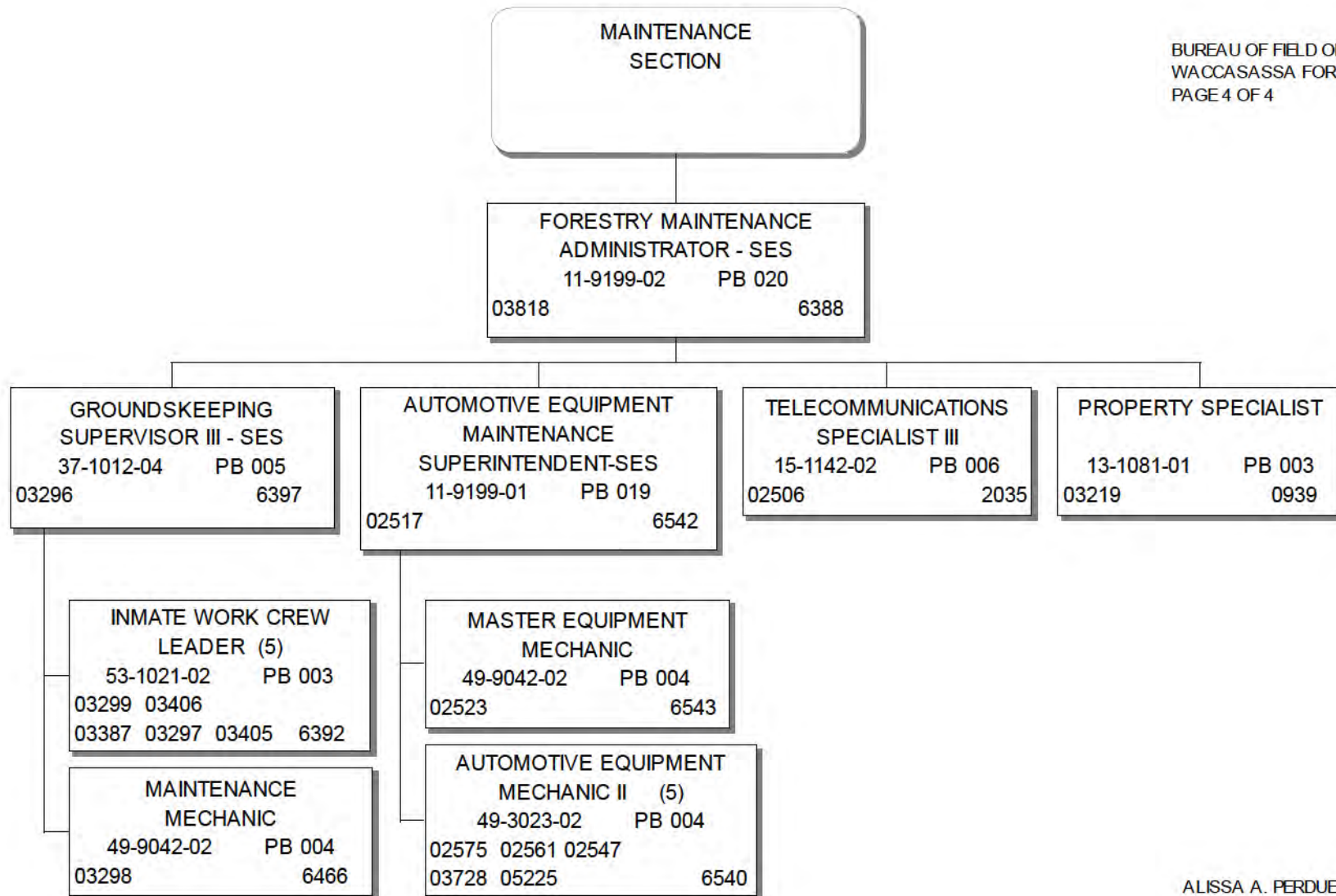
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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WACCASASSA FORESTRY CENTER
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

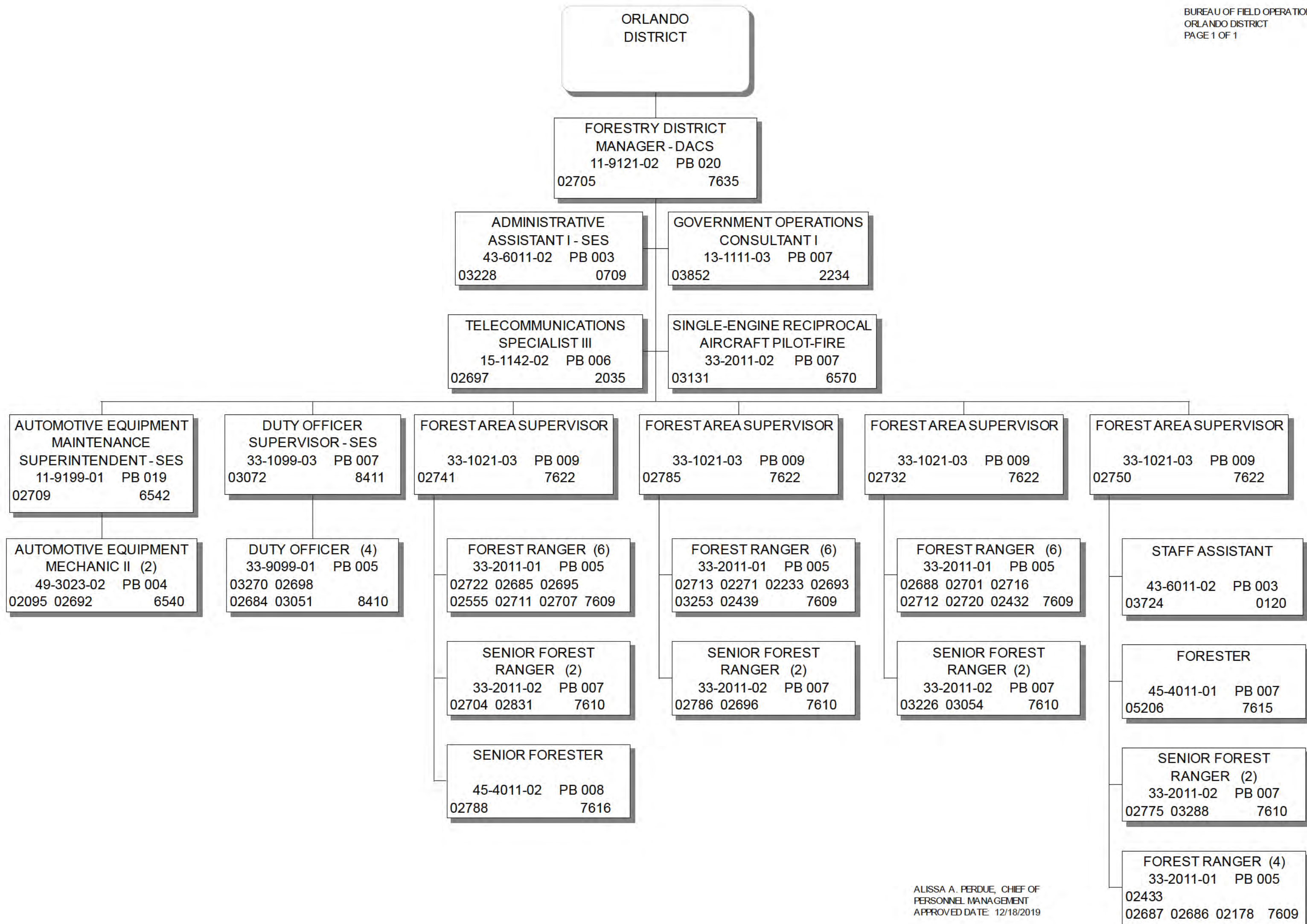
BUREAU OF FIELD OPERATIONS
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/24/2021

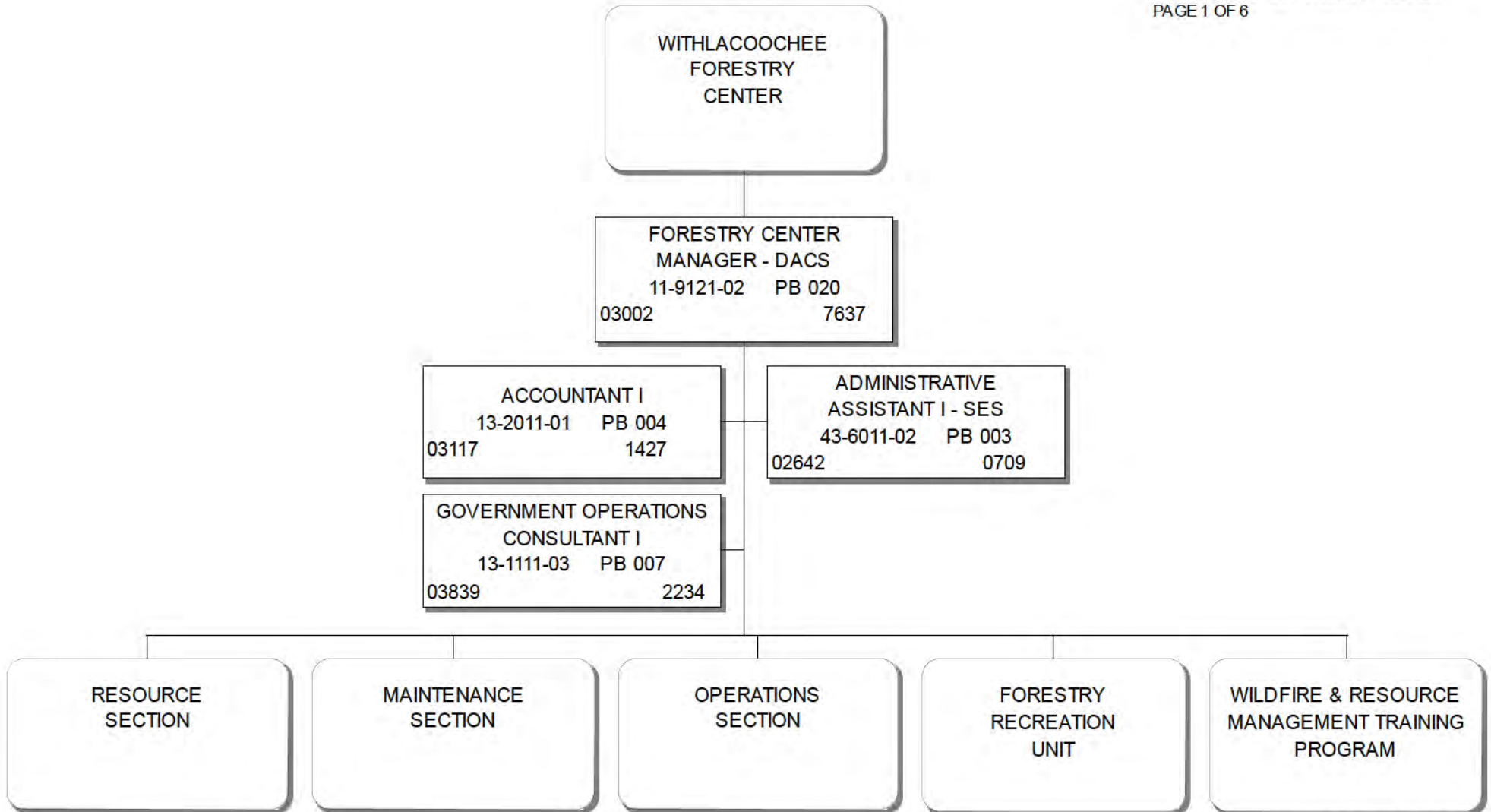
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
ORLANDO DISTRICT
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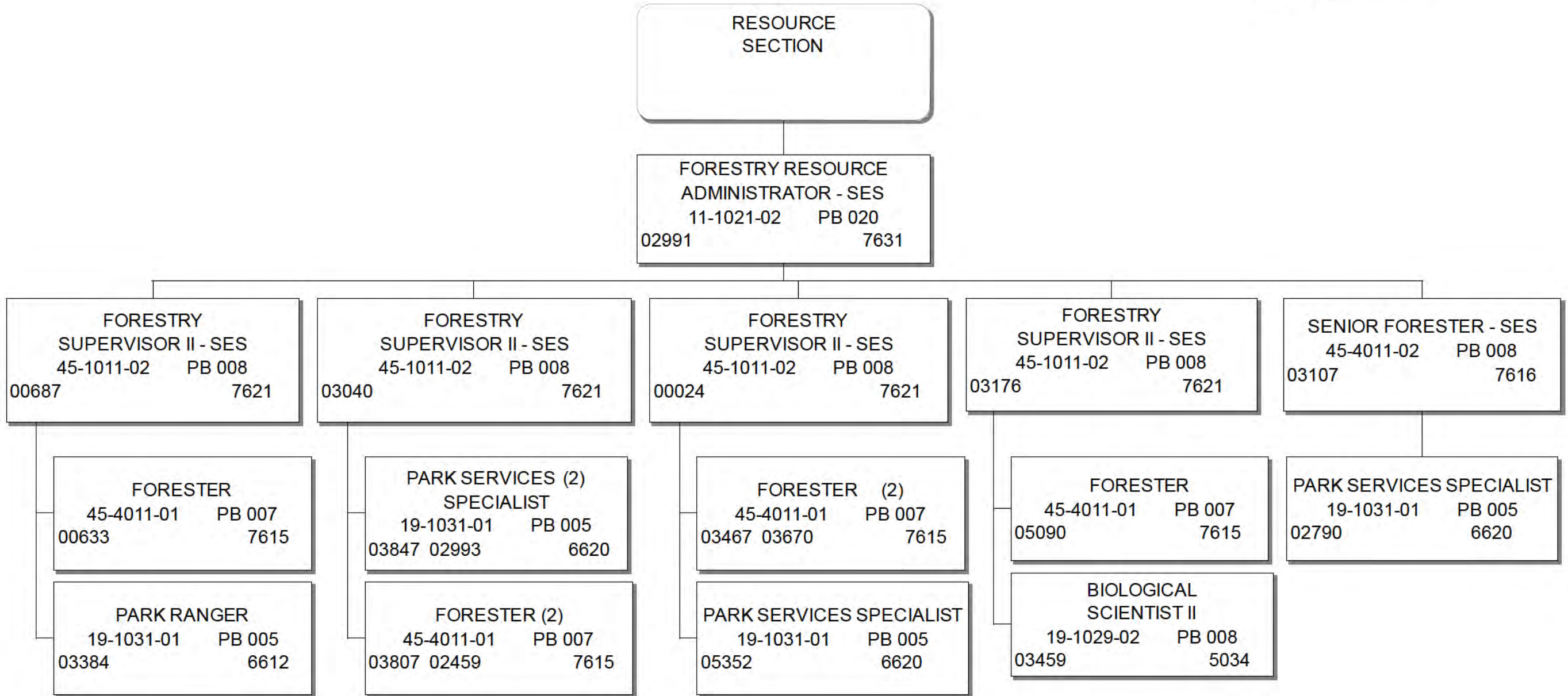
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
WITHLACOOCHEE FORESTRY CENTER
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

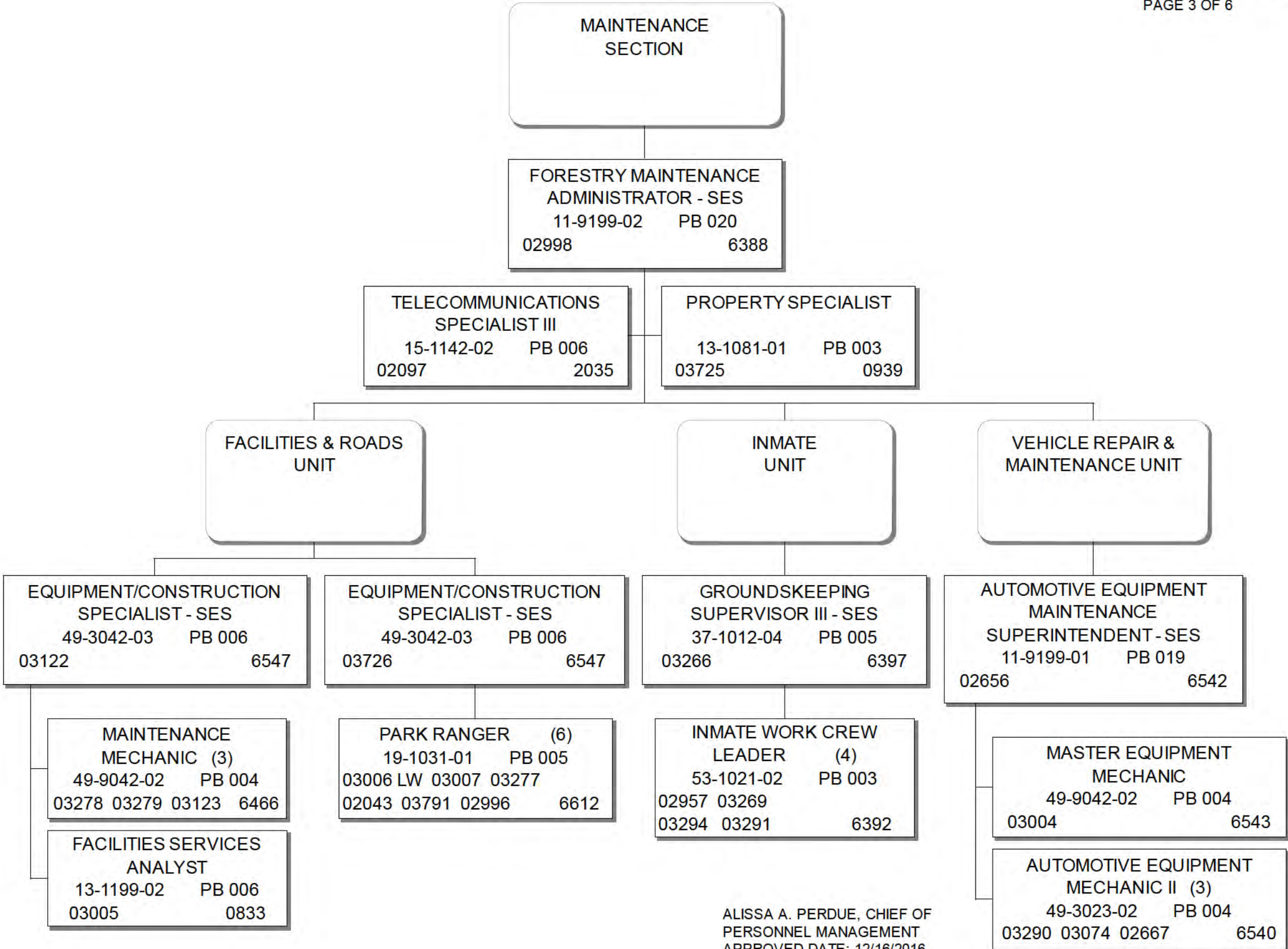
BUREAU OF FIELD OPERATIONS
WITHLACOCHEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/29/2018

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

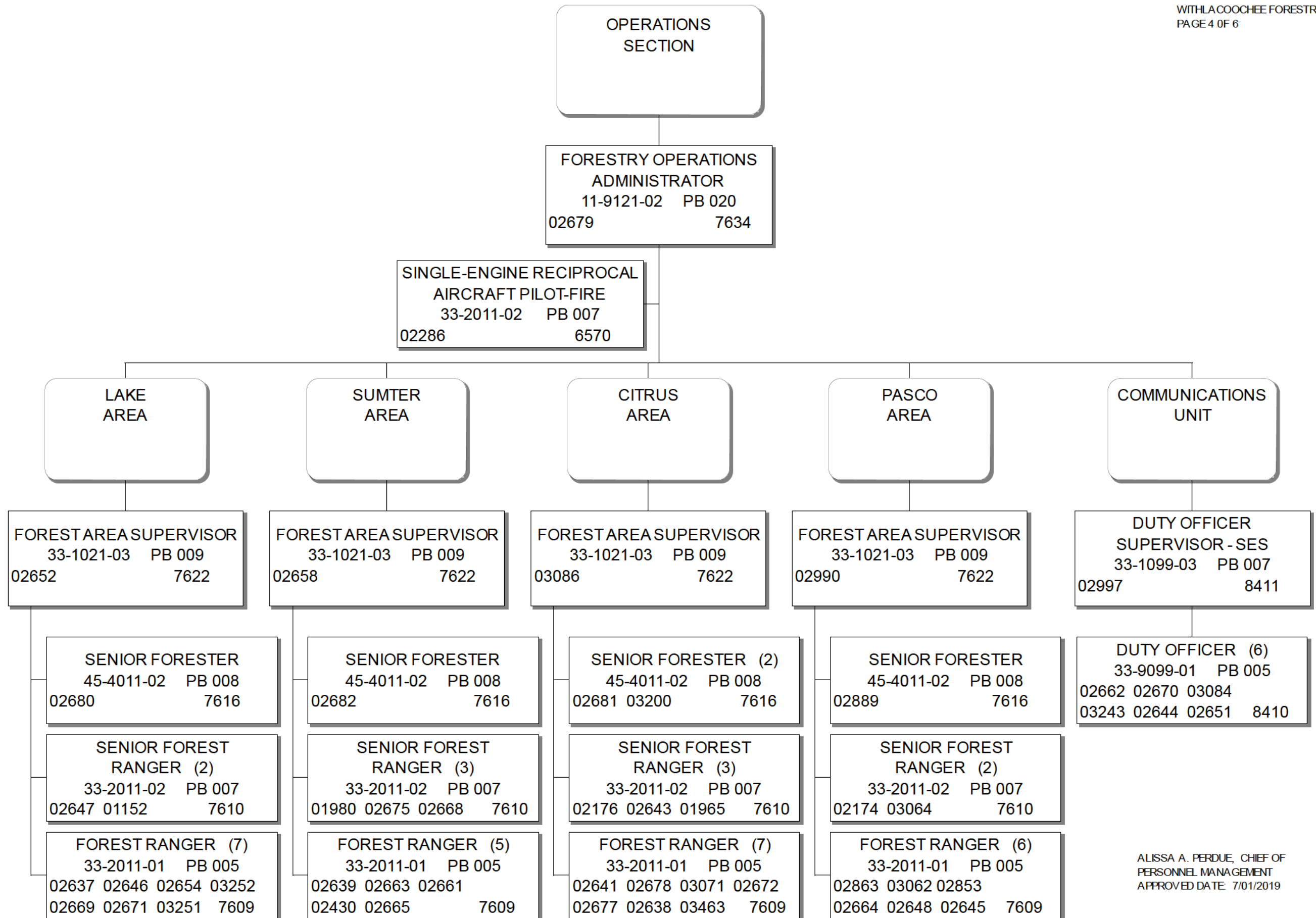
BUREAU OF FIELD OPERATIONS
WITHLACOCHEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 12/16/2016

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

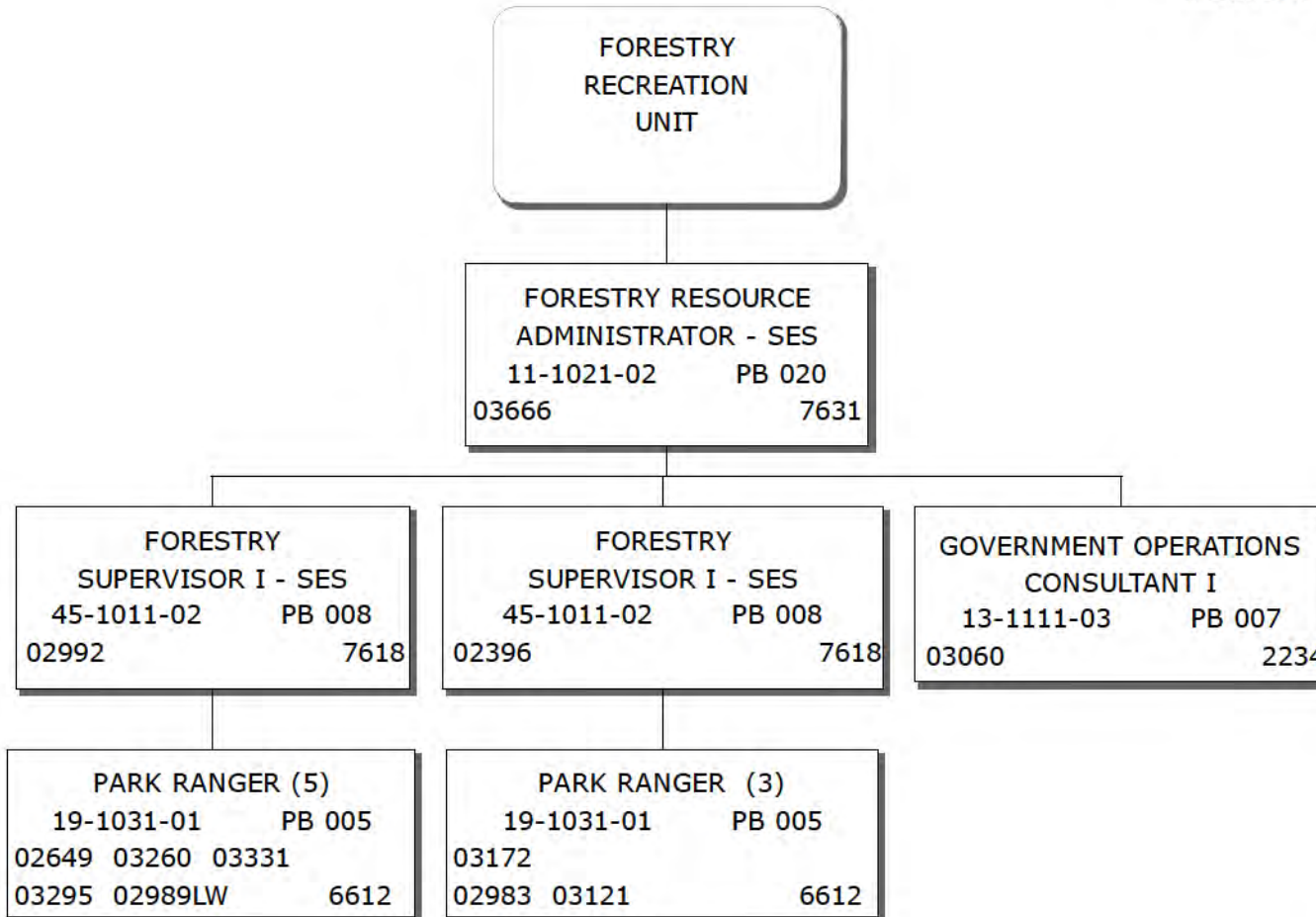
BUREAU OF FIELD OPERATIONS
WITH LA COOCHEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/01/2019

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AND CONSUMER SERVICES
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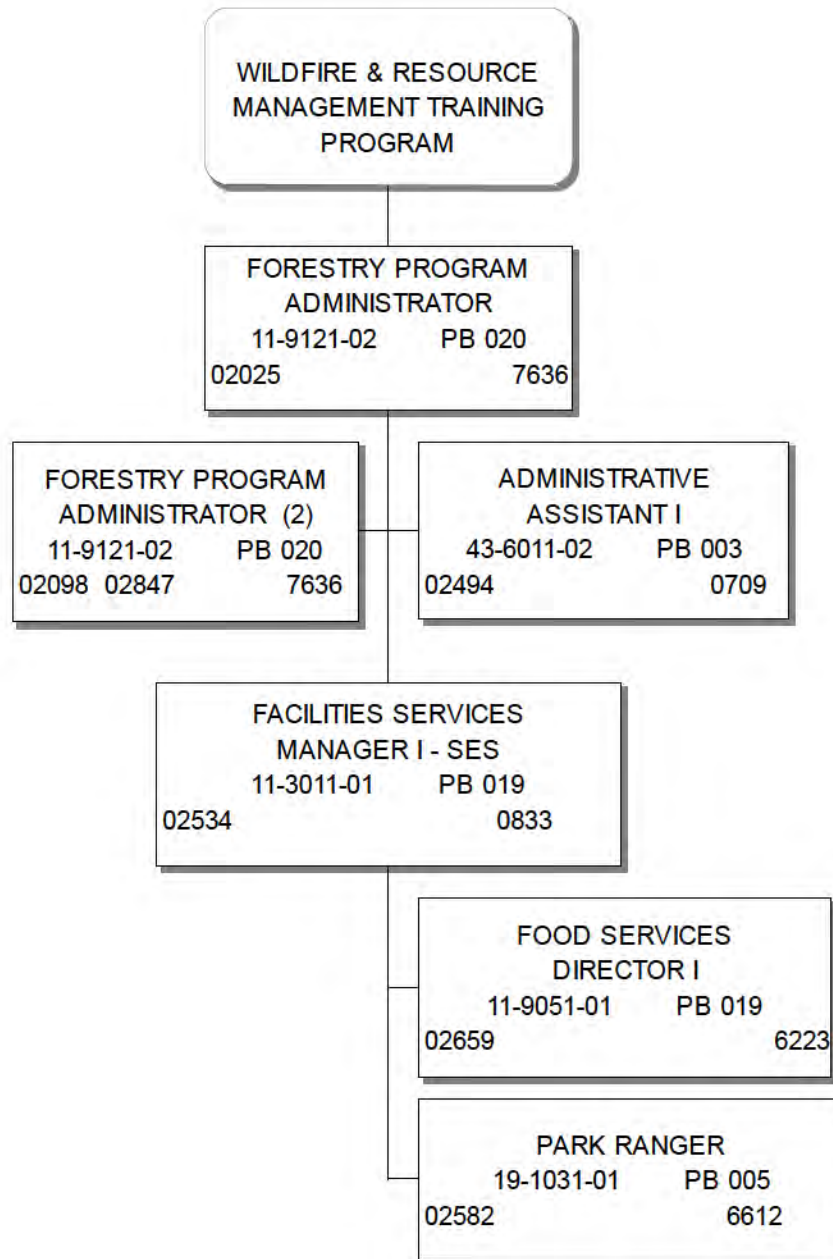
BUREAU OF FIELD OPERATIONS
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

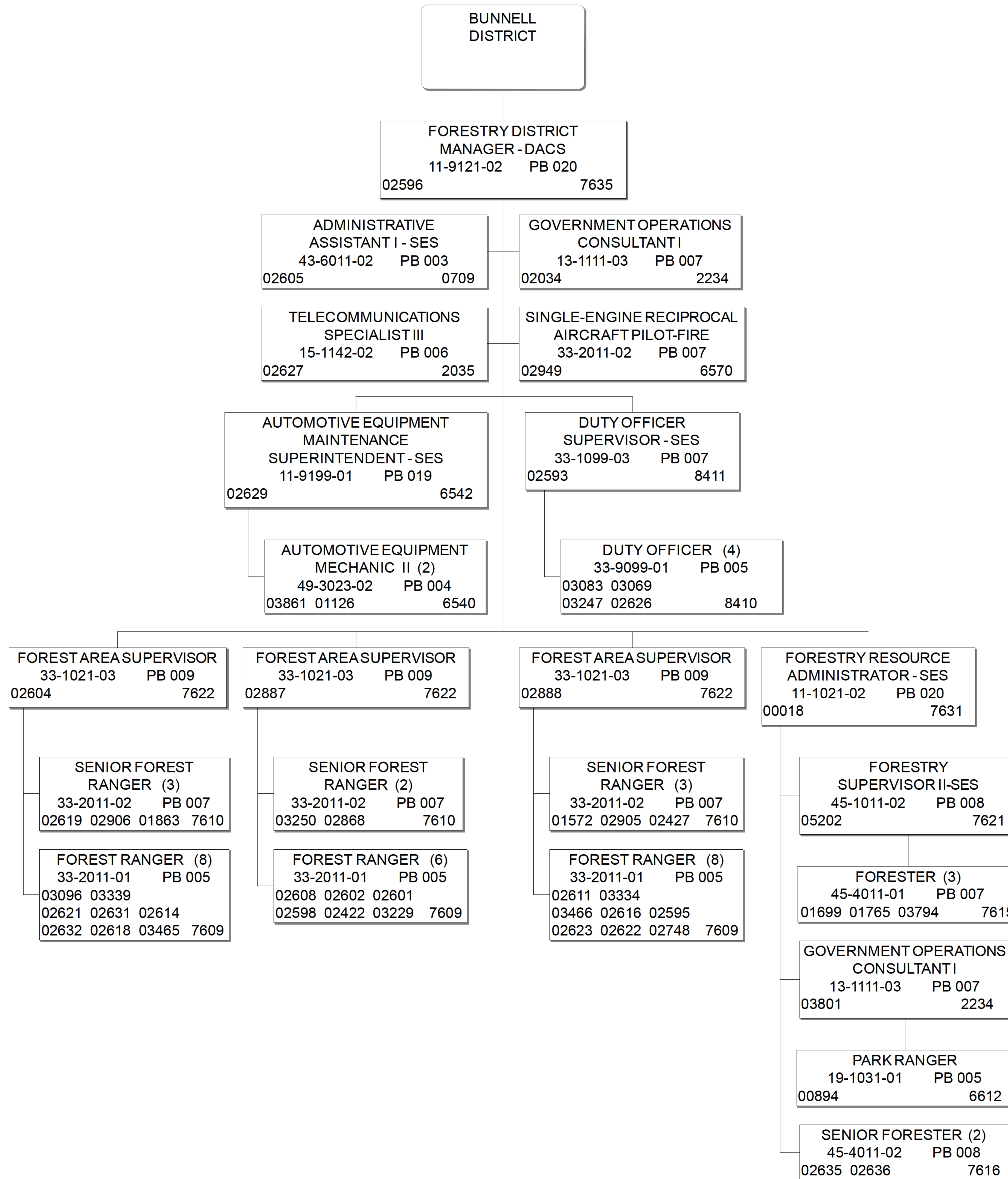
BUREAU OF FIELD OPERATIONS
WITHLACOOCHIEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/30/2017

**DEPARTMENT OF AGRICULTURE
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FLORIDA FOREST SERVICE**

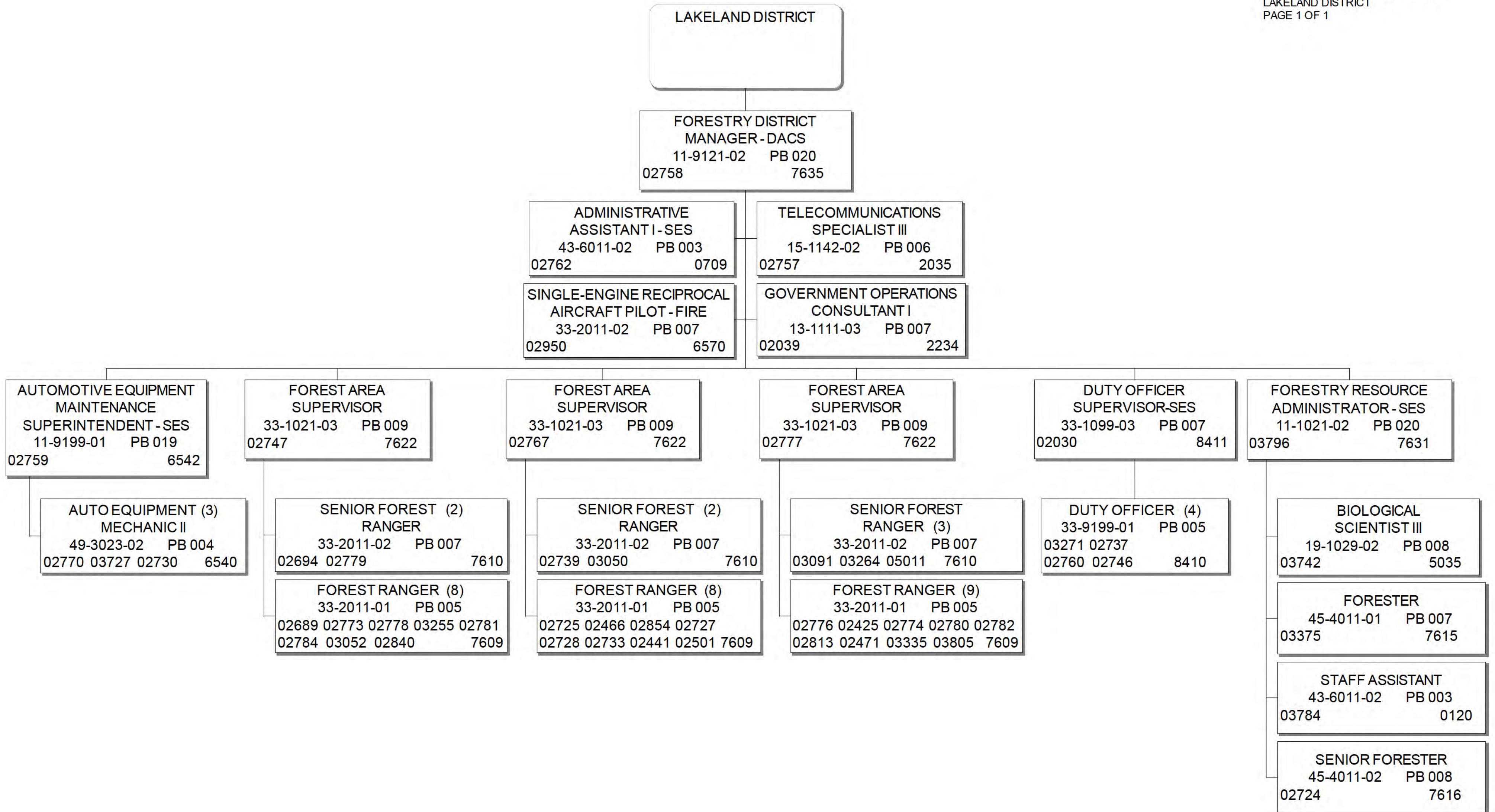
BUREAU OF FIELD
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PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 8/7/2019

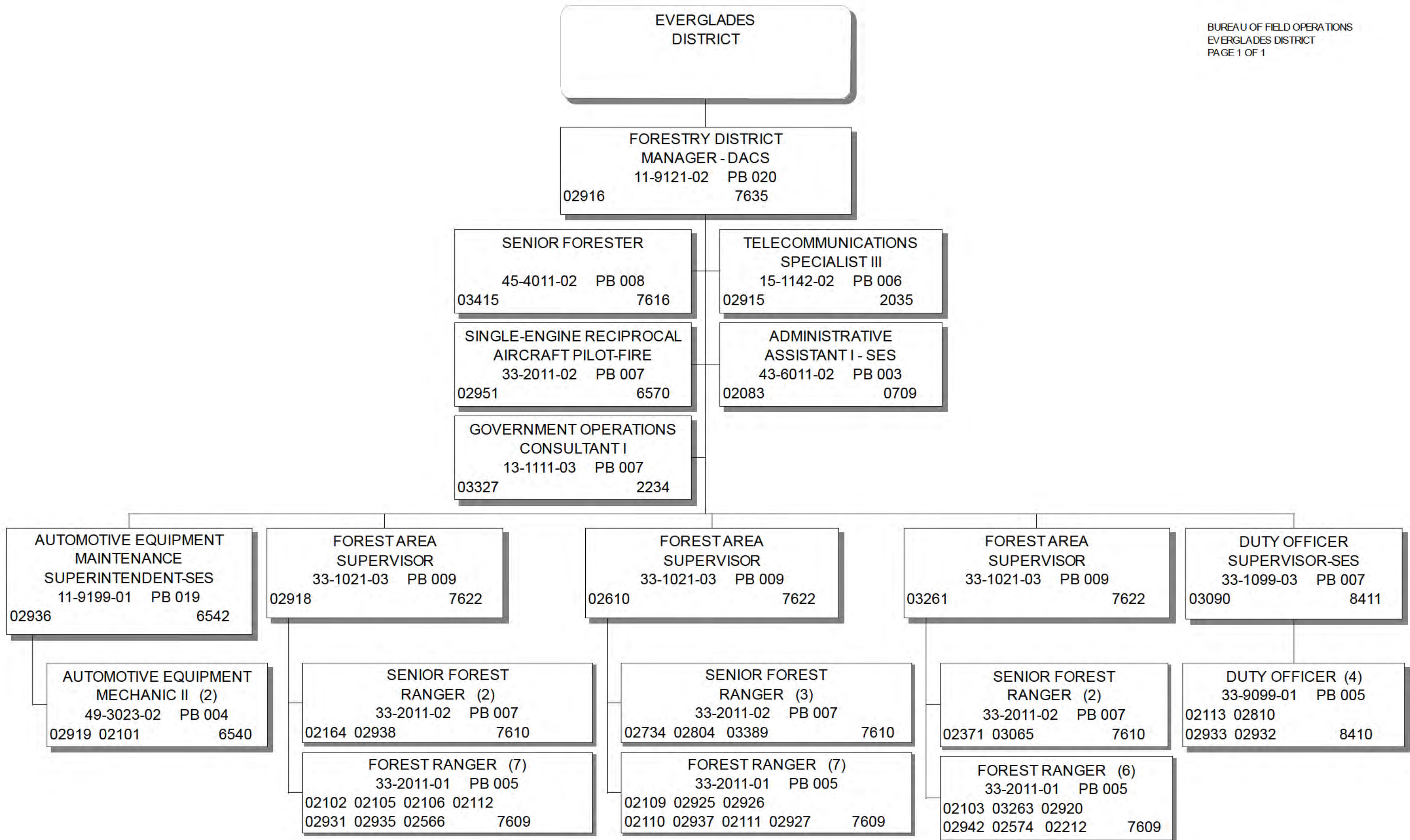
**DEPARTMENT OF AGRICULTURE
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FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
LAKELAND DISTRICT
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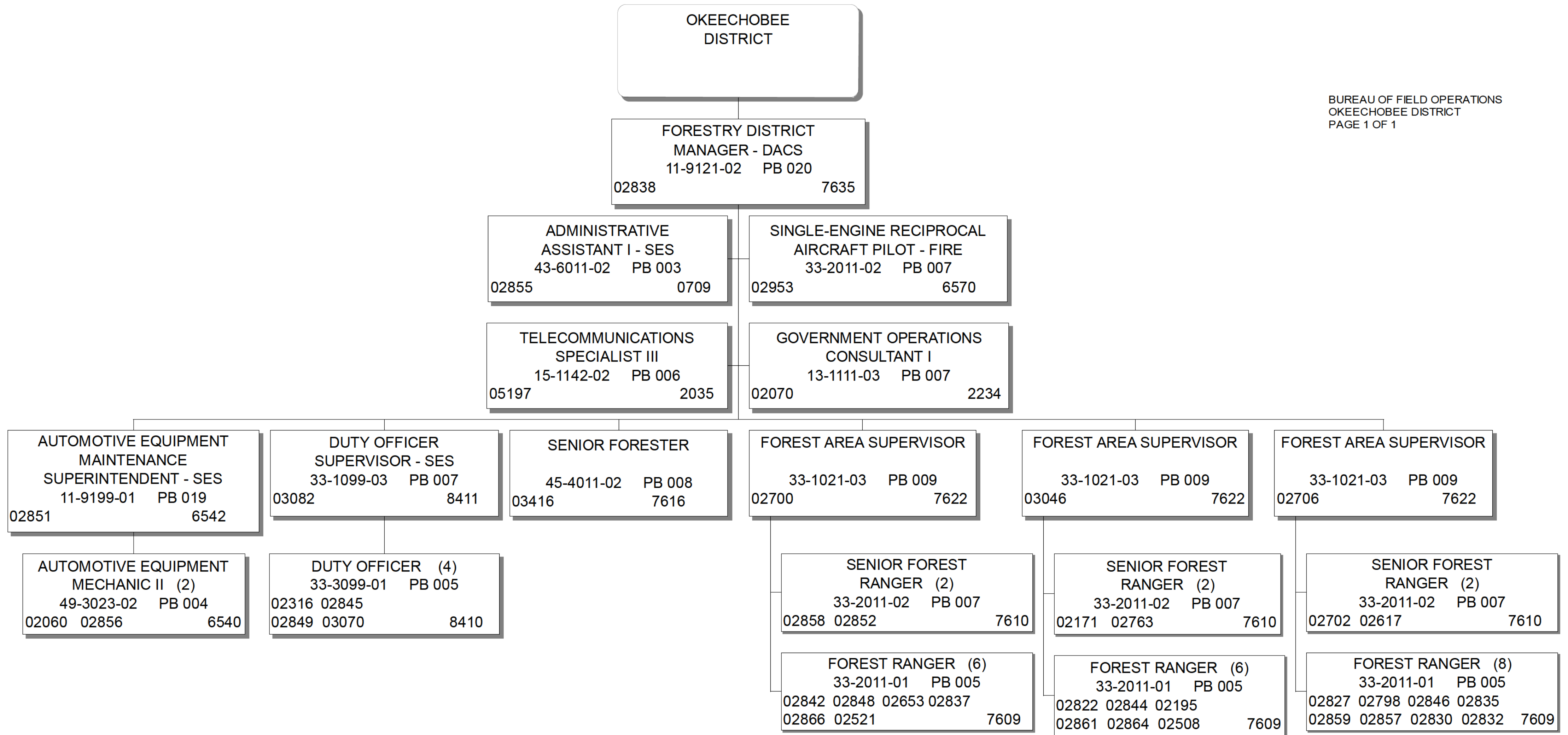
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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BUREAU OF FIELD OPERATIONS
EVERGLADES DISTRICT
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AND CONSUMER SERVICES
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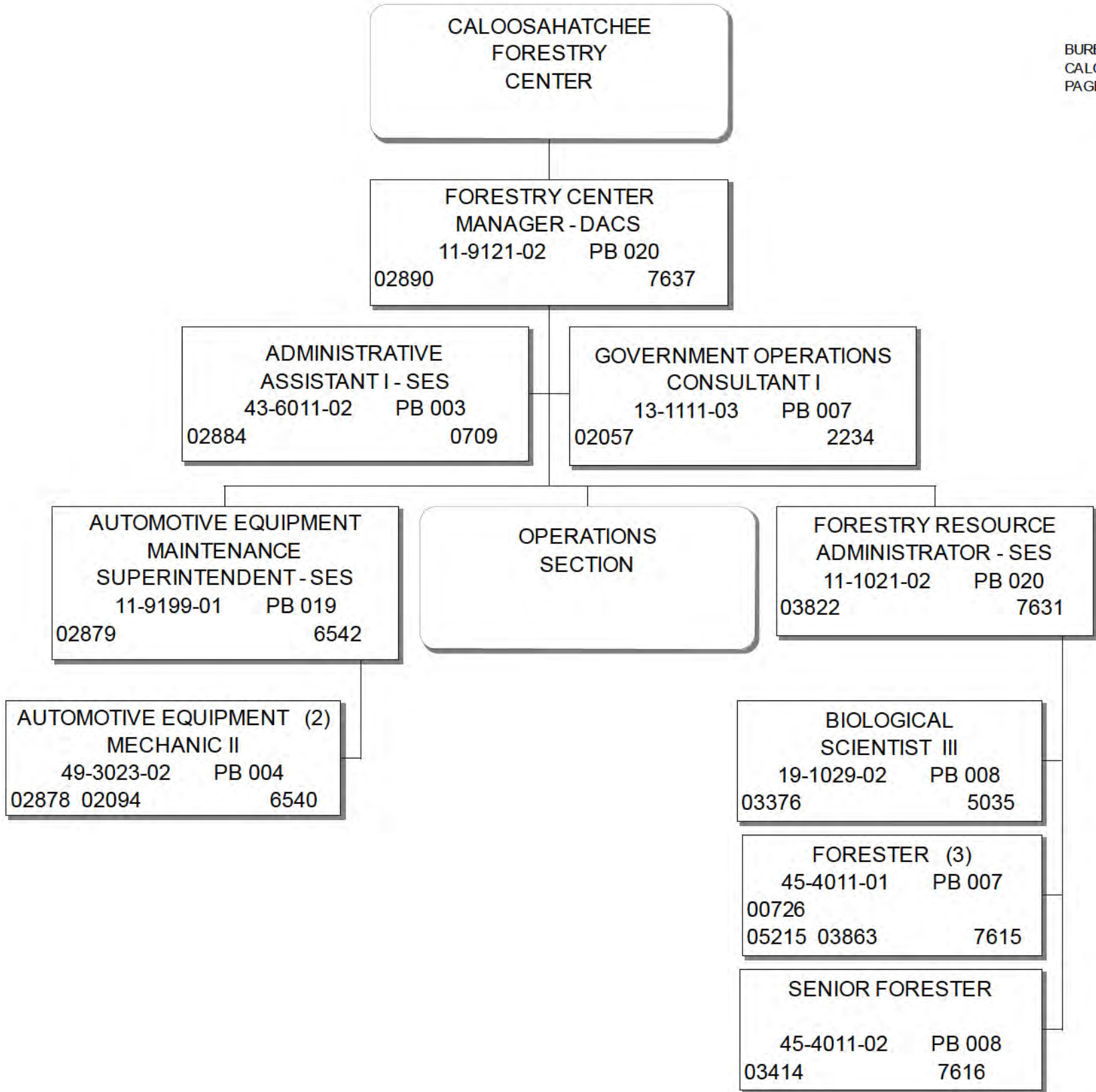
BUREAU OF FIELD OPERATIONS
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PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/01/2019

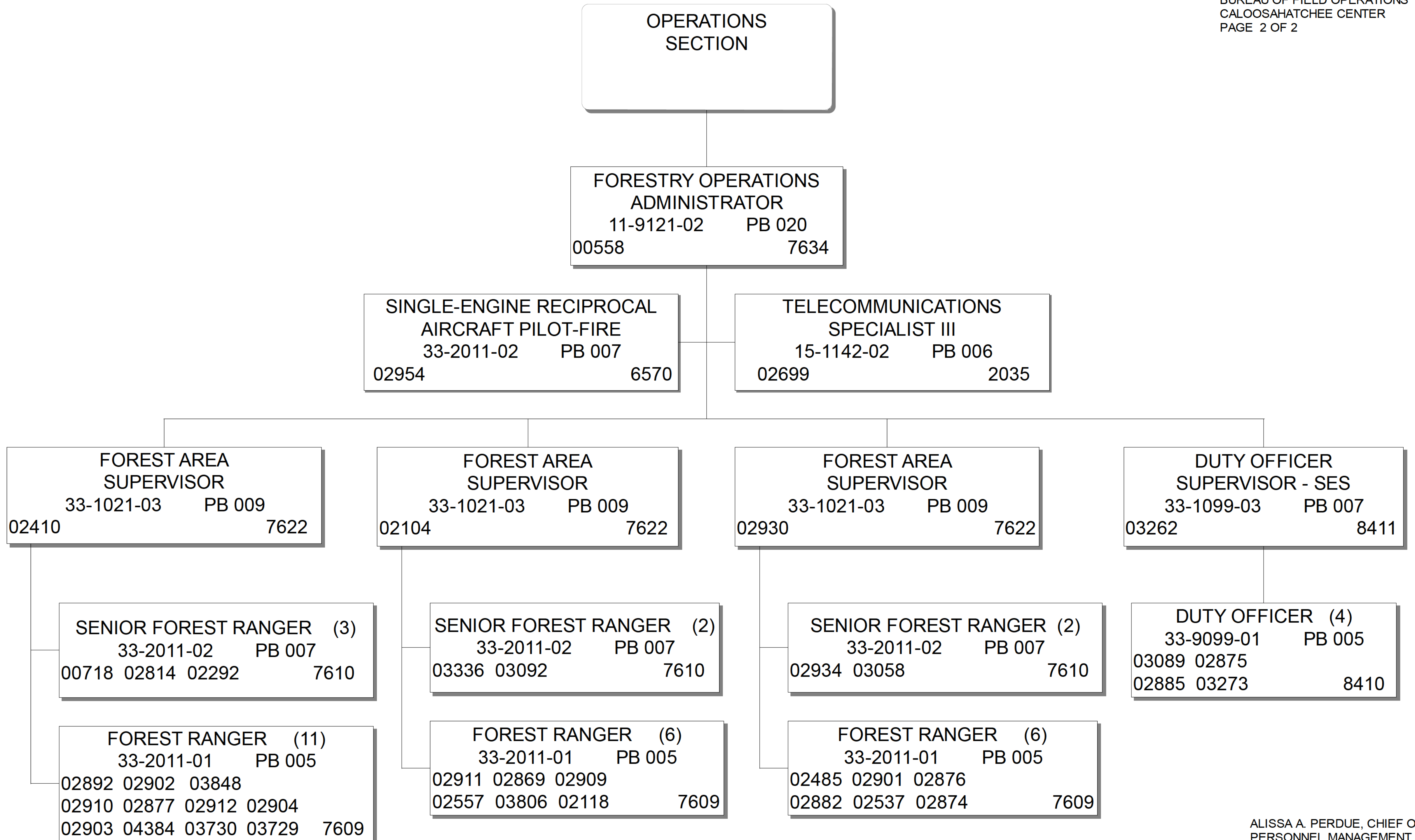
**DEPARTMENT OF AGRICULTURE
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BUREAU OF FIELD OPERATIONS
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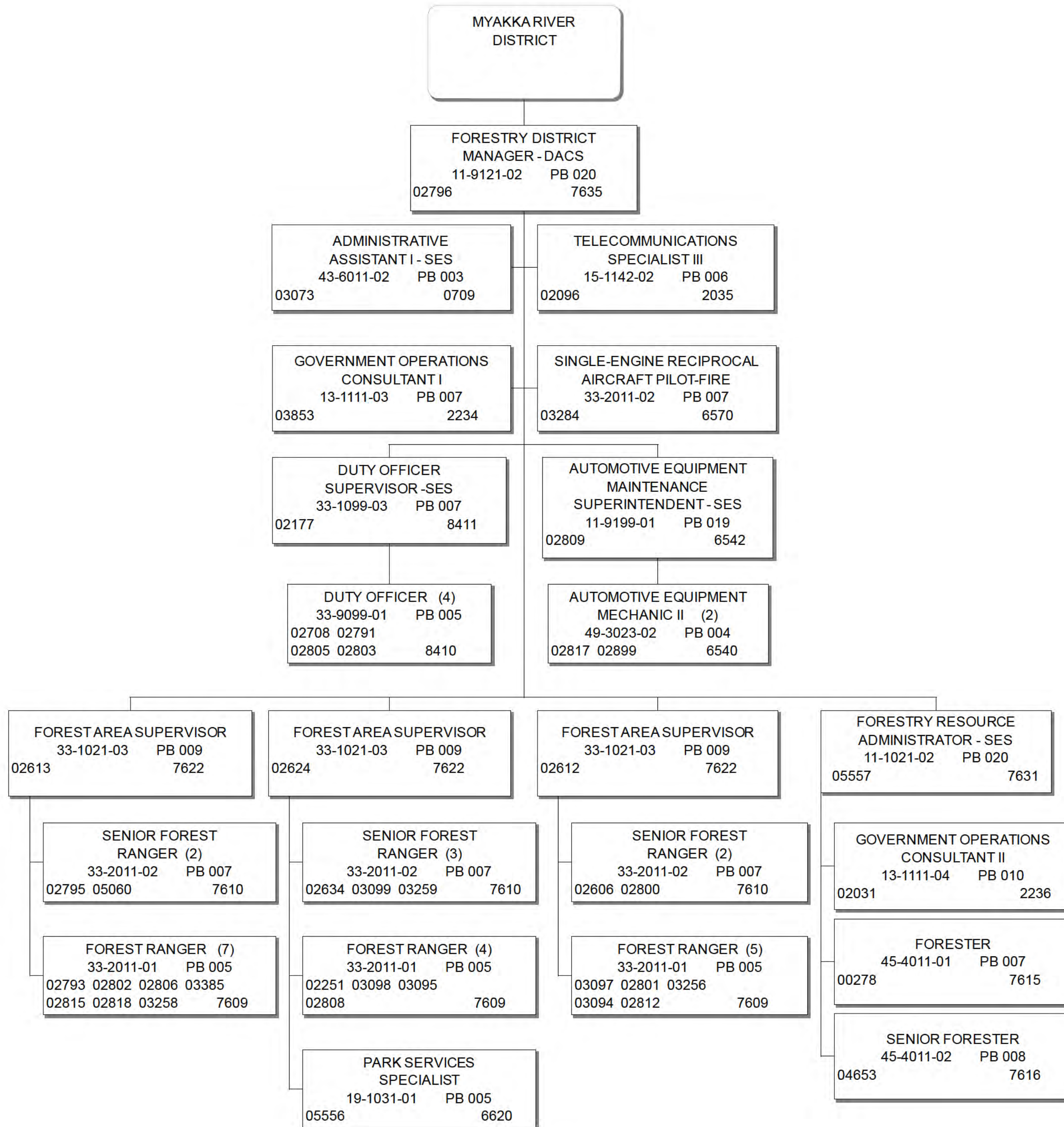
**DEPARTMENT OF AGRICULTURE
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FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
CALOOSAHATCHEE CENTER
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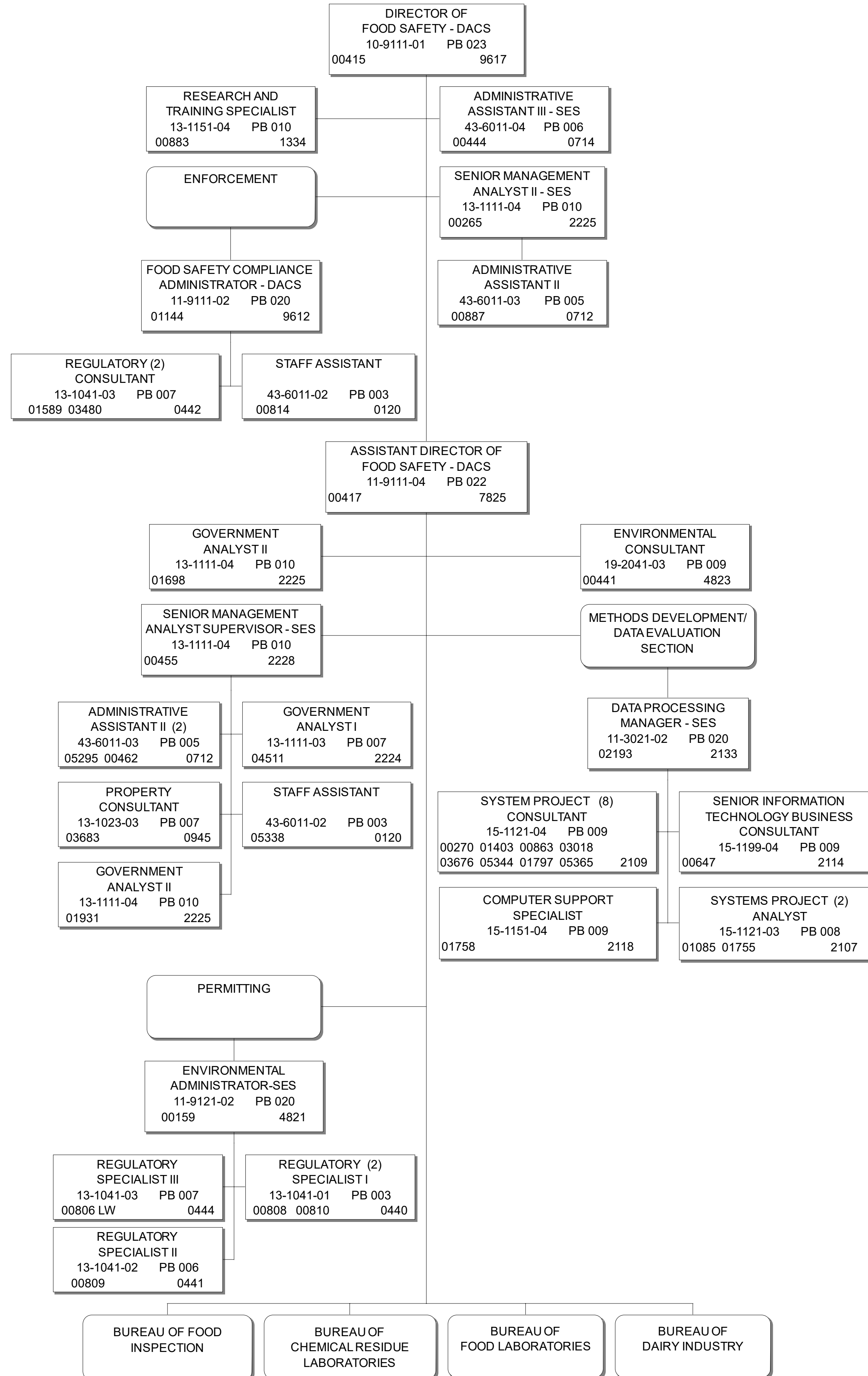
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FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
MYAKKA RIVER DISTRICT
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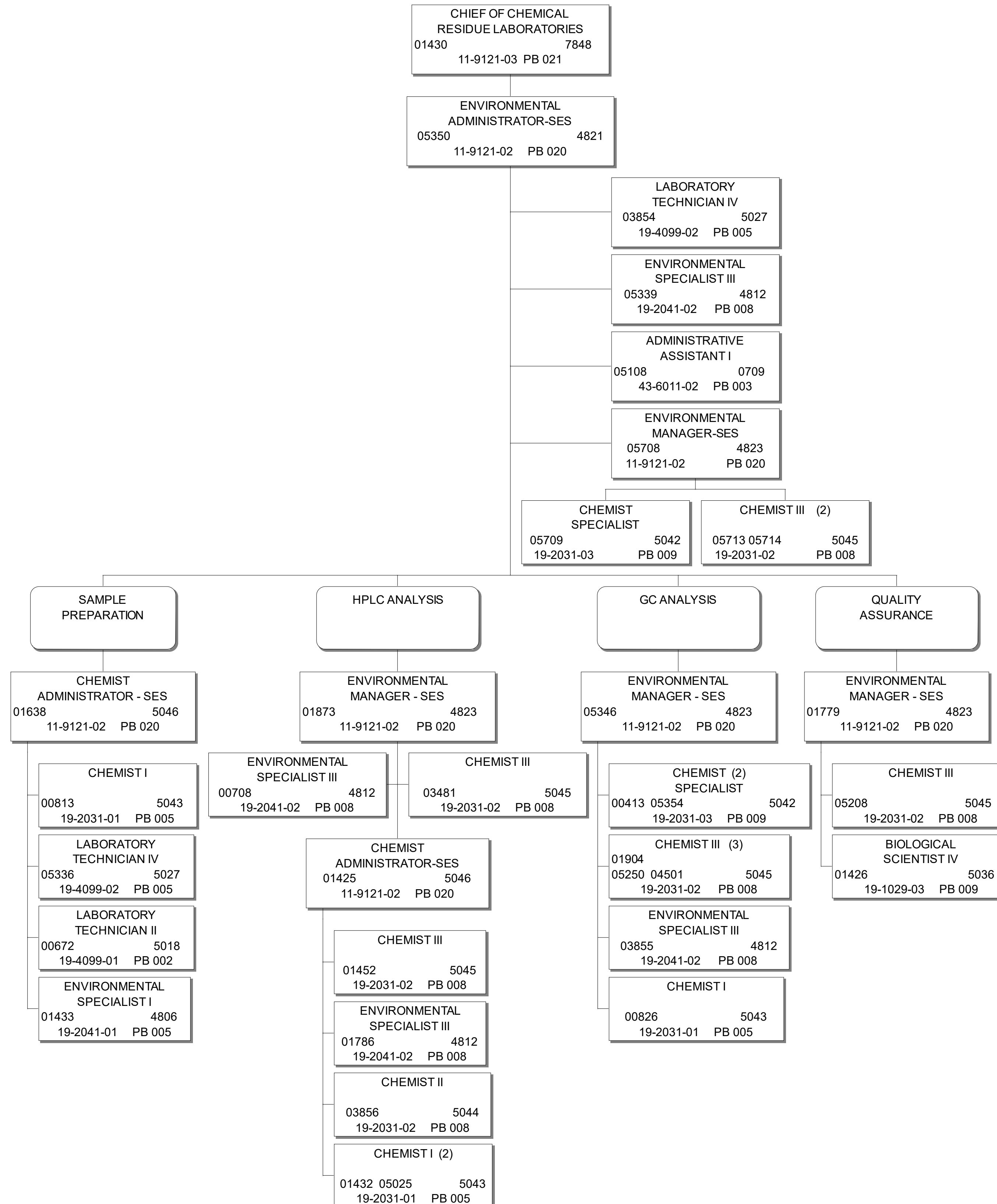
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DIVISION OF FOOD SAFETY

DIVISION F.T.E. 298
DIRECTOR'S OFFICE
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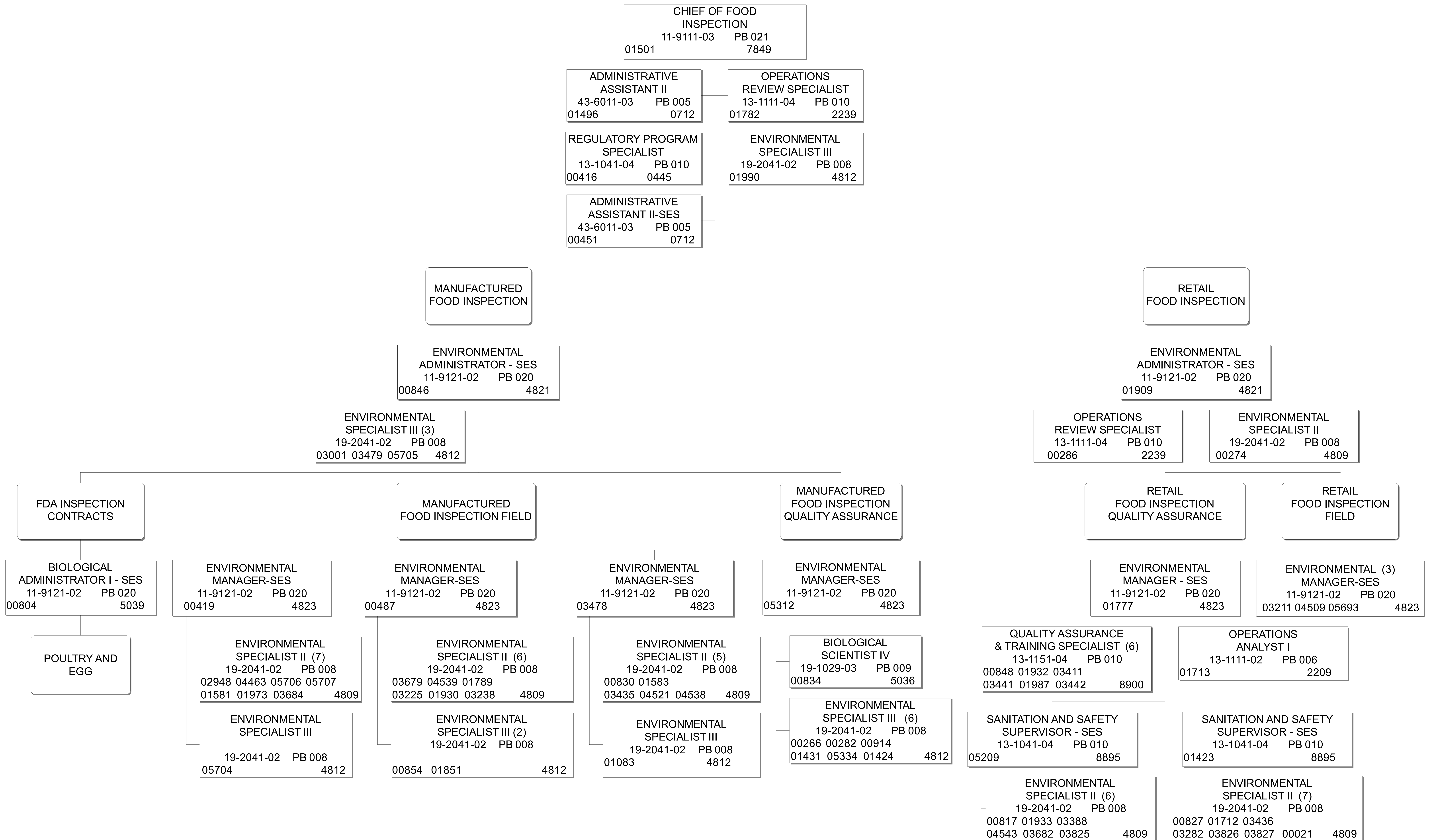


ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 05/28/2021

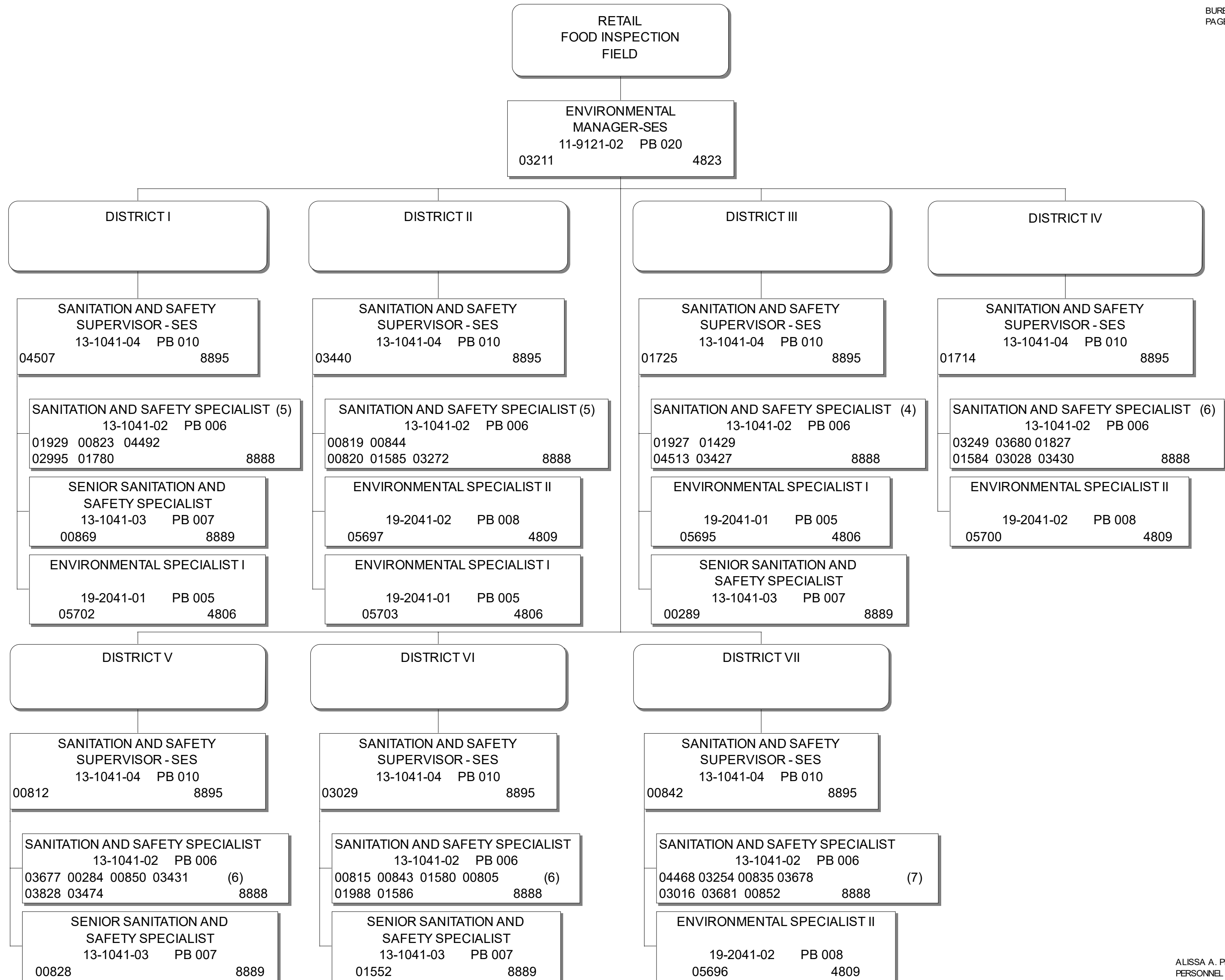
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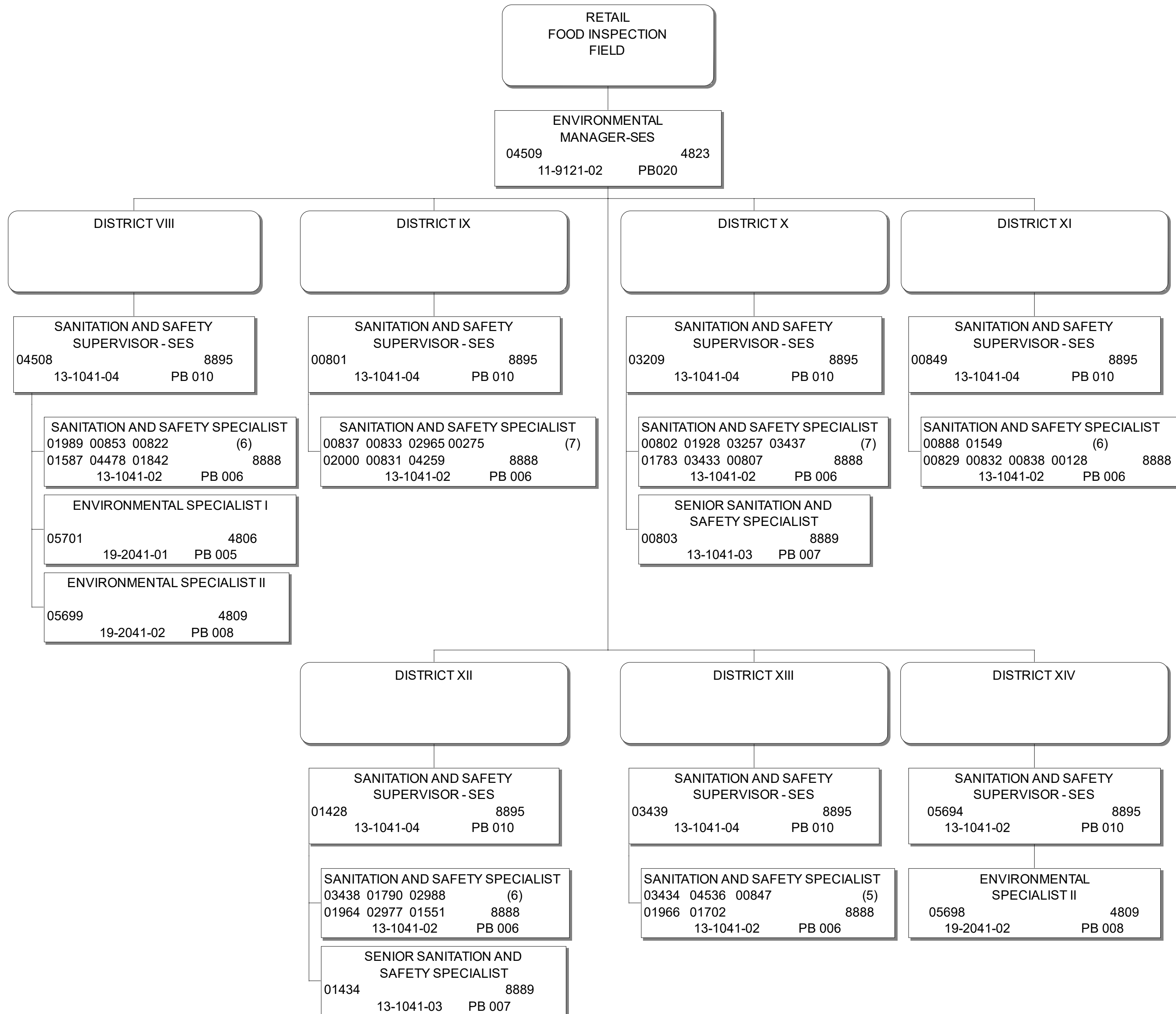
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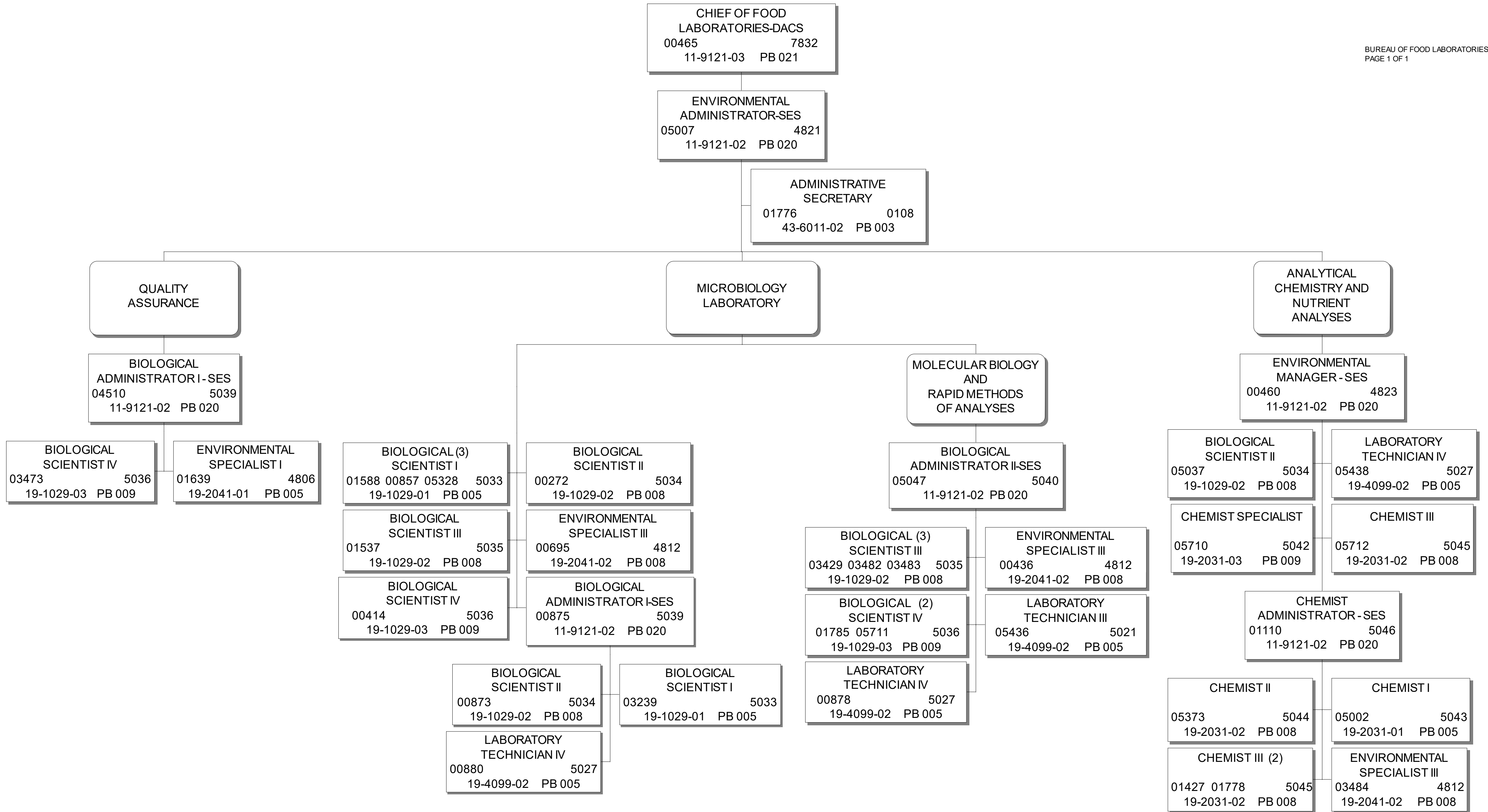
**DEPARTMENT OF AGRICULTURE
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DIVISION OF FOOD SAFETY**



**DEPARTMENT OF AGRICULTURE
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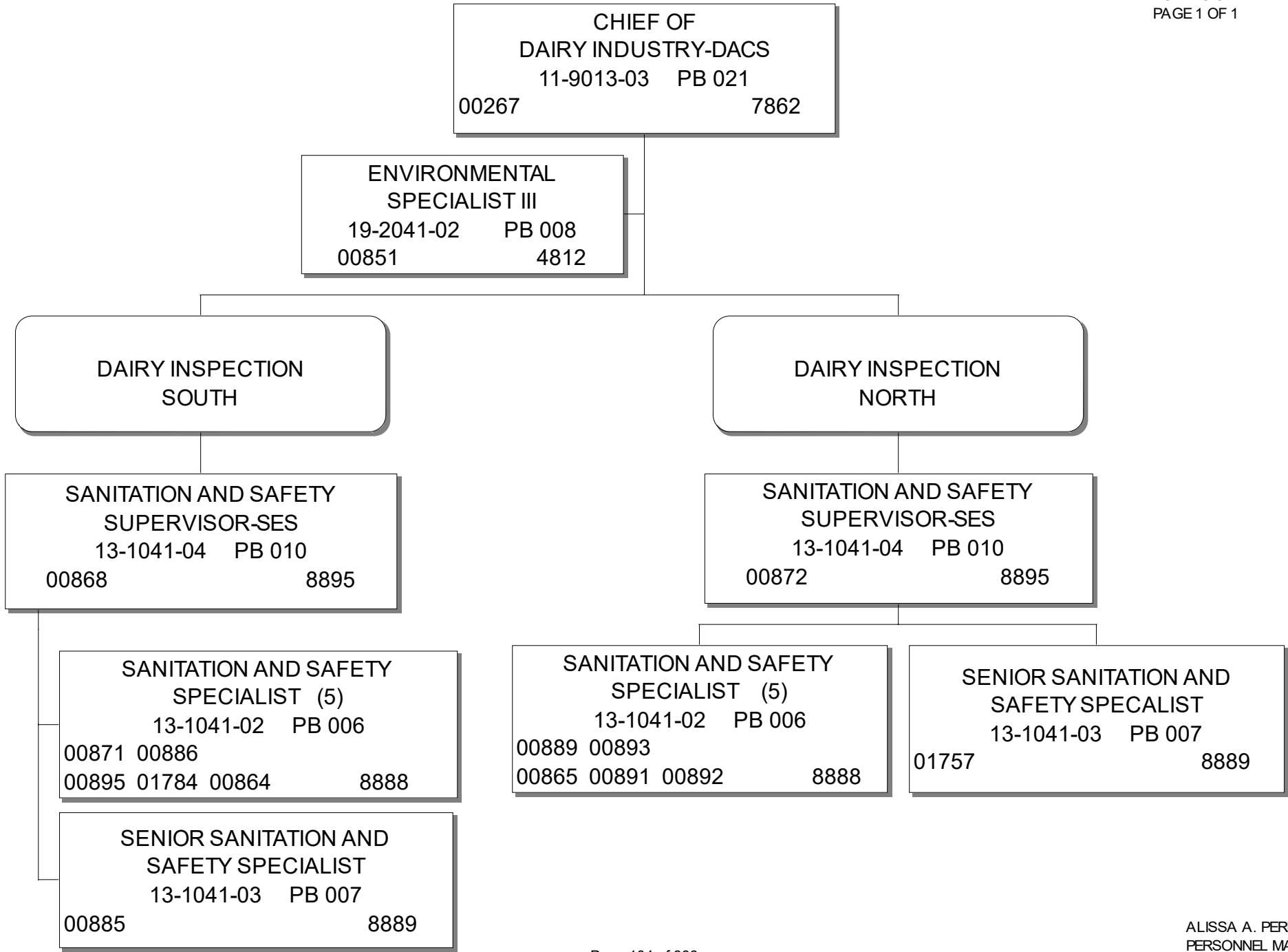


**DEPARTMENT OF AGRICULTURE
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DIVISION OF FOOD SAFETY**



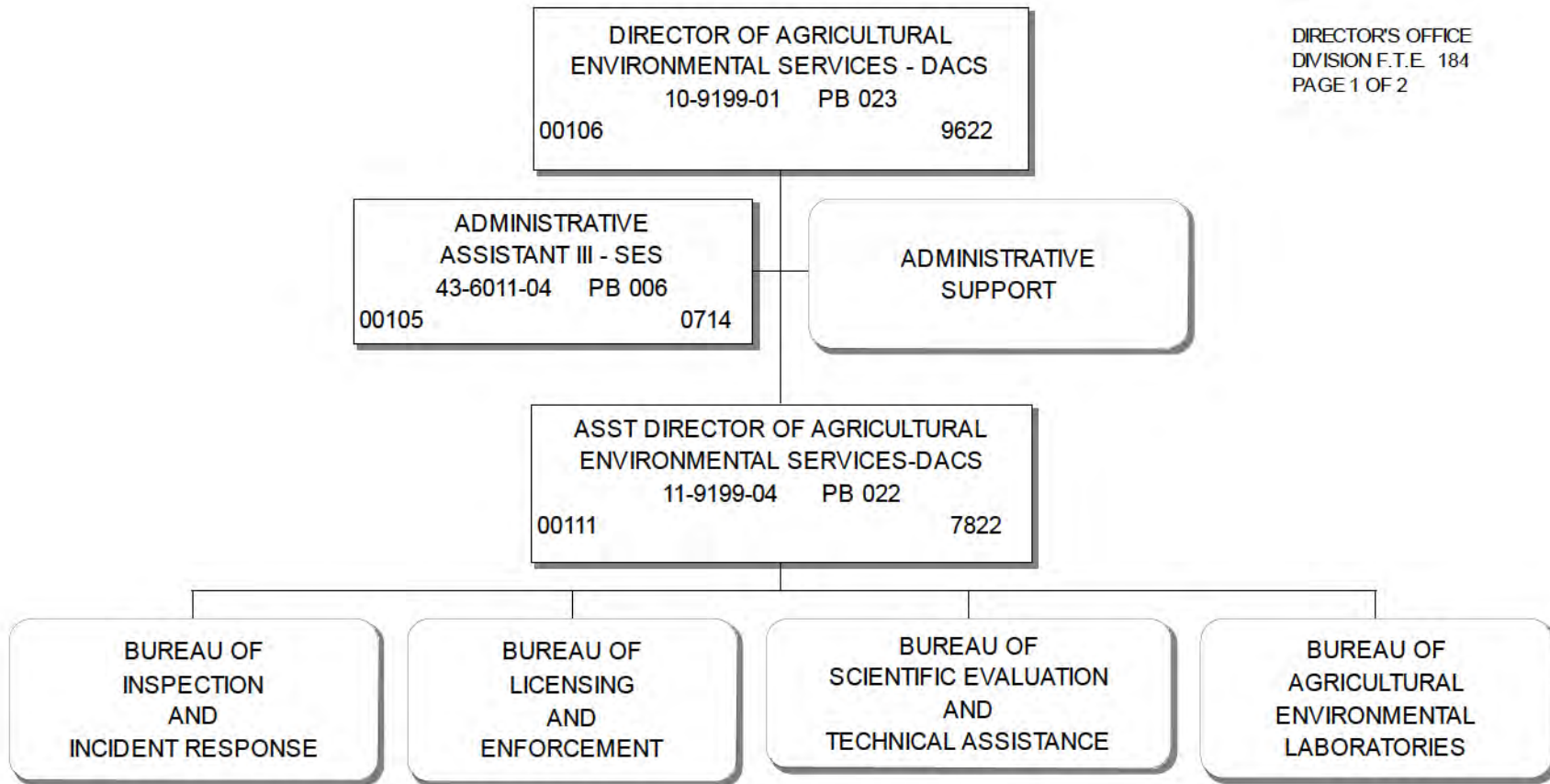
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DIVISION OF FOOD SAFETY**

BUREAU OF DAIRY INDUSTRY
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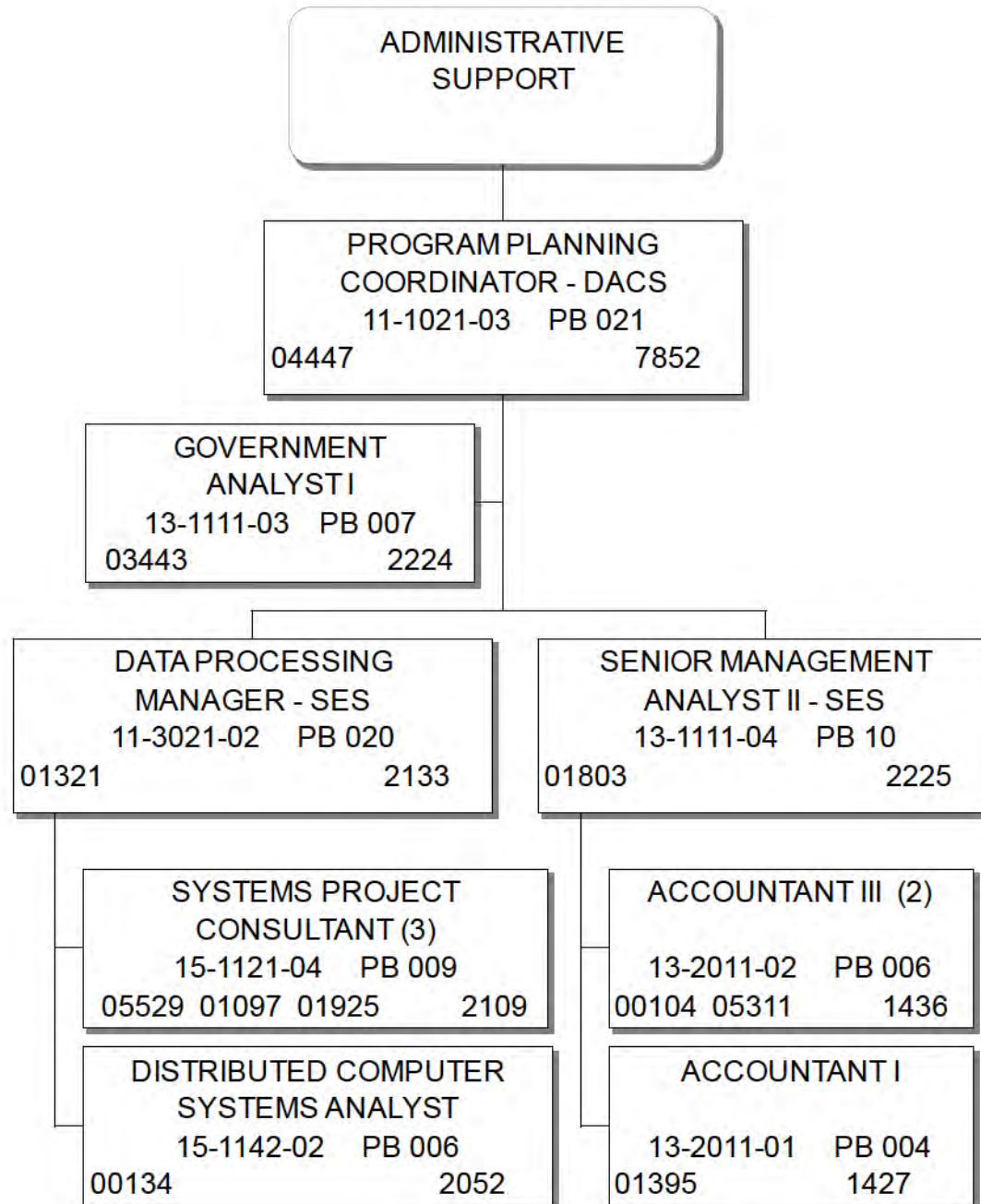
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

DIRECTOR'S OFFICE
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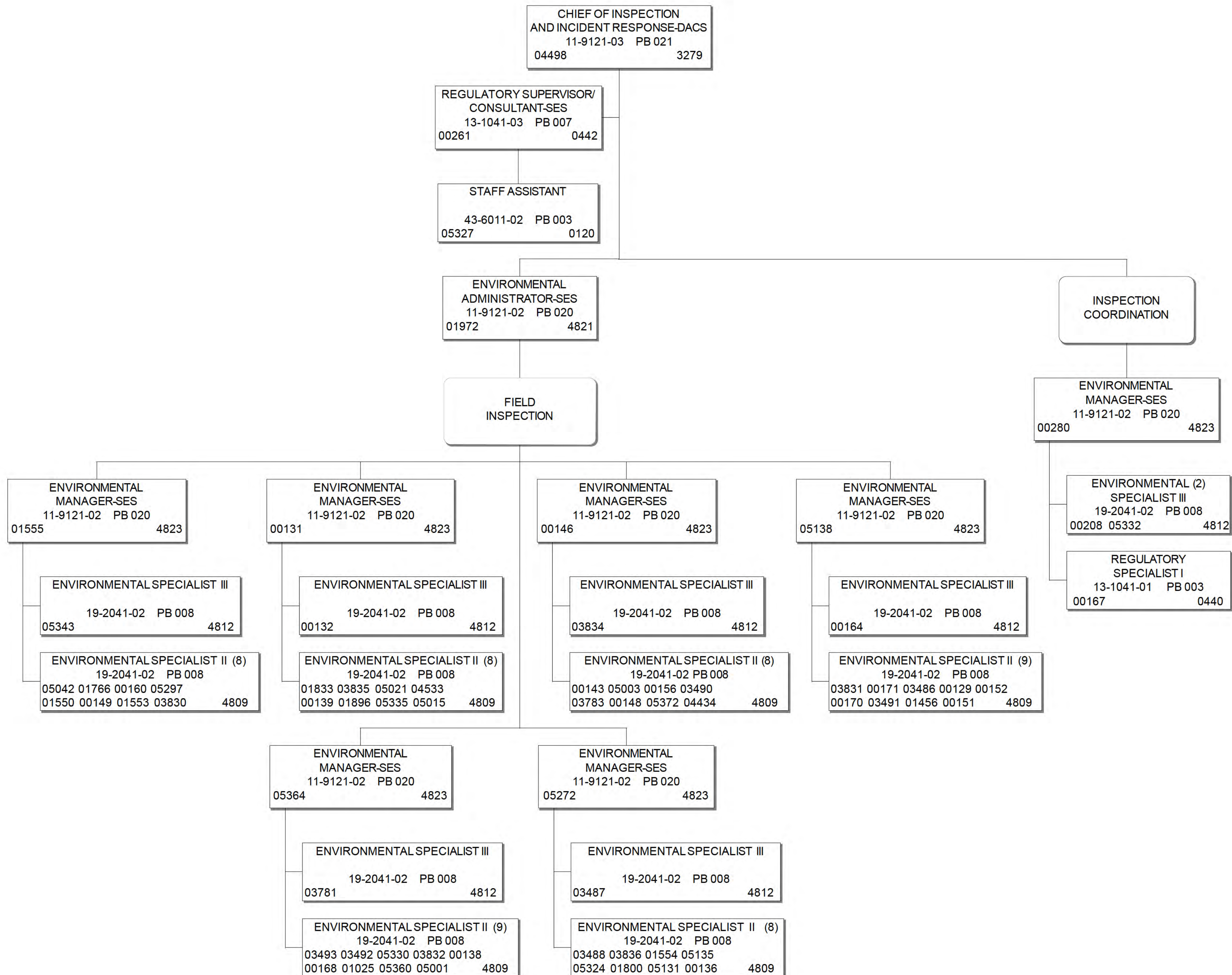


**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

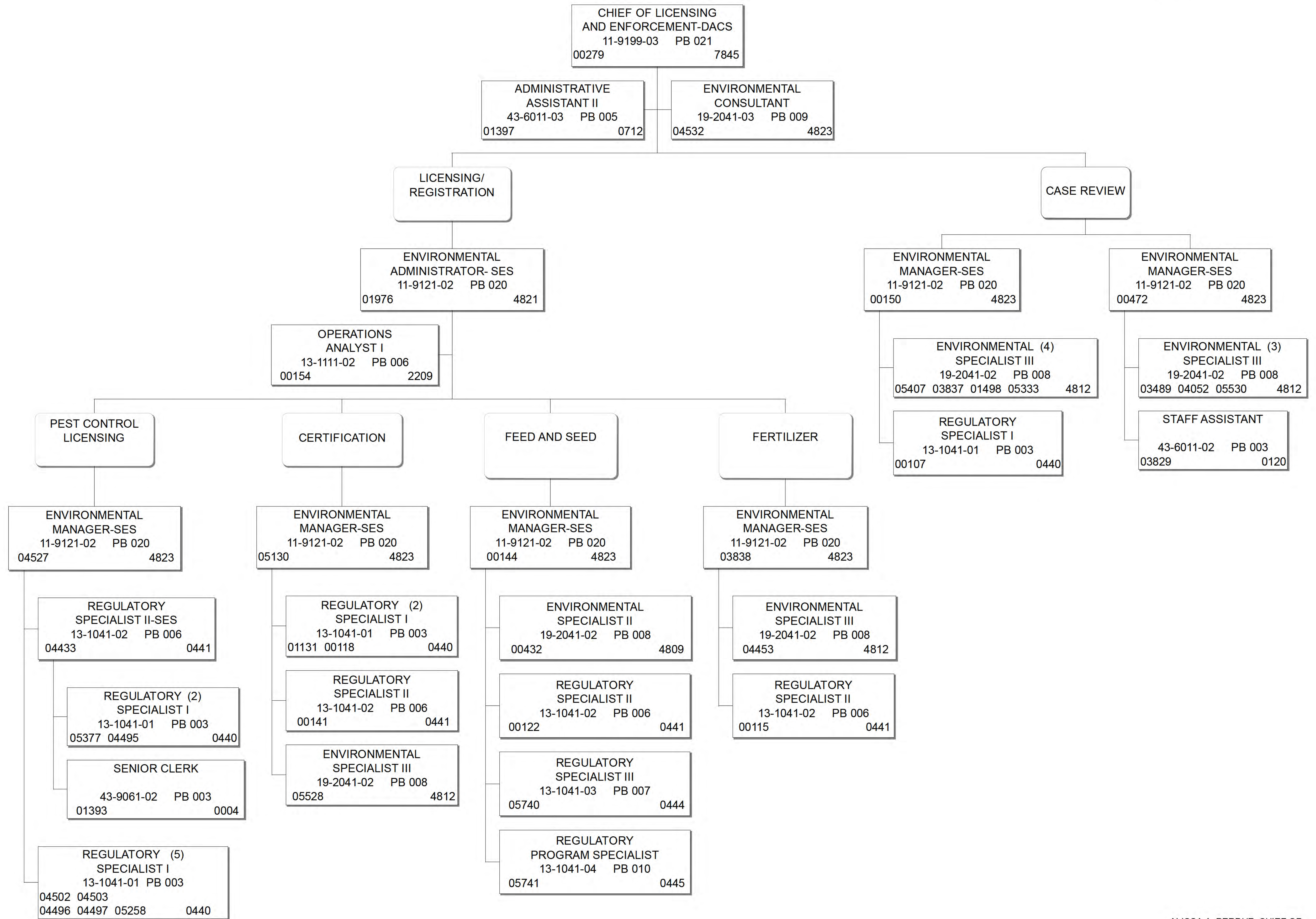
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PAGE 2 OF 2



**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

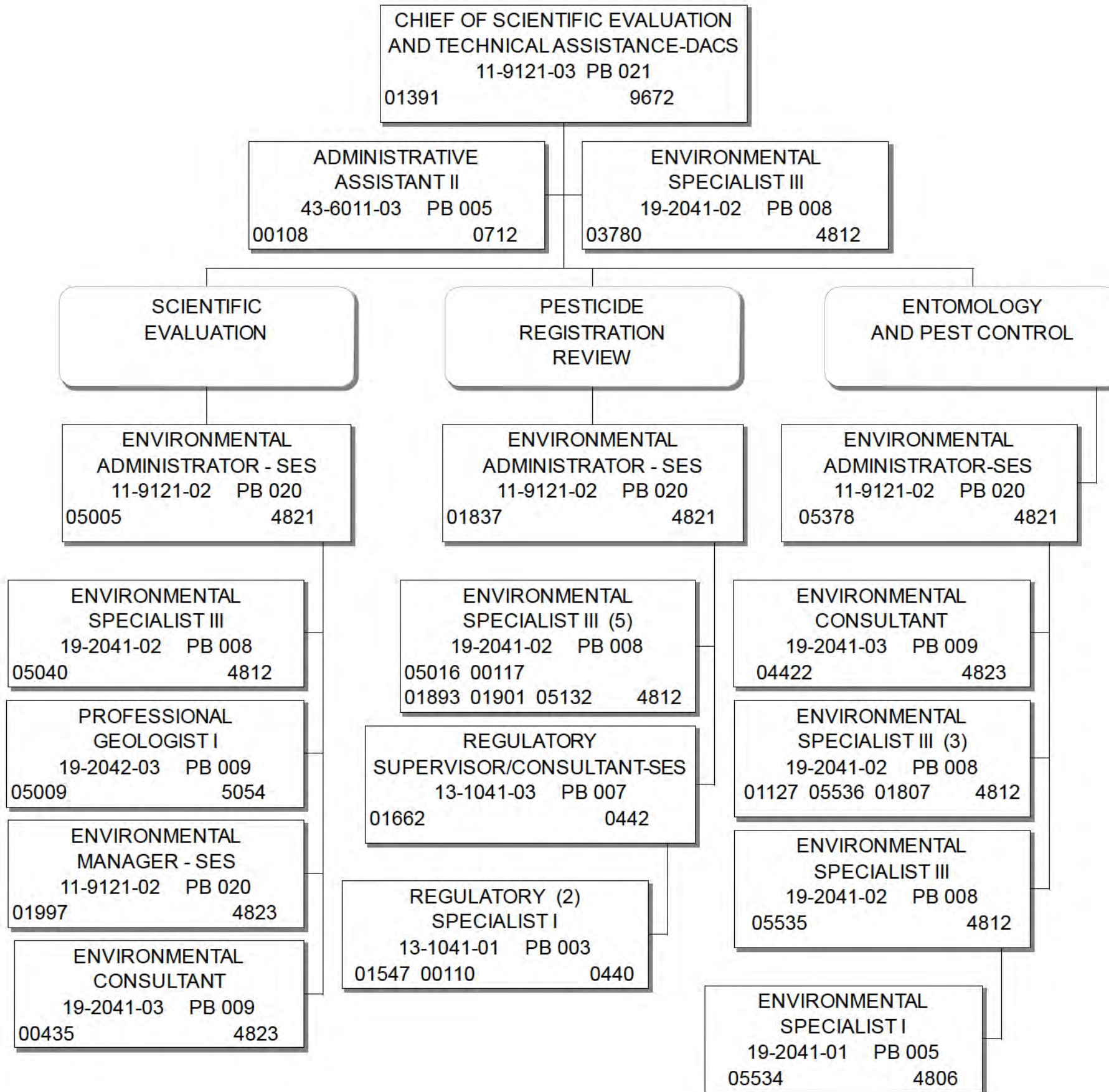


**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

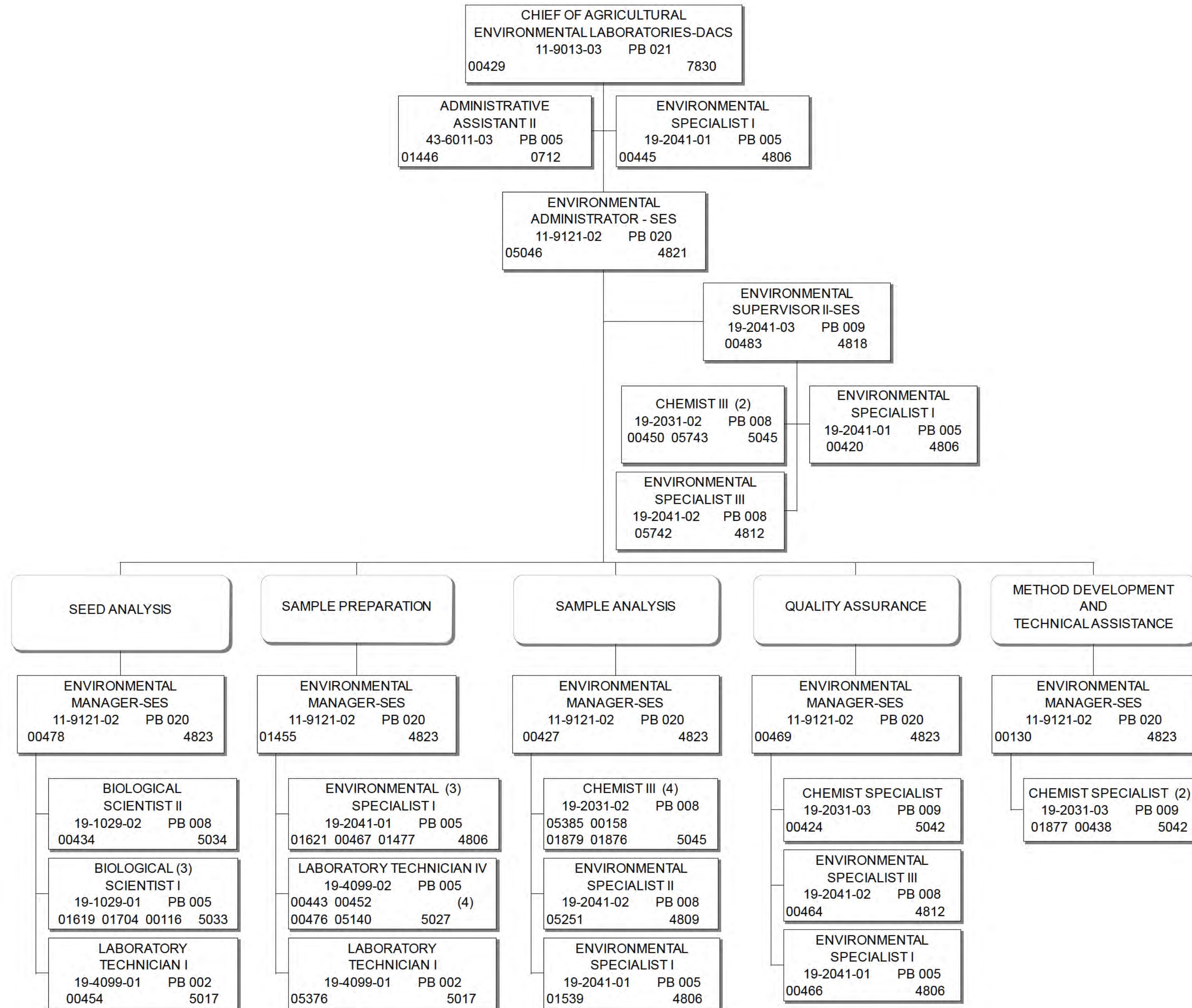


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF SCIENTIFIC EVALUATION
AND TECHNICAL ASSISTANCE
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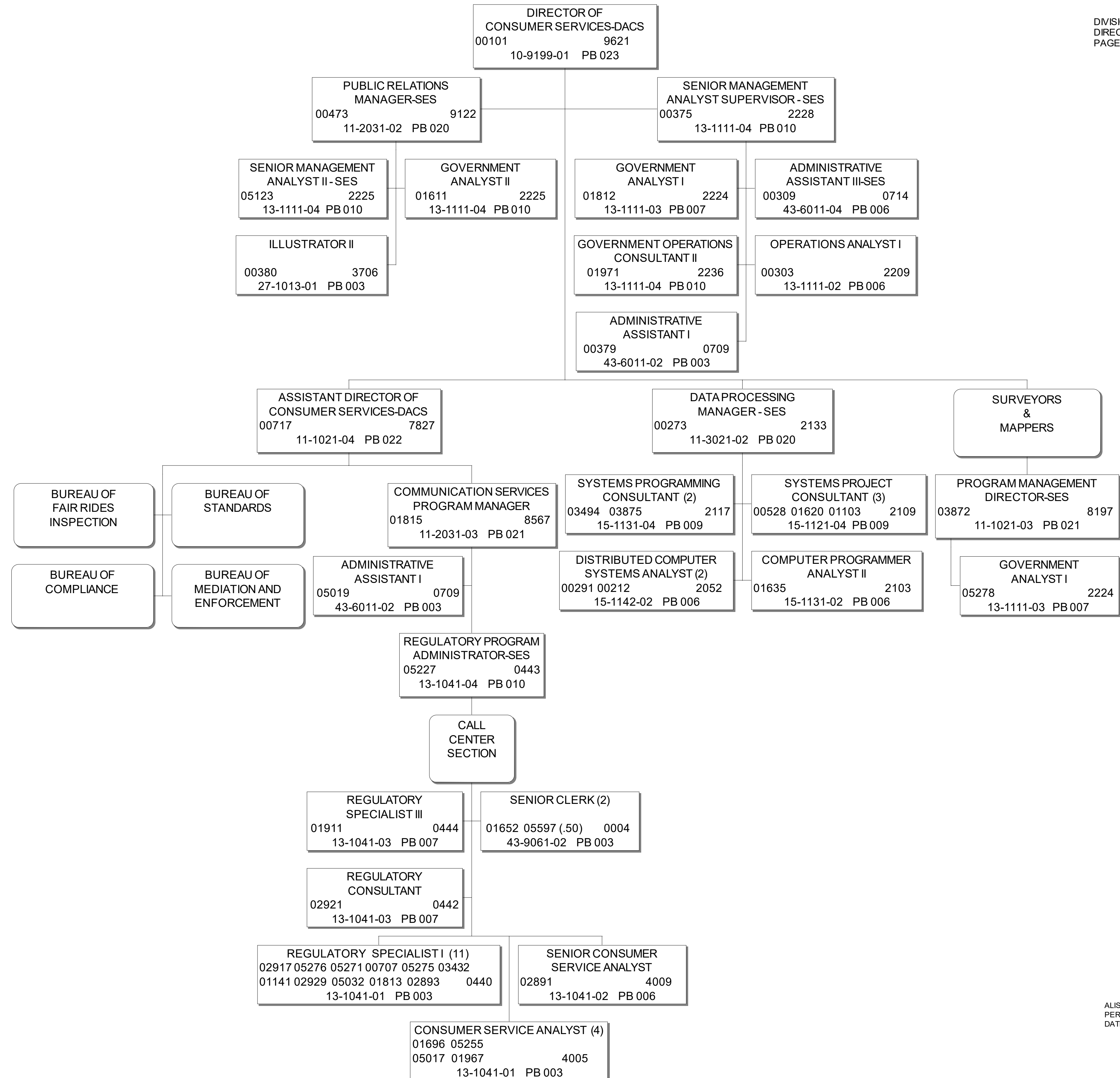


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

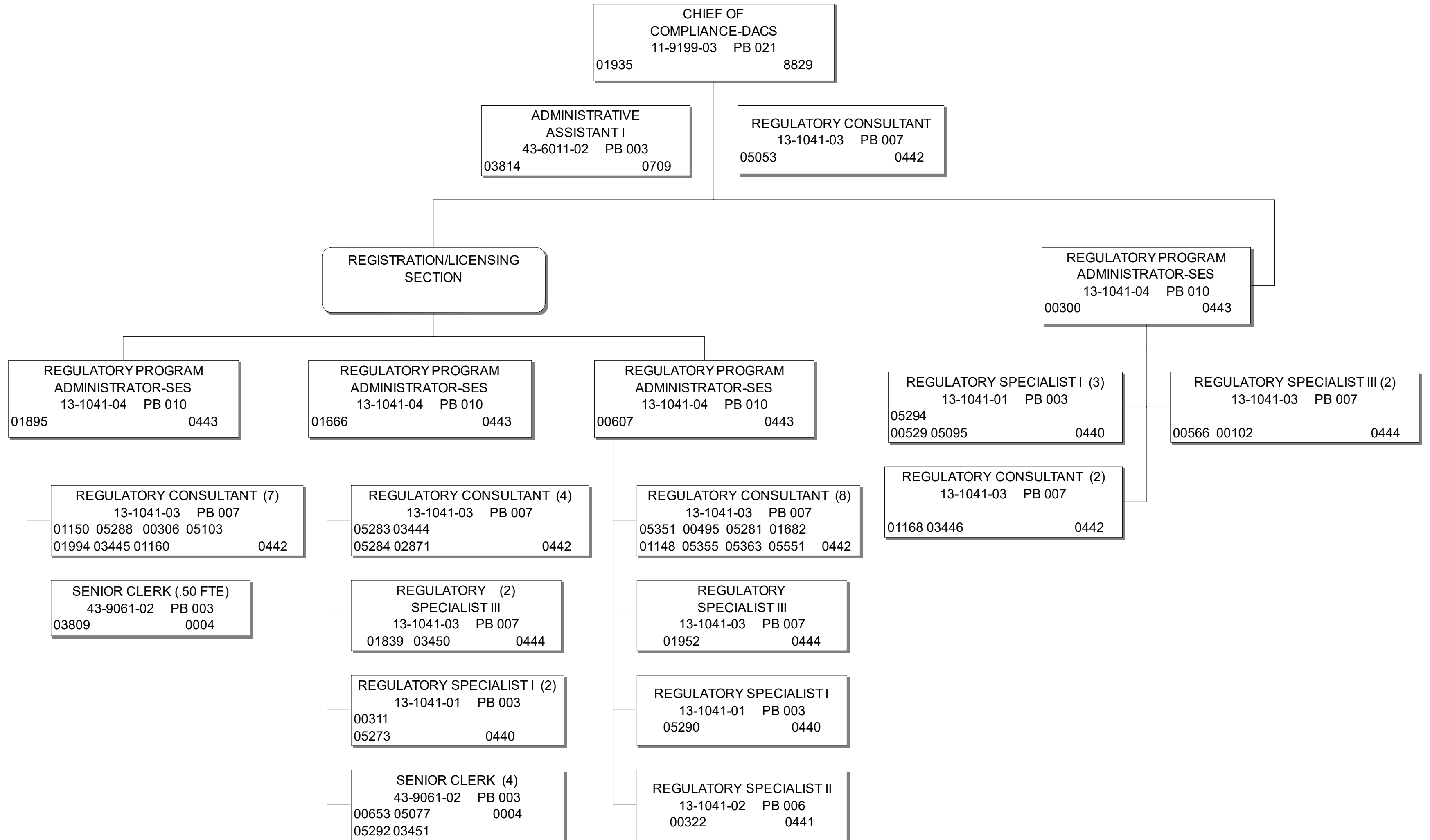
DIVISION F.T.E. 285
DIRECTOR'S OFFICE
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
DATE APPROVED: 4/30/2021

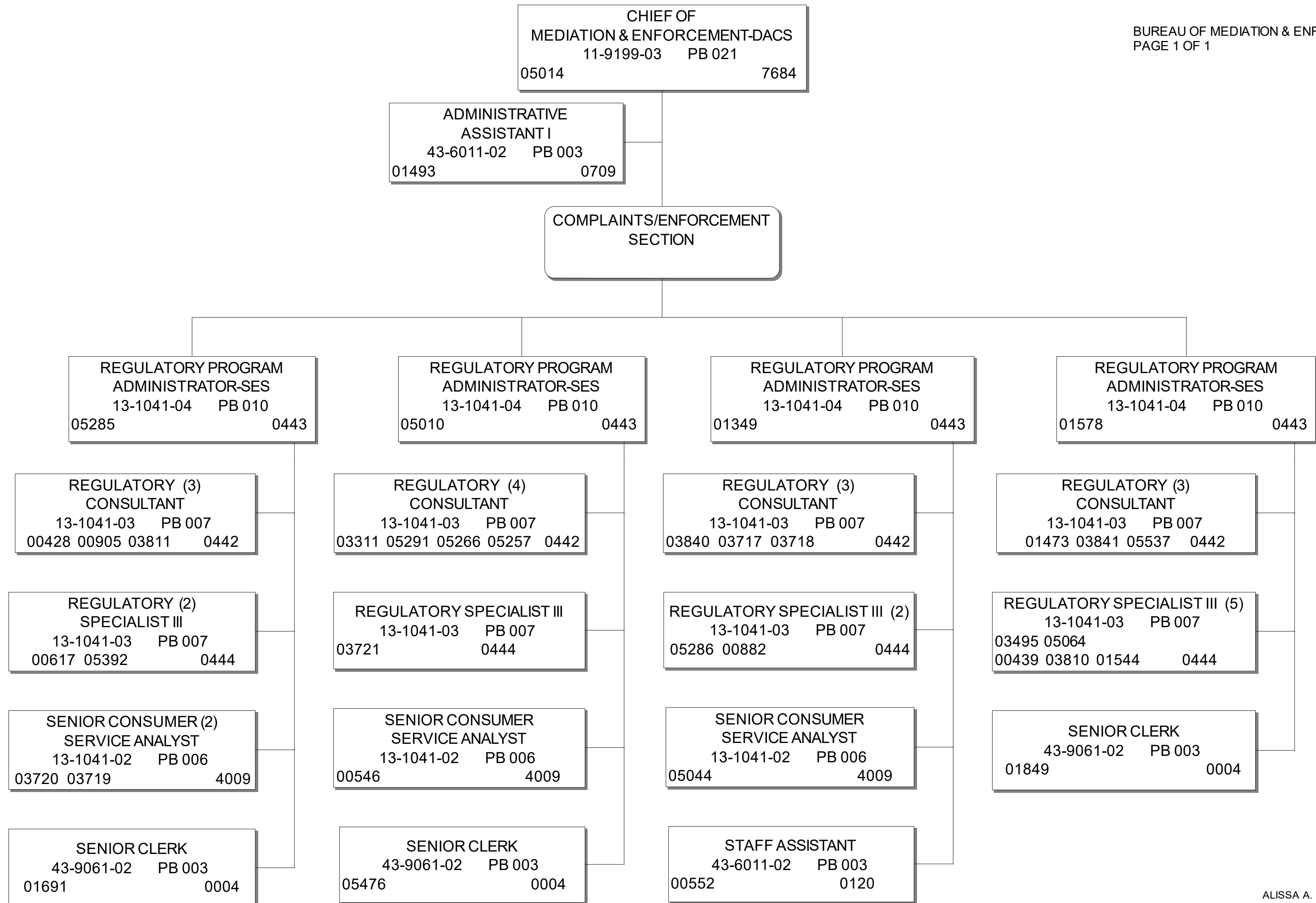
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DIVISION OF CONSUMER SERVICES**

BUREAU OF COMPLIANCE
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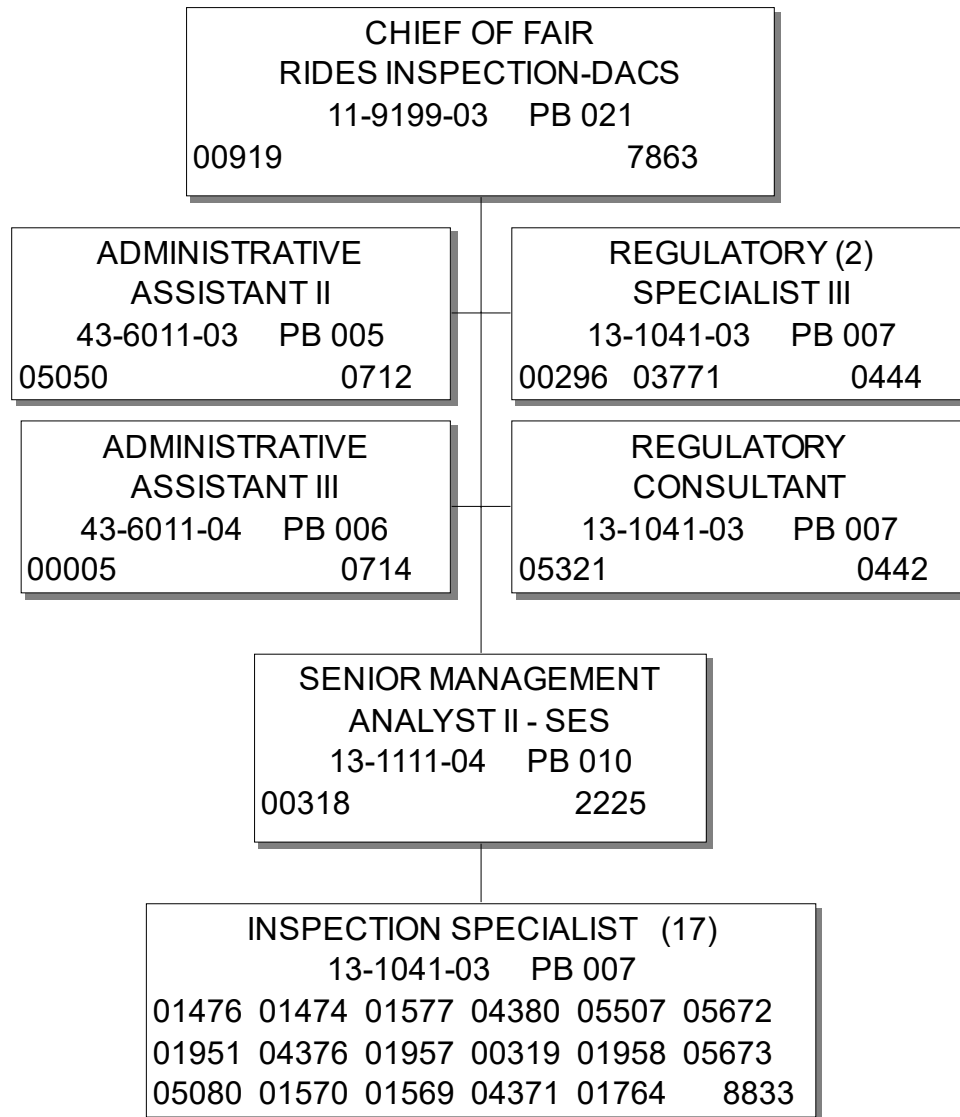


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF MEDIATION & ENFORCEMENT
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

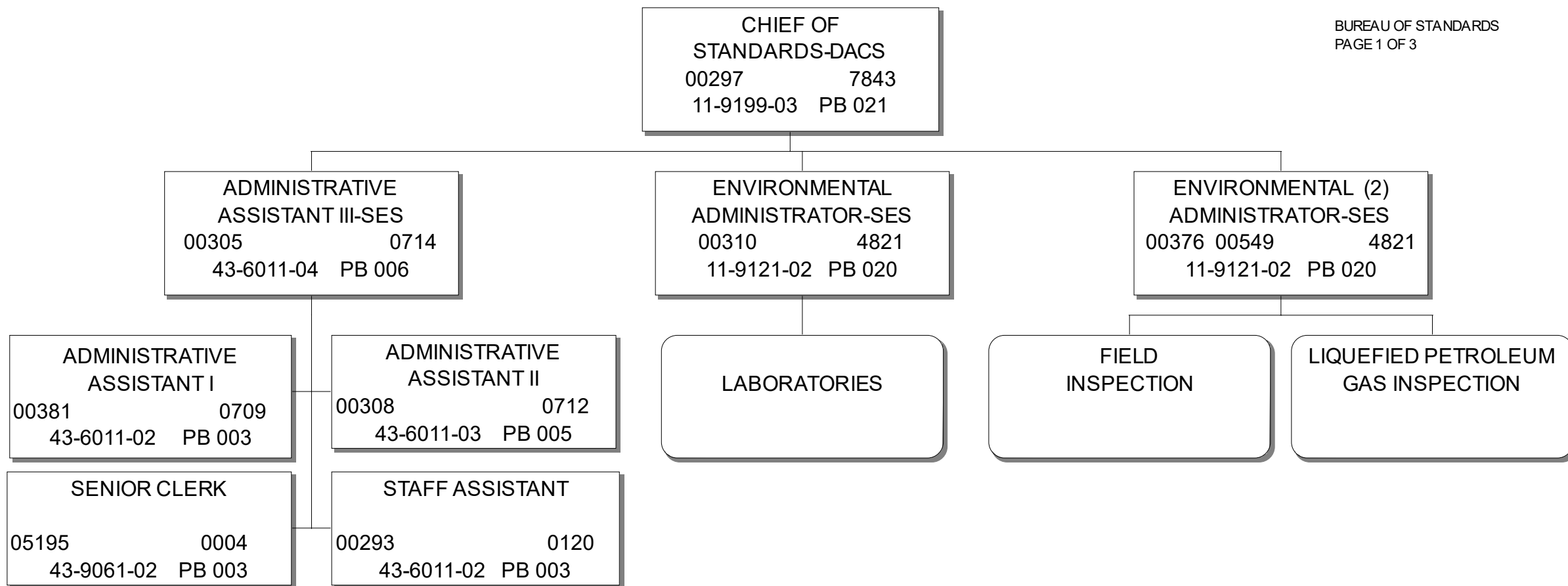


BUREAU OF FAIR RIDES INSPECTION
PAGE 1 OF 1

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/21/2020

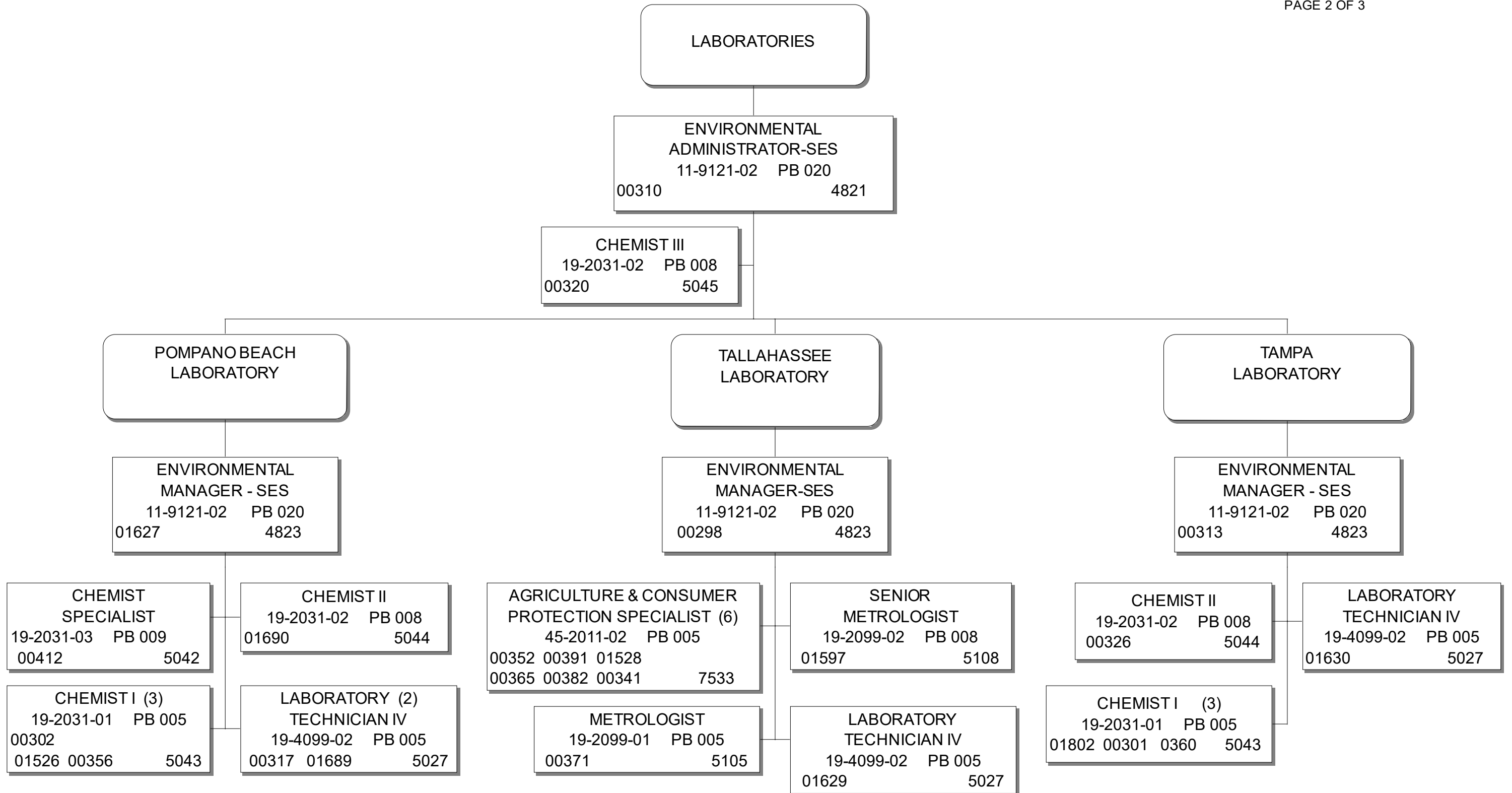
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF STANDARDS
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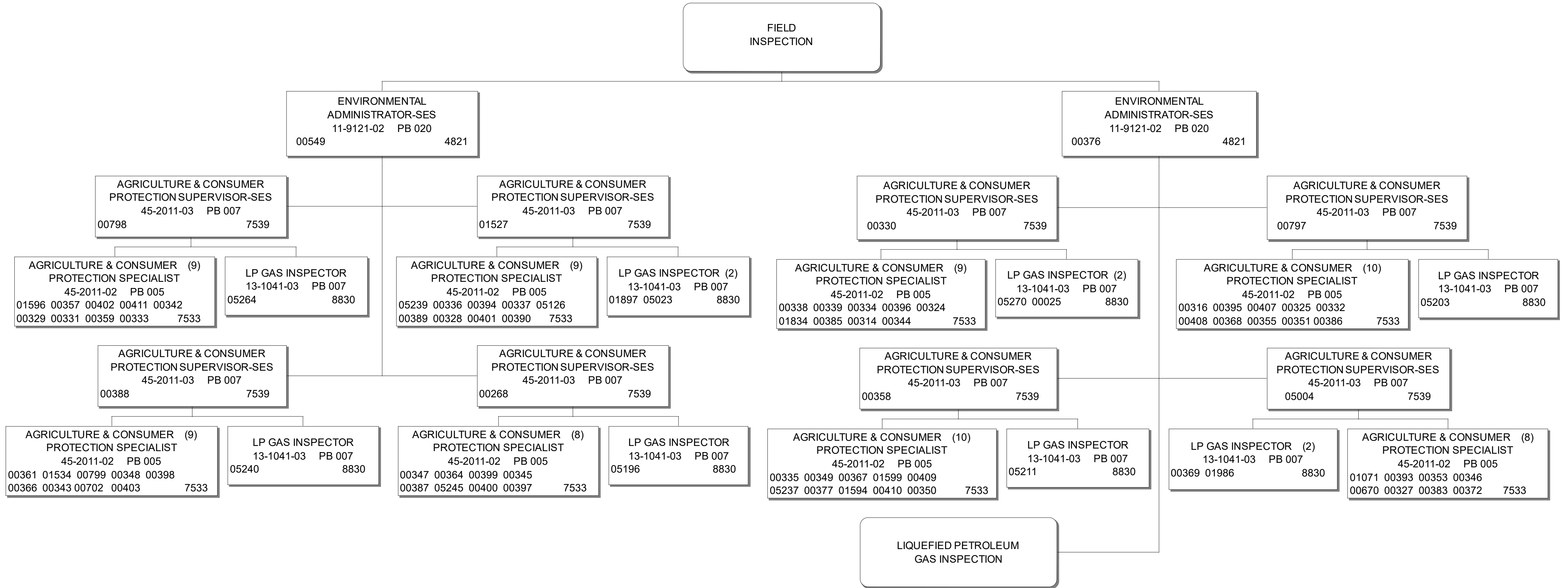


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF STANDARDS
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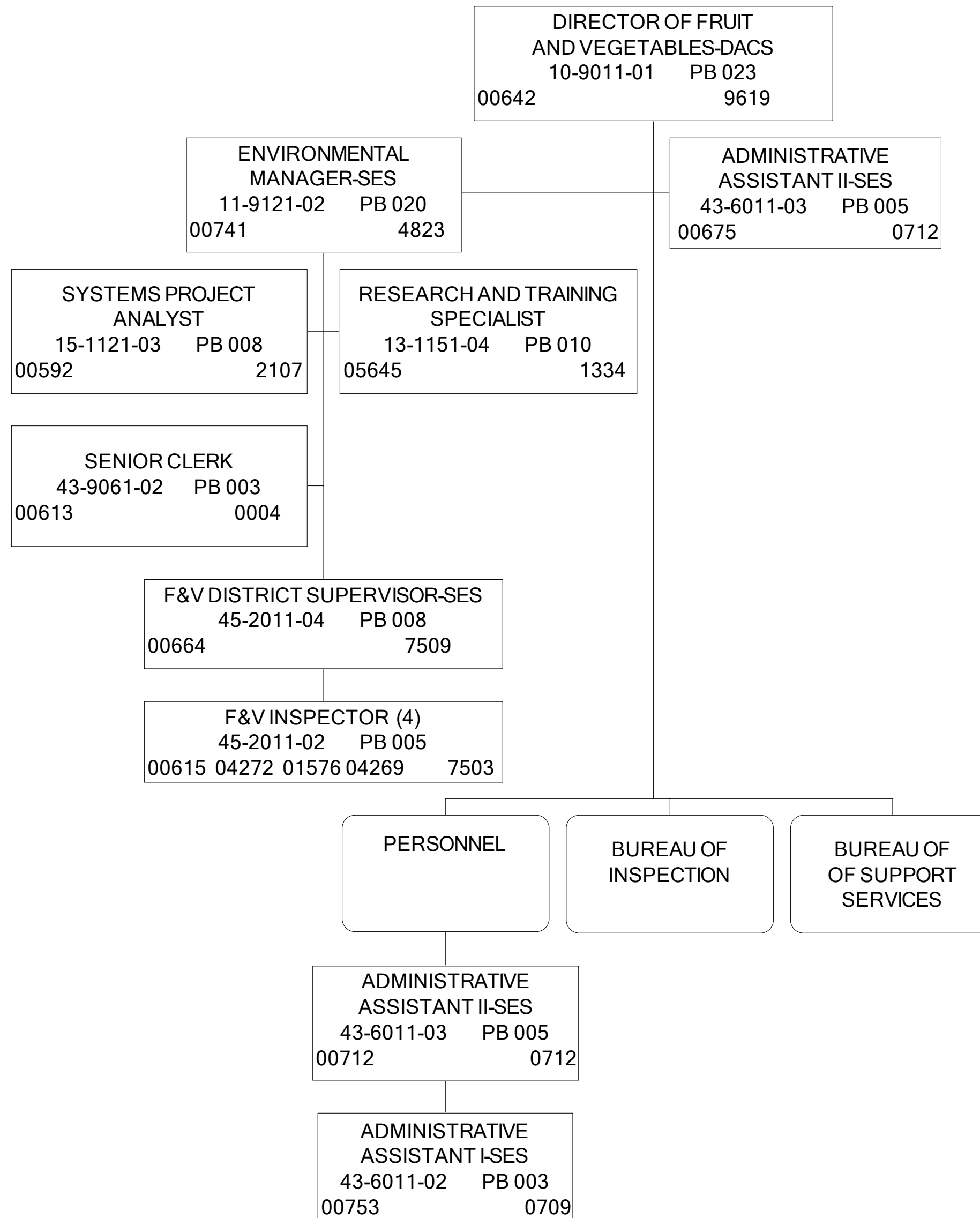


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DIVISION OF CONSUMER SERVICES**

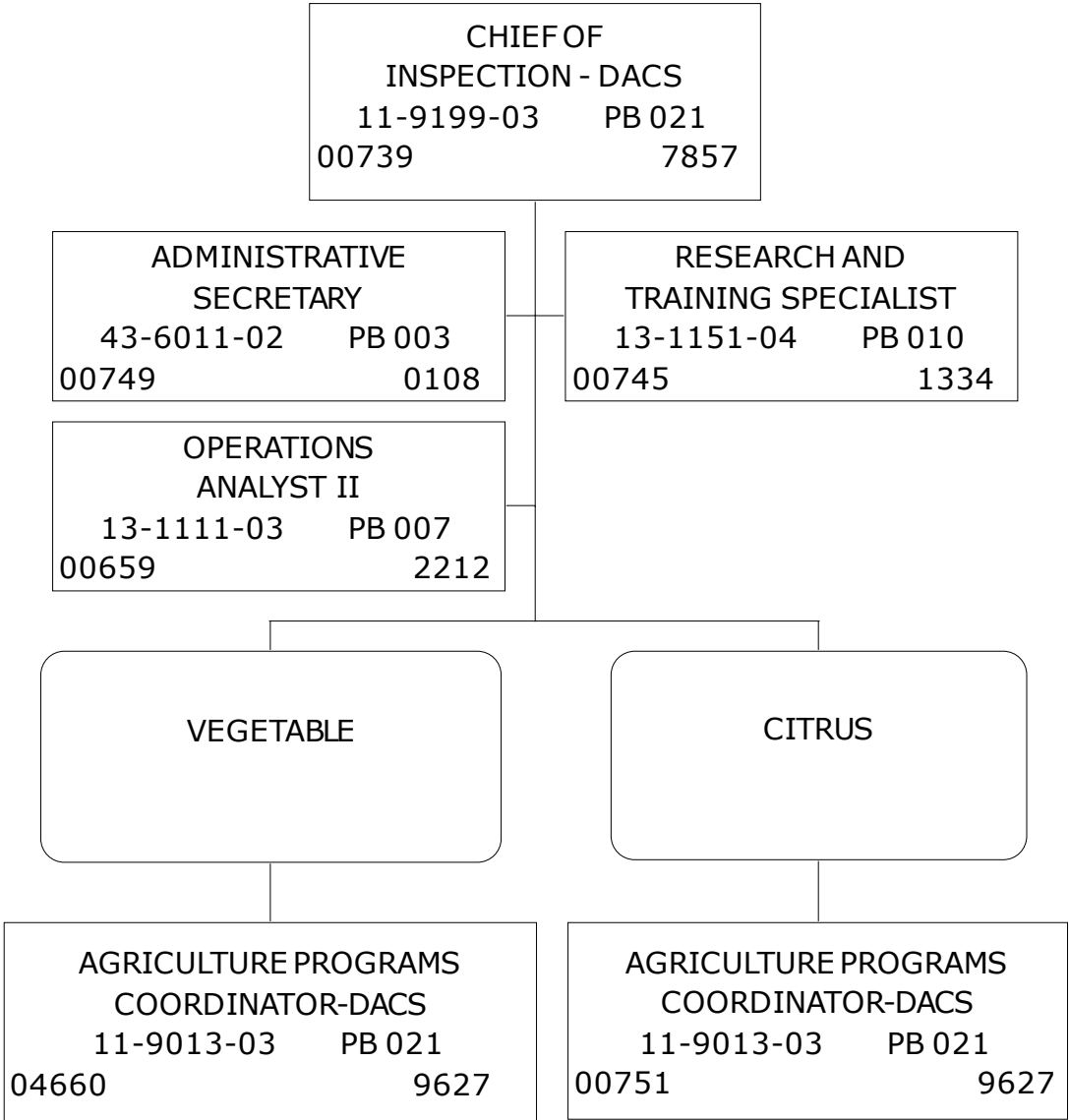


**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

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DIRECTOR'S OFFICE
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

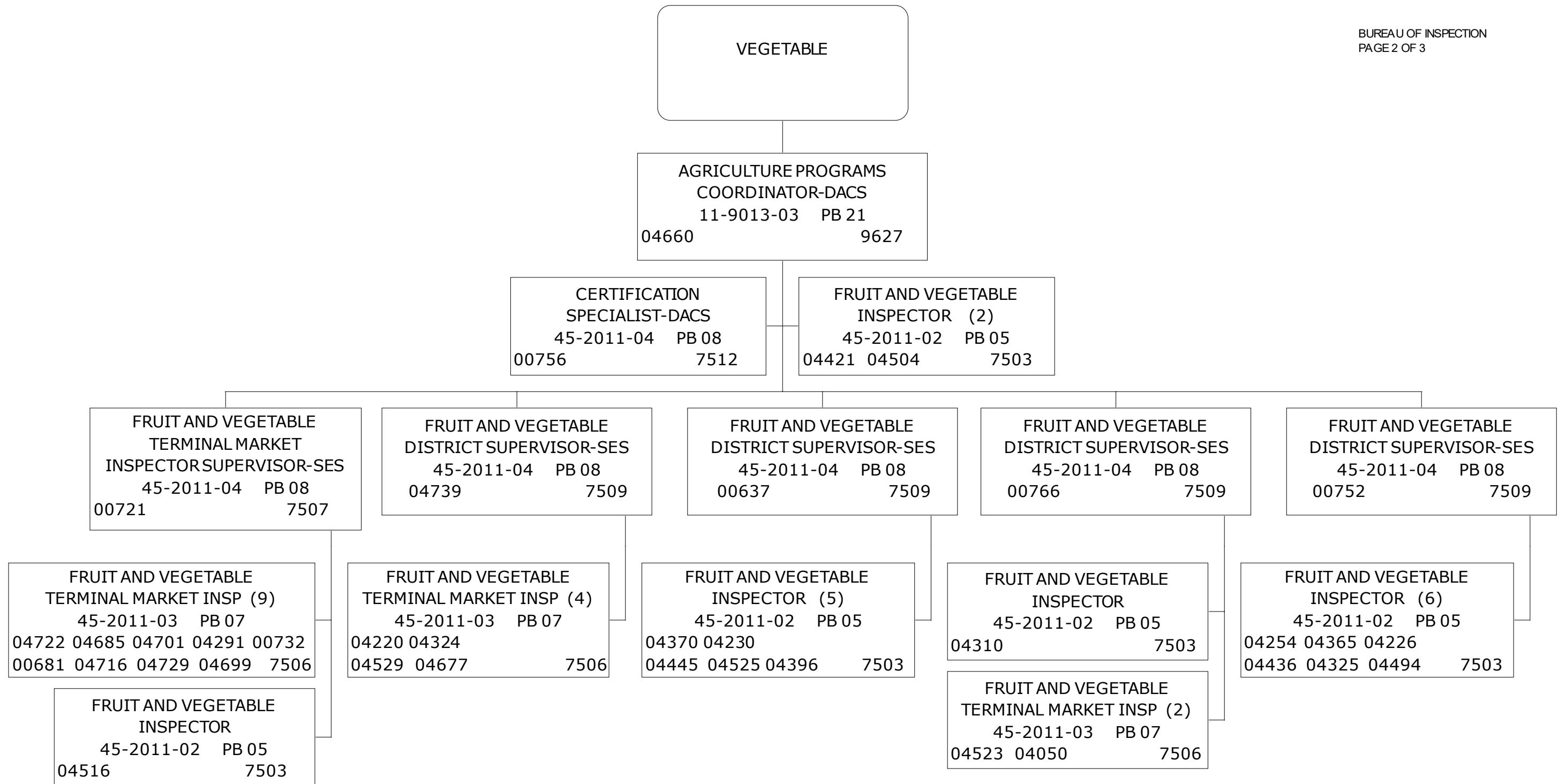


BUREAU OF INSPECTION
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/8/2019

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

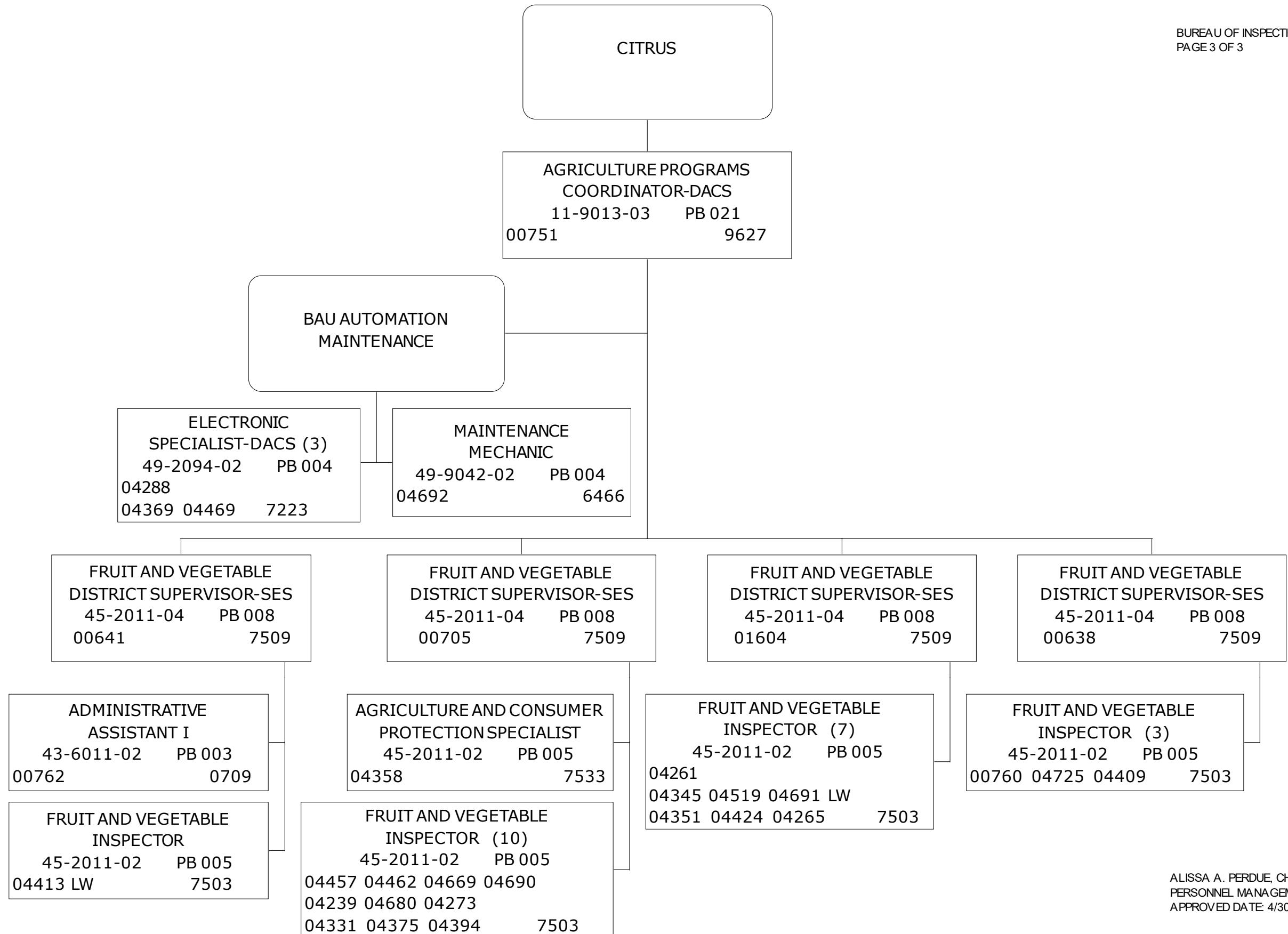
BUREAU OF INSPECTION
PAGE 2 OF 3



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/30/2021

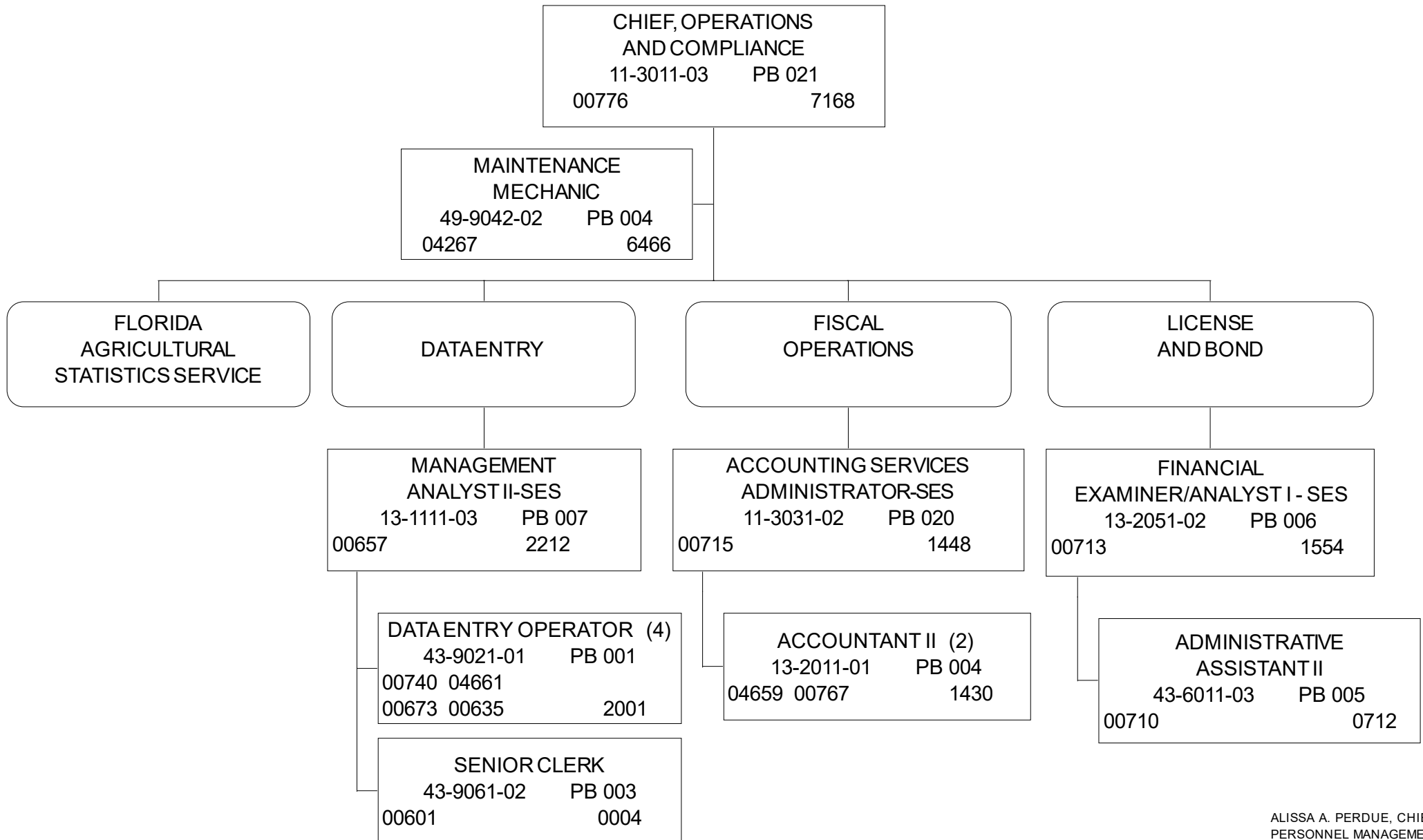
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

BUREAU OF INSPECTION
PAGE 3 OF 3



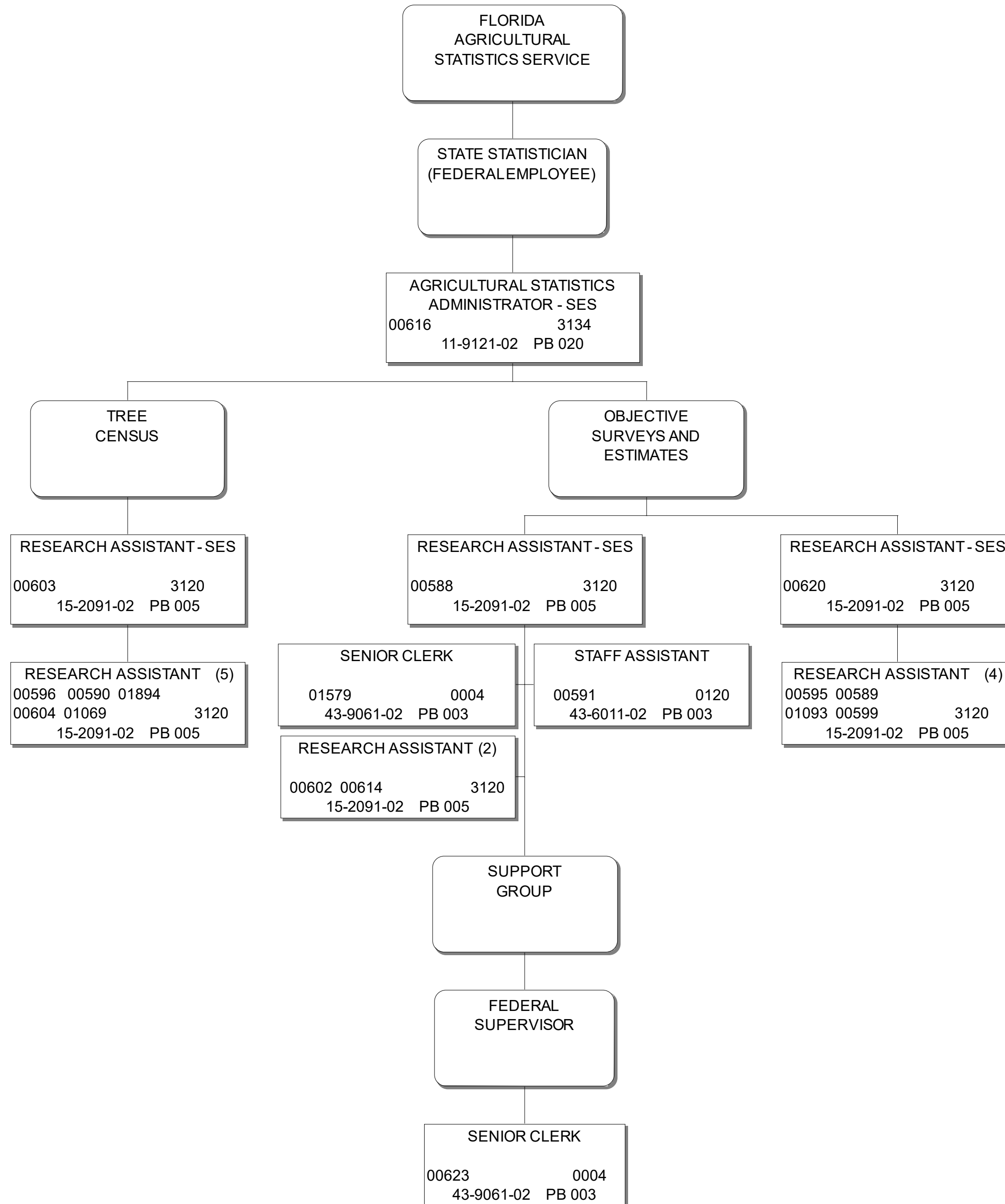
**DEPARTMENT OF AGRICULTURE
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DIVISION OF FRUIT AND VEGETABLES**

BUREAU OF SUPPORT SERVICES
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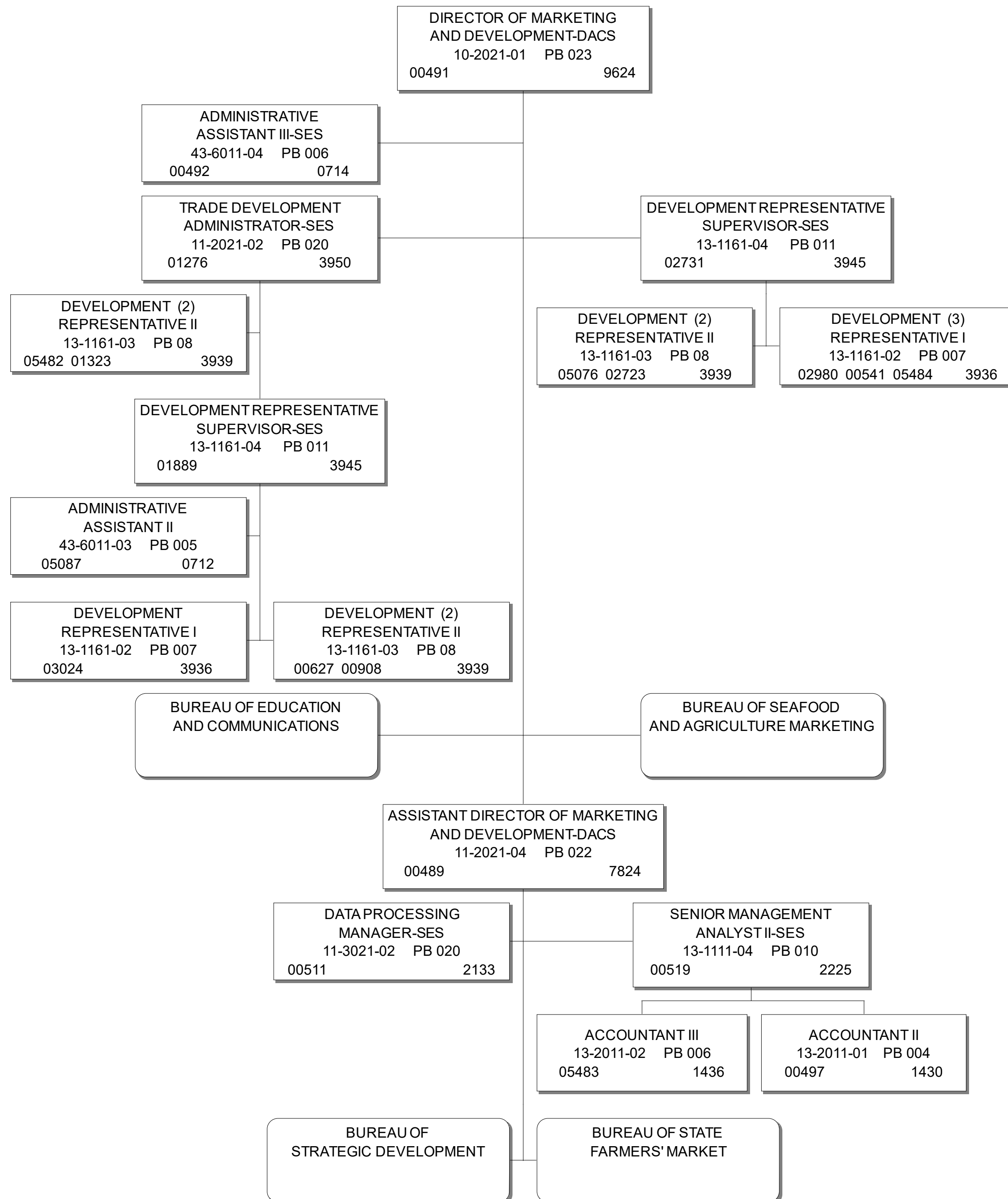
**DEPARTMENT OF AGRICULTURE
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DIVISION OF FRUIT AND VEGETABLES**

BUREAU OF SUPPORT SERVICES
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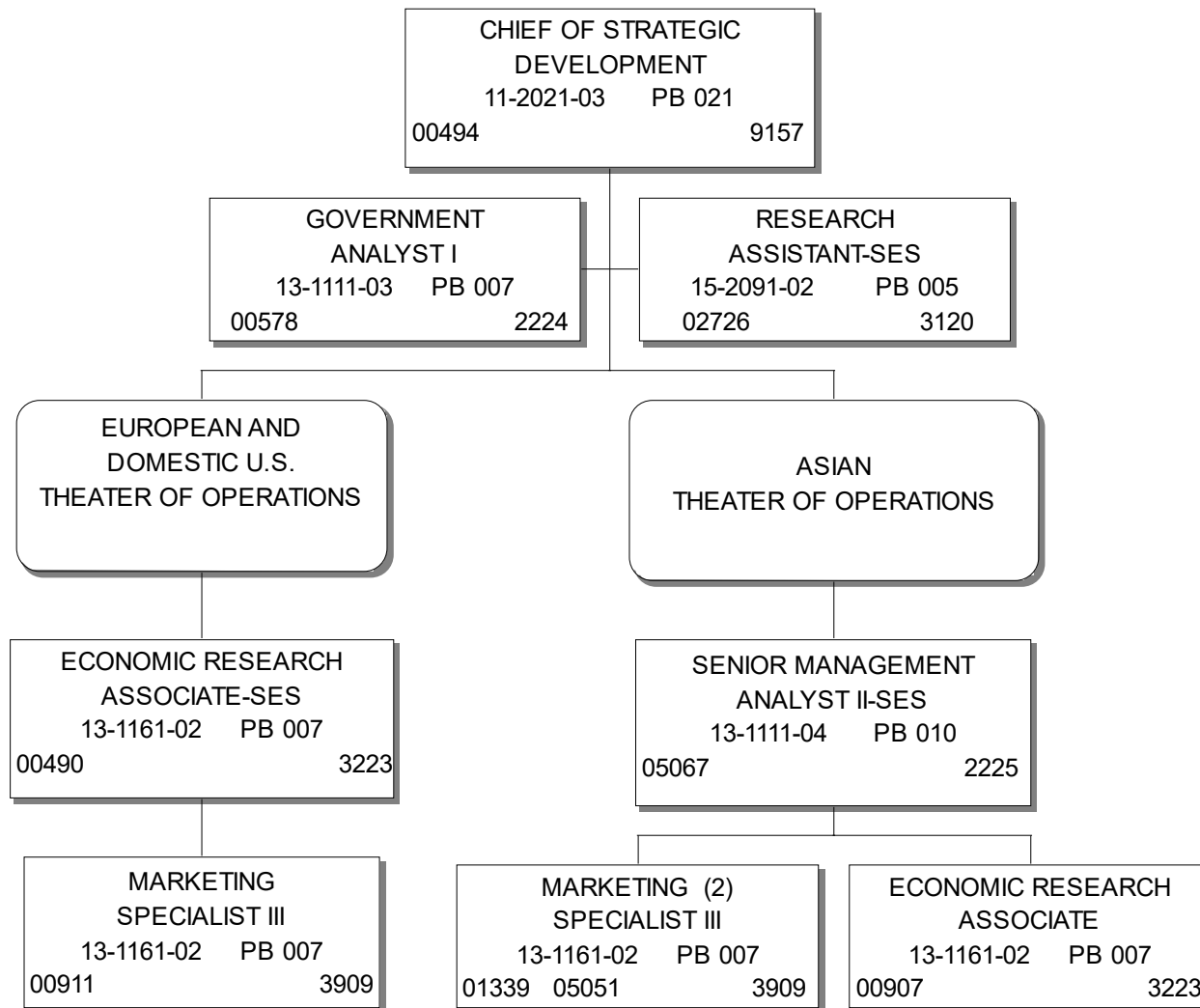
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

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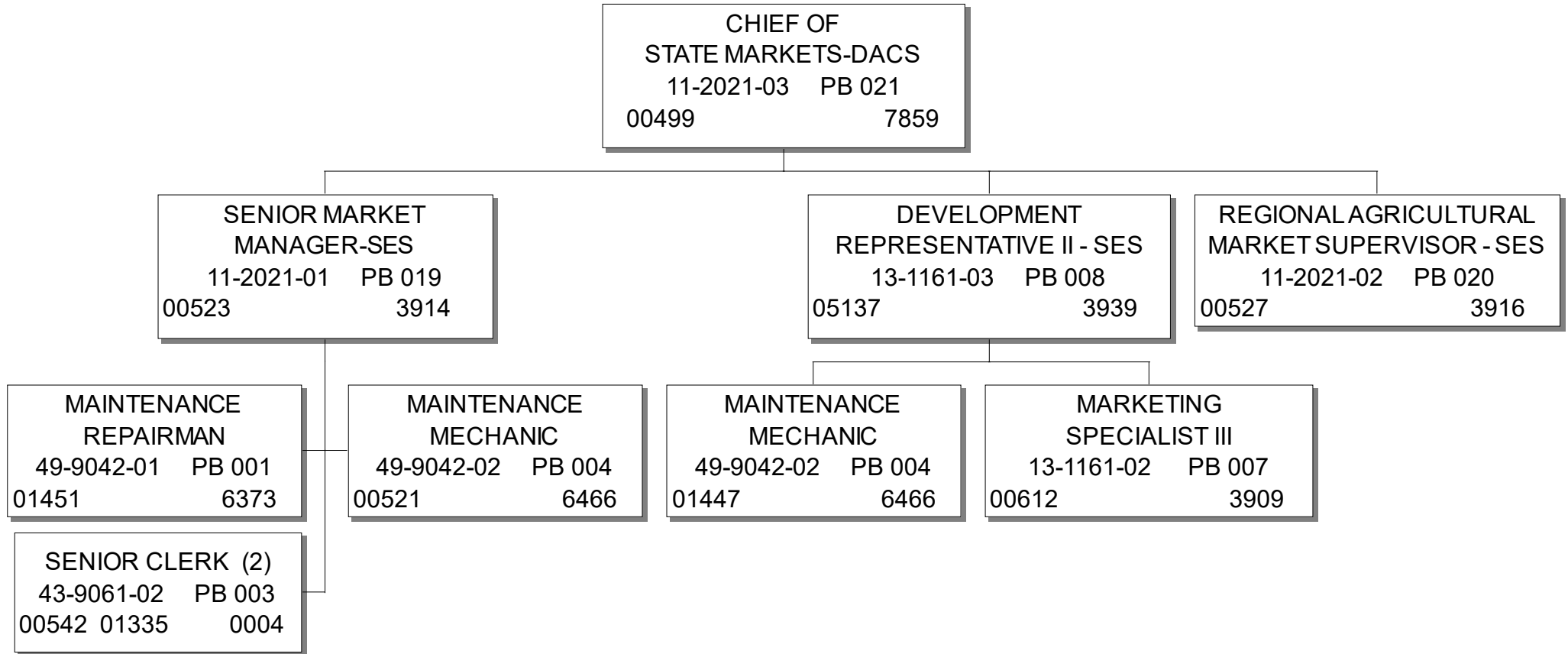
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AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STRATEGIC DEVELOPMENT
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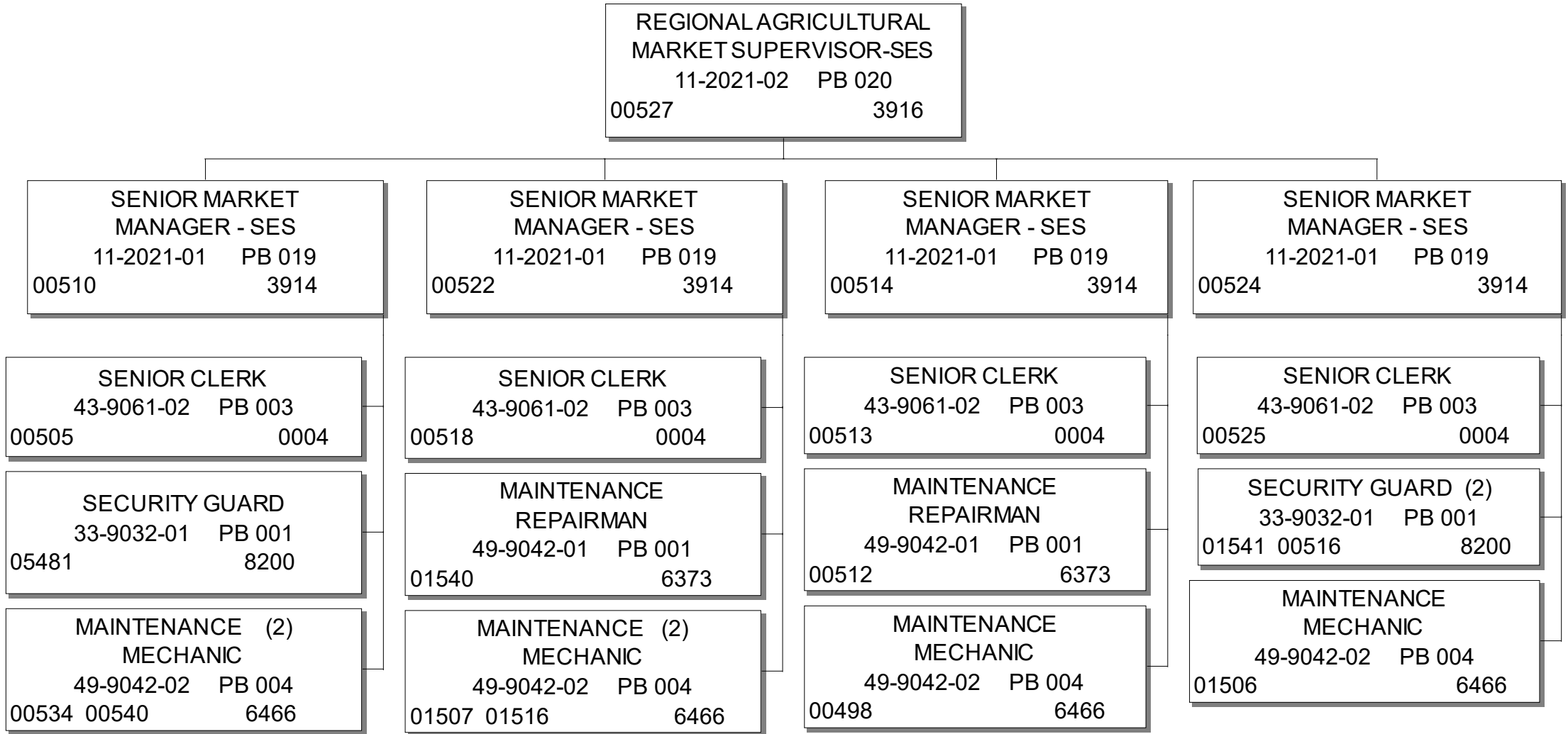
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STATE FARMERS' MARKET
PAGE 1 OF 3



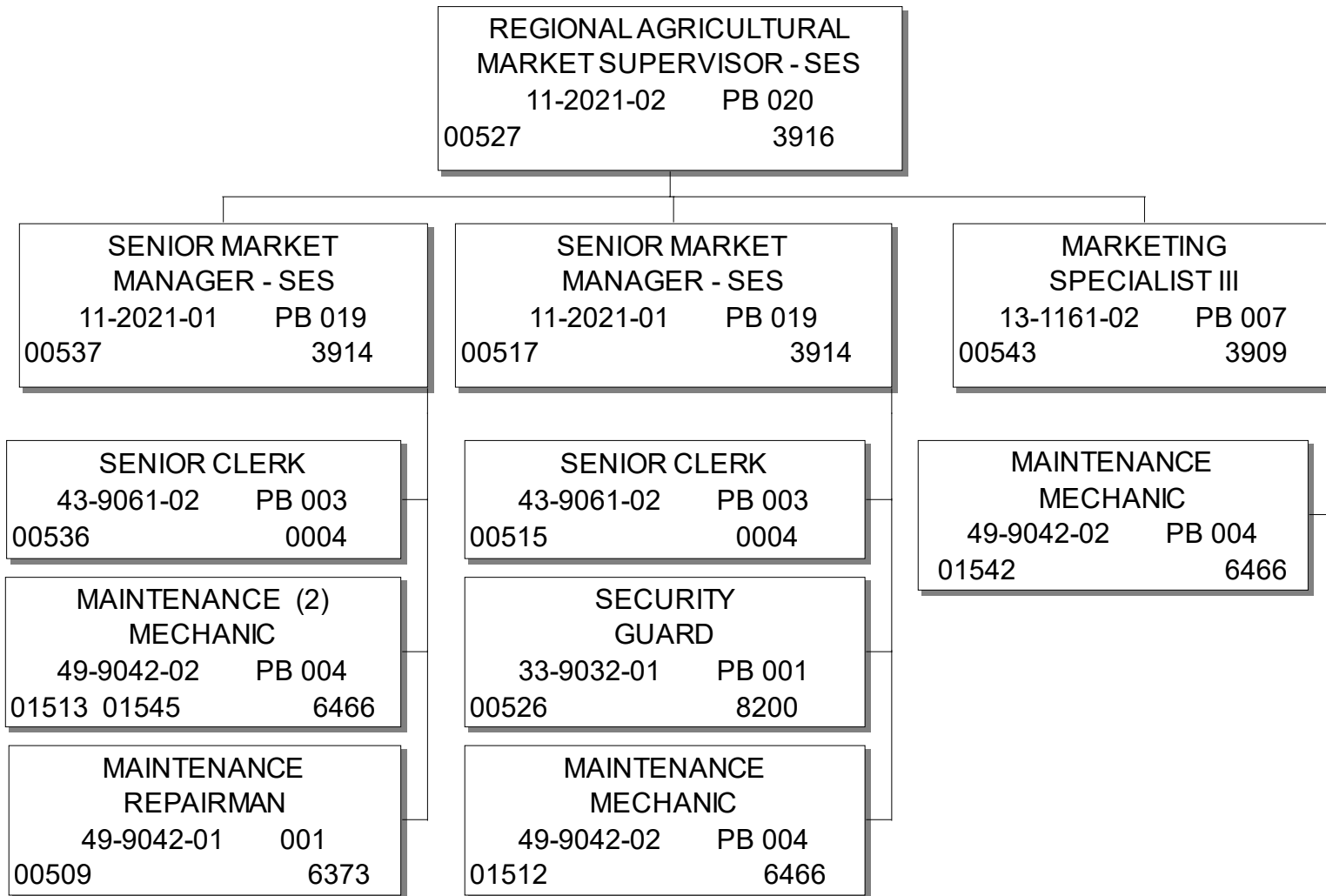
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STATE FARMERS' MARKET
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

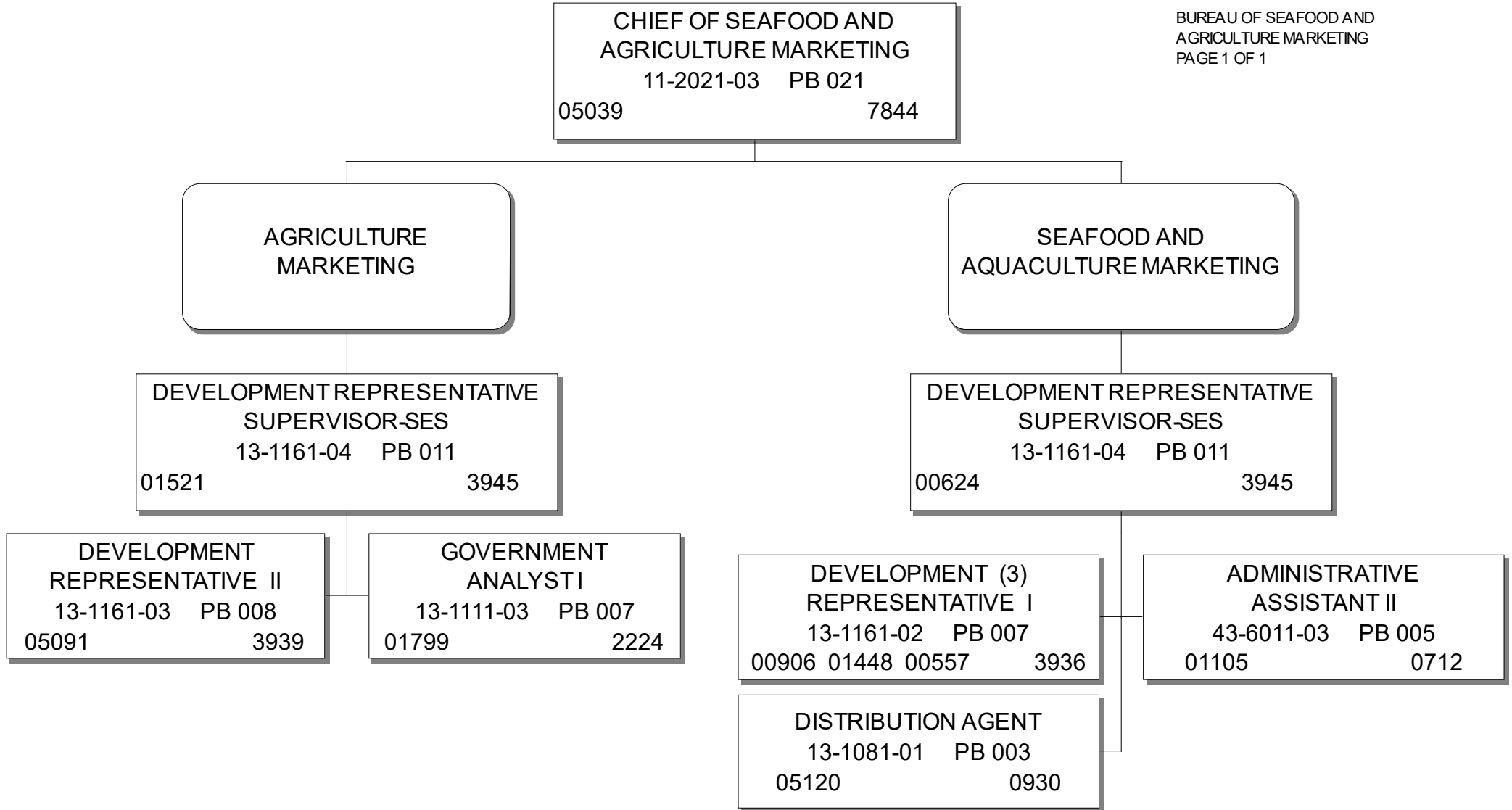
BUREAU OF STATE FARMERS' MARKET
PAGE 3 OF 3



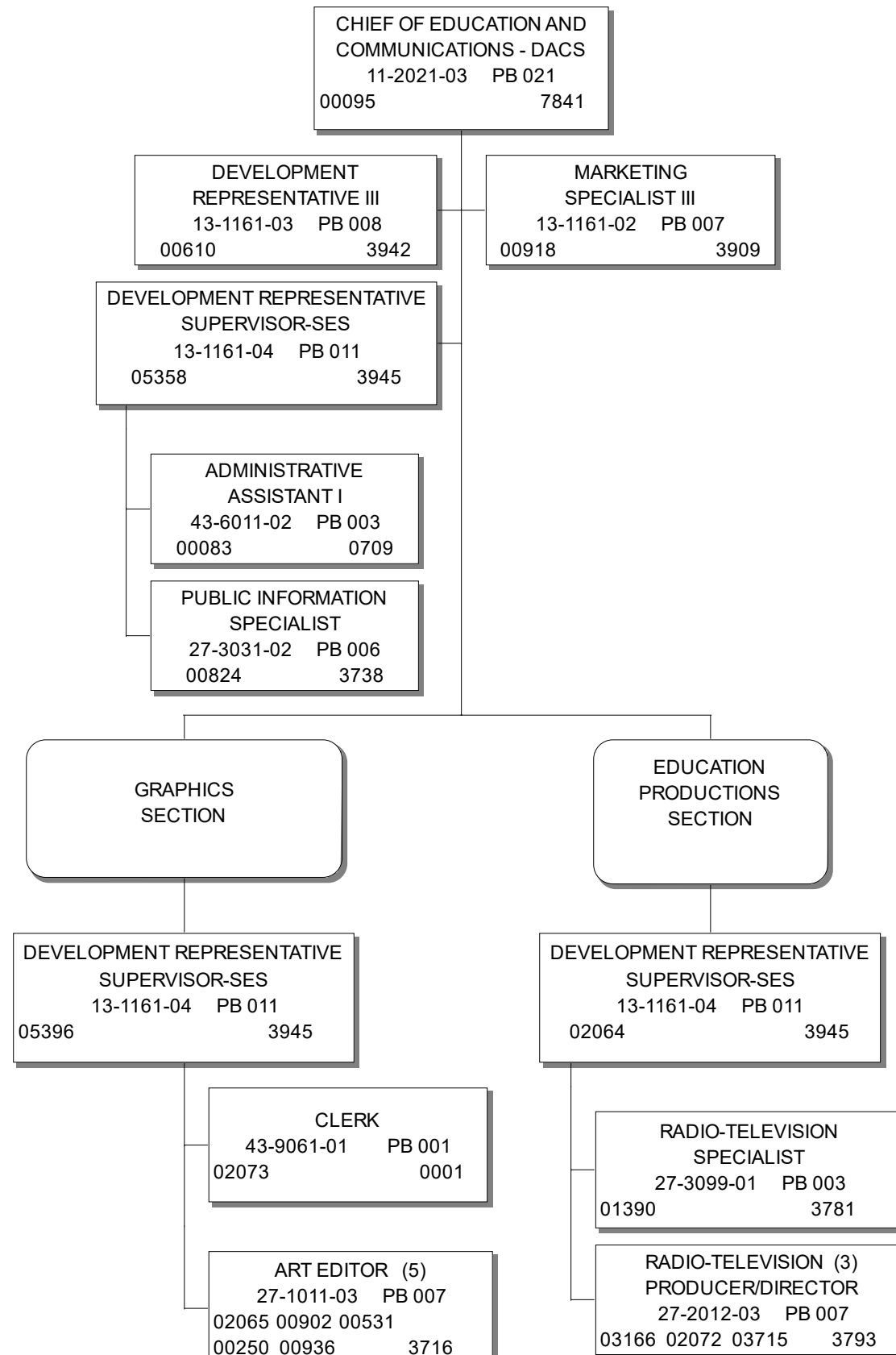
ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 1/14/2020

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

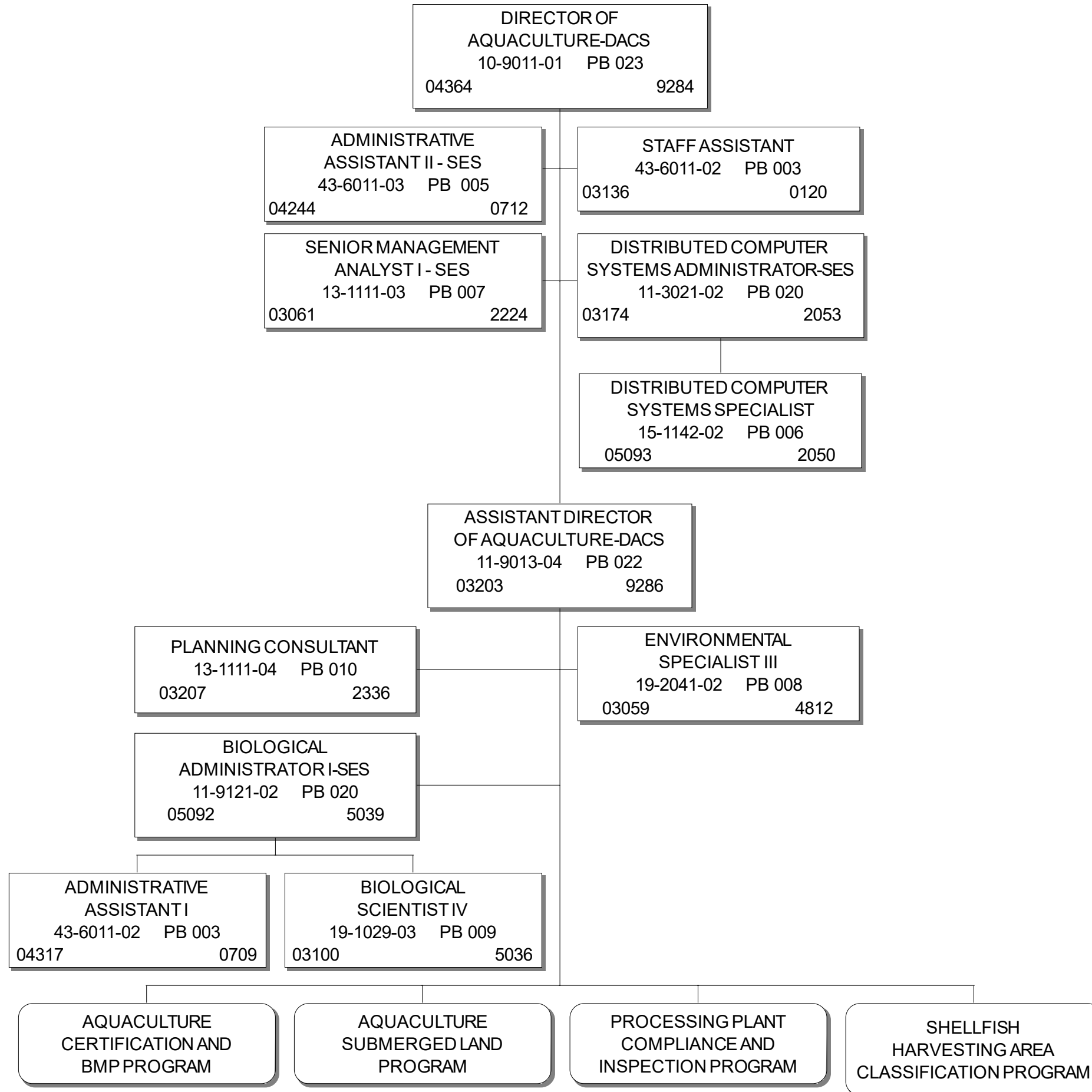
BUREAU OF SEAFOOD AND
AGRICULTURE MARKETING
PAGE 1 OF 1



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

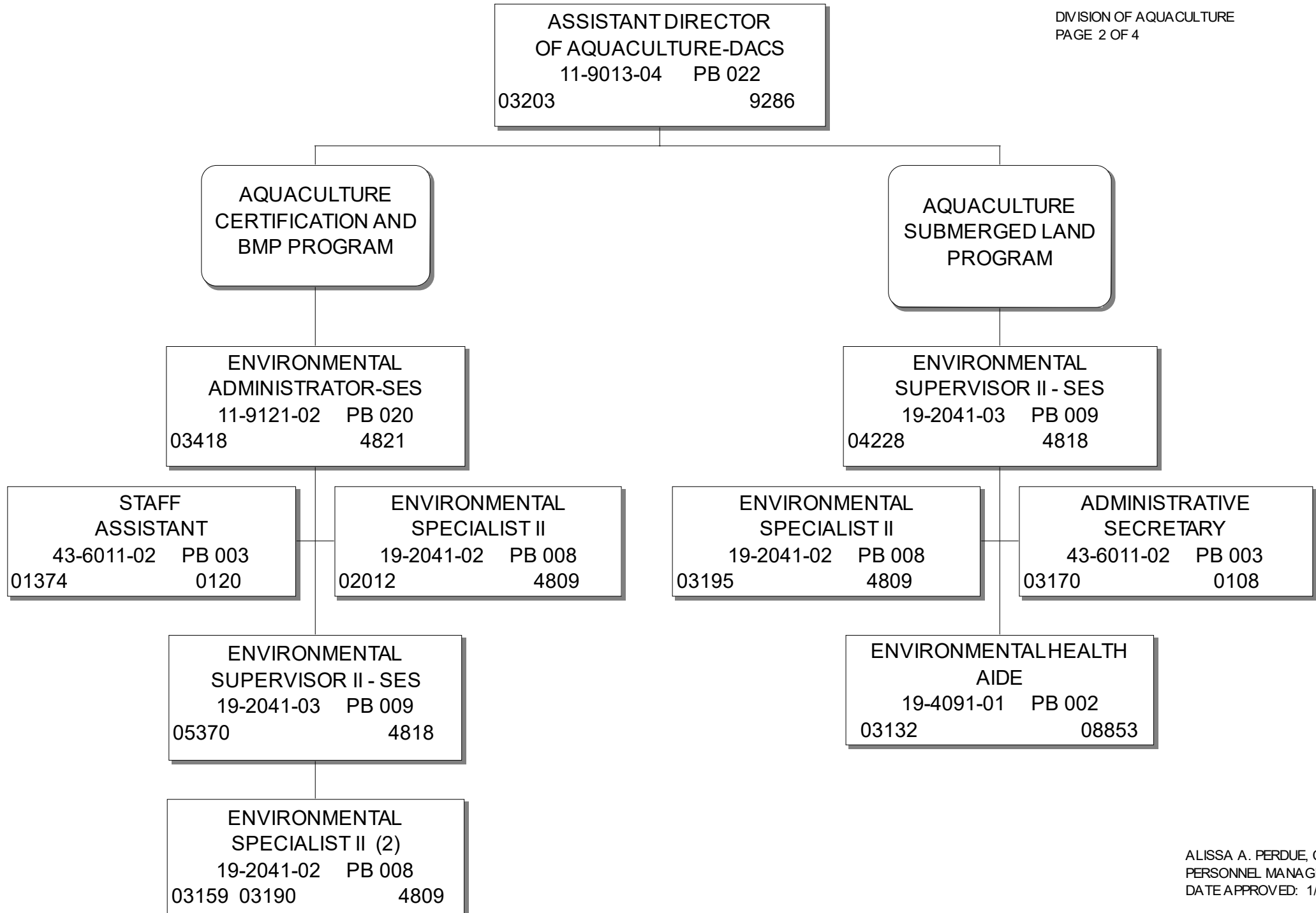


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**



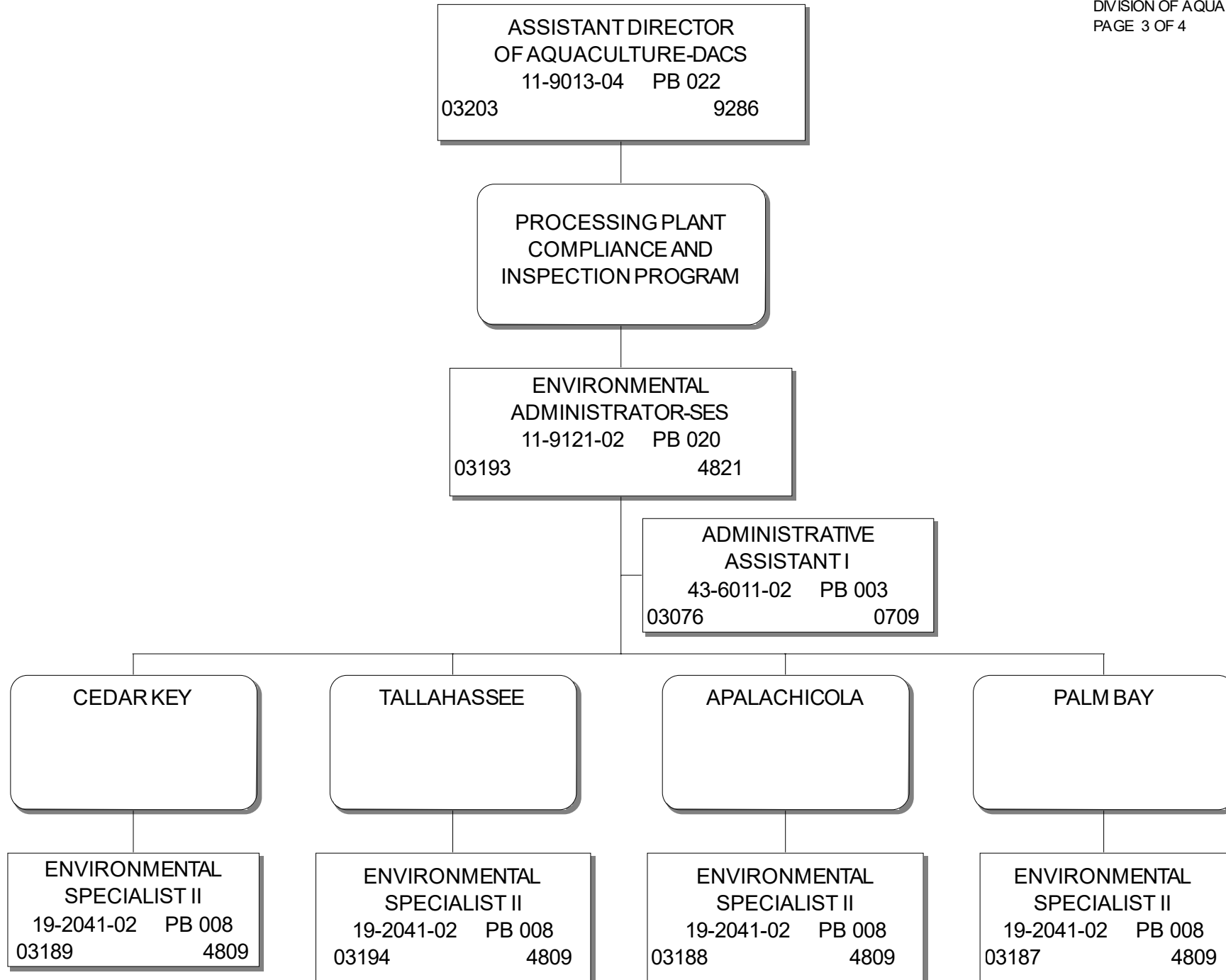
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

DIVISION OF AQUACULTURE
PAGE 2 OF 4



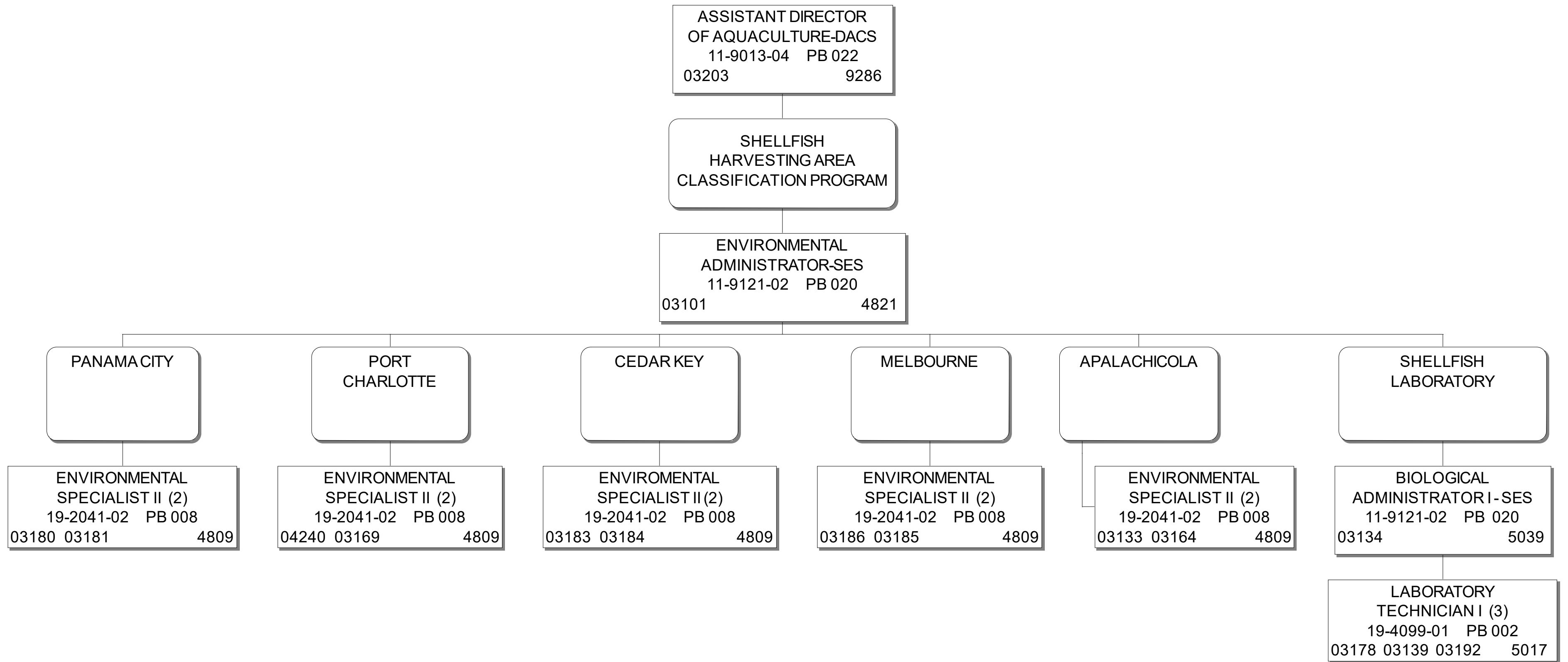
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

DIVISION OF AQUACULTURE
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DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE

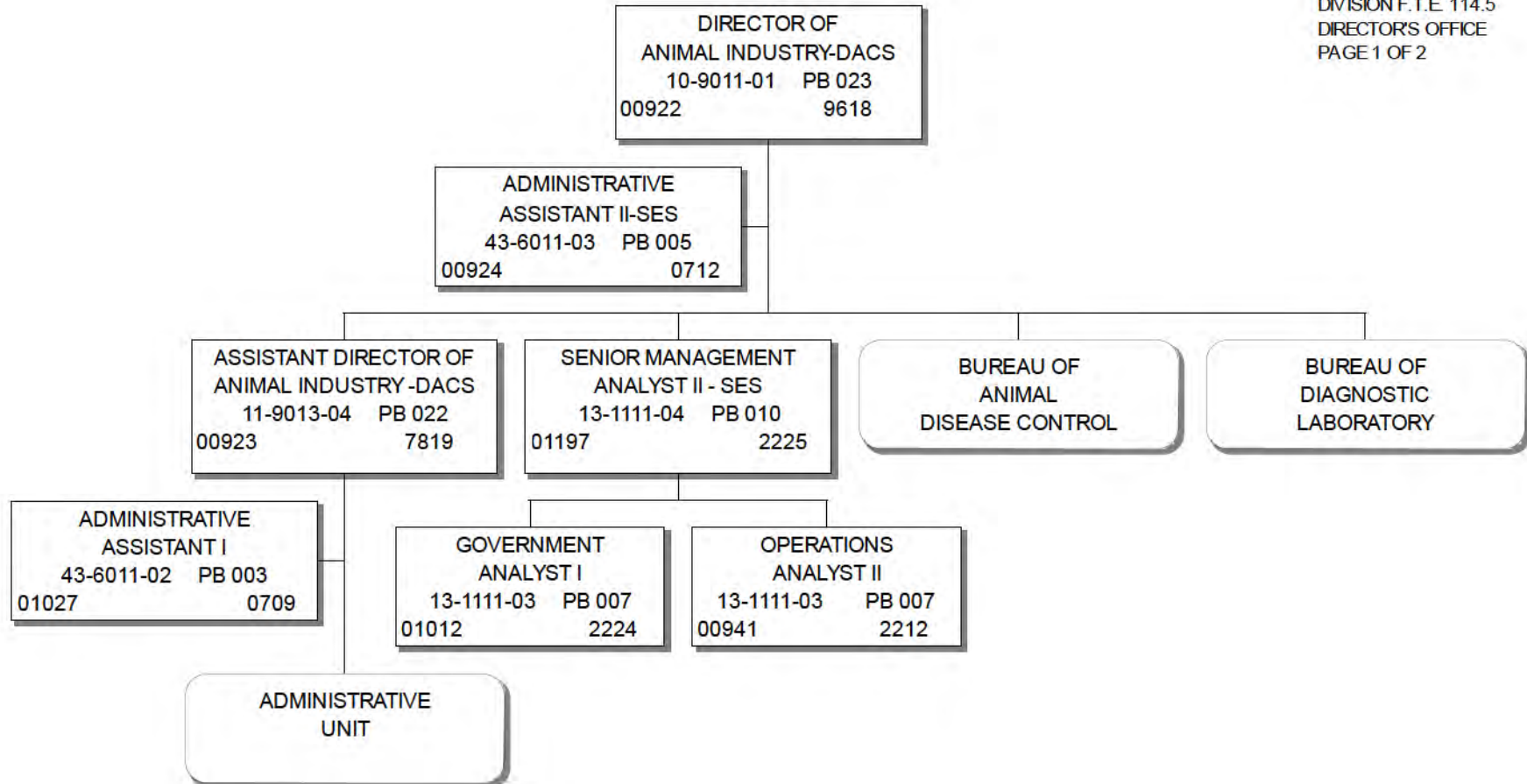
DIVISION OF AQUACULTURE
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/11/2019

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

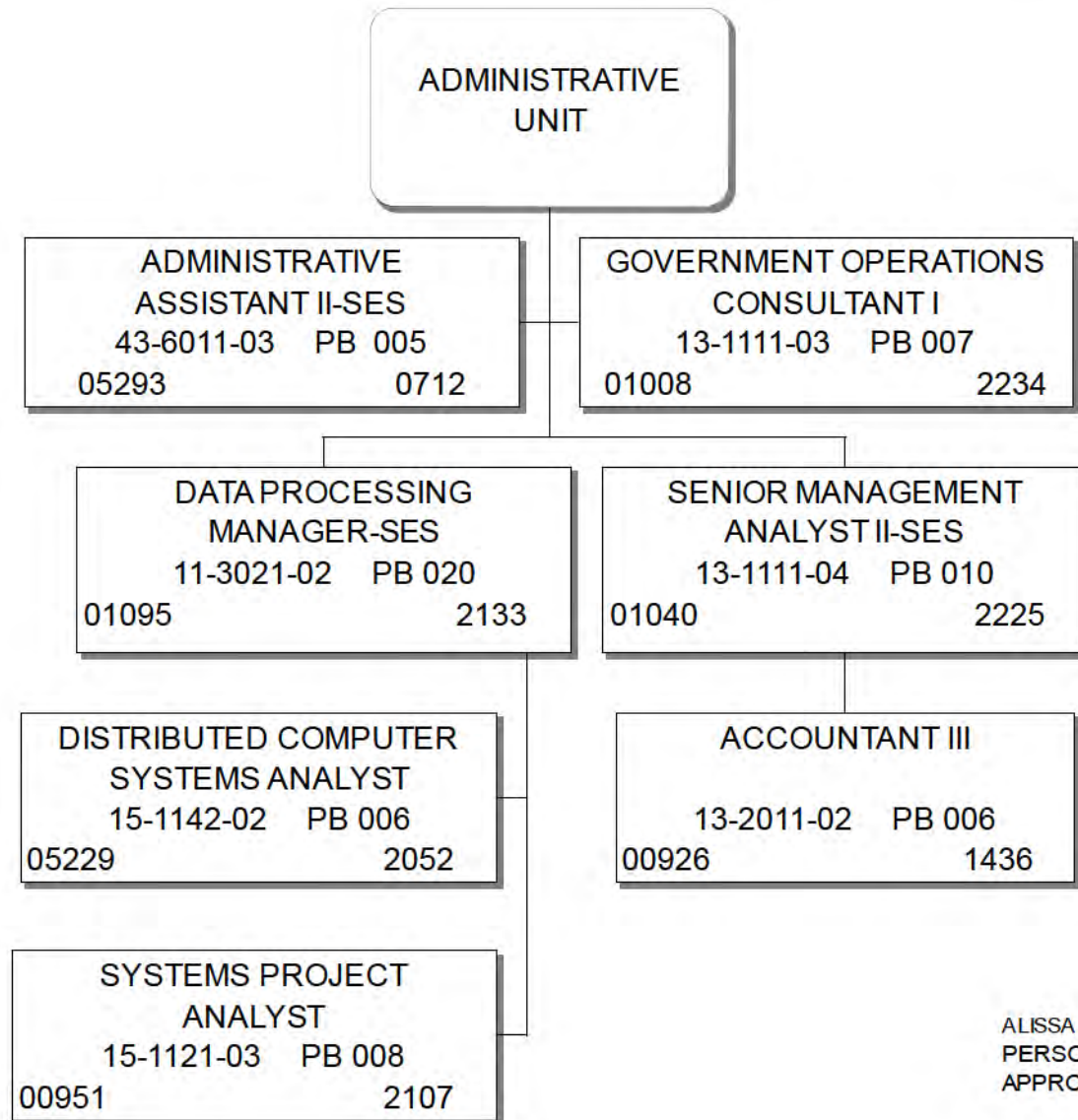
DIVISION F.T.E. 114.5
DIRECTOR'S OFFICE
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/9/2020

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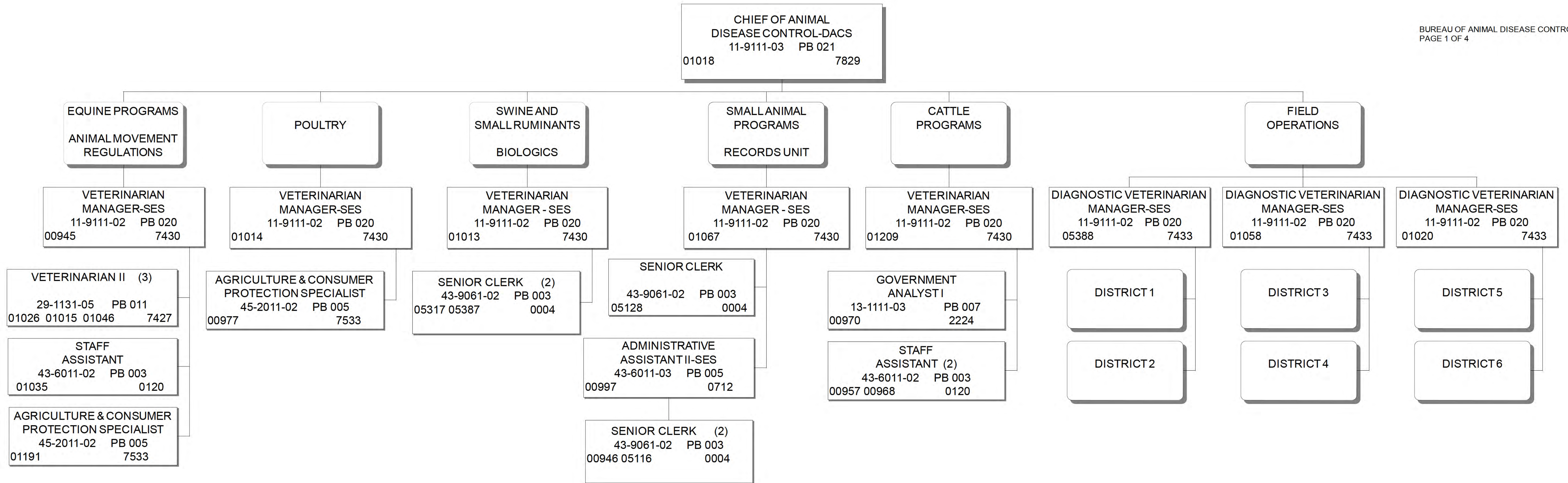
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PAGE 2 OF 2



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2016

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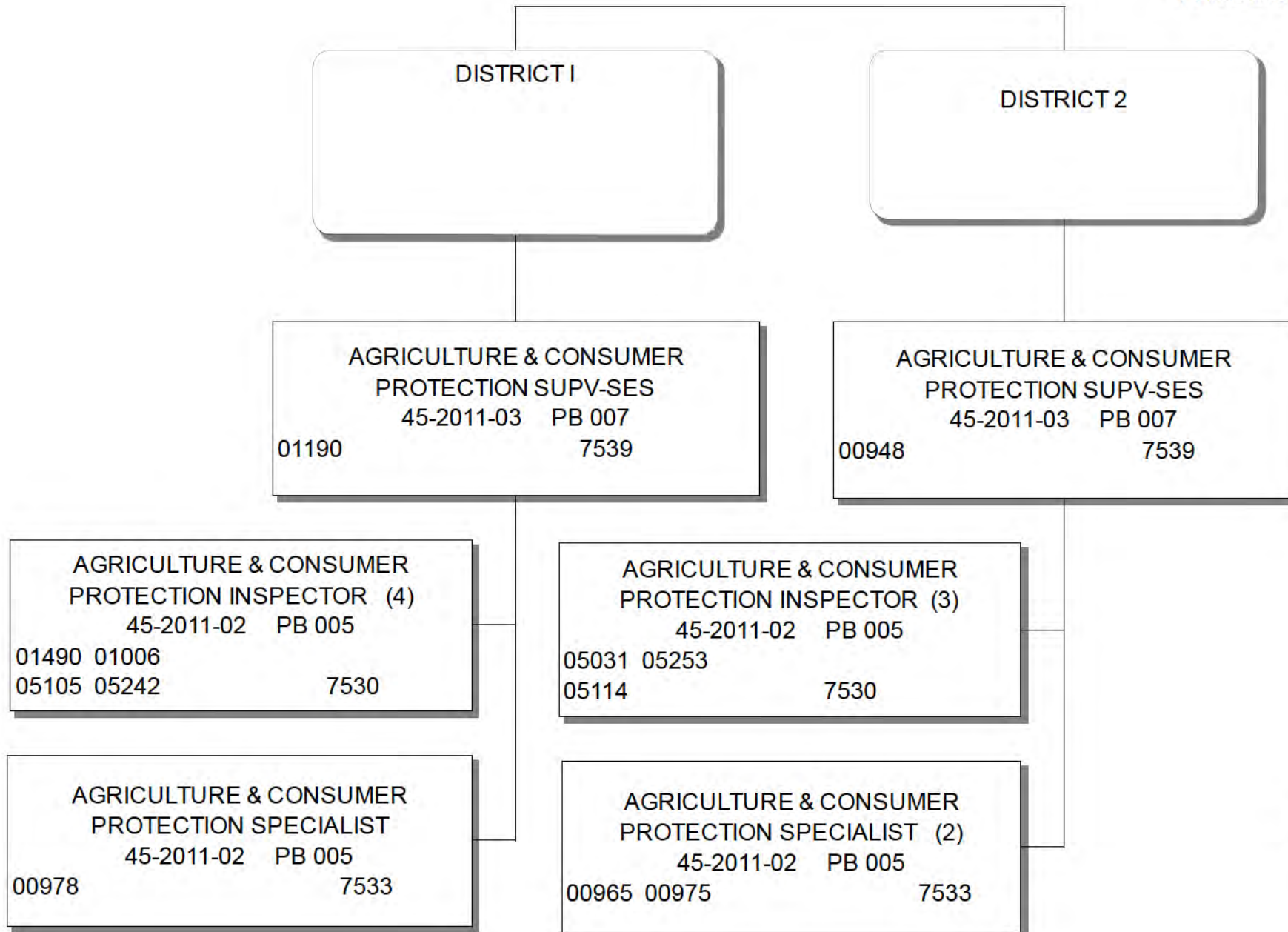
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 1 OF 4



ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 06/11/2021

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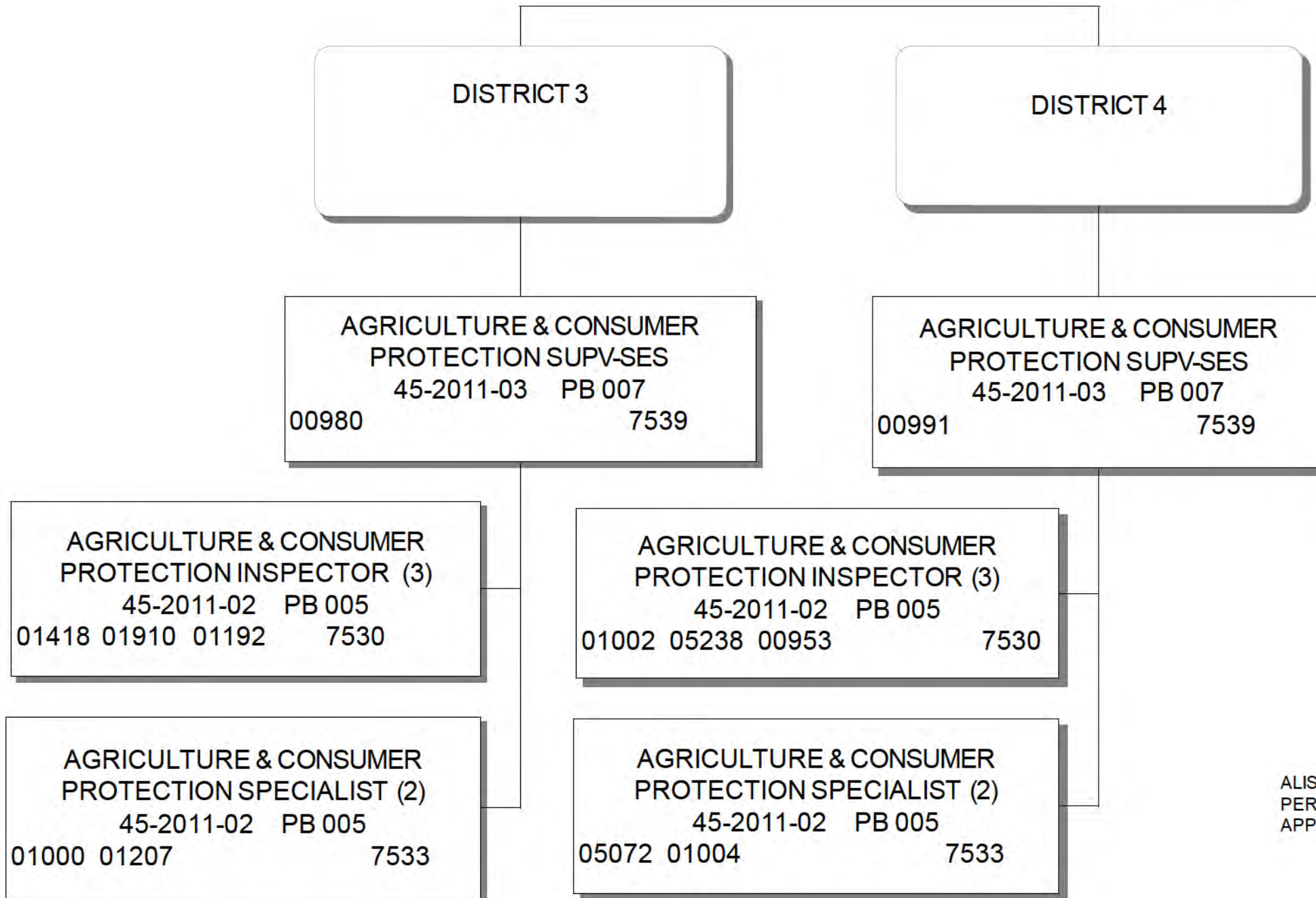
BUREAU OF ANIMAL DISEASE CONTROL
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/19/2020

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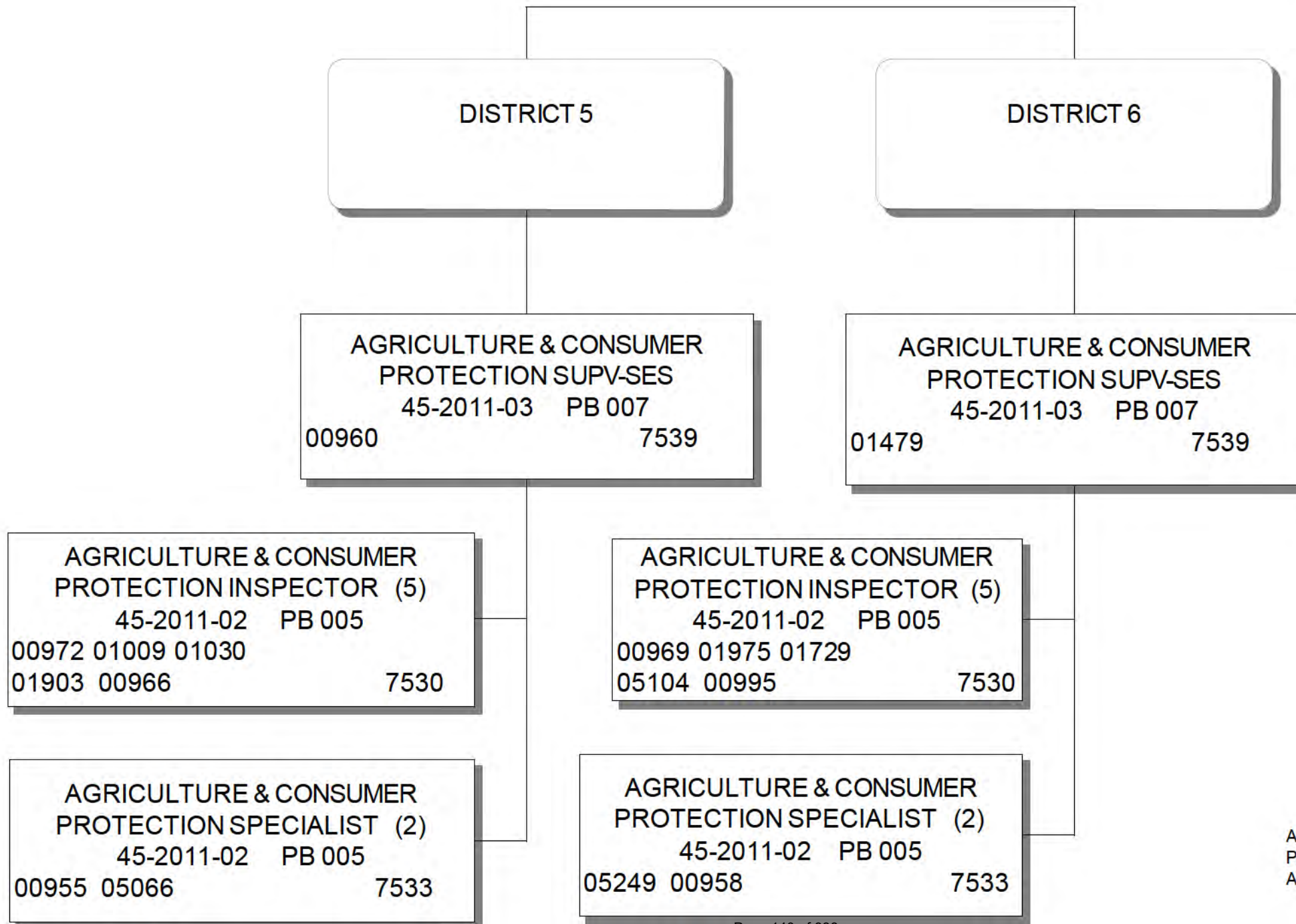
BUREAU OF ANIMAL DISEASE CONTROL
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/11/2020

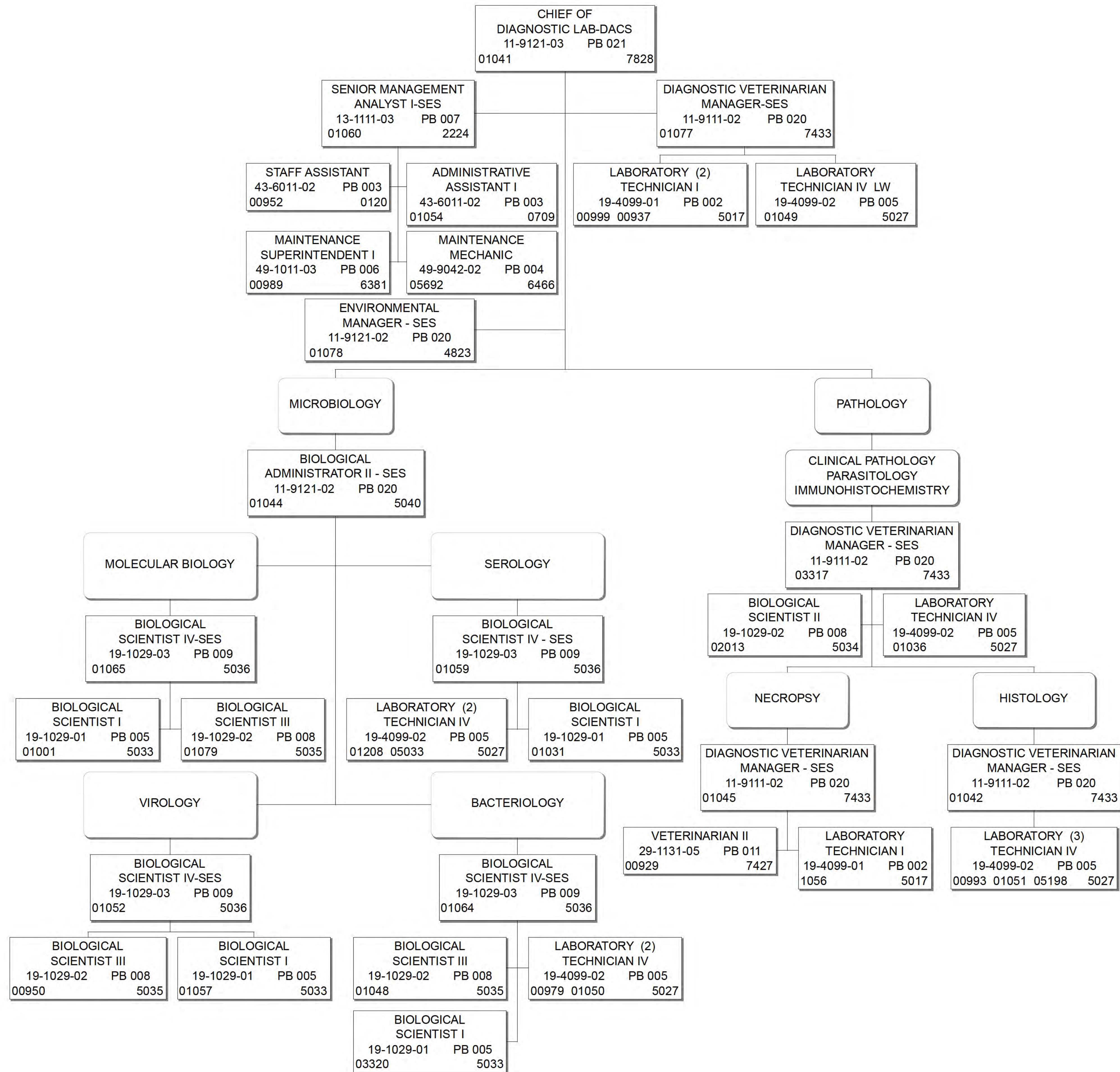
**DEPARTMENT OF AGRICULTURE
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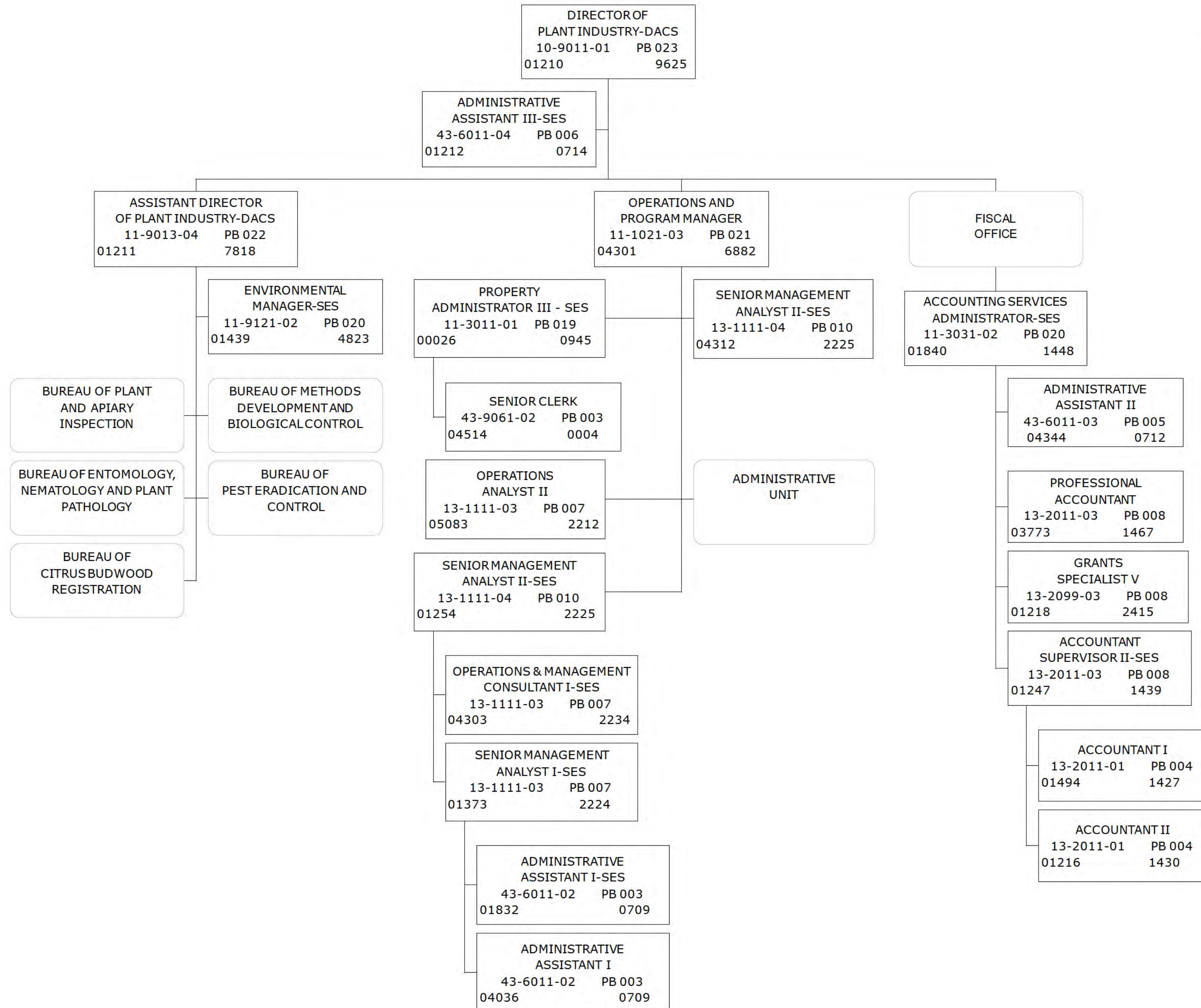
ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 04/25/2014

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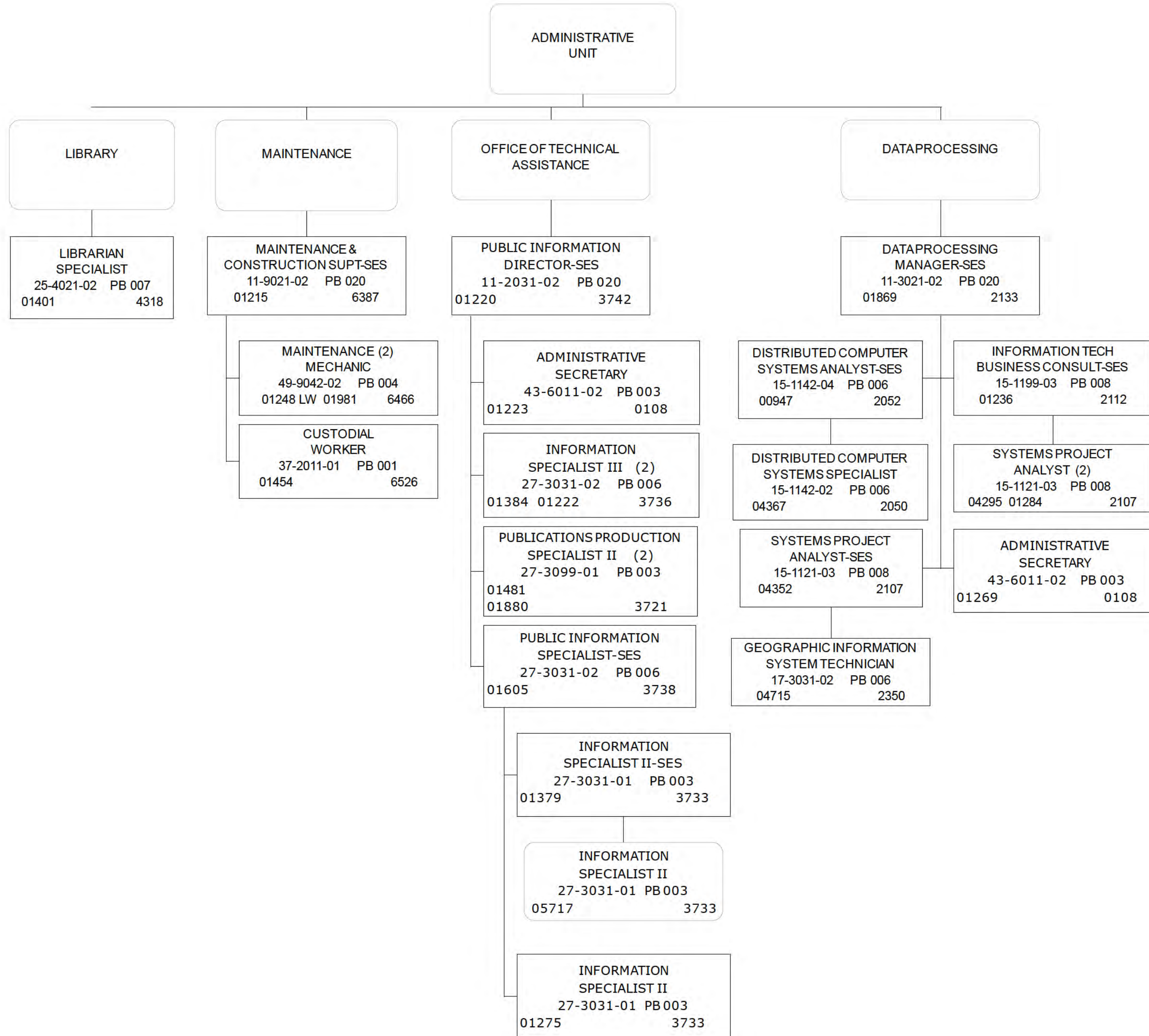
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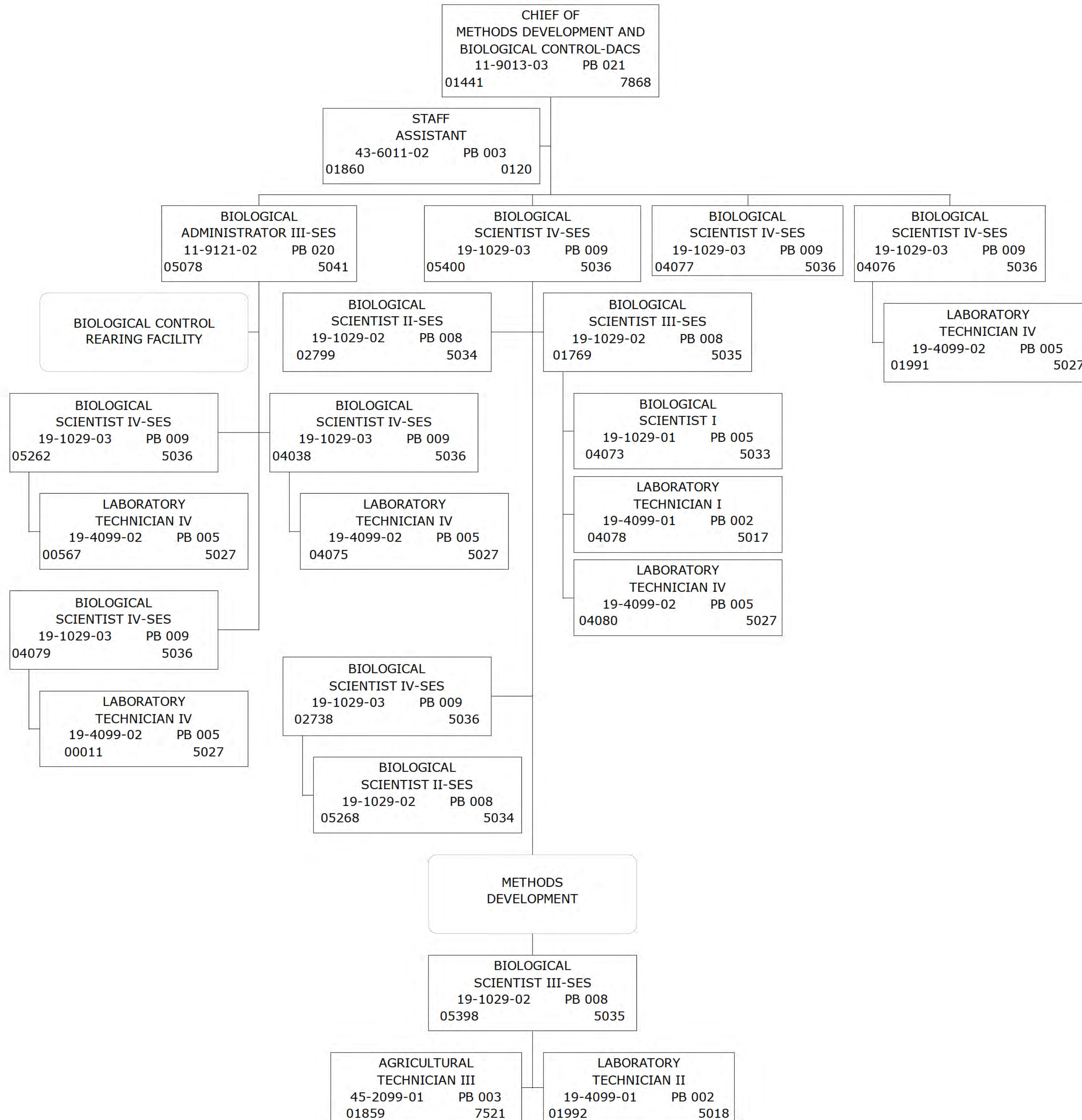


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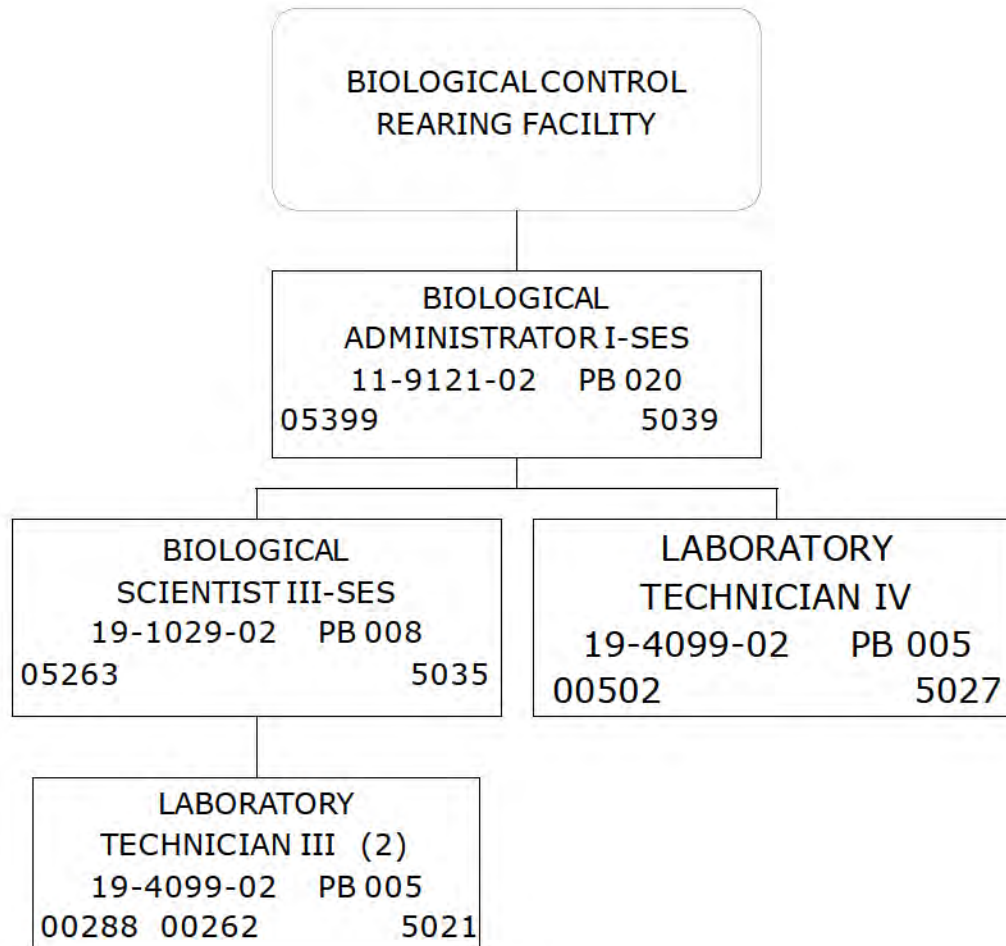
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**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**



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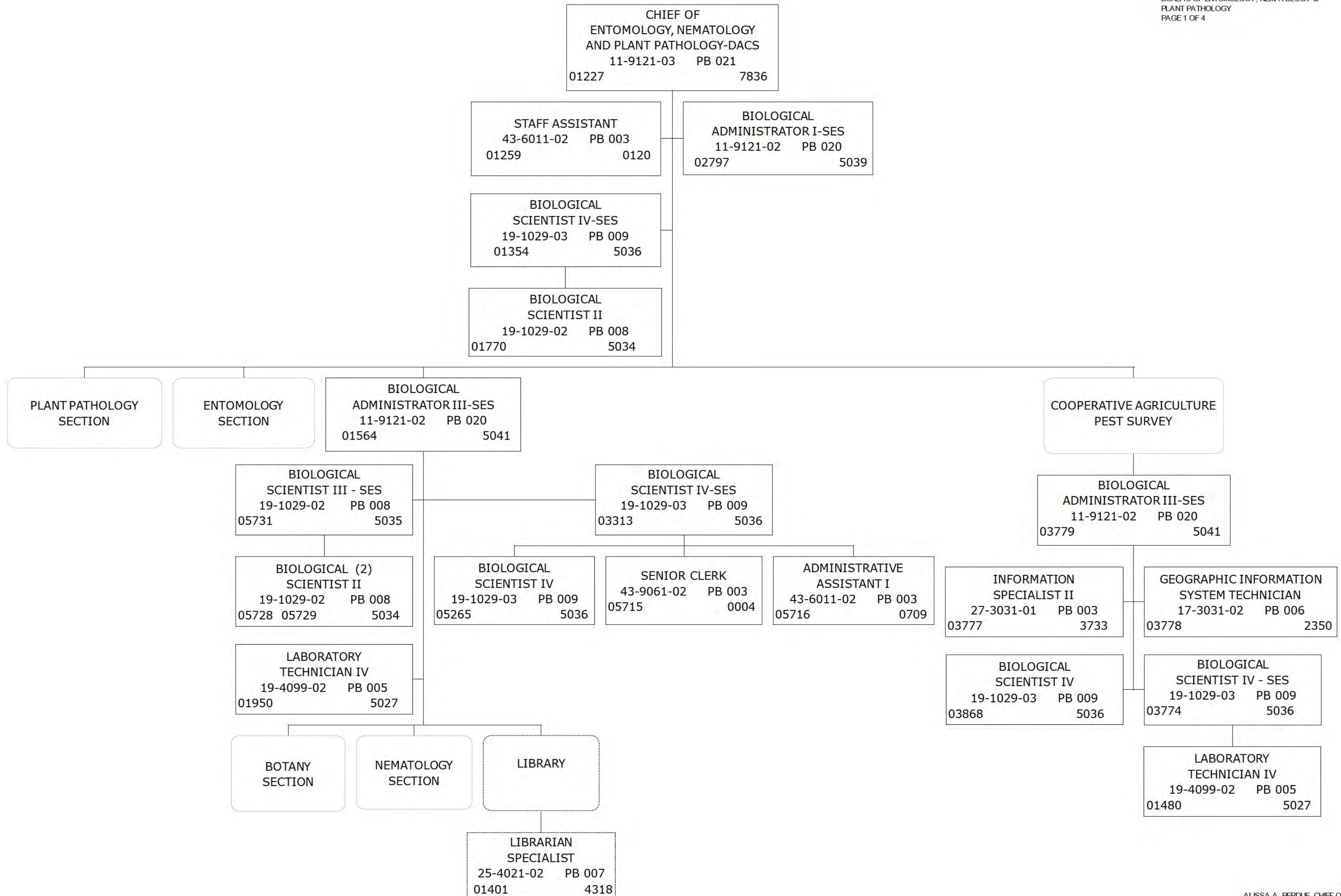


BUREAU OF METHODS DEVELOPMENT
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/30/2018

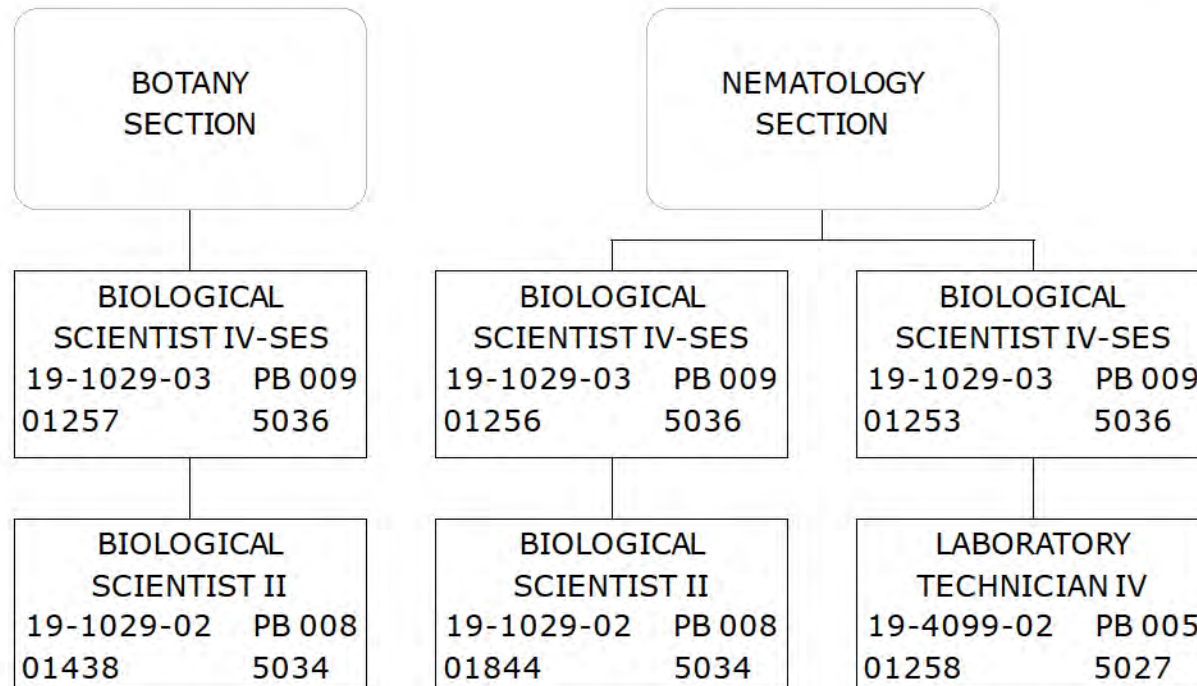
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DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLOGY, NEMATOTOLOGY &
PLANT PATHOLOGY
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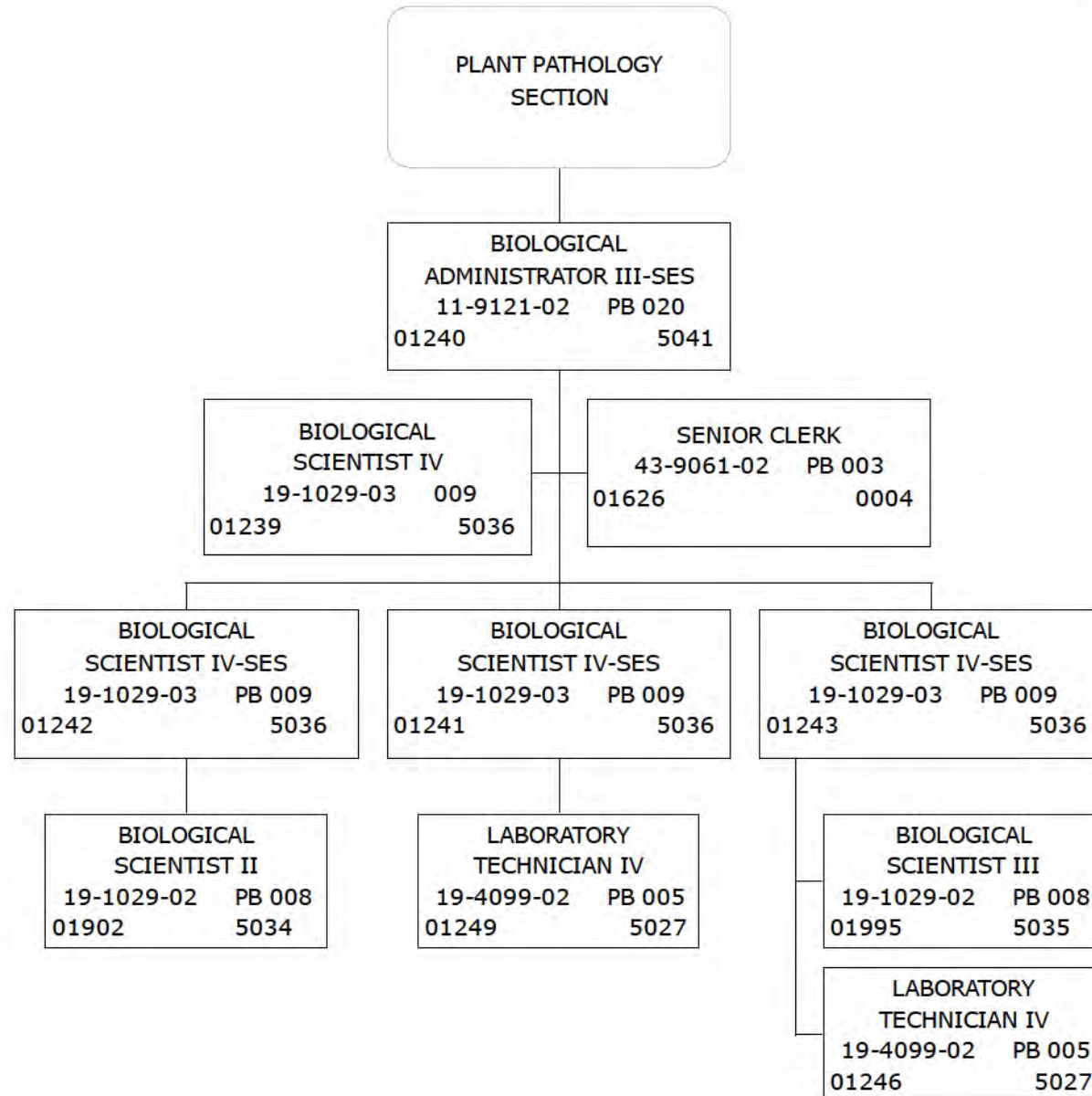
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DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLOGY, NEMATOLGY AND
PLANT PATHOLOGY
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DIVISION OF PLANT INDUSTRY**

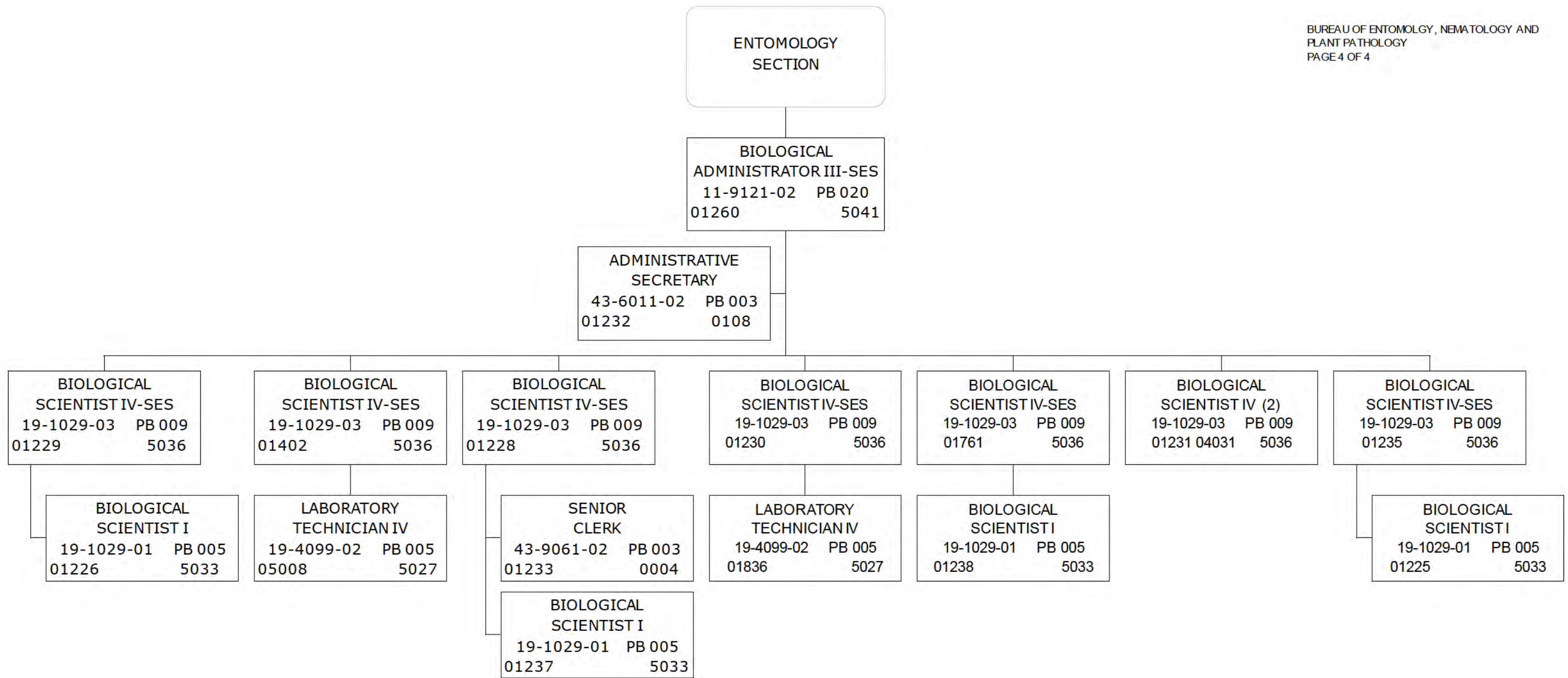
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PLANT PATHOLOGY
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/30/2016

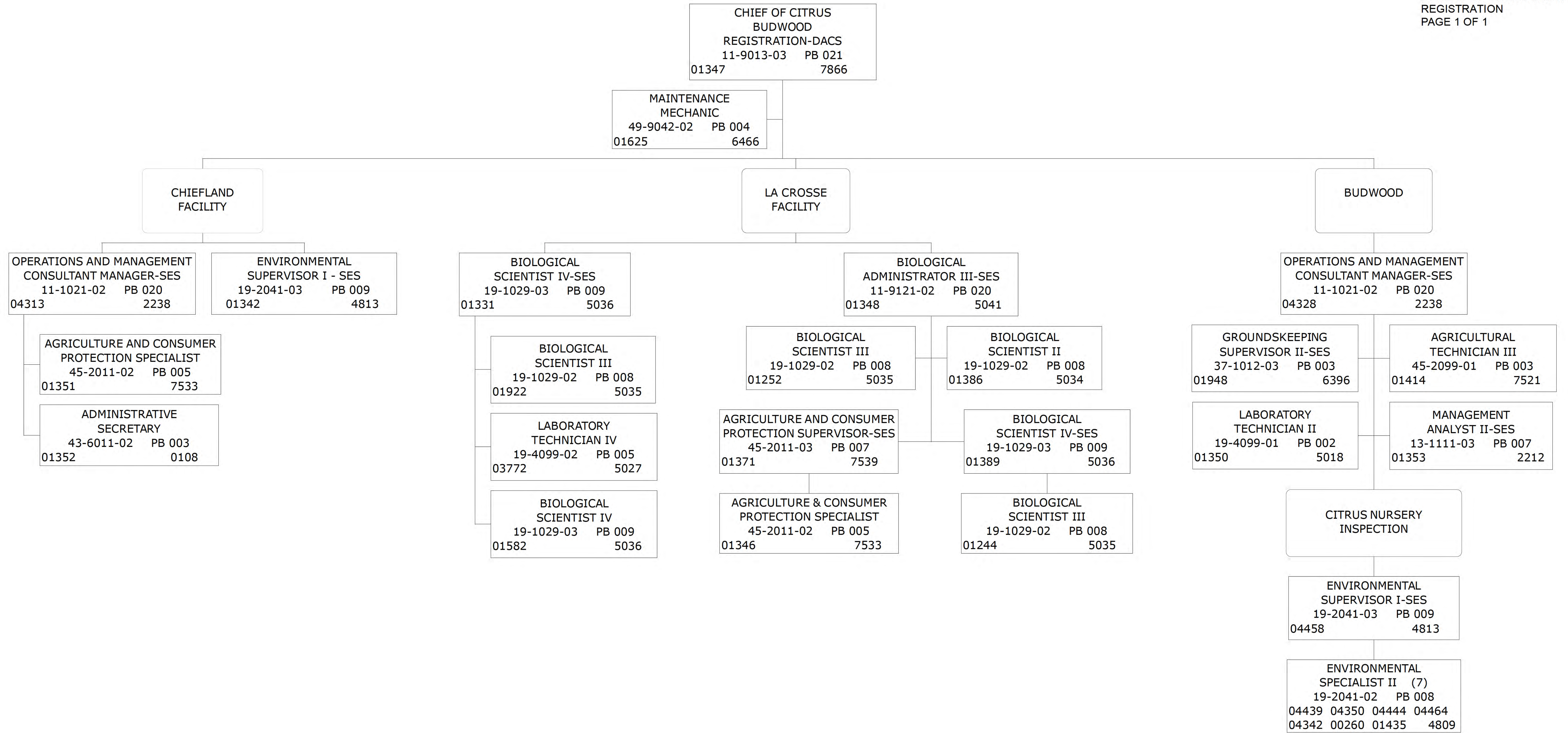
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DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLGY, NEMATOLGY AND
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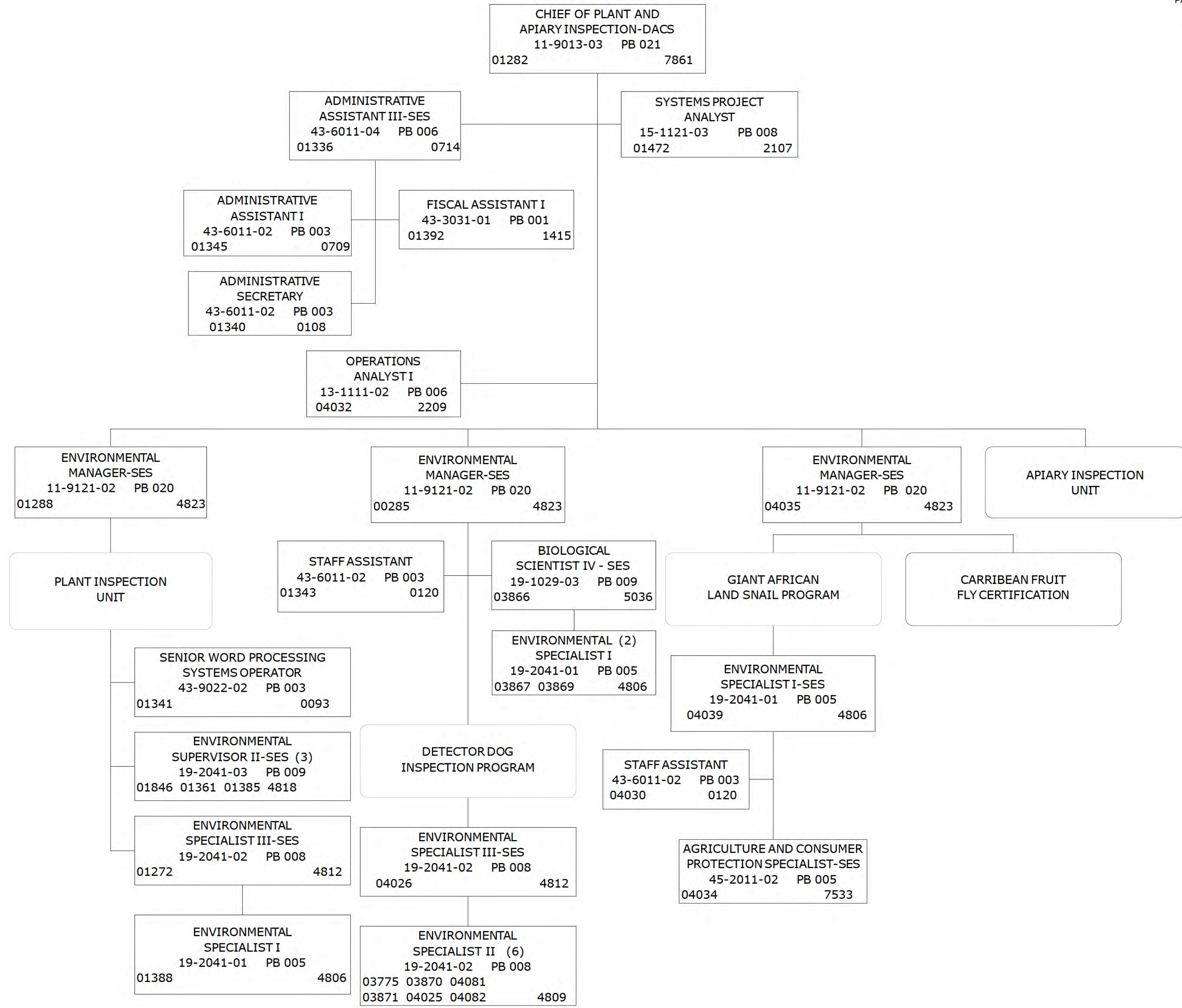
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BUREAU OF CITRUS BUDWOOD
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE:9/24/2019

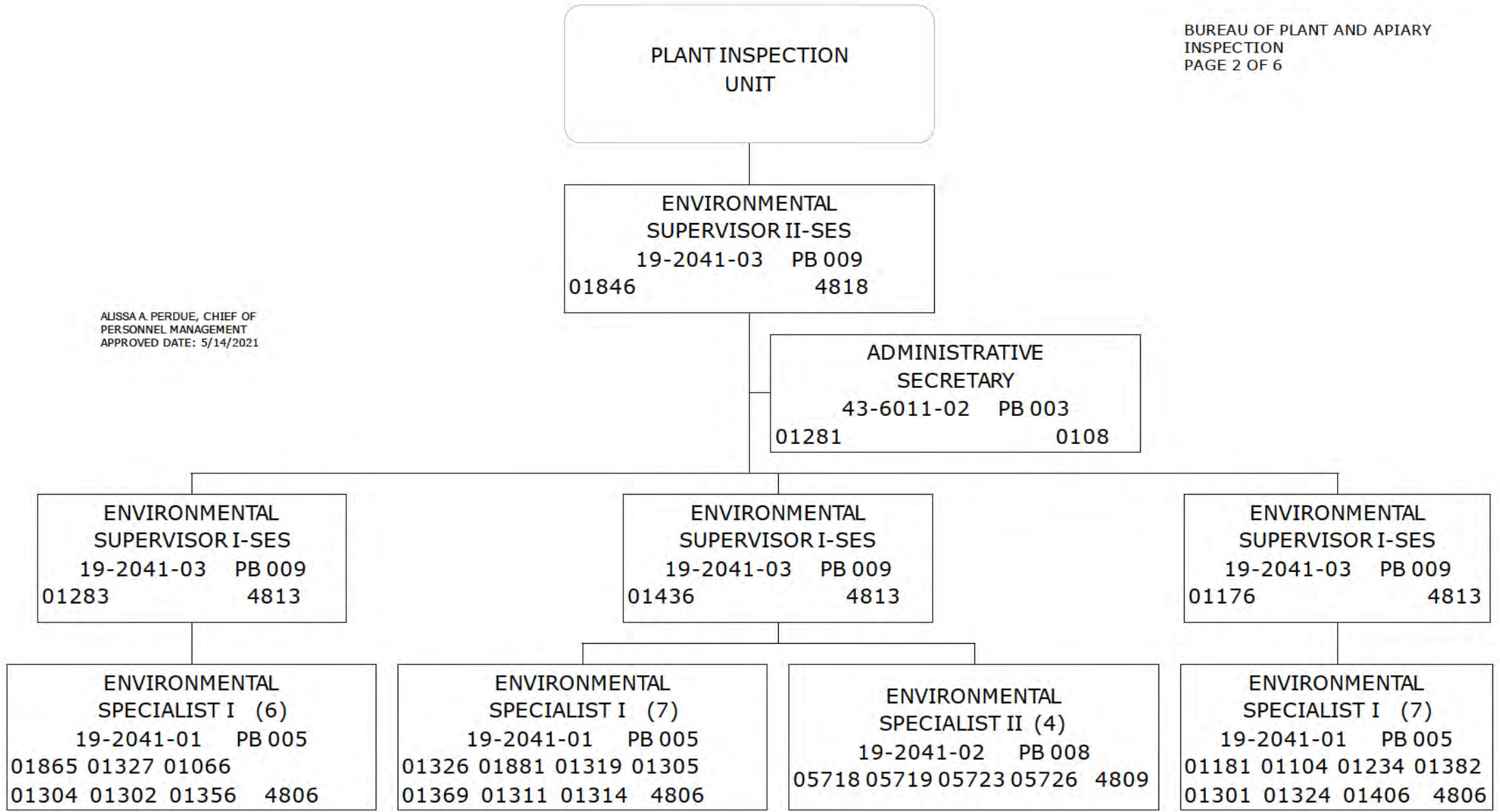
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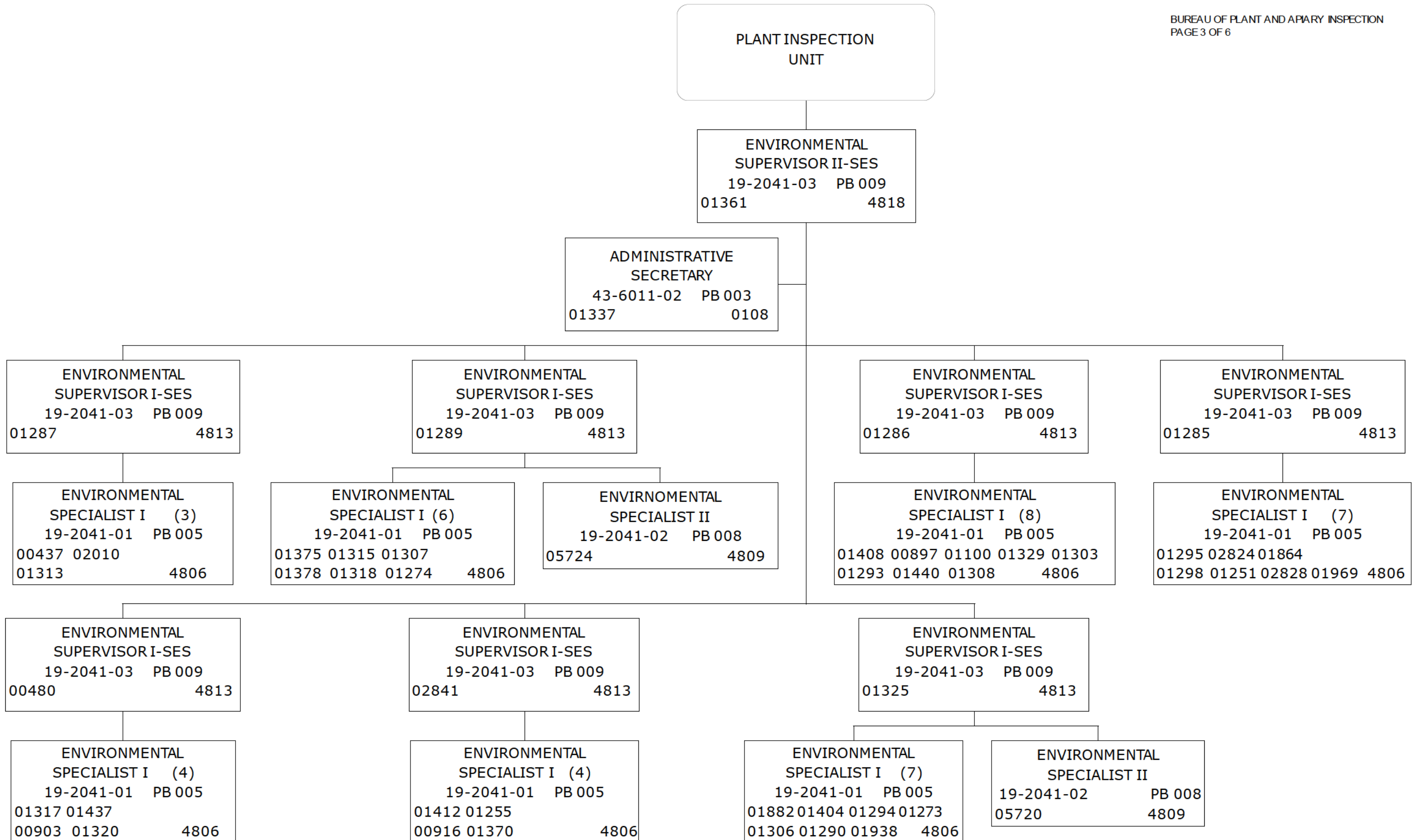
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ALISSA A. PERDUE, CHIEF OF
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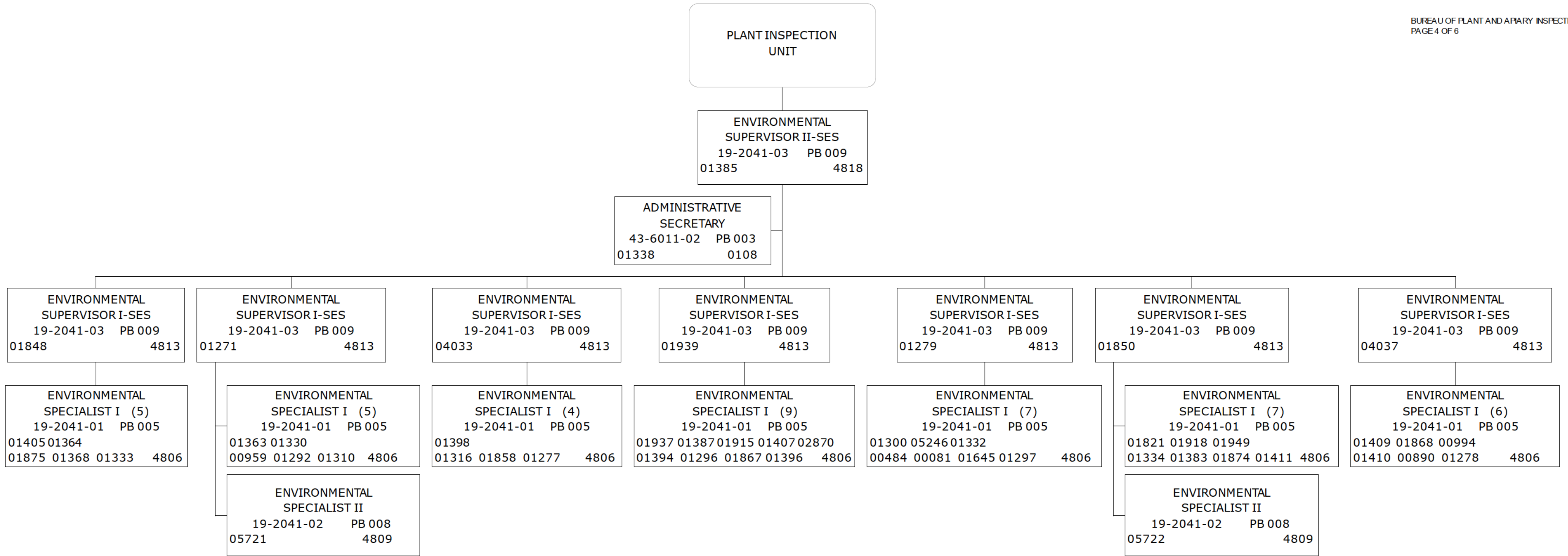


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BUREAU OF PLANT AND APARY INSPECTION
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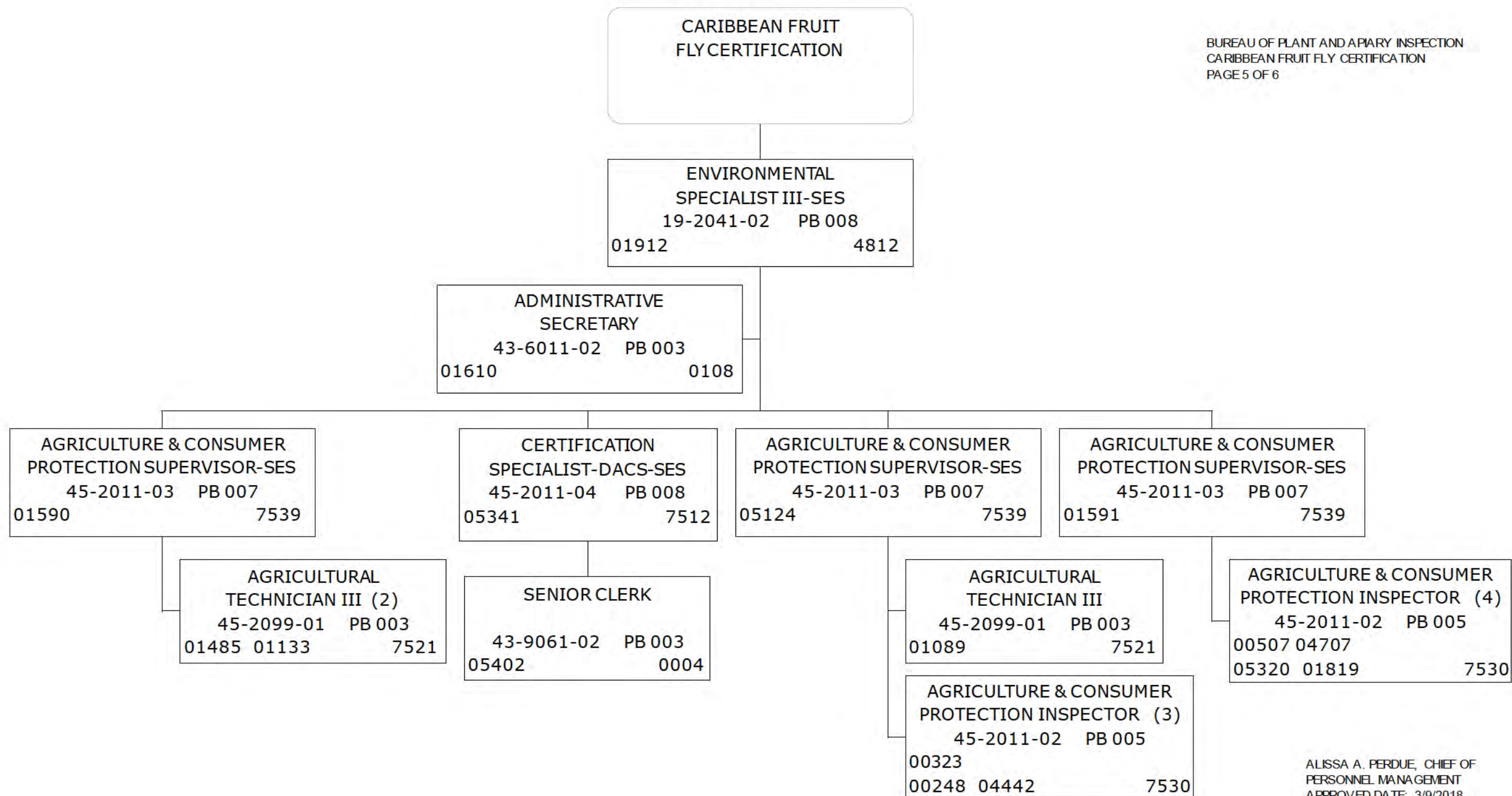


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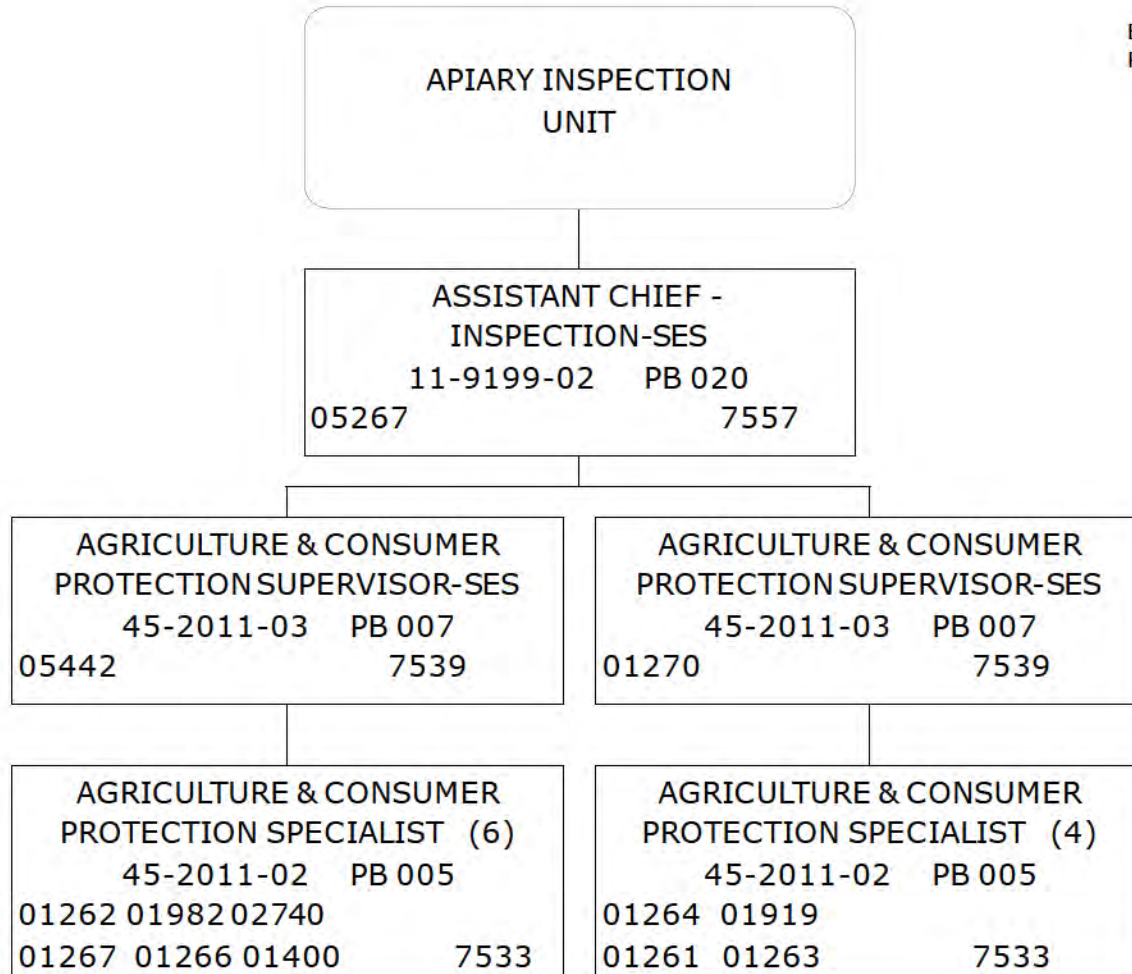
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
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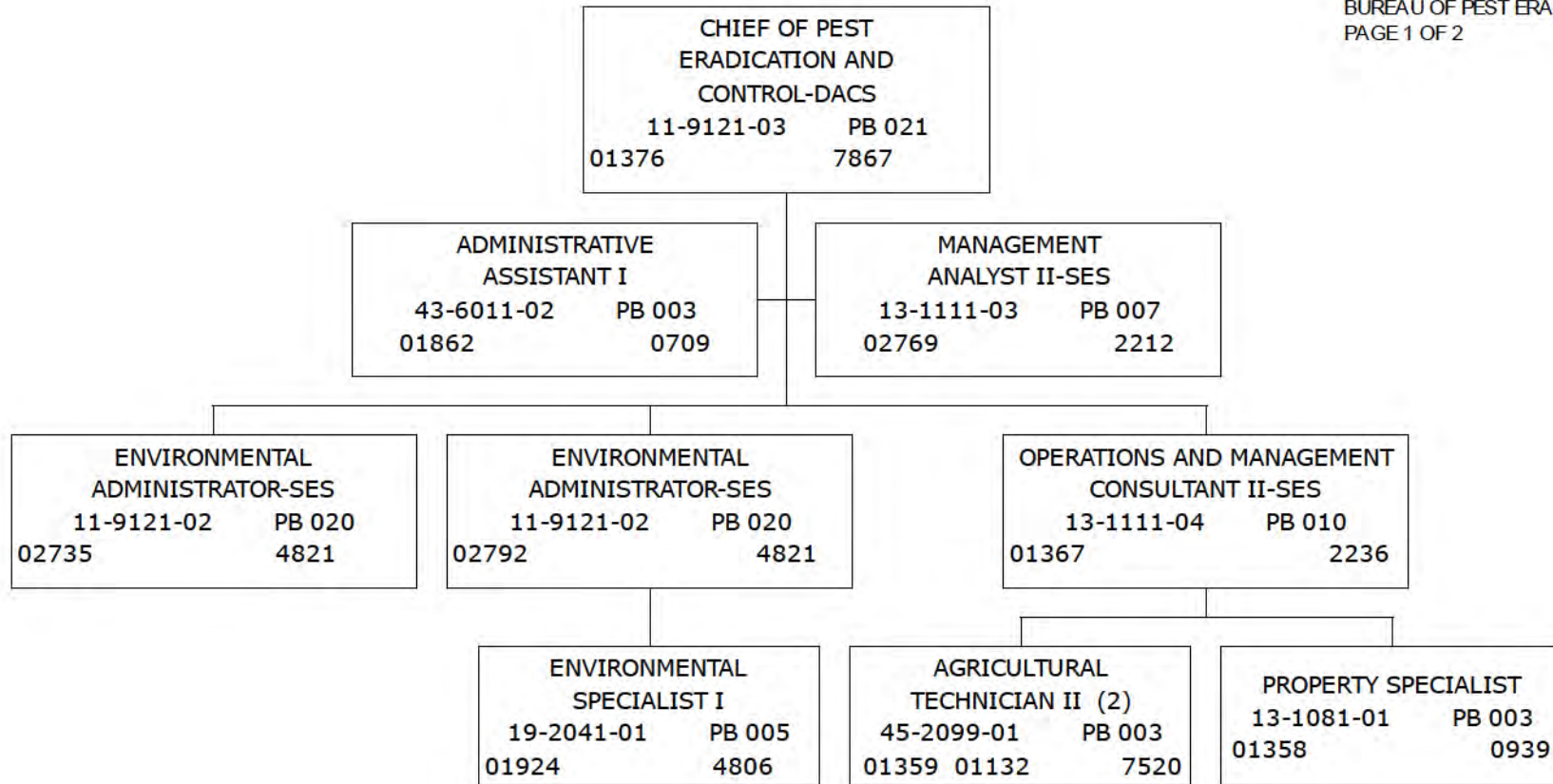
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BUREAU OF PLANT AND APIARY INSPECTION
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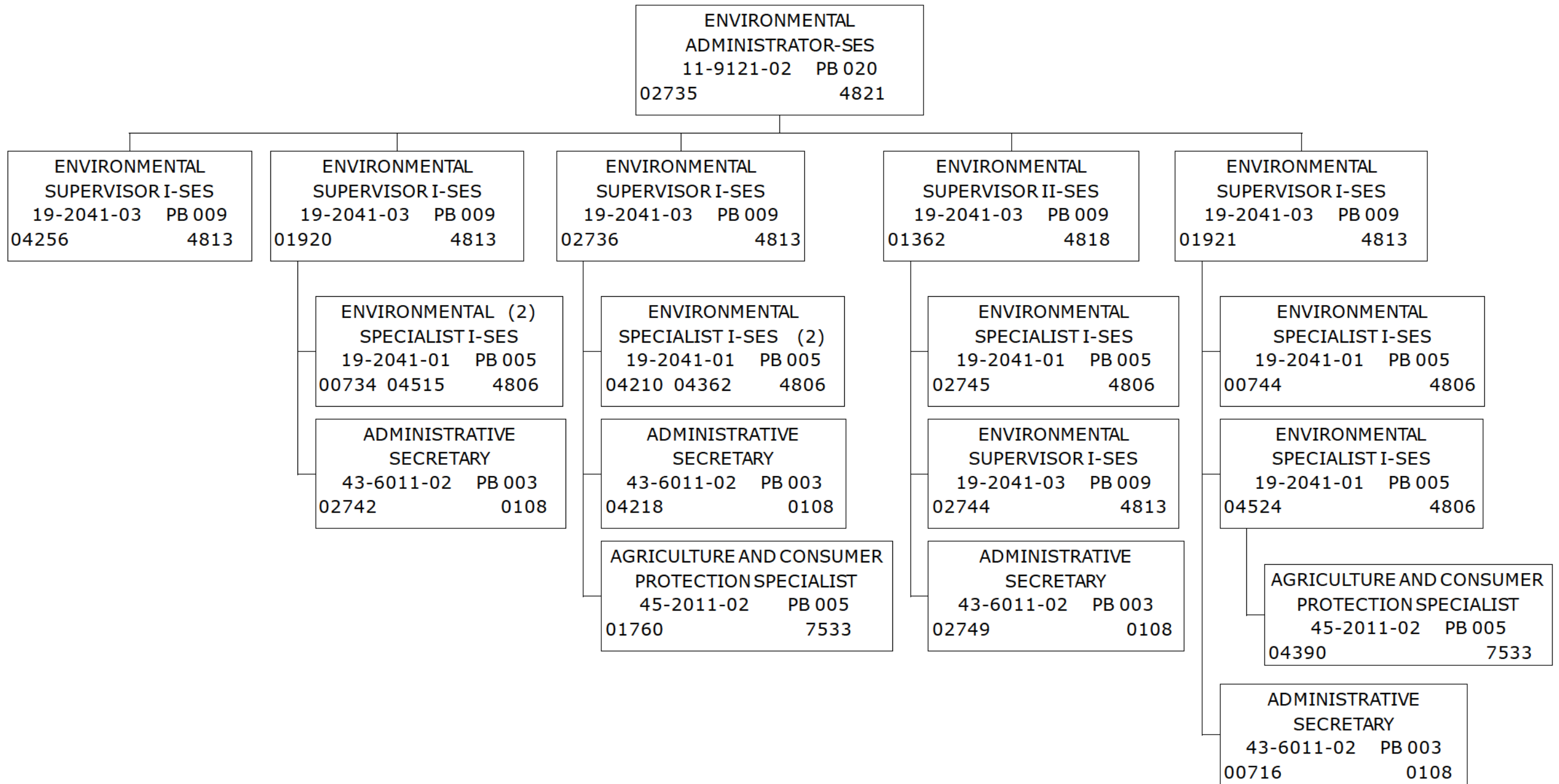
BUREAU OF PEST ERADICATION & CONTROL
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ALISSA A. PERDUE, CHIEF OF
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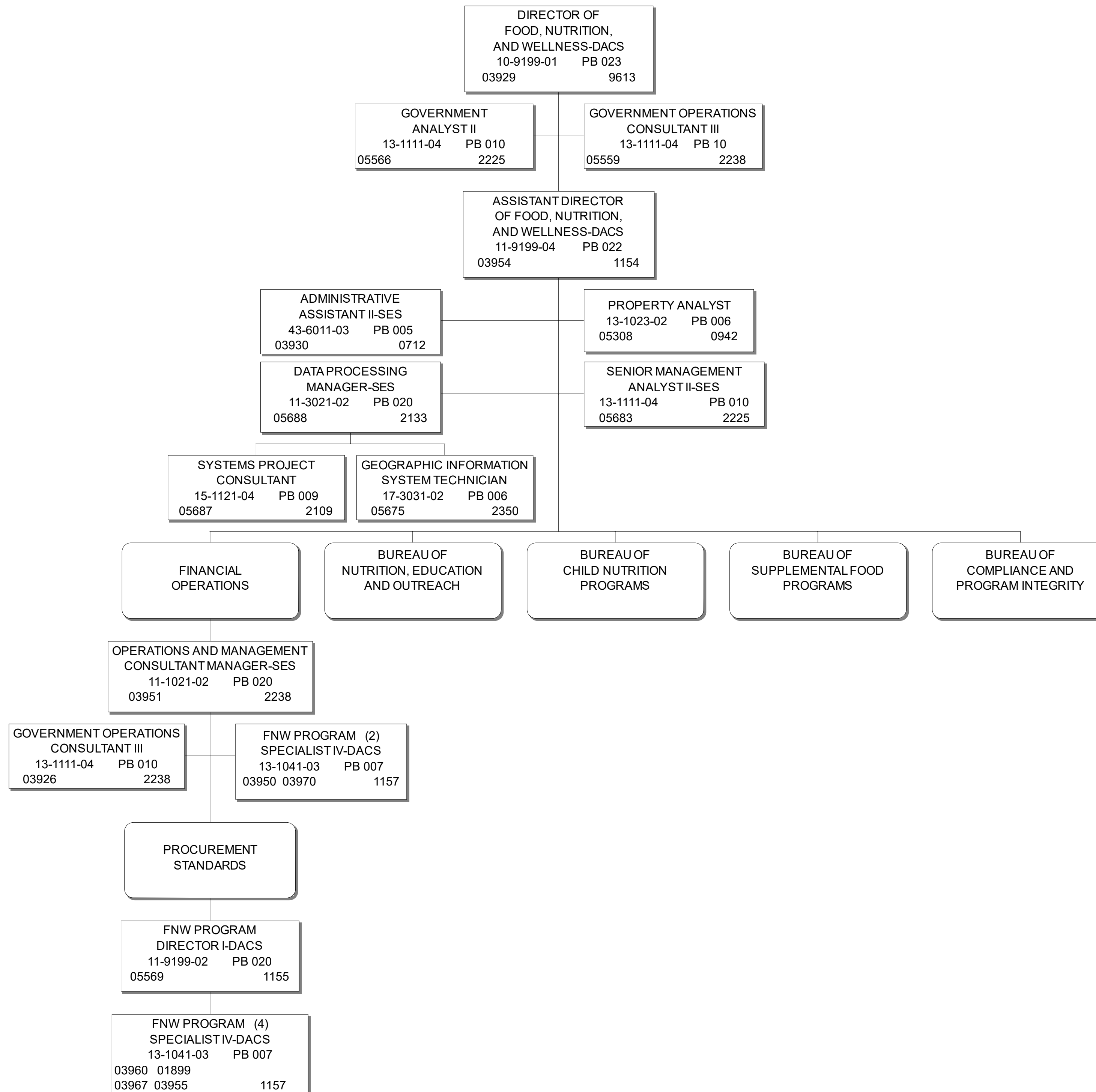
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BUREAU OF PEST ERADICATION & CONTROL
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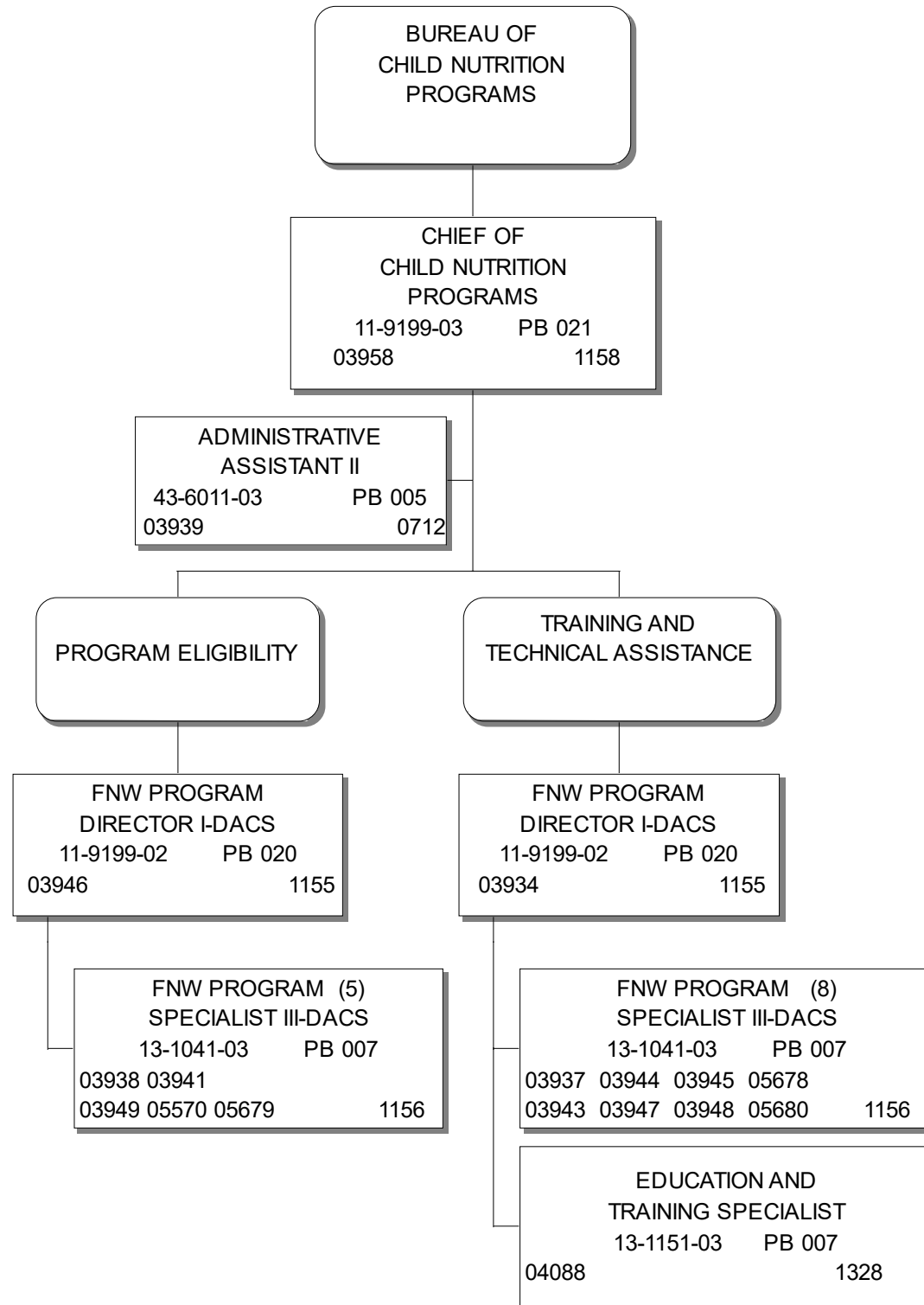
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DIVISION OF
FOOD, NUTRITION AND WELLNESS**

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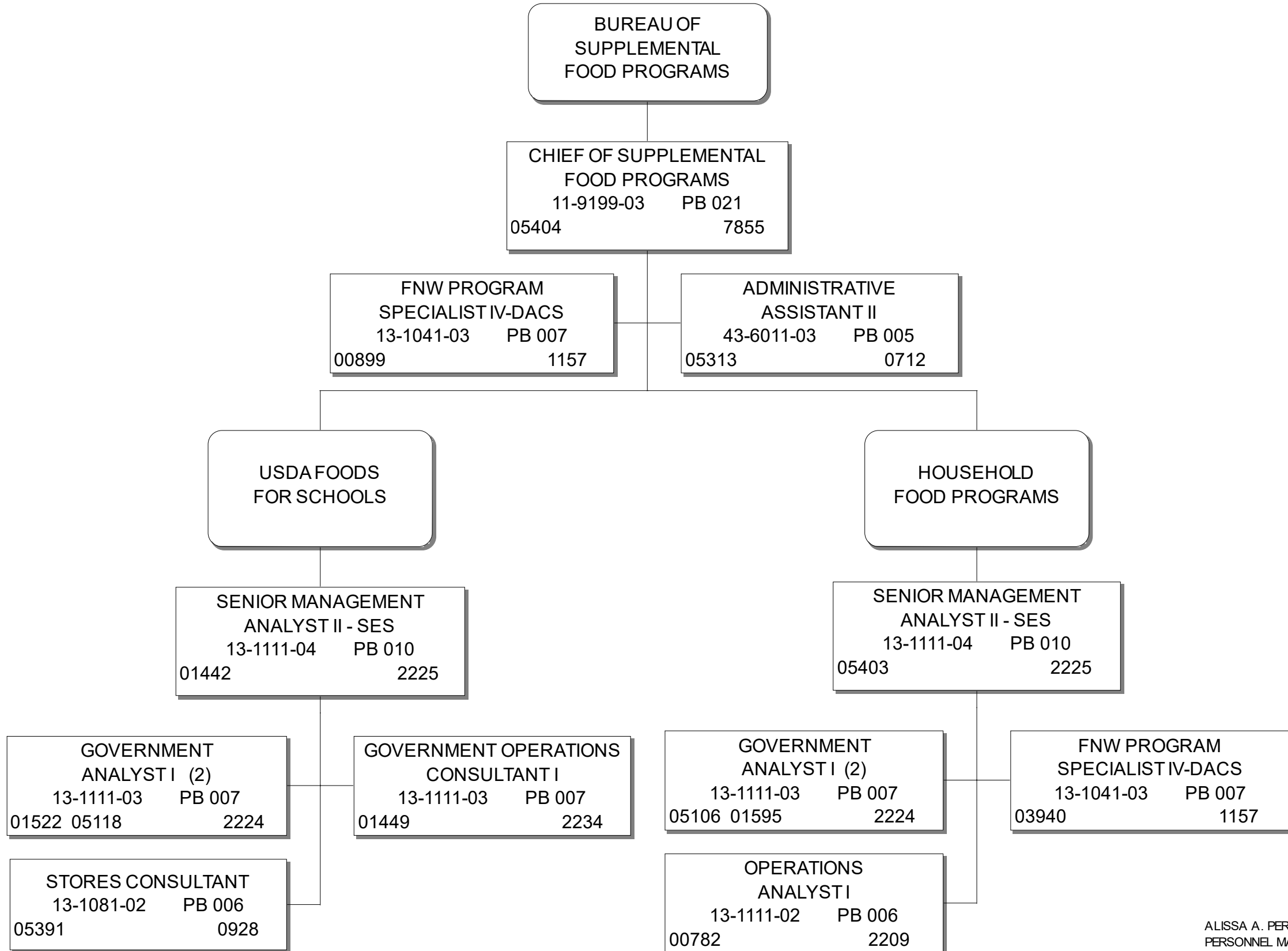
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FOOD, NUTRITION AND WELLNESS**

BUREAU OF CHILD NUTRITION PROGRAMS
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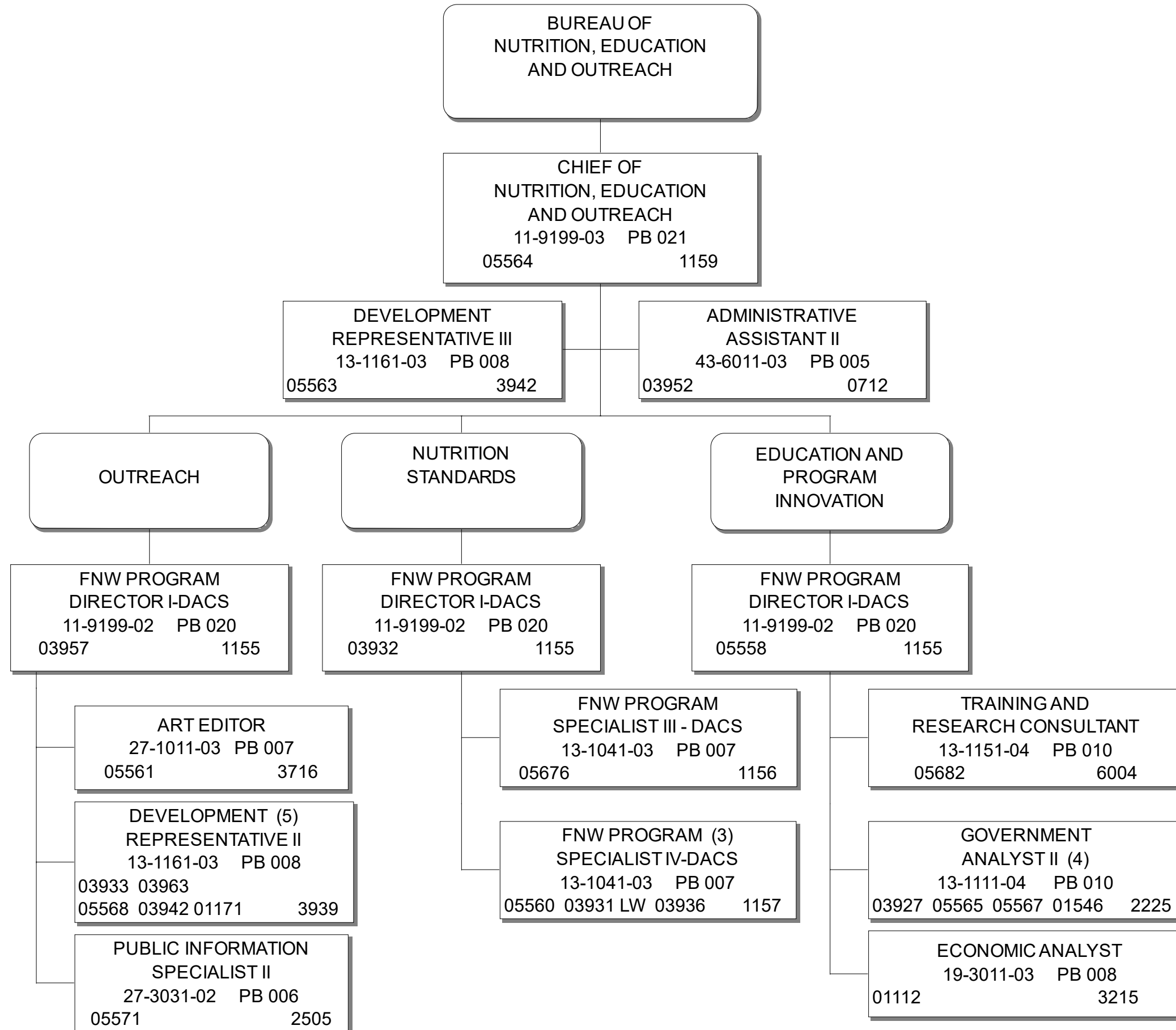
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BUREAU OF SUPPLEMENTAL FOOD PROGRAMS
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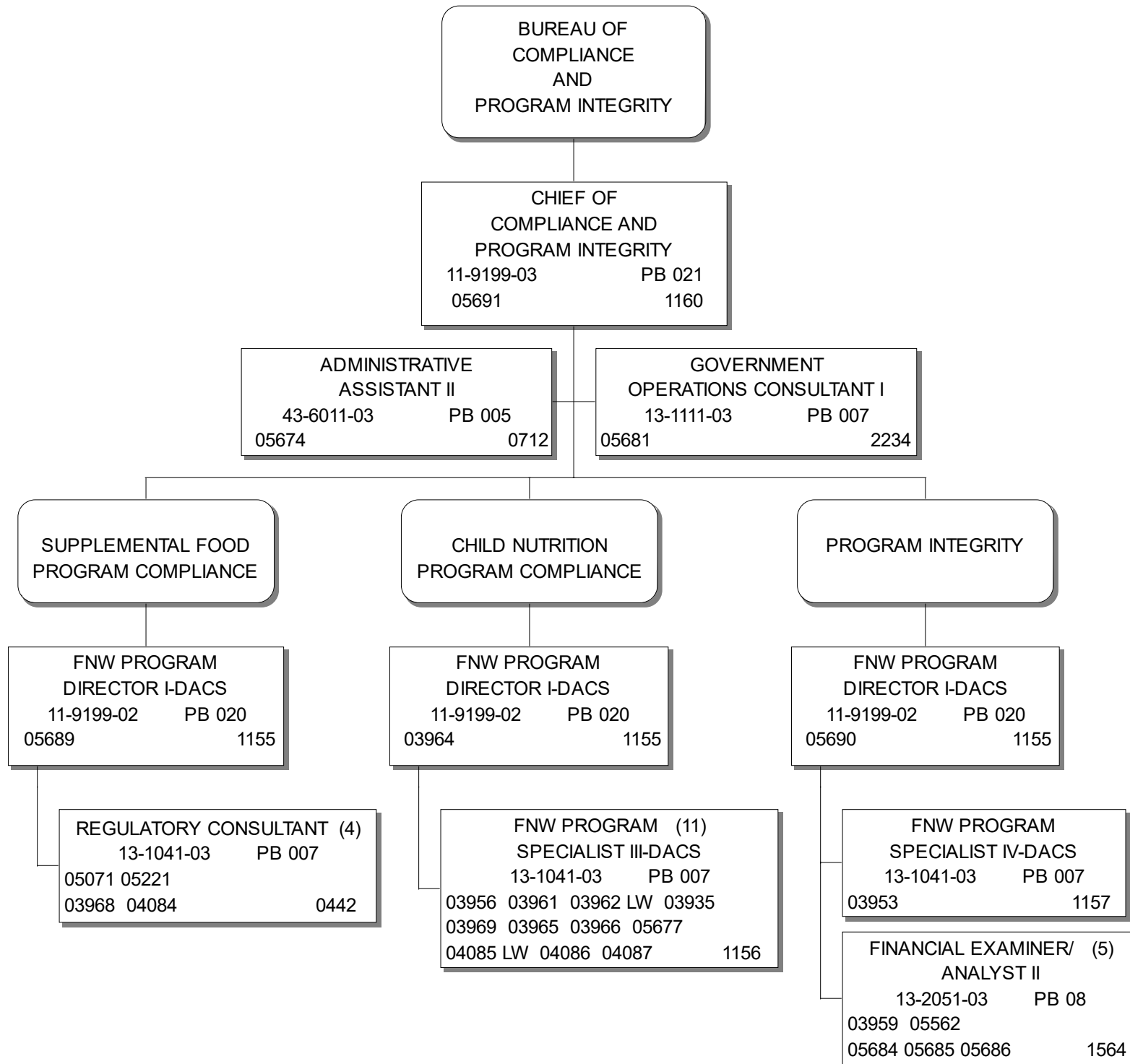
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BUREAU OF NUTRITION,
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**DEPARTMENT OF AGRICULTURE
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BUREAU OF COMPLIANCE AND PROGRAM
INTEGRITY
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AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF, AND		FISCAL YEAR 2020-21			
SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY		
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		1,730,391,433	28,484,750		
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		59,991,779	-5,459,065		
FINAL BUDGET FOR AGENCY		1,790,383,212	23,025,685		
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					9,322,250
Provide Assists To Consumers (call center) * Number of assists provided to consumers by the call center		353,942	5.24	1,855,648	
Enforce Consumer Protection Laws * Percentage of consumer complaints resolved through mediation which results in restitution to consumers		16,827	211.92	3,565,927	
Conduct Petrol Field, Liquefied Petrol Gas Facilities, And Amusement Ride Safety Inspections Test And Analyze Petrol Production * Number of regulated devices, entities, and products that are inspected or tested for compliance		499,810	27.71	13,849,615	
Register, License, Or Permit Department Regulated Entities * Number of regulated entities registered by the Division of Consumer Services.		150,292	30.64	4,604,612	
State Forest Resource Management * Percentage of acres of Florida Forest Service lands managed by the department		1,136,200	21.77	24,736,632	
Provide Technical Assists To Non-Industrial Forest Landowners * Number of hours spent providing forest-related technical assists to non-industrial private landowners		66,316	66.64	4,419,359	
Visitor Service / Recreation * The number of state forest visitors		16,966,132	0.23	3,847,693	
Capital Improvements * N/A		204,405	103.59	21,173,991	8,673,435
Provide Land Management Assistance To Other Agencies * Number of hours spent providing forest-related technical assists to public land management agencies		12,236	183.71	2,247,818	
Supervise Workcamp Inmates * N/A		17,018	48.01	817,109	
Protect Acres Of Forest Land From Wildfires * Number of acres of wildlands protected from wildfires		26,679,830	2.95	78,693,751	
Licensing * N/A		419,909	71.15	29,878,343	
Compliance Section * Number of Administrative Actions		31,889	122.04	3,891,631	
Regional Offices * Number of new and renewal concealed weapon/firearm licenses issued		90,659	99.49	9,019,953	
Inspect Pesticide Applicators And Dealers * Number of pesticide inspections conducted		2,246	1,175.85	2,640,962	
License Pesticide Applicators And Dealers * Number of pesticide applicators and dealers licensed		11,300	48.33	546,073	
Evaluate And Manage Pesticide Products * Number of pesticide products registered		103	8,852.92	911,851	
Register Pesticide Products * Number of pesticide products registered		15,211	39.90	606,938	
Analyze Pesticide Products * Number of pesticide sample determinations performed		135,718	12.31	1,670,972	
Inspect Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		5,697	668.79	3,810,093	
License Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		60,495	24.95	1,509,331	
Regulate Mosquito Control Programs * Number of people served by mosquito control activities		62	42,971.08	2,664,207	
Regulate Fertilizer Companies * Number of fertilizer inspections conducted		2,336	596.48	1,393,372	
Analyze Fertilizer Products * Number of fertilizer sample determinations		123,816	11.16	1,381,496	
Analyze Seed Companies * Number of official seed sample determinations performed		65,149	5.55	361,453	
Regulate Seed Companies * Number of seed inspections conducted		1,945	228.67	444,761	
License Feed Companies * Number of feed companies licensed		1,371	725.05	994,041	
Analyze Feed Products * Number of official feed samples collected by feed manufacturers and analyzed by certified labs for regulatory purposes.		1,228	193.13	237,165	
Conduct Retail Food Establishment Inspections * Number of retail food firms inspected		38,308	383.14	14,677,388	
Conduct Manufactured Food Establishment Inspections * Number of manufactured food firms inspected		3,870	825.17	3,193,991	
Conduct Biological Laboratory Tests On Food Samples * Number of biological laboratory tests performed on food samples		2,104	1,570.03	3,303,338	
Conduct Chemical Laboratory Tests On Food Samples * Number of chemical laboratory tests performed on food samples		3,938	1,242.16	4,891,636	
Perform Grade Evaluations On Poultry And Eggs * Tons of poultry and shell eggs graded		27,629	27.65	763,887	
Energy Efficiency And Renewable Energy Grants And Incentives * Number of Grants and Financial Incentives Processed		28	57,887.21	1,620,842	850,000
Energy And Climate Program Coordination * Number of Pageviews of the Florida Energy Clearinghouse		77,560	2.15	166,796	
Inspect Shellfish Processing Plants * Number of shellfish processing plants inspections and HACCP (Hazard Analysis Critical Control Point) records reviews		1,093	510.87	558,383	
Test Water Quality * Number of acres tested		1,335,313	1.13	1,502,532	
Administer Aquaculture Certification Program * Number of certifications issued to first-time applicants or renewed		1,060	483.38	512,388	
Administer Shellfish Lease Program * Number of Submerged Land Leases		794	405.79	322,195	
Conduct Regulatory Investigations * Number of complaints investigated upon referral from the Division of Consumer Services		1,640	2,085.39	3,420,047	
Training And Technical Assistance * N/A		17,535	21,161.52	371,067,330	
Increase In Number Of New Sites Providing Free Meals In The Summer Food Service Program * Increase in the number of meals served to children in the Summer Food Service Program		45,533,444	17.92	815,800,730	
Conduct Law Enforcement Investigations * Number of law enforcement investigations initiated		370	8,806.51	3,258,408	
Agriculture State Law Enforcement - Commodity Interdiction * Number of vehicles inspected at agricultural interdiction stations		9,868,093	1.71	16,901,460	
Capture Bills Of Lading * Number of Bills of Lading transmitted to the Department of Revenue from Agricultural Interdiction Stations		26,145	105.56	2,759,759	
Develop And Implement Best Management Practices (bmp's) For Agricultural Industry * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs.		163,583	118.28	19,348,851	4,000,000
Assist Implementation Of 1999 Watershed Restoration Act * Number of acres outside the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs.		57,265	333.37	19,090,376	
Develop Water Policy * Number of financial and technical assists provided to agricultural interests		6,012	79.46	477,743	
Assist Mobile Irrigation Laboratory Conservation Programs * Number of irrigation system evaluations performed for agricultural producers by participating Mobile Irrigation Labs (MIL) during the fiscal year.		1,160	1,344.14	1,559,202	
Assist Soil And Water Conservation Districts * Number of soil and water conservation districts assisted		56	10,028.55	561,599	
Conduct Dairy Inspections * Number of dairy establishment inspections		1,898	893.80	1,696,435	
Conduct Laboratory Tests On Dairy Samples * Number of dairy laboratory tests performed		15,046	29.82	448,722	
Provide Education & Communications * Number of media items produced for promotional and educational purposes		1,084	1,095.92	1,187,977	
Conduct State Farmers Market Program * Number of leased square feet at state farmers markets		1,909,869	1.97	3,763,220	180,000
Conduct Agriculture/Seafood/ Aquaculture Assists * Number of marketing assists provided to producers and businesses		529,376	8.54	4,522,759	
Conduct Citrus Packing House And Processing Inspections * Number of tons of citrus inspected		2,588,361	1.17	3,033,206	
Conduct Shipping And Receiving Point Vegetable Inspections And Regulate Imports In Applicable Areas Upon Request * Number of tons of vegetables inspected		535,276	6.89	3,685,444	
Conduct Terminal Market Inspections Upon Request Of Shippers/Receivers * Number of tons of fruit and vegetables inspected		50,077	31.13	1,559,046	
Inspect Plants For Plant Pests, Disease Or Grade And Service Exotic Fruit Fly Traps * Number of plant, fruit fly trap, and honeybee inspections performed		943,729	22.59	21,322,921	
Identify Plant Pests * Number of plant, soil, insect and other organism samples processed for identification or diagnosis		684,122	5.53	3,785,822	
Certify Citrus Fly-free * Number of cartons of fruit certified as fly-free for export		571,928	2.88	1,645,847	
Develop Control Methods And Rear Biocontrol Agents * N/A		2,463,378	0.76	1,882,919	
Release Sterile Fruit Flies * Number of sterile med flies released		3,922,102,606	0.00	1,214,176	
Inspect Citrus Trees For Crop Forecast And Pest Detection * Number of commercial citrus acres surveyed for citrus diseases		209,348	79.54	16,651,478	
Inspect Agriaries * Number of honey bee inspections performed		453,903	2.68	1,218,548	
Register Citrus Budwood * N/A		13,554	139.61	1,892,301	
Certify Nurseries As Imported Fire Ant Free * N/A		2,884	43.58	125,685	
Distribute Endangered Plant Grant Money To Qualified Applicants To Preserve Native Plants * N/A		4	54,000.00	216,000	
Prevent, Control And Eradicate Animal Diseases * Total Number of Tests Performed by the Bronson Animal Disease Diagnostic Laboratory/Number of Reports of Suspected or Positive Dangerous, Transmissible Diseases Received by the State Veterinarian		88,133	77.77	6,853,693	
Inspect Livestock On Farms/Ranches For Sanitary/Humane Conditions * Number of animal site inspections performed		11,000	408.66	4,495,290	
TOTAL				1,588,734,567	23,025,685
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS				112,511,528	
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				43,935,389	
OTHER				26,379,244	
REVERSIONS				18,822,634	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				1,790,383,362	23,025,685

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: **Florida Department of Agriculture and Consumer Services**

Contact: **Thomas Poucher, Director**

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	Rural and Family Lands	B	\$ 2,900,000	\$ 20,000,000
b	Land Management	B	\$ 8,900,000	\$ 13,399,964
c	Lake Okeechobee Projects	B	\$ 5,000,000	\$ 5,000,000
d	Forestry Wildfire Prevention Equipment	B	\$ 6,586,135	\$ 6,688,255
e	Florida Agricultural Promotional Campaign	B	\$ 416,667	\$ 8,740,000
f	Water Conservation/Supply	B	\$ 1,500,000	\$ -
g	Farm Share/Food Banks	B	\$ 6,304,293	\$ 2,000,000
h	Aircraft Acquisition and Maintenance	B	\$ 3,740,667	\$ 11,005,000
i	Agricultural Promotion and Education Facilities	B	\$ 6,239,299	\$ -
j	Agricultural Emergency Eradication Trust Fund	R	\$ 13,500,000	\$ 13,500,000
k	Citrus Greening	B	\$ 9,166,667	\$ 9,450,000
l	Agriculture and Natural Resources Critical Repairs (Life & Safety)	B	\$ 1,136,061	\$ 8,156,000

- 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.

- Rural and Family Lands request seeks additional authority to support agricultural land protection efforts. Estimates for outstanding projects on the current priority list exceed \$615 million.
- Land Management request is based on identified needs of the Florida Forest Service and includes state forest facility repairs, roads and bridges repairs and climate adaptation and mitigation efforts.
- Florida Forest Service Wildfire Suppression Equipment replacement needs far exceed this request.
- The Florida Agricultural Promotion Campaign funding is needed to combat the negative impacts of COVID-19, natural disasters and foreign produce imports on Florida agricultural products.
- Water Supply Planning was funded as recurring in trust in FY2021-22.
- Farm Share and Food Bank funding is sought directly by those organizations.
- Aircraft Acquisition and Maintenance is based on current replacement needs including one new firefighting helicopter and one twin-engine aircraft.
- Agricultural Promotion and Education Facilities funding are requested by separate entities. A ranked listing of projects is provided to the Legislature and Governor for consideration.
- Citrus Greening research request based on current needs and funding history. Current request includes the Citrus Crop Decline Supplemental Transfer.
- Agriculture and Natural Resources Critical Repairs request is for the Mayo Building Roof Replacement and Exterior Repairs, the BADDL Necropsy Lab renovation and Code and Life Safety and Maintenance and Repairs at the State Farmers Markets. Critical repair needs far exceed the current year request.

* R/B = Revenue or Budget Driver

Office of Policy and Budget - June 2021

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF LICENSING
42010400**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42010400 Licensing
Fund: 2163 Licensing Trust Fund
Specific Authority: Chapter 493
Purpose of Fees Collected: To fund the cost of administering the licensing and regulatory requirements of Chapter 493 (Security Officers, Private Investigators and Recovery Agents).

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.)

SECTION I - FEE COLLECTION

**ACTUAL
FY 2020 - 21**

**ESTIMATED
FY 2021 - 22**

**REQUEST
FY 2022 - 23**

Receipts:

Agency New	210,129	285,384	285,384
Agency Renewal	576,148	575,190	575,190
"D" Renewal	1,831,175	1,838,510	1,838,510
"D" New	1,333,216	1,558,435	1,558,435
"G" / "K" Renewal	842,051	742,262	742,262
"G" / "K" New	876,476	909,773	909,773
Manager New	23,813	23,404	23,404
Manager Renewal	56,843	57,486	57,486
Recovery Agent New E/EE	18,349	21,108	21,108
Recovery Agent Renewal E/EE	28,172	28,414	28,414
P.I. New C/CC	60,324	64,477	64,477
P.I. Renewal C/CC	258,294	264,929	264,929
Application Fees 493	159,696	157,596	157,596
Class C Exam	1,173	47,257	47,257
FDLE Fingerprinting Retention Fees	1,176,536	1,053,836	1,053,836
Penalties Late Fees	11,902	327,977	327,977
Private Investigative Agency	143,412	131,143	131,143
Other Misc Fees - Copies	423	1,562	1,562
Fingerprint Fees	2,608,508	2,600,000	2,600,000
Fines	35,750	202,000	202,000
Refunds-Non-State Govt, Vendors, Employees	4,920	2,225	2,225
Tenant Broker Commission	-	-	-
Property Transfers In, Sale Surplus Property	-	-	-
Deferred Revenue	-	100,945	(10,532)

Total Fee Collection to Line (A) - Section III

10,257,310
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10,993,913

10,882,436

<u>SECTION II - FULL COSTS</u>		ACTUAL	ESTIMATED	REQUEST
		FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Direct Costs:</u>				
Salaries and Benefits		4,615,540	4,500,000	4,500,000
Other Personal Services		167,752	344,707	344,707
Expenses		1,546,822	1,550,000	1,550,000
Operating Capital Outlay		106,540	100,000	100,000
Acquisition - Motor Vehicle		-	6,931	6,931
Contracted Services/Other		2,182,538	2,797,648	2,687,648
Insurance		13,249	13,000	13,000
Tenant Broker		-	-	-
State Personnel Assessment		26,220	26,750	26,750
Allocated Costs Charged to Trust Fund		1,378,403	1,650,000	1,650,000
Total Full Costs to Line (B) - Section III		10,037,065	10,989,036	10,879,036
Basis Used:		Direct and indirect costs primarily based on new and renewal license application volume with full time personnel assigned to Chapter 493 responsibilities also considered.		
<u>SECTION III - SUMMARY</u>		ACTUAL	ESTIMATED	REQUEST
		FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
TOTAL SECTION I	(A)	10,257,310	10,993,913	10,882,436
TOTAL SECTION II	(B)	10,037,065	10,989,036	10,879,036
TOTAL - Surplus/Deficit	(C)	220,245	4,877	3,400
<u>EXPLANATION of LINE C:</u>				
FY 2020-21 surplus of \$220,245 includes \$171,086.16 surplus of revenue above expenditures for fingerprint retention program.				

Office of Policy and Budget - July, 2021

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Licensing – Chapter 493

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year? Due to the COVID-19 pandemic which continued into FY 2020-21, the department transitioned most division staff, including employees processing regulated Chapter 493 licenses to remote working environments. This change resulted in significant expenditure reductions in office operating supplies, including paper, desktop printer toner, folders, etc., as evidenced by a \$63,722.37 drop in consumable office supplies in FY 2020-21 versus FY 2019-20. Adoption of this work model or a derivation of it is being considered as an alternative to long term leased office space for license processing staff. Such a change could also result in significant office lease cost savings if implemented in future years.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The department's new enterprise information system, (Microsoft Power Platform) is under development to manage the primary components of the licensing process, including license application, issuance, renewal and payment. This application will replace multiple aged information systems in place for decades with phased in deployment estimated to begin in calendar year 2021.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Division promotes public protection through compliance and enforcement of laws, regulations, and professional standards for persons employed in the private investigative, private security and private recovery industries. As of June 30, 2021, 173,390 individuals and business licenses were active, as issued by the Division, under the provisions of Chapter 493, Florida Statutes.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Yes, projections are prepared using generally accepted governmental accounting procedures, as are actual and estimated revenues and expenditures. The Revenue Estimating Conference is not involved in estimating the annual revenue generated and received by the Division of Licensing, on a regular basis.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, the Division analyzes the fees being assessed for licenses on a regular basis and these fees are adequate to cover the direct and indirect costs of the regulatory services provided.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the fee schedule is based on the type of license. For example, more time and resources are required to process an agency application and regulate the licensee than are required for an individual's application and license. Therefore, the license fee for a Security Agency, Private Investigative Agency, or Recovery Agency cost significantly more than the license fee for an individual licensed as a private security officer, private investigator, or private recovery agent.

Furthermore, fees cover costs to regulate an entity after a license is issued, which includes activities such as investigating public complaints concerning the service provided by a licensee; performing compliance inspections, as well as frequent monitoring of arrest records, domestic violence records, incarceration records and mental history records. Fees are also sufficient to cover costs associated with providing legislatively required pamphlets and reports to licensees and the public as well as cover the dissemination of information via the internet on the department's website.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or

- b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Not applicable as the program generates revenue sufficient to cover its operating costs, over time.

- 8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Not applicable as the program generates revenue sufficient to cover its operating costs, over time.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Licensing**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No**

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? **\$0**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Chapter 493 Application Fee	LICENSING APPLICATION FEE-493	493.6105	\$60	1990	YES	\$50	Division of Licensing Trust Fund
Chapter 493 Fingerprint Fee	LICENSING FINGERPRINT FEE	493.6105	N/A	N/A	YES	\$42	Division of Licensing Trust Fund
Chapter 493 Fingerprint Retention Fee	LICENSING FINGERPRINT RETENTION FEE	493.6105	N/A	N/A	YES	2 Yr License New-\$10.75 / Renew-\$16.75	Division of Licensing Trust Fund
Chapter 493 Fingerprint Retention Fee	LICENSING FINGERPRINT RETENTION FEE	493.6105	N/A	N/A	YES	3 Yr License New-\$16.75 / Renew-\$22.75	Division of Licensing Trust Fund
Private Investigative Revised/Replacement	LICENSING PIA MISC	493.6202	\$30	1990	YES	\$10	Division of Licensing Trust Fund
Private Investigative Agency License	LICENSING AGENCY NEW	493.6202	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Security Agency License	LICENSING AGENCY NEW	493.6302	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Recovery Agency License	LICENSING AGENCY NEW	493.6402	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Private Investigative Agency Branch License	LICENSING AGENCY NEW	493.6202	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Security Agency Branch License	LICENSING AGENCY NEW	493.6302	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Recovery Agency Branch License	LICENSING AGENCY NEW	493.6402	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Private Investigative Agency License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Security Agency License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Recovery Agency License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Private Investigative Branch License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Security Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Recovery Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Security Officer School/Security Officer Instructor Renewal	LICENSING D RENEWAL FEE	493.6302	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Security Officer License Renewal	LICENSING D RENEWAL FEE	493.6302	\$45	1990	YES	\$45	Division of Licensing Trust Fund
Security Officer/Rec School, Security Officer/Rec Instructor Lic	LICENSING D NEW LICENSE	493.6302	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Security Officer License	LICENSING D NEW LICENSE	493.6302	\$45	1990	YES	\$45	Division of Licensing Trust Fund
Statewide Firearm License Renewal	LICENSING G RENEWAL	493.6107	\$150	1990	YES	\$112	Division of Licensing Trust Fund
Firearms Instructor License Renewal	LICENSING K RENEWAL	493.6107	\$100	1990	YES	\$100	Division of Licensing Trust Fund
Statewide Firearm License	LICENSING G NEW LICENSE	493.6107	\$150	1990	YES	\$112	Division of Licensing Trust Fund
Firearms Instructor License	LICENSING K NEW LICENSE	493.6107	\$100	1990	YES	\$100	Division of Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License	LICENSING MANAGER NEW	493.6107	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License Ren	LICENSING MANAGER RENEWAL	493.6107	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Recovery Agent License	LICENSING RECOVERY AGENT NEW E	493.6402	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Recovery Agent Intern License	LICENSING RECOVERY AGENT NEW EE	493.6402	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Recovery Agent Renewal	LICENSING RECOVERY AGENT RENEWAL E	493.6402	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Recovery Agent Intern License Renewal	LICENSING RECOVERY AGENT RENEWAL EE	493.6402	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Private Investigator License	LICENSING-PRIV.INVESTGTR.NEW C	493.6202	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Private Investigator Intern License	LICENSING-PRIV.INVESTGTR.NEW CC	493.6202	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Private Investigator License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL C	493.6202	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Private Investigator Intern License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL CC	493.6202	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Chapter 493 Late Fees	LICENSING LATE FEES	493.6113(4)	Amt of License Fee	1990	YES	Amt of License Fee	Division of Licensing Trust Fund
Private Investigator Exam Fee	CLASS C EXAM FEE	493.6203(5)	\$100	2008	YES	\$69	Division of Licensing Trust Fund

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF FOOD SAFETY INSPECTION AND
ENFORCEMENT
42150200**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-23
Program: 42150200 Food Safety - Bureau of Dairy Industry
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund
Specific Authority: 502.053, F.S. - Frozen Dessert License
Purpose of Fees Collected: To offset direct and indirect costs resulting from the administration of the Dairy Regulatory 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.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Frozen Dessert Licenses	-	18,600	-	20,000	-	20,000
Copies of Documents	-	-	-	-	-	-
Restitution Payments	-	0	-	-	-	-
Misc. Revenue (Refunds, Other)	8,722	3,485	-	-	-	-
Total Fee Collection to Line (A) - Section III	8,722	22,085	-	20,000	-	20,000

SECTION II - FULL COSTS

<u>Direct Costs:</u>						
Salaries and Benefits	1,192,267	0	1,250,000		1,250,000	
Expenses	111,779	26,109	150,000	25,000	150,000	25,000
Other Personal Services			-		-	
Contracted Services	150,654	62,310	125,000		125,000	
Operating Capital Outlay	0		5,000		5,000	
Data Processing		24,579		30,000		30,000
General Revenue S/C		1,752		3,000		3,000
Risk Management Insurance	56,453		30,000		30,000	
HR Costs	7,633		8,000		8,000	
Indirect Costs Charged to Trust Fund - DO	138,605	136,797		150,000		150,000
Administrative Overhead		122,453		125,000		125,000
Refund of State Revenue		100				
Total Full Costs to Line (B) - Section III	1,657,391	374,100	1,568,000	333,000	1,568,000	333,000

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

TOTAL SECTION I	(A)	8,722	22,085	-	20,000	-	20,000
TOTAL SECTION II	(B)	1,657,391	374,100	1,568,000	333,000	1,568,000	333,000
TOTAL - Surplus/Deficit	(C)	(1,648,669)	(352,015)	(1,568,000)	(313,000)	(1,568,000)	(313,000)

EXPLANATION of LINE C:

Expenditures in this document represent expenditures for the Bureau of Dairy Industry which includes the Bureau's Administrative Office, the Dairy Inspection Section and the Dairy Compliance Monitoring Section. The activities of the Bureau are directly related to the regulation of the dairy industry in Florida under the requirements of Chapter 502, Florida Statutes. The primary beneficiary of these activities are the citizens of Florida (ensuring a safe and wholesome milk, milk product and frozen dessert supply) and the Florida Dairy Industry for also being able to participate in the National Conference on Interstate Milk Shipments (NCIMS) program through the direct regulation by the Bureau of Dairy Industry. Implementation of the NCIMS program, mainly the utilization of the Pasteurized Milk Ordinance (PMO), allows these facilities to be listed on the Interstate Milk Shipments list, which allows the dairy industry in Florida to move their products in interstate commerce. Charging fees to cover the total costs in the Bureau of Dairy Industry would put the Florida dairy industry at a disadvantage, as many of the states in the Southeast Region, states that Florida competes with, are not fee funded.

Effective July 1, 2013, the funding for the Bureau of Dairy Industry was moved from GITF to GR during the 2013 Legislative Session. While self-sufficiency is not feasible, a plan to establish fees for out-of-state permit/licenses that are outlined in Chapter 502, F.S. and a per hundred weight assessment of milk processed in Florida has been developed.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dairy Regulatory Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

COVID-19 has throttled progress for many of the operational efficiencies the division has been working on. While progress continues, the work will carry over further into this fiscal year.

The division is in the final stages of consolidating management of its laboratories. This will provide more uniform instruction and oversight of the functions of the lab; increase quality; provide regulatory consistency; streamline operations; and improve overall customer service. This consolidation was delayed last fiscal year but should conclude this fiscal year.

The division is also in the process of forming a new Bureau of Quality Management. This will consolidate all training and quality assurance activities from all three of the existing bureaus. Consolidation will provide for more consistency throughout the division and across the state; produce an intense and more specialized training program; and improve the overall quality of the division's training programs leading to increased efficiency and a higher quality work product.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division has developed a web portal for businesses to maintain their facility information and apply for/renew their food permits online. The portal has reduced the time required to process a permit application and expedite the approval of successful applications. The portal was successfully deployed for the 2020 food permitting season and the division has undertaken a project to convert Bureau of Dairy Industry permitting this fiscal year.

The division recently completed data migration of dairy program records from the existing MS Access database to an existing database used by the Bureau of Food Inspection. The existing dairy database had exceeded its lifespan and was failing.

Over the last two years, the division has assumed responsibility for the regulation of hemp extract products intended for human ingestion and inhalation. This has required incorporation of these two products into the business models for the three bureaus within the division. Each of the bureaus has been steadily incorporating these new products into their sampling, inspection, and testing protocols to help ensure consumers purchasing these products are buying safe products manufactured under sanitary conditions.

The division is looking to amend Chapter 502, Florida Statutes, to move select frozen dessert facilities (i.e. those that do not utilize pasteurization) to Chapter 500, Florida Statutes, and shift the inspection responsibility to the Bureau of Food Inspection. This will provide a more consistent inspection process for the regulated industry and allow dairy inspectors to ensure they are meeting inspection frequencies as established by the U.S. Food and Drug Administration's Pasteurized Milk Ordinance (PMO).

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

A primary mission of the Department of Agriculture and Consumer Services is to safeguard the public health and support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs, protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Food Safety's statutory directive to "safeguard the public health and promote the public welfare by protecting the consuming public from injury" serves that primary mission through its food safety inspection and laboratory activities.

The regulation of food safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department of Agriculture and Consumer Services has a responsibility to ensure the protection of Florida's residents and guests. A comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection. With the emergence of possible threats to our food supply through "bioterrorism" and/or "agroterrorism," that responsibility has increased exponentially. As a result, the current level of responsibility is not only appropriate, but is being further expanded and developed to include more preparedness for emergency response needs. In addition, due to the Food Safety Modernization Act (FSMA) adoption by the federal government, the Division plays a vital role in the continued evolution of the manufactured food program.

Also, according to the National Conference on Interstate Milk Shipments (NCIMS), a program that allows for the movement of milk across state lines) the regulatory function that the division provides is necessary for all interstate milk shipment (IMS) listed plants and farms in Florida to maintain compliance with the program. If these plants and farms are unable to maintain compliance, they would

lose a significant amount of business and would likely not be able to continue to operate.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections by the Division of Food Safety are developed using historical revenue data and trend analysis involving actual and estimated dairy and frozen dessert firm counts.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. There are no regulatory fees charged to support the Dairy Regulatory Program. General Revenue funds are utilized to cover the costs associated with this program. Revenues from the current fee schedule are collected for frozen dessert permit fees and are inadequate to fully cover all direct and indirect costs associated with maintenance of the current level of services provided. It is important to note that in addition to its regulatory component, the Dairy Regulatory Program is a public health program which benefits Florida citizens and our guests by protecting the consuming public from injury as a result of unsafe milk, milk products and frozen desserts regardless of their origin and also allows the continuing participation of Florida dairy farms and plants in the NCIMS program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees were set by the Legislature and do not consider any differences between the businesses regulated. It is important to note that the current fee structure is for frozen dessert permit fees only and there are no inspection fees enumerated. There are no permit or other fees charged to dairy facilities subject to the requirements of Chapter 502, Florida Statutes.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:

- a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
- b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Dairy Regulatory Program operates under Chapter 502, Florida Statutes, which establishes regulations for milk, milk products and frozen desserts. Our purpose under Chapter 502, FS, is to ensure that milk, milk products and frozen desserts sold or offered for sale in Florida are produced under sanitary conditions, are wholesome and fit for human consumption, are correctly labeled as to grade, quality and source of production; and to facilitate the shipment and acceptance of milk and milk products of high sanitary quality in interstate and intrastate commerce. In the absence of permit fees or other associated inspection revenue (outside of frozen dessert permit fees), it is appropriate that the Dairy Regulatory Program continue to be supported by General Revenue to reflect the public health benefits of the program and its activities.

Charging fees to cover the total costs for the Bureau could put the Florida Dairy Industry at a competitive disadvantage behind the other states in the Southeast Region that Florida competes with, as not all these states are fee funded. Florida is a member of the National Conference of Interstate Milk Shipments (NCIMS). NCIMS membership is maintained by strict adherence to the requirements of the Grade A Pasteurized Milk Ordinance (PMO). The PMO sets inspection and product sampling frequencies for dairy farms and processing plants as well as standards for the analyses that are conducted on the product samples collected. Adherence to the requirements of the PMO ensures that the dairy products offered for sale to Florida residents and our guests are wholesome and fit for human consumption. It also allows for dairy products processed in Florida to be sold in interstate commerce and provides the ability for Florida processing plants to bid on federal, state and county contracts.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The division could reduce the state subsidization by implementing a “per hundred weight” (CWT) fee of \$0.05/CWT. A “per hundred weight” in North America is equal to 100 pounds.

Arkansas and Texas are two states in the south that fully fund their dairy regulatory programs through per hundred weight (CWT) fees. Arkansas assesses \$0.03 - \$0.065 CWT fees depending on the type of permit and volume. Texas assesses \$0.045 CWT to milk processors as well as \$100 - \$400 annually for a permit depending on the type of permit.

Florida is part of the FDA Southeast Region which includes AL, GA, LA, MS, NC, SC and TN. A previous poll of these states showed that AL, LA, MS, NC and TN are currently charging fees.

AL – \$250 for Milk Plant, Single Service and Frozen Dessert

LA – \$90 for Milk Producer and \$300 for Milk Plant

MS – \$300 for Milk Plant or Frozen Dessert and \$100 for Manufacturing Plant

NC – \$40 for Frozen Dessert or Manufacturing Plant (annual inspection fee)

TN – Sliding scale fee based on pounds received in plant - \$20 - \$400

FL - \$200 for Frozen Dessert initial permit fees/\$100 for said renewals.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42150200 Food Inspection Program/Food Lab
Fund(s): 2261, 2321 Federal Grants Trust Fund, General Inspection Trust Fund

Specific Authority: Chapters 381, 500 and 570, F.S., Chapter 5K- F.A.C.
Purpose of Fees Collected: The fees collected shall be used solely for the purpose of the recovery of costs for the services provided by the Division as required by statute and F.A.C.

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.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
Food Permit Fees		18,597,073		19,750,000		21,575,000
Reinspection Fees		110,179		125,000		125,000
Late Filing Penalties		320,988		325,000		325,000
Administrative Fines		298,537		500,000		500,000
Plan Review Fees		21,153		25,000		25,000
COOL Agreement Fees		129,400		130,000		130,000
U.S. Grants	299,855		800,000		800,000	
Certification Report Fees		0		-		-
Bottled Water Permits		77,870		100,000		100,000
Epidemiology Surcharge		489,643		450,000		450,000
Misc. Revenue (Refunds, Other)		21,817		22,500		17,500
FDA Contract Agreement		139,294		339,040		355,000
Recovery of Indirect Cost from Federal Gov't	73,679		50,000		50,000	
Total Fee Collection to Line (A) - Section III	373,534	20,205,954	850,000	21,766,540	850,000	23,602,500

SECTION II - FULL COSTS

Direct Costs:	FGTF		GITF		FGTF		GITF	
Salaries and Benefits	274,203	10,214,270	400,000	11,250,000	400,000	12,000,000		
Other Personal Services	4,881	134,712		150,000		175,000		
Expenses	163,493	983,053	200,000	1,500,000	200,000	2,000,000		
Contracted Services	123,367	382,062	150,000	365,000	150,000	365,000		
Operating Capital Outlay	0	22,459	50,000	669,000	50,000	100,000		
HR Assessment		60,645		65,000		65,000		
Risk Management Insurance		0		100,500		110,000		
Data Processing	3,710	545,974	5,000	650,000	5,000	675,000		
General Revenue S/C		1,624,548		1,750,000		1,850,000		
Refunds		31,316		50,000		50,000		
Transfers-Epidemiology		445,915		450,000		450,000		
Motor Vehicles		228,613	-	114,850	-	-		
Indirect Costs Charged to Trust Fund	16,923	2,280,809	45,000	2,500,000	45,000	2,500,000		
Total Full Costs to Line (B) - Section III	586,577	16,954,374	850,000	19,614,350	850,000	20,340,000		

Basis Used: Indirect costs are based on percentage of total salary dollars and OPS by program.

SECTION III - SUMMARY

		FGTF	GITF	FGTF	GITF	FGTF	GITF
TOTAL SECTION I	(A)	373,534	20,205,954	850,000	21,766,540	850,000	23,602,500
TOTAL SECTION II	(B)	586,577	16,954,374	850,000	19,614,350	850,000	20,340,000
TOTAL - Surplus/Deficit	(C)	(213,043)	3,251,580	-	2,152,190	-	3,262,500

EXPLANATION of LINE C:

GITF revenues for FY 2020-21 increased comparative to FY 19-20. In FY 2021-22, revenues will increase, with an increase in projected expenditures.

It is important to note that food establishment permit fees are not inspection fees, they are one-time annual fees regardless of the number of inspections performed per location. These fees support public health protection activities including laboratory analyses of foods produced outside of our state borders. In accordance with Chapter 500, F.S., all food products sold in Florida are regulated by this Department. However, most food processors or manufacturers are located in other states or countries where the Department has no permit or inspection authority. Benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Food Store Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

COVID-19 has throttled progress for many of the operational efficiencies the division has been working on. While progress continues, the work will carry over further into this fiscal year.

The division is in the final stages of consolidating management of its laboratories. This will provide more uniform instruction and oversight of the functions of the lab; increase quality; provide regulatory consistency; streamline operations; and improve overall customer service. This consolidation was delayed last fiscal year but should conclude this fiscal year.

The division is also in the process of forming a new Bureau of Quality Management. This will consolidate all training and quality assurance activities from all three of the existing bureaus. Consolidation will provide for more consistency throughout the division and across the state; produce an intense and more specialized training program; and improve the overall quality of the division's training programs leading to increased efficiency and a higher quality work product.

The division has developed a web portal for businesses to maintain their facility information and apply for/renew their food permits online. The portal has reduced the time required to process a permit application and has expedited the approval of successful applications. The portal was successfully deployed for the 2020 permit season and most new food establishments are currently permitting through this system reducing the division's need to process paper. This year the division hopes to finish incorporating all food permit renewals into this new system and is currently working to incorporate Bureau of Dairy Industry permitting program into this system.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division is working with the Bureau of Food Inspection to more efficiently utilize its inspection resources, visiting facilities with more violations more frequently than facilities with fewer violations. This strategy is considered a

second layer of risk assessment. Currently, the division uses a risk-based approach based on the type of business operation where businesses with processes more likely to contribute to the distribution of adulterated food are inspected more frequently than those facilities that are not utilizing higher-risk food preparation processes. This second layer approach differentiates facilities within the first layer based on compliance. The result is that facilities maintaining compliance with food safety regulations receive inspections less frequently than facilities not maintaining substantial compliance. This strategy is a carryover from last year, which incurred a delay due to availability for desired software solutions and key position vacancies. It has been further delayed this year due to COVID-19.

Over the last two years, the division has assumed responsibility for the regulation of hemp extract products intended for human ingestion and inhalation. This has required incorporation of these two products into the business models for the three bureaus within the division. Each of the bureaus has been steadily incorporating these new products into their sampling, inspection, and testing protocols to help ensure consumers purchasing these products are buying safe products manufactured under sanitary conditions.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

A primary mission of the Department of Agriculture and Consumer Services is to safeguard the public health and support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs, protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Food Safety's statutory directive to "safeguard the public health and promote the public welfare by protecting the consuming public from injury" serves that primary mission through its food safety inspection and laboratory activities.

The regulation of food safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department of Agriculture and Consumer Services has a responsibility to ensure the protection of Florida's residents and guests. A comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection. With the emergence of possible threats to our food supply through "bioterrorism" and/or "agroterrorism," that responsibility has increased exponentially. As a result, the current level of responsibility is not only appropriate, but is being further expanded and developed to include more preparedness for emergency response needs. In addition, due to the Food Safety Modernization Act (FSMA) adoption by the federal government, the Division plays a vital role in the continued evolution of the manufactured food program.

With the addition of expanded food products and facilities, the current level [of responsibility] may not be enough to ensure food safety at existing levels.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections by the Division of Food Safety are developed using historical revenue data, trend analysis involving actual and estimated firm counts, firm categories and associated fees, and the impact of current cooperative agreements in all bureaus, which involve participation with the federal government and private industry in generating revenues. Permit fees are adjusted to the extent practicable based on revenue projections with consideration given to maintaining equity among firm categories.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

With the implementation of the Food Safety Modernization Act (FSMA) the food permit fees charged to manufactured food facilities no longer cover the cost of conducting an inspection. Preventive Control (PC) inspections required to be conducted under FSMA require a significant increase in inspector's time and thus, come at a greater financial cost to the department. As a result, existing revenues may continue to be problematic during this fiscal year. This issue, in conjunction with the understanding that a portion of the services provided to the industry are also paid for through federal grants, translates to a tight budget this year compared to a significant deficit, which may occur next year if PC inspections increase as anticipated. The division also must rely partially on general revenue to cover the portions where regulatory fees are not assessed or there is insufficient grant money to cover the activities.

Further, the continued implementation of Section 581.217, F.S., which was expanded to include hemp extract for inhalation last year, is resulting in a significant increase in the number of food establishments under the division's purview. This has added a substantial number of additional inspections and an increase in workload for our testing laboratories. A portion of additional resources requested were received, and appreciated, this past legislative session, but without further resource appropriations we may encounter budget constraints as well as continued increased inspection frequencies for existing food establishments.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required conducting inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a

financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees established by the division are based around the historic activities of the business. Over time, business models have evolved to a more complex dynamic and thus, the historic model is no longer as valid as it once was. To correct this shift over time and business evolution, the division is looking at restructuring its permit fees to account for the risk of the business operations. This restructuring would result in businesses engaging in food activities posing greater potential for the distribution of adulterated food to pay more for food permits than those engaging in lower-risk food activities. The restructuring would also include changes to inspection frequencies based on risk.

In addition, the Division has authority to impose a re-inspection fee to compensate for the cost per service for conducting subsequent visits to firms that are not in compliance during the routine inspection. The current re-inspection fee for the Division is \$135 per re-inspection. This fee is also considered as a deterrent to poor sanitation and safety practices.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

All Floridians and visitors to Florida face potential adverse health impacts from poor sanitation in food establishments, and conversely, benefit from a program that reduces risks of exposure. Additional benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of, and response preparedness to, terrorist actions which threaten the safety of the food supply is another public benefit which is becoming

a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

It is appropriate and important that a portion of the activity be supported by General Revenue to reflect the public health benefits of the Division's programs and activities. Future laboratory resources may also be needed to deal with new food types and analyses, improve methods for identification of pathogens, increase sensitivity of detection, and expand the current scope of testing. To this end, the division now has the responsibility of inspecting facilities manufacturing and selling hemp extract products intended for human ingestion and inhalation as well as testing such products for biological and chemical contaminants.

Preventive Control inspections required to be conducted under FSMA require a significant increase in inspector's time and thus, come at a greater financial cost to the department. An increase in the permit fee for manufactured food facilities required to undergo a Preventive Control inspection would help offset the increased cost for the department to conduct these new inspections required at the federal level.

Further, now that the division has a significant role in the oversight of hemp extract products intended for human ingestion and inhalation there has been a significant increase in the number of food establishments entering the food sector. This has resulted in a significant number of additional inspections and an increase in workload for our testing laboratories. Without further resources (ability to charge increased fees and additional staff), we will begin to encounter budget constraints as well as decreased inspection frequencies for existing food establishments.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated in our response to question seven, a statutory change in Chapter 500, Florida Statutes, is needed on a periodic basis to raise the fee capacity proportionate with increasing program costs.

II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Business or Profession Program: Food Store Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No. Chapter 500, Florida Statutes

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in	
FOOD SAFETY	Food Permit	500.12(1)(b)	\$650	2008	YES	\$100 - \$650	General Inspection TF	
	Bottled Water Plant	500.12(1)(b)	\$1,000	1992	YES	\$500	General Inspection TF	
	Packaged Ice Plant	500.12(1)(b)	\$250	1992	YES	\$250	General Inspection TF	
	Late Fee	500.12(1)(b)	\$100	1994	YES	\$100	General Inspection TF	
	Water Vending	500.459	\$200	1992	YES	\$35	General Inspection TF	
	Export Certificate	500.148	See Rule	2002	YES	\$15 Standard *	General Inspection TF	
	Reinspection Fee	500.09(7)	Reasonable	2001	YES	\$135	General Inspection TF	
	Plan Review	500.12(2)	See Rule	1994	YES	\$55.10 **	General Inspection TF	
	Lab Fees	500.09(7)	Reasonable	1998	NO	Actual cost recovery	General Inspection TF	
	Epidemiological Fees	381.006(10)	\$10	1992	NO	\$10 ***	Pass through DOH	
	Administrative Fines	500.121 570.971	\$5,000	2014	NO	Variable	General Inspection TF	
	Administrative Fines	500.121(2) 570.971	\$5,000 ****	2014	NO	Variable	General Inspection TF	

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF AGRICULTURAL ENVIRONMENTAL SERVICES
42160100**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42160100 Feed Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 580.041(1), 580.065
Purpose of Fees Collected: To ensure that Florida consumers receive feed products that conform to the Commercial Feed Law and to provide uniform regulation to feed producers and distributors.

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.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Receipts:									
U.S. Grants		503,105			765,000			820,000	
Feed Deficiency Penalties			9,920			15,503			15,503
Feed Master Registration			572,230			579,923			579,923
Feed Lab Certification			3,900			3,800			3,800
Administrative Fines			115,655			100,000			100,000
Misc. - Other			180			720			720
BSE Inspection			-			17,622			17,622
Refunds			1,097			-			-
Reimbursements from Employees			-			94			94
Total Fee Collection to Line (A) - Section III	-	503,105	702,982	-	765,000	717,662	-	820,000	717,662

SECTION II - FULL COSTS

	ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Direct Costs:									
Salaries and Benefits			96,650			110,000			110,000
Other Personal Services		94,978			161,945			161,945	
Expenses		159,602	4,445		269,147	5,500		269,147	5,500
Contracted Services		240,570	13		266,331	800		248,139	800
Operating Capital Outlay		0			52,006	200,000		52,006	-
Data Processing	184								
HR Assessment			371			415			415
General Revenue S/C			55,261			65,000			65,000
Field Inspection	9,320		406,459	9,000		450,000	9,000		450,000
Refunds			11,246			11,250			11,250
Indirect Costs Charged to Trust Fund	-		3,876			5,000			5,000
Total Full Costs to Line (B) - Section III	9,504	495,150	578,321	9,000	749,429	847,965	9,000	731,237	647,965

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
TOTAL SECTION I	(A)	-	503,105	702,982	-	765,000	717,662	-	820,000	717,662
TOTAL SECTION II	(B)	9,504	495,150	578,321	9,000	749,429	847,965	9,000	731,237	647,965
TOTAL - Surplus/Deficit	(C)	(9,504)	7,955	124,661	(9,000)	15,571	(130,303)	(9,000)	88,763	69,697

EXPLANATION of LINE C:

Receipts cover most direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Feed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division has implemented a more efficient Laboratory Information Management System (LIMS) and web-based regulatory application, which have automated licensing, enforcement, and laboratory processes, and enabled feed registrants and other stakeholders to access and make decisions using the most current program information.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the Laboratory Information and Regulatory Management systems to further reduce data entry requirements, increase program efficiency, and enhance customer service. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of animal feed is essential to supporting the continued, economically viable production of livestock, and protection of the health of companion animals and certain wildlife. Feed regulation is necessary to ensure that products meet quality standards and are free from harmful contaminants. A critically important aspect of the program is the monitoring and evaluation of processes utilized by feed manufacturing operations, and related product surveillance sampling.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Feed regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of the most recent fee increase enacted by the 2008 Legislature, the fees collected cover the direct and indirect costs charged to the General Inspection Trust Fund portion of the program area for FY 20-21, and we anticipate that this will continue for FY 21-22.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Feed program fees are set in statute and rule and are applied using a sliding scale based the volume of feed distributed by the regulated entity. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair

advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees charged are currently adequate to cover all direct and indirect costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The feed regulatory program is currently self-sufficient.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160100 Fertilizer Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Budget Period: 2022-23

Specific Authority: 576.021, 576.041, 576.045, 576.051(2)

Purpose of Fees Collected: To ensure that Florida consumers receive fertilizer products that conform to the Commercial Fertilizer Law, to provide uniform regulation to fertilizer producers and distributors and to provide environmental protection from heavy metal contaminants in fertilizers.

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.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2020 - 21		ESTIMATED FY 2021 - 22		REQUEST FY 2022 - 23	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Fertilizer Dealer Licenses		87,500		85,267		85,267
Fertilizer Reporting Fees		1,900,343		1,900,500		1,900,500
Lime Reporting Fees		136,037		144,262		144,262
Phosphate Reporting Fees		23,509		18,730		18,730
Specialty Fertilizer Registration		247,200		243,233		243,233
Commercial Sampling		63		231		231
Penalties		42,765		38,363		38,363
Administrative Fines						
Refunds		-		1,036		1,036
Fees - Nitrogen		269				
Total Fee Collection to Line (A) - Section III	-	2,437,686	-	2,431,622	-	2,431,622

SECTION II - FULL COSTS

	ACTUAL FY 2020 - 21		ESTIMATED FY 2021 - 22		REQUEST FY 2022 - 23	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits		1,053,766		1,055,960		1,055,960
Other Personal Services		24,205		26,250		26,250
Expenses		124,798		131,951		131,951
Contracted Services		78,790	1,681,844	25,600		25,600
Operating Capital Outlay		0				
HR Assessment		4,190		4,400		4,400
Data Processing	2,012					
General Revenue S/C		194,972		205,000		205,000
Refunds		369		750		750
Field Inspection	13,745	599,460	15,940	625,000	15,940	625,000
Indirect Costs Charged to Trust Fund		42,255		52,000		52,000
Total Full Costs to Line (B) - Section III	15,757	2,122,805	1,697,784	2,126,911	15,940	2,126,911

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

	ACTUAL FY 2020 - 21		ESTIMATED FY 2021 - 22		REQUEST FY 2022 - 23	
TOTAL SECTION I (A)	-	2,437,686	-	2,431,622	-	2,431,622
TOTAL SECTION II (B)	15,757	2,122,805	1,697,784	2,126,911	15,940	2,126,911
TOTAL - Surplus/Deficit (C)	(15,757)	314,881	(1,697,784)	304,711	(15,940)	304,711

EXPLANATION of LINE C:

Receipts cover most direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Fertilizer Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division has implemented a more efficient Laboratory Information Management System (LIMS) and web-based regulatory application, which have automated licensing, enforcement, and laboratory processes, and enabled fertilizer licensees and other stakeholders to access and make decisions using the most current program information. The replacement of antiquated and inefficient analytical methods and equipment with current methodologies and modern, automated equipment have resulted in expedited sample result turnaround. In addition, we have implemented a risk-based inspection strategy that has reduced the number of samples collected, while enabling focused inspection of fertilizer products and producers identified as elevated risk based on reported violation data.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the Laboratory Information and Regulatory Management systems to further reduce data entry requirements, increase program efficiency, and enhance customer service. We will also continue to refine the risk-based regulatory program and anticipate further operational cost reductions from those incurred prior to the implementation of the risk assessment strategy. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of fertilizers is essential to the continued availability of fertilizers needed for food and fiber production and effective landscape management. Fertilizer regulation is needed to ensure that guaranteed amounts of nutrients are

present in fertilizers and that contaminants, such as heavy metals from recycled hazardous waste, are not present. The regulation of fertilizers used in urban landscapes has become increasingly important as nutrient effects on water quality in watersheds and coastal areas continue to be an area of concern.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fertilizer regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of fee increases enacted by the 2008 and the 2009 Legislature, fees collected covered the majority of direct and indirect costs to the General Inspection Trust Fund portion of the fertilizer regulatory program area for FY 20-21, and we anticipate that this will continue for FY 21-22.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Fertilizer regulatory program fees are set in statute and rule. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or

- b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees collected currently cover most of the direct and indirect costs charged to the General Inspection Trust Fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of fertilizer provides obvious and substantial public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Fertilizer Regulation

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 576, F.S.

What percent of the regulatory cost is currently subsidized? Allocated GR costs total 0.74% of the GR+GITF costs, GITF receipts exceed costs by 12.92%.

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$15,757 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Regulate Fertilizer Companies	Fertilizer License	576.045 and 576.021	Yes	1994	No	\$200	General Inspection Trust Fund
Regulate Fertilizer Companies	Specialty Fert. Reg.	576.045 and 576.021	Yes	2009	No	\$200	General Inspection Trust Fund
Regulate Fertilizer Companies	Inspection Fees	576.041	Yes	2008	No	\$.30 Lime, \$1.00 Ton.	General Inspection Trust Fund
Regulate Fertilizer Companies	Nitrogen/Phosphorus Fee	576.045	Yes	1994	No	Additional \$.50 Ton for Nitrogen or Phosphorus	General Inspection Trust Fund
Regulate Fertilizer Companies	Commercial Fertilizer Test	576.051(2)	Yes	1998	Yes	Various Charges	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-23
Program: 42160100 Pest Control
Fund(s): 1000,2528 General Revenue, Pest Control Trust Fund
Specific Authority: 482.032, 482.061, 482.071, 482.155, 482.156
Purpose of Fees Collected: To ensure that Florida consumers receive pest control services that conform to the Florida Structural Pest Control Act and to provide uniform regulation to pest control licensees.

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.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
U.S. Grants									
Exam Fees			370,730			413,625			413,625
Prior Notification Registration			330			1,060			1,060
Emergency Certification Fees			30,150			29,300			29,300
Pest Control Licenses			3,334,997			3,357,180			3,357,180
Expedite Fees			11,710			18,678			18,678
Late Penalties			83,970			95,224			95,224
Administrative Fines			138,481			179,972			179,972
Interest on Investments			28,287			35,000			30,000
Returned Check Service Fees			301			335			335
Refunds			234			471			471
Misc service fees			25			17			17
Total Fee Collection to Line (A) - Section III	-	-	3,999,215	-	-	4,130,862	-	-	4,125,862

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
Salaries and Benefits			2,701,609			3,582,393			3,582,393
Personnel Assessment			12,255			14,393			14,393
Other Personal Services			0			12,010			12,010
Acquisition of Motor Vehicles			48,377			0			0
Expenses			72,604			394,514			394,514
Contracted Services			162,039			206,425			206,425
Operating Capital Outlay			0			0			0
Data Processing			209,687			255,653			255,653
Transfers out to DFS						0			0
Assessment on Investments			1,927			2,277			2,277
Refunds			20,043			25,000			25,000
Indirect Costs Charged to Trust Fund			821,103			0			0
Total Full Costs to Line (B) - Section III	-	0	4,049,644	-	0	4,492,665	-	0	4,492,665

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
TOTAL SECTION I	(A)	0	0	3,999,215	0	0	4,130,862	0	0	4,125,862
TOTAL SECTION II	(B)	0	0	4,049,644	0	0	4,492,665	0	0	4,492,665
TOTAL - Surplus/Deficit	(C)	-	0	(50,429)	-	-	(361,803)	-	-	(366,803)

EXPLANATION of LINE C:

This regulatory activity is supported by funds collected from the industry and deposited into the Pest Control Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pest Control Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Efforts to increase efficiencies in this program area include:

- Completion of a document imaging program that will eliminate 1.5 million documents (120 filing cabinets).
 - Movement from leased space to Department owned office space.
 - Implementation of electronic mail notification of licensees for legally required notices to reduce mail-out costs to save approximately \$30,000 per year.
 - Implementation of an electronic notification system for notices of structural fumigation.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
 - Implementation of an on-line license application and renewal system to automate license issuance. Once fully implemented we anticipate enhanced turn-around time for license issuance and reduced cost associated with a paper-based process. Cost savings have not yet been determined.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pest control is essential to the continued provision of pest management services that protect public health and private property. Without effective regulation, the potential exists for fraudulent or unsafe practice of pest control that will endanger public health and private property.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Pest Control regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees collected covered most of the direct and indirect costs to the Pest Control Trust Fund for FY 20-21.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Pest Control regulatory program fees are set in statute and rule. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The regulation of pest control provides substantial public benefits well in excess of the amount of public funds expended. These benefits include:

- Prevention of misuse of pesticides by untrained or unsupervised pest control applicators, thereby preventing harm to human health, public and private property and the environment.
- Prevention of poor performance of pest control by unlicensed or untrained and unsupervised persons.
- Prevention of misleading and deceptive practices in the conduct of pest control.
- Enforcement of requirements for protection contracts for performance of wood destroying organism pest control.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Fees collected in this program currently support the direct costs and most of the indirect costs of this program.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pest Control

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 482, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) Direct costs for this program area are fully funded by fees received into the Pest Control Trust Fund.

If the program is subsidized from other state funds, what is the source(s)? None.

What is the current annual amount of the subsidy? None

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pest Control	Pest Control License - Initial fee	482.071(2)(b) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Renewal fee (annual)	482.071(2)(b) 5E-14.142(5)(i)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control Customer Contact Center License - Initial fee (2 year)	482.072 (2)(b), 5E-14.150	\$1,000	2011	Yes	\$600	Pest Control Trust Fund
Pest Control	Pest Control Customer Contact Center License - Renewal	482.072 (2)(b), 5E-14.150	\$1,000	2011	Yes	\$600	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Location Address fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Name fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Ownership fee	482.071(2)(a) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Late License Renewal fee	482.071(2)(b)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Pest Control License - Expedite fee	482.071(2)(f) 5E-14.142(5)(h)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Initial fee	482.091(1)(b), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Renewal fee (annual)	482.091(4),(5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Change of Business Location, Name or Ownership fee	482.091(4),(5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Issuance fee	482.111(1),(7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Renewal fee (annual)	482.111(3), (7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Late fees	482.111(1), (3) 5E-14.132(1), (2)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Initial fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Additional Periods fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Special ID Card - Initial fee	482.151(5) 5E-14.136(2)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Renewal fee (annual)	482.151(6) 5E-14.136(3)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Late fees	482.151(5),(6) 5E-14.136(2),(3)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Examination Fees - Certified Operator Initial	482.141(2) 5E-14.123(4)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Examination Fees - Special ID Initial	482.151(4) 5E-14.123(5)	\$200	1992	Yes	\$200	Pest Control Trust Fund
Pest Control	Optional CEU Certificate Renewal by Examination fee	482.111(10)(c)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Limited Gov't Private Exam and Issuance fee (4 yr license)	482.155(1)(b) 5E-14.117(17)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Gov't Private Certificate Renewal	482.155(1)(b) 5E-14.117(17)	\$25	1992	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Certification for Urban Landscape Commercial Fertilizer Application (four year)	482.1562 (3), 5E-14.117(18)	\$75	2009	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Exam and Issuance fee (annual)	482.156(2)(a) 5E-14.117(11)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Certificate Renewal	482.156(3) 5E-14.117(11)(b)(5)	\$75	1992	Yes	\$75	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Late fee	482.156(3)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Limited Commercial Wildlife Management - Initial fee	482.157(2)(a), 5E-14.117(19)	\$300	2011	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Wildlife Management - Renewal	482.157(2)(a), 5E-14.117(19)	\$150	2011	Yes	\$75	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Initial	482.2267(1)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Annual Renewal	482.2267(3)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Service Charge - Returned Checks		\$15	1992	No	\$15	Pest Control Trust Fund
Pest Control	Service Charge - Records Duplication	Ch 119	\$5 (min)	1992	No	\$5 (min)	Pest Control Trust Fund
Pest Control	Administrative Fines Imposed	482.161, 482.2401(3)	\$5,000 per violation	1992	No	Up to \$5,000 per violation	Pest Control Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42160100 Pesticide Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 487.04, 487.041, 487.045, 487.048, 487.071
Purpose of Fees Collected: To ensure that pesticides are distributed and used in Florida in accordance with the Florida Pesticide Law and to provide uniform regulation to pesticide users.

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.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
U. S. Grants		414,888			1,162,088			1,162,088	
Pesticide Dealer's License			97,200			94,400			94,400
Pesticide Applicator's License			408,500			450,793			450,793
Pesticide Registration			5,494,454			7,580,290			7,580,290
Misc - Penalties			21,250			24,771			24,771
Administrative Fines			54,050			13,972			13,972
Misc. - Other			-			-			-
Refunds		357	87			1,036			1,036
Supplemental Registration			-						
Reimbursements from Employees			0			93			93
Recovery of Indirect Costs from Feds		37,430							
Total Fee Collection to Line (A) - Section III	-	452,675	6,075,541	-	1,162,088	8,165,355	-	1,162,088	8,165,355

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Salaries and Benefits		409,758	1,923,802		485,986	2,128,991		485,986	2,128,991
Other Personal Services		0	154,856		-	155,000		-	155,000
Expenses		171,122	105,945		269,148	115,440		269,148	115,440
Contracted Services		42,841	39,484		229,947	40,000		248,139	40,000
HR Assessment			8,129			8,150			8,150
Operating Capital Outlay		0	20,017		52,007	-		52,007	
Data Processing	10,441		0			-			-
Acquisition of Motor Vehicles		0	0		125,000			90,000	
General Revenue S/C			724,078			118,600			725,000
Field Inspection	27,367		942,894	27,037		1,021,472	27,037		1,021,472
Refunds		1,937	2,646			5,160			5,160
Indirect Costs Charged to Trust Fund	354,539	27,386	1,676,455	405,810	0	1,754,118	405,810	0	1,754,118
Total Full Costs to Line (B) - Section III	392,347	653,044	5,598,306	432,847	1,162,088	5,346,931	432,847	1,145,280	5,953,331

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2020 - 21			ESTIMATED FY 2021 - 22			REQUEST FY 2022 - 23		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	452,675	6,075,541	-	1,162,088	8,165,355	-	1,162,088	8,165,355
TOTAL SECTION II	(B)	392,347	653,044	5,598,306	432,847	1,162,088	5,346,931	432,847	1,145,280	5,953,331
TOTAL - Surplus/Deficit	(C)	(392,347)	(200,369)	477,235	(432,847)	-	2,818,424	(432,847)	16,808	2,212,024

EXPLANATION of LINE C:

Surplus of revenues is used to cover deficits in other programs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pesticide Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Electronic payment of registration fees has been implemented and augments the implementation of an Oracle-based, web-accessible registration system that has allowed the reduction of one staff position, while improving tracking of over 15,000 registered pesticides. A biennial registration program was implemented in January 2009 that allows registrants to pay for two years of registration at a time.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the web-accessible registration system and electronic payment system to further reduce data entry and clerical workload. We are working to image our current and archived pesticide labels and provide web access to make these documents quickly available to regulatory officials and the public, allowing registration staff to focus on other program priorities. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pesticides and pesticide use is critical to the continued availability of pesticides needed for food and fiber production, pest management, protection of public health, prevention of aquatic weed accumulation in waterways used for flood control, and effective landscape management. Pesticide regulation is further needed to ensure that pesticides are used in ways that protect public health, agricultural workers, and environmental resources including water and air quality. Pesticide regulation is essential in supporting Florida's main industries of tourism and agriculture.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Pesticide regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Current fees are adequate to cover the direct and indirect costs of the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Pesticide regulatory program fees are set in statute and rule. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs

would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees collected cover direct and indirect costs charged to the General Inspection Trust Fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of pesticides and pesticide use provide obvious and substantial public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pesticide Regulation

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 487, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) Allocated GR costs total 6.55% of the GR+GITF costs, GITF receipts exceed costs by 7.85%

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$392,347 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
License Pesticide Applicators & Dealers	Private Applicators	487.045(1)	Yes	2002	Yes	\$100	General Inspection Trust Fund
License Pesticide Applicators & Dealers	Public Applicators	487.045(1)	Yes	2002	Yes	\$100	General Inspection Trust Fund
License Pesticide Applicators & Dealers	Commercial Applicators	487.045(1)	Yes	2002	Yes	\$250	General Inspection Trust Fund
License Pesticide Applicators & Dealers	Pesticide Dealer	487.048(1)	Yes	2002	Yes	\$250	General Inspection Trust Fund
Regulate Pesticide Products	Annual Pesticide Registration Fee	487.041(3)	\$350 per registered product; \$100 for Exp. Use Permit or Special Local Need	2008	No	\$350 per registered product; \$100 for Exp. Use Permit or Special Local Need	General Inspection Trust Fund
Analyze Pesticide Samples	Pesticide Sample Analysis Fee	487.071(7)(b)	\$400 per test	1993	(Authorized, not implemented)	none	General Inspection Trust Fund
Regulate Pesticide Products	Supplemental Registration Fee	487.041(3)	\$315 per applicable product	2009	Yes	\$315	This fee eliminated during the legislative session for FY2017-2018.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160100 Seed Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Budget Period: 2022-23

Specific Authority: 578.08(1), 578.11, 578.26(1)

Purpose of Fees Collected: To ensure that Florida consumers receive seed products that conform to the Commercial Seed Law and to provide uniform regulation to seed producers and distributors.

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.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2020 - 21		ESTIMATED FY 2021 - 22		REQUEST FY 2022 - 23	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Seed Licenses		1,140,760		1,180,127		1,180,127
Seed Complaint Filing Fee		0		67		67
Misc. - Other		1,402		705		705
Refunds		0				
Penalties		15				
Prior Year Warrant Cancellation		0		333		333
Total Fee Collection to Line (A) - Section III	-	1,142,177	-	1,181,232	-	1,181,232

SECTION II - FULL COSTS

	ACTUAL FY 2020 - 21		ESTIMATED FY 2021 - 22		REQUEST FY 2022 - 23	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits		291,978		324,901		324,901
HR Assessment		1,105		1,325		1,325
Contracted Services		12,808				
Expenses		22,786		30,950		30,950
Operating Capital Outlay		34224				
Data Processing		0				
General Revenue S/C		91,273		100,000		100,000
Field Inspection	11,846	492,328	11,189	525,698	11,189	525,698
Refunds		1,295				
Indirect Costs Charged to Trust Fund	-	11,708		50,952		50,952
Total Full Costs to Line (B) - Section III	11,846	959,505	11,189	1,033,826	11,189	1,033,826

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2020 - 21		ESTIMATED FY 2021 - 22		REQUEST FY 2022 - 23	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	1,142,177		1,181,232		1,181,232
TOTAL SECTION II	(B)	11,846	959,505	11,189	1,033,826	11,189	1,033,826
TOTAL - Surplus/Deficit	(C)	(11,846)	182,672	(11,189)	147,406	(11,189)	147,406

EXPLANATION of LINE C:

Receipts cover most direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Seed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division has implemented a more efficient Laboratory Information Management System (LIMS) and web-based regulatory application, which have automated licensing, enforcement, and laboratory processes, and enabled seed dealers and other stakeholders to access and make decisions using the most current program information. The Division has also implemented a risk-based inspection strategy, which enables focused inspection of seed products and producers identified as elevated risk based on reported violation data.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the current risk-based enforcement program. We anticipate continuing to operate at costs reduced from those of the program prior to the implementation of the risk assessment strategy. We will also continue to refine the Laboratory Information and Regulatory Management systems to further reduce data entry requirements, increase program efficiency, and enhance customer service. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of seeds is essential to the continued, economically viable production of food and fiber. Seed regulation is needed to ensure that seeds purchased by consumers meet established standards for purity, germination and are not contaminated with noxious weed seeds.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Seed regulatory program fees are set in statute and rule

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Prior to the most recent fee increase adopted by the 2009 Legislature, fees were not adequate to cover the direct and indirect costs of the program. Previously established fees were doubled in 2009 and were subsequently reduced for smaller volume seed dealers in FY 2014. Revenues for FY 20-21 covered the direct and indirect costs to the General Inspection Trust Fund portion of the seed regulatory program area, and we anticipate that this will continue for FY 21-22.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Seed program fees are set in statute and rule and are applied using a sliding scale based the gross sales of seed distributed by the regulated entity. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient

justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The regulation of seeds provides substantial public benefits well in excess of the amount of public funds expended. The approximately 2,700 licensed seed dealers in Florida reported over \$200 million in gross receipts for FY 20-21. The seed represented by this figure are the basis for Florida agriculture and dooryard fruit and vegetable production. The seed regulatory program benefits the agricultural industry by ensuring the availability of high-quality seed needed to produce crops of significant economic value in the state and performs a vital role in environmental protection through monitoring for both prohibited and restricted noxious weed seed contamination. The seed program also provides for mediation of disputes between growers and seed producers and makes recommendations of settlements to affected consumers for losses incurred due to seed failing to produce as advertised. In FY 20-21, the Seed Investigation and Conciliation Council conducted zero seed complaint investigations and hearings.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of seed provides obvious and substantial public benefit.

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF CONSUMER SERVICES
42160200**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Se **Budget Period:** 2022-2023
Program: 42160200 Agricultural Dealers License
Fund: 2321 General Inspection Trust Fund
Specific Authority: 534.48, 535.05; 604.15-604.34, F.S.
Purpose of Fees Collected: Licensing of agricultural dealers, thoroughbred horse sales, and livestock markets; processing claims of Florida producers; administrative fines for enforcement of statutory requirements.

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.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020- 2021	FY 2021 - 2022	FY 2022-2023
Licenses - Ag Dealers	850,175	859,072	859,072
Licenses - Livestock Markets	600	833	833
Licenses - Thoroughbred Horse Sales	1,800	2,000	2,000
Fees - L&B Complaint Filing Fee	200	643	643
Administrative Fines	6,446	5370	5370
Total Fee Collection to Line (A) - Section III	859,221	867,918	867,918

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	59,582	59,582	59,582
Other Personal Services	856	856	856
Expenses	6,294	6,294	6,294
Operating Capital Outlay	-	-	-
Contracted Services	761	761	761
Human Resources	402	402	402
State Refunds	1,395	1,395	1,395
Non-State Refunds	7	7	7
OATS Assessment	2,301	2,301	2,301
General Revenue Service Charge	68,466	69,433	69,433
Indirect Costs Charged to Trust Fund	19,495	19,495	19,495
Total Full Costs to Line (B) - Section III	159,559	160,526	160,526

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	859,221	867,918	867,918
TOTAL SECTION II	(B)	159,559	160,526	160,526
TOTAL - Surplus/Deficit	(C)	699,662	707,392	707,392

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Agricultural Product Dealer's Licenses

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Program processes are continually scrutinized for ways to optimize productivity, efficiency and application output. Integration into the database (DOCS) continues to benefit the application and reporting processes.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Consumer Services continues to work on the automated mailing of deficiency and renewal notices, as well as scanning all incoming documents to create digital files. Working more efficiently will save time and money.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Yes. This program provides a valuable protection to one of the largest industries in the state, ensuring that Florida producers who conduct business with properly licensed agricultural dealers are provided security from the possibility of serious economic harm in the event that an agricultural dealer defaults on payment. This security is crucial to the Florida producer due to the perishable nature of agricultural products and the impracticality of recovering those products due to the speed with which they move through commerce. The maximum license fee is set by statute.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

The license fees collected are adequate to cover both direct and indirect costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable. The sliding scale fees are based upon the amount of surety supporting the license, which determined by the buying volume of the business. There is no differentiation between business types.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Agricultural Dealer's Licenses							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Agricultural Dealer's	License Fee	604.19	\$500	2005	Yes - 5J-25	\$170; \$230; \$30	General Inspection TF
	Supplemental Location Fee	604.19	100	2005	Yes - 5J-25	\$100	General Inspection TF
	Delinquent Renewal	604.19	100	2005	Yes - 5J-25	\$100	General Inspection TF
	Complaint Filing Fee	604.21(1)(a)	50	2005	No	\$50	General Inspection TF
	Administrative Fines	604.30(3)(a)	2,500	2005	Yes - 5J-25	\$1,000 - 1st Offence - \$2500 repeat violators	General Inspection TF
	Continuing Violation Fine	604.30(3)(b)	Not to exceed \$100/day	2005	Yes - 5J-25	\$100/day	General Inspection TF
Livestock Markets	License Fee	534.48	Set by Statute	1993	No	\$100	General Inspection TF
Thoroughbred Horse Sales	License Fee	535.05	Set by Statute	1993	Yes - 5H-15	\$300	General Inspection TF

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-2023
Program: 42160200 Fair Rides Inspection
Fund: 2321 General Inspection Trust Fund
Specific Authority: 616.242, F.S.
Purpose of Fees Collected: Offset direct and indirect inspection costs.

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- 2021	FY 2021 - 2022	FY 2022-2023
Receipts:			
Fair Ride Inspection Fees	164,074	759,782	759,782
Fair Ride Permits	531,126	766,169	766,169
Penalties-Returned Check Service Fees	189	-	
Copies of Documents	162	-	
Refunds	200	-	
Administrative Fines		14,555	14,555
Total Fee Collection to Line (A) - Section III	695,750	1,540,506	1,540,506

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	1,393,941	1,393,941	1,393,941
Other Personal Services	-	8	8
Expenses	116,766	116,858	116,858
Operating Capital Outlay	-	-	-
Contracted Services	3,073	3,082	3,082
Human Resources	9,281	9,288	9,288
State Refunds	695	695	695
OATS Assessment	41,805	41,841	41,841
General Revenue Service Charge	55,934	1,164	1,164
Indirect Costs Charged to Trust Fund	443,815	20,923	20,923
Total Full Costs to Line (B) - Section III	2,065,310	1,587,800	1,587,800

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	695,750	1,540,506
TOTAL SECTION II	(B)	2,065,310	1,587,800
TOTAL - Surplus/Deficit	(C)	(1,369,560)	(47,294)

EXPLANATION of LINE C:

The deficit in this program area is covered by the overall department cash balances in the General Inspection Trust Fund.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Fair Rides Inspection							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes, 616.242(8)(a), F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 32.98%							
If the program is subsidized from other state funds, what is the source(s)? General Inspection Trust Fund							
What is the current annual amount of the subsidy? \$ 748,273							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Amusement Ride Inspection	Kiddie Amusement Ride Annual Permit	616.242	Set by Rule	2001	Yes -5J-18	\$35	General Inspection Trust Fund
	Non-Kiddie Amusement Ride Annual Permit	616.242	Set by Rule	2001	Yes -5J-18	\$70	General Inspection Trust Fund
	Super Ride Annual Permit	616.242	Set by Rule	2001	Yes -5J-18	\$140	General Inspection Trust Fund
	Reinspection	616.242	Set by Rule	2005	Yes -5J-18	\$500	General Inspection Trust Fund
	Late Notice Inspection	616.242	Set by Rule	1997	Yes -5J-18	\$100	General Inspection Trust Fund
	Failure to Cancel Inspection	616.242	Set by Rule	1997	Yes -5J-18	\$100	General Inspection Trust Fund
	Go Kart Vehicle Inspection	616.242	Set by Rule	2005	Yes -5J-18	\$7	General Inspection Trust Fund
	Ride Permit Fee	616.242	Set by Rule	2005	Yes -5J-18	\$430	General Inspection Trust Fund
	Lost USAID Tag	616.242	Set by Rule	1993	Yes -5J-18	\$100	General Inspection Trust Fund
	Bungee Permit	616.242	Set by Rule	1993	Yes -5J-18	\$500	General Inspection Trust Fund
	Weekend/Holiday Inspection	616.242	Set by Rule	2005	Yes -5J-18	\$75	General Inspection Trust Fund
	Administrative Fines	616.242	Not to exceed 2,500	2005	Yes -5J-18	\$2,500	General Inspection Trust Fund

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Fair Rides Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The amusement ride inspection process is ever changing. With rides growing in size, speed and operating characteristics, regulations, etc. seminars are held by National Association of Amusement Ride Official (NAARSO) throughout the year updating inspectors on devices, codes, standards, employee safety as well as other topics. Statutory changes by the 2020 Legislative session have been implemented, modernizing the registration process for the amusement ride industry while updating inspection and permitting requirements. The updates also enhanced patron safety and brought ride safety regulations in line with national standards. In addition, the department was provided with additional tools to investigate incidents and was granted the authority to impose increased administrative fines for violations that result in serious injury or death. Covid-19 had a tremendous effect on the Amusement Ride Industry causing many of the activities for 2021 to be cancelled.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Fair Rides inspectors continue to work on achieving Level II certification with NAARSO. Once this is achieved, inspections will be more efficient with the knowledge gained from the certifications, therefore providing better protection for Florida consumers. The statutory changes will modernize the registration process for the amusement ride industry while updating inspection and permitting requirements.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Bureau provides a critical service safeguarding the public with the most comprehensive amusement ride inspection program of any state in the country.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fees are based on projections utilizing generally accepted governmental accounting procedures. Projections are based primarily on historic industry growth.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, the permit and inspection fees set by statute does not cover both direct and indirect costs of providing this regulatory service

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, amusement rides are differentiated into three types of rides, and charged fees are commensurate with the complexity and the time needed to complete the inspection. Re-inspection fees are assessed when violations are found during the initial inspection. Weekend and holiday fees are also assessed to the companies who cannot schedule inspections during normal work hours.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair

advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for this regulatory service and oversight is set by statute. Raising fees to sufficiently cover program costs would require so high an assessment that the carnival industry would be compelled to reduce either the number of events played in Florida, or the number of devices played at each event, or both. These reductions would in turn affect the estimates of revenue which FDACS has employed for the purpose of establishing an amusement ride inspection fee structure. In addition, a reduction or elimination of participation at festivals, carnivals and fairs by the carnival companies would ultimately impact the fair associations, churches and civic groups as well as charities which benefit financially from the public attendance at such sponsored events which feature rides and attraction as their primary draws. products due to the speed with which they move through commerce.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Covid-19 seriously impacted the amusement ride industry in FY 2020/2021. Future scheduling of events is expected to follow a more normal trend. The surplus of revenue over expenditures in the General Inspection Trust Fund is sufficient to absorb deficits in the program.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42160200 Game Promotions
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.849.094,F.S.
Purpose of Fees Collected: To process Game Promotion filings for game promotion operators in the State of Florida.

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 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- 2021	FY 2021 - 2022	FY 2022-2023
<u>Receipts:</u>			
Registration Fees	321,000	300,733	300,733
Administrative Fines	232,725	241,961	241,961
Total Fee Collection to Line (A) - Section III	553,725	542,694	542,694

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	88,299	88,299	88,299
Other Personal Services	1,145	1,145	1,145
Expenses	8,997	8,997	8,997
Operating Capital Outlay	-	-	-
Contracted Services	1,053	1,053	1,053
Human Resources	587	587	587
State Refunds	1,597	1,597	1,597
Non-State Refunds	8	8	8
OATS Assessment	3,326	3,326	3,326
General Revenue Service Charge	57,221	43,416	43,416
Indirect Costs Charged to Trust Fund	29,711	29,711	29,711
Total Full Costs to Line (B) - Section III	191,944	178,138	178,138

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	553,725	542,694
TOTAL SECTION II	(B)	191,944	178,138
TOTAL - Surplus/Deficit	(C)	361,781	364,556

EXPLANATION of LINE C:
The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-2023
Program: 42160200 Health Studios
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.501.015,F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Health Studio Industry in the State of Florida.

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- 2021	FY 2021 - 2022	FY 2022-2023
<u>Receipts:</u>			
Registration Fees	944,165	908,030	908,030
Administrative Fines	12,225	12,710	12,710
Total Fee Collection to Line (A) - Section III	956,390	920,740	920,740

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	154,694	154,694	154,694
Other Personal Services	1,620	1,620	1,620
Expenses	14,733	14,733	14,733
Operating Capital Outlay	-	-	-
Contracted Services	1,612	1,612	1,612
Human Resources	1,002	1,002	1,002
State Refunds	1,566	1,566	1,566
Non-State Refunds	8	8	8
OATS Assessment	5,565	5,565	5,565
General Revenue Service Charge	76,614	73,659	73,659
Indirect Costs Charged to Trust Fund	54,884	54,884	54,884
Total Full Costs to Line (B) - Section III	312,300	309,345	309,345

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	956,390	920,740
TOTAL SECTION II	(B)	312,300	309,345
TOTAL - Surplus/Deficit	(C)	644,090	611,395

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:

Health Studios

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Continued streamlining of the administrative processes and cross training have increased productivity and customer services. Due to these improvements we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing continues to be on the list of anticipated improvements for Health Studios. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the

types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable. There is one set fee for all business types.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-2023
Program: 42160200 Intrastate Moving
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.507.03,F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Intrastate Moving Industry in the State of Florida.

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

X	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.)
	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>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 2020- 2021</u>	<u>FY 2021 - 2022</u>	<u>FY 2022-2023</u>
<u>Receipts:</u>			
Registration Fees	439,500	406,608	406,608
Administrative Fines	6,550	6,810	6,810
Total Fee Collection to Line (A) - Section III	446,050	413,418	413,418

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	127,783	127,783	127,783
Other Personal Services	1,138	1,138	1,138
Expenses	11,633	11,633	11,633
Operating Capital Outlay	-	-	-
Contracted Services	1,211	1,211	1,211
Human Resources	814	814	814
State Refunds	652	652	652
Non-State Refunds	3	3	3
OATS Assessment	4,460	4,460	4,460
General Revenue Service Charge	35,742	33,073	33,073
Indirect Costs Charged to Trust Fund	46,433	46,433	46,433
Total Full Costs to Line (B) - Section III	229,870	227,202	227,202

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	446,050	413,418
TOTAL SECTION II	(B)	229,870	227,202
TOTAL - Surplus/Deficit	(C)	216,180	186,216

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Intrastate Moving

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Continued streamlining of the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect

the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight is set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** **2022-2023**
Program: 42160200 Motor Vehicle Repair Shops
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.559.904, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Motor Vehicle Repair Industry in the state of Florida.

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

X	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.)
	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- 2021	FY 2021 - 2022	FY 2022-2023
<u>Receipts:</u>			
<u>Registration Fees</u>	1,313,006	1,246,002	1,246,002
<u>Penalties-Late Filing</u>	32,505	34,474	34,474
<u>Administrative Fines</u>	86,410	89,839	89,839
Total Fee Collection to Line (A) - Section III	1,431,921	1,370,315	1,370,315

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	782,035	782,035	782,035
Other Personal Services	9,170	9,170	9,170
Expenses	77,094	77,094	77,094
Operating Capital Outlay	-	-	-
Contracted Services	8,741	8,741	8,741
Human Resources	5,133	5,133	5,133
State Refunds	11,050	11,050	11,050
Non-State Refunds	511	511	511
OATS Assessment	28,800	28,800	28,800
General Revenue Service Charge	112,923	109,625	109,625
Indirect Costs Charged to Trust Fund	269,552	269,552	269,552
Total Full Costs to Line (B) - Section III	1,305,007	1,301,710	1,301,710

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	1,431,921	1,370,315	1,370,315
TOTAL SECTION II	(B)	1,305,007	1,301,710	1,301,710
TOTAL - Surplus/Deficit	(C)	126,914	68,606	68,606

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Motor Vehicle Repair Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Continued streamlining of the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

With more output expected from fewer employees, opportunities for process improvement are constantly being reviewed. With improvement in administrative processes, registrations and filing will continue to be handled without additional personnel.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Motor Vehicle Repair Shops							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; 559.901 - 559.9221, F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Motor Vehicle Repair Shops	Registration fee	s. 559.904	The following annual fees are set by statute: \$50 for shops with 1-5 employees; \$150 for shops with 6-10 employees; and \$300 for shops with 11 or more employees	In 1997, fee for small shops performing only minor repairs was amended to \$50. Other fees last revised in 1991.	No	\$50 for shops with 1-5 employees; \$150 for shops with 6-10 employees; and \$300 for shops with 11 or more employees	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2021-2022
Program: 42160200 Pawn Shops
Fund: 2321 General Inspection Trust Fund

Specific Authority: s.539.001, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Pawn Shop Industry in the state of Florida.

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)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020- 2021	FY 2021 - 2022	FY 2022-2023
Receipts:			
Registration Fees	354,357	356,938	356,938
Background Checks	6,432	8,378	8,378
Administrative Fines	19,300	20,066	20,066
Total Fee Collection to Line (A) - Section III	380,089	385,382	385,382

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	25,487	25,487	25,487
Other Personal Services	360	360	360
Expenses	2,677	2,677	2,677
Operating Capital Outlay	-	-	-
Contracted Services	322	322	322
Human Resources	172	172	172
State Refunds	557	557	557
Non-State Refunds	3	3	3
OATS Assessment	981	981	981
General Revenue Service Charge	30,106	30,831	30,831
Indirect Costs Charged to Trust Fund	8,377	8,377	8,377
Total Full Costs to Line (B) - Section III	69,042	69,766	69,766

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	380,089	385,382	385,382
TOTAL SECTION II	(B)	69,042	69,766	69,766
TOTAL - Surplus/Deficit	(C)	311,046	315,616	315,616

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Pawn Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Continued streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the

types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Pawn Shops							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; Chapter 539, F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pawn Shops	License fee	s. 539.001	\$300 annually set by statute	1996	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-2023**
Program: 42160200 Professional Surveyors and Mappers
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.472.011, s.472.0365, s.472.018, s.472.023, s.470.0345, F.S.
Purpose of Fees Collected: To provide regulation and oversight to Professional Surveyors and Mappers.

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- 2021	FY 2021 - 2022	FY 2022-2023
<u>Receipts:</u>			
Unlicensed Activity Fee	22,079	11,039	11,039
CE Provider Fees	8,900	4,450	4,450
Duplicate Name Status Change Fees	865	1,413	1,413
Examination Application Fees	5,980	5,587	5,587
Special Assessments	100	-	-
Initial License Fees	18,195	20,808	20,808
Renewal License	295,638	294,192	294,192
Business Licenses	194,225	185,602	185,602
Administrative Fines	3,994		
Delinquent Charges	450	317	317
Fees - Attorney Fees	666	-	-
Total Fee Collection to Line (A) - Section III	551,091	523,408	523,408

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	303,978	303,978	303,978
Other Personal Services	3,196	3,196	3,196
Expenses	26,048	26,550	26,550
Operating Capital Outlay	-	-	-
Contracted Services	24,498	24,547	24,547
Human Resources	2,074	2,110	2,110
State Refunds	505	505	505
Non-State Refunds	-	-	-
OATS Assessment		981	981
General Revenue Service Charge	82,285	41,873	41,873
Indirect Costs Charged to Trust Fund	96,783	8,377	8,377
Total Full Costs to Line (B) - Section III	539,367	412,116	412,116

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	551,091	523,408
TOTAL SECTION II	(B)	539,367	412,116
TOTAL - Surplus/Deficit	(C)	11,724	111,292

EXPLANATION of LINE C:
 The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Professional Surveyor and Mappers

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes has increased productivity and customer service. Due to these improvements we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, but not on an annual basis. The license renewal fee is valid for a two-year period. Two-year license renewals were issued in FY 16-17 and will be issued again in FY 18-19.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight is set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs in a two-year period.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Professional Surveyor and Mappers							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes, 472.011(11)							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Land Surveying and Mapping	Examination Fee	s.472.011	\$125	2012	5J-17.070	\$120	General Inspection Trust Fund
Land Surveying and Mapping	Licensure by Endorsement Application Fee	s.472.011	\$200	1993	5J-17.070	\$125	General Inspection Trust Fund
Land Surveying and Mapping	Application for Inactive status	s.472.011	\$150	1993	5J-17.070	\$100	General Inspection Trust Fund
Land Surveying and Mapping	Continuing Education Provider Fees	s.472.018	\$500	1993	5J-17.070	\$450 Initial \$250 Renewal	General Inspection Trust Fund
Land Surveying and Mapping	Temporary Certificate Individual Fee	s.472.023	\$100 Individual	1993	5J-17.070	\$25 Individual	General Inspection Trust Fund
Land Surveying and Mapping	Temporary Certificate of Authorization Business Fee	s.472.023	\$200 Business	1993	5J-17.070	\$50 Business	General Inspection Trust Fund
Land Surveying and Mapping	Duplicate Name/Status Change Fee	s.472.011	\$25	1993	5J-17.070	\$20	General Inspection Trust Fund
Land Surveying and Mapping	Application Fee	s.472.011	\$125	1993	5J-17.070	\$125	General Inspection Trust Fund
Land Surveying and Mapping	Initial License Fee	s.472.011	\$200	1993	5J-17.070	\$125	General Inspection Trust Fund
Land Surveying and Mapping	Renewal License Fee	s.472.011	\$500	1993	5J-17.070	\$250 biennium individuals \$350 biennium business	General Inspection Trust Fund
Land Surveying and Mapping	Business (Certificate of Authorization) License Fee	s.472.011	\$125	1993	5J-17.070	\$125	General Inspection Trust Fund
Land Surveying and Mapping	License Reactivation Fee	s.472.011	\$150	1993	5J-17.070	\$50	General Inspection Trust Fund
Land Surveying and Mapping	Unlicensed Activity Fee	s.472.0365	\$5	1993	5J-17.070	\$5	General Inspection Trust Fund
Land Surveying and Mapping	Late Renewal for Licensure or certificate of Authorization		\$150	1993	5J-17.070	\$150	General Inspection Trust Fund
Land Surveying and Mapping	Examination Review Fee	s. 472.0131	None Set		5J-17.070	\$75	General Inspection Trust Fund
Land Surveying and Mapping	Reinstate of Null and Void License	s. 472.0202	None Set		5J-17.048	\$125	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-2023
Program: 42160200 Sellers of Business Opportunities
Fund: 2321 General Inspection Trust Fund

Specific Authority: s.559.805,F.S.
Purpose of Fees Collected: To process franchise exemptions to the Sellers of Business Opportunities
 Industry in the state of Florida.

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

X	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.)
	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- 2021	FY 2021 - 2022	FY 2022-2023
<u>Receipts:</u>			
Franchise Exemption Fee	276,400	265,892	265,892
Total Fee Collection to Line (A) - Section III	276,400	265,892	265,892

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	64,022	64,022	64,022
Other Personal Services	923	923	923
Expenses	6,773	6,773	6,773
Operating Capital Outlay	-	-	-
Contracted Services	820	820	820
Human Resources	432	432	432
State Refunds	1,457	1,457	1,457
Non-State Refunds	8	8	8
OATS Assessment	2,475	2,475	2,475
General Revenue Service Charge	22,099	21,271	21,271
Indirect Costs Charged to Trust Fund	20,923	20,923	20,923
Total Full Costs to Line (B) - Section III	119,933	119,105	119,105

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	276,400	265,892
TOTAL SECTION II	(B)	119,933	119,105
TOTAL - Surplus/Deficit	(C)	156,467	146,787

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2022-2023
Program: 42160200 Sellers of Travel
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.559.928,F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Travel Industry in the State of Florida.

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

X	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.)
	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>	<u>ACTUAL</u> FY 2020- 2021	<u>ESTIMATED</u> FY 2021 - 2022	<u>REQUEST</u> FY 2022-2023
<u>Receipts:</u>			
Initial Fee	126,900	155,250	155,250
Renewal Fee	844,265	819,420	819,420
Document Submission Fee	300	267	267
Travel Independent Agents	493,792	553,941	553,941
Administrative Fines			
Total Fee Collection to Line (A) - Section II	1,465,257	1,528,878	1,528,878

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	462,810	462,810	462,810
Other Personal Services	5,975	5,975	5,975
Expenses	47,092	47,092	47,092
Operating Capital Outlay	-	-	-
Contracted Services	5,503	5,503	5,503
Human Resources	3,076	3,076	3,076
State Refunds	8,296	8,296	8,296
Non-State Refunds	43	43	43
OATS Assessment	17,417	17,417	17,417
General Revenue Service Charge	119,427	122,310	122,310
Indirect Costs Charged to Trust Fund	155,885	155,885	155,885
Total Full Costs to Line (B) - Section III	825,524	828,407	828,407

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	1,465,257	1,528,878
TOTAL SECTION II	(B)	825,524	828,407
TOTAL - Surplus/Deficit	(C)	639,733	700,471

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Sellers of Travel

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel. Electronic filing is available.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Continuing to streamline and improve processes.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect

the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Sellers of Travel							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Sellers of Travel	Registration fee	s. 559.928	\$300 annually set by statute	1991	No	\$300	General Inspection Trust Fund
Sellers of Travel	Vacation Certificates Submission Fee	s. 559.9295(16)	\$100	1991	5J-9.002(4)	\$100	General Inspection Trust Fund
Sellers of Travel	Travel Independent Agents	s.559.928(3)	\$50	2010	No	\$50	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2021-2022**
Program: 42160200 Solicitation of Contributions
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.496.406,496.409,and 496.410, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Solicitation of Contributions Industry in the State of Florida

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.)

SECTION I - FEE COLLECTION	ACTUAL FY 2020- 2021	ESTIMATED FY 2021 - 2022	REQUEST FY 2022-2023
<u>Receipts:</u>			
Registration Fees	3,942,726	3,942,726	3,942,726
Penalties-Late Filing Fee	79,455	80,772	80,772
Administrative Fines	86,713	90,154	90,154
Total Fee Collection to Line (A) - Section III	4,108,894	4,113,652	4,113,652

SECTION II - FULL COSTS			
<u>Direct Costs:</u>			
Salaries and Benefits	906,033	906,033	906,033
Other Personal Services	11,049	11,049	11,049
Expenses	90,456	90,456	90,456
Operating Capital Outlay	-	-	-
Contracted Services	10,383	10,383	10,383
Human Resources	5,977	5,977	5,977
State Refunds	14,164	14,164	14,164
Non-State Refunds	624	624	624
OATS Assessment	33,656	33,656	33,656
General Revenue Service Charge	323,209	329,092	329,092
Indirect Costs Charged to Trust Fund	309,470	309,470	309,470
Total Full Costs to Line (B) - Section III	1,705,021	1,710,904	1,710,904

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	4,108,894	4,113,652
TOTAL SECTION II	(B)	1,705,021	1,710,904
TOTAL - Surplus/Deficit	(C)	2,403,873	2,402,748

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Solicitation of Contributions

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel. Electronic filing is available.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Improving statutes and rules to make them easier to understand and tools to help with calculations.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the

types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set by statute. For charities, fees are determined by the amount of contributions received by the charity. For professional solicitors and professional fundraising consultants, fees apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Solicitation of Contributions							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 496.405, 496.409 and 496.410, F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Solicitation of Contributions	Registration fee	s. 496.405	Contributions <\$5,000 - set by statute	2013	No	\$10	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions <\$25,000, no compensation set by statute	2013	No	\$10	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions \$5,000 to \$100,000 - set by statute	2013	No	\$75	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions >=100,000 but <\$200,000 - set by statute	2013	No	\$125	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions >=\$200,000 but <\$500,000 - set by statute	2013	No	\$200	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions >=\$500,000 but <\$1,000,000 - set by statute	2013	No	\$300	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions >=\$1,000,000 but <\$10,000,000 - set by statute	2013	No	\$350	General Inspection Trust Fund
Solicitation of Contributions	Registration fee	s. 496.405	Contributions >=\$10,000,000 set by statute	2013	No	\$400	General Inspection Trust Fund
Solicitation of Contributions	Late fee	s. 496.405	Each month or part month past due - set by statute	2014	No	\$25	General Inspection Trust Fund
Solicitation of Contributions	Professional Fundraising Consultant	s.496.409	May pay single fee on behalf of all partners - set by statute	2013	No	\$300	General Inspection Trust Fund
Solicitation of Contributions	Professional solicitors	s.496.410	Set by statute	2014	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2022-2023
Program: 42160200 Standards (Petroleum, Weights & Measures & LP Gas Inspection)
Fund: 2321 General Inspection Trust Fund
Specific Authority: 525.09, F.S.; 526.51, F.S.; 5013913, F.S.; 531, F.S.
Purpose of Fees Collected: To defray the expenses of inspecting, testing, calibrating, and analyzing petroleum fuels, LP Gas, vehicular fluids, and weighing/measuring devices

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 FY 2020- 2021	ESTIMATED FY 2021 - 2022	REQUEST FY 2022-2023
<u>Receipts:</u>			
Transfers in from DOR - Petroleum Product Fee	9,288,181	10,750,000	11,000,000
Truck Registration Fees	-	-	-
Site Plan Fees	1,405	-	-
Anti Freeze Registration Fees	150,200	140,200	140,200
Brake Fluid Permits	28,705	16,193	16,193
Metrology Fees	51,824	58,026	58,026
LP Registration and Training	-	-	-
Transfer of LPG Licenses Fees	6,250	6,145	6,145
LP Gas Exam Fees	17,990	37,157	37,157
LP Gas License	1,681,565	1,935,955	1,935,955
WEIGHTS & MEASURES	2,247,581	2,133,024	2,133,024
Sale of Surplus Property	32,512	-	-
Interest Earnings	358,173	510,174	510,174
Penalties - Returned Check Service Fees	(97)	-	-
Penalties - Late Brake Fluid Renewals	50	142	142
Penalties - Weights and Measures	139,656	114,873	114,873
Refunds	2,390	-	-
Reimbursements from Employees	(134)	-	-
Copies of Documents	-	-	-
Reimbursement of Travel Cost	-	-	-
Transfers In from Citrus Inspection Trust Fund	-	-	-
Admin Fines	141,855	147,485	147,485
Total Fee Collection to Line (A) - Section III	14,148,107	15,849,374	16,099,374

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	6,227,769	6,227,769	6,227,769
Other Personal Services	80,235	80,235	80,235
Expenses	1,146,564	1,146,564	1,146,564
Operating Capital Outlay	257,907	257,907	257,907
Contracted Services	132,539	132,539	132,539
Human Resources	42,320	42,320	42,320
State Refunds	10,315	10,315	10,315
Non-State Refunds	54	54	54
OATS Assessment	290,285	290,285	290,285
General Revenue Service Charge	180,003	1,267,950	1,287,950
Investments	26,698	26,698	26,698
Indirect Costs Charged to Trust Fund	1,999,350	1,999,350	1,999,350
Total Full Costs to Line (B) - Section III	10,394,038	11,481,985	11,501,985

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	14,148,107	16,099,374
TOTAL SECTION II	(B)	10,394,038	11,501,985
TOTAL - Surplus/Deficit	(C)	3,754,069	4,597,388

EXPLANATION of LINE C:
The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Standards (Petroleum, Weights/Measures, LP Gas Inspections)

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Standards Weights and Measures can now be paid online through eGov improving processes for employees and vendors. Liquefied Petroleum Gas (LP), Brake Fluids and Antifreeze programs are now integrated in the database (DOCS) creating efficiencies by not having to use multiple databases.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division continues to look for ways to streamline the processes without decreasing services. In addition to cross training inspectors, a statistical sampling plan has been put into place for petroleum pumps and weighing and measuring devices. This will save time and increase the geographic area that can be covered. Statistical sampling has reduced the time between inspections from 18-24 months to approximately 12 months. Improvement in the Division database (DOCS) allowing for performance-based reporting.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activities are mandated by Florida Statute and are appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are adequate to cover all related costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Standards (Petroleum, Weights and Measures, LP Gas Inspections)							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Petroleum distribution and sales	Inspection Fee	525.09, F.S.	1/8 of 1 percent per gallon	1995	No	1/8 cent per gallon gasoline and kerosene (except aviation and #1 fuel oil)	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 0-2 Lbs	2016	5J-22.005	\$6	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 3-10 Lbs	2016	5J-22.005	\$8	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 11-50 Lbs	2016	5J-22.005	\$12	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 51-500 Lbs	2016	5J-22.005	\$20	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 501-1000 Lbs	2016	5J-22.005	\$30	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 1001-2500 Lbs	2016	5J-22.005	\$40	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Standard E6617 Class 4 Tolerances	531.415(a), F.S.	Weight 2501-5000 Lbs	2016	5J-22.005	\$50	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Class P Tolerances	531.415(b), F.S.	Weight 0-10 Lbs	2016	5J-22.005	\$20	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Class P Tolerances	531.415(b), F.S.	Weight 11-50 Lbs	2016	5J-22.005	\$30	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Class P Tolerances	531.415(b), F.S.	Weight 51-500 Lbs	2016	5J-22.005	\$40	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Class P Tolerances	531.415(b), F.S.	Weight 501-1000 Lbs	2016	5J-22.005	\$50	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Mass Class P Tolerances	531.415(b), F.S.	Weight 1001-2500 Lbs	2016	5J-22.005	\$60	General Inspection Trust Fund

Metrology Laboratory Calibration/Testing	Mass Class P Tolerances	531.415(b), F.S.	Weight 2501-5000 Lbs	2016	5J-22.005	\$75	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Calibrate to determine actual/or apparent mass	531.415(c), F.S.	Weight 0-20 Lbs	2016	5J-22.005	\$40	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Calibrate to determine actual/or apparent mass	531.415(c), F.S.	Weight 21-50 Lbs	2016	5J-22.005	\$50	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Calibrate to determine actual/or apparent mass	531.415(c), F.S.	Weight 51-1000 Lbs	2016	5J-22.005	\$70	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Calibrate to determine actual/or apparent mass	531.415(c), F.S.	Weight 1001-2500 Lbs	2016	5J-22.005	\$150	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Calibrate to determine actual/or apparent mass	531.415(c), F.S.	Weight 2501-5000 Lbs	2016	5J-22.005	\$250	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Volumetric Test	531.415(d), F.S.	Vessel 0-5 Gal	2016	5J-22.005	\$35	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Volumetric Test	531.415(d), F.S.	Vessel Over 5 Gal	2016	5J-22.005	\$0.75 per each additional gal	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Linear Measure	531.415(e), F.S.	Each Test	2016	5J-22.005	\$75	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Temperature Measuring Device	531.415(f), F.S.	Each Test	2016	5J-22.005	\$50	General Inspection Trust Fund
Metrology Laboratory Calibration/Testing	Special Test/Special preparation	531.415(g), F.S.	Each Test	2016	5J-22.005	\$50 per hour	General Inspection Trust Fund
Weights and Measures	Commercial Use Permit rated up to and including 100 lbs	531.60 - 65, F.S.	1 - 5 in a single retail establishment	2016	5J-22.006	\$40	General Inspection Trust Fund
Weights and Measures	Commercial Use Permit rated up to and including 100 lbs	531.60 - 65, F.S.	6 - 10 in a single retail establishment	2016	5J-22.006	\$125	General Inspection Trust Fund
Weights and Measures	Commercial Use Permit rated up to and including 100 lbs	531.60 - 65, F.S.	11-30 in a single retail establishment	2016	5J-22.006	\$175	General Inspection Trust Fund
Weights and Measures	Commercial Use Permit rated up to and including 100 lbs	531.60 - 65, F.S.	31 or more in a single retail establishment	2016	5J-22.006	\$225	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	>100 - 250 lb. mfg. rated capacity - Max \$200	2016	5J-22.006	\$40	General Inspection Trust Fund

Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	>250 - 5,000 lb. capacity- Max \$200	2016	5J-22.006	\$75	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	>5,000 - 20,000 lb. capacity- Max \$300	2016	5J-22.006	\$150	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	> 20,000 lb capacity	2016	5J-22.006	\$200	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Wheel Load	2016	5J-22.006	\$15	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Static and in motion Railroad track scales	2016	5J-22.006	\$200	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Belt Conveyor Scales	2016	5J-22.006	\$400	General Inspection Trust Fund
Weights and Measures	Mass Flow Device Permits	531.60 - 65, F.S.	Mass Flow Meters up to 150 lb/minute	2016	5J-22.006	\$100	General Inspection Trust Fund
Weights and Measures	Mass Flow Device Permits	531.60 - 65, F.S.	Mass Flow Meters >150 lb/minute	2016	5J-22.006	\$250	General Inspection Trust Fund
Weights and Measures	Volumetric Flow up to and including 10/Gal per min Device Permits	531.60 - 65, F.S.	1-5 in a single establishment	2016	5J-22.006	\$40	General Inspection Trust Fund
Weights and Measures	Volumetric Flow up to and including 10/Gal per min Device Permits	531.60 - 65, F.S.	6-10 in a single establishment	2016	5J-22.006	\$125	General Inspection Trust Fund
Weights and Measures	Volumetric Flow up to and including 10/Gal per min Device Permits	531.60 - 65, F.S.	11-30 in a single establishment	2016	5J-22.006	\$175	General Inspection Trust Fund
Weights and Measures	Volumetric Flow up to and including 10/Gal per min Device Permits	531.60 - 65, F.S.	31 or more in a single establishment	2016	5J-22.006	\$225	General Inspection Trust Fund

Weights and Measures	Volumetric Flow Meters	531.60 - 65, F.S.	>10 but <= 20 gal/minute - Max \$50	2016	5J-22.006	\$40	General Inspection Trust Fund
Weights and Measures	Volumetric Flow Meters	531.60 - 65, F.S.	>20 gal/minute - Max \$100	2016	5J-22.006	\$80	General Inspection Trust Fund
Weights and Measures	Tank Used as Measuring Device Permits	531.60 - 65, F.S.	Tanks, Under 500 gal capacity	2009	5J-22.006	\$100	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	> 500 gal capacity	2009	5J-22.006	\$200	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Multiple Dimension Measuring Device	2009	5J-22.006	\$100	General Inspection Trust Fund
Weights and Measures	Bulk LP Delivery Vehicles	531.60 - 65, F.S.	Each		5J-22.006	\$150	General Inspection Trust Fund
Weights and Measures	Late Fee	531.62(4)	Per Location	2009	5J-22.006	\$100	General Inspection Trust Fund
Liquefied Petroleum Gas	Category I liquefied petroleum gas dealer	527.02, F.S.	Set by Statute	2018	No	\$400	General Inspection Trust Fund
Liquefied Petroleum Gas	Category II liquefied petroleum gas dispenser	527.02, F.S.	Set by Statute	2018	No	\$400	General Inspection Trust Fund
Liquefied Petroleum Gas	Category III liquefied petroleum gas cylinder exchange unit operator	527.02, F.S.	Set by Statute	2018	No	\$65	General Inspection Trust Fund
Liquefied Petroleum Gas	Category IV dealer in appliances and equipment	527.02, F.S.	Set by Statute	2018	No	\$65	General Inspection Trust Fund
Liquefied Petroleum Gas	Category V LP gas installer	527.02, F.S.	Set by Statute	2018	No	\$200	General Inspection Trust Fund
Liquefied Petroleum Gas	Category VI Miscellaneous Operator	527.02, F.S.	Set by Statute	2018	No	\$200	General Inspection Trust Fund
Liquefied Petroleum Gas	Material Change	527.02(4), F.S.	Set by Statute	2018	No	\$10	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2022-2023
Program: 42160200 Telemarketing
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.501.605 and 501.607, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Telemarketing Industry in the State of Florida

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>	<u>ACTUAL</u> FY 2020- 2021	<u>ESTIMATED</u> FY 2021 - 2022	<u>REQUEST</u> FY 2022-2023
<u>Receipts:</u>			
Licenses-Commercial Telephone Sales	4,650	9,887	9,887
Licenses-Sales Persons	483,000	528,590	528,590
Fees-Telemarketing Solicitor (DNC list)	423,740	412,637	412,637
Administrative Fines	50,000	51,984	51,984
Total Fee Collection to Line (A) - Section III	961,390	1,003,098	1,003,098

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	175,772	175,772	175,772
Other Personal Services	2,741	2,741	2,741
Expenses	19,147	19,147	19,147
Operating Capital Outlay	-	-	-
Contracted Services	2,374	2,374	2,374
Human Resources	1,201	1,201	1,201
State Refunds	4,661	4,661	4,661
Non-State Refunds	24	24	24
OATS Assessment	6,936	6,936	6,936
General Revenue Service Charge	77,465	80,248	80,248
Indirect Costs Charged to Trust Fund	56,077	56,077	56,077
Total Full Costs to Line (B) - Section III	145,164	147,946	147,946

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	961,390	1,003,098
TOTAL SECTION II	(B)	145,164	147,946
TOTAL - Surplus/Deficit	(C)	816,226	855,152

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Telemarketing

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training has increased productivity and customer services. Due to these improvements we have been able to handle registrations and filings without additional personnel. E-commerce or electronic filing is now available for consumers.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Continue to work on areas that can be improved for better efficiency and customer service.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are adequate to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Telemarketing							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s.501.605 and 501.607,F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ 0.00							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Telemarketing	Commerical Telephone Sellers and Entities Providing Substance Abuse Marketing Services - Licenses	s. 501.605	The following annual fees are set by statute: \$1,500	2017	No	\$1,500	General Inspection Trust Fund
Telemarketing	Sales Person Licenses	s. 501.607	The following annual fees are set by statute: \$50 ons	1991	No	\$50	General Inspection Trust Fund
Telemarketing	Changes to Information on Telephone Marketing Licenses	s.501.609(2)	The following annual fees are set by statute: \$10 for changes to information on telephone marketing licenses	1991	No	\$10	General Inspection Trust Fund

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF FRUIT AND VEGETABLES
INSPECTION AND ENFORCEMENT
42170100**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2022-23
Program: 42170100 Fruit and Vegetable Inspection and Enforcement
Fund: 2093 Citrus Inspection Trust Fund
Specific Authority: 601.28 & 570.481 F.S.
Purpose of Fees Collected: Fees collected to the extent necessary to perform inspection service

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>			
Citrus Inspection Program	2,267,586	1,998,086	1,898,172
USDA	3,960,007	3,891,345	3,696,788
License and Bond	8,025	6,495	6,170
Citrus Crop Estimating	852,862	751,840	714,248
Citrus Marketing Order	1,728,775	1,524,000	1,447,800
Transfer from GR-Cash Supplement	939,997	-	-
Total Fee Collection to Line (A) - Section III	9,757,252	8,171,766	7,763,178

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,995,655	1,847,000	1,847,000
Other Personal Services	122,868	105,000	105,000
Expenses	383,786	385,000	385,000
Operating Capital Outlay	-	10,000	10,000
Citrus Marketing Order Research	2,098,256	1,728,775	1,524,000
Citrus Crop Estimating Services	1,432,276	1,342,385	1,342,385
USDA	3,972,421	3,891,345	3,696,788
Indirect Costs Charged to Trust Fund *	185,275	388,023	388,023
Total Full Costs to Line (B) - Section III	10,190,538	9,697,528	9,298,196

Basis Used: Indirect costs are the allocation from Tallahassee of Administrative costs (*to be determined). Budwood expenditures not presented.

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	9,757,252	8,171,766
TOTAL SECTION II	(B)	10,190,538	9,298,196
TOTAL - Surplus/Deficit	(C)	(433,286)	(1,535,018)

EXPLANATION of LINE C:
Budwood Revenue of \$356,608 with no off-setting Budwood expenditures (presented in DPI)
Deficits with Crop Production reductions due to Citrus Greening and other diseases.
Expected expenditures are less than appropriations due to the expected crop reduction.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2022-23
Program: 42170100 Fruit and Vegetable Inspection and Enforcement
Fund: 2321 General Inspection Trust Fund
Specific Authority: 570.481 F.S.
Purpose of Fees Collected: Fees collected to the extent necessary to perform inspection service or based on set fees from USDA or by FDACS

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 FY 2020 - 21	ESTIMATED FY 2021 - 22	REQUEST FY 2022 - 23
<u>Receipts:</u>			
FMO Inspection Services	2,237,849	2,304,711	2,254,711
Vegetable Inspection Program	1,279,897	1,209,164	1,209,164
Tomato (T-GAP) Registration & Audits	34,988	32,500	32,500
Peanut Marketing Orders	664,247	675,000	675,000
Tobacco Marketing Orders	7,826	8,500	8,500
Total Fee Collection to Line (A) - Section III	4,224,805	4,229,875	4,179,875

SECTION II - FULL COSTS	ACTUAL FY 2020 - 21	ESTIMATED FY 2021 - 22	REQUEST FY 2022 - 23
<u>Direct Costs:</u>			
Salaries and Benefits	2,389,805	2,804,805	2,804,805
Other Personal Services	950,612	606,170	606,170
Expenses	771,676	875,000	875,000
Operating Capital Outlay	-	23,000	23,000
Marketing Orders	660,020	665,000	675,000
Contracted Services	53,763	47,500	47,500
General Revenue Surcharge	189,230	195,000	195,000
Indirect Costs Charged to Trust Fund	132,935	144,285	144,285
Total Full Costs to Line (B) - Section III	5,148,041	5,360,760	5,370,760

Basis Used: Indirect costs are the allocation from Tallahassee of Administrative costs.

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	4,224,805	4,179,875
TOTAL SECTION II	(B)	5,148,041	5,370,760
TOTAL - Surplus/Deficit	(C)	(923,236)	(1,190,885)

EXPLANATION of LINE C:
 Expected expenditures for future years' will be less than amounts allocated due to expected decrease in the number of tons of fruit and vegetables requiring inspection, which also impacts future years revenue creating deficits.

Schedule IA - Part I: Examination of Regulatory Fees

Department: __Agriculture and Consumer Services__

Regulatory Service to or Oversight of Businesses or Professions Program: __Fruit and Vegetable Inspection and Enforcement

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?
.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
The division continuously looks for savings, through process improvements and time management, but, at this time, no operational efficiencies are planned.
3. Is the regulatory activity an appropriate function that the agency should continue at its current level? Yes
4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable? Yes
5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight? No
6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection? Yes
7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:

- a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
- b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Citrus diseases (citrus greening and citrus canker) resulted in the destruction or abandonment of many citrus groves in the citrus production areas of Florida. Even citrus trees that remain viable are experiencing lower fruit yields. Citrus canker is caused by a bacterial pathogen that spreads through wind, flooding, and human transport, and results in unsightly lesions in the fruit that make it undesirable for consumption. Citrus greening is caused by a bacterium that is spread by the Asian citrus psyllid and leads to fruit drop, smaller, bitter and asymmetrical fruit, and the eventual death of the tree. There are no cures for either of these diseases, and control strategies involve heavy pesticide use and the application of nutrient supplements in the soil as well as the foliage of the trees. As these diseases have spread, the fresh fruit yield and consequently the number of cartons needing to be certified for export by the Department have gone down each year. These funds will allow the department to continue to provide services to the citrus industry which is an essential part of the state's economic health.

Without this funding, the Florida Department of Agriculture and Consumer Services Divisions of Fruit and Vegetables and Plant Industry will be forced to reduce operations, including staff, to a level where it will no longer provide the needed services to the citrus industry. Consequently, Florida citrus growers will be left without a comprehensive statistics program, enough inspectors, and clean budwood from which to propagate reset trees to replace diseased ones.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy. The division continues to focus on process improvements, time management and efficiencies to reduce expenditures.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Fruit and Vegetable Inspection and Enforcement							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes; F.S. 601.28							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 10%							
If the program is subsidized from other state funds, what is the source(s)? General Revenue							
What is the current annual amount of the subsidy? \$ 939,997 (Benefitting Citrus Inspection Trust Fund)							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Citrus Inspection Program	Packing House Inspection Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.1300	Citrus Inspection TF
	Packing House Partners in Quality (PIQ) Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0100	Citrus Inspection TF
	Customer Assisted Certification Program (CACP) Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0231	Citrus Inspection TF
	Fresh Cannery Inspection Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0450	Citrus Inspection TF
	Roadside Stand Inspection Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0300	Citrus Inspection TF
License and Bond	Citrus Agent Registration	570.48; 601.59			No	10.00	Citrus Inspection TF
	Citrus Fruit Dealers Licenses	570.48; 601.59			No	25.00	Citrus Inspection TF
Florida Ag Statistics Service	Citrus Crop Estimating Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0148	Citrus Inspection TF
Federal Marketing Order	Marketing Orders - Veg Insp Shipping Point Fees	570.48; 570.481			No	Varies	General Inspection TF

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF AQUACULTURE
42170300**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42170300 Aquaculture Certification
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.004
Purpose of Fees Collected: To fund the Certification Program that regulates Aquaculture farms which produce products for sale to the public.

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

X	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.)
	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 FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Aquaculture Certification Fees		102,600		105,000		105,000
Donations						
Refunds						
Penalties - Returned Check Service Fees		15				
Total Fee Collection to Line (A) - Section III	-	102,615	-	105,000	-	105,000

SECTION II - FULL COSTS

	ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	335,855	-	335,855	-	335,855	-
Other Personal Services						
Expenses	11,225	55	11,225	55	11,225	55
Operating Capital Outlay						
Contracted Services	275	-	275	-	275	-
HR			2,033		2,033	
Refund of State Revenues		1,300				
General Revenue S/C		8,337				
<u>Indirect Costs Charged to Trust Fund</u>						
Total Full Costs to Line (B) - Section III	347,355	9,692	349,388	55	349,388	55

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	102,615	-	105,000	-	105,000
TOTAL SECTION II	(B)	347,355	9,692	349,388	55	349,388	55
TOTAL - Surplus/Deficit	(C)	(347,355)	92,923	(349,388)	104,945	(349,388)	104,945

EXPLANATION of LINE C:

The Division collects a statutory fee for this program. Excess revenues are used to cover the deficit in the Division's Shellfish Processing plant Inspection Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Aquaculture Certification and Best Management Practices

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Historically aquaculture regulatory onsite compliance visits have been conducted unannounced. This policy can result in visits with no access because of locked gates, locked buildings, watch dogs and other uninvited guest deterrents, in addition to the farmer/managers not being present to accompany staff on facility inspection. Routine compliance site visits for facilities with limited access are now scheduled in advance, eliminating the need for unnecessary repeat return attempts to inspect a facility.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Improve planning, scheduling, and coordination to improve staff time efficiencies and effectiveness resulting in increased productivity per FTE, while reducing program cost per visit without having a detrimental impact on service provided to the farmer or the Division's program responsibilities.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Legislature established the regulatory function in the Department of Agriculture and Consumer Services, Division of Aquaculture because aquaculture is an agricultural commodity and the Legislature wanted aquaculture to be part of the one-stop regulatory permitting process to eliminate duplication of regulation and agency oversight, and provide a concise, effective, and efficient permitting process for Florida aquaculture farmers.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Florida Legislature set the original fee in FY 1997-98 and increased (doubled) the fee in FY 2008-09 from \$50 to \$100.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, the number of field staff and the fee is set by the Florida Legislature. Reducing field staff (4 for 1,000 farms that must be inspected twice a year) would greatly diminish the protection to the state's resources.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No, the aquaculture certification fees are established in statute and apply equally.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Aquaculture Certification and Best Management Practices Program benefits the general public by controlling the containment of nonnative aquatic species on farms, conserving waters of the state, and protecting, maintaining, and improving water quality for public use by providing that no effluent water be discharged from aquaculture farms into any waters of the state without first being given the degree of treatment necessary to protect Florida waters. This program also promotes the utilization of wildlife, fish,

and other aquatic life, and provides for domestic, agricultural, industrial, recreational, and other beneficial uses. Raising fees to cover program costs will put the Florida's aquaculture industry at a competitive disadvantage in both the national and international marketplace.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Any reduction of the state subsidy will require the reduction and/or elimination of legislatively directed agency responsibilities which will directly impact all Florida residents and visitors, Florida's wildlife and Florida's natural resources.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42170300 Shellfish Processing Plant Inspection
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.020
Purpose of Fees Collected: No fees collected.

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

x	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.)
	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

Receipts:	ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
	GR	GITF	GR	GITF	GR	GITF
Total Fee Collection to Line (A) - Section II	-	-	-	-	-	-

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits	225,311	124,612	225,311	124,612	225,311	124,612
Other Personal Services						
Expenses	20,355	30	20,355	30	20,355	30
Contracted Services	11,281		11,281		11,281	
Operating Capital Outlay						
HR			1,405	459	1,405	459
Refund Non-State Revenues		100				
General Revenue Service Charge		284		284		284
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	256,947	125,026	258,352	125,385	258,352	125,385

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2020-21		ESTIMATED FY 2021-22		REQUEST FY 2022-23	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	-	-	-	-	-
TOTAL SECTION II	(B)	256,947	125,026	258,352	125,385	258,352	125,385
TOTAL - Surplus/Deficit	(C)	(256,947)	(125,026)	(258,352)	(125,385)	(258,352)	(125,385)

EXPLANATION of LINE C:

The Division does not collect any fees for this program due to the small number of plants inspected. Excess revenues from the Aquaculture Certification Program are used to cover deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Processing Plant Compliance and Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Department recognizes that large operational efficiencies in this program are not feasible since: (1) the required level of inspector standardization, (2) the required level of inspections, and (3) the number of required inspections are prescriptive according to the National Shellfish Sanitation Program.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Large operational efficiencies in this program are not feasible as stated in #1 above.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is an appropriate function and the agency should continue at the current level for the molluscan shellfish public health program. The current regulatory activity and level of regulatory activity is what is mandated by the National Shellfish Sanitation Program. Should the regulatory activity fall below that prescribed by the National Shellfish Sanitation Program, the safety of Florida-produced and processed molluscan shellfish would be questioned and Florida shellfish would not be allowed to enter interstate commerce.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No fees are charged for this molluscan public health program.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.
 - b). A reasonable fee cannot be charged to cover a significant part of the cost of the processing plant program. With the number of processors (104), it makes the unit cost approximately \$3,720. This fee would devastate this small industry. General Revenue is appropriated because the general public is the primary beneficiary of safe and wholesome shellfish. Consumers enjoy eating molluscan shellfish raw, whole, and alive. Because consumers choose to consume shellfish in this product form (raw), and raw oysters, clams, and mussels can be passive vectors of enteric disease which pose a potential human health hazard, stringent regulations must occur. For these reasons, molluscan shellfish must continue to be regulated to ensure a safe product and to compete with other Gulf states funded by other means.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated above, there is no reasonable plan to reduce the state General Revenue funding by charging the molluscan shellfish processing industry. Because the consumer enjoys the public health benefits of this regulatory program, General Revenue funding remains the most appropriate revenue source. A possible alternative to General Revenue funding may be legislation to collect a tax at retail and food establishments for each shellfish sold to the consumer. However, such a tax may be burdensome on the Department of Revenue to collect and on food proprietors to implement.

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF ANIMAL PEST AND DISEASE CONTROL
42170500**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-2023**
Program: 42170500 Animal Disease Control
Fund(s): 1000, 2321, 2360 General Revenue, General Inspection Trust Fund and Ag Emergency Eradication Trust Fund
Specific Authority: 534, 534.021, 534.031, 534.041, 534.051, 534.083(1), 585.002(5)
Purpose of Fees Collected: To facilitate the Division's ability to regulate the movement of animals into and within the state to control and or prevent dangerous animal diseases.

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.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2020-2021			ESTIMATED FY 2021-2022			REQUEST FY 2022-2023		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Receipts:									
Vet Inspection Certificate-Intrastate		44,915			45,000			45,000	
Apply for Approval Quarantine Facility		2,850			3,900			3,900	
Brand Certification		4,095			3,500			3,500	
Garbage Feeding Permits		3,400			3,933			3,933	
Garbage Feeding Facility Inspection		350							
Transportation of Animal Carcass Permits		8,400			8,000			8,000	
Contagious Equine Metritis Service Fees		641,000			650,000			650,000	
Equine Interstate Passport Card Fees		30							
Negative EIA Test Verification Card Fees		535			800			800	
Equine Event Extension Fees		(35)							
Vet Inspection Certificate-Large Interst.		14,235			18,000			18,000	
Vet Inspection Certificate-Equine Interst.		64,624			68,000			68,000	
Vet Inspection Certificate-Small Interst.		23,400			35,000			35,000	
Copies of Documents and Public Records Request		63			250			250	
Miscellaneous-Sale of Surplus Property-DMS Sale		103,545			10,000			2,000	
Administrative Fines		(15,425)				-			-
Penalties		78							
Total Revenue to Line (A) - Section II		896,059	-		846,383	-		838,383	-

SECTION II - FULL COSTS

	Direct Costs:								
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Salaries and Benefits	2,841,302	170,165	281,960	3,082,097	177,499	296,409	3,082,097	177,499	296,409
Other Personal Services	1,562								
Expenses	184,469	135,356	108	190,000	250,000		190,000	250,000	
OCO	8,699			25,475			25,475		
Acquisition of Motor Vehicles			240,211						
G/A Major Disasters									
Public Assistance-ST OPS									
HR Assessment	18,010	1,516	216	17,529	1,448		17,529	1,448	
Risk Management Insurance		52,864			52,864			52,864	
Transfers to Admin TF		20,443	37,722		60,393	60,000		60,393	60,000
Contracted Services		11,731			43,958			43,958	
State AG Response Team (SART)	227,630			300,000			300,000		
OATS Assessment	19,050	123,028			400,000			400,000	
Transfer to Other Funds in Agency-Directors Off	516,024	68,822	77,459						
Refunds State Revenues					10,000			10,000	
Refunds Non-State Revenues					5,000			5,000	
General Revenue S/C		72,915			163,470			163,470	
Total Full Costs to Line (B) - Section III	3,816,746	656,839	637,677	3,615,101	1,164,632	356,409	3,793,571	1,164,632	356,409

Basis Used The detail of fees basis used is an average of 3 years of fee collection data.

SECTION III - SUMMARY

	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
TOTAL SECTION I (A)	-	896,059	-	-	846,383	-	-	838,383	-
TOTAL SECTION II (B)	3,816,746	656,839	637,677	3,615,101	1,164,632	356,409	3,793,571	1,164,632	356,409
TOTAL - Surplus/Deficit (C)	(3,816,746)	239,220	(637,677)	(3,615,101)	(318,249)	(356,409)	(3,793,571)	(326,249)	(356,409)

EXPLANATION of LINE C:

Expenditures in this document represent expenditures of the Bureau of Animal Disease Control. Our sole regulatory program is housed in this Bureau. The division is supported in its mission by the Bronson Animal Disease Diagnostic Laboratory which provides essential assistance through their animal disease testing and diagnostic programs. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases, which are diseases that can spread from animal to human, animal industries and the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact public health in the event of a zoonotic disease epidemic. Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Animal Disease Control

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The division has conducted education and outreach to the public regarding animal health as it relates to COVID-19. The division coordinated SARS-CoV-2 testing of animals with the Florida Department of Health, Public Health Veterinarian, and the University of Florida as a part of a Center for Disease Control grant to conduct surveillance of SARS-CoV-2 of the animal population within Florida. The division's Bronson Animal Disease Diagnostic Laboratory conducted the testing on the animals and to date has detected 12 positive SARS-CoV-2 animals.

With the onslaught of the pandemic, the division had to rethink quite a few in person practices and processes. In conjunction with the Department, the division instituted teleworking for administrative positions. Teleworking has assisted the division to evaluate and implement additional electronic processes. The division invested in the use of the soft phone client. The soft phone client allows the division's call center to receive calls and to continue to provide customer service to our industry remotely while teleworking. The soft phone client has also assisted the division by providing the ability to still receive and answer calls in the event of building closures or in staffing shortages.

The division has implemented a new addition to the Florida Administrative Rule, 5C-3, Animal Imports, to prevent the spread of Rabbit Hemorrhagic Disease Virus (RHDV) from entering the state. RHDV-2 has been spreading through the United States at a rapid pace in domestic and wild rabbits. To ensure Florida is continuing to protect its existing rabbit population and rabbit producers, the division has implemented the rule to impose additional import restrictions of rabbits coming from the impacted states to prevent this devastating disease from spreading to Florida's rabbit population. The division has also approved the importation of the RHDV-2 vaccine from Europe to assist Florida's rabbit producer in protecting their flock from the virus.

The division has created the first of its kind online training Pet Friendly Sheltering Training, offered in Florida as a part of the State Emergency Operations Center, Emergency Support Function 17. The training provides guidance to private, local and state entities on how to plan for and operate a pet-friendly shelter to ensure that individuals evacuating from a disaster with their household pets are accommodated. While this training will provide you with basic

information and guidance, further training with local or state emergency management programs is essential to fully prepare for pet-friendly sheltering in your community. The Florida Department of Agriculture and Consumer Services developed this training collaboratively with the Florida State Agricultural Response Team (SART). This training is state-certified by the Florida Division of Emergency Management (Course Code FL-017).

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division is continuing to monitor for animal diseases of high consequence. African Swine Fever has now been detected in the Dominican Republic and is the closest outbreak of the virus to Florida in more than 50 years. The division has ramped up outreach and education to livestock producers, concentrating on Florida's swine producers and awareness to the veterinarian community to keep a watchful eye out for this virus. The division plans to continue to conduct outreach and education this year, focusing on key entry points into the state.

The division is participating in the Foreign Animal Disease Southern Agriculture Functional Exercise (FAD SAFE), in conjunction with 11 south eastern states to prepare for response and eradication of a devastating foreign animal disease, specifically, Foot and Mouth Disease. Foot and Mouth Disease is an extremely devastating disease that would great impact the United States' animal industry. The division has continued to hold quarterly carcass disposal workshops with key stakeholders within the industry in the event there is a large animal die off due to any animal disease. The division also held a virtual stop movement "Standstill" exercise that brought industry, state and federal partners together to discuss how would Florida implement an animal standstill for 72 hours if Foot and Mouth Disease was detected in Florida or a neighboring southeast state. The division will be hosting the final exercise this November to exercise simultaneously with all 11 participating states of how we all would handle a diseases outbreak of this magnitude and work in conjunction with each other to eradicate this economically devastating disease cloven hoofed animals.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The primary beneficiaries of animal disease surveillance are the states animal industries and citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread between animals and humans). The Division of Animal Industry has experienced significant reduction in staff over the past 8 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal

issues, responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations and significantly increased management of cooperative agreements and grants from a variety of federal entities. The responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as African Swine Fever, Avian Influenza, Chronic Wasting Disease, Contagious Equine Metritis, Equine Herpes Virus 1 (EHV-1), Foot and Mouth Disease, Piroplasmiasis and tick surveillance have increased significantly. These issues are all tied to our regulatory mission of the prevention, control, and eradication of animal diseases of high consequence.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No. Fees charged are set and capped by statute and/or rule. As disease surveillance is our primary objective, it is incumbent on the division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. This surveillance for dangerous transmissible diseases generally does not benefit the individual animal owner but enables regulatory controls to be implemented to prevent the spread of disease.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. Fees charged are set and capped by statute and/or rule. This program is one that protects the general public and has appropriated mostly General Revenue to continue its functions. As disease surveillance and control are our primary objectives, it is incumbent on the division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. The primary beneficiaries of animal disease surveillance are the states animal industries and citizens of Florida (ensuring an available and safe food supply and protection from zoonotic diseases – diseases that can spread between animals and humans). Without the cooperation of the individual producers, pet owners and veterinarians, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact animal and public health in the event of a zoonotic disease epidemic. As an example, because of worldwide concerns related to avian influenza in birds and people, our division greatly expanded laboratory testing of domestic birds and wild birds. This was part of a nationwide and international

effort to carry out surveillance for this very serious animal and public health threat.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Current fees are reasonable as the objective is to encourage participation in the division's disease surveillance and animal movement activities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Every state provides a regulatory services and oversight of animal health of livestock and poultry. Without these functions being carried out in Florida, agricultural animal industries could not market their animals or products to other states, because of other state or federal restrictions. If producers were required to bear these additional costs, the competitive economic disadvantage would be so great that they could be expected to go out of business. Again, these regulatory measures serve to safeguard not only the individual producer, but the animal industries as a whole and protect animal and public health.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Most of the costs of our program are either Salaries and Benefits or facilities/fuel costs and other operating expenses. The division has a plan to reduce expenses by automating processes whenever possible. Each inspector has been issued a tablet that can store electronic forms and other documents, thus reducing the cost of paper and other printed materials. Inspector schedules appointments with producers to ensure the optimal time for inspections to reduce costs of fuel and time. District supervisors have reviewed and mapped out the most efficient routes for inspectors to perform site inspections, resulting in reduced fuel and vehicle maintenance cost. Division staff also carpool when necessary to inspect a premise or facility that requires more than one inspector.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Animal Industry - Introduction of Animals Into the State

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%): 90%

If the program is subsidized from other state funds, what is the source(s)? General Revenue and Ag Emergency Trust Fund

What is the current annual amount of the subsidy? \$8,710,187

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	Transfer of ownership of mark or brand	534.051	\$10	2017	No	\$10	General Inspection Trust Fund
	Recording of marks or brands	534.021	\$10	2017	No	\$10	
Introduction of Animals Into the State	5C-4, Animal Health Regulations for Exhibition						General Inspection Trust Fund
	Equine Interstate Passport Card (DACS-09207) Application (DACS-09219)	585.002(5)	\$200	2006	Yes	\$15; \$5	
	Negative EIA Test Verification Card (DACS-09160) Application (DACS-09206)	585.002(5)	\$200	2006	Yes	\$5	
	Equine Event Extension (A Permit)(DACS-09051)	585.002(5)	\$200	2006	Yes	\$10; \$5	
Introduction of Animals Into the State	5C-11, Swine Garbage Feeding						General Inspection Trust Fund
	Application for Permit to Feed Garbage to Swine (AI-15/DACS-09015)	585.002(5)	\$200	2002	Yes	\$50, \$100, \$150, \$200	
Introduction of Animals Into the State	5C-18, Equine Infectious Anemia						General Inspection Trust Fund
	Request for a permit to conduct EIA tests	585.002(5)	\$200	1999	Yes	\$50	
	Request for approved quarantine premises	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-22, Contagious Equine Metritis						General Inspection Trust Fund
	Request for inspection for approval as a quarantine facility	585.002(5)	\$200	1993	Yes	\$150; \$100	
	Entry of horse into CEM testing/treatment program	585.002(5)	\$1,500	1993	Yes	\$1,250; \$750	
Introduction of Animals Into the State	5C-23, Transporting Animal Carcasses/Refuse						General Inspection Trust Fund
	Application and Permit to Transport Animal Carcasses/Refuse (DACS-09056)	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-24, Schedule of Fees for Services						General Inspection Trust Fund
	Official Certificate of Veterinary Inspection (OCVI) (DACS-09000)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Equine (DACS-09002)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	VS Form 9-3	585.002(5)	\$200	1999, 2002	Yes	\$50	
	OCVI Avian (DACS-09023)	585.002(5)	\$200	1999, 2002	Yes	\$100	
	Special Individual	585.002(5)	\$200	1999, 2002	Yes	\$30	
	OCVI Dog Cat Movement (DACS-09085)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Dog Cat Sale (DACS-09086)	585.002(5)	\$200	1999, 2002	Yes	\$65	

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF PLANT PEST AND DISEASE CONTROL
42170600**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2022 - 2023**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Budget Period: 2022-23

Department: 42 Agriculture and Consumer Services
Program: 42170600 Apiary Inspection
Fund: 1000, 2610, 2360, 2507 General Revenue, Federal Grants TF, Ag Emergency Eradication TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: To help support the inspection and certification of honeybee colonies in order to maintain a healthy Apiary Industry.

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.)

SECTION I - FEE COLLECTION

	ACTUAL				ESTIMATED				REQUEST			
	FY 2020 - 21				FY 2021 - 22				FY 2022 - 23			
Receipts:	GR	FGTF	AEETF	PTIF	GR	FGTF	AEETF	PTIF	GR	FGTF	AEETF	PTIF
Apiary Registration Fees				118,739				123,867				123,867
Special Inspections - Apiary				45,899				51,999				51,999
U.S. Grants		13,925				20,700				20,700		
Sales of Surplus Property-DMS Sale				7,280								
Refunds - Miscellaneous			848,612									
Refunds - Miscellaneous			16,009	7,280								
Total Fee Collection to Line (A) - Section III	-	13,925	864,621	171,918	-	20,700	-	175,866	-	20,700	-	175,866

SECTION II - FULL COSTS

Direct Costs:	GR	FGTF	AEETF	PTIF	GR	FGTF	AEETF	PTIF	GR	FGTF	AEETF	PTIF
Salaries and Benefits	73,035	12,291	562,363			10,220	704,730			10,220	715,983	
Other Personal Services	1,703		5,856	35,164	1,703			49,084	1,703			51,538
Expenses	16,952	7,343		27,152	19,057	8,299		16,410	20,170	8,299		23,986
Contracted Services	1,472	22	132,076	74	1,546		105,000	250	1,623		105,000	500
Human Resource Assessment	1,188	6	83	1,845	1,188	6	83	1,845	1,188	6	83	1,845
OATS Assessment	33,647	2,181	178,760	82,515		2,176	187,698	86,640		2,176	197,083	90,972
Refund State Revenues				1,416				775				814
Indirect Costs Charged to Trust Fund												
Total Full Costs to Line (B) - Section III	127,997	21,843	879,137	148,166	23,493	20,700	997,511	155,004	24,684	20,700	1,018,149	169,655

Basis Used: The calculation is based on anticipated grant award and anticipated revenue collection.

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	13,925	864,621	171,918	-	20,700	-	175,866	-	20,700	-	175,866
TOTAL SECTION II	(B)	127,997	21,843	879,137	148,166	23,493	20,700	997,511	155,004	24,684	20,700	1,018,149	169,655
TOTAL - Surplus/Deficit	(C)	(127,997)	(7,918)	(14,516)	23,752	(23,493)	-	(997,511)	20,862	(24,684)	-	(1,018,149)	6,211

EXPLANATION of LINE C:

The registration and inspection fees that are collected are not sufficient to cover actual program costs. However, the actual costs incurred are insignificant in comparison to the service rendered and its impact on Florida's public and economic health. If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans and other minor agricultural crops, and crops produced by home gardeners, this is the partial value of honey bees, as all of these crops need pollen transferred from one flower to the other for this pollination and fertilization to produce a marketable crop. The industry is under considerable financial pressure from imported honey, low pollination fees and ever increasing overheads, and cannot shoulder additional costs directly. The contribution of our Africanized Honey Bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts and other is a PUBLIC SAFETY SERVICE. Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumers Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Apiary Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Developing a strategic plan for staffing headquarters has contributed to better services to the industry. Two years ago, we reclassified a few positions to gain two additional full-time field inspector positions. By moving these positions to the field, we intend to have higher retention rates, thus decreasing recruiting costs and avoiding vacant districts in the field that are detrimental to the industry by decreasing pest and disease surveillance and decrease our response time.

The beekeeping industry in the state continues to grow. In 2006, there were an estimated 700 registered beekeepers in Florida. Today, we have 5,164 registered beekeepers and ten full-time inspector positions. This beekeeper-to-inspector ratio makes it impossible to inspect every operation annually, so we have had to increase the length of time between inspections for each producer.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Currently, we are still heavily reliant on paper. We must print inspection reports to have the beekeepers sign them, scan them back in, transfer them to the office, track that paper for public records and retention periods, etc. We are working toward developing mobile applications that can do all these things without ever having to print or re-scan any documents. Everything would be electronic, which would cut down on paper and ink costs, but more importantly, it would cut out much of the time spent facilitating the movement and preservation of this paperwork for both the inspectors and the office staff, allowing more time to inspecting and providing services to the industry.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Honeybees are the foundational pollinator species for successful agricultural production of many fruits, vegetables and berry crops in Florida. Without a healthy and vibrant apiculture industry, the production of citrus, vegetables,

watermelons, strawberries, blueberries and many other crops would suffer from lack of pollination that allows a fruit, melon vegetable or berry to form. Without pollination there is no crop and no agriculture business revenue. Estimates from the Division of Marketing place the value of Florida agricultural crops dependent on honeybees for pollination at \$1.4 billion. If growers lose their markets, they rarely regain them due to extreme market competition.

Africanized honeybees, the extremely defensive relative of the gentle, managed European honeybee, are increasing their presence in Florida. Florida has lost livestock, pets and wildlife as a result of mass stinging events. Dozens of citizens have sought emergency medical attention from non-fatal stinging encounters with Africanized honeybees. In 2008, Florida experienced its first human fatality from an African swarm attack in the Kissimmee area. The Division of Plant Industry (DPI) tracks the movement and spread of these dangerous insects by monitoring and maintaining Africanized honeybee traps in the state of Florida. These same traps are used for early detection of exotic honeybee pests.

This regulatory activity should continue at its current level at a minimum. Expansion in the future is highly advised due to the industry growth we are experiencing, as well as the continued spread of the Africanized honeybee which negatively affects Florida agriculture and public safety. Additionally, the increasing population density and development is contributing to an increased number of complaints received about managed honeybees. The regulatory duties conducted by the apiary inspection section minimizes the impacts of many detrimental pests and diseases of honeybees and helps ensure a safe and healthy agriculture industry.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees for registration are established and capped by Chapter 586.045 (3), F.S., at \$100 and do not cover the cost of the regulatory oversight. Special inspection fees, as established by rule, cover the cost of providing the special regulatory service. The division is prohibited from charging special inspection fees in excess of the cost to provide the service. We are in the process of restructuring our registration fees which will increase revenues.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The registration and inspection fees are established and capped by Chapter 586.045(3), F.S., and are insignificant in comparison to the services rendered and do not cover direct and indirect costs of providing the regulatory service.

Special inspection fees, as established by rule, cover the cost of providing the special regulatory service. The division is prohibited from charging special inspection fees in excess of the cost to provide the service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the regulatory fees are reasonable, and they do take into account differences between the categories of apiaries that are regulated. For example, a backyard beekeeper who keeps honeybees as a hobby pays lower fees than a commercial beekeeper whose primary income comes from beekeeping. Additionally, the fees are low to aid the industry maintain compliance with state standards.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans, and other commercially grown agricultural crops, and crops produced by home gardeners, it would only reflect the partial value of honey bees, as these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. These pollination services would not be available without the

presence of healthy honeybee colonies that are the result of an active, knowledgeable, and consumer-oriented Apiary Inspection Section.

Apiary inspection is also about detecting exotic and established pests and diseases that may have detrimental effects to the apiculture industry and ultimately Florida's entire agriculture industry. Inspection is an essential tool for early detection and subsequent early response which helps keep impact costs lower.

The importance of managed honeybees to Florida agriculture is simple to substantiate. Honeybees can pollinate efficiently within an approximate 2-3-mile radius of their colony. In the process of collecting pollen, many different types and varieties of plants are pollinated allowing them to produce the fruits, nuts, berries and seeds that feed Florida wildlife such as deer, turkeys, songbirds, migratory birds, and even fish. The value of these resources is immense if not priceless. The presence of healthy honeybees in Florida is essential to the safety and supply of our food as well as the safety of our people and livestock at the state and national level. Raising fees sufficiently to cover these program costs would require so high an assessment from the industry that it would damage its competitive position with similar entities in other states.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Honeybees provide benefits that only they can provide in the form of pollination. Without pollination, many segments of Florida agriculture would experience an irrecoverable loss in revenue from the decrease in production. Honeybees also provide free pollination in Florida's natural environment, producing the fruits, nuts and berries that feed all segments of Florida wildlife. Managed honeybee colonies minimize the risk of AHB stinging incidents that result in severe incapacitation or death in humans and livestock.

There is no reasonable plan that can substitute for the benefits that a healthy and managed honeybee industry receives through apiary inspection for pests, parasites and diseases.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2022-23**
Program: 42170600 Citrus Budwood Registration
Fund: 1000, 2093, 2610, 2507 General Revenue, Citrus Inspection TF, Federal Grants TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: Specialized pathogen testing on citrus budwood and the distribution and preservation of clean budwood stock.

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.)
 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:	GR	CITF	FGTF	PTIF	GR	CITF	FGTF	PTIF	GR	CITF	FGTF	PTIF
Citrus Budwood Fees				171,287				165,792				165,792
U.S. Grants			1,136,505				950,747				681,114	
Refunds - Miscellaneous (Other)			1,283									
Total Fee Collection to Line (A) - Section II	-	-	1,137,788	171,287	-	-	950,747	165,792	-	-	681,114	165,792

SECTION II - FULL COSTS

Direct Costs:	GR	CITF	FGTF	PTIF	GR	CITF	FGTF	PTIF	GR	CITF	FGTF	PTIF
Salaries and Benefits		281,415	28,667			529,945	68,951			581,286	78,951	
Other Personal Services			49,905				78,833				65,884	
Expenses		2,838	201,367	(27,145)	8,816	3,080	60,708	15,965	9,257	3,234	82,800	16,763
Operating Capital Outlay			7,307				41,975				61,975	
Contracted Services	54		24					1,166				1,224
Human Resource Assessment		8,266	67			8,266	67			8,266	67	
Citrus Health Response			721,129				700,214				391,437	
OATS Assessment	6,544											
Indirect Costs Charged to Trust Fund												
Total Full Costs to Line (B) - Section III	6,598	292,519	1,008,466	(27,145)	8,816	541,291	950,747	17,131	9,257	592,786	681,114	17,987

Basis Used: The calculation is based on anticipated grant award and anticipated revenue collection against expenditures.

SECTION III - SUMMARY

TOTAL SECTION I (A)	-	-	1,137,788	171,287	-	-	950,747	165,792	-	-	681,114	165,792
TOTAL SECTION II (B)	6,598	292,519	1,008,466	(27,145)	8,816	541,291	950,747	17,131	9,257	592,786	681,114	17,987
TOTAL - Surplus/Deficit (C)	(6,598)	(292,519)	129,322	198,432	(8,816)	(541,291)	-	148,661	(9,257)	(592,786)	-	147,805

EXPLANATION of LINE C:

Although the fees have historically been sufficient to cover both direct and indirect costs, the recent detrimental effects of citrus greening and citrus canker on the citrus industry has reduced fresh fruit yield significantly. This pervasive problem is affecting the revenue streams of this and other citrus-related fee programs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Citrus Budwood Registration

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Continued streamlining of real-time polymerase chain reaction (qPCR) testing procedures over the past several years has yielded ongoing savings in both consumables and reagents, and in lab technician sample handling time.

Implementation of robotic pipetting continues to improve lab efficiency and reduce the risks of error and repetitive motion injury.

Maintaining service contracts for the real-time PCR machines in the laboratory has reduced the unpredictability of repair and maintenance costs. In addition, the service has provided insurance against equipment failure which would result in serious loss of productivity. Purchasing lab supplies and horticultural chemicals in bulk when able to drive the cost down.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Citrus Budwood Registration will continue to look for ways to streamline operations and increase efficiency. We routinely research new alternatives to expensive consumables, and seek special pricing for bulk purchases, especially for items we use frequently. For example, we purchase some of our most costly laboratory consumables, Master Mix and Qiagen Kits, in bulk to receive discounts of up to 15%.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, citrus industry stakeholder groups and industry task forces have expressed that clean budwood is critical to the survival of the industry in dealing with citrus greening and other endemic and exotic graft-transmissible diseases of citrus. The specialized pathogen testing provided by this agency is not available to individual growers through the private sector and distribution and preservation of clean stock must be centralized and made available to all stakeholders. There is

no other agency or program in either the governmental or private realm that provides these services.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The citrus budwood regulation fees are established and capped by Chapter 581.031.14 (d), F.S., at \$5. Program fees cover the registration costs of source trees, but not other program fees as the Division is prohibited from charging fees above actual expenses for services rendered.

The majority of the program's budget is funded by the Citrus Health Response Program and transferred to the Division of Plant Industry to cover the major portion of our expenses.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, although the fees have historically been enough to cover both direct and indirect costs, the recent detrimental effects of citrus greening and citrus canker on the citrus industry has reduced fresh fruit yield significantly. This pervasive problem is affecting the revenue streams of this and other citrus-related fee programs. The Department is requesting \$1.4 million in general revenue for FY20-21 to cover the shortage. Additionally, the Department is investigating the fee structure to determine if raising the fees currently charged is feasible.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the citrus industry is regulated by this citrus budwood registration fee, there is no difference between the types of customers or services that we provide, and a consistent fee is reasonable and well-received by the customers. The annual source tree registration fees reflect an amount of time and input into indexing practices for plant pathogens that require a

set amount of inputs that can be applied to all end users equally as each tree is required to have the same tests; therefore, the cost of services is determined by the customer's number of trees requiring registration. Nurseries with large numbers of source trees paid more than nurseries with a smaller number of source trees. Re-inspection is not an issue as graft-transmissible pathogen positive or negative results determine tree status and the fee covers testing costs that are required regardless if a pathogen is determined to be present or not.

The majority of the budwood program was historically covered by a citrus industry fruit tax that is assessed on each box of fruit harvested. This tax is assessed fairly because it is applied on each box of citrus that is harvested. The taxes collected are deposited into the Citrus Inspection Trust Fund and then appropriated to the Citrus Budwood Protection Program. The fee is considered fair and equitable as the Citrus Budwood Protection Program benefits all segments of the Florida citrus industry by providing high quality citrus propagation stock to all parties.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

While raising fees on introductions, increasing the price of budwood and aligning testing fees with actual costs would make the program self-sufficient, there are drawbacks. These increases would restrict the access to new and promising varieties that could potentially be resistant or tolerant of the HLB disease. It would also restrict access by the smaller nurseries in the industry who can't afford to keep registered scion trees and rely on Foundation material for their nursery stock and orders.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

SCHEDULE IV-B FOR INFORMATION TECHNOLOGY SECURITY

For Fiscal Year 2022-23



August 23, 2021

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of Agriculture and Consumer Services	Schedule IV-B Submission Date: August 30, 2021
Project Name: IT Security	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2022-23 LBR Issue Code: 36280C0	FY 2022-23 LBR Issue Title: Information Technology Security
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Benita Byard-Williams 850.245.1052 Benita.Byard-Williams@FDACS.gov	
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:	
Agency Chief Information Officer (or equivalent): <i>Eric Brown</i>	Date: 09/07/2021
Printed Name: Eric Brown	
Budget Officer: _____	Date: _____
Printed Name:	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: <i>Eric Brown</i>	Date: 09/07/2021
Printed Name: Eric Brown	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Benita Byard-Williams, 850.245.1052, Benita.Byard-Williams@FDACS.gov
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Risk Analysis:	Benita Byard-Williams, 850.245.1052, Benita.Byard-Williams@FDACS.gov
Technology Planning:	Ginny Morris, Ph. 850.245.1063, Ginny.Morris@fdacs.gov Meghann Graham, 850.245.1055, Meghann.Graham@fdacs.gov
Project Planning:	Sean Webster, 850.245.1092, PPMO@fdacs.gov

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

A. Background and Strategic Needs Assessment

1. Business Need:

The Florida Department of Agriculture and Consumer Services (FDACS or the department) provides a wide variety of services that cover and support a myriad of critical functions and systems to protect Florida residents and visitors. The mission of the Department is to safeguard the public and support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs; protecting consumers from unfair and deceptive business practices; providing consumer information; assisting Florida's farmers and agricultural industries with the production and promotion of agricultural products; conserving and protecting the state's agricultural and natural resources by reducing wildfires, promoting environmentally safe agricultural practices and managing public lands; protecting Florida's agriculture and its consumers through professional law enforcement; and ensuring that every child in Florida has access to a healthy, nutritious meal each day.

The department is also the custodian of systems which contain Personal Identifiable Information (PII) and data that is protected by the FBI's Criminal Justice Information Services (CJIS) Policy. The department's systems, applications, and websites are used daily by citizens, county tax collectors, business partners, state agencies, and the federal government resulting in many access points into our network. The department's programs and services are so extensive, they touch the life of just about every citizen in the state of Florida. Therefore, it is imperative to have IT security solutions that aid in maintaining public trust and ensures the protection, confidentiality, integrity, and availability of all information that is entrusted to us.

To further strengthen and fortify our security posture, the department has a need to conduct a comprehensive Cybersecurity Risk Assessment, led by an external party, to enhance its information security program and address changes in the evolving threat landscape. A thorough and expertly crafted Cybersecurity Risk Assessment will aid the department in accurately identifying and developing solutions to guard against known and future threats and risks. Section 282.318 of the Florida Statutes require the completion of a Cybersecurity Risk Assessment every three years to determine the security threats to the data, information, and information technology resources, including mobile devices and print environment of the department.

As cited in the Auditor General Audit report 2021-218, the department's current disaster recovery/business continuity plan (DR/BCP) needs improvement to ensure critical Department and Division operations may be timely resumed in the event of a disaster or any interruption in service. This project will address the noted audit findings related to having an updated disaster recovery plan that includes the annual testing that is necessary to ensure mission critical operations are resumed timely in the event of a disaster or disruption in service.

The department's current cybersecurity solutions do not provide a unified view of detected threats, incident response, and compliance events. The disjointed nature of the systems requires staff to manually check and compare telemetry data from separate systems in some instances. To improve our speed for the identification, remediation, and elimination of threats, the department needs a solution that will provide a unified view of security solutions that help prevent and detect attacks across identities, endpoints, servers, cloud apps, email, and documents with XDR capabilities. The department seeks a solution that provides a unified security operations experience with the ability to provide threat analytics, insights, threat hunting, rapid detection and automation. Also, the department requires professional services to aid in managing the security solution, responding to threats, and protecting information resources and assets.

Implementation of this request will strengthen internal controls and address vulnerabilities identified in the Auditor General's Information Technology General Controls audit (report number 2021-218). These solutions and services will improve our security maturity levels, support the department's mission, and comply with the requirements of section 282.318, Florida Cybersecurity Standards and Rules 60GG-2.001 through 60GG-2.006, F.A.C., and the NIST, and the NIST Cybersecurity Framework (CSF).

2. Business Objectives:

The objective of this project is to enhance the security posture of our organization. Key objectives include:

- a. Conduct a Cybersecurity Risk Assessment, led by an expert external party to aid in identifying risks and mitigating future threats.
- b. Establish a documented and adaptable DR/BCP for the restoration of mission critical functions/services that can be tested, modified based on lessons learned and efficiently executed.
- c. Procure and implement Microsoft 365 E5 Security to address ongoing cybersecurity threats, integration of systems, and add professional services to aid in managing the E5 Security solution.
- d. Onboard a managed services provider to aid our department in detecting and responding to security concerns and to improve the effectiveness of our security program. Microsoft 365 E5 provides a suite of productivity applications that incorporate analytics to identify and combat cyberthreats, real-time monitoring, and compliance services. The E5 license also provides enhanced security for identity protection, information protection, cloud applications, and protection against sophisticated phishing and malware attacks. Microsoft Defender for endpoint, Office 365, and Identity is also included with the E5 license. Reference Diagrams 2 and 3.

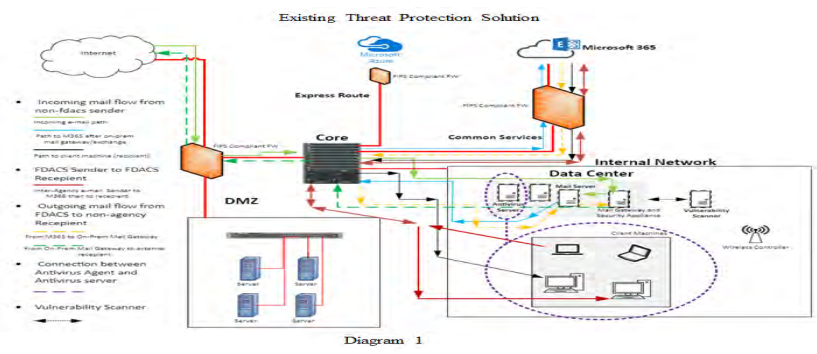
B. Baseline Analysis

1. Current Business Process(es)

Current Business Process(es): The department’s current business processes fail to meet all requirements outlined in Section 282.318, F.S. To ensure full compliance, the department must conduct a comprehensive risk assessment to determine the security threats to its data, information, and information technology resources. The department’s current security controls for logical access, user authentication, and logging and monitoring need improvement to provide confidentiality, integrity, and availability of department data and IT resources. Reference Diagram 1.

As noted in the Auditor General Audit report 2021-218, the department's current disaster recovery plans, annual testing, and related policies and procedures need improvement to ensure that critical Department and Division operations may be timely resumed in the event of a disaster or any interruption in service. Reference Diagram 1

The department’s current business processes rely on disjointed systems, lacking a unified view, that are not supported by current technology or modern workplace solutions such as cloud management and mobile access. Our existing security solutions do not communicate with each other and therefore don’t allow cross-threat visibility or insight into nefarious activity from a single pane. Our current process does not provide a unified security detection and response platform and lacks the ability to collect and correlate data from multiple proprietary security platforms. Reference Diagram 1



2. Assumptions and Constraints

Assumptions that might impact the outcome of the proposed solution:

- The Cybersecurity Risk Assessment adequately identify areas for improvement regarding the department's IT environment. This is a requirement of the Agency Strategic and Operational Plan (ASOP) ID. GV 1.1
- The updated DR/BCP is comprehensive enough to aid in the timely restoration of mission critical functions and services.
- The implementation of Managed Services leaves the department less vulnerable to threats against endpoints, servers, applications, email, and data.
- Proactive response and notifications from the Managed Services vendor.

Constraints that might impact the outcome of the proposed solution:

- Request for funding is denied.
- Compliance with department policies, rules, and state and federal laws and statutes.

C. Proposed Business Process Requirements

1. Proposed Business Process Requirements:

Conducting a cybersecurity risk assessment is a business process requirement of Section 282.318, F.S., that helps the department to determine the security threats to the data, information, and information technology resources of the department.

Updating and improving the department's DR/BCP and related policies and procedures, along with annual testing, is a business process requirement of the department and F.A.C. 60GG-2. and ensures that critical operations can be resumed in a timely manner in the event of an interruption in service. This also addresses finding 4 the Auditor General Audit report 2021-218.

Implementing a unified security operations platform gives the department the ability to incorporate threat analytics, rapid detection, and automation to aid the department in detecting and responding to security concerns are business process requirements identified and disclosed in Auditor General Audit report 2021-218, Finding 6.

Procuring a managed services provider that will aid our department in detecting and responding to security concerns and improve the effectiveness of our security program is a business process requirement of the department to maintain the integrity, confidentiality, and availability of the department's data and technology resources.

2. Business Solution Alternatives:

The following business alternatives have been considered:

- a. The department uses internal resources to conduct a cybersecurity risk assessment. While this meets the requirements of Section 282.318, F.S., the department lacks the capacity and expertise that contracting with an experienced vendor would provide. Contracting with an independent and unbiased third-party will ensure that the department is adequately prepared to identify and guard against ever-evolving threats.
- b. The department uses internal resources to conduct a disaster recovery assessment and develop an updated DR/BCP. While this meets the business objectives, the department lacks the capacity and expertise contracting with an experienced third-party would provide. An independent and unbiased assessment will be better able to identify and propose remediation to guard against the deficiencies outlined in the Auditor General Audit report 2021-218.
- c. Continued deployment of the department's current Microsoft 365 E3 Security solution is not considered a viable alternative. The current solution does not provide modern threat detection and hunting, nor does it allow the flexibility and scalability of the proposed cloud-based solution.

Microsoft 365 E5 provides a suite of productivity applications that incorporate advanced voice, analytics, security, and compliance services. Reference Diagrams 2 and 3.

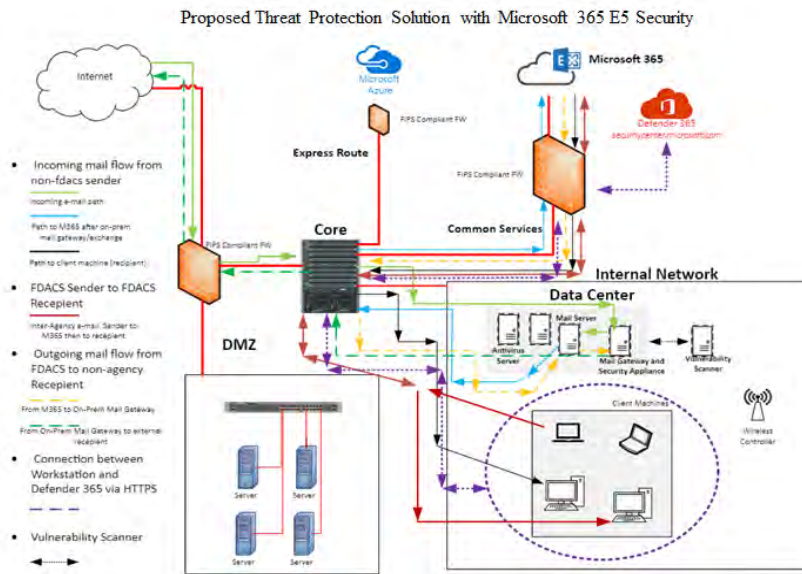


Diagram 2

3. Rationale for Selection:

The department evaluated its current cybersecurity posture, security maturity levels, and its likelihood of vulnerability exploitation to determine the need to incorporate the proposed solution. The department does not have the expertise or resources to conduct a comprehensive cybersecurity risk assessment, in-depth business disaster recovery assessment, or develop the resulting DR/BC plans. The department requires augmentation of cybersecurity resources to support critical cybersecurity, risk management, and disaster recovery activities. With our current tools, we would not be able to respond to cyber events in a timely manner without the assistance of a managed service provider and a modern approach to threat detection and hunting.

4. Recommended Business Solution:

The department's proposed business solution will enhance our organization's security posture to better protect our public-facing web applications, internal assets, and other critical information resources. This solution establishes a documented plan for restoring mission critical functions/services that can be tested and modified based on lessons learned and will resolve the ongoing problem of outdated plans that are not adaptable or flexible considering the evolving nature of technology. In addition, the proposed solution ensures that cybersecurity is built into all aspects of the DR/BCP to mitigate future threats. The proposed solution includes the following components (Reference Diagram 2):

Cybersecurity Risk Assessment: Section 282.318, F.S. requires each state agency to conduct a comprehensive cybersecurity risk assessment every three years to determine security threats to its data, information, and information technology resources and make updates to applicable policies and procedures, as necessary. The department lacks the capacity and expertise to conduct a comprehensive assessment and is requesting non-recurring funding to contract with a third party for this service. This component is necessary to meet compliance requirements outlined in Section 282.318, F.S., F.A.C. 60GG-2 (Governance (ID. GV-4), Risk Assessment (ID.RA-3), and Risk Assessment and Strategy (ID.RM-1).

Disaster Recovery Assessment and Remediation: Findings disclosed in Auditor General Audit report 2021-218 noted that disaster recovery plans, annual testing, and related policies and procedures need improvement to ensure that critical Department and Division operations may be timely resumed in the

event of a disaster or other interruption in service. The department is requesting non-recurring funding to have a cybersecurity vendor assess the department’s current DR/BCP, policy, and procedures. The vendor will also remediate deficiencies identified during its review. This component is necessary to meet compliance requirements outlined in F.A.C. 60GG-2; Recovery Planning (RC.RP), Improvements (RC.IM), Communications (RC.CO).

Microsoft 365 E5 Security with Managed Services: The department seeks to upgrade from Microsoft 365 E3 Security to the Microsoft 365 E5 Security solution. Extended Detection and Response (XDR) is defined as “a unified security detection and response platform that automatically collects and correlates data from multiple proprietary security components.” Microsoft 365 E5 Security is a suite of security solutions that help prevent and detect attacks across identities, endpoints, servers, cloud apps, email, and documents with XDR capabilities. The E5 security solution provides a unified security operations experience for threat analytics, insights, threat hunting, rapid detection, and automation. In addition, the department seeks to onboard a managed services provider to aid our department in detecting and responding to security concerns and to improving our security protocols’ effectiveness. Findings disclosed in Auditor General Audit report 2021-218 noted that certain security controls related to logical access, user authentication, and logging and monitoring need improvement to ensure the confidentiality, integrity, and availability of department data and IT resources. A few of the NIST and 60GG-2 subcategories this proposed solution will address include but are not limited to: Access Control (PR.AC-5), Maintenance (PR.MA), Protective Technology (PR.PT), Analyze (DE.AE-2), Collect and Correlate (DE.AE-3), and Monitor and Detect (DE.CM). (Reference Diagram 3).

Security	E3	E5
Anti-spam & Anti-malware	X	X
Anti-malware	X	X
Advanced Threat Protection		X
Phishing Attack Simulator		X
Password Attack Tool		X
O365 Cloud App Security		X

Diagram 3

D. Functional and Technical Requirements

The following functional and technical requirements must be accomplished to implement the Microsoft 365 E5 Security solution, which incorporates threat analytics, rapid detection, and automation to aid the department in detecting and responding to security threats. (Reference Diagram 2).

- Develop procurement, select, and onboard vendor conducting Cybersecurity Risk Assessment
- Develop procurement, select, and onboard vendor conducting Disaster Recovery Assessment
- Upgrade existing Microsoft license from E3 to E5 security
- Develop procurement, select, and onboard managed service provider

III. Success Criteria

SUCCESS CRITERIA TABLE – TABLE 1				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	A Cybersecurity Risk Assessment is conducted, and remediation activities are implemented that result in a reduction of identifiable risks.	Success will be measured through comparison of the pre-implementation and post-implementation cybersecurity risk assessment and the reduction of security risks.	FDACS and all the entities and constituents it serves.	12/2022
2	A Disaster Recovery Assessment is conducted and results in the draft, adoption, and implementation of a DR/BCP for the department.	Success criteria is assessed through the adoption and successful testing of the DRP/BCP.	FDACS and all the entities and constituents it serves.	05/2023
3	Upgrade from Microsoft 365 E3 Security to the Microsoft 365 E5 Security solution with Managed Services (Reference Diagram 3).	Success will be measured by increased detection of threats and improved threat analytics and the reduction of successful malicious attacks.	FDACS and all the entities and constituents it serves.	08/2022

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

A. Benefits Realization Table

BENEFITS REALIZATION TABLE – TABLE 2					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Cybersecurity Risk Assessment: the ability to meet the requirements of Section 282.318, F.S. and FAC 60GG-2.	FDACS and all the entities and constituents it serves.	Through the increased identification and mitigation of security risks and threats to the department’s data, information, and information technology resources.	This benefit is measured against compliance criteria outlined in state statute and rule.	Upon completion on the risk assessment.
2	Disaster Recovery Assessment: the ability to meet the requirements of FAC 60GG-2 regarding the timely restoration of critical department operations and functions in the event of a disaster or other interruption in service.	FDACS and all the entities and constituents it serves.	Benefit is realized when a unified DR/BCP is developed and disaster recovery policies are revised to ensure that all critical operations can be resumed in a timely manner in the event of a disaster or other interruption in service.	This benefit is measured through annual testing of the disaster recovery plan and comprehensive exercises of the plan. Success will be measured by having a prepared and tailored response to facilitate timely restoration of critical operations and functions in the event of a disaster or other interruption in service.	Upon development and successful testing of an updated DR/BCP
3	Microsoft 365 E5 Security with Managed Services: A suite of security solutions that help prevent and detect attacks across identities, endpoints, servers, cloud apps, email, and documents with XDR capabilities.	FDACS and all the entities and constituents it serves.	Benefit is realized by the department implementing a suite of security solutions that help prevent and detect attacks across identities, endpoints, servers, cloud apps, email, and documents with extended detection and response capabilities.	This benefit is measured through improved security effectiveness.	Upon implementation of a unified security detection and response platform and services are in place to manage the solution. Reference Diagram 2

B. Cost Benefit Analysis (CBA)

Please reference the accompanying Appendix A- Cost Benefit Analysis.

V. Schedule IV-B Major Project Risk Assessment

Risk Assessment Summary: Failure to implement appropriate security solutions to fortify the cybersecurity infrastructure, place the department, other state and federal agencies, and most importantly, the citizens of the state of Florida at risk. These risks include, but are not limited to the following:

1. The risk of data compromise, loss of revenue, loss of reputation, endangered public safety and security.
2. The inability to identify and guard against security threats.
3. The inability to properly and timely recover from events that disrupt the department’s critical business functions—inability to sustain essential business processes.
4. The inability to adequately protect the department’s endpoints, servers, applications, email, and data.

SCHEDULE IV-B FOR INFORMATION TECHNOLOGY SECURITY

MAJOR PROJECT RISK INCURRED BY THE PROJECT - TABLE 3					
#	Risk Description/Impact	Probability of Occurrence (high, medium, low)	Risk Tolerance (high, medium, low)	Mitigation Strategy	Assigned Owner
1	Services cost more than funding supports.	Low	Medium	Identify additional funding in General Revenue that can be used to cover delta.	Marietta Rolley
2	Cybersecurity Risk Assessment that does not accurately identify risk or solutions to guard against known and future threats and risks	Low	Low	Hire reputable third-party. Ensure that the Scope of Work accurately identifies all required components to comply with Section 282.318, F.S. and FAC 60GG-2 and to satisfy the needs of the department	Benita B. Williams
3	Inaccurate/incomplete Disaster Recovery Assessment that does not result in a plan to successfully execute the timely restoration of critical business functions and processes in the event of a disaster or other interruption in service.	Low	Low	Employ experienced vendor with knowledge and expertise in conducting disaster recovery assessments and developing DR/BCP for similarly multifaceted, complex organizations. Conduct Disaster recovery testing and continuity exercises to thoroughly test the developed plans effectiveness. Verify that Operational resilience is built into recovery documentation. Accurately identify all required components for compliance with Section 282.318, F.S. and FAC 60GG-2 and include in the Statement of Work for these services.	Benita B. Williams
4	The deployment of an insufficient XDR platform and managed services that does not provide an adequate suite of security solutions and leaves the department vulnerable to threats against endpoints, servers, applications, email, and documents.	Low	Low	Purchase a tested/proven, industry recognized platform. Monitor implementation. Ensure that the platform and managed services are accurately and appropriately configured.	Ginny Morris Meghann Graham

The objectives of this project clearly align with the department’s mission. This project is in compliance with applicable laws, rules, department policies, and industry standards. It adequately addresses the security concerns disclosed in Auditor General Audit report 2021-218 and it fulfils the requirements of Section 282.318, F.S. and F.A.C. 60GG-2. Reference Risk Assessment Summary Diagram 4.

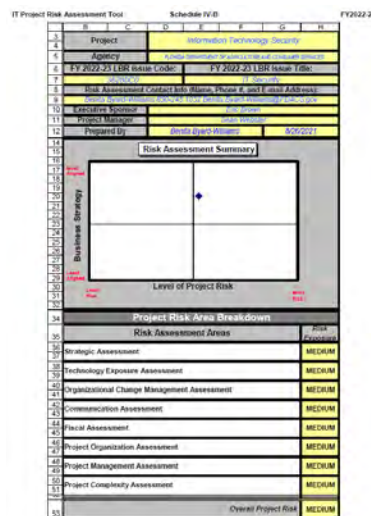


Diagram 4

VI. Schedule IV-B Technology Planning

A. Current Information Technology Environment

1. Current System

McAfee Endpoint Protection is utilized by the department for antivirus on workstations and servers. A Cisco IronPort Email Security Appliance (ESA) is used as a mail gateway for incoming and outgoing mail.

a. Description of Current System

The department has approximately 4,000 users and 6,000 endpoints. The system protects endpoints using antivirus, malware protection, as well as web control and advanced threat protection. The environment is supported by ten servers, including SQL servers. All servers are backed up using Commvault, and backups are replicated offsite.

The department also utilizes a Cisco ESA to scan incoming and outgoing email for vulnerabilities, malware, malicious URLs. The ESA also scans outgoing email for data loss prevention and encrypts outgoing mail that has been flagged for encryption.

b. Current System Resource Requirements

The current resource requirements of the McAfee Endpoint Protection environment includes 122GB of memory and 55 CPUs. The Cisco ESA is a virtual server appliance with 8GB of memory and 8 CPUs.

c. Current System Performance

The current systems operate within the allocated CPU and memory. Endpoints experience much higher resources usage during weekly system scans

2. Information Technology Standards

Florida Cybersecurity Standards and Rules 60GG-2.001 through 60GG-2.006, F.A.C.

B. Current Hardware and/or Software Inventory

The current hardware and software provides email security, along with end point threat detection and response. The current endpoint protection solution is hosted by ten on-premise servers. Software licenses purchased include coverage for 6,000 endpoints using McAfee MVISION Endpoint Detection and Response. Support for the existing system will expire March 2023. The Cisco Email Security Appliance is hosted by one virtual server appliance. The existing system is hosted in the FDACS on-premise data center.

C. Proposed Technical Solution

1. Technical Solution Alternatives

The following technical solution alternative was considered:

- a. Continued use of the department's existing on-premise endpoint protection. This involves using multiple security platforms that do not provide a unified view of the threat landscape. This solution does not provide modern threat detection and hunting *or* allow the flexibility and scalability of the proposed cloud-based solution.

2. Rationale for Selection

This solution was selected because it enhances and fortifies the department's ability to detect and protect information resources from security threats and risks. This includes endpoints, servers, applications, email, and documents. The department's current endpoint protection tools do not provide all of the capabilities offered by the selected solution. The selected solution also allows the department to pivot to a cloud-based SaaS solution and eliminate the need for on-premise infrastructure.

3. Recommended Technical Solution

The recommended technical solution for this project is upgrading from Microsoft 365 E3 Security to Microsoft 365 E5 Security. This technical solution provides the department with a unified response platform that can collect and correlate data from multiple security components to prevent and detect a myriad of attacks across various platforms. In addition, the department plans to procure managed services to support the solution and aid in responding to identified threats. Reference Diagram 3.

D. Proposed Solution Description

1. Summary Description of Proposed System

Microsoft 365 E5 Security with Managed Services: A unified, Extended Detection and Response (XDR) security platform that automatically collects and correlates data from multiple proprietary security components. This system will help prevent and detect attacks across identities, endpoints, servers, cloud apps, email, and documents with extended detection and response capabilities. The system will provide threat analytics, insights, threat hunting, rapid detection and automation. The XDR managed services provider will aid the department in detecting and responding to security concerns and improve the effectiveness of our security while also ensuring the confidentiality, integrity, and availability of the department's data and IT resources.

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

Contracted Services - \$200,000 Recurring: Detection and Response Managed Services: Professional services to aid the department in protecting information resources and assets.

Contracted Services - \$200,000 Non-Recurring: Disaster Recovery Plan Consulting to provide Business Impact Assessment (BIA) (an essential step), validate the Mission Essential Functions (MEFs), support enterprise communication and devolution strategies, improve recovery planning and processes, and coordinate restoration activities.

Contracted Services- \$300,000 Non-Recurring: Cybersecurity Risk Assessment: As required by section 282.318, F.S., to determine the security threats to the data, information, and information technology resources of the department.

Expense- \$546,576: Microsoft 365 E5 Security Recurring: Licenses and software for comprehensive cybersecurity detection and response solution.

E. Capacity Planning

Currently endpoint protection is managed by on-premises resources. However, should this request be approved, endpoint protection will be managed by cloud services, which will drastically reduce or eliminate the need for on-premise resources.

VII. Schedule IV-B Project Management Planning

The three separate work efforts outlined in this document will be managed as defined in each respective Statement of Work and contract for professional/consulting services. Individual Project Management Plans, Communication Plans, Master Project Schedules, etc. will be developed by the department, in coordination with the awarded vendor.

Diagram 5 outlines the executive governance structure for these work efforts.

Diagram 5

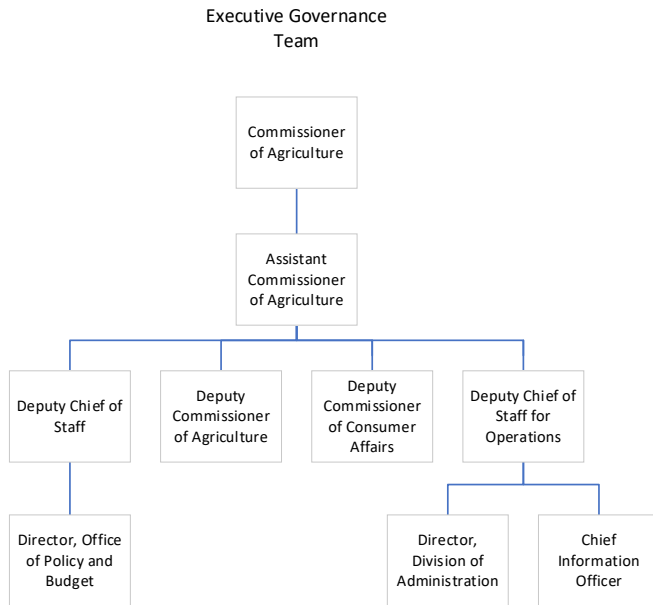


Diagram 5

Internally, the respective project teams will consist of the project sponsor, a project manager, resource manager, contract manager and subject matter experts (SME).

Diagram 6

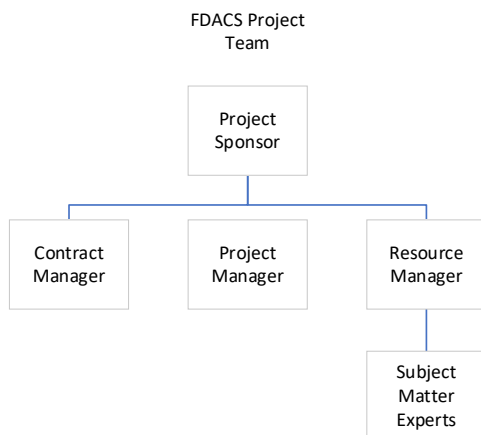


Diagram 6

The milestone schedules below summarize project timelines for these three independent efforts. These efforts will be undertaken in parallel.

Diagram 7

Cybersecurity Risk Assessment

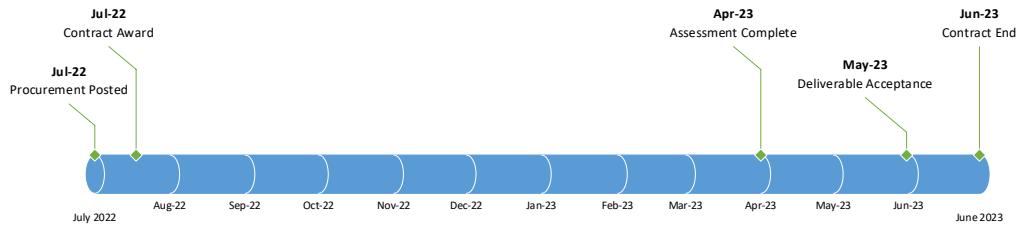


Diagram 7

Diagram 8

Disaster Recovery Assessment and Remediation

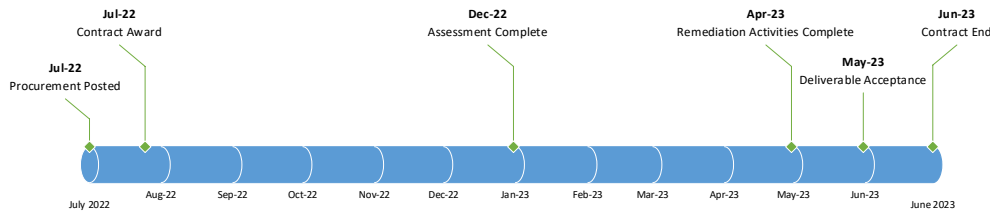


Diagram 8

Diagram 9

E5 Security and Managed Services

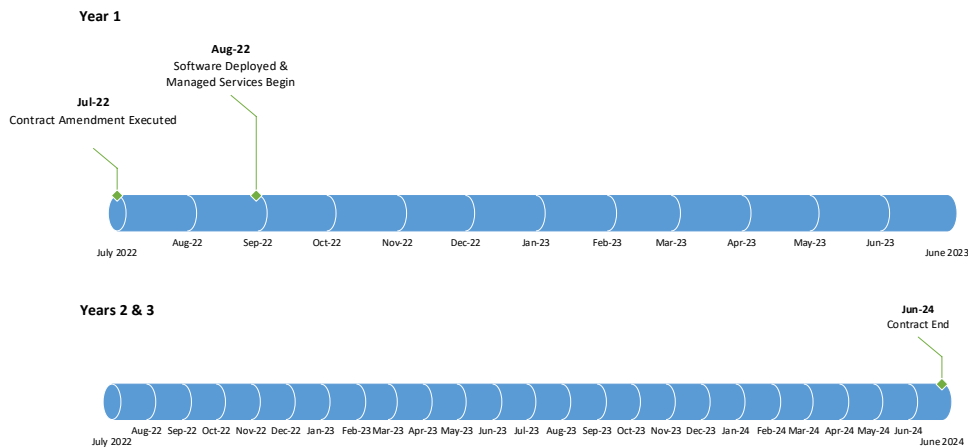


Diagram 9

VIII. Appendices

Appendix A - Cost Benefit Analysis

Appendix B - IT Project Risk Assessment Tool

CBAForm 1 - Net Tangible Benefits

Agency	FL Department of Agriculture and Consumer Services	Project	Information Technology Security
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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	\$158,663	\$0	\$158,663	\$158,683	\$0	\$158,683	\$158,683	\$0	\$158,683	\$158,683	\$0	\$158,683	\$158,683	\$0	\$158,683
A.b Total Staff	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00
A-1.a. State FTEs (Salaries & Benefits)	\$155,152	\$0	\$155,152	\$155,152	\$0	\$155,152	\$155,152	\$0	\$155,152	\$155,152	\$0	\$155,152	\$155,152	\$0	\$155,152
A-1.b. State FTEs (#)	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00
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	\$2,336,716	-\$346,576	\$1,990,140	\$2,336,716	-\$346,576	\$1,990,140	\$2,336,716	-\$346,576	\$1,990,140	\$2,336,716	-\$346,576	\$1,990,140	\$2,336,716	-\$346,576	\$1,990,140
B-1. Managed Services (Staffing)	\$0	\$200,000	\$200,000	\$0	\$200,000	\$200,000	\$0	\$200,000	\$200,000	\$0	\$200,000	\$200,000	\$0	\$200,000	\$200,000
B-2. Hardware	\$147,418	\$0	\$147,418	\$147,418	\$0	\$147,418	\$147,418	\$0	\$147,418	\$147,418	\$0	\$147,418	\$147,418	\$0	\$147,418
B-3. Software	\$2,189,298	-\$546,576	\$1,642,722	\$2,189,298	-\$546,576	\$1,642,722	\$2,189,298	-\$546,576	\$1,642,722	\$2,189,298	-\$546,576	\$1,642,722	\$2,189,298	-\$546,576	\$1,642,722
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	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726
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	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726	\$138,726	\$0	\$138,726
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	\$2,634,105	-\$346,576	\$2,287,529	\$2,634,125	-\$346,576	\$2,287,549	\$2,634,125	-\$346,576	\$2,287,549	\$2,634,125	-\$346,576	\$2,287,549	\$2,634,125	-\$346,576	\$2,287,549
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:		\$346,576			\$346,576			\$346,576			\$346,576			\$346,576	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	10%
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	Department of Agriculture and Consumer Services IT Security			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				\$ 158,663	\$ 658,663			\$ -			\$ -			\$ -			\$ -			\$ 817,326			
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	\$ 158,663	0.00	\$ 158,663	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 317,326
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	\$ 500,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 500,000
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			\$ 158,663	0.00	\$ 658,663	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 817,326

CBAForm 2 - Project Cost Analysis

Agency FL Department of Agriculture and Consumer Services	Project Information Technology Security
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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 (*)	\$658,663	\$0	\$0	\$0	\$0	\$817,326
CUMULATIVE PROJECT COSTS <small>(includes Current & Previous Years' Project-Related Costs)</small>	\$817,326	\$817,326	\$817,326	\$817,326	\$817,326	
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	\$1,246,576	\$0	\$0	\$0	\$0	\$1,246,576
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	\$1,246,576	\$0	\$0	\$0	\$0	\$1,246,576
CUMULATIVE INVESTMENT	\$1,246,576	\$1,246,576	\$1,246,576	\$1,246,576	\$1,246,576	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	Confidence Level		10%
Order of Magnitude	Confidence Level		
Placeholder	Confidence Level		

CBAForm 3 - Project Investment Summary

Agency	FL Department of Agriculture and Consumer Services	Project	Information Technology Security
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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	\$658,663	\$0	\$0	\$0	\$0	\$817,326
Net Tangible Benefits	\$346,576	\$346,576	\$346,576	\$346,576	\$346,576	\$1,732,880
Return on Investment	(\$470,750)	\$346,576	\$346,576	\$346,576	\$346,576	\$915,554
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	2 1/3	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2024-25	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$781,808	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	63.26%	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>Information Technology Security</i>								
4											
5	Agency		<i>FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES</i>								
6	FY 2022-23 LBR Issue Code:			FY 2022-23 LBR Issue Title:							
7	<i>36280C0</i>			<i>IT Security</i>							
8	Risk Assessment Contact Info (Name, Phone #, and E-mail Address):										
9	<i>Benita Byard-Williams 850-245.1052 Benita.Byard-Williams@FDACS.gov</i>										
10	Executive Sponsor		<i>Eric Brown</i>								
11	Project Manager		<i>Sean Webster</i>								
12	Prepared By		<i>Benita Byard-Williams</i>			<i>8/26/2021</i>					
14	Risk Assessment Summary										
15	<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 10px;">Business Strategy</div> <table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr> <td style="width: 50%; height: 50%;"></td> <td style="width: 50%; height: 50%; text-align: center; vertical-align: middle;">◆</td> </tr> <tr> <td style="width: 50%; height: 50%;"></td> <td style="width: 50%; height: 50%;"></td> </tr> </table> </div>								◆		
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16											
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28											
29	Least Aligned										
30	Least Risk										
31	Most Risk										
32											
34	Project Risk Area Breakdown										
35	Risk Assessment Areas						<i>Risk Exposure</i>				
36	Strategic Assessment						MEDIUM				
37											
38	Technology Exposure Assessment						MEDIUM				
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						MEDIUM				
51											
52											
53	Overall Project Risk						MEDIUM				

	B	C	D	E
1	Agency: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		Project: Information Technology Security	
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	Informal agreement 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 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	All or nearly all
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:	FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	Project: Information Technology Security	
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	Read about only or attended conference and/or vendor presentation
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	External technical resources will be needed 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	Moderate 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:	FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	Project:	INFORMATION TECHNOLOGY SECURITY
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	Minimal changes to organization structure, staff or business processes structure
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	No
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	1 to 10% 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: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		Project: INFORMATION TECHNOLOGY SECURITY	
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	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	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	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	Yes
21			No	

	B	C	D	E
1		Agency: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	Project: INFORMATION TECHNOLOGY SECURITY	
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	No
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	Neither requested nor received
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	All or nearly all project benefits have been identified and 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 assigned is not the procurement manager or 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: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		Project: Information Technology Security	
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	2
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	Yes, experienced project manager dedicated full-time, 100% 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	Half of staff 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	Yes, all stakeholders are represented by functional manager
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: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		Project: Information Technology Security	
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	Yes
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	41 to 80% -- Some 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	0% to 40% -- None or few 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	All planning and reporting 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	Yes
48			No	
49	7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
50			No	

	B	C	D	E
1	Agency: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		Project: Information Technology Security	
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	More 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	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	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	Business process change in single division or bureau
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	Combination of the above
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 IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022- 23

Department: Agriculture and Consumer Service

Chief Internal Auditor: Faye Smith

Budget Entity: _____

Phone Number: (850) 245-1360

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Report 2021-01	2021	Audit of the 2020 Florida State Fair Attendance and Gate Admission Revenue	<p>Finding 1: Sellers Shortages and Do Not Rehire Lists Monitoring controls were inadequate to ensure appropriate and consistent disciplinary actions were being enforced when seller shortages exceeded established thresholds.</p> <p>Recommendation: Fair management should ensure the</p> <ul style="list-style-type: none"> •Individuals placed on a Do Not Rehire list should not be hired for subsequent Fairs; •Yearly and cumulative Do Not Rehire lists are reviewed and updated throughout the Fair event. All individuals added to the yearly Do Not Rehire list are also added to the cumulative list and vice versa; and, •A written notice is provided to sellers with shortages that exceed the established threshold. This notice should be acknowledged by seller signature and a copy maintained in the employee's personnel file. 	The corrective action taken will be assessed during the 2021 Florida State Fair Audit.	
Report 2021-03	2021	Audit of Bronson Animal Disease Diagnostics Laboratory's (BADDL) Revenue Collection Process	<p>Finding 1: Separation of Duties & Reconciliation Procedures BADDL had inadequate separation of duties (SODs) for their revenue collection process; our review disclosed the reconciliation procedures used by BADDL could be improved.</p> <p>Recommendation: We recommend that the lab enforce SODs in their revenue collection process, whenever possible. In instances when SODs cannot be achieved; compensating controls should be implemented to reduce risk to an acceptable level. Therefore, compensating controls should be implemented in the lab's revenue collection process to compensate when a lab employee both receives and processes a lab revenue payment.</p>	BADDL will require the revenue reconciliation to be signed and dated by the reconciling employee, as well as the Administration Section Head and upper level manager conducting the preliminary and final review, respectively. A formal reconciliation form, along with the file, will be reviewed, signed and retained with the file as documentation of this compensating control. Also, the reconciliation report will be updated to include a selection of "all postings" instead of manually choosing "check" or "cash", which will assist with recognizing any posting errors during final reconciliation.	
			<p>Finding 2: Background Screenings A review of the background screenings of lab employees performing revenue collection process duties disclosed monitoring and enforcement controls were inadequate.</p> <p>Recommendation: We recommended that lab management ensure level 2 background screenings are conducted and passed before employees perform revenue collection process duties.</p>		

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG Report No. 2021-218	2021	The Auditor General's Audit of the Florida Department of Agriculture and Consumer Services' (FDACS) Information Technology General Controls	<p>Finding 1: IT Asset Management The department did not maintain an up-to-date network diagram that included all high-risk network devices or a complete and accurate server inventory list to facilitate the monitoring, testing, and evaluation of IT resources to ensure the confidentiality, integrity and availability of department data and IT resources.</p> <p>Recommendation: The Auditor General recommended that department management maintain an up-to-date network diagram that includes all high-risk network devices and a complete and accurate inventory of servers to facilitate the monitoring, testing, and evaluation of IT resources.</p>	The department's network diagrams have been updated. In addition, a server inventory has been developed to provide an accurate listing of servers to assist information technology management in ensuring the confidentiality, integrity, and availability of department data and IT resources.	
			<p>Finding 2: Information Security Manager Contrary to State law, the department's Information Security Manager (ISM) did not report directly to the Commissioner of Agriculture for information security duty purposes.</p> <p>Recommendation: The AG recommended that department management take steps to ensure that, for information security duty purposes, the department ISM reports directly to the Commissioner in accordance with State law.</p>	The department has updated the position description of the ISM to report to the Commissioner of Agriculture for all information security duty purposes as outlined in Section 282.318, Florida Statutes.	
			<p>Finding 3: Computer Security Incident Response The department Computer Security Incident Response Team (CSIRT) did not convene at least quarterly to review, at a minimum, established processes and escalation protocols. In addition, CSIRT members did not receive annual training to promote prompt and appropriate responses to cybersecurity events.</p> <p>Recommendation: The Auditor General recommended that department management update CSIRT policies and procedures to align to DMS rules and ensure that CSIRT quarterly meetings and annual training occur as specified in DMS rules.</p>	The department has improved its CSIRT processes to include quarterly CSIRT meetings and annual training in compliance with DMS rules.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG Report No. 2021-218	2021	The Auditor General's Audit of the Florida Department of Agriculture and Consumer Services' (FDACS) Information Technology General Controls	<p>Finding 4: Disaster Recovery Planning The department and Division of Licensing (Division) disaster recovery (DR) plans, annual testing, and related policies and procedures need improvement to ensure that critical department and Division operations may be timely resumed in the event of a disaster or other interruption in service.</p> <p>Recommendation: The Auditor General recommended that department management update DR policies and procedures to require annual testing of department and Division DR plans and that department and Division management ensure that comprehensive live exercises of all DR plans are conducted annually, the results of the testing are documented, and necessary modifications identified during testing are incorporated into the applicable DR plan.</p>	The department is continuing to improve its disaster recovery capabilities by increasing resources at our disaster recovery facility. The department is creating a unified disaster recovery plan and revising disaster recovery policies to ensure that all critical operations resume in a timely manner in the event of a disaster or other interruption in service.	
			<p>Finding 5: Backup Controls Department and Division controls need improvement to ensure that backups for department and Division servers are appropriately performed and periodically tested for recoverability and that department off-site storage locations for backup media are geographically separated from the primary operating locations.</p> <p>Recommendation: The Auditor General recommended that department management enhance policies and procedures to include periodic recoverability testing of backups and department and Division management ensure that all servers are timely backed up, backups are periodically tested for recoverability, and backup media is stored at locations geographically separated from primary operating locations.</p>	The department has implemented procedures to ensure that backups are performed and periodically tested for recoverability. All backups are now consolidated into the department's enterprise data backup solution which is stored at a geographically separate location from the department's primary data center.	
AG Report No. 2021-218	2021	The Auditor General's Audit of the Florida Department of Agriculture and Consumer Services' (FDACS) Information Technology General Controls	<p>Finding 6: Security Controls Certain security controls related to logical access, physical access, tape encryption, vulnerability management, configuration management, user authentication and logging and monitoring need improvement to ensure the confidentiality, integrity and availability of department data and IT resources.</p> <p>Recommendation: The Auditor General recommended that department management improve certain security controls related to logical access, physical access, tape encryption, vulnerability management, configuration management, user authentication and logging and monitoring to ensure the confidentiality, integrity and availability of department data and IT resources.</p>	The department continues to address and improve security controls by incorporating new policies, procedures, and processes. In addition, the department has enhanced and strengthened our security controls by implementing new hardware and software solutions.	

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Agriculture and Consumer Services																
Agency Budget Officer/OPB Analyst Name: Thomas Foucher/ Reid Cunningham																
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.																
Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
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 (SCIR, 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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. EXHIBIT B (EXBR, EXB)																
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.															
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.															
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.															
4. EXHIBIT D (EADR, EXD)																
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.															
5. EXHIBIT D-1 (EDIR, EXD1)																
5.1	Are all object of expenditures positive amounts? (This is a manual check.)															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:																
5.2	Do the fund totals agree with the object category totals within each appropriation category? (EDIR, XD1A - Report should print "No Differences Found For This Report")															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)															
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.															
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.															
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.															

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)																
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.																
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)																
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 27 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 65 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	Y	Y	Y	N/A	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	Y
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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 not be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	Y	Y	Y	N/A	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	Y
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.16 Do the issue codes relating to special salary and benefits 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.)	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.17 Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.18 Are the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:																
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.																
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.																
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.																
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).																

		Program or Service (Budget Entity Codes)															
Action		42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
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 (SCIR, SC1 - Budget Entity Level or SCIR, SCID - 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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	Y	N/A	N/A	N/A	Y	Y	Y	Y	N/A	Y	Y	Y	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:																	
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line D) 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? (SCIR, SCIA - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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. (SCIR, DEPT)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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!																

		Program or Service (Budget Entity Codes)															
Action		42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
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/A	N/J	N/J	N/J	N/A	N/J	N/A	N/J	N/A	N/A	N/A	N/A	N/A	N/J	N/A	N/J
10. SCHEDULE III (PSCR, SC3)																	
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	N/A	Y	Y	Y	N/A	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	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	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)																	
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.																
12. SCHEDULE VIIIA (EADR, SC8A)																	
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.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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																
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)																	
14.1	Do the reductions comply with the instructions provided on pages 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	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	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 VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)																	
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:																	
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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.)																
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 should 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")																No- Due to Rounding
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.																

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
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?															
17.2	Does manual exhibits tie to LAS/PBS where applicable?															
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?															
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 ?															
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) ?															
AUDITS - GENERAL INFORMATION																
TIP	Review Section 6: Audits 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?															
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?															
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?															
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?															
18.5	Are the appropriate counties identified in the narrative?															
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?															
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?															