



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 2024-2025



RON DESANTIS
GOVERNOR

STATE OF FLORIDA

Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

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LEGISLATIVE BUDGET REQUEST

September 15, 2023

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Executive Office of the Governor and the Division of Emergency Management is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2024-25 Fiscal Year. This submission has been approved by Alex Kelly, Acting Chief of Staff.

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

Kindest Regards,

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

Kelley Sasso
Director of Finance and Accounting

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

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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

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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
2024-2025

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	549,096.71
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,077,876.16
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	4,350.63
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	34,512.63-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	12,998.06-
	** GL 31100 TOTAL	47,510.69-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,240.73-
	** GL 32100 TOTAL	2,240.73-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	224.91-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
180205	TR OTHER FUNDS W/I AGY	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	301.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,184.38-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	225.50-
	** GL 35300 TOTAL	2,710.88-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	650.71-
	** GL 35600 TOTAL	650.71-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,577,985.58-
94100	ENCUMBRANCES	
040000	CF EXPENSES	65,862.37
100777	CF CONTRACTED SERVICES	68,108.41
	** GL 94100 TOTAL	133,970.78
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	65,862.37-
100777	CF CONTRACTED SERVICES	68,108.41-
	** GL 98100 TOTAL	133,970.78-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR		BEGINNING BALANCE
20 2 177001	ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM	
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
39808	OBLIG UNDER SECURITY LND TRANS SBA	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
54908	FUND BALANCE UNRESERVED INNOVATION INC	
000000	BALANCE BROUGHT FORWARD	0.00
55500	CHANGES TO/WITHIN THE REPORITNG ENTITY	
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	1,247,161.24
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,348,494.26
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	15,833.65
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	101,507.15-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,746.28-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	189,762.64-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	10,325.21-
	** GL 31100 TOTAL	305,341.28-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	18,007.03-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	1,297.80-
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	1,297.80-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	0.00
040000 CF	EXPENSES	32,457.09-
100777	CONTRACTED SERVICES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	820.67-
	** GL 35300 TOTAL	33,277.76-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	1,666.53-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	11,251,898.75-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	188,778.35
100777 CF	CONTRACTED SERVICES	57,653.50
101123	G/A-EMERGENCY MGMT PRGS	1,324,101.42
101123 CF	G/A-EMERGENCY MGMT PRGS	1,586,140.96
103644 CF	COMM ON COMMUNITY SERVICE	75,000.00
105158 CF	DISASTER ACTIVITY-STATE	85,645.28
	** GL 94100 TOTAL	3,317,319.51
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	188,778.35-
100777 CF	CONTRACTED SERVICES	57,653.50-
101123	G/A-EMERGENCY MGMT PRGS	1,324,101.42-
101123 CF	G/A-EMERGENCY MGMT PRGS	1,586,140.96-
103644 CF	COMM ON COMMUNITY SERVICE	75,000.00-
105158 CF	DISASTER ACTIVITY-STATE	85,645.28-
	** GL 98100 TOTAL	3,317,319.51-
	*** 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	162,196.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	173,437,294.69
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	340,485.29
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	6,904.65
185080	TR TO ADMIN TF	0.00
	** GL 16200 TOTAL	6,904.65
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	1,004,329.78
	** GL 16400 TOTAL	1,004,329.78
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	6,707.03-
050385	DISASTER PREP PLAN & ADMIN	309,879.37-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,888.92-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	344,484.95-
103534	G/A-ST/FED DIS RELIEF-ADMN	48,986.85-
105264	G/A-PREDISASTER MITIGATION	0.00
105264	CF G/A-PREDISASTER MITIGATION	32,269.24-
106401	G/A-FED CITRUS DIS REC PGM	130,811.00-
106402	G/A-FED TIMBER PGM	3,505,114.64-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
107889	HAZARDOUS/EMERGENCY/GRANT	0.00
107889	CF HAZARDOUS/EMERGENCY/GRANT	7,315.92-
	** GL 31100 TOTAL	4,389,457.92-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	14.39-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	0.00
001500	TRANSFERS	0.00
180205	TR OTHER FUNDS W/I AGY	5,606.85-
	** GL 35200 TOTAL	5,606.85-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	1,162.35-
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	229,202.91-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	17,647.55-
	** GL 35300 TOTAL	248,012.81-
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	2,402.08-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	120,030.51-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	120,030.51-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	170,217,969.48-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	32,283.63
94100	ENCUMBRANCES	
040000	CF EXPENSES	129,637.16
050385	DISASTER PREP PLAN & ADMIN	5,054,759.68
100777	CF CONTRACTED SERVICES	34,150.09
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	88,648,232.31
103534	G/A-ST/FED DIS RELIEF-ADMN	1,167,083.98
105009	STWIDE HURR PREP AND PLAN	644.86
105009	CF STWIDE HURR PREP AND PLAN	153,529.28

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105264	CF G/A-PREDISASTER MITIGATION	6,204,449.17
105865	CF G/A-FLOOD MITIGATION/PROG	7,036,985.71
106401	G/A-FED CITRUS DIS REC PGM	477,340.76
107889	CF HAZARDOUS/EMERGENCY/GRANT	459,795.38
181020	TR/FUNDS/DOMESTIC SECURITY	3,713,758.21
	** GL 94100 TOTAL	113,080,366.59
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	129,637.16-
050385	DISASTER PREP PLAN & ADMIN	5,054,759.68-
100777	CF CONTRACTED SERVICES	34,150.09-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	88,648,232.31-
103534	G/A-ST/FED DIS RELIEF-ADMN	1,167,083.98-
105009	STWIDE HURR PREP AND PLAN	644.86-
105009	CF STWIDE HURR PREP AND PLAN	153,529.28-
105264	CF G/A-PREDISASTER MITIGATION	6,204,449.17-
105865	CF G/A-FLOOD MITIGATION/PROG	7,036,985.71-
106401	G/A-FED CITRUS DIS REC PGM	477,340.76-
107889	CF HAZARDOUS/EMERGENCY/GRANT	459,795.38-
181020	TR/FUNDS/DOMESTIC SECURITY	3,713,758.21-
	** GL 98100 TOTAL	113,080,366.59-
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	1,090,314.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	4,540,708.03
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	8,306.60
000500	INTEREST	0.00
	** GL 15300 TOTAL	8,306.60
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	454.07-
040000	CF EXPENSES	1,239.75-
180200	CF TR/GENERAL REVENUE-SWCAP	0.00
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
	** GL 35300 TOTAL	1,693.82-
35600	DUE TO GENERAL REVENUE	
001800	REFUNDS	0.00
310322	SERVICE CHARGE TO GEN REV	1,286.09-
	** GL 35600 TOTAL	1,286.09-

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	5,636,348.72-
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	433.05
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	433.05-
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	109,499,360.05
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	296,174.57
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	340,007.94-
105150	CF G/A-PUBLIC ASSISTANCE	1,327,131.64-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	5,074,153.02-
105158	DISASTER ACTIVITY-STATE	92,262.05-
	** GL 31100 TOTAL	6,833,554.65-
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	1,493,359.82-
	** GL 35300 TOTAL	1,493,359.82-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.03-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	101,468,620.32-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER
 G-L G-L ACCOUNT NAME

CAT	ENCUMBRANCES	BEGINNING BALANCE
94100		
105150	G/A-PUBLIC ASSISTANCE	40,961,964.58
105150	CF G/A-PUBLIC ASSISTANCE	26,910,097.57
105152	CF PUBLIC ASSISTANCE-ST OPS	10,733,425.34
105158	DISASTER ACTIVITY-STATE	2,190,562.23
105158	CF DISASTER ACTIVITY-STATE	462,506.37
105220	CF G/A - MIAMI-DADE - PT	15,800.75
	** GL 94100 TOTAL	81,274,356.84
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	40,961,964.58-
105150	CF G/A-PUBLIC ASSISTANCE	26,910,097.57-
105152	CF PUBLIC ASSISTANCE-ST OPS	10,733,425.34-
105158	DISASTER ACTIVITY-STATE	2,190,562.23-
105158	CF DISASTER ACTIVITY-STATE	462,506.37-
105220	CF G/A - MIAMI-DADE - PT	15,800.75-
	** GL 98100 TOTAL	81,274,356.84-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.20
	*** 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	20,154.66
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	33,000,152.79
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	63,577.82
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,386.00-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	1,028.00-
105860	G/A-HURRICANE LOSS MITIG	403,480.21-
	** GL 31100 TOTAL	405,894.21-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	3,295.28-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	29,599.19-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	32,645,096.59-
94100	ENCUMBRANCES	
040000	CF EXPENSES	640.30
100777	CONTRACTED SERVICES	302.77
105009	CF STWIDE HURR PREP AND PLAN	3,990.10
105860	G/A-HURRICANE LOSS MITIG	5,814,224.24
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,121,792.96
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	828,246.81
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	469,985.02
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,186,950.00
140527	21 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,940,365.40
	** GL 94100 TOTAL	11,366,497.60

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

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100		
040000	CF EXPENSES	640.30-
100777	CONTRACTED SERVICES	302.77-
105009	CF STWIDE HURR PREP AND PLAN	3,990.10-
105860	G/A-HURRICANE LOSS MITIG	5,814,224.24-
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,121,792.96-
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	828,246.81-
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	469,985.02-
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,186,950.00-
140527	21 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,940,365.40-
	** GL 98100 TOTAL	11,366,497.60-
	*** FUND TOTAL	0.00

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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,143,932,492.77
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	185,774,049.62
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	117,387.51
31100	ACCOUNTS PAYABLE	
102323	HURRICANE IAN -UNMET NEEDS	0.00
102323	CF HURRICANE IAN -UNMET NEEDS	6,713,306.59-
105150	G/A-PUBLIC ASSISTANCE	256,904.25-
105152	PUBLIC ASSISTANCE-ST OPS	94,144,585.73-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	1,082,303.72-
105163	ILLEGAL MIGRATION	634,555.22-
105163	CF ILLEGAL MIGRATION	596,406.32-
	** GL 31100 TOTAL	103,428,061.83-
35300	DUE TO OTHER DEPARTMENTS	
105152	PUBLIC ASSISTANCE-ST OPS	23,279.18-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	6,084.26-
	** GL 35300 TOTAL	29,363.44-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,226,366,504.63-
94100	ENCUMBRANCES	
102323	CF HURRICANE IAN -UNMET NEEDS	500,000.00
105152	PUBLIC ASSISTANCE-ST OPS	566,372,541.19
105163	ILLEGAL MIGRATION	8,987,352.56
105163	CF ILLEGAL MIGRATION	3,597,374.26
	** GL 94100 TOTAL	579,457,268.01
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
102323	CF HURRICANE IAN -UNMET NEEDS	500,000.00-
105152	PUBLIC ASSISTANCE-ST OPS	566,372,541.19-
105163	ILLEGAL MIGRATION	8,987,352.56-
105163	CF ILLEGAL MIGRATION	3,597,374.26-
	** GL 98100 TOTAL	579,457,268.01-
	*** 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	11,092,249.42
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	144.58-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	20,905.60-
210014	OTHER DATA PROCESSING SVCS	0.00
210014 CF	OTHER DATA PROCESSING SVCS	1,682.11-
	** GL 31100 TOTAL	22,732.29-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	303.36-
030000 CF	OTHER PERSONAL SERVICES	0.00
	** GL 32100 TOTAL	303.36-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	5,588.48-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	60.00-
	** GL 35300 TOTAL	5,648.48-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	17,636.06-
	** GL 38600 TOTAL	17,636.06-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	11,045,929.23-
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	1,707.30
040000 CF	EXPENSES	229.99
080097 23	AIR CONDITIONING REPLACE	232,606.00
100777	CONTRACTED SERVICES	60.00
100777 CF	CONTRACTED SERVICES	17,355.79
	** GL 94100 TOTAL	251,959.08

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	1,707.30-
040000 CF	EXPENSES	229.99-
080097 23	AIR CONDITIONING REPLACE	232,606.00-
100777	CONTRACTED SERVICES	60.00-
100777 CF	CONTRACTED SERVICES	17,355.79-
	** GL 98100 TOTAL	251,959.08-
	*** 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	48,549,568.69
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	10,002,847.59
105155	G/A - COVID-19 - PASS THRU	105,407.31
	** GL 15500 TOTAL	10,108,254.90
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	119,082,762.35
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	119,082,762.35
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	10,753,676.78-
105150	CF G/A-PUBLIC ASSISTANCE	9,969,573.24-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	21,390.35-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	2,018,115.75-
105154	G/A-HAZARD MITIGATION	2,324,895.46-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	3,252,119.97-
105156	HAZARD MITIGATION-ST OPS	124.96-
105156	CF HAZARD MITIGATION-ST OPS	793,928.67-
	** GL 31100 TOTAL	29,133,825.18-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	4.21-
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	93,132,085.29-
105150	CF G/A-PUBLIC ASSISTANCE	4,920,451.70-
105155	G/A - COVID-19 - PASS THRU	4,270,746.46-
105220	G/A - MIAMI-DADE - PT	0.00
105220	CF G/A - MIAMI-DADE - PT	25,342.76-
	** GL 35300 TOTAL	102,348,626.21-

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	34,610,477.08-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	4,271,028.23-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	4,271,028.23-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	7,376,629.24-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	4.21
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	442,284,512.83
105150	CF G/A-PUBLIC ASSISTANCE	161,775,358.50
105152	CF PUBLIC ASSISTANCE-ST OPS	177,036.20
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	8,062,304.96
105154	G/A-HAZARD MITIGATION	370,784,536.58
105155	CF G/A - COVID-19 - PASS THRU	23,056,185.03
105156	HAZARD MITIGATION-ST OPS	2,636,315.73
105156	CF HAZARD MITIGATION-ST OPS	1,470,041.56
105220	CF G/A - MIAMI-DADE - PT	1,933,941.28
	** GL 94100 TOTAL	1,012,180,232.67
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	442,284,512.83-
105150	CF G/A-PUBLIC ASSISTANCE	161,775,358.50-
105152	CF PUBLIC ASSISTANCE-ST OPS	177,036.20-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	8,062,304.96-
105154	G/A-HAZARD MITIGATION	370,784,536.58-
105155	CF G/A - COVID-19 - PASS THRU	23,056,185.03-
105156	HAZARD MITIGATION-ST OPS	2,636,315.73-
105156	CF HAZARD MITIGATION-ST OPS	1,470,041.56-
105220	CF G/A - MIAMI-DADE - PT	1,933,941.28-
	** GL 98100 TOTAL	1,012,180,232.67-
	*** 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	79,652.93
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	16,126.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	985,172.73
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	2,508.97
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	2,130.21-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	70,546.03-
	** GL 31100 TOTAL	72,676.24-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	130.04-
	** GL 35300 TOTAL	130.04-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	21,876.37-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	10,197.63-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		BEGINNING BALANCE
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	898,159.13-
94100	ENCUMBRANCES	
040000	CF EXPENSES	2,544.69
100777	CF CONTRACTED SERVICES	49,303.57
107888	CF FL HAZARDOUS MATERIALS P P	309,330.57
	** GL 94100 TOTAL	361,178.83
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	2,544.69-
100777	CF CONTRACTED SERVICES	49,303.57-
107888	CF FL HAZARDOUS MATERIALS P P	309,330.57-
	** GL 98100 TOTAL	361,178.83-
	*** 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 \$454 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 (\$3,434) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

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:

2022 Carry Forward Encumbrances: The (\$347,765) 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 2022 Reversions: The \$9,218 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Statewide Financial Services Adjustment #B3100009: The (\$214,715.08) is required to adjust transfer in from other agencies (65900) 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. Planned Parenthood v. Florida 2. Generation to Generation v. DeSantis 3. Warren v. DeSantis 4. Dream Defenders v. DeSantis, et al. 5. Foronda v. DeSantis, et al. 6. Farmworker Assoc. of Florida v. DeSantis 7. Floride Restoration of Rights Coalition v. DeSantis, et al. 8. Gainesville Residents United v. DeSantis, et al. 9. City of Gainesville v. DeSantis, et al. 10. Doughtie v. DeSantis 11. Velez v. DeSantis 12. Bailey v. DeSantis 13. Walt Disney Parks v. DeSantis 		
Court with Jurisdiction:	<ol style="list-style-type: none"> 1. Florida Supreme Court 2. Second Judicial Circuit in and for Leon County 3. Eleventh Circuit Court of Appeals 4. Florida Supreme Court 5. Eleventh Judicial Circuit in and for Hillsborough County [likely to be transferred to Second Judicial District] 6. U.S. District Court, Southern District of Florida 7. U.S. District Court, Southern District of Florida 8. U.S. District Court, Northern District of Florida 9. Second Judicial Circuit in and for Leon County 10. U.S. District Court, Northern District of Florida 11. Fourth District Court of Appeal 12. Seventh Judicial Circuit in and for Putnam County 13. U.S. District Court, Northern District of Florida 		
Case Number:	<ol style="list-style-type: none"> 1. 2022-CA-912; SC22-1127 2. 2022-CA-912; SC22-1127 3. 4:22-cv-302 4. 4:21-cv-191; SC2023-0053 5. 2022-9114-CA-01 6. 1:23-cv-22655 7. 4:21-cv-263 8. 1:23-cv-176 9. 2023-CA-666 10. 1:23-cv-210 11. CACE-23-253; 4D23-1372 		

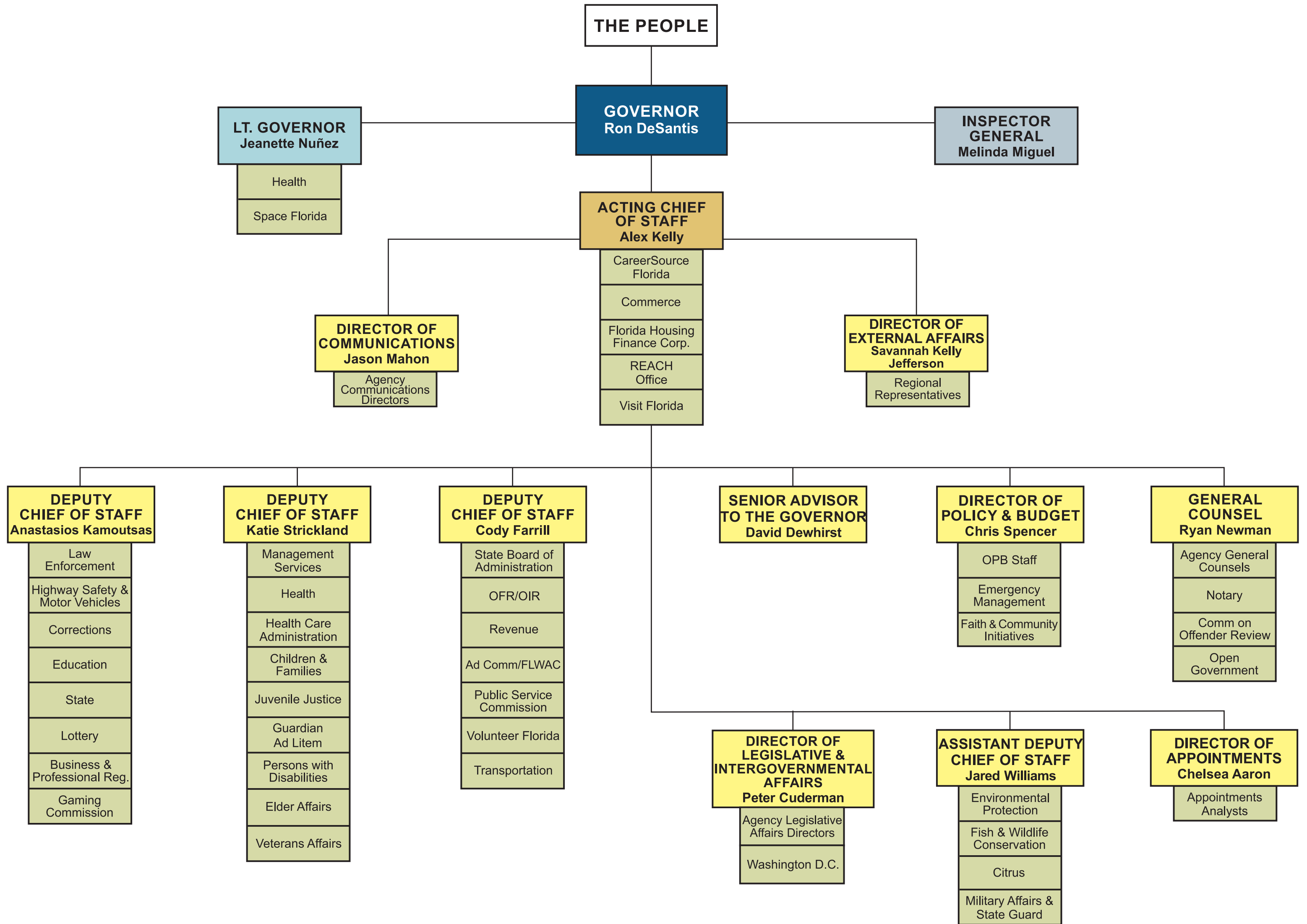
	<p>12. SC2023-1190</p> <p>13. 4:23-cv-163</p>
Summary of the Complaint:	<p>1. Challenge to Florida’s 15-week abortion ban</p> <p>2. Challenge to Florida’s 15-week abortion ban</p> <p>3. Challenge to Governor’s suspension of Andrew Warren</p> <p>4. Challenge to 2021 Anti-Riot Bill [HB 1]</p> <p>5. Challenge to 2022 Special Session bill amending Independent Special Districts</p> <p>6. Challenge to statute prohibiting human smuggling</p> <p>7. Challenge to state’s implementation of Amendment 4</p> <p>8. Challenge to statute creating Gainesville Regional Utility Authority</p> <p>9. Challenge to statute creating Gainesville Regional Utility Authority</p> <p>10. Challenge to statute creating Gainesville Regional Utility Authority</p> <p>11. Petition for quo warranto challenging executive order declaring vacancy on Broward County School Board</p> <p>12. Petition for quo warranto challenging executive order declaring vacancy on Crescent City Commission</p> <p>13. Challenge to law creating Central Florida Tourism Oversight District (CFTOD)</p>
Amount of the Claim:	<p>1. No claims for damages</p> <p>2. No claims for damages</p> <p>3. No claims for damages</p> <p>4. No claims for damages</p> <p>5. No claims for damages</p> <p>6. No claims for damages</p> <p>7. No claims for damages</p> <p>8. No claims for damages</p> <p>9. No claims for damages</p> <p>10. No claims for damages</p> <p>11. No claims for damages</p> <p>12. No claims for damages</p> <p>13. No claims for damages</p>
Specific Statutes or Laws (including GAA) Challenged:	<p>1. HB 5 (2022); §§ 390.0111, Fla. Stat.</p> <p>2. HB 5 (2022); §§ 390.0111, Fla. Stat.</p> <p>3. N/A</p> <p>4. HB 1 (2021); §§ 870.01 & 870.02, Fla. Stat.</p> <p>5. SB-4C (2022); §§ 189.0311, Fla. Stat.</p> <p>6. N/A</p> <p>7. SB 1718 (2023); §§ 787.07, Fla. Stat. (2022)</p> <p>8. HB 1645 (2023); Art. VII, § 7</p> <p>9. HB 1645 (2023); Art. VII, § 7</p> <p>10. HB 1645 (2023); Art. VII, § 7</p> <p>11. N/A</p> <p>12. N/A</p> <p>13. HB 9B; Ch. 67-764, Laws of Fla. (2023)</p>

Status of the Case:	<ol style="list-style-type: none"> 1. Oral argument in Florida Supreme Court scheduled 9/8/23 2. Waiting ruling on motion to dismiss third amended complaint 3. Appeal awaiting decision by 11th Circuit Court of Appeals 4. Certified question to Fla. Supreme Court; oral argument scheduled for 10/4/23 5. Plaintiff has agreed but not yet transferred case to 2d Jud. Circuit 6. Defendants preparing response to motion for preliminary injunction 7. Plaintiffs yet to serve all defendants; begun scheduling discussions 8. Preparing motion to dismiss complaint 9. Plaintiffs have moved for summary judgment; Defendants preparing response and motion for summary judgment; hearing set for 9/22/23 10. Preparing motion to dismiss complaint 11. Petitioner appealed 17th Jud. Circuit's order transferring case to 2d Jud. Circuit to the 4th DCA; appeal fully briefed 12. Petition transferred from Florida Supreme Court to 7th Jud. Cir.; Respondent will move to transfer to 2d Jud. Circuit 13. Motion to Dismiss First Amended Complaint filed; awaiting Court's decision; Plaintiffs have sought leave to file second amended complaint 	
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).		

Office of Policy and Budget – June 2023



**Executive Office of the Governor
Organizational Chart**



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

Agency: Executive Office of the Governor 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 2023 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 2024-2025 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 2024-2025 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: 850-717-9210		
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.		
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
2024-2025



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

2024-2025

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2024-25
	Executive Office of the Governor
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	31100100
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,090,314.00		1,090,314.00
ADD: Other Cash (See Instructions)			
ADD: Investments	4,540,708.03		4,540,708.03
ADD: Outstanding Accounts Receivable	8,306.60		8,306.60
ADD: Anticipated Grant Revenue			
Total Cash plus Accounts Receivable	5,639,328.63		5,639,328.63
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards	(1,239.75)		(1,239.75)
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	(1,286.09)		(1,286.09)
Unreserved Fund Balance, 07/01/23	5,636,802.79		5,636,802.79 **

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: 2024-25

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, 07/01/23

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

(5,636,348.72) (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

_____ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Receivable from Federal gov't

_____ (C)

SWFS Adjustments

_____ (C)

Add/Subtract Other Adjustment(s):

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

_____ (D)

Rounding adjustment

_____ (D)

Accounts Payable not Certified Forward Operating

(454.07) (D)

_____ (D)

_____ (D)

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE:

(5,636,802.79) (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

(5,636,802.79) (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of the Governor **Budget Period:** 2024-25
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 2022-23	FY 2023-24	FY 2024-25
<u>Receipts:</u>			
Transfers from the Legislature	6,446,451	6,250,000	6,250,000

Total Fee Collection to Line (A) - Section III	6,446,451	6,250,000	6,250,000

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	4,569,928		
Other Data Processing SVCS	20,185		
Expenses	788,757		
Contracted Services	212,847		
Risk Mgt & Statewide HR Contract	18,345		
TR/DMS/HR SVCS/STW	13,195		

Total Full Costs to Line (B) - Section III	5,358,253	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	6,446,451	6,250,000	6,200,000
TOTAL SECTION II	(B)	5,358,253	-	-
TOTAL - Surplus/Deficit	(C)	1,088,198	6,250,000	6,200,000

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2024-25
	Executive Office of the Governor
Trust Fund Title:	Planning and Budgeting System Trust Fund
Budget Entity:	31100500
LAS/PBS Fund Number:	2535

	Balance as of 6/30/2023		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	11,092,249.42	(A)		11,092,249.42
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	11,092,249.42	(F)		11,092,249.42
LESS: Allowances for Uncollectibles		(G)		
LESS: Approved "A" Certified Forwards	(46,320.19)	(H)		(46,320.19)
Approved "B" Certified Forwards	(17,585.78)	(H)		(17,585.78)
Approved "FCO" Certified Forwards	(200,000.00)	(H)		(200,000.00)
LESS: B3100009 SWFS ADJ		(I)	(214,715.08)	(214,715.08)
LESS:		(J)		
Unreserved Fund Balance, 07/01/23	10,828,343.45	(K)	-214,715.08	10,613,628.37**

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: 2024-25	
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, 07/01/23	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(11,045,929.23) (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B32100009	214,715.08 (C)
SWFS Adjustment #	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward Total per LAS/PBS	17,585.78 (D)
Approved FCO Carry Forward Total per LAS/PBS	200,000.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	(10,613,628.37) (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	(10,613,628.37) (F)
DIFFERENCE:	0.00 (G)*

*SHOULD EQUAL ZERO.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2024-2025

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-2122-002	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.	
Office of the Chief Inspector General Report A-2223-002	June 2023	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 30, 2023, management advised that they have accepted the risk.	
Office of the Chief Inspector General Report A-2223-002	June 2023	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 30, 2023, management advised that corrective action will be taken to mitigate the risk associated with this audit finding.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2024 - 2025

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)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Florida Auditor General Report 2022-189	June 2022	Executive Office of the Governor/Office of Policy and Budget	<p>Finding: The allowability of claimed Coronavirus Relief Fund (CRF) expenditures was not always supported by appropriate records or methodology.</p> <p>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 amounts and ensure that the revised amounts</p>	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 2024-25 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, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 57 of the LBR Instructions?	Y				
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y				

3. EXHIBIT B (EXBR, EXB)

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

3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity 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				
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Fiscal Year 2024-25 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				

3.3 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 60 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2022-23 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					

Fiscal Year 2024-25 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 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 28 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 63 through 70 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 70 of the LBR Instructions?	N/A				
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	N/A				
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	N/A				
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9 Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-003?	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				

Fiscal Year 2024-25 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				
7.13	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 27 and 89 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

Fiscal Year 2024-25 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				

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 63 through 70 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2023-24 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.	

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

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	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				

Fiscal Year 2024-25 LBR Technical Review Checklist

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Action		Program or Service (Budget Entity Codes)				
		311				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N/A- NOT YET AVAIL.				
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?	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				

Fiscal Year 2024-25 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				

8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
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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 121 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.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	Y				
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10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)	N/A				
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 94 and 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1 Are the correct Information Technology (IT) issue codes used?	Y				
TIP If IT issues are not coded (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)

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	311				
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y				
13. SCHEDULE VIII B-1 (EADR, S8B1)					
13.1 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 VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)					
14.1 Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y				
TIP Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.					
15. SCHEDULE VIII C (EADR, S8C) (NO LONGER REQUIRED)					
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 105-109 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 2022-23 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				

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	311				

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")	SEE FOOT NOTE				
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 53 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 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

AUDITS - GENERAL INFORMATION

TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

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

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

19. FLORIDA FISCAL PORTAL

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	311				
19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				



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

31700100

Division of Emergency Management

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

**Legislative Budget Request
2024-2025**



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

LEGISLATIVE BUDGET REQUEST

Division of Emergency Management

Tallahassee, Florida

September 15, 2023

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

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

Tim Sadberry, Staff Director
Senate 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 2024-25 Fiscal Year. This submission has been approved by Kevin Guthrie, Director of the Division of Emergency Management.

Sincerely,

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

Kevin Guthrie
Executive Director, Division of Emergency Management

KG/sfm

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	549,096.71
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,077,876.16
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	4,350.63
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	34,512.63-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	12,998.06-
	** GL 31100 TOTAL	47,510.69-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,240.73-
	** GL 32100 TOTAL	2,240.73-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	224.91-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
180205	TR OTHER FUNDS W/I AGY	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	301.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,184.38-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	225.50-
	** GL 35300 TOTAL	2,710.88-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	650.71-
	** GL 35600 TOTAL	650.71-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,577,985.58-
94100	ENCUMBRANCES	
040000	CF EXPENSES	65,862.37
100777	CF CONTRACTED SERVICES	68,108.41
	** GL 94100 TOTAL	133,970.78
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	65,862.37-
100777	CF CONTRACTED SERVICES	68,108.41-
	** GL 98100 TOTAL	133,970.78-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,247,161.24
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,348,494.26
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	15,833.65
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	101,507.15-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,746.28-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	189,762.64-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	10,325.21-
	** GL 31100 TOTAL	305,341.28-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	18,007.03-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	1,297.80-
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	1,297.80-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	0.00
040000 CF	EXPENSES	32,457.09-
100777	CONTRACTED SERVICES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	820.67-
	** GL 35300 TOTAL	33,277.76-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	1,666.53-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	11,251,898.75-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	188,778.35
100777 CF	CONTRACTED SERVICES	57,653.50
101123	G/A-EMERGENCY MGMT PRGS	1,324,101.42
101123 CF	G/A-EMERGENCY MGMT PRGS	1,586,140.96
103644 CF	COMM ON COMMUNITY SERVICE	75,000.00
105158 CF	DISASTER ACTIVITY-STATE	85,645.28
	** GL 94100 TOTAL	3,317,319.51
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	188,778.35-
100777 CF	CONTRACTED SERVICES	57,653.50-
101123	G/A-EMERGENCY MGMT PRGS	1,324,101.42-
101123 CF	G/A-EMERGENCY MGMT PRGS	1,586,140.96-
103644 CF	COMM ON COMMUNITY SERVICE	75,000.00-
105158 CF	DISASTER ACTIVITY-STATE	85,645.28-
	** GL 98100 TOTAL	3,317,319.51-
	*** 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	162,196.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	173,437,294.69
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	340,485.29
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	6,904.65
185080	TR TO ADMIN TF	0.00
	** GL 16200 TOTAL	6,904.65
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	1,004,329.78
	** GL 16400 TOTAL	1,004,329.78
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	6,707.03-
050385	DISASTER PREP PLAN & ADMIN	309,879.37-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,888.92-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	344,484.95-
103534	G/A-ST/FED DIS RELIEF-ADMN	48,986.85-
105264	G/A-PREDISASTER MITIGATION	0.00
105264	CF G/A-PREDISASTER MITIGATION	32,269.24-
106401	G/A-FED CITRUS DIS REC PGM	130,811.00-
106402	G/A-FED TIMBER PGM	3,505,114.64-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
107889	HAZARDOUS/EMERGENCY/GRANT	0.00
107889	CF HAZARDOUS/EMERGENCY/GRANT	7,315.92-
	** GL 31100 TOTAL	4,389,457.92-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	14.39-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	0.00
001500	TRANSFERS	0.00
180205	TR OTHER FUNDS W/I AGY	5,606.85-
	** GL 35200 TOTAL	5,606.85-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	1,162.35-
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	229,202.91-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	17,647.55-
	** GL 35300 TOTAL	248,012.81-
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	2,402.08-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	120,030.51-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	120,030.51-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	170,217,969.48-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	32,283.63
94100	ENCUMBRANCES	
040000	CF EXPENSES	129,637.16
050385	DISASTER PREP PLAN & ADMIN	5,054,759.68
100777	CF CONTRACTED SERVICES	34,150.09
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	88,648,232.31
103534	G/A-ST/FED DIS RELIEF-ADMN	1,167,083.98
105009	STWIDE HURR PREP AND PLAN	644.86
105009	CF STWIDE HURR PREP AND PLAN	153,529.28

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105264	CF G/A-PREDISASTER MITIGATION	6,204,449.17
105865	CF G/A-FLOOD MITIGATION/PROG	7,036,985.71
106401	G/A-FED CITRUS DIS REC PGM	477,340.76
107889	CF HAZARDOUS/EMERGENCY/GRANT	459,795.38
181020	TR/FUNDS/DOMESTIC SECURITY	3,713,758.21
	** GL 94100 TOTAL	113,080,366.59
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	129,637.16-
050385	DISASTER PREP PLAN & ADMIN	5,054,759.68-
100777	CF CONTRACTED SERVICES	34,150.09-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	88,648,232.31-
103534	G/A-ST/FED DIS RELIEF-ADMN	1,167,083.98-
105009	STWIDE HURR PREP AND PLAN	644.86-
105009	CF STWIDE HURR PREP AND PLAN	153,529.28-
105264	CF G/A-PREDISASTER MITIGATION	6,204,449.17-
105865	CF G/A-FLOOD MITIGATION/PROG	7,036,985.71-
106401	G/A-FED CITRUS DIS REC PGM	477,340.76-
107889	CF HAZARDOUS/EMERGENCY/GRANT	459,795.38-
181020	TR/FUNDS/DOMESTIC SECURITY	3,713,758.21-
	** GL 98100 TOTAL	113,080,366.59-
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	109,499,360.05
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	296,174.57
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	340,007.94-
105150	CF G/A-PUBLIC ASSISTANCE	1,327,131.64-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	5,074,153.02-
105158	DISASTER ACTIVITY-STATE	92,262.05-
	** GL 31100 TOTAL	6,833,554.65-
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	1,493,359.82-
	** GL 35300 TOTAL	1,493,359.82-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.03-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	101,468,620.32-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER
 G-L G-L ACCOUNT NAME

CAT	ENCUMBRANCES	BEGINNING BALANCE
94100		
105150	G/A-PUBLIC ASSISTANCE	40,961,964.58
105150	CF G/A-PUBLIC ASSISTANCE	26,910,097.57
105152	CF PUBLIC ASSISTANCE-ST OPS	10,733,425.34
105158	DISASTER ACTIVITY-STATE	2,190,562.23
105158	CF DISASTER ACTIVITY-STATE	462,506.37
105220	CF G/A - MIAMI-DADE - PT	15,800.75
	** GL 94100 TOTAL	81,274,356.84
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	40,961,964.58-
105150	CF G/A-PUBLIC ASSISTANCE	26,910,097.57-
105152	CF PUBLIC ASSISTANCE-ST OPS	10,733,425.34-
105158	DISASTER ACTIVITY-STATE	2,190,562.23-
105158	CF DISASTER ACTIVITY-STATE	462,506.37-
105220	CF G/A - MIAMI-DADE - PT	15,800.75-
	** GL 98100 TOTAL	81,274,356.84-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.20
	*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/23

31000000000
BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2023

DATE RUN 08/07/23
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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	20,154.66
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	33,000,152.79
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	63,577.82
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,386.00-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	1,028.00-
105860	G/A-HURRICANE LOSS MITIG	403,480.21-
	** GL 31100 TOTAL	405,894.21-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	3,295.28-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	29,599.19-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	32,645,096.59-
94100	ENCUMBRANCES	
040000	CF EXPENSES	640.30
100777	CONTRACTED SERVICES	302.77
105009	CF STWIDE HURR PREP AND PLAN	3,990.10
105860	G/A-HURRICANE LOSS MITIG	5,814,224.24
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,121,792.96
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	828,246.81
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	469,985.02
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,186,950.00
140527	21 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,940,365.40
	** GL 94100 TOTAL	11,366,497.60

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

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100		
040000	CF EXPENSES	640.30-
100777	CONTRACTED SERVICES	302.77-
105009	CF STWIDE HURR PREP AND PLAN	3,990.10-
105860	G/A-HURRICANE LOSS MITIG	5,814,224.24-
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,121,792.96-
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	828,246.81-
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	469,985.02-
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,186,950.00-
140527	21 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,940,365.40-
	** GL 98100 TOTAL	11,366,497.60-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,143,932,492.77
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	185,774,049.62
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	117,387.51
31100	ACCOUNTS PAYABLE	
102323	HURRICANE IAN -UNMET NEEDS	0.00
102323	CF HURRICANE IAN -UNMET NEEDS	6,713,306.59-
105150	G/A-PUBLIC ASSISTANCE	256,904.25-
105152	PUBLIC ASSISTANCE-ST OPS	94,144,585.73-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	1,082,303.72-
105163	ILLEGAL MIGRATION	634,555.22-
105163	CF ILLEGAL MIGRATION	596,406.32-
	** GL 31100 TOTAL	103,428,061.83-
35300	DUE TO OTHER DEPARTMENTS	
105152	PUBLIC ASSISTANCE-ST OPS	23,279.18-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	6,084.26-
	** GL 35300 TOTAL	29,363.44-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,226,366,504.63-
94100	ENCUMBRANCES	
102323	CF HURRICANE IAN -UNMET NEEDS	500,000.00
105152	PUBLIC ASSISTANCE-ST OPS	566,372,541.19
105163	ILLEGAL MIGRATION	8,987,352.56
105163	CF ILLEGAL MIGRATION	3,597,374.26
	** GL 94100 TOTAL	579,457,268.01
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
102323	CF HURRICANE IAN -UNMET NEEDS	500,000.00-
105152	PUBLIC ASSISTANCE-ST OPS	566,372,541.19-
105163	ILLEGAL MIGRATION	8,987,352.56-
105163	CF ILLEGAL MIGRATION	3,597,374.26-
	** GL 98100 TOTAL	579,457,268.01-
	*** 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	48,549,568.69
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	10,002,847.59
105155	G/A - COVID-19 - PASS THRU	105,407.31
	** GL 15500 TOTAL	10,108,254.90
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	119,082,762.35
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	119,082,762.35
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	10,753,676.78-
105150	CF G/A-PUBLIC ASSISTANCE	9,969,573.24-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	21,390.35-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	2,018,115.75-
105154	G/A-HAZARD MITIGATION	2,324,895.46-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	3,252,119.97-
105156	HAZARD MITIGATION-ST OPS	124.96-
105156	CF HAZARD MITIGATION-ST OPS	793,928.67-
	** GL 31100 TOTAL	29,133,825.18-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	4.21-
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	93,132,085.29-
105150	CF G/A-PUBLIC ASSISTANCE	4,920,451.70-
105155	G/A - COVID-19 - PASS THRU	4,270,746.46-
105220	G/A - MIAMI-DADE - PT	0.00
105220	CF G/A - MIAMI-DADE - PT	25,342.76-
	** GL 35300 TOTAL	102,348,626.21-

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	34,610,477.08-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	4,271,028.23-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	4,271,028.23-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	7,376,629.24-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	4.21
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	442,284,512.83
105150	CF G/A-PUBLIC ASSISTANCE	161,775,358.50
105152	CF PUBLIC ASSISTANCE-ST OPS	177,036.20
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	8,062,304.96
105154	G/A-HAZARD MITIGATION	370,784,536.58
105155	CF G/A - COVID-19 - PASS THRU	23,056,185.03
105156	HAZARD MITIGATION-ST OPS	2,636,315.73
105156	CF HAZARD MITIGATION-ST OPS	1,470,041.56
105220	CF G/A - MIAMI-DADE - PT	1,933,941.28
	** GL 94100 TOTAL	1,012,180,232.67
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	442,284,512.83-
105150	CF G/A-PUBLIC ASSISTANCE	161,775,358.50-
105152	CF PUBLIC ASSISTANCE-ST OPS	177,036.20-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	8,062,304.96-
105154	G/A-HAZARD MITIGATION	370,784,536.58-
105155	CF G/A - COVID-19 - PASS THRU	23,056,185.03-
105156	HAZARD MITIGATION-ST OPS	2,636,315.73-
105156	CF HAZARD MITIGATION-ST OPS	1,470,041.56-
105220	CF G/A - MIAMI-DADE - PT	1,933,941.28-
	** GL 98100 TOTAL	1,012,180,232.67-
	*** 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	79,652.93
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	16,126.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	985,172.73
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	2,508.97
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	2,130.21-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	70,546.03-
	** GL 31100 TOTAL	72,676.24-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	130.04-
	** GL 35300 TOTAL	130.04-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	21,876.37-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	10,197.63-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	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	898,159.13-
94100	ENCUMBRANCES	
040000	CF EXPENSES	2,544.69
100777	CF CONTRACTED SERVICES	49,303.57
107888	CF FL HAZARDOUS MATERIALS P P	309,330.57
	** GL 94100 TOTAL	361,178.83
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	2,544.69-
100777	CF CONTRACTED SERVICES	49,303.57-
107888	CF FL HAZARDOUS MATERIALS P P	309,330.57-
	** GL 98100 TOTAL	361,178.83-
	*** FUND TOTAL	0.00

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

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 23-24) 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, 105156, 102210, 101204, 106401, 106402) that applies to temporary employment. For FY 23-24, the projected rates of 31.88% and 28.28% is being used. For FY 24-25, the same rate as FY 23/24 is being used. 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, 105156, 102210) 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 \$166,383.

Attached is the FY 23/24 Indirect Cost Rate Agreement and the same is used for FY 24/23 for estimating purposes until the proposed rates have been calculated for submitting to FEMA.

FY 23/24 ADMINISTRATIVE ASSESSMENT CALCULATIONS

<i>2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)</i>	<i>FY 23/24</i>
Estimated FTE Salaries & Benefit with 9% Vacancy Rate	3,513,639
Estimated OPS Salaries & Benefits with 24% Vacancy Rate	<u>927,547</u>
	4,441,186
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for EMPA	1,415,850
<i>2261 Federal Grants Trust Fund (FGTF)</i>	
Estimated FTE Salaries & Benefit with 5% Vacancy Rate	4,537,640
Estimated OPS Salaries & Benefits with 24% Vacancy Rate	<u>1,555,462</u>
	6,093,102
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for FGTF	1,942,479
<i>2339 Grants & Donations Trust Fund (GDTF)</i>	
Estimated FTE Salaries & Benefit with 0% Vacancy Rate	321,791
Estimated OPS Salaries & Benefits with 6% Vacancy Rate	<u>640,117</u>
	961,908
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for GDTF	306,656
<i>2398 Emergency Preparedness & Response Fund (EPRF)</i>	
Estimated FTE Salaries & Benefit with 0% Vacancy Rate	0
Estimated OPS Salaries & Benefits with 0% Vacancy Rate	<u>96,915</u>
	96,915
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for EPRF	30,896
<i>2510 Operating Trust Fund (OTF) & GR Fund Shift</i>	
Estimated FTE Salaries & Benefit with 0% Vacancy Rate	831,859
Estimated OPS Salaries & Benefits with 0% Vacancy Rate	<u>0</u>
	831,859
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for OTF	166,383

2750 US Contributions Trust Fund (USCTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	920,567
Estimated OPS Salaries & Benefits with 12% Vacancy Rate	<u>5,496,474</u>
	6,417,041
Approved Indirect Cost Rate for Administrative Assessments	<u>28.28%</u>
Estimated Administrative Assessment for USCTF	1,814,739

FY 24/25 ADMINISTRATIVE ASSESSMENT CALCULATIONS

2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)

FY 24/25

Estimated FTE Salaries & Benefit with 9% Vacancy Rate	3,530,097
Estimated OPS Salaries & Benefits with 24% Vacancy Rate	<u>927,547</u>
	4,457,644
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for EMPA	1,421,097

2261 Federal Grants Trust Fund (FGTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	4,549,714
Estimated OPS Salaries & Benefits with 24% Vacancy Rate	<u>1,555,462</u>
	6,105,176
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for FGTF	1,946,330

2339 Grants & Donations Trust Fund (GDTF)

Estimated FTE Salaries & Benefit with 0% Vacancy Rate	323,943
Estimated OPS Salaries & Benefits with 6% Vacancy Rate	<u>640,117</u>
	964,060
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for GDTF	307,342

2398 Emergency Preparedness & Response Fund (EPRF)

Estimated FTE Salaries & Benefit with 0% Vacancy Rate	0
Estimated OPS Salaries & Benefits with 0% Vacancy Rate	<u>96,915</u>
	96,915
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for GDTF	30,896

2510 Operating Trust Fund (OTF) & GR Fund Shift

Estimated FTE Salaries & Benefit with 0% Vacancy Rate	831,859
Estimated OPS Salaries & Benefits with 0% Vacancy Rate	<u>0</u>
	831,859
Approved Indirect Cost Rate for Administrative Assessments	<u>31.88%</u>
Estimated Administrative Assessment for OTF CAP at \$166,383	166,383

2750 US Contributions Trust Fund (USCTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	927,561
Estimated OPS Salaries & Benefits with 12% Vacancy Rate	<u>5,496,474</u>
	6,424,035
Approved Indirect Cost Rate for Administrative Assessments	<u>28.28%</u>
Estimated Administrative Assessment for USCTF	1,816,717

STATE AND LOCAL GOVERNMENT RATE AGREEMENT

EIN: 80-0749868
ORGANIZATION:
Florida Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

Date: 03/03/2023
FILING REF.: The preceding
agreement was dated
04/01/2022

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

SECTION I: INDIRECT COST RATES

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

<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
FIXED	07/01/2023	06/30/2024	31.90	On Site	Emergency Management
FINAL	07/01/2021	06/30/2022	28.30	On Site	Disaster
PROV.	07/01/2022	06/30/2024	28.30	On Site	Disaster

*BASE

Direct salaries and wages including all fringe benefits.

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

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

TREATMENT OF PAID ABSENCES:

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

Equipment Definition:

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

Fringe Benefits:

FICA

Retirement – State

Disability Insurance

Worker's Compensation

Health Insurance

Dental Insurance

Pretax Administrative

Life Insurance

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

The rate for Emergency Management includes an under-recovery carryforward amount of \$418,152.

Your next proposal based on actual costs for the fiscal year ending 06/30/23 is due to FEMA by 12/31/23.

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

SECTION III: GENERAL

A. LIMITATIONS:

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

B. ACCOUNTING CHANGES:

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

C. FIXED RATES:

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

D. USE BY OTHER FEDERAL AGENCIES:

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

E. OTHER:

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

BY THE INSTITUTION:

Florida Division of Emergency Management
(INSTITUTION)

(SIGNATURE)
Mark Mahoney
(NAME)

Director of Finance and Administration
(TITLE)
4/20/23
(DATE)

ON BEHALF OF THE GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES
(AGENCY)

(SIGNATURE)
Darryl W. Maves
(NAME)

Deputy Director, Cost Allocation Services
(TITLE)
03/03/2023
(DATE)

HHS REPRESENTATIVE: Michael Phillips
TELEPHONE: (212) 264-2069

**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 2024-25 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR 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.

A/P Not Carried Forward Operating

Amount - \$924: Adjustment for current year A/P not carried forward.

Reclass of PY Accounts Payable

Amount – (\$1,191): Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions - \$223,477

Rounding – (7)

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: \$18,207,655 FY 23-24 Estimated Revenue
(\$7,481,265) Exempt from 5% (Base grants to 67 counties)
(\$ 4,046) Service Charge to GR @ 8%
(\$ 1,415,850) Transfer to 2021 Administrative Assessments

\$ 9,306,494 Estimated revenues not exempted from 5% reserve

\$9,306,494 X 5% = \$465,325

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 2023 projects the revenues for this fund. Based on the conference report the projected revenues for Fiscal Year 2023-24 are \$16,500,000 and the projected revenues for FY 2024-25 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 nine fiscal years. The average change over the past nine years is 5.4%. It is not anticipated that these revenues will increase by any more than 5.4% each year. The interest for this fund is based on the actual interest earned for FY 2022-23.

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
FY 2022-23 Receipts	\$1,573,182

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 =	$(\$1,950,191 - \$1,362,869) / \$1,362,869 = 43\%$
FY 2022-23 =	$(\$1,573,182 - \$1,950,191) / \$1,950,191 = -19\%$

Revenue Calculation

FY 2023-24 =	$\$1,573,182 \times 1.054 = \$1,657,080$
FY 2024-25 =	$\$1,657,080 \times 1.054 = \$1,746,562$

TABLE 22
INSURANCE PREMIUM TAX (\$ Millions)

Chapter 624, 626 Florida Statutes

		Cash Adjustments	Collections After Credits	% chg	Available to Distribute	Emergency Management Surcharge	Distribution to DMS	Distribution to DFS TF	Distribution to GR
2003-04		-20.8	577.8	12.1	557.0	13.3	127.5	24.1	392.0
2004-05		-10.3	621.6	7.6	611.3	15.2	133.6	27.5	435.0
2005-06		-14.5	678.3	9.1	663.8	14.0	146.1	29.3	474.4
2006-07		-26.0	774.0	14.1	748.0	13.9	168.1	40.1	525.9
2007-08		22.2	718.3	-7.2	740.5	14.5	175.1	43.9	507.0
2008-09		5.8	654.1	-8.9	659.9	14.1	156.3	35.4	454.0
2009-10		-0.7	667.4	2.0	666.7	14.1	156.4	36.3	460.0
2010-11		-7.1	696.6	4.4	689.5	14.3	154.9	37.9	482.5
2011-12		4.0	703.3	1.0	707.3	14.0	162.6	38.8	492.3
2012-13		-6.6	701.8	-0.2	695.2	13.6	165.9	38.3	477.0
2013-14		-15.0	711.9	1.4	696.9	13.6	173.1	39.7	470.5
2014-15		-2.1	688.9	-3.2	686.8	13.9	169.7	36.7	466.5
2015-16		-4.5	703.9	2.2	699.4	14.5	175.9	37.5	471.5
2016-17		1.7	719.1	2.2	720.8	15.0	172.3	36.5	497.0
2017-18		-28.4	820.4	14.1	792.0	14.6	179.6	36.5	561.3
2018-19		-11.8	879.0	7.1	867.2	15.6	188.7	36.5	626.4
2019-20		36.2	893.7	1.7	929.9	15.0	201.4	37.0	676.5
2020-21		-93.0	1103.3	23.5	1010.3	15.3	206.0	38.7	750.3
2021-22		-85.8	1160.7	5.2	1074.9	16.2	221.5	44.9	792.3
2022-23		30.3	1384.3	19.3	1414.6	16.5	291.9	56.7	1049.5
2023-24	OLD	-48.0	1444.5	4.3	1396.5	16.5	299.9	60.8	1008.2
2023-24	EDR	-23.8	1359.0	-1.8	1335.2	16.5	283.6	56.1	979.0
2023-24	EOG	-21.0	1367.6	-1.2	1346.6	16.5	286.0	56.6	987.5
2023-24	DOR	-21.5	1397.5	1.0	1376.0	16.5	285.5	56.5	1017.5
2023-24	NEW	-21.0	1367.6	-1.2	1346.6	16.5	286.0	56.6	987.5
2024-25	OLD	-8.5	1516.4	5.0	1507.9	16.5	317.8	64.3	1092.7
2024-25	EDR	-8.8	1437.3	5.8	1428.5	16.5	299.7	59.2	1053.1
2024-25	EOG	-5.0	1456.9	6.5	1451.9	16.5	305.2	60.3	1069.9
2024-25	DOR	-1.7	1504.6	7.7	1502.9	16.5	307.6	60.7	1118.1
2024-25	NEW	-5.0	1456.9	6.5	1451.9	16.5	305.2	60.3	1069.9
2025-26	OLD	-12.5	1585.6	4.6	1573.1	16.5	332.4	67.2	1134.9
2025-26	EDR	-14.1	1496.4	4.1	1482.3	16.5	313.1	61.8	1090.9
2025-26	EOG	-12.8	1516.5	4.1	1503.7	16.5	319.7	63.1	1104.4
2025-26	DOR	-6.2	1596.6	6.1	1590.4	16.5	327.6	64.6	1181.7
2025-26	NEW	-12.8	1516.5	4.1	1503.7	16.5	319.7	63.1	1104.4
2026-27	OLD	-11.9	1665.9	5.1	1654.0	16.5	347.6	70.2	1197.6
2026-27	EDR	-13.4	1572.3	5.1	1558.9	16.5	327.0	64.5	1150.9
2026-27	EOG	-12.9	1594.4	5.1	1581.5	16.5	334.0	65.8	1165.2
2026-27	DOR	-10.4	1668.8	4.5	1658.4	16.5	344.0	67.7	1230.2
2026-27	NEW	-12.9	1594.4	5.1	1581.5	16.5	334.0	65.8	1165.2
2027-28	OLD	-11.1	1751.2	5.1	1740.1	16.5	363.3	73.3	1264.9
2027-28	EDR	-8.2	1648.7	4.9	1640.5	16.5	341.1	67.2	1215.7
2027-28	EOG	-7.2	1674.4	5.0	1667.2	16.5	348.9	68.7	1233.1
2027-28	DOR	-4.4	1755.7	5.2	1751.3	16.5	361.2	71.1	1302.5
2027-28	NEW	-7.2	1674.4	5.0	1667.2	16.5	348.9	68.7	1233.1
2028-29	OLD	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
2028-29	EDR	2.5	1729.3	4.9	1731.8	16.5	355.7	70.0	1289.6
2028-29	EOG	3.7	1759.2	5.1	1762.9	16.5	364.6	71.7	1310.1
2028-29	DOR	6.6	1844.9	5.1	1851.5	16.5	379.3	74.6	1381.1
2028-29	NEW	3.7	1759.2	5.1	1762.9	16.5	364.6	71.7	1310.1

TABLE 22, continued
INSURANCE PREMIUM TAX (\$ Millions)

Chapter 624, 626 Florida Statutes

		Distribution to GR	Total Surplus Lines Collections	% chg	Surplus Lines Distribution to GR	Total Distribution to GR	% chg	Refunds
2003-04		392.0	132.2	16.4	100.1	492.1	19.7	24.3
2004-05		435.0	146.2	10.6	110.7	545.7	10.9	23.5
2005-06		474.4	181.4	24.1	137.3	611.7	12.1	23.9
2006-07		525.9	226.6	24.9	171.5	697.4	14.0	39.0
2007-08		507.0	218.1	-3.8	165.1	672.1	-3.6	29.5
2008-09		454.0	190.7	-12.6	160.7	614.7	-8.5	47.2
2009-10		460.0	189.2	-0.8	189.2	649.2	5.6	42.0
2010-11		482.5	178.0	-5.9	178.0	660.5	1.7	39.5
2011-12		492.3	170.3	-4.3	170.3	662.6	0.3	38.0
2012-13		477.0	198.9	16.8	198.9	675.9	2.0	33.4
2013-14		470.5	205.1	3.1	205.1	675.6	0.0	46.0
2014-15		466.5	219.7	7.1	200.4	666.9	-1.3	37.2
2015-16		471.5	231.7	5.4	211.3	682.8	2.4	53.1
2016-17		497.0	231.8	0.0	211.4	708.4	3.7	22.5
2017-18		561.3	252.4	8.9	238.3	799.6	12.9	27.4
2018-19		626.4	273.5	8.4	250.7	877.1	9.7	39.9
2019-20		676.5	324.6	18.7	296.0	972.5	10.9	23.7
2020-21		750.3	378.1	16.5	344.8	1095.1	12.6	43.7
2021-22		792.3	480.7	27.1	438.4	1230.7	12.4	41.3
2022-23		1049.5	608.8	26.6	555.2	1604.7	30.4	41.3
2023-24	OLD	1008.2	652.1	7.1	594.7	1602.9	-0.1	37.5
2023-24	EDR	979.0	690.5	13.4	629.7	1608.7	0.2	35.0
2023-24	EOG	987.5	703.9	15.6	642.0	1629.5	1.5	41.0
2023-24	DOR	1017.5	746.6	22.6	680.9	1698.4	5.8	41.0
2023-24	NEW	987.5	703.9	15.6	642.0	1629.5	1.5	41.0
2024-25	OLD	1092.7	684.6	5.0	624.4	1717.1	7.1	37.5
2024-25	EDR	1053.1	773.4	12.0	705.3	1758.4	9.3	35.0
2024-25	EOG	1069.9	763.0	8.4	695.9	1765.8	8.4	41.0
2024-25	DOR	1118.1	808.3	8.3	737.2	1855.3	9.2	37.1
2024-25	NEW	1069.9	763.0	8.4	695.9	1765.8	8.4	41.0
2025-26	OLD	1134.9	718.9	5.0	655.6	1790.5	4.3	37.5
2025-26	EDR	1090.9	850.7	10.0	775.8	1866.7	6.2	35.0
2025-26	EOG	1104.4	817.3	7.1	745.4	1849.8	4.8	41.0
2025-26	DOR	1181.7	859.9	6.4	784.2	1965.9	6.0	39.1
2025-26	NEW	1104.4	817.3	7.1	745.4	1849.8	4.8	41.0
2026-27	OLD	1197.6	754.9	5.0	688.5	1886.1	5.3	37.5
2026-27	EDR	1150.9	910.2	7.0	830.1	1981.0	6.1	35.0
2026-27	EOG	1165.2	865.5	5.9	789.3	1954.5	5.7	41.0
2026-27	DOR	1230.2	887.3	3.2	809.2	2039.4	3.7	38.1
2026-27	NEW	1165.2	865.5	5.9	789.3	1954.5	5.7	41.0
2027-28	OLD	1264.9	792.5	5.0	722.8	1987.7	5.4	37.5
2027-28	EDR	1215.7	964.9	6.0	880.0	2095.7	5.8	35.0
2027-28	EOG	1233.1	909.6	5.1	829.6	2062.7	5.5	41.0
2027-28	DOR	1302.5	915.6	3.2	835.0	2137.5	4.8	38.6
2027-28	NEW	1233.1	909.6	5.1	829.6	2062.7	5.5	41.0
2028-29	OLD	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
2028-29	EDR	1289.6	1022.8	6.0	932.8	2222.4	6.0	35.0
2028-29	EOG	1310.1	955.2	5.0	871.1	2181.2	5.7	41.0
2028-29	DOR	1381.1	944.7	3.2	861.6	2242.7	4.9	38.3
2028-29	NEW	1310.1	955.2	5.0	871.1	2181.2	5.7	41.0

**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 2024-25 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2022-23

A/P Not Carried Forward Operating

Amount – \$55,306: Prior year accounts payable not certified forward included in line A and Line D.

Adjustment to Line A for PY Certified “B”

Amount – (\$2,072,832): Adjustment for prior year certified “B” to adjust line A.

Reclass of PY Accounts Payable

Amount – (\$17,331): Reclass prior year accounts payable not certified included in line A and Line D.

SWFS Adjustment #B3100016

Amount – \$2,721,002: Accounts Receivable set up after fiscal year closing for a true-up of EMPA funds from DOR to adjust line B.

Certified Forward Reversions - \$1,605,573

Rounding – \$4

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

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
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 2024-25 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2022-23

Adjustment to Line A for PY Certified “B”

Amount – (\$11,062,995): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

Amount – \$2,828,675: Prior year accounts payable not certified forward included in line A and Line D.

Reclass of PY Accounts Payable

Amount – (\$8,764): Reclass prior year accounts payable not certified included in line A and Line D.

Certified Forward Reversions - \$10,863,635

Post Closing SWFS Adjustment #B3100020

Amount: (\$59,895): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Homeland Security payments to FDLE.

Post Closing SWFS Adjustment #B3100028

Amount: (\$32,269): Classified by a statewide financial statement adjustment to correct a current year receivable set up after fiscal year closing from the Federal Government.

Post Closing SWFS Adjustment #B3100022

Amount: (\$55,855): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Homeland Security payments to DACS.

Post Closing SWFS Adjustment #B3100024

Amount: (\$177): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Homeland Security payments to DOS.

Post Closing SWFS Adjustment #B3100025

Amount: (\$55,855): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Timber Grant payment to DACS.

Post Closing SWFS Adjustment #B3100026

Amount: (\$14): Classified by a statewide financial statement adjustment to deferred revenue.

Post Closing SWFS Adjustment #B3100023

Amount: \$25: Classified by a statewide financial statement adjustment to deferred revenue.

Rounding – (\$2)

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:	\$ 483,593,845	FY 23-24 Estimated Revenue
	(\$472,538,247)	Administered Funds FEMA Disaster Match
	(\$ 10,000,000)	Transfer from Hurricane Catastrophe Fund
	(\$ 84,448)	FY 23-24 Estimated Service Charge to GR
	(\$ 306,656)	FY 23-24 Estimated Administrative Assessment
	<u>\$ 664,494</u>	Estimated Revenues not exempt from 5% reserve

$\$664,494 \times 5\% = \$33,225$

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.

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 23/24 & 24/25, the revenue being estimated is based on the \$10,000,000 required distribution.

**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 – (\$93,618,800): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

Amount - \$1,146,584: Adjustment for current year A/P not carried forward.

Reclass of PY Accounts Payable

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

Adjustment to Line A for PY FCO Certified “B”

Amount – (\$14,874,087): Adjustment for prior year certified “B” to adjust line A.

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

Rounding – \$13

**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 2024-25 Legislative Budget Request:

APPROPRIATION CATEGORY/YEAR	EXPENDITURES	ENCUMBRANCES	UNENCUMBERED BALANCE	TOTAL
140527-14	\$773,872.61	\$0.00	\$0.00	\$773,872.61
140527-15	\$286,347.01	\$0.00	\$0.00	\$286,347.01
140527-16	\$1,066,370.69	\$0.00	\$0.00	\$1,066,370.69
140527-17	\$721,132.43	\$1,121,792.96	\$569,505.26	\$2,412,430.65
140527-18	\$0.00	\$828,246.81	\$414,010.83	\$1,242,257.64
140527-19	\$0.00	\$469,985.02	\$100,137.08	\$570,122.10
140527-20	\$0.00	\$1,186,950	\$1,335,736.41	\$2,522,686.41
140527-21	\$0.00	\$1,940,365.40	\$1,059,634.60	\$3,000,000.00
140527-22	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00
140527-23	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00
	\$2,847,722.74	\$5,547,340.19	\$9,479,024.18	\$17,874,087.11

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:

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 23/24 and FY 24/25 are based on approved transfers from the Legislative Budget Commission, and projected interest earnings. The interest earning projection is based on the earnings from FY 22/23.

For FY 23/24, the Legislature appropriated \$500 million as a contingency for disaster events that could occur during the fiscal year. 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.

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
EMERGENCY PREPAREDNESS AND RESPONSE FUND (2398)
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 2024-25 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2022-23

Rounding – (2)

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:	\$2,247,234	FY 23-24 Estimated Revenue
	(\$ 179,779)	Service Charge to GR @ 8%
	(\$ 166,383)	Transfer to 2021-Administrative Assessments

	\$1,901,072	Estimated revenues not exempted from 5% reserve

\$1,901,072 X 5% = \$95,054

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 23/24 and FY 24/25 annual fees for hazardous materials are being projected to decrease by .55% 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
FY 2022-23	\$2,241,114

Estimated Fee Collections:

FY 2023-24	\$2,228,717
FY 2024-25	\$2,216,389

**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 2024-25 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2022-23

Adjustment to Line A for PY Certified “B”

Amount – (\$736,568): Adjustment for prior year certified “B” to adjust line A.

Reclass of PY Current Compensated Absences Liability

Amount - \$10,198: Adjustment required adjusting Line A (Unreserved Fund Balance as of July 1) for a non-budgetary expenditure that was included in the computation of the beginning fund balance.

Certified Forward Reversions Amount - \$516,020

Rounding – (\$2)

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

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.

**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 2024-25 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2022-23

Adjustment to Line A for PY Certified “B”

Amount – (\$700,409,837): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

Amount – \$84,469,976: Prior year accounts payable not certified forward included in line A and Line D.

Reclass of PY Accounts Payable

Amount – \$116,955,172: Reclass prior year accounts payable not certified included in line A and Line D.

Post Closing Statewide Financial Statement Adjustment – B3100003

Amount – (\$32,440,025): 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, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100008

Amount – (\$606,467): 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, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100006

Amount – (\$25,217): 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, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100007

Amount – \$4: Classified by a statewide financial statement adjustment to record a receivable set up after fiscal year closing to adjust for accrued interest payable.

Post Closing Statewide Financial Statement Adjustment – B3100014

Amount – (\$16,608,405): Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Public Assistance and Hazard Mitigation Payments related to COVID-19, Hurricane Matthew, Hurricane Irma, Hurricane Irma, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100018

Amount – (\$8,187,452): 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, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100015

Amount – \$2,662,290: Classified by a statewide financial statement adjustment to reduce a payable set up twice for Public Assistance Payments related to COVID-19, Hurricane Matthew, Hurricane Irma, Hurricane Irma, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Post Closing Statewide Financial Statement Adjustment – B3100021

Amount – (\$1,738): 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, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

Certified Forward Reversions - \$902,478,382

Rounding: \$5

Schedule VII: Agency Litigation Inventory

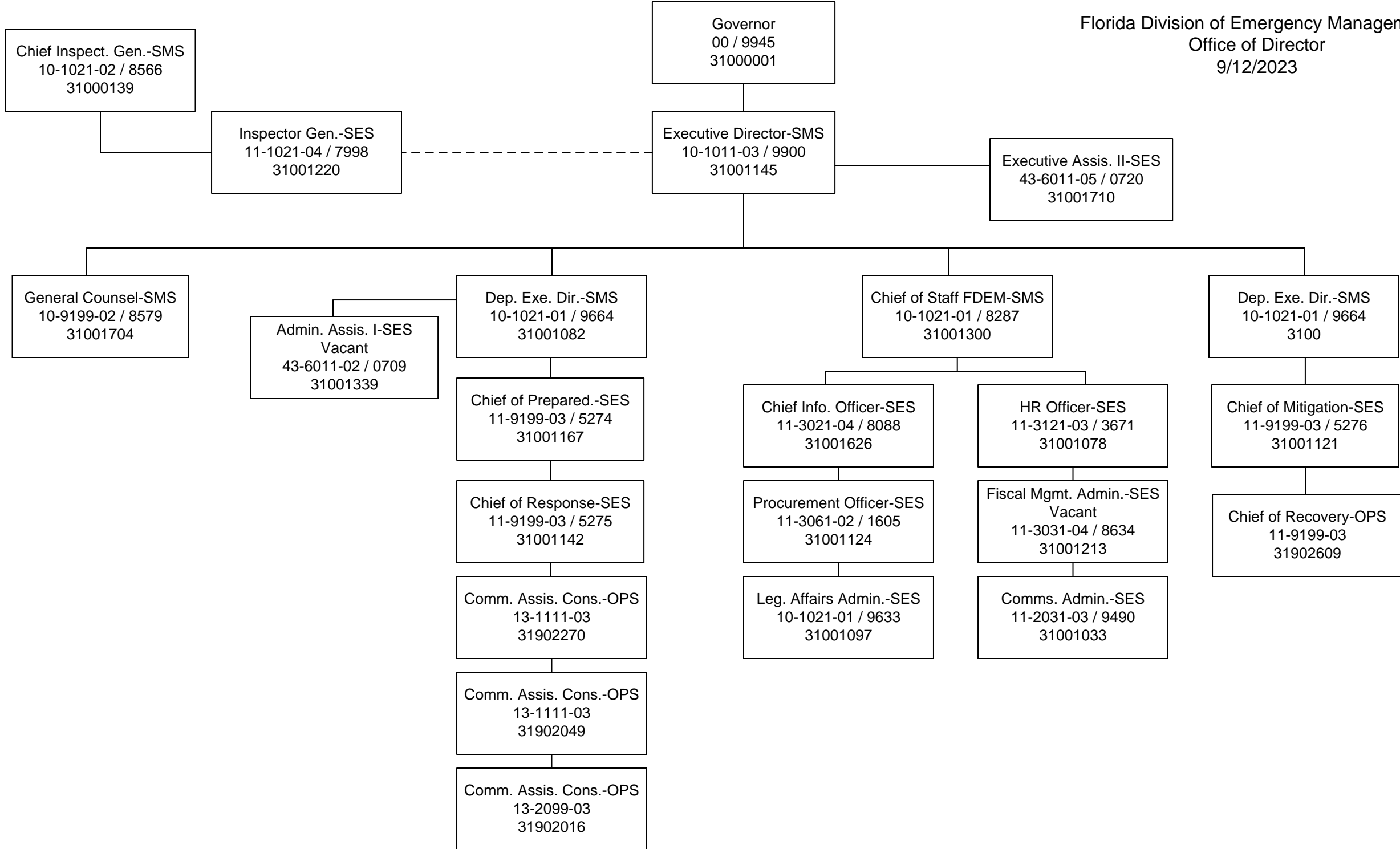
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

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 et al v. State of Florida, Division of Emergency Management		
Court with Jurisdiction:	US District Court for the Eastern District of North Carolina – Western Division		
Case Number:	EDNC No. 5:23-cv-00069-FL		
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:	DEM’s Motion to Dismiss or Transfer Venue was filed on March 9, 2023. Plaintiff’s response was filed on March 30, 2023, and DEM’s reply was filed on April 13, 2023. Court has yet to rule on this motion.		
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:	Motion for Summary Judgment was filed on March 17, 2023. Hearing for this motion is scheduled for August 7, 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		



SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

AUDIT #1: THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

AUDIT #2: THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT: (NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION TECHNOLOGY)

*** NO OPERATING CATEGORIES FOUND ***

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH 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.

*** NO ACTIVITIES FOUND ***

AUDIT #4: TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 31	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	4,953,607,412	27,807,160
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	4,603,607,447	27,807,160
	-----	-----
DIFFERENCE:	349,999,965*	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

*FOOTNOTE: The difference is due to a \$350,000,000 appropriation provided to the Division during 2022A Special Session (SB4A - CH 2022-272) that reappropriated for FY 23/24. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.

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: 9/15/23
Project Name: N/A	Is this project included in the Agency's LRPP? _____ Yes _____ No
FY 2024 - 2025 LBR Issue Code: N/A	FY 2024 -2025 LBR Issue Title: N/A
Agency Contact for Schedule XII (Name, Phone #, and E-mail address): N/A	
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:	Date:
Printed Name:	
Agency Chief Information Officer: <i>(If applicable)</i>	Date:
Printed Name:	
Budget Officer:	Date:
Printed Name:	
Planning Officer: N/A	Date:
Printed Name:	
Project Sponsor: N/A	Date:
Printed Name:	

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

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

N/A

II. Evaluation of Options

1. Provide a description of the available options for performing the service or activity and list for each option the general resources and processes needed to perform the service or activity. If state employees are currently performing the service or activity, provide at least one option involving maintaining state provision of the service or activity.

N/A

2. For each option, describe its current market for the service or activity under consideration for outsourcing or privatizing. How many vendors are currently providing the specific service or activity on a scale similar to the proposed option? How mature is this market?

N/A

3. List the criteria used to evaluate the options. Include a cost-benefit analysis documenting the direct and indirect specific baseline costs, savings, and qualitative and quantitative benefits involved in or resulting from the implementation of the recommended option(s).

N/A

4. Based upon the evaluation criteria, identify and analyze the advantages and disadvantages of each option, including potential performance improvements and risks.

N/A

5. For each option, describe the anticipated impact on the agency and the stakeholders, including impacts on other state agencies and their operations.

N/A

6. Identify changes in cost and/or service delivery that will result from each option. Describe how the changes will be realized. Describe how benefits will be measured and provide the annual cost.

N/A
7. List the major risks for each option and how the risks could be mitigated.
N/A
8. Describe any relevant experience of other agencies, other states, or the private sector in implementing similar options.
N/A

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

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

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

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

Contact Information
Agency: EOG-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 2023 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 2024-2025 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 2024-2025 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Driver #12 - State Match for Federal Emergency Management Agency (FEMA) Funding	B	\$306M	\$306M
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.

N/A

* 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
2024-2025**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024 - 2025

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 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 549,096.71	(A) <input style="width: 100px;" type="text"/>	\$ 549,096.71
ADD: Other Cash (See Instructions)	<input style="width: 100px;" type="text"/>	(B) <input style="width: 100px;" type="text"/>	\$ -
ADD: Investments	\$ 2,077,876.16	(C) <input style="width: 100px;" type="text"/>	\$ 2,077,876.16
ADD: Outstanding Accounts Receivable	\$ 4,350.63	(D) <input style="width: 100px;" type="text"/>	\$ 4,350.63
ADD: _____	<input style="width: 100px;" type="text"/>	(E) <input style="width: 100px;" type="text"/>	\$ -
Total Cash plus Accounts Receivable	\$ 2,631,323.50	(F) \$ -	\$ 2,631,323.50
LESS Allowances for Uncollectibles	<input style="width: 100px;" type="text"/>	(G) <input style="width: 100px;" type="text"/>	\$ -
LESS Approved "A" Certified Forwards	\$ 52,236.80	(H) <input style="width: 100px;" type="text"/>	\$ 52,236.80
Approved "B" Certified Forwards	\$ 133,970.78	(H) <input style="width: 100px;" type="text"/>	\$ 133,970.78
Approved "FCO" Certified Forwards	<input style="width: 100px;" type="text"/>	(H) <input style="width: 100px;" type="text"/>	\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 1,101.12	(I) <input style="width: 100px;" type="text"/>	\$ 1,101.12
LESS: _____	<input style="width: 100px;" type="text"/>	(J) <input style="width: 100px;" type="text"/>	\$ -
Unreserved Fund Balance, 07/01/23	\$ 2,444,014.80	(K) \$ -	\$ 2,444,014.80 **

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: 2024 - 2025

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

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/23
Total all GLC's 5XXXX for governmental funds; 2,577,985.58 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (133,970.78) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 2,444,014.80 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 2,444,014.80 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2024 - 2025
Trust Fund Title:	EOG - Division of Emergency Mar
Budget Entity:	Emergency Management Preparedness & Assistance Trust Fund
LAS/PBS Fund Number:	31700100-Emergency Management
	2191

	Balance as of 6/30/2023		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,247,161.24	(A)		\$ 1,247,161.24
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	\$ 10,348,494.26	(C)		\$ 10,348,494.26
ADD: Outstanding Accounts Receivable	\$ 15,833.65	(D)	\$ 2,721,002.00	\$ 2,736,835.65
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	\$ 11,611,489.15	(F)	\$ 2,721,002.00	\$ 14,332,491.15
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	\$ 337,798.37	(H)		\$ 337,798.37
Approved "B" Certified Forwards	\$ 1,993,218.09	(H)		\$ 1,993,218.09
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)	\$ 21,792.03	(I)		\$ 21,792.03
LESS: _____		(J)		0
Unreserved Fund Balance, 07/01/23	\$ 9,258,680.66	(K)	\$ 2,721,002.00	\$ 11,979,682.66 **

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: 2024 - 2025

Department Title: EOG Division of 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, 07/01/23
 Total all GLC's 5XXXX for governmental funds; 11,251,898.75 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B3100016 A/R Set Up After Closing 2,721,002.00 (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,993,218.09) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

 (D)

 (D)

 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 11,979,682.66 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 11,979,682.66 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2024 - 2025
Trust Fund Title:	EOG-Division of Emer
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	31700100
	2261

	Balance as of 6/30/2023		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 162,196.00	(A)		\$ 162,196.00
ADD: Other Cash (See Instructions)		(B)		\$ -
ADD: Investments	\$ 173,437,294.69	(C)		\$ 173,437,294.69
ADD: Outstanding Accounts Receivable	\$ 1,351,719.72	(D)	\$ 148,033.51	\$ 1,499,753.23
ADD: Anticipated Receivable	\$ 9,620,171.59	(E)		\$ 9,620,171.59
Total Cash plus Accounts Receivable	\$ 184,571,382.00	(F)	\$ 148,033.51	\$ 184,719,415.51
LESS Allowances for Uncollectibles		(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 51,343.46	(H)		\$ 51,343.46
Approved "B" Certified Forwards	\$ 14,019,191.65	(H)		\$ 14,019,191.65
Approved "FCO" Certified Forwards		(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 254,873.78	(I)		\$ 254,873.78
LESS: Deferred Inflows	\$ 170,217,969.48	(J)	\$ 55,854.58	\$ 170,273,824.06
LESS: Unearned Revenue	\$ 120,030.51	(J)	\$ 152.05	\$ 120,182.56
Unreserved Fund Balance, 07/01/23	\$ (92,026.88)	(K)	\$ 92,026.88	\$ (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 2023

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2024 - 2025
Department Title:	<u>EOG-Division of 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, 07/01/23	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(32,283.63)"/> (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B3100020 A/R Set Up After Closing	<input type="text" value="59,895.31"/> (C)
--	--

SWFS Adjustment #B3100028 A/R Set Up After Closing	<input type="text" value="32,269.24"/> (C)
--	--

SWFS Adjustment #B3100022 A/R Set Up After Closing	<input type="text" value="55,854.57"/> (C)
--	--

Unearned Revenue for A/P set up after closing	<input type="text" value="(176.68)"/> (C)
---	---

Deferred Inflows for A/P set up after closing	<input type="text" value="(55,854.58)"/> (C)
---	--

SWFS Adjustment #B3100026 A/R Set Up After Closing	<input type="text" value="14.39"/> (C)
--	--

Unearned Revenue	<input type="text" value="24.63"/> (C)
------------------	--

SWFS Adjustment # and Description	<input type="text"/> (C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(14,019,191.65)"/> (D)
---	--

Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
--	--------------------------

A/P not C/F-Operating Categories	<input type="text" value="4,339,276.81"/> (D)
----------------------------------	---

Anticipated Receivable	<input type="text" value="9,620,171.59"/> (D)
------------------------	---

<input type="text"/> (D)

<input type="text"/> (D)

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(0.00)"/> (E)
--	---

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="(0.00)"/> (F)
--	---

DIFFERENCE:	<input type="text" value="0.00"/> (G)*
--------------------	--

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2024 - 2025 EOG-Division of Emergency Management
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	31700100
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2023		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 109,519,514.71	(A)	\$ -		\$ 109,519,514.71
ADD: Other Cash (See Instructions)	\$ -	(B)	\$ -		\$ -
ADD: Investments	\$ 33,000,152.79	(C)	\$ -		\$ 33,000,152.79
ADD: Outstanding Accounts Receivable	\$ 359,752.39	(D)	\$ -		\$ 359,752.39
ADD: _____	\$ -	(E)	\$ -		\$ -
Total Cash plus Accounts Receivable	\$ 142,879,419.89	(F)	\$ -		\$ 142,879,419.89
LESS Allowances for Uncollectibles	\$ -	(G)	\$ -		\$ -
LESS Approved "A" Certified Forwards	\$ 6,403,698.66	(H)	\$ -		\$ 6,403,698.66
Approved "B" Certified Forwards	\$ 38,126,460.43	(H)	\$ -		\$ 38,126,460.43
Approved "FCO" Certified Forwards	\$ 15,026,364.37	(H)	\$ -		\$ 15,026,364.37
LESS: Other Accounts Payable (Nonoperating)	\$ 32,894.50	(I)	\$ -		\$ 32,894.50
LESS: _____	\$ -	(J)	\$ -		\$ -
Unreserved Fund Balance, 07/01/23	\$ 83,290,001.93	(K)	\$ -		\$ 83,290,001.93 **

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: 2024 - 2025

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

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/23	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	134,113,716.91 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment # and Description	0.00 (C)
SWFS Adjustment # and Description	0.00 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(38,126,460.43) (D)
Approved FCO Certified Forward per LAS/PBS	(15,026,364.37) (D)
A/P not C/F-Operating Categories	2,329,110.02 (D)
	(0.20) (D)
	0.00 (D)
	0.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	83,290,001.93 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	83,290,001.93 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2024 - 2025
Trust Fund Title:	EOG-Division of Emer
Budget Entity:	Emergency Preparedness and Response Fund
LAS/PBS Fund Number:	31700100
	2398

	Balance as of 6/30/2023		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,143,932,492.77	(A)		\$ 1,143,932,492.77
ADD: Other Cash (See Instructions)		(B)		\$ -
ADD: Investments	\$ 185,774,049.62	(C)		\$ 185,774,049.62
ADD: Outstanding Accounts Receivable	\$ 117,387.51	(D)		\$ 117,387.51
ADD: _____		(E)		\$ -
Total Cash plus Accounts Receivable	\$ 1,329,823,929.90	(F)	\$ -	\$ 1,329,823,929.90
LESS Allowances for Uncollectibles		(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 7,309,712.91	(H)		\$ 7,309,712.91
Approved "B" Certified Forwards	\$ 4,097,374.26	(H)		\$ 4,097,374.26
Approved "FCO" Certified Forwards		(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 6,084.26	(I)		\$ 6,084.26
LESS: _____		(J)		\$ -
Unreserved Fund Balance, 07/01/23	\$ 1,318,410,758.47	(K)	\$ -	\$ 1,318,410,758.47 **

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: 2024 - 2025

Department Title: _____
Trust Fund Title: _____
LAS/PBS Fund Number: _____

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/23
Total all GLC's 5XXXX for governmental funds; 1,226,366,504.63 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description _____ (C)

SWFS Adjustment # and Description _____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (4,097,374.26) (D)

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

A/P not C/F-Operating Categories 96,141,628.10 (D)

_____ (D)

_____ (D)

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,318,410,758.47 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 1,318,410,758.47 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

Office of Policy and Budget - June 2023

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2024 - 2025
Trust Fund Title:	EOG-Division of Emer
Budget Entity:	Operating Trust Fund
LAS/PBS Fund Number:	31700100
	2510

	Balance as of 6/30/2023		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 79,652.93	(A)		\$ 79,652.93
ADD: Other Cash (See Instructions)	\$ 16,126.00	(B)		\$ 16,126.00
ADD: Investments	\$ 985,172.73	(C)		\$ 985,172.73
ADD: Outstanding Accounts Receivable	\$ 2,508.97	(D)		\$ 2,508.97
ADD: _____		(E)		\$ -
Total Cash plus Accounts Receivable	\$ 1,083,460.63	(F)	\$ -	\$ 1,083,460.63
LESS Allowances for Uncollectibles		(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 72,676.24	(H)		\$ 72,676.24
Approved "B" Certified Forwards	\$ 389,578.83	(H)		\$ 389,578.83
Approved "FCO" Certified Forwards		(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 22,006.41	(I)		\$ 22,006.41
LESS: _____		(J)		\$ -
Unreserved Fund Balance, 07/01/23	\$ 599,199.15	(K)	\$ -	\$ 599,199.15 **

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:	2024 - 2025
Department Title:	EOG Division of Emergency Management
Trust Fund Title:	Operating Trust Fund
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/23	
Total all GLC's 5XXXX for governmental funds;	898,159.13 (A)
GLC 539XX for proprietary and fiduciary funds	

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	(C)
-----------------------------------	-----

SWFS Adjustment # and Description	(C)
-----------------------------------	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(389,578.83) (D)
---	------------------

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

A/P not C/F-Operating Categories	(D)
----------------------------------	-----

17700-Overhead Applied	(815.11) (D)
------------------------	--------------

27600-Furniture & Equipment	3,901.82 (D)
-----------------------------	--------------

27700-Acc Depreciation	(3,901.82) (D)
------------------------	----------------

38600-Current Compensated Absences	10,197.63 (D)
------------------------------------	---------------

486000-Compensated Absences Liability	81,236.33 (D)
---------------------------------------	---------------

	(D)
--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	599,199.15 (E)
--	-----------------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	599,199.15 (F)
--	-----------------------

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

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2024 - 2025
Trust Fund Title:	EOG-Division of Emer
Budget Entity:	US Contributions Trust Fund
LAS/PBS Fund Number:	31700100
	2750

	Balance as of 6/30/2023		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 48,549,568.69	(A)			\$ 48,549,568.69
ADD: Other Cash (See Instructions)		(B)			\$ -
ADD: Investments		(C)			\$ -
ADD: Outstanding Accounts Receivable	\$ 129,191,017.25	(D)	\$ 55,207,016.60		\$ 184,398,033.85
ADD: Anticipated Receivable	\$ 30,786,326.19	(E)			\$ 30,786,326.19
Total Cash plus Accounts Receivable	\$ 208,526,912.13	(F)	\$ 55,207,016.60		\$ 263,733,928.73
LESS Allowances for Uncollectibles		(G)			\$ -
LESS Approved "A" Certified Forwards	\$ 21,000,922.44	(H)			\$ 21,000,922.44
Approved "B" Certified Forwards	\$ 196,474,867.53	(H)			\$ 196,474,867.53
Approved "FCO" Certified Forwards		(H)			\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 34,610,481.29	(I)			\$ 34,610,481.29
LESS: Unearned Revenue	\$ 4,271,028.23	(J)			\$ 4,271,028.23
LESS: Deferred Inflows	\$ 7,376,629.24	(J)			\$ 7,376,629.24
Unreserved Fund Balance, 07/01/23	\$ (55,207,016.60)	(K)	\$ 55,207,016.60		\$ (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: 2024 - 2025

Department Title: EOG-Division of Emergency Management
Trust Fund Title: US Contributions Trust Fund
LAS/PBS Fund Number: 2750

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/23	
Total all GLC's 5XXXX for governmental funds;	[(4.21)] (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	[] (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100003 Additional A/R set up after closing	[32,440,024.64] (C)
B3100008 Additional A/R set up after closing	[606,466.50] (C)
B3100006 Additional A/R set up after closing	[25,217.20] (C)
B3100007 Additional accrued interest payable	[4.21] (C)
B3100014 Additional A/R set up after closing	[16,608,404.51] (C)
B3100018 Additional A/R set up after closing	[8,187,451.54] (C)
B3100015 Correction to A/R set up twice	[(2,662,290.00)] (C)
B3100021 Additional A/R set up after closing	[1,738.00] (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	[(196,474,867.53)] (D)
Approved FCO Certified Forward per LAS/PBS	[] (D)
A/P not C/F-Operating Categories	[110,481,528.95] (D)
Anticipated Receivable	[30,786,326.19] (D)
	[] (D)
	[] (D)
ADJUSTED BEGINNING TRIAL BALANCE:	[0.00] (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	[(0.00)] (F)
DIFFERENCE:	[0.00] (G)*

*SHOULD EQUAL ZERO.

SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

For Fiscal Year 2024-25



September 15, 2023

FLORIDA DIVISION OF EMERGENCY MANAGEMENT

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kend

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 15, 2023
Project Name: Division of Emergency Management Enterprise Solution (DEMES)	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2024-25 LBR Issue Code: 36215C0	FY 2024-25 LBR Issue Title: Enterprise Business Solution
Agency Contact for Schedule IV-B (Name, Phone #, and Email address): Kevin Guthrie, 850-413-4011, kevin.guthrie@em.myflorida.com Jason Ray, 850-815-4701, jason.ray@em.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Kevin Guthrie	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Jason Ray	
Budget Officer: _____	Date: _____
Printed Name: Susanne McDaniel	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name: Luke Strickland	
Schedule IV-B Preparers (Name, Phone #, and Email address):	
Business Need:	Melissa Hancock, melissa.hancock@em.myflorida.com
Cost Benefit Analysis:	Melissa Hancock, melissa.hancock@em.myflorida.com
Risk Analysis:	Melissa Hancock, melissa.hancock@em.myflorida.com
Technology Planning:	Melissa Hancock, melissa.hancock@em.myflorida.com
Project Planning:	Melissa Hancock, melissa.hancock@em.myflorida.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.

FDEM is pursuing the continuation of implementation of an Enterprise solution to enable the Division to carry out its mission more efficiently and effectively. FDEM conducted assessments of the Division's front-to-end financial and grant management 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. Since 2021, FDEM has continuously standardized and incorporated additional business processes within the Division of Emergency Management Enterprise Solution (DEMES).

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) in support of Florida's 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 marked increase in costs over COVID-19 support efforts in addition to consistent increases year over year from the dynamic technology marketplace that require additional support from state funding to address the Federal Grant shortfall for IT operating costs.

FDEM Organizational Responsibilities

FDEM reports directly to the Executive Office of the Governor and is headed by the Executive Director of Emergency Management who oversees the Chief of Staff and the Deputy Director of Response & Preparedness and the Deputy Director Mitigation & Recovery. The Deputy Director of Response & Preparedness serves as the State Emergency Response Chief during activations of the State EOC.

The Financial Management Unit is responsible for all financial management, travel, and procurement activities of the Division. This unit is comprised of the following sections: Budget, Procurement, Fiscal Program Management, Financial Grants Management, and Disbursement.

The Budget section develops the Division's annual Legislative Budget Request, Long-Range Program Plan and is also responsible for managing the Emergency Management Performance Grant (EMPG) and all Division Cash Management activities.

The Procurement section reviews and determines the method of procurement for commodities and services for the Division including MyFloridaMarketPlace (MFMP) approvals. Procurement works with FDEM's bureaus to develop formal and informal solicitations and is also responsible for State and Federal Transparency Reporting through the Florida Accountability Contract Tracking System (FACTS) and the Federal Funding Accountability & Transparency Act (FFATA) systems.

The Fiscal Program Management section assists program offices in applying for various grant awards and enters grant award information into e-grants (Non-Disaster Mitigation Grants), Non-Disaster grants, and grants.gov (all other grants) for open federal non-declared disaster grant award applications and fiscally monitors and closes out these awards. The Bureau Financial Specialists under this section are responsible for entering requisitions into MFMP and processing invoices for purchase orders. The section is also responsible for preparing payment requests for Emergency Management Assistance with other states, Mutual Aid and Agency Emergency Response costs resulting from federal declarations and houses P-Card Administration and Property Management.

The Financial Grants Management section is responsible for auditing and processing the Division’s sub-recipient payment requests and submits payment requests to the Department of Financial Services. This Section is also responsible for the financial oversight and reconciliation of grant activities for open disaster and non-disaster grants and prepares and submits financial federal reports to the grantor.

The Disbursement section is responsible for the auditing and processing of all payments that do not relate to grants and aid or donations including Contractual Services, Travel Reimbursement, Payroll, MFMP invoices, invoices, and Purchasing Card (P-Card) approvals. This section is also responsible for: Payment Redistribution, Payroll Processing, Reconciliation of encumbrances (MFMP and Contractual Services), Processing of Interest Penalty Payments, RDS Access Control, Fiscal Year End Closing Activities, Statewide Financial Statements, Maintenance of official payment vouchers, P-Card reconciliation, and the Division’s file room.

The Bureau of Response coordinates state operational response activities among partner organizations active during emergencies and disasters effecting 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 day-to-day operating and monitoring conditions (Blue Sky) and emergency public threat response (Grey Sky). 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 via the EOC facilitates a wide array of activities from sourcing data and information from a variety of areas, managing priorities and best use of resources, facilitation of consistent communication and driving speed of response and recovery efforts.

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, grant, and financial management:

- Goal 1: Finance: enable FDEM’s financial management foundation.
- Goal 2: Preparedness: enhance capabilities.
- Goal 3: Response: protect lives and property.
- Goal 4: Recovery: restore communities.

Goal 5: 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 damage 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.

Financial Management is foundational to the day-to-day operations of all four program bureaus. Fundamentally, FDEM receives, distributes, and oversees the appropriate expenditure of funds from a variety of sources. While the literal distribution of authorized funds is enacted by the Florida Accounting and Information Resource (FLAIR) system through the Florida Department of Financial Services (DFS) financial processes, FDEM's requirements are to administer the processes and oversight necessary to determine sub-recipient application completion, resulting approvals and monitoring and controlling the application, payment and oversight requirements and processes to which sub-recipients become required to adhere.

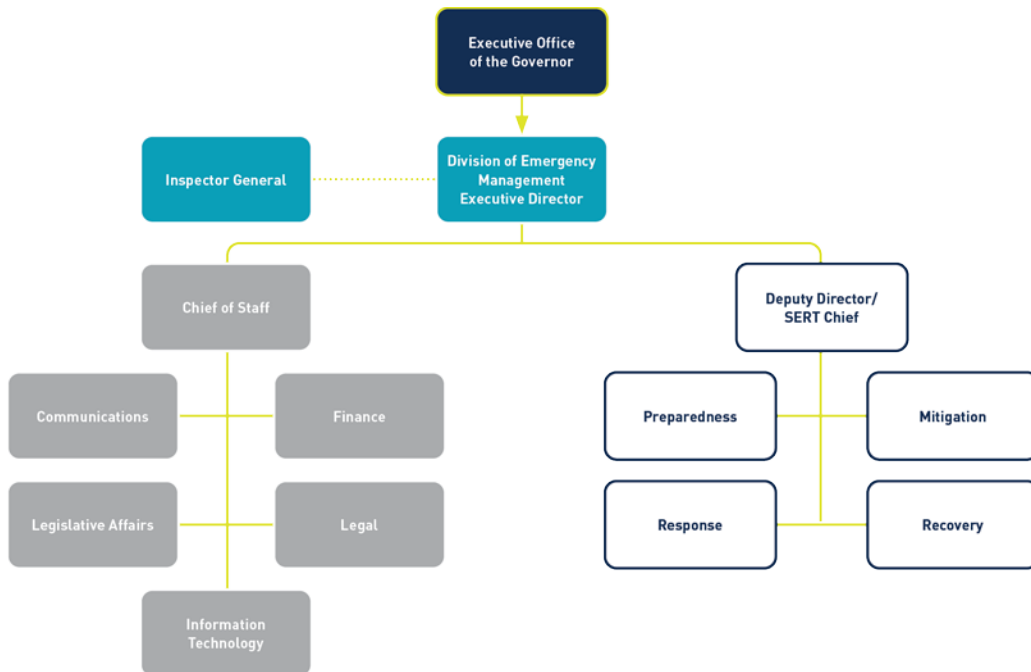


Figure 2: FDEM Organizational Chart

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. The figure below identifies the FDEM grants by Bureau.

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

Figure 3: Grant Breakdown by Bureau

The Division staff includes 379 resources (220 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 the 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 a complete enterprise solution.

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 Hurricanes Ian, Nicole, Michael and Sally, the Surfside Condominium collapse, tornadic events in Southwest Florida, supporting response to the disposition of immigration related vessels, 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 substantial 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 was experienced with the Surfside Condominium collapse. Within the last several 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 many grant programs totaling more than \$7.99 billion across its four bureaus, including both disaster and non-disaster programs. There are several 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 billions 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 programmatic bureaus for contract and grant management (e.g., Response, Mitigation, Preparedness, Recovery, Finance, Legal and Information Technology) do not completely 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 relies 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 administers its business needs and strengthen FDEM's ability to execute its mission, a business-driven enterprise approach is needed. A modern enterprise emergency, grants, and financial management approach:

- Improves real-time data access, quality, sharing, analytics, reporting, and interoperability across programs.
- Increases automation and enhances security.
- Identifies common customer (recipient) 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.
- Provides technology changes to support multiple federal and state requirements that may affect funding.
- Encourages program innovation and continuous improvement.
- Implements a cloud-based scalable solution.
- Fully replaces current internal financial legacy applications.
- Integrates with existing applications to streamline data and business processes.
- Provides greater flexibility and efficiency in support and maintenance.

FDEM has begun to develop more standardized and automated processes utilizing technological 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, Preparedness and Recovery, 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 the solution 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.

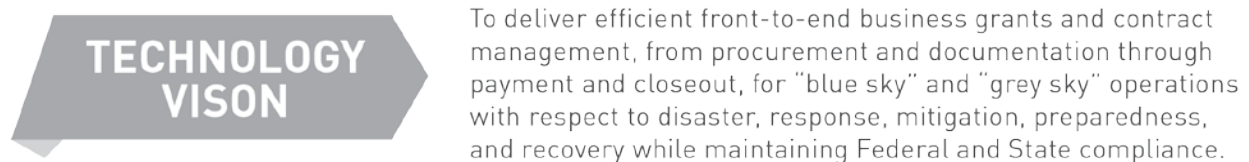


Figure 3: Technology Vision

Technology Guiding Principles

- Provide Holistic Front-to-End Financial, Emergency and Grant Views
- Enhance the Customer Experience & Drive Bureau Consistency
- Standardize and Consolidate Data Across All Bureaus within the Division
- Streamline Compliance & Support Audits with Performance Reports and Dashboards
- Introduce Project Management and Governance Office

PROJECT GOAL

To transform the way the Division manages grants, strengthening FDEM's ability to execute its mission through a user-centered, business driven enterprise approach.

Figure 4: Project Goal

The business objectives of this project are to implement an Enterprise strategy that addresses business systems issues and barriers in the areas of finance, emergency management and grant management limiting 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 continues to modernize the financial, emergency and grant management processes, which are at the core of FDEM's business. The current finance, emergency and grant management enterprise includes services, business processes, data management processes, and technical processes within the Division and integrations with systems residing outside the Division necessary for the administration of FDEM business processes.

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 expedited 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 5: FDEM Grant Management Lifecycle Processes

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

- 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.

		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 6: 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:

Strengths

- Clear mission with sense of urgency
- Detailed and comprehensive vision
- Aligned leadership on priorities
- Documented processes for nearest-term priorities
- Human resources with skills necessary to continue implementation on existing platform including supporting capabilities (integration project management, org change management)
- Highly knowledgeable teams with clear requirements
- Stable technology platform that is being enhanced

Weaknesses

- Many manual processes throughout the Division that can result in errors in data entry and increase

turnaround time for tasks

- There is no function or individual staff dedicated to continuous change management and/or learning
- Limited version control and configuration management for the existing systems.
- Lack of cloud playbook and governance framework which impacts the cloud foundational layer
- Limited number of data professionals

Opportunities

- The cloud technology currently licensed by the Division allows for historical data to be economically stored in the proposed data platform
- Creating an FDEM data catalog and data dictionary could benefit FDEM and any other FDEM data consumers
- Onboarding all bureaus to DEMES will break down silos and encourage continuous communication.

Threats

- A possible large disaster could put the timeline at risk
- Changes in state government administration can impact future state priorities.
- Multiple legacy applications are still active creating technical debt for the Division.

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	Cost estimates are based on scope known to date and are subject to change.
Assumption	A2	Integrations, Organizational Change Management, and Program Management support included in cost estimates.
Assumption	A3	Cost estimates are applicable to services only, does not include licensing costs.
Assumption	A4	Pending business decisions may impact the areas of focus outlined in the cost estimates.
Assumption	A5	Organizational Change Management scope included in the cost estimates excludes external training.
Assumption	A6	Business Requirements will be refined based on more discovery.
Assumption	A7	Total Investment per Fiscal Year is subject to change based on “Learning Development & Executive PMO Support” pending cost estimate.
Constraint	C1	Difficulties getting integration system access to multiple FDEM\Federal systems might impede the development of the planned integrations.

Figure 7: 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 gathered from Discovery sessions through the calendar year of 2023 include the following:

Area of Work	#	Requirements
Planning & Budget	B1	The solution will facilitate the creation of the Legislative Budget Request (LBR) within the system (DEMES)
Planning & Budget	B2	The solution will support the executive approval of the LBR within the system (DEMES)
Planning & Budget	B3	The solution will facilitate the amendment and modification of the budget when needed
Planning & Budget	B4	The solution will facilitate the allotment of the budget and be sent to FLAIR automatically
Planning & Budget	B5	The solution will provide for the coding to be easily created and stored
Planning & Budget	B6	The solution will provide custom reporting of the how the budget is being used throughout the fiscal year
Cash Management	B7	The solution will facilitate pulling the trial balance from FLAIR
Cash Management	B8	The solution will give the ability to create the Trial Balance Sheet in the system (DEMES), eliminating the need for manual excel spreadsheets
Cash Management	B9	The solution will automatically find issues with transactions when drawing cash
Cash Management	B10	The solution will house all Transactions (TR) and their respective documents in the system (DEMES)
Cash Management	B11	The solution will integrate the system (DEMES) with FLAIR to automate any transactions during Cash Management, eliminating the need to manually key them in FLAIR
Cash Management	B12	The solution will integrate the system (DEMES) with PALM to automate any transactions during Cash Management, eliminating the need to manually key them in PALM
Procurement	B13	The solution will fully digitalize the submission of the Purchase Request Form (PRF) in the system (DEMES), it will include statuses and reporting
Procurement	B14	The solution will auto populate any fields needed in the PRF when being submitted
Procurement	B15	The solution will support streamlined approvals for all purchases being requested in the system (DEMES)
Procurement	B16	The solution will support the integration of the system (DEMES) with MyFloridaMarketPlace (MFMP)
Procurement	B17	The solution will support PO generation from the system (DEMES)
Procurement	B18	The solution will support quote and vendor evaluation within the system (DEMES)
Contract Management	B19	The solution will support automation of contract creation through close-out in the system (DEMES). This includes Contract ID, Contract Type, and templates ready to use.
Contract Management	B20	The solution will support approval processes for contracts within the system (DEMES)
Contract Management	B21	The solution will support the integration between the system (DEMES) and FACTS, so that executed contracts and their Transparency Reports, amendments and renewals can be automatically added to FACTS.

Contract Management	B22	The solution will facilitate the Contract Termination process by being supported in the system (DEMES)
Disbursement	B23	The solution will support the auditing of Purchase Orders and Invoices in the system (DEMES) and will integrate with MFMP for approval in both systems
Disbursement	B24	The solution will support tracking of payroll within the system (DEMES), eliminating the need to use an excel spreadsheet being manually updated.
Fiscal Program Management	B25	The solution will support FDEM employees' application for a pcard within the system (DEMES)
Fiscal Program Management	B26	The solutions will support the integration between the system (DEMES) and BoA WORKS for reporting and tracking capabilities for pcards.
Financial Grants Management	B27	The solution will support the application and evaluation process of F-ROC within the system (DEMES)
Financial Grants Management	B28	The solution will support the long-term storage of F-ROC related files in the system (DEMES)
Data Platform Integrations	B29	The solution will enable users to answer ad-hoc questions with self-service analytics via PowerBI
Data Platform Integrations	B30	The solution will enable archival of DEMES and FLAIR data via inexpensive object storage
Data Platform Integrations	B31	The solution will break down data silos by establishing the central repository for all FDEM's data points, providing users ways to unlock valuable insights across bureaus
Data Platform Integrations	B32	The solution will unify data and analytics capabilities within FDEM, establishing the blueprint to share data and reporting securely across agencies
Fleet Management	B33	The solution will support vehicle reservation requests within the system (DEMES). This includes submittal, approval, and processing, eliminating the need for manual processing through SharePoint
Fleet Management	B34	The solution will support the digitization of all paper-copy documents used for Fleet Management. These include Vehicle Logbook, Maintenance Log, receipts, Pre-Trip and Post-Trip Inspection Form, etc.
Fleet Management	B35	The solution will support all aspects of inventory management within the system (DEMES). This includes vehicle maintenance, vehicle repair, vehicle inspection, and ad-hoc requests.
Fleet Management	B36	The solution will facilitate the creation of the monthly WEX report in the system (DEMES)
Human Resources	B37	The solution will digitalize all HR documents and will be processed in the system (DEMES). These include the Job Ad Request Form, Employee Action Form, Service Request Form, Separating Employee Request Form, etc.
Human Resources	B38	The solution will support the tracking of contractors working at FDEM
Human Resources	B39	The solution will support the storage or repositories for Employee Profiles, Job Descriptions, Offer Letters, and other templates as needed in the system (DEMES)
Human Resources	B40	The solution will support integrations with PeopleFirst for any reporting need.
Recovery	B41	The solution will support the Public Assistance Program, and other Recovery programs, to be managed in the system (DEMES). This will result the sunset of FloridaPA
Recovery	B42	The solution will support integrations with EMMIE and RPA to feed Project, Project Version, Subrecipient Agreements, and Contact data into the system (DEMES)
Mitigation	B43	The solution will support all programs in the Mitigation Bureau to be managed in the system (DEMES), eliminating the need for Excel spreadsheets and manual project monitoring

Mitigation	B44	The solution will support integrations with NEMIS (FEMA), to exchange data needed with the system (DEMES)
Preparedness	B45	The solution will support all programs in the Preparedness Bureau to be managed in the system (DEMES), this includes all forms currently being completed manually
Response	B46	The solution will support all programs in the Response Bureau to be managed in the system (DEMES), this includes all forms currently being completed manually
Inventory Management	B47	The solution will support inventory tagging and tracking (IT Inventory) in the system (DEMES), eliminating the need to fill out an excel spreadsheet
Inventory Management	B48	The solution will support an integration between the system (DEMES) and FLAIR for inventory management. This will eliminate the need to manually upload a spreadsheet to FLAIR

Figure 8: 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 ecosystem, which includes Finance, Procurement, Grants Management and other needed operations.
- **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 Division.

- *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 three 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 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 and FDEM employees 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 funds 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.
- Improves workforce management and balancing.
- Promotes the Division's business goals of delivering 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 FDEM bureaus and units.
- Inability to implement end-to-end automation for grants management, finance, and procurement as mandated by the Division 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 3-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 3-year completion of the project would improve services and efficiency, as well as a result in \$163.8M in net tangible benefits over four years.

What is the Estimated Cost?

The estimated total requested cost allocation from General Revenue funding of implementing this proposed project is \$11,738,801 over 3 years. Figure 9 below provides a Cost Estimate for Fiscal Years 2024-25, 2025-26, and 2026-27 as well as the projected total cost.

	FY24-25	FY25-26	FY26-27	Total Costs (\$)
Cost (\$)	\$5,862,000	\$4,064,801	\$1,812,000	\$11,738,801

Figure 9: Cost Estimates

D. Functional and Technical Requirements

The future state for business processes supporting the whole enterprise 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.

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 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 DEMES 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 are 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 quicker close out of grants and disasters. Reduce documentation 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 grants or disburse special legislative appropriations. Immediacy of responding to events requiring FDEM to participate.
3	The solution will provide value to the Division through additional reusable automated capabilities	<ul style="list-style-type: none"> Number of manual processes eliminated. Efficiencies/performance improvement.

#	Description of Success Criteria	Key Performance Indicator
4	The solution will provide an underlying scalable data structure to meet future growth	<ul style="list-style-type: none"> • Elastic data storage capacity
5	The solution will facilitate efficient, routine and clean data exchange with external stakeholders	<ul style="list-style-type: none"> • Enable external access, as warranted

Figure 10: 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 DEMES. 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.

DEMES 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. DEMES is following 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 a near-immediate economic benefit for the Division.

The 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 11: 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

#	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)
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

#	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)
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 knowledge from workforce to system	Intangible	FDEM	Due to the decentralized 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.	Potential approach: estimated reduced time to recover after an employee separates from their office * average employee salary * number of employee separations per year	FY24/25

#	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)
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 more advanced, user-friendly search functions, creating efficiency savings.	Potential measure: # of document extractions * average time spent on an extraction * average FDEM salary	FY25/26
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

#	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)
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 11: 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 correspond to the benefits</p>

	identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized
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 12: 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 and are included in their native Excel file format in Appendix A.

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 (Recurring Costs Only - No Project Costs)	FY 2024-25			FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29		
	(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) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs - Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Application Maintenance Costs	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844
B.1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B.2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B.3. Software	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844
B.4. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C.1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C.2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C.3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C.4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C.5. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E.1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E.2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E.3. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844
F. Additional Tangible Benefits:		\$31,299,250		\$39,051,850		\$47,804,450		\$54,057,050		\$54,057,050		\$54,057,050		\$54,057,050	
F.1. Improved obligation of Federal PA funding		\$29,955,000		\$29,955,000		\$29,955,000		\$29,955,000		\$29,955,000		\$29,955,000		\$29,955,000	
F.2. More timely closeout of events		\$0		\$6,252,500		\$12,505,200		\$18,757,800		\$18,757,800		\$18,757,800		\$18,757,800	
F.3. Increased automation/decreased manual steps		\$344,250		\$344,250		\$344,250		\$344,250		\$344,250		\$344,250		\$344,250	
F.4. Reduction of unallowable costs		\$1,000,000		\$2,500,000		\$5,000,000		\$5,000,000		\$5,000,000		\$5,000,000		\$5,000,000	
Total Net Tangible Benefits:		\$29,326,406		\$37,079,006		\$45,631,606		\$52,084,206		\$52,084,206		\$52,084,206		\$52,084,206	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE - CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input checked="" type="checkbox"/>	Confidence Level	10%
Order of Magnitude <input type="checkbox"/>	Confidence Level	
Placeholder <input type="checkbox"/>	Confidence Level	

Figure 13: Operation Costs and Tangible Benefits

CBAForm 2A Baseline Project Budget														
Item Description (remove guidelines and annotate entries here)	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	FY2024-25		FY2025-26		FY2026-27		FY2027-28		FY2028-29		TOTAL
				YR 1 #	YR 1 LBR	YR 2 #	YR 2 LBR	YR 3 #	YR 3 LBR	YR 4 #	YR 4 LBR	YR 5 #	YR 5 LBR	
			\$ 1,900,000	\$ 5,862,000	\$ 4,064,801	\$ 1,812,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,638,801	
Costs for all state employees working on the project	FTE	SSB	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	
Costs for all OPS employees working on the project	OPS	OPS	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	
Staffing costs for personnel using Time & Expense	Staff Augmentation	Contracted Services	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	
Project management personnel and related deliverables	Project Management	Contracted Services	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	
Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables	Project Oversight	Contracted Services	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ -	
Staffing costs for all professional services not included in other categories	Consultants/Contractors	Contracted Services	\$ 1,900,000	0.00 \$ 5,862,000	\$ -	0.00 \$ 4,064,801	\$ -	0.00 \$ 1,812,000	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ 13,638,801	
Separate requirements analysis and feasibility study procurements	Project Planning/Analysis	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Hardware purchases not included in data center services	Hardware	OCO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Commercial software purchases and licensing costs	Commercial Software	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
All first-time training costs associated with the project. Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Training	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other contracted services not included in other categories	Data Center Services - One Time Costs	Data Center Category	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other services	Other Services	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for details)	Equipment	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Include costs associated with leasing space for project personnel	Leased Space	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other project expenses not included in other categories	Other Expenses	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total			\$ 1,900,000	0.00 \$ 5,862,000	\$ -	0.00 \$ 4,064,801	\$ -	0.00 \$ 1,812,000	\$ -	0.00 \$ -	\$ -	0.00 \$ -	\$ 13,638,801	

Figure 14: Baseline Program Budget

CBAForm 2 - Project Cost Analysis

Agency Div. of Emer. Management

Project Enterprise Solution (DEMES)

PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	
TOTAL PROJECT COSTS (*)	\$5,862,000	\$4,064,801	\$1,812,000	\$0	\$0	\$13,638,801
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related)</i>	\$7,762,000	\$11,826,801	\$13,638,801	\$13,638,801	\$13,638,801	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	
General Revenue	\$5,862,000	\$4,064,801	\$1,812,000	\$0	\$0	\$11,738,801
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 checked="" type="checkbox"/> Disaster Mgmt Costs - Mitigation/Recovery	\$4,635,000	\$3,671,000	\$793,000	\$0	\$0	\$9,099,000
TOTAL INVESTMENT	\$10,497,000	\$7,735,801	\$2,605,000	\$0	\$0	\$20,837,801
CUMULATIVE INVESTMENT	\$10,497,000	\$18,232,801	\$20,837,801	\$20,837,801	\$20,837,801	

Characterization of Project Cost Estimate - CBAForm 2C		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input checked="" type="checkbox"/>	Confidence Level	10%
Order of Magnitude <input type="checkbox"/>	Confidence Level	
Placeholder <input type="checkbox"/>	Confidence Level	

Figure 15: Program Cost Analysis

CBAForm 3 - Project Investment Summary

Agency Div. of Emer. Management

Project Enterprise Solution (DEMES)

COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	TOTAL FOR ALL YEARS
Project Cost	\$5,862,000	\$4,064,801	\$1,812,000	\$0	\$0	\$13,638,801
Net Tangible Benefits	\$29,326,406	\$37,079,006	\$45,831,606	\$52,084,206	\$52,084,206	\$216,405,430
Return on Investment	\$21,564,406	\$33,014,205	\$44,019,606	\$52,084,206	\$52,084,206	\$202,766,629
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	N/A	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2024-25	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$181,367,317	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%

Figure 16: Investment Summary

The Cost-Benefit Analysis Results

The projected net benefits for the Enterprise Business Solution are significant and compelling.

Program Costs

The estimated total cost of implementing the proposed IT Modernization Program is \$11,730,801 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	\$11.8M distributed over three fiscal years
Benefits	\$216.4M
Payback Period	N/A (<1 year)
Payback Date	FY 2024-25
	5 Year Analysis
Net Tangible Benefits	\$216.4M
NPV	\$181.4M
IRR	NO IRR

Figure 17: Financial Return Analysis

The breakeven year is FY 2024-25. The 5-year NPV is \$181.4M. By this measure, the Enterprise Business Solution is a sound investment.

The Florida Legislature's Office of Economic and Demographic Research (EDR) estimates the cost of capital for investment analysis purposes to be 3.30 percent at the end of the three-year timeline. Given that the Enterprise Business Solution's tangible benefits greatly exceed the program total cost within FY 24-25, this project would positively impact FDEM's overall financial position.

As the data shows, the tangible benefits of this program are substantial, 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 the proposed Enterprise Business Solution be approved and authorized to proceed with the continuation of the program's implementation 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 \$5,862,000 for FY 2024-25 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 B are summarized below.

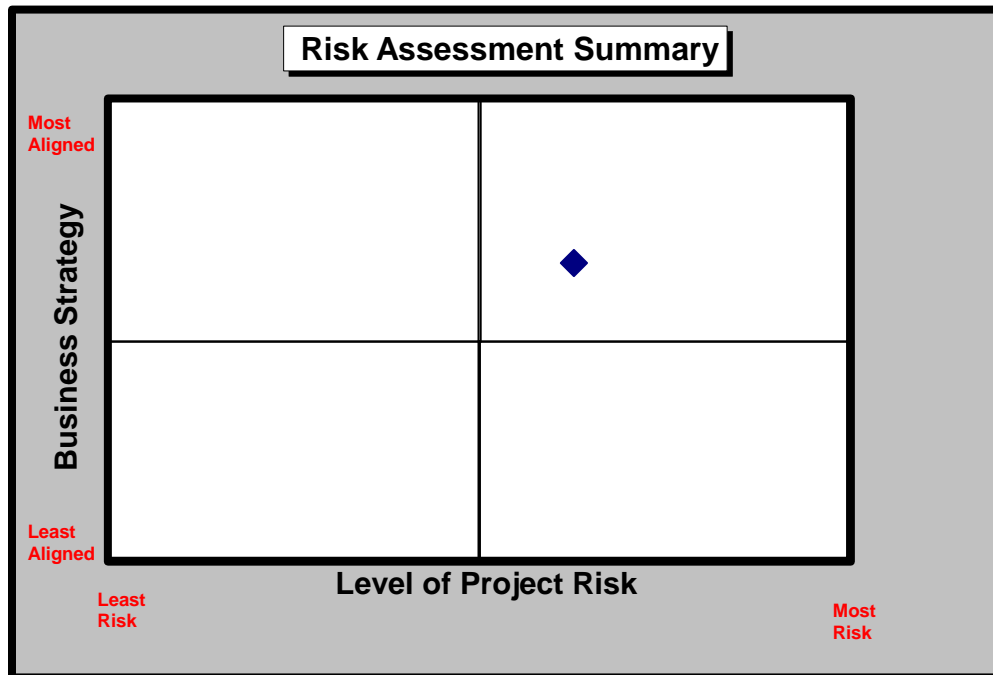


Figure 18: Risk Assessment Summary

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 current 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 +/- 15%.
- 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	<i>Risk Exposure</i>
Strategic Assessment	MEDIUM
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	HIGH
Communication Assessment	HIGH
Fiscal Assessment	MEDIUM
Project Organization Assessment	MEDIUM
Project Management Assessment	LOW
Project Complexity Assessment	HIGH
Overall Project Risk	
	HIGH

Figure 19: Overall Project Risk

V. Schedule IV-B Technology Planning

The Division 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.

- Overall technology best practices and recommendations
- Strengths, weaknesses, opportunities, and threats (SWOT) analysis of the overall business processes, including 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

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 20 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.

State	Federal	Vendor Managed
FOCUS	FFATA	FLPA
Mit.org	ND Grants	WebEOC
FLAIR	MT eGrants	Salesforce
PALM	FEMA GO	IICS
LAS/PBS	FEMA PA	
MFMP	EMMIE	
FACTS	NEMIS	
BoA WORKS		
STMS		

Figure 20: 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)

Non-Disaster 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. Non-Disaster 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.

Informatica Intelligent Cloud Services (IICS)

Informatica Intelligent Cloud Services (IICS), is offered as an iPaaS that provides near universal access to application data regardless of its location, format, or origin and integrates applications and application processes regardless of where they are deployed.

Microsoft Azure Data Platform

The Microsoft Azure data platform refers to a comprehensive set of cloud-based services and tools that enables FDEM to manage and analyze their data. The Azure data platform offers various services that enable businesses to store, process, manage, and analyze large volumes of data in a flexible and scalable manner. Some of the key components and services of the Azure data platform that FDEM utilizes, include: Azure SQL Database, Azure Data Lake Storage, Azure Data Factory, Azure SQL Data Warehouse, and PowerBI.

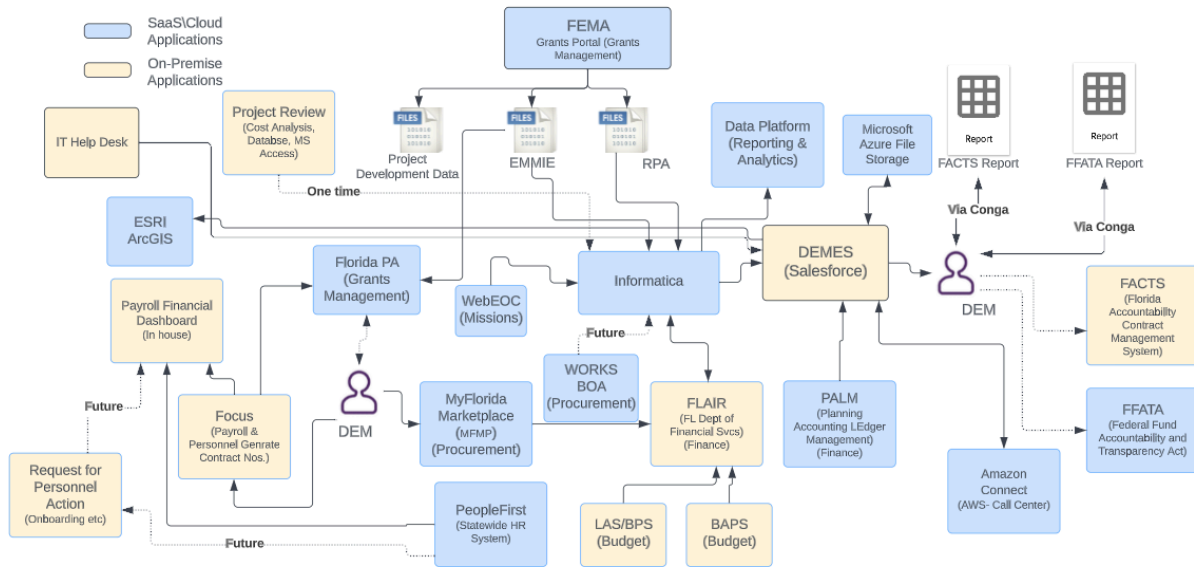


Figure 21: Current System Architecture

2. Current System Resource Requirements

The following solutions are Software-as-a-Service (SaaS) solutions that resides in the cloud environment and do not require on-premises IT infrastructure to manage or deploy.

- Salesforce
- Azure Data Services
- Informatica Cloud
- Conga

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. For data integration between the various systems and Salesforce, FDEM modernized the integration platform from the legacy TIBCO tool to the Informatica Intelligent Cloud Services (IICS). IICS is a cloud-based data integration tool that can scale up and down depending on the volume and the processing requirements. It also has two Virtual machines that are built on FDEM's local environment to handle the IICS run time user which enables the Hybrid (On-premise to cloud) data integration scenarios. As a result of re-writing the integrations from TIBCO to IICS, FDEM was able to improve the daily finance data refresh from 3 hours down to 30 minutes.

1. Information Technology Standards

Salesforce's products include several customer relationship management (CRM) technologies: Sales Cloud, Service Cloud, Conga Sign API and Partner Communities. Additional technologies include Informatica IICS, Tableau Analytics, PowerBI, Azure Data Platform and Trailhead.

The Microsoft Azure data platform refers to a comprehensive set of cloud-based services and tools that enables FDEM to manage and analyze their data. The Azure data platform offers various services that enable businesses to store, process, manage, and analyze large volumes of data in a flexible and scalable manner. Some of the key components and services of the Azure data platform that FDEM utilizes include:

1. Azure SQL Database: A fully managed relational database service that allows FDEM to host and manage SQL Server databases in the cloud.
2. Azure Data Lake Storage: A scalable and secure data lake solution that allows FDEM to store and analyze massive amounts of data in its native format.

3. Azure Data Factory: A cloud-based data integration service that enables FDEM to create, schedule, and manage data pipelines for moving and transforming data across various sources and destinations.
4. Azure SQL Data Warehouse: A fully managed, scalable data warehouse service that allows you to analyze large volumes of data using standard SQL queries.
5. PowerBI: A business intelligence service that allows FDEM to connect to various data sources, transform and model the data, and create interactive reports and dashboards that provide insights into FDEM's data. The insights delivered by this service can be embedded into custom Salesforce applications like DEMES to drive consumption of insights and analytics from within the application, allowing users to avoid moving between applications.

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.

The following was an analysis of tools conducted to assess best overall fit for the DEMES integration capability:

Integration Tools Initial Comparison

	Stitch	Snagic	Mulesoft	Workato	Informatica Cloud
Procurement Process	Requires sales team	Requires sales team	Self-service through GCP console	Requires sales team	Requires sales team
Purpose or Type	Application & data integration and workflow with more developer control	Application & data integration and workflow focus	Application integration and workflow heavy focus	Application integration and workflow heavy focus	Data integration and ETL, no workflow management
Salesforce Connector	Yes	Yes	Yes	Yes	Yes
Snowflake Connector	Custom	Yes	Yes	Yes	Yes
Access DB Connector	Yes	Yes	Yes	Yes	Yes
SFTP Connector	Yes	Yes	Yes	Yes	Yes
API Management	Yes	Yes	Yes	Yes	Yes, but separate tool
Orchestration Logic Support	Yes, Custom Code	Yes, Low Code	Yes, Low Code	Yes, Low Code	Yes, Low Code
Language used	Python	Python	Java, Scala	TBD	Java
Data Manipulation & Transformation Support	Yes, Custom Code	Yes, Low Code	Yes, Low Code	Yes, Low Code	Yes, Low Code
COTs and Legacy Connectivity	Yes	Yes	Yes	Yes	Yes, Low Code
Pricing	Varies depending on the number of records processed/ingested and other factors, usually \$2500 per month for premium	Varies depending on the number of connectors and other factors, usually \$100k for the enterprise edition	Varies depending on the number of connectors and other factors, usually \$250k for the enterprise edition	Varies depending on the number of connectors and other factors, usually \$15k - 50k	Limited information, need to check

Figure 22: Integration Tools Comparison

Azure Data Services was selected as the preferred cloud data platform to support DEMES analytics due to FDEM's existing Microsoft Azure footprint and staff skills. The solution will provide cost effective blob storage for DEMES' document management features, cross-bureau analytical capabilities embedded in DEMES' workflows, and enable data sharing across the Division and across agencies with a commonly used technology in Florida state government.

2. Rationale for Selection

Salesforce was selected as the preferred solution after 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 23: 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 24: 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).

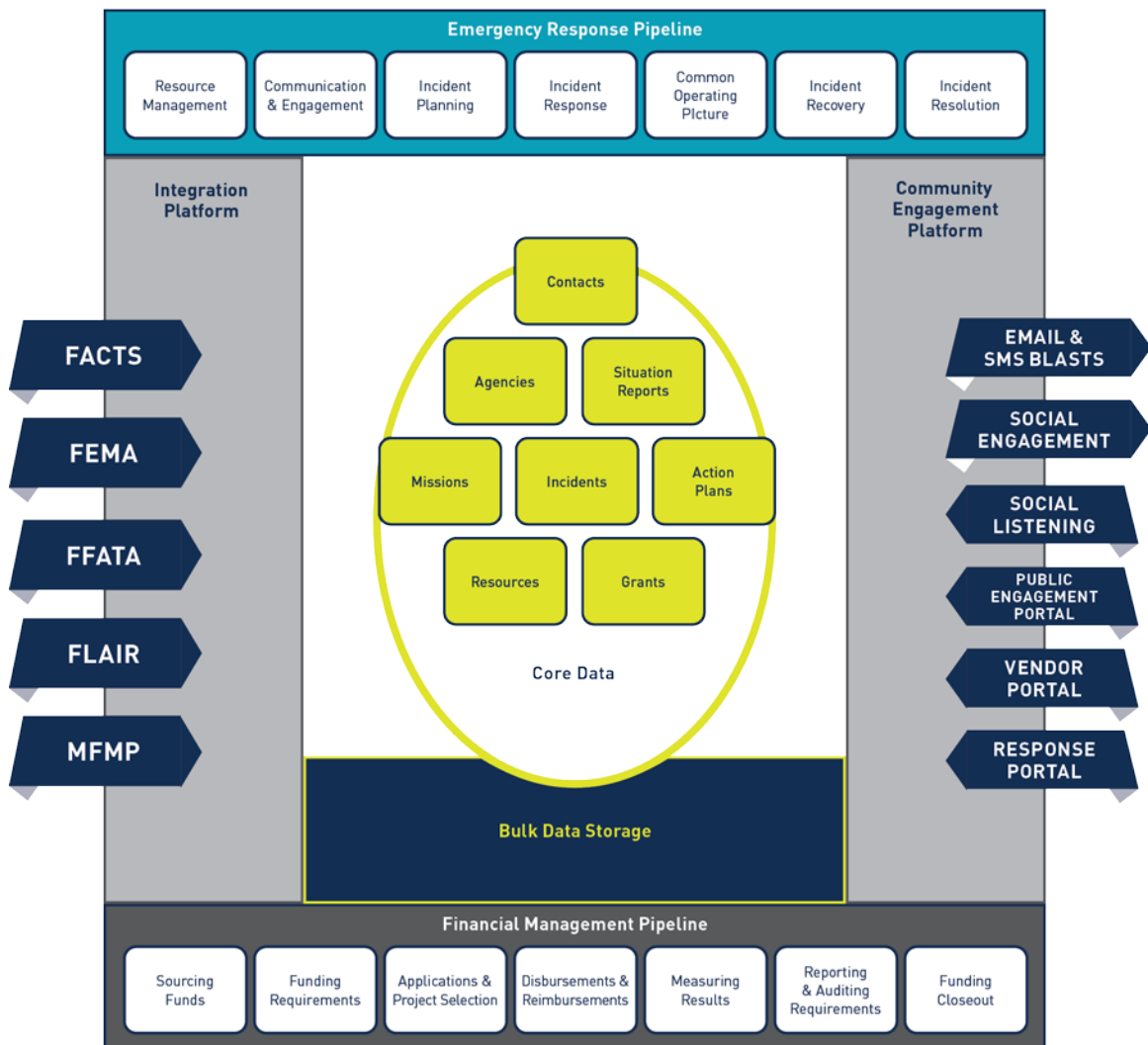


Figure 25: Emergency Response Pipeline

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	Yes	Yes	Yes	Yes Internal and External Audits
		Salesforce	Salesforce	Salesforce	Salesforce	Salesforce
	Response	Yes	Yes	Yes	Yes	Yes
		Largely Salesforce, w/ some Federal systems	Largely Salesforce, w/ some Federal systems	Some Salesforce, WebEOC	Salesforce	Salesforce
	Recovery	Yes	Yes	Yes	Yes	Yes
		Florida PA, EMIE, FEMAGO; Salesforce	Salesforce	Florida PA	Salesforce	Salesforce
Mitigation	Yes Bureau has State & Federal Grants	Yes	Yes	Yes	Yes	
	FEMAGO and MIT.ORG; No Salesforce	Salesforce	Moving to FEMAGO and Salesforce	Salesforce	Salesforce	
Finance		Yes		Yes	Yes	
		Salesforce		Salesforce	Salesforce	
Legal	Yes	Yes	Yes	Yes	Yes	
	Salesforce	Salesforce	Salesforce	Salesforce	Salesforce	

Figure 26: 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:

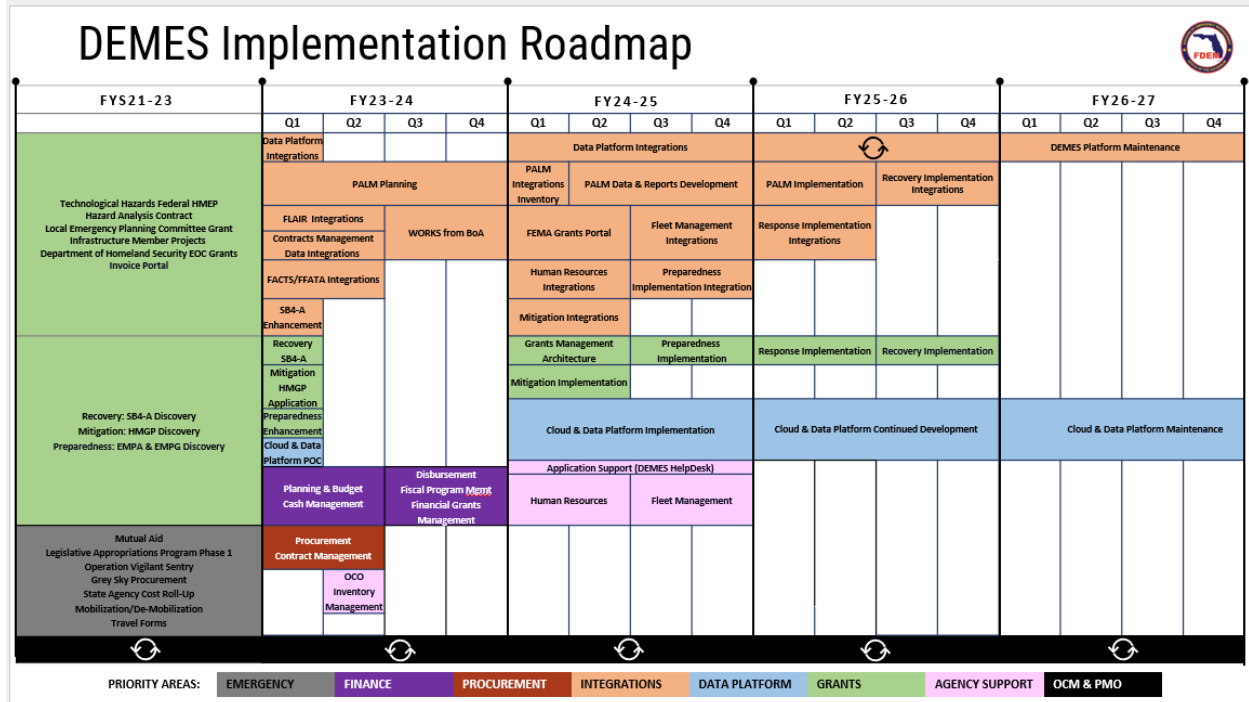


Figure 27: Implementation Roadmap

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

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	Represents, graphically, the current state of program areas' business processes using standard business process notation. This document should include narrative descriptions of key activities, including owners, inputs, and outputs
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 28: 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 29: 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, user acceptance, and the ultimate adoption of planned changes. 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, training, and intentional stakeholder stewardship.

FDEM will adhere to the standards of the PMO for Organizational Change Management. The ADKAR Model for driving change enablement will be used to ensure DEM internal and external stakeholders are brought along the change journey. This model moves organization members through five stages via communication, training, and stakeholder cultivation: (1) Aware of the Change, (2) Desire the Change, (3) Know the key points of the Change, (4) Able to execute in the changed environment, (4) Reinforcing the Change for themselves and others. Additional approaches 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
- Internal/External Training plan including platform (classroom, CBT, etc.), schedule, and curriculum
- OCM Communication Plan
- Physical on-site Marketing Recommendations (Posters, Information Hub, Program Desk/Cart, Infographics)
- 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
- Stakeholder Change Adoption Assessment & Stewardship Plan

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)
- Organizational Change/ Organizational Enablement Advisor (a member of the project management team guiding enablement + change strategy)
- Communications Bureau Chief + Team
- 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



FY24-25_DEMES_IV-
B_CBA.xlsx

B. Risk Assessment Tool



FY24-25_DEMES_IV-
B_Risk_Assessment.x

C. Existing Enterprise Business Processes

Below are processes that reflect current state in various sections of the Division, these flowcharts were made during initial discovery and are subject to updates as more details are uncovered:

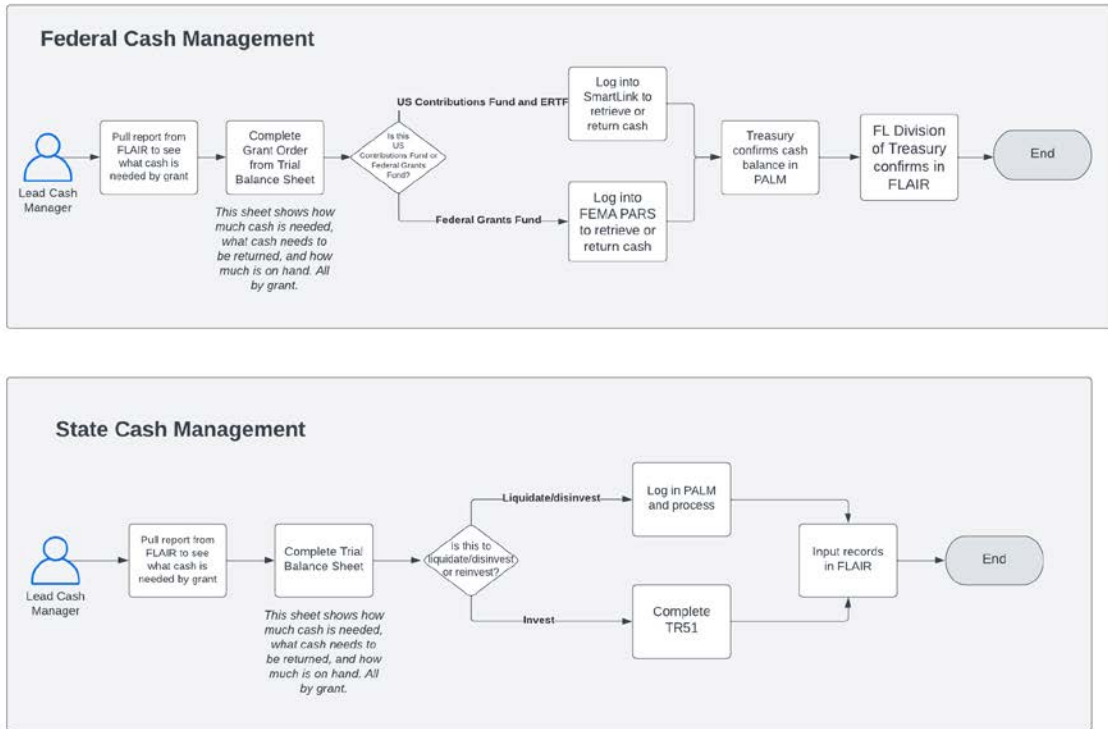


Figure 30: Finance – Cash Management

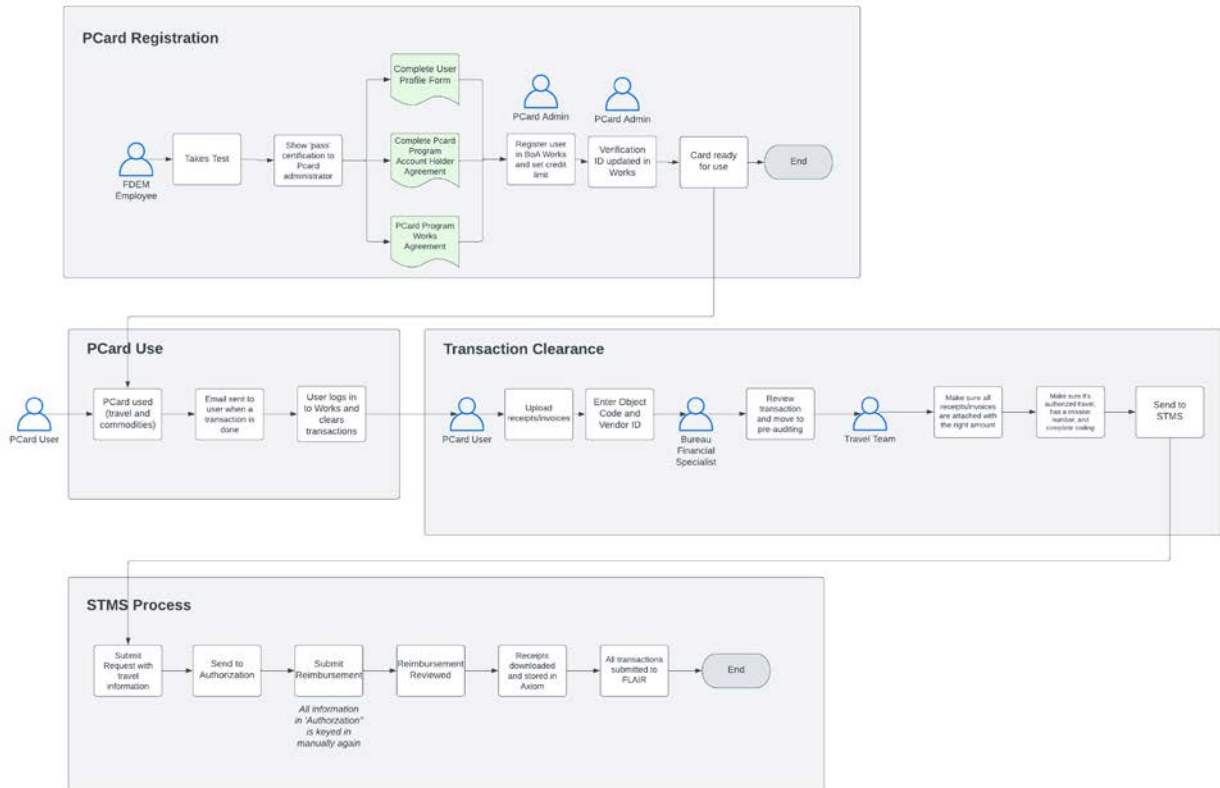


Figure 31: Finance – Pcard and Travel

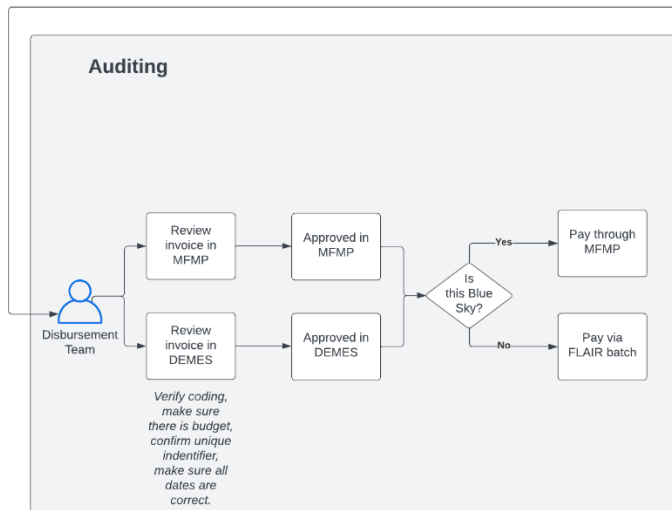
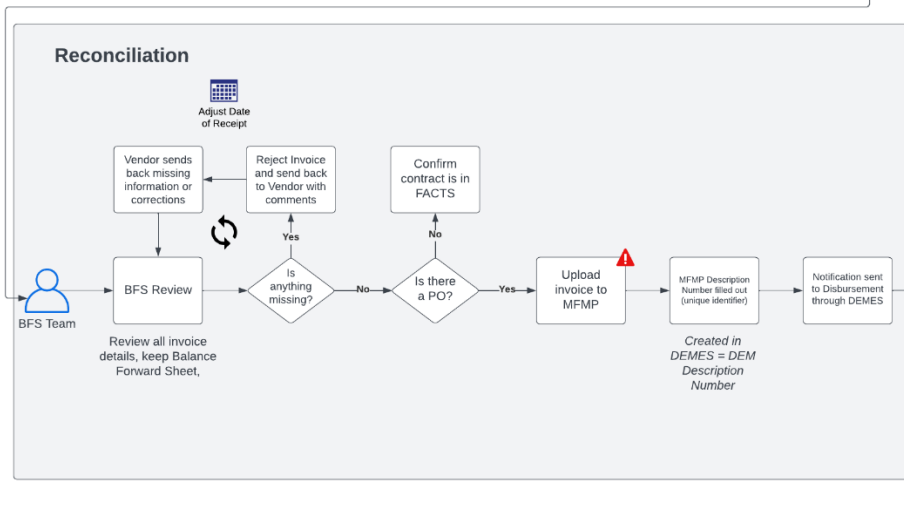
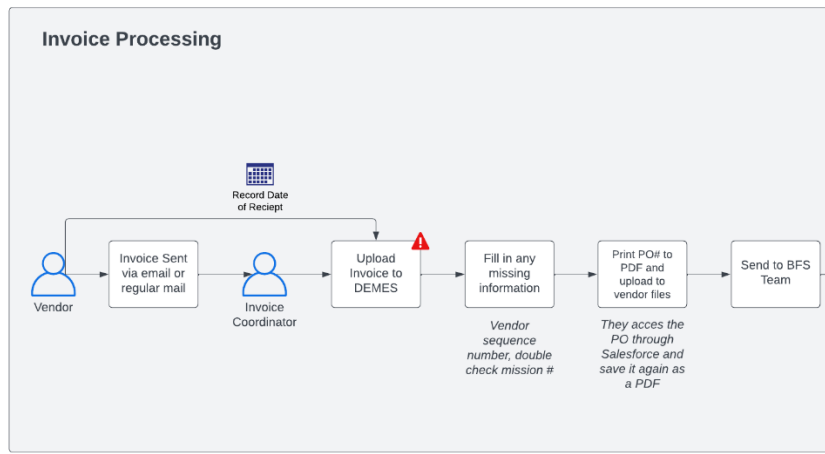


Figure 32: Finance – Payment Processing

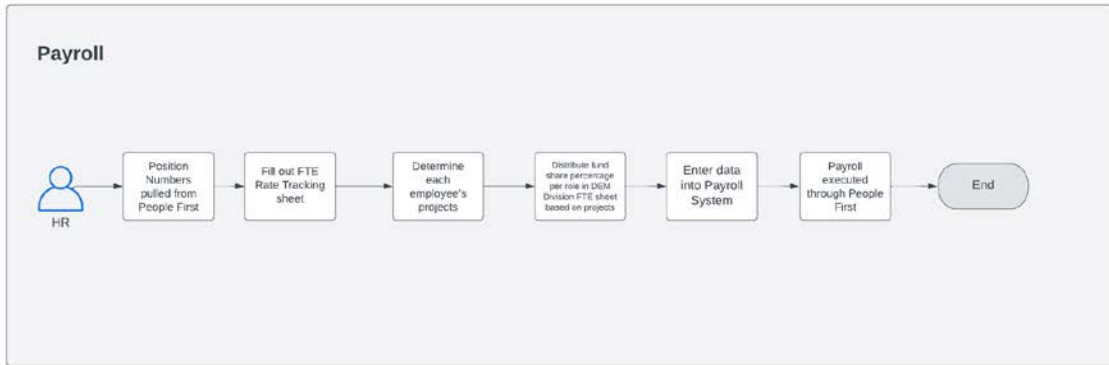


Figure 33: Finance - Payroll Processing

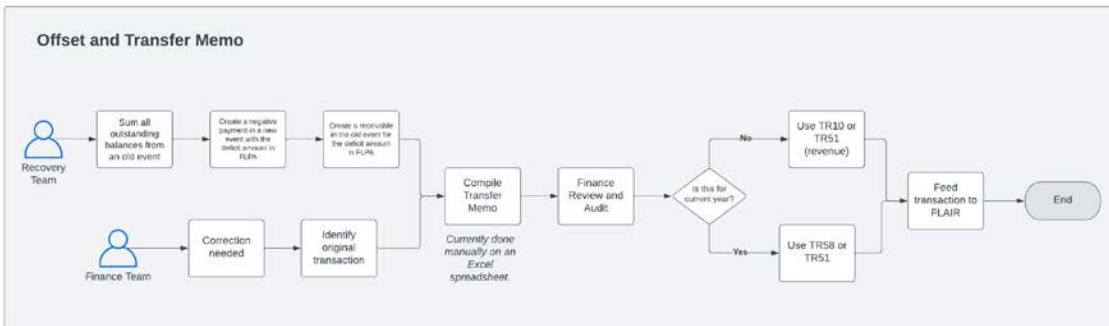


Figure 34: Finance – Offset and Transfer Memo

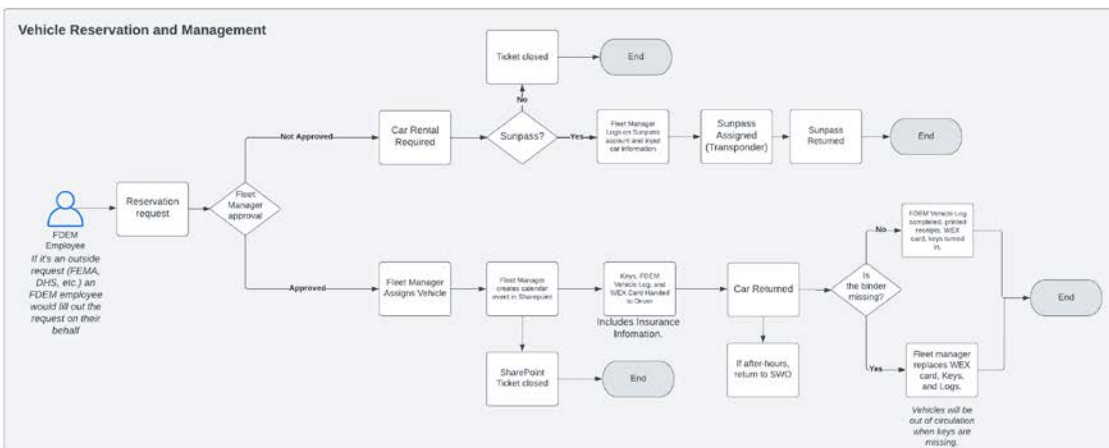


Figure 35: Fleet Management – Vehicle Reservation and Management

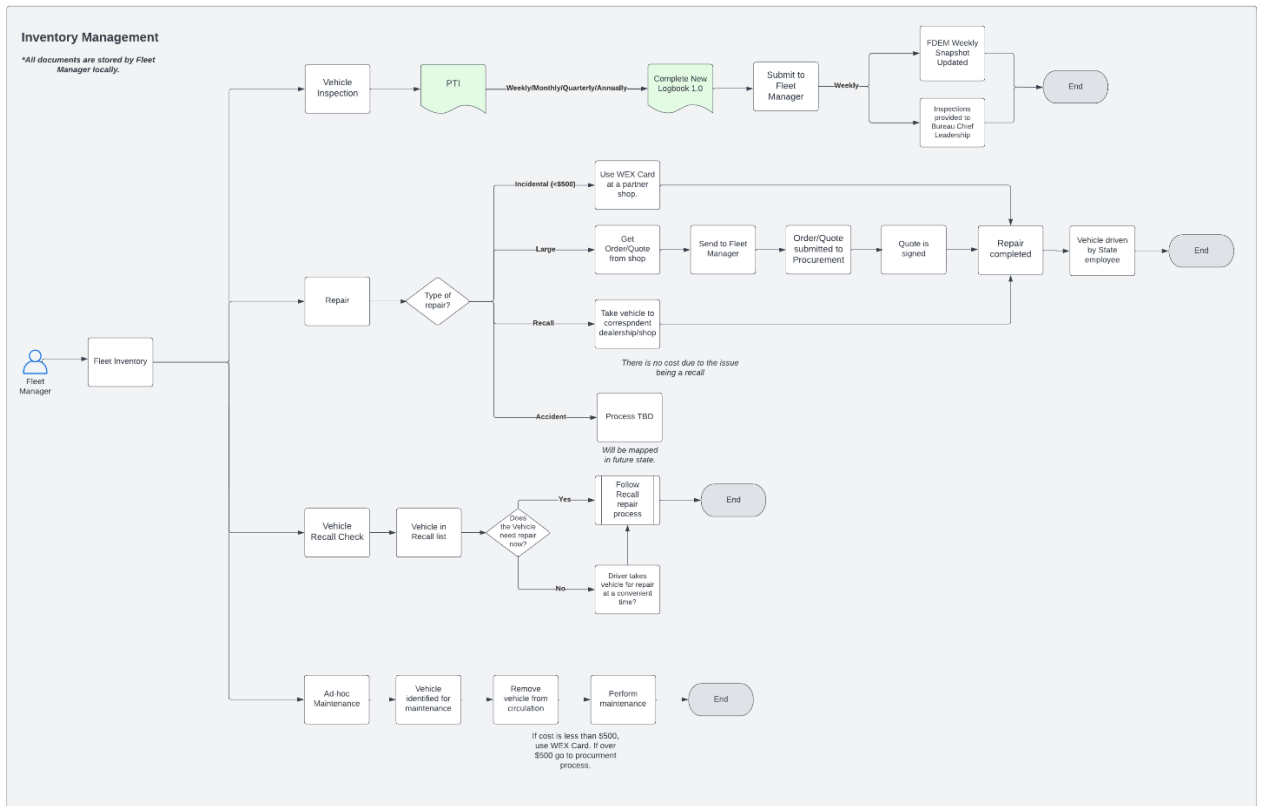


Figure 36: Fleet Management – Inventory Management

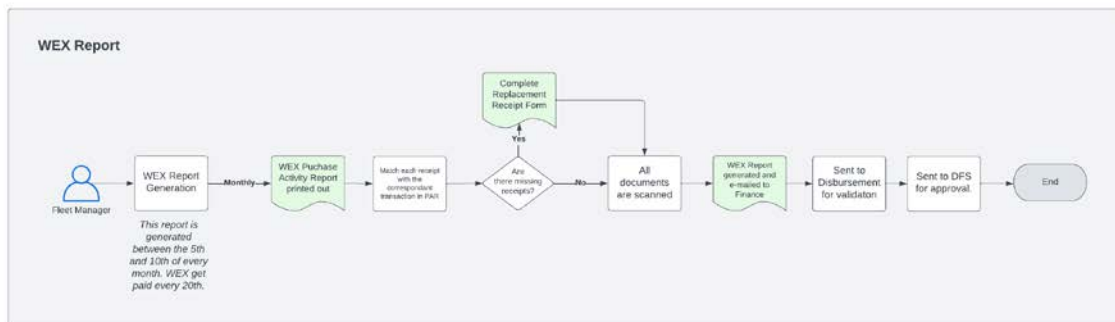


Figure 37: Fleet Management – WEX Report

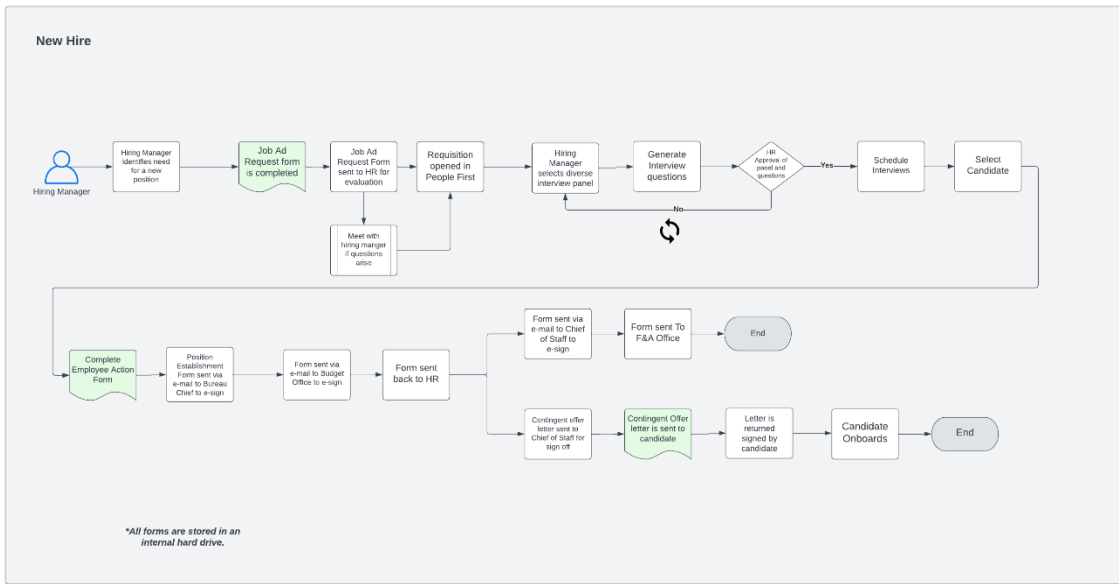


Figure 38: Human Resources – New Hire

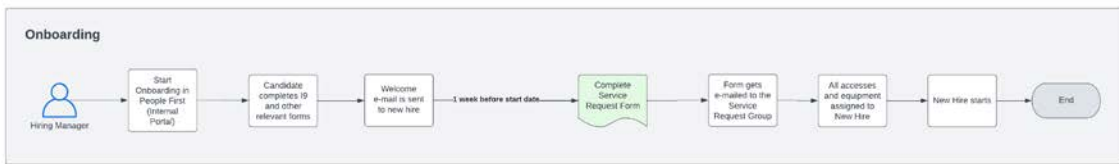


Figure 39: Human Resources – Onboarding

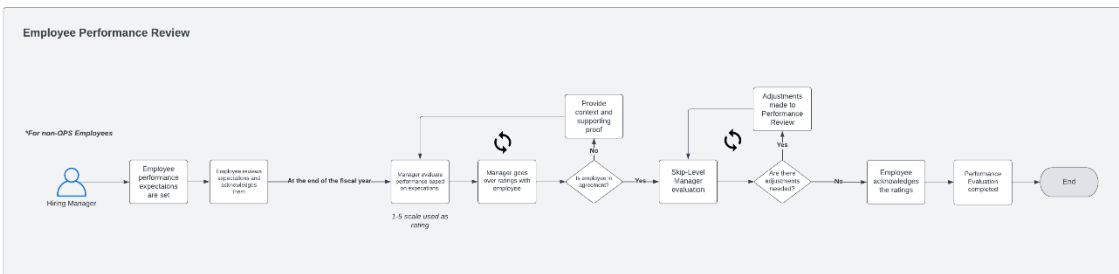


Figure 40: Human Resources – Employee Performance Review

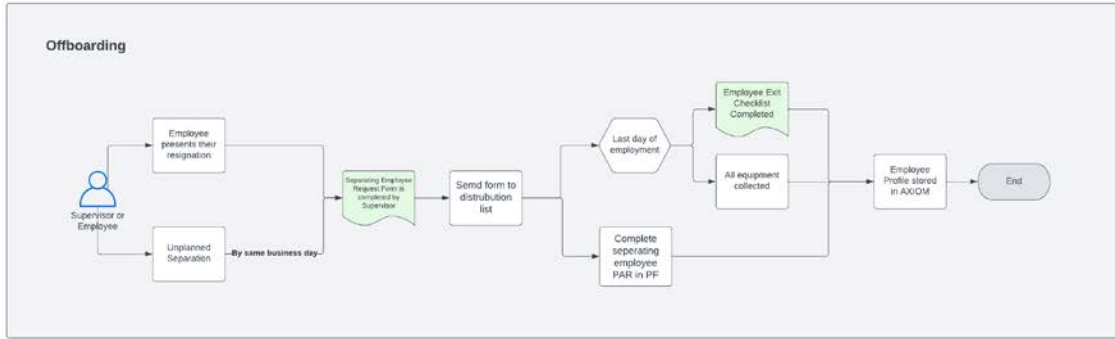


Figure 41: Human Resources – Offboarding

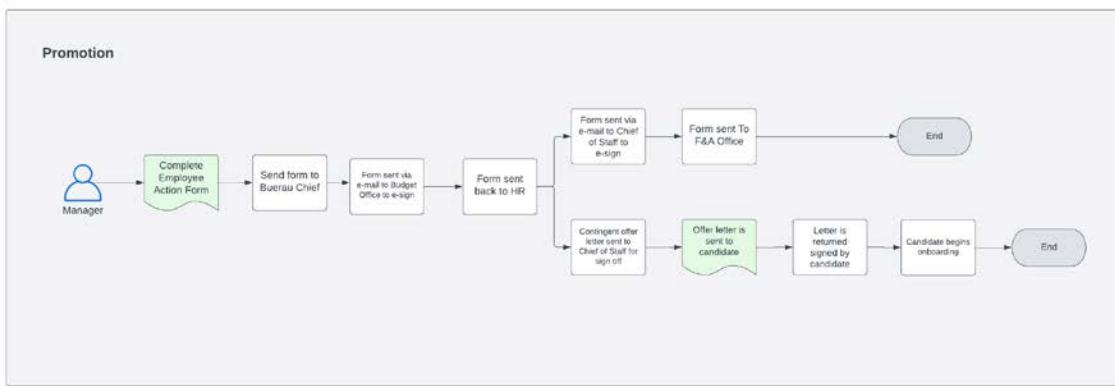


Figure 42: Human Resources – Promotion

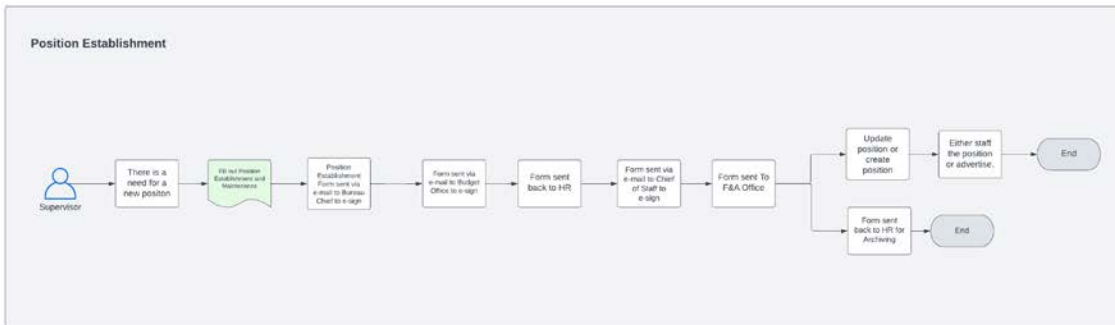


Figure 43: Human Resources – Position Establishment

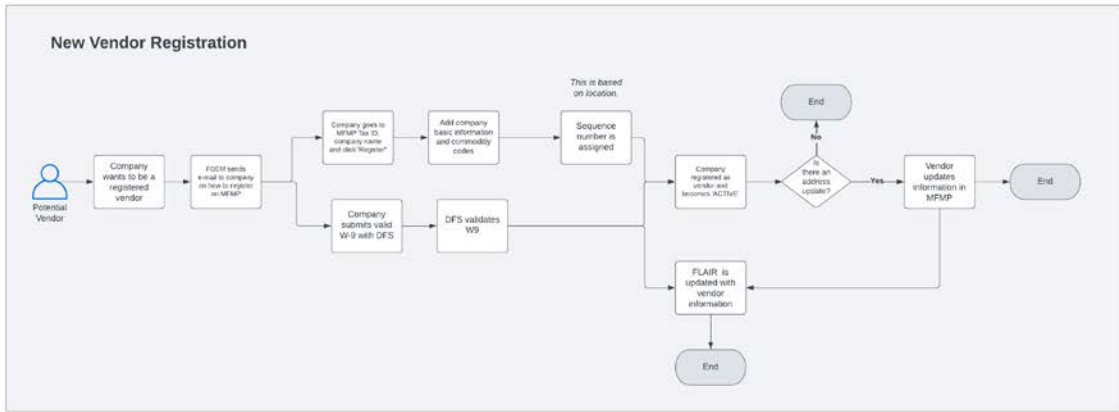


Figure 44: Procurement – New Vendor Registration

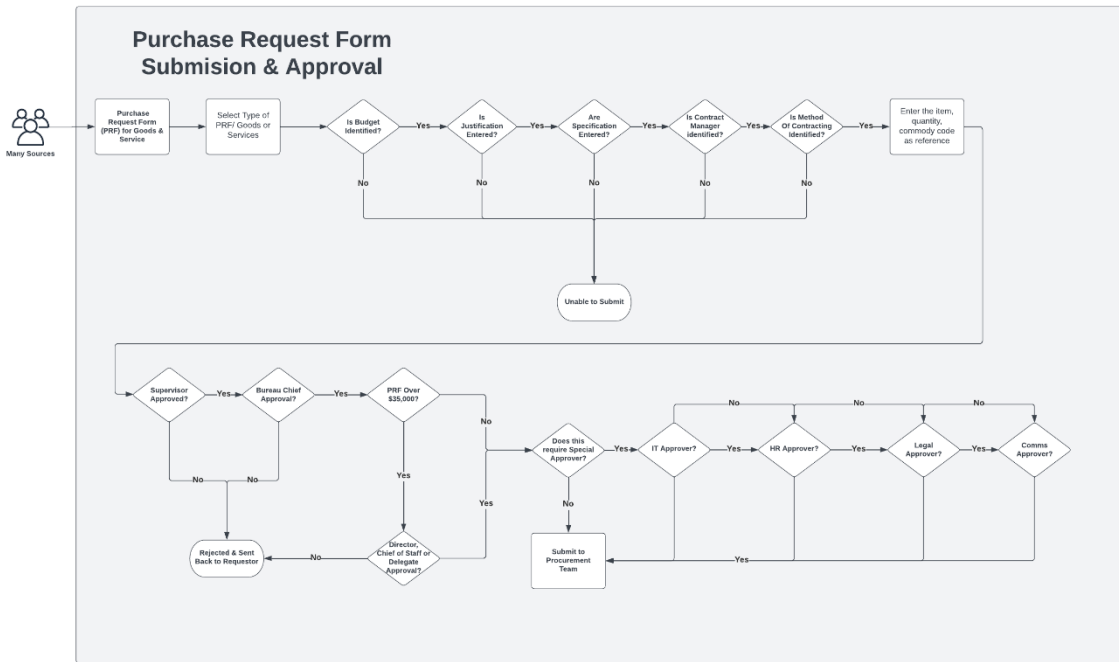


Figure 45: Procurement – Purchase Request Form Submission and Approval

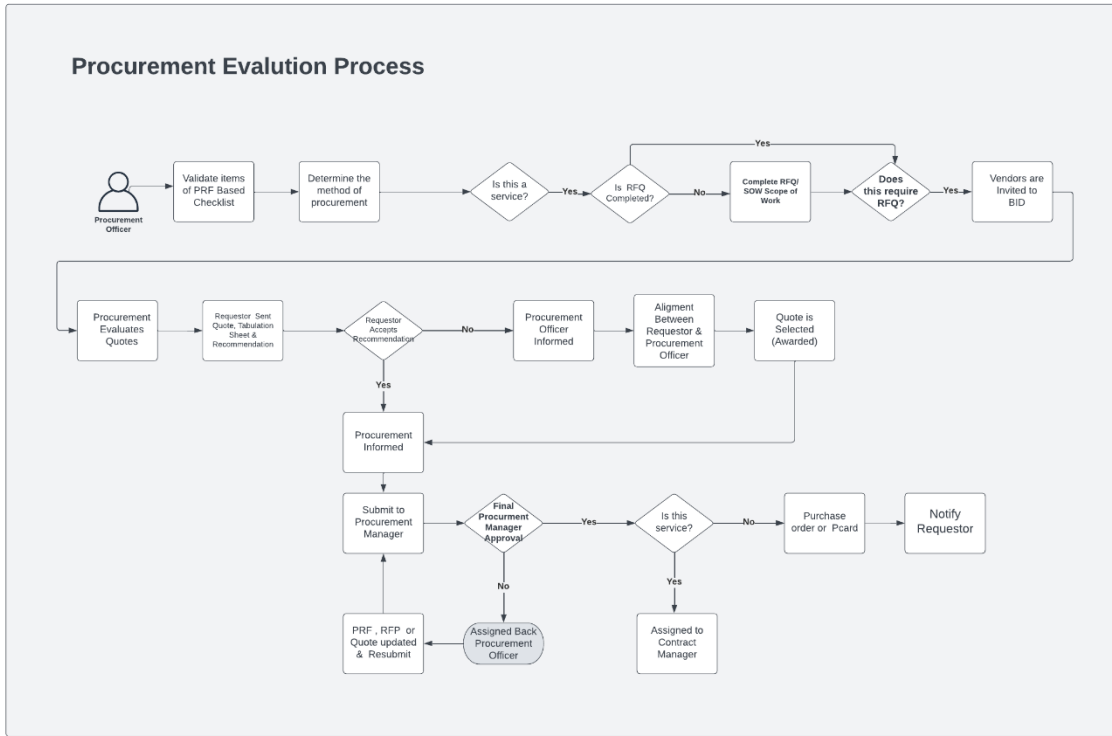


Figure 46: Procurement Evaluation Process

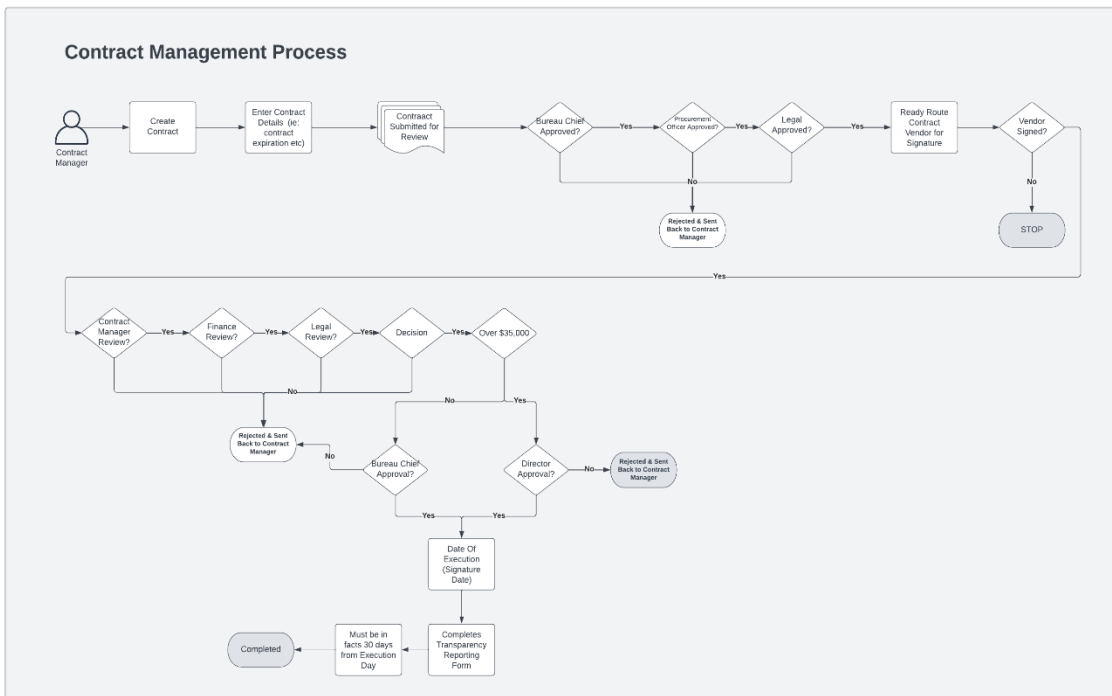


Figure 47: Procurement – Contract Management Process

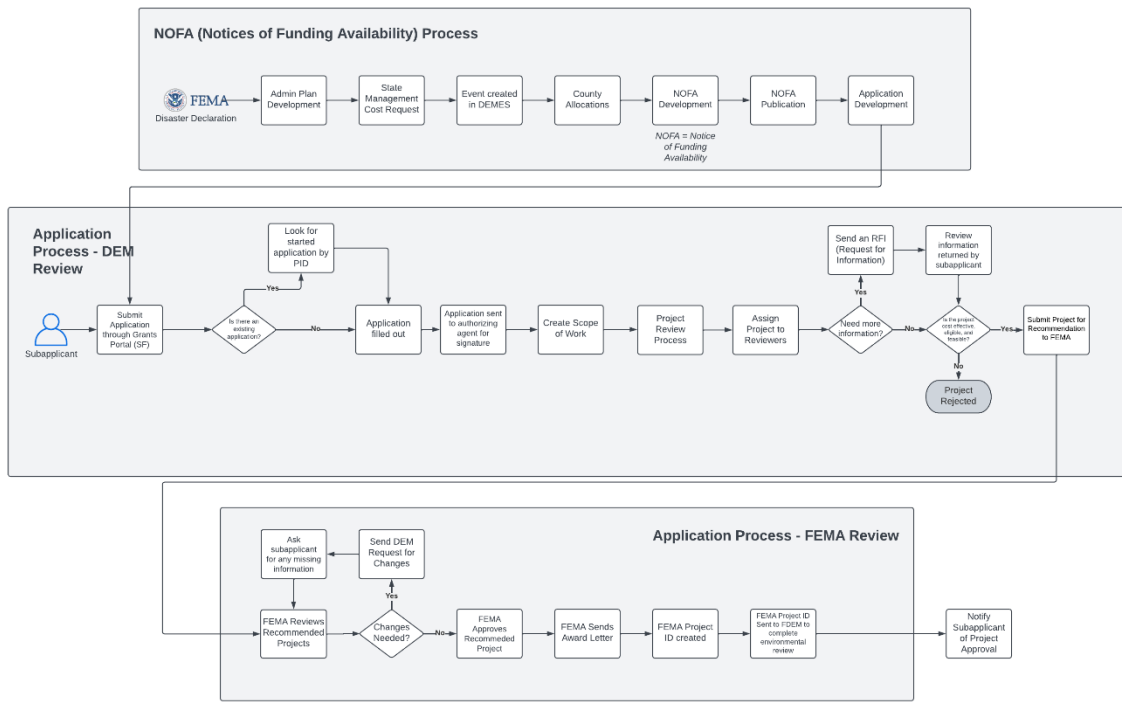


Figure 48: HMGP – NOFA and Application Process

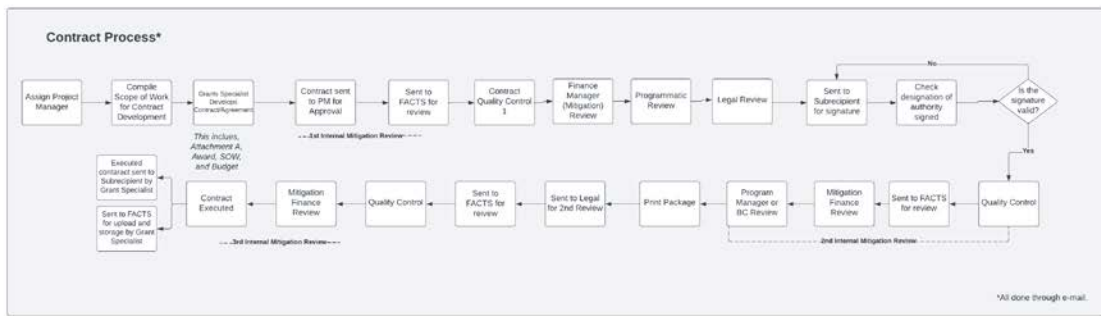


Figure 49: HMGP – Contract Process

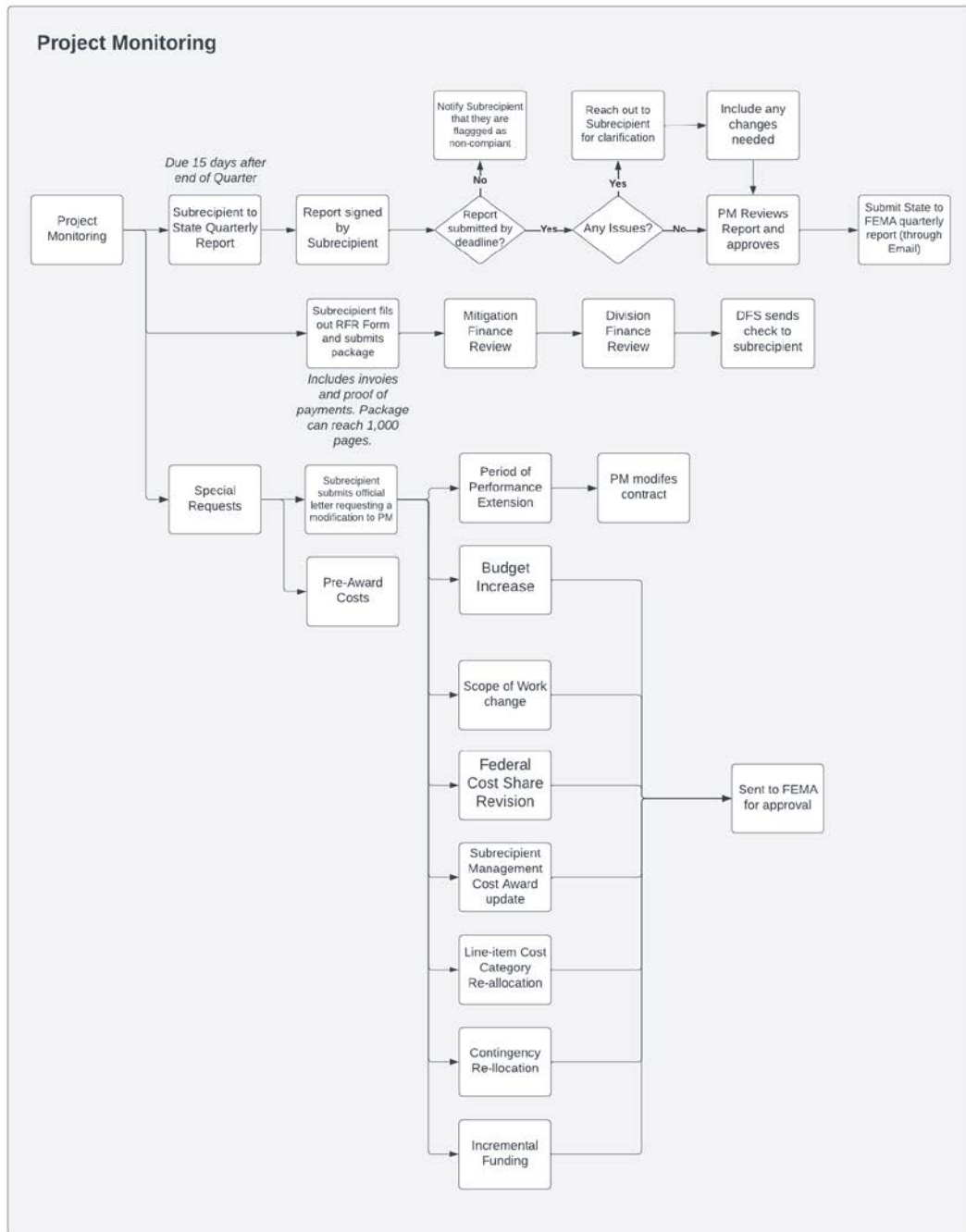


Figure 50: HMGP – Project Monitoring

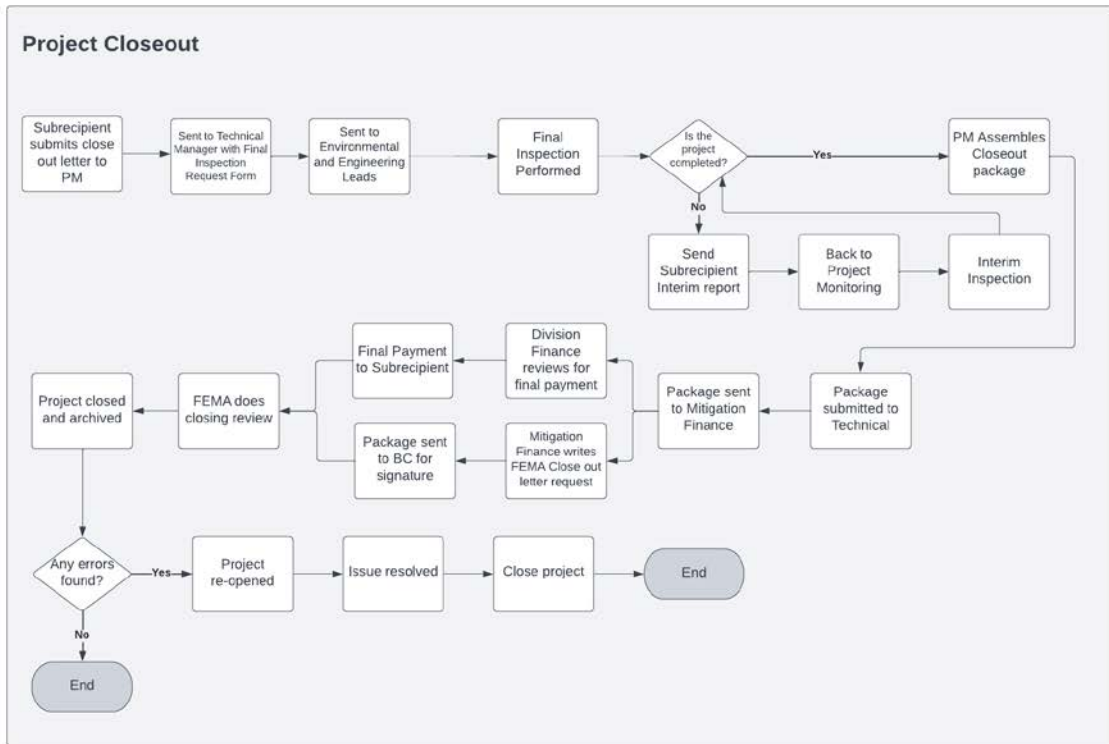


Figure 51: HMGP – Project Closeout

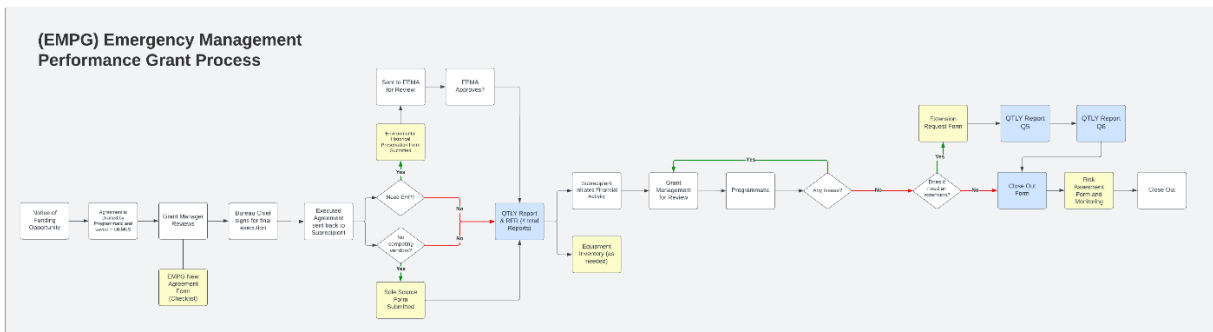


Figure 52: EMPG Process

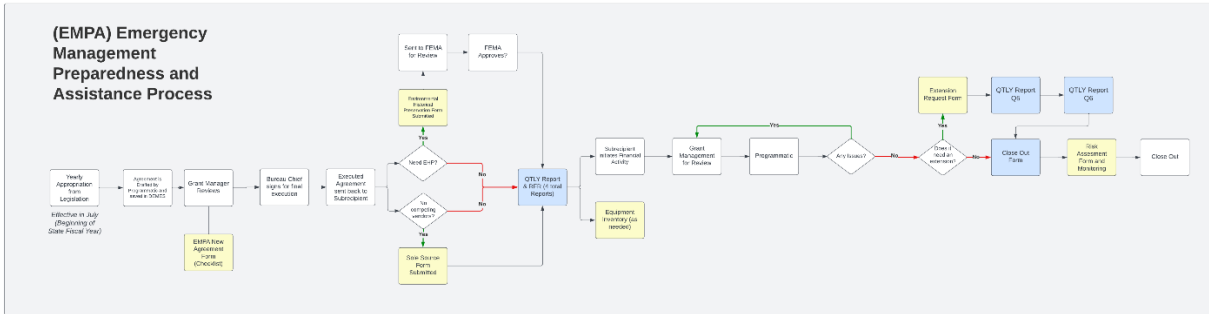


Figure 53: EMPA Process

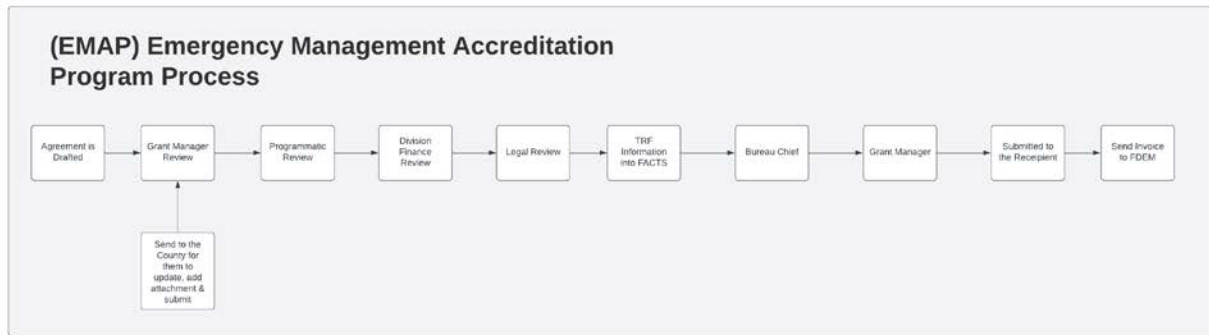


Figure 54: EMAP Process

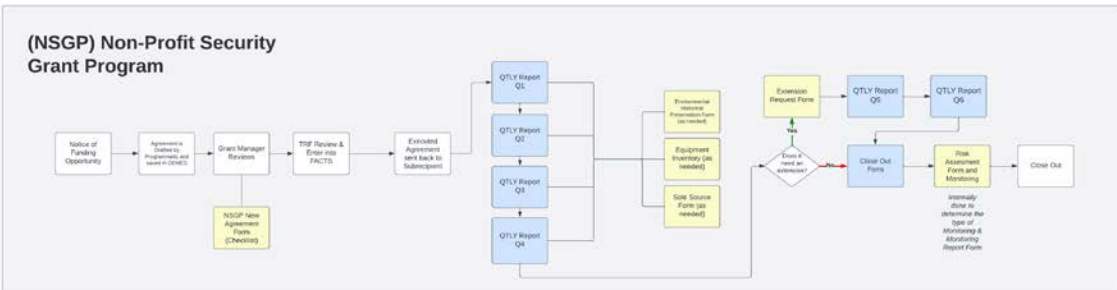


Figure 55: NSGP Process

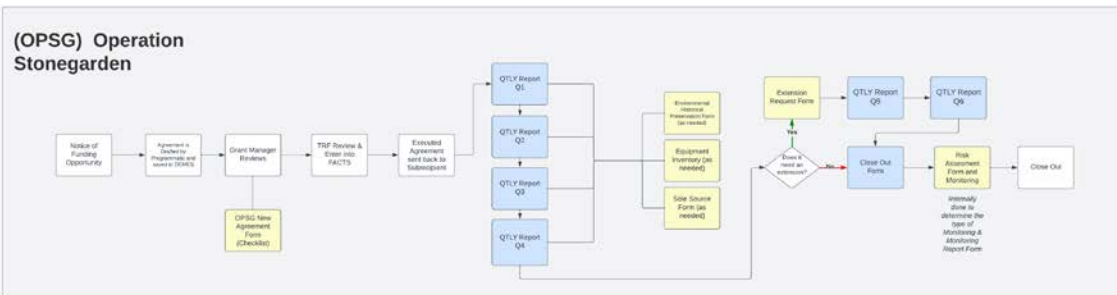


Figure 56: OPSG Process

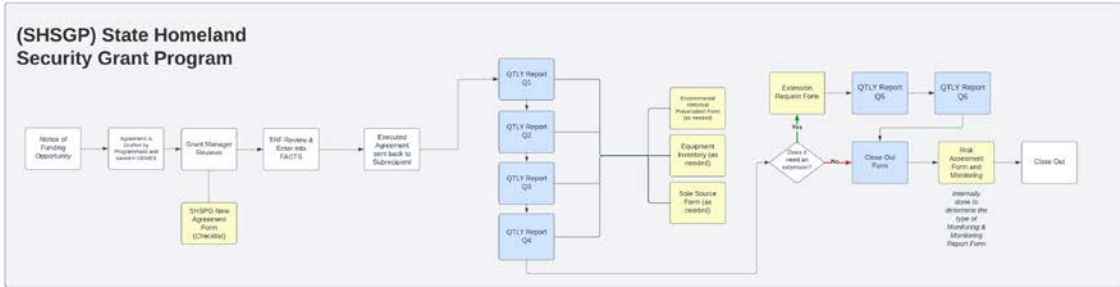


Figure 57: SHSGP Process

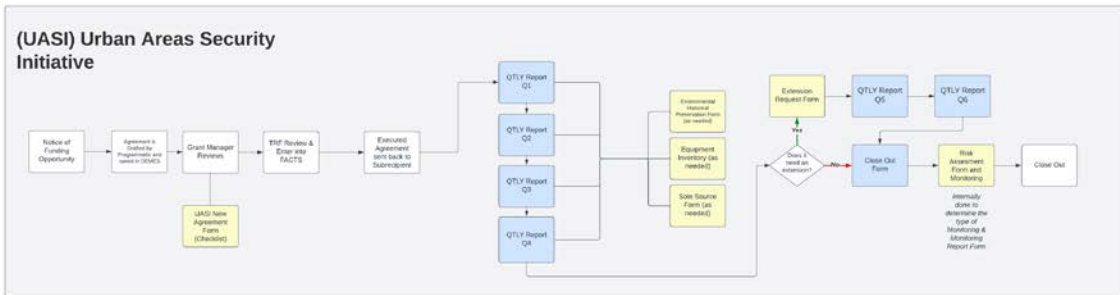


Figure 58: Urban Areas Security Initiative Process

CBAForm 1 - Net Tangible Benefits

Agency	<u>Div. of Emer. Management</u>	Project	<u>Enterprise Solution (DEMES)</u>
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2024-25			FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Application Maintenance Costs	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software Salesforce, Informatica, Conga	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844
B-4. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844	\$0	\$1,972,844	\$1,972,844
F. Additional Tangible Benefits:															
		\$31,299,250			\$39,051,850			\$47,804,450			\$54,057,050			\$54,057,050	
F-1. Improved obligation of Federal PA funding		\$29,955,000			\$29,955,000			\$29,955,000			\$29,955,000			\$29,955,000	
F-2. More timely closeout of events		\$0			\$6,252,600			\$12,505,200			\$18,757,800			\$18,757,800	
F-3. Increased automation/decreased manual steps		\$344,250			\$344,250			\$344,250			\$344,250			\$344,250	
F-4. Reduction of unallowable costs		\$1,000,000			\$2,500,000			\$5,000,000			\$5,000,000			\$5,000,000	
Total Net Tangible Benefits:		\$29,326,406			\$37,079,006			\$45,831,606			\$52,084,206			\$52,084,206	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	10%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input type="checkbox"/>	Confidence Level	

A	B		C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Div. of Emer. Management		Enterprise Solution (DEMES)		CBA Form 2A Baseline Project Budget																
Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.					FY2024-25			FY2025-26			FY2026-27			FY2027-28			FY2028-29			TOTAL	
2					\$ 1,900,000	\$ 5,862,000			\$ 4,064,801			\$ 1,812,000			\$ -			\$ -			\$ 13,638,801
3																					
4	Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL	
5	Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
9	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ 1,900,000	0.00	\$ 5,862,000	\$ -	0.00	\$ 4,064,801	\$ -	0.00	\$ 1,812,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 13,638,801
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
15	All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
16	Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
17	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
21	Total				\$ 1,900,000	0.00	\$ 5,862,000	\$ -	0.00	\$ 4,064,801	\$ -	0.00	\$ 1,812,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 13,638,801

CBAForm 2 - Project Cost Analysis

Agency	<u>Div. of Emer. Management</u>	Project	<u>Enterprise Solution (DEMES)</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	
TOTAL PROJECT COSTS (*)	\$5,862,000	\$4,064,801	\$1,812,000	\$0	\$0	\$13,638,801
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i>	\$7,762,000	\$11,826,801	\$13,638,801	\$13,638,801	\$13,638,801	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	
General Revenue	\$5,862,000	\$4,064,801	\$1,812,000	\$0	\$0	\$11,738,801
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 checked="" type="checkbox"/> Disaster Mgmt Costs - Mitigation/Recovery	\$4,635,000	\$3,671,000	\$793,000	\$0	\$0	\$9,099,000
TOTAL INVESTMENT	\$10,497,000	\$7,735,801	\$2,605,000	\$0	\$0	\$20,837,801
CUMULATIVE INVESTMENT	\$10,497,000	\$18,232,801	\$20,837,801	\$20,837,801	\$20,837,801	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	x	Confidence Level	10%
Order of Magnitude		Confidence Level	
Placeholder		Confidence Level	

CBAForm 3 - Project Investment Summary

Agency	<u>Div. of Emer. Management</u>	Project	<u>Enterprise Solution (DEMES)</u>
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	TOTAL FOR ALL YEARS
Project Cost	\$5,862,000	\$4,064,801	\$1,812,000	\$0	\$0	\$13,638,801
Net Tangible Benefits	\$29,326,406	\$37,079,006	\$45,831,606	\$52,084,206	\$52,084,206	\$216,405,430
Return on Investment	\$21,564,406	\$33,014,205	\$44,019,606	\$52,084,206	\$52,084,206	\$202,766,629
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	N/A	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2024-25	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$181,367,317	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%

	B	C	D	E	F	G	H
3	Project		<i>DEM Enterprise Solution (DEMES) Project</i>				
4							
5	Agency		<i>Florida Division of Emergency Management</i>				
6	FY 2024-25 LBR Issue Code:			FY 2023-24 LBR Issue Title:			
7							
8	Risk Assessment Contact Info (Name, Phone #, and E-mail Address):						
9	<i>Jason Ray, 850-815-4701, Jason.Ray@em.myflorida.com</i>						
10	Executive Sponsor		<i>Kevin Guthrie, Division Director</i>				
11	Project Manager		<i>Melissa Hancock</i>				
12	Prepared By		<i>Melissa Hancock</i>				
14	Risk Assessment Summary						
15							
16	Business Strategy	Level of Project Risk					
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
34	Project Risk Area Breakdown						
35	Risk Assessment Areas						<i>Risk Exposure</i>
36	Strategic Assessment						MEDIUM
37							
38	Technology Exposure Assessment						MEDIUM
39							
40	Organizational Change Management Assessment						HIGH
41							
42	Communication Assessment						HIGH
43							
44	Fiscal Assessment						MEDIUM
45							
46	Project Organization Assessment						MEDIUM
47							
48	Project Management Assessment						LOW
49							
50	Project Complexity Assessment						HIGH
51							
52							
53	Overall Project Risk						HIGH

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

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

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

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

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

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

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

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

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: EOG-Division of Emergency Managemen **Budget Period 2024 - 25**
Budget Entity: 31700100-Emergency Management

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>SECTION I</u>	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: N/A-DEM does not have any debt service funding

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: _____

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: 2023-2024

Department: Division of Emergency Management

Chief Internal Auditor: Mandi Cohen

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. 2023- 174	Report Dated March 2023	Recovery Bureau Procurement Office	<p>Finding 2022-062: The FDEM did not timely or accurately 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). Additionally, the FDEM was unable to provide all FFATA reports requested for audit.</p> <p>Recommendation: We recommend that FDEM management ensure that all applicable Disaster Grants subawards are appropriately and timely</p>	<p>FDEM concurs with this finding. FDEM recently conducted a comprehensive business-process analysis for federal grants management to include FFATA reporting. FDEM is using this analysis to develop a technological solution to complete this reporting timely.</p>	
		Recovery Bureau	<p>Finding 2022-063: The FDEM did not evaluate each subrecipient’s risk of noncompliance for the purpose of determining the appropriate subrecipient monitoring and, consequently, the FDEM could not demonstrate that monitoring performed was based on risk.</p> <p>Recommendation: We recommend that the FDEM evaluate each subrecipient’s risk of noncompliance for the purpose of determining the appropriate subrecipient monitoring and conduct subrecipient monitoring based on the</p>	<p>FDEM concurs with this finding. Due to staffing shortages, FDEM was unable to fully correct subrecipient monitoring. To mitigate this finding, FDEM has requested 15 positions, which will be utilized to conduct onsite and desktop monitoring of subrecipients. FDEM's subrecipient monitoring policies and procedures are being revised.</p>	
		Mitigation Bureau Procurement Office	<p>Finding 2022-064: The FDEM did not always 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 enhance controls to ensure that all applicable HMGP subawards are appropriately and timely reported in the FSRS</p>	<p>FDEM concurs with this finding. FDEM recently conducted a comprehensive business-process analysis for federal grants management to include FFATA reporting. FDEM is using this analysis to develop a technological solution to complete this reporting timely.</p>	

FDEM OIG Report No. 23- A002	Report Dated June 2023	Information Technology and Management Bureau	The contents of this audit report are confidential and exempt from public disclosure pursuant to section 282.318(4)(g), Florida Statutes.	The contents of this audit report are confidential and exempt from public disclosure pursuant to section 282.318(4)(g), Florida Statutes.
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Office of Policy and Budget - June 2023

Fiscal Year 2024-25 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG - Division of Emergency Management/31700100 Emergency Management
Agency Budget Officer/OPB Analyst Name: Susanne McDaniel

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

	Program or Service (Budget Entity Codes)				
Action					

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 57 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y				

3. EXHIBIT B (EXBR, EXB)

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					

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

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity 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				
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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				
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TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
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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.					
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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.					
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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 60 of the LBR Instructions?	Y				
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4.2 Is the program component code and title used correct?	Y				
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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.					
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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				
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Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					

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 2022-23 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 28 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 63 through 70 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 70 of the LBR Instructions?	Y				

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	Y				
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	Y				
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	N/A			
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	N/A			
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-003?	Y	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)	Y	N/A			
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	N/A			
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	N/A			
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				

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					

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 27 and 89 of the LBR Instructions.)	Y				
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	N/A			
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:					
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	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	DEM has a \$3M recurring FCO Issue			
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 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. 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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	Program or Service (Budget Entity Codes)				
Action					

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 63 through 70 of the LBR Instructions.	
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP If an appropriation made in the FY 2023-24 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				

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					

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				

Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					

8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N	Current Year Operating Reversions Not Available			
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?	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				

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	Program or Service (Budget Entity Codes)				
Action					

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 121 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.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:					
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	N	Amounts other than pay grade minimum have been justified in narrative			

10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)	Y				
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 94 and 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				

11. SCHEDULE IV (EADR, SC4)

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

12. SCHEDULE VIIIA (EADR, SC8A)

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

13.1 NOT REQUIRED FOR THIS YEAR					
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	Program or Service (Budget Entity Codes)				
Action					

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.					
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14. SCHEDULE VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)

14.1 Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y				
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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.					
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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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15. SCHEDULE VIII C (EADR, S8C) (NO LONGER REQUIRED)

16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 105-109 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				
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16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
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AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
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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				
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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				
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Fiscal Year 2024-25 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action					

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")	N	Difference is footnoted on Schedule XI			
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 53 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 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Y				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

AUDITS - GENERAL INFORMATION

TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

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

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP	Y	N/A			
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				

Fiscal Year 2024-25 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG - Division of Emergency Management/31700100 Emergency Management
Agency Budget Officer/OPB Analyst Name: Susanne McDaniel

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					

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				