



Executive Office of the Governor



Manual Exhibits, Schedules, & Supporting Documents*

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

LEGISLATIVE BUDGET REQUEST 2023-2024



RON DESANTIS
GOVERNOR

STATE OF FLORIDA

Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

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LEGISLATIVE BUDGET REQUEST

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

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

John Shettle, Interim Staff Director
Senate Appropriations Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Executive Office of the Governor and the Division of Emergency Management is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2023-24 Fiscal Year. This submission has been approved by James Uthmeier, Chief of Staff.

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

Kindest Regards,

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

Kelley Sasso
Director of Finance and Accounting



Executive Office of the Governor



Department Level Exhibits and Schedules*

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

LEGISLATIVE BUDGET REQUEST 2023-2024

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

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Manual Exhibits, Schedules and Supporting Documents**

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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

10 2 021007 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	380,950.37
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,095,023.38
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,796.42
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	178,553.21-
	** GL 31100 TOTAL	178,553.21-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	5,179.11-
	** GL 32100 TOTAL	5,179.11-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
180205	TR OTHER FUNDS W/I AGY	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	947.24-
040000	EXPENSES	0.00
040000	CF EXPENSES	909.45-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,047.39-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	209.50-
	** GL 35300 TOTAL	4,113.58-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	159.34-
	** GL 35600 TOTAL	159.34-

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

CAT		BEGINNING BALANCE
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,289,764.93-
94100	ENCUMBRANCES	
040000	CF EXPENSES	140,727.58
100777	CF CONTRACTED SERVICES	8,174.23
	** GL 94100 TOTAL	148,901.81
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	140,727.58-
100777	CF CONTRACTED SERVICES	8,174.23-
	** GL 98100 TOTAL	148,901.81-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
39808	OBLIG UNDER SECURITY LND TRANS SBA	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
54908	FUND BALANCE UNRESERVED INNOVATION INC	
000000	BALANCE BROUGHT FORWARD	0.00
55500	FB RESERVED FOR LONG-TERM RECEIVABLES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
143150 04	SPACE, DEFENSE, RURAL INFR	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	265,833.83
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,331,986.09
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	6,519.50
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	458,950.06-
100021	ACQUISITION/MOTOR VEHICLES	0.00
100021	CF ACQUISITION/MOTOR VEHICLES	30,797.20-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	8,848.19-
101123	G/A-EMERGENCY MGMT PRGS	41,461.06-
101123	CF G/A-EMERGENCY MGMT PRGS	425,148.13-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	95,795.74-
	** GL 31100 TOTAL	1,061,000.38-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	13,845.07-
040000	CF EXPENSES	110,622.55-
100777	CONTRACTED SERVICES	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	760.32-
	** GL 35300 TOTAL	125,227.94-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	452.90-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	9,417,658.20-
94100	ENCUMBRANCES	
040000	CF EXPENSES	121,705.44
100777	CF CONTRACTED SERVICES	70,314.77
101123	G/A-EMERGENCY MGMT PRGS	1,008,917.93
101123	CF G/A-EMERGENCY MGMT PRGS	1,758,007.93
103644	CF COMM ON COMMUNITY SERVICE	75,000.00
105158	CF DISASTER ACTIVITY-STATE	39,031.40
	** GL 94100 TOTAL	3,072,977.47
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	121,705.44-
100777	CF CONTRACTED SERVICES	70,314.77-
101123	G/A-EMERGENCY MGMT PRGS	1,008,917.93-
101123	CF G/A-EMERGENCY MGMT PRGS	1,758,007.93-
103644	CF COMM ON COMMUNITY SERVICE	75,000.00-
105158	CF DISASTER ACTIVITY-STATE	39,031.40-
	** GL 98100 TOTAL	3,072,977.47-
	*** FUND TOTAL	0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	268,935.91
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	217,433,787.37
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	190,568.42
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
000000	BALANCE BROUGHT FORWARD	0.00
180200	TR/GENERAL REVENUE-SWCAP	0.00
	** GL 16100 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	0.00
185080	TR TO ADMIN TF	0.00
	** GL 16200 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	2,642,772.53
	** GL 16400 TOTAL	2,642,772.53
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	334,857.90-
050385	DISASTER PREP PLAN & ADMIN	1,097,402.80-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	34,633.62-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	884,270.37-
103534	G/A-ST/FED DIS RELIEF-ADMN	8,587.65-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	3,548.64-
105865	G/A-FLOOD MITIGATION/PROG	0.00
105865	CF G/A-FLOOD MITIGATION/PROG	92,520.88-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
106401	G/A-FED CITRUS DIS REC PGM	339,659.42-
106402	G/A-FED TIMBER PGM	191,174.00-
107889	HAZARDOUS/EMERGENCY/GRANT	0.00
107889	CF HAZARDOUS/EMERGENCY/GRANT	19,222.00-
	** GL 31100 TOTAL	3,005,877.28-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	0.00
001500	TRANSFERS	0.00
180205	TR OTHER FUNDS W/I AGY	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	278,539.88-
040000	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
103534	G/A-ST/FED DIS RELIEF-ADMN	0.00
105009	STWIDE HURR PREP AND PLAN	0.00
181020	TR/FUNDS/DOMESTIC SECURITY	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	22,224.55-
	** GL 35300 TOTAL	300,764.43-
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	29,040.65-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	128,139.81-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	128,139.81-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	217,072,242.06-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
040000	CF EXPENSES	55,783.16
050385	DISASTER PREP PLAN & ADMIN	3,956,296.18
100021	CF ACQUISITION/MOTOR VEHICLES	30,555.09
100777	CF CONTRACTED SERVICES	22,803.37
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	73,836,910.65
103534	G/A-ST/FED DIS RELIEF-ADMN	1,259,745.94
105009	CF STWIDE HURR PREP AND PLAN	44,990.42
105264	CF G/A-PREDISASTER MITIGATION	5,158,754.23
105865	CF G/A-FLOOD MITIGATION/PROG	5,128,216.15

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND
 G-L G-L ACCOUNT NAME

			BEGINNING BALANCE
CAT			
107889	CF	HAZARDOUS/EMERGENCY/GRANT	621,892.94
181020		TR/FUNDS/DOMESTIC SECURITY	3,415,940.08
		** GL 94100 TOTAL	93,531,888.21
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF	EXPENSES	55,783.16-
050385		DISASTER PREP PLAN & ADMIN	3,956,296.18-
100021	CF	ACQUISITION/MOTOR VEHICLES	30,555.09-
100777	CF	CONTRACTED SERVICES	22,803.37-
101204		STATE DOMESTIC PREPAREDNESS PROGRAM	73,836,910.65-
103534		G/A-ST/FED DIS RELIEF-ADMN	1,259,745.94-
105009	CF	STWIDE HURR PREP AND PLAN	44,990.42-
105264	CF	G/A-PREDISASTER MITIGATION	5,158,754.23-
105865	CF	G/A-FLOOD MITIGATION/PROG	5,128,216.15-
107889	CF	HAZARDOUS/EMERGENCY/GRANT	621,892.94-
181020		TR/FUNDS/DOMESTIC SECURITY	3,415,940.08-
		** GL 98100 TOTAL	93,531,888.21-
99100		BUDGETARY FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	0.00
		*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 338002 FLORIDA INTERNATIONAL TRADE & PROMOTION TRUST FU

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

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,796,166.32
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,598,676.73
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,968.41
000500	INTEREST	0.00
	** GL 15300 TOTAL	1,968.41
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
001100	OTHER GRANTS	0.00
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 16300 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
030000	CF OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
105028	CF ENFORCING UNDERAGE DRINKING LAWS	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	259.87-
040000	CF EXPENSES	1,841.66-
180200	CF TR/GENERAL REVENUE-SWCAP	0.00
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
	** GL 35300 TOTAL	2,101.53-
35600	DUE TO GENERAL REVENUE	
001800	REFUNDS	0.00
310322	SERVICE CHARGE TO GEN REV	286.77-
	** GL 35600 TOTAL	286.77-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	5,394,423.16-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR	
142333	10 G/A ECBG - ARRA 2009	16,733,294.06-
142333	11 G/A ECBG - ARRA 2009	16,733,294.06
146558	07 FL ENERGY TECHNOLOGY PROJ	643,996.21-
146558	11 FL ENERGY TECHNOLOGY PROJ	643,996.21
	** GL 57300 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	14,222.28
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	14,222.28-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	457,023,440.09
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	487,247.65
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	105,666.62-
105150	CF G/A-PUBLIC ASSISTANCE	851,787.03-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	1,245,268.50-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	1,125,453.55-
105220	G/A - MIAMI-DADE - PT	0.00
105220	CF G/A - MIAMI-DADE - PT	8,584.20-
	** GL 31100 TOTAL	3,336,759.90-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105158	DISASTER ACTIVITY-STATE	357,197.98-
	** GL 35300 TOTAL	357,197.98-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	31.09-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	453,816,698.77-
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	16,997,259.46
105150 CF	G/A-PUBLIC ASSISTANCE	62,096,859.74
105152 CF	PUBLIC ASSISTANCE-ST OPS	23,964,014.76
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	14,369.89
105158 CF	DISASTER ACTIVITY-STATE	7,290,486.12
	** GL 94100 TOTAL	110,362,989.97
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	16,997,259.46-
105150 CF	G/A-PUBLIC ASSISTANCE	62,096,859.74-
105152 CF	PUBLIC ASSISTANCE-ST OPS	23,964,014.76-
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	14,369.89-
105158 CF	DISASTER ACTIVITY-STATE	7,290,486.12-
	** GL 98100 TOTAL	110,362,989.97-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339947 GRANTS AND DONATIONS-DEEPWATER HORIZON
G-L G-L ACCOUNT NAME

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	52,222.48
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	29,197,383.48
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	25,065.04
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,710.67-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	83,333.33-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	4,497.40-
105860	G/A-HURRICANE LOSS MITIG	682,492.47-
	** GL 31100 TOTAL	772,033.87-
35300	DUE TO OTHER DEPARTMENTS	
105009	STWIDE HURR PREP AND PLAN	1,227.00-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,923.15-
	** GL 35300 TOTAL	4,150.15-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	3,755.31-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	28,494,731.67-
94100	ENCUMBRANCES	
040000	CF EXPENSES	120.00
100777	CF CONTRACTED SERVICES	180,129.19
105009	CF STWIDE HURR PREP AND PLAN	45,312.57
105860	G/A-HURRICANE LOSS MITIG	5,043,199.54
140527	14 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	280,774.00
140527	15 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	175,287.01
140527	16 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	318,003.30
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,612,430.65

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,140,813.92
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	533,511.02
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,509,584.84
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,015,688.94
		** GL 94100 TOTAL	12,854,854.98
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	120.00-
100777	CF	CONTRACTED SERVICES	180,129.19-
105009	CF	STWIDE HURR PREP AND PLAN	45,312.57-
105860		G/A-HURRICANE LOSS MITIG	5,043,199.54-
140527	14	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	280,774.00-
140527	15	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	175,287.01-
140527	16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	318,003.30-
140527	17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,612,430.65-
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,140,813.92-
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	533,511.02-
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,509,584.84-
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,015,688.94-
		** GL 98100 TOTAL	12,854,854.98-
		*** FUND TOTAL	0.00

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

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

BGTRBAL-10 AS OF 07/01/22

31000000000
BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2022

DATE RUN 08/08/22
PAGE 20

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND

G-L G-L ACCOUNT NAME

CAT

BEGINNING BALANCE

12100 UNRELEASED CASH IN STATE TREASURY

000000 BALANCE BROUGHT FORWARD

499,030,055.78

54900 COMMITTED FUND BALANCE

000000 BALANCE BROUGHT FORWARD

499,030,055.78-

*** FUND TOTAL

0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,596,808.50
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	103,474.26
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	125,738.05-
100777	CF CONTRACTED SERVICES	0.00
210014	OTHER DATA PROCESSING SVCS	0.00
210014	CF OTHER DATA PROCESSING SVCS	1,682.11-
	** GL 31100 TOTAL	127,420.16-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	1,676.89-
030000	CF OTHER PERSONAL SERVICES	0.00
	** GL 32100 TOTAL	1,676.89-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	10,107.05-
	** GL 35300 TOTAL	10,107.05-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	10,561,078.66-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
	** GL 55100 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	1,297.55
040000	CF EXPENSES	216,742.13
060000	CF OPERATING CAPITAL OUTLAY	12,500.00
100777	CONTRACTED SERVICES	60.00
100777	CF CONTRACTED SERVICES	118,202.45
210014	CF OTHER DATA PROCESSING SVCS	318.75
	** GL 94100 TOTAL	349,120.88

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG
G-L G-L ACCOUNT NAME

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	1,297.55-
040000	CF EXPENSES	216,742.13-
060000	CF OPERATING CAPITAL OUTLAY	12,500.00-
100777	CONTRACTED SERVICES	60.00-
100777	CF CONTRACTED SERVICES	118,202.45-
210014	CF OTHER DATA PROCESSING SVCS	318.75-
	** GL 98100 TOTAL	349,120.88-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 551001 PROFESSIONAL SPORTS DEVELOPMENT TRUST FUND

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 595001 BROWNFIELD PROPERTY OWNERSHIP CLEAR ASSIT REVOLV

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

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

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

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	11,507,332.68
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	12,170,808.88
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	342,943,143.05
000700	U S GRANTS	0.00
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	342,943,143.05
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	21,753,280.01-
105150	CF G/A-PUBLIC ASSISTANCE	21,148,250.28-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	337.84-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	151,526.45-
105154	G/A-HAZARD MITIGATION	0.00
105154	CF G/A-HAZARD MITIGATION	78,813.57-
105155	G/A - COVID-19 - PASS THRU	761,695.00-
105155	CF G/A - COVID-19 - PASS THRU	250,248,599.51-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	210,161.27-
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	0.00
105210	CF MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	43,117.94-
105220	G/A - MIAMI-DADE - PT	0.00
105220	CF G/A - MIAMI-DADE - PT	154,515.45-
	** GL 31100 TOTAL	294,550,297.32-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	45,745,682.52-
105150	CF G/A-PUBLIC ASSISTANCE	157,914.37-
	** GL 35300 TOTAL	45,903,596.89-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	16,209,318.24-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	7,335.74-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	7,335.74-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	9,950,736.42-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	431,751,276.64
105150	CF G/A-PUBLIC ASSISTANCE	195,855,447.61
105152	CF PUBLIC ASSISTANCE-ST OPS	2,515,743.57
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	9,252,970.72
105154	G/A-HAZARD MITIGATION	87,388,758.19
105154	CF G/A-HAZARD MITIGATION	236,855,992.76
105155	CF G/A - COVID-19 - PASS THRU	242,267,955.41
105156	CF HAZARD MITIGATION-ST OPS	4,037,518.67
105210	CF MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	4,406,906.94
105220	CF G/A - MIAMI-DADE - PT	4,947,983.97
	** GL 94100 TOTAL	1,219,280,554.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	431,751,276.64-
105150	CF G/A-PUBLIC ASSISTANCE	195,855,447.61-
105152	CF PUBLIC ASSISTANCE-ST OPS	2,515,743.57-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	9,252,970.72-
105154	G/A-HAZARD MITIGATION	87,388,758.19-
105154	CF G/A-HAZARD MITIGATION	236,855,992.76-
105155	CF G/A - COVID-19 - PASS THRU	242,267,955.41-
105156	CF HAZARD MITIGATION-ST OPS	4,037,518.67-
105210	CF MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	4,406,906.94-
105220	CF G/A - MIAMI-DADE - PT	4,947,983.97-
	** GL 98100 TOTAL	1,219,280,554.48-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	409,392.00
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	15,853.00
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,467.82-
060000	OPERATING CAPITAL OUTLAY	2,434.00-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	3,901.82-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	91,237.03-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	5,403.77-
	** GL 31100 TOTAL	96,640.80-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	10,197.63-
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	81,236.33-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	0.00
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	237,985.35-

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

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
94100	ENCUMBRANCES		
040000	CF	EXPENSES	600.00
100777	CF	CONTRACTED SERVICES	43,475.82
107888	CF	FL HAZARDOUS MATERIALS P P	692,492.66
		** GL 94100 TOTAL	736,568.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	600.00-
100777	CF	CONTRACTED SERVICES	43,475.82-
107888	CF	FL HAZARDOUS MATERIALS P P	692,492.66-
		** GL 98100 TOTAL	736,568.48-
		*** FUND TOTAL	0.00

Schedule I Narrative: 2339 Grants and Donations Trust Fund

Revenue Estimating Methodology:

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

Adjustments:

Account Payable not Carried Forward (CF): The \$260 adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

Non-Cash Adjustment: The (\$827) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

2021 Carry Forward Encumbrance: The (\$11,776) adjustment is required to adjust Beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

September 2021 Reversions: The \$11,776 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Schedule I Narrative: 2398 Emergency Preparedness & Response Fund

Background: Chapter 2022-001, Laws of Florida, created the Emergency Preparedness and Response Fund in Fiscal year 2021-2022 as the primary funding source of preparing for responding to a disaster declared by the Governor as a state of emergency that exceeds regularly appropriated funding sources. An initial transfer of \$500 million from the General Revenue Fund to the Emergency Preparedness and Response Fund was authorized by the aforementioned law.

Revenue Estimating Methodology: Revenues included in this fund are based on the authorized appropriation of \$500 million as a transfer from the General Revenue Fund per Chapter 2022-001, Laws of Florida. It is reflected as a Transfer in from Other State Agencies – Department of Financial Services. Transfer “revenue” to total this amount is recorded in Budget Entity 31100100 and 31700100.

Schedule I Narrative: 2535 Planning and Budgeting System Trust Fund

Revenue Estimating Methodology:

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

Adjustments:

2021 Carry Forward Encumbrances: The (\$69,615) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

September 2021 Reversions: The \$17,440 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Non-Cash Adjustment: The \$40 adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

Statewide Financial Services Adjustment #C3100012: The (\$32,963) adjustment is required to adjust due from other departments (GLC 16300) posted by Department of Financial Services to reflect the correct fund balance.

Schedule VII: Agency Litigation Inventory

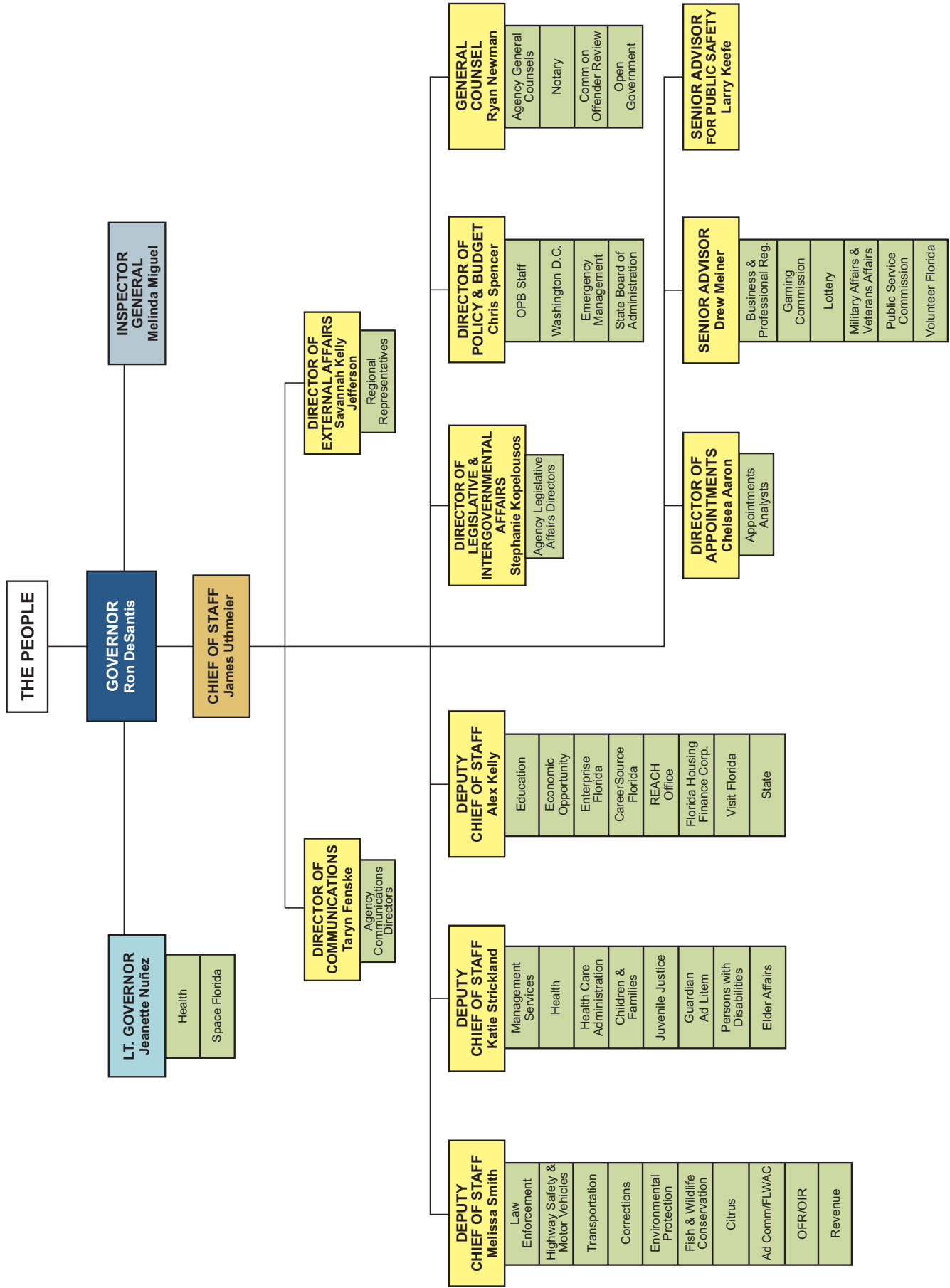
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.

Agency:	Executive Office of the Governor		
Contact Person:	Ryan Newman	Phone Number:	(850) 717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<ol style="list-style-type: none"> 1. Families A, B, C, and D v. DeSantis 2. Planned Parenthood v. Florida 3. Generation to Generation v. DeSantis 4. Warren v. DeSantis 5. City of Gainesville, et al. v. DeSantis, et al. 6. Dream Defenders v. DeSantis, et al. 7. <i>Foronda v. DeSantis, et al.</i> 8. Pizzo v. DeSantis 9. Common Cause Florida v. Byrd, et al. 		
Court with Jurisdiction:	<ol style="list-style-type: none"> 1. Northern District of Florida 2. Florida Second Judicial Circuit 3. Florida Second Judicial Circuit 4. Northern District of Florida 5. Florida Second Judicial Circuit 6. Northern District of Florida 7. Florida’s Eleventh Judicial Circuit [likely to be transferred to Second Judicial District] 8. Florida Second Judicial Circuit 9. Northern District of Florida 		
Case Number:	<ol style="list-style-type: none"> 1. 4:22-cv-222 2. 2022-CA-912 3. 2022-CA-980 4. 4:22-cv-302-RH-MAF 5. 2021-CA-1959 6. 4:21-cv-191-MW-MAF 7. 2022-009114-CA-01 8. 2022 CA 001681 9. 4:22-cv-00109-AW-MAF 		
Summary of the Complaint:	<ol style="list-style-type: none"> 1. Challenge to Florida’s foster care system 2. Challenge to Florida’s 15-week abortion ban 3. Challenge to Florida’s 15-week abortion ban 4. Challenge to the Governor’s suspension of Andrew Warren 5. Challenge to budget appeal mechanism in 2021 Anti-Riot Bill [HB 1] 6. Challenge to 2021 Anti-Riot Bill [HB 1] 7. Challenge to 2022 Special Session bill amending Independent Special Districts 8. Challenge to Florida’s migrant relocation program 		

	9. Challenge to Florida’s 2022 Congressional Redistricting Map	
Amount of the Claim:	1. No damages claims 2. No damages claims 3. No damages claims 4. No damages claims 5. No damages claims 6. No damages claims 7. No damages claims 8. No damages claims 9. No damages claims	
Specific Statutes or Laws (including GAA) Challenged:	1. N/A 2. Section 390.0111 3. Section 390.0111 4. N/A 5. Section 166.241 6. Sections 870.01 & 870.02 7. Section 189.0311 8. HB 5001 [Ch. 2022-156] and 908.111 9. Chapter 8, Florida Statutes	
Status of the Case:	1. Response to the complaint 2. Discovery/trial 3. Response to the complaint 4. Pre-trial/discovery 5. Beginning discovery 6. Stay pending appeal of Preliminary Injunction 7. Preparing motions to dismiss 8. Pleading stage 9. Motion to Dismiss stage	
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel
	X	Office of the Attorney General or Division of Risk Management
	X	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).		



**Executive Office of the Governor
Organizational Chart**



Schedule XIV Variance from Long Range Financial Outlook

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

Article III, section 19(a)3 of the 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 2022 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 2023-2024 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 2023-2024 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

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

* R/B = Revenue or Budget Driver

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

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

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



Executive Office of the Governor



Budget Entity Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST
2023-2024



Executive Office of the Governor



Schedule I Series by Trust Fund*

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

- | | |
|--|---|
| 2021 – Administrative Trust Fund | 2191 – Emergency Management & Preparedness Trust Fund |
| 2261 – Federal Grants Trust Fund | 2398 - Emergency Preparedness & Response Trust Fund |
| 2339 – Grants and Donations Trust Fund | 2510 – Operating Trust Fund |
| 2750 – US Contributions Trust Fund | |

LEGISLATIVE BUDGET REQUEST

2023-2024

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2023-24 Executive Office of the Governor
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	31100100
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,796,166.32		2,796,166.32
ADD: Other Cash (See Instructions)			
ADD: Investments	2,598,676.73		2,598,676.73
ADD: Outstanding Accounts Receivable	1,968.41		1,968.41
ADD: Anticipated Grant Revenue			
Total Cash plus Accounts Receivable	5,396,811.46		5,396,811.46
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards	(1,841.66)		(1,841.66)
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	(286.77)		(286.77)
Unreserved Fund Balance, 07/01/22	5,394,683.03		5,394,683.03 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023-24

Department Title:

Executive Office of the Governor

Trust Fund Title:

Grants and Donations Trust Fund

LAS/PBS Fund Number:

2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(5,394,423.16) (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

_____ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Receivable from Federal gov't

_____ (C)

SWFS Adjustment To book Account Receivable from DEP

_____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

_____ (D)

Rounding adjustment

_____ (D)

Accounts Payable not Certified Forward Operating

(259.87) (D)

Accounts Payable not Certified Forward

_____ (D)

_____ (D)

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE:

(5,394,683.03) (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

(5,394,683.03) (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2023-24 Executive Office of the Governor
Trust Fund Title:	Emergency Preparedness and Response Fund
Budget Entity:	31100100
LAS/PBS Fund Number:	2398

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00		-
ADD: Other Cash (See Instructions)			
ADD: Investments			-
ADD: Outstanding Accounts Receivable			0.00
ADD: Anticipated Grant Revenue			
Total Cash plus Accounts Receivable	0.00		0.00
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards			0.00
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)			0.00
Unreserved Fund Balance, 07/01/22	0.00		0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023-24

Department Title:

Executive Office of the Governor

Trust Fund Title:

Emergency Preparedness and Response Fund

LAS/PBS Fund Number:

2398

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Receivable from Federal gov't

(C)

SWFS Adjustment To book Account Receivable from DEP

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Rounding adjustment

(D)

Accounts Payable not Certified Forward Operating

(D)

Accounts Payable not Certified Forward

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of the Governor **Budget Period: 2023-24**
Program: Information Technology
Fund: 2535 - Planning and Budgeting System Trust Fund (31100000)

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2021-22	FY 2022-23	FY 2023-24
<u>Receipts:</u>			
Transfers from the Legislature	6,096,800	6,200,000	6,200,000

Total Fee Collection to Line (A) - Section III	6,096,800	6,200,000	6,200,000

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	4,510,266		
Other Data Processing SVCS	20,185		
Expenses	645,715		
Contracted Services	194,988		
Risk Mgt & Statewide HR Contract	18,830		
TR/DMS/HR SVCS/STW	11,877		
Operating Capital Outlay	158,647		
Total Full Costs to Line (B) - Section III	5,358,253	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	6,096,800	6,200,000	6,200,000
TOTAL SECTION II	(B)	5,358,253	-	-
TOTAL - Surplus/Deficit	(C)	738,547	6,200,000	6,200,000

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2023-24
Trust Fund Title:	Executive Office of the Governor
Budget Entity:	Planning and Budgeting System Trust Fund
LAS/PBS Fund Number:	31100500
	2535

	Balance as of 6/30/2022		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	10,596,808.50	(A)		10,596,808.50
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	103,474.26	(D)		103,474.26
ADD: _____		(E)		
Total Cash plus Accounts Receivable	10,700,282.76	(F)		10,700,282.76
LESS: Allowances for Uncollectibles		(G)		
LESS: Approved "A" Certified Forwards	(139,204.10)	(H)		(139,204.10)
Approved "B" Certified Forwards	(347,763.33)	(H)		(347,763.33)
Approved "FCO" Certified Forwards		(H)		
LESS: SWFS Adjustment C3100012		(I)		
LESS:		(J)		
Unreserved Fund Balance, 07/01/22	10,213,315.33	(K)		10,213,315.33**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023-24	
Department Title:	Executive Office of the Governor
Trust Fund Title:	Planning and Budgeting System Trust Fund
LAS/PBS Fund Number:	2535

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(10,561,078.66)	(A)
--	------------------------	-----

Subtract Nonspendable Fund Balance (GLC 56XXX)

		(B)
--	--	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #		(C)
-------------------	--	-----

SWFS Adjustment # C3100012		(C)
----------------------------	--	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	347,763.33	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
--	--	-----

Account Payable not CF operating		(D)
----------------------------------	--	-----

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

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

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

ADJUSTED BEGINNING TRIAL BALANCE:

	(10,213,315.33)	(E)
--	------------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	(10,213,315.33)	(F)
--	-----------------	-----

DIFFERENCE:

	0.00	(G)*
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*SHOULD EQUAL ZERO.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2023-2024

Department: Executive Office of the Governor

Chief Internal Auditor: Melinda M. Miguel

Budget Entity: 31100100

Phone Number: 850-717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Chief Inspector General Report A-2122-001	June 2022	Executive Office of the Governor/Division of Administration	Finding: Three Contracts were Uploaded into FACTS after the Required Thirty Days. Recommendation: The Office of the Chief Inspector General recommends that the EOG ensure contract data and documents are entered into FACTS within the statutory thirty-day	On June 16, 2022, management advised that they will make every effort to ensure that agreements are timely uploaded to FACTS within the statutory timeframe	
Office of the Chief Inspector General Report A-2122-002	June 2022	Executive Office of the Governor Information Technology Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 21, 2022, management advised that corrective action will be taken to mitigate the risk associated with this audit finding.	
Office of the Chief Inspector General Report A-2122-002	June 2022	Executive Office of the Governor Information Technology Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 21, 2022, management advised that they have accepted the risk.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2023 - 2024

Department: Executive Office of the Governor

Chief Internal Auditor: Melinda M. Miguel

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

Phone Number: 850-717-9264

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

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Office of the Chief Inspector General Report A-2021-002	June 2021	OPB - Systems Design and Development Unit (OPB-SDD)	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 14, 2021, management advised that they have accepted the risk.	
Office of the Chief Inspector General Report A-2021-002	June 2021	OPB - Systems Design and Development Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 14, 2021, management advised that they have accepted the risk.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: The EOG did not always ensure that Information Security Manager (ISM) appointments were timely made and reported in accordance with State information security laws and rules. A similar finding was noted in report No. 2017-213. Recommendation: EOG management ensure that ISM appointments are timely made and reported in accordance with State information	On November 23, 2020, management advised they have updated their policies and procedures to ensure timely submission of an annual appointment letter.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: EOG records did not always evidence that EOG employees completed initial security awareness training in accordance with State information security rules. Recommendation: EOG management should strengthen policies and procedures to ensure that all personnel timely complete security awareness training in accordance with	On November 23, 2020, management advised that internal policies regarding completion of training by EOG were reviewed.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: EOG controls continue to need improvement to ensure that OPB network access privileges are timely disabled upon an employee's separation from EOG employment. Recommendation: EOG management should continue to enhance procedures to ensure that network access privileges are immediately disabled upon a user's separation from EOG	On November 23, 2020, management advised that procedures have been enhanced.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: EOG records did not always evidence that Budget Amendment Processing System programming changes were appropriately authorized, reviewed and tested, and approved. Recommendation: EOG management should enhance configuration management controls to ensure that TFS records demonstrate that BAPS programming changes are appropriately	On May 24, 2021, management advised that requests from OPB staff for changes now require a request by email before any action can be taken. Once the change is complete, SDD notifies OPB and OPB sends an email indicating the changes are satisfactory.	
Florida Auditor General Report 2021-059	June 2021	Executive Office of the Governor Information Technology Unit and LASBPS	Finding: Security controls over mobile device utilization need improvement to ensure the confidentiality, integrity, and availability of EOG and OPB data and IT resources. Recommendation: EOG and OPB management should enhance certain security controls related to employee use of mobile devices to ensure the confidentiality, integrity, and availability of	On November 23, 2020, management advised that they accept the risk.	
Florida Auditor General Report 2022-189	June 2022	Executive Office of the Governor/Office of Policy and Budget	Finding: The allowability of claimed Coronavirus Relief Fund (CRF) expenditures was not always supported by appropriate records or methodology. Recommendation: FEOG management enhance controls, including review procedures, to ensure that all costs claimed for the CRF awards are allowable and supported by sufficient and appropriate records and methodology, and take steps to ensure that expenditures reported on quarterly Financial Progress reports are accurate and supported. In addition, we recommend that the FEOG take action to correct the claimed expenditure	On August 3, 2022, the Office of Policy and Budget advised that they have updated procedures for the review and reporting of claim expenditures for CRF. FDOC, FDEO, and FWCC were instructed to provide adequate documentation and methodology to support allowable expenditures. The Office has completed a review of the claim expenditures and documentation received for the agencies and has updated the quarterly financial progress report for the period ending June 30, 2022.	

Fiscal Year 2023-24 LBR Technical Review Checklist

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

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

	Program or Service (Budget Entity Codes)				
Action	311				

1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y				
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y				

Fiscal Year 2023-24 LBR Technical Review Checklist

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

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

	Program or Service (Budget Entity Codes)			
Action	311			

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				

TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
---	--	--	--	--	--

TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
---	--	--	--	--	--

TIP Requests for appropriations which require advance payment authority must use the 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 59 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				

TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
---	--	--	--	--	--

5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y				
--	---	--	--	--	--

AUDITS:

5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
---	---	--	--	--	--

5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
---	---	--	--	--	--

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				
--	---	--	--	--	--

Fiscal Year 2023-24 LBR Technical Review Checklist

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

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

	Program or Service (Budget Entity Codes)				
Action	311				

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 2021-22 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.	
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.	

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1	Are issues appropriately aligned with appropriation categories?	Y			
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				

7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 27 of the LBR Instructions.)	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	Y			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 92 of the LBR Instructions.)	Y			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A			

Fiscal Year 2023-24 LBR Technical Review Checklist

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

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Action		Program or Service (Budget Entity Codes)				
		311				
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 #23-003?	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 <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 88 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y				

Fiscal Year 2023-24 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	311				

7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2022-23? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2022-23. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y				
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP If an appropriation made in the FY 2022-23 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)

8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y				
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

Fiscal Year 2023-24 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	311				
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes including the Schedule ID and applicable legislation?	N/A				
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10 Are the statutory authority references correct?	Y				
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services
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	Program or Service (Budget Entity Codes)				
Action	311				

8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	Y				
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

AUDITS:					
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33 Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34 Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See pages 124 through 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.					

Fiscal Year 2023-24 LBR Technical Review Checklist

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

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	Program or Service (Budget Entity Codes)				
Action	311				

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 155 of the LBR Instructions.)	Y				
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10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	N/A				
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				

11. SCHEDULE IV (EADR, SC4)

11.1 Are the correct Information Technology (IT) issue codes used?	Y				
TIP If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					

12. SCHEDULE VIIIA (EADR, SC8A)

12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1 NOT REQUIRED FOR THIS YEAR					
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.					

14. SCHEDULE 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 99 through 102 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y				
TIP Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.					

15. SCHEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)

16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)

Fiscal Year 2023-24 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	311				

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2021-22 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y				
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 109 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

AUDITS - GENERAL INFORMATION

TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) 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)

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services
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Action		Program or Service (Budget Entity Codes)				
		311				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service):
Agency Budget Officer/OPB Analyst Name:

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

	Program or Service (Budget Entity Codes)				
Action					

15. SCHEDULE VIII C (EADR, S8C) (NO LONGER REQUIRED)

16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 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?					

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2021-22 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)					
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")					
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")					
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)					
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")					
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 109 of the LBR Instructions), and are they accurate and complete?					
17.2 Does manual exhibits tie to LAS/PBS where applicable?					

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service):
Agency Budget Officer/OPB Analyst Name:

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	Program or Service (Budget Entity Codes)				
Action					

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 128 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

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

31700100

Division of Emergency Management

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

**Legislative Budget Request
2023-2024**



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

LEGISLATIVE BUDGET REQUEST

Division of Emergency Management

Tallahassee, Florida

October 21, 2022

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

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


John Shettle, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Division of Emergency Management is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2022-23 Fiscal Year. This submission has been approved by Kevin Guthrie, Director of the Division of Emergency Management.

Sincerely,

James Bujeda

 Digitally signed by James Bujeda
Date: 2022.10.21 09:45:06 -04'00'

James Bujeda
Deputy Director, Division of Emergency Management

JB/sfm

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	380,950.37
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,095,023.38
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,796.42
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	178,553.21-
	** GL 31100 TOTAL	178,553.21-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	5,179.11-
	** GL 32100 TOTAL	5,179.11-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
180205	TR OTHER FUNDS W/I AGY	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	947.24-
040000	EXPENSES	0.00
040000	CF EXPENSES	909.45-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,047.39-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	209.50-
	** GL 35300 TOTAL	4,113.58-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	159.34-
	** GL 35600 TOTAL	159.34-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,289,764.93-
94100	ENCUMBRANCES	
040000	CF EXPENSES	140,727.58
100777	CF CONTRACTED SERVICES	8,174.23
	** GL 94100 TOTAL	148,901.81
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	140,727.58-
100777	CF CONTRACTED SERVICES	8,174.23-
	** GL 98100 TOTAL	148,901.81-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	265,833.83
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,331,986.09
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	6,519.50
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	458,950.06-
100021	ACQUISITION/MOTOR VEHICLES	0.00
100021	CF ACQUISITION/MOTOR VEHICLES	30,797.20-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	8,848.19-
101123	G/A-EMERGENCY MGMT PRGS	41,461.06-
101123	CF G/A-EMERGENCY MGMT PRGS	425,148.13-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	95,795.74-
	** GL 31100 TOTAL	1,061,000.38-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	13,845.07-
040000	CF EXPENSES	110,622.55-
100777	CONTRACTED SERVICES	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	760.32-
	** GL 35300 TOTAL	125,227.94-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	452.90-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	9,417,658.20-
94100	ENCUMBRANCES	
040000	CF EXPENSES	121,705.44
100777	CF CONTRACTED SERVICES	70,314.77
101123	G/A-EMERGENCY MGMT PRGS	1,008,917.93
101123	CF G/A-EMERGENCY MGMT PRGS	1,758,007.93
103644	CF COMM ON COMMUNITY SERVICE	75,000.00
105158	CF DISASTER ACTIVITY-STATE	39,031.40
	** GL 94100 TOTAL	3,072,977.47
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	121,705.44-
100777	CF CONTRACTED SERVICES	70,314.77-
101123	G/A-EMERGENCY MGMT PRGS	1,008,917.93-
101123	CF G/A-EMERGENCY MGMT PRGS	1,758,007.93-
103644	CF COMM ON COMMUNITY SERVICE	75,000.00-
105158	CF DISASTER ACTIVITY-STATE	39,031.40-
	** GL 98100 TOTAL	3,072,977.47-
	*** FUND TOTAL	0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	268,935.91
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	217,433,787.37
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	190,568.42
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
000000	BALANCE BROUGHT FORWARD	0.00
180200	TR/GENERAL REVENUE-SWCAP	0.00
	** GL 16100 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	0.00
185080	TR TO ADMIN TF	0.00
	** GL 16200 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	2,642,772.53
	** GL 16400 TOTAL	2,642,772.53
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	334,857.90-
050385	DISASTER PREP PLAN & ADMIN	1,097,402.80-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	34,633.62-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	884,270.37-
103534	G/A-ST/FED DIS RELIEF-ADMN	8,587.65-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	3,548.64-
105865	G/A-FLOOD MITIGATION/PROG	0.00
105865	CF G/A-FLOOD MITIGATION/PROG	92,520.88-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
106401	G/A-FED CITRUS DIS REC PGM	339,659.42-
106402	G/A-FED TIMBER PGM	191,174.00-
107889	HAZARDOUS/EMERGENCY/GRANT	0.00
107889	CF HAZARDOUS/EMERGENCY/GRANT	19,222.00-
	** GL 31100 TOTAL	3,005,877.28-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	0.00
001500	TRANSFERS	0.00
180205	TR OTHER FUNDS W/I AGY	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	278,539.88-
040000	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
103534	G/A-ST/FED DIS RELIEF-ADMN	0.00
105009	STWIDE HURR PREP AND PLAN	0.00
181020	TR/FUNDS/DOMESTIC SECURITY	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	22,224.55-
	** GL 35300 TOTAL	300,764.43-
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	29,040.65-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	128,139.81-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	128,139.81-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	217,072,242.06-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
040000	CF EXPENSES	55,783.16
050385	DISASTER PREP PLAN & ADMIN	3,956,296.18
100021	CF ACQUISITION/MOTOR VEHICLES	30,555.09
100777	CF CONTRACTED SERVICES	22,803.37
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	73,836,910.65
103534	G/A-ST/FED DIS RELIEF-ADMN	1,259,745.94
105009	CF STWIDE HURR PREP AND PLAN	44,990.42
105264	CF G/A-PREDISASTER MITIGATION	5,158,754.23
105865	CF G/A-FLOOD MITIGATION/PROG	5,128,216.15

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 261037 FEDERAL GRANTS TRUST FUND
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
107889	CF HAZARDOUS/EMERGENCY/GRANT	621,892.94
181020	TR/FUNDS/DOMESTIC SECURITY	3,415,940.08
** GL 94100 TOTAL		93,531,888.21
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	55,783.16-
050385	DISASTER PREP PLAN & ADMIN	3,956,296.18-
100021	CF ACQUISITION/MOTOR VEHICLES	30,555.09-
100777	CF CONTRACTED SERVICES	22,803.37-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	73,836,910.65-
103534	G/A-ST/FED DIS RELIEF-ADMN	1,259,745.94-
105009	CF STWIDE HURR PREP AND PLAN	44,990.42-
105264	CF G/A-PREDISASTER MITIGATION	5,158,754.23-
105865	CF G/A-FLOOD MITIGATION/PROG	5,128,216.15-
107889	CF HAZARDOUS/EMERGENCY/GRANT	621,892.94-
181020	TR/FUNDS/DOMESTIC SECURITY	3,415,940.08-
** GL 98100 TOTAL		93,531,888.21-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
*** FUND TOTAL		0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	457,023,440.09
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	487,247.65
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	105,666.62-
105150	CF G/A-PUBLIC ASSISTANCE	851,787.03-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	1,245,268.50-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	1,125,453.55-
105220	G/A - MIAMI-DADE - PT	0.00
105220	CF G/A - MIAMI-DADE - PT	8,584.20-
	** GL 31100 TOTAL	3,336,759.90-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105158	DISASTER ACTIVITY-STATE	357,197.98-
	** GL 35300 TOTAL	357,197.98-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	31.09-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	453,816,698.77-
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	16,997,259.46
105150 CF	G/A-PUBLIC ASSISTANCE	62,096,859.74
105152 CF	PUBLIC ASSISTANCE-ST OPS	23,964,014.76
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	14,369.89
105158 CF	DISASTER ACTIVITY-STATE	7,290,486.12
	** GL 94100 TOTAL	110,362,989.97
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	16,997,259.46-
105150 CF	G/A-PUBLIC ASSISTANCE	62,096,859.74-
105152 CF	PUBLIC ASSISTANCE-ST OPS	23,964,014.76-
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	14,369.89-
105158 CF	DISASTER ACTIVITY-STATE	7,290,486.12-
	** GL 98100 TOTAL	110,362,989.97-
	*** FUND TOTAL	0.00

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BEGINNING TRIAL BALANCE BY FUND
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310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339947 GRANTS AND DONATIONS-DEEPWATER HORIZON
G-L G-L ACCOUNT NAME

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	52,222.48
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	29,197,383.48
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	25,065.04
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,710.67-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	83,333.33-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	4,497.40-
105860	G/A-HURRICANE LOSS MITIG	682,492.47-
	** GL 31100 TOTAL	772,033.87-
35300	DUE TO OTHER DEPARTMENTS	
105009	STWIDE HURR PREP AND PLAN	1,227.00-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,923.15-
	** GL 35300 TOTAL	4,150.15-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	3,755.31-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	28,494,731.67-
94100	ENCUMBRANCES	
040000	CF EXPENSES	120.00
100777	CF CONTRACTED SERVICES	180,129.19
105009	CF STWIDE HURR PREP AND PLAN	45,312.57
105860	G/A-HURRICANE LOSS MITIG	5,043,199.54
140527	14 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	280,774.00
140527	15 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	175,287.01
140527	16 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	318,003.30
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,612,430.65

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,140,813.92
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	533,511.02
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,509,584.84
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,015,688.94
		** GL 94100 TOTAL	12,854,854.98
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	120.00-
100777	CF	CONTRACTED SERVICES	180,129.19-
105009	CF	STWIDE HURR PREP AND PLAN	45,312.57-
105860		G/A-HURRICANE LOSS MITIG	5,043,199.54-
140527	14	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	280,774.00-
140527	15	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	175,287.01-
140527	16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	318,003.30-
140527	17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,612,430.65-
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,140,813.92-
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	533,511.02-
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,509,584.84-
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,015,688.94-
		** GL 98100 TOTAL	12,854,854.98-
		*** FUND TOTAL	0.00

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BEGINNING TRIAL BALANCE BY FUND
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310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND

G-L G-L ACCOUNT NAME

CAT

BEGINNING BALANCE

12100 UNRELEASED CASH IN STATE TREASURY

000000 BALANCE BROUGHT FORWARD

499,030,055.78

54900 COMMITTED FUND BALANCE

000000 BALANCE BROUGHT FORWARD

499,030,055.78-

*** FUND TOTAL

0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	11,507,332.68
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	12,170,808.88
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	342,943,143.05
000700	U S GRANTS	0.00
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	342,943,143.05
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	21,753,280.01-
105150	CF G/A-PUBLIC ASSISTANCE	21,148,250.28-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	337.84-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	151,526.45-
105154	G/A-HAZARD MITIGATION	0.00
105154	CF G/A-HAZARD MITIGATION	78,813.57-
105155	G/A - COVID-19 - PASS THRU	761,695.00-
105155	CF G/A - COVID-19 - PASS THRU	250,248,599.51-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	210,161.27-
105210	MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	0.00
105210	CF MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	43,117.94-
105220	G/A - MIAMI-DADE - PT	0.00
105220	CF G/A - MIAMI-DADE - PT	154,515.45-
	** GL 31100 TOTAL	294,550,297.32-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	45,745,682.52-
105150	CF G/A-PUBLIC ASSISTANCE	157,914.37-
	** GL 35300 TOTAL	45,903,596.89-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	16,209,318.24-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	7,335.74-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	7,335.74-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	9,950,736.42-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	431,751,276.64
105150	CF G/A-PUBLIC ASSISTANCE	195,855,447.61
105152	CF PUBLIC ASSISTANCE-ST OPS	2,515,743.57
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	9,252,970.72
105154	G/A-HAZARD MITIGATION	87,388,758.19
105154	CF G/A-HAZARD MITIGATION	236,855,992.76
105155	CF G/A - COVID-19 - PASS THRU	242,267,955.41
105156	CF HAZARD MITIGATION-ST OPS	4,037,518.67
105210	CF MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	4,406,906.94
105220	CF G/A - MIAMI-DADE - PT	4,947,983.97
	** GL 94100 TOTAL	1,219,280,554.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	431,751,276.64-
105150	CF G/A-PUBLIC ASSISTANCE	195,855,447.61-
105152	CF PUBLIC ASSISTANCE-ST OPS	2,515,743.57-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	9,252,970.72-
105154	G/A-HAZARD MITIGATION	87,388,758.19-
105154	CF G/A-HAZARD MITIGATION	236,855,992.76-
105155	CF G/A - COVID-19 - PASS THRU	242,267,955.41-
105156	CF HAZARD MITIGATION-ST OPS	4,037,518.67-
105210	CF MIAMI-DADE COUNTY SURFSIDE CONDOMINIUM - ST	4,406,906.94-
105220	CF G/A - MIAMI-DADE - PT	4,947,983.97-
	** GL 98100 TOTAL	1,219,280,554.48-
	*** FUND TOTAL	0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	409,392.00
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	15,853.00
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,467.82-
060000	OPERATING CAPITAL OUTLAY	2,434.00-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	3,901.82-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	91,237.03-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	5,403.77-
	** GL 31100 TOTAL	96,640.80-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	10,197.63-
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	81,236.33-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	0.00
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	237,985.35-

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

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
94100	ENCUMBRANCES		
040000	CF	EXPENSES	600.00
100777	CF	CONTRACTED SERVICES	43,475.82
107888	CF	FL HAZARDOUS MATERIALS P P	692,492.66
		** GL 94100 TOTAL	736,568.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	600.00-
100777	CF	CONTRACTED SERVICES	43,475.82-
107888	CF	FL HAZARDOUS MATERIALS P P	692,492.66-
		** GL 98100 TOTAL	736,568.48-
		*** FUND TOTAL	0.00

Administrative Trust Fund (2021)

Cost Allocation Overview:

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

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

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

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

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

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

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

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

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

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

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

The Double Step-Down Methodology

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

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

The First Step-Down

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

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

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

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

The Second Step-Down

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

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

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

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

Rate Calculation

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

Revenue Estimating Methodology

The estimated revenue for Administrative Trust Fund was calculated using the most current approved rates (FY 22-23) from the Indirect Cost Allocation Plan. These rates were applied to the Salary and Benefits category (010000) as well as the portion of Other Personal Services (030000) category and State Operations Categories (105152, 105153, 105155, 105156) that applies to temporary employment. For FY 22-23, the projected rates of 19.33% and 25.30% is being used. For FY 23-24, the projected rate of 34.70% and 29.60%. All rates used are exclusive of the SWCAP rate. The rate was applied to the Salary and Benefits category (010000) as well as the portion of Other Personal Services (030000) category, State Operations Categories (105152, 105153, 105155, and 105156) and other Special "10" Categories (101204, 106401, 106402) that applies to temporary employment. Due to the revenue limitation for the Operating Trust Fund, the indirect cost rate is capped at \$163,383.

Attached is the FY 22/23 Indirect Cost Rate Agreement and the FY 23/24 Proposed Indirect Cost Rates being submitted to FEMA for review.

FY 22/23 ADMINISTRATIVE ASSESSMENT CALCULATIONS

FTE **15.00%**

OPS **35.00%**

<i>2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)</i>	<i>FY 22/23</i>
Estimated FTE Salaries & Benefit with 15% Vacancy Rate	2,921,944
Estimated OPS Salaries & Benefits with 35% Vacancy Rate	<u>876,246</u>
	3,798,190
Approved Indirect Cost Rate for Administrative Assessments	<u>19.33%</u>
Estimated Administrative Assessment for EMPA	734,190
<i>2261 Federal Grants Trust Fund (FGTF)</i>	
Estimated FTE Salaries & Benefit with 15% Vacancy Rate	3,530,723
Estimated OPS Salaries & Benefits with 35% Vacancy Rate	<u>1,445,493</u>
	4,976,216
Approved Indirect Cost Rate for Administrative Assessments	<u>19.33%</u>
Estimated Administrative Assessment for FGTF	961,901
<i>2339 Grants & Donations Trust Fund (GDTF)</i>	
Estimated FTE Salaries & Benefit with 15% Vacancy Rate	341,275
Estimated OPS Salaries & Benefits with 35% Vacancy Rate	<u>321,080</u>
	662,355
Approved Indirect Cost Rate for Administrative Assessments	<u>19.33%</u>
Estimated Administrative Assessment for GDTF	128,033
<i>2510 Operating Trust Fund (OTF)</i>	
Estimated FTE Salaries & Benefit with 15% Vacancy Rate	371,921
Estimated OPS Salaries & Benefits with 35% Vacancy Rate	<u>70,487</u>
	442,408
Approved Indirect Cost Rate for Administrative Assessments	<u>19.33%</u>
Estimated Administrative Assessment for OTF	85,517
<i>2750 US Contributions Trust Fund (USCTF)</i>	
Estimated FTE Salaries & Benefit with 15% Vacancy Rate	765,488
Estimated OPS Salaries & Benefits with 35% Vacancy Rate	<u>5,575,371</u>
	6,340,859
Approved Indirect Cost Rate for Administrative Assessments	<u>25.30%</u>
Estimated Administrative Assessment for USCTF	1,599,799

FY 23/24 ADMINISTRATIVE ASSESSMENT CALCULATIONS

FTE **15.00%**
 OPS **35.00%**

<i>2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)</i>		<i>FY 23/24</i>
Estimated FTE Salaries & Benefit with 15% Vacancy Rate		2,921,944
Estimated OPS Salaries & Benefits with 35% Vacancy Rate		<u>876,246</u>
		3,798,190
Approved Indirect Cost Rate for Administrative Assessments		<u>34.70%</u>
Estimated Administrative Assessment for EMPA		1,317,972
 <i>2261 Federal Grants Trust Fund (FGTF)</i>		
Estimated FTE Salaries & Benefit with 15% Vacancy Rate		3,530,723
Estimated OPS Salaries & Benefits with 35% Vacancy Rate		<u>1,455,095</u>
		4,985,818
Approved Indirect Cost Rate for Administrative Assessments		<u>34.70%</u>
Estimated Administrative Assessment for FGTF		1,730,079
 <i>2339 Grants & Donations Trust Fund (GDTF)</i>		
Estimated FTE Salaries & Benefit with 15% Vacancy Rate		341,275
Estimated OPS Salaries & Benefits with 35% Vacancy Rate		<u>305,036</u>
		646,311
Approved Indirect Cost Rate for Administrative Assessments		<u>34.70%</u>
Estimated Administrative Assessment for GDTF		224,269
 <i>2510 Operating Trust Fund (OTF) & \$450,000 FY 22/23 GR Fund Shift</i>		
Estimated FTE Salaries & Benefit with 15% Vacancy Rate		754,421
Estimated OPS Salaries & Benefits with 100% Vacancy Rate		<u>0</u>
		754,421
Approved Indirect Cost Rate for Administrative Assessments		<u>34.70%</u>
Estimated Administrative Assessment for OTF CAP at \$163,383		261,784
 <i>2750 US Contributions Trust Fund (USCTF)</i>		
Estimated FTE Salaries & Benefit with 15% Vacancy Rate		765,488
Estimated OPS Salaries & Benefits with 35% Vacancy Rate		<u>5,256,842</u>
		6,022,330
Approved Indirect Cost Rate for Administrative Assessments		<u>29.60%</u>
Estimated Administrative Assessment for USCTF		1,782,609

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management Administrative Trust Fund (2021)

Exemptions:

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

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

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01 & A02, Section III, of the Division's Fiscal Year 2023-24 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2021-22

Adjustment to Line A for PY Certified “B”

Amount – (\$72,193): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

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

Reclass of PY Accounts Payable

Amount – \$73,278: Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions - \$64,394

Rounding – (12)

COLUMN A02: ESTIMATED CURRENT YEAR – FY 2022-23

Adjustment to Line A for PY Certified “B”

Amount – (\$148,902): Adjustment for prior year certified “B” to adjust line A.

Adjustment to Line A for Accounts Receivable

Amount – \$335,591: Adjustment for accounts received related to prior year certified “B” and “A” to adjust line A.

Certified Forward Reversions - \$223,477

Revenue Estimating Methodology:

Emergency Management Preparedness and Assistance Trust Fund (2191)

Division of Emergency Management

The receipts in this fund come solely from a surcharge on residential and commercial insurance policies in the state, collected by the Department of Revenue which is then transferred to DEM. DOR distributes the \$3,500,000 to DEM in November, April, May, and June each year and then provides a “true up” distribution in August once the revenues have been finalized. The General Revenue Consensus Estimating Conference held in August 2022 projects the revenues for this fund. Based on the conference report the projected revenues for Fiscal Year 2022-23 are \$16,500,000 and the projected revenues for FY 2023-24 are \$16,500,000. State Fees are received through deposits from the Surplus Lines Tax Office and the estimated revenue is based on the average revenue receipts increase for the past three fiscal years. The average change over the past six years is 8.5%. It is not anticipated that these revenues will increase by any more than 8.5% each year. The interest for this fund is based on the actual interest earned for FY 2021-22.

State Fees Calculation

FY 2014-15 Receipts	\$1,202,958
FY 2015-16 Receipts	\$1,232,241
FY 2016-17 Receipts	\$1,332,255
FY 2017-18 Receipts	\$1,434,468
FY 2018-19 Receipts	\$1,588,814
FY 2019-20 Receipts	\$1,617,014
FY 2020-21 Receipts	\$1,362,869
FY 2021-22 Receipts	\$1,950,191

Revenue Increase

FY 2015-16 =	$(\$1,232,241 - \$1,202,958) / \$1,202,958 = 2\%$
FY 2016-17 =	$(\$1,332,255 - \$1,232,241) / \$1,232,241 = 8\%$
FY 2017-18 =	$(\$1,434,468 - \$1,332,255) / \$1,332,255 = 8\%$
FY 2018-19 =	$(\$1,588,814 - \$1,434,468) / \$1,434,468 = 11\%$
FY 2019-20 =	$(\$1,617,014 - \$1,588,814) / \$1,588,814 = 2\%$
FY 2020-21 =	$(\$1,361,869 - \$1,617,014) / \$1,617,014 = -16\%$
FY 2021-22 =	$(\$1,950,191 - \$1,362,869) / \$1,362,869 = 43\%$

Revenue Calculation

FY 2022-23 =	$\$1,950,191 \times 1.085 = \$2,115,957$
FY 2023-24 =	$\$2,115,957 \times 1.085 = \$2,295,813$

Schedule I - 5% Trust Fund Reserve Narrative

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

Exemptions:

1. The portion of receipts identified for county program grants

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

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

Calculation: \$18,666,532 FY 22-23 Estimated Revenue
(\$7,481,265) Exempt from 5% (Base grants to 67 counties)
(\$ 4,046) Service Charge to GR @ 8%
(\$ 734,190) Transfer to 2021 Administrative Assessments

\$10,447,031 Estimated revenues not exempted from 5% reserve

\$10,447,031 X 5% = \$522,352

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01 & A02, Section III, of the Division's Fiscal Year 2023-24 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2021-22

A/P Not Carried Forward Operating

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

Adjustment to Line A for PY Certified “B”

Amount – (\$3,654,999): Adjustment for prior year certified “B” to adjust line A.

Reclass of PY Accounts Payable

Amount – \$60: Reclass prior year accounts payable not certified included in line A and Line D.

SWFS Adjustment #B3100001

Amount – \$2,488,606: Accounts Receivable set up after fiscal year closing for a true-up of EMPA funds from DOR to adjust line B.

Certified Forward Reversions - \$1,481,813

Rounding – \$6

COLUMN A02: ACTUAL PRIOR YEAR – FY 2022-23

Certified Forward Reversions - \$1,605,573

Revenue Estimating Methodology:

Federal Grants Trust Fund (2261)

Division of Emergency Management

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

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management Federal Grants Trust Fund (2261)

Exemptions:

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

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

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2023-24 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2021-22

Adjustment to Line A for PY Certified “B”

Amount – (\$18,034,606): Adjustment for prior year certified “B” to adjust line A.

Adjustment to Line A for Deferred Inflows

Amount – \$217,072,242: Adjustment for deferred revenue related to the Timber Recovery Block Grant and the Citrus Recovery Grant Program to adjust line A.

A/P Not Carried Forward Operating

Amount – \$3,235,353: Prior year accounts payable not certified forward included in line A and Line D.

Adjustment of PY Accounts Payable

Amount – (\$56,289): Reclass prior year accounts payable not certified included in line A and Line D not previously recorded.

Reclass of PY Accounts Payable

Amount – \$382,058: Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions - \$17,231,961

Rounding – \$2

COLUMN A02: ESTIMATED CURRENT YEAR – FY 2022-23

Certified Forward Reversions - \$10,963,635

Revenue Estimating Methodology:

Grants and Donations Trust Fund (2339)

Division of Emergency Management

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

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

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

Additional receipts in this trust fund are generated by the Hurricane Catastrophe Fund. Per Section 215.559, Florida Statutes, a distribution of \$10,000,000 or 35% of the investment income is allocated for disaster mitigation purposes in order for the fund to retain its tax exempt status. This distribution is used for the Hurricane Loss Mitigation Program and the Hurricane Shelter Retrofit Program. For FY 22/23 & 23/24, the revenue being estimated is based on the \$10,000,000 required distribution.

Schedule I - 5% Trust Fund Reserve Narrative

Grants and Donations Trust Fund (2339)

Exemptions:

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

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

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

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

Calculation:	\$ 10,360,732	FY 22-23 Estimated Revenue
	(\$10,000,000)	Exempt from 5% (Transfer from Hurricane Catastrophe Fund)
	(\$ 28,930)	FY 22-23 Estimated Service Charge to GR
	<u>(\$ 93,677)</u>	FY 22-23 Estimated Administrative Assessment
	\$ 238,125	Estimated Revenues not exempt from 5% reserve

$\$238.25 \times 5\% = \$11,906.25$

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01 & A02, Section III, of the Division’s Fiscal Year 2023-24 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2021-22

Adjustment to Line A for PY Certified “B”

Amount – (\$919,540,171): Adjustment for prior year certified “B” to adjust line A.

Adjustment to Reserve for PY A/P not identified

Amount – (\$531,251,119): Adjustment to Reserve for prior year A/P not identified to adjust line A.

A/P Not Carried Forward Operating

Amount - \$140,653: Adjustment for current year A/P not carried forward.

Reclass of PY Accounts Payable

Amount – (\$697): Reclass prior year accounts payable not certified included in line A and Line D.

Adjustment to Line A for PY FCO Certified “B”

Amount – (\$14,317,334): Adjustment for prior year certified “B” to adjust line A.

Certified Forward Reversion Amount – \$1,223,397,563

Rounding – \$14

COLUMN A01: ESTIMATED CURRENT YEAR – FY 2022-23

Certified Forward Reversion Amount – \$81,929,413

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following is the calculation for Fixed Capital Outlay adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2023-24 Legislative Budget Request:

APPROPRIATION CATEGORY/YEAR	EXPENDITURES	ENCUMBRANCES	UNENCUMBERED BALANCE	TOTAL
140527-14	\$455,701.27	\$280,774.00	\$493,098.61	\$1,229,573.88
140527-15	\$262,827.00	\$175,287.01	\$111,060.00	\$549,174.01
140527-16	\$348,671.80	\$318,003.30	\$748,367.39	\$1,415,042.49
140527-17	\$117,682.00	\$1,612,430.65	\$800,000.00	\$2,530,112.65
140527-18	\$251,195.82	\$1,140,813.92	\$101,443.72	\$1,493,453.46
140527-19	\$529,855.77	\$533,511.02	\$36,611.08	\$1,099,977.87
140527-20	\$477,313.59	\$2,509,584.84	\$13,101.57	\$3,000,000.00
140527-21	\$0.00	\$1,015,688.94	\$1,984,311.06	\$3,000,000.00
140527-22	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00
	\$2,443,247.25	\$7,586,093.68	\$7,287,993.43	\$17,317,334.36

Revenue Estimating Methodology:

Emergency Preparedness and Response Fund (2398)

Division of Emergency Management

Chapter 2022-001, Laws of Florida, created the Emergency Preparedness and Response Fund (Fund) in Fiscal year 2021-2022 as the primary funding source of preparing for responding to a disaster declared by the Governor as a state of emergency that exceeds regularly appropriated funding sources. An initial transfer of \$500 million from the General Revenue Fund to the Emergency Preparedness and Response Fund was authorized by the aforementioned law. Additional transfers to the Fund will be submitted through a budget amendment to the Legislative Budget Commission.

Revenues included in this fund are based on the authorized appropriation of \$500 million as a transfer from the General Revenue Fund per Chapter 2022-001, Laws of Florida. It is reflected as a Distributions-Transfers Required by Law under the Division of Emergency Management. Transfer “revenue” to total this amount is recorded in Budget Entity 31700100.

Revenue projections for FY 22/23 and FY 23/24 are based on approved transfers from the Legislative Budget Commission and projected interest earnings. The interest earning projection is based on the earnings for July 2022 and August 2022 less investment costs.

There has been one transfer, other than the initial \$500 million approved by the LBC which was for \$360 million on 10/12/22. Future transfers are not able to be projected as this is processed on a case by case basis depending on the needs relating to a disaster event.

Interest & Dividends

July 2022	\$308,019.06
August 2022	<u>\$428,409.24</u>
	\$736,428.30

$(\$736,428.30/2)*12 \text{ months} = \$4,418,569.80$

Schedule I - 5% Trust Fund Reserve Narrative

Emergency Management Preparedness & Response Fund (2398)

Exemptions:

- 1. A determination of whether a 5% reserve is still being reviewed. Therefore, no reserve has been calculated until the determination is made.**

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

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

Revenue Estimating Methodology:

Operating Trust Fund (2510)

Division of Emergency Management

Hazardous Materials Fees: The receipts in this fund come solely from fees collected from industry per Section 252.85 and 252.939, Florida Statutes. FY 22/23 annual fees for hazardous materials are being projected to remain approximately the same based on the past two years of fees FY 23/24 annual fees for hazardous materials are being projected to decrease due to the impacts to the industry related to Hurricane Ian.

Fee Collections:

FY 2016-17	\$2,364,281
FY 2017-18	\$2,299,885
FY 2018-19	\$2,365,108
FY 2019-20	\$2,283,520
FY 2020-21	\$2,326,008
FY 2021-22	\$2,318,757

Estimated Fee Collections:

FY 2022-23	\$2,319,877
FY 2022-23	\$2,078,260

Schedule I - 5% Trust Fund Reserve Narrative

Operating Trust Fund (2510)

Exemptions: None

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

Division of Emergency Management:

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

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

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

Calculation:	\$2,319,877	FY 22-23 Estimated Revenue
	(\$ 185,590)	Service Charge to GR @ 8%
	(\$ 85,517)	Transfer to 2021-Administrative Assessments

	\$2,048,770	Estimated revenues not exempted from 5% reserve

$\$2,048,770.00 \times 5\% = \$102,439$

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01 & A02, Section III, of the Division’s Fiscal Year 2023-24 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2021-22

Adjustment to Line A for PY Certified “B”

Amount – (\$405,368): Adjustment for prior year certified “B” to adjust line A.

Reclass of PY Compensated Absences

Amount - \$8,874: Adjustment required adjusting Line A (Unreserved Fund Balance as of July 1) for a non-budgetary expenditure that was included in the computation of the beginning fund balance.

Reclass of PY Accounts Payable

Amount – (\$17): Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions Amount - \$161,124

Adjustment to reserve for Encumbrances Amount - \$407,964: Adjustment required as carry forward encumbrances were overstated.

Rounding – (\$2)

COLUMN A02: ESTIMATED CURRENT YEAR – FY 2022-23

Certified Forward Reversions Amount - \$516,020

Revenue Estimating Methodology:

U. S. Contributions Trust Fund (2750)

Division of Emergency Management

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

FY 2023-24 Hazard Mitigation Grant Program revenues have been adjusted to account for projected certified forward balances as of 6/30/23 that will be requested to revert and reappropriate.

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management US Contributions Trust Fund (2750)

Exemptions:

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

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

**SCHEDULE I
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01 & A02, Section III, of the Division's Fiscal Year 2023-24 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2021-22

Adjustment to Line A for PY Certified “B”

Amount – (\$2,181,966,682): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

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

Reclass of PY Accounts Payable

Amount – \$68,075,826: Reclass prior year accounts payable not certified included in line A and Line D.

Post Closing Statewide Financial Statement Adjustment – B3100004

Amount – (\$7,947,478): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Public Assistance Payments related to COVID-19, Hurricane Matthew, Hurricane Irma, Hurricane Irma and Hurricane Sally. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100012

Amount – (\$9,481,890): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Public Assistance Payments related to COVID-19, Hurricane Matthew, Hurricane Irma, Hurricane Irma and Hurricane Dorian. Anticipated Revenue set up in Section I.

Certified Forward Reversions - \$1,988,553,006

COLUMN A02: ESTIMATED CURRENT YEAR – FY 2022-23

Certified Forward Reversions - \$902,478,382

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:	Division of Emergency Management		
Contact Person:	Stephanie Stachowicz	Phone Number:	850-815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Global Innovative Concepts, LLC v. State of Florida, Division of Emergency Management		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2022 CA 00160		
Summary of the Complaint:	Essential Diagnostics was a DEM vendor during the pandemic that provided covid-19 test kits. In 2020, DEM paid \$2.2m after delivery of 200k kits but cancelled a second order prior to delivery. Over two years later, Global filed suit on behalf of Essential Diagnostics seeking the balance of \$4.4m in connection with 400k kits ordered but not delivered due to DEM’s termination.		
Amount of the Claim:	Above \$4,000,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Hearing for DEM’s motion to dismiss scheduled 10/25/2022		
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:	Division of Emergency Management		
Contact Person:	Stephanie Stachowicz	Phone Number:	850-815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Sandy V. Lanier and Jacqueline Page Merkison v. EOG, DEM		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2020 CA 0388		
Summary of the Complaint:	Plaintiffs allege public whistleblower retaliation and age, race, and gender discrimination in regard to their dismissal from FDEM.		
Amount of the Claim:	Above \$35,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Trial date set for February 13, 2023.		
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:	Division of Emergency Management		
Contact Person:	Stephanie Stachowicz	Phone Number:	850-815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Melissa Schloss v. Florida Division of Emergency Management		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2021 CA 001419; Risk No. 25102150175		
Summary of the Complaint:	Plaintiff, a former Operations & Management Consultant with the Division of Emergency Management, resigned on March 22, 2019, for a position with the Florida Department of Corrections. She now claims that she was constructively dismissed as a result of pregnancy discrimination.		
Amount of the Claim:	Above \$35,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Discovery Complete; awaiting pre-trial motions		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

DIVISION OF EMERGENCY MANAGEMENT
 ORGANIZATION STRUCTURE
 8/26/22

General & Operations Managers
 Deputy Inspector General

Pos#: 001220
 Class Code: 9708/10-1021-01
 TOTAL FTE: 2.0
 TOTAL OPS: 2.0

General & Operations Managers
 Director

Pos#: 001145
 Class Code: 9708/10-1021-01
 TOTAL FTE: 2.0
 TOTAL OPS: 0.0

General & Operations Managers
 Deputy Director

Pos#: 001082
 Class Code: 9664/10-1021-01
 TOTAL FTE: 1.0
 TOTAL OPS: 2.0

Managers, All Other
 General Counsel

Pos#: 001704
 Class Code: 8579/10-9199-02
 TOTAL FTE: 4.0
 TOTAL OPS: 6.0

General & Operations Managers
 Chief of Staff

Pos#: 001300
 Class Code: 8287/10-1021-01
 TOTAL FTE: 2.0
 TOTAL OPS: 0.0

Managers, All Other
 Chief of Response

Pos#: 001142
 Class Code: 5275/11-9199-01
 TOTAL FTE: 61.0
 TOTAL OPS: 9.0

Managers, All Other
 Chief of Preparedness

Pos#: 001167
 Class Code: 5274/11-9199-01
 TOTAL FTE: 24.0
 TOTAL OPS: 8.0

Computer & Information Managers
 Chief Information Officer

Pos#: 001626
 Class Code: 8088/11-3021-04
 TOTAL FTE: 14.0
 TOTAL OPS: 13.0

General & Operations Managers
 Legislative Affairs Administrator

Pos#: 001097
 Class Code: 9633/10-1021-01
 TOTAL FTE: 1.0
 TOTAL OPS: 0.0

Managers, All Other
 Chief of Recovery

Pos#: 902609
 Class Code: 9708/10-1021-01
 TOTAL FTE: 6.0
 TOTAL OPS: 55.0

Managers, All Other
 Chief of Mitigation

Pos#: 001121
 Class Code: 5276/11-9199-01
 TOTAL FTE: 24.0
 TOTAL OPS: 50.0

Human Resource Managers
 Human Resource Officer

Pos#: 001078
 Class Code: 3671/11-3121-03
 TOTAL FTE: 2.0
 TOTAL OPS: 1.0

Public Relations & Fundraising Mgrs
 Communications Administrator

Pos#: 001033
 Class Code: 9490/11-2031-03
 TOTAL FTE: 3.0
 TOTAL OPS: 1.0

General & Operations Managers
 Community Program Manager

Pos#: 001081
 Class Code: 9708/10-021-01
 TOTAL FTE: 16.0
 TOTAL OPS: 0.0

Financial Managers
 Fiscal Management Administrator

Pos#: 001213
 Class Code: 8634/11-3031-04
 TOTAL FTE: 36.0
 TOTAL OPS: 5.0

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

Schedule XII Cover Sheet and Agency Project Approval	
Agency: EOG Division of Emergency Management	Schedule XII Submission Date: 10/21/22
Project Name: No Projects	Is this project included in the Agency's LRPP? Yes _____ No _____
FY 2023 - 2024 LBR Issue Code:	FY 2023 -2024 LBR Issue Title:
Agency Contact for Schedule XII (Name, Phone #, and E-mail address): Susanne McDaniel, (850) 815-4603, susanne.mcdaniel@em.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
Agency Head: N/A	Date:
Printed Name:	
Agency Chief Information Officer: <i>(If applicable)</i>	Date:
Printed Name:	
Budget Officer:	Date:
Printed Name:	
Planning Officer:	Date:
Printed Name:	
Project Sponsor:	Date:
Printed Name:	

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

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

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

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

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

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

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

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

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

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

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

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

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

Schedule XIV
Variance from Long Range Financial Outlook

Agency: EOG Division of Emergency Management

Contact: Susanne McDaniel

Article III, section 19(a)3 of the 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 2022 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 2023-2024 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 2023-2024 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

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

Under General Revenue Fund Significant Critical Needs Budget Drivers, Driver #12 is the State Match for Federal Emergency Management Agency (FEMA) Funding. The amount identified for this driver in FY 23/24 was based on the Disaster Quarterly Report for Open Federally Declared Disasters for the quarter ending 6/30/22. This amount has been modified in the Disaster Quarterly Report for Open Federally Declared Disasters for the quarter ending 9/30/22.

* R/B = Revenue or Budget Driver

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

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

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



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

**31700100
Division of Emergency Management**

**Manual Exhibits, Schedules, and LBR
Supporting Documents
Schedule I Series**

**Legislative Budget Request
2023-2024**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: EOG/Div. of Emergency Mgmt **Budget Period:** 2023 -24
Program: Emergency Management
Fund: Operating Trust Fund

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

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2021 - 22	FY 2022 - 23	FY 2023 - 24
<u>Receipts:</u>			
<u>Hazardous Materials</u>	2,318,757	2,319,877	2,078,260
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Fee Collection to Line (A) - Section III	2,318,757	2,319,877	2,078,260

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	764,993	431,971	-
Other Personal Services	25,441	_____	_____
Expenses	81,132	255,113	201,108
Operating Capital Outlay	-	_____	_____
<u>Contracted Services-Eplan & Bank Fees</u>	214,913	233,722	233,722
<u>FL Hazmat Contract LEPC</u>	700,000	700,000	700,000
<u>FL Hazmat Contract LEPC</u>	178,873	586,597	586,597
Indirect Costs Charged to Trust Fund	395,230	271,107	358,383
Total Full Costs to Line (B) - Section III	2,360,582	2,478,510	2,079,810

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I (A)	2,318,757	2,319,877	2,078,260
TOTAL SECTION II (B)	2,360,582	2,478,510	2,079,810
TOTAL - Surplus/Deficit (C)	(41,825)	(158,633)	(1,550)

EXPLANATION of LINE C:
 Carry Forward Balance has addressed the deficit for FY 21/22. A fund shift to GR is expected to address deficits for FY 22/23 and FY 23/24

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023 - 2024

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Administrative Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2021

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	380,950.37		380,950.37
ADD: Other Cash (See Instructions)			-
ADD: Investments	2,095,023.38		2,095,023.38
ADD: Outstanding Accounts Receivable	1,796.42		1,796.42
ADD: Due from State Funds w/in Department	0.00		-
Total Cash plus Accounts Receivable	2,477,770.17 (F)	0	2,477,770.17
LESS: Allowances for Uncollectibles		(G)	-
LESS: Approved "A" Certified Forwards	186,689.16		186,689.16
Approved "B" Certified Forwards	148,901.81		148,901.81
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	368.84		368.84
LESS: _____		(J)	-
Unreserved Fund Balance, 07/01/22	2,141,810.36 (K)	0.00	2,141,810.36 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023 - 2024

Department Title: EOG-Emergency Management
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,289,764.93 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
	(C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(148,901.81) (D)
Approved FCO Certified Forward per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	947.24 (D)
A/P not C/F- FCO	0.00 (D)
	(D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	2,141,810.36 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	2,141,810.36 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023 - 2024

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Emergency Management Preparedness & Assistance Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2191

	Balance as of 7/1/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	265,833.83		265,833.83
ADD: Other Cash (See Instructions)			-
ADD: Investments	10,331,986.09		10,331,986.09
ADD: Outstanding Accounts Receivable	6,519.50	2,488,606.02	2,495,125.52
ADD: Due from State Funds w/in Department		(E)	-
Total Cash plus Accounts Receivable	10,604,339.42	2,488,606.02	13,092,945.44
LESS: Allowances for Uncollectibles		(G)	-
LESS: Approved "A" Certified Forwards	1,130,161.87		1,130,161.87
Approved "B" Certified Forwards	2,072,832.19		2,072,832.19
Approved "FCO" Certified Forwards	0.00		-
LESS: Other Accounts Payable (Nonoperating)	1,213.22		1,213.22
LESS: _____		(J)	-
Unreserved Fund Balance, 07/01/22	7,400,132.14	2,488,606.00	9,888,738.16 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023 - 2024

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

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	9,417,658.20 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B3100001 A/R from DOR	2,488,606.02 (C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,072,832.19) (D)
Approved FCO Certified Forward per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	55,306.13 (D)
A/P not C/F- FCO	0.00 (D)
	(D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	9,888,738.16 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	9,888,738.16 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023-2024

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Federal Grants Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	268,935.91		268,935.91
ADD: Other Cash (See Instructions)			-
ADD: Investments	217,433,787.37		217,433,787.37
ADD: Outstanding Accounts Receivable	2,833,340.95	-	2,833,340.95
ADD: Due from State Funds w/in Department		(E)	-
Total Cash plus Accounts Receivable	220,536,064.23	(F) -	220,536,064.23
LESS: Allowances for Uncollectibles		(G)	-
LESS: Approved "A" Certified Forwards	484,783.04		484,783.04
Approved "B" Certified Forwards	11,062,995.36		11,062,995.36
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	22,224.55		22,224.55
LESS: Deferred Inflows		(J)	-
Unreserved Fund Balance, 07/01/22	208,966,061.28	(K) 0.00	208,966,061.28 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2023 - 2024
Department Title:	<u>EOG-Emergency Management</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	0.00 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100323 - A/R Correction After Closing	0.00 (C)
B3100320 - A/R Set Up After Closing	0.00 (C)
B310324 - A/R Set Up After Closing	0.00 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(11,062,995.36) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	2,956,814.58 (D)
GL 47300 - Deferred Inflows	217,072,242.06 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	208,966,061.28 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	208,966,061.28 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2023-2024
Trust Fund Title:	EOG - Division of Emergency Management
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	31700100/Emergency Management
	2339

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	457,075,662.57		457,075,662.57
ADD: Other Cash (See Instructions)			-
ADD: Investments	29,197,383.48		29,197,383.48
ADD: Outstanding Accounts Receivable	512,312.69		512,312.69
ADD: Anticipated Receivable			-
Total Cash plus Accounts Receivable	486,785,358.74 (F)	0	486,785,358.74
LESS: Allowances for Uncollectibles	0 (G)	0	-
LESS: Approved "A" Certified Forwards	3,320,634.68	0.00	3,320,634.68
Approved "B" Certified Forwards	93,618,800.28	0.00	93,618,800.28
Approved "FCO" Certified Forwards	14,874,087.11		14,874,087.11
LESS: Other Accounts Payable (Nonoperating)	6,709.55		6,709.55
LESS: _____	0 (J)	0	-
Unreserved Fund Balance, 07/01/22	374,965,127.12 (K)	0.00	374,965,127.12 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023-2024

Department Title: EOG-Emergency Management
Trust Fund Title: Grants & Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	482,311,430.44 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
Adjustment to Reserve for Encumbrances	0.00 (C)
Adjustment to A/P Not Identified	0.00 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(93,618,800.28) (D)
Approved FCO Certified Forward per LAS/PBS	(14,874,087.11) (D)
A/P not C/F-Operating Categories	1,146,584.07 (D)
FCO A/P included in FCO Certified Forward	(D)
Unearned revenue balance brought forward	0.00 (D)
105153 A/P Not Identified	0.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	374,965,127.12 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	374,965,127.12 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023 - 2024

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Emergency Preparedness & Response Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2398

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	499,030,055.78		499,030,055.78
ADD: Other Cash (See Instructions)			-
ADD: Investments			-
ADD: Outstanding Accounts Receivable	-		-
ADD:			-
Total Cash plus Accounts Receivable	499,030,055.78 (F)	0	499,030,055.78
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards			-
Approved "B" Certified Forwards			-
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	-		-
LESS:			-
Unreserved Fund Balance, 07/01/22	499,030,055.78 (K)	0.00	499,030,055.78 **

Notes:

*SWFS = Statewide Financial Statement

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

Office of Policy and Budget - June 2022

Negative fund balances was adjusted by reducing the certified B.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023 - 2024

Department Title: EOG-Emergency Management
Trust Fund Title: Emergency Preparedness & Response Fund
LAS/PBS Fund Number: 2398

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="499,030,055.78"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
GL 38600 - Current Compensated Absences	<input type="text"/> (D)
GL 48600 - Compensated Absences Liability	<input type="text"/> (D)
GL 17700 - Overhead Applied	<input type="text"/> (D)
GL 27600 - Furniture & Equipment	<input type="text"/> (D)
GL 27700 - Acc Depreciation Furniture & Equipment	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="499,030,055.78"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="499,030,055.78"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023 - 2024

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Operating Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2510

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	409,392.00		409,392.00
ADD: Other Cash (See Instructions)	15,853.00		15,853.00
ADD: Investments			-
ADD: Outstanding Accounts Receivable	-		-
ADD:			-
Total Cash plus Accounts Receivable	425,245.00 (F)	0	425,245.00
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	96,640.80		96,640.80
Approved "B" Certified Forwards	736,568.48	(407,964.28)	328,604.20
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	-		-
LESS:			-
Unreserved Fund Balance, 07/01/22	(407,964.28) (K)	407,964.28	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

Office of Policy and Budget - June 2022

Negative fund balances was adjusted by reducing the certified B.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023 - 2024

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

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	237,985.35 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
Adjustment to reserve for Encumbrance	407,964.28 (C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(736,568.48) (D)
Approved FCO Certified Forward per LAS/PBS	(D)
A/P not C/F-Operating Categories	(D)
GL 38600 - Current Compensated Absences	10,197.63 (D)
GL 48600 - Compensated Absences Liability	81,236.33 (D)
GL 17700 - Overhead Applied	(815.11) (D)
GL 27600 - Furniture & Equipment	(3,901.82) (D)
GL 27700 - Acc Depreciation Furniture & Equipment	3,901.82 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0.00 (F)
DIFFERENCE:	(0.00) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023- 2024

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

US Contributions Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2750

	Balance as of 6/30/2022		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	11,507,332.68	(A)		11,507,332.68
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	355,113,951.93	(D)		355,113,951.93
ADD: Anticipated Receivable	615,939,857.88	(E)	17,429,368.63	633,369,226.51
Total Cash plus Accounts Receivable	982,561,142.49	(F)	17,429,368.63	999,990,511.12
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	272,193,233.68		17,429,368.63	289,622,602.31
Approved "B" Certified Forwards	700,409,836.65			700,409,836.65
Approved "FCO" Certified Forwards				-
LESS: Other Accounts Payable (Nonoperating)	-			-
LESS: Unearned Revenues & Deferred Inflows	9,958,072.16			9,958,072.16
Unreserved Fund Balance, 07/01/22	(0.00)	(K)	0.00	(0.00)**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2023-2024</u>
Trust Fund Title:	<u>EOG-Emergency Management</u>
LAS/PBS Fund Number:	<u>US Contributions Trust Fund</u>
	<u>2750</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds;	0.00 (A)
GLC 539XX for proprietary and fiduciary funds	

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

B3100004 - A/P Setup After Closing for Public Assistance Payments	(7,947,478.32) (C)
---	--------------------

B3100012- A/P Setup After Closing for Public Assistance Payments	(9,481,890.31) (C)
--	--------------------

_____ (C)

_____ (C)

_____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(700,409,836.65) (D)
---	----------------------

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

A/P not C/F-Operating Categories	84,469,975.77 (D)
----------------------------------	-------------------

Aniticipated Receivable	633,369,226.51 (D)
-------------------------	--------------------

Rounding	3.00 (D)
----------	----------

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
--	----------

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

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

***SHOULD EQUAL ZERO.**

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

For Fiscal Year 2022-23



September 2, 2022

FLORIDA DIVISION OF EMERGENCY MANAGEMENT

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Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Division of Emergency Management	Schedule IV-B Submission Date: September 2, 2022
Project Name: Enterprise Information Technology Strategy	Is this project included in the Agency's LRPP? _____ Yes _____ No
FY 2022-23 LBR Issue Code: RFQ-DEM-22-23-003	FY 2022-23 LBR Issue Title:
Agency Contact for Schedule IV-B (Name, Phone #, and Email address): Mark Mahoney, 850-815-4601, mark.mahoney@em.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name:	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name:	
Budget Officer: _____	Date: _____
Printed Name:	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name:	
Schedule IV-B Preparers (Name, Phone #, and Email address):	
Business Need:	Jason Pettus, 850.851.6211, jason.pettus@northhighland.com
Cost Benefit Analysis:	Brian Peacock, 850.222.4733, brain.peacock@northhighland.com
Risk Analysis:	Jim Cooke, 901.219.0177, jim.cooke@northhighland.com
Technology Planning:	Kaushik Bhattacharya, 331.385.5477, kaushik.bhattacharya@northhighland.com
Project Planning:	Marlin McClendon, 407.462.3382, marlin.mcclendon@northhighland.com

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

A. Background and Strategic Needs Assessment

1. Background

The Florida Division of Emergency Management (FDEM) is charged with maintaining a comprehensive statewide program of emergency management. FDEM is the recipient of and serves as the primary awardee for state and federal aid that is primarily awarded to local government entities for planning for, response to, recovering from, and mitigation of risk of emergencies and disasters resulting from natural, technological, or manmade causes. Florida Division of Emergency Management (FDEM) reports directly to the Executive Office of the Governor and is headed by the Director of Emergency Management who oversees the Chief of Staff and the Deputy Director of Emergency Management, who also serves as the State Emergency Response Team Chief. The Deputy Director oversees FDEM's operational bureaus including Response, Recovery, Mitigation, and Preparedness.

The Bureau of Response coordinates state operational response activities among partner organizations that are active during emergencies and disasters that affect the State of Florida. The Bureau is home to the Operations, Logistics, Infrastructure, and Technological Hazards sections. The Bureau maintains a primary Emergency Operations Center (EOC) in Tallahassee. Mandated by the Florida Legislature, the EOC serves as the communications and command center for reporting emergencies and coordinating state response activities. The EOC provides the physical and technology infrastructure to support Blue Sky day-to-day operating and monitoring conditions and Grey Sky emergency public threat response. During Grey Sky events the State Emergency Response Team (SERT) brings together highly trained experts from across federal, state, and local organizations to coordinate crisis and emergency services for the State of Florida citizens when it is needed most. FDEM and the EOC facilitates a wide array of activities from sourcing data and information from a variety of areas, managing to priorities and best use of resources, facilitation of consistent communication and driving speed of response and recovery efforts.

The preparedness of FDEM and the EOC includes having the technology to support the SERT and associated responsibilities when needed as well as Blue Sky events including operating the State Watch Office, hosting County Director meetings, and providing the day-to-day coordination of emergency management activity statewide. The technology footprint of the EOC includes a Data Center made up of server and network infrastructure, FDEM personnel computer equipment, Audio/Visual equipment, Mobile devices, Software, and mission critical applications. This technology directly supports the SERT's monitoring, communications, resource management, situational awareness, grants management and procurement required through coordination across all 20 Emergency Support Functions (ESF) – Florida Emergency Support Functions in support of the Counties before, during, and after Grey Sky events.

FDEM has two primary funding sources for the needed technology operational commitments: federal grants and state funding. The federal grants are consistently offered each year to support State Emergency Management Agencies meeting the requirements of the National Response Plan. These grants have been consistent year over year related to operational Emergency Management funding. FDEM's costs for IT operations had a mark increase in costs over COVID-19 support efforts in addition to consistent increases year over year from general technology marketplace that require additional support from state funding to address the Federal Grant shortfall for IT operating costs.

FDEM is pursuing a grant management modernization project to enable the Division to carry out its mission more efficiently and effectively. FDEM conducted assessments of the Division's front-to-end grant and contract technology and business processes and developed recommendations for a strategy that outlines how the Division can optimize business processes and technology to meet business needs.

FDEM's Mission, Vision, and Core Values are focused on the public safety of the citizens of Florida:



Figure 1: Mission, Vision, Core Values

FDEM has identified the following goals that cover the four critical areas of emergency management:

- Goal 1: Preparedness: enhance capabilities.
- Goal 2: Response: protect lives and property.
- Goal 3: Recovery: restore communities.
- Goal 4: Mitigation: reduce risk and increase resiliency.

The Division is organized around these critical programmatic areas, including four bureaus: Preparedness, Mitigation, Response, and Recovery (Bureau). Each Bureau's mission and scope are as follows:

- **Preparedness** – A full range of deliberate, critical tasks and activities necessary to build, sustain, and enhance readiness and minimize impacts through pre-deployment of resources, establishing field operations, evacuation and sheltering, implementing structural and non-structural mitigation measures, using technology to predict the potential effects, and implementing continuity of operational plans.
- **Response** – Activities addressing immediate and short-term actions required to preserve life, property, the environment, and the community's social, economic, and political structure. Examples of response activities include logistics and resource management; emergency sheltering; housing; providing food and water to disaster survivors; search and rescue; emergency medical and mortuary services; public health and safety; decontamination from hazardous materials exposure; removal of threats to the environment; emergency restoration of critical services (e.g., electric power, water, sewer, and telephone); transportation; coordination of private donations; and securing crime scenes, investigating, and collecting evidence post-disaster.
- **Recovery** – Actions and implementation of programs needed to help individuals and communities return to their new normal. These activities range from short-term recovery through to long-term recovery, which typically continues long after the incident has occurred and usually involves the repair of damaged public facilities (e.g., roads, bridges, schools, municipal buildings, hospitals, and qualified non-profits). Other examples of recovery actions include debris cleanup, temporary housing, low-interest loans to individuals and businesses through supporting agencies, disaster case management, crisis counseling, disaster unemployment, and long-term recovery planning.
- **Mitigation** – Identifying potential threats and designing a long-term plan to prevent damages to individuals and property. Examples of mitigation activities include public education and outreach activities, structural retrofitting, code enforcement, flood insurance, and property buy-outs.

In addition to the four program bureaus, the Division is supported by the Director's Command Staff, Financial Management, Information Technology and Management, and Legal Services. The organizational chart below provides an overview of the Division structure.

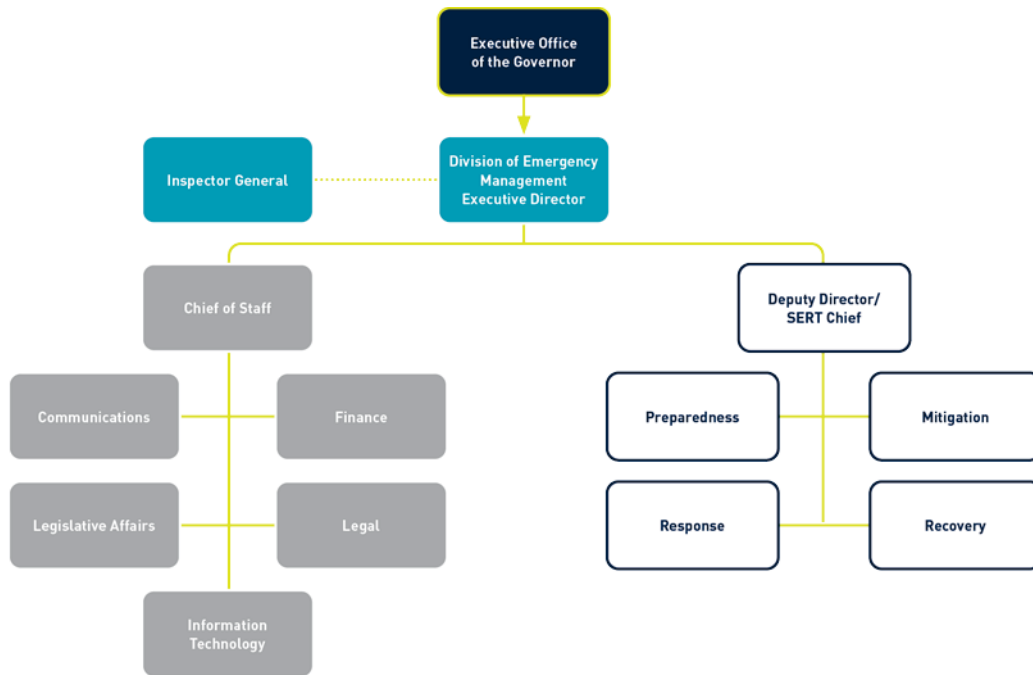


Figure 2: FDEM Organizational Chart

FDEM is funded primarily through federal grant awards that are offset by a direct appropriation of state funds. Federal grant awards make up the vast majority of the Division's operating budget. Federal grants include grants that are part of an ongoing federal program or initiative, which follow a "blue sky" process or grants that are awarded in response to a disaster, following a "grey sky" process. State funds may be appropriated either to support an ongoing state program or for a specific project identified by the Legislature. Please refer to the figure below for a breakdown of the 21 FDEM grants by Bureau of which 19 are listed as the other two include two new cybersecurity centered grants:

	FEMA	DHS	USDA	STATE	TOTAL
MITIGATION	FMP, FMAP, HMGP, PDM, BRIC, CAP-SSSE			HLMP	7
PREPAREDNESS	EMPG	SHGP, OPSG, UASI, NSGP, CIG, (2) Cybersecurity		EMPA	7

Figure 3:
Breakdown

RECOVERY	CRBG, RTBG, Cares, ARPA, FMAG, IA, PA			TRBG	5
RESPONSE	HMEP	POEREG		LEGAL	2
					21

Grant
by Bureau

The Division staff includes 357 resources (198 FTEs and 159 OPS). Approximately half of that staff is assigned to managing grants through the four strategic Bureaus. These dedicated professionals work long hours, under heavy stress, to quickly return money to Division's customers. One could conclude that enterprise-wide grants management is necessary by simply looking at the volume of work compared to the available labor pool. This need is further exemplified when reviewing the current state of operations without an enterprise system.

2. Business Need

The frequency, diversity, and intensity of disasters are not slowing down. The cost associated with disasters, including the cost of emergency preparedness and response, is only increasing. In recent years, the Division was activated by Hurricane Sally, the Surfside Condominium collapse, tornadic events in Southwest Florida, and major fires in the Panhandle, all while battling COVID. The Division's team manages not only the activities that protect life but also the mountain of costs required to maintain the State's readiness posture and provide vital reimbursement of funds back to the local level where all disasters begin and end.

The Florida Division of Emergency Management serves every emergency in the State, be it a notice event like a hurricane or a no-notice event like the catastrophic moment that we experienced with the Surfside Condominium collapse. Within the last six years, the SERT Team was activated for hurricanes, tropical storms, fires, floods, and domestic terrorism activities like the Pulse Night Club shooting and the Marjorie Stoneman Douglas school shooting, as well as activating for the Super Bowl, the Republican National Convention, and so many more.

FDEM staff members coordinate with 20 ESF agencies/organizations to provide critical assistance during an emergency. ESF may include stakeholders across federal, state, county, and regional organizations who have response and recovery roles and responsibilities or who represent other entities (for example, port authorities, mass transit agencies, regional task forces, first responders and receivers, and critical infrastructure owners and operators).

FDEM manages 21 separate grant programs totaling more than \$7 billion across its four bureaus, including both disaster and non-disaster programs. There are 23 primary systems and software applications that support business processes for contracts and grants management. These systems include mandatory state and federal external systems, in-house proprietary systems, Microsoft software applications, and the Salesforce platform. While there is a substantial amount of common data within the various systems that currently support operations, the limited interoperability between these systems impacts data integrity and transparency, resulting in duplicated efforts and manual data entry for FDEM staff.

Due to the inefficiency of using multiple disparate systems with varying functionality and data, many of FDEM's processes rely on manual steps, such as recording grant applications into one of these state or federal systems, routing agreements, submitting invoices or payment packages, and generating cost allocation transactions. Many staff track grant activities manually using Excel (and sometimes even paper), creating inefficiencies and risk of error in managing millions of dollars in grant funding with stringent compliance requirements. This reality applies to all four Bureaus and other supporting functions throughout the Division. For example, the Division's financial tracking process is managed primarily in Excel and paper, which often impacts the expediency of payment to a vendor, a reimbursement to a county, or back to the State budget.

In addition, FDEM's primary business bureaus for contract and grant management (e.g., Response, Mitigation, Preparedness, Recovery, Finance, Legal and Information Technology) do not follow standardized processes. Although many business processes are common across all programs and grants, they are currently being performed differently by each business unit, which causes frustration and inconsistency. While some grants and programs have

unique requirements that may require custom workflows, standardizing these common business processes at an enterprise level would help to ensure consistency and improve efficiency.

Lack of standardization in systems and processes also impacts FDEM reporting. Compiling reports for federal, state, and local constituents requires significant effort and rely heavily on manual processes to analyze and compile data. Leadership lacks visibility to real-time data, which impacts their ability to manage performance efficiently.

These issues could be improved by achieving a higher degree of interoperability and data-driven operations, ensuring that data is captured, structured, and stored in a consistent manner to enable cross-program reporting and analysis. Maximizing existing agency platforms to support operations more comprehensively and alleviate the need for some of the current systems could streamline the process further.

To improve how the Division manages grants and strengthen FDEM's ability to execute its mission, a business-driven enterprise approach is needed. A modern enterprise grants management approach:

- Improves real-time data access, quality, sharing, analytics, reporting, and interoperability across programs
- Increases automation and enhances security
- Identifies common customer grants management needs across multiple programs
- Provides staff with information to make informed decisions and take timely action
- Provides one-stop citizen, worker, and grant recipient-centric solutions
- Implements fraud prevention tools and techniques to combat attempts to compromise public funding integrity
- Accommodates changes in practice and technology
- Supports collaboration and communication within and between programs within the grants management ecosystem
- Delivers technology changes to support multiple federal and state requirements that may affect funding
- Encourages program innovation and continuous improvement
- Implements a cloud-based and scalable solution
- Fully replaces current legacy applications
- Provides greater flexibility and efficiency in support and maintenance

FDEM has begun to develop more standardized and automated processes utilizing technology solutions. The Division acquired the Salesforce Software as a Service (SaaS) platform in 2019 to automate the Bureau of Recovery business processes and manage COVID-19-related grants and program outcome reporting. The Division has started to extend the Salesforce platform capabilities to additional Bureaus, including Mitigation and Preparedness, to optimize the benefits of automation and streamline data across programs. Still, it has limited resource capacity and budget to expand the capabilities of the platform and implement enterprise wide.

3. Business Objectives

As the Division follows through on its vision, its technology strategy will deliver against its goals with the following Technology Vision and Guiding Principles.



To deliver efficient front-to-end business grants and contract management, from procurement and documentation through payment and closeout, for “blue sky” and “grey sky” operations with respect to disaster, response, mitigation, preparedness, and recovery while maintaining Federal and State compliance.

Figure 4: Technology Vision

Technology Guiding Principles

- Provide Holistic Front-to-End Grant View
- Enhance the Customer Experience & Drive Bureau Consistency

- Standardize Data Across All Bureaus within the Division
- Streamline Compliance & Support Audits
- Introduce Project Management and Governance Office



Figure 5: Project Goal

The business objectives of this project are to implement a grants modernization strategy that addresses business systems issues and barriers in the area of grants and contract management that limit the effectiveness of the Division in performing its mission.

Specifically, the FDEM business objectives for this project are to:

- Utilize a shared technology platform across Bureaus
- Receive and distribute grants faster and more efficiently
- Allow for safe data exchange by providing standard interfaces
- Ensure adequate document retention in the grant lifecycle
- Establish repeatable processes to mitigate risk
- Establish an organizational change management framework
- Enhance the customer experience

B. Baseline Analysis

1. Current Business Process(es)

The proposed project modernizes the grant management process, which is at the core of FDEM's business. The current grant management enterprise includes services, business processes, data management processes, and technical processes within the Division and interconnections and touchpoints with systems that reside outside the Division necessary for the administration of FDEM grants.

FDEM has five strategic business functions related to front-to-end contract and grants management. These business functions generally align with the grant management lifecycle, although some processes may be shortened or eliminated based on "blue sky" or "grey sky" operations. The figure below includes the high-level business processes associated with the five strategic business functions. The Appendix contains detailed process flows for this lifecycle.

FDEM Grant Management Lifecycle Processes				
Pre-Award	Award	Post-Award	Closeout	Audit
Application for designated federal and/or state grant programs	Award application review and determination	Grant / contract oversight, management, and monitoring	Receipt and validation of subrecipient grant closeout	Subrecipient audit management and compliance monitoring
Sub-recipient support for grant applications or award agreements	Procurement of vendor commodities /services to support FDEM goals	Financial disbursement and management of grants, including invoice processing	Closeout reporting and record retention	State and federal agency audit review, reporting, coordination, and fund management
		Program monitoring and reporting	Property and equipment disposition	

Figure 6: FDEM Grant Management Lifecycle Processes

The Division recently documented the following business process challenges to be addressed through the Enterprise Business Solution.

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

- Insufficient enterprise alignment and capacity
- Lack of process standardization across Bureaus
- Fiscal accountability challenges
- Compliance challenges
- Manual processes
- Use of multiple disparate systems

The figure below shows the variability in systems and processes by the Bureau across each stage of the lifecycle. For each row, we show the Bureau with the top of the row showing if the agency uses the Grants Management business process and the bottom row showing the technology used to support the business process. Those squares that are red are a highly manual process. Those that are yellow have some technology in place but use external or limited functionality systems. Green indicates those business processes that are currently supported by the Salesforce system.

		Lifecycle of a Grant									
		Pre-Award		Award		Post Award		Close Out		Audit	
Division of Emergency Management Bureaus	Preparedness	Yes	Bureau has State & Federal Grants	Yes		Yes		Yes		Yes	Internal and External Audits
		Yes	Manual, Excel	Yes	Manual, Email & SharePoint	Yes	Manual, Testing Salesforce	Yes	Manual	Yes	Manual
	Response	Yes		Yes		Yes		Yes		Yes	
		Yes	Largely Salesforce, w/ some Federal systems	Yes	Manual, Email & SharePoint	Yes	Some Salesforce, WebEOC	Yes	Manual	Yes	Manual
	Recovery	Yes		Yes		Yes		Yes		Yes	
		Yes	Florida PA, EMIE, FEMAGO; No Salesforce	Yes	Manual, Email & SharePoint	Yes	Florida Public Assist (FLPA)	Yes	Manual	Yes	Manual
	Mitigation	Yes	Bureau has State & Federal Grants	Yes		Yes		Yes		Yes	
		Yes	FEMAGO and MIT.ORG; No Salesforce	Yes	Manual, Email & SharePoint	Yes	Moving to FEMAGO	Yes	Manual	Yes	Manual
	Finance			Yes				Yes		Yes	
				Yes	Manual, Email & SharePoint			Yes	Manual	Yes	Manual
Legal											

Figure 7: Common Grants Management Functions

As is readily apparent from the figure above, the Division is highly dependent on manual processes, email communications, and standalone systems to support the current business processes.

2. Strengths and Weaknesses

Based on a review of business operations, extant documentation, and stakeholder interviews, including with the Division Director and leadership, the following FDEM Strengths, Weaknesses, Opportunities, and Threats were identified for the Enterprise Business Solution:



Figure 8: FDEM SWOT

3. Assumptions and Constraints

This section highlights the assumptions and constraints that could limit the available solution alternatives or affect the overall outcomes of the recommended solution:

Assumptions and Constraints		
Assumption	A1	FDEM desires to increase operational efficiencies and effectiveness and to eliminate manual processes that may rely on the use of ad-hoc tools and processes
Assumption	A2	The solution will emphasize establishing and improving automated data interfaces with other Agencies to facilitate automated data exchange
Assumption	A3	The solution will be a cloud-based Software-as-a-Service (SaaS)
Assumption	A4	The solution is not primarily an IT Project, but a strategic business need for FDEM to ensure compliance to Federal and State retention guidelines
Assumption	A5	The solution will increase workspace capacity for new and existing Division staff
Assumption	A6	The Division will continue to use its existing cloud-based Software-as-a-Service (SaaS) solution
Assumption	A7	An FDEM Governance structure will be established and will provide timely decision-making and project guidance
Constraint	C1	There is a high level of coordination (functional, cost, and technical) associated with a phased implementation, which necessitates a heavy emphasis on mitigation strategies
Constraint	C2	This project includes business processes and data transfer that rely on the cooperation and integration of external partners and customers to maximize benefits

Figure 9: Assumptions and Constraints

C. Proposed Business Process Requirements

1. Proposed Business Process Requirements

FDEM receives, administers, and allocates funding from numerous disaster and non-disaster federal awards and grants and must adhere to the requirements and compliance under Federal 2CFR§200, State GS1-SL, and FS 119.021. Specific business requirements, as elicited from interviews with FDEM stakeholders, including the Agency Director, include the following:

		Requirements
Business	B1	The FDEM Director's vision sets a preference for the Division to automate where possible
Business	B2	The FDEM Director's vision sets the expectation of building a FEMA project worksheet within 30 days (currently 285)
Business	B3	The FDEM Director's vision sets the expectation of providing one integrated entry portal for FDEM customers and vendors as opposed to multiple portals of entry
Business	B4	All grants programs should be integrated into one platform implemented on Salesforce, including speedy onboarding of new grants
Business	B5	The solution should provide chatbot functionality to facilitate back-and-forth communication between the respective bureaus and recipients
Business	B6	The solution should provide grant recipients with the ability to upload and update information
Business	B7	The solution should provide grant managers with the ability to communicate with recipients
Business	B8	The solution should provide integration of vendor IT systems with Salesforce for data transfer obviating the need for exchanging information over email
Business	B9	The solution should provide a Resource and Inventory management system to track the cradle to grave journey of inventory items
Business	B10	The solution should provide for the import of time-keeping data into Salesforce
Business	B11	The solution should provide a dashboarding capability to get an enterprise view of FDEM bureaus (e.g. funding allocation rollups, invoicing, exceptions) as well as reporting from ZIP codes up to congressional districts
Business	B12	The solution should provide a report that lists all grants for individual counties and cities therein; the same report may also show the data by "project type" and "grant type"
Business	B13	The solution should include a notification system to communicate approval information to recipients
Business	B14	The solution should provide an escalation system if no response is received from recipients by a certain time
Business	B15	The solution should provide a report on how long it takes for Project Managers to route/execute a project/grant
Business	B16	The solution should provide the ability to export reports to Excel, especially the ones received from FEMAGO
Business	B17	The solution should provide the ability to track progress of grants and modifications to grants
Business	B18	The solution should provide the ability for sub-recipients, legislative staff, and elected officials to see where a project is, in real time, offering better accountability and transparency on FEMA, the Division, and sub-recipients
Business	B19	The solution should provide the ability to track projects by incident or in totality (all disasters/funding) at the entity, zip code, city, county, state legislative district, federal legislative district and statewide at a one-click glance

Figure 10: FDEM Business Requirements

2. Business Solution Alternatives

To address increasing program productivity demands in the face of increasing disasters, disparate technologies, and the desire to improve customer service, the Division assessed three alternatives for the Enterprise Business Solution:

- **Alternative 1** – Expansion of the current cloud-based Software-as-a-Service (SaaS) Salesforce System to support the entire enterprise grants management ecosystem.
- **Alternative 2** – Conduct a search for a third-party COTS Grants Management system to replace the Salesforce system and other peripheral systems currently in use.

- **Alternative 3 – Do Nothing.** This approach keeps the status quo in place.

Alternatives 1 and 2 seek to implement all priority initiatives, resulting in the completion of the Enterprise Business Solution. Alternative 3 seeks to continue operating as-is to avoid any disruption to the current service levels. However, it does not address any of the priorities of the Division.

3. Rationale for Selection

The following criteria were used in determining the suitability of expanding Salesforce as the enterprise platform of choice:

- *Speed to Implementation* – Salesforce is already in use across two bureaus with plans for the others to migrate to the same. Continuation with Salesforce makes great sense as that transition would be smoother since it has been integrated into the system architecture and the Division is experienced with the implementation process.
- *Business agility* – Salesforce provides flexibility and speed to adapt to business changes within bureaus of the Agency, to interface with external data sources, including the ones from FEMA.
- *Technology agility* – Salesforce has been selected as the platform of choice in 2019, and it provides for easier adoption across the Agency based on its legacy of use over the last few years.
- *Data security and protection* – The security protocols as implemented on Salesforce have been successful in providing adequate levels of data protection as mandated by State and Federal guidelines.
- *Overall Implementation Cost* – Continuation with Salesforce will only result in incremental licensing costs compared to relatively higher costs if a completely new system is implemented.
- *Risk* – The overall risk is minimized as Salesforce is a tried and tested system at the Agency.
- *Business Disruption* - The extent of business disruption is minimal due to the continuation of Salesforce as the automation platform since it is already in use across two bureaus.
- *Change Management* – Any technology insertion to automate an existing business process necessitates an element of business process re-engineering. The extent of Change Management as a consequence of such re-engineering is dependent on the flexibility of the technology platform, in our case being, Salesforce. Based on the experience with the two bureaus that have already migrated to Salesforce, a comprehensive change management plan is needed to introduce and integrate the new enterprise grants management approach to the organization.

4. Recommended Business Solution

FDEM proposes expanding the current cloud-based Software-as-a-Service (SaaS) Salesforce system (Alternative 1) to support the entire enterprise grants management ecosystem.

Expanding Salesforce to the enterprise for the Enterprise Business Solution will prepare FDEM to better protect and serve the citizens of Florida by building the foundation for an agile environment that can be adjusted readily to support customers holistically in disaster scenarios and be better prepared to mitigate future disasters.

Some benefits of this alternative include:

- Leverages the investments made in the existing Salesforce system;
- Fully realizes technical and data architecture goals;
- Allows the Division to receive and distribute grants faster and more efficiently;
- Allows the Division to keep pace with the changing disaster environment and remain a leader in the nation for performance;
- Supports increased frontline worker productivity through increased levels of process automation and improved ability to meet timeliness and quality standards;

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- Improves workforce management and balancing;
- Promotes the Division's business goals of delivering an efficient front-to-end business grants and contract management;
- Improves customer service;
- Supports staff through innovative technology advances and ensures that they have the right resources to be successful;
- Improves real-time data access and quality

What are the Risks of Maintaining the Status Quo?

While the business-related benefits derived from the approach for the Enterprise Business Solution provides sound justification for the proposed strategy, the Division must also consider risks associated with the status quo (Alternative 3). These risks include:

- Inability to onboard new grants as well as support existing grants efficiently across all four bureaus;
- Inability to implement end-to-end automation for grants management as mandated by the Agency Director;
- Inability to easily transition between "blue sky" and "grey sky" during a time of a disaster, given automation previously mentioned.

The recommended next step is to approve the FDEM Enterprise Business Solution 4.5-year plan outlined in section IV, Implementation Roadmap. The 2022 KPMG FDEM Business Process Assessment Report shows the realization of the greatest business benefits under Alternative 1. Further, this alternative minimizes the financial impact on the State by fully maximizing the existing Salesforce system. The 4.5-year completion would improve services and efficiency, as well as a result in \$51,185,861.33 million in net tangible benefits over six years.

What is the Estimated Cost?

The estimated total cost of implementing this proposed project (the FDEM Enterprise Business Solution) is \$29,871,138.67 over 4.5 years. Figure 11 below provides a Cost Estimate for Fiscal Years 2023-24, 2024-25, 2025-26, and 2026-27 as well as the projected total cost.

	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	Total Costs (\$)
Cost (\$)	\$6,511,050	\$8,140,936	\$9,544,753	\$5,674,400	\$0	\$29,871,139

Figure 11: Cost Estimates

D. Functional and Technical Requirements

The future state for business processes supporting contracts and grants management focuses on the following critical strategic areas: Pre-award, Post-award, and Closeout and Audit¹.

1. Pre-Award

Pre-award processes must provide a firm foundation for the management of grant and contract awards for the program life cycle. These processes must ensure that the financial elements of the grant programs and awards are correctly established and will provide a structure that supports reporting and transparency for the later stages of the process cycle. The programmatic processes must be designed to facilitate application and awards to subrecipients by minimizing barriers and ensuring compliance with the program rules. The procurement and award development processes must be structured to ensure that appropriate guidance and review are provided in an efficient manner.

2. Post-Award

Post-Award processes must ensure that programs and projects are managed effectively, with accountability and transparency as the cornerstones. The methodologies for utilizing, monitoring, and reporting financial resources

must be designed to promote integrity and usability. Programmatic processes must consistently apply sound management practices that foster efficiency.

3. Closeout and Audit

Closeout and Audit processes must enable FDEM to certify that programmatic rules and objectives were achieved by providing funding and other resources to eligible recipients for eligible purposes. This process begins with pre-award, continues through post-award, and culminates with processes that ensure each step has been adequately monitored and documented. This process must make certain that the records of the activities performed for each program stand up to scrutiny and be responsive to external auditors at the state and federal levels.

4. Business Principles

The future state relies on three critical business needs. These needs form the principles that must be incorporated into the formation of the necessary business processes: enterprise business and system interoperability, rapid and iterative continuous improvement, and improved data quality and data-driven management.

1.2: vide KPMG FDEM Business Process Assessment Report

Enterprise Interoperability

Business and system processes should be designed to operate with each other to promote efficiency. This interoperability does not require that all processes be performed within a system or that multiple technology solutions be consolidated into a single system. It does require that information needed to perform a specific action is available either as part of a manual action or within the appropriate system without having to recreate it or perform a duplicative action. This principle also promotes an enterprise-level view of business processes. Each unit's processes, such as application, award, and closeout, should be viewed and managed holistically from an enterprise perspective, even if the individual steps and procedures required to perform the processes may vary slightly between grants. Different rules may govern various actions at the unit level, but these processes must be viewed as enterprise processes.

Rapid and Iterative Continuous Improvement

Business processes should be modified incrementally and continuously. This principle requires that an overall plan for improvement is developed but that the implementation is performed in a quick and phased way to allow improvements to be realized immediately and in stages rather than in one or a few large-scale implementations. This also allows for adaptive changes to be made as new process improvements are implemented that may require modification in other areas or as circumstances dictate. This principle promotes an enterprise mentality that improvement is not only possible but achievable by reducing the amount of time and effort needed to develop a significant process change. An incremental approach allows the enterprise to realize gains more quickly and with less risk that improvements are delayed or never implemented. By breaking down large, complex process improvements into more manageable stages, an iterative process also provides more opportunities to achieve success with the completion of each stage. Along with contributing to an environment of high staff morale, this also helps to better facilitate the adoption of the change in a more gradual manner and mitigate the disruption that can sometimes come with attempting to implement large-scale changes all at once.

Improved Data Management

Business processes should be designed to ensure that data produced from the process is usable, and those processes should be managed using data about the process itself. Meaningful, structured data is a critical informational resource, and how to get data back out of a system is just as important as how the data gets in. This means it is vital to ensure data is captured, structured, and stored in a consistent manner to enable cross-program reporting and analysis that provides valuable and actionable insight. Consideration must be given at every step to how data is produced and how that data can be harvested when needed. Similarly, data must be a driver in evaluating productivity. Business processes should be designed with the ability to capture data about the activities being performed. This type of information is critical to identifying the strengths and weaknesses of current practices. Business processes should also be designed in a manner that ensures the quality and integrity of data by ensuring sound practices are implemented for the consistent collection, storage, and transmission of data.

II. Success Criteria

The success of the Enterprise Business Solution will be based on a number of quantitative and qualitative factors. Each of these factors is in alignment with the business objectives and proposed business process requirements, as well as the overall vision and mission of the Division.

The major success criteria for the project, along with the Key Performance Indicators (KPIs), are listed in the table below. The success criteria and the KPIs form the basis of any contracts pursued to implement the new solution.

#	Description of Success Criteria	Key Performance Indicator
1	The solution will enable the FDEM to improve its operational efficiency	<ul style="list-style-type: none"> • Reduce turnaround time of money to sub-recipients and close out of grants and disasters • Reduce document errors and unavailability • Reduce time spent on accessing documents
2	The solution will enable the Division to adapt quickly to legislative changes	<ul style="list-style-type: none"> • Time to close out grant
3	The solution will provide value to the Division through additional automated options	<ul style="list-style-type: none"> • Number of manual processes eliminated • Efficiencies/performance improvement
4	The solution will provide an underlying data structure that is scalable to meet future growth	<ul style="list-style-type: none"> • Elastic data storage capacity
5	The solution may facilitate data exchange with external stakeholders	<ul style="list-style-type: none"> • Enable external access, if warranted

Figure 12: Success Criteria

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

The purpose of this section is to describe and compare the costs and the expected benefits of the proposed Enterprise Business Solution. The Cost Benefit Analysis (CBA) forms presented in this section identify:

1. Estimated program costs;
2. Estimated program benefits, both tangible and intangible; and
3. Fiscal metrics associated with implementing the program.

The Enterprise Business Solution will enable substantial improvements in the Division's ability to process and manage grants and remittances to local communities and reduce the amount of manual and redundant tasks currently in place. The Enterprise Business Solution proposes a phased implementation of specific opportunities to reduce the cost of current practices that are labor-intensive and inefficient. These opportunities – when realized – will yield an economic benefit for the Division.

The Enterprise Business Solution benefits described in this analysis will be the result of aligning the Division's business processes with technology best practices to maximize return on investment. Benefits will accrue as updated functionality is implemented, in combination with targeted improvements in existing business processes. The expected benefits are described in Figure 13: Benefits Realization Table.

A. Benefits Realization Table

#	Description of Benefit	Tangible or Intangible	Who receives the benefit?	How are benefits realized?	How is the realization of the benefit measured?	Realization Date (FY)
1	Improvement in the Division's financial management and accounting capabilities to enable more accurate oversight of budget and cash demands today, and in the future	Intangible	FDEM	Reduced time to reconcile transactions, enhanced financial reporting due to automated encumbrances and payables	Through the realization of shorter timeframes for processing payouts	FY23/24
2	Improvement in state employee productivity, reduction of operational complexity, and an increase of internal controls by enabling standardization and automation of business processes within and between DEM and vendors/grant subrecipients	Intangible	FDEM, Vendors, Grant Subrecipients	Reduced time performing redundant data entry and reconciliation, reformatting reports, tracking paper documentation	Through the realization of a more streamlined and efficient financial management pipeline	FY24/25

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3	Ability to maximize Federal funds available for Mitigation as a result of improved Federal grant processing; i.e., faster approvals leading to faster payouts	Tangible	FDEM/Local Communities	Timely processing of Federal grants is recognized, and Mitigation funds of 20% of the disaster response funds are paid to the State for mitigation services	Timely grants processing	FY24/25
4	Reduced employee time on Public Records Requests (PRQs)	Tangible	FDEM/State of Florida	A unified Grants management system will allow Division wide data searches, which can immediately determine if the Division has the data requested, ending fruitless searches and focusing attention on the remaining searches and the specific unit(s) that have the information. This result will significantly decrease personnel hours to process PRQs.	Measure: # of attorney/FTE hours spent on PRQs * average hourly FDEM attorney salary * 25% efficiency gain	FY24/25
5	Improved data sharing between bureaus	Intangible	FDEM/Local Communities	With improved document management capability, the new Grants management system will reduce the frequency of data error, reducing the need for staff to manually key in the correct data	Possible measure: \$ in work hours spent per employee (weighted by job title and salary) per year) * 75% efficiency gain	FY24/25
6	Transfer of institutional	Intangible	FDEM	Due to the decentralized	Potential approach: estimated reduced	FY24/25

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	knowledge from workforce to system			structure of the current IT environment and the numerous internally built programs, a select few people retain a lot of the legacy knowledge in grants management and process flow. An enterprise grants management system will remove a "single point of failure" from the process.	time to recover after an employee separates from their office * average employee salary * number of employee separations per year	
7	Efficiency gain from better leveraged IT staffing	Tangible	FDEM	Currently, the IT staff has numerous backlogged projects on which they plan to spend considerable resources. The Enterprise Business Solution will remove the need for a great number of these projects, creating significant savings for FDEM.	Potential measure: # estimated work hours for backlogged projects that will be redundant after modernization efforts * average IT salary	FY25/26
8	Reduced employee time to extract/find data/documents from multiple legacy systems and paper-based sources	Tangible	FDEM	Because of the limited user operability of the current systems, retrieving data from multiple sources requires a large amount of time. A new grants management system integrated with the document management system will have	Potential measure: # of document extractions * average time spent on an extraction * average FDEM salary	FY25/26

				more advanced, user-friendly search functions, creating efficiency savings.		
9	Improved accuracy and completeness of public records/audit support	Intangible	FDEM/State of Florida	A more centralized system will reduce the risk of any issue related to public records requests or Audit of grants funding occurring	Potential to measure future audit results with current audit results	Upon Implementation
10	Improved crisis/disaster reaction time	Intangible	FDEM/State of Florida	Modern, centralized Grants Management capabilities will allow Division employees to respond quickly to crisis/disaster or high-profile situations	An estimated reduction in the effort involved in supporting response activities associated with the current grants management environment that requires manual processes and a significant lack of notifications for next actions and follow-ups Est. Annual Benefit Value: NA	Upon Implementation
11	Improved staff capture/retention	Intangible	FDEM	Updated and current technology will make it easier to attract and retain talented employees to the Division	Not measured for the purposes of this analysis Est. Annual Benefit Value: NA	Upon Implementation

Figure 13: Benefits Realization Table

B. Cost Benefit Analysis

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

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

Figure 14: Cost Benefit Analysis

1. Cost-Benefit Analysis Results

This section contains the CBA forms that present the cost and benefit analyses for the Enterprise Business Solution. The program implementation approach requires a multi-year implementation and support. The result is a better picture of the program's true financial value, as evidenced by the Internal Rate of Return (IRR), the Net Present Value (NPV), the Payback Period, and the Breakeven Fiscal Year. The following spreadsheets provide the CBA forms and detailed cost and benefits calculations.

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CBAForm 1 - Net Tangible Benefits

Agency Florida Division of Emergency Mgmt Project Enterprise Grants Mgmt

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 2023-24			FY 2024-25			FY 2025-26			FY 2026-27			FY 2027-28		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)-(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs - Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
A. Total Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A.1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
A.1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A.2.a. OPS Staff (Salaries)	\$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	
A.3.a. Staff Augmentation (Contract Cost)	\$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	
B. Application Maintenance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
B.1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
B.2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
B.3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
B.4. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C.1. Managed Services (Staffing)	\$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	
C.3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C.4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C.5. Other Specify	\$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	
E. Other Costs	\$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	
E.2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
E.3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total of Recurring Operational Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
F. Additional Tangible Benefits:	\$	-		\$	12,534,250		\$	17,604,250		\$	23,674,250		\$	27,244,250	
F.1. More timely close-out of events	\$	-		\$	-		\$	-3,570,000		\$	-7,140,000		\$	-10,710,000	
F.2. Increased autom ation/decreased manual steps	\$	-		\$	344,250		\$	344,250		\$	344,250		\$	344,250	
F.3. Reduction in unallowable costs	\$	-		\$	1,000,000		\$	2,500,000		\$	5,000,000		\$	5,000,000	
F.4.	\$	-		\$	11,190,000		\$	11,190,000		\$	11,190,000		\$	11,190,000	
F.5.	\$	-		\$	-		\$	-		\$	-		\$	-	
Total Net Tangible Benefits:	\$	-		\$	12,534,250		\$	17,604,250		\$	23,674,250		\$	27,244,250	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE - CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	Confidence Level	
Order of Magnitude	Confidence Level	15%
Placeholder	Confidence Level	

Figure 15: Operation Costs and Tangible Benefits

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

Florida Division of Emergency Mgmt Enterprise Grants Mgmt

Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.

			CBA Form 2A Baseline Project Budget																	
			FY2023-24			FY2024-25			FY2025-26			FY2026-27			FY2027-28			TOTAL		
			\$ 6,511,050			\$ 8,140,936			\$ 9,544,753			\$ 5,674,400			\$ -			\$ 29,871,139		
Item Description (remove guidelines and associate 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	
Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ 1,356,507	\$ -	0.00	\$ 2,504,320	\$ -	0.00	\$ 2,191,280	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 6,052,107
Project oversight to include Independent Verification & Validation (I&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ 665,707	\$ -	0.00	\$ 715,520	\$ -	0.00	\$ 655,893	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 2,057,120
Separate requirements analysis and feasibility study groundwaters.	Project Planning/Analysis (including PM for this phase)	Contracted Services	\$ -		\$ 1,311,787	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,311,787
Hardware purchases not included in data center services and commercial software purchases and licensing costs.	Finance and Legal - Hardware/Software	OCO/ Contracted Services	\$ -		\$ 1,550,000	\$ -		\$ 1,550,000	\$ -		\$ 1,550,000	\$ -		\$ 1,550,000	\$ -		\$ -	\$ -	\$ -	\$ 6,200,000
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables - DDIFinance and Legal	Contracted Services	\$ -		\$ 1,523,200	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,523,200
Professional services to support transitional system maintenance and operations during the project's DDI phase.	Finance and Legal - Maintenance and Operations	Contracted Services	\$ -		\$ -	\$ -		\$ 816,000	\$ -		\$ 816,000	\$ -		\$ 816,000	\$ -		\$ -	\$ -	\$ -	\$ 2,448,000
Hardware purchases not included in data center services and commercial software purchases and licensing costs.	Response - Hardware/Software	OCO/ Contracted Services	\$ -		\$ -	\$ -		\$ 450,000	\$ -		\$ 450,000	\$ -		\$ 450,000	\$ -		\$ -	\$ -	\$ -	\$ 1,350,000
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables - DDIIResponse	Contracted Services	\$ -		\$ -	\$ -		\$ 870,400	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 870,400
Professional services to support transitional system maintenance and operations during the project's DDI phase.	Response - Maintenance and Operations	Contracted Services	\$ -		\$ -	\$ -		\$ 326,400	\$ -		\$ 652,800	\$ -		\$ 652,800	\$ -		\$ -	\$ -	\$ -	\$ 1,632,000
Hardware purchases not included in data center services and commercial software purchases and licensing costs.	Preparedness - Hardware/Software	OCO/ Contracted Services	\$ -		\$ -	\$ -		\$ 175,000	\$ -		\$ 350,000	\$ -		\$ 350,000	\$ -		\$ -	\$ -	\$ -	\$ 875,000
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables - DDIIPreparedness	Contracted Services	\$ -		\$ -	\$ -		\$ 652,800	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 652,800
Professional services to support transitional system maintenance and operations during the project's DDI phase.	Preparedness - Maintenance and Operations	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 488,600	\$ -		\$ 488,600	\$ -		\$ -	\$ -	\$ -	\$ 979,200
Hardware purchases not included in data center services and commercial software purchases and licensing costs.	Mitigation - Hardware/Software	OCO/ Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 300,000	\$ -		\$ 300,000	\$ -		\$ -	\$ -	\$ -	\$ 600,000
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables - DDII Mitigation	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 761,600	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 761,600
Professional services to support transitional system maintenance and operations during the project's DDI phase.	Mitigation - Maintenance and Operations	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 244,800	\$ -		\$ 489,600	\$ -		\$ -	\$ -	\$ -	\$ 734,400
Hardware purchases not included in data center services and commercial software purchases and licensing costs.	Recovery - Hardware/Software	OCO/ Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 250,000	\$ -		\$ 250,000	\$ -		\$ -	\$ -	\$ -	\$ 500,000
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables - DDIIRecovery	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 761,600	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 761,600
Professional services to support transitional system maintenance and operations during the project's DDI phase.	Recovery - Maintenance and Operations	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 326,400	\$ -		\$ -	\$ -	\$ -	\$ 326,400
Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ 83,850	\$ -		\$ 80,486	\$ -		\$ 71,179	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 235,525
Total			\$ -	0.00	\$ 6,511,050	\$ -	0.00	\$ 8,140,936	\$ -	0.00	\$ 9,544,753	\$ -	0.00	\$ 5,674,400	\$ -	0.00	\$ -	\$ -	\$ 29,871,139	

Figure 16: Baseline Program Budget

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

CBAForm 2 - Project Cost Analysis

Agency	<u>Florida Division of Emergency Mgmt</u>	Project	<u>Enterprise Grants Mgmt</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
TOTAL PROJECT COSTS (*)	\$6,511,050	\$8,140,936	\$9,544,753	\$5,674,400	\$0	\$29,871,139
CUMULATIVE PROJECT COSTS <i>(Includes Current & Previous Years' Project-Related Costs)</i>	\$6,511,050	\$14,651,986	\$24,196,739	\$29,871,139	\$29,871,139	

Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0
CUMULATIVE INVESTMENT	\$0	\$0	\$0	\$0	\$0	\$0

Characterization of Project Cost Estimate - CBAForm 2C		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	15%
Placeholder	Confidence Level	

Figure 17: Program Cost Analysis

CBAForm 3 - Project Investment Summary

Agency	<u>Florida Division of Emergency Mgmt</u>	Project	<u>Enterprise Grants Mgmt</u>
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	COST BENEFIT ANALYSIS -- CBAForm 3A					TOTAL FOR ALL YEARS
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Project Cost	(\$6,511,050)	(\$8,140,936)	(\$9,544,753)	(\$5,674,400)	\$0	(\$29,871,139)
Net Tangible Benefits	\$0	\$12,534,250	\$17,604,250	\$23,674,250	\$27,244,250	\$81,057,000
Return on Investment	(\$6,511,050)	\$4,393,314	\$8,059,497	\$17,999,850	\$27,244,250	\$51,185,861

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	2 1/4	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2025-26	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$43,512,297	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	120.07%	IRR is the project's rate of return.

Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Cost of Capital	3.50%	3.50%	3.60%	3.60%	3.60%

Figure 18: Investment Summary

The Cost-Benefit Analysis Results

The projected net benefits for the Enterprise Business Solution are significant and compelling. The estimated NPV from the Grants Modernization Program over the next five years is **\$43,512,297**. The NPV calculation includes an estimate of **\$81,057,000** in total Program benefits and total program costs of **\$29,871,139**. Because benefits continue after the five-year period, the calculated NPV is conservative, potentially understating the benefits of the program to the FDEM and Florida stakeholders. In addition, the benefits from the timely processing of grants that are eligible for **Mitigation matching funds are also conservative and could be significantly higher.**

Program Costs

The estimated total cost of implementing the proposed IT Modernization Program is \$29,871,139 million over the program life.

Program Financial Return Analysis

The FDEM has computed the following values for the Enterprise Business Solution.

Investment Term	Computed Value
Total Cost	\$29.9 M distributed over four fiscal years
Benefits	\$81.1 M in total benefits
Payback Period	2.25 years
Payback Date	SFY 2025-26
5 Year Analysis	
Net Tangible Benefits	\$51.2 M (total benefits minus total costs)
NPV	\$43.5M
IRR	120.07%

Exhibit 19: Financial Return Analysis

The breakeven year is SFY 2025-26. This breakeven indicates a strong program that pays for itself quickly. The 5-year NPV is \$43.5 Million. By this measure, the Enterprise Business Solution is a sound investment.

The IRR is 120.07 percent. The Florida Legislature's Office of Economic and Demographic Research (EDR) estimates the cost of capital for investment analysis purposes to be 3.60 percent at the end of the five-year timeline. Given that the Enterprise Business Solution's IRR significantly exceeds the forecasted cost of capital, the program would positively impact the FDEM's financial position.

As the data shows, the tangible benefits of this program significantly outweigh the upfront costs, making this program a sound investment for the Florida Legislature to approve. In addition, the intangible benefits are significant. The minimized risk of mistakes related to public records requests, the reduced risk of a cyber security incident impacting the Division, the increased ability to respond quickly and competently when crises occur anywhere in the State, and the increased ability to hire and retain top-tier talent, all have real-world beneficial impacts on State government and Florida citizens. The intangible benefits should be considered as well.

The Division recommends that the proposed Enterprise Business Solution be approved and authorized to proceed with the initiation of the program's planning and procurement activities and that the required funding be requested by the Executive Office of the Governor and approved by the Legislature. The Division is confident that the investment required to fund the Enterprise Business Solution will produce the identified benefits. The recommended next step is to secure funding of \$6,511,050 for FY 2023-2024 to move forward with the Enterprise Business Solution.

IV. Schedule IV-B Major Project Risk Assessment

A. Risk Assessment Summary

A project risk assessment of the Enterprise Information Technology Strategy was performed using the assessment tool provided as part of the Information Technology Guidelines and Forms on the Florida Fiscal Portal. The tool requires answering 89 questions about the project being considered, divided into eight assessment categories. The results of the assessment in Appendix are summarized below.

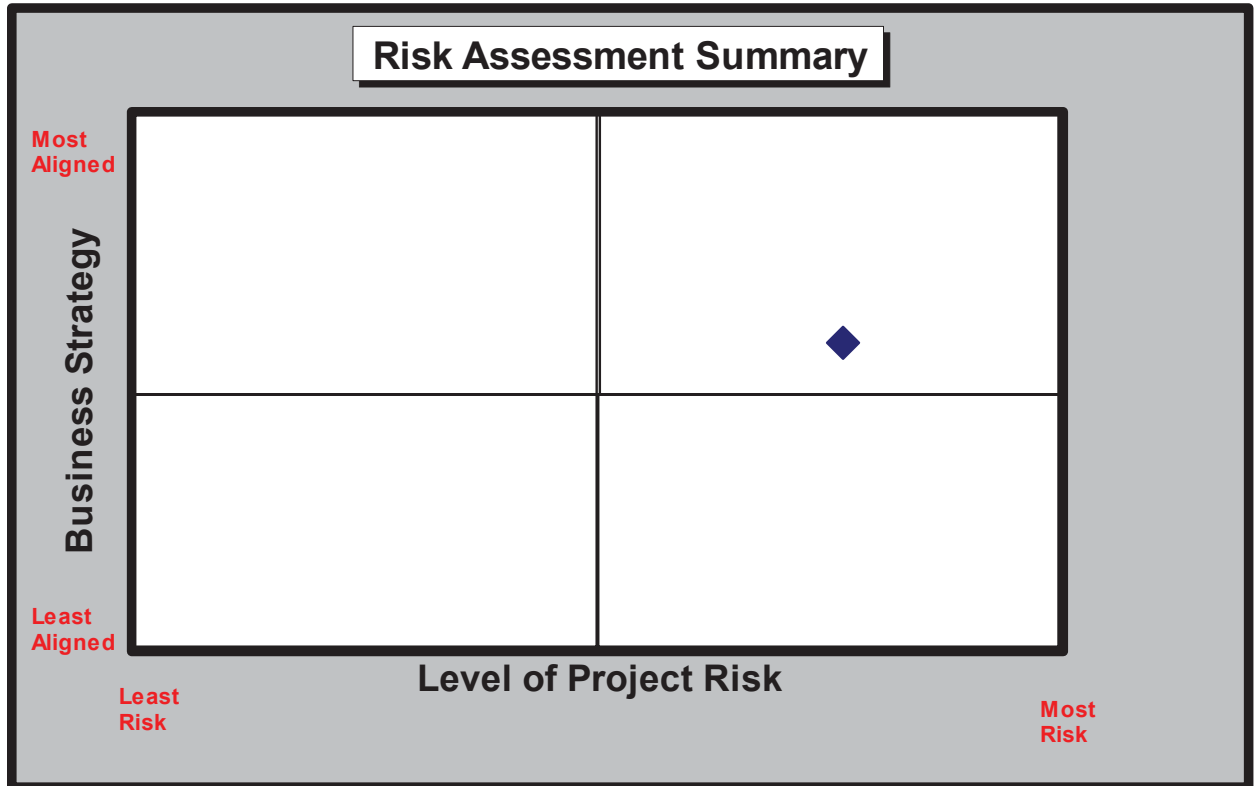


Figure 20: Risk Assessment Summary

Factors that contributed to the project's risk assessment level of "High" and its placement in the upper-right quadrant of the Risk Assessment Summary will be addressed within the project's first year. These include:

- Strategic Risk
 - a. The project objectives will be documented and signed off by the stakeholders
 - b. The executive sponsor will sign the project charter
 - c. All project requirements, assumptions, constraints, and priorities will be defined
- Technology Risk
 - a. The internal staff will gain sufficient experience during the first year of implementation
- Change Management Risk
 - a. All business process changes will be defined and documented
 - b. An Organizational Change Management Plan will be developed early in the project
- Communication Risk
 - a. A Communication Plan will be approved
 - b. The Communication Plan will promote the routine use of feedback (at a minimum)

- c. All affected stakeholders will be included in the Communication Plan
- d. All key messages will be documented in the Communication Plan
- e. The Communication Plan will identify and assign needed staff
- Fiscal Risk
 - a. A Spending Plan will be documented and approved for the project lifecycle
 - b. All project expenditures will be identified and documented in the Spending Plan
 - c. The cost estimates for the project will be accurate within +/- 10%
 - d. Funds will be available within existing resources to complete the project
 - e. The procurement strategy will be reviewed and approved
- Project Organization
 - a. The project organization and governance structure will be defined and documented
 - b. A project staffing plan will identify and document all staff roles and responsibilities
 - c. The Change Review and Control Board will include representation from all stakeholders
- Project Management Risk
 - a. All requirements and specifications will be defined and documented
 - b. All requirements and specifications will be traceable to specific business rules
 - c. All project deliverables and acceptance criteria will be identified
 - d. The Work Breakdown Structure will be defined to the work package level
 - e. The project schedule will specify all project tasks, go/no-go decision points, milestones, and resources
 - f. Formal project status reporting will be in place
 - g. All planning and reporting templates will be available
 - h. All known project risks and mitigation strategies will be identified

The overall project risk level will decrease from "High" when many of the above items are addressed. Additionally, addressing these items will shift the current placement of the project in the risk quadrant to reflect a more accurate alignment with the business strategy not currently represented in the risk assessment tool.

The table below illustrates the risk assessment areas evaluated and the breakdown of the risk exposure assessed in each area. As indicated above, the overall project risk should diminish significantly by the conclusion of the first year when the project structure is in place, business processes and requirements are fully mapped and defined, and the foundational technology elements have been implemented.

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

Project Complexity Assessment	<i>HIGH</i>
<i>Overall Project Risk</i>	<i>HIGH</i>

Figure 21: Overall Project Risk

V. Schedule IV-B Technology Planning

The Division's recently completed an Enterprise Information Technology Strategic Plan report that outlines current business processes and technology, recommendations for new technology that can be leveraged across the enterprise, and an implementation plan with estimated costs.

- Best practices and recommendations strengths, weaknesses, opportunities, and threats (SWOT) on the overall business processes from Division mission assignment, allocation, solicitation, procurement, and grant processes in terms of opportunities to enhance and streamline processes but also achieve adequate levels of controls and documentation
- Recommended process or system enhancements for all the Divisional Bureau's programs, contracts, grants, and recipient/vendor needs
- An analysis of current policies, procedures, and programmatic forms or lack thereof
- An implementation plan with a clear and well-defined roadmap for implementing the NH's recommendations

Salesforce provides customer relationship management (CRM) software and applications focused on sales, customer service, marketing automation, analytics, and application development.

A. Current Information Technology Environment

1. Current System

FDEM grant processes rely on multiple systems operating on multiple platforms, each using technologies that are non-standard.

FDEM uses 23 primary systems and software applications to perform required contract and grant management business processes. These systems include mandatory state and federal external systems, in-house proprietary systems, Microsoft software applications, and the Salesforce platform.

In addition to other interfaces, Enterprise Grants Management is connected to WebEOC, the State's mission management system. Beginning in FY 2023, the Division will accrue a cost of \$30,000 for an initial development period on WebEOC.

Internal	State	Federal	Vendor Provided
FOCUS Mit.Org	Florida Accounting Information Resource / Florida Planning & Ledger Management (FLAIR/PALM)	Federal Funding Accountability & Transparency Act Subaward Reporting System (FFATA)	Florida Public Assistance (FLPA) through CIVIX
	Legislative Appropriation System / Planning & Budgeting Sub-System (LAS/PBS)	Non-Disaster Grants Management System (ND Grants)	WebEOC through Juvare
	MyFlorida Marketplace (MFMP)	Mitigation eGrants (MT eGrants)	Microsoft SharePoint, Excel, Access
	Florida Accountability Contact Tracking System (FACTS)	FEMA GO	Salesforce
	P-Card Works	FEMA Public Assistance Grants Portal	
	Statewide Travel Management System (STMS)	Emergency Management Mission Integrated Environment (EMMIE)	
		National Emergency Management Information System (NEMIS)	

Figure 22: FDEM System Footprint

Based on the existing systems listed in the table above, please find details on some of the critical systems that are operated daily in support of the Division's mission.

FOCUS

FOCUS is a proprietary financial reporting and management tool that compiles FLAIR data for budgetary and financial accounting reporting and transmits data back to FLAIR to adjust departmental allotment balance.

Florida Public Assistance (FLPA)

FLPA is FDEM's online application and management system for FEMA Public Assistance (PA) grants. PA is a federal grant program to aid state and local governments in returning a disaster area to pre-disaster conditions. FLPA is primarily used by the Bureau of Recovery for administering grant awards from FEMA and sub-awards to recipients/applicants.

WebEOC

WebEOC is the statewide emergency management platform FDEM and the Florida State Emergency Response Team uses. This system is used to track, monitor, and act on the needs of government and communities before, during, and after a disaster.

Mit.org

Mit.org is the internal platform utilized by FDEM to track project information and activities for all mitigation grants.

Everbridge

The Everbridge platform provides a comprehensive suite of mass notification tools that the Division and local Emergency Management Agencies can leverage to provide alerts of imminent or sudden hazards to the population they serve via phone, SMS text messaging, email, Really Simple Syndication (RSS) feeds, social media, and mobile device applications.

GovDelivery

GovDelivery is a web-based email subscription management system that allows a member of the public (user) to subscribe to news and information on Department of Homeland Security websites. FDEM uses this platform to provide additional updates to DHS and the public.

SharePoint

SharePoint is a web-based platform that provides functionality to enable collaboration and organization. SharePoint is being utilized as a document repository solution by some FDEM bureaus.

Microsoft Excel/Microsoft Access

FDEM utilizes Microsoft Excel and Microsoft Access to facilitate many of its internal processes of compiling, storing, and transmitting data. These tools require significant amounts of time and manual data entry by FDEM staff.

Florida Accounting Information Resource/Florida Planning and Ledger Management (FLAIR/PALM)

FLAIR is the State of Florida's active state accounting system. All receipts of cash, disbursements of state and federal funds, and sub-ledger records for contracts, grants, appropriations, allotments, and financial coding information are housed and recorded in FLAIR. FLAIR is the system of record for all state and federal audits of financial transactions. PALM is the successor system to FLAIR and is currently in an implementation phase with cash management processes being implemented, followed by the other modules over the coming years.

Legislative Appropriation System/Planning and Budgeting Sub-System (LAS/PBS)

LAS/PBS is the State of Florida's system for recording legislative appropriations for budget and personnel positions. LAS/PBS is the system used by state agencies, including FDEM, to create budget requests for inclusion by the Legislature in the coming year's General Appropriations Act.

MyFloridaMarketPlace (MFMP)

MFMP is the State of Florida's e-procurement management system. It serves as a central portal to do business with the state, for state agencies to request quotes on available goods and services, issue purchase orders, and for vendors to submit invoices for services/goods provided. MFMP also includes the Vendor Information Portal (VIP), which provides functionality formerly performed by the state's Vendor Bid System (VBS). The MFMP VIP provides a self-service portal where vendors can register, receive electronic purchase order information, and receive information on upcoming bids. The use of MFMP is governed by Florida Statutes, Florida Administrative Code, and Department of Management Services guidance.

Florida Accountability Contract Tracking System (FACTS)

FACTS is a web-based portal developed to make the government contracting process in Florida more transparent by creating a centralized, statewide contract reporting system. Through FACTS, the ability to track state contracts by government agencies and the public fosters greater accountability and transparency in government spending. The use of FACTS is governed by Florida Statutes, Florida Administrative Code, and Department of Financial Services guidance.

Each Bureau has a slightly different process for ensuring that contract and grant records are added to FACTS within the statutory timeframe. Finance is primarily responsible for uploading templates into FACTS, and the Mitigation Bureau is responsible for adding their records.

P-Card Works

P-Card Works is the State of Florida's web-based system for managing transactions paid with a State of Florida Purchasing Card. The system is administered by Bank of America and is managed by contract between Bank of America and the Department of Financial Services, with each state agency signing a participation agreement.

Statewide Travel Management System (STMS)

STMS is the State of Florida's web-based travel system, built on the salesforce platform, used to request authorizations to travel, report travel-related costs, and record non-P-card travel-related expenditures. The use of STMS is governed by Florida Statutes, Florida Administrative Code, and Department of Management Services guidance.

Federal Funding Accountability and Transparency Act Subaward Reporting System (FFATA)

FFATA is the reporting tool federal prime awardees (i.e., prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. All current FDEM federal grant programs are required to provide reporting through this system, and FDEM is responsible for inputting the reports into FFATA.

Non-Disaster Grants Management System (ND Grants)

ND Grants is a system administered by FEMA to provide stakeholders with a system that supports the grants management life cycle for non-disaster-related grants. The system allows users to perform and manage many tasks and assignments, including submitting applications, reviewing and accepting awards, and submitting amendments and performance reports. ND Grants are used primarily by the Bureau of Preparedness.

Mitigation eGrants (MT eGrants)

The MT eGrants system is used to manage federal non-disaster grants (Flood Mitigation Assistance and Pre-Disaster Mitigation) that were awarded in the fiscal year 2019 and earlier. This system is being replaced for future awards by FEMA GO.

FEMA GO

FEMA GO is the grants management system administered by FEMA for applying for the Building Resilient Infrastructures and Communities (BRIC) and Flood Mitigation Assistance (FMA) annual competitive programs. FEMA GO will replace the legacy Mitigation eGrants, which will remain online to manage the fiscal year 2019 and prior year grants. This system is used primarily by the Bureau of Mitigation for monitoring their grant programs, but FEMA GO will be expanded to all FEMA grant programs in the future.

FEMA Public Assistance Grants Portal (FEMA Grants Portal)

FEMA Grants Portal is the grants management system administered by FEMA for the state, local, tribal, and territorial governments to apply for Public Assistance grant funding in response to a federally declared disaster. FEMA uses the system to track awards made to entities and by those entities to track sub-awards to Public Assistance recipients/applicants. FEMA Grants Portal is mainly used by the Bureau of Recovery for their grant programs.

Emergency Management Mission Integrated Environment (EMMIE)

EMMIE is a FEMA-administered web-based software system that FDEM utilizes to complete the funding process and approve grants. Information from FEMA Grants Portal, including project documents, is copied and entered into the EMMIE software. Once all additional reviews, including FDEM's review, are complete, the project is copied and transferred into FEMA Grants Portal for Applicants to see the final version of the project before grant obligation.

National Emergency Management Information System (NEMIS)

The National Emergency Management Information System (NEMIS) is a database system that tracks disaster data for FEMA. It also enables FEMA to integrate mitigation and planning operations with FEMA programs and disaster assistance. HMGP is managed through NEMIS to establish the grant program, review and approve projects, manage projects, and perform overall grant management, reconciliation, and closeout.

Salesforce

Salesforce is a cloud-based software that helps organizations streamline workflows, processes, and integrations under one customer relationship management (CRM) platform. Additional benefits include transparency and accountability of all users while managing the enterprise, the programs, the projects, and individual project worksheet level detail all with drill down or drill up capability and simultaneously keeping a digital record in their records management system in a cloud environment. Below is the current system architecture for the Division's Salesforce Platform.

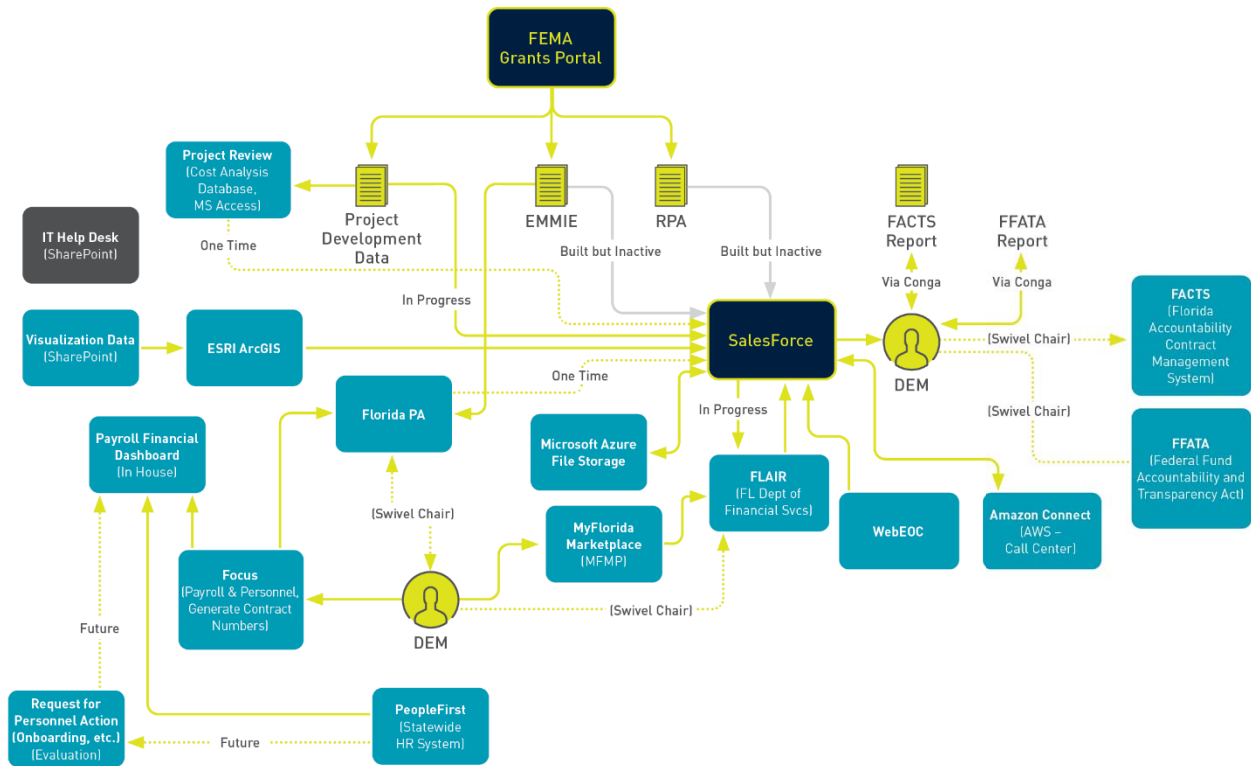


Figure 23: Current System Architecture

2. Current System Resource Requirements

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

3. Current System Performance

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

4. Information Technology Standards

Salesforce's products include several customer relationship management (CRM) technologies: Sales Cloud, Service Cloud, Marketing Cloud, and Commerce Cloud and Platform. Additional technologies include Slack, MuleSoft, Tableau Analytics, and Trailhead.

B. Current Hardware and/or Software Inventory

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

C. Proposed Technical Solution

1. Technical Solution Alternatives

Salesforce was adopted as the preferred solution for automation by FDEM in October 2019. The recommended approach is to adopt the base Salesforce platform currently in use in the Recovery Bureau as the platform for developing the enterprise Grants Management system. The solution will support the business functions, integrate with the document management system, provide the integration to the necessary external system (except the FEMAGo system) and fully support the Division's vision for an enterprise solution.

2. Rationale for Selection

Salesforce was selected as the preferred solution after a careful and detailed selection. Based on its success in automating the Recovery Bureau and the current effort in the Preparedness Bureau to test expansion of the Salesforce system, as well as it is widely accepted as the best practice benchmark for grants management, Salesforce is the platform of choice for the foreseeable future.

Solution Implementation Approach Factors below depict the alignment of each implementation alternative with the alternative selection rationale criteria.

Evaluation Criteria	Expansion of the current cloud-based Software-as-a-Service (SaaS) Salesforce System	Conduct a search for a third party, COTS Grants Management system	Do Nothing
Speed to implement			
Timing of benefits			
Business agility			
Technology agility			
Integration complexity			
Overall implementation cost			
Risk			
Business disruption			
Change management			
Legend			
Solution alignment	Best	Some	Slight

Figure 24: Solution Implementation Approach Factors

The Harvey Ball analysis shows that Alternative 1, leveraging the existing Salesforce platform, is the clear best path forward and provides the best return on investment for the Division. Doing Nothing is the least favorable approach as it continues to require significant manual processing and does not drive the anticipated benefits nor minimize the current risks. The primary factors considered include:

Speed to Implementation – The elapsed time to complete implementation of the solution for selected bureaus of the Division and the elapsed time to complete implementation for the entire Division. Alternative 3 has no implementation time, while Alternative 1 is reduced from Alternative 2 by leveraging the existing Salesforce system.

Timing of Benefits – The amount and elapsed time from project initiation until benefits of the integrated platform occur. Alternative 1 achieves benefits faster, while Alternative 3 achieves no benefits.

Business agility – The extent to which the solution provides flexibility and speed to adapt to business changes within units of the Division, establish new business processes, or modify existing processes within the Division.

Alternative 1, by leveraging the flexibility of Salesforce, provides the greatest flexibility.

Technology agility – The extent the solution provides flexibility and speed to adapt to technology changes within the Division, State, or Federal. Alternative 1, by leveraging Salesforce, provides flexibility to integrate and adapt to technology changes.

Integration Complexity Reduction – The extent the solution reduces complex or time-consuming interim integrations between the new solution components and components of the old solution. Alternative 1 leverages the existing Salesforce platform along with the existing document management platform, reducing the need for interim integration.

Overall Implementation Cost – The total cost to implement a solution. Alternative 3 has no cost associated with it, while Alternative 1 is more cost-effective than Alternative 2, which requires purchasing an entirely new system.

Risk – The level of risk that is attributable to a solution. Alternative 3, Do Nothing, is the highest risk to the Division. By leveraging the existing Salesforce platform in Alternative 1, the Division reduces the overall risk of the program.

Business Disruption - The extent of business disruption to bureaus within the Division. This impact considers the total amount of time, the number of times, and the percentage of resources spent on implementing a solution. Alternative 3 has no disruption to the current business processes. Alternative 1 is less disruptive than Alternative 2 as many resources have used or worked with the Salesforce solution.

Change Management – The amount of organizational change management required to implement a solution. While Alternative 3 does not require organizational change, it does require significant manual processing and risk to continue. Alternative 1 provides the least impact to the Division compared to Alternative 2 by leveraging the existing Salesforce platform.

Notwithstanding Salesforce's anticipated continued use for Grants Management across all bureaus within the Division, there are certain important considerations all potential partner vendors that may be engaged to support the modernization effort must adhere to, including:

#	Criticality	Consideration
1	High	The chosen vendor must demonstrate the ability to pivot between "blue sky" and "grey sky" program deliverables
2	High	The chosen vendor must demonstrate the ability, as well as the willingness, to continue moving forward with minimal supervision when the Division staff need to address disasters that will develop during the course of the program
3	High	The chosen vendor must demonstrate planning strength and understanding, especially as it relates to mitigation strategies and process opportunities that position the program for success given Consideration #2

Figure 25: Vendor Considerations

3. Recommended Technical Solution

Expand the Salesforce platform to be an enterprise-wide automation platform for FDEM.

D. Proposed Solution Description

1. Summary Description of Proposed System

No additional technical systems or software are envisaged. The same cloud-based architecture will be maintained and adopted for all bureaus.

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

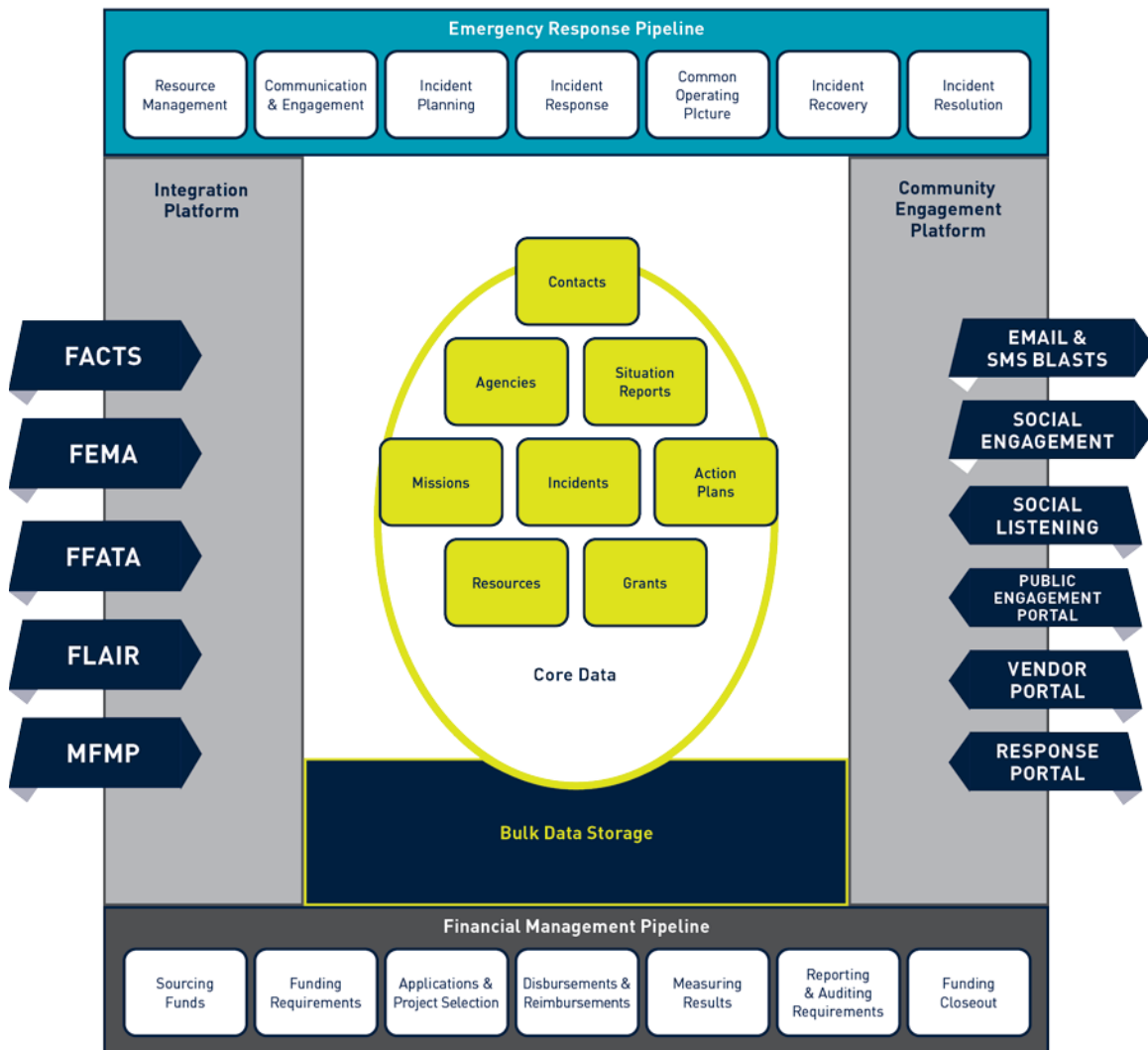


Figure 26: Emergency Response Pipeline

The proposed solution will remove significant manual processing needs. The figure below provides a revised vision of the future state with the Enterprise Business Solution.

		Future State Business Function Model				
		Pre-Award	Award	Post Award	Close Out	Audit
Division of Emergency Management Bureaus	Preparedness	Yes Bureau has State & Federal Grants Salesforce	Yes Salesforce	Yes Salesforce	Yes Salesforce	Yes Internal and External Audits Salesforce
	Response	Yes Largely Salesforce, w/ some Federal systems	Yes Largely Salesforce, w/ some Federal systems	Yes Some Salesforce, WebEOC	Yes Salesforce	Yes Salesforce
	Recovery	Yes Florida PA, EMIE, FEMAGO; Salesforce	Yes Salesforce	Yes Florida PA	Yes Salesforce	Yes Salesforce
	Mitigation	Yes Bureau has State & Federal Grants FEMAGO and MIT.ORG; No Salesforce	Yes Salesforce	Yes Moving to FEMAGO and Salesforce	Yes Salesforce	Yes Salesforce
	Finance		Yes Salesforce		Yes Salesforce	Yes Salesforce
	Legal	Yes Salesforce	Yes Salesforce	Yes Salesforce	Yes Salesforce	Yes Salesforce

Figure 27: Future State Business Function Model

E. Capacity Planning

Modernizing system solutions and infrastructure to support "blue sky" and "grey sky" program fluctuations, including applications, payments, and associated data volumes, is critical.

Capacity requirements are based on historical data, new system design specifications, and performance requirements. Technology planning includes factors that will drive relative changes from the current state of processing, storage, and network capacity to support the business of the Division.

Operational Data Processing Capacity – Operational data processing is the transaction processing performed with Division systems.

The processing to support operational data processing will change driven by:

- Fluctuation in grant programs, funds, and sub-recipient population
- Ecosystem-wide use of real-time information
- Reduction in system-to-system interface data replication and interface processing
- Increased information used in processing
- Real-time business rules and decision-making

To minimize the risk of processing, storage, and network capacity affecting business operations, new systems will:

- Encourage the use of cloud infrastructure that can be dynamically provisioned quickly at a low cost
- Require proof of ability to scale horizontally, allowing transactions processing to occur in parallel
- Provide services that allow processing to occur in the customer, partner, and external systems
- Monitor impacts on bandwidth capacity and makes adjustments for endpoints

External Systems Capacity

External systems that are the source of truth for information external to FDEM systems may experience a change in processing, storage, and network usage profile and capacity needs. Expanding the Salesforce platform will require integration technologies that support transactional near real-time access to information in external systems. The goal is to shift processing from high-volume batch processes and file replication to the use of direct access by small real-

time web services and APIs. External systems should use less storage for interface files and interface file archives. The external systems would likely experience increased processing use and change in processing usage patterns to service requests from external systems. Being a cloud-based solution, the need for capacity planning is made redundant as cloud solutions are inherently scalable.

VI. Implementation Roadmap

Based on our estimation and understanding as gleaned from meetings with the Agency leadership, the implementation of the Enterprise Business Solution may stretch over three years. A schematic representation of such a timeline is presented below:

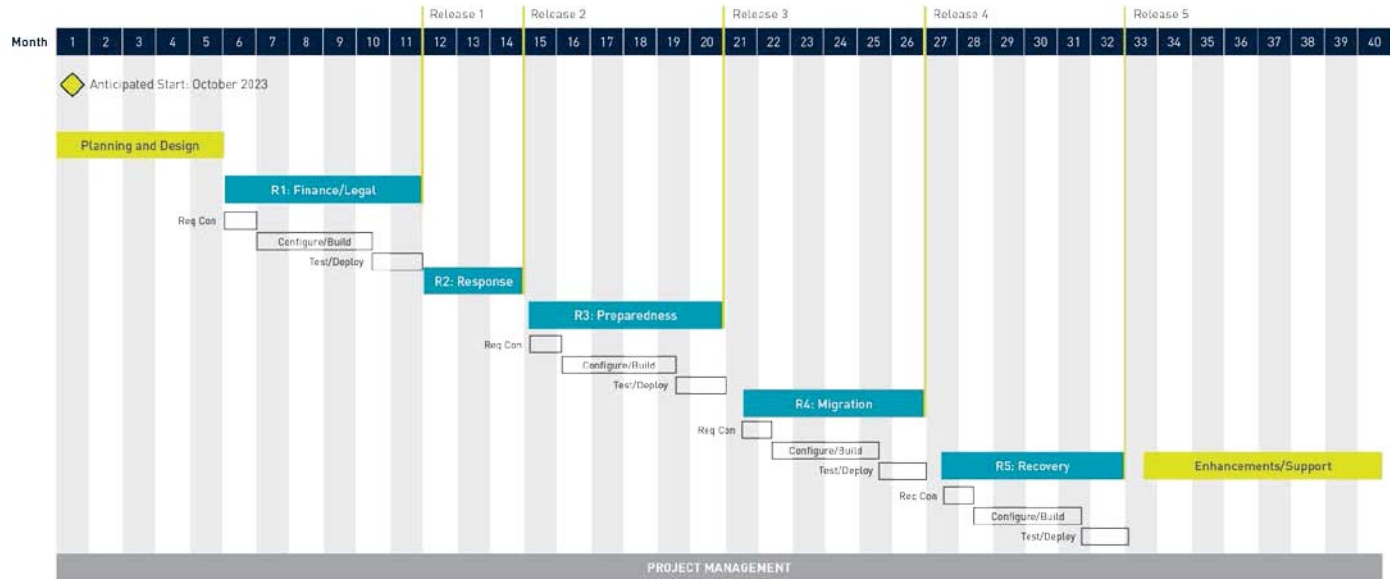


Figure 28: Implementation Roadmap

VII. Schedule IV-B Project Management Planning

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

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

The project management methodology used by FDEM is based on the PMI's Project Management Framework and adheres to Rule 74-1, F.A.C., Florida Information Technology Project Management, and Oversight Standards. The FDEM Project Manager and the implementation vendor will agree on an appropriate project management methodology. The Project Director or Project Sponsor may consider changes to the methodology at any phase of the project, as deemed appropriate, including the use of Agile methodologies that focus on customer satisfaction through the early and continuous delivery of working software, close cooperation between business users and software developers, quality improvement, and continuous attention to technical excellence and good design.

Regardless of the specific project management methodology employed, certain management and control mechanisms will be relevant to all phases of this project, including:

- Project Charter that conveys what is in and out of scope and will be accomplished by the project, signed, and authorized by the Project Executive Sponsor
- Project Contract(s) & Procurement Management
- Project Management Plan
- Baseline project schedule
- Requirements Management
- Scope Management
- Deliverable Management
- Quality Management
- Independent Verification and Validation (IV&V)
- Organizational Change Management
- Project Issues Register
- Project Risk Register
- Stakeholder Register
- Financial Management
- Monitoring and Reporting

The use of the project control framework indicated above, together with the Project Management Plan application, will assist the Project Manager and Project Sponsor in planning, executing, managing, administering, and controlling all phases of the project. Control activities will include, but may not be limited to:

- Monitoring project progress
- Identifying, documenting, evaluating, and resolving project-related problems that may arise
- Reviewing, evaluating, and making decisions on proposed changes; changes to the project scope will be tightly controlled according to a documented change request, review, and approval process agreed to by key stakeholders
- Identifying risks, developing timely risks mitigation strategies, monitoring, and managing to minimize the impact on the project as required by the risk management plan
- Identifying issues, developing timely issue resolution strategies, monitoring, and tracking, and managing to minimize the impact on the project as required by a documented issue reporting and management process
- Monitoring the quality of project deliverables and taking appropriate actions about any project deliverables that are deficient in quality
- Monitoring the contracts to ensure the terms of the contract and statement of work are being met

A. Project Deliverables

The following table contains a preliminary list of potential project deliverables. The final deliverables list, which

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

will include acceptance criteria, will be developed in conjunction with the selected implementation vendor and will be appropriate to the final implementation methodology.

Name	Deliverable Description
Project Management Status Reports	Weekly status reports to the project management team
Risk and Issue Registers	Prioritized lists of risks and issues identified and reviewed during the project
Meeting Minutes	Record of decisions, action items, issues, risks, and lessons learned identified along the course of the project and during formal stakeholder meetings
Schedule IV-B Feasibility Study (Updates)	Incorporates information to be submitted with the Division's Legislative Budget Request for follow on phases
Project Charter	Provides an overview of key aspects of the project, including key resource needs, project roadmap, solution description, and other information
Project Management Plan	<p>The Project Management Plan (PMP) is a formal, approved document used to manage project execution. The PMP documents the actions necessary to define, prepare, integrate, and coordinate the various planning activities. The PMP defines how the project is executed, monitored, controlled, and closed. Updates progressively elaborate throughout the project. Includes the following documents as required by the Project Director and/or the PMO:</p> <ul style="list-style-type: none"> • Work Breakdown Structure • Resource and Cost Loaded Project Schedule • Procurement Management Plan • Requirements Management Plan • Organizational Change Management Plan • Communication Plan • Document Management Plan • Scope Management Plan • Quality Management Plan • Deliverable Expectations • Deliverable Management Plan • Risk Management Plan • Risk Response Plan • Issue Management Plan • Change Management Plan • Resource Management Plan • Conflict Resolution Plan • Baseline Project Budget
Project Communication Plan	The communications management plan defines who (project stakeholders) will need what specific information, when the information is needed, and the expected modality for the communication message. The Communication Plan will include, at a minimum, the purpose and approach, communication goals and objectives, communication roles, communication tools and methods, and high-level project communication messages
As-Is Business Process Flows	<p>Represents, graphically, the current state of program areas' business processes using standard business process notation</p> <p>This document should include narrative descriptions of key activities, including owners, inputs, and outputs</p>
To-Be Business Process Flows	Represents the future state of program area business processes, as re-engineered by the vendor in conjunction with FDEM subject matter experts. The process flows are developed using standard business process notation. This document should include narrative descriptions of key activities, including owners, inputs, and outputs
Business Process Re-Engineering Plan	The plan that defines potential business process changes and how those changes are to be implemented

Name	Deliverable Description
Schedule IV-B Document Return on Investment (ROI) Analysis	Financial impact analysis for calculating ROI on proposed changes identified during the planning initiative
Functional and Technical Requirements	Functional and technical requirements determined for implementing the solution
Technical Design Specification	Detailed technical design for data and information processing in the new business system to include: <ul style="list-style-type: none"> • Data Model/ERD • Data Dictionary • Technical Architecture (to include a hardware usage plan)
Design Demonstration	Review and acceptance of the system integrator's design are required before proceeding to development. Key stakeholders will experience the prototype, and then a go/no-go decision will be submitted to the Project Sponsors for action
Data Conversion Plan	Plan for converting data from existing systems to meet the specifications of the new database design; to include detailed data conversion mapping
Organizational Change Management (OCM) Plan	Describes the overall objectives and approach for managing organizational change during the project, including the methodologies and deliverables that will be used to implement OCM for the project
OCM Status Reports	Weekly status reports to the project management team
Stakeholder Analysis	Identifies the groups impacted by the change, the type and degree of impact, group attitude toward the change, and related change management needs
Training Plan	Defines the objectives, scope, and approach for training all stakeholders who require education about the new organizational structures, processes, policies, and system functionality
Change Readiness Assessment	Surveys the readiness of the impacted stakeholders to "go live" with the project and identifies action plans to remedy any lack of readiness
IV&V Project Charter	A document issued by the Project Sponsor that formalizes the scope, objectives, and deliverables of the IV&V effort
IV&V Status Reports	Quarterly reports to the Executive Management Team and Legislative Reps
IV&V Periodic Assessments	Documents the results of IV&V activity to determine the status of project management processes and outcomes, including but not limited to: <ul style="list-style-type: none"> • Baseline Assessment • Schedule Review Summary • Project Governance Effectiveness Summary • Budget Review Summary • Business Alignment Summary • Risk Review Summary • Issue Review Summary • Organizational Readiness Summary • Recommended Next Steps/Actions for each of the above areas • Milestone and Deliverable reviews (to determine if the project is prepared to proceed to the next phase in the project work plan) • Current scorecard of the project management disciplines • Strengths and areas for improvement in the project management disciplines • IV&V Next Steps/Actions
IV&V Contract Compliance Checklist	Documents that vendors involved with the project have met all contractual requirements
Data Migration Plan	Plan for migration of data from existing systems to new databases (as required)
Test Plans	Detailed test plans for unit testing, system testing, load testing, and user acceptance testing
Test Cases	A documented set of actions to be performed within the system to determine whether all functional requirements have been met
Implementation Plan	Detailed process steps for implementing the new business system statewide

Name	Deliverable Description
Knowledge Transfer Plan	Based on a gap analysis, this plan will detail the steps taken to transfer knowledge about the system to the resources that ultimately will be responsible for post-implementation support
Functional Business System	A final production version of the new business system
System Operation and Maintenance Plan	A detailed plan for how the finished system will be operated and maintained

Figure 29: Project Deliverables

B. Risk Management Plan

All phases of the project will follow the standards defined by the PMO. Standards include processes, templates, and procedures for documenting and mitigating risk.

A Risk Management Plan (RMP) will be developed and adhered to throughout all project phases. The RMP will include clear risk management procedures, standard checkpoints, and mitigation strategies. Executing a well-defined RMP with clear mitigation strategies for each risk is critical to the project's success. The purpose of risk management is to identify the risk factors for the project and establish a risk management plan to minimize the probability that the risk will negatively affect the project. It is recommended that the following checkpoints be followed during the project:

Task	Recommendation
Risk Management Plan	Have planned semi-annual reviews and updates after the submission and approval of the Risk Management Plan with the Project Director and Project Sponsor. More frequent or “as required” updates should be performed
Risk Management Reviews	As part of a disciplined approach to addressing project risks, monthly Risk Meetings should be conducted during the project lifecycle at intervals agreed upon with the Project Director and Project Sponsor

Figure 30: Risk Management

C. Organizational Change Management

Effective Organizational Change Management (OCM) will be integral to the success of this project and will be a critical success factor for ensuring staff participation in business process improvement, implementation, and user acceptance. A significant organizational impact is expected because of automating existing manual processes and consolidation to an enterprise approach. OCM will be effectively implemented throughout the project life cycle through communication, awareness, and training.

FDEM will adhere to the standards of the PMO for Organizational Change Management. A specific OCM methodology has not been identified at this phase but will be identified in the Organizational Change Management Plan.

At a minimum, the following will be included in the final Organizational Change Management Plan:

- Description of roles, responsibilities, and communication between vendor and customer
- To-be process maps, including a role-oriented flowchart (swim lane view) of the organization
- Skill/Role gap analysis between the existing system and the proposed system
- Training plan including platform (classroom, CBT, etc.), schedule, and curriculum
- OCM Communication Plan
- Overview of Changes (Why this, Why Now?)
- As-Is Current State, To-Be Future State, Policy Changes, Practice Changes, Tool Changes, Data and Reporting changes
- Exception Handling, Stakeholder Analysis, Communication Phases
- Communications Matrix of Activities
- Implementation Readiness Assessment
- Readiness Assessment Reporting Process

The following key roles will have varying degrees of responsibility for executing the change management plan and delivering a consistent, positive message about change throughout the life of the project:

- Project Business Stakeholders Committee
- Organizational Change Manager (a member of the project management team dedicated to OCM)
- Project Director
- Project Sponsor(s)

D. Project Communication

All phases of the project will use communication methods proven to be effective in large-scale IT transformations and will follow the standards developed by the PMO. These will include a communication plan, a formal project kick-off meeting, status meetings, milestone reviews, adoption of methodology in defining roles, responsibilities, and quality measures of deliverables, regular status reports, regular review and evaluation of project issues and risks, periodic project evaluation, regular system demonstrations, and reviews, and a project artifact repository.

Disseminating knowledge among stakeholders is essential to the project's success. Project sponsors, core project team members, and key stakeholders must be kept informed of the project status and how changes to the status affect them. The more people are kept informed about the progress of the project and how it will help them in the future, the more they will participate and benefit.

At this time, the specific communication needs of project stakeholders and the methods and frequency of communication have not been established. A detailed Communication Plan will be completed, which outlines the requirements for effective communication methods and how they will be implemented, including Legislative reporting requirements as defined in procurement. These will include project kick-off, regular status meetings, regular status reports, regular review and evaluation of project issues and risks, milestone reporting, periodic project evaluation, regular product demonstrations and reviews, a web-based discussion board, project website, etc. It is expected that the Communication Plan will be adhered to and receive updates as applicable during the life of the project.

VIII. Appendices

A. Cost Benefit Analysis Tool



D1-FY23-24
CBA_FDEM_EBS.xlsx

B. Risk Assessment Tool



Attachment B -
Project Risk Assessme

C. KPMG Business Process Assessment Report v.7 (Draft)



KPMG FDEM
Business ProcessASSE

D. Existing Enterprise Grants Management Process

The various individual processes that constitute the overall Enterprise Grants Management Process are depicted below:

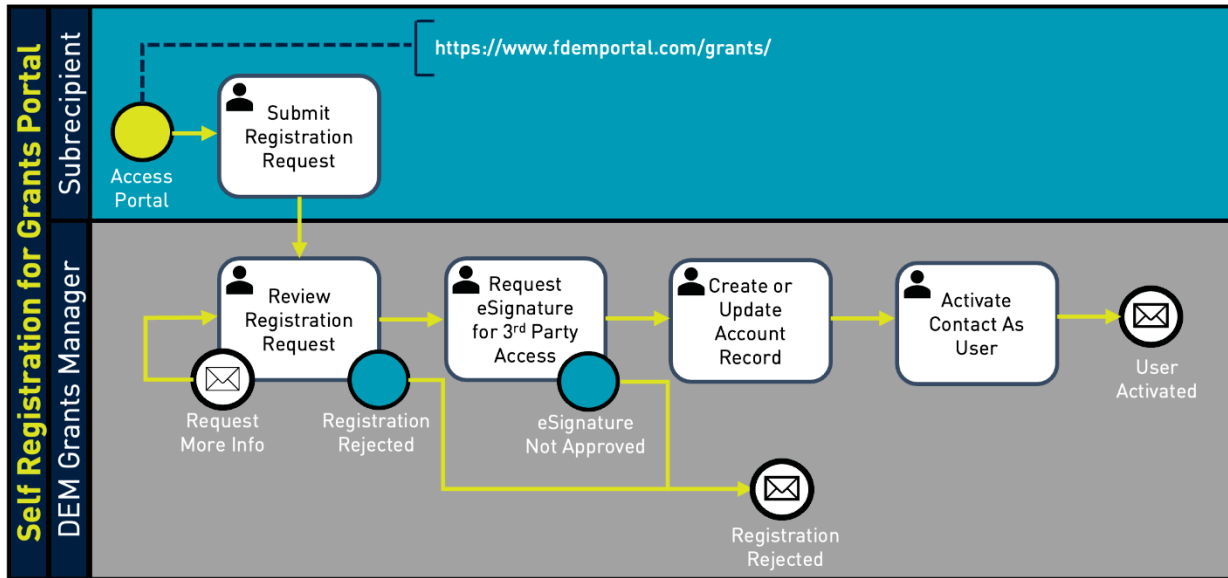


Figure 31: Self Registration for Grants Portal: Trigger(s): Access Portal Process End State(s): Registration Rejected (Email); User Activated (Email) Actors: Subrecipient (Requesting to be able to register)

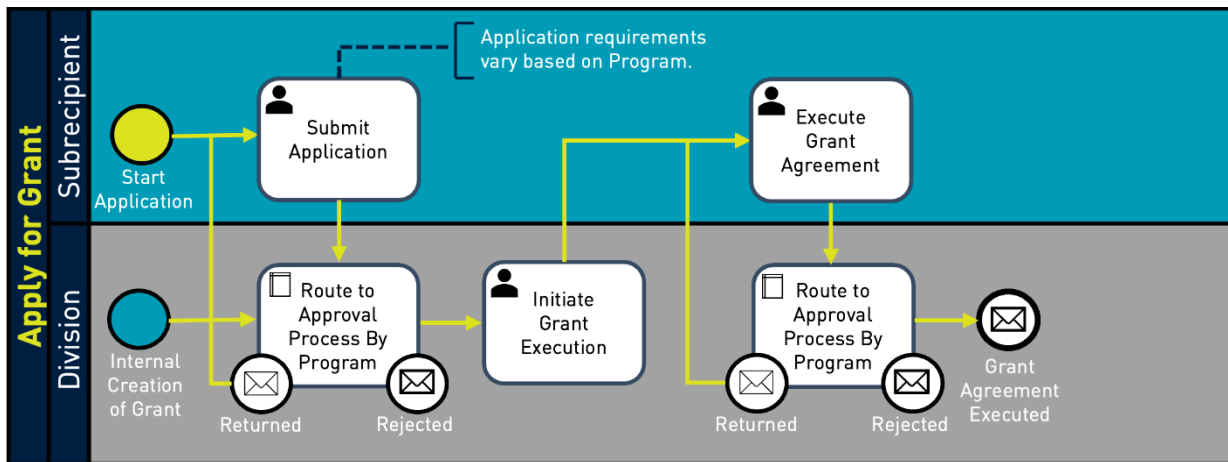


Figure 32: Apply for Grant: Trigger(s): Starting an Application; Internal Creation of a Grant Process End State(s): Grant Agreement Executed; Rejected Actors: Subrecipients (Applicants); DEM (Internal system users)

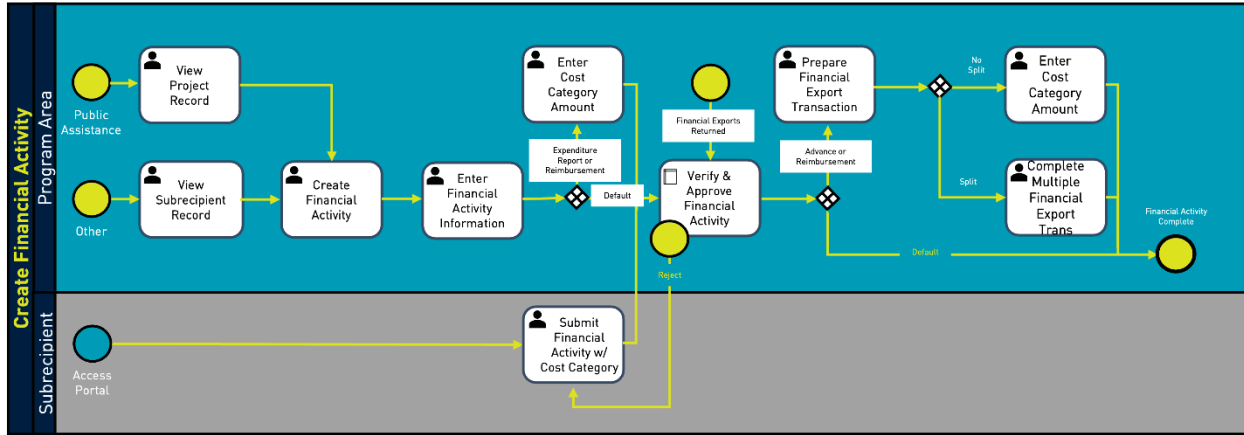


Figure 33: Create Financial Activity: Trigger(s): Public Assistance; Other; Portal (Subrecipient) Process End State(s): Financial Activity Complete Actors: Subrecipient (Applicator); Public Assistance; Other (Grant Program Admin)

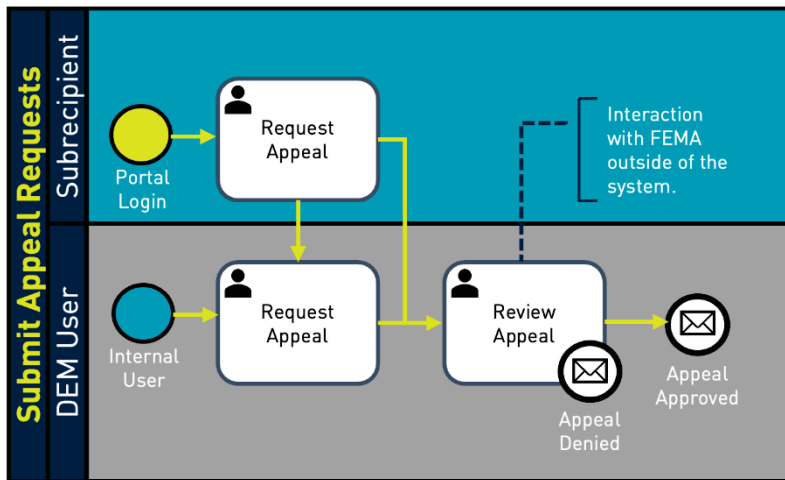


Figure 34: Submit Appeal Requests: Trigger(s): Portal Login (Subrecipient) Process End State(s): Appeal Approved (Email); Rejected (Email) Actors: DEM User; Subrecipient (Appeal requestor)

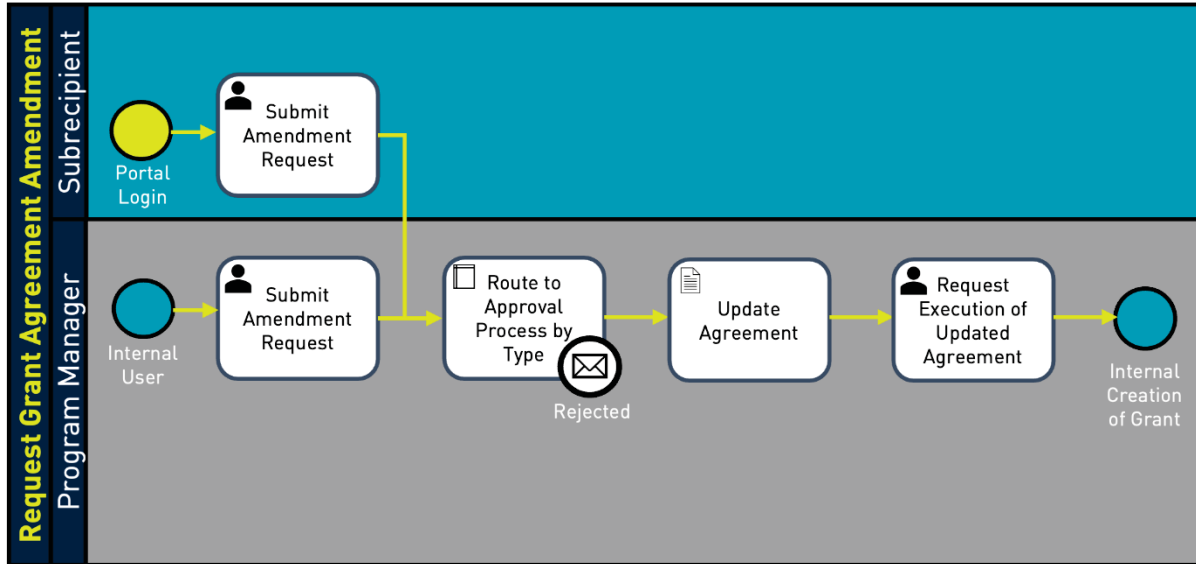


Figure 35: Request Grant Agreement Amendment: Trigger(s): Portal Login (subrecipient); Internal User (Program Manager) Process End State(s): Internal Creation of Grant; Rejected Actors: Subrecipient; Program Manager

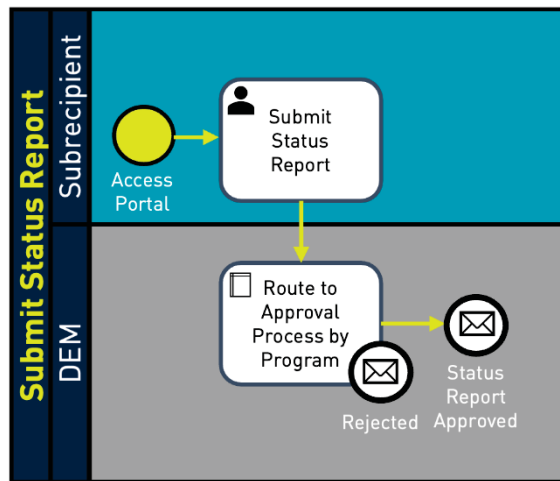


Figure 36: Submit Status Report: Trigger(s): Subrecipient Process End State(s): Status Report Approved; Rejected Actors: Subrecipient; DEM

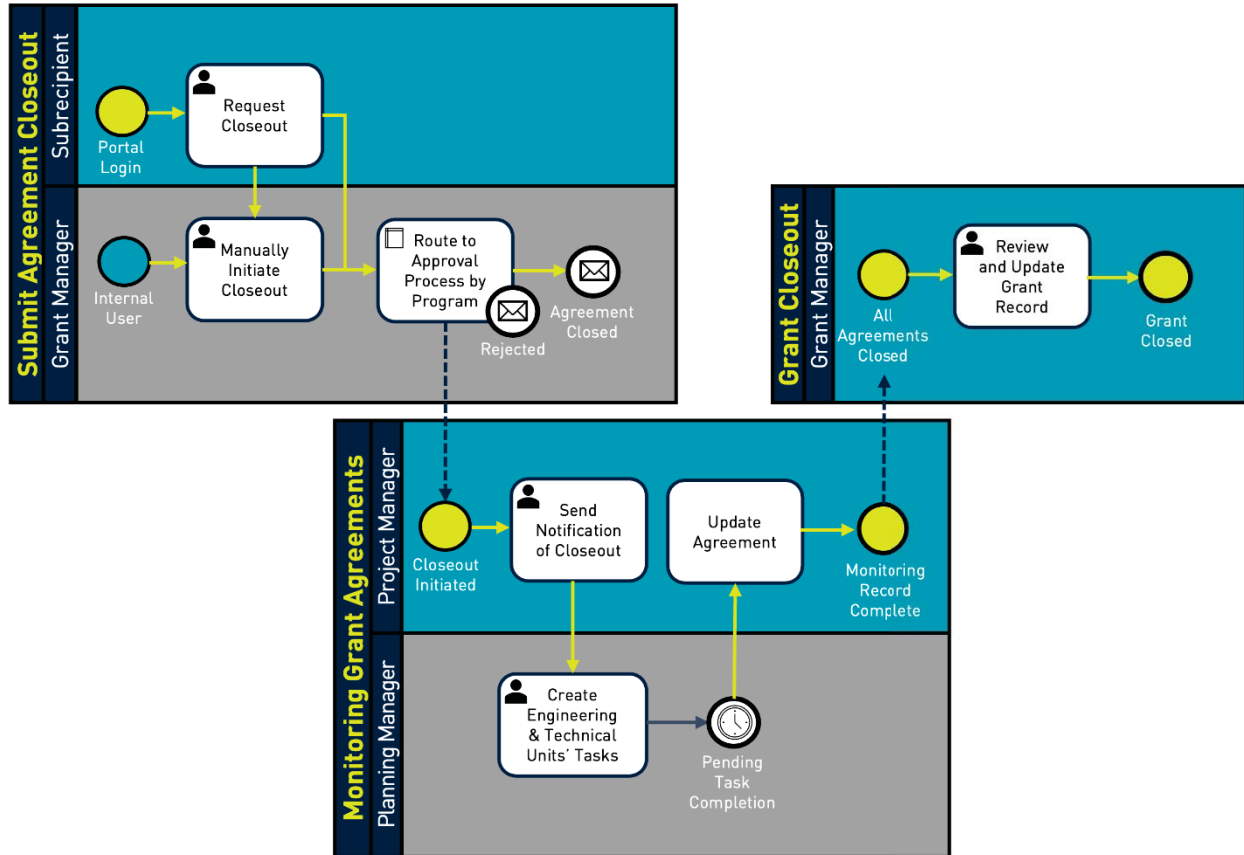


Figure 37: Grant Monitoring & Closeout Process Trigger(s): Closeout Initiated Process End State(s): Monitoring Record Complete Actors: Project Manager; Planning Manager

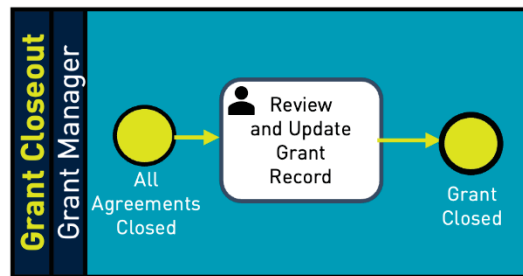


Figure 38: Grant Closeout Trigger(s): All (Grant) Agreements Closed Process End State(s): Grant Closed Actors: Grant Manager

E. Diagram Reference Guide

Figure No.	Figure Title	Page No.
No. 1	Mission, Vision, Core Values	4
No. 2	FDEM Organizational Chart	6
No. 3	Grant Breakdown by Bureau	6
No. 4	Technology Vision	8

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

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F. Source Material Guide

Document	Page No.
KPMG Business Process Assessment Report	<i>Embed a link to the CBA pg. 46</i>
CBA	<i>Embed a link to the CBA pg. 46</i>
Risk Assessment Tool	<i>Embed a link to the CBA pg. 46</i>

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: EOG-Division of Emergency Managem
Budget Entity: 31700100 **Budget Period 2023 -24**

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

Explanation: No debt service to be reported

SECTION II

ISSUE:

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

ISSUE:

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

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022 - 2023

Department: Division of Emergency Management

Chief Internal Auditor: Susan Cureton

Budget Entity: 31700100

Phone Number: 850-815-4184

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Report No. 2022-189	Report Dated March 2022	Recovery Bureau Finance Bureau	<p>Finding 2021-010: The FDEM did not report subaward information required by the Federal Funding Accountability and Transparency Act (FFATA) in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).</p> <p>Recommendation: We recommend that FDEM management ensure that all applicable WHIP Plus subawards are appropriately and timely reported in the FSRS.</p> <p>Finding 2021-041: Contrary to Federal regulations, the FDEM did not monitor the activities of CRF subrecipients. Such monitoring is to include, for example, reviewing subrecipient audit reports and determining whether management decisions are required for any audit findings related to the Federal award.</p> <p>Recommendation: We recommend that the FDEM conduct subrecipient monitoring, ensure that audit reports from all applicable subrecipients are timely reviewed, and follow up on applicable deficiencies noted during audit to ensure that the subrecipients took timely and appropriate action to address the deficiencies. We also recommend that the FDEM timely issue management decisions for all applicable audit findings.</p>	<p>FDEM is aware and does understand what the requirements are for reporting in the FSRS system. We are working through the interpretation differences between individual assistance vs. sub-recipients. FDEM concurs. FDEM has contracted vendor assistance to perform necessary Gap and Strength, Weakness, Opportunity, and Threat business process analysis as well as a recommendation for a business and system project plan and fix assessment for all FDEM front to end grant management processes. FDEM will work towards a systematic business solution. For clarification, the Federal Government already has this information. We are working with logistical issues to push the information into FSRS.</p> <p>FDEM concurs with this finding and will establish policies and procedures that ensure that newly established temporary grant programs with developing guidance, such as the Coronavirus Relief Fund (CRF), are subject to the most appropriate levels of risk assessment and subrecipient monitoring. FDEM has put in place a process for reviewing the FY 2021 Federal Single-Audits for the CRF that ensures that Management Decision Letters are issued in a timely manner. FDEM is developing procedures for broader subrecipient monitoring for the CRF and is currently recruiting an employee for the Special Grants team who will deal with programmatic compliance.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding 2021-089: The FDEM did not timely report subaward information required by the Federal Funding Accountability and Transparency Act (FFATA) in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).</p> <p>Recommendation: We recommend that FDEM management ensure that all applicable Disaster Grants subawards are appropriately and timely reported in the FSRS.</p>	<p>The Florida Division of Emergency Management (FDEM) concurs. FDEM has contracted vendor assistance to perform necessary Gap and Strength, Weakness, Opportunity, and Threat business process analysis as well as a recommendation for a business and system project plan and fix assessment for all FDEM front to end grant management processes. FDEM will work towards a systematic business solution. For clarification, the Federal Government already has this information. We are working with logistical issues to push the information into FSRS.</p>	
			<p>Finding 2021-090: The FDEM did not correctly report the Federal share of unliquidated obligations on one Federal Financial Report submitted to the Federal Emergency Management Agency (FEMA).</p> <p>Recommendation: We recommend that the FDEM strengthen Federal Financial Report review controls to ensure that all Disaster Grants program information is accurately reported to FEMA.</p>	<p>We agree with the recommendation that FDEM strengthen Federal Financial Report review controls to ensure that all Disaster Grants program information is accurately reported to FEMA. It is our intention to start the reconciliation process earlier than previously started to allow the reviewer time to review all information entered matches the grant reports to ensure that Federal Financial Reports reflect accurate information.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding 2021-091: The FDEM did not monitor subrecipients in accordance with FDEM procedures. In addition, the FDEM did not always timely document the review of subrecipient audit reports, determine whether a management decision was required, or issue management decisions for subrecipient audit findings.</p> <p>Recommendation: We recommend that the FDEM conduct subrecipient monitoring in accordance with FDEM procedures and ensure that audit reports from all applicable subrecipients are timely reviewed to ensure that the subrecipients took timely and appropriate action to address all applicable deficiencies. We also recommend that the FDEM timely issue management decisions for all applicable audit findings.</p>	<p>FDEM concurs with this finding and has worked hard, despite challenging conditions during the COVID-19 pandemic and staff shortages, to enhance its policies, procedures and processes to address this issue. FDEM has evaluated its audit procedures and made changes to ensure that Federal Single-Audits are reviewed, Management Decision Letters issued in a timely manner, and any issues are followed up on. The Recovery Bureau has also created new internal training modules to strengthen continuity of operations in this area. FDEM recognizes the importance of a robust subrecipient monitoring program and continues work to strengthen existing procedures and develop new approaches. FDEM is currently developing a new risk monitoring system that will offer the Division a dynamic model of risk assessment which will enhance its subrecipient monitoring capabilities. FDEM is also developing a system of risk based on-site visits and desk reviews involving cross-Bureau subject matter experts (SMEs) that will augment existing subrecipient monitoring efforts.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Report No. 2022-189	Report Dated June 2022		<p>Finding 4: Neither the Division [FDEM] nor the Department [DOH] reconciled the reported number of COVID-19 tests administered at State-led testing sites to laboratory results reported to the Department. Additionally, Division records did not always evidence that the Division reconciled the number of COVID-19 tests invoiced by laboratories to the number of tests reported in Division situation reports.</p> <p>Recommendation: We recommend that Division and Department management take steps to ensure that data regarding declared Statewide emergencies such as COVID-19 is subject to adequate review and control to promote complete and accurate reporting and appropriate payment of contractor invoices, as applicable.</p>	Due to the scale and scope of the COVID-19 activation and the multitude of state and private entities supporting state-led testing, the Florida Division of Emergency Management was reliant on the Florida Department of Health for all data reconciliation of patient confidential records. As the Florida Department of Health has the statutory requirements for monitoring infection disease reporting, the Division's focus was on the ability to provide testing to as many Floridians as possible and to provide logistical support for the overall COVID-19 response efforts.	
FDEM OIG Report No. 22-A001	Report Dated April 2022	Finance Bureau	<p>Finding 1: Contract information and related documents were not always timely entered into FACTS, pursuant to section 215.985(14)(a), F.S.</p> <p>Recommendation 1: We recommend management ensure that statutorily required contract information and related documents are timely entered into FACTS, pursuant to section 215.985(14)(a), F.S.</p>	We concur. FDEM has contracted vendor assistance to perform necessary Gap and Strength, Weakness, Opportunity, and Threat business process analysis as well as a recommendation for a business and system project plan and fix assessment for all FDEM front to end grant and contract management processes. We are working with logistical issues to push the information into FACTS and will work towards a systematic business solution including automated FACTS entry or a batch upload process.	
FDEM OIG Report No. 22-A002	Report Dated May 2022	Information Services	The contents of this audit report are confidential and exempt from public record, pursuant to section 282.318(4)(g), Florida Statutes.	The contents of this audit report are confidential and exempt from public record, pursuant to section 282.318(4)(g), Florida Statutes.	

Office of Policy and Budget - July 2021

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Division of Emergency Management 31700100
Agency Budget Officer/OPB Analyst Name: Susanne McDaniel/Sherie Carrington

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

	Program or Service (Budget Entity Codes)				
Action	31700100				

1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y				
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y				

Fiscal Year 2023-24 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	31700100				

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
--	---	--	--	--	--

3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
--	---	--	--	--	--

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 59 of the LBR Instructions?	Y				
--	---	--	--	--	--

4.2 Is the program component code and title used correct?	Y				
---	---	--	--	--	--

TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
--	--	--	--	--	--

5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y				
--	---	--	--	--	--

AUDITS:

5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
---	---	--	--	--	--

Fiscal Year 2023-24 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					
	31700100				

5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2021-22 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1 Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y				
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				

Fiscal Year 2023-24 LBR Technical Review Checklist

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Agency Budget Officer/OPB Analyst Name: Susanne McDaniel/Sherie Carrington

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	Program or Service (Budget Entity Codes)				
Action					
	31700100				

7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	Y				
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 92 of the LBR Instructions.)	Y				
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/J	No issues submitted that need Consensus Estimating Conference Forecast.			
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #23-003?	Y				
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y				
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	Staff requested are in the field or absorb within existing space.			
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	No issues submitted with lump sum distribution.			
7.14 Do the amounts reflect appropriate FSI assignments?	Y				
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

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	Program or Service (Budget Entity Codes)				
Action	31700100				

7.16 Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 88 of the LBR Instructions.)	Y				
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/J	No issues specifically related to audit findings/recommendations			
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:					
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/J	year expenditures proposed			
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/J	No reorganization issues			
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/J	No realignment issues			
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/J	DEM has a recurring FCO budget for statutory Shelter Retrofit Program			
7.24 Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y				
7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2022-23? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2022-23. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y				

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Action					
	31700100				

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 64 through 69 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2022-23 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.	

**8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)
(Required to be posted to the Florida Fiscal Portal)**

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				

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		Program or Service (Budget Entity Codes)				
Action		31700100				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				

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Action	31700100				

8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/J	appropriations using category 13XXXX			
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

AUDITS:					
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33 Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34 Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					

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Action	31700100				

TIP	Determine if the agency is scheduled for trust fund review. (See pages 124 through 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.	

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	Program or Service (Budget Entity Codes)			
Action	31700100			

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 155 of the LBR Instructions.)	N/J	Salary rate over pay grade minimum justified in D3A issue narrative.		

10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y			
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y			

11. SCHEDULE IV (EADR, SC4)

11.1 Are the correct Information Technology (IT) issue codes used?	Y			
TIP If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.				

12. SCHEDULE VIIIA (EADR, SC8A)

12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y			
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1 NOT REQUIRED FOR THIS YEAR	N/J	Not Required		
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.				

14. SCHEDULE 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 99 through 102 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.)	N/J	One issue includes Federal Funding however this was not used to meet reduction target		
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.				

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Action	31700100			

15. SCHEDULE VIIC (EADR, S8C) (NO LONGER REQUIRED)

16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2021-22 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y				
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 109 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				

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Action	31700100				

17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?	Y				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

AUDITS - GENERAL INFORMATION

TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5 Are the appropriate counties identified in the narrative?	Y				
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					

19. FLORIDA FISCAL PORTAL

19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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