



# FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, FL 32399

**Ron DeSantis**  
Governor

**Jeanette Nuñez**  
Lt. Governor

**Shawn Hamilton**  
Secretary

October 15, 2024

Brandi Gunder, Deputy Director of Budget  
Daniel Pardo, Deputy Director of Policy  
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 Department of Environmental Protection 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 2025-26 Fiscal Year.

A handwritten signature in blue ink, appearing to read "S. Hamilton", is written over a horizontal line.

Digitally signed by Shawn  
Hamilton  
Date: 2024.10.15 12:43:31  
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Shawn Hamilton, Secretary

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 10 2 021024 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,270,847.67
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,635,220.14
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	873.48
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000500	INTEREST	17.00
001800	REFUNDS	563.34
	** GL 15102 TOTAL	580.34
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	3,629.48
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	34.70-
040000	EXPENSES	0.00
040000	CF EXPENSES	22,051.36-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	63,188.24-
100781	FLAIR SYSTEM REPLACEMENT	0.00
100781	CF FLAIR SYSTEM REPLACEMENT	2,720.00-
100908	LEGAL SERVICES	0.00
100908	CF LEGAL SERVICES	6,163.43-
	** GL 31100 TOTAL	94,157.73-
32100	ACCRUED SALARIES AND WAGES	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	7,997.43-
	** GL 32100 TOTAL	7,997.43-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
001800	REFUNDS	815.00-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	9,924.98-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	1,776.75-
040000	EXPENSES	0.00
040000	CF EXPENSES	53,001.75-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 10 2 021024 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	4,377.97-
100908	LEGAL SERVICES	0.00
100908 CF	LEGAL SERVICES	46,259.56-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	121.19-
	** GL 35300 TOTAL	115,462.20-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	1,675.80-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	11,282.41
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	81,918.09-
040000	EXPENSES	0.00
040000 CF	EXPENSES	10,000.00-
	** GL 38600 TOTAL	80,635.68-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,610,407.27-
94100	ENCUMBRANCES	
030000 CF	OTHER PERSONAL SERVICES	69,307.40
040000	EXPENSES	9,166.29
040000 CF	EXPENSES	51,762.50
060000 CF	OPERATING CAPITAL OUTLAY	6,842.47
100777	CONTRACTED SERVICES	56,011.76
100777 CF	CONTRACTED SERVICES	55,786.11
100781 CF	FLAIR SYSTEM REPLACEMENT	284,616.98
100908 CF	LEGAL SERVICES	505,413.38
	** GL 94100 TOTAL	1,038,906.89
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000 CF	OTHER PERSONAL SERVICES	69,307.40-
040000	EXPENSES	9,166.29-
040000 CF	EXPENSES	51,762.50-
060000 CF	OPERATING CAPITAL OUTLAY	6,842.47-
100777	CONTRACTED SERVICES	56,011.76-
100777 CF	CONTRACTED SERVICES	55,786.11-
100781 CF	FLAIR SYSTEM REPLACEMENT	284,616.98-
100908 CF	LEGAL SERVICES	505,413.38-
	** GL 98100 TOTAL	1,038,906.89-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 035001 AIR POLLUTION CONTROL TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	160,783.78
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	17,842,035.44
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	1,827.80
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000200	LICENSES	13,498.21
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	53,879.27
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000200	LICENSES	10,898.21-
16300	DUE FROM OTHER DEPARTMENTS	
001620	DISTRIBUTIONS - SUBJECT TO SERVICE CHARGE	1,201,654.08
16400	DUE FROM FEDERAL GOVERNMENT	
000700	U S GRANTS	459,593.98
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	154.17
010000	CF SALARIES AND BENEFITS	97.77-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	88,546.13-
040000	EXPENSES	0.00
040000	CF EXPENSES	7,670.91-
100021	ACQUISITION/MOTOR VEHICLES	0.00
100021	CF ACQUISITION/MOTOR VEHICLES	63,694.17-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	1,940.69-
	** GL 31100 TOTAL	161,795.50-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	5,467.24-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	4,317.75-
	** GL 32100 TOTAL	9,784.99-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 035001 AIR POLLUTION CONTROL TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	4,580.76-
100180	DIST CO-MTR V REG PROCEEDS	534,233.50
100180 CF	DIST CO-MTR V REG PROCEEDS	534,233.50-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	1,799.04-
	** GL 35300 TOTAL	6,379.80-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	216.89-
100180	DIST CO-MTR V REG PROCEEDS	534,233.50-
100195	ASBESTOS REMOVAL PROG FEE	0.00
100195 CF	ASBESTOS REMOVAL PROG FEE	3,440.00-
	** GL 35500 TOTAL	537,890.39-
35600	DUE TO GENERAL REVENUE	
180200	TR/GENERAL REVENUE-SWCAP	5,913.86-
310322	SERVICE CHARGE TO GEN REV	309,197.98-
	** GL 35600 TOTAL	315,111.84-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	85,835.79-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	15,299,459.04-
57201	FUND BALANCE RESTRICTED TITLE V	
000000	BALANCE BROUGHT FORWARD	3,306,117.00-
94100	ENCUMBRANCES	
030000 CF	OTHER PERSONAL SERVICES	1,371,427.40
040000 CF	EXPENSES	21,097.96
060000 CF	OPERATING CAPITAL OUTLAY	182,166.65
100021	ACQUISITION/MOTOR VEHICLES	63,694.17
100021 CF	ACQUISITION/MOTOR VEHICLES	704,615.91
100777 CF	CONTRACTED SERVICES	764,078.92
	** GL 94100 TOTAL	3,107,081.01
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000 CF	OTHER PERSONAL SERVICES	1,371,427.40-
040000 CF	EXPENSES	21,097.96-
060000 CF	OPERATING CAPITAL OUTLAY	182,166.65-
100021	ACQUISITION/MOTOR VEHICLES	63,694.17-
100021 CF	ACQUISITION/MOTOR VEHICLES	704,615.91-

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 035001 AIR POLLUTION CONTROL TRUST FUND  
G-L G-L ACCOUNT NAME

CAT

100777 CF CONTRACTED SERVICES

\*\* GL 98100 TOTAL

\*\*\* FUND TOTAL

BEGINNING BALANCE

764,078.92-

3,107,081.01-

0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		BEGINNING BALANCE
20 2 044001	DRINKING WATER REVOLVING LOAN TRUST FUND	
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	7,599,039.49
12400	CASH IN STATE TREASURY UNVERIFIED	
002300	REPAYMENT OF LOANS	2,286.22
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	321,947,851.39
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	966,301.60
15400	LOANS AND NOTES RECEIVABLE	
002300	REPAYMENT OF LOANS	49,437,993.62
16400	DUE FROM FEDERAL GOVERNMENT	
000700	U S GRANTS	31,799,603.22
25300	LOANS/NOTES REC FROM OTHER GOVERNMENTS	
002300	REPAYMENT OF LOANS	705,777,177.92
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	32,264.95-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	1,117,497,988.51-
94100	ENCUMBRANCES	
140129	19 DRINK WATER FAC CONSTR-SRL	25,478,465.55
140129	20 DRINK WATER FAC CONSTR-SRL	28,943,820.04
140129	21 DRINK WATER FAC CONSTR-SRL	85,494,288.39
140129	22 DRINK WATER FAC CONSTR-SRL	92,759,017.24
140129	23 DRINK WATER FAC CONSTR-SRL	154,415,078.06
140129	24 DRINK WATER FAC CONSTR-SRL	47,332,879.00
149952	23 DW LEAD RESTORATION	51,600.00
149953	23 DW EMERGING CONTAMINAN	601,963.00
	** GL 94100 TOTAL	435,077,111.28
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
140129	19 DRINK WATER FAC CONSTR-SRL	25,478,465.55-
140129	20 DRINK WATER FAC CONSTR-SRL	28,943,820.04-
140129	21 DRINK WATER FAC CONSTR-SRL	85,494,288.39-

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 044001 DRINKING WATER REVOLVING LOAN TRUST FUND  
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
140129	22	DRINK WATER FAC CONSTR-SRL	92,759,017.24-
140129	23	DRINK WATER FAC CONSTR-SRL	154,415,078.06-
140129	24	DRINK WATER FAC CONSTR-SRL	47,332,879.00-
149952	23	DW LEAD RESTORATION	51,600.00-
149953	23	DW EMERGING CONTAMINAN	601,963.00-
		** GL 98100 TOTAL	435,077,111.28-
		*** FUND TOTAL	0.00



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 055010 FROM RESILIENT FLORIDA TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	112,271.63
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	391,550,698.06
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	311.57
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	1,159,206.35
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	5,050,535.54
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	378.36-
080046	23 RESILIENT FL DATA COLL/ANA	4,052.00-
	** GL 31100 TOTAL	4,430.36-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	257.71-
100595	RESILIENT FL	0.00
100595	CF RESILIENT FL	4,674.13-
	** GL 32100 TOTAL	4,931.84-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	763.46-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	38,706.07-
	** GL 35300 TOTAL	39,469.53-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
140078	22 RESILIENT FL PLN GRTS	113,824.99-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	372,000.91-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	89.98-
	** GL 38600 TOTAL	89.98-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 055010 FROM RESILIENT FLORIDA TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	397,338,275.54-
94100	ENCUMBRANCES	
040000	EXPENSES	39.00
040000	CF EXPENSES	29,101.65
050594	CF RGN RESILIENCE COALITIONS	1,617,273.00
080045	23 COASTAL RESILIENCY	620,177.00
080046	23 RESILIENT FL DATA COLL/ANA	1,129,735.19
100777	CF CONTRACTED SERVICES	414,040.69
140065	23 FLOOD/SEA LEVEL RISE - STW	92,500,837.00
140065	24 FLOOD/SEA LEVEL RISE - STW	306,119,876.58
140078	22 RESILIENT FL PLN GRTS	18,033,404.47
140078	23 RESILIENT FL PLN GRTS	19,914,061.48
140078	24 RESILIENT FL PLN GRTS	5,738,032.00
	** GL 94100 TOTAL	446,116,578.06
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	39.00-
040000	CF EXPENSES	29,101.65-
050594	CF RGN RESILIENCE COALITIONS	1,617,273.00-
080045	23 COASTAL RESILIENCY	620,177.00-
080046	23 RESILIENT FL DATA COLL/ANA	1,129,735.19-
100777	CF CONTRACTED SERVICES	414,040.69-
140065	23 FLOOD/SEA LEVEL RISE - STW	92,500,837.00-
140065	24 FLOOD/SEA LEVEL RISE - STW	306,119,876.58-
140078	22 RESILIENT FL PLN GRTS	18,033,404.47-
140078	23 RESILIENT FL PLN GRTS	19,914,061.48-
140078	24 RESILIENT FL PLN GRTS	5,738,032.00-
	** GL 98100 TOTAL	446,116,578.06-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		BEGINNING BALANCE
20 2 055011 RESILIENT FLORIDA TRUST FUND-ARP FUNDING		
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	305,753.76
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	701,561,330.08
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	2,106,728.29
31100	ACCOUNTS PAYABLE	
145100	22 ARP RES FL GRANTS	13,193.14-
145100	23 ARP RES FL GRANTS	59,088.00-
	** GL 31100 TOTAL	72,281.14-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	70,343.97-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
145100	22 ARP RES FL GRANTS	1,045,327.01-
145100	23 ARP RES FL GRANTS	56,151.54-
	** GL 35500 TOTAL	1,101,478.55-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	702,729,708.47-
94100	ENCUMBRANCES	
145100	22 ARP RES FL GRANTS	315,563,610.94
145100	23 ARP RES FL GRANTS	192,815,133.07
	** GL 94100 TOTAL	508,378,744.01
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
145100	22 ARP RES FL GRANTS	315,563,610.94-
145100	23 ARP RES FL GRANTS	192,815,133.07-
	** GL 98100 TOTAL	508,378,744.01-
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 055012 RESILIENT FLORIDA TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	46,276,147.32
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	46,276,147.32-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 099001 FLORIDA COASTAL PROTECTION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	630,889.25
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	6,331,512.10
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000400	MISCELLANEOUS RECEIPTS	63,345.09
001801	REIMBURSEMENTS	32,144.17
	** GL 15102 TOTAL	95,489.26
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
001801	REIMBURSEMENTS	33.96
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	20,180.14
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000400	MISCELLANEOUS RECEIPTS	63,345.09-
001801	REIMBURSEMENTS	32,178.13-
	** GL 15900 TOTAL	95,523.22-
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
001500	TRANSFERS	666,667.00
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	610,248.50
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	2,211.01-
101492	HAZARDOUS WASTE CLEANUP	0.00
101492	CF HAZARDOUS WASTE CLEANUP	6,767.33-
	** GL 31100 TOTAL	8,978.34-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,988.84-
102261	ON-CALL FEES	0.00
102261	CF ON-CALL FEES	1,793.04-
	** GL 32100 TOTAL	4,781.88-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 099001 FLORIDA COASTAL PROTECTION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	763.46-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	673.82-
	** GL 35300 TOTAL	1,437.28-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	6,023.97-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	401.40-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	7,715,682.86-
57501	FUND BALANCE RESTRICTED-COURT ORDER-MO	
000000	BALANCE BROUGHT FORWARD	522,191.26-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	235.60
040000	EXPENSES	1,150.00
040000	CF EXPENSES	5,736.00
101492	HAZARDOUS WASTE CLEANUP	119.44
101492	CF HAZARDOUS WASTE CLEANUP	148,689.04
102577	CF DRUM REMOVAL AND DISPOSAL	3,127.79
	** GL 94100 TOTAL	159,057.87
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	235.60-
040000	EXPENSES	1,150.00-
040000	CF EXPENSES	5,736.00-
101492	HAZARDOUS WASTE CLEANUP	119.44-
101492	CF HAZARDOUS WASTE CLEANUP	148,689.04-
102577	CF DRUM REMOVAL AND DISPOSAL	3,127.79-
	** GL 98100 TOTAL	159,057.87-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION

20 2 099005 COASTAL PROTECTION TF - NAT RES DMGE RESTORATION

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
12100		UNRELEASED CASH IN STATE TREASURY	
000000		BALANCE BROUGHT FORWARD	24,266.29
14100		POOLED INVESTMENTS WITH STATE TREASURY	
000000		BALANCE BROUGHT FORWARD	55,448,902.26
15301		DUE FROM INTEREST EARNINGS INVESTMENTS	
000500		INTEREST	167,331.92
16200		DUE FROM STATE FUNDS, WITHIN DEPART.	
001800		REFUNDS	8,426.81
31100		ACCOUNTS PAYABLE	
087127	21	NRDR/FINAL - DEEPWATER HOR	17,573.55-
087127	23	NRDR/FINAL - DEEPWATER HOR	2,548.12-
		** GL 31100 TOTAL	20,121.67-
32100		ACCRUED SALARIES AND WAGES	
083654	12	NATURAL RESOURCE DAMAGE RESTORATION-DWH	4,165.62-
087127	19	NRDR/FINAL - DEEPWATER HOR	8,418.78-
087127	23	NRDR/FINAL - DEEPWATER HOR	15,019.02-
		** GL 32100 TOTAL	27,603.42-
35200		DUE TO STATE FUNDS, WITHIN DEPARTMENT	
083654	12	NATURAL RESOURCE DAMAGE RESTORATION-DWH	726.33-
087127	23	NRDR/FINAL - DEEPWATER HOR	3,316.17-
		** GL 35200 TOTAL	4,042.50-
35300		DUE TO OTHER DEPARTMENTS	
310403		ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	5,587.24-
35700		DUE TO COMPONENT UNIT/PRIMARY	
087127	19	NRDR/FINAL - DEEPWATER HOR	1,340,041.06-
54900		COMMITTED FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	0.00
57502		FUND BALANCE RESTRICTED-COURT ORDER-NR	
000000		BALANCE BROUGHT FORWARD	54,251,531.39-
94100		ENCUMBRANCES	
083654	12	NATURAL RESOURCE DAMAGE RESTORATION-DWH	2,333,994.42
087127	18	NRDR/FINAL - DEEPWATER HOR	2,538,288.00
087127	19	NRDR/FINAL - DEEPWATER HOR	5,450,904.72
087127	21	NRDR/FINAL - DEEPWATER HOR	6,252,982.02

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION			BEGINNING BALANCE
20 2 099005 COASTAL PROTECTION TF - NAT RES DMGE RESTORATION			
G-L	G-L ACCOUNT NAME		
CAT			
087127	23	NRDR/FINAL - DEEPWATER HOR	8,505.08
		** GL 94100 TOTAL	16,584,674.24
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
083654	12	NATURAL RESOURCE DAMAGE RESTORATION-DWH	2,333,994.42-
087127	18	NRDR/FINAL - DEEPWATER HOR	2,538,288.00-
087127	19	NRDR/FINAL - DEEPWATER HOR	5,450,904.72-
087127	21	NRDR/FINAL - DEEPWATER HOR	6,252,982.02-
087127	23	NRDR/FINAL - DEEPWATER HOR	8,505.08-
		** GL 98100 TOTAL	16,584,674.24-
		*** FUND TOTAL	0.00



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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 131001 CONSERVATION & RECREATION LANDS TRUST FUND		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION			BEGINNING BALANCE
20 2 193001 ECOSYSTEM MANAGEMENT & RESTORATION TRUST FUND			
G-L	G-L ACCOUNT NAME		
CAT			BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY		
000000	BALANCE BROUGHT FORWARD		747,793.32
16700	DUE FROM COMPONENT UNIT/PRIMARY		
000500	INTEREST		1,944.43
35500	DUE TO OTHER GOVERNMENTAL UNITS		
140126	11	BEACH PROJECTS - STW	263,388.82-
140126	14	BEACH PROJECTS - STW	82,506.09-
	** GL 35500 TOTAL		345,894.91-
54900	COMMITTED FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		403,842.84-
94100	ENCUMBRANCES		
140126	11	BEACH PROJECTS - STW	263,388.82
140126	14	BEACH PROJECTS - STW	82,506.09
	** GL 94100 TOTAL		345,894.91
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
140126	11	BEACH PROJECTS - STW	263,388.82-
140126	14	BEACH PROJECTS - STW	82,506.09-
	** GL 98100 TOTAL		345,894.91-
	*** FUND TOTAL		0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 212001 INLAND PROTECTION TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	21,503,318.02
12400	CASH IN STATE TREASURY UNVERIFIED	
000200	LICENSES	14,812.00
000400	MISCELLANEOUS RECEIPTS	20.25
001202	PENALTIES	60.00
	** GL 12400 TOTAL	14,892.25
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	342,587,107.79
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	197.63
001801	REIMBURSEMENTS	108.29
	** GL 15101 TOTAL	305.92
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000200	LICENSES	29,795.41
000500	INTEREST	2,911.20
001202	PENALTIES	23,387.47
001801	REIMBURSEMENTS	269,395.92
	** GL 15102 TOTAL	325,490.00
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
000200	LICENSES	1,450.00
000400	MISCELLANEOUS RECEIPTS	62.05
001202	PENALTIES	477.50
	** GL 15103 TOTAL	1,989.55
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	1,017,252.52
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000200	LICENSES	32,805.41-
000400	MISCELLANEOUS RECEIPTS	41.80-
001202	PENALTIES	23,789.22-
001801	REIMBURSEMENTS	261,587.92-
	** GL 15900 TOTAL	318,224.35-
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000200	LICENSES	2,525.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 212001 INLAND PROTECTION TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	21,418,922.76
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000200	LICENSES	425.00
001202	PENALTIES	160.00
	** GL 16500 TOTAL	585.00
16502	DUE FROM COUNTIES	
000200	LICENSES	2,250.00
16503	DUE FROM MUNICIPALITIES	
001800	REFUNDS	18.46
16506	DUE FROM OTHER GOVERNMENTAL UNITS-BAD	
001202	PENALTIES	15.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	14,271.03-
082474	20 CLEANUP OF STATE/LANDS	7,811.62-
087889	22 PETROLEUM TANKS CLEANUP	1,076,799.32-
087889	23 PETROLEUM TANKS CLEANUP	3,183,560.72-
087889	24 PETROLEUM TANKS CLEANUP	429,908.94-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	6,557.90-
101492	HAZARDOUS WASTE CLEANUP	0.00
101492	CF HAZARDOUS WASTE CLEANUP	3,517.33-
104132	UNDERGROUND TANK CLEANUP	0.00
104132	CF UNDERGROUND TANK CLEANUP	185,097.97-
	** GL 31100 TOTAL	4,907,524.83-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,539.16-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	2,862.90-
102261	ON-CALL FEES	0.00
102261	CF ON-CALL FEES	464.69-
102331	OVERTIME	0.00
102331	CF OVERTIME	518.42-
104132	UNDERGROUND TANK CLEANUP	0.00
104132	CF UNDERGROUND TANK CLEANUP	1,201.91-
	** GL 32100 TOTAL	7,587.08-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 212001 INLAND PROTECTION TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
33101	DEPOSITS PAYABLE ESCROW	
000000	BALANCE BROUGHT FORWARD	150,000.00-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000200	LICENSES	1,175.00-
180215	TR/COASTAL PROTECTION TF	1,333,334.00-
	** GL 35200 TOTAL	1,334,509.00-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	5,344.22-
040000	EXPENSES	0.00
040000	CF EXPENSES	47.25-
100029	STG TK COMPL VERIFICATION	0.00
100029	CF STG TK COMPL VERIFICATION	1,989.77-
104138	LOC GVT CLEANUP CONTRACT	0.00
104138	CF LOC GVT CLEANUP CONTRACT	212,630.71-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	33,966.21-
	** GL 35300 TOTAL	253,978.16-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
087889	22 PETROLEUM TANKS CLEANUP	19,594.12-
087889	23 PETROLEUM TANKS CLEANUP	209.12-
100029	STG TK COMPL VERIFICATION	0.00
100029	CF STG TK COMPL VERIFICATION	70,861.22-
104138	LOC GVT CLEANUP CONTRACT	0.00
104138	CF LOC GVT CLEANUP CONTRACT	30,553.74-
	** GL 35500 TOTAL	121,218.20-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	410,334.76-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	63,294.77-
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	31,049.34-
	** GL 38600 TOTAL	94,344.11-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
001801	REIMBURSEMENTS	7,808.00-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 212001 INLAND PROTECTION TRUST FUND

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
54900		COMMITTED FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	379,269,143.78-
94100		ENCUMBRANCES	
030000	CF	OTHER PERSONAL SERVICES	1,757.27
040000		EXPENSES	308.00
040000	CF	EXPENSES	15,397.96
082474	20	CLEANUP OF STATE/LANDS	146,504.64
087889	21	PETROLEUM TANKS CLEANUP	25,924.31
087889	22	PETROLEUM TANKS CLEANUP	7,701,173.50
087889	23	PETROLEUM TANKS CLEANUP	80,583,568.07
087889	24	PETROLEUM TANKS CLEANUP	86,829,357.02
087889	25	PETROLEUM TANKS CLEANUP	628.00
100029		STG TK COMPL VERIFICATION	189,096.54
100029	CF	STG TK COMPL VERIFICATION	442,078.18
100777	CF	CONTRACTED SERVICES	8,009.51
101492		HAZARDOUS WASTE CLEANUP	3,000.00
101492	CF	HAZARDOUS WASTE CLEANUP	3,696.24
104132	CF	UNDERGROUND TANK CLEANUP	1,998,456.74
104138	CF	LOC GVT CLEANUP CONTRACT	1,051,492.44
		** GL 94100 TOTAL	179,000,448.42
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF	OTHER PERSONAL SERVICES	1,757.27-
040000		EXPENSES	308.00-
040000	CF	EXPENSES	15,397.96-
082474	20	CLEANUP OF STATE/LANDS	146,504.64-
087889	21	PETROLEUM TANKS CLEANUP	25,924.31-
087889	22	PETROLEUM TANKS CLEANUP	7,701,173.50-
087889	23	PETROLEUM TANKS CLEANUP	80,583,568.07-
087889	24	PETROLEUM TANKS CLEANUP	86,829,357.02-
087889	25	PETROLEUM TANKS CLEANUP	628.00-
100029		STG TK COMPL VERIFICATION	189,096.54-
100029	CF	STG TK COMPL VERIFICATION	442,078.18-
100777	CF	CONTRACTED SERVICES	8,009.51-
101492		HAZARDOUS WASTE CLEANUP	3,000.00-
101492	CF	HAZARDOUS WASTE CLEANUP	3,696.24-
104132	CF	UNDERGROUND TANK CLEANUP	1,998,456.74-
104138	CF	LOC GVT CLEANUP CONTRACT	1,051,492.44-
		** GL 98100 TOTAL	179,000,448.42-
		*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 212002 INLAND PROTECTION TF-IPFC BONDS-2010A TAX-EXEMPT		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 212003 INLAND PROTECTION TF-IPFC BONDS-2010B BUILD AMER		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		BEGINNING BALANCE
20 2 212004 INLAND PROTECTION TRUST FUND-ARP FUNDING		
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	114,635.14
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	17,944,944.58
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	54,239.89
31100	ACCOUNTS PAYABLE	
085178	22 ARP PETROLEUM TNKS CLEANUP	953,852.67-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	1,811.08-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	17,158,155.86-
94100	ENCUMBRANCES	
085178	22 ARP PETROLEUM TNKS CLEANUP	13,656,633.74
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
085178	22 ARP PETROLEUM TNKS CLEANUP	13,656,633.74-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 221013 SOETF NON-BOND FUNDING SOURCES

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	354,558.80
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	1,747.10
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	58.34-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	356,247.56-
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 221016 SOETF RESTORATION KEYS WW BOND SERIES 2012A		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 221017 SOETF REST KEYS WASTEWATER BOND SERIES 2015A		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,898.38
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
57100	RESTRICTED BY CREDITORS	
000000	BALANCE BROUGHT FORWARD	2,898.38-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 261019 FEDERAL GRANTS TRUST FUND - DEP

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	3,301,847.85
12400	CASH IN STATE TREASURY UNVERIFIED	
000100	FEEs	46,963.96
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	83,956,128.70
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	438.86
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
000100	FEEs	2,741.08
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	273,474.78
15400	LOANS AND NOTES RECEIVABLE	
000100	FEEs	3,746,841.63
16300	DUE FROM OTHER DEPARTMENTS	
000100	FEEs	51,401.24
000700	U S GRANTS	0.00
001510	TRANSFER OF FEDERAL FUNDS	5,241.02
	** GL 16300 TOTAL	56,642.26
16400	DUE FROM FEDERAL GOVERNMENT	
000700	U S GRANTS	22,131,556.14
000702	US GRANTS-DEEPWATER HORIZON	1,903,831.37
	** GL 16400 TOTAL	24,035,387.51
16700	DUE FROM COMPONENT UNIT/PRIMARY	
000700	U S GRANTS	35,039.00-
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	35,039.00
	** GL 16700 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	235.19-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	36.09-
040000	EXPENSES	0.00
040000	CF EXPENSES	382.04-
083045	15 LAND ACQUISITION	39,000.00-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 261019 FEDERAL GRANTS TRUST FUND - DEP  
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
087140	23	DOI GRANT ORPHANED WELLS	472,875.25-
100628		WATER QUALITY MGMT/PLAN	0.00
100628	CF	WATER QUALITY MGMT/PLAN	21,211.21-
101011		FED WASTE PLANNING GRANTS	0.00
101011	CF	FED WASTE PLANNING GRANTS	124.99-
101196		AMERICORPS	0.00
101196	CF	AMERICORPS	5,746.68-
101494		HAZARDOUS WASTE SITE REST	0.00
101494	CF	HAZARDOUS WASTE SITE REST	10,272.19-
102080		MARINE RESEARCH GRANTS	0.00
102080	CF	MARINE RESEARCH GRANTS	16,955.50-
140001	19	FED LAND/WATER CONSV/GRNTS	0.00
140061	23	FLORIDA CZM PROGRAM	5,000.00-
140122	20	CLEAN MARINA	14,300.76-
		** GL 31100 TOTAL	586,139.90-
32100		ACCRUED SALARIES AND WAGES	
010000		SALARIES AND BENEFITS	0.00
010000	CF	SALARIES AND BENEFITS	2,801.89-
030000		OTHER PERSONAL SERVICES	0.00
030000	CF	OTHER PERSONAL SERVICES	46,317.84-
087125	17	RESTORE/DEEPWATER HORIZON	2,483.87-
087125	22	RESTORE/DEEPWATER HORIZON	2,839.94-
100628		WATER QUALITY MGMT/PLAN	0.00
100628	CF	WATER QUALITY MGMT/PLAN	18,340.57-
100750		FL GEOLOGICAL SURVEY GRNTS	0.00
100750	CF	FL GEOLOGICAL SURVEY GRNTS	10,767.00-
101011		FED WASTE PLANNING GRANTS	0.00
101011	CF	FED WASTE PLANNING GRANTS	2,088.08-
101196		AMERICORPS	0.00
101196	CF	AMERICORPS	11,384.38-
102080		MARINE RESEARCH GRANTS	0.00
102080	CF	MARINE RESEARCH GRANTS	3,721.22-
		** GL 32100 TOTAL	100,744.79-
35200		DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000100		FEEES	0.00
087125	17	RESTORE/DEEPWATER HORIZON	2,045.54-
087125	22	RESTORE/DEEPWATER HORIZON	2,338.77-
		** GL 35200 TOTAL	4,384.31-
35500		DUE TO OTHER GOVERNMENTAL UNITS	
087125	17	RESTORE/DEEPWATER HORIZON	1,885,773.85-
140001	19	FED LAND/WATER CONSV/GRNTS	0.00
140001	20	FED LAND/WATER CONSV/GRNTS	0.00
		** GL 35500 TOTAL	1,885,773.85-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 261019 FEDERAL GRANTS TRUST FUND - DEP

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
180200	TR/GENERAL REVENUE-SWCAP	61,555.68-
310322	SERVICE CHARGE TO GEN REV	2,851.88-
	** GL 35600 TOTAL	64,407.56-
35700	DUE TO COMPONENT UNIT/PRIMARY	
140076	20 G/A-NPS MGMT PLANNING	106,307.85-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	125,444.77-
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	323.23-
	** GL 38600 TOTAL	125,768.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	19,712,411.95-
57202	FUND BALANCE RESTRICTED SRF GRANT ALLO	
000000	BALANCE BROUGHT FORWARD	59,790,482.81-
57203	FUND BALANCE RESTRICTED SRF SERVICE FE	
000000	BALANCE BROUGHT FORWARD	22,561,510.03-
57204	FUND BALANCE RESTRICTED DWSRF SERVICE	
000000	BALANCE BROUGHT FORWARD	10,482,535.58-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	133,175.22
040000	CF EXPENSES	44,102.00
083045	15 LAND ACQUISITION	205,014.87
083643	24 MAIN/REP/CONST-STATEWIDE	60,144.79
087125	17 RESTORE/DEEPWATER HORIZON	3,949,695.77
087125	22 RESTORE/DEEPWATER HORIZON	589,949.82
087140	23 DOI GRANT ORPHANED WELLS	6,778,871.88
088137	19 GRANTS & DONAT SPDG AUTH	7,829.14
100021	CF ACQUISITION/MOTOR VEHICLES	9,709.75
100628	WATER QUALITY MGMT/PLAN	509.20
100628	CF WATER QUALITY MGMT/PLAN	548,131.38
100748	CF LABORATORY SERVICES	33,933.04
100777	CF CONTRACTED SERVICES	148,943.98
101011	CF FED WASTE PLANNING GRANTS	445,087.21
101196	CF AMERICORPS	78,152.46
101494	CF HAZARDOUS WASTE SITE REST	1,229,614.15
102080	MARINE RESEARCH GRANTS	5,554.73
102080	CF MARINE RESEARCH GRANTS	1,911,964.83

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 261019 FEDERAL GRANTS TRUST FUND - DEP  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
104132	CF UNDERGROUND TANK CLEANUP	549,390.87
140001	20 FED LAND/WATER CONSV/GRNTS	1,907,750.00
140001	21 FED LAND/WATER CONSV/GRNTS	2,050,000.00
140001	22 FED LAND/WATER CONSV/GRNTS	9,294,330.00
140001	23 FED LAND/WATER CONSV/GRNTS	11,015,864.00
140061	20 FLORIDA CZM PROGRAM	1,733.99
140061	21 FLORIDA CZM PROGRAM	508.70
140061	23 FLORIDA CZM PROGRAM	432,021.06
140061	24 FLORIDA CZM PROGRAM	709,110.27
140076	18 G/A-NPS MGMT PLANNING	1,198,064.58
140076	19 G/A-NPS MGMT PLANNING	3,053,779.01
140076	20 G/A-NPS MGMT PLANNING	5,515,036.18
140076	21 G/A-NPS MGMT PLANNING	4,110,121.50
140076	22 G/A-NPS MGMT PLANNING	2,511,995.86
140076	23 G/A-NPS MGMT PLANNING	1,193,758.85
140122	19 CLEAN MARINA	60,042.29
140122	20 CLEAN MARINA	453,153.72
140122	21 CLEAN MARINA	329,831.75
140185	19 NAT'L REC TRAIL GRANTS	1,659,575.60
140185	20 NAT'L REC TRAIL GRANTS	3,458,079.00
140185	21 NAT'L REC TRAIL GRANTS	2,727,829.00
140185	22 NAT'L REC TRAIL GRANTS	1,210,200.70
140185	23 NAT'L REC TRAIL GRANTS	2,197,768.00
140185	24 NAT'L REC TRAIL GRANTS	2,594,080.00
143276	17 SMALL CO WASTEWTR TRMT GNT	16,642.23
143276	19 SMALL CO WASTEWTR TRMT GNT	1,863,019.79
143276	20 SMALL CO WASTEWTR TRMT GNT	3,584,425.00
143276	21 SMALL CO WASTEWTR TRMT GNT	7,824,697.00
143276	22 SMALL CO WASTEWTR TRMT GNT	10,713,768.00
143276	23 SMALL CO WASTEWTR TRMT GNT	4,185,301.12
143277	21 G/A-SDC WTR INFRA IMPRVTS	1,312,193.89
149951	23 G/A - SRL PRGM ASSISTANCE	759,540.85
149951	24 G/A - SRL PRGM ASSISTANCE	346,165.00
	** GL 94100 TOTAL	105,020,162.03
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	133,175.22-
040000	CF EXPENSES	44,102.00-
083045	15 LAND ACQUISITION	205,014.87-
083643	24 MAIN/REP/CONST-STATEWIDE	60,144.79-
087125	17 RESTORE/DEEPWATER HORIZON	3,949,695.77-
087125	22 RESTORE/DEEPWATER HORIZON	589,949.82-
087140	23 DOI GRANT ORPHANED WELLS	6,778,871.88-
088137	19 GRANTS & DONAT SPDG AUTH	7,829.14-
100021	CF ACQUISITION/MOTOR VEHICLES	9,709.75-
100628	WATER QUALITY MGMT/PLAN	509.20-



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 261019 FEDERAL GRANTS TRUST FUND - DEP  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
100628	CF WATER QUALITY MGMT/PLAN	548,131.38-
100748	CF LABORATORY SERVICES	33,933.04-
100777	CF CONTRACTED SERVICES	148,943.98-
101011	CF FED WASTE PLANNING GRANTS	445,087.21-
101196	CF AMERICORPS	78,152.46-
101494	CF HAZARDOUS WASTE SITE REST	1,229,614.15-
102080	MARINE RESEARCH GRANTS	5,554.73-
102080	CF MARINE RESEARCH GRANTS	1,911,964.83-
104132	CF UNDERGROUND TANK CLEANUP	549,390.87-
140001	20 FED LAND/WATER CONSV/GRNTS	1,907,750.00-
140001	21 FED LAND/WATER CONSV/GRNTS	2,050,000.00-
140001	22 FED LAND/WATER CONSV/GRNTS	9,294,330.00-
140001	23 FED LAND/WATER CONSV/GRNTS	11,015,864.00-
140061	20 FLORIDA CZM PROGRAM	1,733.99-
140061	21 FLORIDA CZM PROGRAM	508.70-
140061	23 FLORIDA CZM PROGRAM	432,021.06-
140061	24 FLORIDA CZM PROGRAM	709,110.27-
140076	18 G/A-NPS MGMT PLANNING	1,198,064.58-
140076	19 G/A-NPS MGMT PLANNING	3,053,779.01-
140076	20 G/A-NPS MGMT PLANNING	5,515,036.18-
140076	21 G/A-NPS MGMT PLANNING	4,110,121.50-
140076	22 G/A-NPS MGMT PLANNING	2,511,995.86-
140076	23 G/A-NPS MGMT PLANNING	1,193,758.85-
140122	19 CLEAN MARINA	60,042.29-
140122	20 CLEAN MARINA	453,153.72-
140122	21 CLEAN MARINA	329,831.75-
140185	19 NAT'L REC TRAIL GRANTS	1,659,575.60-
140185	20 NAT'L REC TRAIL GRANTS	3,458,079.00-
140185	21 NAT'L REC TRAIL GRANTS	2,727,829.00-
140185	22 NAT'L REC TRAIL GRANTS	1,210,200.70-
140185	23 NAT'L REC TRAIL GRANTS	2,197,768.00-
140185	24 NAT'L REC TRAIL GRANTS	2,594,080.00-
143276	17 SMALL CO WASTEWTR TRMT GNT	16,642.23-
143276	19 SMALL CO WASTEWTR TRMT GNT	1,863,019.79-
143276	20 SMALL CO WASTEWTR TRMT GNT	3,584,425.00-
143276	21 SMALL CO WASTEWTR TRMT GNT	7,824,697.00-
143276	22 SMALL CO WASTEWTR TRMT GNT	10,713,768.00-
143276	23 SMALL CO WASTEWTR TRMT GNT	4,185,301.12-
143277	21 G/A-SDC WTR INFRA IMPRVTS	1,312,193.89-
149951	23 G/A - SRL PRGM ASSISTANCE	759,540.85-
149951	24 G/A - SRL PRGM ASSISTANCE	346,165.00-
	** GL 98100 TOTAL	105,020,162.03-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 339074 GRANTS & DONATIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	97,839.30
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	120,226,289.29
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	362,581.89
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	53,114.50
16504	DUE FROM OTH ST POLITICAL SUBDIVISIONS	
001100	OTHER GRANTS	632.89
16700	DUE FROM COMPONENT UNIT/PRIMARY	
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	116,144.36
31100	ACCOUNTS PAYABLE	
087126	19 NFWF/DEEPWATER HORIZON	642.30-
088137	21 GRANTS & DONAT SPDG AUTH	345.00-
088137	23 GRANTS & DONAT SPDG AUTH	36,685.70-
100039	WMD LAB SUPPORT	0.00
100039	CF WMD LAB SUPPORT	492.36-
100750	FL GEOLOGICAL SURVEY GRNTS	0.00
100750	CF FL GEOLOGICAL SURVEY GRNTS	450.00-
	** GL 31100 TOTAL	38,615.36-
32100	ACCRUED SALARIES AND WAGES	
087126	19 NFWF/DEEPWATER HORIZON	7,088.00-
100592	DISBURSE DONATIONS	0.00
100592	CF DISBURSE DONATIONS	886.97-
100750	FL GEOLOGICAL SURVEY GRNTS	0.00
100750	CF FL GEOLOGICAL SURVEY GRNTS	1,466.70-
102080	MARINE RESEARCH GRANTS	0.00
102080	CF MARINE RESEARCH GRANTS	6,031.70-
	** GL 32100 TOTAL	15,473.37-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	12,106.66-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	99,860.86-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 339074 GRANTS & DONATIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
000000	BALANCE BROUGHT FORWARD	108,797.64-
000800	CITY OR COUNTY GRANTS	243,927.45-
001100	OTHER GRANTS	44,988.67-
001110	OTHER GRANTS - NO SERVICE CHARGE	113,237,144.87-
001500	TRANSFERS	187,476.57-
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	105,902.46-
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	118,606.74-
	** GL 38900 TOTAL	114,046,844.40-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	6,643,701.58-
94100	ENCUMBRANCES	
080083 19	VOLKSWAGEN SETTLEMENT	592,144.46
080083 20	VOLKSWAGEN SETTLEMENT	4,747,380.68
080083 21	VOLKSWAGEN SETTLEMENT	38,584,743.42
080083 22	VOLKSWAGEN SETTLEMENT	27,300,000.00
080083 23	VOLKSWAGEN SETTLEMENT	33,787,736.52
084115 24	WETLANDS REST & PROTECTION	87,500.00
087126 19	NFWF/DEEPWATER HORIZON	5,835.22
088137 21	GRANTS & DONAT SPDG AUTH	157,315.84
088137 23	GRANTS & DONAT SPDG AUTH	1,974,440.91
100039 CF	WMD LAB SUPPORT	4,133.22
100750	FL GEOLOGICAL SURVEY GRNTS	450.00
100750 CF	FL GEOLOGICAL SURVEY GRNTS	2,280.00
102080 CF	MARINE RESEARCH GRANTS	12,986.44
105084 CF	TENANT BROKER COMMISSIONS	3.00
	** GL 94100 TOTAL	107,256,949.71
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
080083 19	VOLKSWAGEN SETTLEMENT	592,144.46-
080083 20	VOLKSWAGEN SETTLEMENT	4,747,380.68-
080083 21	VOLKSWAGEN SETTLEMENT	38,584,743.42-
080083 22	VOLKSWAGEN SETTLEMENT	27,300,000.00-
080083 23	VOLKSWAGEN SETTLEMENT	33,787,736.52-
084115 24	WETLANDS REST & PROTECTION	87,500.00-
087126 19	NFWF/DEEPWATER HORIZON	5,835.22-
088137 21	GRANTS & DONAT SPDG AUTH	157,315.84-
088137 23	GRANTS & DONAT SPDG AUTH	1,974,440.91-
100039 CF	WMD LAB SUPPORT	4,133.22-
100750	FL GEOLOGICAL SURVEY GRNTS	450.00-
100750 CF	FL GEOLOGICAL SURVEY GRNTS	2,280.00-
102080 CF	MARINE RESEARCH GRANTS	12,986.44-
105084 CF	TENANT BROKER COMMISSIONS	3.00-

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 339074 GRANTS & DONATIONS TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
105501	G/A-COASTAL MGT REQRMNTS	0.00
	** GL 98100 TOTAL	107,256,949.71-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 339174 GRANTS & DONATIONS TF FDOT 404 AGREEMENT		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	151,459.28
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	3,053.84-
	** GL 35300 TOTAL	3,053.84-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	50.16-
45100	ADVANCES FROM OTHER FUNDS BETWEEN DEPA	
001500	TRANSFERS	260,041.57-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	111,686.29
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 348014 FL FOREVER NON-BOND FUNDING SOURCES

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11202	CASH REVOLVING FUNDS - MULTIPLE	
000000	BALANCE BROUGHT FORWARD	151,000.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	424.38
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,620,106.64
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000500	INTEREST	424.15
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	31,868.48
31100	ACCOUNTS PAYABLE	
140002	22 FL RECR DEV ASST GRANTS	149,994.98-
35300	DUE TO OTHER DEPARTMENTS	
181057	TR/AGENCIES/FLA FOREVER	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	1,064.09-
	** GL 35300 TOTAL	1,064.09-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
140002	22 FL RECR DEV ASST GRANTS	148,600.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	10,504,164.58-
94100	ENCUMBRANCES	
084110	11 WORKING WATERFRONTS PRGRAM	814,295.91
084110	19 WORKING WATERFRONTS PRGRAM	1,117,599.09
084112	19 LAND ACQUISITION-FCT	674,472.00
140002	22 FL RECR DEV ASST GRANTS	798,605.02
	** GL 94100 TOTAL	3,404,972.02
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
084110	11 WORKING WATERFRONTS PRGRAM	814,295.91-
084110	19 WORKING WATERFRONTS PRGRAM	1,117,599.09-
084112	19 LAND ACQUISITION-FCT	674,472.00-
140002	22 FL RECR DEV ASST GRANTS	798,605.02-
	** GL 98100 TOTAL	3,404,972.02-
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 348019 FL FOREVER SERIES 2009 ISSUE 2 - TAX EXEMPT		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 348020 FL FOREVER SERIES 2009 ISSUE 3 - BUILD AMERICA

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	2,225,194.29
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	6,664.22
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	222.52-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	63,696.66-
57100	RESTRICTED BY CREDITORS	
000000	BALANCE BROUGHT FORWARD	692,090.19-
084108	09 LAND ACQ, ENVIR/UNIQ, STW	1,475,849.14-
	** GL 57100 TOTAL	2,167,939.33-
	*** FUND TOTAL	0.00



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 408001 INTERNAL IMPROVEMENT TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
002500	COLLECTIONS OF FEDERAL AND/OR STATE TAXES	0.00
11108	PETTY CASH 370002 MARATHON SHORES	
080039	22 STATE PARK FACILITY IMPROV	0.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	978,148.95
12400	CASH IN STATE TREASURY UNVERIFIED	
000100	FEES	3,000.00
002100	LAND SALES OR LEASES	805,100.73
002500	COLLECTIONS OF FEDERAL AND/OR STATE TAXES	730.25
	** GL 12400 TOTAL	808,830.98
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	46,829,575.49
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	476.63
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000100	FEES	18,721.72
000500	INTEREST	4,468.43
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	12,500.00
002100	LAND SALES OR LEASES	801,477.15
310228	PAYMENT OF SALES TAX	85.65
	** GL 15102 TOTAL	837,252.95
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
000100	FEES	712.66
000500	INTEREST	31.47
001202	PENALTIES	320.43
002100	LAND SALES OR LEASES	8,318.15
002500	COLLECTIONS OF FEDERAL AND/OR STATE TAXES	96.60
	** GL 15103 TOTAL	9,479.31
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	142,990.02
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000100	FEES	12,001.85-
000500	INTEREST	4,803.78-
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	12,500.00-
001202	PENALTIES	35.63-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 408001 INTERNAL IMPROVEMENT TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
002100	LAND SALES OR LEASES	563,295.28-
002500	COLLECTIONS OF FEDERAL AND/OR STATE TAXES	28.79-
	** GL 15900 TOTAL	592,665.33-
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000100	FEES	2,447.59
002100	LAND SALES OR LEASES	6,387.75
002500	COLLECTIONS OF FEDERAL AND/OR STATE TAXES	212.04
	** GL 16200 TOTAL	9,047.38
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000100	FEES	300.00
000500	INTEREST	1,405.18
002100	LAND SALES OR LEASES	195,727.83
	** GL 16500 TOTAL	197,433.01
16502	DUE FROM COUNTIES	
001800	REFUNDS	1,666.75
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	21,920.00-
040000	EXPENSES	0.00
040000	CF EXPENSES	4,857.41-
080039	20 STATE PARK FACILITY IMPROV	0.00
080039	21 STATE PARK FACILITY IMPROV	6,848.23-
080039	22 STATE PARK FACILITY IMPROV	13,733.50-
080039	24 STATE PARK FACILITY IMPROV	219,050.55-
088040	23 MAJOR DISASTERS EMERGENCY REPAIRS	285,913.21-
088040	24 MAJOR DISASTERS EMERGENCY REPAIRS	62,225.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	82,843.64-
310228	PAYMENT OF SALES TAX	1.27-
	** GL 31100 TOTAL	697,392.81-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	648.50-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	23,381.20-
080039	24 STATE PARK FACILITY IMPROV	49,675.94-
	** GL 32100 TOTAL	73,705.64-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 408001 INTERNAL IMPROVEMENT TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000100	FEES	0.00
002100	LAND SALES OR LEASES	3,125.00-
	** GL 35200 TOTAL	3,125.00-
35300	DUE TO OTHER DEPARTMENTS	
002100	LAND SALES OR LEASES	26,379.52-
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	763.46-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	4,774.46-
	** GL 35300 TOTAL	31,917.44-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
080039	22 STATE PARK FACILITY IMPROV	57.40-
35600	DUE TO GENERAL REVENUE	
310228	PAYMENT OF SALES TAX	17,357.00-
310322	SERVICE CHARGE TO GEN REV	854,599.81-
	** GL 35600 TOTAL	871,956.81-
35700	DUE TO COMPONENT UNIT/PRIMARY	
050159	G/A - SRWMD - PILT	0.00
050159	CF G/A - SRWMD - PILT	352,909.00-
	** GL 35700 TOTAL	352,909.00-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	45,747.45
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	252,779.42-
	** GL 38600 TOTAL	207,031.97-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	46,984,140.07-
94100	ENCUMBRANCES	
030000	OTHER PERSONAL SERVICES	21,920.00
040000	EXPENSES	83.50
080039	21 STATE PARK FACILITY IMPROV	655,336.43
080039	22 STATE PARK FACILITY IMPROV	565,047.15
080039	24 STATE PARK FACILITY IMPROV	4,149,495.31
088040	23 MAJOR DISASTERS EMERGENCY REPAIRS	1,601,940.13
088040	24 MAJOR DISASTERS EMERGENCY REPAIRS	4,685,266.92
088130	20 REMOVE ACCESS BARRIERS-STW	553,306.87
100777	CONTRACTED SERVICES	48,976.29
100777	CF CONTRACTED SERVICES	133,465.08

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 408001 INTERNAL IMPROVEMENT TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
101496	CF STATE LANDS STEWARDSHIP	14,199.00
	** GL 94100 TOTAL	12,429,036.68
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	OTHER PERSONAL SERVICES	21,920.00-
040000	EXPENSES	83.50-
080039	21 STATE PARK FACILITY IMPROV	655,336.43-
080039	22 STATE PARK FACILITY IMPROV	565,047.15-
080039	24 STATE PARK FACILITY IMPROV	4,149,495.31-
088040	23 MAJOR DISASTERS EMERGENCY REPAIRS	1,601,940.13-
088040	24 MAJOR DISASTERS EMERGENCY REPAIRS	4,685,266.92-
088130	20 REMOVE ACCESS BARRIERS-STW	553,306.87-
100777	CONTRACTED SERVICES	48,976.29-
100777	CF CONTRACTED SERVICES	133,465.08-
101496	CF STATE LANDS STEWARDSHIP	14,199.00-
	** GL 98100 TOTAL	12,429,036.68-
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 408002 INTERNAL IMPROVEMENT TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,851,027.38
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,851,027.38-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,209,285,819.33
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	7,981.62
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	49,910,258.75
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	276,775.19-
040000	EXPENSES	0.00
040000 CF	EXPENSES	47,550.03-
080039 21	STATE PARK FACILITY IMPROV	34,471.52-
080039 22	STATE PARK FACILITY IMPROV	382,320.03-
080039 23	STATE PARK FACILITY IMPROV	296,421.25-
083643 22	MAIN/REP/CONST-STATEWIDE	300.00-
083643 23	MAIN/REP/CONST-STATEWIDE	20,941.88-
084108 22	LAND ACQ, ENVIR/UNIQ, STW	61,256.00-
084108 23	LAND ACQ, ENVIR/UNIQ, STW	178,441.94-
087157 23	BILLY JOE RISH ST PARK	6,132.18-
087945 21	HABITAT RESTORATION	9,348.00-
088964 19	TOTAL MAX DAILY LOADS	31,024.73-
088964 21	TOTAL MAX DAILY LOADS	15,048.00-
100021	ACQUISITION/MOTOR VEHICLES	0.00
100021 CF	ACQUISITION/MOTOR VEHICLES	61,504.21-
100718	LAND MANAGEMENT	0.00
100718 CF	LAND MANAGEMENT	203,422.64-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	46,204.88-
101198	OUTSOURCING	0.00
101198 CF	OUTSOURCING	3,000.00-
101496	STATE LANDS STEWARDSHIP	0.00
101496 CF	STATE LANDS STEWARDSHIP	1,063.22-
103882	CAMA/CARL MANAGEMENT FUNDS	0.00
103882 CF	CAMA/CARL MANAGEMENT FUNDS	14,604.71-
103886	GREENWAYS CARL MGMT FUND	0.00
103886 CF	GREENWAYS CARL MGMT FUND	25,579.19-
105019	G/A-INDIAN RIV LAG/LAKE O	0.00
105019 CF	G/A-INDIAN RIV LAG/LAKE O	87,289.86-
108025	TOTAL MAXIMUM DAILY LOADS	0.00
108025 CF	TOTAL MAXIMUM DAILY LOADS	24,965.28-
	** GL 31100 TOTAL	1,827,664.74-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	30,126.12-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	25,315.00-
080039	23 STATE PARK FACILITY IMPROV	946.08-
084108	23 LAND ACQ, ENVIR/UNIQ, STW	4,068.32-
100718	LAND MANAGEMENT	0.00
100718	CF LAND MANAGEMENT	107,136.16-
103882	CAMA/CARL MANAGEMENT FUNDS	0.00
103882	CF CAMA/CARL MANAGEMENT FUNDS	12,208.74-
103886	GREENWAYS CARL MGMT FUND	0.00
103886	CF GREENWAYS CARL MGMT FUND	22,818.02-
108025	TOTAL MAXIMUM DAILY LOADS	0.00
108025	CF TOTAL MAXIMUM DAILY LOADS	16,416.08-
140126	22 BEACH PROJECTS - STW	1,760.38-
	** GL 32100 TOTAL	220,794.90-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	52,451.00-
040000	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	4,310.11-
108025	TOTAL MAXIMUM DAILY LOADS	0.00
108025	CF TOTAL MAXIMUM DAILY LOADS	143.91-
	** GL 35300 TOTAL	56,905.02-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
040000	CF EXPENSES	682.02-
087870	22 SPRINGS RESTORATION	118,816.83-
100718	LAND MANAGEMENT	0.00
100718	CF LAND MANAGEMENT	1,183.18-
103882	CAMA/CARL MANAGEMENT FUNDS	0.00
103882	CF CAMA/CARL MANAGEMENT FUNDS	62.56-
103886	GREENWAYS CARL MGMT FUND	0.00
103886	CF GREENWAYS CARL MGMT FUND	92.73-
140126	16 BEACH PROJECTS - STW	194,441.91-
140126	17 BEACH PROJECTS - STW	222,618.75-
140126	19 BEACH PROJECTS - STW	159,033.40-
140126	20 BEACH PROJECTS - STW	89,370.05-
	** GL 35500 TOTAL	786,301.43-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT	DUE TO COMPONENT UNIT/PRIMARY	BEGINNING BALANCE
35700		
050072	G/A-NWFWMD-ERP PROGRAM	0.00
050072	CF G/A-NWFWMD-ERP PROGRAM	1,851,231.00-
050076	G/A-NWF WMD-OPERATIONS	0.00
050076	CF G/A-NWF WMD-OPERATIONS	3,360,000.00-
050077	G/A-SR WMD-OPERATIONS	0.00
050077	CF G/A-SR WMD-OPERATIONS	471,227.56-
050158	G/A-SRWMD-ENV RES PERMIT	0.00
050158	CF G/A-SRWMD-ENV RES PERMIT	80,062.86-
051234	G/A-WMD-LAND MGT	0.00
051234	CF G/A-WMD-LAND MGT	4,078,191.73-
051235	G/A-WMD-MIN FLOWS & LEVELS	0.00
051235	CF G/A-WMD-MIN FLOWS & LEVELS	1,661,569.05-
051236	G/A-WMD HURRICANE RECOVERY	0.00
051236	CF G/A-WMD HURRICANE RECOVERY	2,806,732.52-
080167	24 LAKE APOPKA RESTORATION	1,216,930.00-
080185	18 SJR/KHLR PROJECTS	358,712.28-
087870	16 SPRINGS RESTORATION	150,414.36-
087870	17 SPRINGS RESTORATION	186,685.74-
087870	18 SPRINGS RESTORATION	1,070,827.23-
087870	20 SPRINGS RESTORATION	2,355,051.47-
087870	21 SPRINGS RESTORATION	602,316.67-
087870	22 SPRINGS RESTORATION	323,161.37-
087870	23 SPRINGS RESTORATION	988,573.51-
088964	19 TOTAL MAX DAILY LOADS	418,526.72-
088964	21 TOTAL MAX DAILY LOADS	453,962.35-
088964	22 TOTAL MAX DAILY LOADS	274,911.61-
140895	22 G/A-INNOVATIVE TECH	490,217.45-
140895	23 G/A-INNOVATIVE TECH	9,600.00-
141117	18 EVERGLADES RESTORATION	1,330,133.87-
141117	19 EVERGLADES RESTORATION	750,287.18-
141117	20 EVERGLADES RESTORATION	5,383,739.97-
141117	21 EVERGLADES RESTORATION	7,063,699.42-
141117	22 EVERGLADES RESTORATION	2,058,943.80-
141117	23 EVERGLADES RESTORATION	13,974,237.68-
141117	24 EVERGLADES RESTORATION	2,734,174.19-
141118	21 N EVERGLADES/ESTUARIES PRT	1,458,765.98-
141118	22 N EVERGLADES/ESTUARIES PRT	2,898,805.91-
141118	23 N EVERGLADES/ESTUARIES PRT	3,076,740.68-
141118	24 N EVERGLADES/ESTUARIES PRT	538,353.41-
146088	24 G/A-SFWMD FL CTL & LND MGT	580,103.10-
	** GL 35700 TOTAL	65,056,890.67-



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	193,813.25-
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	333,365.04-
	** GL 38600 TOTAL	527,178.29-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,182,007,241.57-
57302	FUND BALANCE RESTRICTED DEBT SERVICE	
000000	BALANCE BROUGHT FORWARD	8,721,083.08-
94100	ENCUMBRANCES	
030000	OTHER PERSONAL SERVICES	9,110.07
030000	CF OTHER PERSONAL SERVICES	217,466.97
040000	EXPENSES	11,211.27
040000	CF EXPENSES	363,991.40
050072	G/A-NWFWMD-ERP PROGRAM	952,837.73
050076	G/A-NWF WMD-OPERATIONS	2,586,663.68
051234	G/A-WMD-LAND MGT	1,382,094.92
051234	CF G/A-WMD-LAND MGT	2,349,999.99
051235	CF G/A-WMD-MIN FLOWS & LEVELS	760,634.67
051236	CF G/A-WMD HURRICANE RECOVERY	1,193,267.48
060000	CF OPERATING CAPITAL OUTLAY	60,150.00
080039	21 STATE PARK FACILITY IMPROV	467,251.41
080039	22 STATE PARK FACILITY IMPROV	2,536,759.67
080039	23 STATE PARK FACILITY IMPROV	13,876,058.21
080041	23 STATE PARK BEACH PROJECTS	4,147,708.48
080167	24 LAKE APOPKA RESTORATION	267,643.74
080185	18 SJR/KHLR PROJECTS	372,779.00
080185	19 SJR/KHLR PROJECTS	7,512,841.38
080185	20 SJR/KHLR PROJECTS	177,096.00
083643	22 MAIN/REP/CONST-STATEWIDE	145,416.89
083643	23 MAIN/REP/CONST-STATEWIDE	148,250.44
083643	24 MAIN/REP/CONST-STATEWIDE	44,247.64
084108	22 LAND ACQ, ENVIR/UNIQ, STW	69,078,368.56
084108	23 LAND ACQ, ENVIR/UNIQ, STW	38,362,251.63
084112	21 LAND ACQUISITION-FCT	5,742,820.00
087157	23 BILLY JOE RISH ST PARK	2,728,844.16
087752	19 HURRICANE BEACH RECOVERY	1,571,934.27
087870	16 SPRINGS RESTORATION	3,458,334.95
087870	17 SPRINGS RESTORATION	10,915,593.64
087870	18 SPRINGS RESTORATION	14,768,614.87
087870	20 SPRINGS RESTORATION	45,568,931.75
087870	21 SPRINGS RESTORATION	22,722,293.53

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
087870	22	SPRINGS RESTORATION	37,935,652.81
087870	23	SPRINGS RESTORATION	44,800,945.20
087870	24	SPRINGS RESTORATION	48,226,158.67
087945	21	HABITAT RESTORATION	64,823.00
088964	19	TOTAL MAX DAILY LOADS	1,997,855.18
088964	21	TOTAL MAX DAILY LOADS	9,030,710.36
088964	22	TOTAL MAX DAILY LOADS	16,622,932.82
088964	23	TOTAL MAX DAILY LOADS	26,448,399.66
100021		ACQUISITION/MOTOR VEHICLES	61,504.21
100021	CF	ACQUISITION/MOTOR VEHICLES	185,812.64
100052	CF	ACQ & REPL BOAT/MOT/TRAIL	42,628.51
100718		LAND MANAGEMENT	133,064.44
100718	CF	LAND MANAGEMENT	526,099.18
100777		CONTRACTED SERVICES	34,551.68
100777	CF	CONTRACTED SERVICES	243,702.72
101198		OUTSOURCING	3,000.00
101496		STATE LANDS STEWARDSHIP	900.00
101496	CF	STATE LANDS STEWARDSHIP	15,500.00
103880	CF	ECOTOURISM	217,315.57
103882		CAMA/CARL MANAGEMENT FUNDS	17,777.34
103882	CF	CAMA/CARL MANAGEMENT FUNDS	149,476.79
103886		GREENWAYS CARL MGMT FUND	16,565.80
103886	CF	GREENWAYS CARL MGMT FUND	16,912.69
105010	CF	G/A-ORCA KILROY MONITORING	179,743.88
105019	CF	G/A-INDIAN RIV LAG/LAKE O	137,071.02
108025		TOTAL MAXIMUM DAILY LOADS	22,835.44
108025	CF	TOTAL MAXIMUM DAILY LOADS	97,375.48
140002	23	FL RECR DEV ASST GRANTS	10,584,467.50
140002	24	FL RECR DEV ASST GRANTS	10,489,950.00
140076	21	G/A-NPS MGMT PLANNING	2,380,884.23
140076	22	G/A-NPS MGMT PLANNING	4,202,422.11
140076	23	G/A-NPS MGMT PLANNING	3,041,750.00
140076	24	G/A-NPS MGMT PLANNING	15,100.72
140126	16	BEACH PROJECTS - STW	1,963,359.19
140126	17	BEACH PROJECTS - STW	3,035,830.34
140126	18	BEACH PROJECTS - STW	7,613,591.49
140126	19	BEACH PROJECTS - STW	16,703,351.13
140126	20	BEACH PROJECTS - STW	9,684,549.58
140126	21	BEACH PROJECTS - STW	36,017,720.61
140126	22	BEACH PROJECTS - STW	75,726,175.78
140126	23	BEACH PROJECTS - STW	45,259,516.41
140126	24	BEACH PROJECTS - STW	24,039,184.23
140143	22	G/A-WQI-BISCAYNE BAY	9,318,881.92
140895	22	G/A-INNOVATIVE TECH	3,296,640.36
140895	23	G/A-INNOVATIVE TECH	9,139,900.00
141115	20	G/A-FL KEYS ACSC	830,706.62

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
143280	22 G/A-SEPTIC UPGRADE PROGRAM	5,795,023.79
143280	23 G/A-SEPTIC UPGRADE PROGRAM	3,275,205.83
146088	24 G/A-SFWMD FL CTL & LND MGT	25,398,878.97
149945	22 SCW/PRB WQI	7,592,492.84
149946	23 SPRINGS COAST WATERSHD/WQI	16,030,043.99
** GL 94100 TOTAL		773,166,411.13
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	OTHER PERSONAL SERVICES	9,110.07-
030000	CF OTHER PERSONAL SERVICES	217,466.97-
040000	EXPENSES	11,211.27-
040000	CF EXPENSES	363,991.40-
050072	G/A-NFWMD-ERP PROGRAM	952,837.73-
050076	G/A-NWF WMD-OPERATIONS	2,586,663.68-
051234	G/A-WMD-LAND MGT	1,382,094.92-
051234	CF G/A-WMD-LAND MGT	2,349,999.99-
051235	CF G/A-WMD-MIN FLOWS & LEVELS	760,634.67-
051236	CF G/A-WMD HURRICANE RECOVERY	1,193,267.48-
060000	CF OPERATING CAPITAL OUTLAY	60,150.00-
080039	21 STATE PARK FACILITY IMPROV	467,251.41-
080039	22 STATE PARK FACILITY IMPROV	2,536,759.67-
080039	23 STATE PARK FACILITY IMPROV	13,876,058.21-
080041	23 STATE PARK BEACH PROJECTS	4,147,708.48-
080167	24 LAKE APOPKA RESTORATION	267,643.74-
080185	18 SJR/KHLR PROJECTS	372,779.00-
080185	19 SJR/KHLR PROJECTS	7,512,841.38-
080185	20 SJR/KHLR PROJECTS	177,096.00-
083643	22 MAIN/REP/CONST-STATEWIDE	145,416.89-
083643	23 MAIN/REP/CONST-STATEWIDE	148,250.44-
083643	24 MAIN/REP/CONST-STATEWIDE	44,247.64-
084108	22 LAND ACQ, ENVIR/UNIQ, STW	69,078,368.56-
084108	23 LAND ACQ, ENVIR/UNIQ, STW	38,362,251.63-
084112	21 LAND ACQUISITION-FCT	5,742,820.00-
087157	23 BILLY JOE RISH ST PARK	2,728,844.16-
087752	19 HURRICANE BEACH RECOVERY	1,571,934.27-
087870	16 SPRINGS RESTORATION	3,458,334.95-
087870	17 SPRINGS RESTORATION	10,915,593.64-
087870	18 SPRINGS RESTORATION	14,768,614.87-
087870	20 SPRINGS RESTORATION	45,568,931.75-
087870	21 SPRINGS RESTORATION	22,722,293.53-
087870	22 SPRINGS RESTORATION	37,935,652.81-
087870	23 SPRINGS RESTORATION	44,800,945.20-
087870	24 SPRINGS RESTORATION	48,226,158.67-
087945	21 HABITAT RESTORATION	64,823.00-
088964	19 TOTAL MAX DAILY LOADS	1,997,855.18-
088964	21 TOTAL MAX DAILY LOADS	9,030,710.36-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 423001 LAND ACQUISITION TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
088964	22	TOTAL MAX DAILY LOADS	16,622,932.82-
088964	23	TOTAL MAX DAILY LOADS	26,448,399.66-
100021		ACQUISITION/MOTOR VEHICLES	61,504.21-
100021	CF	ACQUISITION/MOTOR VEHICLES	185,812.64-
100052	CF	ACQ & REPL BOAT/MOT/TRAIL	42,628.51-
100718		LAND MANAGEMENT	133,064.44-
100718	CF	LAND MANAGEMENT	526,099.18-
100777		CONTRACTED SERVICES	34,551.68-
100777	CF	CONTRACTED SERVICES	243,702.72-
101198		OUTSOURCING	3,000.00-
101496		STATE LANDS STEWARDSHIP	900.00-
101496	CF	STATE LANDS STEWARDSHIP	15,500.00-
103880	CF	ECOTOURISM	217,315.57-
103882		CAMA/CARL MANAGEMENT FUNDS	17,777.34-
103882	CF	CAMA/CARL MANAGEMENT FUNDS	149,476.79-
103886		GREENWAYS CARL MGMT FUND	16,565.80-
103886	CF	GREENWAYS CARL MGMT FUND	16,912.69-
105010	CF	G/A-ORCA KILROY MONITORING	179,743.88-
105019	CF	G/A-INDIAN RIV LAG/LAKE O	137,071.02-
108025		TOTAL MAXIMUM DAILY LOADS	22,835.44-
108025	CF	TOTAL MAXIMUM DAILY LOADS	97,375.48-
140002	23	FL RECR DEV ASST GRANTS	10,584,467.50-
140002	24	FL RECR DEV ASST GRANTS	10,489,950.00-
140076	21	G/A-NPS MGMT PLANNING	2,380,884.23-
140076	22	G/A-NPS MGMT PLANNING	4,202,422.11-
140076	23	G/A-NPS MGMT PLANNING	3,041,750.00-
140076	24	G/A-NPS MGMT PLANNING	15,100.72-
140126	16	BEACH PROJECTS - STW	1,963,359.19-
140126	17	BEACH PROJECTS - STW	3,035,830.34-
140126	18	BEACH PROJECTS - STW	7,613,591.49-
140126	19	BEACH PROJECTS - STW	16,703,351.13-
140126	20	BEACH PROJECTS - STW	9,684,549.58-
140126	21	BEACH PROJECTS - STW	36,017,720.61-
140126	22	BEACH PROJECTS - STW	75,726,175.78-
140126	23	BEACH PROJECTS - STW	45,259,516.41-
140126	24	BEACH PROJECTS - STW	24,039,184.23-
140143	22	G/A-WQI-BISCAYNE BAY	9,318,881.92-
140895	22	G/A-INNOVATIVE TECH	3,296,640.36-
140895	23	G/A-INNOVATIVE TECH	9,139,900.00-
141115	20	G/A-FL KEYS ACSC	830,706.62-
143280	22	G/A-SEPTIC UPGRADE PROGRAM	5,795,023.79-
143280	23	G/A-SEPTIC UPGRADE PROGRAM	3,275,205.83-
146088	24	G/A-SFWMD FL CTL & LND MGT	25,398,878.97-
149945	22	SCW/PRB WQI	7,592,492.84-
149946	23	SPRINGS COAST WATERSHD/WQI	16,030,043.99-
		** GL 98100 TOTAL	773,166,411.13-
		*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 499001 MINERALS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	207,031.65
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	6,940,682.93
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	20,786.62
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	327,941.32
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	275.61-
	** GL 32100 TOTAL	275.61-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	694.07-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	8,157.17-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	14,845.83-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	7,472,469.84-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	5,186.00
100777	CF CONTRACTED SERVICES	1,925.00
	** GL 94100 TOTAL	7,111.00
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	5,186.00-
100777	CF CONTRACTED SERVICES	1,925.00-
	** GL 98100 TOTAL	7,111.00-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		BEGINNING BALANCE
20 2 506002 NONMANDATORY LAND RECLAMATION TRUST FUND		
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	84,321.53
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	30,464,804.34
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	15.15
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	91,478.50
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	255,163.67
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	4,144.86-
080889	06 NON-MANDATORY LAND RECLAIM	143,965.04-
080889	07 NON-MANDATORY LAND RECLAIM	125,743.78-
104070	HABITAT RESTORATION	0.00
104070	CF HABITAT RESTORATION	70.33-
	** GL 31100 TOTAL	273,924.01-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	312.93-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	1,241.75-
	** GL 32100 TOTAL	1,554.68-
33101	DEPOSITS PAYABLE ESCROW	
000000	BALANCE BROUGHT FORWARD	8,525.00-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	3,054.48-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
040000	CF EXPENSES	2,230.80-
	** GL 35500 TOTAL	2,230.80-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION

20 2 506002 NONMANDATORY LAND RECLAMATION TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	19,909.27-
35700	DUE TO COMPONENT UNIT/PRIMARY	
040000	EXPENSES	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	10,839.95-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	30,575,745.00-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	1,412.00
040000	CF EXPENSES	5,663.00
080888	11 MULBERRY/PINEY PT CLEANUP	5,370,665.97
080888	12 MULBERRY/PINEY PT CLEANUP	2,942,481.77
080889	06 NON-MANDATORY LAND RECLAIM	854,883.61
080889	07 NON-MANDATORY LAND RECLAIM	1,244,441.46
080889	08 NON-MANDATORY LAND RECLAIM	905,574.07
080889	09 NON-MANDATORY LAND RECLAIM	444,170.89
080889	14 NON-MANDATORY LAND RECLAIM	2,334,800.86
080889	15 NON-MANDATORY LAND RECLAIM	574,366.90
080889	16 NON-MANDATORY LAND RECLAIM	169,183.11
080889	17 NON-MANDATORY LAND RECLAIM	981,835.78
104070	CF HABITAT RESTORATION	52,012.89
	** GL 94100 TOTAL	15,881,492.31
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	1,412.00-
040000	CF EXPENSES	5,663.00-
080888	11 MULBERRY/PINEY PT CLEANUP	5,370,665.97-
080888	12 MULBERRY/PINEY PT CLEANUP	2,942,481.77-
080889	06 NON-MANDATORY LAND RECLAIM	854,883.61-
080889	07 NON-MANDATORY LAND RECLAIM	1,244,441.46-
080889	08 NON-MANDATORY LAND RECLAIM	905,574.07-
080889	09 NON-MANDATORY LAND RECLAIM	444,170.89-
080889	14 NON-MANDATORY LAND RECLAIM	2,334,800.86-
080889	15 NON-MANDATORY LAND RECLAIM	574,366.90-
080889	16 NON-MANDATORY LAND RECLAIM	169,183.11-
080889	17 NON-MANDATORY LAND RECLAIM	981,835.78-
104070	CF HABITAT RESTORATION	52,012.89-
	** GL 98100 TOTAL	15,881,492.31-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 526001 FLORIDA PERMIT FEE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
000100	FEEES	4,950.00
000200	LICENSES	520.00
	** GL 11100 TOTAL	5,470.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	450,272.31
12400	CASH IN STATE TREASURY UNVERIFIED	
000100	FEEES	500.00
000200	LICENSES	38,860.36
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	3,750.00-
001801	REIMBURSEMENTS	350.00-
	** GL 12400 TOTAL	35,260.36
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	18,053,385.38
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	761.63
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000200	LICENSES	35,716.00
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	3,930.00
	** GL 15102 TOTAL	39,646.00
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
000100	FEEES	5,020.00
000200	LICENSES	19,072.89
001202	PENALTIES	1,013.67
	** GL 15103 TOTAL	25,106.56
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	56,394.04
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000100	FEEES	4,300.00-
000200	LICENSES	34,380.39-
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	250.00-
001202	PENALTIES	877.67-
	** GL 15900 TOTAL	39,808.06-



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 526001 FLORIDA PERMIT FEE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000200	LICENSES	272,216.38
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	160,179.99
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000200	LICENSES	99,750.00
16502	DUE FROM COUNTIES	
000200	LICENSES	38,310.00
16506	DUE FROM OTHER GOVERNMENTAL UNITS-BAD	
000200	LICENSES	2,057.50
001202	PENALTIES	15.00
	** GL 16506 TOTAL	2,072.50
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	827.89-
040000	EXPENSES	0.00
040000	CF EXPENSES	8,507.32-
100774	NAT'L POLLUT/ELIMINATION	0.00
100774	CF NAT'L POLLUT/ELIMINATION	156.56-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,850.00-
	** GL 31100 TOTAL	12,341.77-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	3,806.08-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	3,183.84-
	** GL 32100 TOTAL	6,989.92-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000200	LICENSES	8,835.34-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,290.38-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	1,883.01-
	** GL 35300 TOTAL	4,173.39-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 526001 FLORIDA PERMIT FEE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	244,478.78-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
000100	FEEES	20,000.00-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	2,180.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	18,900,017.89-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	30,737.65
040000	CF EXPENSES	22,910.09
100774	CF NAT'L POLLUT/ELIMINATION	14,708.34
100777	CF CONTRACTED SERVICES	73,029.51
	** GL 94100 TOTAL	141,385.59
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	30,737.65-
040000	CF EXPENSES	22,910.09-
100774	CF NAT'L POLLUT/ELIMINATION	14,708.34-
100777	CF CONTRACTED SERVICES	73,029.51-
	** GL 98100 TOTAL	141,385.59-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION

20 2 603001 WATER PROTECTION AND SUSTAINABILITY PROGRAM TF

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	447,369,268.56
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	1,325,294.17
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000500	INTEREST	227,415.60
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	5,050,535.54
16700	DUE FROM COMPONENT UNIT/PRIMARY	
000500	INTEREST	3,449.15
25800	ADVANCES TO COMPONENT UNITS	
141138	20 G/A - ALT WATER SUPPLY	250,000.00
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	44,251.77-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	286,778.09-
35700	DUE TO COMPONENT UNIT/PRIMARY	
141138	21 G/A - ALT WATER SUPPLY	135,615.00-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	512.95-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	453,758,805.21-
94100	ENCUMBRANCES	
141138	21 G/A - ALT WATER SUPPLY	33,000.00
149950	22 G/A-WW GRANT PROGRAM	109,779,468.11
149950	23 G/A-WW GRANT PROGRAM	104,328,731.58
149950	24 G/A-WW GRANT PROGRAM	211,355,275.22
	** GL 94100 TOTAL	425,496,474.91

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 603001 WATER PROTECTION AND SUSTAINABILITY PROGRAM TF  
G-L G-L ACCOUNT NAME

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100		
141138 21	G/A - ALT WATER SUPPLY	33,000.00-
149950 22	G/A-WW GRANT PROGRAM	109,779,468.11-
149950 23	G/A-WW GRANT PROGRAM	104,328,731.58-
149950 24	G/A-WW GRANT PROGRAM	211,355,275.22-
	** GL 98100 TOTAL	425,496,474.91-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		BEGINNING BALANCE
20 2 603002 WTR PROTEC & SUSTAINABILITY PGM TF-ARP FUNDING		
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	114,612.19
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	461,831,610.89
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	1,389,331.86
25500	ADVANCES TO OTHER GOVERNMENTS/ENTITIES	
145110	22 ARP WSTE WTR GRT PRGM	75,000.00
31100	ACCOUNTS PAYABLE	
145110	22 ARP WSTE WTR GRT PRGM	855,842.84-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	46,389.99-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
145110	22 ARP WSTE WTR GRT PRGM	7,178,128.83-
35700	DUE TO COMPONENT UNIT/PRIMARY	
145110	22 ARP WSTE WTR GRT PRGM	27,410.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	455,302,783.28-
94100	ENCUMBRANCES	
145110	22 ARP WSTE WTR GRT PRGM	231,587,215.04
145110	23 ARP WSTE WTR GRT PRGM	84,237,392.76
	** GL 94100 TOTAL	315,824,607.80
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
145110	22 ARP WSTE WTR GRT PRGM	231,587,215.04-
145110	23 ARP WSTE WTR GRT PRGM	84,237,392.76-
	** GL 98100 TOTAL	315,824,607.80-
	*** FUND TOTAL	0.00

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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION		
20 2 603003 WATER PROTECTION & SUSTAINABILITY PROGRAM TRUST		
G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	38,869,689.24
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	38,869,689.24-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 644001 SOLID WASTE MANAGEMENT TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,234,650.73
12400	CASH IN STATE TREASURY UNVERIFIED	
000200	LICENSES	70.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	22,085,422.36
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	67,658.45
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	2,225,684.36
16700	DUE FROM COMPONENT UNIT/PRIMARY	
000500	INTEREST	12.86
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	4,800.00-
040000	EXPENSES	0.00
040000	CF EXPENSES	1,991.43-
086000	21 WASTE TIRE ABATEMENT	3,900.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	703.58-
101492	HAZARDOUS WASTE CLEANUP	0.00
101492	CF HAZARDOUS WASTE CLEANUP	32,734.92-
	** GL 31100 TOTAL	44,129.93-
32100	ACCRUED SALARIES AND WAGES	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	1,016.31-
	** GL 32100 TOTAL	1,016.31-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	763.46-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,259.13-
	** GL 35300 TOTAL	3,022.59-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
086000	22 WASTE TIRE ABATEMENT	7,398.28-
086000	23 WASTE TIRE ABATEMENT	190.75-
	** GL 35500 TOTAL	7,589.03-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 644001 SOLID WASTE MANAGEMENT TRUST FUND

G-L	CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600		CURRENT COMPENSATED ABSENCES LIABILITY	
000000		BALANCE BROUGHT FORWARD	19,389.75-
010000		SALARIES AND BENEFITS	0.00
010000	CF	SALARIES AND BENEFITS	8,018.32-
		** GL 38600 TOTAL	27,408.07-
54900		COMMITTED FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	25,530,332.83-
94100		ENCUMBRANCES	
030000	CF	OTHER PERSONAL SERVICES	50,413.66
040000		EXPENSES	446.76
040000	CF	EXPENSES	26,970.01
050068	CF	G/A-SWIX	22,218.12
060000	CF	OPERATING CAPITAL OUTLAY	40,322.51
086000	20	WASTE TIRE ABATEMENT	232,751.44
086000	21	WASTE TIRE ABATEMENT	140,092.20
086000	22	WASTE TIRE ABATEMENT	252,088.37
086000	23	WASTE TIRE ABATEMENT	128,997.65
100777	CF	CONTRACTED SERVICES	90,224.12
101492		HAZARDOUS WASTE CLEANUP	30,728.92
101492	CF	HAZARDOUS WASTE CLEANUP	110,632.28
140134	23	SOLID WASTE MANAGEMENT	71,142.02
140134	24	SOLID WASTE MANAGEMENT	1,247,776.49
141132	22	G/A-REEF PROT/TIRE ABATE	371,241.16
141132	23	G/A-REEF PROT/TIRE ABATE	472,844.07
141132	24	G/A-REEF PROT/TIRE ABATE	1,107,637.26
		** GL 94100 TOTAL	4,396,527.04
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF	OTHER PERSONAL SERVICES	50,413.66-
040000		EXPENSES	446.76-
040000	CF	EXPENSES	26,970.01-
050068	CF	G/A-SWIX	22,218.12-
060000	CF	OPERATING CAPITAL OUTLAY	40,322.51-
086000	20	WASTE TIRE ABATEMENT	232,751.44-
086000	21	WASTE TIRE ABATEMENT	140,092.20-
086000	22	WASTE TIRE ABATEMENT	252,088.37-
086000	23	WASTE TIRE ABATEMENT	128,997.65-
100777	CF	CONTRACTED SERVICES	90,224.12-
101492		HAZARDOUS WASTE CLEANUP	30,728.92-
101492	CF	HAZARDOUS WASTE CLEANUP	110,632.28-
140134	23	SOLID WASTE MANAGEMENT	71,142.02-
140134	24	SOLID WASTE MANAGEMENT	1,247,776.49-
141132	22	G/A-REEF PROT/TIRE ABATE	371,241.16-



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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 644001 SOLID WASTE MANAGEMENT TRUST FUND  
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
141132	23	G/A-REEF PROT/TIRE ABATE	472,844.07-
141132	24	G/A-REEF PROT/TIRE ABATE	1,107,637.26-
		** GL 98100 TOTAL	4,396,527.04-
		*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION

20 2 661001 WASTEWATER TREATMENT & STORMWATER MGT REV LOAN T

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
002300	REPAYMENT OF LOANS	12,289.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	212,657,888.88
12400	CASH IN STATE TREASURY UNVERIFIED	
002300	REPAYMENT OF LOANS	527,589.99
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	512,067,906.11
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
002300	REPAYMENT OF LOANS	90,582.51
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	1,422,500.22
15400	LOANS AND NOTES RECEIVABLE	
002300	REPAYMENT OF LOANS	170,406,467.37
16400	DUE FROM FEDERAL GOVERNMENT	
000700	U S GRANTS	29,915,912.00
16504	DUE FROM OTH ST POLITICAL SUBDIVISIONS	
002300	REPAYMENT OF LOANS	3,695.95
25300	LOANS/NOTES REC FROM OTHER GOVERNMENTS	
002300	REPAYMENT OF LOANS	1,904,949,774.40
35100	DUE TO STATE FUNDS, WITHIN DIVISION	
002300	REPAYMENT OF LOANS	0.00
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
002300	REPAYMENT OF LOANS	227,415.60-
35300	DUE TO OTHER DEPARTMENTS	
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	47,497.49-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION

20 2 661001 WASTEWATER TREATMENT & STORMWATER MGT REV LOAN T

G-L	G-L ACCOUNT NAME				BEGINNING BALANCE
CAT					
57200	RESTRICTED BY FEDERAL GOVERNMENT				
000000	BALANCE BROUGHT FORWARD				2,831,779,693.34-
94100	ENCUMBRANCES				
140131	20	WASTEWATER TREAT FAC CONST			29,857,090.00
140131	21	WASTEWATER TREAT FAC CONST			81,492,222.49
140131	22	WASTEWATER TREAT FAC CONST			122,859,465.30
140131	23	WASTEWATER TREAT FAC CONST			200,261,938.61
140131	24	WASTEWATER TREAT FAC CONST			185,421,104.00
		** GL 94100 TOTAL			619,891,820.40
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE				
140131	20	WASTEWATER TREAT FAC CONST			29,857,090.00-
140131	21	WASTEWATER TREAT FAC CONST			81,492,222.49-
140131	22	WASTEWATER TREAT FAC CONST			122,859,465.30-
140131	23	WASTEWATER TREAT FAC CONST			200,261,938.61-
140131	24	WASTEWATER TREAT FAC CONST			185,421,104.00-
		** GL 98100 TOTAL			619,891,820.40-
		*** FUND TOTAL			0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 675002 STATE PARK TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
000100	FEEES	3,498,516.36
080039	24 STATE PARK FACILITY IMPROV	0.00
	** GL 11100 TOTAL	3,498,516.36
11150	CASH ON HAND - PARK CHANGE FUNDS STPKS	
000000	BALANCE BROUGHT FORWARD	47,900.00
11202	CASH REVOLVING FUNDS - MULTIPLE	
000000	BALANCE BROUGHT FORWARD	702,100.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,447,028.95
12400	CASH IN STATE TREASURY UNVERIFIED	
000100	FEEES	105,206.40
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	124,098,305.18
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	2,091.27
001801	REIMBURSEMENTS	3.12
	** GL 15101 TOTAL	2,094.39
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000100	FEEES	458,390.74
000500	INTEREST	3,270.83
001800	REFUNDS	8,544.47
	** GL 15102 TOTAL	470,206.04
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
000100	FEEES	1,483.83
001202	PENALTIES	300.00
	** GL 15103 TOTAL	1,783.83
15104	DUE FROM CONCESSION OPERATORS	
001800	REFUNDS	25,200.00
001801	REIMBURSEMENTS	5,150.43
002102	CONCESSIONS	724,724.27
	** GL 15104 TOTAL	755,074.70

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 675002 STATE PARK TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	379,508.08
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000100	FEEES	1,515.39-
001202	PENALTIES	300.00-
001800	REFUNDS	31,920.42-
	** GL 15900 TOTAL	33,735.81-
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000100	FEEES	3,225.00
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	1,200,081.76
16502	DUE FROM COUNTIES	
001800	REFUNDS	195,152.54
16700	DUE FROM COMPONENT UNIT/PRIMARY	
001800	REFUNDS	41.21
16900	DUE FROM CLEARING FUND	
000100	FEEES	435,617.69
17104	INVENTORIES GASOLINE	
000000	BALANCE BROUGHT FORWARD	7,208.33
040000	EXPENSES	23,049.93
	** GL 17104 TOTAL	30,258.26
17105	INVENTORIES MOTOR OILS	
000000	BALANCE BROUGHT FORWARD	2,492.93
040000	EXPENSES	31,869.58
	** GL 17105 TOTAL	34,362.51
17106	INVENTORIES MISC FUELS AND LUBE	
000000	BALANCE BROUGHT FORWARD	702.38
040000	EXPENSES	33,488.84
	** GL 17106 TOTAL	34,191.22
17108	INVENTORIES HERBICIDES	
000000	BALANCE BROUGHT FORWARD	114,957.46
040000	EXPENSES	514,345.98
	** GL 17108 TOTAL	629,303.44

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 675002 STATE PARK TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
17200	GOODS PURCHASED FOR RESALE	
000000	BALANCE BROUGHT FORWARD	1,100,711.26
040000	EXPENSES	1,038,466.41-
	** GL 17200 TOTAL	62,244.85
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	29,057.24-
040000	EXPENSES	0.00
040000 CF	EXPENSES	339,660.73-
060000	OPERATING CAPITAL OUTLAY	0.00
060000 CF	OPERATING CAPITAL OUTLAY	12,869.22-
080039 21	STATE PARK FACILITY IMPROV	90,113.38-
080039 24	STATE PARK FACILITY IMPROV	60,187.60-
088040 23	MAJOR DISASTERS EMERGENCY REPAIRS	1,603,923.96-
088040 24	MAJOR DISASTERS EMERGENCY REPAIRS	270,167.77-
088130 18	REMOVE ACCESS BARRIERS-STW	0.00
088130 21	REMOVE ACCESS BARRIERS-STW	12,577.00-
100021	ACQUISITION/MOTOR VEHICLES	0.00
100021 CF	ACQUISITION/MOTOR VEHICLES	139,095.48-
100589	POINT OF SALE - PARKS	0.00
100589 CF	POINT OF SALE - PARKS	500,000.00-
100592	DISBURSE DONATIONS	0.00
100592 CF	DISBURSE DONATIONS	1,144.75-
100718	LAND MANAGEMENT	0.00
100718 CF	LAND MANAGEMENT	7,665.61-
101198	OUTSOURCING	0.00
101198 CF	OUTSOURCING	499,319.60-
102334	CONTRL OF INVASIVE EXOTICS	0.00
102334 CF	CONTRL OF INVASIVE EXOTICS	267.22-
105006	LAND USE PROCEEDS DISBURSE	0.00
105006 CF	LAND USE PROCEEDS DISBURSE	8,138.06-
	** GL 31100 TOTAL	3,574,187.62-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	1,653.89-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	510,492.40-
080039 24	STATE PARK FACILITY IMPROV	4,551.23-
088130 19	REMOVE ACCESS BARRIERS-STW	0.00
100592	DISBURSE DONATIONS	0.00
100592 CF	DISBURSE DONATIONS	1,941.79-
101198	OUTSOURCING	0.00
101198 CF	OUTSOURCING	53,877.20-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 675002 STATE PARK TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
102334	CONTRL OF INVASIVE EXOTICS	0.00
102334 CF	CONTRL OF INVASIVE EXOTICS	9,959.88-
	** GL 32100 TOTAL	582,476.39-
33101	DEPOSITS PAYABLE ESCROW	
002700	SECURITY/ESCROW DEPOSITS	371,200.00-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000100	FEEES	273,926.38-
35300	DUE TO OTHER DEPARTMENTS	
002102	CONCESSIONS	94,206.39-
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	9,161.52-
088130 19	REMOVE ACCESS BARRIERS-STW	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	12,671.83-
	** GL 35300 TOTAL	116,039.74-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
030000	OTHER PERSONAL SERVICES	28,473.41-
040000	EXPENSES	3.80-
040000 CF	EXPENSES	118,577.27-
100590	DISTRIB OF SURCHARGE FEES	37,220.40-
101198	OUTSOURCING	0.00
101198 CF	OUTSOURCING	20,521.88-
310228	PAYMENT OF SALES TAX	93,617.12-
	** GL 35500 TOTAL	298,413.88-
35600	DUE TO GENERAL REVENUE	
310228	PAYMENT OF SALES TAX	418,037.32-
310322	SERVICE CHARGE TO GEN REV	1,818,600.09-
	** GL 35600 TOTAL	2,236,637.41-
35700	DUE TO COMPONENT UNIT/PRIMARY	
102151	MGT/WTR CONTROL STRUCTURES	0.00
102151 CF	MGT/WTR CONTROL STRUCTURES	29,779.58-
	** GL 35700 TOTAL	29,779.58-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	120,120.16-
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	94,193.75-
	** GL 38600 TOTAL	214,313.91-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 675002 STATE PARK TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
000100	FEEs	27,818.57-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	125,583,312.84-
55500	CHANGES TO/WITHIN THE REPORTING ENTITY	
040000	EXPENSES	0.00
56100	NONSPENDABLE - INVENTORIES AND PREPAID	
000000	BALANCE BROUGHT FORWARD	307,795.53
040000	EXPENSES	1,098,155.81-
	** GL 56100 TOTAL	790,360.28-
94100	ENCUMBRANCES	
030000	OTHER PERSONAL SERVICES	21,118.00
030000	CF OTHER PERSONAL SERVICES	68,565.82
040000	EXPENSES	44,534.25
040000	CF EXPENSES	169,217.49
060000	OPERATING CAPITAL OUTLAY	12,869.22
060000	CF OPERATING CAPITAL OUTLAY	12,197.00
080039	21 STATE PARK FACILITY IMPROV	905,079.60
080039	24 STATE PARK FACILITY IMPROV	6,789,834.58
088040	23 MAJOR DISASTERS EMERGENCY REPAIRS	6,498,945.36
088040	24 MAJOR DISASTERS EMERGENCY REPAIRS	17,785,448.86
088130	21 REMOVE ACCESS BARRIERS-STW	660,254.05
100021	CF ACQUISITION/MOTOR VEHICLES	157,836.27
100592	DISBURSE DONATIONS	1,144.75
100592	CF DISBURSE DONATIONS	12,015.30
100718	CF LAND MANAGEMENT	580.00
100777	CF CONTRACTED SERVICES	209,600.00
101198	OUTSOURCING	65,708.77
101198	CF OUTSOURCING	499,411.95
102151	CF MGT/WTR CONTROL STRUCTURES	14,237.66
105006	LAND USE PROCEEDS DISBURSE	8,138.06
105006	CF LAND USE PROCEEDS DISBURSE	226,490.81
	** GL 94100 TOTAL	34,163,227.80
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	OTHER PERSONAL SERVICES	21,118.00-
030000	CF OTHER PERSONAL SERVICES	68,565.82-
040000	EXPENSES	44,534.25-
040000	CF EXPENSES	169,217.49-
060000	OPERATING CAPITAL OUTLAY	12,869.22-
060000	CF OPERATING CAPITAL OUTLAY	12,197.00-



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 675002 STATE PARK TRUST FUND  
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
080039	21	STATE PARK FACILITY IMPROV	905,079.60-
080039	24	STATE PARK FACILITY IMPROV	6,789,834.58-
088040	23	MAJOR DISASTERS EMERGENCY REPAIRS	6,498,945.36-
088040	24	MAJOR DISASTERS EMERGENCY REPAIRS	17,785,448.86-
088130	21	REMOVE ACCESS BARRIERS-STW	660,254.05-
100021	CF	ACQUISITION/MOTOR VEHICLES	157,836.27-
100592		DISBURSE DONATIONS	1,144.75-
100592	CF	DISBURSE DONATIONS	12,015.30-
100718	CF	LAND MANAGEMENT	580.00-
100777	CF	CONTRACTED SERVICES	209,600.00-
101198		OUTSOURCING	65,708.77-
101198	CF	OUTSOURCING	499,411.95-
102151	CF	MGT/WTR CONTROL STRUCTURES	14,237.66-
105006		LAND USE PROCEEDS DISBURSE	8,138.06-
105006	CF	LAND USE PROCEEDS DISBURSE	226,490.81-
		** GL 98100 TOTAL	34,163,227.80-
		*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/24

37000000000  
BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2024

DATE RUN 08/08/24  
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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 675005 STATE PARK TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	14,808,385.66
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	14,808,385.66-
	*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/24

37000000000  
BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2024

DATE RUN 08/08/24  
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370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 776001 WATER MANAGEMENT LAND TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	9,803.02
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	9,803.02-
	*** FUND TOTAL	0.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 780001 WATER QUALITY ASSURANCE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,318,662.13
12400	CASH IN STATE TREASURY UNVERIFIED	
000100	FEEES	775.00
000200	LICENSES	425.00
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	3,750.00
001801	REIMBURSEMENTS	1,100.00
	** GL 12400 TOTAL	6,050.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	62,696,364.95
15101	DUE FROM EMPLOYEES	
001800	REFUNDS	1,271.67
15102	DUE FROM INDIVIDUALS AND BUSINESS FIRM	
000200	LICENSES	55,669.35
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	6,179,490.23
001202	PENALTIES	40,864.38
001801	REIMBURSEMENTS	262,581.39
	** GL 15102 TOTAL	6,538,605.35
15103	DUE FROM INDIVIDUALS AND BUSINESS BAD	
000100	FEEES	100.00
000200	LICENSES	153.00
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	44,323.33
001202	PENALTIES	813.17
001801	REIMBURSEMENTS	2,500.00
	** GL 15103 TOTAL	47,889.50
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	188,607.63
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000200	LICENSES	55,722.35-
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	1,629,587.34-
001202	PENALTIES	41,550.05-
001801	REIMBURSEMENTS	39,842.66-
	** GL 15900 TOTAL	1,766,702.40-
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000200	LICENSES	1,075.00
001202	PENALTIES	100.00
	** GL 16200 TOTAL	1,175.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 780001 WATER QUALITY ASSURANCE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
16300	DUE FROM OTHER DEPARTMENTS	
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	3,047,101.67
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	1,733,702.76
001801	REIMBURSEMENTS	8,550.00
	** GL 16500 TOTAL	1,742,252.76
16506	DUE FROM OTHER GOVERNMENTAL UNITS-BAD	
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	4,000.00
001202	PENALTIES	150.00
001801	REIMBURSEMENTS	250.00
	** GL 16506 TOTAL	4,400.00
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	9.62
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	29,007.46-
040000	EXPENSES	0.00
040000	CF EXPENSES	6,905.89-
080524	23 DRY CLEAN/SITE CLEANUP	29,286.64-
082474	21 CLEANUP OF STATE/LANDS	7,358.02-
088502	20 HAZARD WASTE/SITE CLEANUP	9,537.07-
088502	22 HAZARD WASTE/SITE CLEANUP	95,305.31-
100027	GROUND WTR/MONITOR NETWRK	0.00
100027	CF GROUND WTR/MONITOR NETWRK	85,830.41-
100050	EVERGLADES LAB SUPPORT	0.00
100050	CF EVERGLADES LAB SUPPORT	207.50-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	10.97-
101492	HAZARDOUS WASTE CLEANUP	0.00
101492	CF HAZARDOUS WASTE CLEANUP	614,483.87-
104134	WATER WELL CLEANUP	0.00
104134	CF WATER WELL CLEANUP	166,912.80-
	** GL 31100 TOTAL	1,044,836.32-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	9.62-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	8,030.67-
100027	GROUND WTR/MONITOR NETWRK	0.00
100027	CF GROUND WTR/MONITOR NETWRK	46,845.60-
100591	SUBMERGED RES DAMAGED REST	0.00
100591	CF SUBMERGED RES DAMAGED REST	4,747.78-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 20 2 780001 WATER QUALITY ASSURANCE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
101492	HAZARDOUS WASTE CLEANUP	0.00
101492 CF	HAZARDOUS WASTE CLEANUP	3,078.28-
	** GL 32100 TOTAL	62,711.95-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000100	FEES	100.00-
001801	REIMBURSEMENTS	0.00
	** GL 35200 TOTAL	100.00-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	9,924.98-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	6,297.64-
	** GL 35300 TOTAL	16,222.62-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	75,000.00-
050840	G/A-LOCAL HAZ WASTE COL	0.00
050840 CF	G/A-LOCAL HAZ WASTE COL	111,000.00-
	** GL 35500 TOTAL	186,000.00-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	146,623.70-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	85,450.62-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
001200	FINES, FORFEITURES, JUDGEMENTS, AND PENALTI	6,136,863.24-
001801	REIMBURSEMENTS	221,905.39-
	** GL 47300 TOTAL	6,358,768.63-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	59,952,476.43-
57301	FUND BALANCE RESTRICTED COURT ORDER RE	
000000	BALANCE BROUGHT FORWARD	299,135.11-
57401	FUND BALANCE RESTRICTED REEF GROUNDING	
000000	BALANCE BROUGHT FORWARD	2,084,838.61-
57404	FUND BALANCE RESTRICTED OPERATOR CERTI	
000000	BALANCE BROUGHT FORWARD	4,588,514.27-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 780001 WATER QUALITY ASSURANCE TRUST FUND  
G-L G-L ACCOUNT NAME

CAT	ENCUMBRANCES	BEGINNING BALANCE
94100		
030000	OTHER PERSONAL SERVICES	75,110.08
030000 CF	OTHER PERSONAL SERVICES	206,389.80
040000	EXPENSES	652.74
040000 CF	EXPENSES	55,513.39
050840 CF	G/A-LOCAL HAZ WASTE COL	229,730.61
060000 CF	OPERATING CAPITAL OUTLAY	73,000.00
080524 22	DRY CLEAN/SITE CLEANUP	422,722.69
080524 23	DRY CLEAN/SITE CLEANUP	6,356,045.97
080524 24	DRY CLEAN/SITE CLEANUP	1,490,053.15
082474 21	CLEANUP OF STATE/LANDS	4,336,947.13
088502 20	HAZARD WASTE/SITE CLEANUP	817,128.05
088502 21	HAZARD WASTE/SITE CLEANUP	82,387.43
088502 22	HAZARD WASTE/SITE CLEANUP	1,259,365.87
088502 23	HAZARD WASTE/SITE CLEANUP	3,427,863.24
088502 24	HAZARD WASTE/SITE CLEANUP	2,392,135.51
100027	GROUND WTR/MONITOR NETWRK	37,155.89
100027 CF	GROUND WTR/MONITOR NETWRK	138,091.28
100050	EVERGLADES LAB SUPPORT	5,255.00
100050 CF	EVERGLADES LAB SUPPORT	66,329.56
100591 CF	SUBMERGED RES DAMAGED REST	24,309.00
100777 CF	CONTRACTED SERVICES	1,478,087.80
101492	HAZARDOUS WASTE CLEANUP	81,292.75
101492 CF	HAZARDOUS WASTE CLEANUP	893,420.02
104081 CF	USGS COOPERATIVE AGREEMENT	214,897.00
104134 CF	WATER WELL CLEANUP	257,650.69
	** GL 94100 TOTAL	24,421,534.65
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	OTHER PERSONAL SERVICES	75,110.08-
030000 CF	OTHER PERSONAL SERVICES	206,389.80-
040000	EXPENSES	652.74-
040000 CF	EXPENSES	55,513.39-
050840 CF	G/A-LOCAL HAZ WASTE COL	229,730.61-
060000 CF	OPERATING CAPITAL OUTLAY	73,000.00-
080524 22	DRY CLEAN/SITE CLEANUP	422,722.69-
080524 23	DRY CLEAN/SITE CLEANUP	6,356,045.97-
080524 24	DRY CLEAN/SITE CLEANUP	1,490,053.15-
082474 21	CLEANUP OF STATE/LANDS	4,336,947.13-
088502 20	HAZARD WASTE/SITE CLEANUP	817,128.05-
088502 21	HAZARD WASTE/SITE CLEANUP	82,387.43-
088502 22	HAZARD WASTE/SITE CLEANUP	1,259,365.87-
088502 23	HAZARD WASTE/SITE CLEANUP	3,427,863.24-
088502 24	HAZARD WASTE/SITE CLEANUP	2,392,135.51-
100027	GROUND WTR/MONITOR NETWRK	37,155.89-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
20 2 780001 WATER QUALITY ASSURANCE TRUST FUND  
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
100027	CF	GROUND WTR/MONITOR NETWRK	138,091.28-
100050		EVERGLADES LAB SUPPORT	5,255.00-
100050	CF	EVERGLADES LAB SUPPORT	66,329.56-
100591	CF	SUBMERGED RES DAMAGED REST	24,309.00-
100777	CF	CONTRACTED SERVICES	1,478,087.80-
101492		HAZARDOUS WASTE CLEANUP	81,292.75-
101492	CF	HAZARDOUS WASTE CLEANUP	893,420.02-
104081	CF	USGS COOPERATIVE AGREEMENT	214,897.00-
104134	CF	WATER WELL CLEANUP	257,650.69-
		** GL 98100 TOTAL	24,421,534.65-
		*** FUND TOTAL	0.00



370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 60 2 792010 WORKING CAPITAL TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,015,574.13
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,398,849.62
15301	DUE FROM INTEREST EARNINGS INVESTMENTS	
000500	INTEREST	2,195.31
27400	INFRASTRUCTURE AND OTHER IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	1,500.00
27500	ACC DEPR - INFRASTRUCTURE & OTHER IMPR	
000000	BALANCE BROUGHT FORWARD	1,500.00-
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	503,087.35
002900	SALE OF SURPLUS PROPERTY	405,863.57-
040000	EXPENSES	423,271.92
040000	CF EXPENSES	0.00
060000	OPERATING CAPITAL OUTLAY	476,741.58
060000	CF OPERATING CAPITAL OUTLAY	23,085.17-
080945	PARK DEVELOPMENT	19,296.91-
088140	FACILITY REPAIR NEEDS-STW	1,761.20
088964	TOTAL MAX DAILY LOADS	3,522.40
100027	GROUND WTR/MONITOR NETWRK	750.38-
100029	STG TK COMPL VERIFICATION	2,825.65
100628	WATER QUALITY MGMT/PLAN	1,583.70
101011	FED WASTE PLANNING GRANTS	4,781.01
101492	HAZARDOUS WASTE CLEANUP	3,895.70
101494	HAZARDOUS WASTE SITE REST	9,000.00
102204	CATEGORY NAME NOT ON TITLE FILE	134,544.27
102590	POLLUTION REST CONTRACTS	0.00
102903	PURCHASES FOR RESALE	387.24-
103886	GREENWAYS CARL MGMT FUND	0.00
104132	UNDERGROUND TANK CLEANUP	92,759.20-
104163	PETROLEUM CLEANUP AUDITS	0.00
210014	OTHER DATA PROCESSING SVCS	251,228.11
	** GL 27600 TOTAL	1,274,100.42
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	14,825.00-
002900	SALE OF SURPLUS PROPERTY	405,863.57
040000	EXPENSES	270,380.34-
060000	OPERATING CAPITAL OUTLAY	640,256.72-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 60 2 792010 WORKING CAPITAL TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
088140	FACILITY REPAIR NEEDS-STW	5,283.60-
088964	TOTAL MAX DAILY LOADS	0.00
100029	STG TK COMPL VERIFICATION	2,825.65-
100628	WATER QUALITY MGMT/PLAN	0.00
101011	FED WASTE PLANNING GRANTS	4,781.01-
101492	HAZARDOUS WASTE CLEANUP	3,895.70-
101494	HAZARDOUS WASTE SITE REST	9,000.00-
102204	CATEGORY NAME NOT ON TITLE FILE	154,314.27-
102590	POLLUTION REST CONTRACTS	0.00
102903	PURCHASES FOR RESALE	0.00
103886	GREENWAYS CARL MGMT FUND	0.00
104132	UNDERGROUND TANK CLEANUP	31,482.80-
104163	PETROLEUM CLEANUP AUDITS	0.00
210014	OTHER DATA PROCESSING SVCS	362,492.39-
	** GL 27700 TOTAL	1,093,673.91-
28800	OTHER CAPITAL ASSETS	
040000	EXPENSES	165,835.00
100629	DRINK WATER IMPRV-FED STM	96,000.00
101496	STATE LANDS STEWARDSHIP	10,000.00
104146	WASTE TIRE ABATEMENT PROG	9,167.00
140076	G/A-NPS MGMT PLANNING	159,000.00
210014	OTHER DATA PROCESSING SVCS	59,998.00
	** GL 28800 TOTAL	500,000.00
28900	ACC DEPR - OTHER CAPITAL ASSETS	
040000	EXPENSES	165,835.00-
100629	DRINK WATER IMPRV-FED STM	96,000.00-
101496	STATE LANDS STEWARDSHIP	10,000.00-
104146	WASTE TIRE ABATEMENT PROG	9,167.00-
140076	G/A-NPS MGMT PLANNING	159,000.00-
210014	OTHER DATA PROCESSING SVCS	59,998.00-
	** GL 28900 TOTAL	500,000.00-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,125.02-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	411,941.97-
210014	OTHER DATA PROCESSING SVCS	0.00
	** GL 31100 TOTAL	413,066.99-
32100	ACCRUED SALARIES AND WAGES	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	26,602.19-
	** GL 32100 TOTAL	26,602.19-

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 60 2 792010 WORKING CAPITAL TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	175,000.00-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	73.30-
	** GL 35300 TOTAL	175,073.30-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	419.30-
51100	GENERAL LEDGER NAME NOT ON FILE	
000000	BALANCE BROUGHT FORWARD	7,519,050.53
040000	EXPENSES	45,889.29-
060000	OPERATING CAPITAL OUTLAY	3,644,502.80-
080945	PARK DEVELOPMENT	168,310.73-
088140	FACILITY REPAIR NEEDS-STW	400,789.67-
100014	ACQ & REPLACE PATROL VEH	30,533.89-
100021	ACQUISITION/MOTOR VEHICLES	772,184.15-
100027	GROUND WTR/MONITOR NETWRK	26,045.34-
100039	WMD LAB SUPPORT	109,375.46-
100050	EVERGLADES LAB SUPPORT	55,895.79-
100628	WATER QUALITY MGMT/PLAN	179,532.34-
101011	FED WASTE PLANNING GRANTS	14,876.22-
101492	HAZARDOUS WASTE CLEANUP	175,841.47-
101494	HAZARDOUS WASTE SITE REST	32,084.55-
102204	CATEGORY NAME NOT ON TITLE FILE	725,896.73-
102576	PMTS FOR RESTOR & DAMAGE	628.48-
104070	HABITAT RESTORATION	1,820.91-
104132	UNDERGROUND TANK CLEANUP	380,057.94-
104134	WATER WELL CLEANUP	3,333.91-
109831	CATEGORY NAME NOT ON TITLE FILE	4,722.00-
140126	BEACH PROJECTS - STW	2,335.57-
210014	OTHER DATA PROCESSING SVCS	744,393.29-
	** GL 51100 TOTAL	0.00
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	180,426.51-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	2,801,457.28-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	138,974.98
040000	EXPENSES	279.93
040000	CF EXPENSES	45,209.64
060000	CF OPERATING CAPITAL OUTLAY	500.00

370000 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
60 2 792010 WORKING CAPITAL TRUST FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
100777	CONTRACTED SERVICES	5,510.00
100777	CF CONTRACTED SERVICES	687,236.93
210023	CF NORTHWEST REGIONAL DC	1,557,863.23
	** GL 94100 TOTAL	2,435,574.71
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	138,974.98-
040000	EXPENSES	279.93-
040000	CF EXPENSES	45,209.64-
060000	CF OPERATING CAPITAL OUTLAY	500.00-
100777	CONTRACTED SERVICES	5,510.00-
100777	CF CONTRACTED SERVICES	687,236.93-
210023	CF NORTHWEST REGIONAL DC	1,557,863.23-
	** GL 98100 TOTAL	2,435,574.71-
	*** FUND TOTAL	0.00

# DEPARTMENT LEVEL

Exhibits and Schedules



## 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.*

<b>Agency:</b>	<b>Department of Environmental Protection</b>		
<b>Contact Person:</b>	Jeffrey Brown	<b>Phone Number:</b>	(850) 245-2007
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Key Haven Associated Enterprises, Inc. v. DEP and DEO		
<b>Court with Jurisdiction:</b>	Circuit Court for the Second Judicial Circuit in and for Leon County		
<b>Case Number:</b>	2021-CA-1613		
<b>Summary of the Complaint:</b>	Key Haven Associated Enterprises, Inc. sued DEP and DEO for declaratory relief and inverse condemnation, seeking compensation from DEP and DEO for an alleged taking of its property under the Florida Constitution, together with various declarations related to its alleged rights as the results of a permit denial.		
<b>Amount of the Claim:</b>	\$ Not stated in pleadings.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	N/A		
<b>Status of the Case:</b>	<p>The trial court has denied motions to dismiss, as well as plaintiff’s motion for partial summary judgment on liability.</p> <p>The Department filed its answer and affirmative defenses on July 11, 2022. The court will hear defense motions for summary judgment on December 3, 2024, with trial on remaining liability issues scheduled for February 17. If plaintiff prevails on liability, the trial court will schedule a jury trial on compensation.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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*Office of Policy and Budget – June 2024*

## 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.*

<b>Agency:</b>	<b>Department of Environmental Protection</b>		
<b>Contact Person:</b>	Kirk White	<b>Phone Number:</b>	(850) 245-2258
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Florida Department of Environmental Protection v. Shell Petroleum Inc. et.al.		
<b>Court with Jurisdiction:</b>	Circuit Court of the Eleventh Judicial Circuit in Dade County		
<b>Case Number:</b>	2021-007093-CA-01		
<b>Summary of the Complaint:</b>	On April 18, 2022, the Department of Environmental Protection filed a complaint against Shell Petroleum Inc. The complaint alleges that Shell received payments from the Department based on fraudulent representations. The Department has requested reimbursement for those payments.		
<b>Amount of the Claim:</b>	\$46,000,000.00		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	376.3072(1) Florida Statute.		
<b>Status of the Case:</b>	Shell’s Motion for Summary Judgment was held on August 7, 2024, and each party has submitted proposed orders to the court for consideration. On September 16, 2024, Shell made an offer of Judgment/Settlement to DEP for \$8 million (offer). DEP is in the process of finalizing resolution via settlement agreement.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
<b>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).</b>			



## 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.*

<b>Agency:</b>	<b>Department of Environmental Protection</b>		
<b>Contact Person:</b>	Ronald Hoenstine	<b>Phone Number:</b>	(850) 245-2221
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Globenet Cabos Submarinos America, Inc. v. South Spanish Trail & Board of Trustees		
<b>Court with Jurisdiction:</b>	15 <sup>th</sup> Judicial Circuit – Palm Beach County, Florida, and Fourth District Court of Appeal.		
<b>Case Number:</b>	Case No.: Case No. 2018-CA-015897		
<b>Summary of the Complaint:</b>	In 2018, Plaintiff sued Globenet for damages, trespass, and ejectment due to cables running beneath submerged land in the Intracoastal Waterway that Plaintiff claims to own. On June 9, 2020, Globenet filed a counterclaim action against Plaintiff as well as the Board of Trustees (the Board) seeking declaratory relief and recognition of a Board easement issued to Globenet for placement of the cables within the Intracoastal Waterway. Globenet also filed a counterclaim against Plaintiff for abuse of process.		
<b>Amount of the Claim:</b>	N/A		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	Chapters 253, 65, 66, 86, Florida Statutes.		
<b>Status of the Case:</b>	On August 13, 2024, after a four-day evidentiary hearing, the Judge issued an Order finding that the disputed lands are sovereignty lands held in trust by the Board of Trustees, which effectively defeats all of the plaintiff’s claims. Globenet intends to continue prosecution of its abuse of process counterclaim against Plaintiff.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>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).</b>			

## 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.*

<b>Agency:</b>	<b>Department of Environmental Protection</b>		
<b>Contact Person:</b>	Ronald Hoenstine	<b>Phone Number:</b>	(850) 245-2221
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Hillsboro Inlet Investments, LLC vs. Heaven’s U.S.A., et al & Hillsboro Inlet Investment LLC v. Hillsboro Beach Development Company, et al		
<b>Court with Jurisdiction:</b>	17 <sup>th</sup> Judicial Circuit – Broward County, Florida, and Fourth District Court of Appeal.		
<b>Case Number:</b>	Case Nos. 2020-CA-021400 & CACE20-015630		
<b>Summary of the Complaint:</b>	Plaintiff sued defunct corporations seeking to quiet title to upland and submerged land lying within the Hillsboro Inlet and surrounding areas. As the Board of Trustees has a real property interest in the submerged lands, the Board filed an Answer and a Counterclaim against Plaintiff for Quiet Title. Much of the submerged lands at issue encompass docks of waterfront homeowners in the Hillsboro inlet area. Those homeowners intervened in the case.		
<b>Amount of the Claim:</b>	N/A		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	Chapters 253, 65, 66, 86 Florida Statutes.		
<b>Status of the Case:</b>	On December 14, 2023, the Judge issued a Partial Final Judgment in favor of the homeowners determining that Plaintiff’s deed was invalid. The Plaintiff filed a Notice of Appeal. Counsel for Board of Trustees is drafting a Motion for Summary Judgment. It is anticipated that the defendant homeowners will be filing a Motion to Dismiss the Appeal for lack of jurisdiction.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>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).</b>			

## 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.*

<b>Agency:</b>	<b>Department of Environmental Protection</b>		
<b>Contact Person:</b>	Jeffrey Brown	<b>Phone Number:</b>	850-245-2007
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Bear Warriors United, Inc. v. Shawn Hamilton		
<b>Court with Jurisdiction:</b>	US Middle District of Florida; Orlando Division		
<b>Case Number:</b>	6:22-cv-02048		
<b>Summary of the Complaint:</b>	<p>The Department received a Complaint and Demand for Injunctive Relief and Declaratory Judgment from Bear Warriors United, Inc. Plaintiff alleges that the Department is liable for violations of the Endangered Species Act, based on the theory that its failure to regulate nutrients in the North Indian River Lagoon have caused harm to manatee habitat. The Plaintiff seeks an injunction requiring, among other things, that the Department be ordered not to issue septic tank permits, and that the Department apply for a permit under the Endangered Species Act.</p>		
<b>Amount of the Claim:</b>	\$ Attorney/s fees and injunctive relief only.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	N/A		
<b>Status of the Case:</b>	<p>The case is set for a trial term in December 2024. The Department filed an answer to the second amended complaint on October 2, 2024. The Court will hear oral argument on pending motions for summary judgment on November 14, 2024, and will conduct a pretrial conference on November 22, 2024.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>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).</b>	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:	<b>Department of Environmental Protection</b>		
Contact Person:	Kirk White	Phone Number:	(850) 245-2258
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Center for Biological Diversity, Tampa Bay Waterkeeper, Suncoast Waterkeeper, Manasota-88, and Our Children's Earth Foundation v. Governor Ron DeSantis, Shawn Hamilton as Acting Secretary, FLDEP, HRK Holdings, LLC (Citizen Suit - Piney Point)		
Court with Jurisdiction:	United State District Court Middle District of Florida		
Case Number:	8:21-CV-01521-WFJ-CPT		
Summary of the Complaint:	<p>On June 24, 2021, the Center For Biological Diversity, Tampa Bay Waterkeeper, Suncoast Waterkeeper, Manasota-88, and Our Children's Earth Foundation (collectively the Plaintiffs), filed a complaint in the United States District Court in Tampa Florida against Shawn Hamilton in his capacity as Acting Secretary, Florida Department of Environmental Protection (DEP), Governor DeSantis, in his official capacity (Governor), HRK Holdings LLC (HRK) and Port Manatee (Port) (DEP, Governor, HRK and Port, collectively, Defendants). On August 12, 2021, Plaintiffs filed their first amended complaint (Complaint) against Defendants. In sum, the Complaint alleges that Defendants' past or present handling, storage, treatment, or disposal of solid and/or hazardous waste at the Piney Point Facility (Facility) presents an imminent and substantial endangerment to health and or the environmental and that Defendants' discharge of pollutants from the Facility is a violation of the Clean Water Act. The Complaint alleges that DEP has exercised so much control over the Facility in its regulatory capacity that it has become an operator. Plaintiffs are asking the court to order Defendants to assess and remediate contamination at the Facility and not to discharge until they obtain a National Pollutant Discharge Elimination System (NPDES) permit and/or comply with the existing NPDES permit.</p>		
Amount of the Claim:	Attorney's fees and injunctive relief costs		
Specific Statutes or Laws (including GAA) Challenged:	Resource Conservation and Recovery Act (RCRA) and the Clean Water Act (CWA)		

Status of the Case:	The Governor has already been dismissed from the case. On July 7, 2024, DEP notified the court of its Settlement with Plaintiffs which in pertinent part dismissed DEP from the lawsuit. DEP paid none of the plaintiff's attorney's fees under the agreement. DEP agreed to donate \$75,000.00 to the Tampa Bay Estuary Program for water quality monitoring. A funding agreement was executed to facilitate payment from DEP to the Estuary Program on September 24, 2024.	
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel
		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 2024*

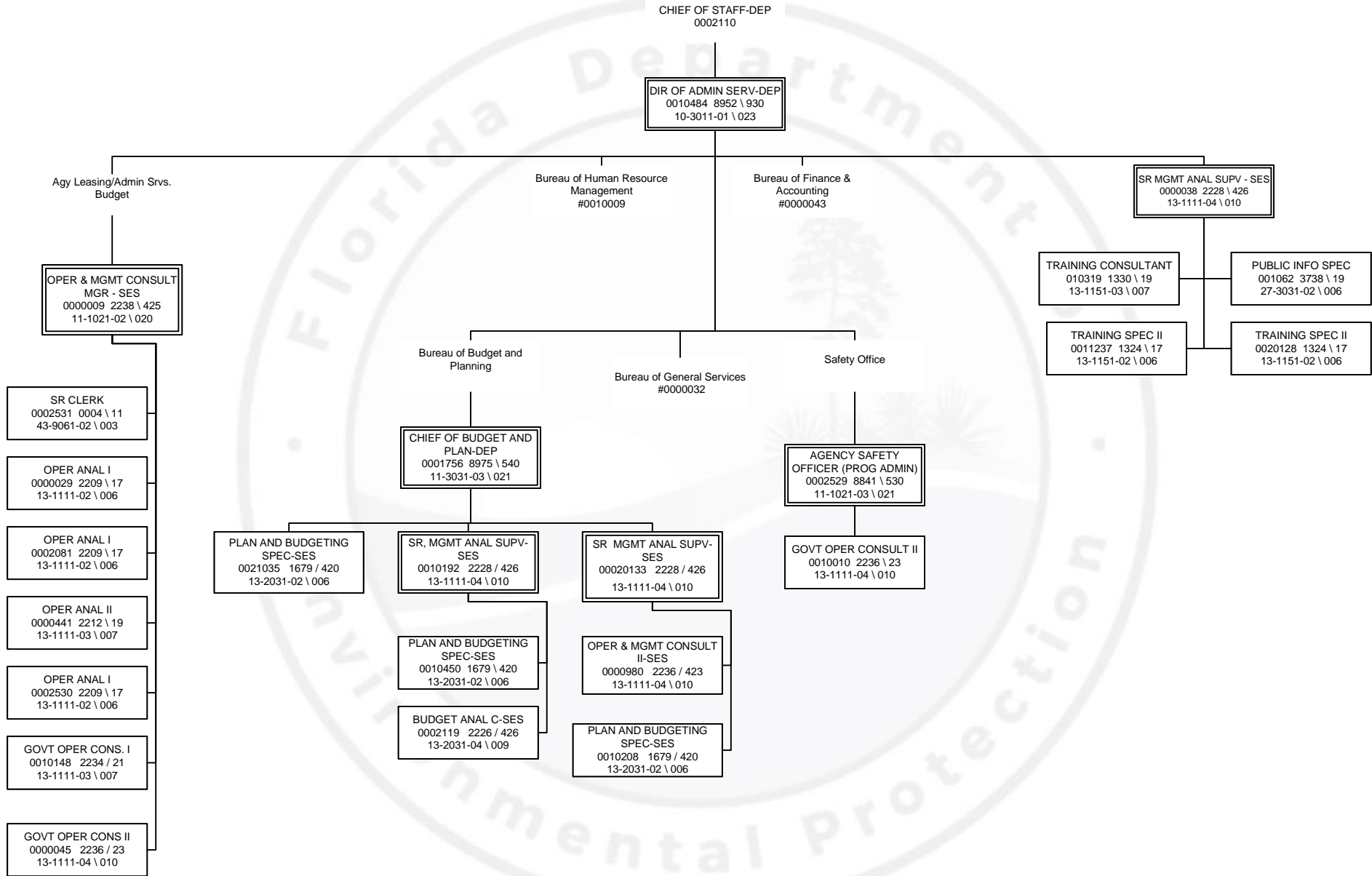
## Schedule VII: Agency Litigation Inventory

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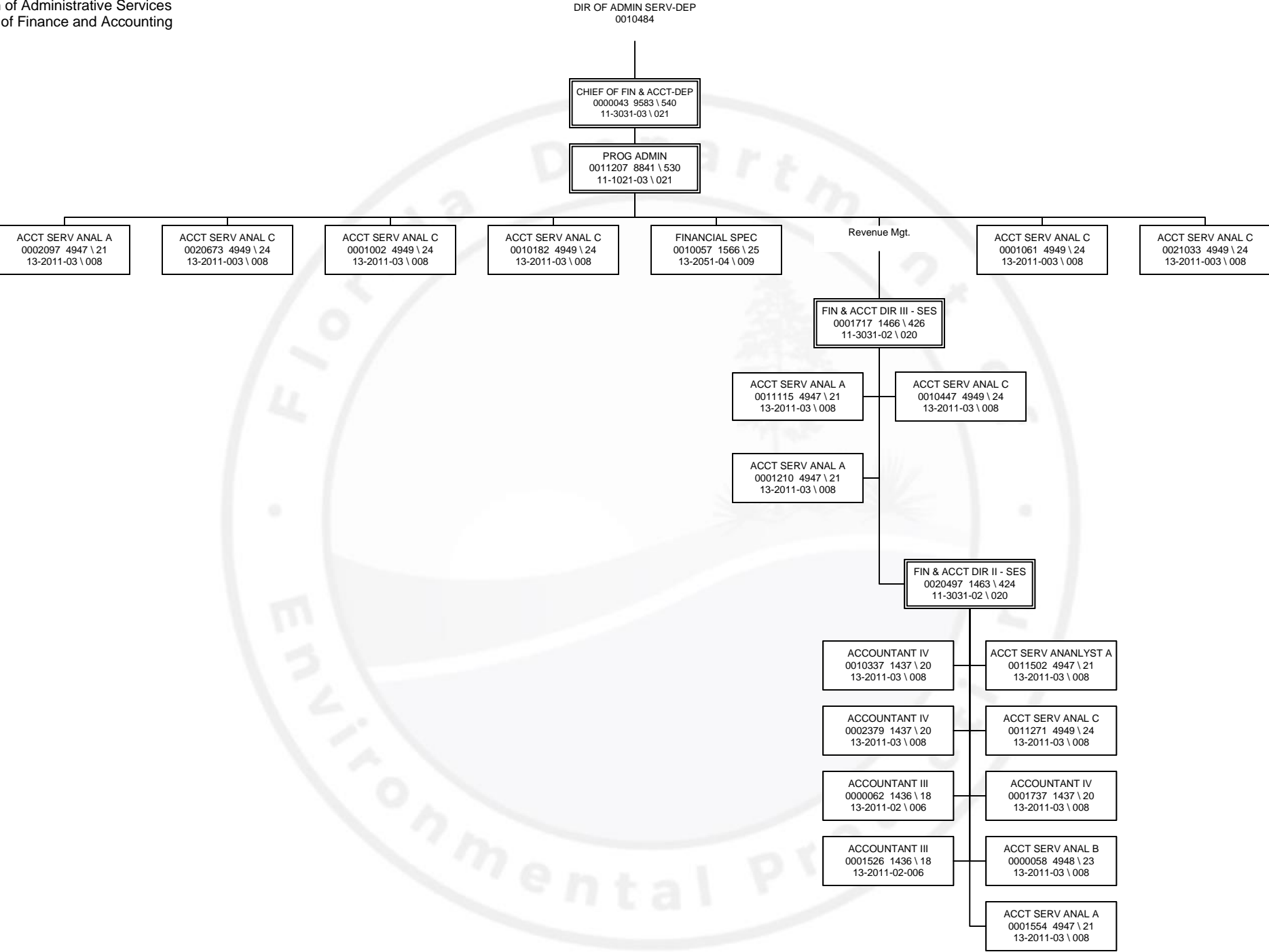
<b>Agency:</b>	<b>Department of Environmental Protection</b>		
<b>Contact Person:</b>	Kirk White	<b>Phone Number:</b>	(850) 245-2258
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Florida Department of Environmental Protection v. HRK Holdings, LLC (Complaint for violations - Piney Point)		
<b>Court with Jurisdiction:</b>	Circuit Court of the Twelfth Judicial Circuit in and for Manatee County		
<b>Case Number:</b>	412021CA3192CAAXMA		
<b>Summary of the Complaint:</b>	<p>On August 5, 2021, the Department of Environmental Protection filed a complaint injunctive relief, cost recovery damages, civil penalties and attorney fees for violations committed by HRK Holdings ,LLC. (HRK) in the maintenance and operation of its phosphogypsum stack facility named Piney Point in Manatee County. Violations included HRK's failure to comply with a Consent Order by not removing water at Piney Point in a timely manner, violations of water quality standards and various rules and statutes. Additionally, the Department is seeking the appointment of a receiver to oversee the management and closure of the facility.</p>		
<b>Amount of the Claim:</b>	The Department is seeking cost recovery damages, civil penalties and attorney fees for violations committed by HRK.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	A variety of Section in Chapter 403 Florida Statutes and Title 62 Florida Administrative Code		
<b>Status of the Case:</b>	<p>HRK elected not to answer the complaint or participate in the lawsuit and thereby defaulted. On August 13, 2024, the court entered Final Judgment against HRK in the amount of \$258,174,438.91 (\$119,745,000.00 in civil penalties plus \$138,387,438.91 in costs) with the court retaining jurisdiction for additional future costs incurred related to site closure.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

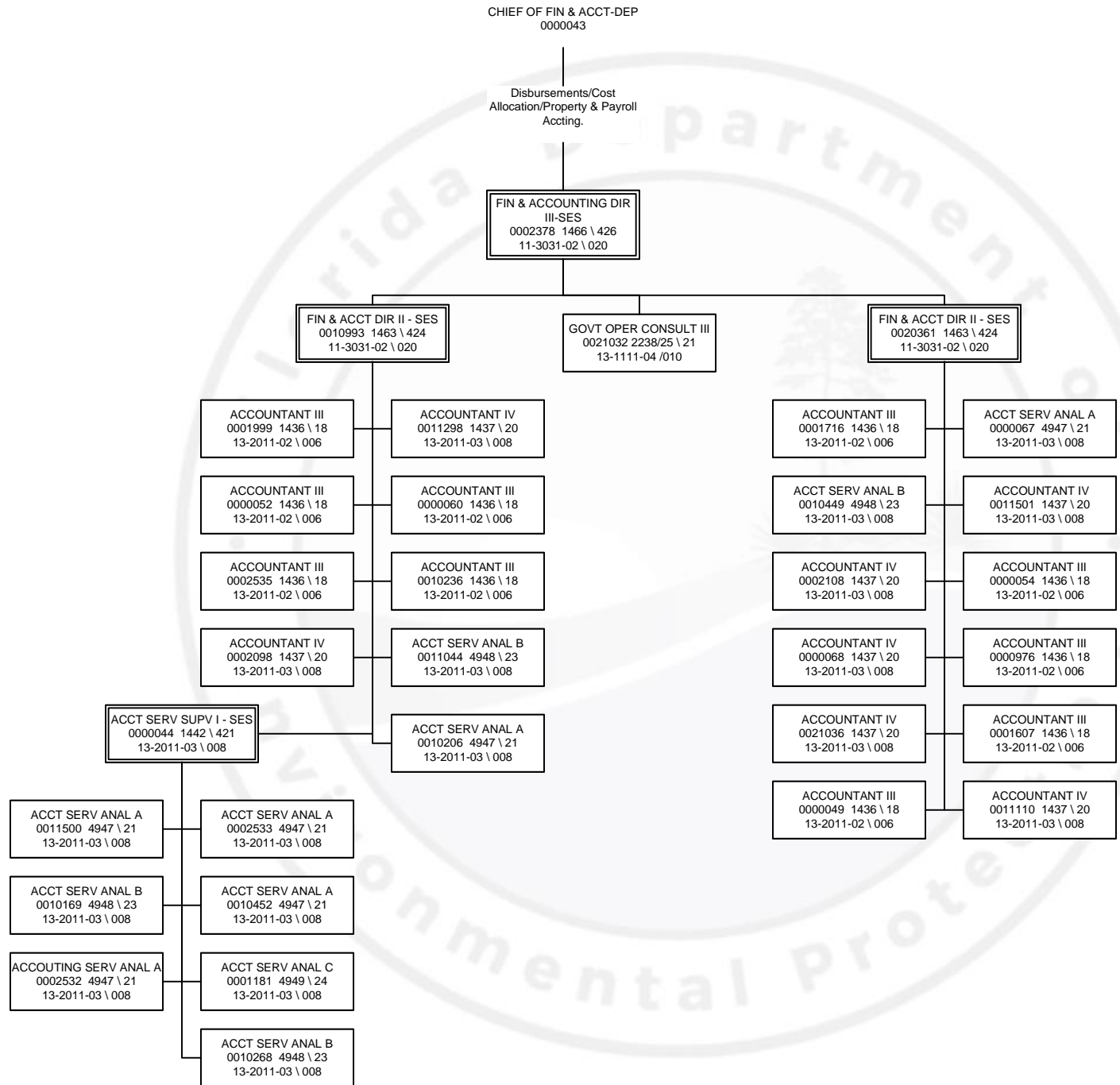
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	
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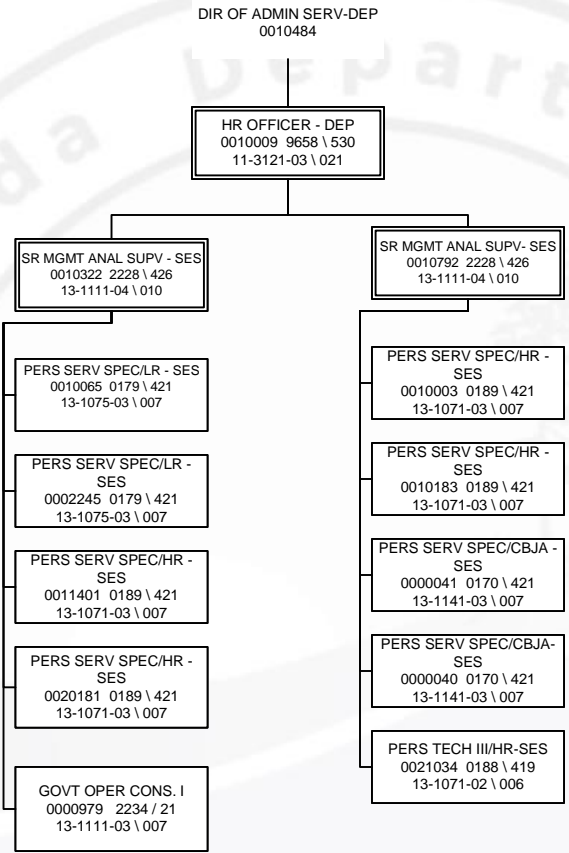
*Office of Policy and Budget – June 2024*

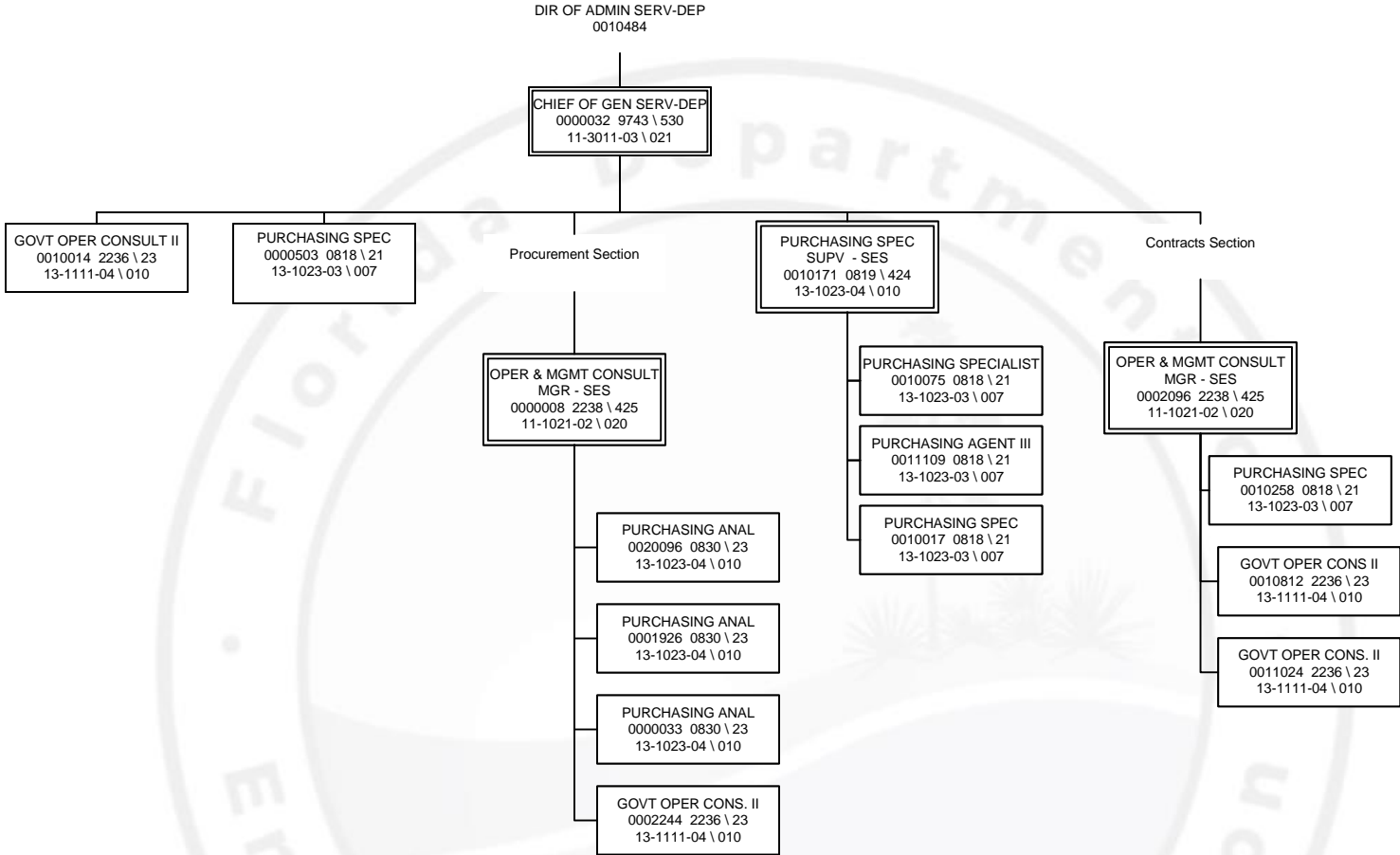


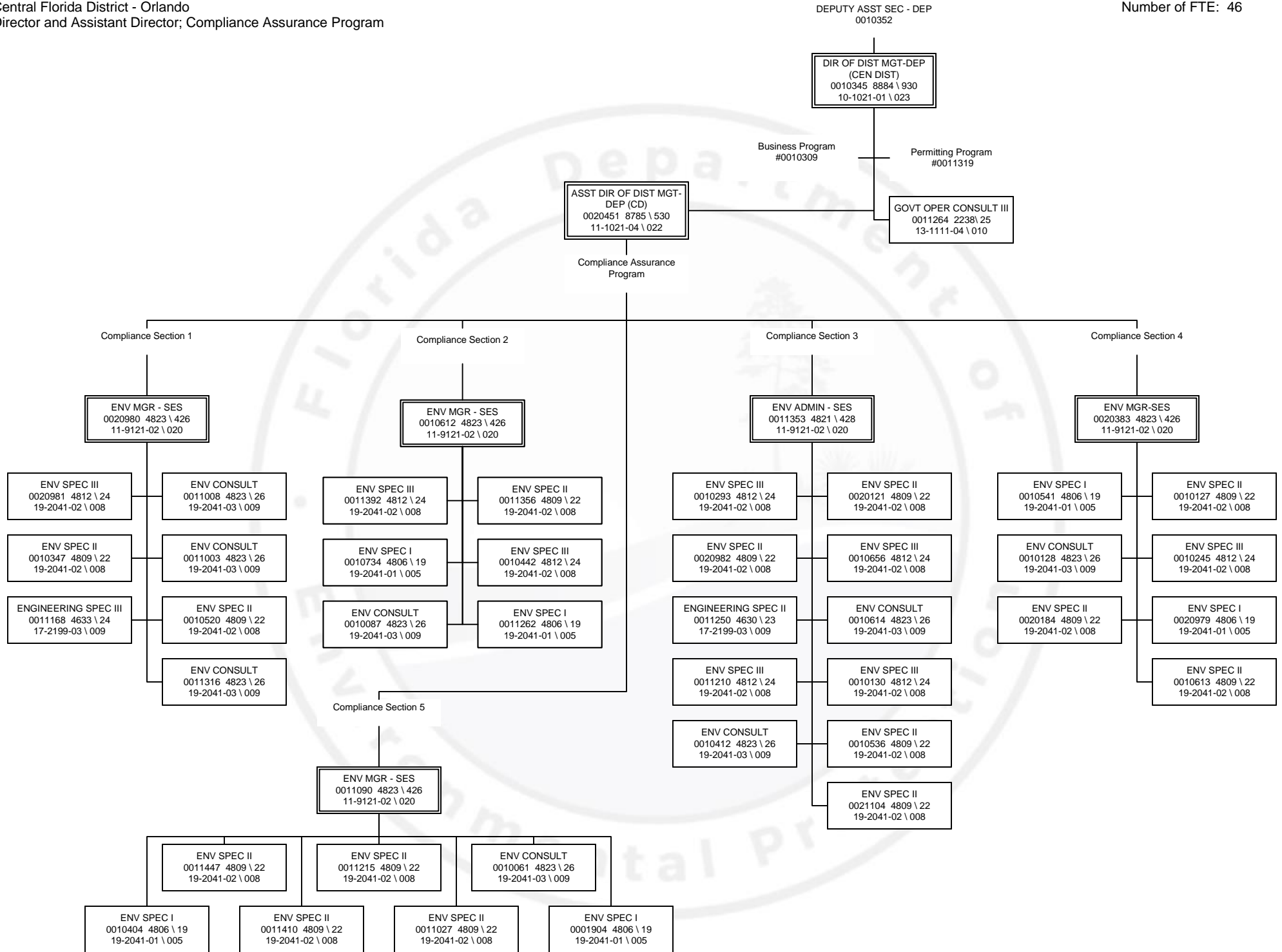


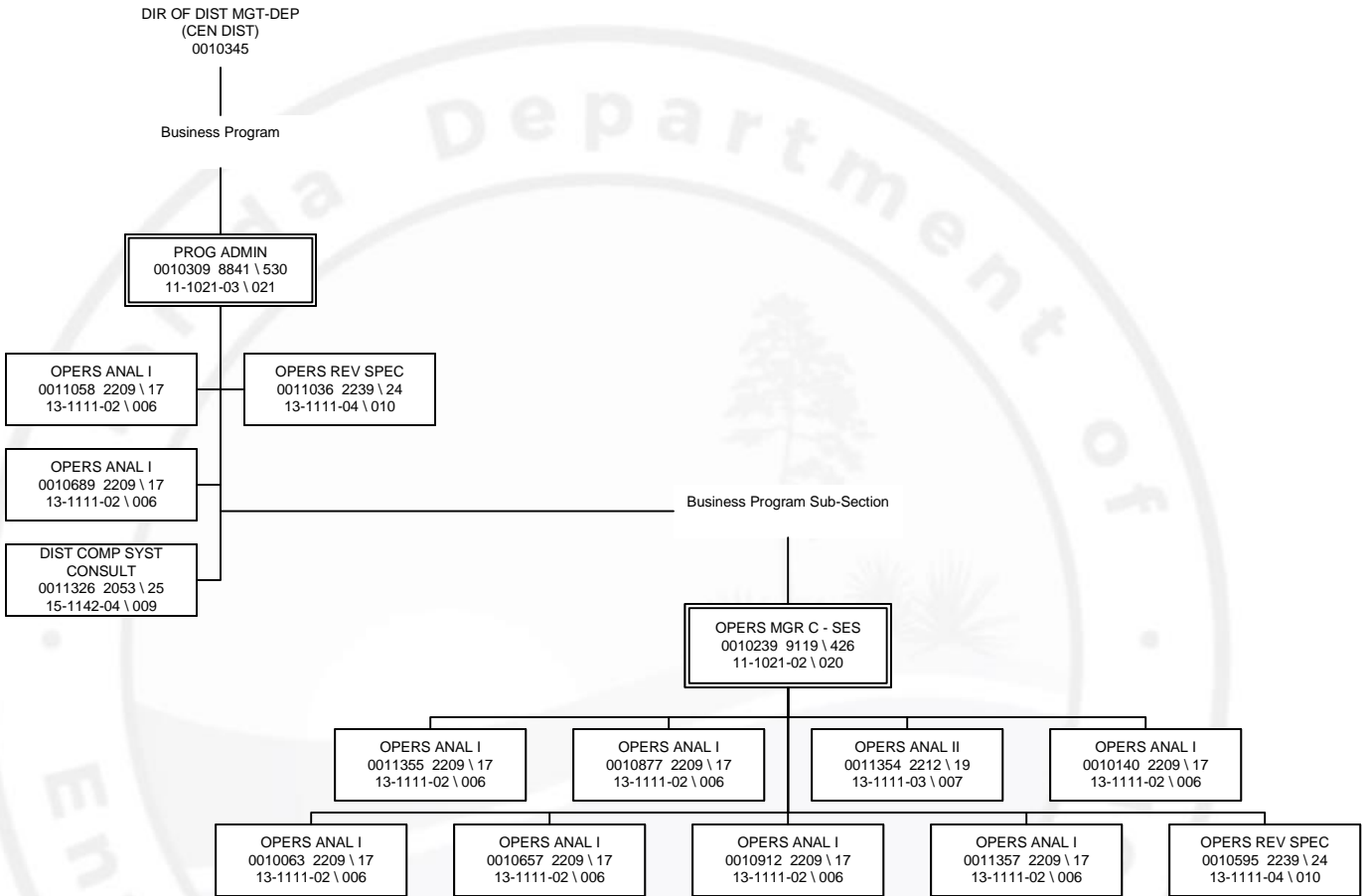


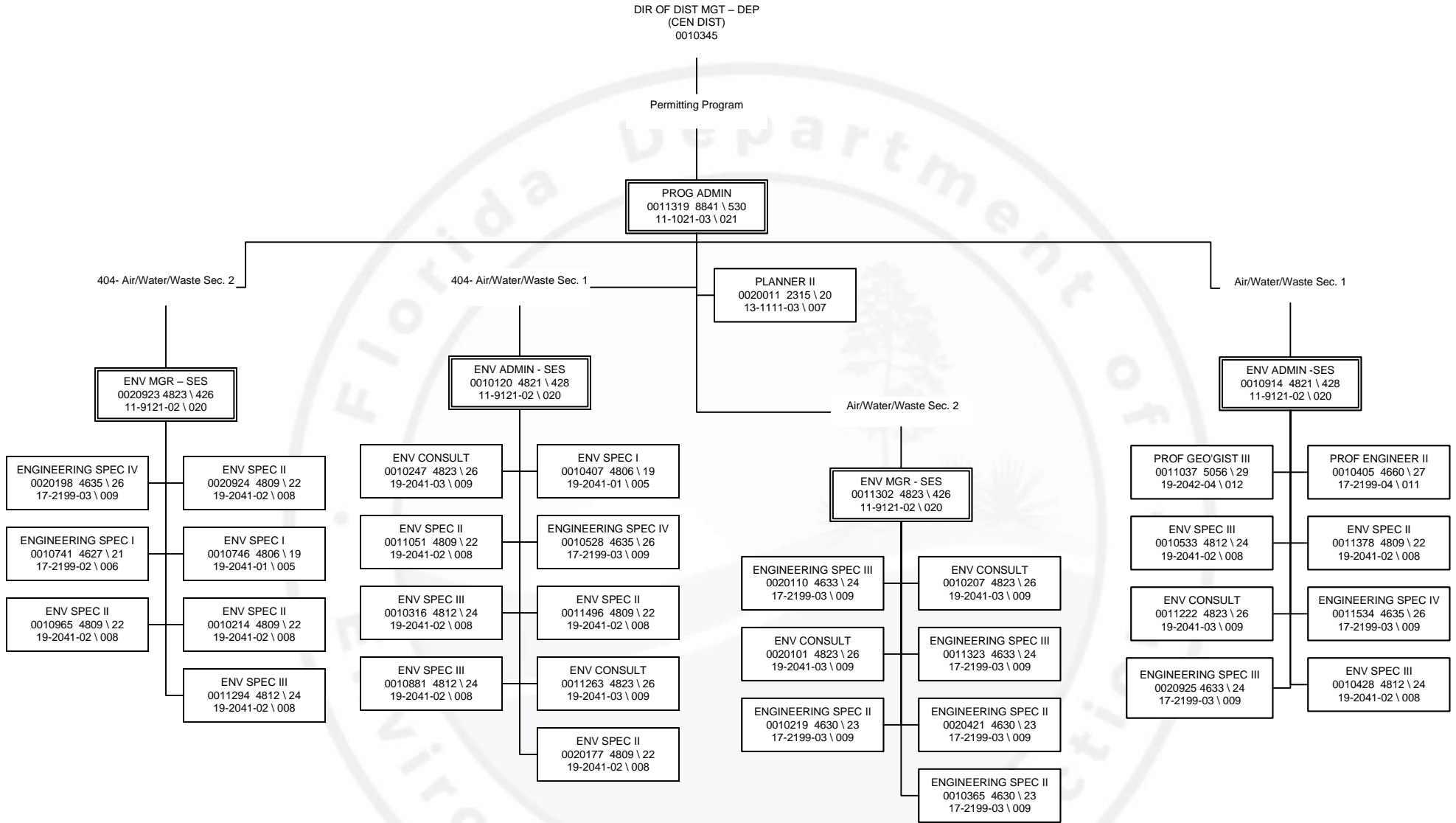


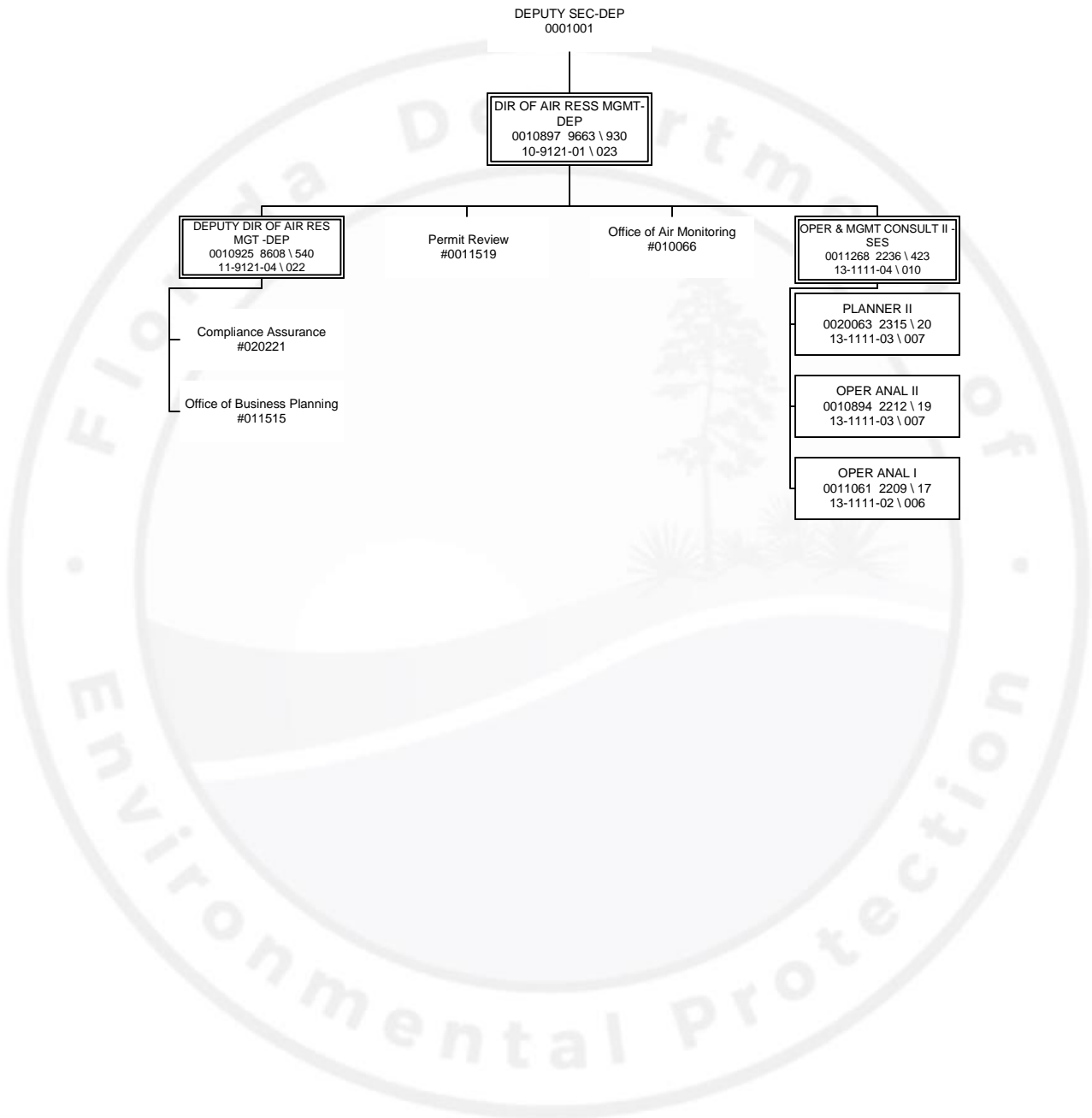




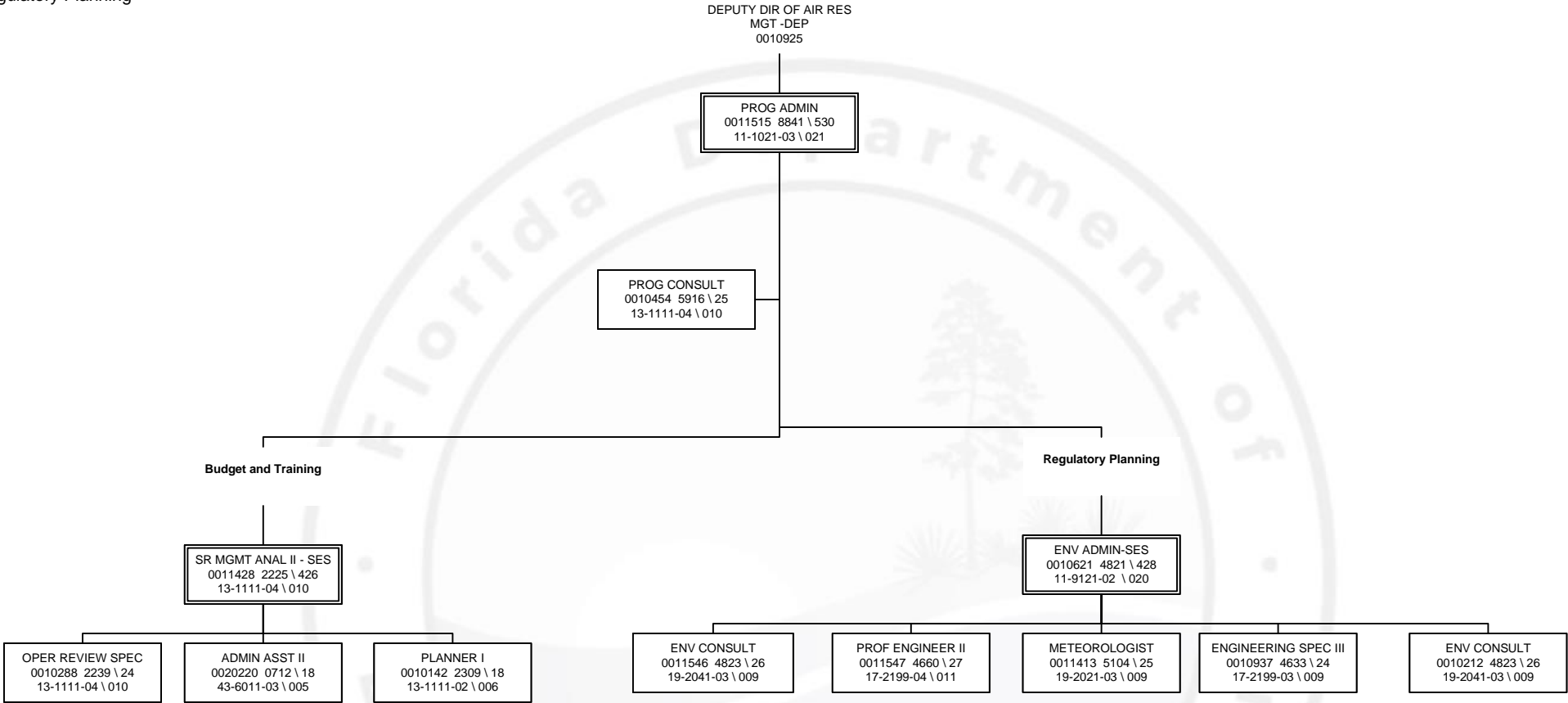




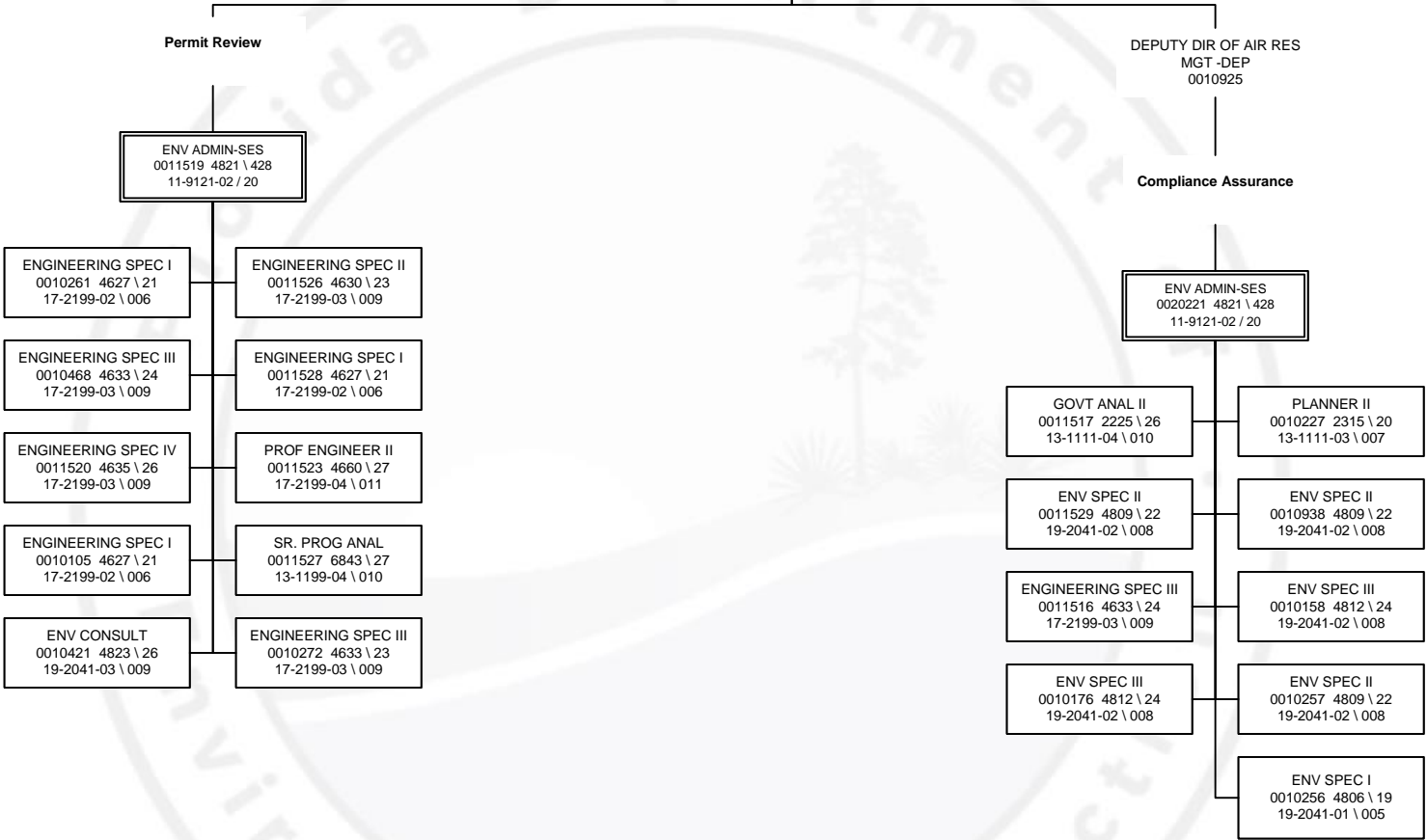


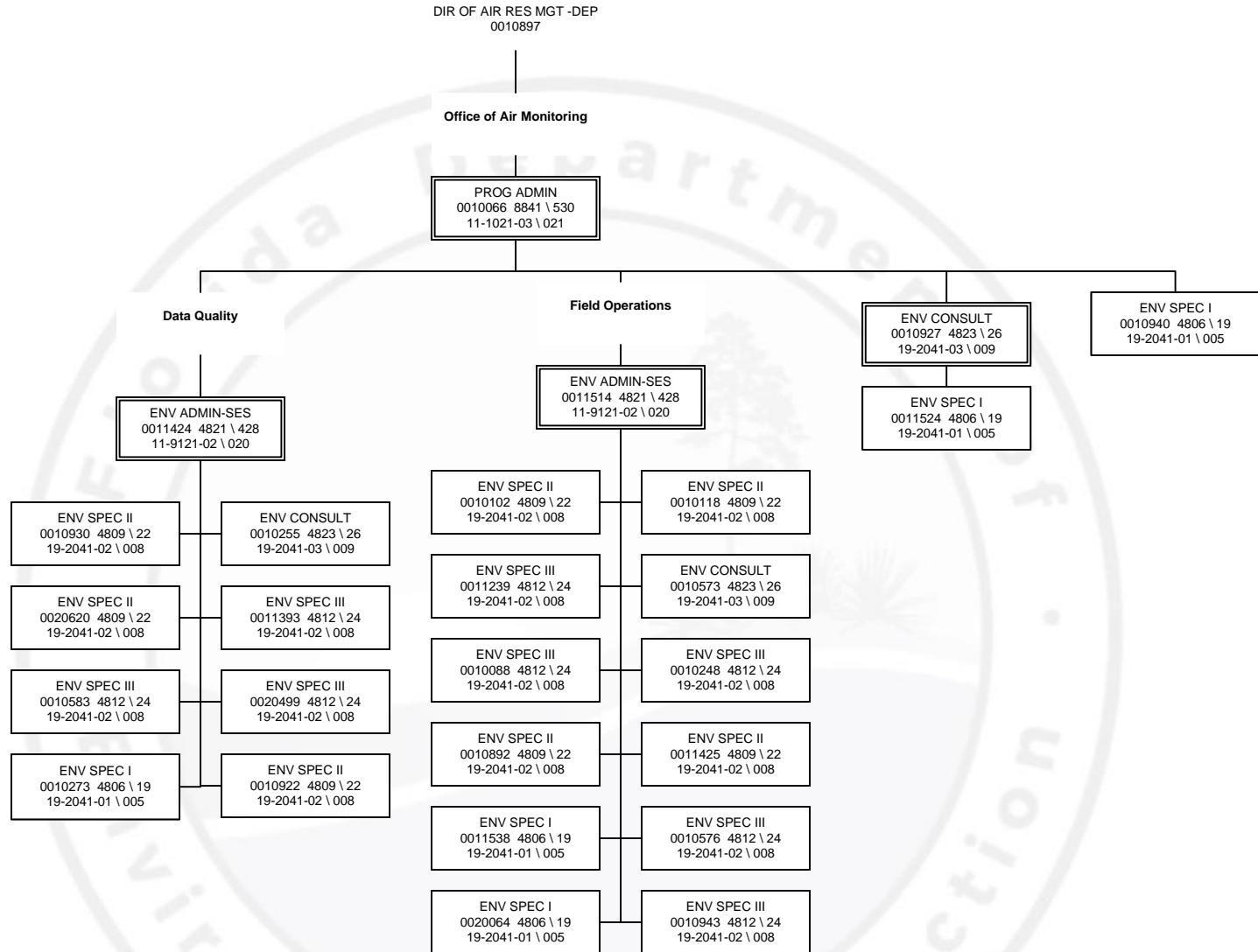


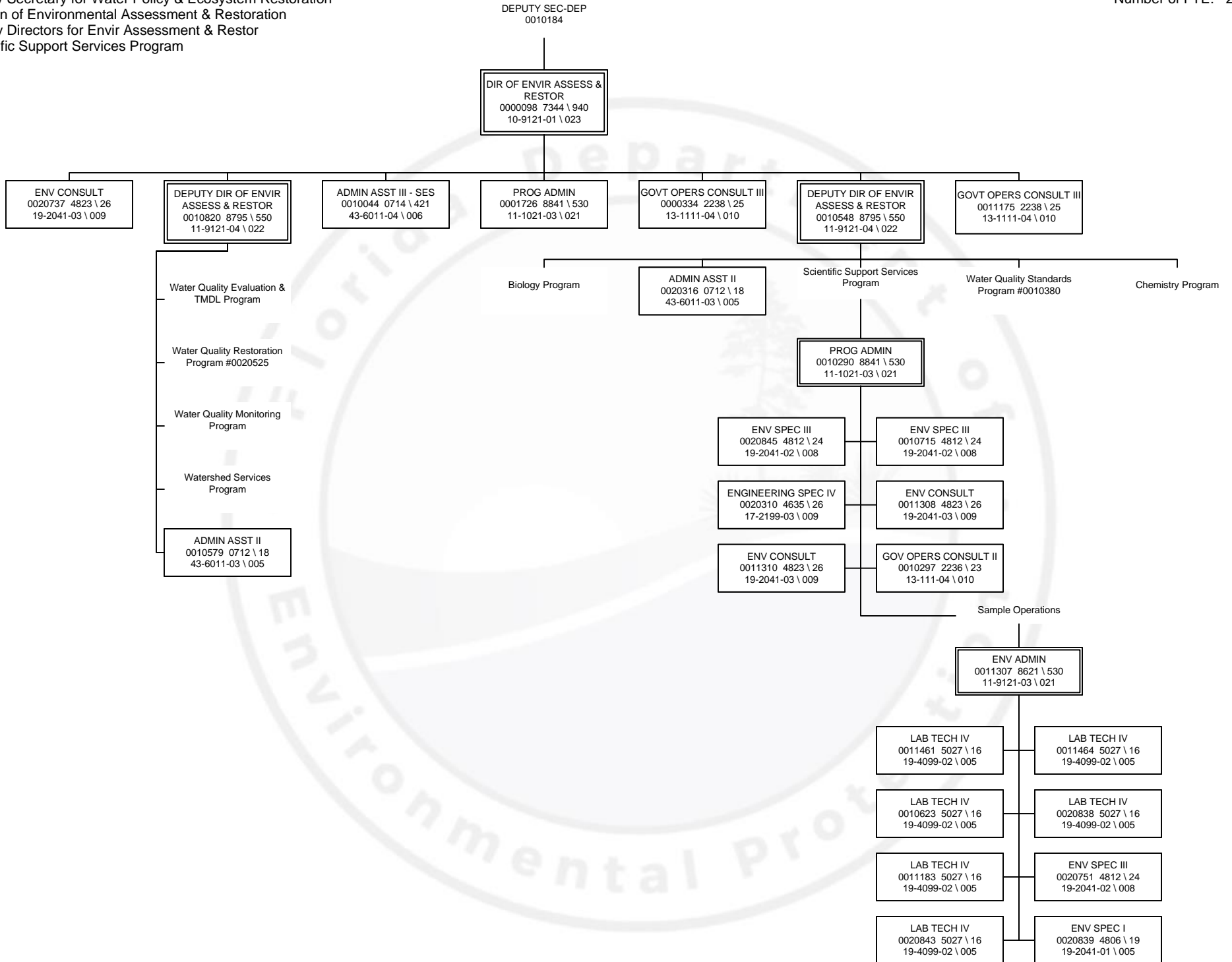




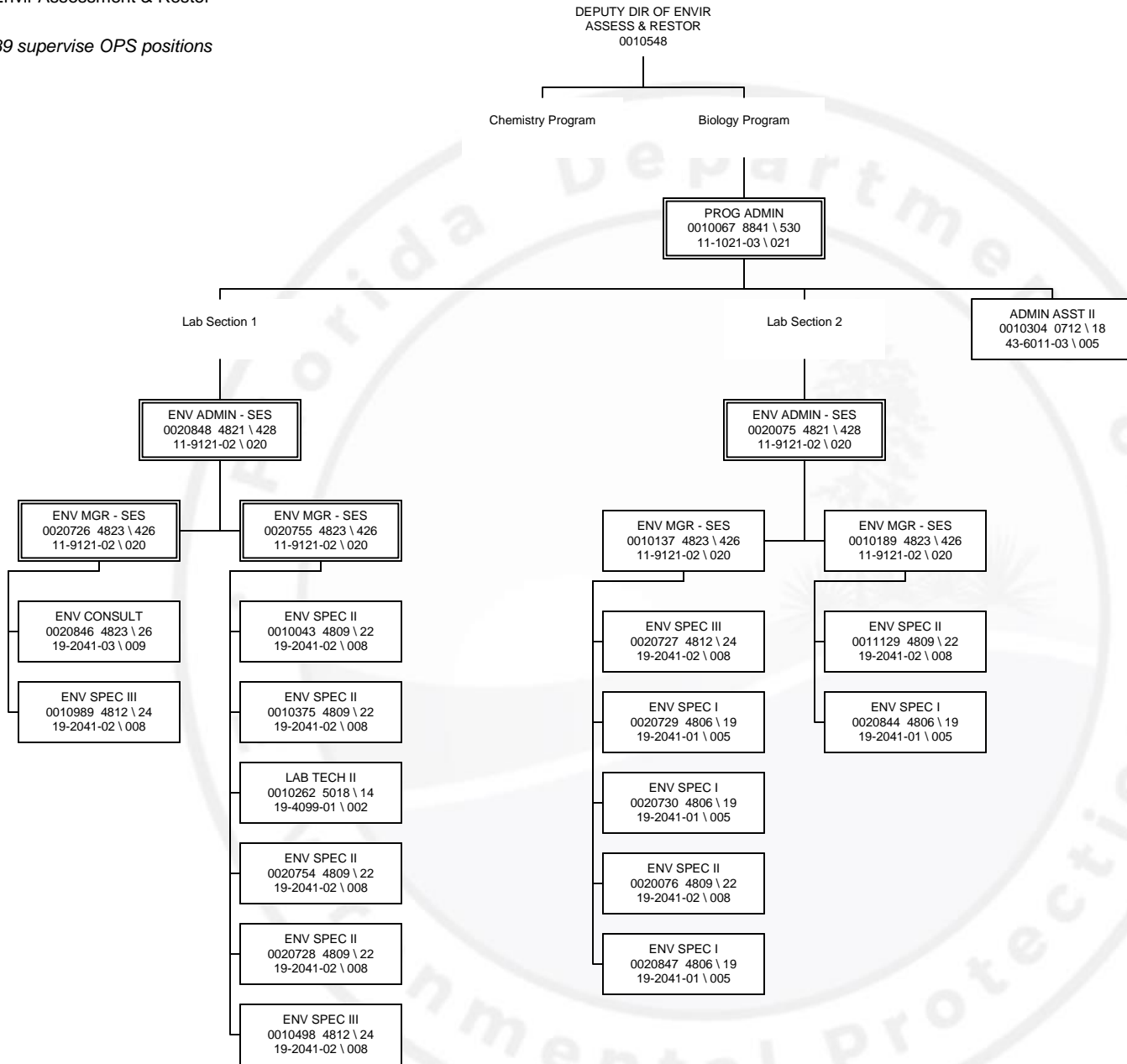
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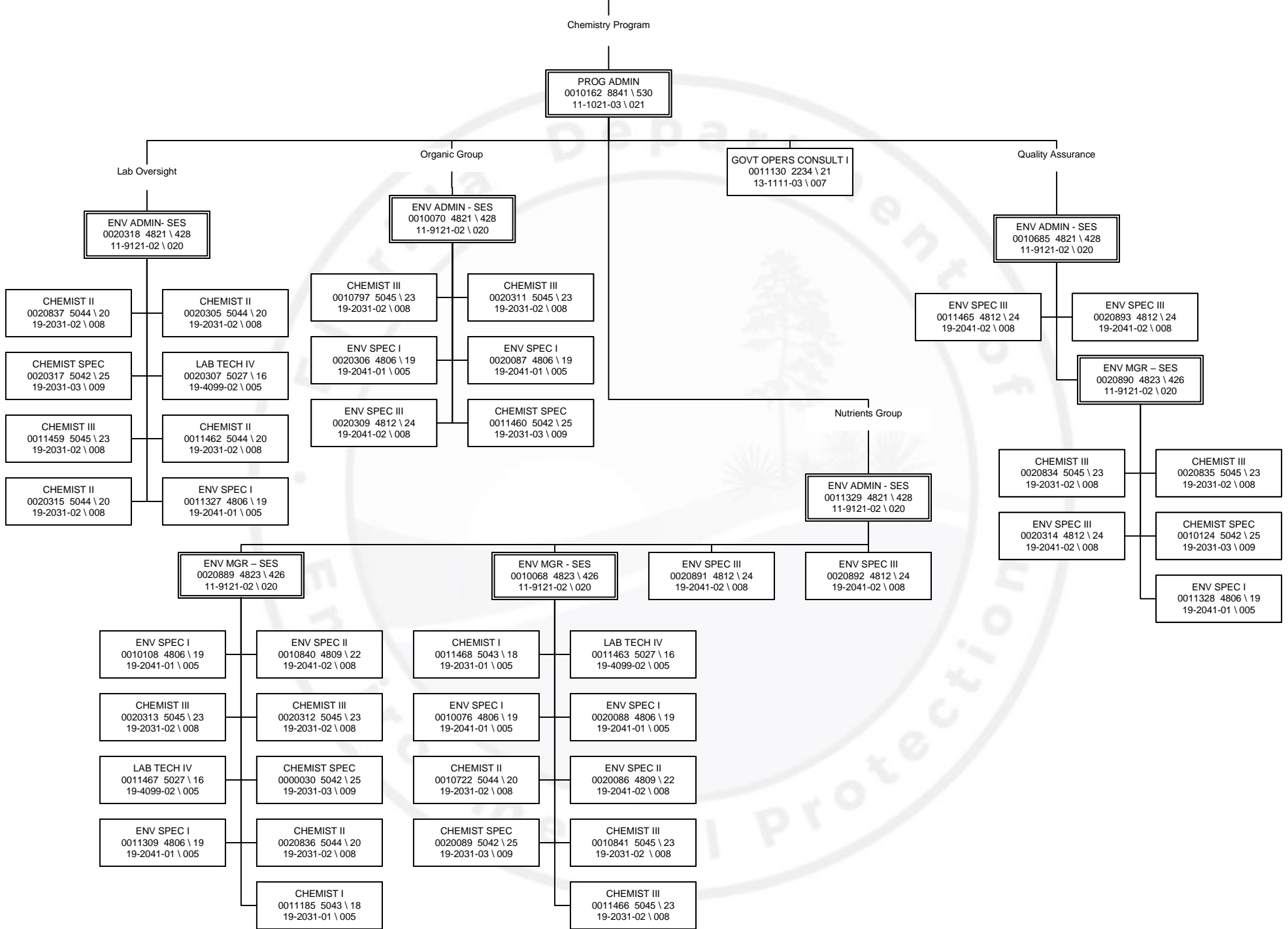






Positions #'s 0010189 supervise OPS positions





DEPUTY DIR OF ENVIR  
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Water Quality Monitoring  
 Program

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NE/NW Region

Cen/South/SW/SE Region

Watershed Monitoring

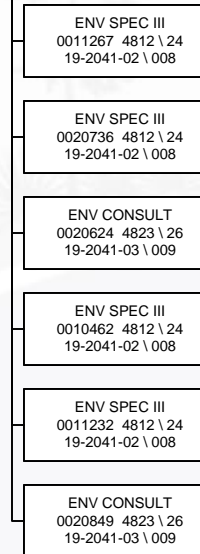
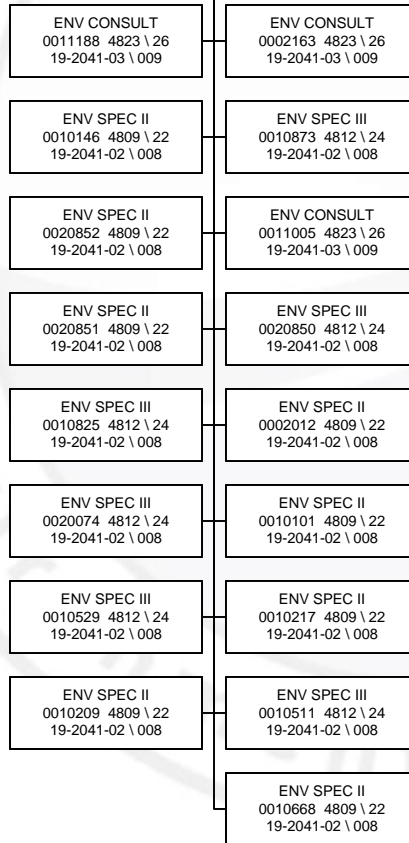
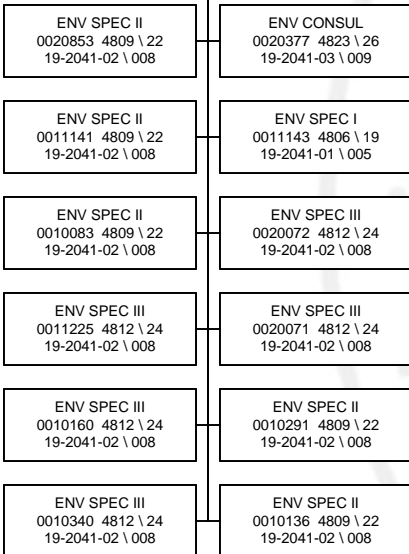
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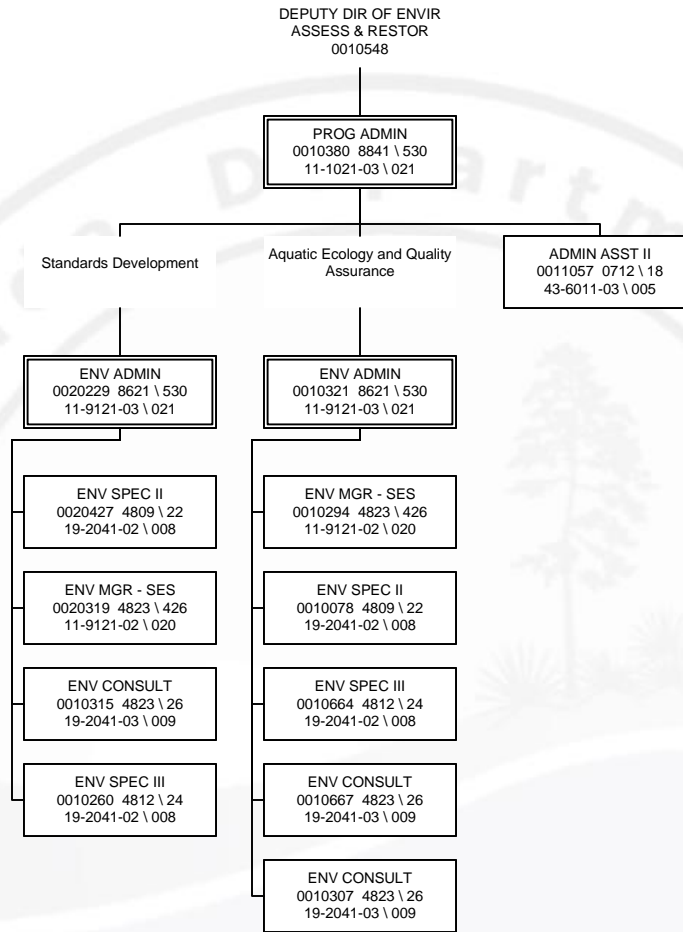
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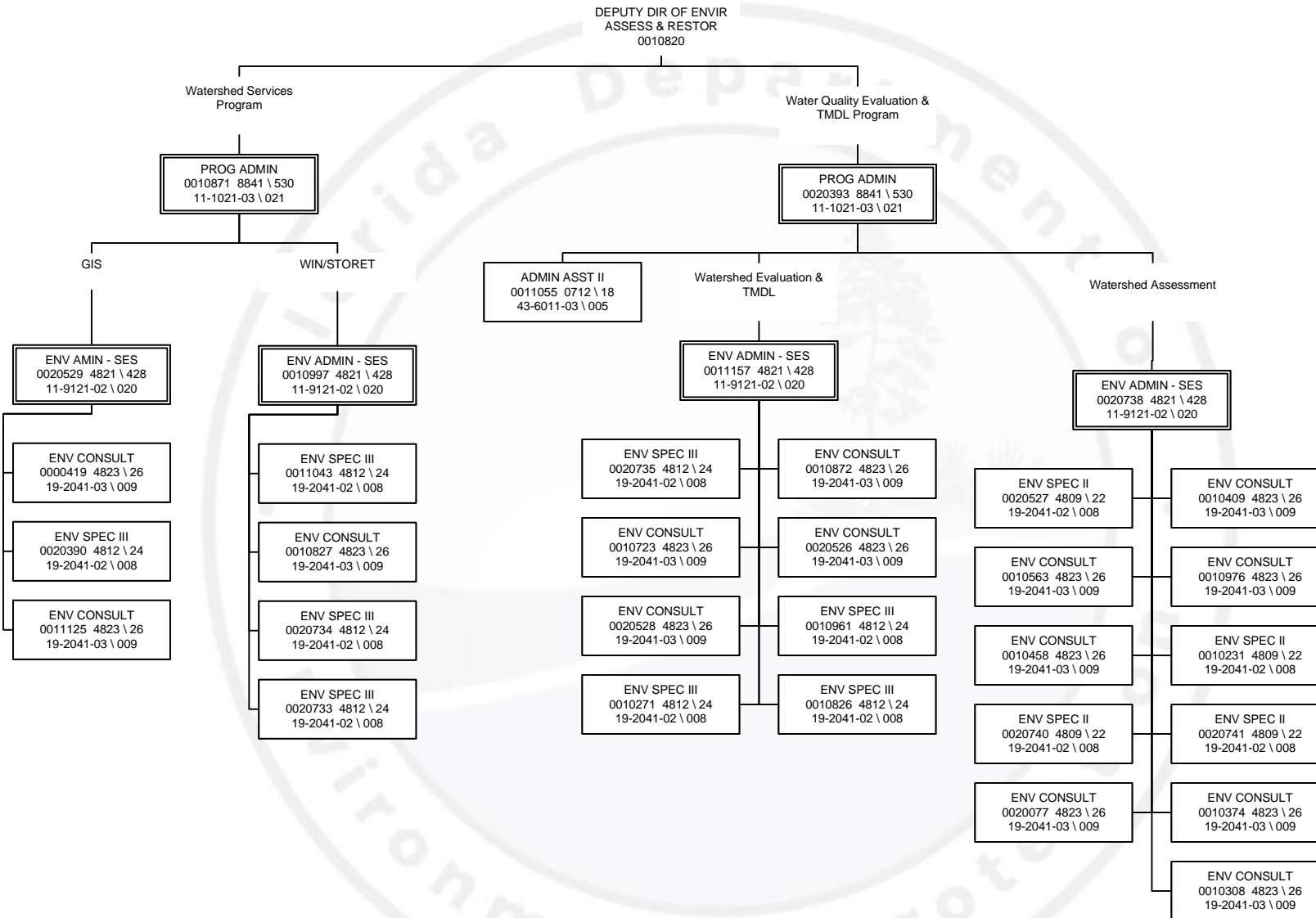
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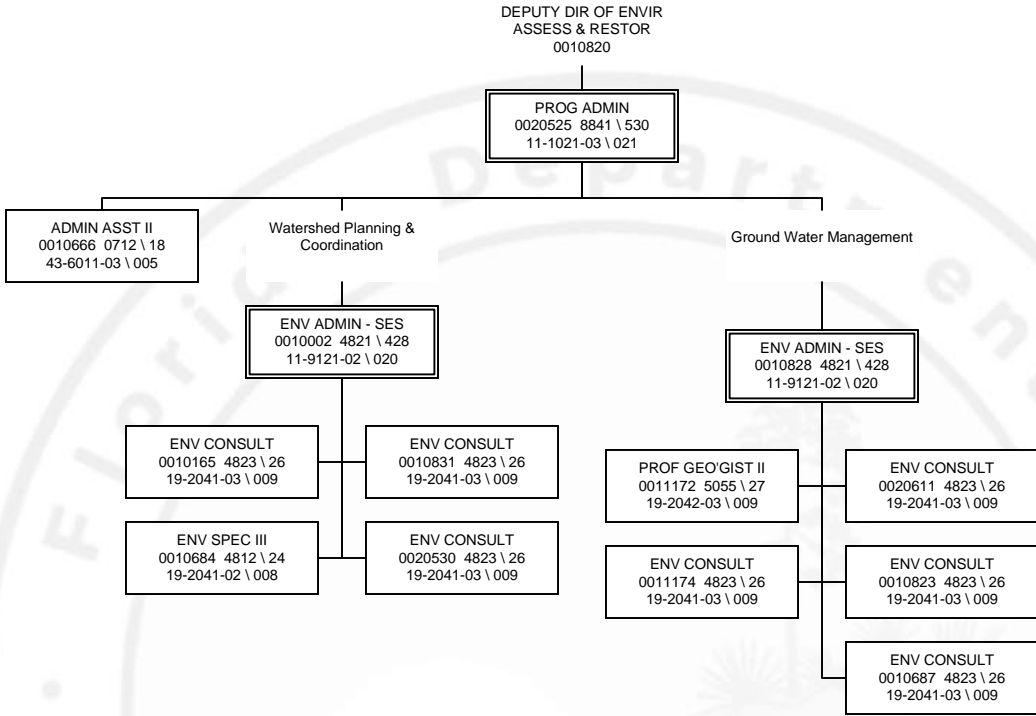
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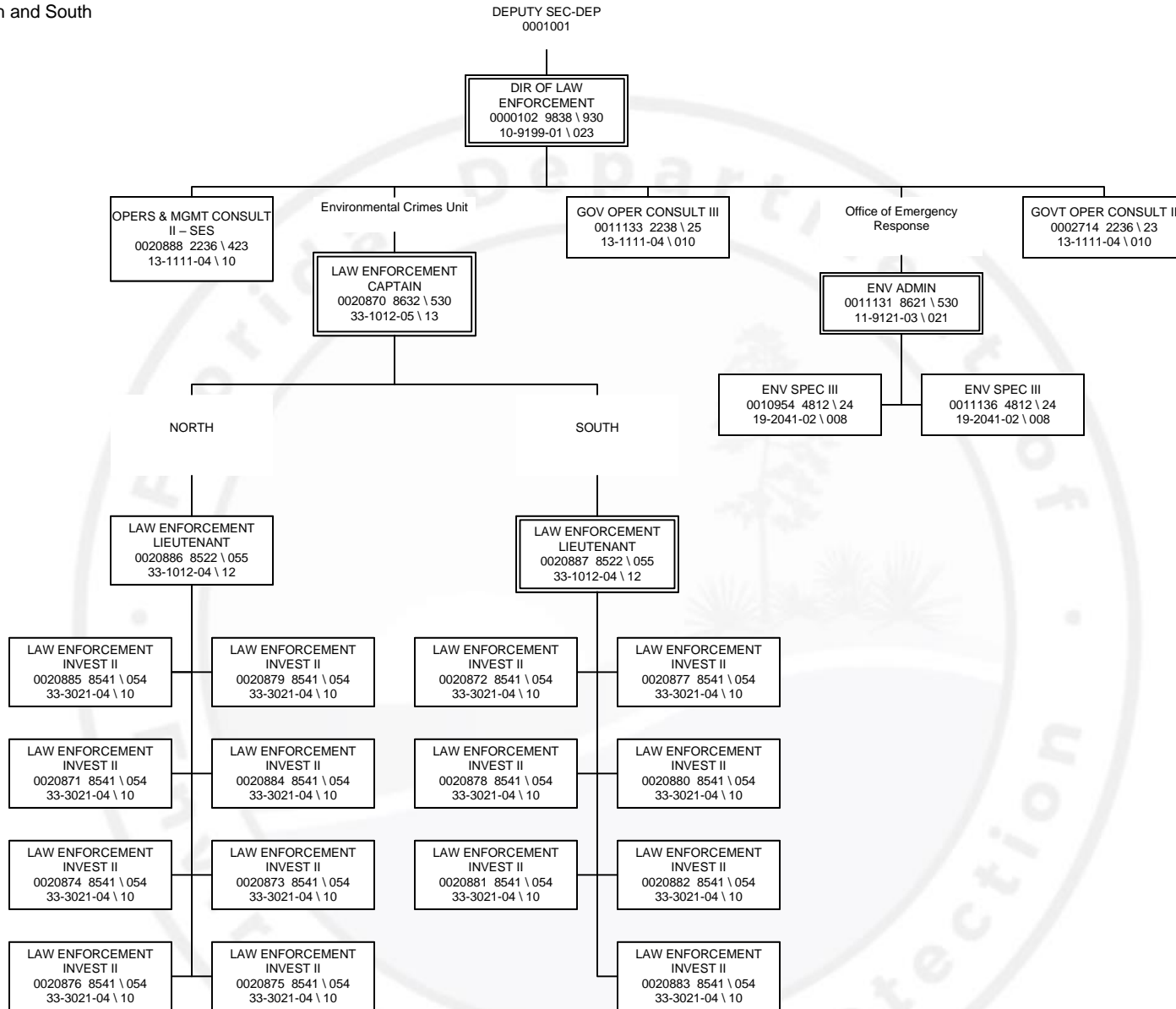


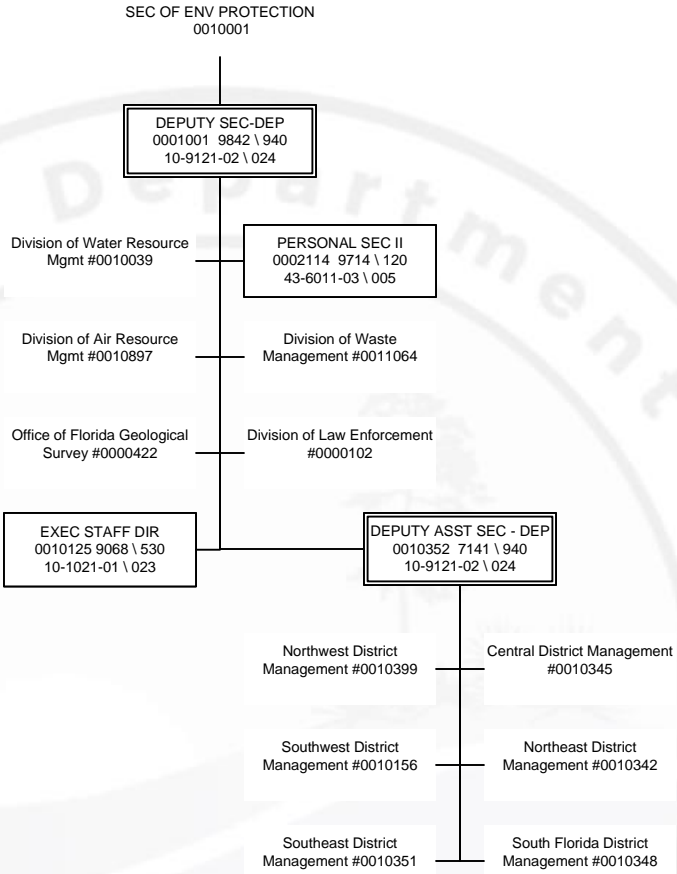


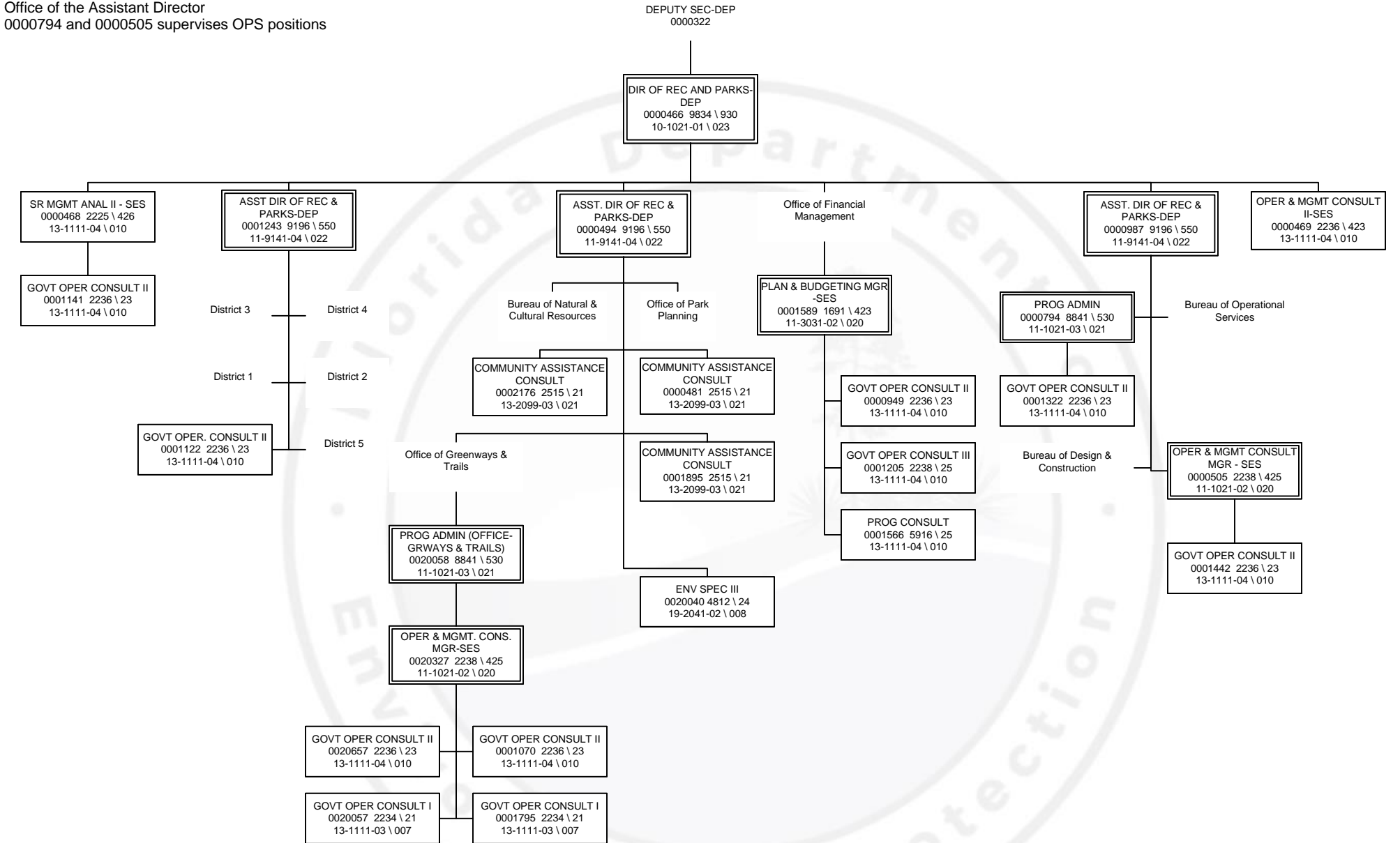




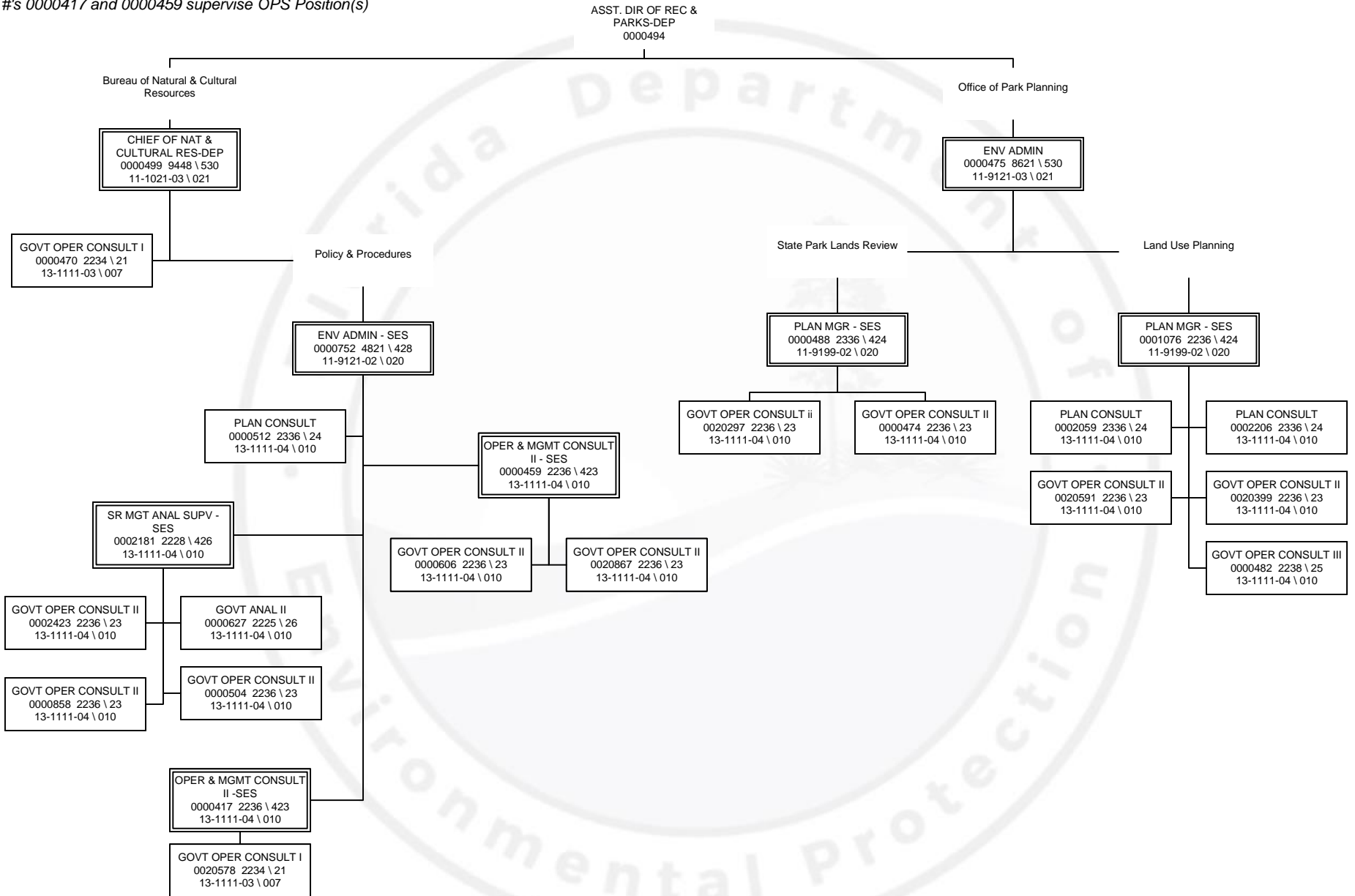


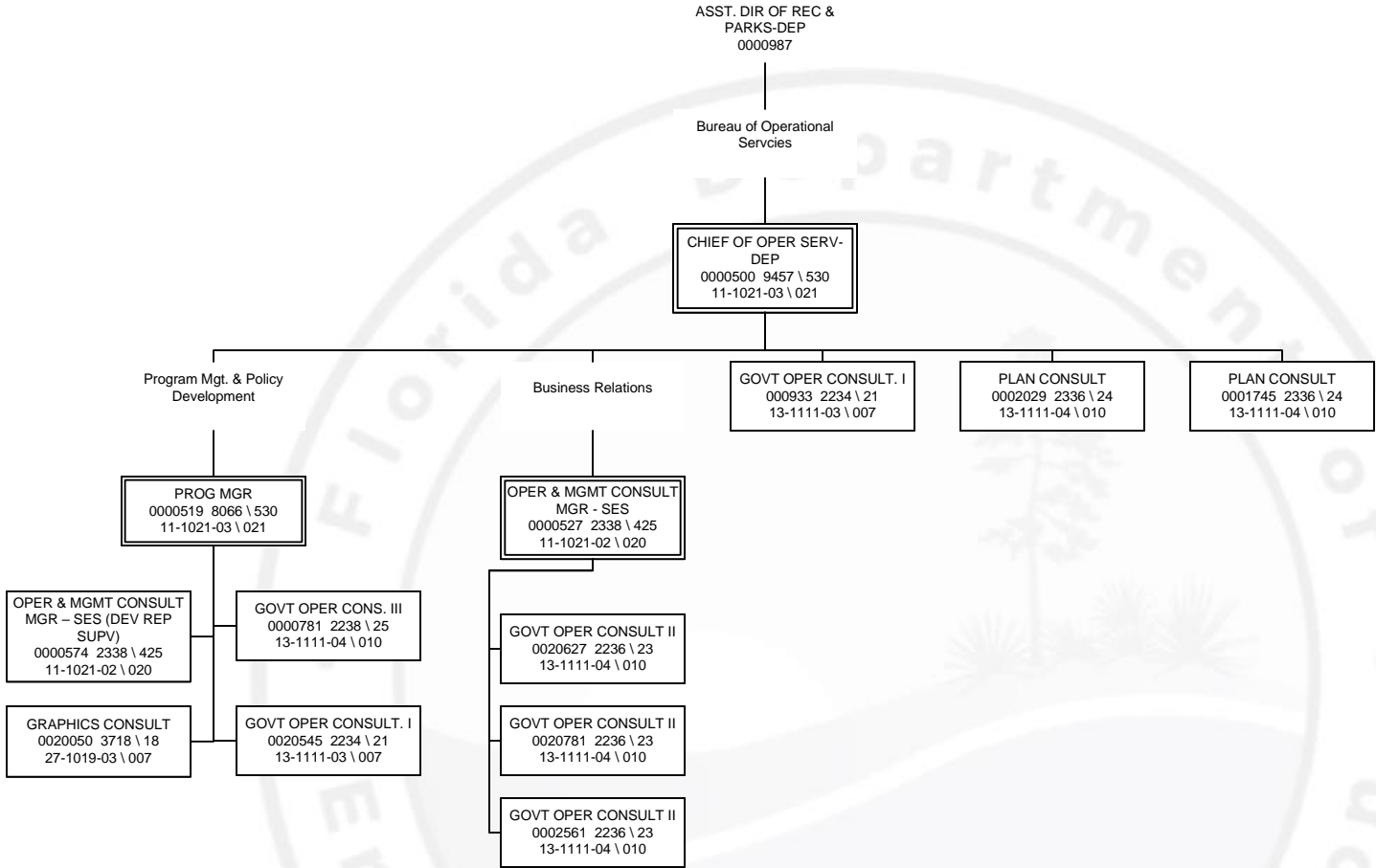


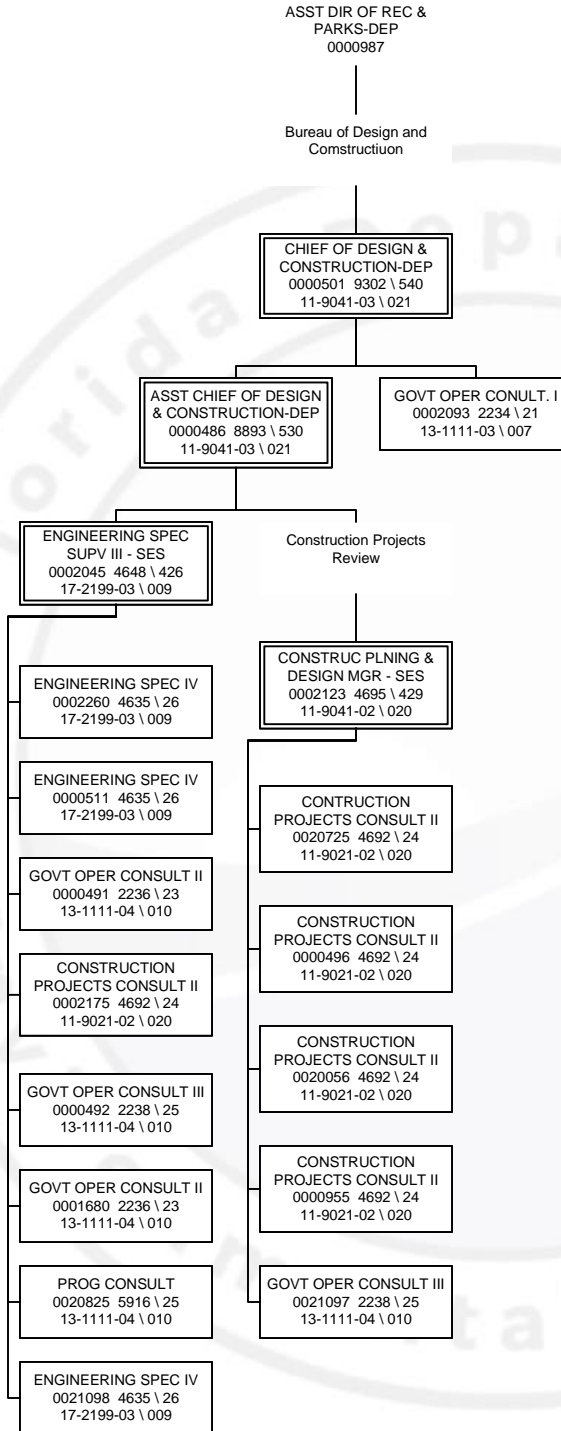




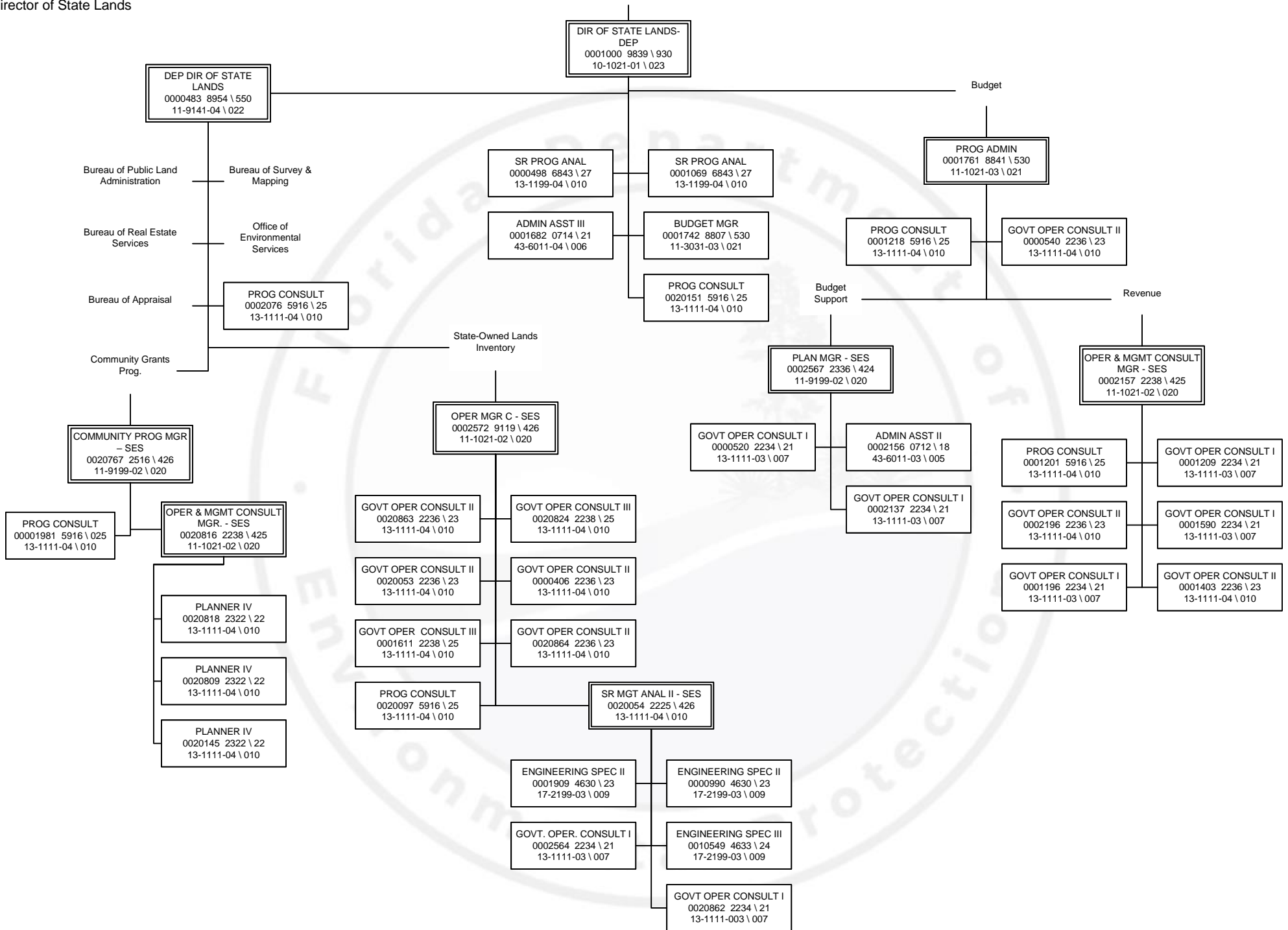
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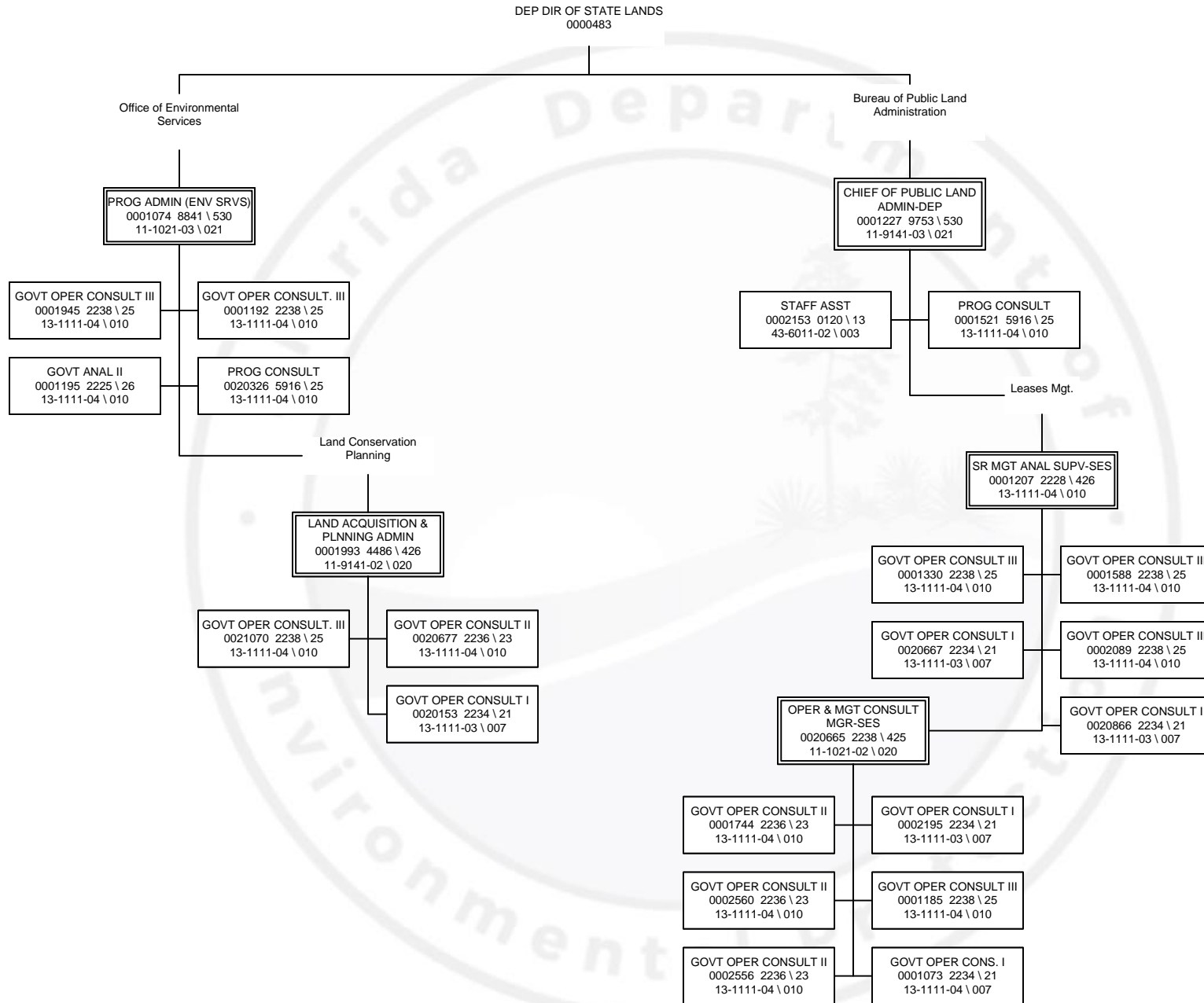




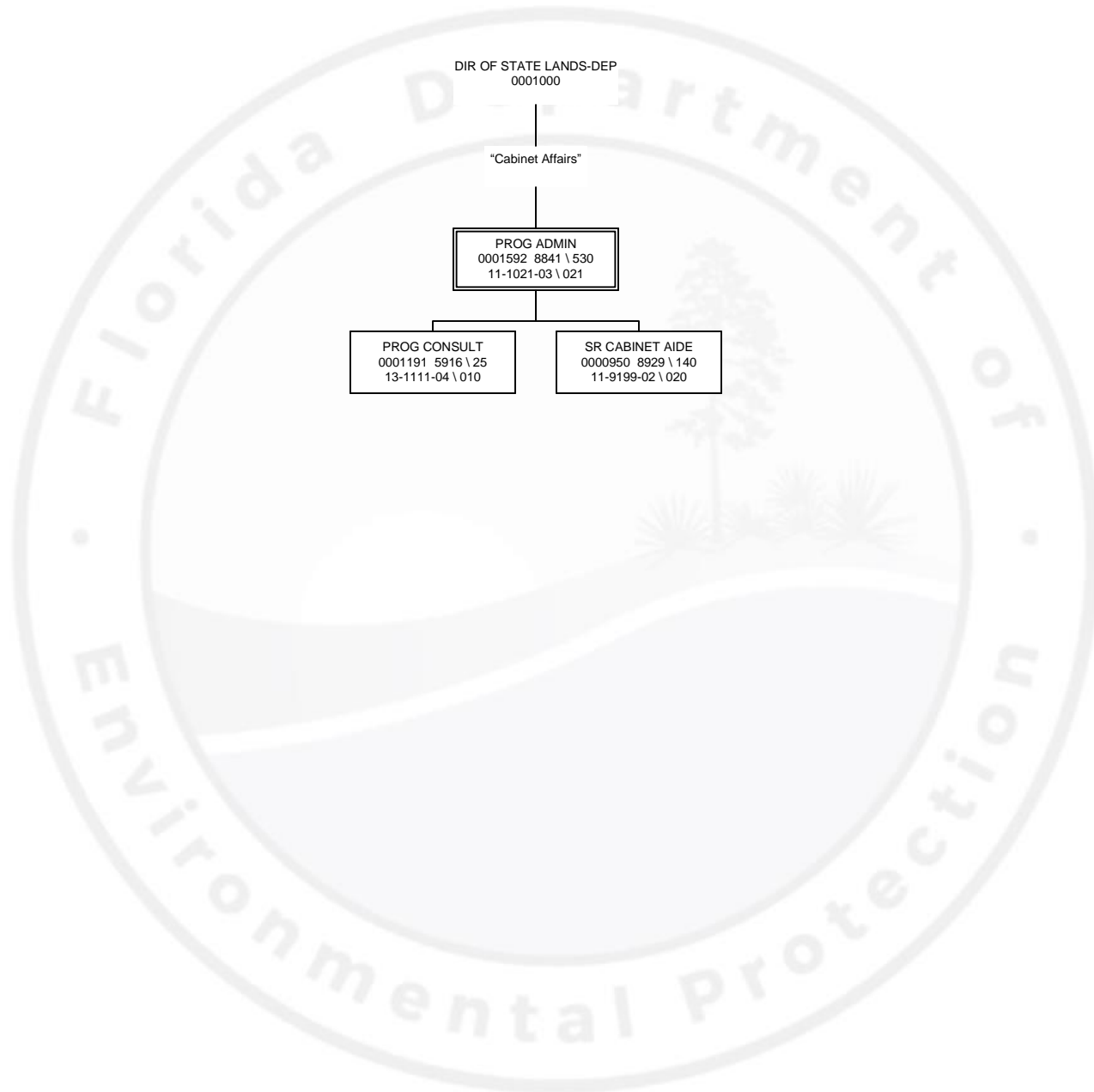




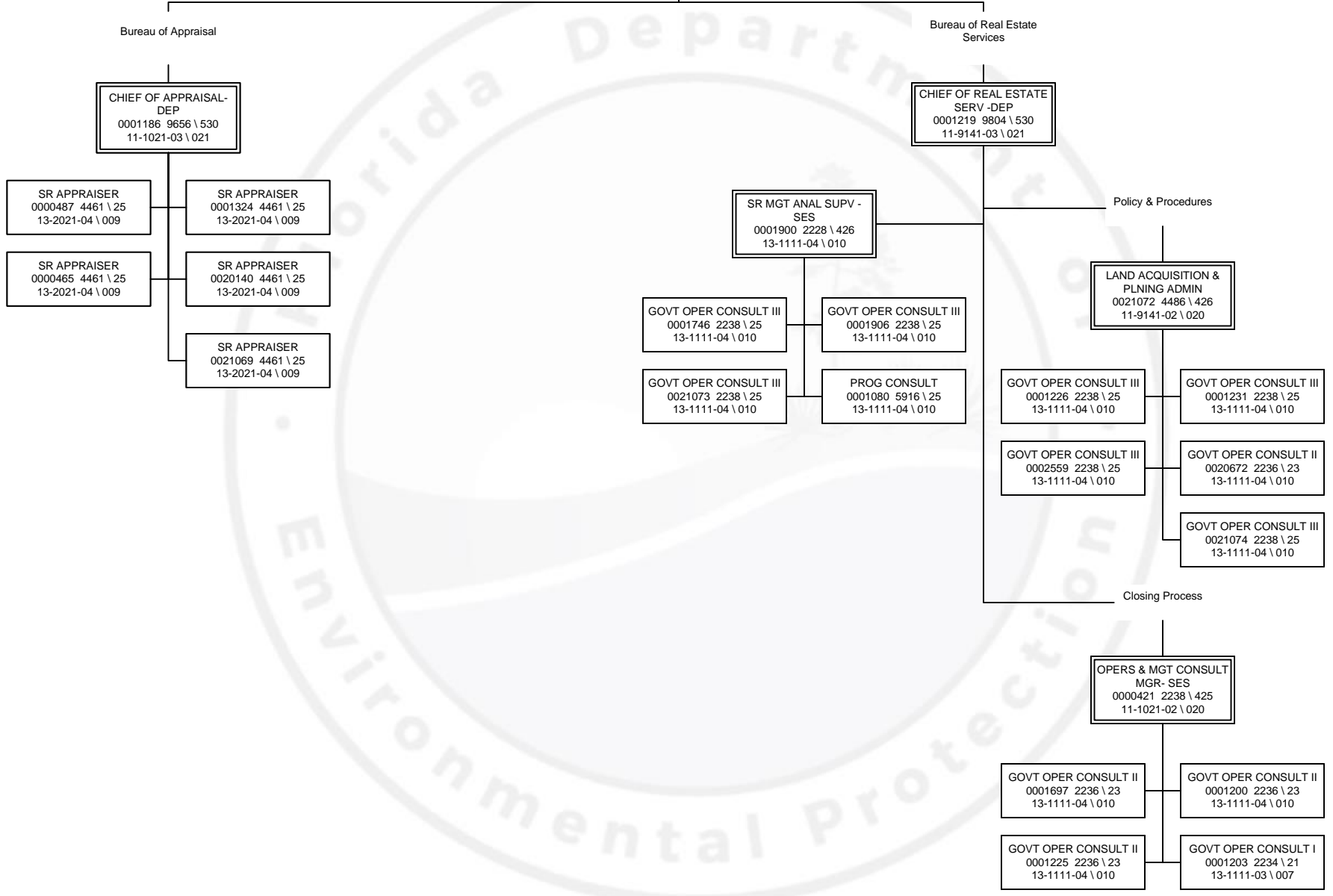


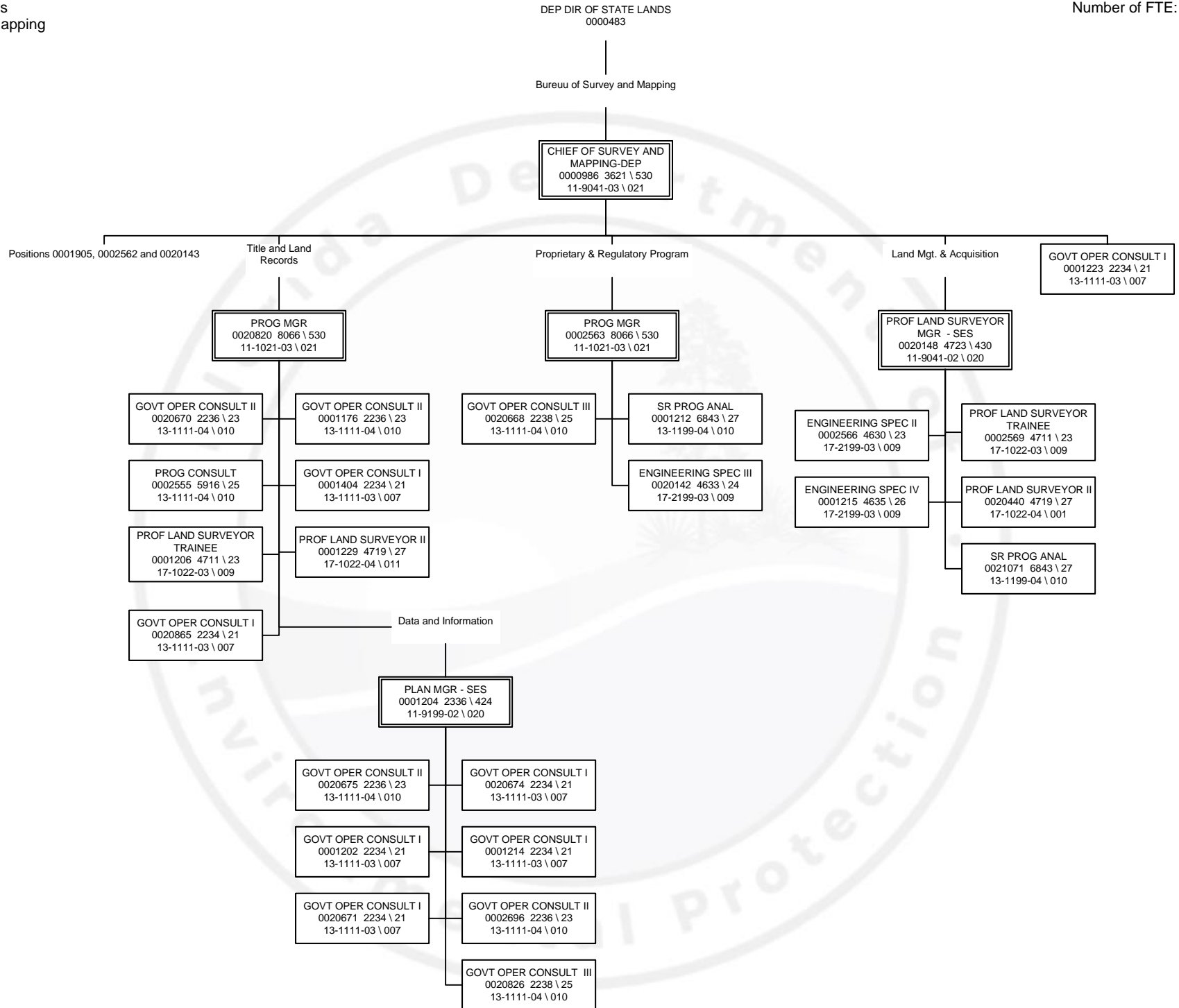


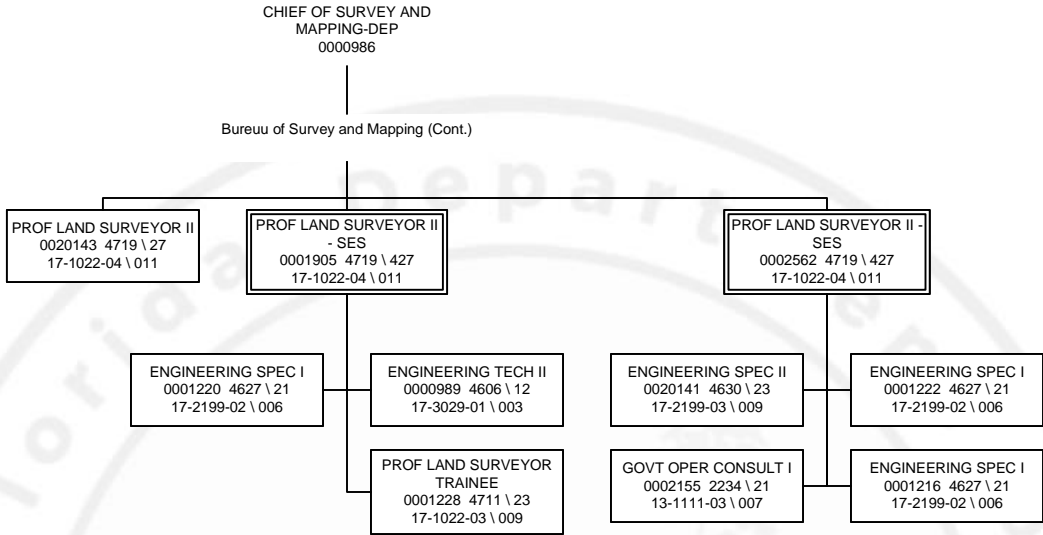
Positions 0001592 and 0000950 are Policy Making Positions (Per 2N1A)

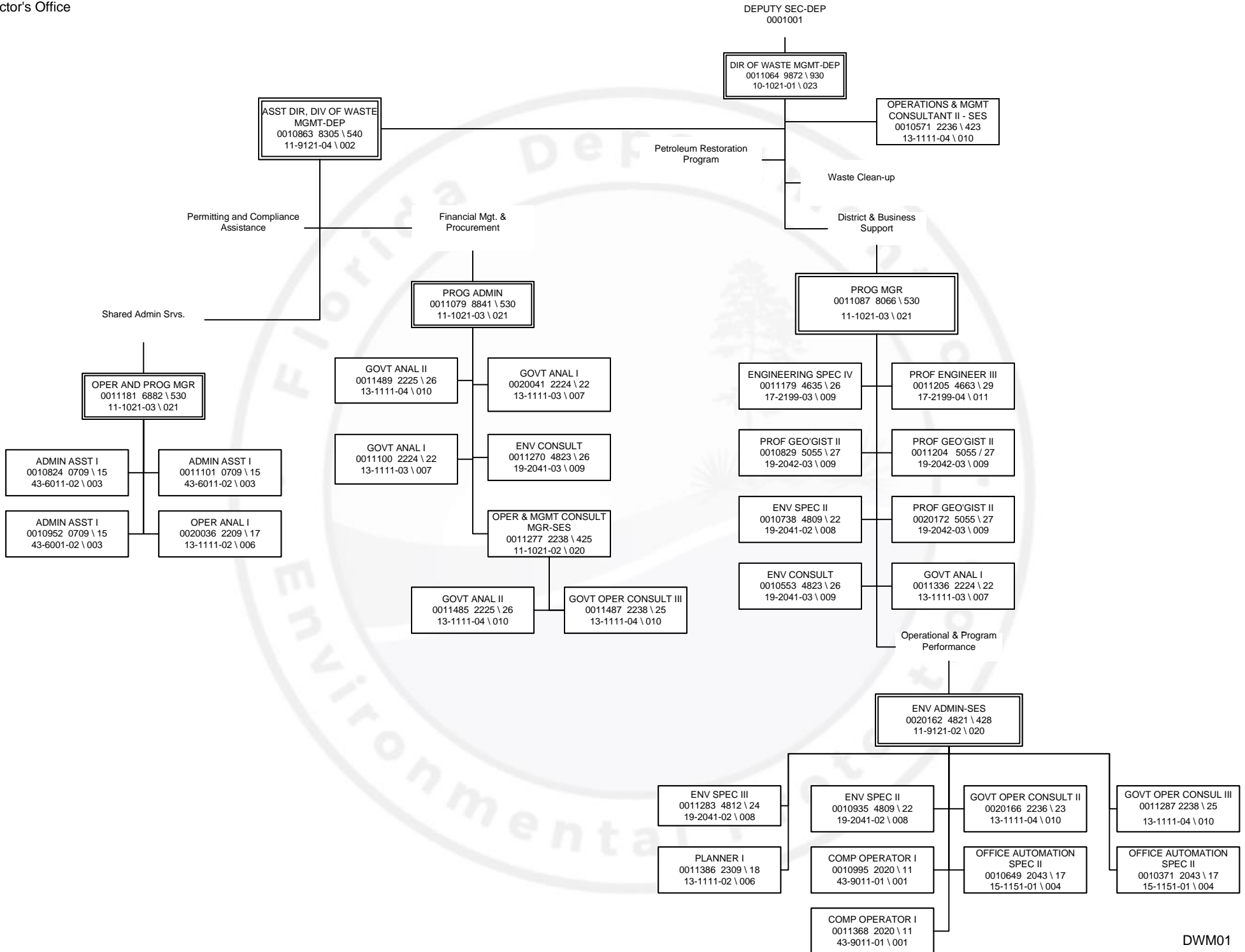


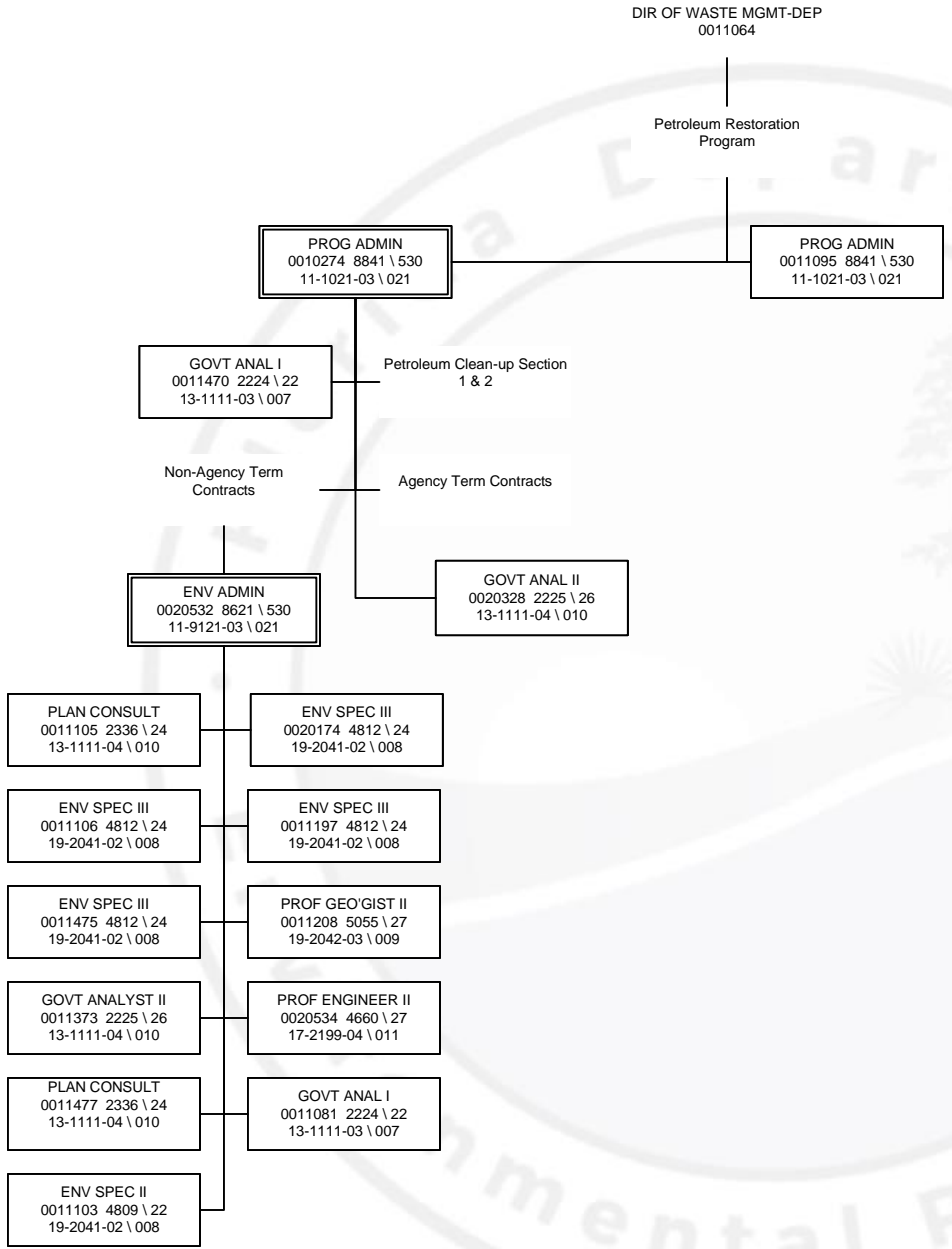
DEP DIR OF STATE LANDS  
 0000483



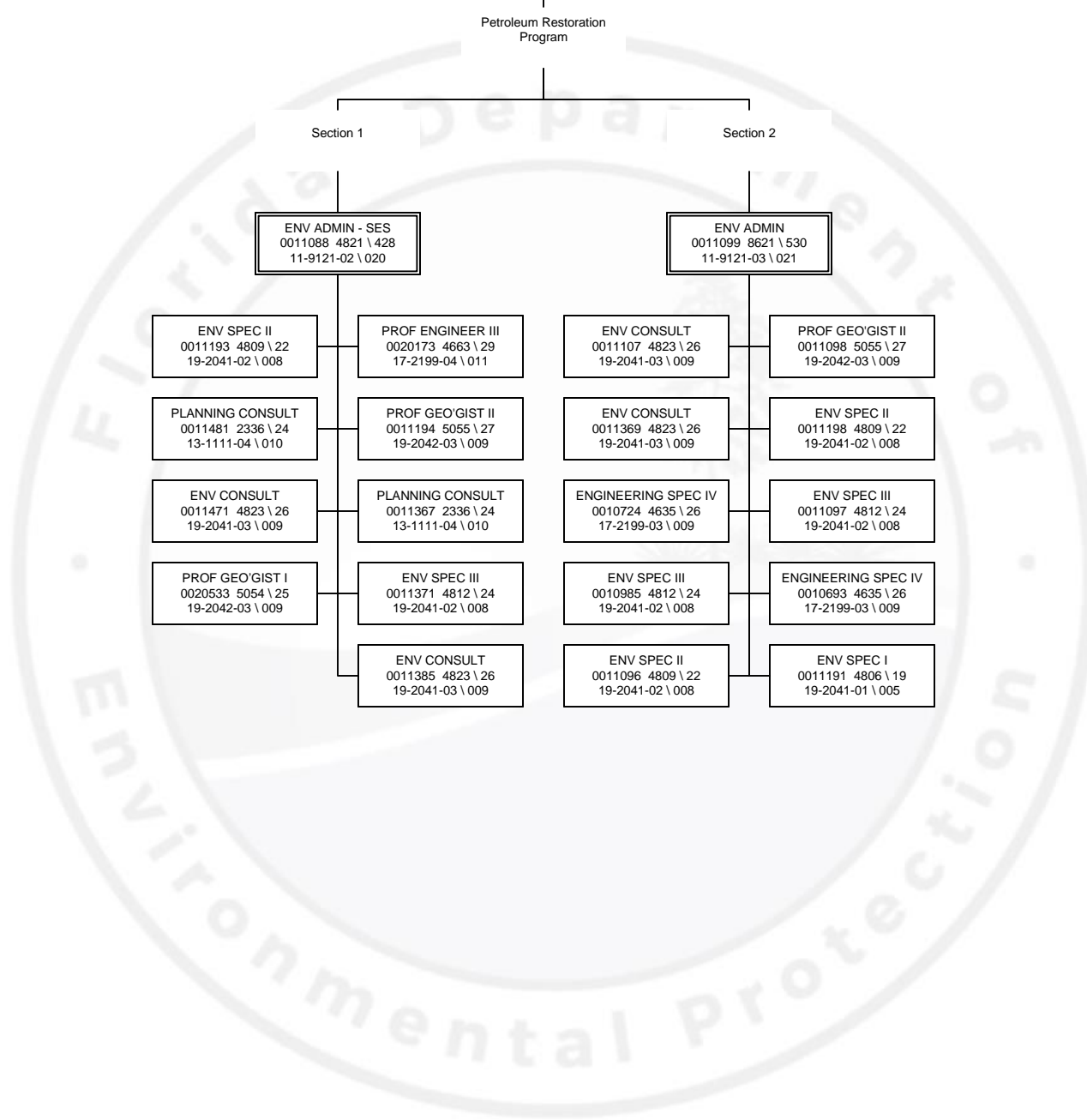
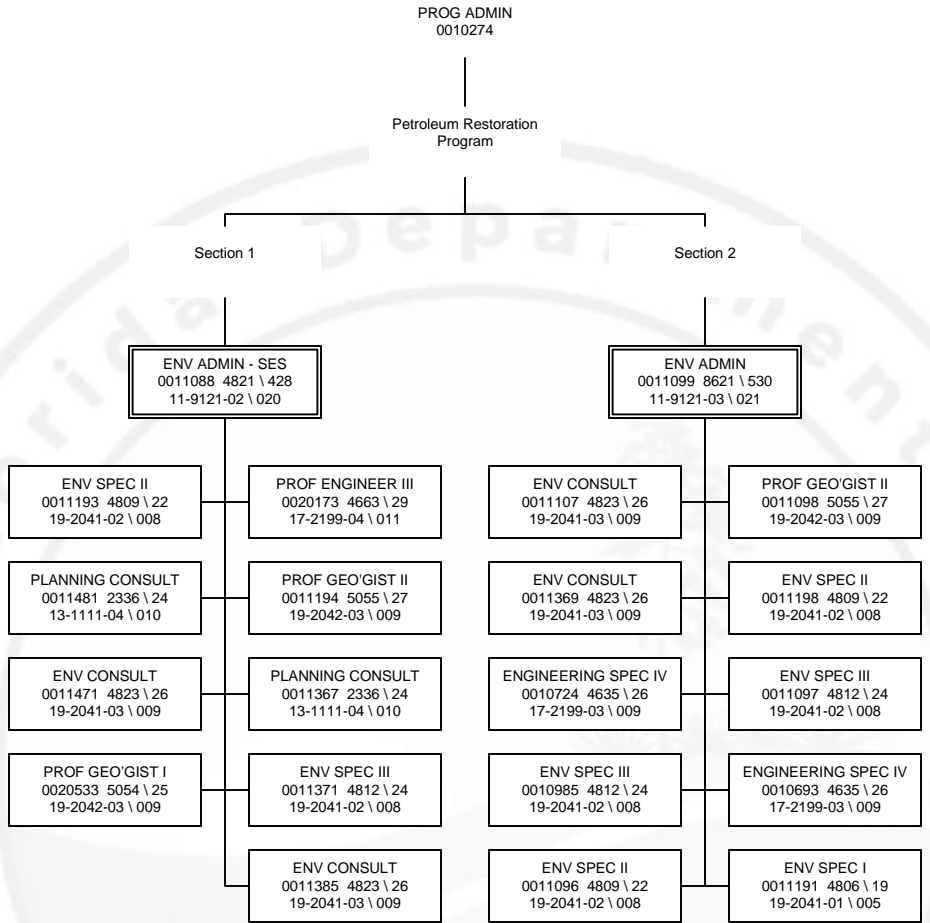


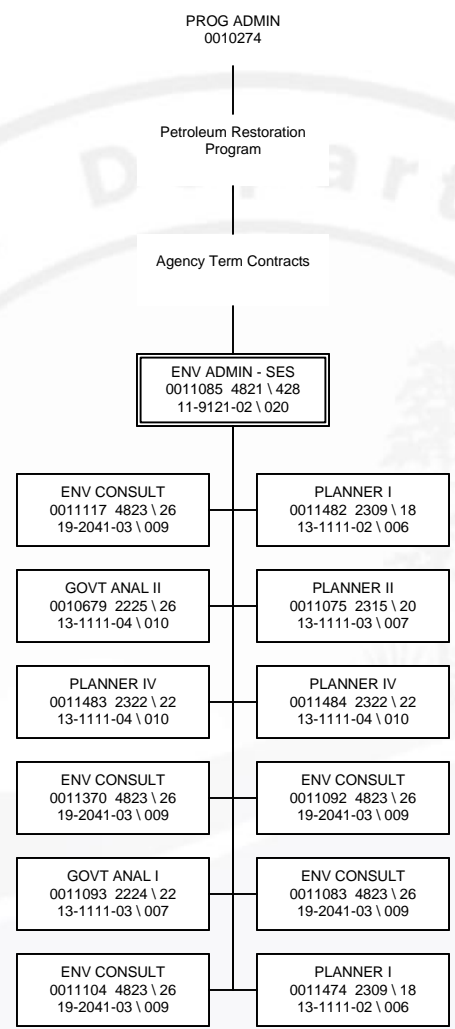
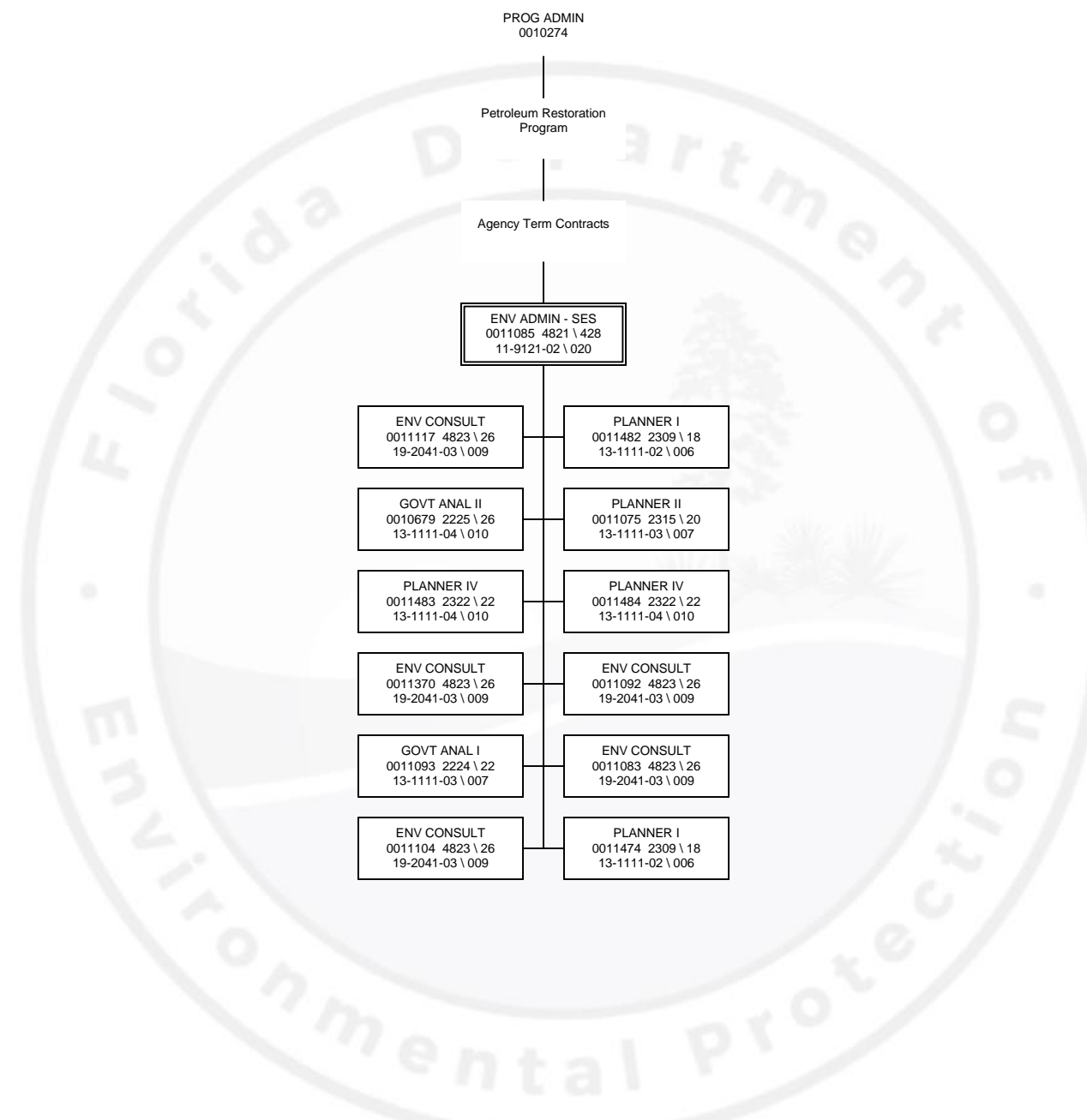


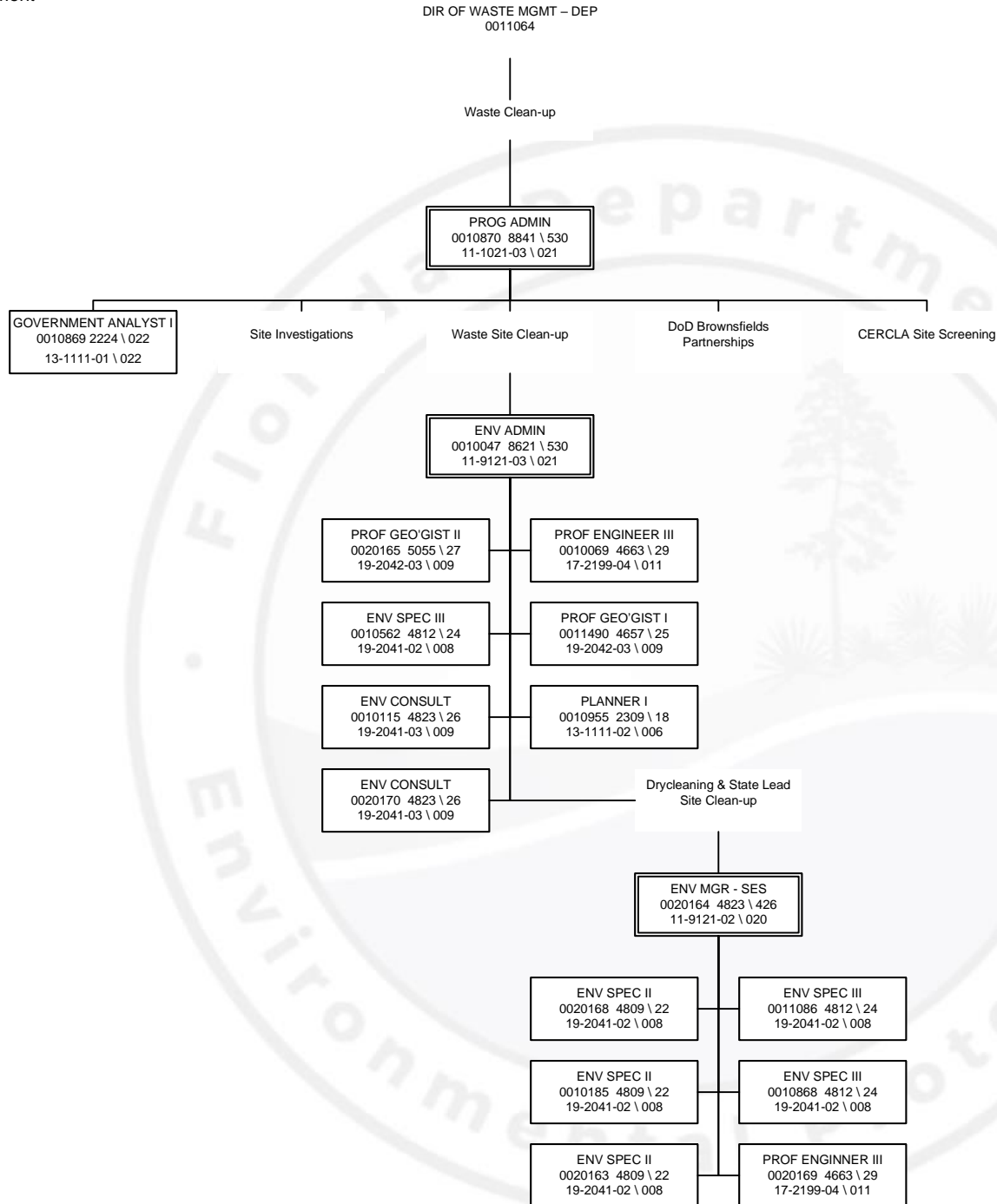


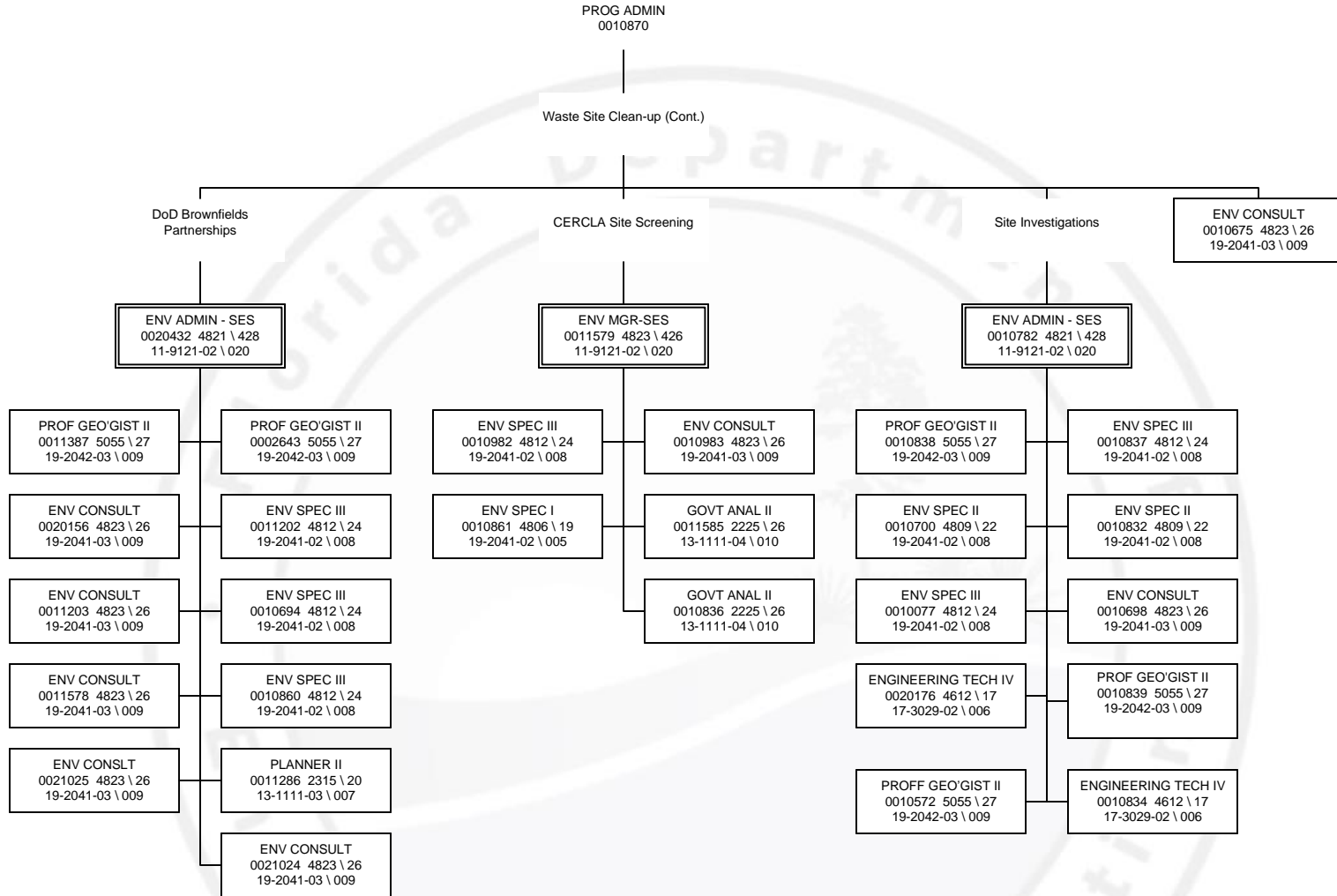


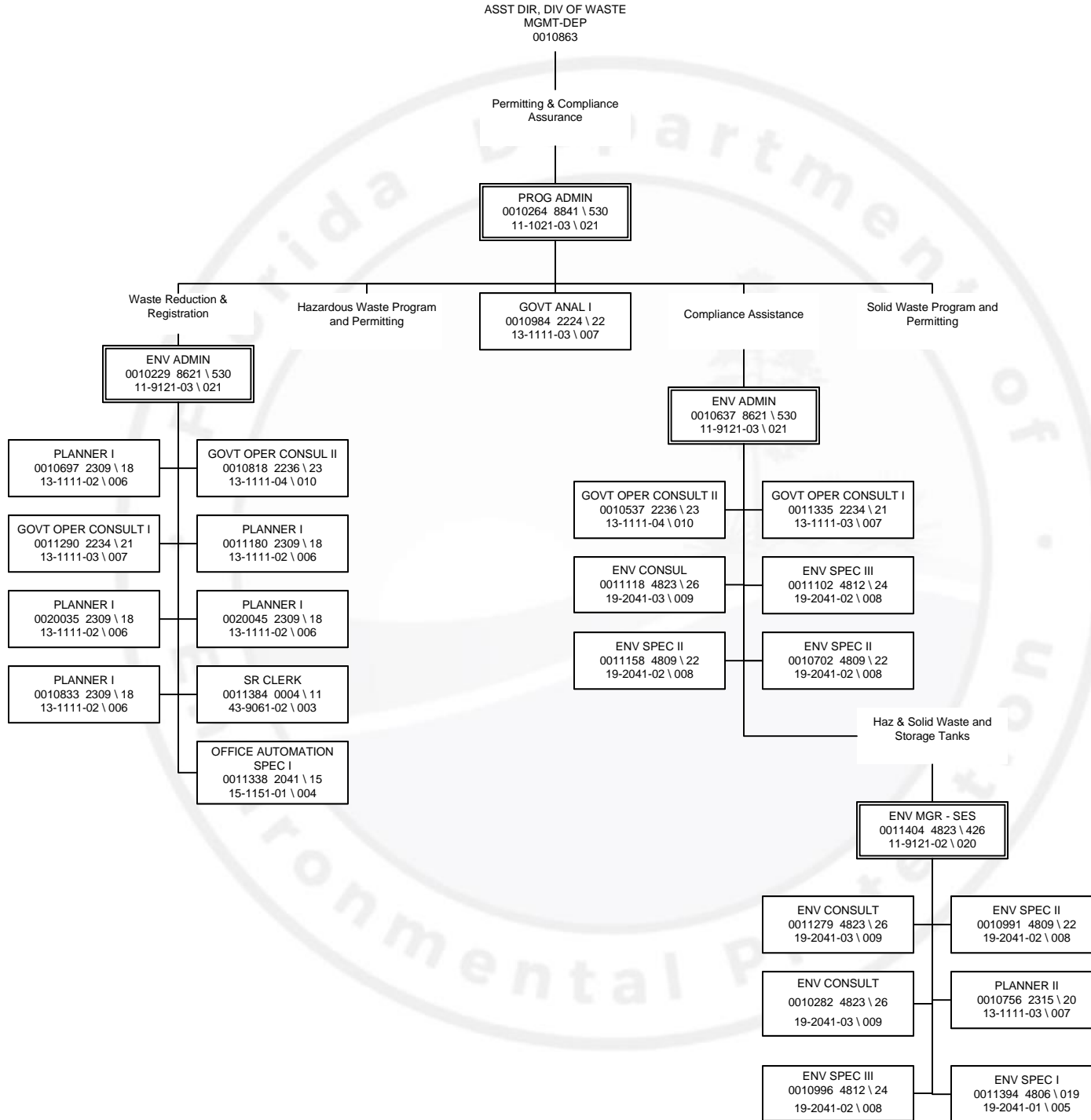


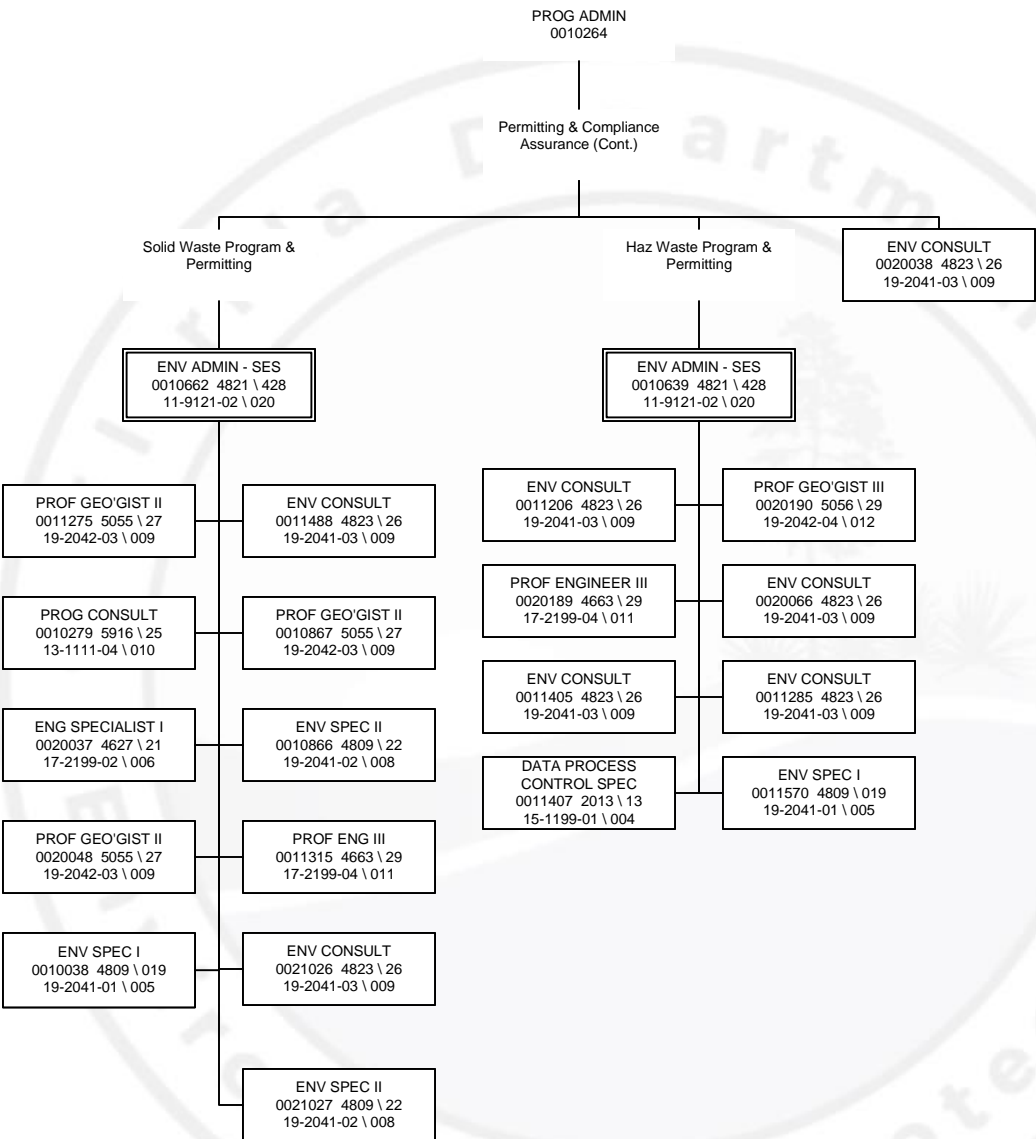












DEPUTY SEC-DEP  
 0010184

DIR OF WATER RESTOR  
 ASSISTANCE  
 0020224 8146 \ 940  
 10-9121-01 \ 023

Clean Water SRF Program

DEPUTY DIR  
 0010967

Drinking Water SRF  
 Program  
 0010234

Deepwater Horizon  
 0011444

SRF Administration

PROG MGT DIR  
 0021099

PROG ADMIN  
 0010772 8841 \ 530  
 11-1021-03 \ 021

PROG ADMIN  
 0020394 8841 \ 530  
 11-1021-03 \ 021

Clean Water Compliance

ENV ADMIN - SES  
 0010977 4821 \ 428  
 11-9121-02 \ 020

ENV CONSULT  
 0010759 4823 \ 26  
 19-2041-03 \ 009

PROF ENG SUPV III - SES  
 0011069 4673 \ 429  
 17-2199-05 \ 012

GOVT OPER CONSULT III  
 0020389 2238 \ 25  
 13-1111-04 \ 010

GOVT OPER CONSULT III  
 0021019 2238 \ 25  
 13-1111-04 \ 010

Program Mgt. Agreements

Program Mgt.  
 Disbursements

GOVT OPER CONSULT I  
 0020616 2234 \ 21  
 13-1111-03 \ 007

ENV SPEC III  
 0010773 4812 \ 24  
 19-2041-02 \ 008

PROF ENGINEER III  
 0010619 4663 \ 29  
 17-2199-04 \ 011

ENGINEERING SPEC IV  
 0010026 4635 \ 26  
 17-2199-03 \ 009

OPER & MGT CONSULT  
 MGR - SES  
 0020391 2238 \ 425  
 11-1021-02 \ 020

OPER & MGT CONSULT  
 MGR - SES  
 0010981 2238 \ 425  
 11-1021-02 \ 020

ENV SPEC II  
 0021017 4809 \ 22  
 19-2041-02 \ 008

ENV SPEC III  
 0021012 4812 \ 24  
 19-2041-02 \ 008

ENV CONSULT  
 0021007 4823 \ 26  
 19-2041-03 \ 009

ENGINEERING SPEC IV  
 0010313 4635 \ 26  
 17-2199-03 \ 009

GOVT OPER CONSULT II  
 0010793 2236 \ 23  
 13-1111-04 \ 010

GOVT OPER CONSULT II  
 0020428 2236 \ 23  
 13-1111-04 \ 010

ENV SPEC II  
 0021016 4809 \ 22  
 19-2041-02 \ 008

ENV CONSULT  
 0021102 4823 \ 26  
 19-2041-03 \ 009

GOVT OPER CONSULT I  
 0010975 2234 \ 21  
 13-1111-03 \ 007

GOVT OPER CONSULT I  
 0010789 2234 \ 21  
 13-1111-03 \ 007

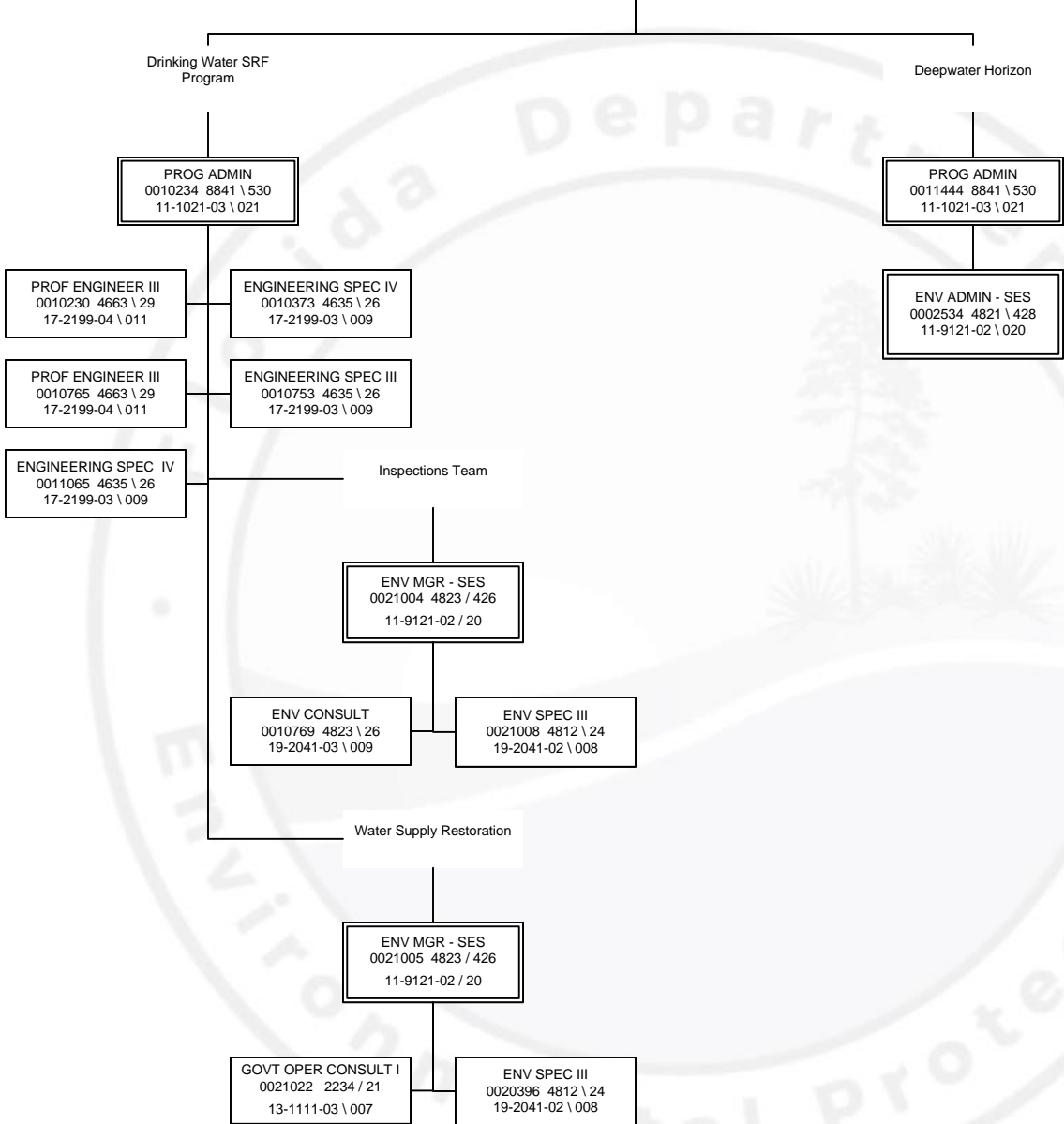
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 0020392 2234 \ 21  
 13-1111-03 \ 007

GOVT OPER CONSULT I  
 0020100 2234 \ 21  
 13-1111-03 \ 007

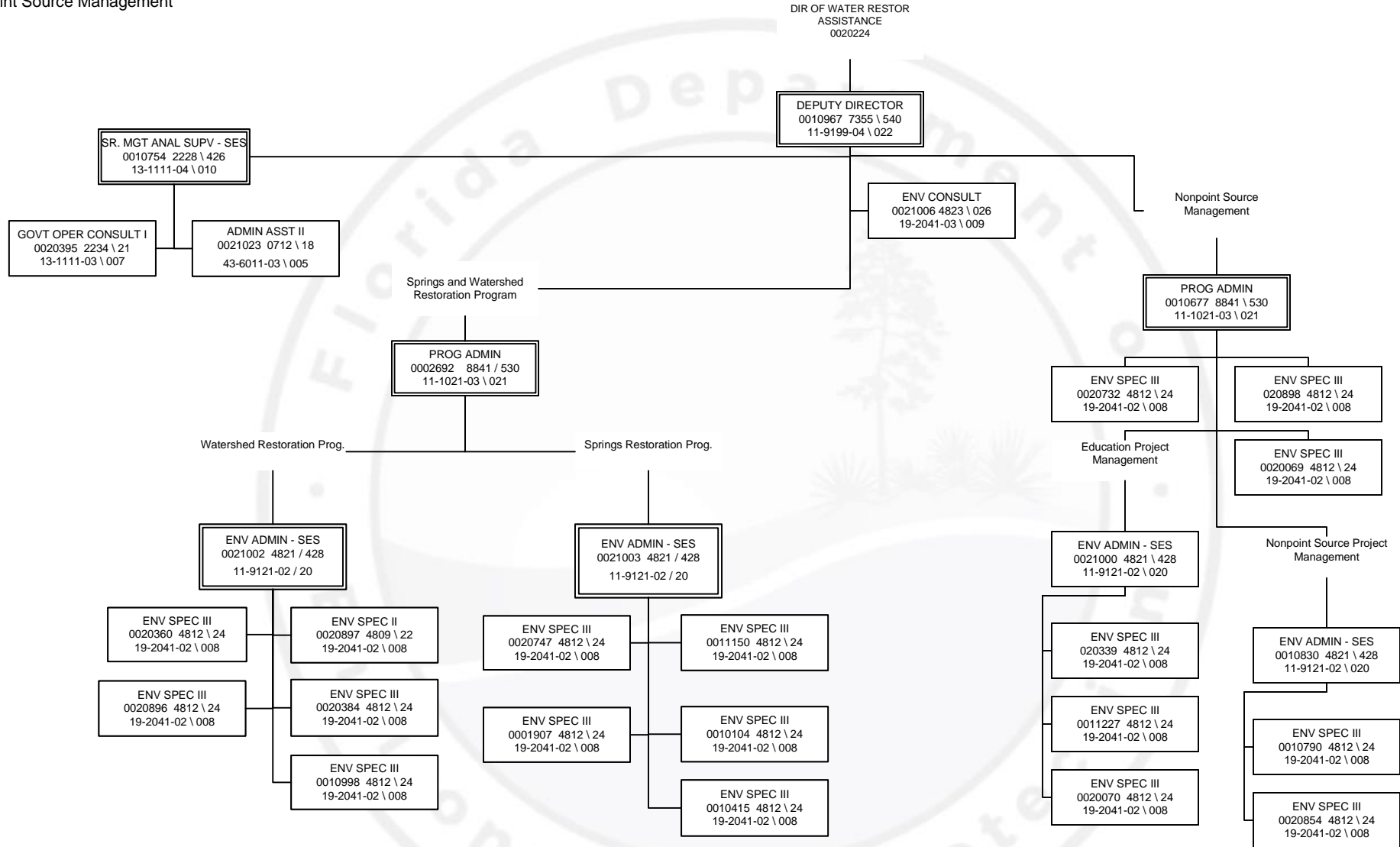
GOVT OPER CONSULT II  
 0010166 2236 \ 23  
 13-1111-04 \ 010

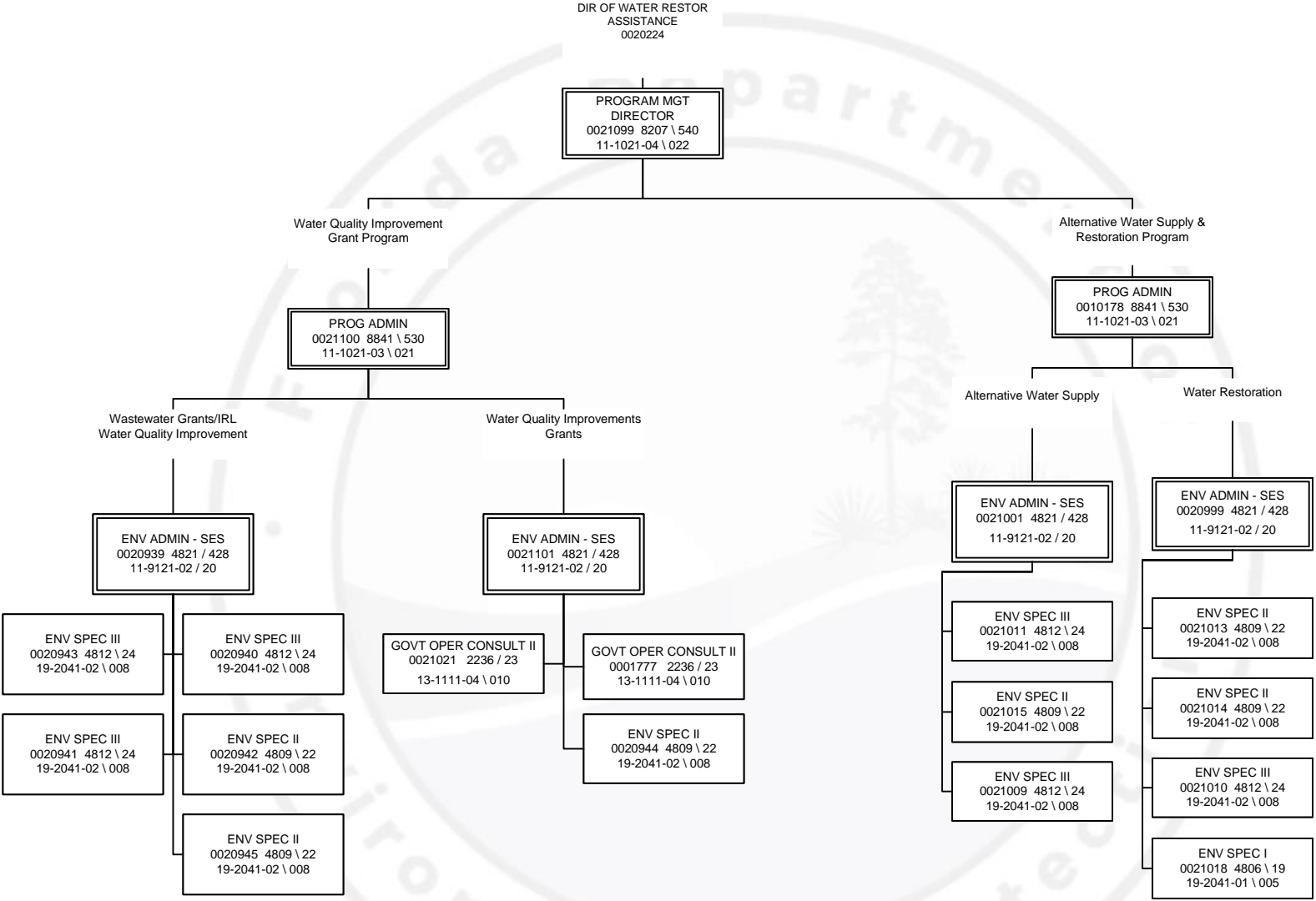
GOVT OPER CONSULT II  
 0021020 2236 \ 23  
 13-1111-04 \ 010

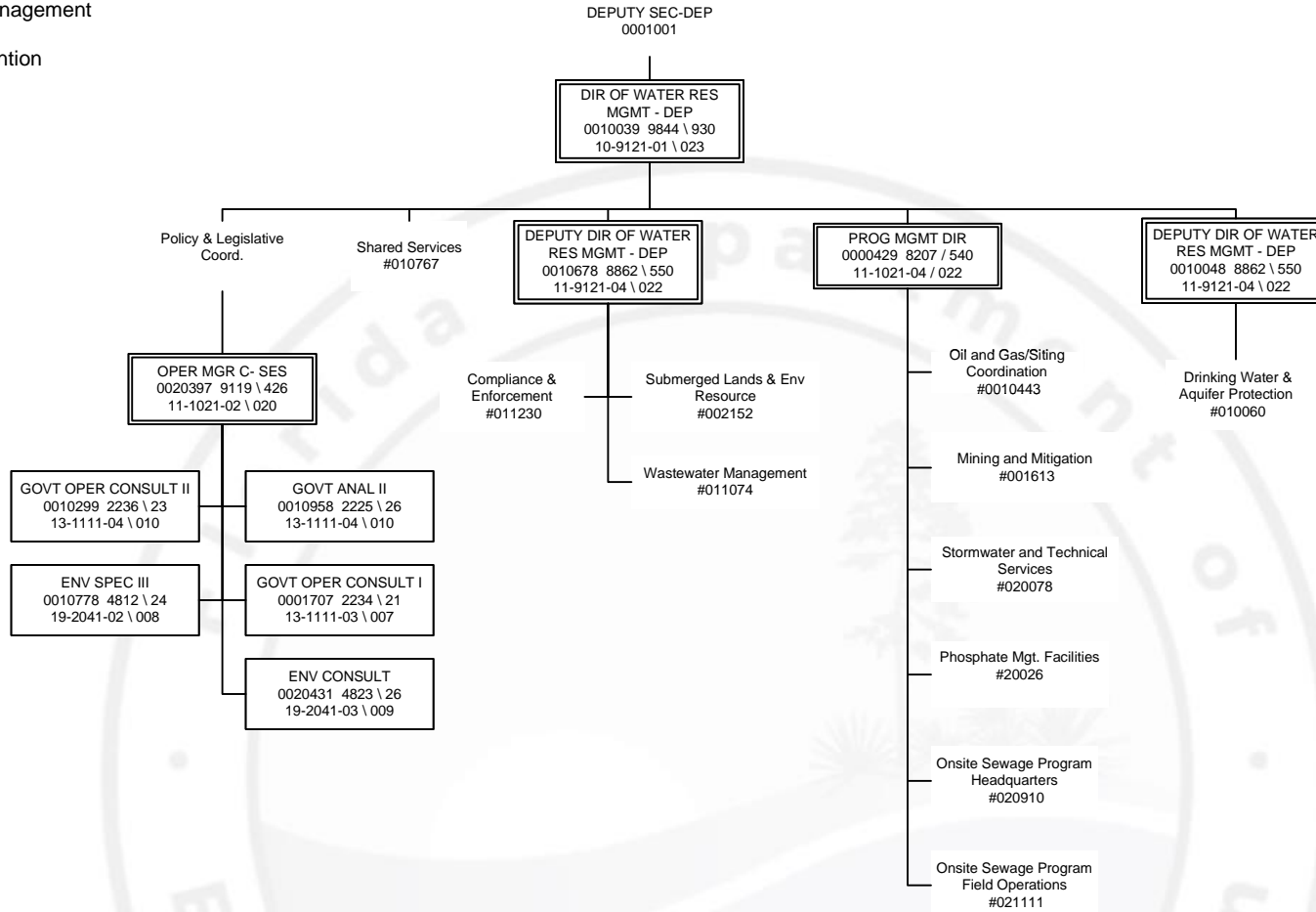
DIR OF WATER RESTOR  
 ASSISTANCE  
 0020224

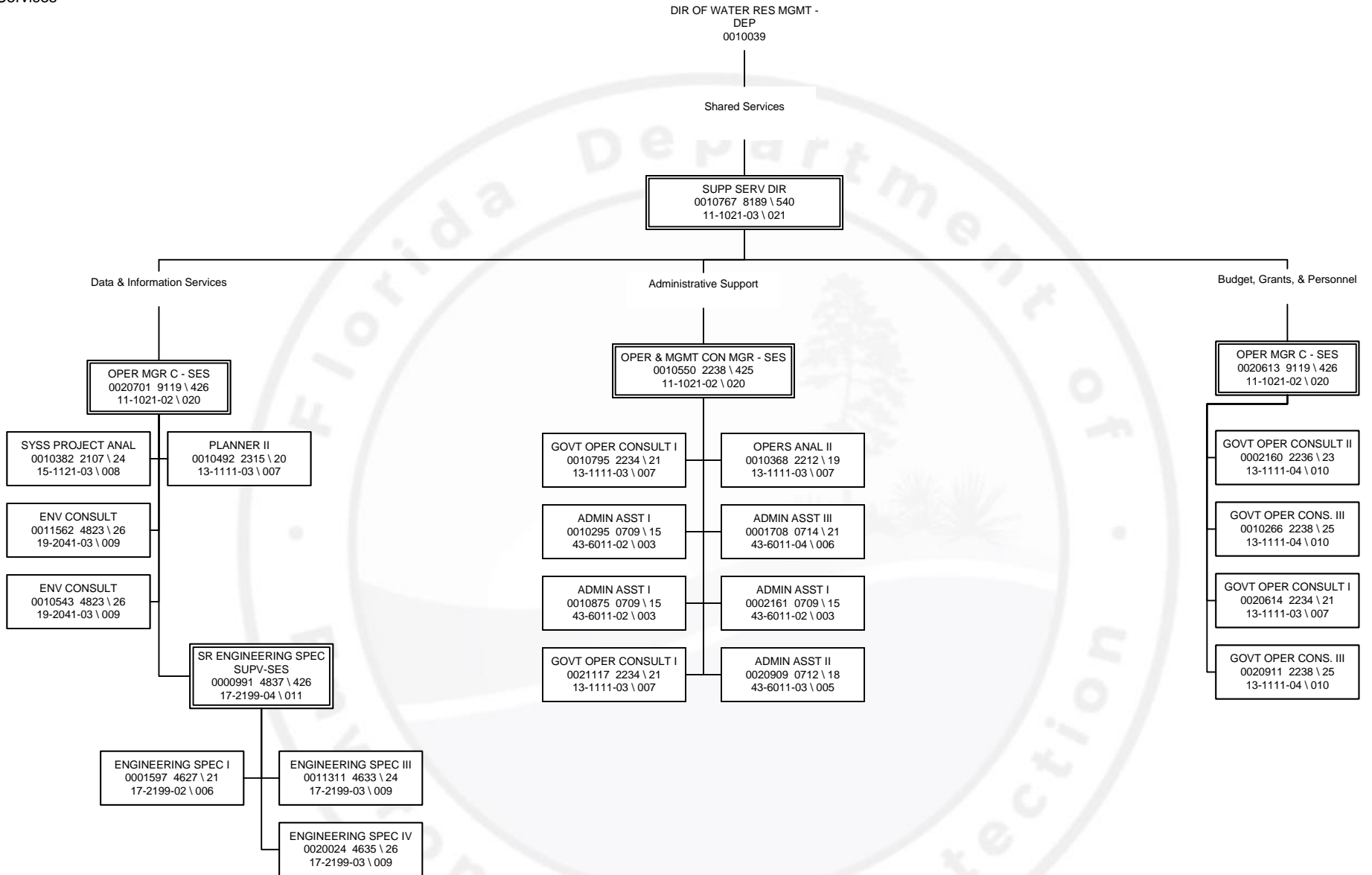


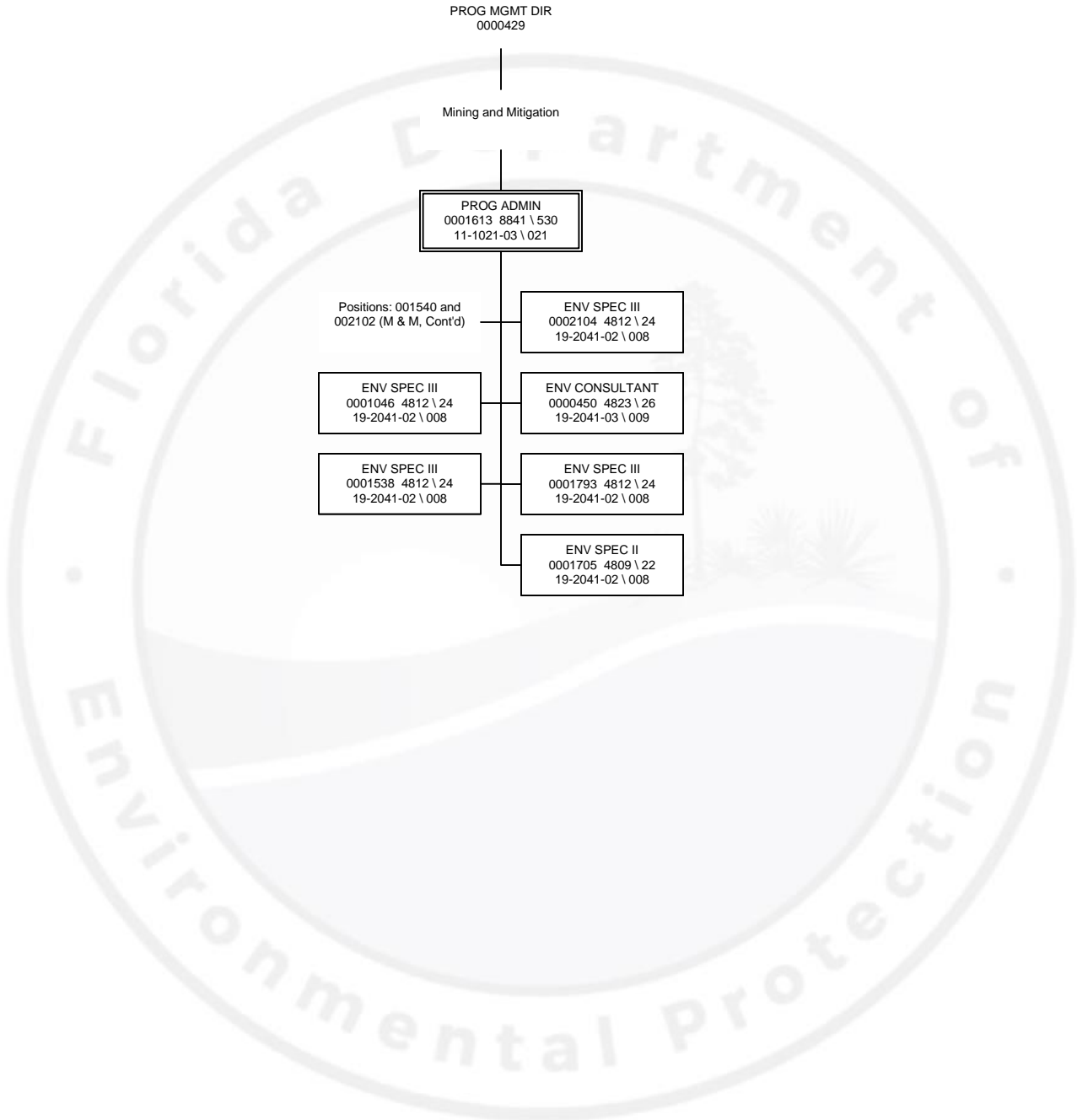


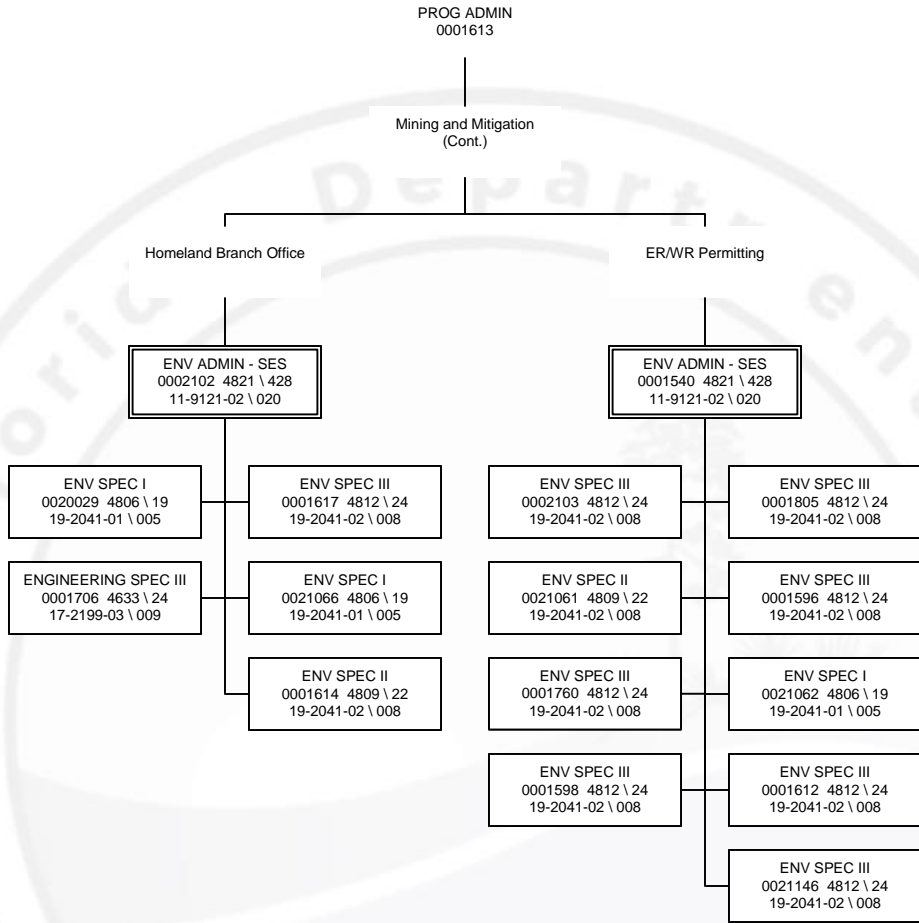


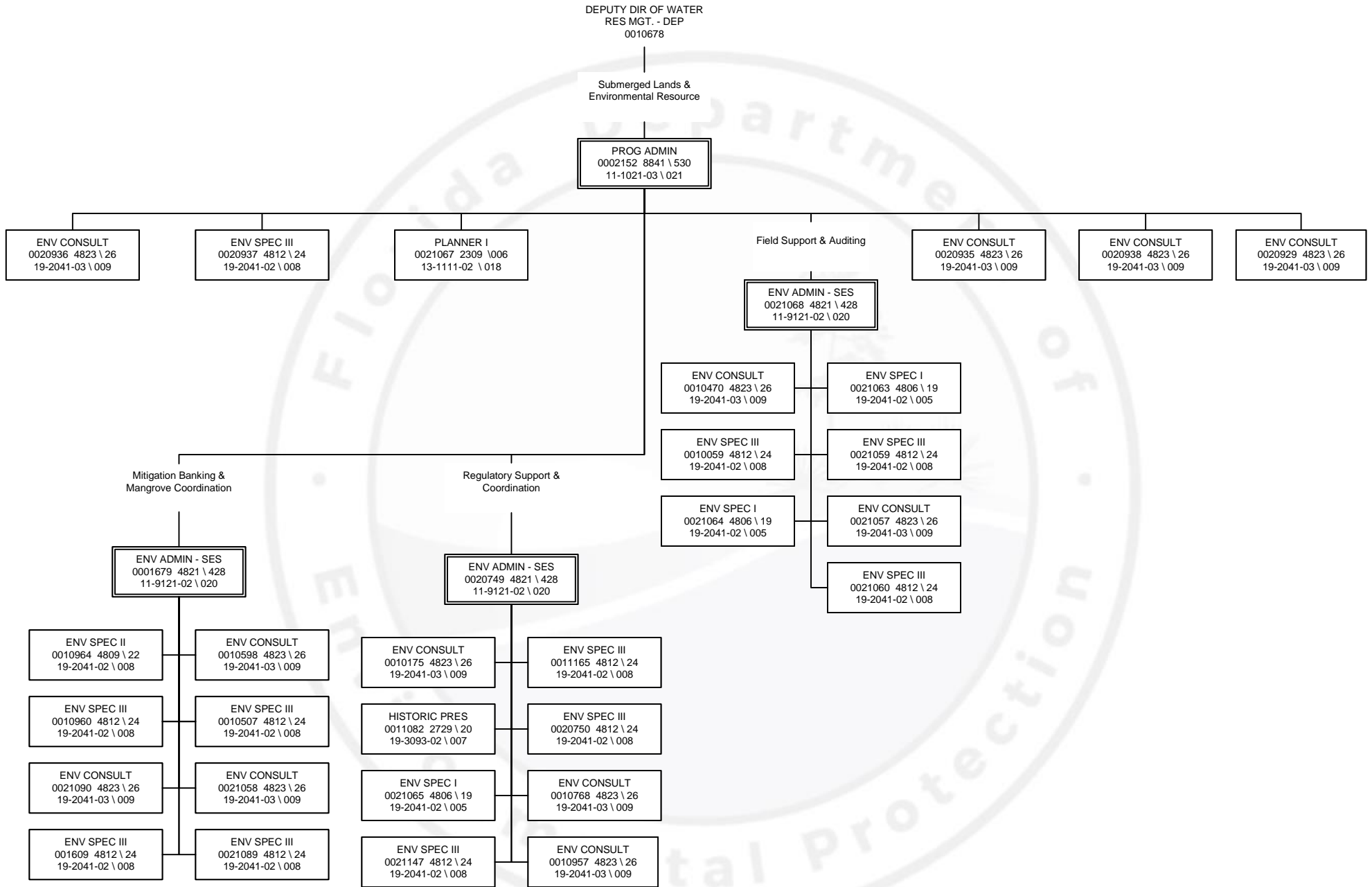


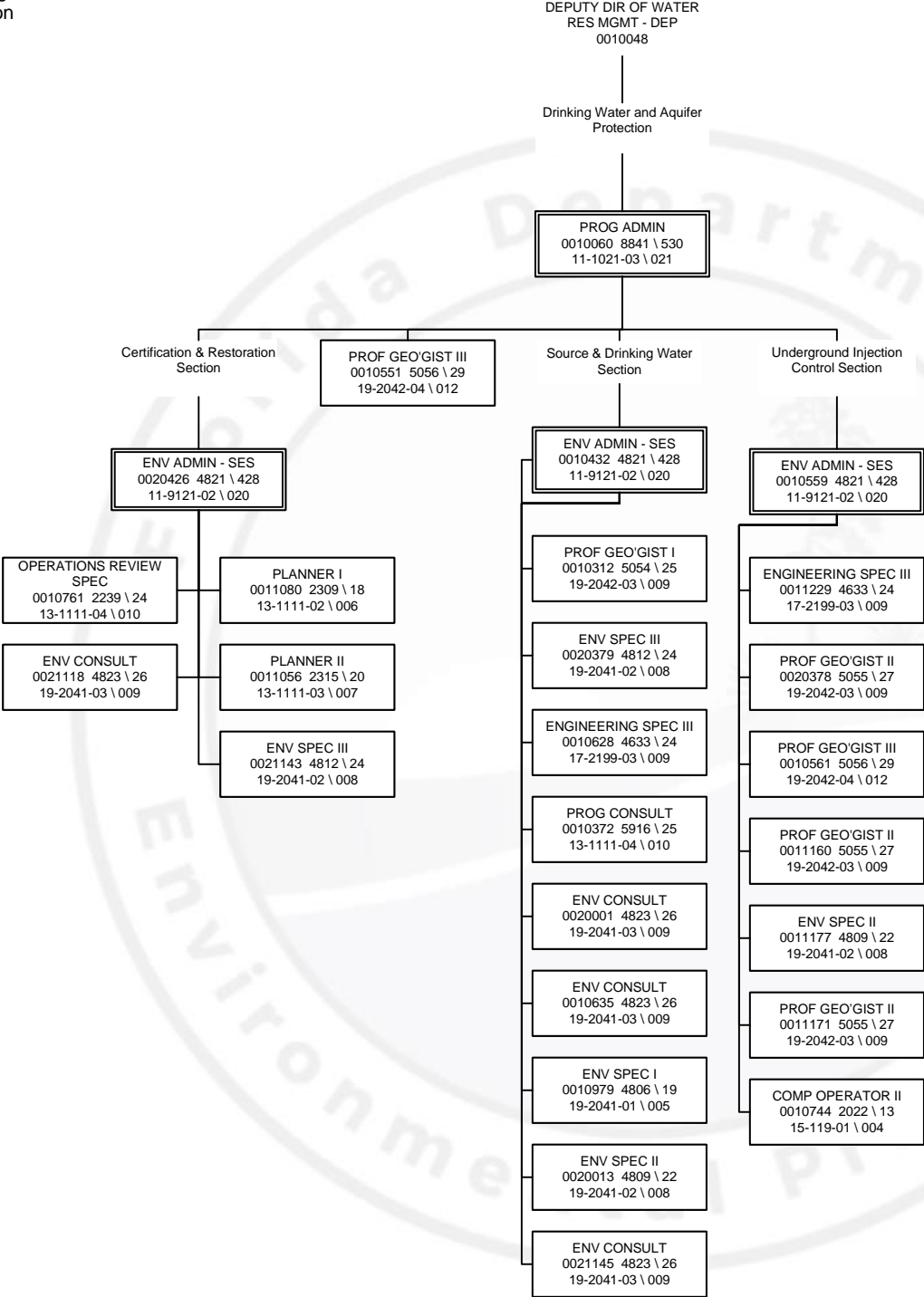




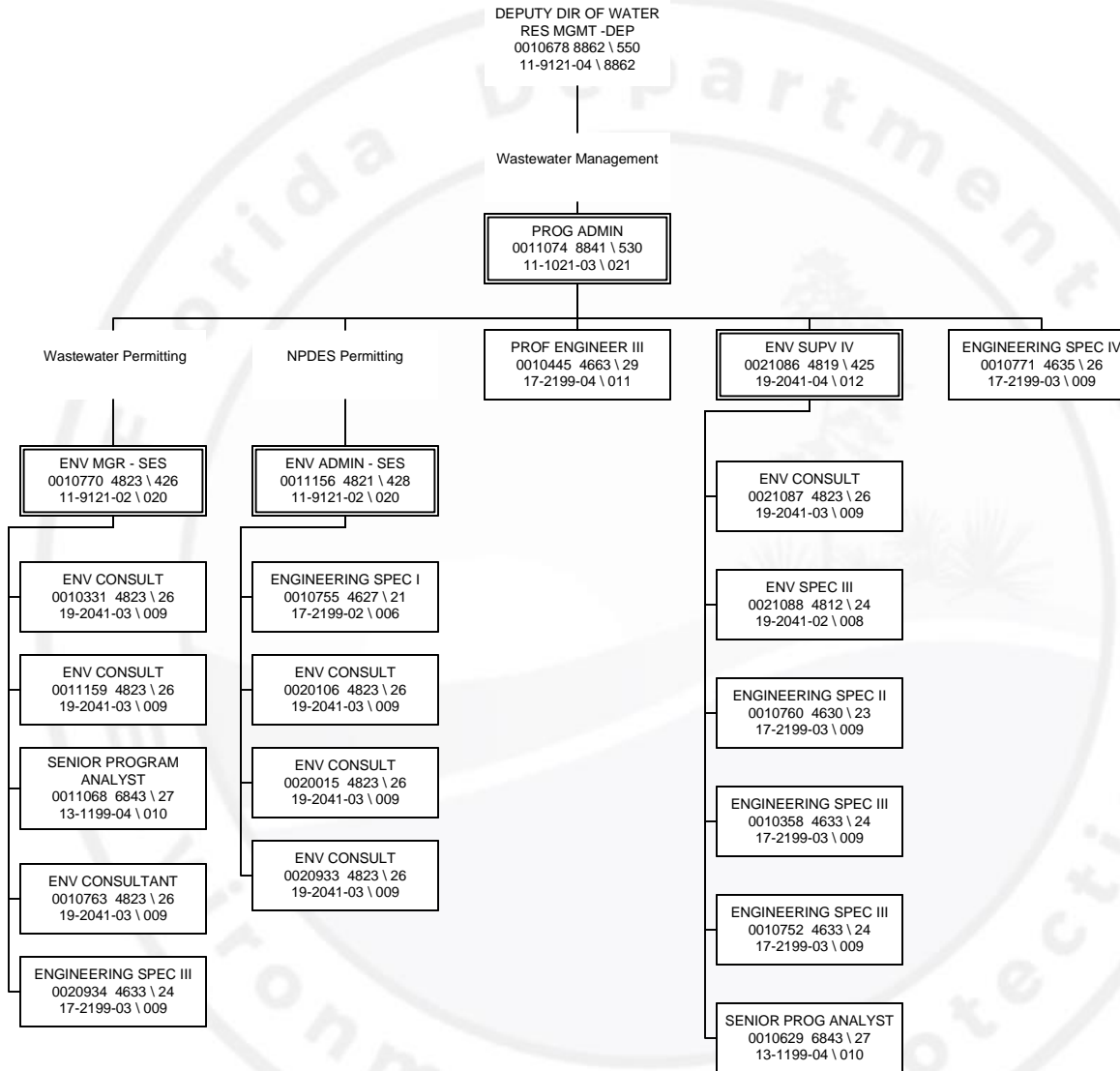




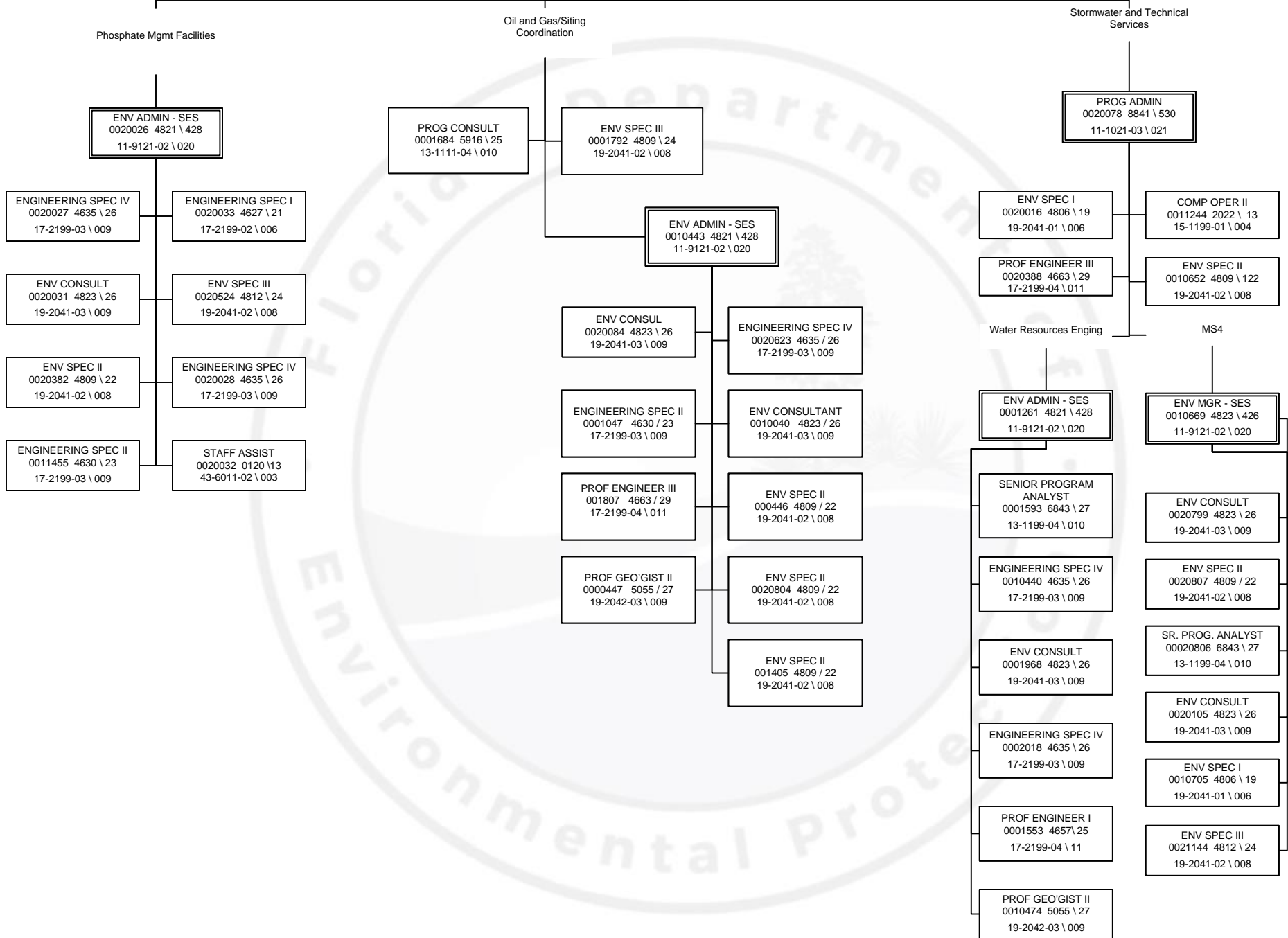


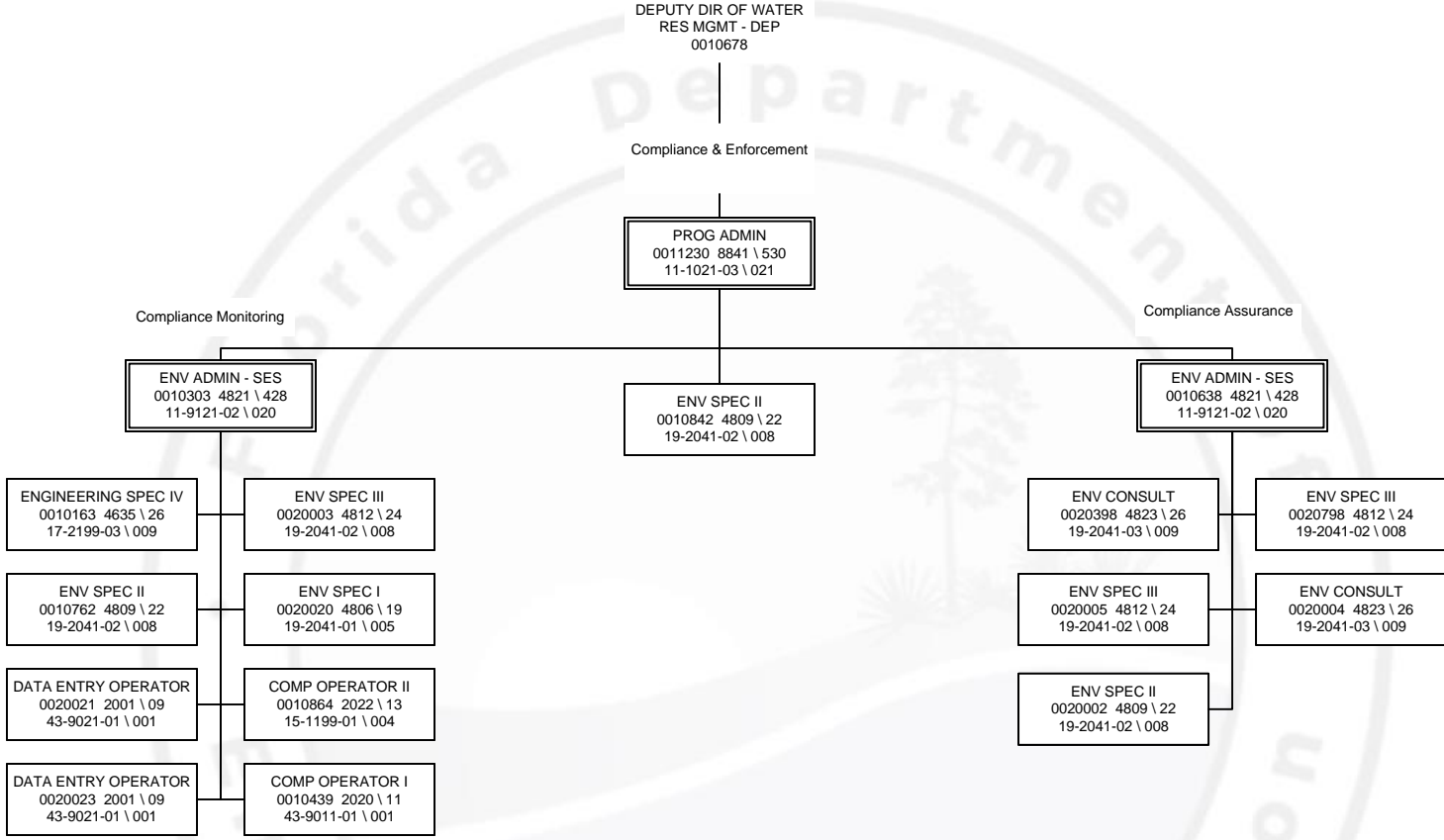




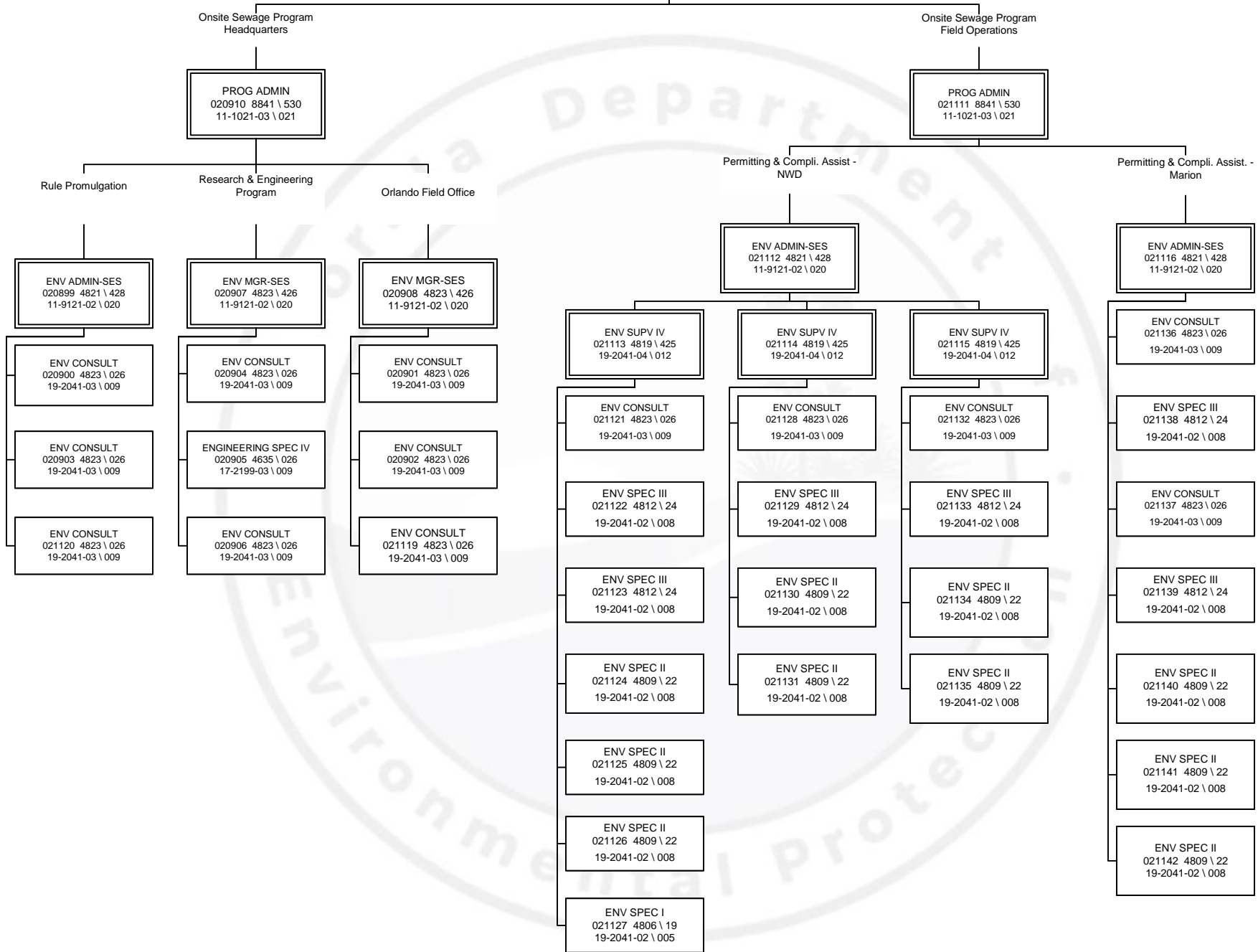


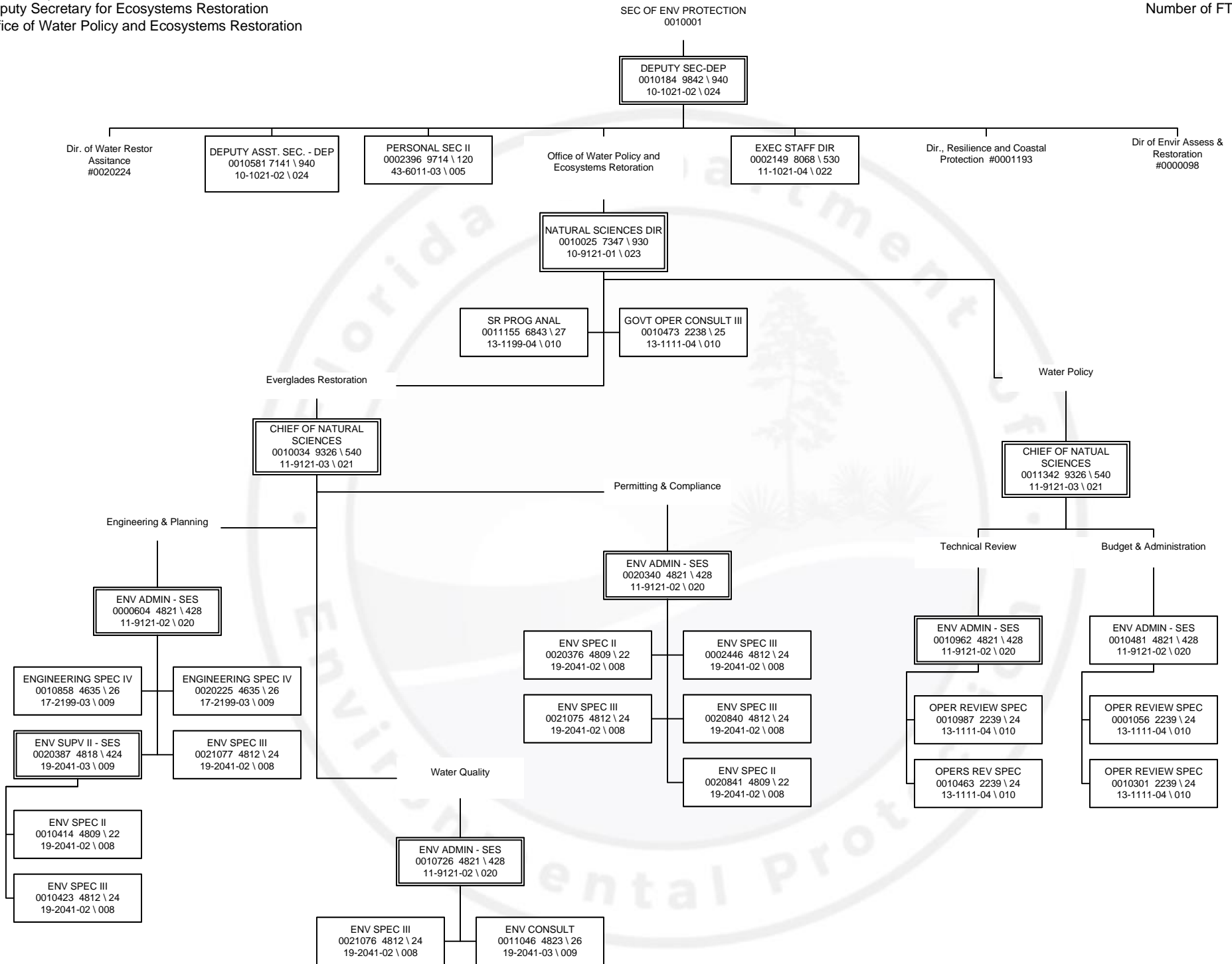
PROG MGMT DIR  
 0000429

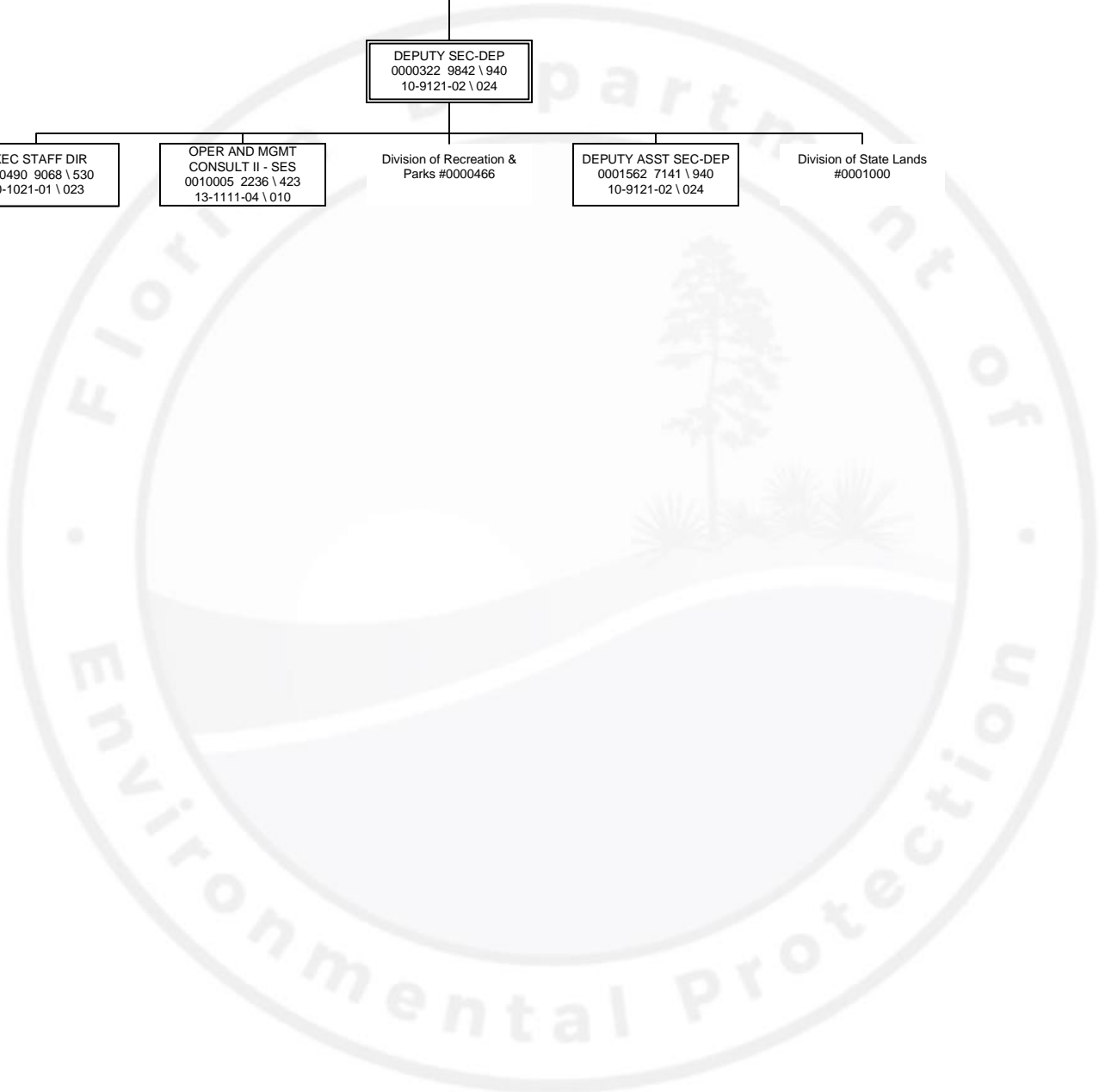
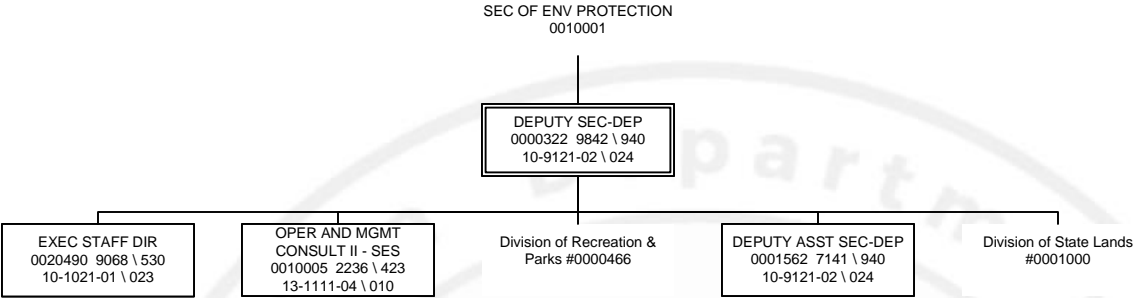


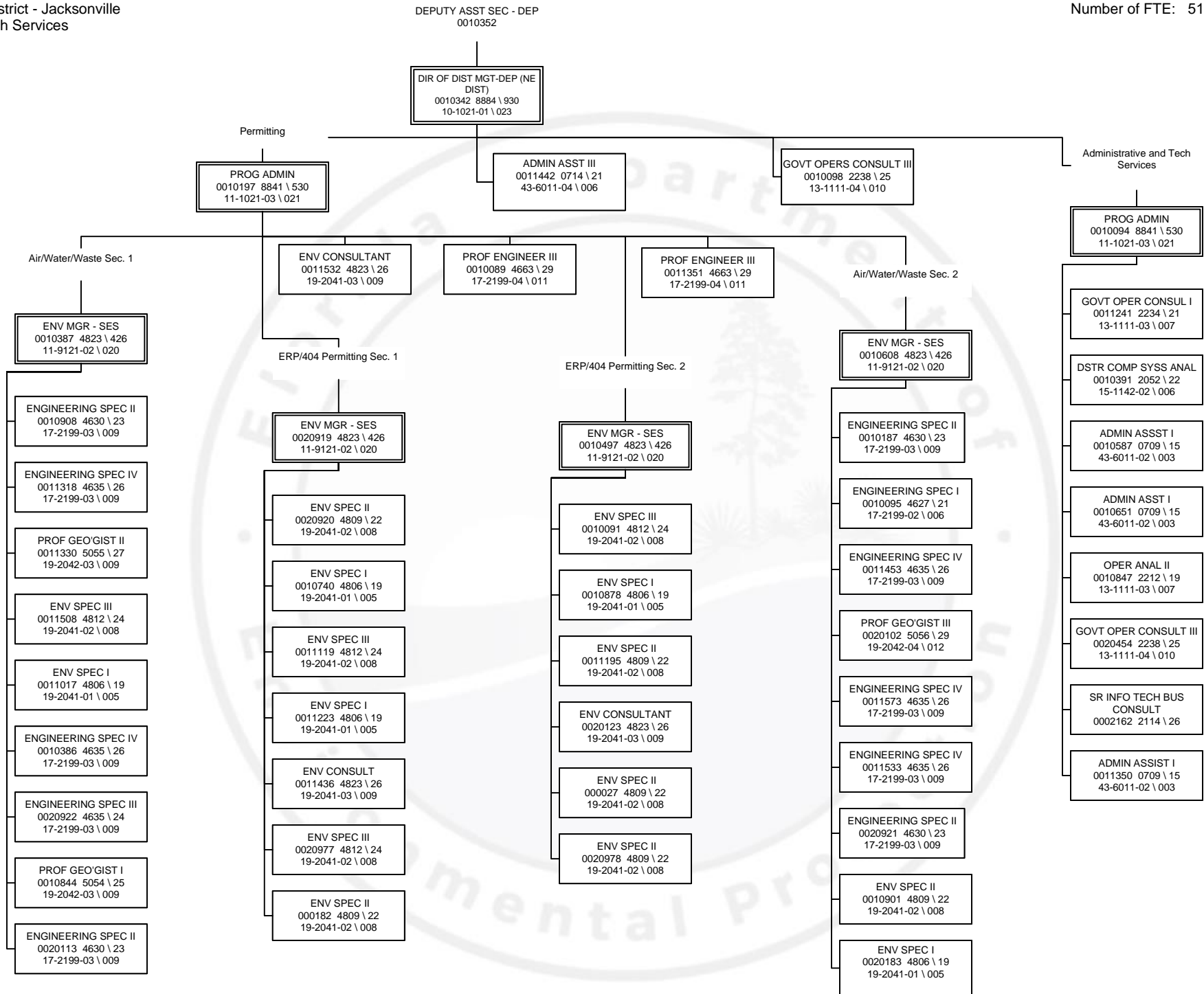


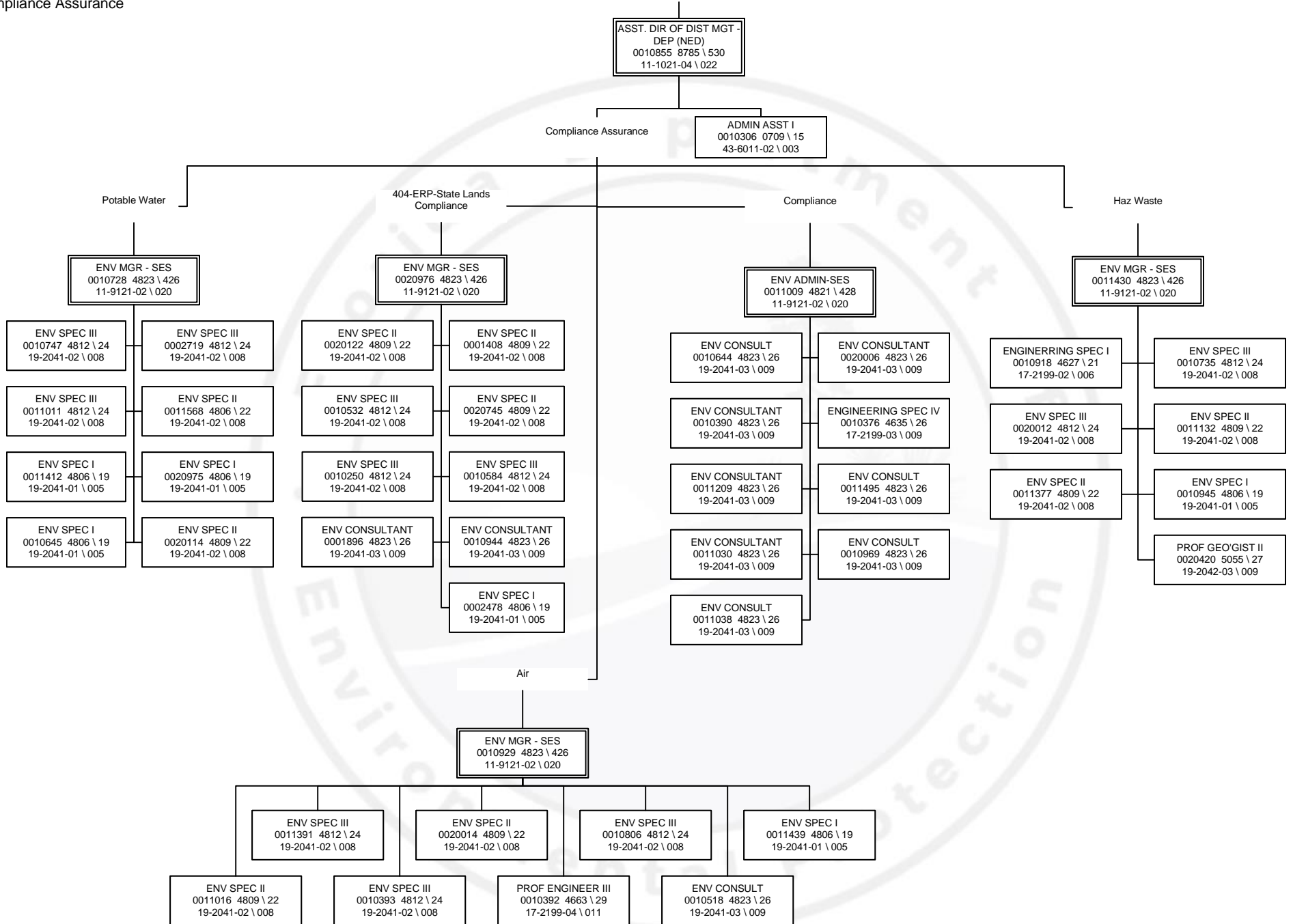
PROG MGMT DIR  
 000429 8207 \ 540  
 11-1021-04 \ 022



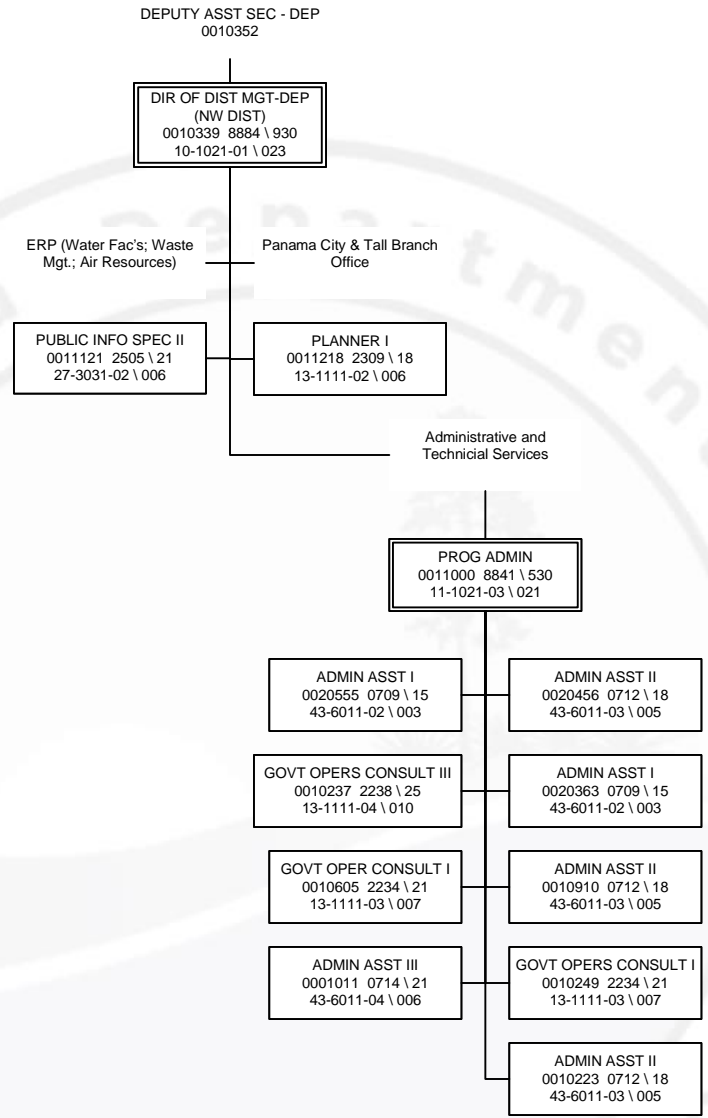


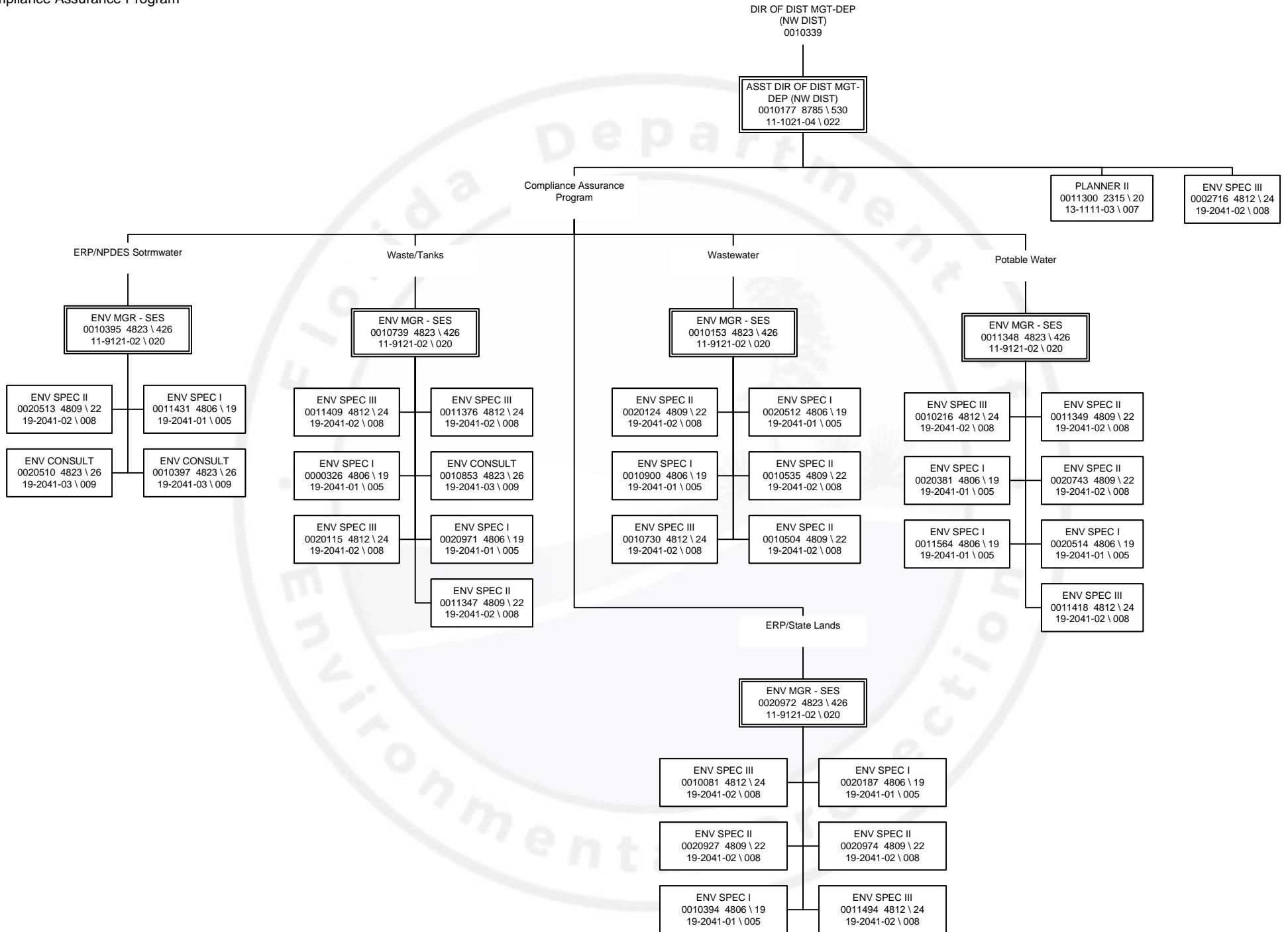


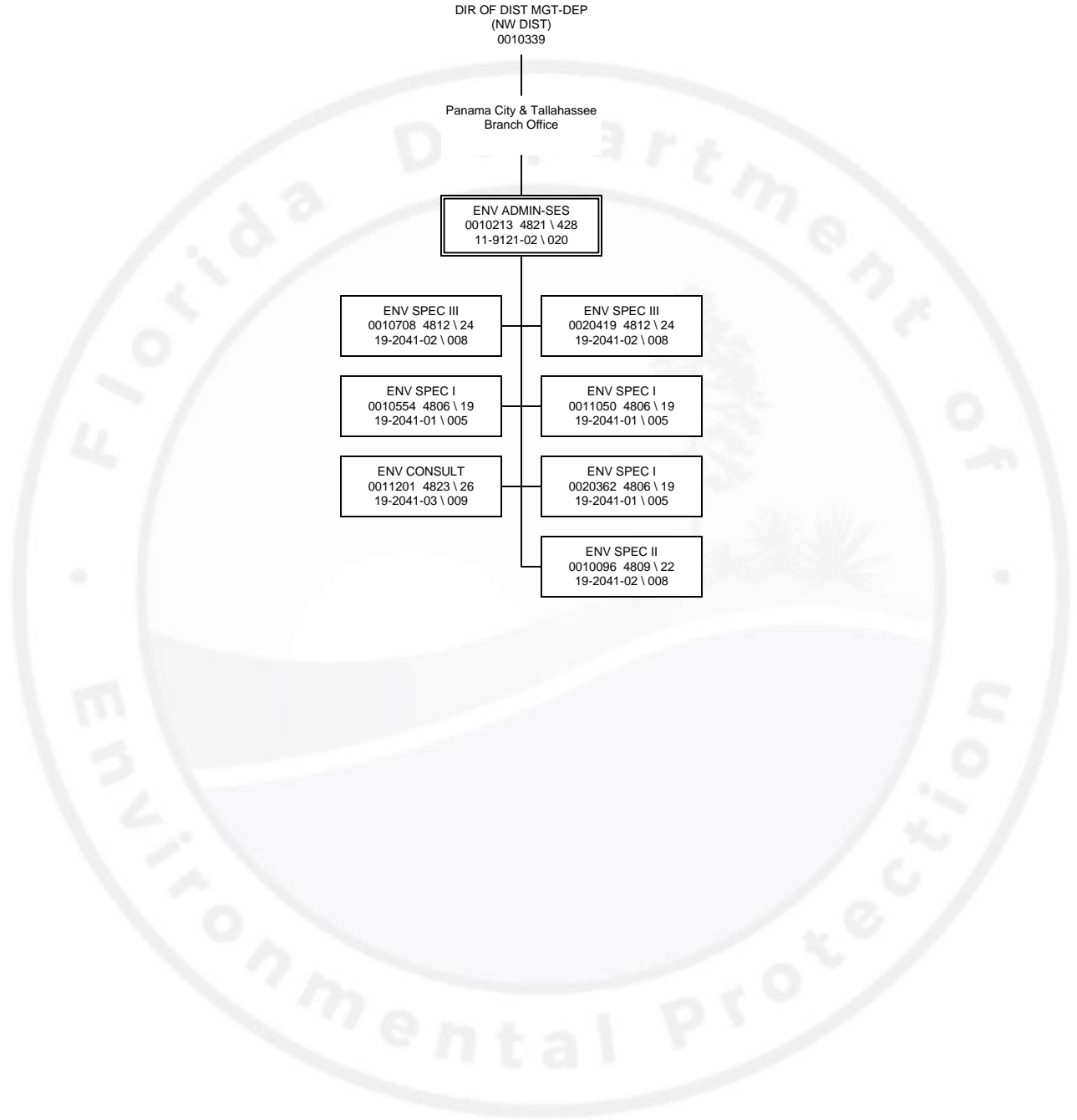












DIR OF DIST MGT-DEP  
(NW DIST)  
0010339

Panama City & Tallahassee  
Branch Office

ENV ADMIN-SES  
0010213 4821 \ 428  
11-9121-02 \ 020

ENV SPEC III  
0010708 4812 \ 24  
19-2041-02 \ 008

ENV SPEC III  
0020419 4812 \ 24  
19-2041-02 \ 008

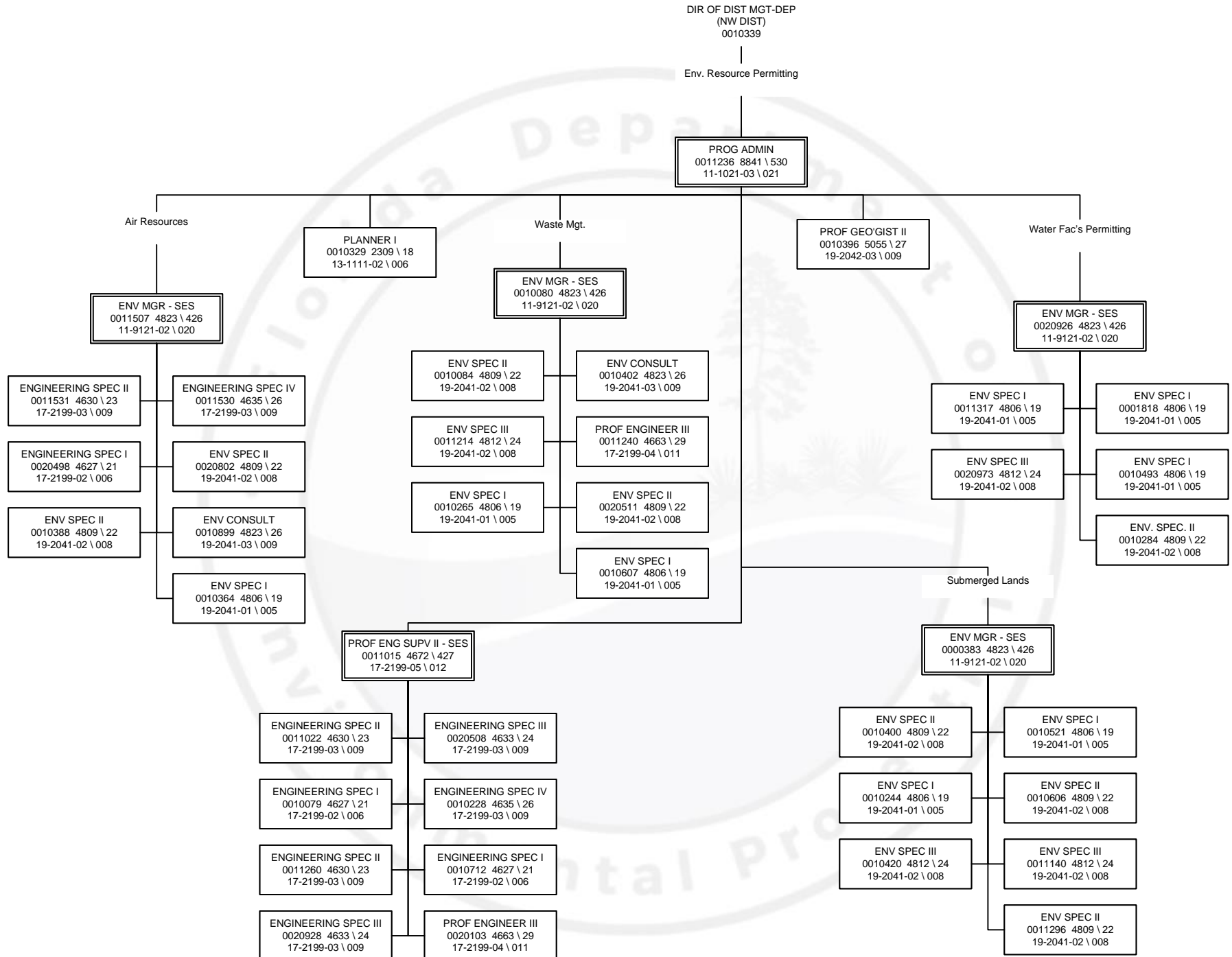
ENV SPEC I  
0010554 4806 \ 19  
19-2041-01 \ 005

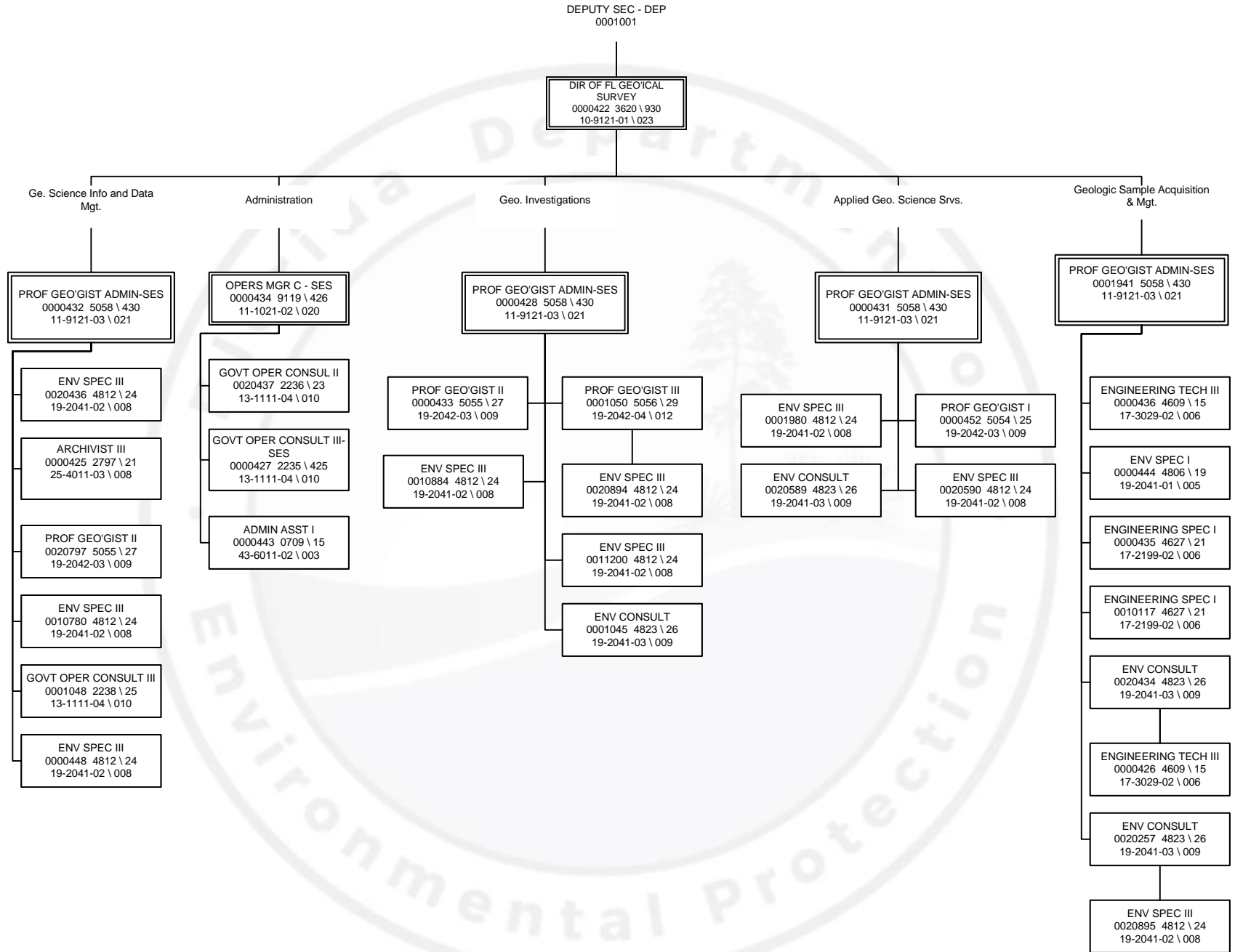
ENV SPEC I  
0011050 4806 \ 19  
19-2041-01 \ 005

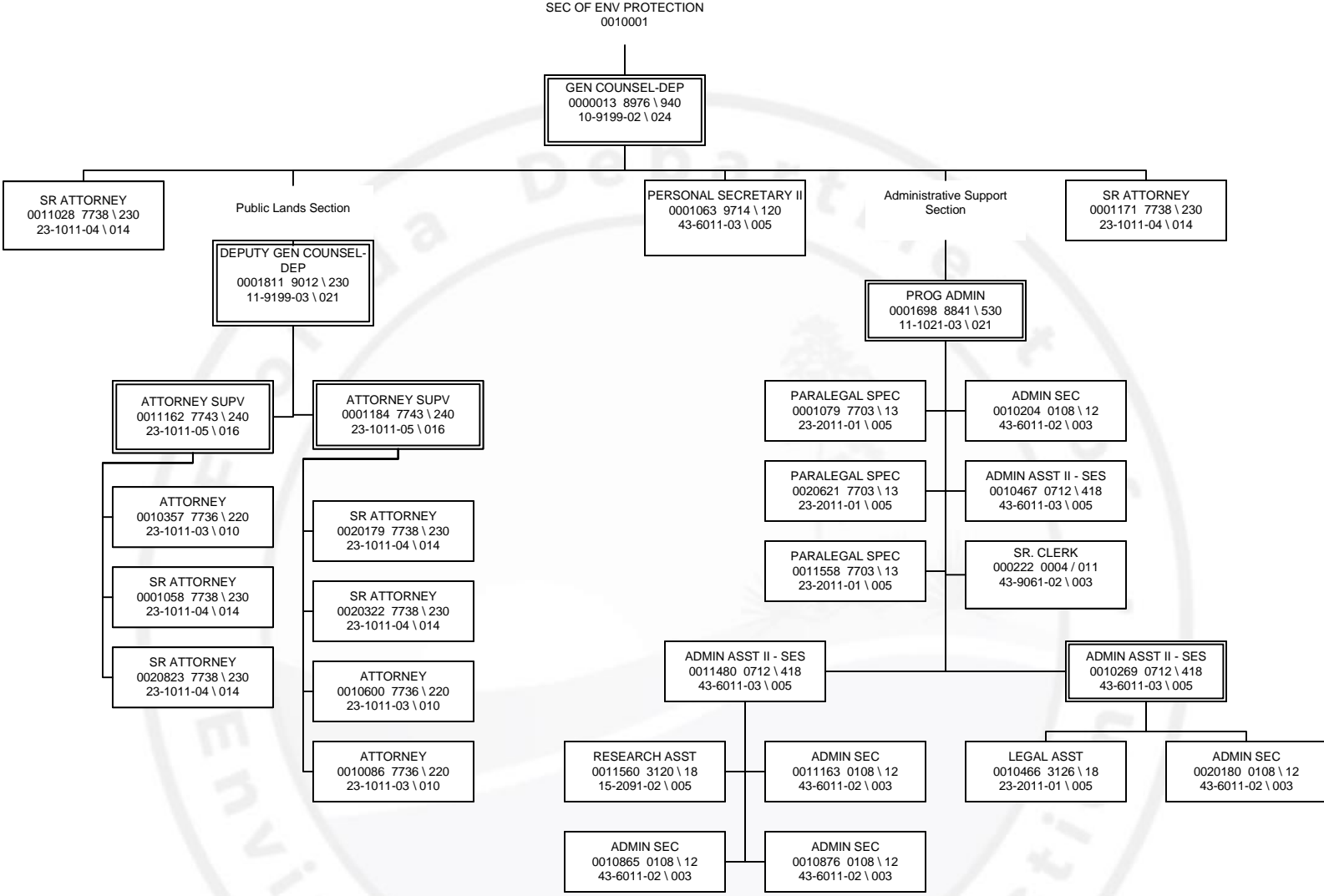
ENV CONSULT  
0011201 4823 \ 26  
19-2041-03 \ 009

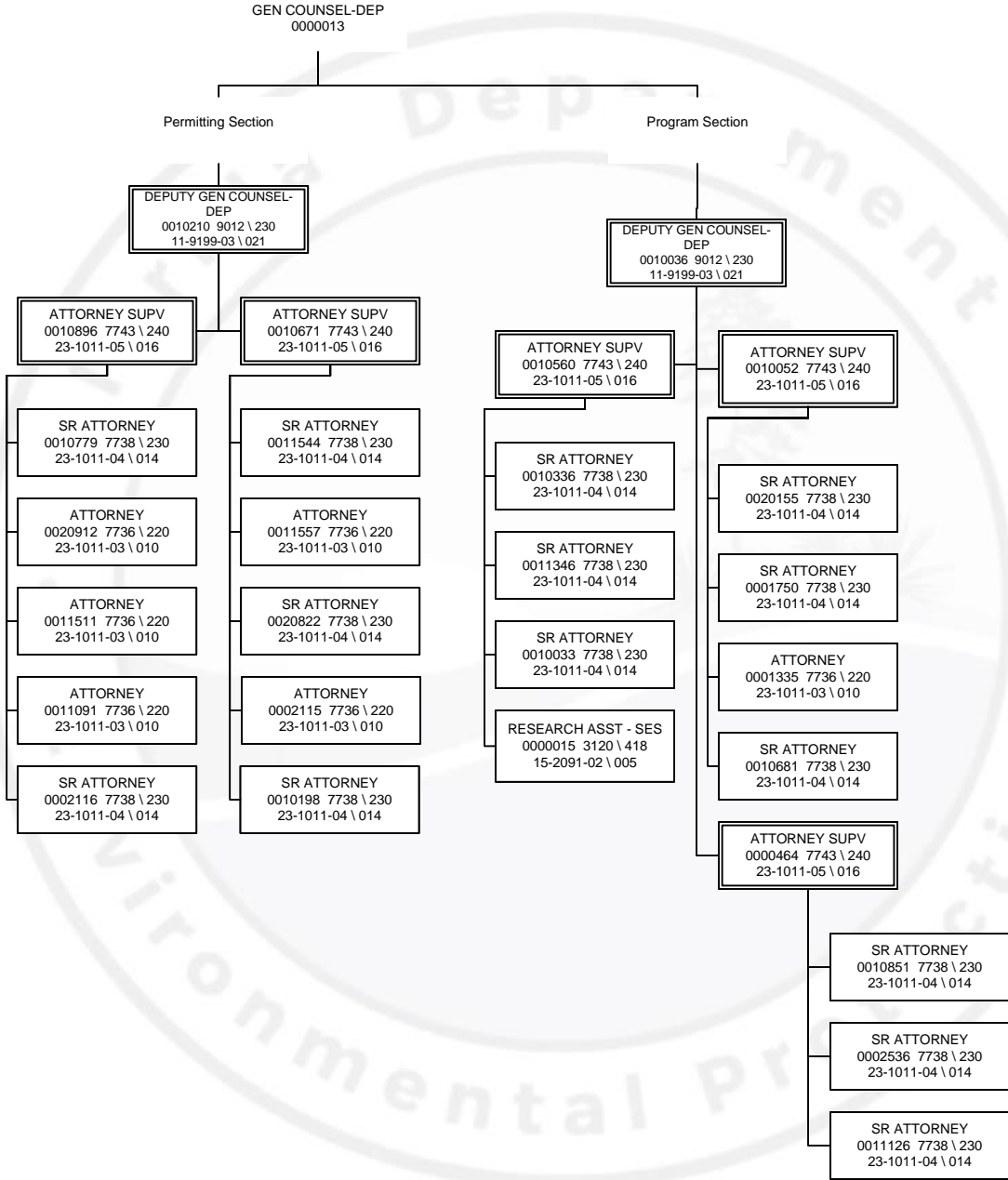
ENV SPEC I  
0020362 4806 \ 19  
19-2041-01 \ 005

ENV SPEC II  
0010096 4809 \ 22  
19-2041-02 \ 008

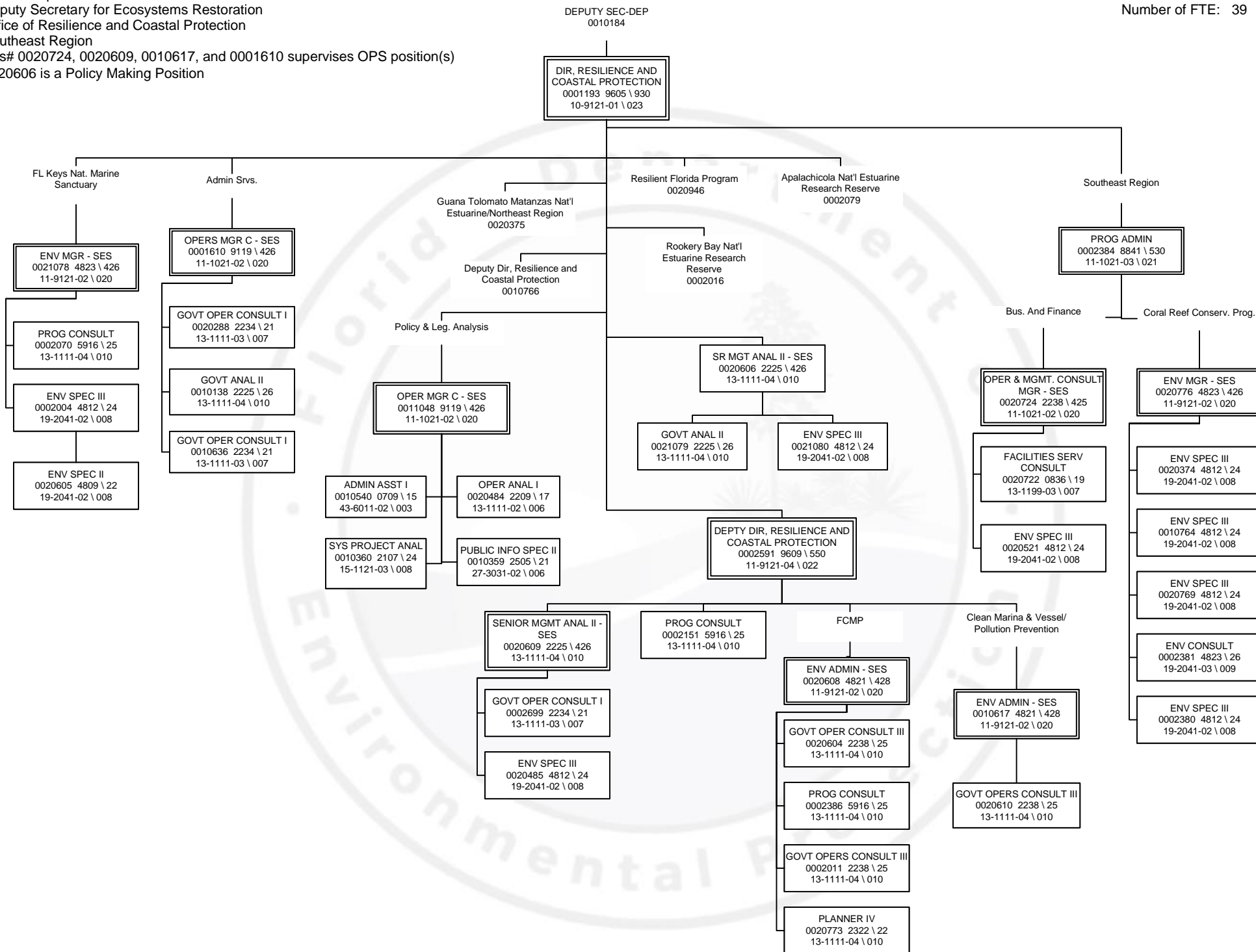








Southeast Region  
 Pos# 0020724, 0020609, 0010617, and 0001610 supervises OPS position(s)  
 0020606 is a Policy Making Position



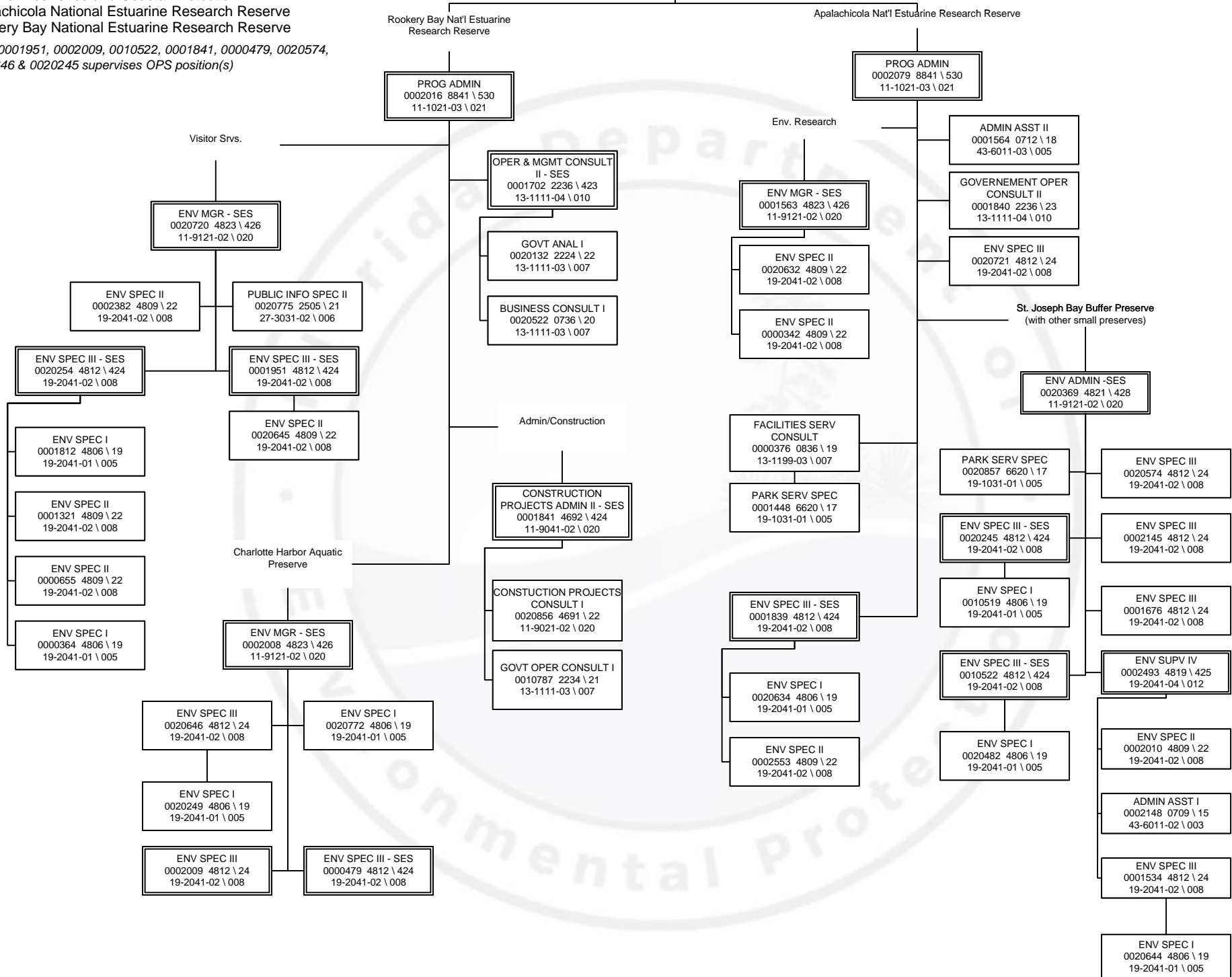


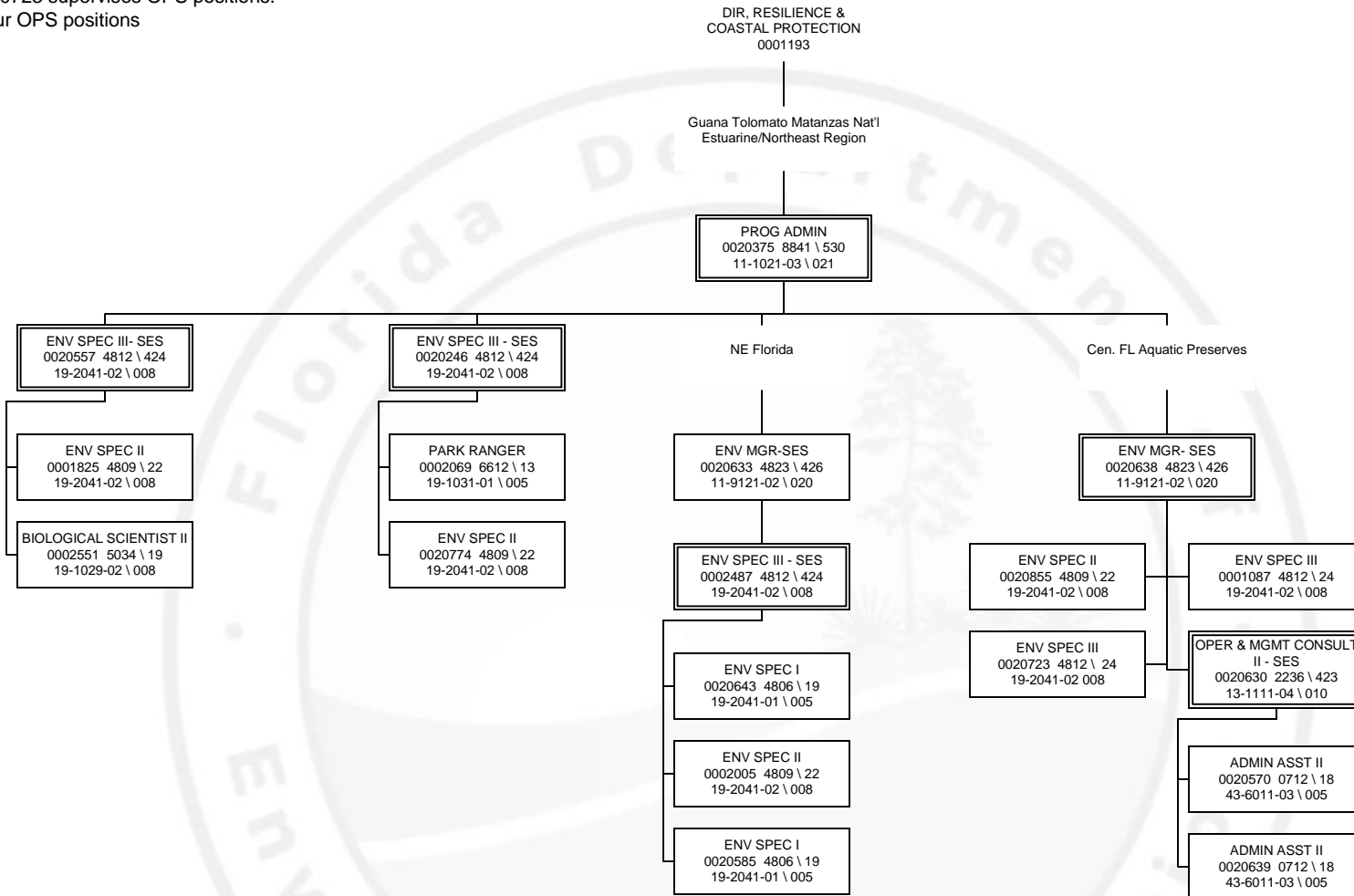
Florida Department of Environmental Protection  
 Deputy Secretary for Ecosystems Restoration  
 Office of Resilience and Coastal Protection  
 Apalachicola National Estuarine Research Reserve  
 Rookery Bay National Estuarine Research Reserve

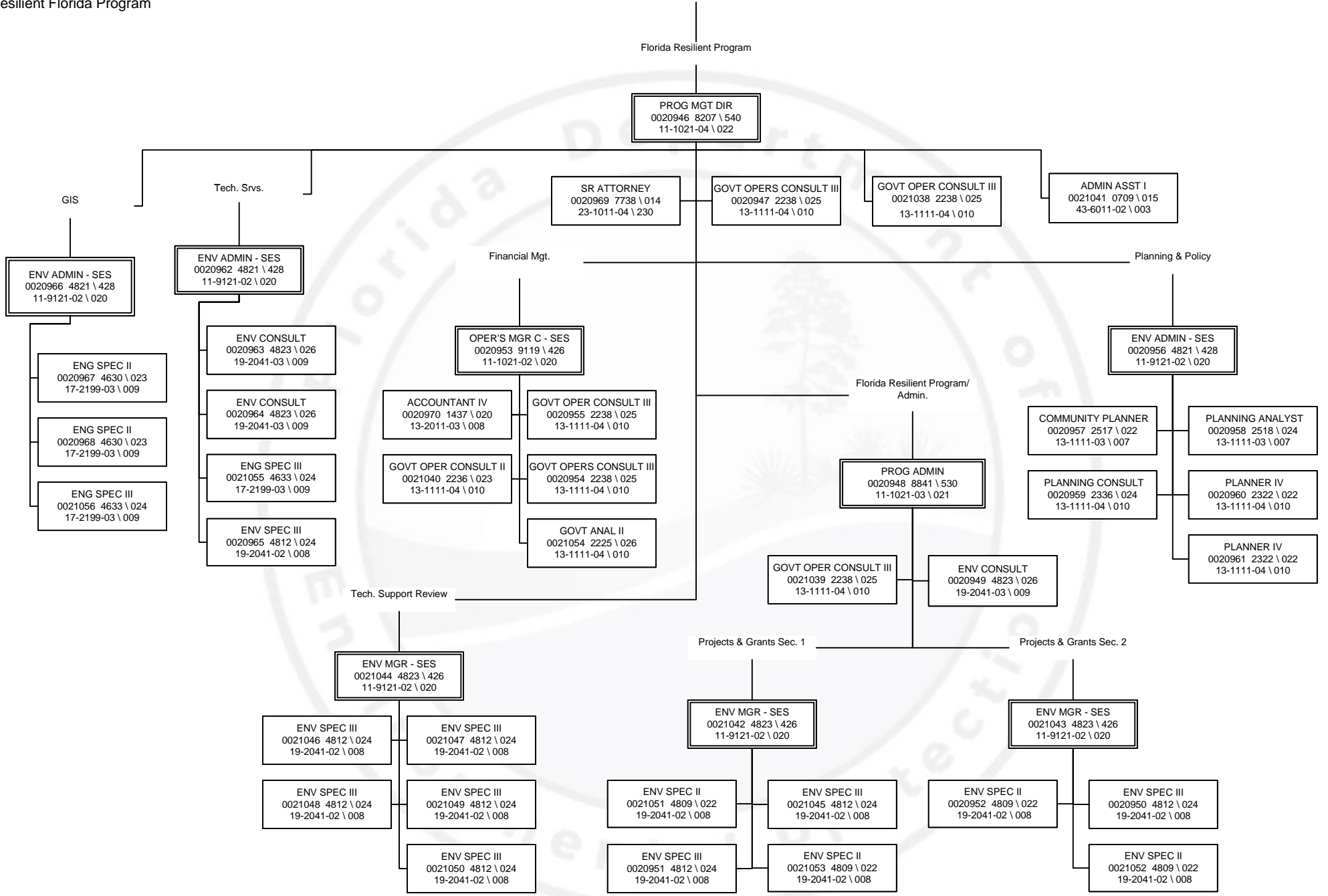
Pos# 0001951, 0002009, 0010522, 0001841, 0000479, 0020574,  
 0020646 & 0020245 supervises OPS position(s)

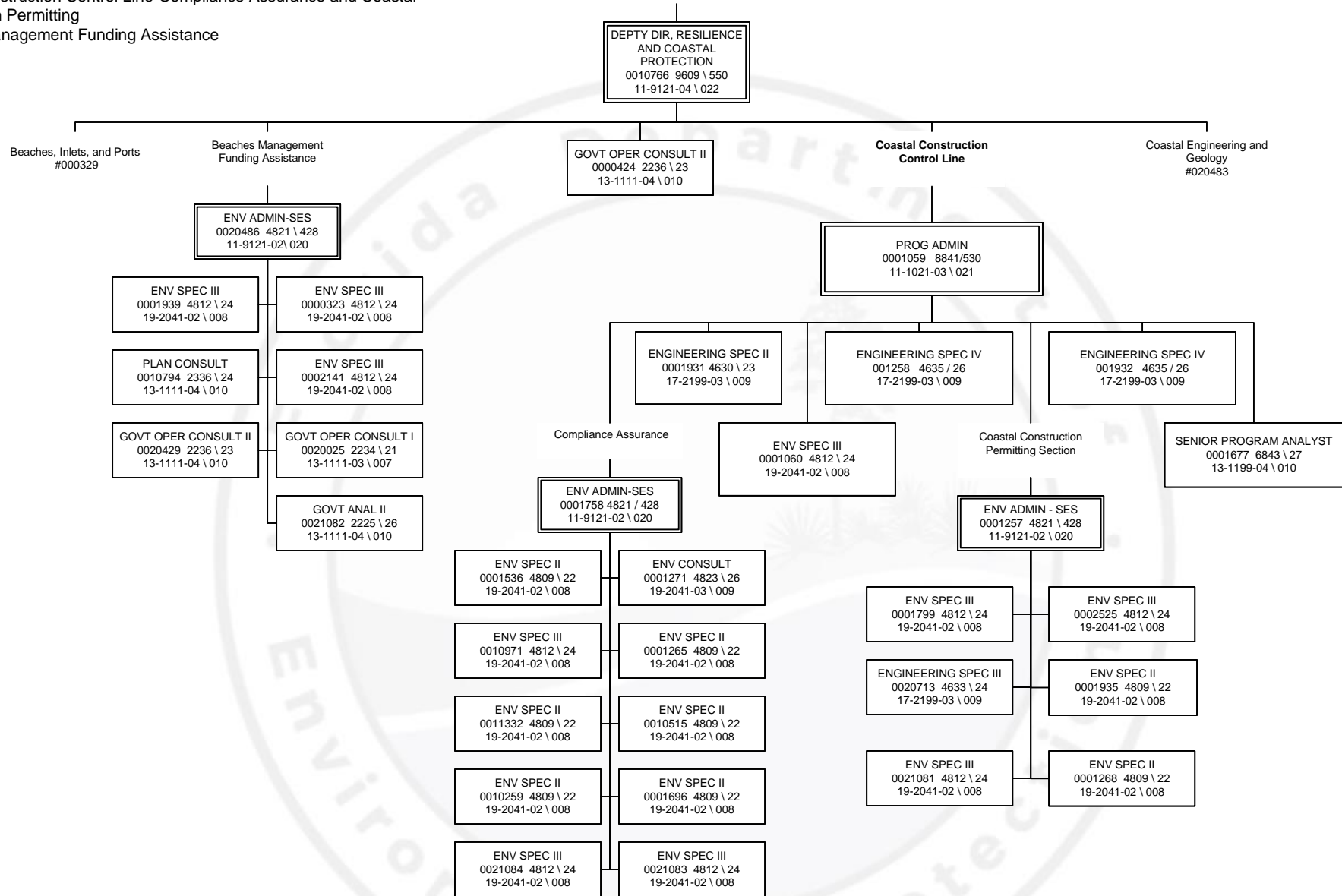
DIR, RESILIENCE &  
 COASTAL PROTECTION  
 0001193

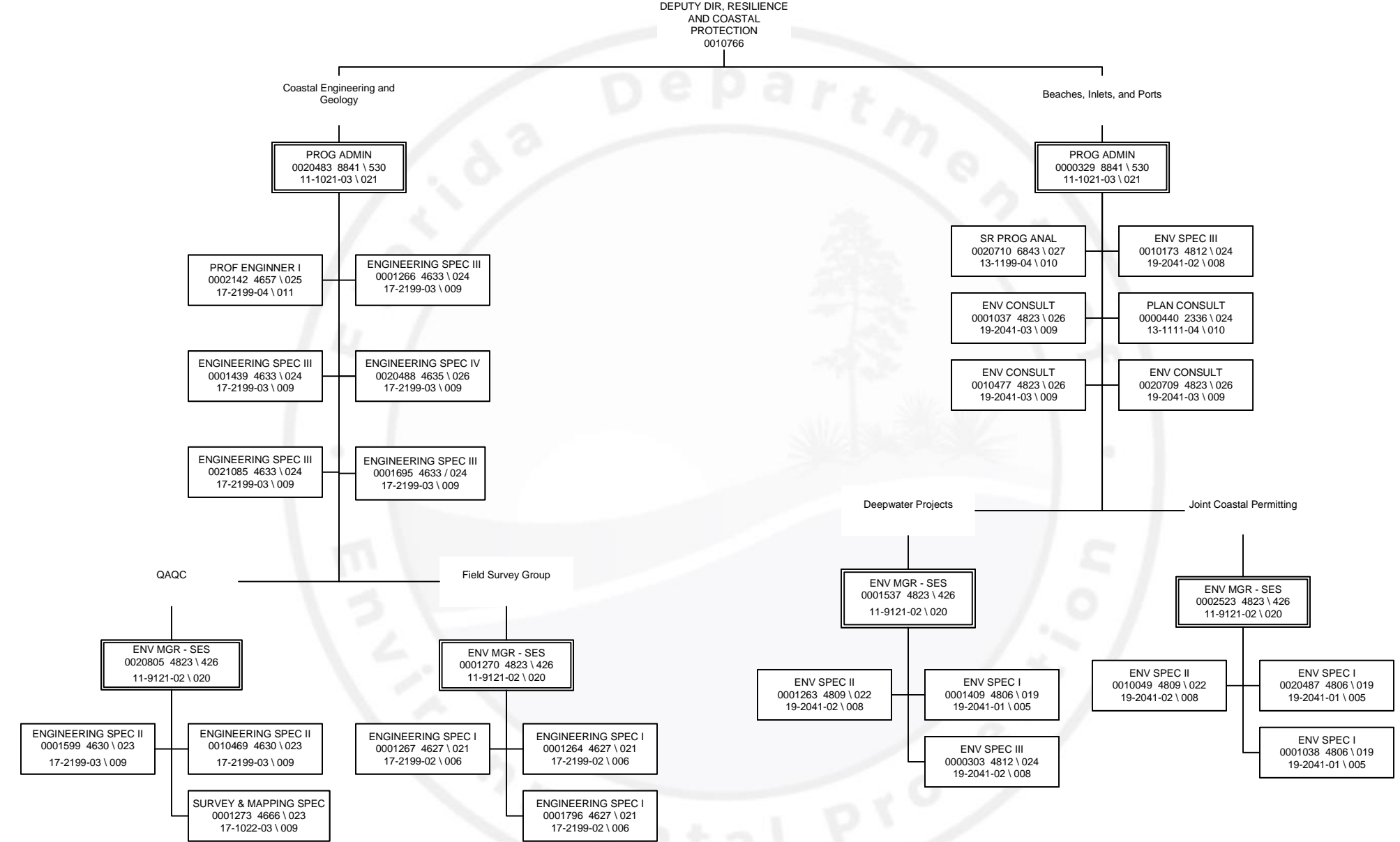
Effective Date: 07/01/2024  
 Number of FTE: 49

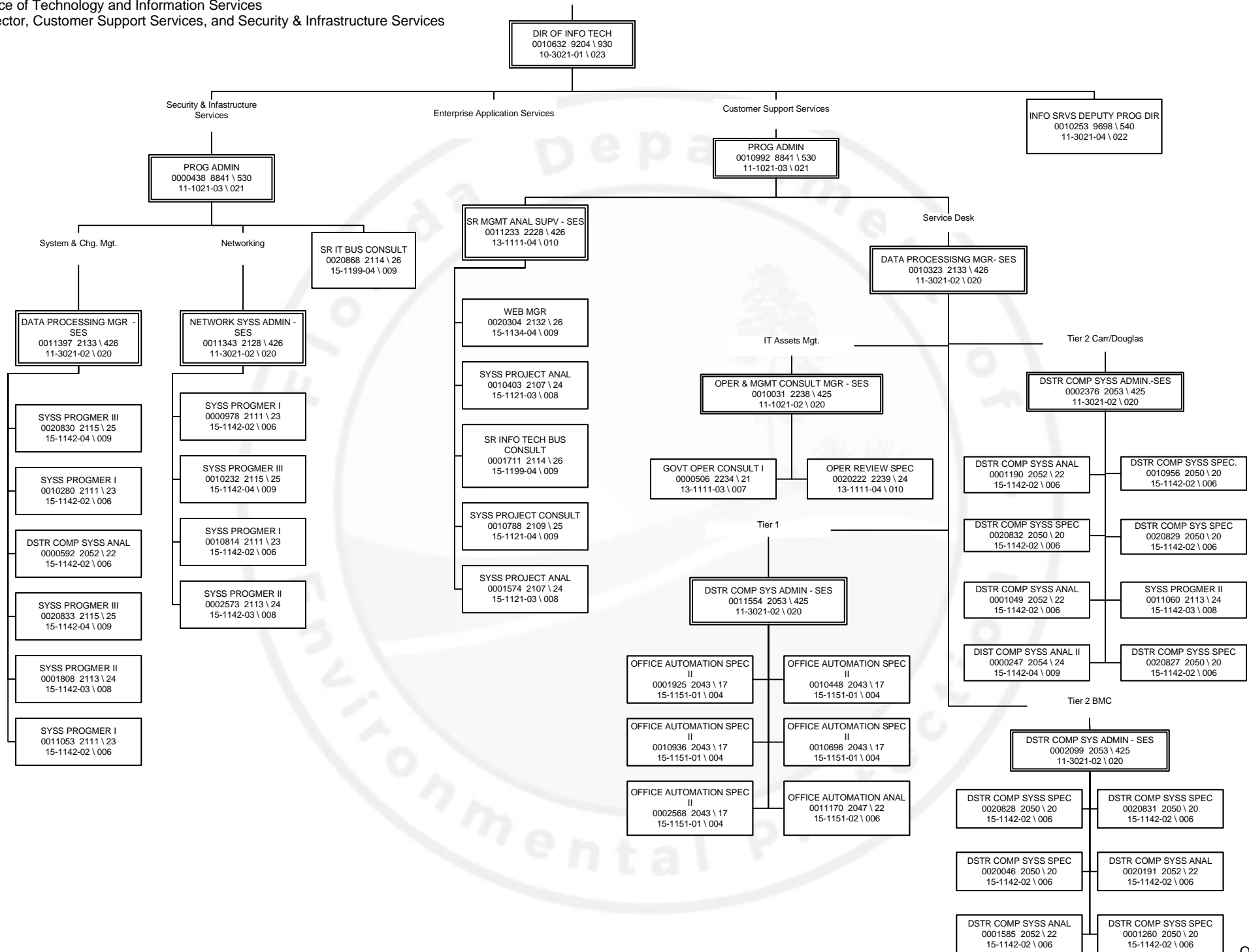




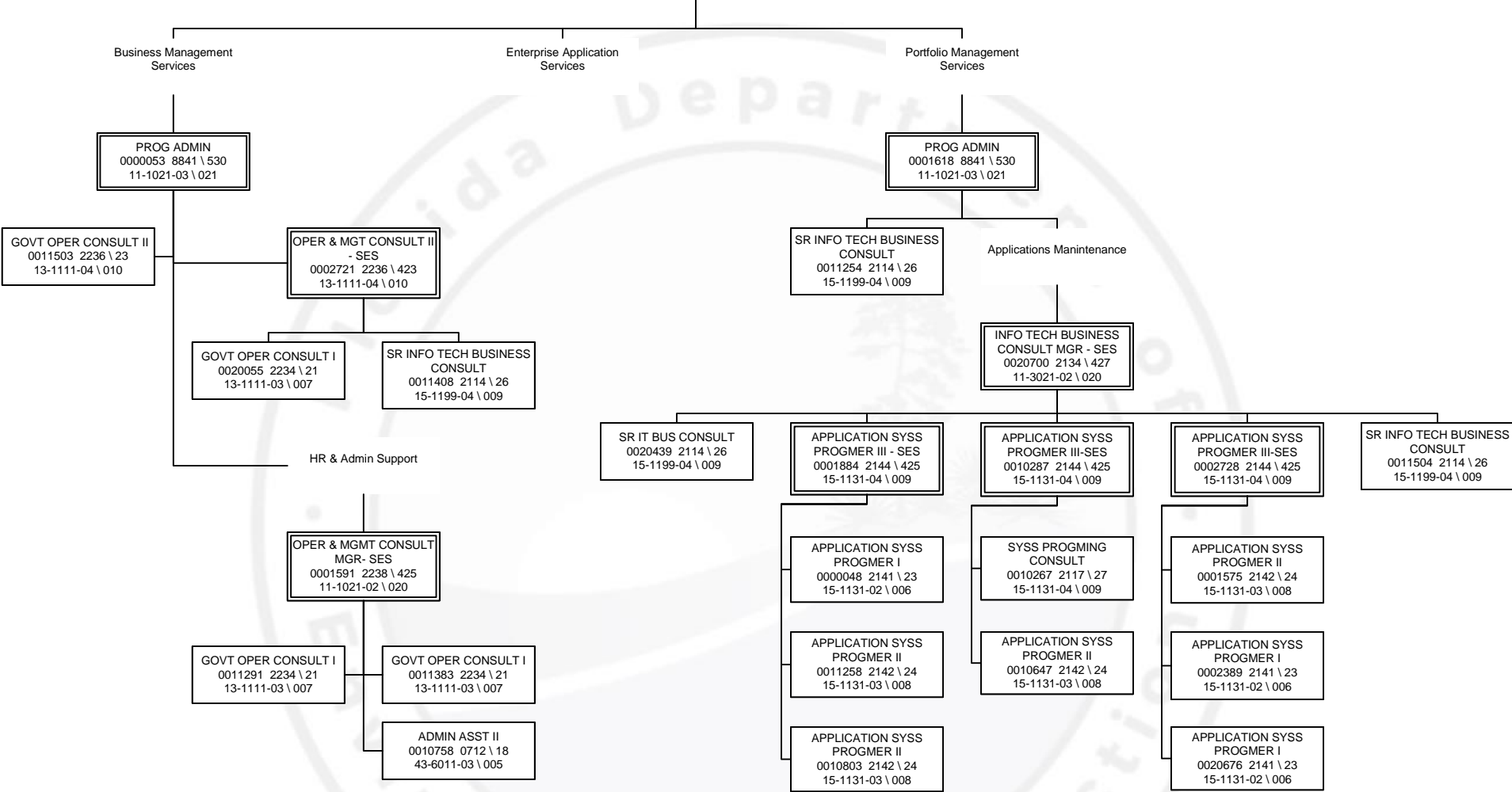


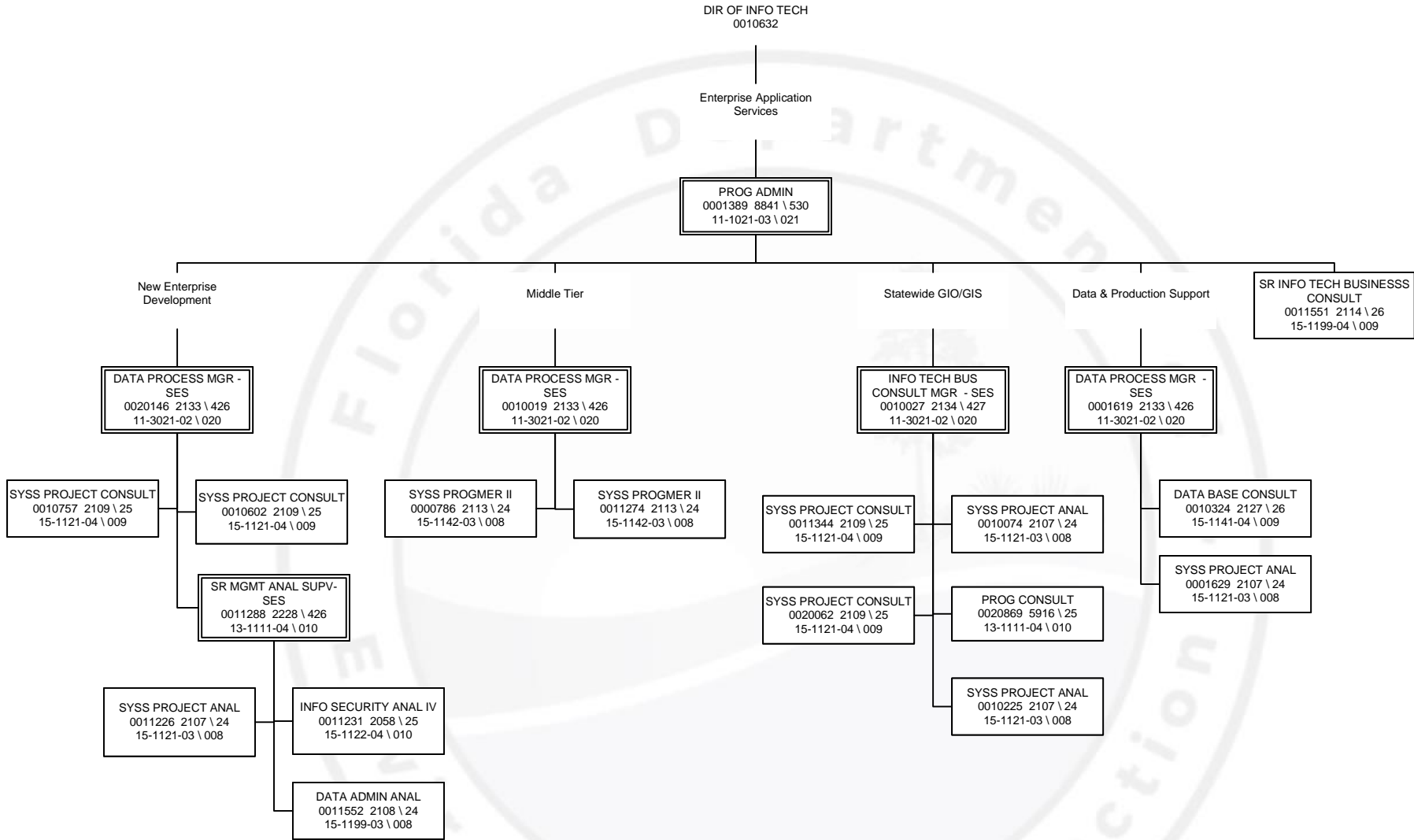




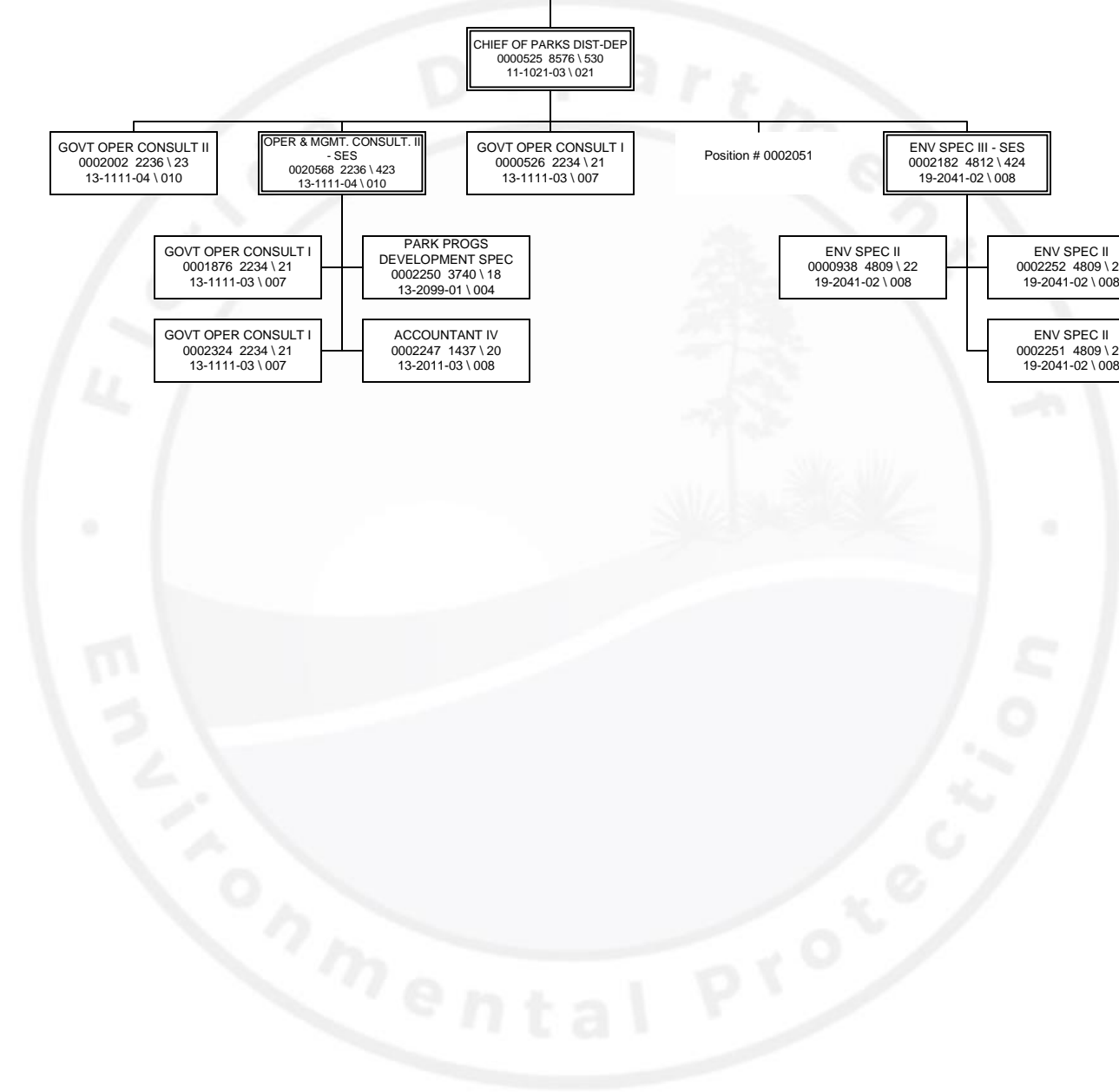
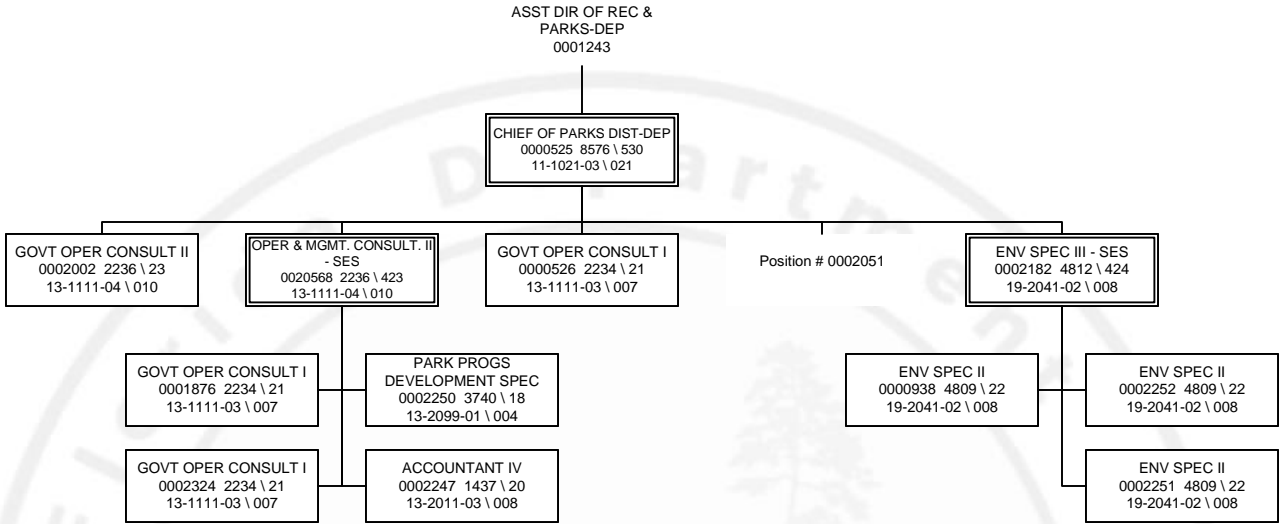


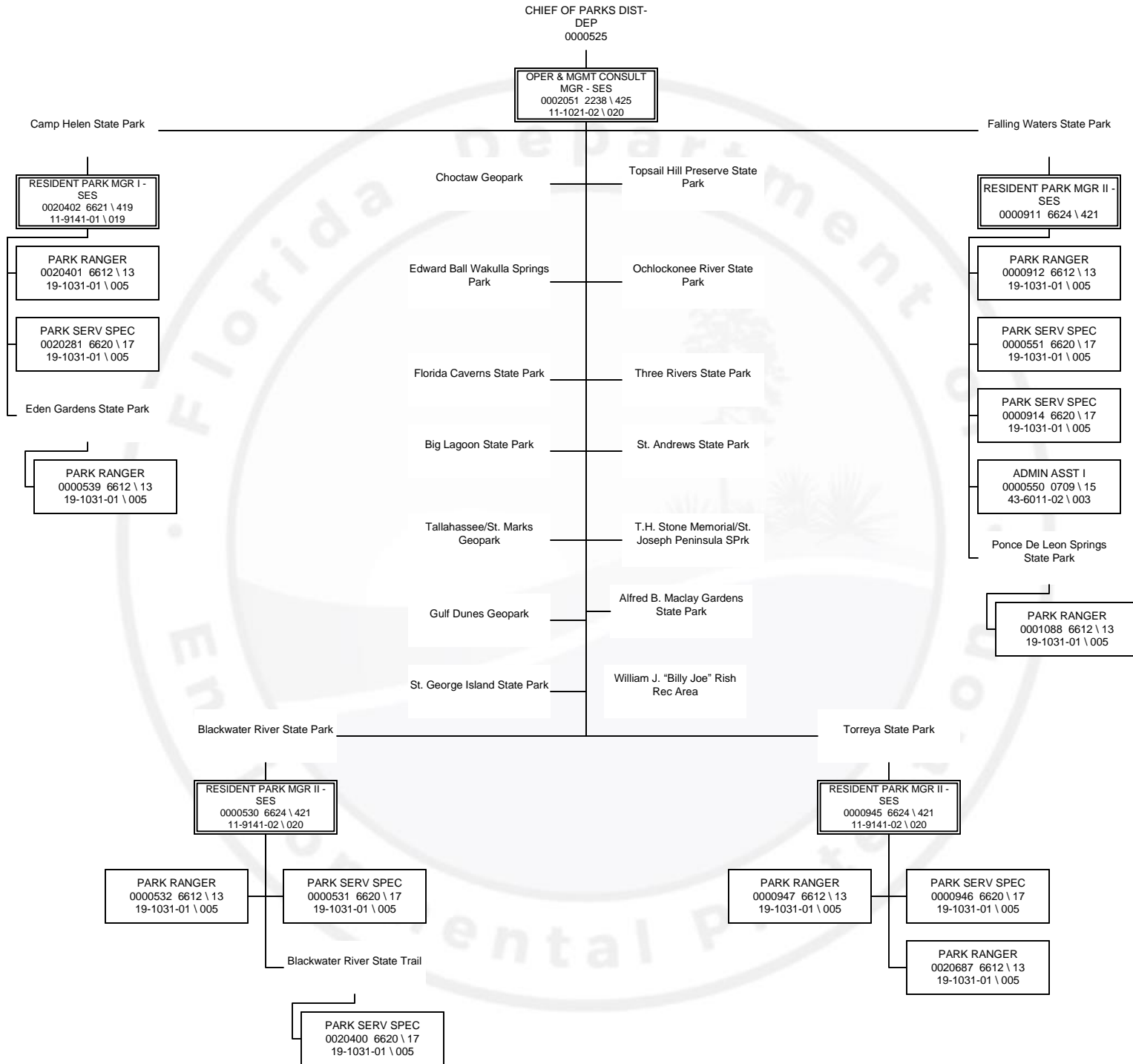
DIR OF INFO TECH  
 0010632

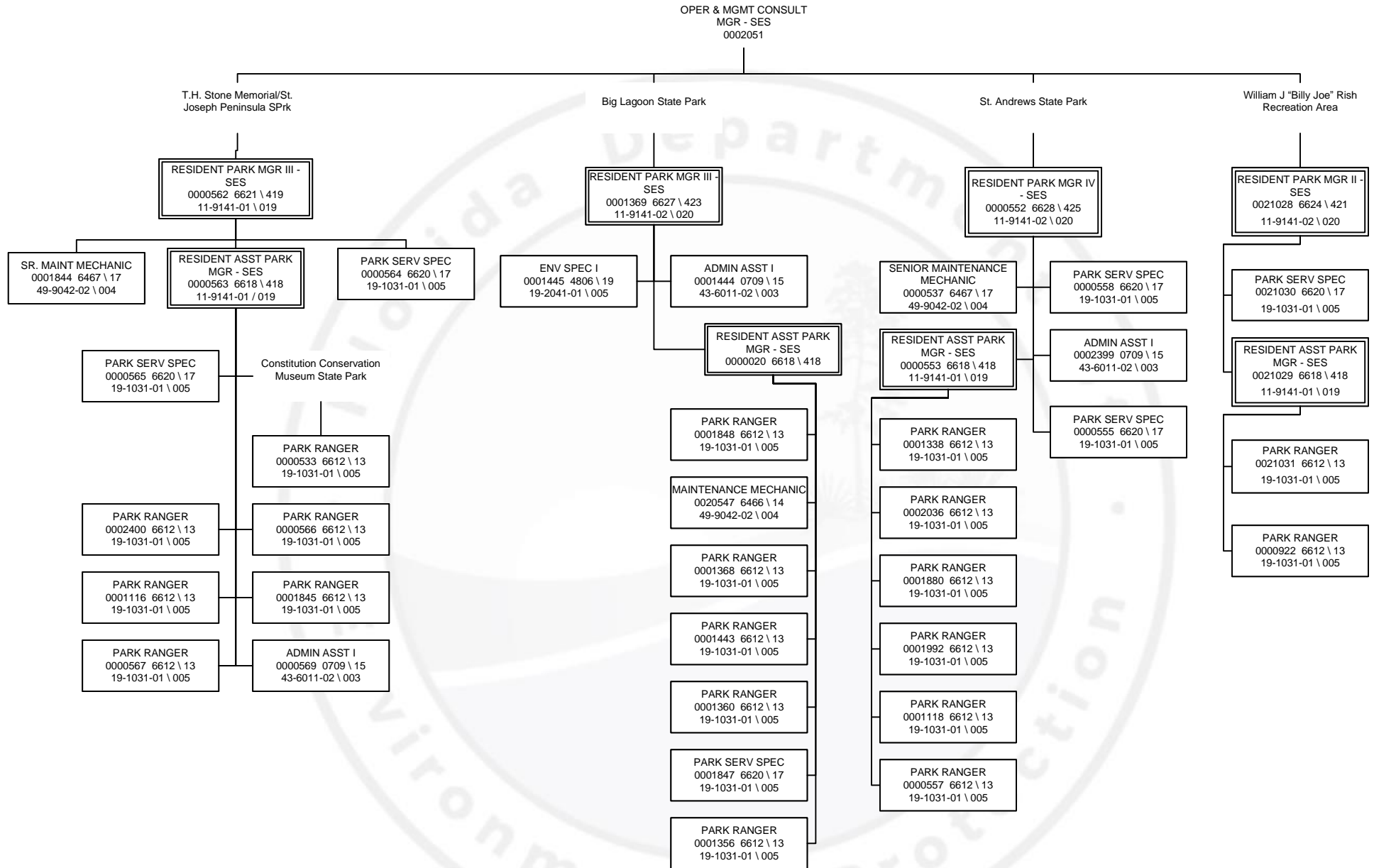




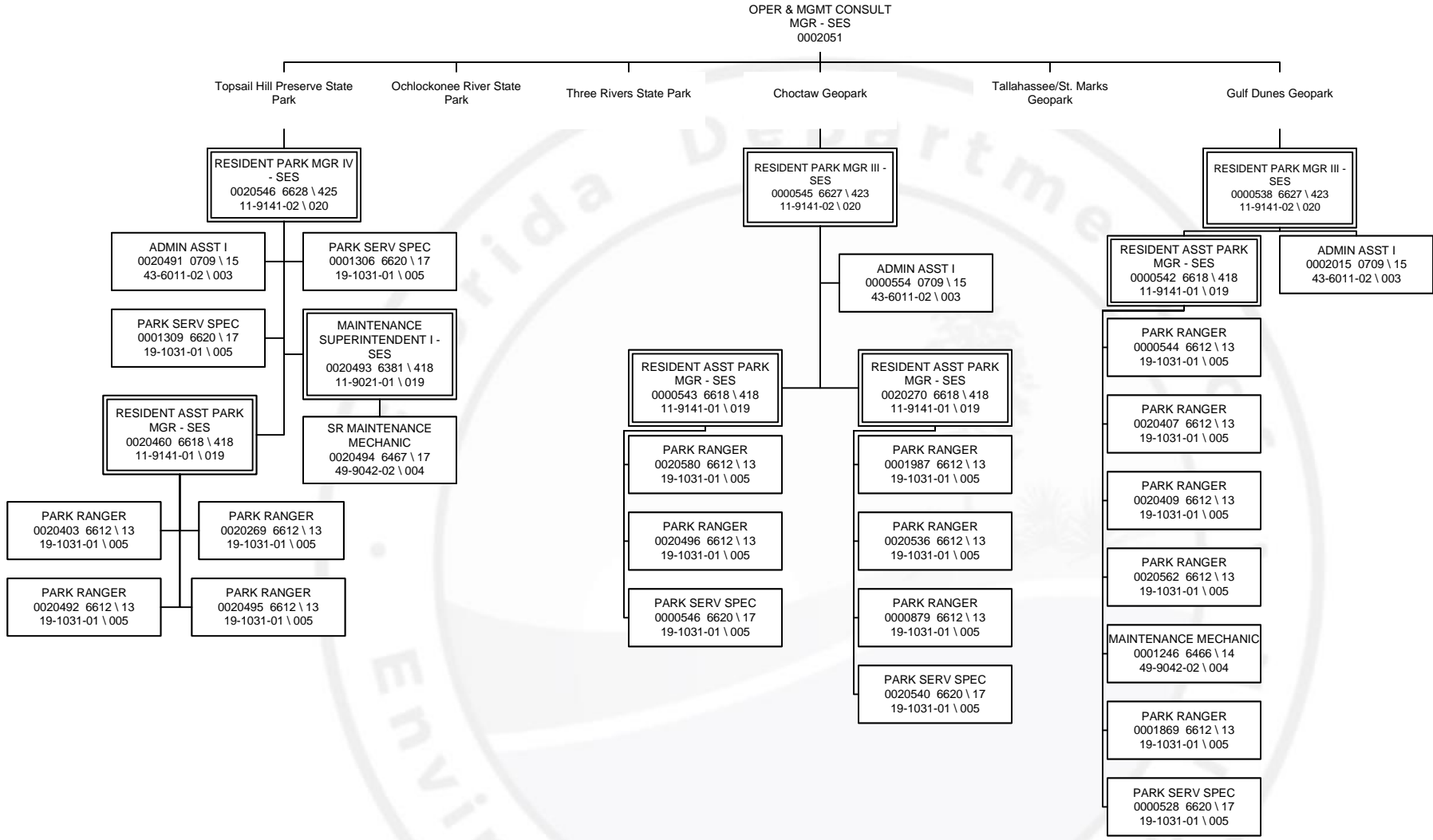




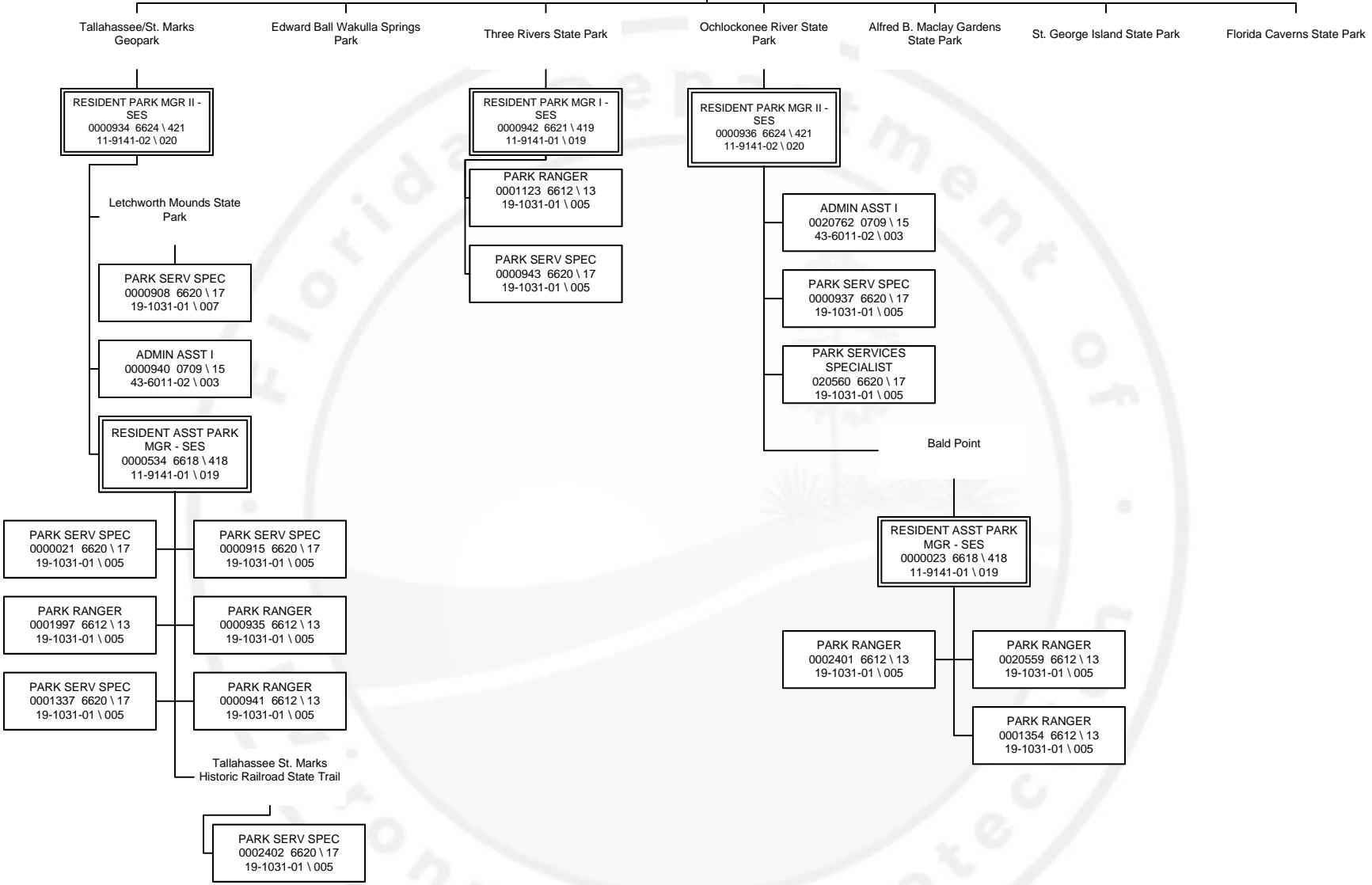


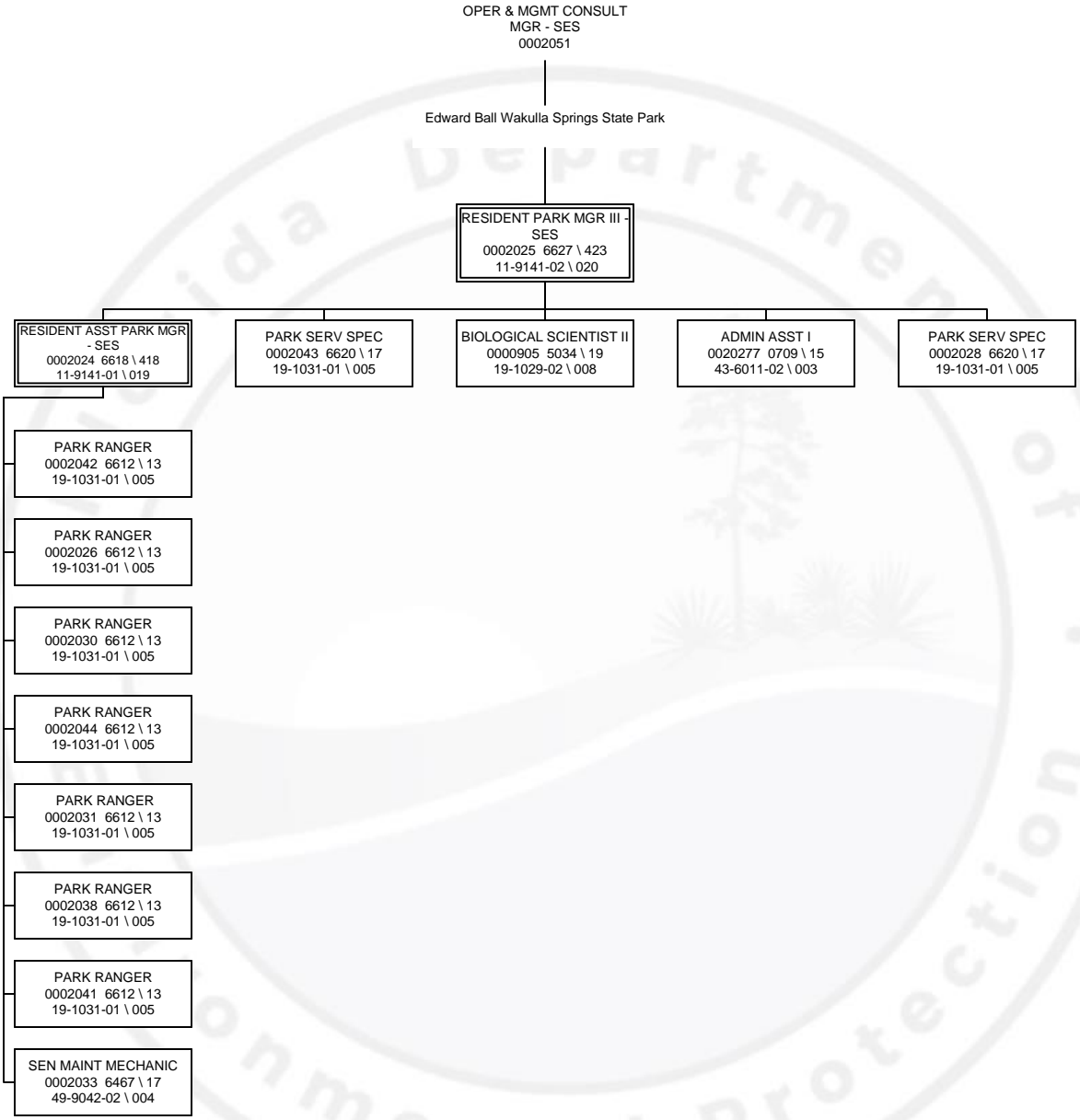


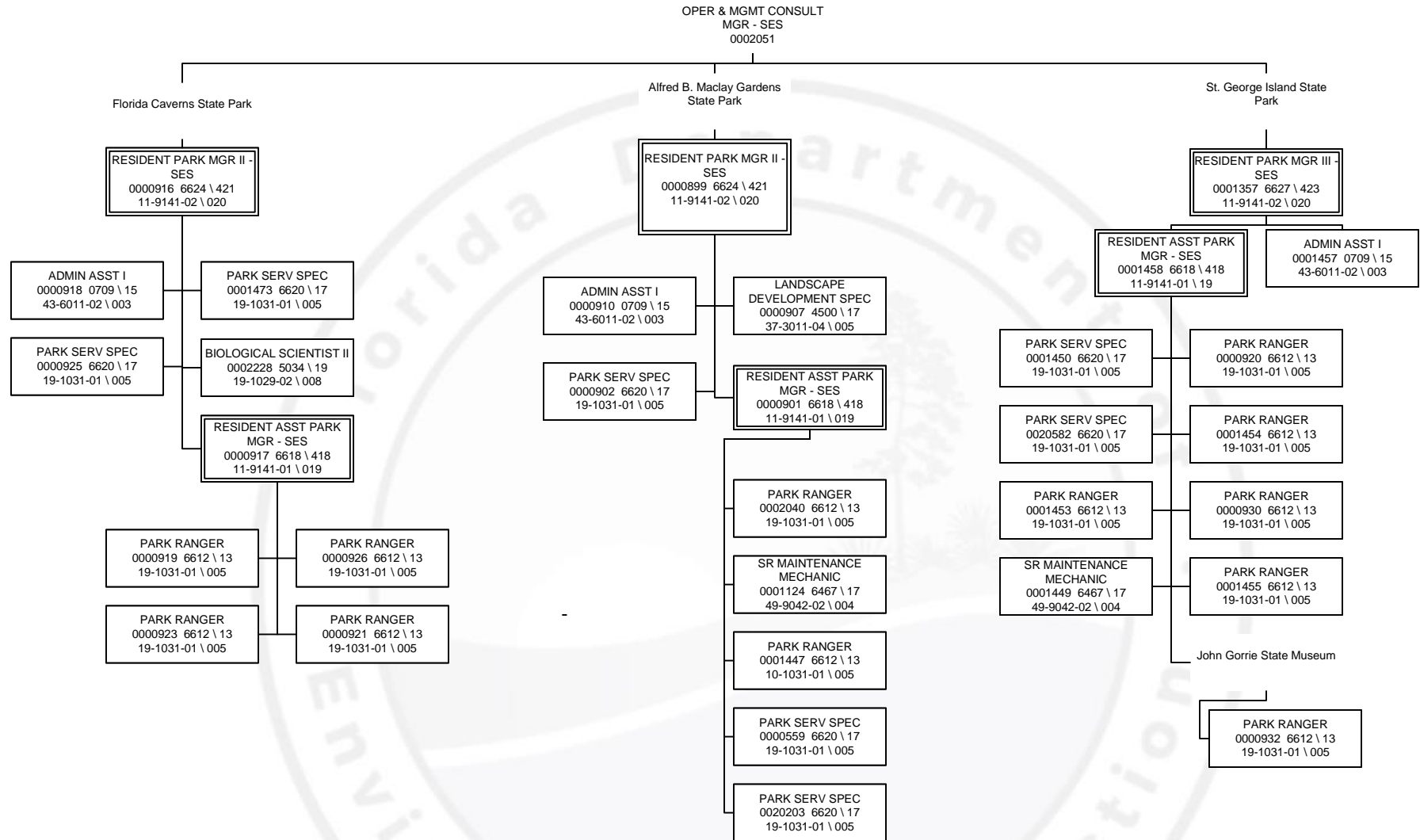
0020493 supervises OPS position(s)



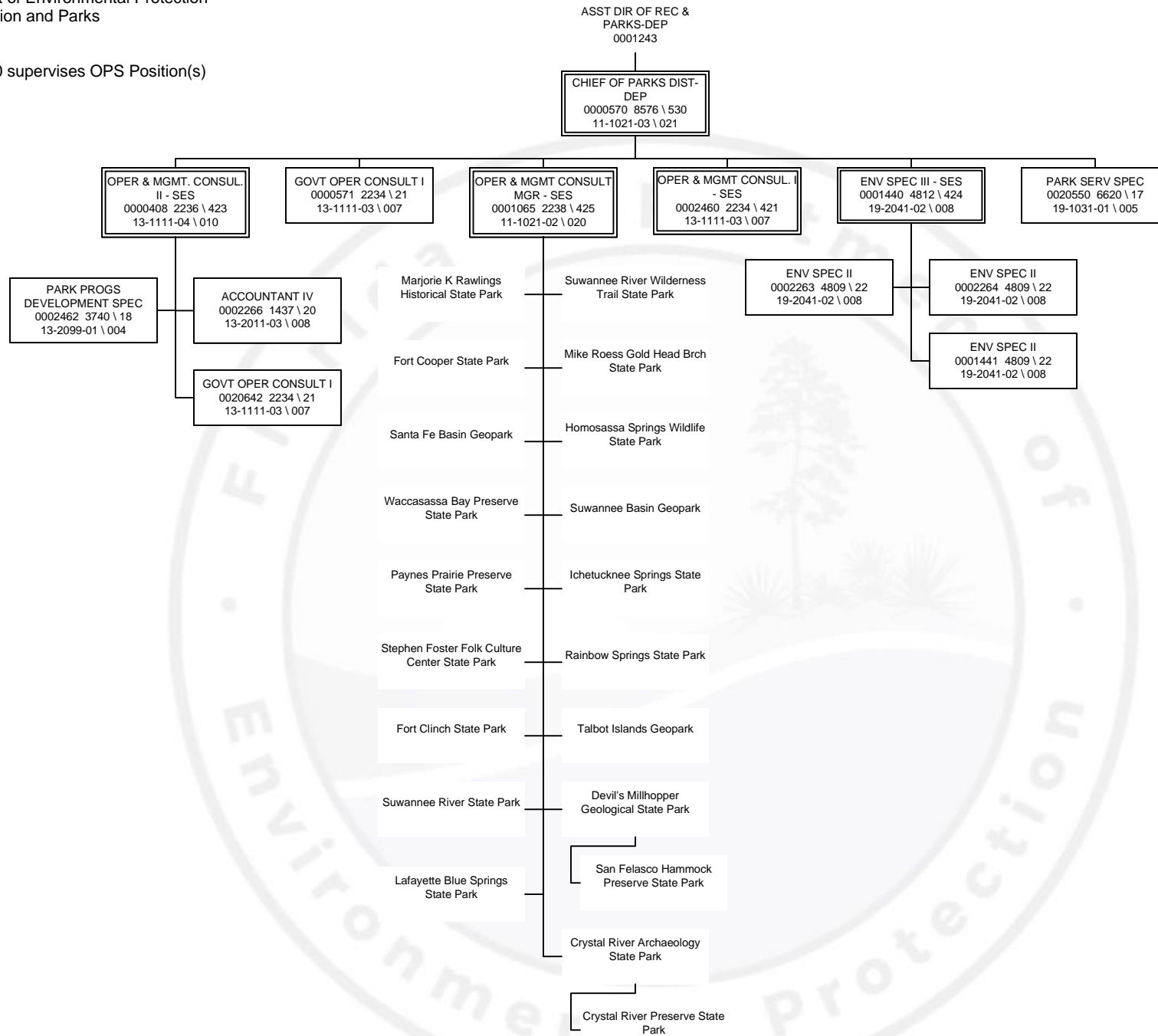
OPER & MGMT CONSULT  
 MGR - SES  
 0002051





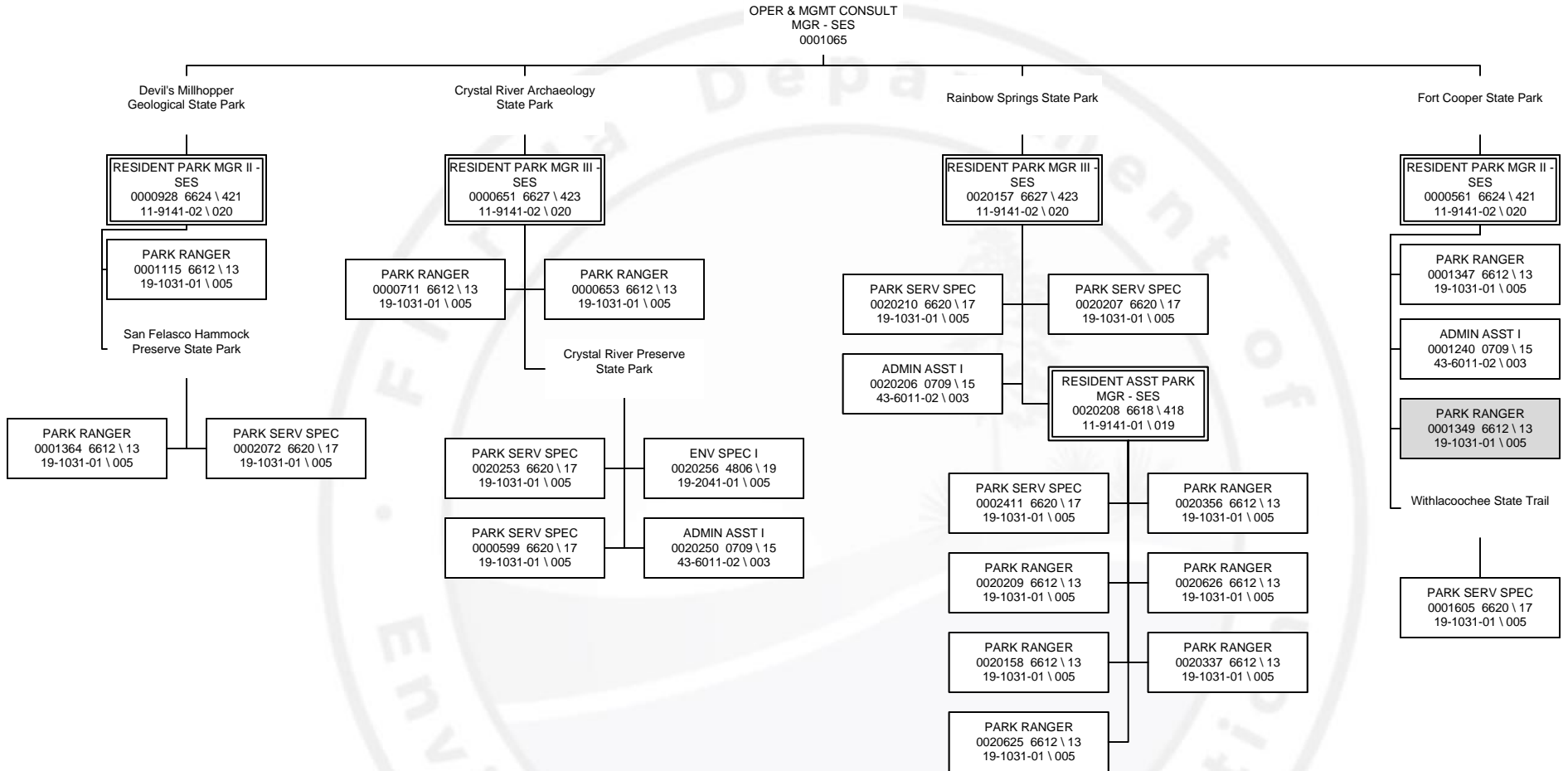


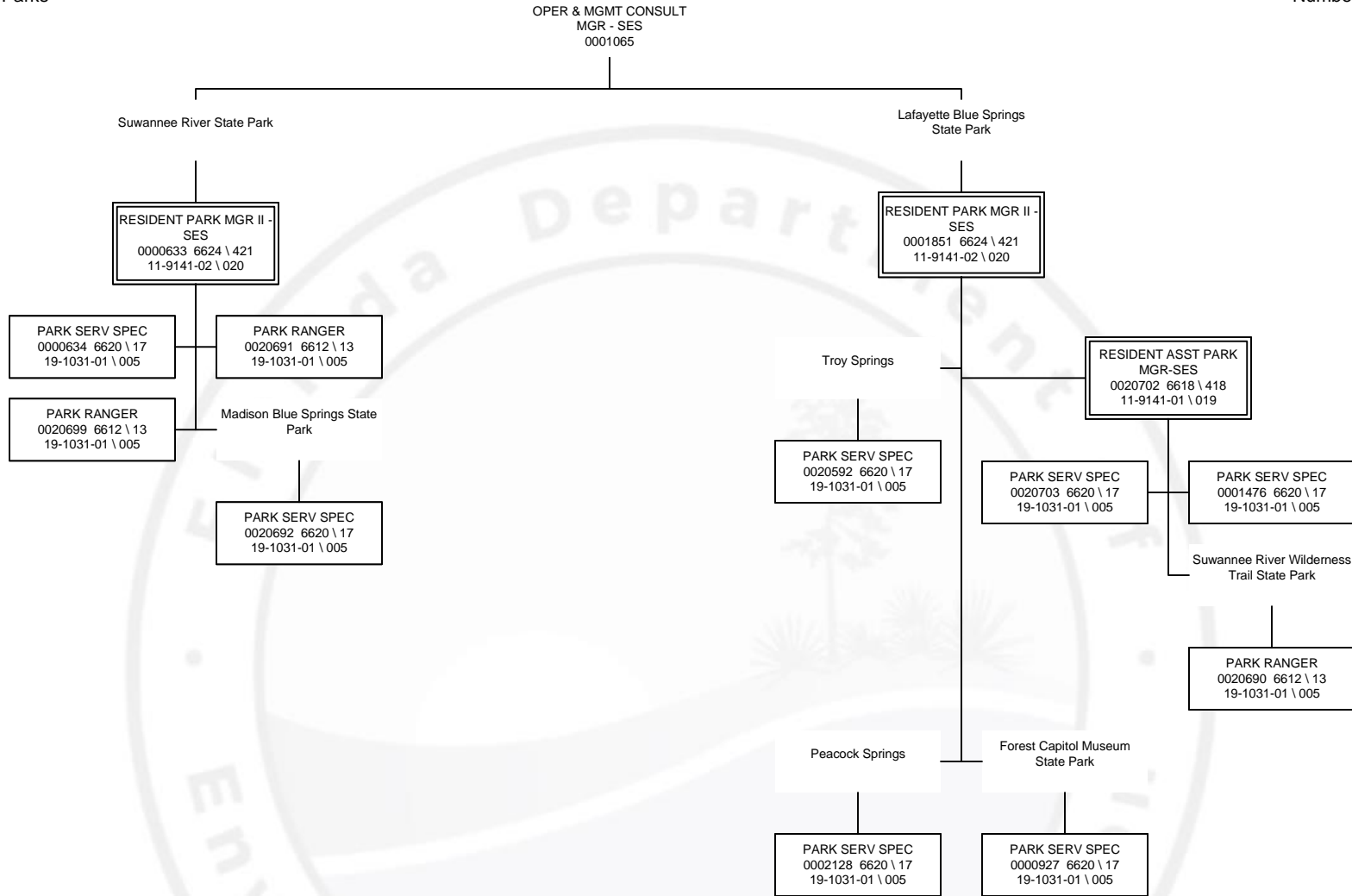
Position # 0002460 supervises OPS Position(s)





Position #0001349 = (.50) FTE





OPER & MGMT CONSULT  
 MGR - SES  
 0001065

Santa Fe Basin Geopark

Paynes Prairie Preserve  
 State Park

RESIDENT PARK MGR IV  
 -SES  
 0000618 6628 \ 425  
 11-9141-02 \ 020

RESIDENT PARK MGR III -  
 SES  
 0000628 6627 \ 423  
 11-9141-02 \ 020

ADMIN ASST I  
 0000620 0709 \ 15  
 43-6011-02 \ 003

MAINTENANCE MECHANIC  
 0000407 6466 \ 14  
 49-9042-02 \ 004

ADMIN ASST I  
 0001342 0709 \ 15  
 43-6011-02 \ 003

PARK SERV SPEC  
 0000629 6620 \ 17  
 19-1031-01 \ 005

Gilchrist Blue Springs State  
 Park

O'Leno & River Rise State  
 Park

ENV SPEC I  
 0000631 4806 \ 19  
 19-2041-01 \ 005

RESIDENT ASST PARK  
 MGR - SES  
 0001339 6618 \ 418  
 11-9141-01 \ 019

PARK SERV SPEC  
 0001344 6620 \ 17  
 19-1031-01 \ 005

RESIDENT ASST PARK  
 MGR - SES  
 0002057 6618 \ 418  
 11-9141-01 \ 019

RESIDENT ASST PARK  
 MGR - SES  
 0000619 6618 \ 418  
 11-9141-01 \ 019

SR CLERK  
 0000589 0004 \ 11  
 43-9061-02 \ 003

PARK RANGER  
 0001464 6612 \ 13  
 19-1031-01 \ 005

PARK SERV SPEC  
 0000617 6620 \ 17  
 19-1031-01 \ 005

PARK RANGER  
 0001846 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0020412 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0000622 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0001340 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0000609 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0020413 6612 \ 13  
 19-1031-01 \ 005

PARK SRVS SPEC  
 0001162 6620 \ 17  
 19-1031-01 \ 005

PARK RANGER  
 0020575 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0001462 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0001341 6612 \ 13  
 19-1031-01 \ 005

PARK SERVICES SPEC  
 0002403 6620 \ 17  
 19-1031-01 \ 005

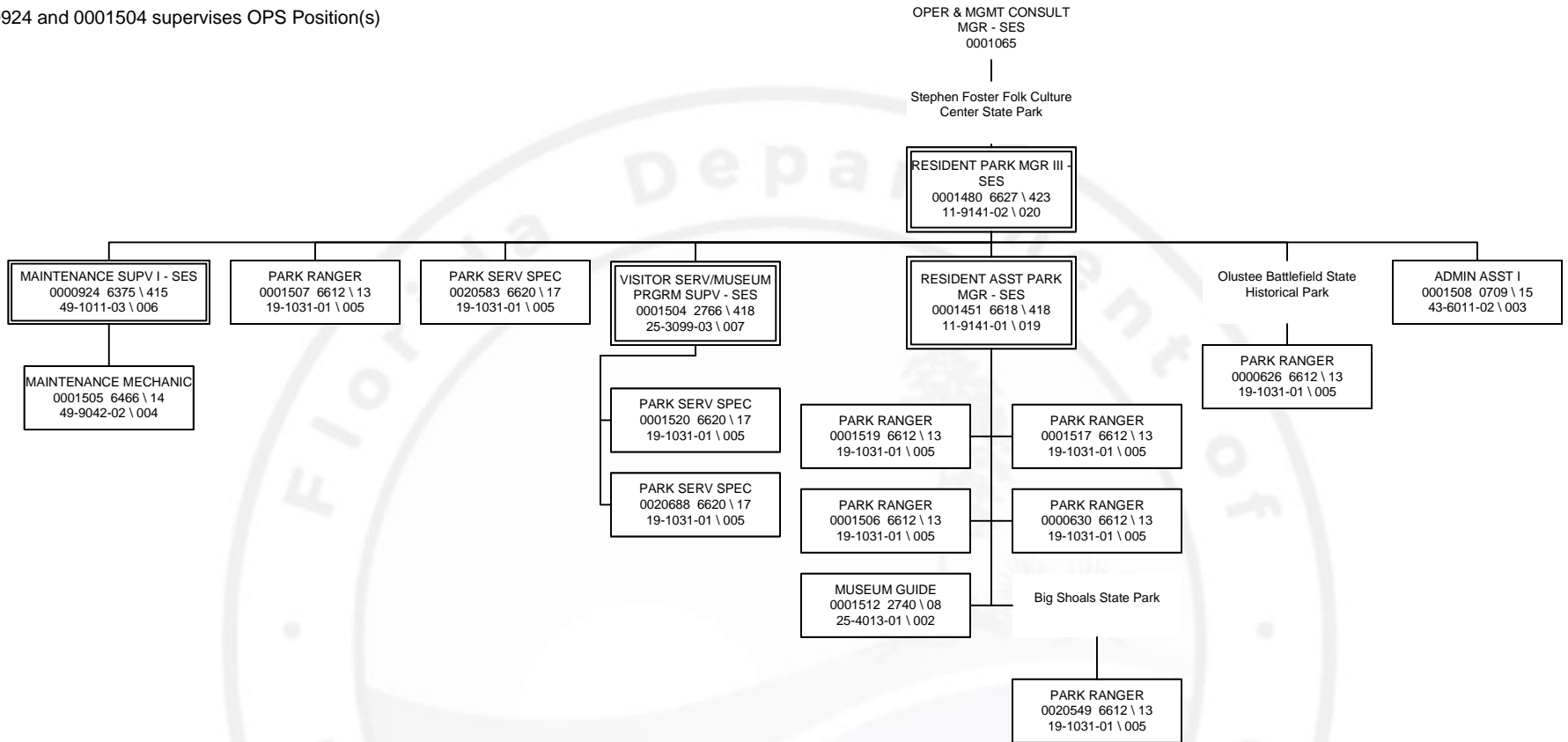
PARK RANGER  
 0002225 6612 \ 13  
 19-1031-01 \ 005

PARK SERV SPEC  
 0000635 6620 \ 17  
 19-1031-01 \ 005

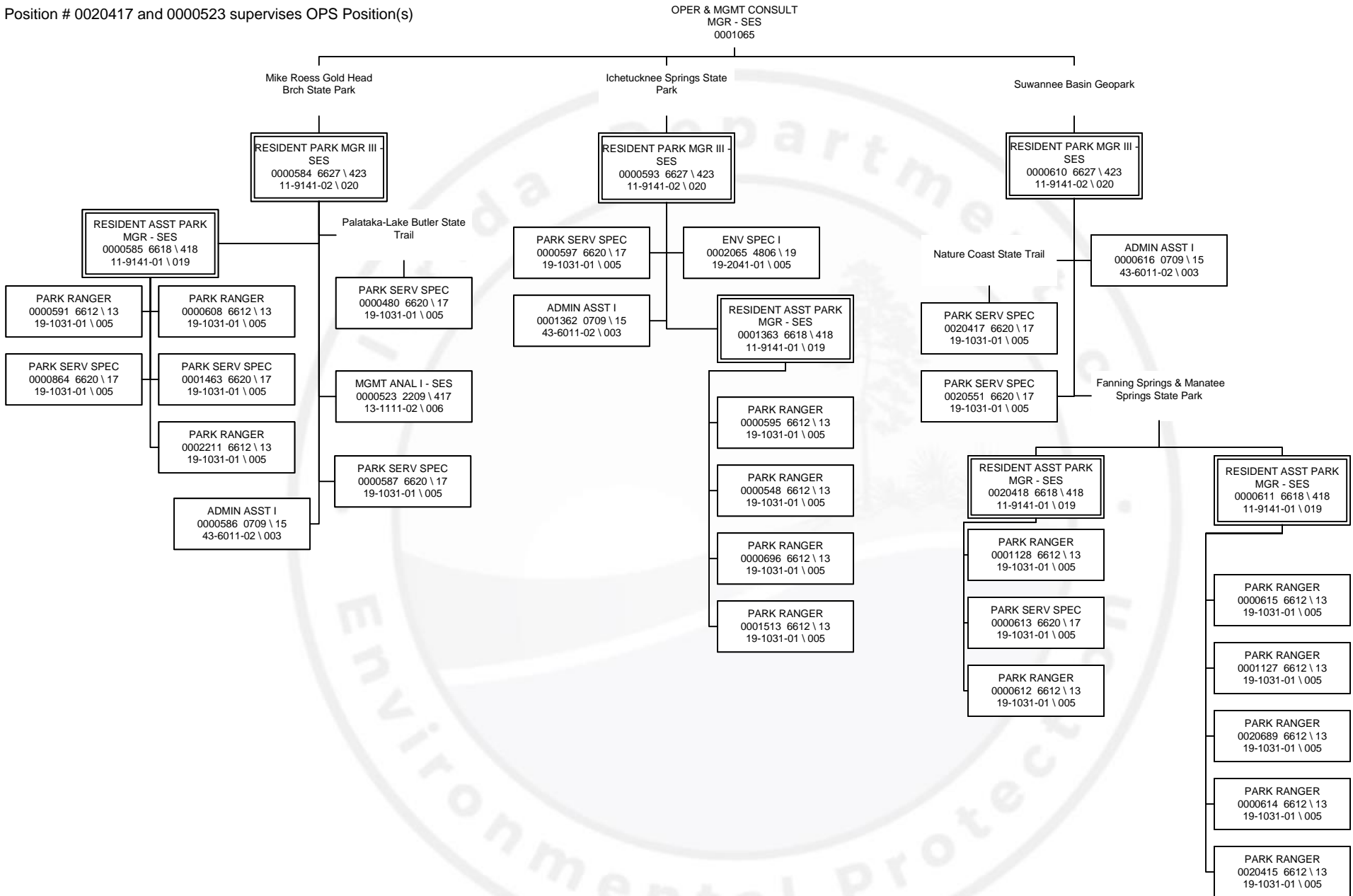
PARK RANGER  
 0020517 6612 \ 13  
 19-1031-01 \ 005

PARK RANGER  
 0001465 6612 \ 13  
 19-1031-01 \ 005

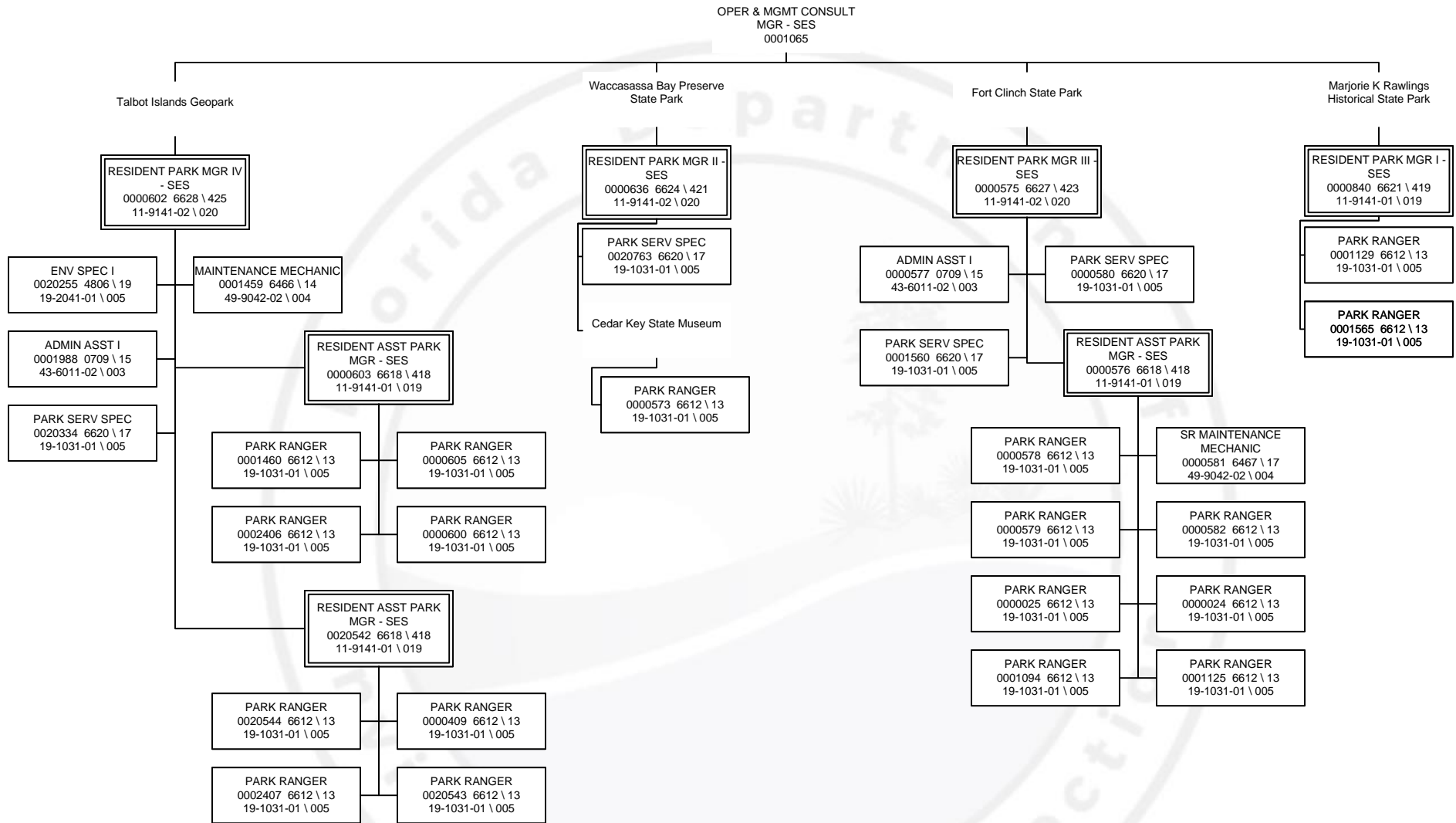
Position # 0000924 and 0001504 supervises OPS Position(s)

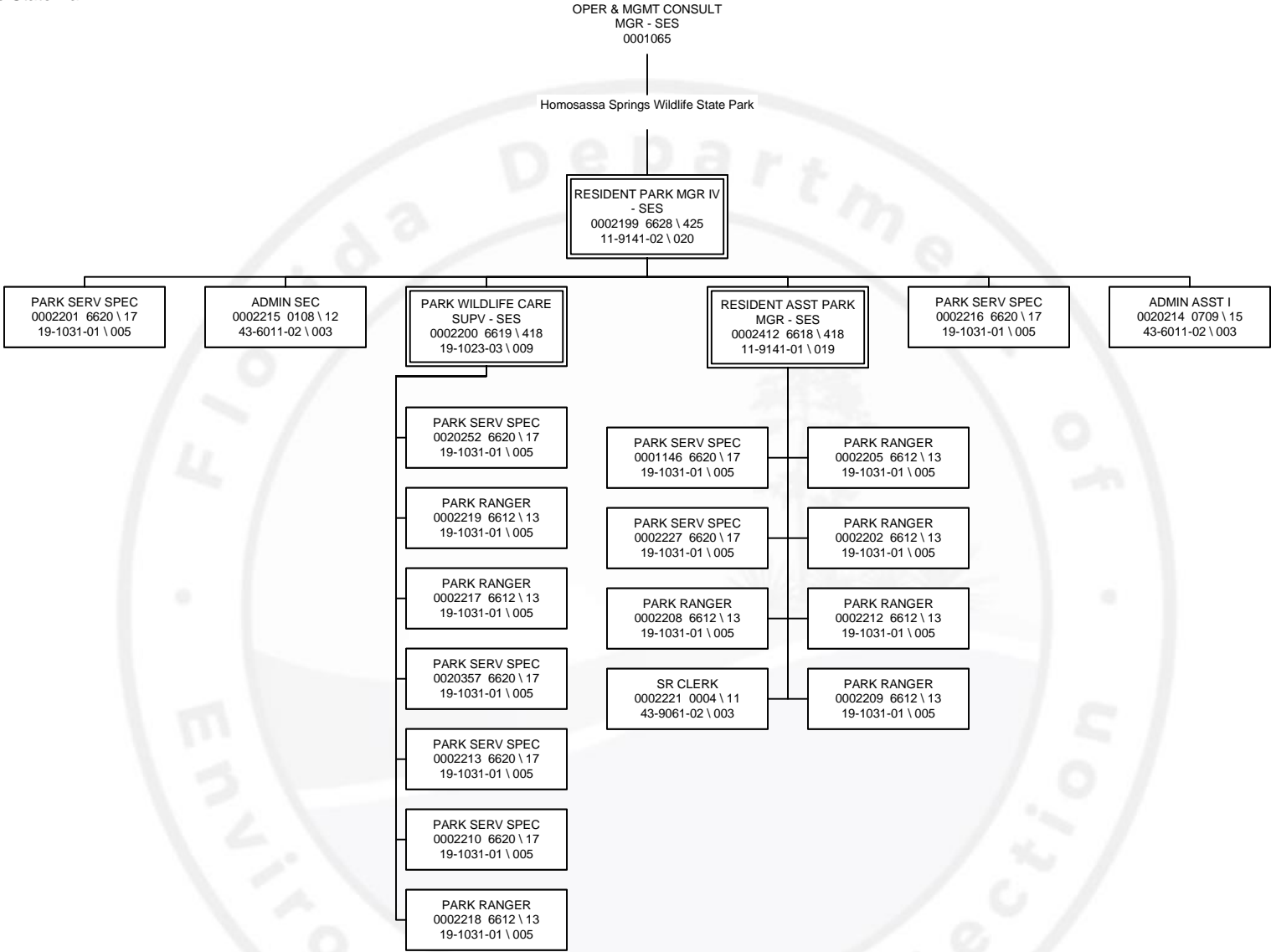


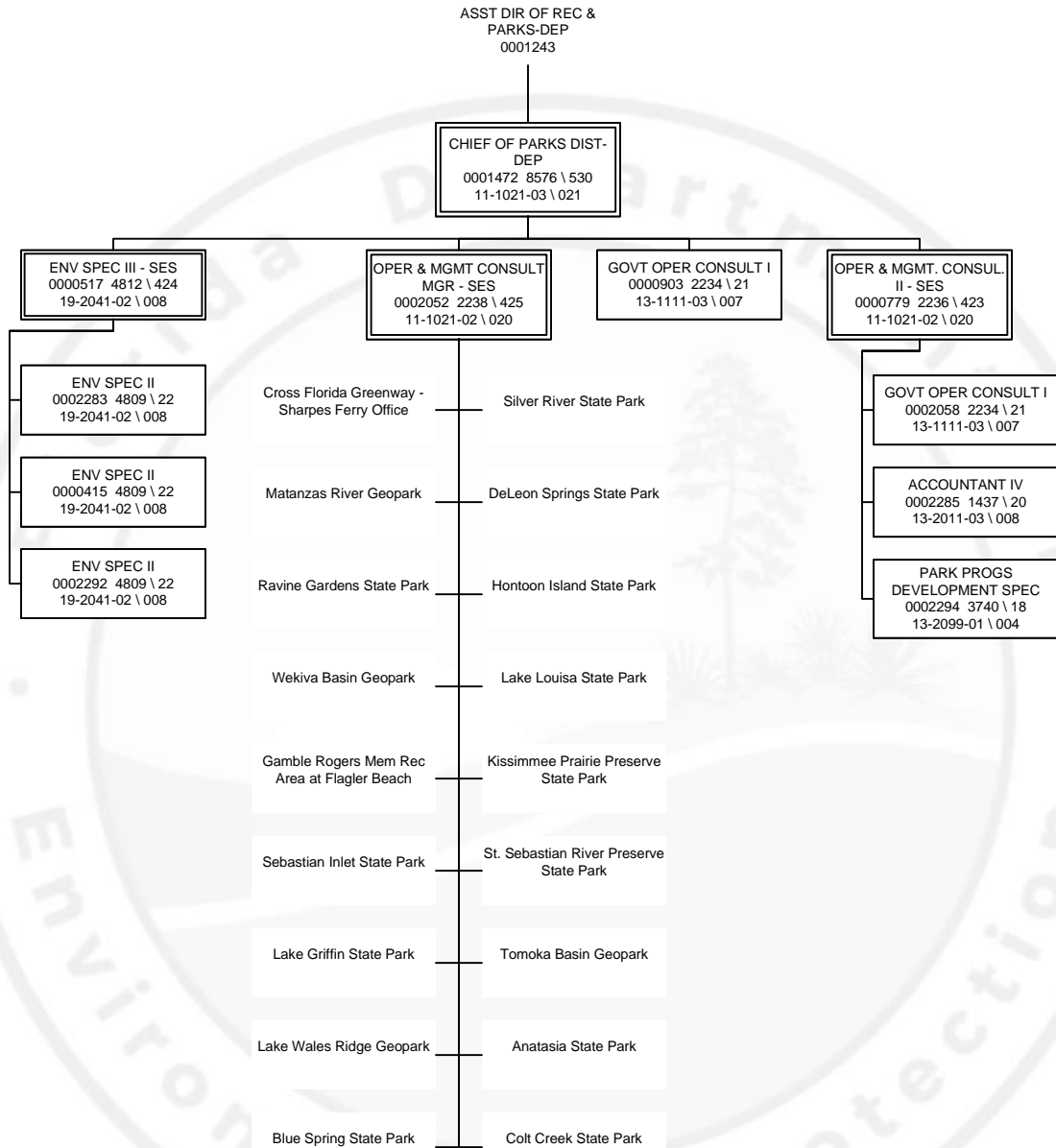
Position # 0020417 and 0000523 supervises OPS Position(s)



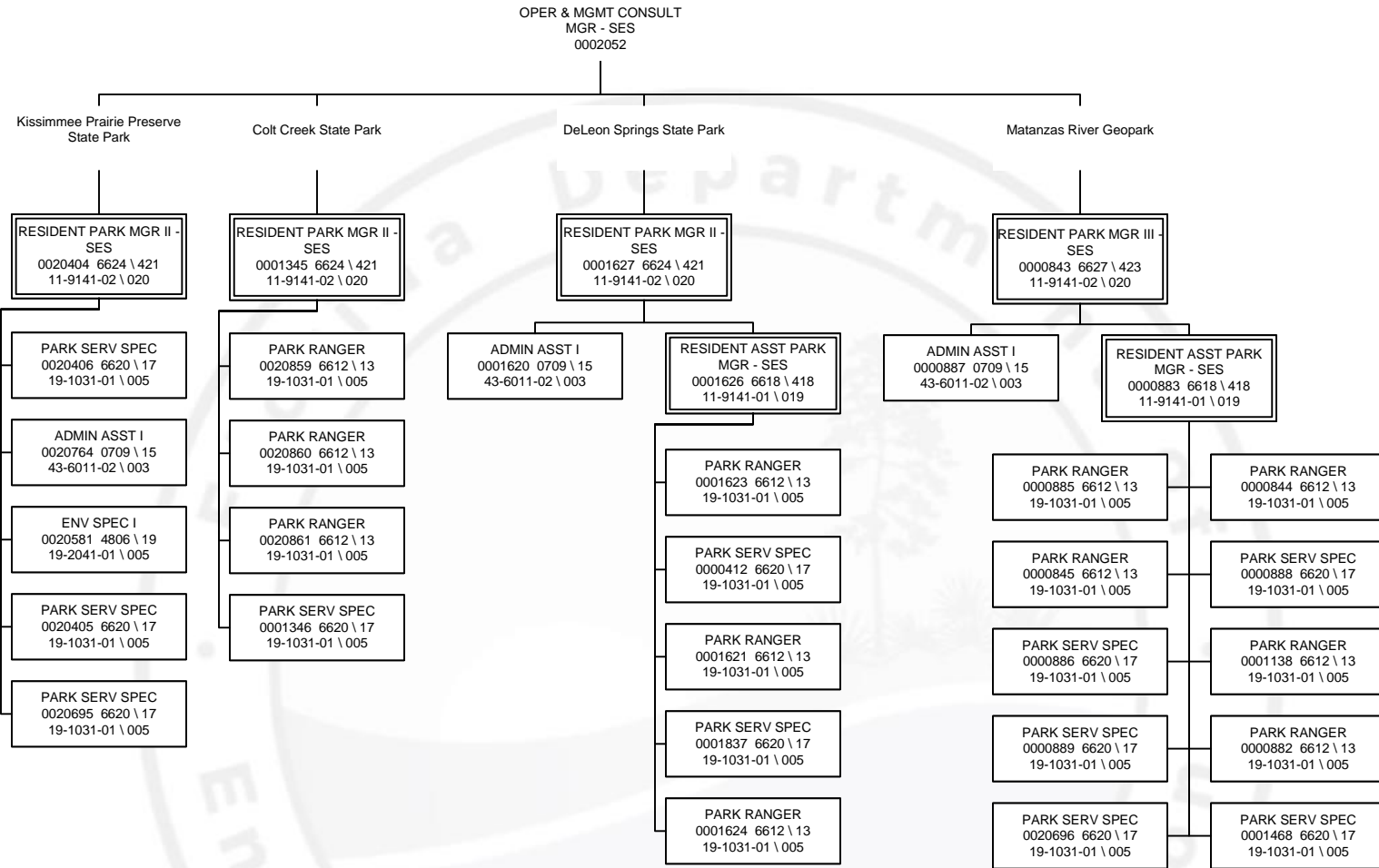
Position # 0000603 supervise OPS Position(s)









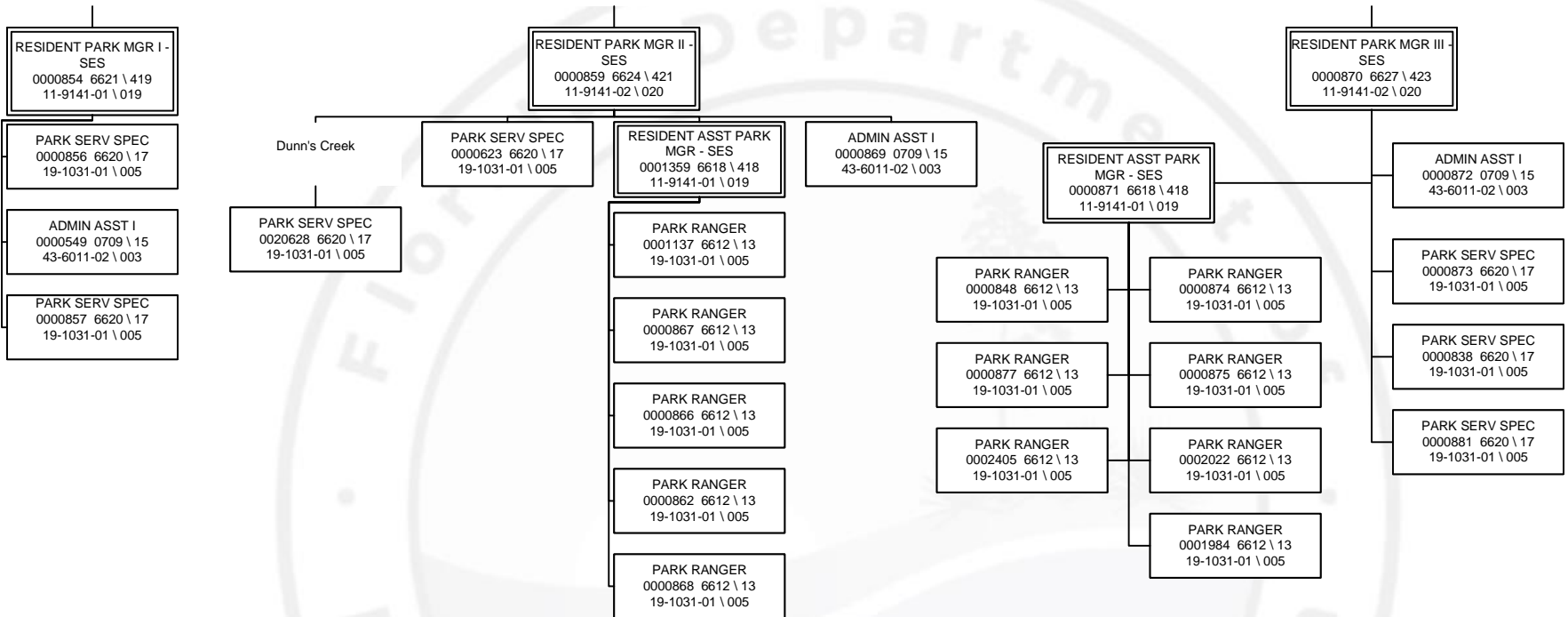


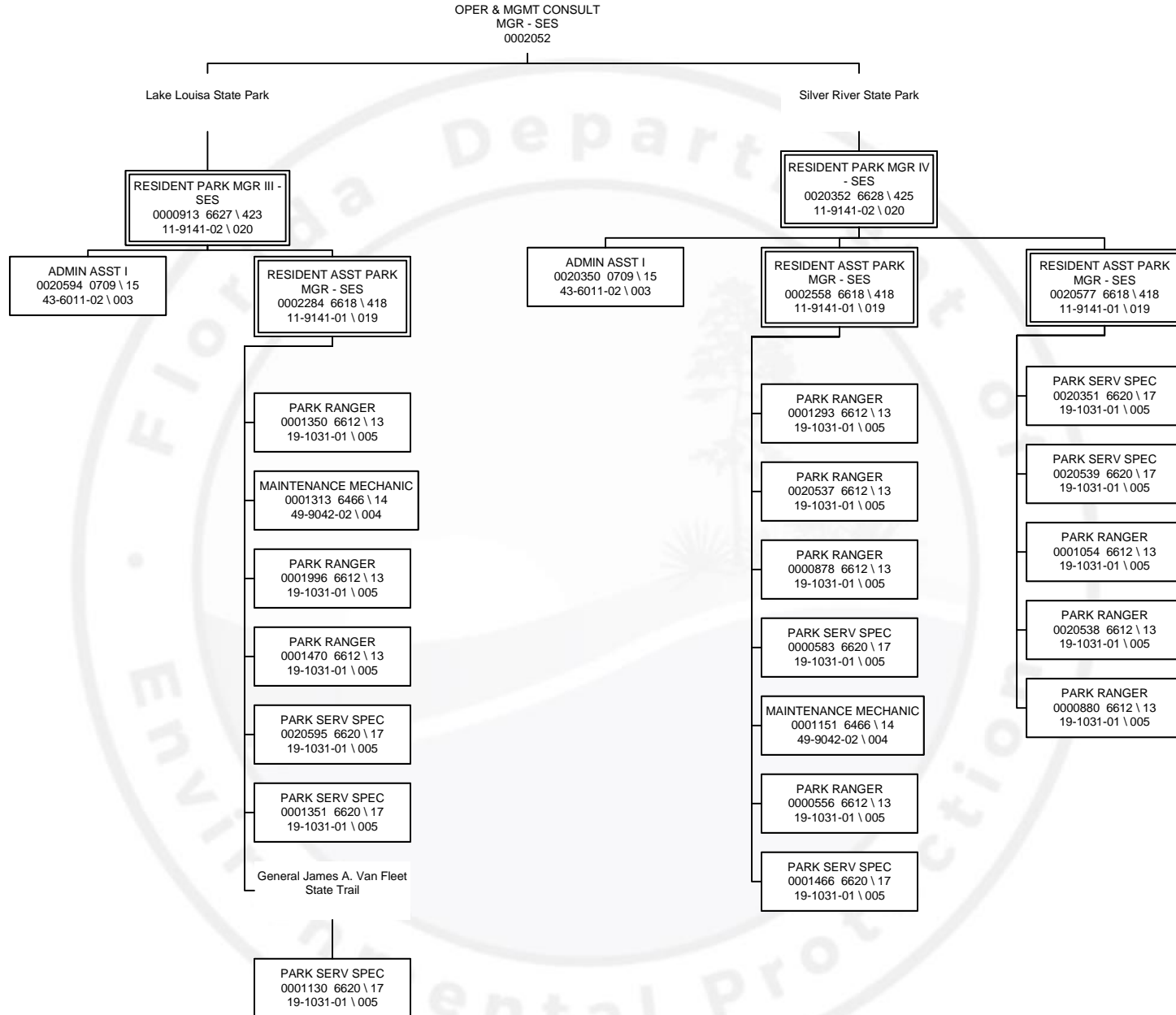
OPER & MGMT CONSULT  
 MGR - SES  
 0002052

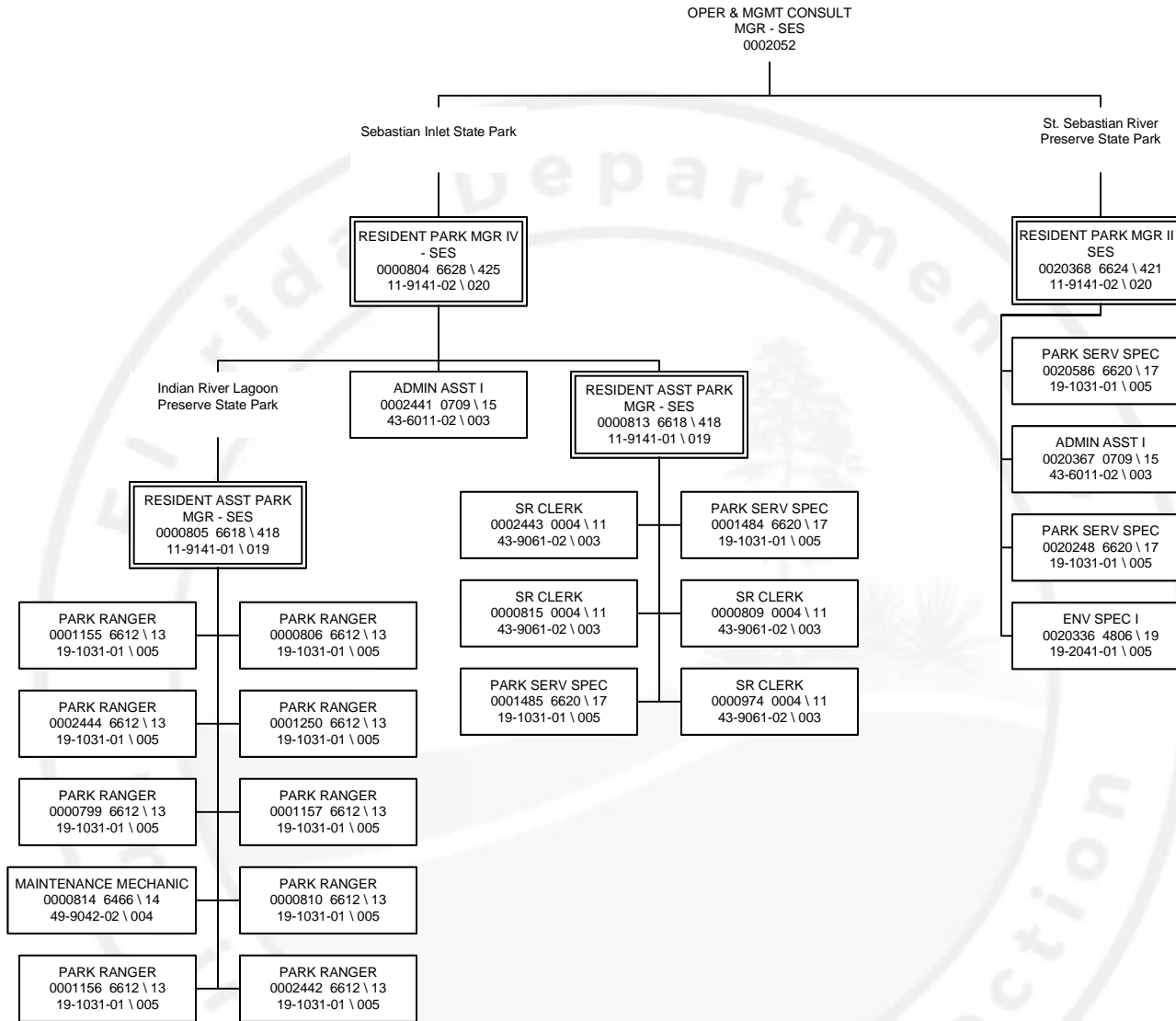
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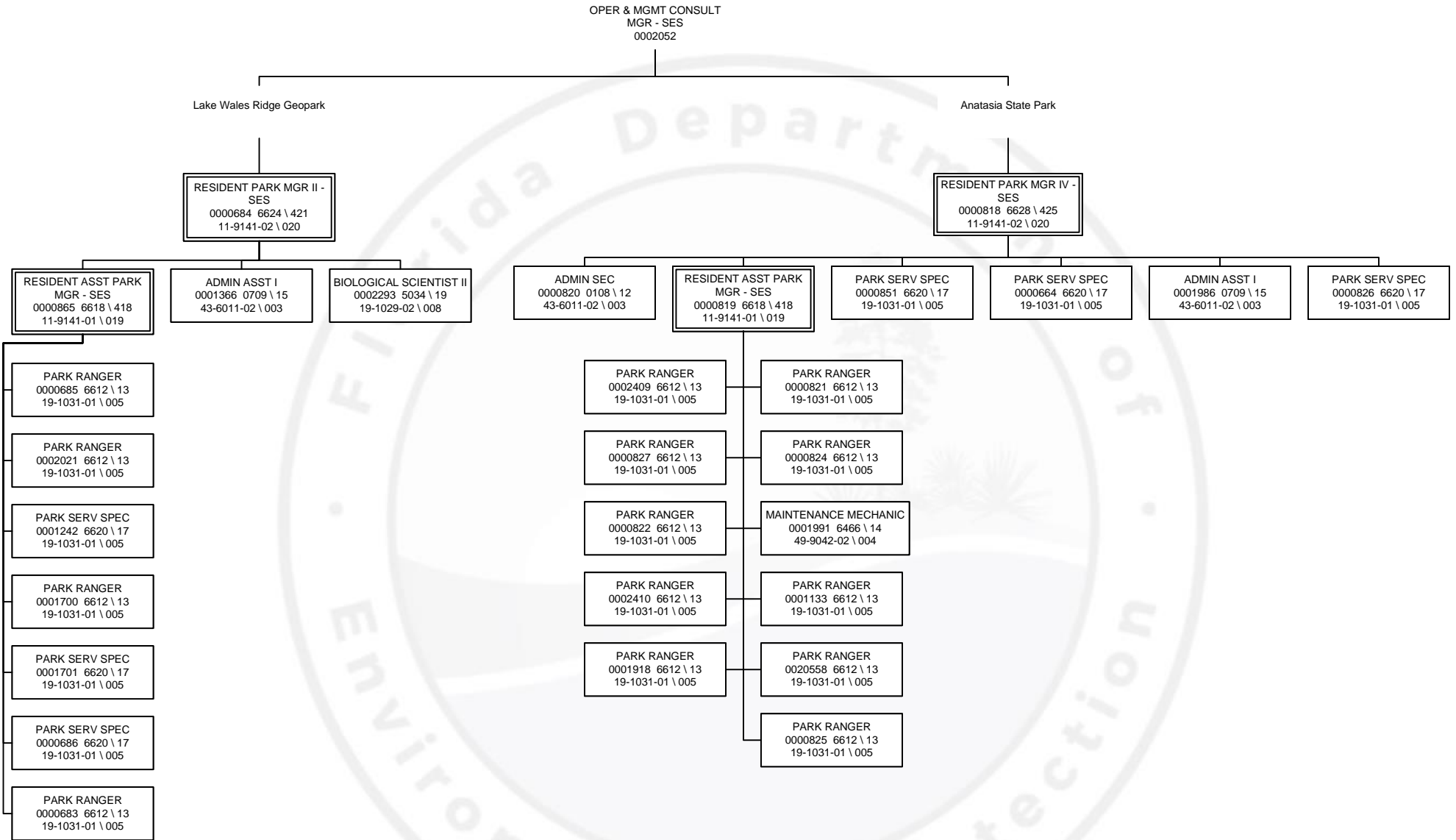
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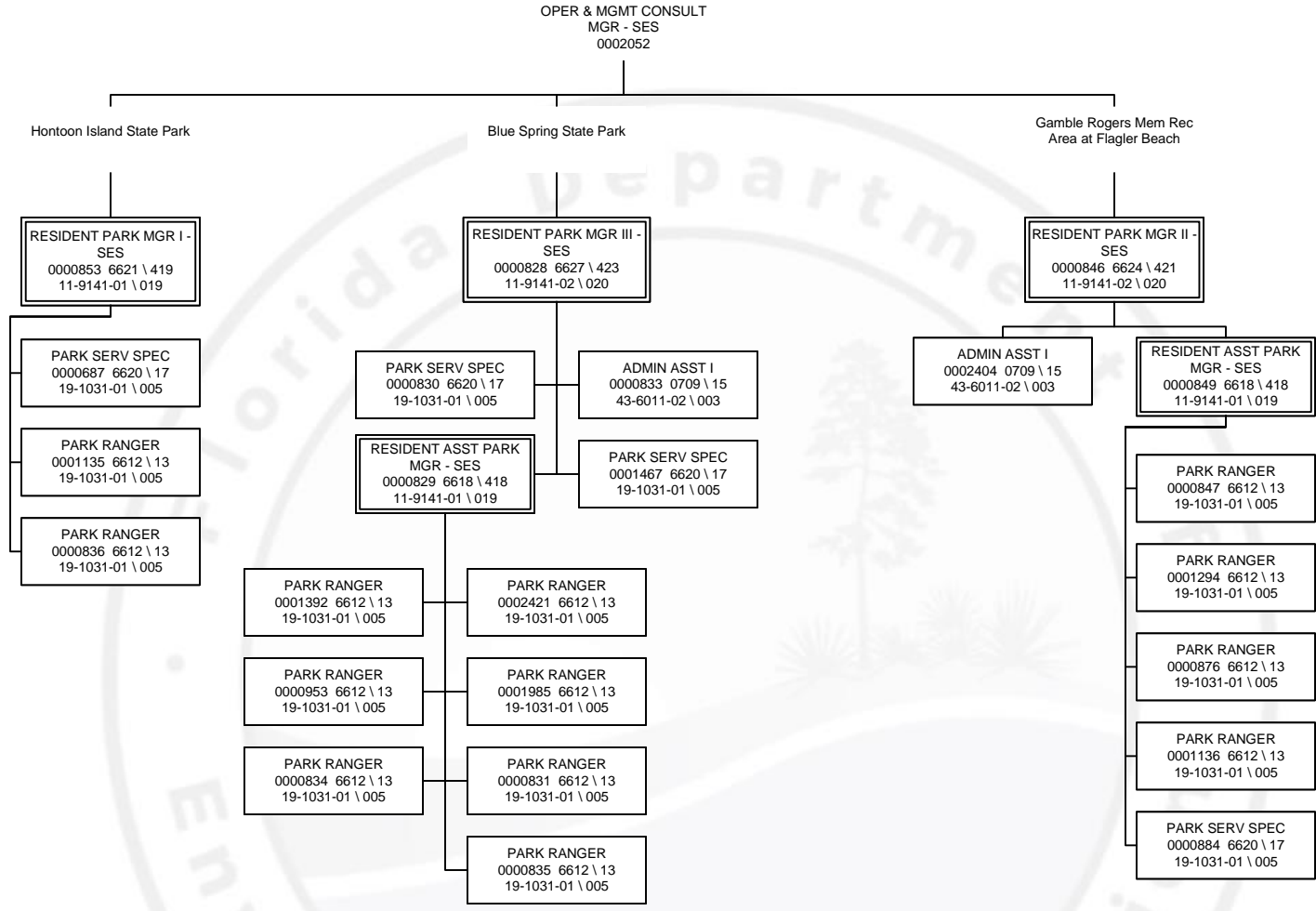
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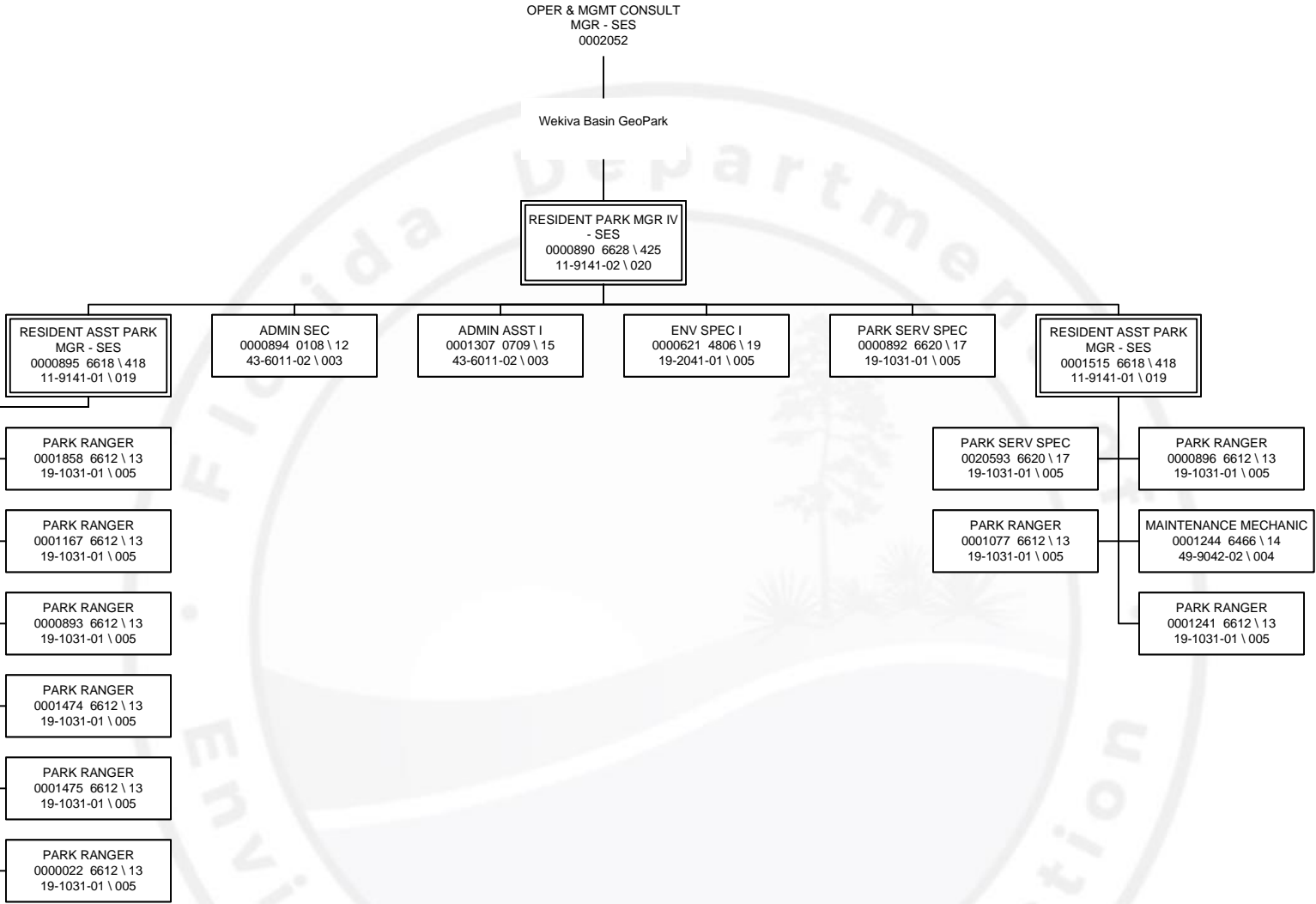


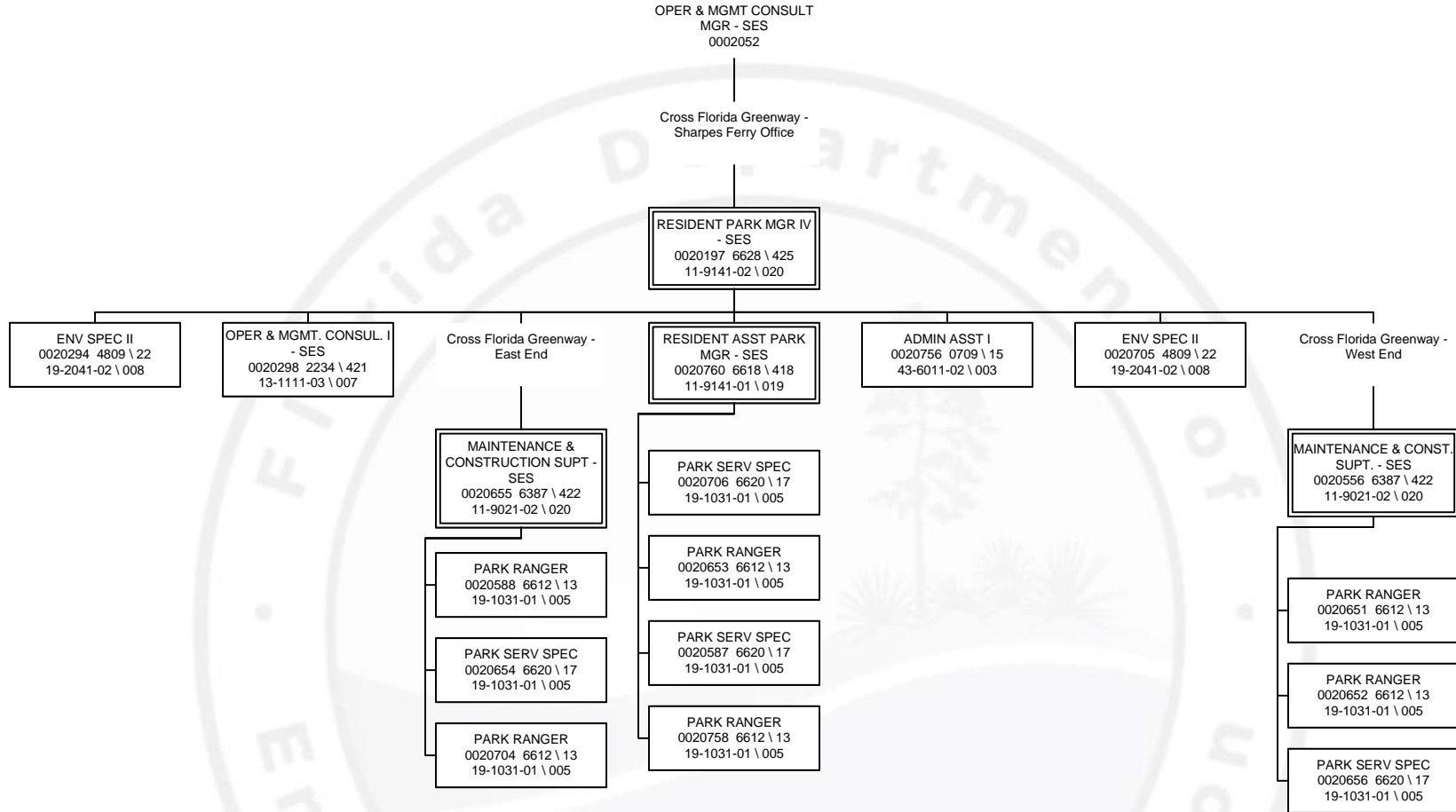




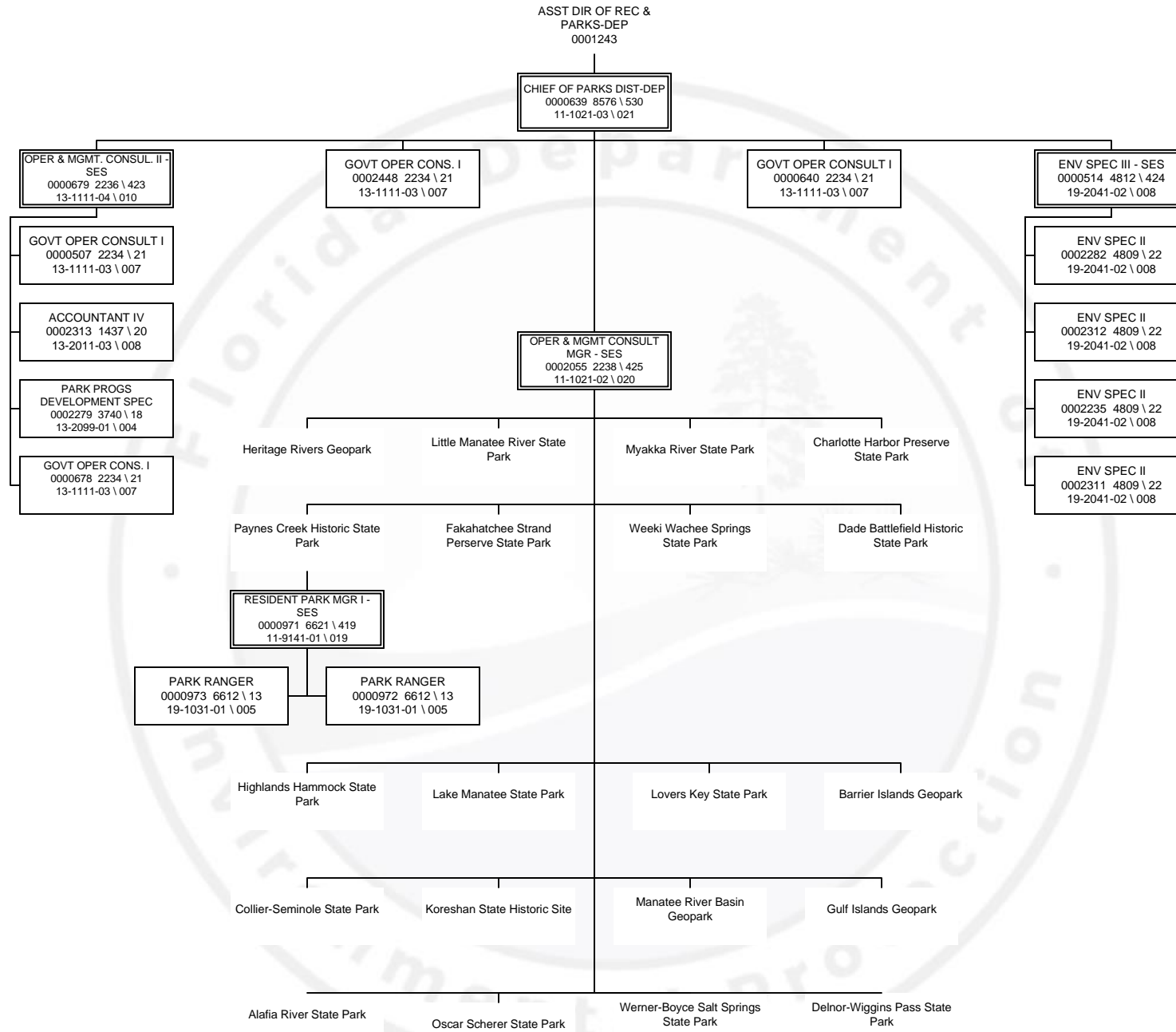




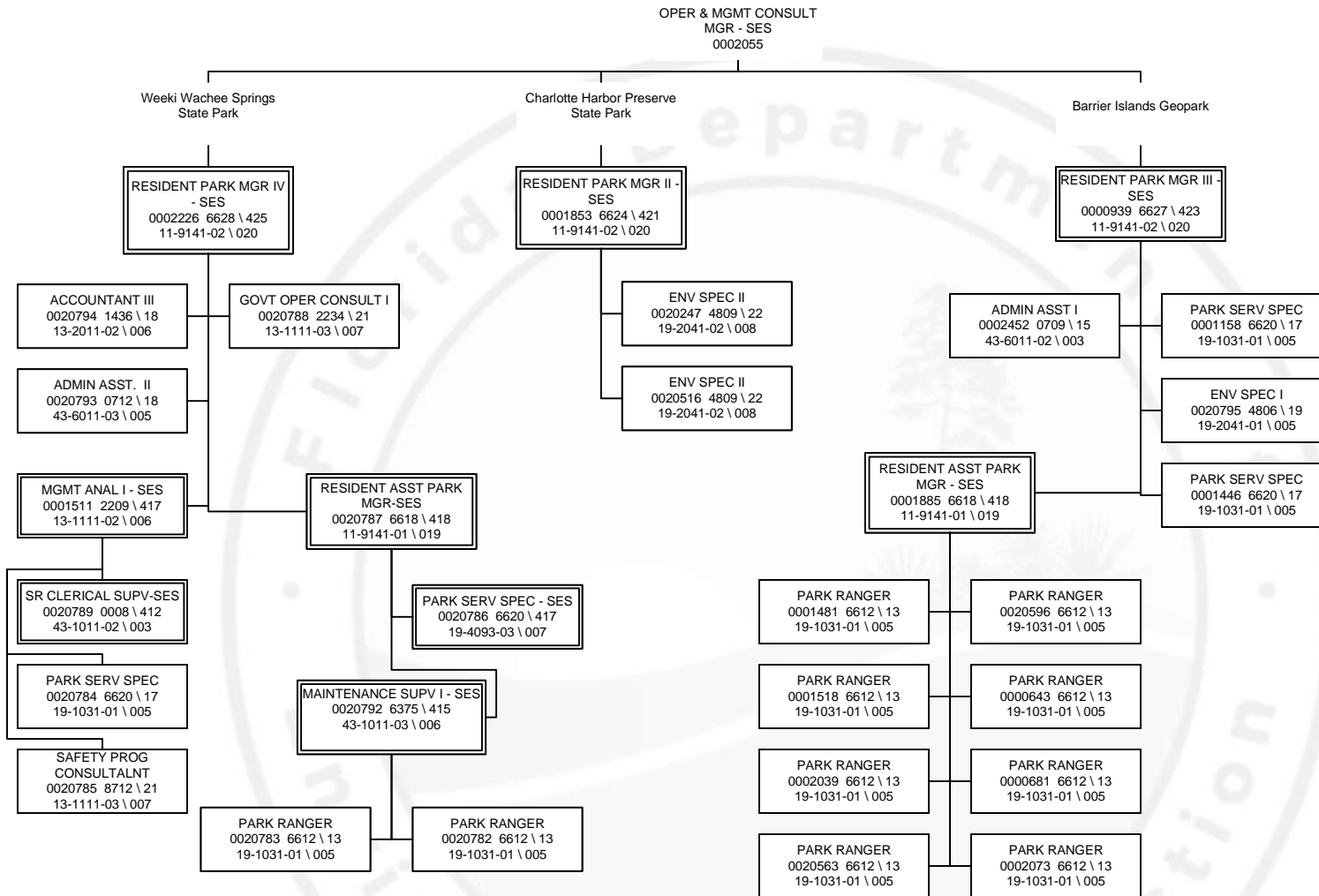


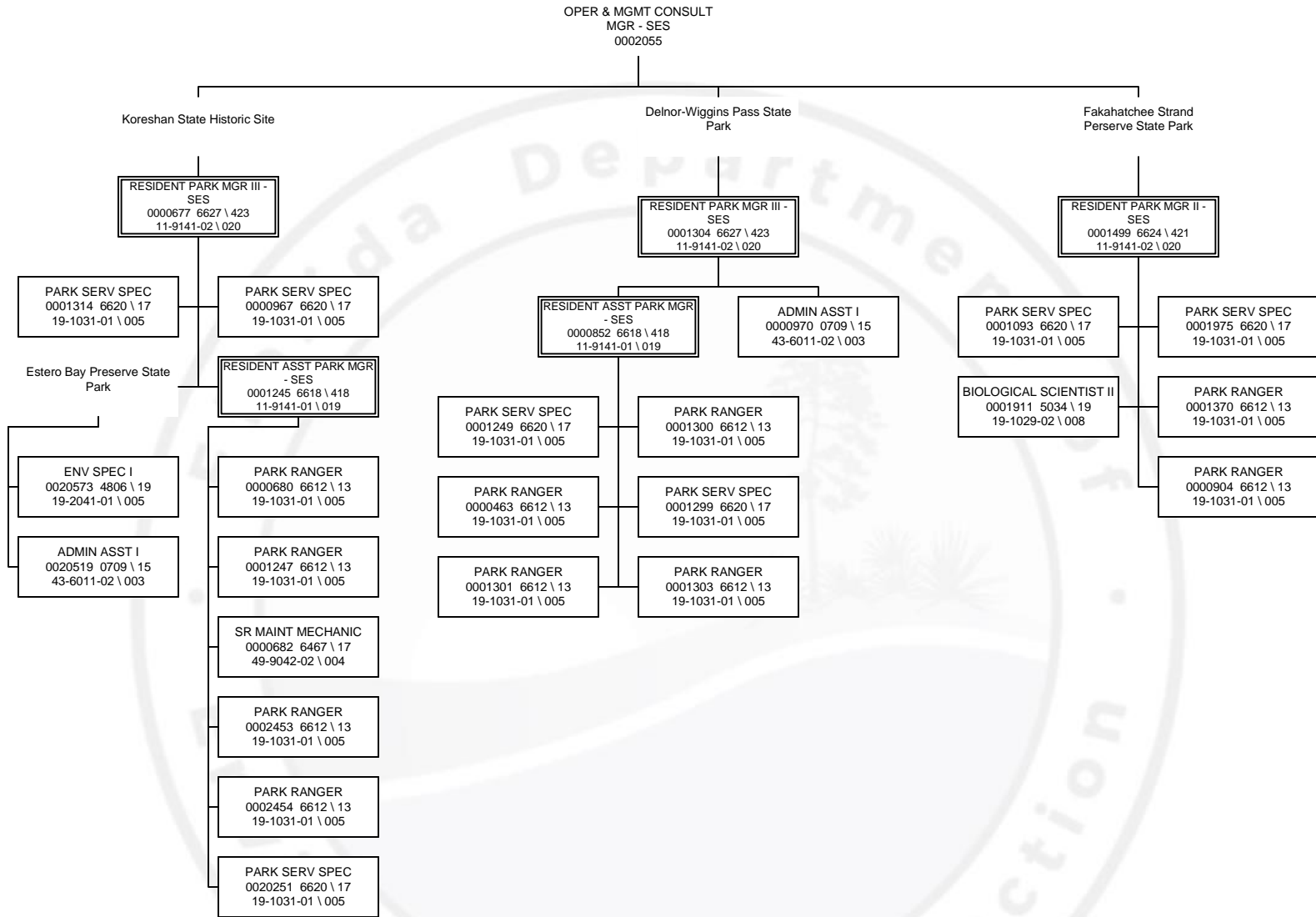


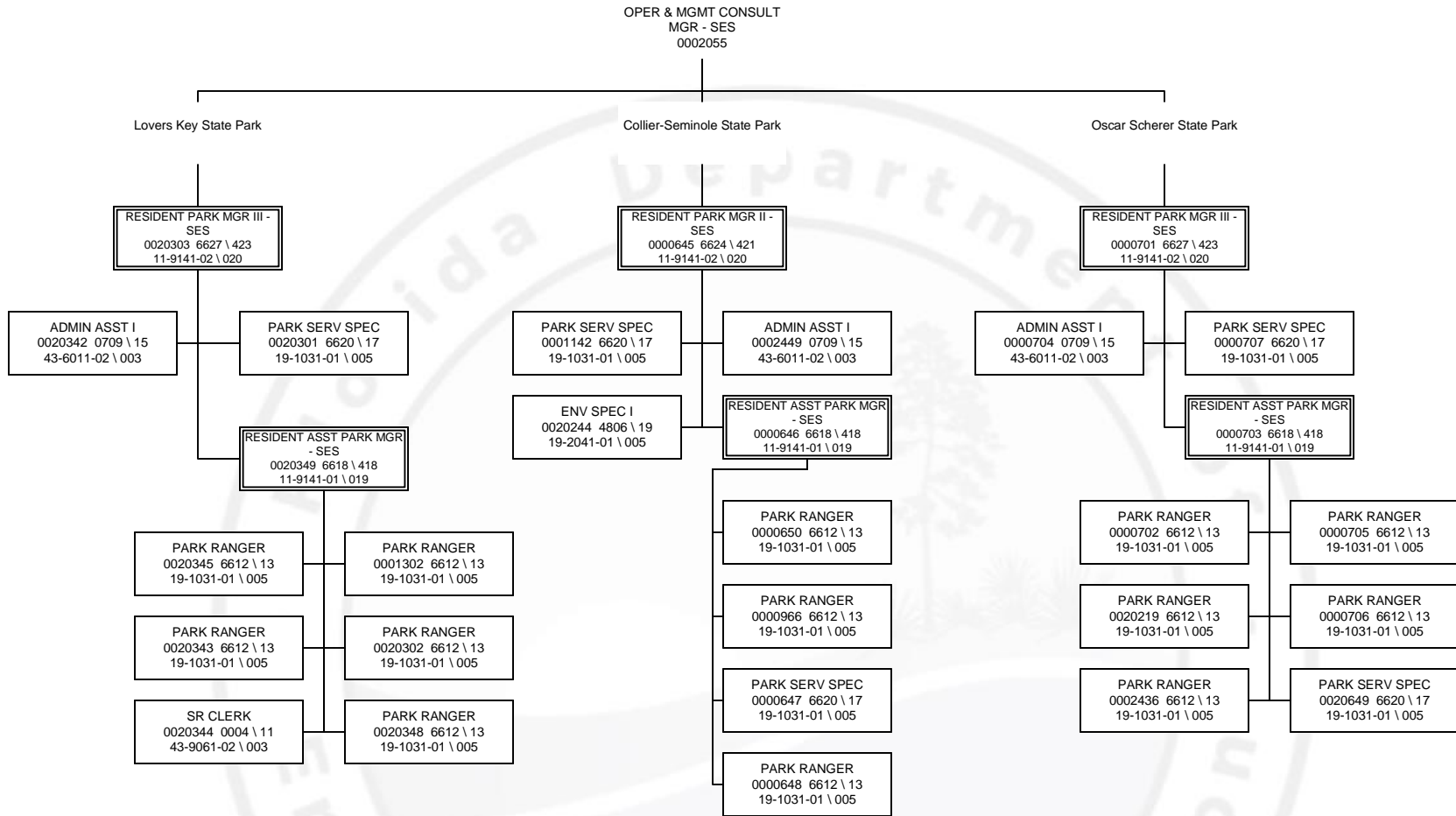


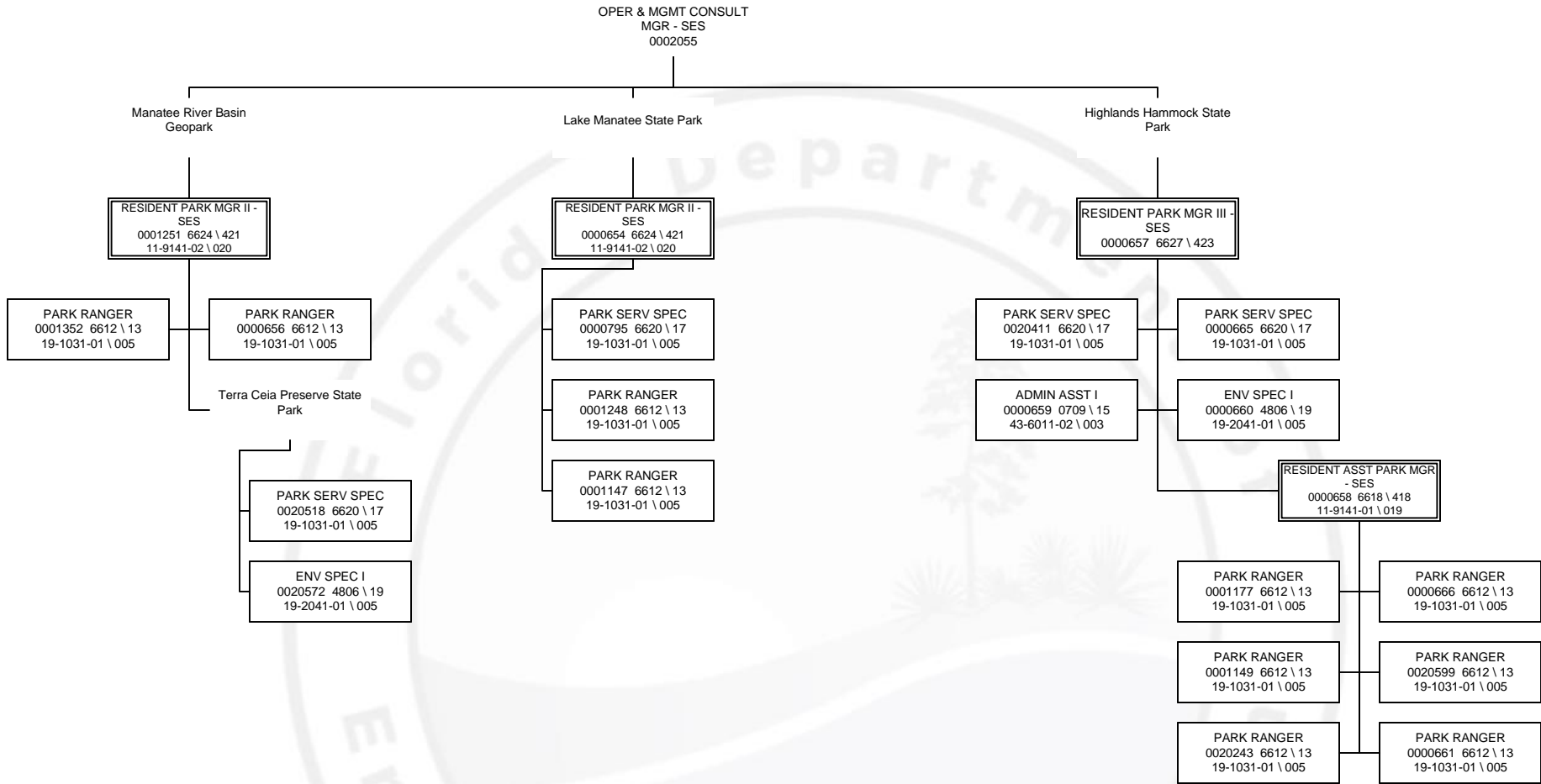


Position #'s 0020786, 0020789, and 0001511 supervise OPS position(s)





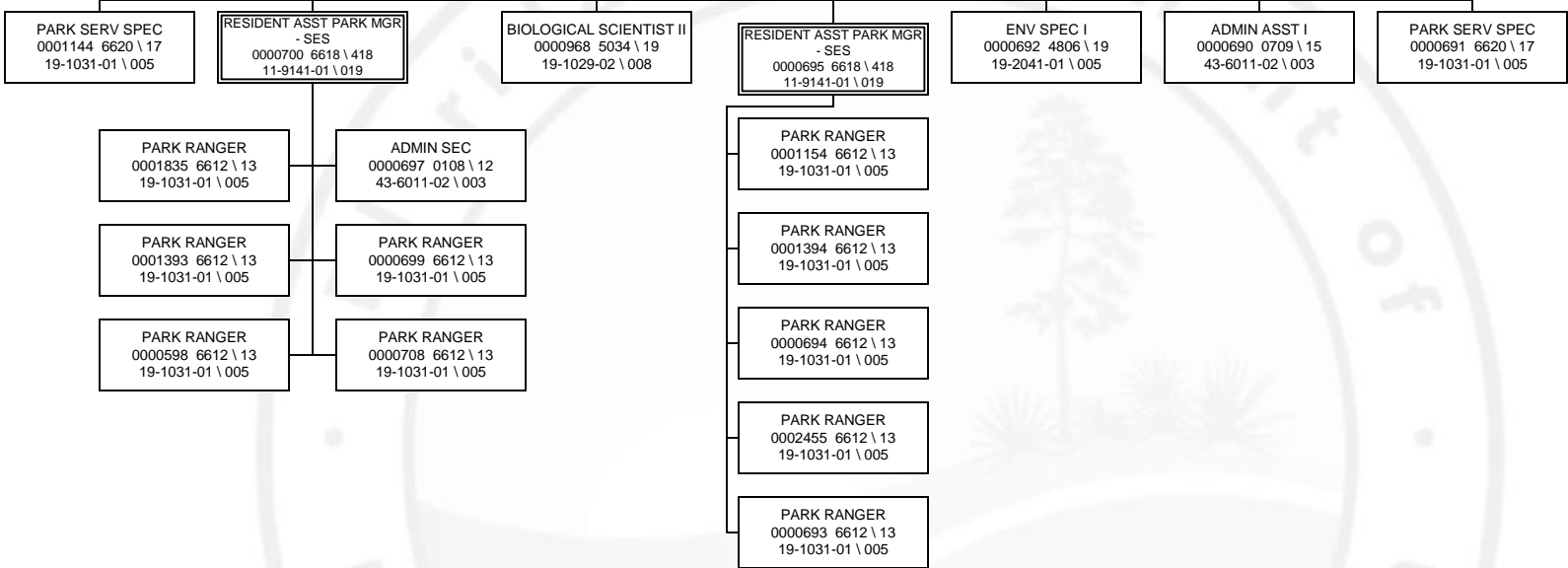




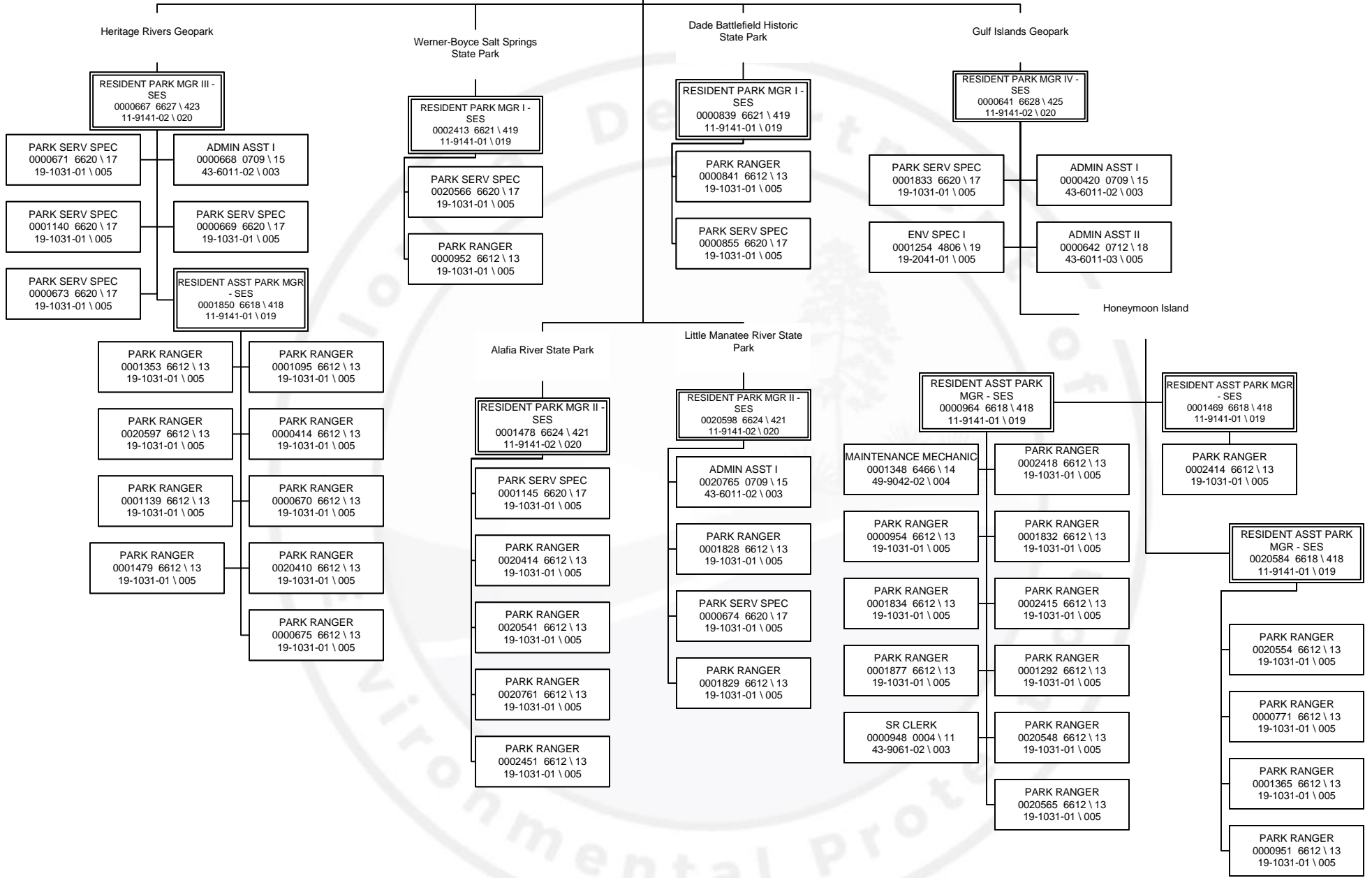
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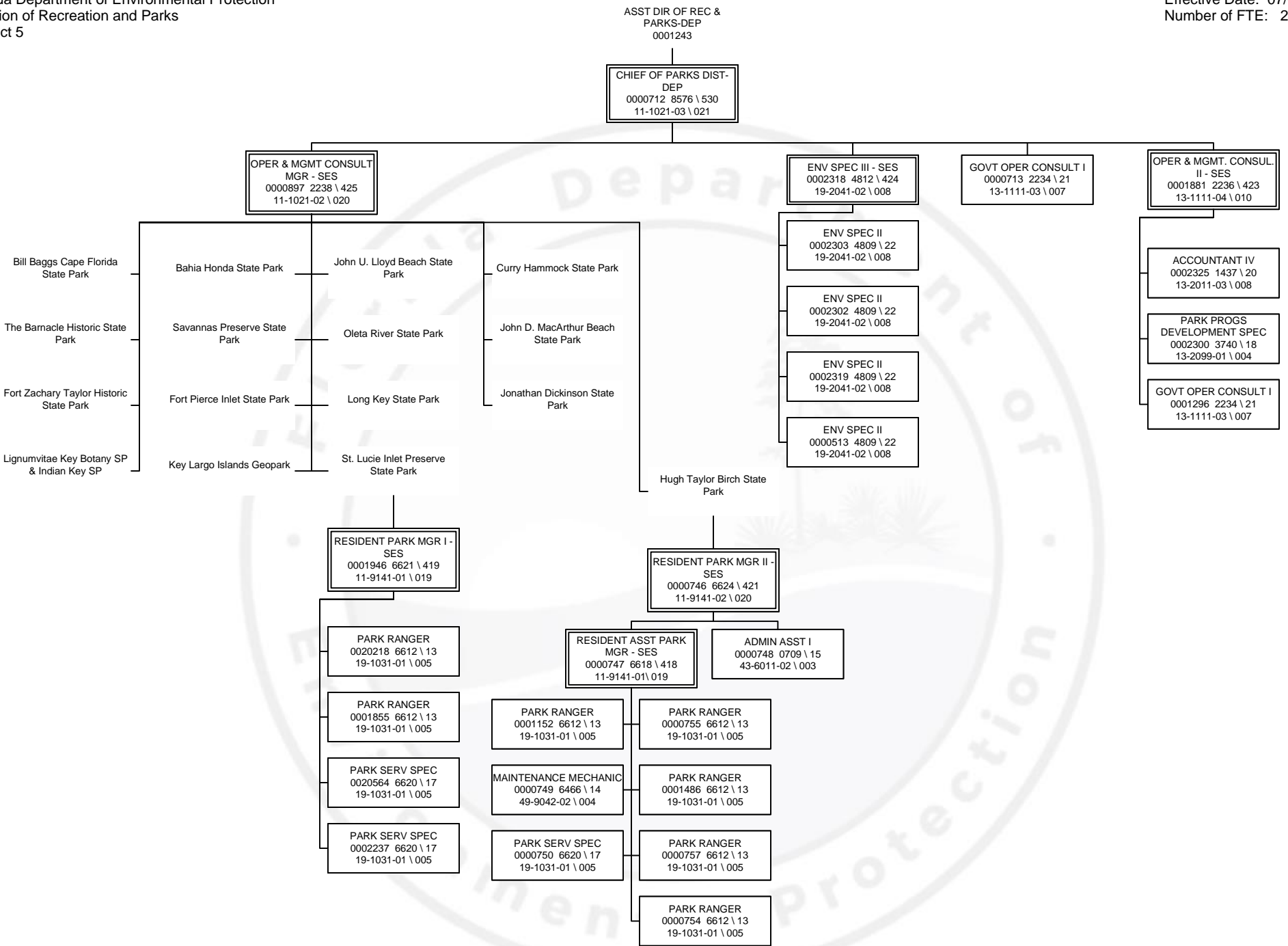
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 11-9141-02 \ 020



OPER & MGMT CONSULT  
 MGR - SES  
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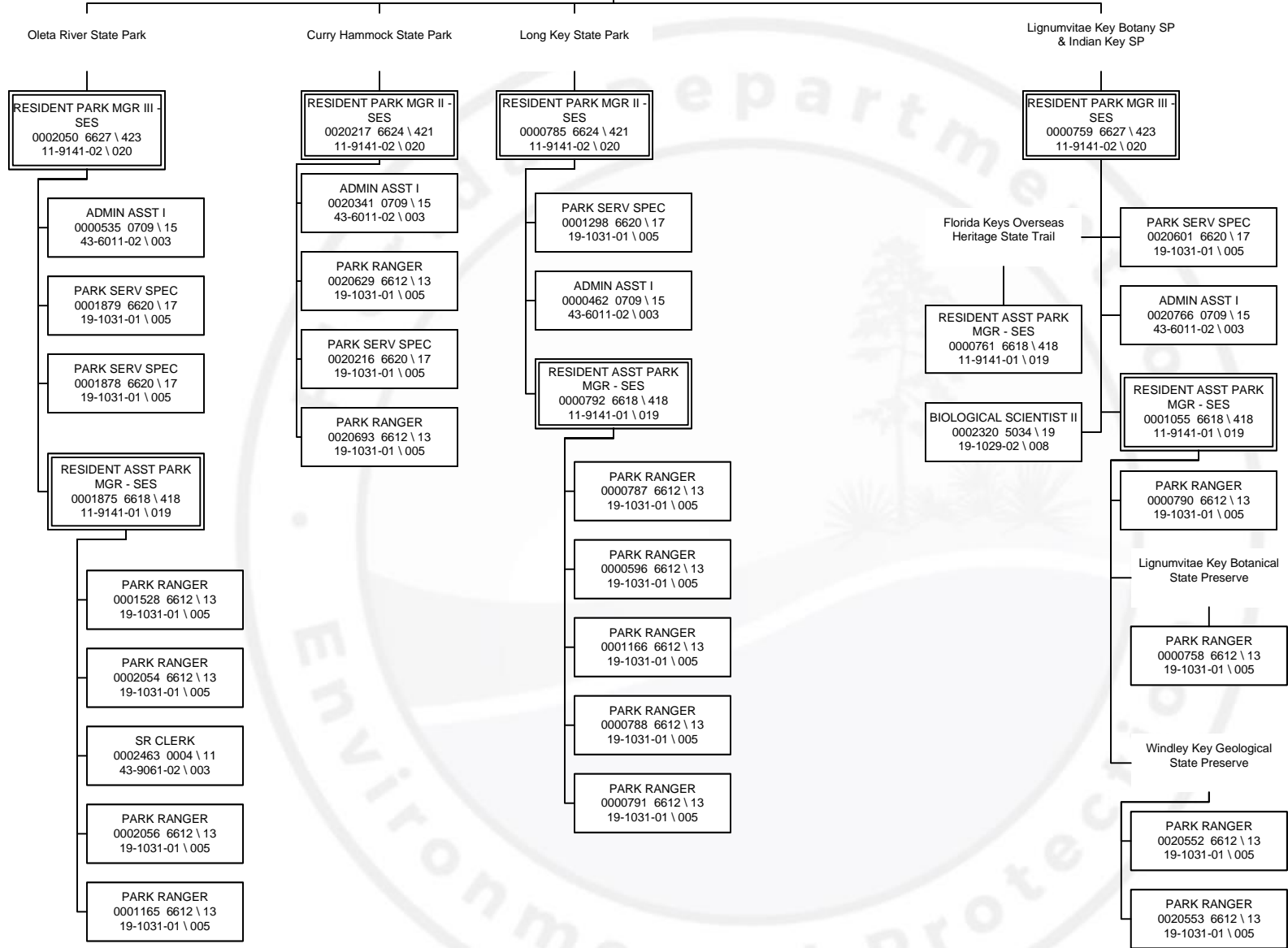


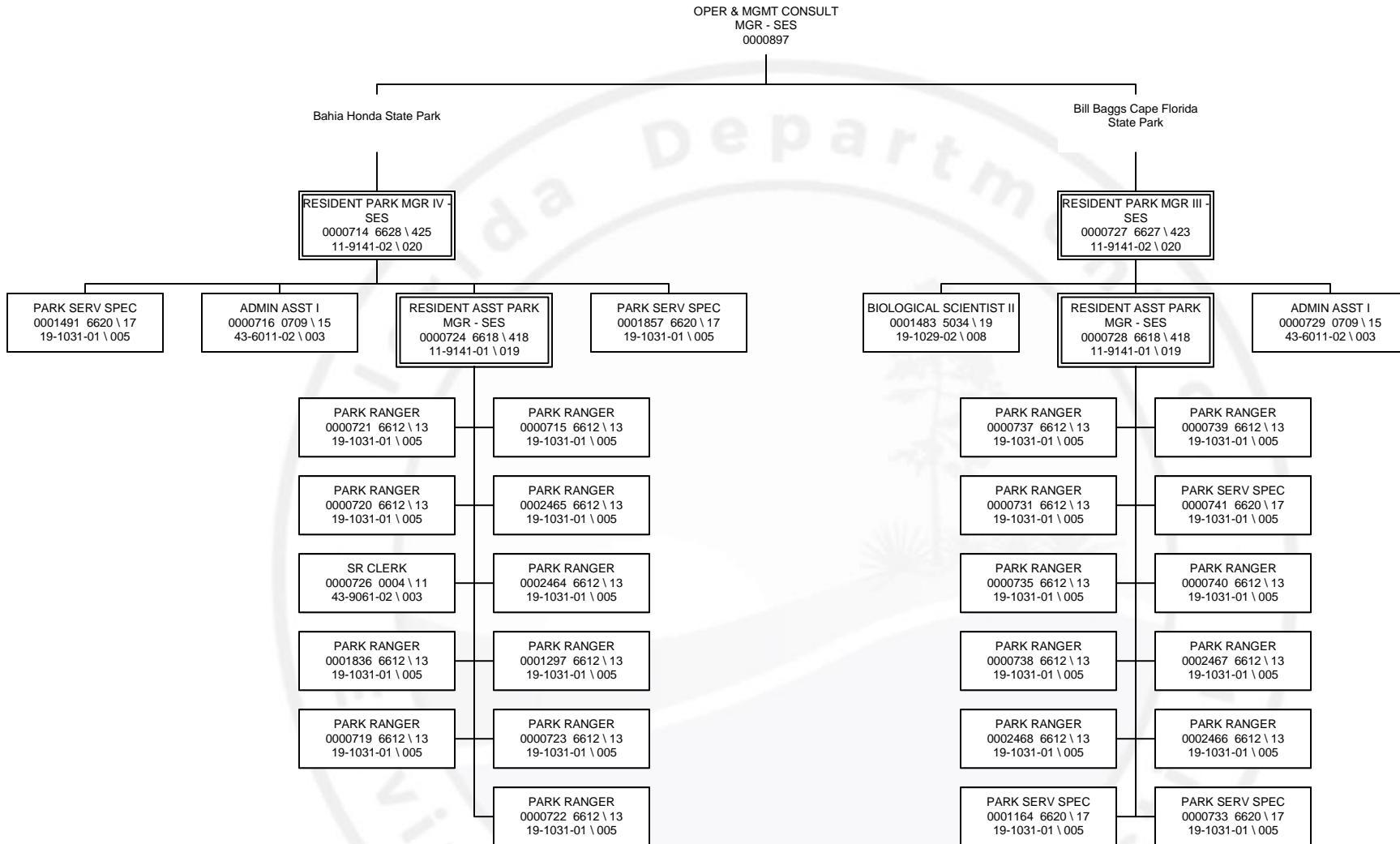


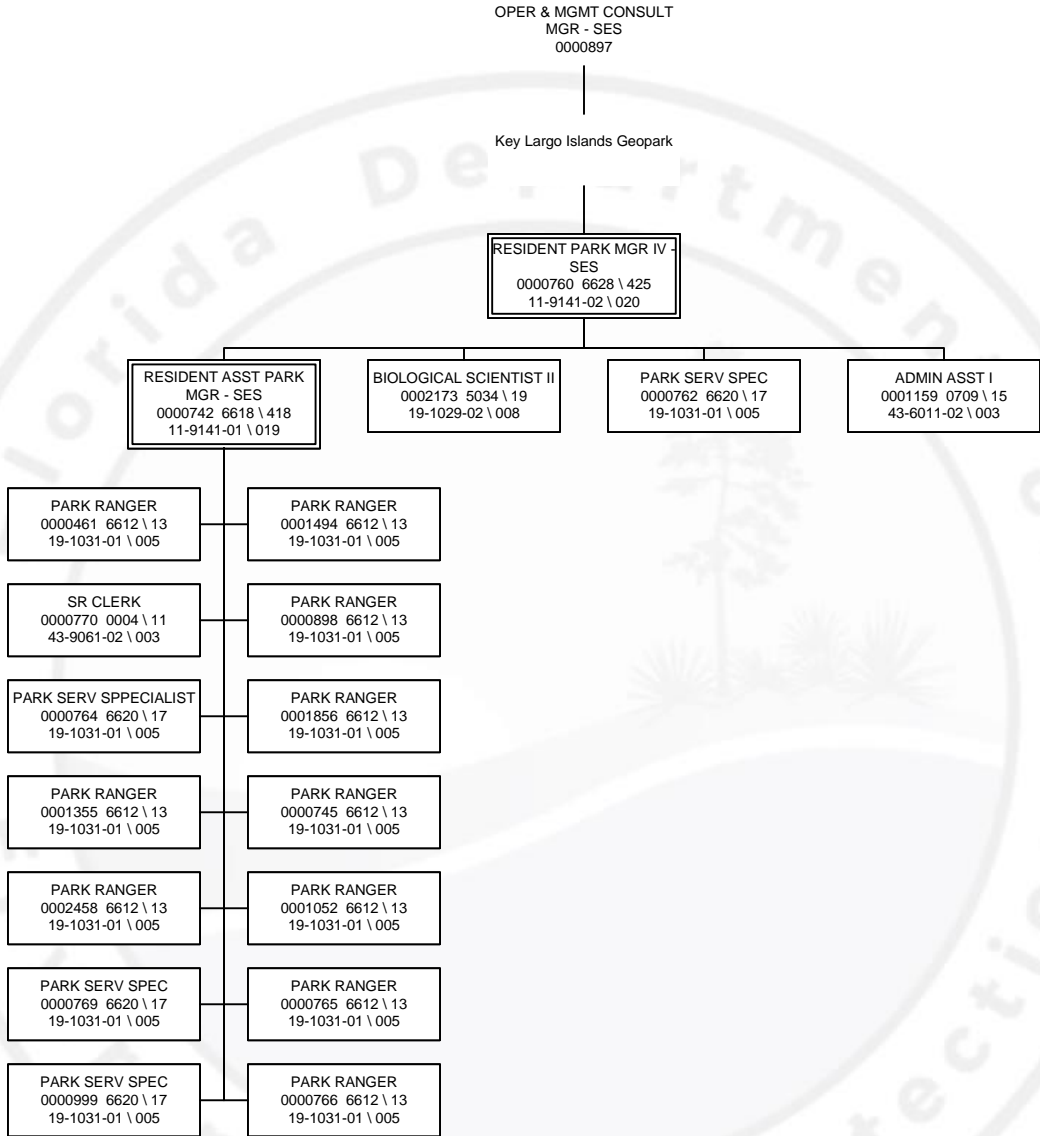


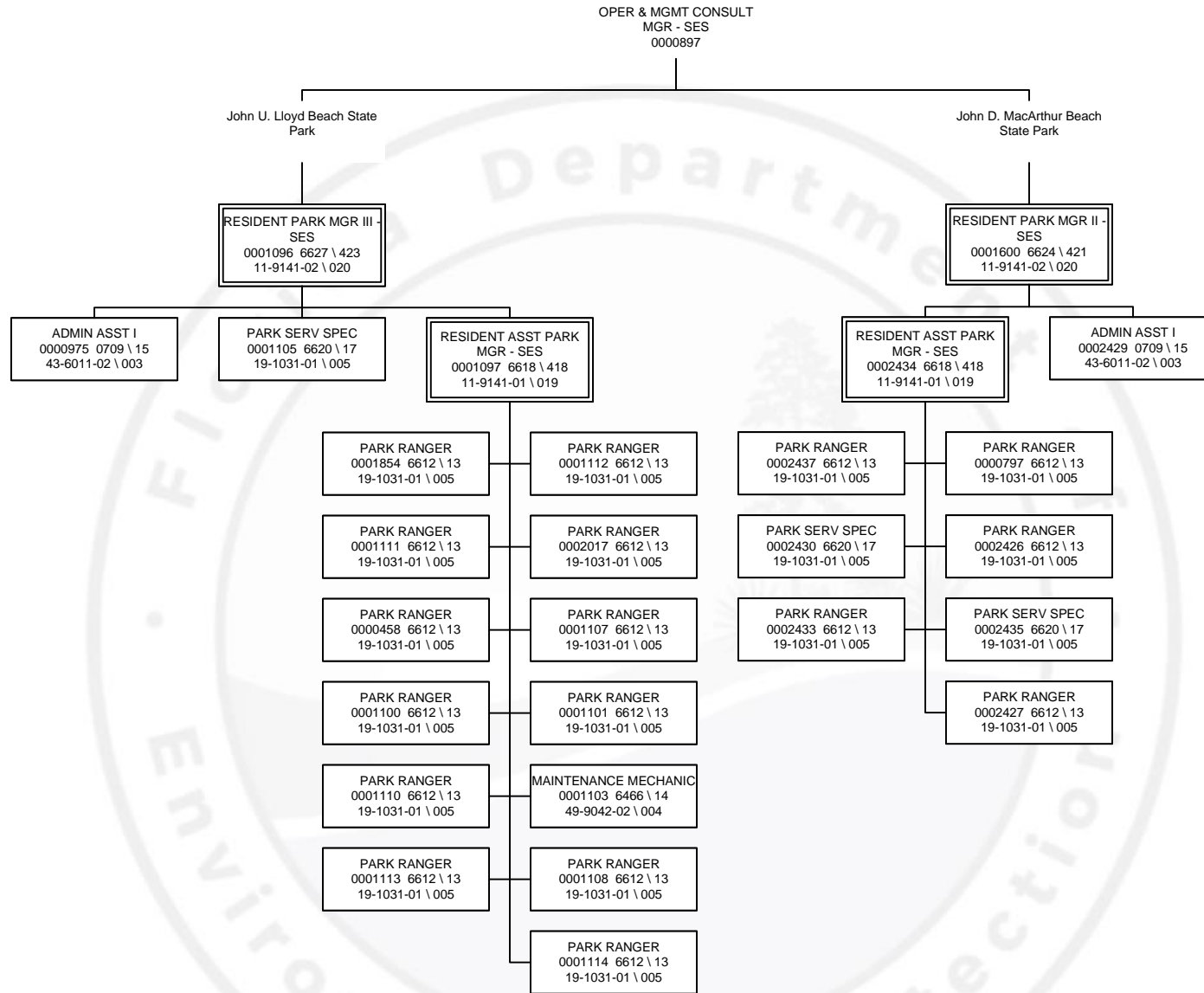
Pos. 0000761 supervises OPS positions

OPER & MGMT CONSULT  
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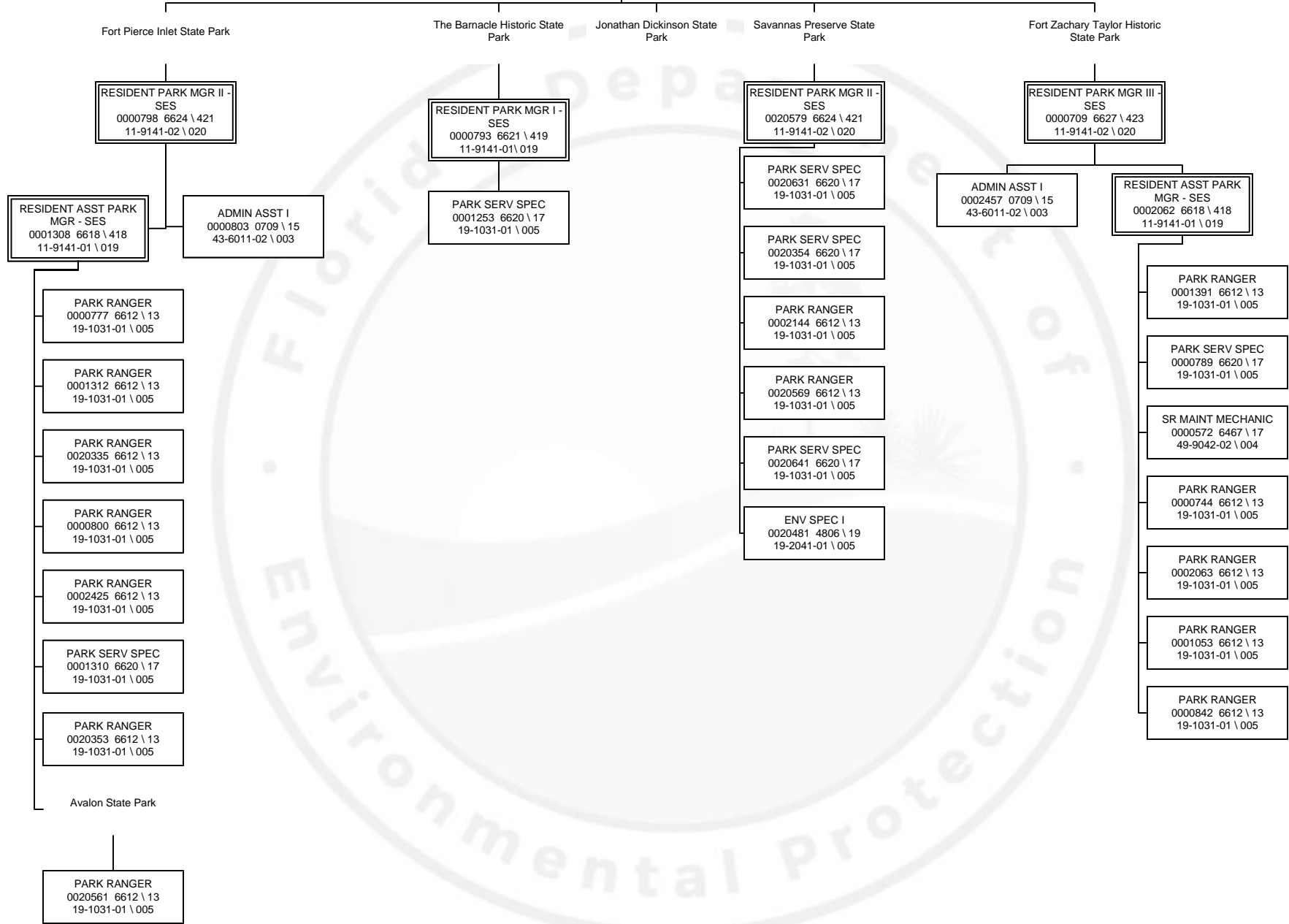


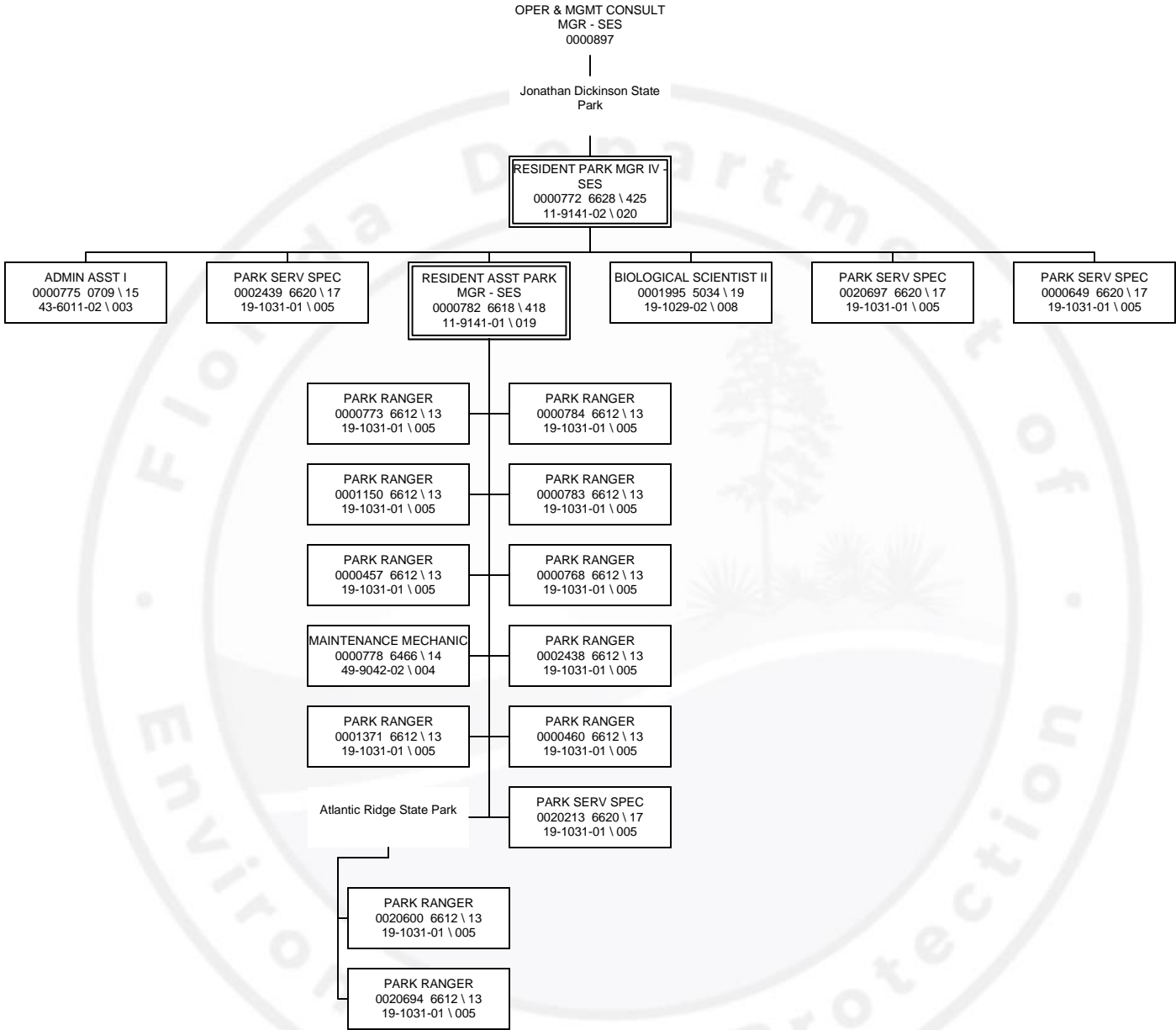




Position # 0000793 supervises OPS position(s)

OPER & MGMT CONSULT  
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 (SE DIST)  
 0010351 8884 \ 930  
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ASST. DIR OF DIST MGT-  
 DEP (SE DIST)  
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 11-1021-04 \ 022

PUBLIC INFOR SPEC II  
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Compliance Assurance  
 Program

Air/Haz and Solid Waste  
 Compliance

Compliance Assurance

ERP Compliance

Wastewater Compliance

ENV MGR - SES  
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ENV ADMIN-SES  
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ENV MGR - SES  
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ENV MGR - SES  
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 11-9121-02 \ 020

ENV SPEC II  
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ENV SPEC I  
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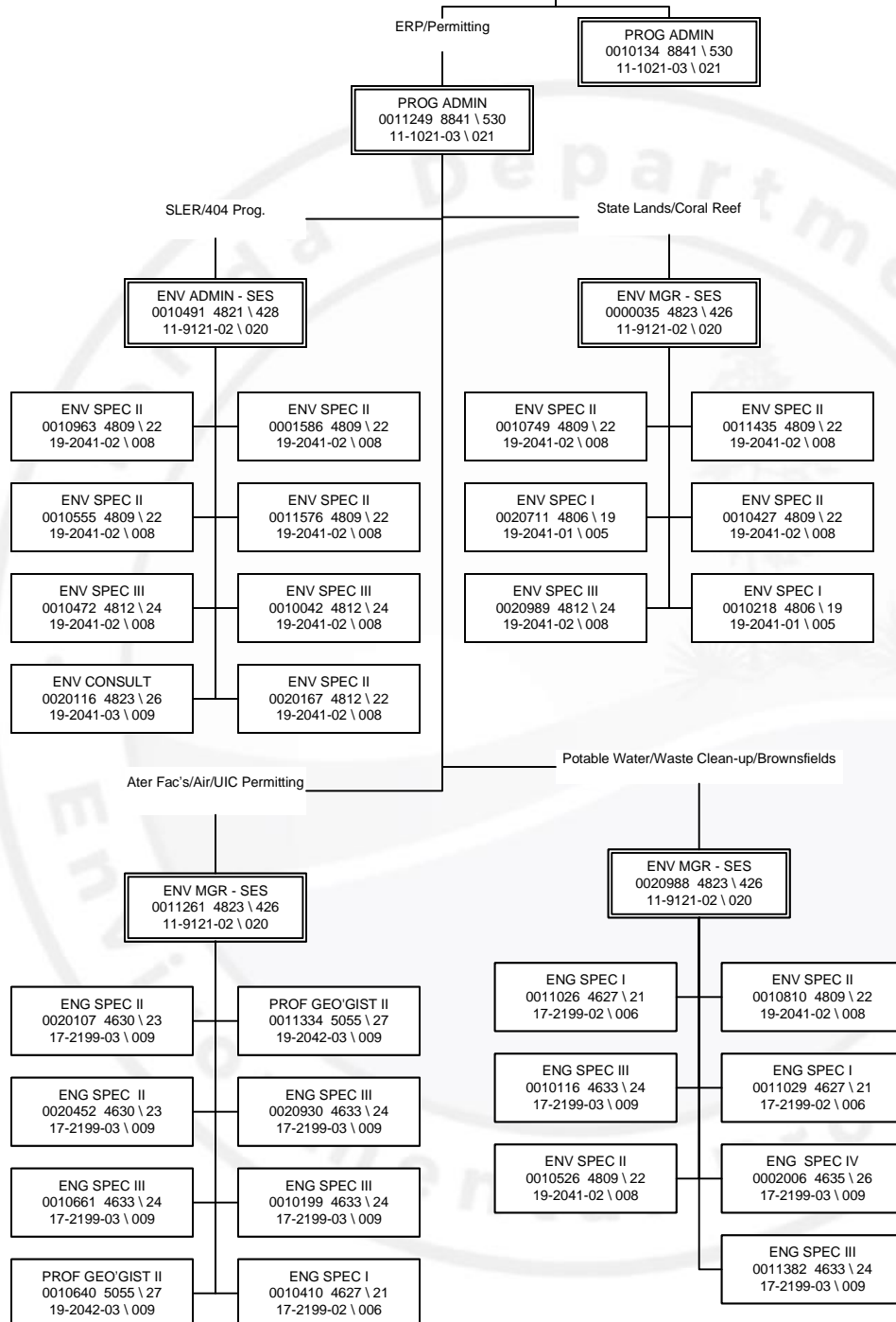
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DIR OF DIST MGT-DEP (SE  
DIST)  
0010351

Administrative & Technical  
Services

PROG ADMIN  
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11-1021-03 \ 021

OPER ANAL I  
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GOVT OPER CONSULT I  
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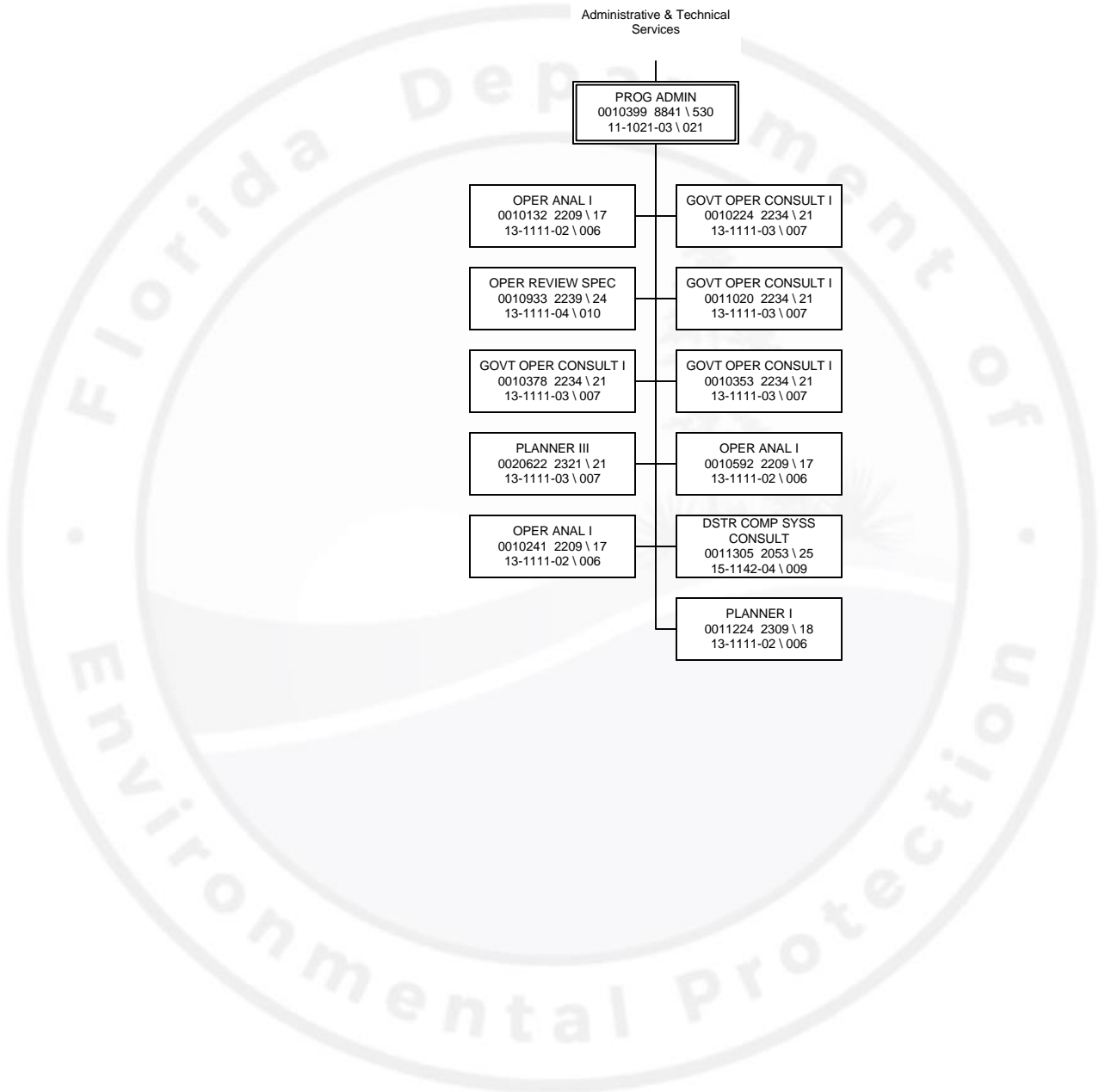
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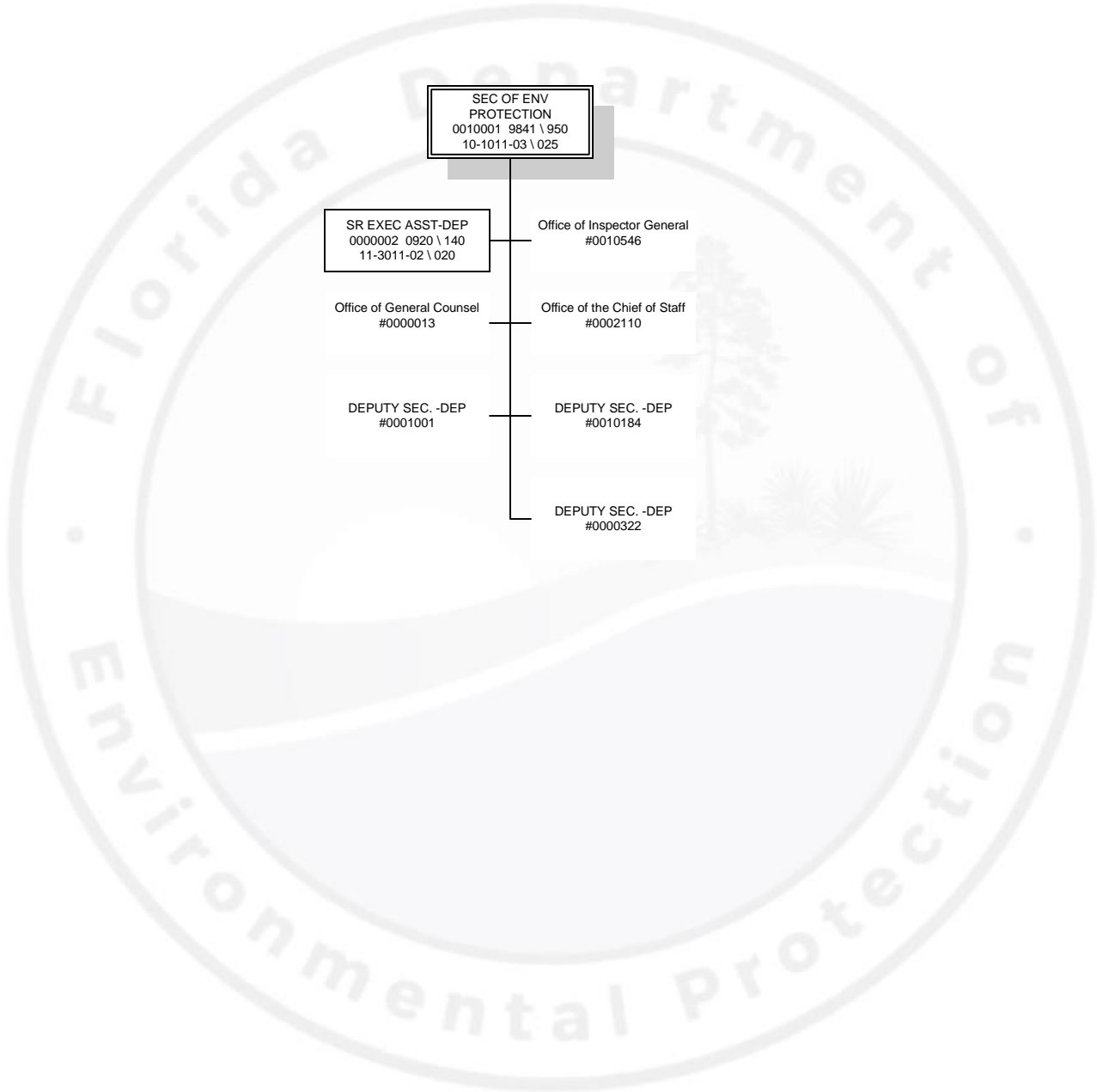
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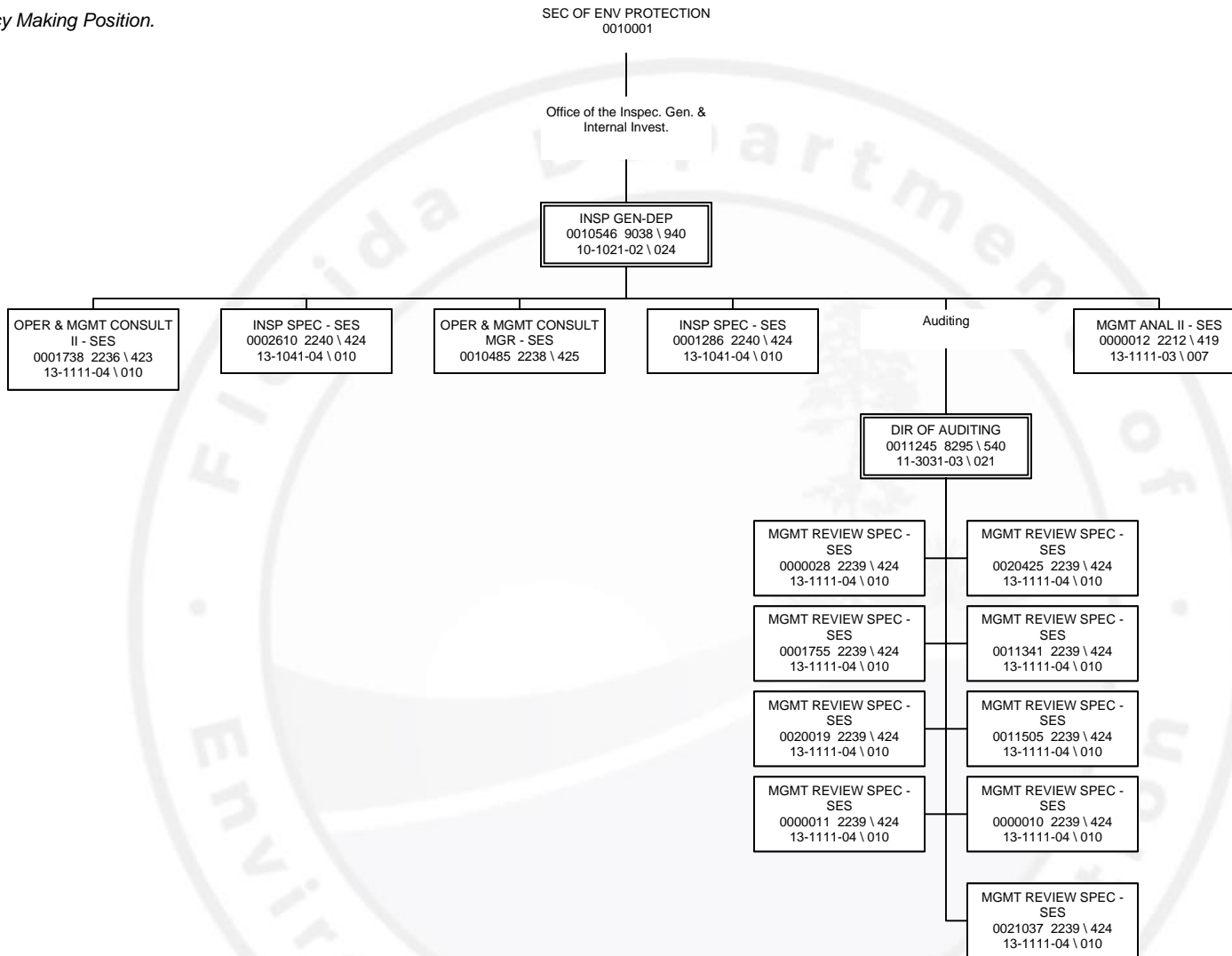
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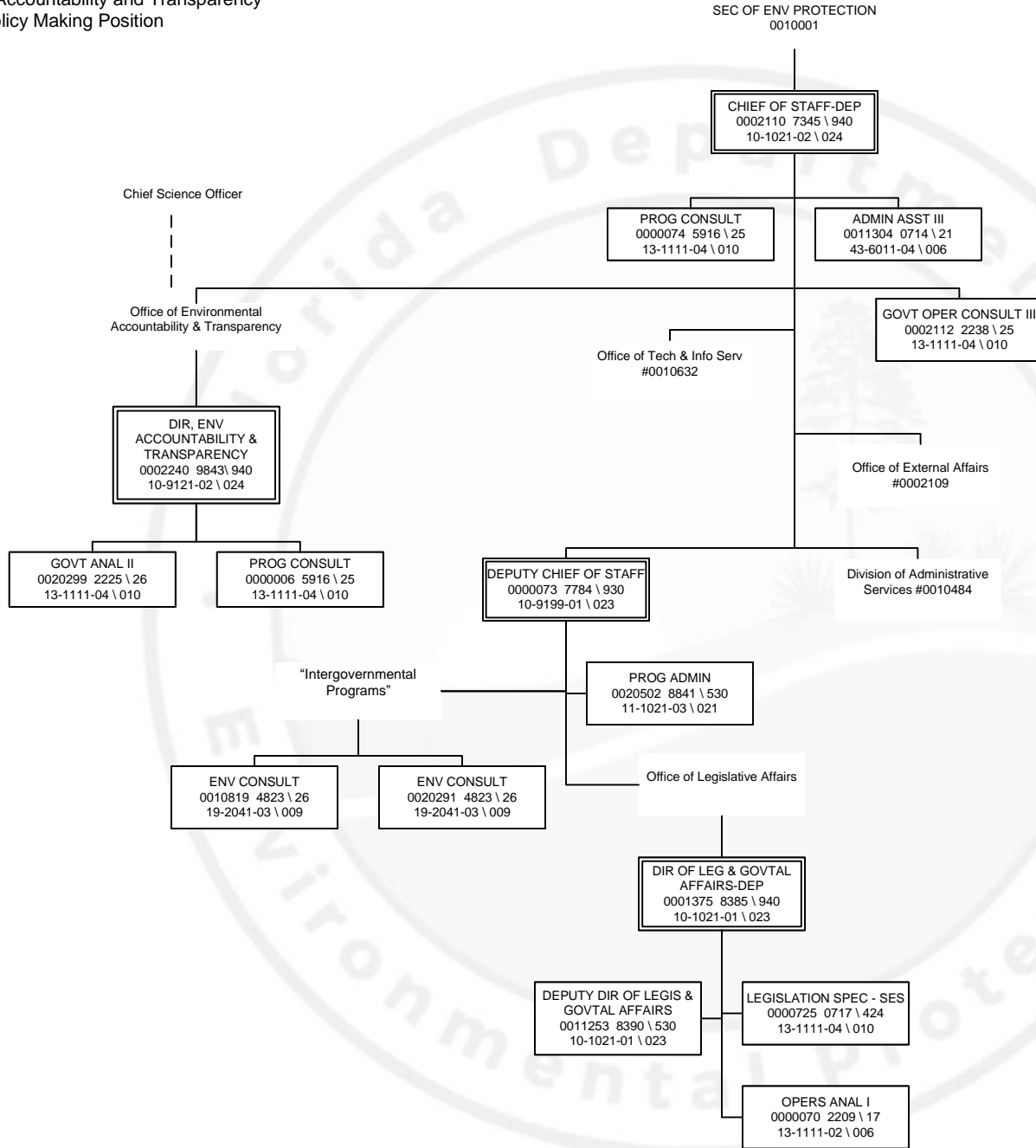


Policy Making Position: 000002

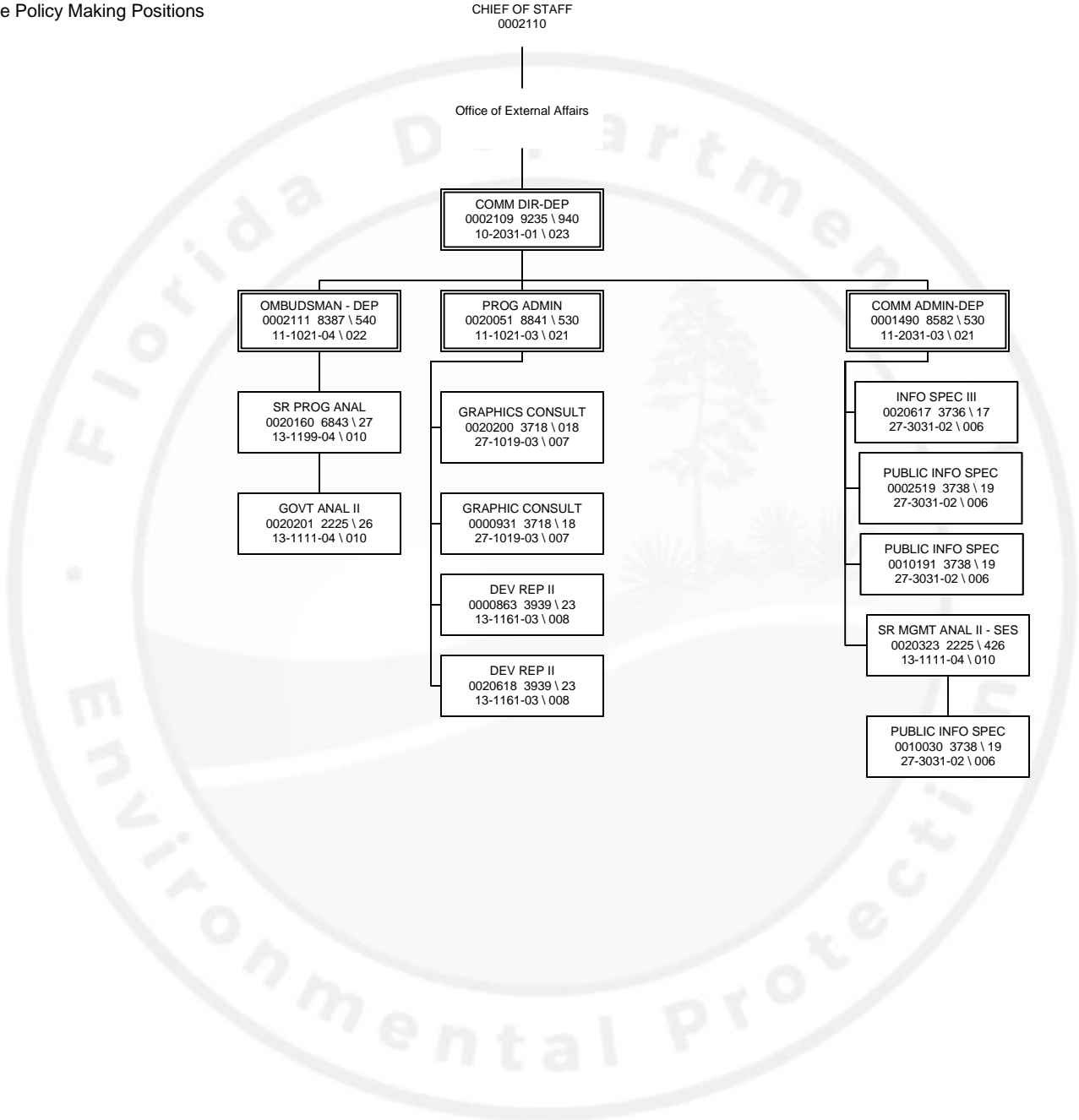


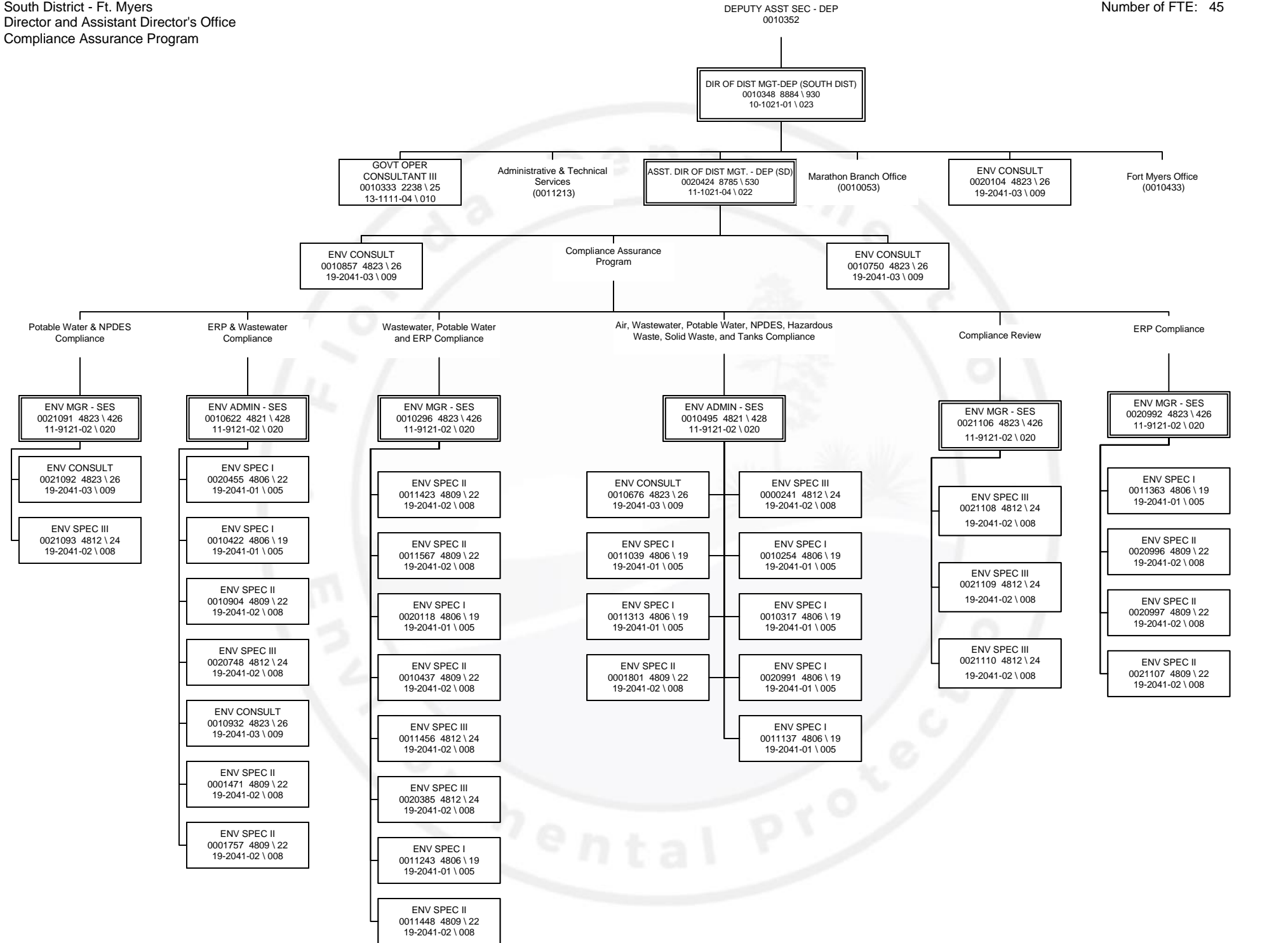
Position 0010546 is a Policy Making Position.

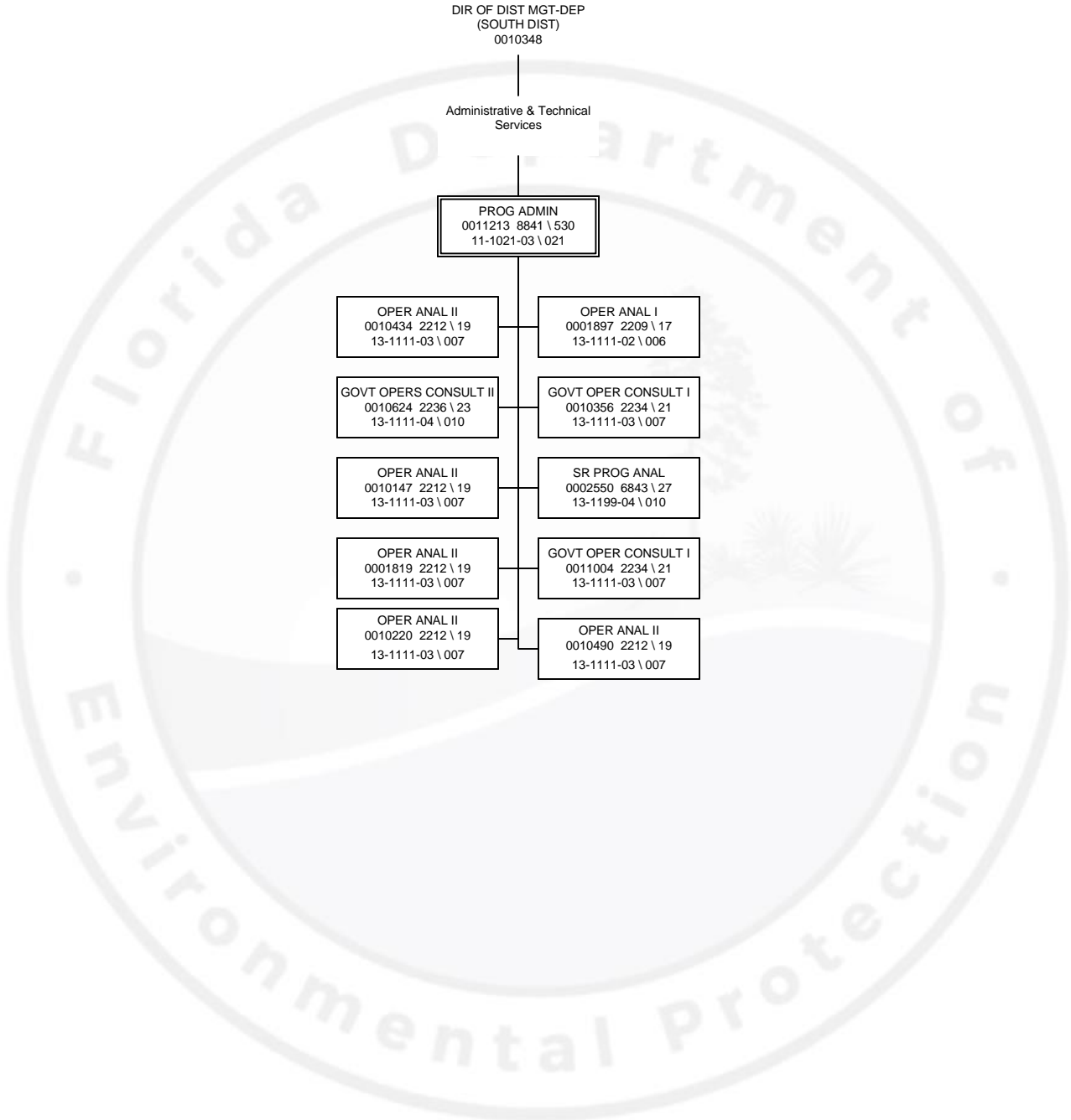


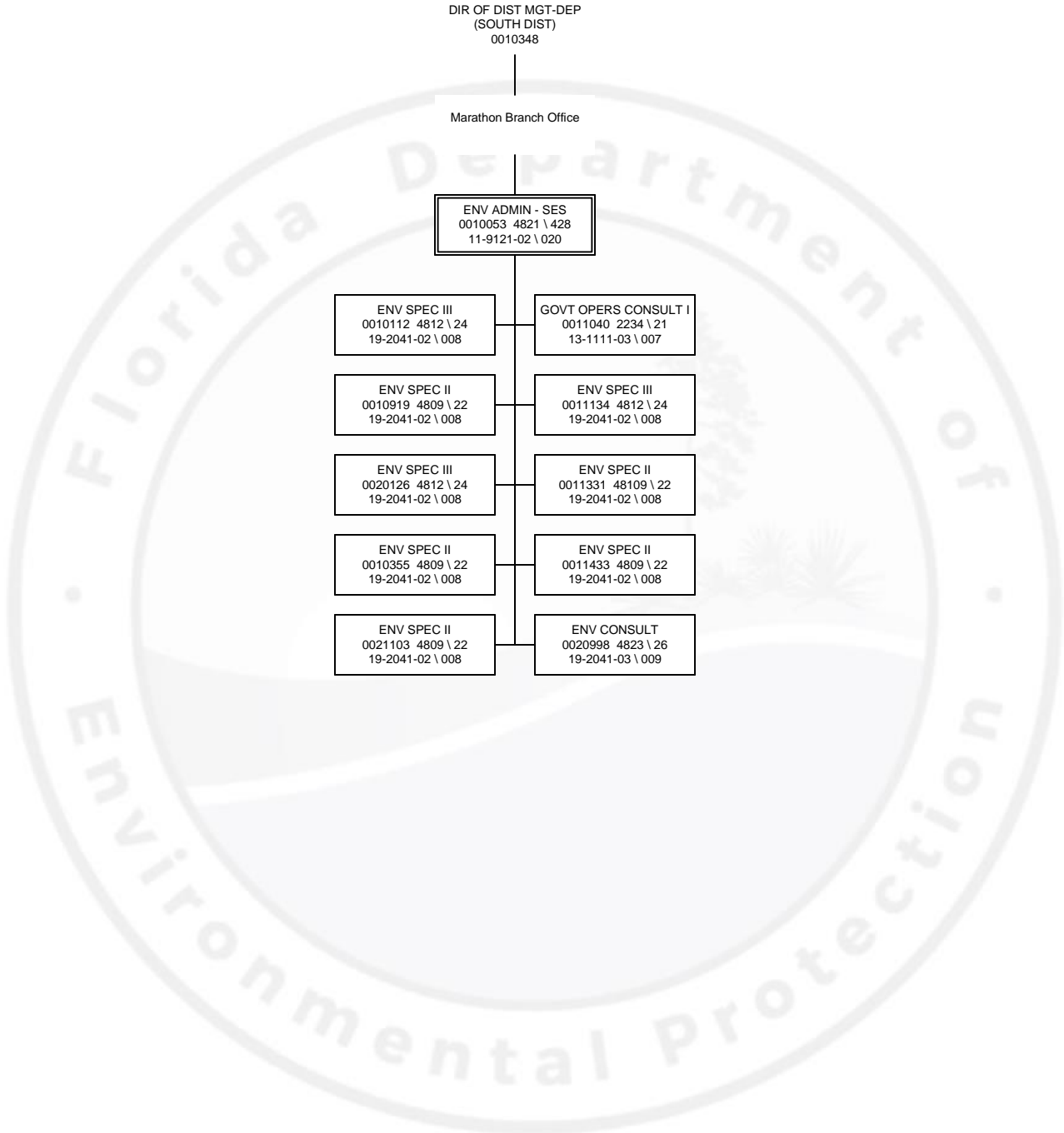


Positions 0001490, 0020323, 0002109 are Policy Making Positions

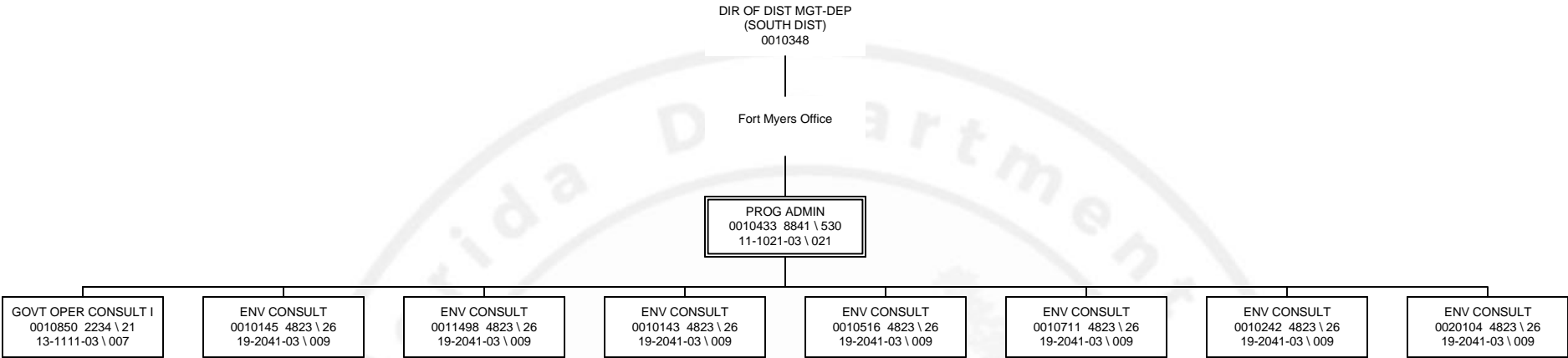




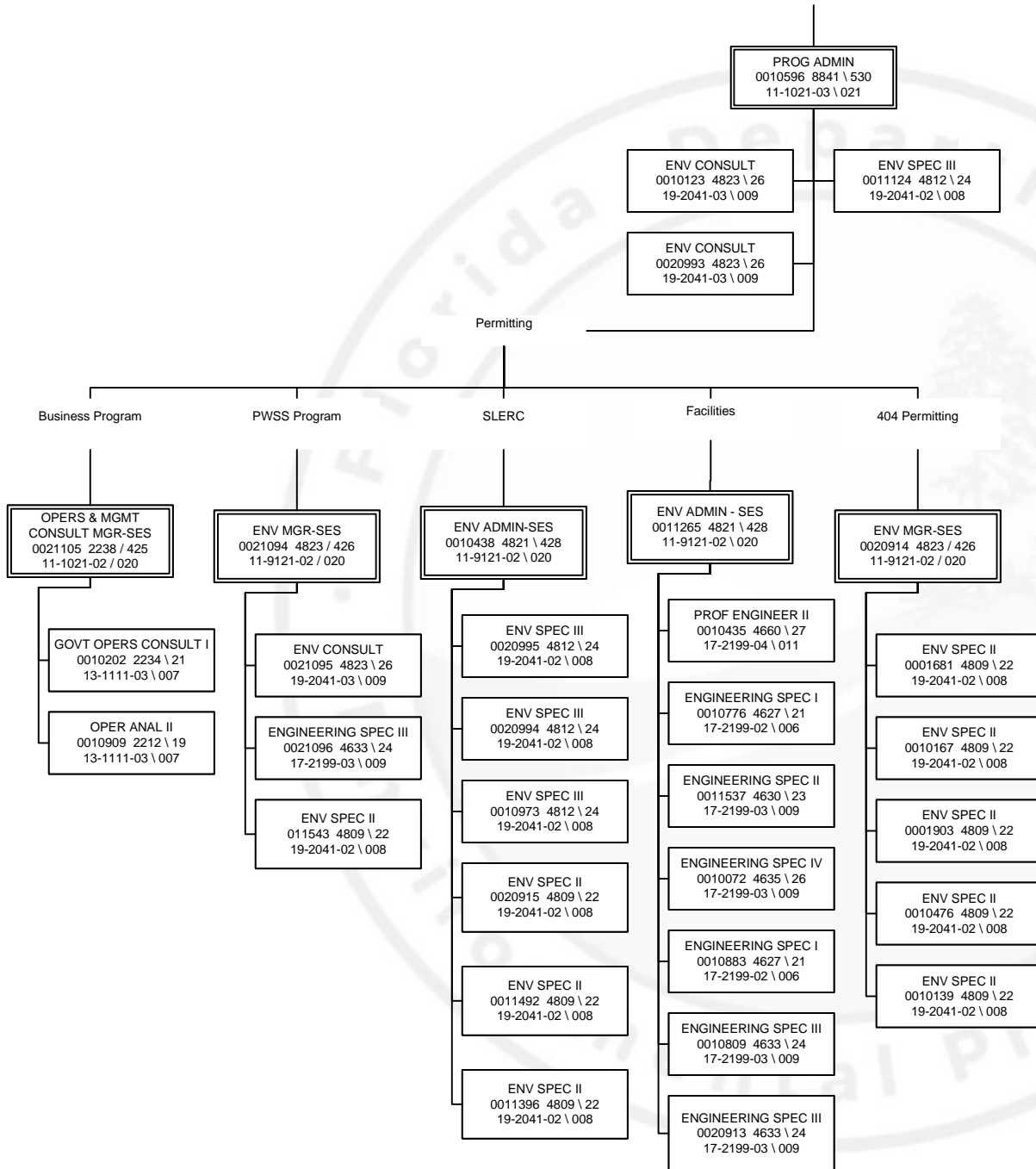


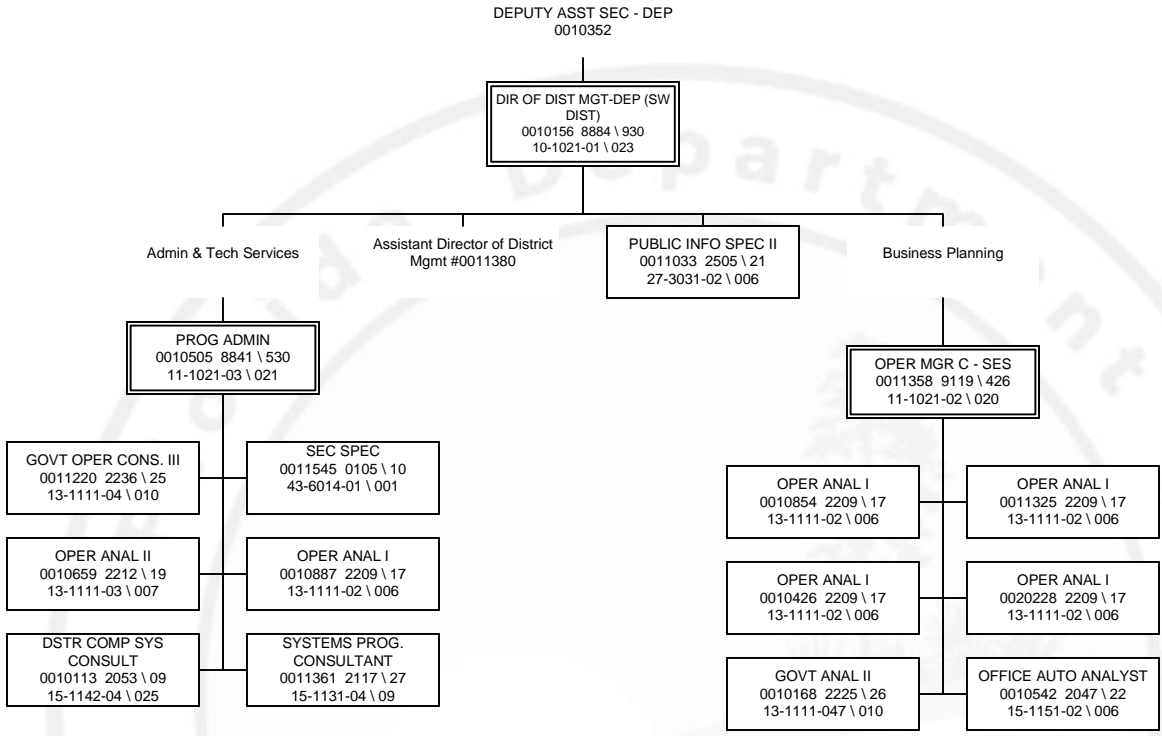


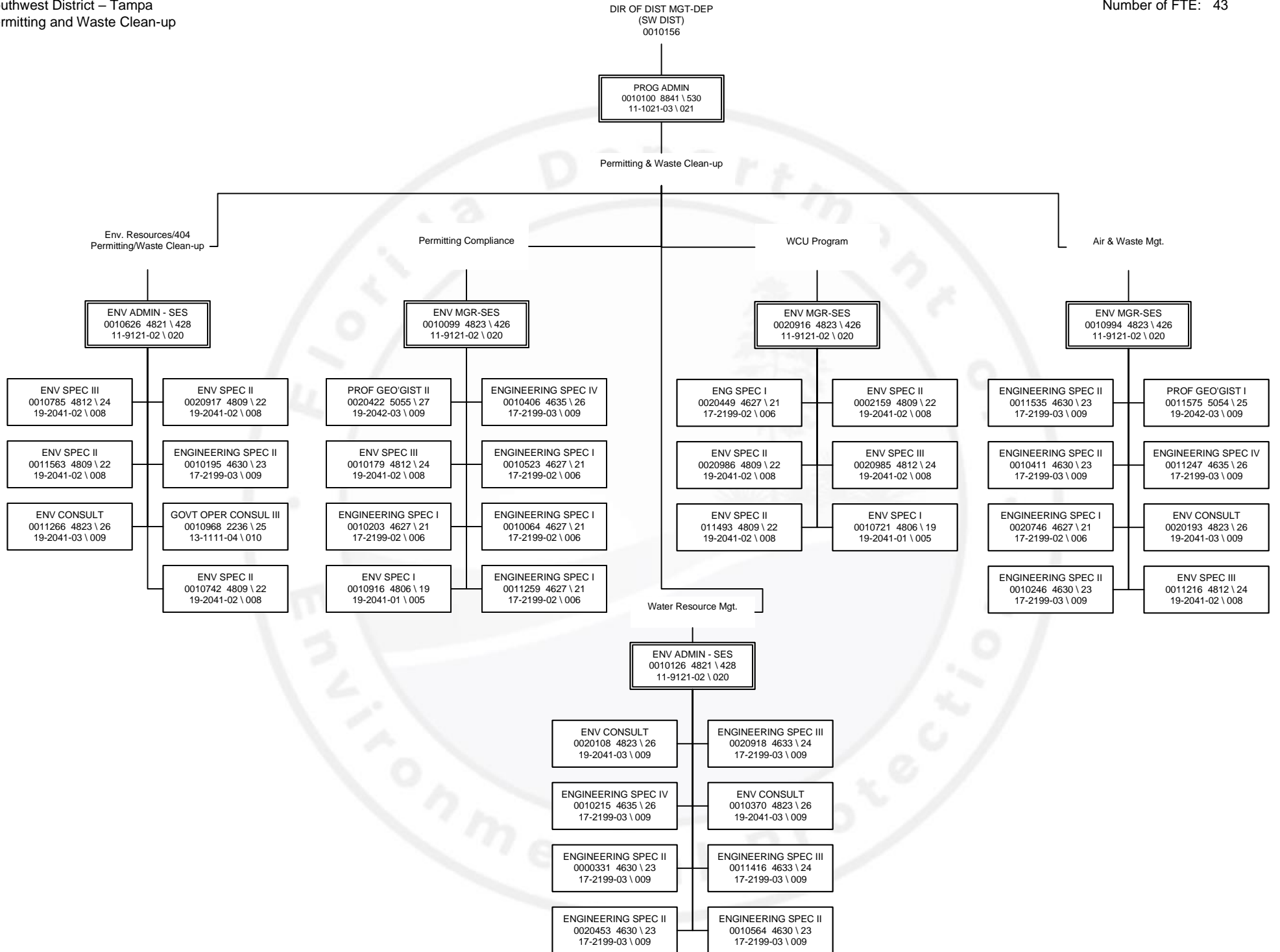


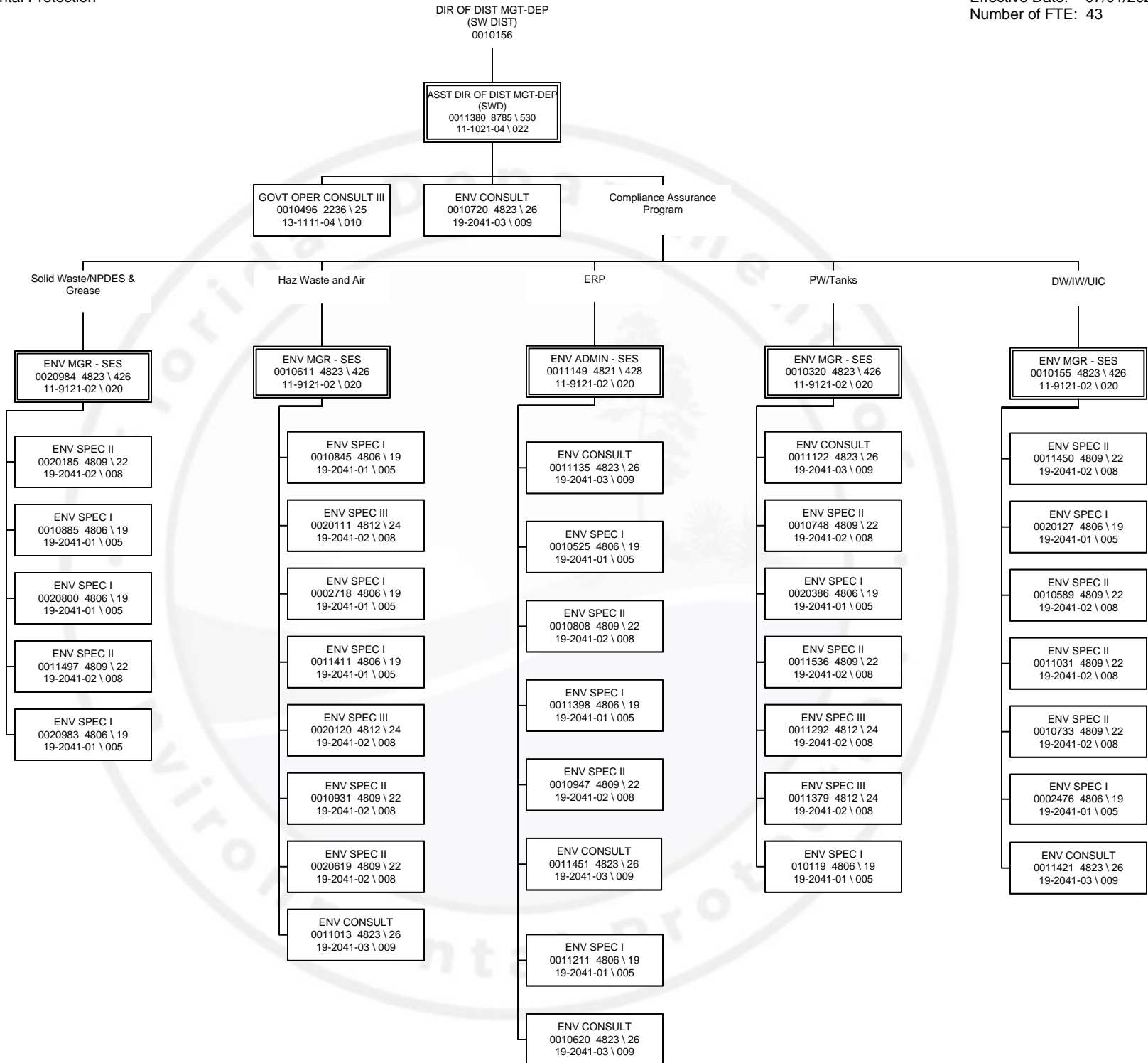


DIR OF DIST MGT-DEP (SOUTH DIST)  
 0010348









ENVIRONMENTAL PROTECTION, DEPARTMENT OF		FISCAL YEAR 2023-24			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		511,569,646		3,433,792,185	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		34,399,431		1,976,035,557	
FINAL BUDGET FOR AGENCY		545,969,077		5,409,827,742	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Measurement Of Time From The Date Of Approval Of An Application Or Delegation Of Authority To Time Of Mailout To The Lessee For Signature * <b>Average number of days to process upland and submerged land instruments. Goal is 45 days or less.</b>		90	254,545.60	22,909,104	224,752,300
Fund Priority Beach Projects *		506	5,884.10	2,977,353	
Execute Priority Water Quality And Drinking Water Improvement Projects * <b>PERCENT OF AGREEMENTS EXECUTED THAT MAINTAIN/IMPROVE WATER QUALITY</b>		319	40,301.82	12,856,282	2,887,644,869
Oversee Responsible Party Cleanups Through Enforcement *		1,980	2,543.11	5,035,350	
Process Water Resource Permits *		5,962	13,191.91	78,650,154	1,101,716,230
Assure Compliance With Statutory Requirements *		2,251	9,832.79	22,133,615	
Provide Technical Assistance, Public Education And Outreach *		12,750	141.63	1,805,812	
Fund Priority Public Health And Water Resource Protection And Restoration Projects * <b>Number of projects funded</b>		62	142,319.10	8,823,784	
Establish Water Quality Criteria And Standards * <b>Number of water quality standards established</b>		1	4,464,016.00	4,464,016	
Monitor, Assess And Prioritize Impaired Surface And Ground Waters *		610	9,793.73	5,974,178	
Develop Total Maximum Daily Load Determinations For Impaired Waters * <b>Number of total maximum daily loads adopted</b>		3	1,540,135.33	4,620,406	40,000,000
Fund Mine Reclamation Projects * <b>Number of mine reclamation projects underway</b>		7	278,881.57	1,952,171	
Authorize/Encourage (or Require) Reuse Of Reclaimed Water Through Department And Water Management District Permitting Programs *		2,707	38.86	105,187	163,494,912
Manage Government-funded Cleanups Of Hazardous Waste Contaminated Sites * <b>Number of known contaminated sites being cleaned up</b>		449	6,930.94	3,111,992	6,435,885
Manage Government-funded Cleanups Of Drycleaning Contaminated Sites * <b>Number of known contaminated sites being cleaned up</b>		319	2,510.77	800,935	10,000,000
Manage Government-funded Cleanups Of Petroleum Contaminated Sites * <b>Number of known contaminated sites being cleaned up</b>		6,052	4,309.48	26,080,967	200,892,700
Process Solid And Hazardous Waste Permit Applications, Variances, Exemptions, Certifications And Registrations *		31,678	151.86	4,810,733	
Conduct Solid And Hazardous Waste Compliance Assurance *		328	33,837.84	11,098,813	
Conduct Petroleum Storage Systems Compliance Assurance *		9,327	1,270.28	11,847,867	
Reduce Waste * <b>Number of local household hazardous waste collection center grants funded</b>		6	478,300.33	2,869,802	
Conduct Site Investigations * <b>Number of site investigations conducted annually</b>		10	98,788.70	987,887	
Conduct Site Technical Reviews * <b>Number of technical reviews conducted annually</b>		448	6,187.75	2,772,110	
Fund Waste Management Projects * <b>Number of projects funded</b>		32	23,255.03	744,161	7,500,000
Monitor Ambient Air Quality *		850	12,316.59	10,469,105	
Analyze Air Quality And Emissions * <b>Number of emission points reviewed and analyzed</b>		4,500	249.26	1,121,674	
Implement The Federal Clean Air Act * <b>Number of Clean Air Act plans produced</b>		3	149,016.33	447,049	
Review And Approve Air Resource Permits *		1,050	7,147.55	7,504,924	
Air Compliance Assurance *		1,800	4,635.83	8,344,500	
Small Business Assistance * <b>Number of Small Business Assistance Program contacts per year</b>		10,000	7.05	70,521	15,000,000
Conduct Geologic Research Projects * <b>Number of projects completed</b>		530	7,956.25	4,216,813	
Analyze Biological And Chemical Samples * <b>Number of analyses completed</b>		131,431	33.18	4,360,634	
Resource Management * <b>Number of acres treated with controlled burns and exotic species removal.</b>		819,300	117.29	96,098,148	584,510,466
Visitor Services/Recreation * <b>Number of visitors</b>		72,789,513	1.21	88,368,327	164,612,859
On-site Emergency Response, Off-site Coordination And Assistance And Cost Recovery * <b>Number of incidents reported</b>		1,030	1,505.89	1,551,068	
Total Number Of Investigations Conducted * <b>Percent of environmental law investigations to 100,000 Florida population</b>		265	9,921.15	2,629,108	
TOTAL				462,614,550	5,406,560,221
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				16,792,855	
REVERSIONS				56,384,611	253,267,521
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				535,792,016	5,659,827,742

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

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.  
(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.  
(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.  
(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

Note: The differences reflected on the Audit Report is due to the tentative certified forward amounts that were reverted and reappropriated.

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

Agency: Department of Environmental Protection      Contact: Teresa Johnson

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2024 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 2025-2026 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 2025-2026 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Water and Land Conservation		919.9	1,118.20
b	Other Agricultural and Environmental Programs		566	244.8
c	Debt Service		No New Series	**81.16
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.

\*\*Continued debt service for Save Our Everglades (Everglades Restoration) and Florida Forever.

\* R/B = Revenue or Budget Driver

# SCHEDULE IV-B FOR PERMIT LIFECYCLE UNIFIED MANAGEMENT SYSTEM (PLUMS)

For Fiscal Year 2025-26



October 15, 2024

DEPARTMENT OF ENVIRONMENTAL PROTECTION





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## I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of Environmental Protection (DEP)	Schedule IV-B Submission Date: October 15, 2024 The initial Schedule IV-B for the PLUMS project was authorized and funded in Fiscal Year 2023-24.
Project Name: Permit Lifecycle Unified Management System (PLUMS)	Is this project included in the Agency's LRPP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FY 2025-26 LBR Issue Code: 36340C0	FY 2025-26 LBR Issue Title: Permit Lifecycle Unified Management System (PLUMS) Information Technology Project
Agency Contact for Schedule IV-B: Jessica Kleinfelter, 850-245-7589, Jessica.Kleinfelter@FloridaDEP.gov	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: 	Digitally signed by Shawn Hamilton Date: 2024.10.14 11:33:50 -04'00'
Date:	10/14/24
Printed Name: Shawn Hamilton, Secretary	
Agency Chief Information Officer (or equivalent): 	Digitally signed by Martin A Stevens Date: 2024.10.14 10:24:26 -04'00'
Date:	10/14/24
Printed Name: Martin Stevens, Chief Information Officer	
Budget Officer: <b>Darinda McLaughlin</b>	Digitally signed by Darinda McLaughlin Date: 2024.10.14 10:59:54 -04'00'
Date:	10/14/24
Printed Name: Darinda McLaughlin, Deputy Chief of Staff	
Planning Officer: <b>April Davie</b>	Digitally signed by April Davie Date: 2024.10.14 10:32:33 -04'00'
Date:	10/14/24
Printed Name: April Davie, Executive Staff Director	
Project Sponsor: <b>Jessica Kramer</b>	Digitally signed by Jessica Kramer Date: 2024.10.14 10:37:18 -04'00'
Date:	10/14/24
Printed Name: Jessica Kramer, Deputy Secretary of Regulatory Programs	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Sami McKee, 850-245-8454, Sami.Mckee@FloridaDEP.gov
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Risk Analysis:	Rick Bessey, 850-245-8302, Rick.Bessey@floridadep.gov
Technology Planning:	Martin Stevens, 850-245-7565, Martin.Stevens@FloridaDEP.gov
Project Planning:	Brencia Stephens, 850-245-7581, Brencia.Stephens@FloridaDEP.gov

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

### A. Background and Strategic Needs Assessment

The initial Schedule IV-B for the PLUMS project was submitted in FY 2023-24. At that time, the project was expected to take three fiscal years at an estimated cost of \$10.4 million, not including recurring maintenance costs. This current Schedule IV-B is being submitted because various factors have modified the timeline from three years to four years and the estimated cost from \$10.4 million to \$9.6 million, not including recurring maintenance costs.

#### 1. Business Need

The Florida Department of Environmental Protection (DEP) is the state’s lead agency for environmental management and stewardship, protecting our air, water and land. DEP’s regulatory programs safeguard natural resources by overseeing permitting and compliance and enforcement activities among six district offices and delegated local programs for three major media types (air, water and waste). The Division of Water Resource Management (DWRM) is responsible for implementing state laws providing for the protection of the quality of Florida’s drinking water, ground water, rivers, lakes, estuaries, wetlands and the reclamation of mined lands. DWRM is composed of several programs that perform water facilities regulation along with operational support services and functions. DWRM also serves as Florida’s central point of contact for federally delegated water programs, such as National Pollutant Discharge Elimination System (NPDES), Drinking Water, Underground Injection Control (UIC) and the assumed State 404 Program. DWRM has regulatory oversight of certain functions of water and wastewater facilities and activities throughout Florida, such as industrial and domestic wastewater facilities; industrial pretreatment; NPDES stormwater for construction activities, industrial facilities and municipal separate storm sewer systems (MS4s); power plant permitting and siting; underground injection wells; public drinking water systems; mining, mitigation and restoration; phosphate management; oil and gas wells; onsite sewage and environmental resource permitting. DWRM continues to work toward safeguarding Florida’s water resources and enhancing natural systems through partnering with local communities and providing a more certain, consistent and effective regulatory process.

While DEP maintains electronic permitting and compliance systems in multiple areas, there are gaps in technology solutions across programs and wide variation in the age and level of functionality of the multiple systems that are in use. Significant functionality is lacking in the systems that support water-resource permit types and compliance and enforcement activities. The core DEP system, Permit Application (PA) originates permits, tracks the permit application process, but most of the permit development takes place via offline processes supported by productivity applications such as Microsoft Excel, Word, Access and Adobe fillable forms. The water resource permitting lifecycle can be broken into two major categories of permitting and compliance and enforcement.

DWRM along with DEP’s six district offices, issues permits and authorizations for a wide variety of water resource facilities and activities. DEP’s water resource permitting programs process over 18,500 permits each year. Along with rules and statutes, these permits and authorizations establish criteria and conditions that help safeguard Florida’s natural resources and enhance its natural systems. This is accomplished through manual data entry in the PA database, followed by manual

entry into DEP's enterprise document management system (OCULUS).

Numerous water resource programs are responsible for managing statewide coordination of compliance and enforcement activities relating to inspections, the development of policy, guidance and training materials to ensure consistency among DEP's six district offices and delegated local programs. Currently, there is no inspection software for these program areas. Last year, there were over 8,600 inspections completed and the vast majority of these were done on paper. For compliance and enforcement activities, DEP water programs use and must manually enter information into various DEP databases, such as Wastewater Facility Regulation (WAFR) system, Compliance & Enforcement Tracking (COMET), Environmental Resource Permitting Compliance Enforcement (ERPce), Potable Water System (PWS), Water Assurance Compliance Systems (WACS) and several other Access databases. Compliance and enforcement documents are also manually uploaded into OCULUS.

The request for an enterprise Permit Lifecycle Unified Management System includes template driven permit creation, permit lifecycle management, compliance and enforcement activities, inspections, reporting, correspondence tracking and complaint management. The proposed system will provide functionality for water resource permit types, but the overall solution will be able to work for waste, air and other environmental resource permit types and subtypes.

### 2. Business Objectives

- Improve transparency through applicant portal for status information on permit lifecycle including submissions, correspondence, reminders and reporting.
- Improve environmental protection by intelligent inclusion of templates, conditions and monitoring requirements.
- Reduce time to complete inspection schedules.
- Adhere to or surpass all federal inspection and reporting requirements.
- Reduce or eliminate manual input of permits, inspections, letters, and tasks for DWRM and district staff resulting in greater efficiency and reduced risk of errors.
- Enhance overall DWRM and district staff efficiency and effectiveness with improved technology and tools.
- Enhance intradepartmental functionality, allowing DWRM and district staff to be more efficient.
- Increase data integrity, standardization and accuracy toward improved operational efficiency, monitoring, reporting and analytics.
- Facilitate better collaboration and communication between DWRM, other divisions, district offices and delegated local programs.
- Improve access to data by reducing duplication of data in disparate records.
- Improve analytical and reporting capabilities, providing DWRM and DEP leadership the tools to track permits, inspections and compliance and enforcement activities from initiation to completion.
- Communicate data to the Environmental Protection Agency (EPA) without staff interaction or editing.
- Eliminate multiple Microsoft Access databases.
- Reduce technology failure risk by moving to a modern platform.

- Reduce support risk by reducing the number of technologies being supported.
- Improve communication with external stakeholders and customers.
- Improve efficiency of permits and compliance and enforcement activities through better alignment with permit conditions and regulatory requirements.

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

### B. Baseline Analysis

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

#### 1. Current Business Process(es)

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

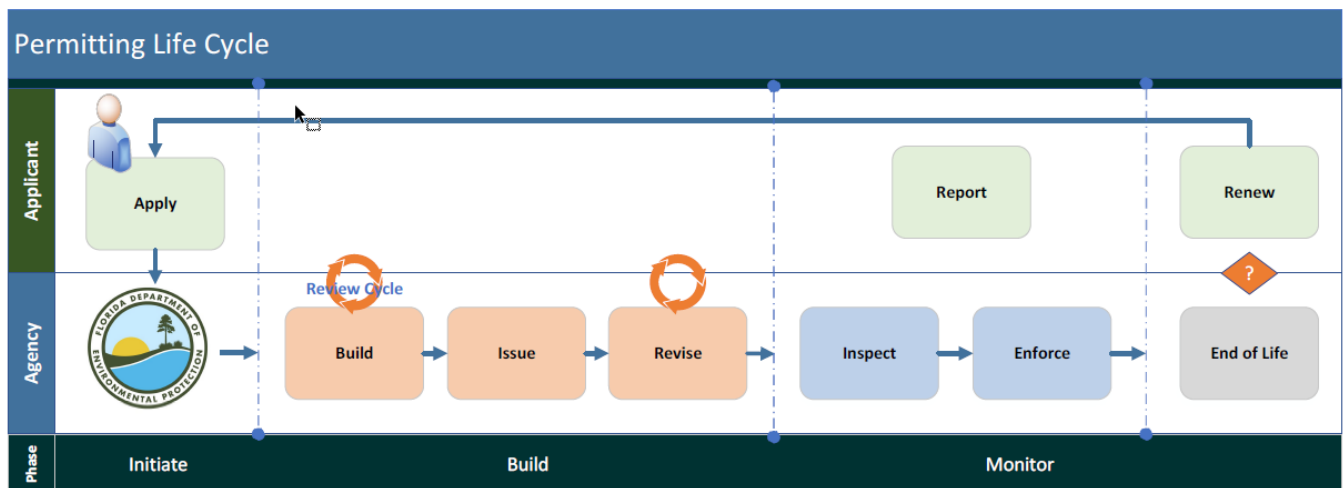
Current business processes facilitate statewide coordination of permitting and compliance and enforcement activities to ensure consistency among the six district offices and delegated local programs. The permitting, inspection and compliance and enforcement data for over 18,500 permits and 8,600 inspections must be manually entered into PA, COMET, WAFR, PWS, WACS and ERPce database. All the documents produced from the various permitting, inspection and compliance and enforcement activities must be manually inserted into OCULUS.

There are 179 permit types and 1,213 sub-types of water resource related permits in use today by DEP. A listing of these permit types can be found in Appendix A. Process flows for the major permitting categories of water resource permits can be found in Appendix B. Water resource compliance process flows can be found in Appendix C. Note, some water resource permitting and compliance process flows have not been documented in detail for all the water programs; in these cases, generic process flows have been included.

- Most permits applications are still submitted on paper.
- Most inspections are completed on paper.
- All information on the inspection report form must be entered manually into the Oracle Forms systems.
- There is no standardized data entry process.
- It is difficult for users to determine compliance statuses.
- Manual input of inspections is required to determine documentation deficiencies.
- Rule references are not automatically tied to deficiencies.
- Manual tracking of numerous processes must be performed.
- Tracking compliance assistance is tedious.
- Users manually track deficiencies.
- Multiple Requests for Additional Information (RAIs) cannot be tracked currently.
- No dynamic form creation capabilities exist.
- There is limited automated integration among PA, OCULUS, COMET, ERPce, PWS, WACS and WAFR.
- There is no automatic notification when activities move from one phase to another in the process.
- Users do not have system generated templates to utilize.
- Users cannot upload documents directly to OCULUS through PA, COMET, ERPce, PWS, WACS or WAFR.
- Users manually notify EPA when information is submitted.
- Users manually prepare and submit quarterly reports to the EPA.
- Users manually track all pretreatment contacts (recipients who would receive files or notifications).

- Users manually update EPA’s Integrated Compliance Information System (ICIS).
- Users must manually generate reports.
- Users must print inspection forms for use in the field.
- Users schedule inspections via Excel and modify data manually.
- Using Access databases to track permit applications and time to process.
- Using Access database to manually enter data for Pretreatment Tracking System (PTS).
- Using Access database to manually enter data for stormwater permitting and compliance, annual reports, audits and complaints.
- Using Access database to manually enter data for the Oil & Gas program (Production Input database).
- Using Access database to manually enter data for the district offices.
- Using Access database to manually enter data for Local Limits Information Development System (LLIDS).
- Using Access database to manually enter data for gathering and editing data to go to EPA’s ICIS database.
- Access databases are very difficult to maintain and are no longer supported by DEP’s Office of Technology & Information Services (OTIS) or Microsoft. They are written in old versions of Access by DWRM staff programmers who no longer work for DEP.

Overview of Permitting Lifecycle:



## 2. Assumptions and Constraints

The following are the known assumptions and constraints for the project. As project planning begins and more assumptions and constraints are identified, they will be updated accordingly.

- There is executive sponsorship and business functional sponsorship as well as commitment from DEP to apply department resources to meet the goals and objectives of the project.
- The project is a high priority initiative for DEP.
- The project team members and all stakeholders recognize time is of the essence and will prioritize their participation accordingly.
- The project stakeholders will coordinate the availability of appropriate staff for participation during the project, as required.
- The project stakeholders will ensure staff participating in meetings on the divisions and business units’ behalf have the requisite knowledge and will be given the authority to make decisions.

- A DEP contract manager is assigned to manage the contract and coordinate all contractual activities between DEP and the vendor throughout the life of the contract.
- A DEP business lead is assigned to coordinate activities and tasks among agency staff in support of the project.
- A DEP technical lead from OTIS is assigned to oversee technical aspects of the project.
- Project management oversight will be provided by OTIS. Selected vendor will provide a project manager for the duration of the contract.
- The DEP project team will review interim deliverables in a timely manner.
- System will comply with relevant state of Florida and DEP technical and security standards and policies.

### C. Proposed Business Process Requirements

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

#### 1. Proposed Business Process Requirements

- General.
  - Applicant portal for status information on permit lifecycle including submissions, correspondence, reminders and reporting.
  - Workflow including automatic routing of tasks, queue management, task assignments and relevant reminders.
  - Correspondence and document tracking.
    - RAIs.
    - Phone calls, emails, supporting documentation.
    - Final agency actions.
  - Consume and produce spatial information in order deliver functionality.
  - Integration support for other DEP systems.
  - Administrative interface for repository updates including code tables, templates and permit condition libraries.
  - Method for online fee payment processing.
  - Broad search functionality.
  - Customizable dashboard (including to-do lists) for internal staff and managers.
  - EPA translation support (CDX).
  - Workflow metric reporting with flexible business rules.
  - Complaint tracking.
  - Ability to selectively adopt full or partial solutions for individual program areas within DEP.
  - Account management: role assignment for internal and external users.
  - Facility information management.
  - Method to specify affected/interested parties per individual permit application for permit activity notifications.
  - Reporting Capabilities.
    - Ad-hoc and predefined reporting capabilities.
    - Supports external data access via connectors and/or services.
    - Supports multiple file export formats.
  - Reporting capabilities for all minimum data requirements for federal reporting (where applicable) and data verification.
  - Posting required information to EPA's ICIS-NPDES database for NPDES facilities. This includes all permit, facility, inspection, compliance, enforcement and



- monitoring data (as updated) that are required by EPA's E-Reporting rule.
- Generation of inspection report forms and basic letter templates (compliance, compliance assistance offers and warning letters).
- Electronic routing for review and approval, automatic insert of completed documents to OCULUS including the ability to attach other documents and pictures to the inspection report forms/letters for automatic insert into OCULUS.
- Performance dashboards (with detailed drill downs).
- Inspector to-do lists.
- E-mail notifications for timeliness/escalation.
- Easy-to-follow workflows.
- Users can easily determine compliance status by having all the facility information available within system.
- Deficiencies, associated rule(s) and/or single event violation (SEV) codes will be linked within the system so the user can easily select the appropriate deficiency.
- System will perform tracking of all activities and present the information in either reports or dashboard charts.
- Multiple RAIs can be tracked for a given activity within the system.
- Permit Application Process.
  - Apply.
    - Permit Application Intake.
      - Guidance for applicants.
      - Enforcement of workflow and business rules.
      - Easy to use wizard-based interface.
      - Immediate feedback on permit application issues.
- Review.
  - Ability for reviewers to easily change permit type/subtype and supporting information without making the applicant start over.
  - Ability to add related party information at any time during process.
  - Flexible workflow that allows for the reset or restart of the process and provides timeclock management.
  - Allows for variable fees and the ability to correct/revise the fee assessed during the review.
  - Allow for association of related permits.
- Build Permit.
  - Configurable guided workflow based on permit type/subtype.
  - Template driven.
  - Library of conditions and requirements.
  - Ability to modify generated permit for specific requirements and conditions.
- Determine final agency action.
  - Route for review and/or approval.
  - Approvals, denials, withdrawals, etc.
- Revise.
  - Process permit condition modifications.
- Compliance and Enforcement.
  - Inspect.
    - Automated and manual scheduling for compliance inspection based on permit conditions or regulatory requirements, inspector availability, EPA requirements, etc.
    - Generate prefilled digital inspection forms to include facility

- information, checklists, permit conditions, etc.
- Mobile inspection and field data collection capabilities including support for photos and maps and allows for disconnected mode when mobile data services are unavailable.
- Monitor.
  - Alerts/reminders for missing/late reports.
  - Ability for permittees to submit structured monitoring data online.
  - Automatic flagging for permit condition violations.
- Enforce.
  - Penalty calculation/generation.
  - Generation of consent orders.
  - Corrective action tracking including payment and penalty tracking.
  - Record and track enforcement items.
    - Deficiencies.
    - Findings.
    - Correlation with permit conditions.

### 2. Business Solution Alternatives

The below alternatives were considered to provide the required functionality.

#### a) Platform as a Service (PaaS)

PaaS is a category of cloud-based software that provides a platform for users to develop, deploy and manage applications without the complexity of building and maintaining the infrastructure typically associated with developing and launching an application. This approach was considered but selected out because of the need for extensive configuration and coding in order to build out a complex permit lifecycle system.

#### b) Custom Development

Custom development allows for the greatest flexibility and adherence to user requirements. It is often the most time consuming and expensive approach in both the short and long-term. In this case, DEP would leverage the existing custom-built software in its portfolio and augment the areas that are deficient. New applications would have to be created and complexity would be high. This option was not selected due to the time required to deliver a viable product, and the complexity involved in creating and supporting the system.

#### c) Status Quo

DEP manages the lifecycle of permits today with the systems it has in place. This option was not selected due to the significant deficiencies in the functionality of the system, and because aspects of the system have been in production for more than 20 years. DEP has been working on applying high value improvements to the existing system that will help bridge the gap between now and implementation of a new permitting lifecycle solution.

### 3. Rationale for Selection

The commercially available SaaS (Software as a Service) solution best represents the balance of factors associated with programmatic support, cost, security, ease of maintenance, extensibility and projected useful life.

This solution enjoys an economy of scale that does not exist for a solution custom-developed for DEP only. The vendors for a SaaS solution have extensive experience in software specifically designed for environmental protection agencies. They can implement the software in much less time and at a lower cost than full custom development while still meeting all the requirements. Additionally, this approach provides for an evergreen solution that continues to be updated by the vendor as improvements are identified by the customer base. The result is lower short and long-term cost to the state.

**4. Recommended Business Solution**

Based on recent Request for Information (RFI) and Request for Quote (RFQ) activities, it was determined that there are permitting lifecycle management systems available as software as a service (SaaS) available on the U.S. General Services Agreement Schedule 70. More than one of the solutions demonstrated appear to meet the requirements communicated by DEP and have sufficient configurability to conform to relevant laws, rules, and processes.

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

**D. Functional and Technical Requirements**

DEP has identified functional and non-functional requirements for the solution. Please refer to Appendix D.

**III. Success Criteria**

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

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Improve functionality and ease of use	<ul style="list-style-type: none"> <li>• Time to setup and complete inspections and permits</li> <li>• Employee satisfaction surveys taken before implementation and a year after implementation</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	06/26
2	Enhance the interactions between DWRM, district offices and delegated local programs	<ul style="list-style-type: none"> <li>• Staff outside of DWRM have immediate access to data</li> <li>• Employee satisfaction surveys</li> <li>• Time to generate reports</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	06/26
3	Increase number of inspections and permits	<ul style="list-style-type: none"> <li>• % increase in number of inspections and permits processed</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	05/26

SUCCESS CRITERIA TABLE				
4	Optimize current business processes	<ul style="list-style-type: none"> <li>• Time spent on manual processes</li> <li>• Number of errors</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	08/26
5	Standardized data entry process	<ul style="list-style-type: none"> <li>• More accurate data</li> <li>• Reduced errors</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> </ul>	08/26
6	Adherence to all NPDES requirements	<ul style="list-style-type: none"> <li>• Improved inspection time</li> <li>• Reinspection of facilities with violations</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> <li>• EPA</li> </ul>	06/27
7	Communicate data with EPA more effectively	<ul style="list-style-type: none"> <li>• Time saved uploading data</li> <li>• More accurate data (# of missing, late reports or data points before implementation compared with a year after implementation)</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• EPA</li> </ul>	06/27
8	Reduce or eliminate manual tasks for staff	<ul style="list-style-type: none"> <li>• Time to process inspections, RAIs, Warning letters, and Consent orders and permits</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> </ul>	06/26
9	Eliminate Access databases	<ul style="list-style-type: none"> <li>• Time saved entering data into Access</li> <li>• Time saved maintaining Access databases</li> <li>• Current number of Access databases vs number reduced</li> </ul>	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> </ul>	06/26

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

### A. Benefits Realization Table

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

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts. Realization Date will be updated to adhere to the final project schedule.

<b>BENEFITS REALIZATION TABLE</b>					
<b>#</b>	<b>Description of Benefit</b>	<b>Who receives the benefit?</b>	<b>How is benefit realized?</b>	<b>How is the realization of the benefit measured?</b>	<b>Realization Date (MM/YY)</b>
1	Enhanced work effort support and workforce management capabilities, increasing intradepartmental collaboration	<ul style="list-style-type: none"> <li>•DWRM</li> <li>•DEP</li> <li>•State of Florida</li> <li>•District offices</li> <li>• Delegated local programs</li> </ul>	<ul style="list-style-type: none"> <li>•Reduction or elimination of manual processes</li> <li>• Eliminate Access databases</li> <li>• Increased staff efficiency</li> <li>• Increased management oversight, staff accountability, and resource planning</li> </ul>	<ul style="list-style-type: none"> <li>•Number of manual emails</li> <li>•Employee satisfaction surveys</li> <li>• Improved scheduling and routing of inspections</li> </ul>	08/26
2	Addition of advanced reporting and analytics functionality	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	<ul style="list-style-type: none"> <li>• Improved staff productivity and efficiency</li> <li>• Enhanced strategic planning and reporting capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Compare time needed to create statutorily required reports to current time to prepare</li> </ul>	06/26
3	Increased inspection and permitting frequency	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	<ul style="list-style-type: none"> <li>• Overall inspection frequency</li> <li>• More reinspection of facilities with violations</li> <li>• Permits can be reviewed and acted upon with greatly frequency</li> </ul>	<ul style="list-style-type: none"> <li>• Number of inspections compared to current inspection rate</li> </ul>	01/26
4	Decrease violations	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	<ul style="list-style-type: none"> <li>• With increased inspections and follow up for violations the number of violations should be reduced</li> </ul>	<ul style="list-style-type: none"> <li>• Number of inspections and re-inspections required</li> </ul>	06/26
5	Transfer data to EPA with less time and greater precision	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> <li>• OTIS</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in number of corrective maintenance tickets</li> <li>• Reduction of time/costs of</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time manually gathering and uploading data to EPA</li> </ul>	06/27

BENEFITS REALIZATION TABLE					
			implementing changes in a legacy environment	• Number of error corrections required/reported	
6	No significant increase in DWRM permitting or compliance or permitting staff	<ul style="list-style-type: none"> <li>• DWRM</li> <li>• DEP</li> <li>• State of Florida</li> </ul>	<ul style="list-style-type: none"> <li>• With increased efficiency and productivity, the need for additional DWRM permitting and compliance staff should be minimal</li> </ul>	<ul style="list-style-type: none"> <li>• No FTE cost increase</li> </ul>	06/26

### B. Cost Benefit Analysis (CBA)

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

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

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



# Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

CBAForm 2 - Project Cost Analysis

<b>Agency</b> <u>Environmental Protection</u>	<b>Project</b> <u>PLUMS</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
<b>TOTAL PROJECT COSTS (*)</b>	\$1,365,784	\$1,674,665	\$2,951,596	\$3,646,410	\$0	\$9,638,455
<b>CUMULATIVE PROJECT COSTS</b> <small>(includes Current &amp; Previous Years' Project-Related)</small>	\$1,365,784	\$3,040,449	\$5,992,045	\$9,638,455	\$9,638,455	
<small>Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.</small>						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$1,365,784	\$1,674,665	\$2,951,596	\$3,646,410	\$0	\$9,638,455
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL INVESTMENT</b>	\$1,365,784	\$1,674,665	\$2,951,596	\$3,646,410	\$0	\$9,638,455
<b>CUMULATIVE INVESTMENT</b>	\$1,365,784	\$3,040,449	\$5,992,045	\$9,638,455	\$9,638,455	

Characterization of Project Cost Estimate - CBAForm 2C		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	50%
Placeholder	Confidence Level	

CBAForm 3 - Project Investment Summary

<b>Agency</b> <u>Environmental Protection</u>	<b>Project</b> <u>PLUMS</u>
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	COST BENEFIT ANALYSIS -- CBAForm 3A					TOTAL FOR ALL YEARS
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
<b>Project Cost</b>	\$1,365,784	\$1,674,665	\$2,951,596	\$3,646,410	\$0	\$9,638,455
<b>Net Tangible Benefits</b>	\$0	(\$1,197,824)	(\$4,015,835)	(\$1,141,502)	(\$400,186)	(\$6,755,347)
<b>Return on Investment</b>	(\$1,365,784)	(\$2,872,489)	(\$6,967,431)	(\$4,787,913)	(\$400,186)	(\$16,393,802)
<b>Year to Year Change in Program Staffing</b>	0	0	18	18	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
<b>Payback Period (years)</b>	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
<b>Breakeven Fiscal Year</b>	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
<b>Net Present Value (NPV)</b>	(\$14,758,766)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
<b>Internal Rate of Return (IRR)</b>	NO IRR	IRR is the project's rate of return.

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



## **V. Schedule IV-B Major Project Risk Assessment**

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

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

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

<b>Project</b>	<i>Permit Lifecycle Unified Management System (PLUMS)</i>	
<b>Agency</b>	<i>Environmental Protection</i>	
<b>FY 25-26 LBR Issue Code:</b>	<b>FY 2025-26 LBR Issue Title:</b>	
<i>36340C0</i>	<i>Permit Lifecycle Unified Management System (PLUMS) - Regulatory Programs</i>	
<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address):</b>		
<i>Brencia Stephens 850-245-7581 brencia.stephens@floridadep.gov</i>		
<b>Executive Sponsor</b>	<i>Jessica Kramer, Deputy Secretary of Regulatory Programs</i>	
<b>Project Manager</b>	<i>Titan Technologies / OTIS Project Management Office (oversight)</i>	
<b>Prepared By</b>	<i>Jacqueline McGriff</i>	<i>7/10/2024</i>
<b>Risk Assessment Summary</b>		
<b>Business Strategy</b>		
	<b>Level of Project Risk</b>	
<b>Project Risk Area Breakdown</b>		
<b>Risk Assessment Areas</b>		<i>Risk Exposure</i>
Strategic Assessment		<b>MEDIUM</b>
Technology Exposure Assessment		<b>MEDIUM</b>
Organizational Change Management Assessment		<b>MEDIUM</b>
Communication Assessment		<b>LOW</b>
Fiscal Assessment		<b>MEDIUM</b>
Project Organization Assessment		<b>LOW</b>
Project Management Assessment		<b>MEDIUM</b>
Project Complexity Assessment		<b>MEDIUM</b>
<b>Overall Project Risk</b>		<b>MEDIUM</b>

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Agency: Environmental Protection		Project: Permit Lifecycle Unified Management System (PLUMS)	
Section 1 -- Strategic Area			
#	Criteria	Values	Answer
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
		41% to 80% -- Some objectives aligned	
		81% to 100% -- All or nearly all objectives aligned	
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
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
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
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
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
		Vision is partially documented	
		Vision is completely documented	
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	41% to 80% -- Some defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	Changes are identified and documented
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Extensive external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	Between 3 and 5 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 2 -- Technology Area			
#	Criteria	Values	Answer
2.01	Does the agency have experience working with, operating, and supporting the proposed technical solution in a production environment?	Read about only or attended conference and/or vendor presentation	Read about only or attended conference and/or vendor presentation
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed for implementation and operations
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
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
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
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
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
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
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 3 -- Organizational Change Management Area			
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	Yes
		No	
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
		41% to 80% – Some process changes defined and documented	
		81% to 100% – All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	No experience/Not recently (>5 Years)
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 4 -- Communication Area			
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
		No	
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	Proactive use of feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	Yes
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	Yes
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	All or nearly all messages are documented
		Some key messages have been developed	
		All or nearly all messages are documented	
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	All or nearly all messages have success measures
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	Yes
		No	
Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$2 M and \$10 M
		Greater than \$10 M	
		Between \$2 M and \$10 M	
		Between \$500K and \$1,999,999	
		Less than \$500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	No
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Detailed and rigorous (accurate within ±10%)
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 5 – Fiscal Area			
#	Criteria	Values	Answer
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Not applicable
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Most project benefits have been identified but not validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 1 year
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	
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
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
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
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Purchase all hardware and software at start of project to take advantage of one-time discounts
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
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
		Contract manager is the procurement manager	
		Contract manager is the project manager	
		Contract manager assigned is not the procurement manager or the project manager	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	Yes
		No	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 5 – Fiscal Area			
#	Criteria	Values	Answer
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	Some selection criteria and outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
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
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	
Section 6 – Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
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
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	2
		2	
		1	
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	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
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
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	



Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 6 -- Project Organization Area			
#	Criteria	Values	Answer
6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated more than half-time but less than full-time to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Half of staff from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
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
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	
Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
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
		Some	
		All or nearly all	
7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	41 to 80% -- Some have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81 to 100% -- All or nearly all have been defined and documented	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 7 -- Project Management Area			
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	41 to 80% -- Some have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	41 to 80% -- Some are traceable
		41 to 80% -- Some are traceable	
		81% to 100% -- All or nearly all requirements and specifications are traceable	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	Some deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		All or nearly all deliverables and acceptance criteria have been defined and documented	
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
		Only project manager signs-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
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	41 to 80% -- Some have been defined to the work package level
		41 to 80% -- Some have been defined to the work package level	
		81% to 100% -- All or nearly all have been defined to the work package level	
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
		No	
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
		No	
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
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	Yes
		No	
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
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Section 7 -- Project Management Area			
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Less complex
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	3 sites or fewer
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	Greater than 15
		9 to 15	
		5 to 8	
		Less than 5	
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
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Business process change in single division or bureau
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
		No	
8.09	What type of project is this?	Infrastructure upgrade	Implementation requiring software development or purchasing commercial off the shelf (COTS) software
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	

## VI. Schedule IV-B Technology Planning

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

### A. Current Information Technology Environment

#### 1. Current System

The current business solution is a mixture of Excel spreadsheets, Microsoft Access databases, Java applications and older Oracle Forms database applications. These tools were initially developed over 20 years ago, and as business processes have changed and expanded, systems have not been adapted sufficiently to keep up with these changes. The ability to keep up with the thousands of permits and data uploads using these inadequate tools becomes more cumbersome every year.

##### a. Description of Current System

Several programs use Excel spreadsheets for tracking permit applications and a myriad of other functions that should be handled by a software package. Other programs use Access databases for tracking permitting or for querying Oracle database for information. Data from these Excel spreadsheets and Access databases is then manually entered into the Oracle databases using Oracle Forms. The Java and Oracle Forms applications store data in a DEP managed Oracle database. Reporting from Oracle is a combination of Qlik reports, Active Server Pages (ASP) and Hypertext Preprocessor (PHP) reports. In total, there are twelve Java, forms, and ASP applications used to support water resource focused permit processing. Additional integrations include:

- ESRI ArcGIS,
- OCULUS,
- Custom Application Performing Interfaces (APIs) to various other systems,
- Qlik Sense – Data Visualization software, and
- EPACDX – EPA’s Central Data Exchange.

##### b. Current System Resource Requirements

The Oracle databases, reports and forms are housed in the Microsoft Azure cloud and the Northwest Regional Datacenter. The Access databases are located in Azure Files. The supporting applications are supported by OTIS, using full time equivalent (FTE) staff and staff augmentation development consultant services. The Access databases are supported by individual DWRM program staff only.

None of the original programmers of these Access applications still work at DEP, making maintenance very difficult.

**c. Current System Performance**

While PA complies with current DEP standards for legacy Oracle Forms applications, Oracle Forms is effectively reaching end-of-life as a viable technology. DEP no longer develops new solutions using Oracle Forms. These systems were initially created 20 to 25 years ago, and as business processes and requirements have changed and expanded, systems have not been modernized to the extent needed to best support the current program requirements. To fill in gaps, program areas developed several Access and Excel-based solutions. Those systems have become increasingly inefficient and unsustainable as a long-term solution. They do not handle multiple users well. They have a size limit and if they get corrupted, data is lost. Aside from the limitations of Access, the performance of the existing systems is adequate. The primary issue with the systems is the lack of functionality and the dated user interface.

**2. Information Technology Standards**

The project will comply with the DEP’s Information Technology and Project Management (PM) standards, published in the agency’s IT Standards Library: <https://floridadep.gov/otis/portfolio-management-services/content/it-standards>. DEP’s PM standard, in turn, incorporates by reference all requirements of the Florida Digital Service (FLDS) Project Management and Oversight Rule (Chapter 60GG-1, Florida Administrative Code). Additionally, the selected solution will comply with all DEP and FLDS security standards.

**B. Current Hardware and/or Software Inventory**

The following systems are hosted in Oracle Cloud Infrastructure (OCI), or by the Northwest Regional Data Center (NWRDC). All the systems that located at the NWRDC are slated to move to the cloud as part of DEP’s cloud migration strategy.

Source System Name	Description	Technology / Hosted
COMET – Compliance and Enforcement Tracking	This system tracks regulatory compliance & enforcement activities within the Waste and Water Resource Management divisions.	Oracle Forms / OCI
ERPce – Environmental Resource Permitting Compliance/Enforcement	The compliance and enforcement tracking system for the Environmental Resource Permitting group within the Division of Water Resource Management.	Oracle Forms / OCI
EzDMR - Electronic Discharge Monitoring Reporting	Allows wastewater and NPDES Stormwater facilities to electronically submit Discharge Monitoring Reports to the agency.	Java / NWRDC
PA - Permitting Application	Provides the capability to track the lifecycle of a permit application, as processed by several permitting programs within DEP water, waste and air programs, and their respective delegated local county programs. PA tracks existing events and schedules upcoming events for each permit request recorded as it moves through the permitting process.	Oracle Forms / OCI

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

PBR – Permit Builder	Supports permit creation for domestic and industrial wastewater permits. It generates permits, discharge monitoring reports, permit notices, fact sheets and statements of basis.	Java / NWRDC
PWS – Potable Water Supply	Drinking water inventory and compliance/enforcement monitoring system.	Oracle Forms / OCI
StormTracker Service	A Java Web Service supporting FRWA (Florida Rural Water Association) Implementation of their Water Tracker Application serving PWS and WAFR data.	Java / NWRDC
SWAPP – Source Water Assessment and Protection Program	This program is meant to ensure that your drinking water is safe, not just at the tap, but at its source. DEP initiated SWAPP as part of the federal Safe Drinking Water Act (SDWA). There are two parts to this: A website and an annual set of database scripts loading & cleaning data. The website provides a series of reports, statistics and other useful information.	ASP / NWRDC
WACS – Water Assurance Compliance System	Tracks solid waste facility data. This database is shared with the Division of Water Resource Management and tracks storm water and underground injection well data.	Oracle Forms / OCI
WAFR – Wastewater Facility Regulation System	Tracks wastewater facilities and related sites, and legal documents regulating wastewater treatment and disposal.	Oracle Forms / OCI
WQS_API – Water Quality Service	Java Web Service for SAS Viya, serving WIN and WAFR data.	Java / NWRDC
WWCVC – Water Well Contractor Violation Clearinghouse	Provides access to information on all Florida licensed water well contractors. The clearinghouse includes a statewide listing of licensed water well contractors, their license number and contact information.	ASP / NWRDC
Microsoft Excel	Used for data collection and pre-processing of data before data entry into Oracle	Excel / Azure Files; Office 365
Microsoft Access	Used for data collection and tracking of permit and compliance and enforcement information as a stop gap measure for missing functionality in formal IT systems.	MS Access / Azure Files; Office 365

## C. Proposed Technical Solution

### 1. Technical Solution Alternatives

#### COTS Hosting

There is only one true delivery option for SaaS. This option is a fully hosted solution by the provider. However, DEP could theoretically identify a software package to install on DEP managed cloud infrastructure (such as Azure) and host the software itself. Issues surrounding this approach include:

- Confusion and blame shifting between DEP and the software vendor when system issues occur,
- Use of valuable internal resources to keep the software adequately patched and monitored and
- There were no viable solutions presented during the RFI that supported this model.

### 2. Rationale for Selection

The commercially available SaaS solution best represents the balance of factors associated with programmatic support, cost, security, ease of maintenance, extendibility, and projected useful life. This solution enjoys an economy of scale that does not exist for a solution custom-developed for DEP only. The vendors for a SaaS solution have extensive experience in software specifically designed for environmental protection agencies. They can implement the software in much less time and at a lower cost than full custom development while still meeting all the requirements. The result is lower short and long-term cost to the state.

### 3. Recommended Technical Solution

The selected solution is a SaaS system. It will best match the requirements and business processes outlined in this document. The selected solution will also be integrated with existing back-end DEP systems such as OCULUS, EPA's data exchange, Qlik reporting dashboards and DEP's ArcGIS environment.

## D. Proposed Solution Description

### 1. Summary Description of Proposed System

A permitting SaaS solution will implement automated processes resulting in increased efficiency by allowing computerized processes to handle all the application and permitting business processes. It will also integrate with existing DEP enterprise applications such as PA. PA will gradually be phased out as the programs utilize the new system. In alignment with DEP's strategic objectives, the deployment of a new permitting solution will empower DEP staff statewide to be more responsive to changing operational and environmental demands.

- This new solution is anticipated to standardize and optimize key business processes, which will: Improve transparency through applicant portal for status information on permit lifecycle including submissions, correspondence, reminders and reporting.
- Improve environmental protection by intelligent inclusion of templates, conditions and monitoring requirements.

- Reduce time to complete inspection schedules.
- Adhere to or surpass all federal inspection and reporting requirements.
- Reduce or eliminate manual input of permits, inspections, letters, and tasks for DWRM and district staff resulting in greater efficiency and reduced risk of errors.
- Enhance overall DWRM and district staff efficiency and effectiveness with improved technology and tools.
- Enhance intradepartmental functionality, allowing DWRM and district staff to be more efficient.
- Increase data integrity, standardization and accuracy toward improved operational efficiency, monitoring, reporting and analytics.
- Facilitate better collaboration and communication between DWRM, other divisions, district offices and delegated local programs.
- Improve access to data by reducing duplication of data in disparate records.
- Improve analytical and reporting capabilities, providing DWRM and DEP leadership the tools to track permits, inspections and compliance and enforcement activities from initiation to completion.
- Communicate data to the Environmental Protection Agency (EPA) without staff interaction or editing.
- Eliminate multiple Microsoft Access databases.
- Reduce technology failure risk by moving to a modern platform.
- Reduce support risk by reducing the number of technologies being supported.
- Improve communication with external stakeholders and customers.
- Improve efficiency of permits and compliance and enforcement activities through better alignment with permit conditions and regulatory requirements.

### **2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)**

Through a Request for Information (RFI) completed in 2022, the agency received budgetary estimates for the entire permit lifecycle management of water resource-based permits. These estimates encompassed all resources necessary to deliver the established scope, projecting the cost at \$10.4 million over 3 years based on vendor submissions of scope and cost and estimated internal support. Subsequently, through a Request for Quotation (RFQ) completed in 2023, DEP secured a contract for a SaaS product at an estimated \$9.6 million over 4 years, which includes cloud storage, product license fees, and all projected deliverables for design, data migration and implementation but does not include recurring maintenance costs.

Though the deliverable-based contract with the selected vendor covers all resourcing, DEP anticipates the allocation of internal staff from both the IT organization (OTIS) and participating program areas (DWRM), along with the six district offices. A DEP project manager, contract manager, and business lead will also be assigned to coordinate departmental activities. The contracted vendor, responsible for project management, has provided a lead project manager. Meanwhile, project management oversight is being handled by DEP's IT Project Management Oversight Group.

It is estimated that at least five full-time equivalent employees will be assigned to the project for its duration. These resources will primarily be fractional, with responsibilities distributed among various DEP employees and contractors throughout the contract's life.

### **E. Capacity Planning (historical and current trends versus projected requirements)**

The proposed SaaS solution will be hosted in the cloud by the vendor. This removes this area of



concern from DEP and transfers this risk on the potential vendor. With the number of potential users and the number of potential projects created each year, a hosted solution will be able to handle the additional capacity with ease.

Additionally, the resulting contract with the vendor will adhere to Florida Department of Management Services Rule 60GG-4: Cloud Computing to ensure proper provisions are in place to accommodate growth and performance concerns.

### VII. Schedule IV-B Project Management Planning

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

A full project management plan was submitted by the vendor as part of the RFQ process and has been updated upon project initiation. Appendix E reflects DEP's standard Project Management Plan and framework updated with specific for this initiative. It complies with Florida Department of Management Services Rule 60GG-1.

The objective of the project is to provide a SaaS solution capable of supporting the entire permitting lifecycle for water-resource based permits.

The project includes the requirements confirmation, solution setup and configuration, data population / migration, testing, and production implementation of the solution.

This project will include:

1. Review, validation, and updating (as needed) of current Functional and Technical Requirements.
2. Setup and configuration of the solution according to validated and DEP-approved Technical Requirements.
3. Configure integration points with select DEP regulatory legacy systems, including:
  - ESRI ArcGIS,
  - OCULUS,
  - Qlik Sense – Data Visualization software,
  - EPACDX – EPA's Central Data Exchange and
  - Custom APIs to various systems.
4. Select groups of permits to migrate to the new system. These groupings will be based on workgroups and natural separations between program areas. Based on the logical group:
  - Configure the new system for each permit's complete lifecycle.
  - Migrate historical data from the current systems to the new solution.
  - Creation of User Acceptance Testing (UAT) Packages.
  - System test and verify the configured solution for the select group of permits.
  - Provide training to workgroups identified by permit groups.
  - Conduct UAT for permit group.
  - Remediate, Regression Test, and User Acceptance.
  - Promote permit group to Production use and disable permit group in legacy systems.
  - Repeat step four until all water-resource permits have been migrated to the new system.
5. Once the first group of permits is in production, the vendor provides ongoing hosting, operational support, and maintenance services according to a Service Level Agreement (SLA). DEP may require additional consulting services to enhance functionality of the implemented solution. If these services are required, DEP will issue a Task Order specifying the work / deliverables required with

the estimated effort hours, duration, consultant position(s) and associated General Services Administration (GSA) labor hourly rates.

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

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## VIII. Appendices

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

### A. Permit Type Codes for Water Resource Related Permits

WATER RESOURCE RELATED PERMITS			
SECTION	DESCRIPTION	PERMIT TYPE	PERMIT TYPE DESCRIPTION
BS	ERP (Beaches)	BC	Water - Beaches ERP Conceptual Approval
BS	ERP (Beaches)	BE	Water - Beaches Exemption
BS	ERP (Beaches)	BI	Water - Beaches ERP Individual Permit
BS	ERP (Beaches)	BM	Water - Beaches ERP Major Modification
BS	ERP (Beaches)	BN	Water - Beaches ERP Minor Modification
BS	ERP (Beaches)	BS	Water - Beaches ERP General Permit
DW	Domestic Wastewater Program	DW1	Water - Domestic Wastewater Type I Facility Permit
DW	Domestic Wastewater Program	DW1P	Water - Domestic Wastewater Type I Wastewater Treatment Plant Permit
DW	Domestic Wastewater Program	DW1R	Water - Domestic Wastewater Type I Reuse/Land Application System Permit
DW	Domestic Wastewater Program	DW1S	Water - Domestic Wastewater Type I Residuals/Septage Management Facility Permit
DW	Domestic Wastewater Program	DW1T	Water - Domestic Wastewater Type I Satellite Treatment System Permit

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DW	Domestic Wastewater Program	DW1W	Water - Domestic Wastewater Type I Limited Wet Weather Discharge Permit
DW	Domestic Wastewater Program	DW2	Water - Domestic Wastewater Type II Facility Permit
DW	Domestic Wastewater Program	DW2P	Water - Domestic Wastewater Type II Wastewater Treatment Plant Permit
DW	Domestic Wastewater Program	DW2R	Water - Domestic Wastewater Type II Reuse/Land Application System Permit
DW	Domestic Wastewater Program	DW2S	Water - Domestic Wastewater Type II Residuals/Septage Management Facility Permit
DW	Domestic Wastewater Program	DW2T	Water - Domestic Wastewater Type II Satellite Treatment System Permit
DW	Domestic Wastewater Program	DW2W	Water - Domestic Wastewater Type II Limited Wet Weather Discharge Permit
DW	Domestic Wastewater Program	DW3	Water - Domestic Wastewater Type III Facility Permit
DW	Domestic Wastewater Program	DW3P	Water - Domestic Wastewater Type III Wastewater Treatment Plant Permit
DW	Domestic Wastewater Program	DW3R	Water - Domestic Wastewater Type III Reuse/Land Application System Permit
DW	Domestic Wastewater Program	DW3S	Water - Domestic Wastewater Type III Residuals/Septage Management Facility Permit
DW	Domestic Wastewater Program	DW3T	Water - Domestic Wastewater Type III Satellite Treatment System Permit
DW	Domestic Wastewater Program	DW3W	Water - Domestic Wastewater Type III Limited Wet Weather Discharge Permit
DW	Domestic Wastewater Program	DW4	Water - Domestic Wastewater Type III (less than 10,000 gpd) Facility Permit
DW	Domestic Wastewater Program	DW4P	Water - Domestic Wastewater Type III (less than 10,000 gpd) Wastewater Treatment Plant Permit
DW	Domestic Wastewater Program	DW4R	Water - Domestic Wastewater Type III (less than 10,000 gpd) Reuse/Land Application System Permit
DW	Domestic Wastewater Program	DW4S	Water - Domestic Wastewater Type III (less than 10,000 gpd) Residuals/Septage Management Facility Permit
DW	Domestic Wastewater Program	DW4T	Water - Domestic Wastewater Type III (less than 10,000 gpd) Satellite Treatment System Permit
DW	Domestic Wastewater Program	DW4W	Water - Domestic Wastewater Type III (less than 10,000 gpd) Limited Wet Weather Discharge Permit
DW	Domestic Wastewater Program	DWB	Domestic Wastewater Biosolids
DW	Domestic Wastewater Program	DWC	Water - Domestic Wastewater Collection/Transmission System
DW	Domestic Wastewater Program	DWF	Water - Domestic Wastewater Facility Permit
DW	Domestic Wastewater Program	DWGV	DW Gambling Vessel

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EG	Everglades	CE	Everglades CERPRA-CE
EG	Everglades	EF	Everglades EFA-EF
EG	Everglades	GL1S	Everglades - IW Group 1, Surface Water Discharge Permit
EG	Everglades	GL7A	Everglades - IW Group 7A, Design Daily Flow >500,000 GPD Permit
EG	Everglades	GLEC	Everglades - ERP Conceptual Approval Permit
EG	Everglades	GLED	Everglades - ERP SGP Conceptual Approval Permit
EG	Everglades	GLEE	Everglades - ERP Exemption Permit
EG	Everglades	GLEG	Everglades - ERP Noticed General Permit
EG	Everglades	GLEI	Everglades - Individual With No Conceptual Approval Permit
EG	Everglades	GLEM	Everglades - ERP Modifications Permit
EG	Everglades	GLES	Everglades - ERP SGP No Conceptual Approval Permit
EG	Everglades	GLEV	Everglades - ERP Variance Permit
EG	Everglades	GLIW	Everglades - IW Facility Permit
EG	Everglades	LO	Everglades Lake Okeechobee-LO
ERP	Environmental Resource Permitting	DF	Water - Dredge and Fill Permit
ERP	Environmental Resource Permitting	EA	Ecosystems Management Agreement
ERP	Environmental Resource Permitting	EC	Water - ERP Conceptual Approval Permit
ERP	Environmental Resource Permitting	EE	Water - ERP Exemption Permit
ERP	Environmental Resource Permitting	EG	Water - ERP Noticed General Permit
ERP	Environmental Resource Permitting	EI	Water - Individual With No Conceptual Approval Permit
ERP	Environmental Resource Permitting	EM	Water - ERP Modifications
ERP	Environmental Resource Permitting	EP	Expedited Permit
ERP	Environmental Resource Permitting	EV	Water - ERP Variance
ERP	Environmental Resource Permitting	FD	Water - ERP Formal Determination
ERP	Environmental Resource Permitting	GL	Everglades and Lake Okeechobee
ERP	Environmental Resource Permitting	MA	Water - Mangrove Alterations Permit
ERP	Environmental Resource Permitting	MB	Water - Mitigation Bank Permit
ERP	Environmental Resource Permitting	ME	Water - Mangrove Exemptions

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ERP	Environmental Resource Permitting	MS	Water - Management and Storage of Surface Waters Permit
ERP	Environmental Resource Permitting	RC	Water - Surface Water Runoff Construction Permit
ERP	Environmental Resource Permitting	RG	Water - Surface Water Runoff Construction/Operation General Permit
ERP	Environmental Resource Permitting	SA	Siting Act Project New Application
ERP	Environmental Resource Permitting	SI	Water - Individual Stormwater System Permit
IW	Industrial Wastewater Program	ISW	Stormwater - Individual Stormwater Permit
IW	Industrial Wastewater Program	IW1N	Water - Industrial Wastewater Group 1, Non-surface Water Discharge Permit
IW	Industrial Wastewater Program	IW1S	Water - Industrial Wastewater Group 1, Surface Water Discharge Permit
IW	Industrial Wastewater Program	IW2N	Water - Industrial Wastewater Group 2, Non-surface Water Discharge Permit
IW	Industrial Wastewater Program	IW2S	Water - Industrial Wastewater Group 2, Surface Water Discharge Permit
IW	Industrial Wastewater Program	IW3N	Water - Industrial Wastewater Group 3, Non-surface Water Discharge Permit
IW	Industrial Wastewater Program	IW3S	Water - Industrial Wastewater Group 3, Surface Water Discharge Permit
IW	Industrial Wastewater Program	IW4A	Water - Industrial Wastewater Group 4A, Feedlots W/> Than Number Of Listed Animals Permit
IW	Industrial Wastewater Program	IW4B	Water - Industrial Wastewater Group 4B, Other Feedlots Permit
IW	Industrial Wastewater Program	IW4C	Water - Industrial Wastewater Group 4C, Egg Production, Major Permit
IW	Industrial Wastewater Program	IW4D	Water - Industrial Wastewater Group 4D, Egg Production, Other Permit
IW	Industrial Wastewater Program	IW5A	Water - Industrial Wastewater Group 5A, Design Daily Discharge >500,000 GPD Permit
IW	Industrial Wastewater Program	IW5B	Water - Industrial Wastewater Group 5B, Design Daily Discharge >100,000 to 500,000 GPD Permit
IW	Industrial Wastewater Program	IW5C	Water - Industrial Wastewater Group 5C, Design Daily Discharge >10,000 to 100,000 GPD Permit
IW	Industrial Wastewater Program	IW5D	Water - Industrial Wastewater Group 5d, Design Daily Discharge 10,000 or Less GPD Permit
IW	Industrial Wastewater Program	IW6A	Water - Industrial Wastewater Group 6A, BTU/HR Heat Loss >100 Million Permit
IW	Industrial Wastewater Program	IW6B	Water - Industrial Wastewater Group 6B, >20 Million BTU/HR Heat Loss Up to 100 Million Permit

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IW	Industrial Wastewater Program	IW6C	Water - Industrial Wastewater Group 6C, >1 Million BTU/HR Heat Loss Up to 20 Million Permit
IW	Industrial Wastewater Program	IW6D	Water - Industrial Wastewater Group 6D, 1 Million BTU/HR Heat Loss or Less Permit
IW	Industrial Wastewater Program	IW7A	Water - Industrial Wastewater Group 7A, Design Daily Flow >500,000 GPD Permit
IW	Industrial Wastewater Program	IW7B	Water - Industrial Wastewater Group 7B, Design Daily Flow >100,000 Up to 500,000 GPD Permit
IW	Industrial Wastewater Program	IW7C	Water - Industrial Wastewater Group 7C, Design Daily Flow >50,000 Up to 100,000 GPD Permit
IW	Industrial Wastewater Program	IW7D	Water - Industrial Wastewater Group 7D, Design Daily Flow 50,000 or Less GPD Permit
IW	Industrial Wastewater Program	IW8A	Water - Industrial Wastewater Group 8A, Design Daily Flow >500,000 GPD Permit
IW	Industrial Wastewater Program	IW8B	Water - Industrial Wastewater Group 8B, Design Daily Flow >100,000 to 500,000 GPD Permit
IW	Industrial Wastewater Program	IW8C	Water - Industrial Wastewater Group 8C, Design Daily Flow >50,000 to 100,000 GPD Permit
IW	Industrial Wastewater Program	IW8D	Water - Industrial Wastewater Group 8D, Design Daily Flow of 50,000 or Less GPD Permit
IW	Industrial Wastewater Program	IW9A	Water - Industrial Wastewater Group 9A, Recycling >10,000 GPD Permit
IW	Industrial Wastewater Program	IW9B	Water - Industrial Wastewater Group 9B, Recycling 10,000 or Less GPD Permit
IW	Industrial Wastewater Program	IWA	Water - Industrial Wastewater Group 10A - 'No Discharge' Facility Permit
IW	Industrial Wastewater Program	IWB	Water - Industrial Wastewater Group 10B - Other Facility Permit
IW	Industrial Wastewater Program	IWCB	Water - Industrial Wastewater Concrete Batch Plant Permit
IW	Industrial Wastewater Program	IWCP	IW Citrus Packing House
IW	Industrial Wastewater Program	IWCR	IW Citrus Packing House Renewal
IW	Industrial Wastewater Program	IWCT	Water - Industrial Wastewater Collection/Transmission System Permit
IW	Industrial Wastewater Program	IWDE	IW Dewatering Operations
IW	Industrial Wastewater Program	IWF	Water - Industrial Wastewater Facility Permit
IW	Industrial Wastewater Program	IWPG	Pesticide NPDES
IW	Industrial Wastewater Program	IWPT	Water - Industrial Wastewater Petroleum Cleanup Site Permit
MN	Mine Reclamation	FE	Fullers Earth Reclamation
MN	Mine Reclamation	HM	Heavy Minerals Reclamation
MN	Mine Reclamation	LS	Limestone Reclamation
MN	Mine Reclamation	OR	Other Reclamation

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MN	Mine Reclamation	PR	Phosphate Reclamation
NPDES	NPDES Stormwater Program	CGDL	Construction Generic Dewatering Large
NPDES	NPDES Stormwater Program	CGDS	Construction Generic Dewatering Small
NPDES	NPDES Stormwater Program	CGPL	Stormwater - Large Construction (>= 5 AC)
NPDES	NPDES Stormwater Program	CGPS	Stormwater - Small Construction (1-5 AC)
NPDES	NPDES Stormwater Program	MS2A	MS2, >50K
NPDES	NPDES Stormwater Program	MS2B	MS2, > 10-50K
NPDES	NPDES Stormwater Program	MS2C	MSE, < OR = 10K or Other
NPDES	NPDES Stormwater Program	MS4	Stormwater - Municipal Separate Storm Sewer Systems
NPDES	NPDES Stormwater Program	MSP	Stormwater - Multisector Generic Permit
NPDES	NPDES Stormwater Program	NEX	Stormwater - No Exposure Certification
OG	Oil and Gas	OG	Oil and Gas Permit
OSTDS	Onsite Sewage Treatment and Disposal Systems	SX	Onsite Sewage Treatment and Disposal Systems - Construction Permits
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXE	Onsite Sewage Treatment and Disposal Systems - Construction Permit Exemption
OSTDS	Onsite Sewage Treatment and Disposal Systems	SX	Onsite Sewage Treatment and Disposal Systems - Construction Permits (Exemption)
OSTDS	Onsite Sewage Treatment and Disposal Systems	QX	Onsite Sewage Treatment and Disposal Systems - Operating Permits
OSTDS	Onsite Sewage Treatment and Disposal Systems	QX	Onsite Sewage Treatment and Disposal Systems - Service Permits
OSTDS	Onsite Sewage Treatment and Disposal Systems	V381	Onsite Sewage Treatment and Disposal Systems - Variance Permit
OSTDS	Onsite Sewage Treatment and Disposal Systems	V120	Onsite Sewage Treatment and Disposal Systems - Variance Permit
OSTDS	Onsite Sewage Treatment and Disposal Systems	SR	Onsite Sewage Treatment and Disposal Systems - Contractor Permitting
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXI	Onsite Sewage Treatment and Disposal Systems - Continuing Education Inspectors
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXI	Onsite Sewage Treatment and Disposal Systems - Private Provider Inspector Registry
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXI	Onsite Sewage Treatment and Disposal Systems - Inspector Permitting
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXI	Onsite Sewage Treatment and Disposal Systems - Certified Environmental Health Professional in OSTDS Authorization
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXC	Onsite Sewage Treatment and Disposal Systems - Complaints

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OSTDS	Onsite Sewage Treatment and Disposal Systems	SXP	Onsite Sewage Treatment and Disposal Systems - Products
OSTDS	Onsite Sewage Treatment and Disposal Systems	SXP	Onsite Sewage Treatment and Disposal Systems - Products (exemption)
PW	Drinking Water Program	DS	Water - Drinking Water Distribution System Permit
PW	Drinking Water Program	DSGP	Water - Drinking Water Distribution System General Permit
PW	Drinking Water Program	WC	Water - Drinking Water Treatment Construction Permit
PW	Drinking Water Program	WCGP	Water - Drinking Water Treatment Construction General Permit
ST404	State 404 Permitting	GLSE	Everglades - State 404 Exemption
ST404	State 404 Permitting	GLSG	Everglades - State 404 General Permit
ST404	State 404 Permitting	GLSI	Everglades - State 404 Individual Permit
ST404	State 404 Permitting	GLSM	Everglades - State 404 Permit Modification
ST404	State 404 Permitting	GNPR	Everglades - State 404 No Permit Required
ST404	State 404 Permitting	GWD	Everglades - WOTUS Determination with WMD Formal
ST404	State 404 Permitting	NPR	Water - State 404 No Permit Required
ST404	State 404 Permitting	SFE	Water - State 404 Exemption
ST404	State 404 Permitting	SFEM	Water - State 404 Emergency Permit
ST404	State 404 Permitting	SFG	Water - State 404 General Permit
ST404	State 404 Permitting	SFGE	Everglades - State 404 Emergency Permit
ST404	State 404 Permitting	SFI	Water - State 404 Individual Permit
ST404	State 404 Permitting	SFM	Water - State 404 Permit Modification
ST404	State 404 Permitting	SFRP	Water - State 404 Regional General Permit
ST404	State 404 Permitting	WD	Water - WOTUS Determination with WMD Formal
UI	Dewatering Wells	UA	Water - Injection Well Plug and Abandonment Permit
UI	Stormwater Drainage Wells	UA	Water - Injection Well Plug and Abandonment Permit
UI	Underground Injection Program	UA	Water - Injection Well Plug and Abandonment Permit
UI	Underground Injection Program	UC	Water - Injection Well Construction Permit
UI	Underground Injection Program	UO	Water - Injection Well Operation Permit
UI	Underground Injection Program	WFUA	Water - Underground Injection Control - Abandonment Permit
UI	Underground Injection Program	WFUC	Water - Underground Injection Control - Construction/Operation Permit
UI	Underground Injection Program	WFUO	Water - Underground Injection Control - Operation Permit
UIC	Underground Injection Program	UA	Underground Injection Control - Plug and Abandon Permit

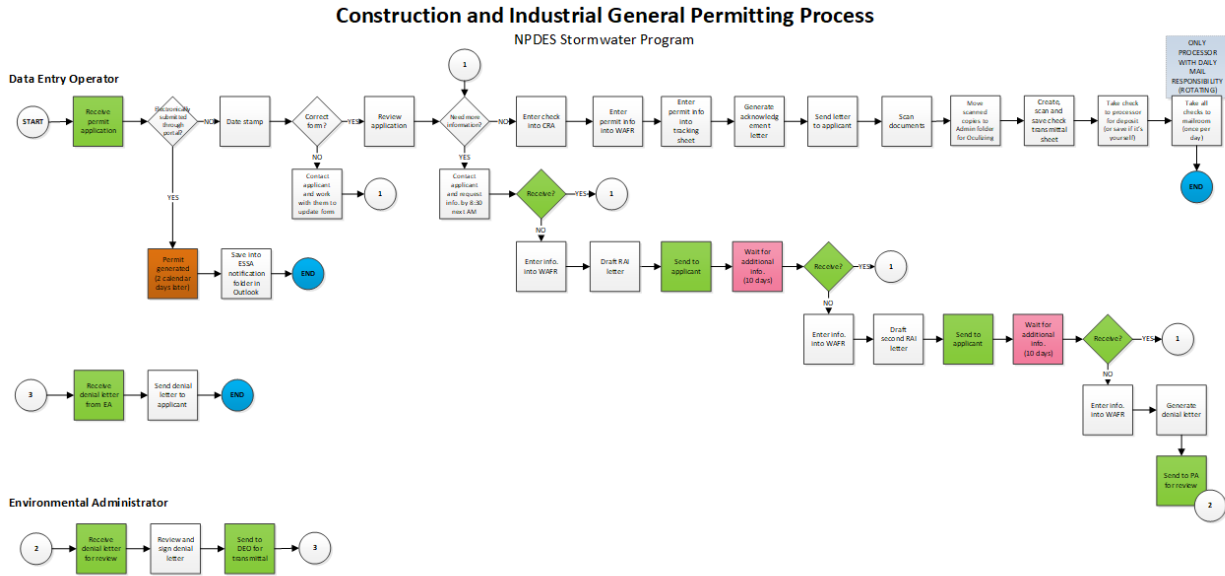


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UIC	Underground Injection Program	UC	Underground Injection Control - Construction Permit
UIC	Underground Injection Program	UO	Underground Injection Control - Operation Permit
SCO	Siting Coordination Office	PPSA	Siting Certification Application
SCO	Siting Coordination Office	PPSA	Modification
SCO	Siting Coordination Office	PPSA	Amendments
SCO	Siting Coordination Office	PPSA	Post-Certification Submittal
SCO	Siting Coordination Office	TLSA	Siting Certification Application
SCO	Siting Coordination Office	TLSA	Modification
SCO	Siting Coordination Office	TLSA	Amendments
SCO	Siting Coordination Office	TLSA	Post-Certification Submittal
SCO	Siting Coordination Office	NGPTSA	Siting Certification Application
SCO	Siting Coordination Office	NGPTSA	Modification
SCO	Siting Coordination Office	NGPTSA	Amendments
SCO	Siting Coordination Office	NGPTSA	Post-Certification Submittal

## B. Major Permitting Category Process Flows

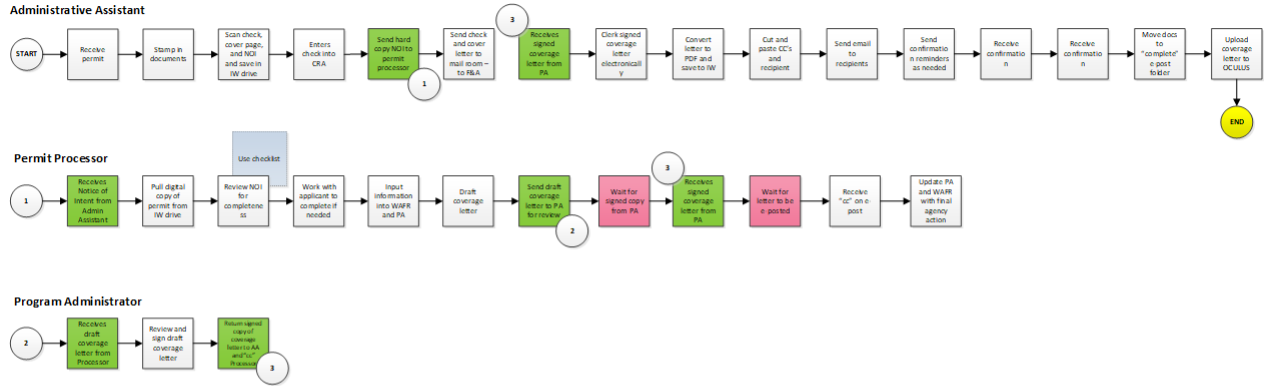
### 1. NPDES Stormwater Construction and Industrial General Permitting Process



# Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

## 2. Pesticide General Permitting Process

### Notice of Intent for Pesticide Generic Permit (PGP) Process Industrial Wastewater Program



**Elements of Success**

- Clear expectations for permittee
- Process coverage letters issued quickly
- Proactive communication with permittees

**Potential Measures**

- % of permits processed with no lapse in coverage (methodology: # of permit NOIs processed within 30 days/# of permit NOIs submitted on time)

**Value of Process**

This process allows permitted entities to spray for pests in an environmentally sound manner, protecting public health and safety from pests - including mosquito born illnesses - while protecting the surface waters of the state from irresponsible or unregulated pesticide application.

**STATEMENT OF SUCCESS**

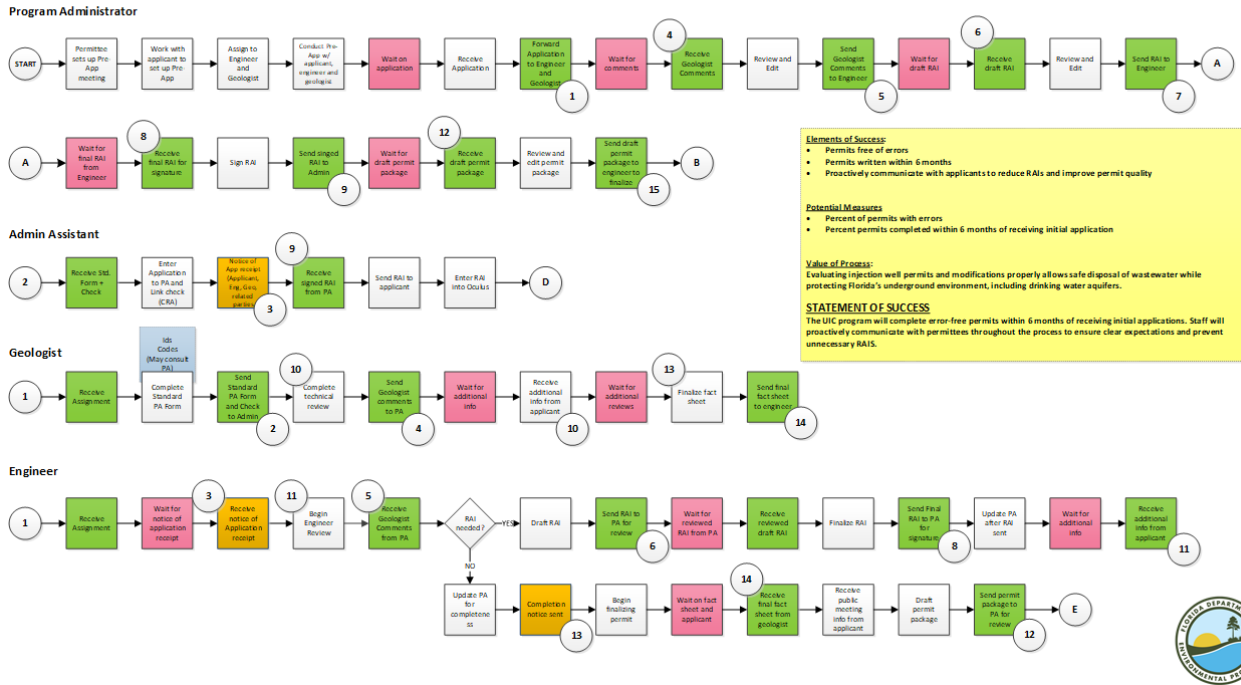
In partnership with DACS and FWC, the IW program efficiently issues coverage letters for pesticide application to surface waters of the state, proactively communicating clear expectations to stakeholders and applicants.



# Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

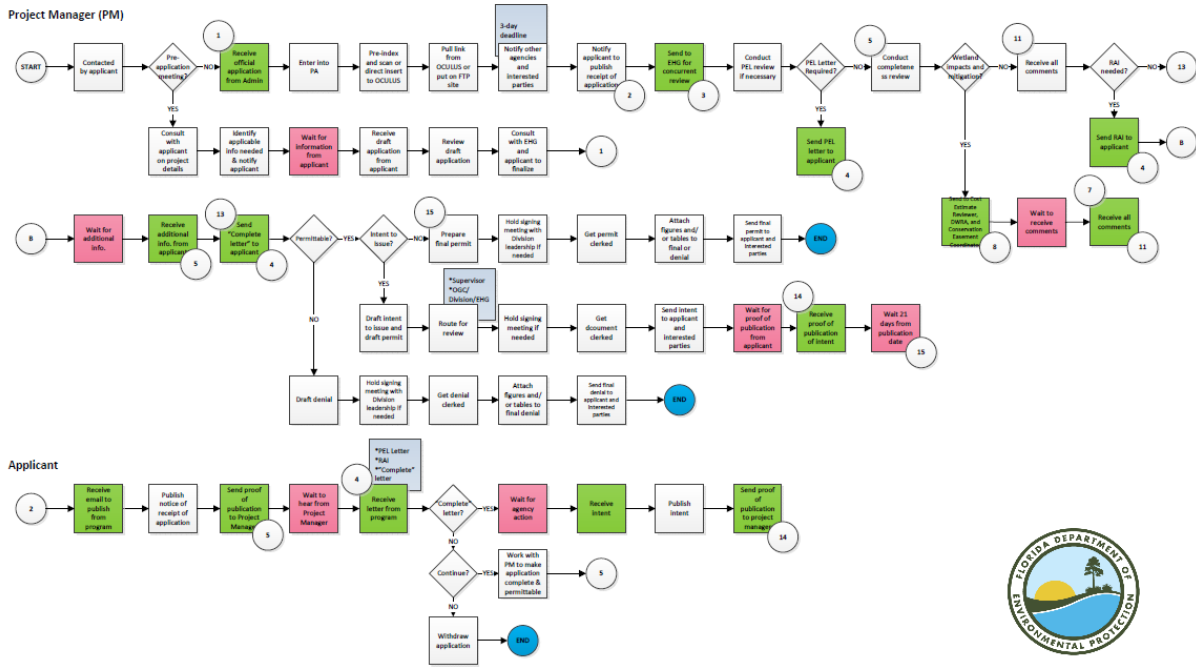
## 3. Underground Injection Control Major Well Permitting Process

### Major Well Permitting Process Aquifer Protection and Underground Injection Control Program

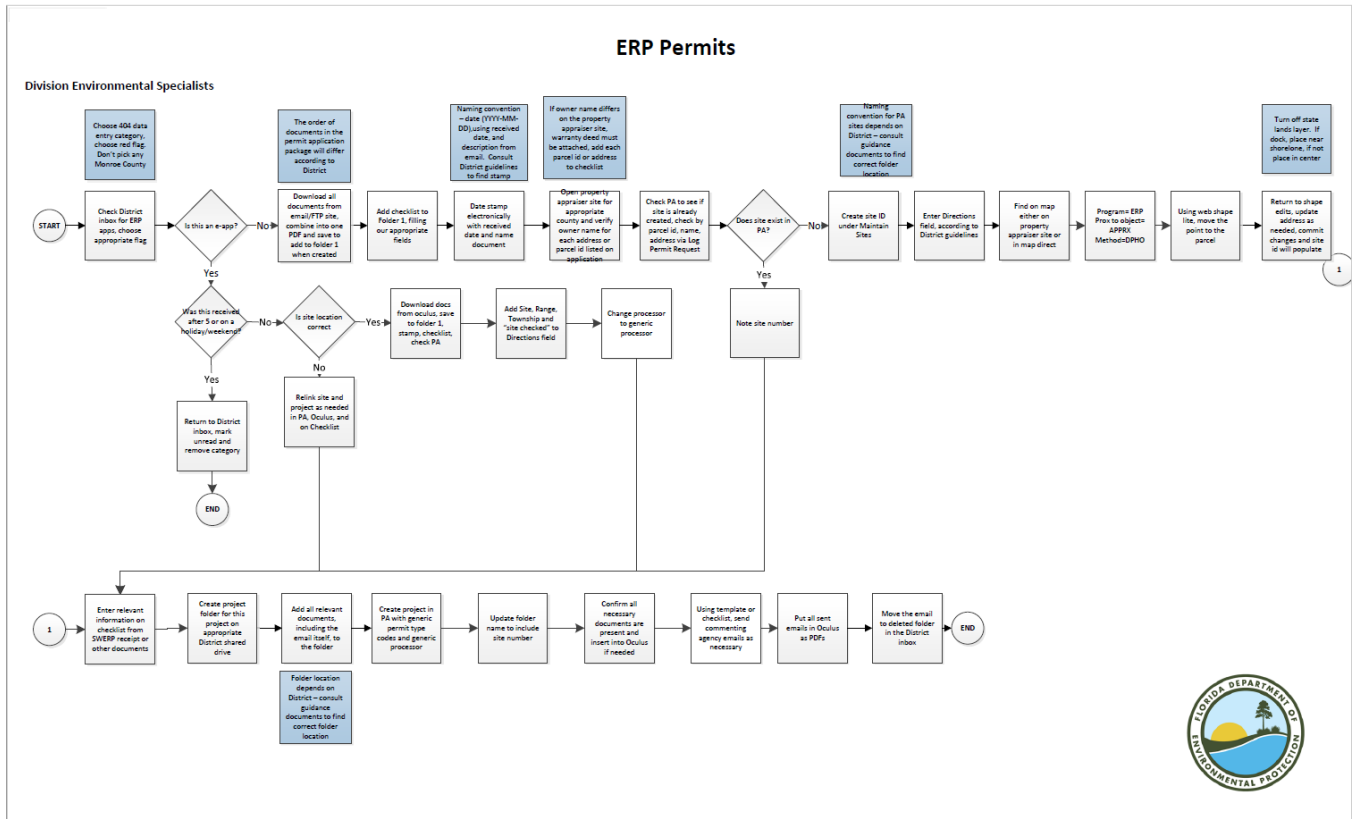


## 4. Mining Permitting Process

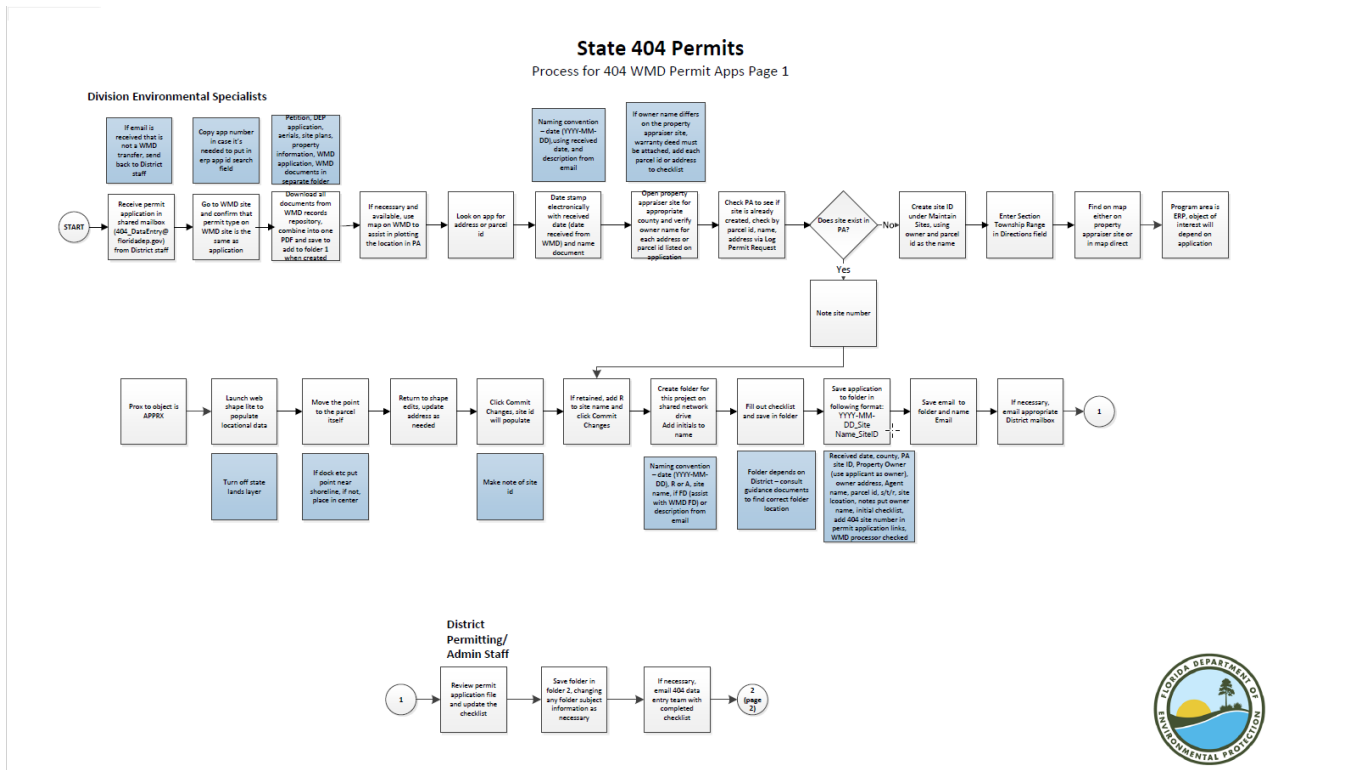
### Mining Permitting Process Mining & Mitigation Program



### 5. ERP Permitting Process

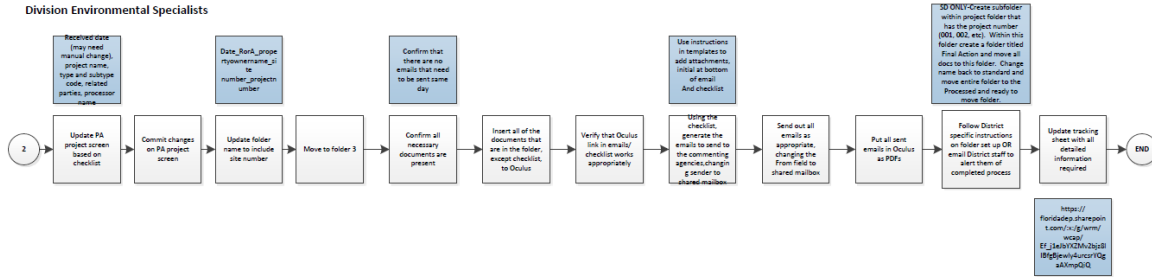


### 6. State 404 Permitting Process



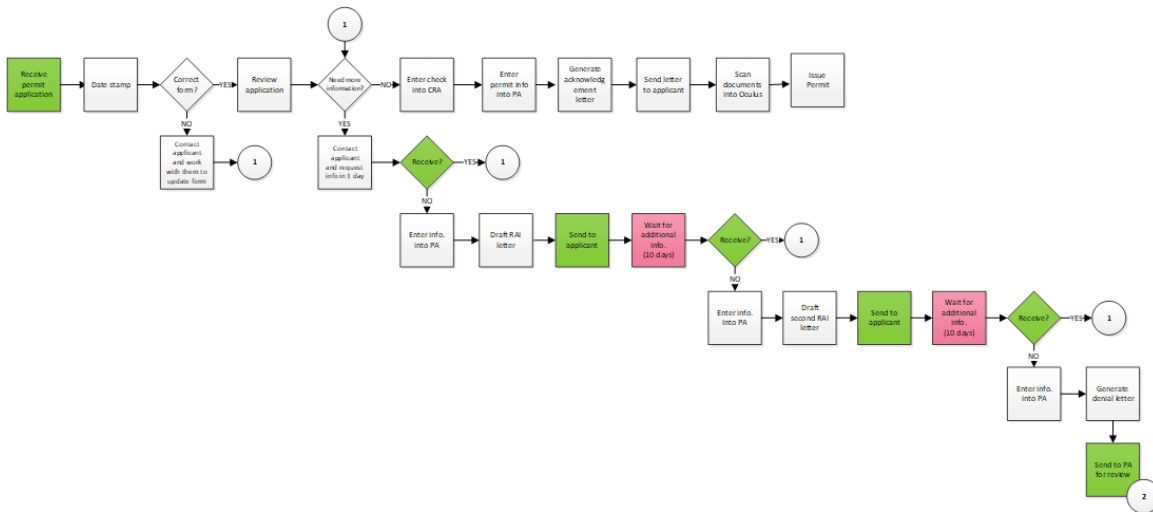
**State 404 Permits**  
Process for 404 WMD Permit Apps Page 2

Division Environmental Specialists



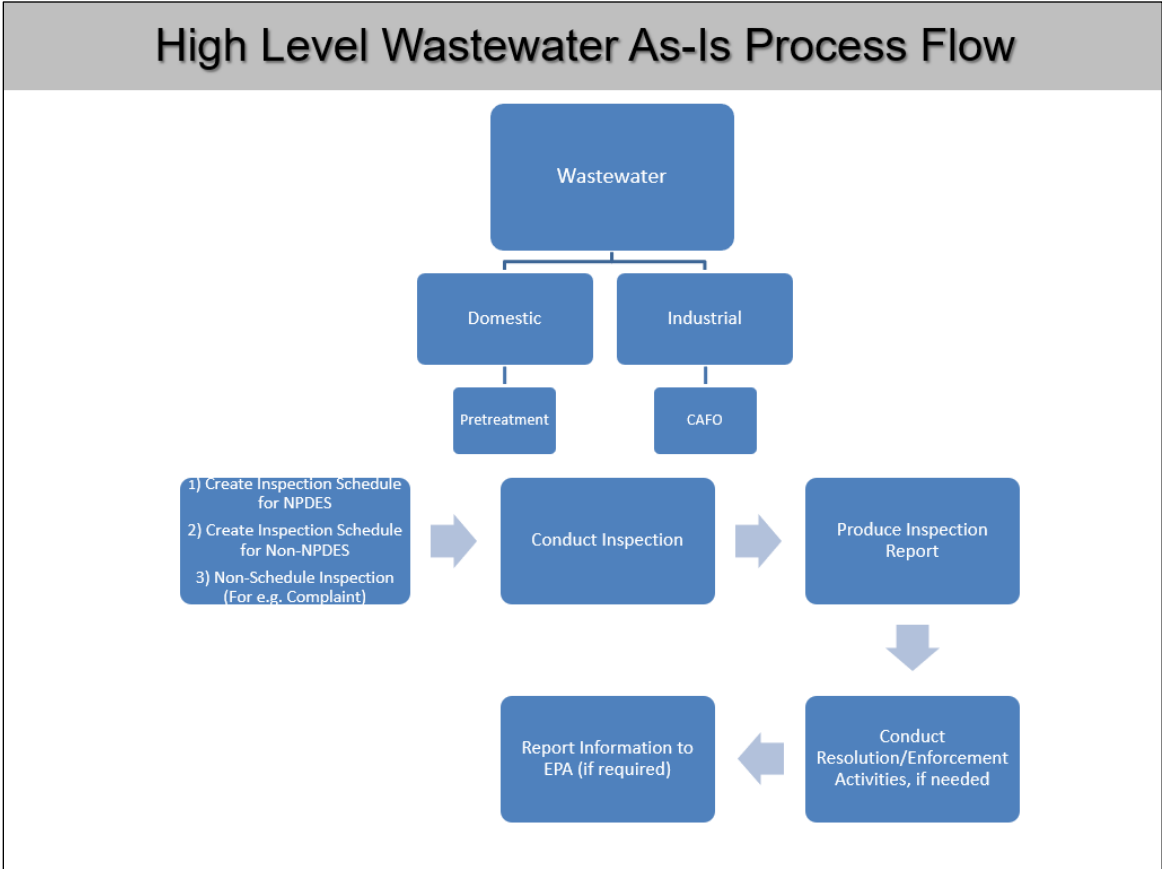
**7. Permitting Application Process**

**Permitting Application Process**

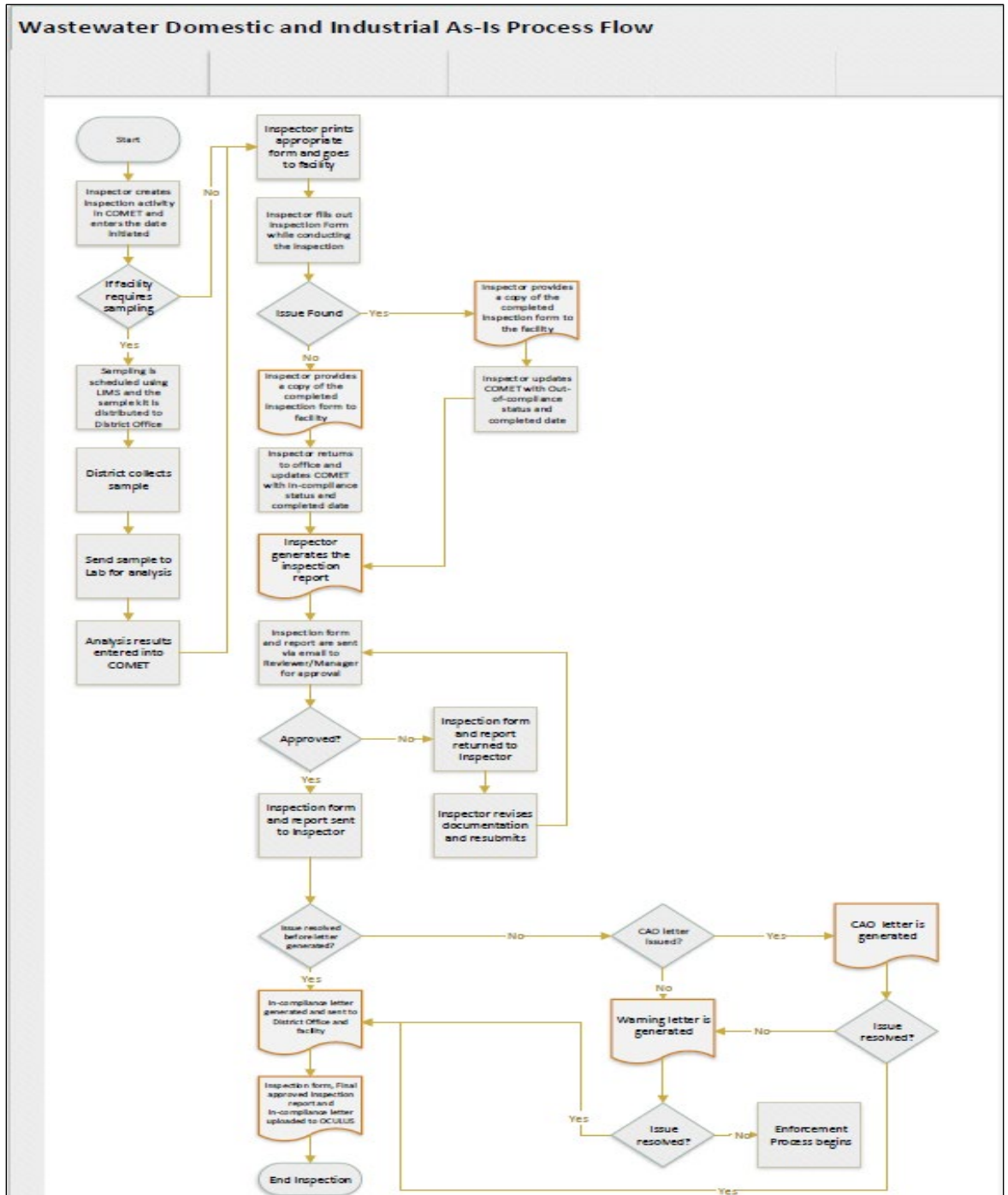


### C. Water Resource Compliance Process Flows

#### 1. High-Level Wastewater As-Is Process Flow

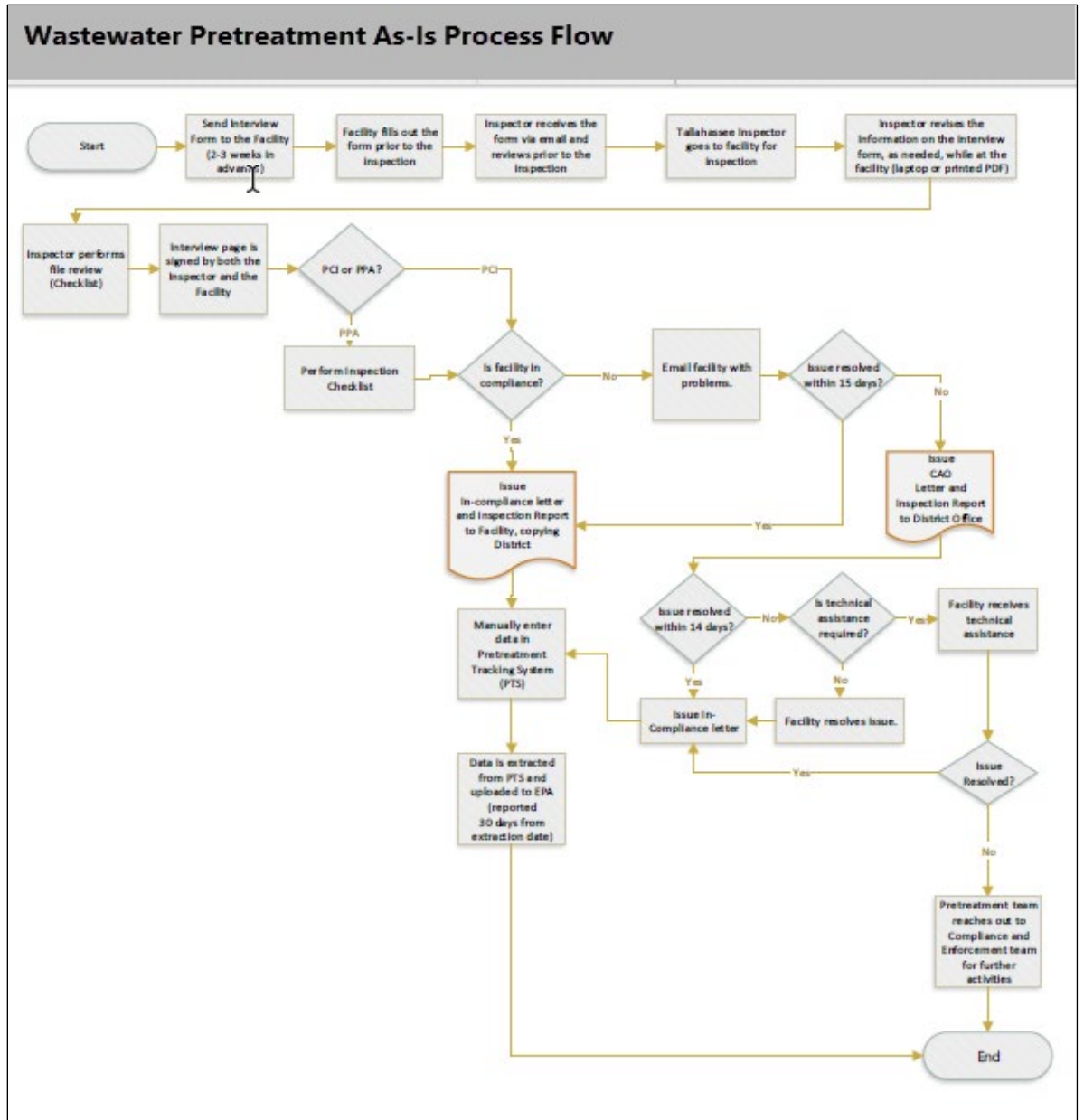


2. Wastewater Domestic and Industrial As-Is Process Flow

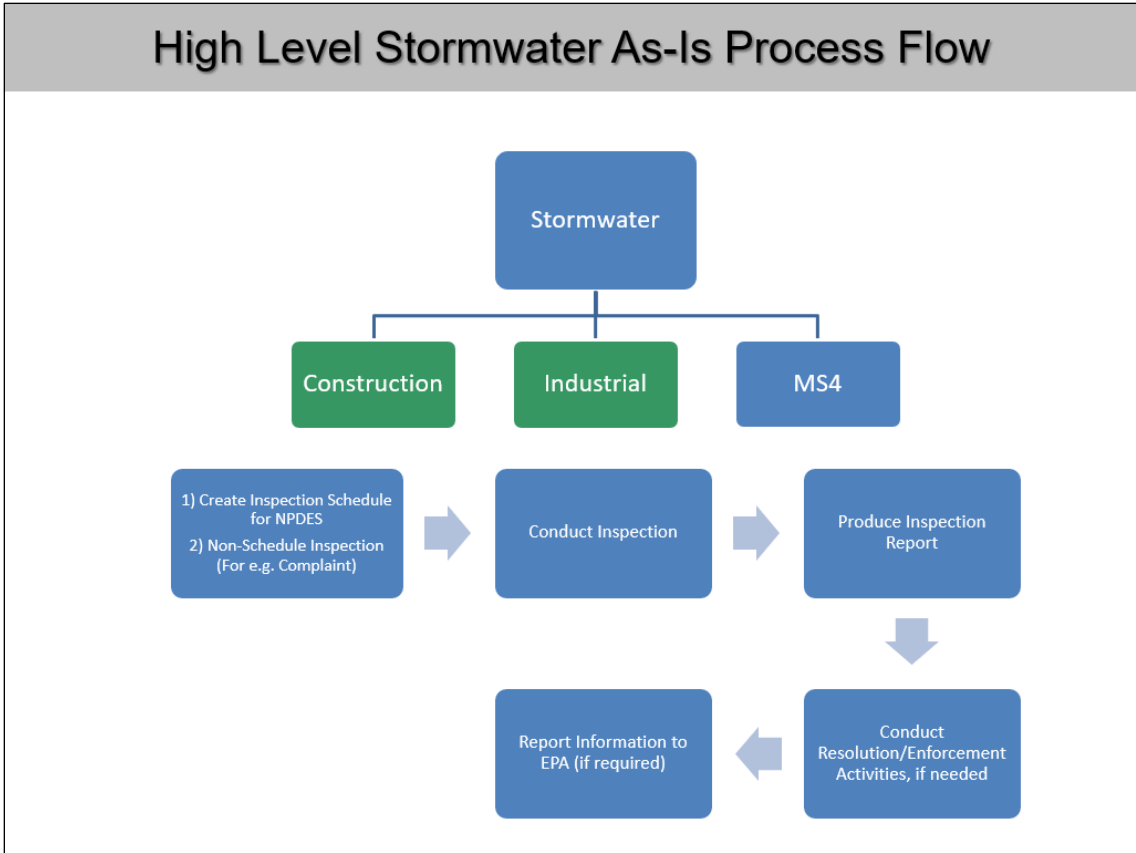




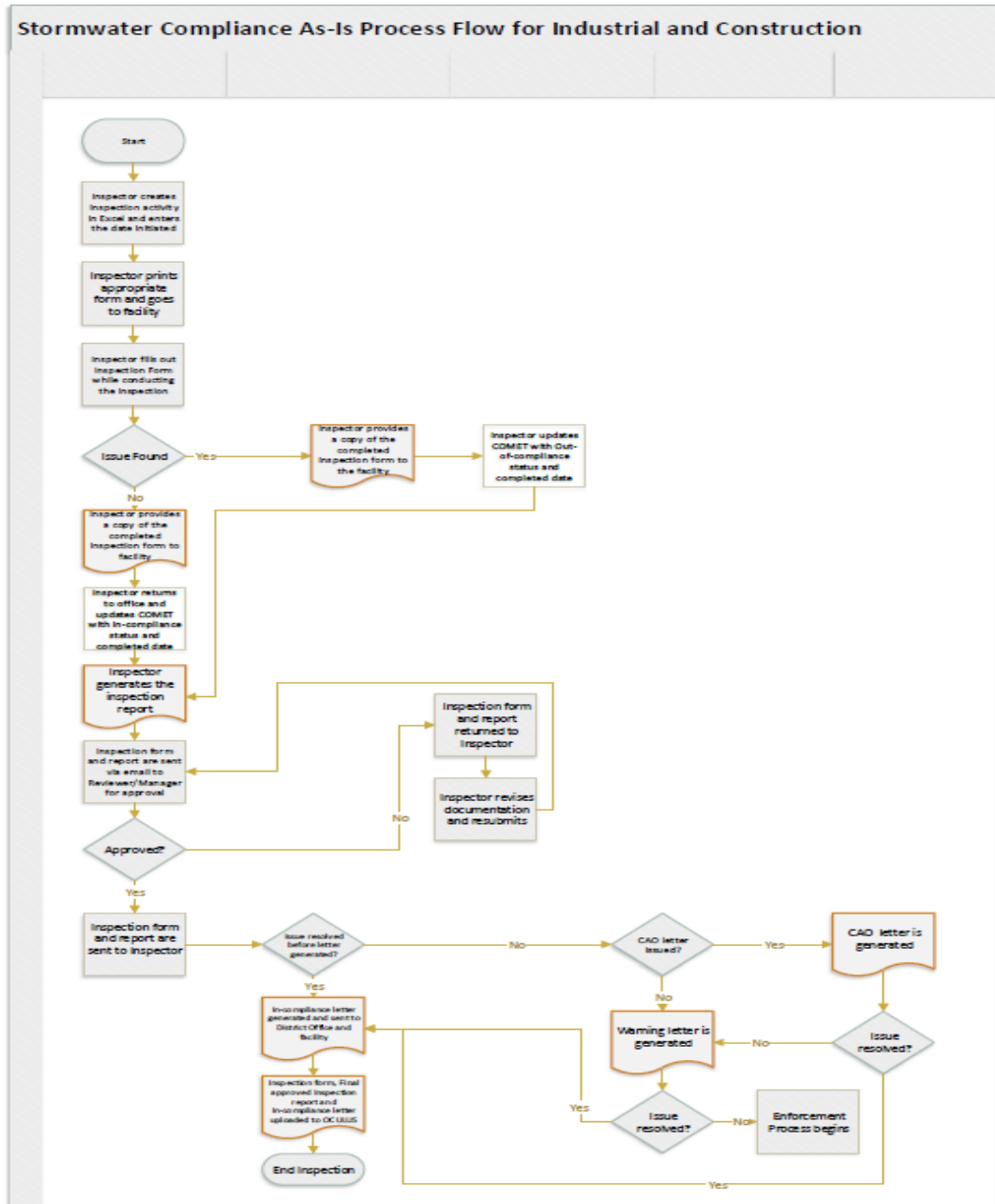
3. Wastewater Pretreatment As-Is Process Flow



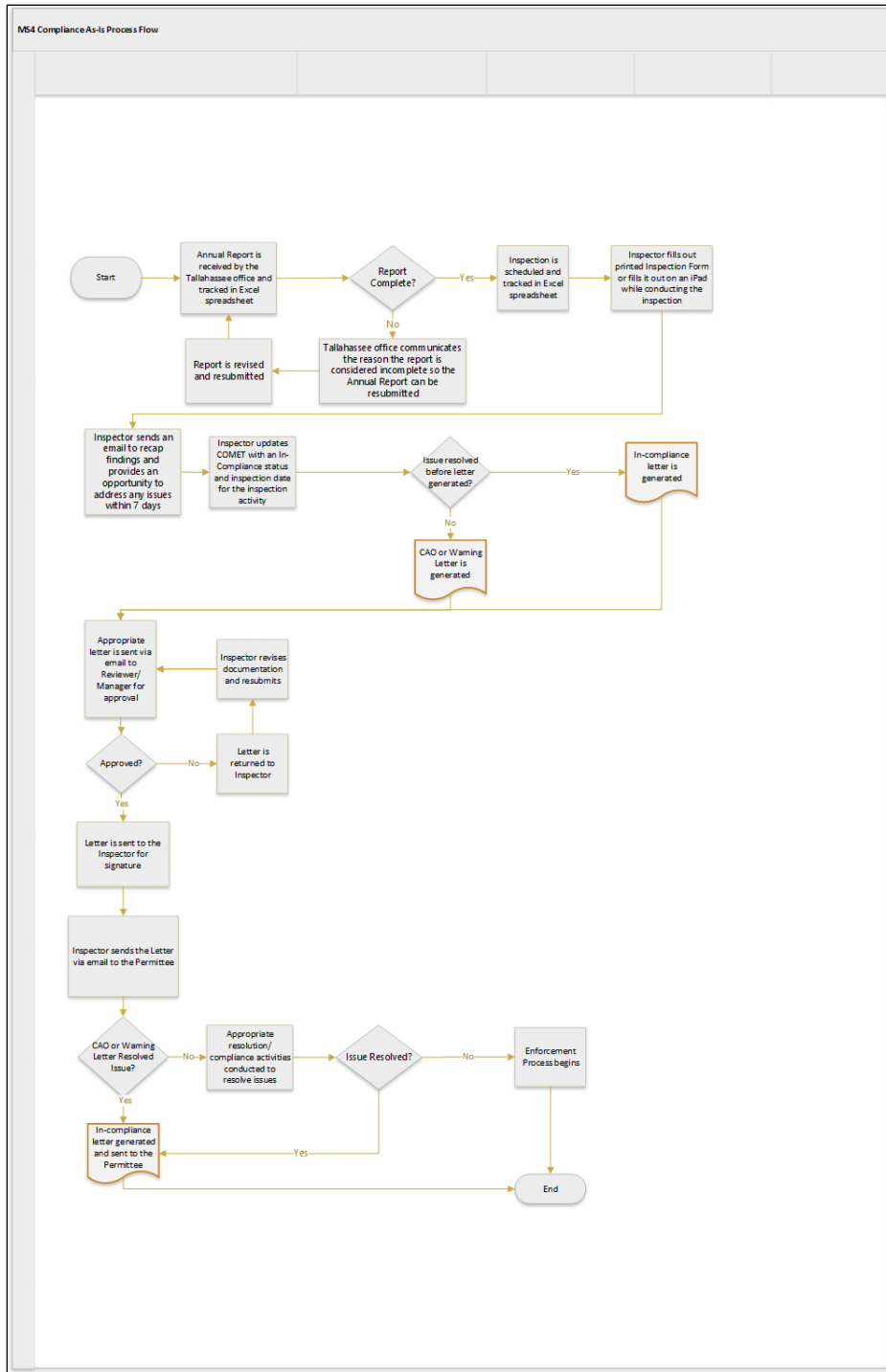
4. High-Level NPDES Stormwater As-Is Process Flow



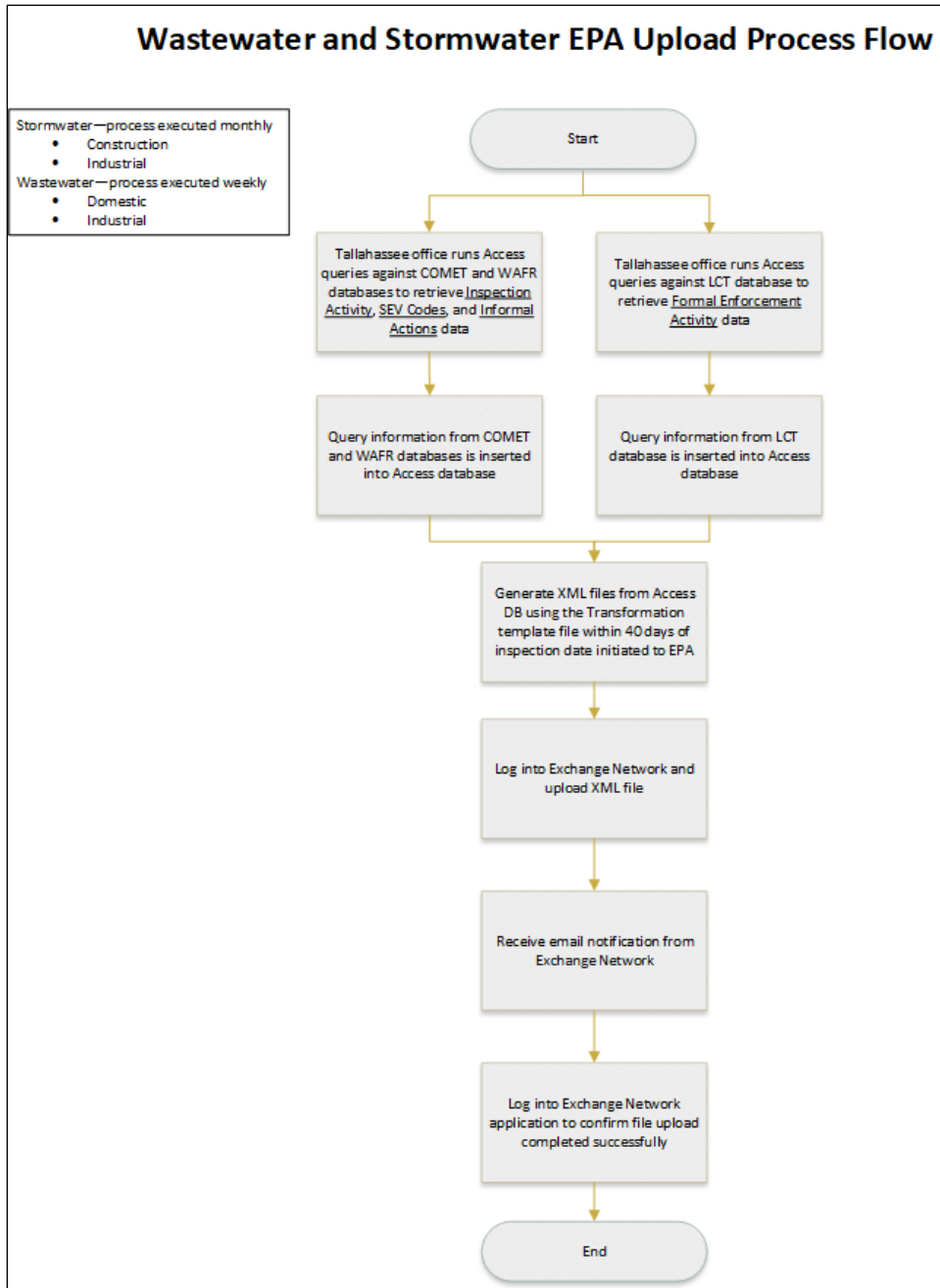
5. NPDES Stormwater Compliance As-Is Process Flow for Industrial and Construction



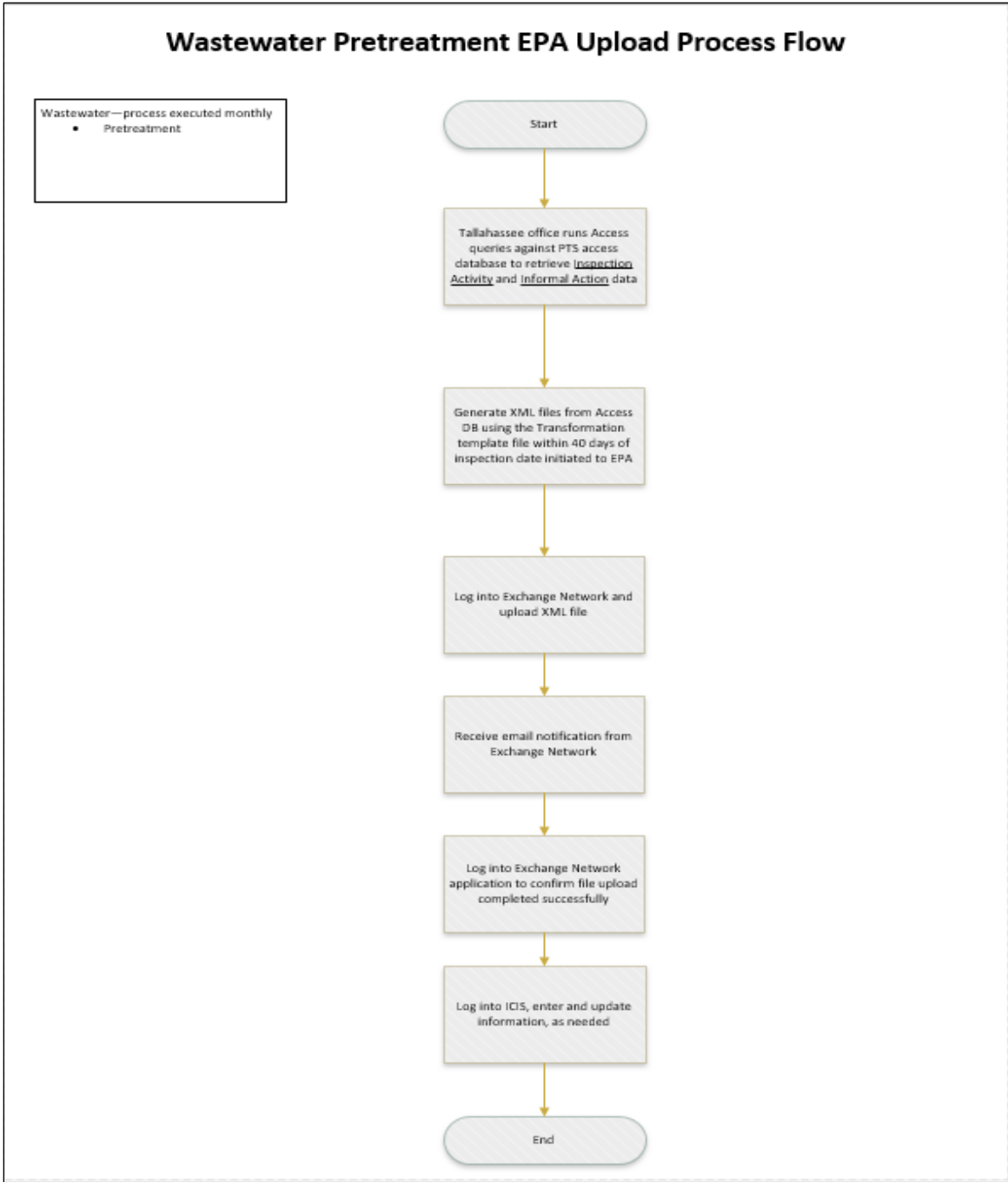
6. NPDES Stormwater MS4 As-Is Process Flow



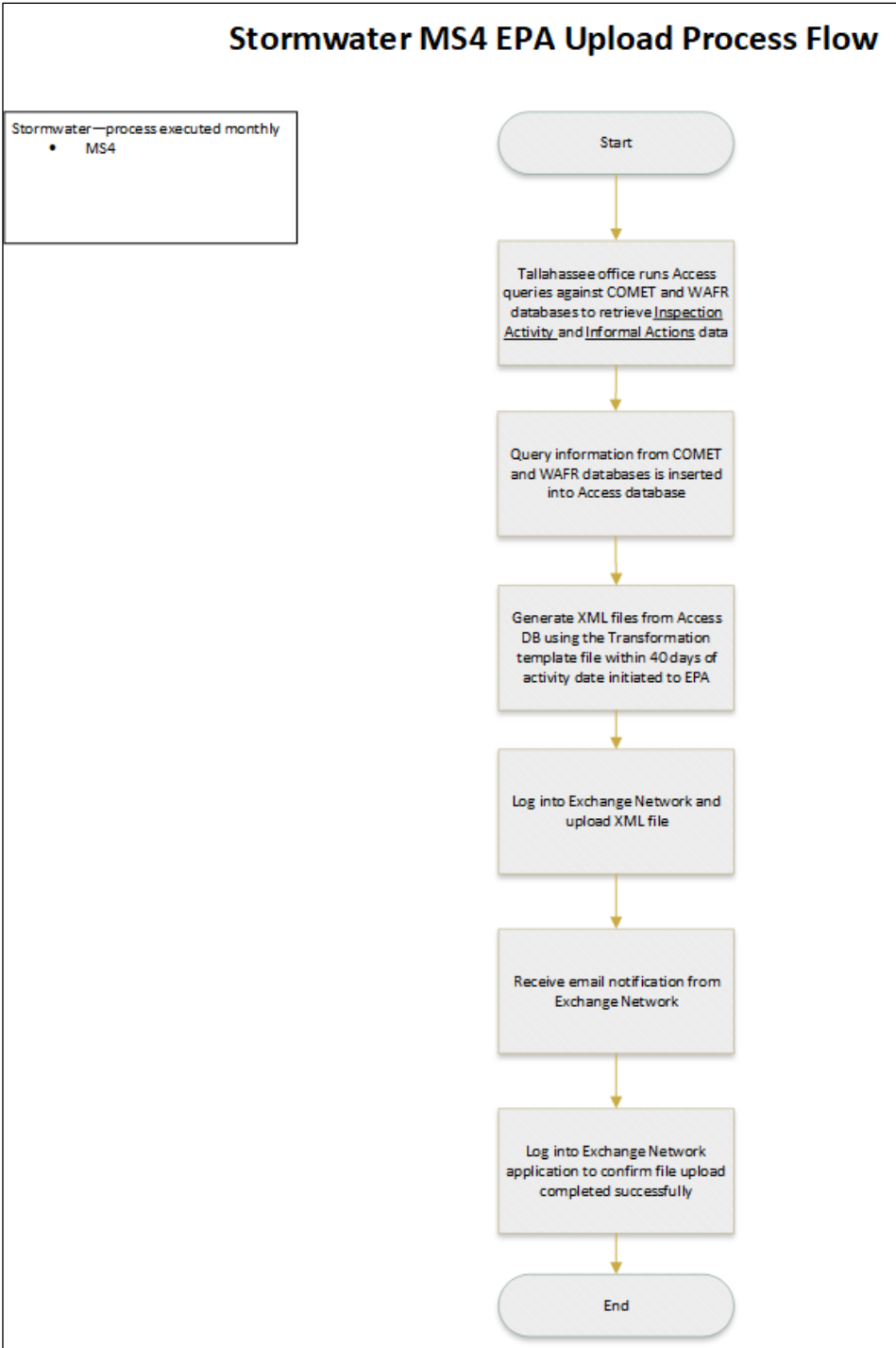
7. Wastewater and NPDES Stormwater EPA Upload As-Is Process Flow



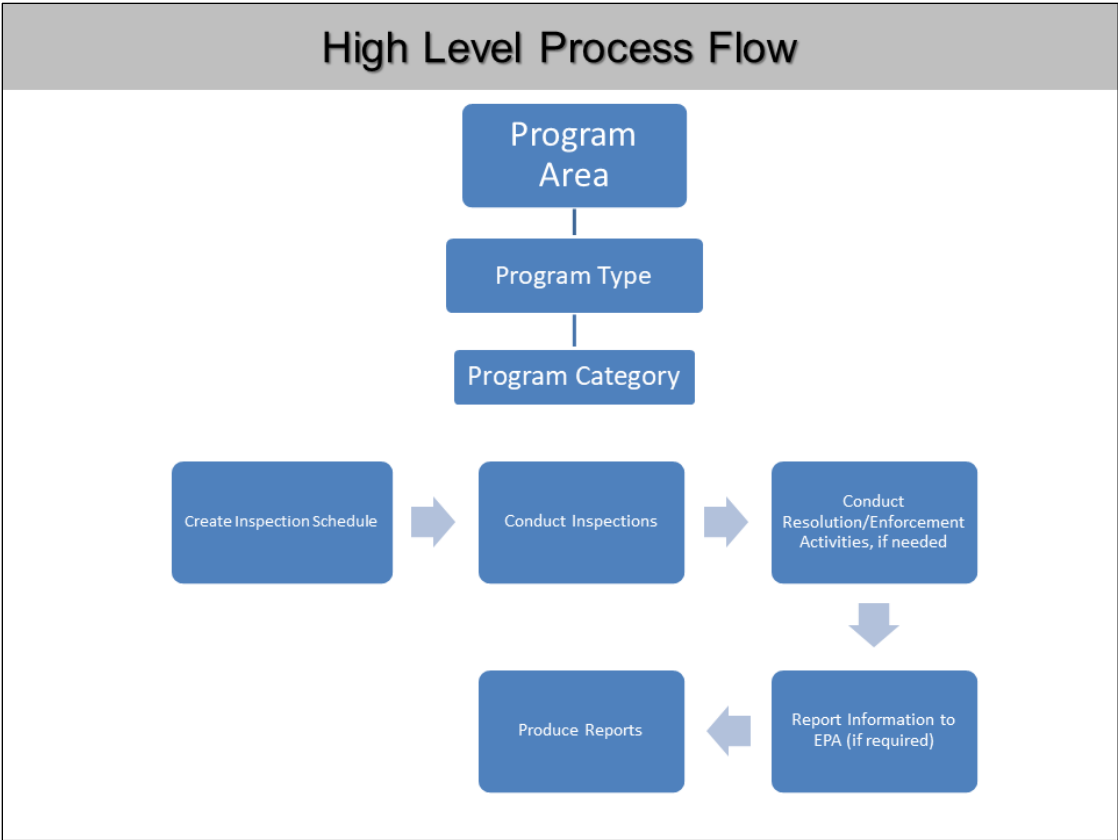
8. Wastewater Pretreatment EPA Upload As-Is Process Flow



9. NPDES Stormwater MS4 EPA Upload As-Is Process Flow

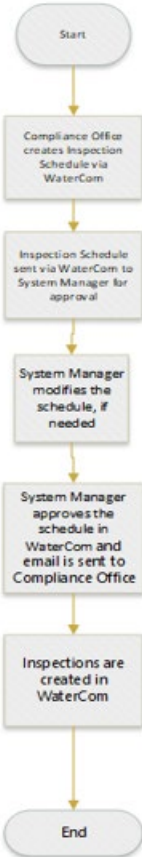


10. DWRM Program Area To-Be Process Flow

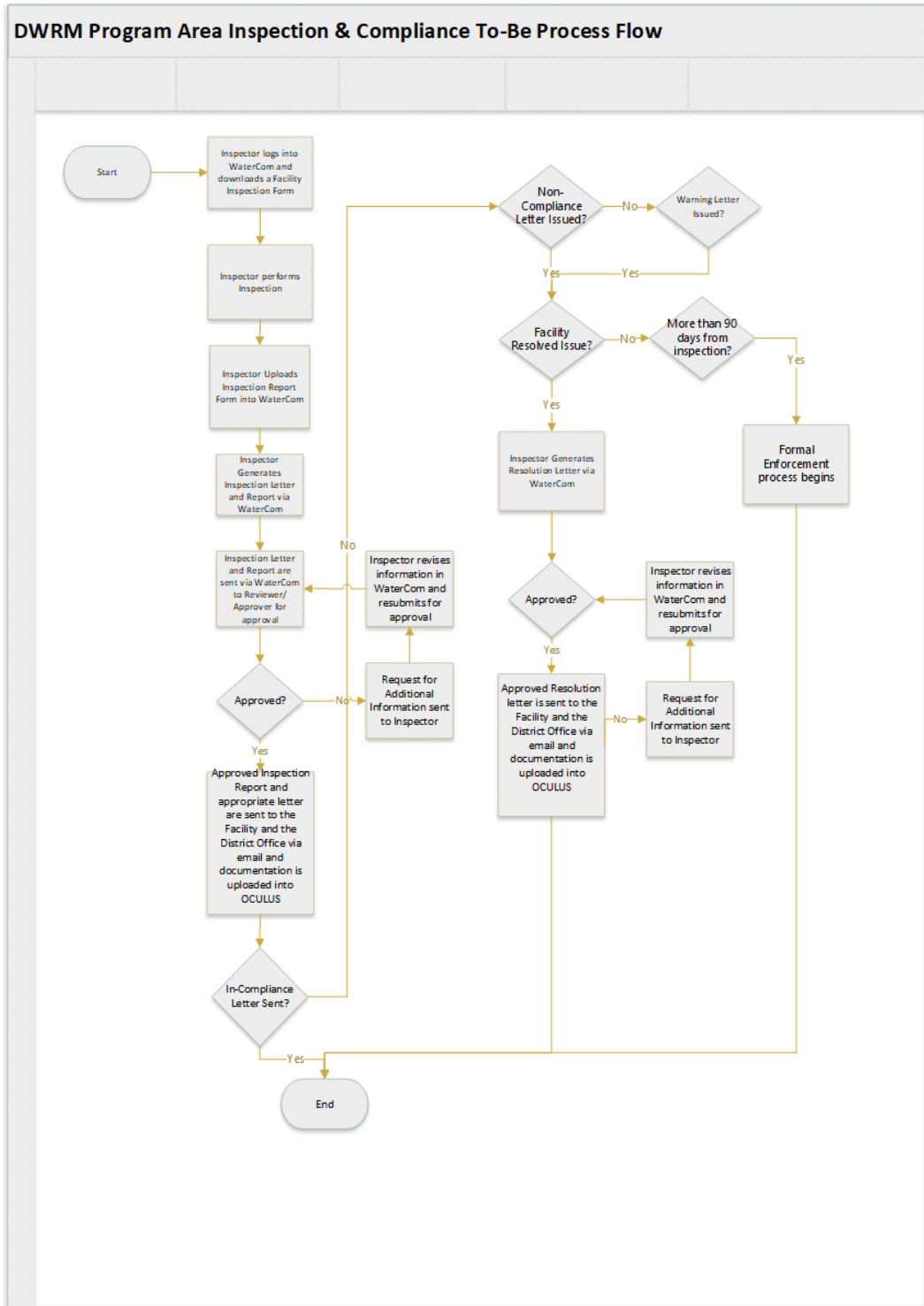




**11. Program Area Scheduling To-Be Process Flow**



12. Program Area Compliance To-Be Process Flow



### D. Functional and Technical Requirements

Requirements			
Priority	Functional/ Non-Functional	Primary Category	Requirement Description
High	Non-Functional	Account Management	<b>Account Management.</b> The system shall provide the ability for an authorized user to associate an FDEP account with one or more roles, like General User, Office Manager, System Manager, Executive, etc., to the account.
Med	Non-Functional	Account Management	<b>Bulk Operations by Role.</b> The system shall enable authorized users to, in bulk, activate, modify, or deactivate accounts/users associated with a role.
High	Non-Functional	Account Management	<b>Inactive Account Identification and Reporting.</b> The system shall enable authorized users to identify and report inactive user accounts.
Med	Functional	Account Management	<b>Personal Profile Management.</b> The system must allow internal DEP and external users to update elements of their profile that DEP determines users will be allowed to update. Users must not be able to update profile elements for which DEP has determined to not allow user update. The elements for which user updates are allowed must be configurable by a DEP administrator or administrator role.
High	Non-Functional	Account Management	<b>Role Inheritance from Profiles.</b> The system shall enable authorized users to define standard “user profiles” from which individual user IDs may inherit privileges and roles.
High	Non-Functional	Account Management	<b>Role-based Privileges.</b> The system shall provide the ability to define functionality applicable to role-based categories of users. For example, the system must provide security levels such that certain employees can only view, some can edit, and administrators can edit all fields.
High	Non-Functional	Account Management	<b>User Account Lockout.</b> The system does not allow access to users whose accounts are disabled or terminated in DEP's Identity Management system.
High	Non-Functional	Account Management	<b>Integration with FDEP Identity Management for SSO (Single Sign On).</b> The system shall integrate with FDEP's LDAP (Lightweight Directory Access Protocol) and AD (Active Directory) via FDEP-provided API's.
High	Non-Functional	Account Management	<b>User-Role Association.</b> The system shall provide the ability for an authorized user to associate users with roles, both individually and in bulk.
High	Non-Functional	Account Management	<b>External User Role Management.</b> External user accounts shall be centralized across all programs. The system shall allow users to be added or removed from organizations and facilities as needed. External user verification shall be CROMERR compliant. The system should allow an external user more than one role, and permissions may vary from one facility to another.
High	Functional	Application Functionality	<b>Permit Time Tracking.</b> Configurable time tracking and reminders for different permit types.
High	Functional	Application Functionality	<b>Permit Notifications.</b> Internal and external automatic notifications sent for configurable triggers. (receipt, permitter, acceptance, etc.)

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High	Functional	Application Functionality	<b>Permit Builder.</b> User configurable permit and reporting templates for numerous permit types/subtypes/variances/operating permits, etc. for various stages within the permit creation process (drafts, intents, finals, etc.). Must also include generation of the various monitoring and/or reporting requirements, e.g. discharge monitoring reports, monthly operating reports, etc.
High	Functional	Application Functionality	<b>Monitoring.</b> User configurable monitoring templates for various permit, compliance and reporting requirements across multiple program areas. Reporting frequencies and due dates shall be customizable. System should have to ability to flag violations/exceedances based on submitted data and do calculations.
High	Functional	Application Functionality	<b>Change Fees.</b> Must have the ability to change permit fees.
High	Functional	Application Functionality	<b>Request for Additional Information.</b> The ability to detect any missing information from permit application and send an email requesting the missing information.
High	Functional	Application Functionality	<b>Request for Additional Information Reminder.</b> Send out reminders when previous RAI remains unanswered.
High	Functional	Application Functionality	<b>Activities.</b> Fillable forms designed for activities must be easily reconfigured when changes are made to inspection forms, permit forms, reporting forms, monitoring forms or other documents. Where possible, forms should be prefilled with information (e.g., facility ID, facility contacts/addresses, facility/permit/site attributes, etc.).
High	Functional	Application Functionality	<b>Activities. Routine monitoring and reporting bulk updates.</b> APIs shall be created to allow external users to bulk upload routine monitoring data and reporting information. User guidance shall be provided. Authorized users (internal) shall have the ability to modify the API if needed.
High	Functional	Application Functionality	<b>Activities.</b> The system will perform any necessary calculations according to formulas provided (e.g., in kind, pollution prevention (P2), monitoring exceedances, penalty calculations, etc.). Authorized users shall have the ability to modify or add calculations.
Med	Functional	Application Functionality	<b>Activities.</b> For users assigned to more than one compliance or permitting Office, the system shall group activities by Office.
Med	Functional	Application Functionality	<b>Activities.</b> If an Office of General Counsel (OGC) number is entered in association with any activity, the system should validate the number against the Legal Case Tracking (LCT) system.
Med	Functional	Application Functionality	<b>Activities.</b> If samples are collected, the system will allow for the collection of associated sampling information.
High	Functional	Application Functionality	<b>Activities.</b> The system must allow users to resolve deficiencies based on supporting documentation that is uploaded or other information.
High	Functional	Application Functionality	<b>Activities.</b> The system shall allow for adding and editing amendments associated with consent orders, administrative orders, compliance assistance letters, etc.
High	Functional	Application Functionality	<b>Activities.</b> The system shall allow for assigning and reassigning staff to activities. Managers with appropriate roles should be able to identify unassigned activities.
High	Functional	Application Functionality	<b>Activities.</b> The system shall allow users to enter due dates, frequencies, recurring days, etc. associated with permit, monitoring and reporting requirements, corrective actions, etc.
High	Functional	Application Functionality	<b>Activities.</b> The system shall be able to display information from various externally submitted reports and provide a way for users to conduct and record reviews of those reports.

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

High	Functional	Application Functionality	<b>Activities.</b> The system shall be able to extract and display data from existing databases owned or used by DEP.
High	Functional	Application Functionality	<b>Activities.</b> The system shall contain a dashboard displaying facilities and entities with all associated data where users may schedule activities, assign staff, enter inspection details, view reports and letters associated with activities, start activities, edit activities, and delete activities according to business rules associated with roles. Users should be able to see and select activities assigned to them or to their staff based on the hierarchy of roles.
High	Functional	Application Functionality	<b>Activities.</b> System supports online fee payment and refunds, including support for payment in installments.
High	Functional	Application Functionality	<b>Create Invoice.</b> The system will provide a line item invoice for any bill created within the system.
High	Functional	Application Functionality	<b>Create Paid Receipt.</b> The system will provide a receipt of payment received including total paid and payment method for any invoice paid in person or online.
High	Functional	Application Functionality	<b>Late Fees.</b> The system will allow the addition of a late fee if an invoice is not paid by the due date.
High	Functional	Application Functionality	<b>Online Billing.</b> The system will provide all pending (non-paid) invoices to the online portal for electronic payment.
High	Functional	Application Functionality	<b>Electronic payments.</b> The system will provide citizens access to the electronic payment portal to view invoices and pay them via the authorized banking system for Florida state agencies.
High	Functional	Application Functionality	<b>Payment Methods.</b> The system will accept credit cards, debit cards, electronic checks, and ACH payments that are consistent with the banking system and Florida requirements.
High	Functional	Application Functionality	<b>Payment confirmation.</b> The system will generate a confirmation email for the paying party that specifies the payment amount and method for all paid invoices. An identifier for easy look-up in the system would be preferred.
High	Functional	Application Functionality	<b>Recording payments.</b> The system will record payment details.
High	Functional	Application Functionality	<b>Payment Notification.</b> The system will provide a report of payments received to the counties daily.
High	Functional	Application Functionality	<b>Payment Summary.</b> The system shall generate a report containing the total of payments received by county, by program, by payment type.
High	Functional	Application Functionality	<b>Activities.</b> The system shall for workflows that move activities through levels of completion as they are reviewed, approved, and signed by users (e.g., reviewers, approvers). The system should allow comments to be included at each level.
High	Functional	Application Functionality	<b>Activities.</b> The system shall provide a way to record, edit, and link various types of compliance and permitting activities such as permits, inspections, peer reviews, enforcement actions, report reviews, monitoring or reporting submittals, etc., along with associated data such as inspection findings, deficiencies, samples, violations, RAIs, permit conditions, corrective actions, exceedances, etc., and track their status through a series of steps.
High	Functional	Application Functionality	<b>Activities.</b> The system shall save information for activities in progress so that staff may continue working on them later, picking up where they left off.

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

High	Functional	Application Functionality	<b>Activities.</b> The system should present selection choices in fillable forms based on existing attributes (e.g., facility type, NPDES status, permitted capacity, etc.) as well as answers to questions asked within the form.
High	Functional	Application Functionality	<b>Administrator Privilege.</b> The system must provide for administrator edits or override on all processes.
Med	Functional	Application Functionality	<b>Assignments.</b> Some activities will be assigned to staff within the system. When a General User is inactivated, any activity assigned to the user that is not completed should be automatically assigned to the Office Manager.
High	Functional	Application Functionality	<b>Checklist Management.</b> The system must provide the ability to create checklists that can be used to mark various findings during activities.
High	Functional	Application Functionality	<b>Codes.</b> The system shall provide customizable code tables to populate such things as selection boxes. Other code and mapping lists will be maintained with start and end dates directly in the system.
High	Functional	Application Functionality	<b>Complaints.</b> The system shall allow for linking and unlinking complaints, facilities, and follow-up activities.
High	Functional	Application Functionality	<b>Configurable Dynamic Date Calculations.</b> The deadlines (dates) that drive notifications must be dynamic and configurable to allow changes when schedules are amended. For example, a particular deadline may be a set number of days after another date value stored in the system.
High	Functional	Application Functionality	<b>Flexibility to Make Updates.</b> The system will allow for updates and modifications at any time, including, among other information, changes to scheduled inspection dates.
High	Functional	Application Functionality	<b>Inspection Commitments.</b> The system will allow high-level users to maintain inspection commitments (e.g., percentages per time frame by facility type, program area, permit type, etc.).
Med	Functional	Application Functionality	<b>Inspection Schedules.</b> The system should allow for replacing a scheduled, committed inspection for one facility with another commitment that fulfills the same requirement. It should also allow for removing inspections from the schedule that are not required.
Med	Functional	Application Functionality	<b>Inspection Schedules.</b> The system should allow users to maintain a list of dates that should not be available for scheduling inspections (e.g., holidays, flex schedules).
Med	Functional	Application Functionality	<b>Inspection Schedules.</b> The system should allow users with selected roles to schedule inspections for any facility or by program type/permit type and be able to add inspection criteria such as anticipated inspection type, anticipated inspection date, and other information for tracking purposes. Users with selected roles should be able to make changes to these scheduled activities.
Med	Functional	Application Functionality	<b>Notifications.</b> The system should remind users of upcoming activities and due dates. The system must allow for users to add and manage email notifications.
High	Functional	Application Functionality	<b>Online Form Submittal.</b> The system must provide the capability for fillable forms to be submitted online to a queue for review, as needed. Once approved, form data would be saved to relevant database(s) and the original form and any attachments would be saved to DEP's electronic document management system (OCULUS). Users shall have the ability to preview forms prior to submission. Users shall also have the ability to resubmit if needed. Metadata, including timestamps and usernames shall be stored.

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Med	Functional	Application Functionality	<b>Peer Reviews.</b> The system shall allow users to record the outcomes/details of peer reviews.
Med	Functional	Application Functionality	<b>Peer Reviews.</b> The system shall calculate penalties in peer review activities according to provided calculations.
High	Functional	Application Functionality	<b>Prevention of Duplicate Contacts.</b> The system must prevent duplicate contact records.
High	Functional	Application Functionality	<b>Project Records - Planning Documents.</b> The system must provide the ability to create, edit, and delete planning documents and their updates or supplements and tie them to various projects.
High	Functional	Application Functionality	<b>Project Role Assignment.</b> The system must provide the ability to assign individuals that are associated with a project and assign project roles.
Med	Functional	Application Functionality	<b>Summary Screens.</b> The system must provide summary information to aid in research and decision making. (Refer to "Dashboard Capability".)
Med	Functional	Application Functionality	<b>Tasks.</b> The system must allow for users to create tasks for themselves with due dates, reminders, etc.
High	Functional	Application Functionality	<b>Simultaneous Updates to Entity Data.</b> The system will provide a method of changing information for multiple entities from a single screen. Alternatively, support for simultaneous editing of entities via separate tabs.
Med	Functional	Application Functionality	<b>Voice Recognition.</b> The system will provide support for voice recognition as a means of data entry.
High	Functional	Application Functionality	<b>Work Item Queues.</b> The system shall provide queues of work items by type, with associated documents, accessible to multiple users or user roles for assignment or self-assignment depending on associated rules or permissions.
High	Functional	Business Rules Engine	<b>Administrator-defined Parameters.</b> The system shall provide the ability, where appropriate, to maintain administrator-defined parameters to drive business functionality. Modifications to parameter values shall not require programming changes.
Med	Functional	Business Rules Engine	<b>Batch Process Control.</b> The system shall enable the scheduling, manual initiation, and control of all batch processes.
High	Functional	Business Rules Engine	<b>Business Rule Conflict Prevention.</b> The system shall have the capability to verify that any new business rule created does not conflict or interfere with an existing rule.
High	Functional	Business Rules Engine	<b>Business Rule Repository.</b> The system must have a repository for maintaining business rules, including: - their owners, and - tracking their history and updates.
High	Functional	Business Rules Engine	<b>Business Rule Visibility.</b> The system shall separate business rules from core programming and be available in both human and machine-readable formats.
High	Functional	Business Rules Engine	<b>Business Rule-Based Process Management.</b> The system must support use of configurable business rules used to allow or deny certain actions in the system.
Med	Functional	Business Rules Engine	<b>Business Rule-Based Task Management.</b> The system shall enable scheduling, assigning, and tracking of tasks based on business rules.
Med	Functional	Business Rules Engine	<b>No-Response Notification.</b> The system shall provide a capability to notify the user in a preconfigured number of days when no response has been received or an assigned action hasn't been completed.

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Med	Functional	Business Rules Engine	<b>Notification Business Rules.</b> The system shall provide the ability to establish business rules for the automatic generation of notifications to appropriate recipients (e.g., internal users, permittees) for needed actions (e.g., follow-up required, need for data or documentation).
High	Functional	Business Rules Engine	<b>Validation Rule Management.</b> The system shall enable authorized users to enter and maintain data validation rules.
High	Functional	Correspondence & Forms	<b>Bulk Correspondence.</b> The system shall provide the ability to generate, send, store, retrieve, and resend one or many correspondence items in a single user request. The system shall consolidate correspondence to avoid duplicate receipt of the same message.
High	Functional	Correspondence & Forms	<b>Burst Email Support.</b> The system must allow for the creation of email lists for burst reports, where: - an administrator or designated role can edit the email lists, and - a list can be selected by users when a new report is created.
High	Functional	Correspondence & Forms	<b>Correspondence Date-Time Stamp.</b> The system shall provide a date-time stamp on all generated correspondence.
High	Functional	Correspondence & Forms	<b>Correspondence Formatting.</b> The system shall support proper formatting such as portrait and landscape page and page breaks for multiple page correspondence.
High	Functional	Correspondence & Forms	<b>Correspondence Generation Formats.</b> The system shall support generation of correspondence as printed letters or in other standard electronic formats.
High	Functional	Correspondence & Forms	<b>Correspondence History.</b> The system shall retain a history of all correspondence generated.
High	Functional	Correspondence & Forms	<b>Correspondence Modification.</b> The system shall enable authorized users to modify correspondence (both system generated and manually generated).
High	Functional	Correspondence & Forms	<b>Correspondence Spelling and Grammar Check.</b> The system shall provide the capability to perform spelling and grammatical checks on correspondence.
High	Functional	Correspondence & Forms	<b>Correspondence Status.</b> The system shall indicate the status of correspondence, including unsent, sent, draft or final.
High	Functional	Correspondence & Forms	<b>Data Merge into Correspondence &amp; Forms.</b> The system shall provide the ability to populate appropriate fields in correspondence and forms with data from database records.
High	Functional	Correspondence & Forms	<b>Electronic Signature.</b> The system shall allow for electronic signature (clerking) in compliance with Chapter 668, Florida Statutes.
High	Functional	Correspondence & Forms	<b>Email Support.</b> The system must allow for printing, saving, and emailing of documents, e.g., permits, variances, clearances, monitoring templates, inspection reports, compliance and enforcement letters/actions, and other reports as needed based on customizable templates.
High	Functional	Correspondence & Forms	<b>Form Letter Creation.</b> The system shall enable an authorized user to create standard form letters for generating an unlimited number of correspondence types.
High	Functional	Correspondence & Forms	<b>Forms for Data Entry.</b> The system shall allow the ability to create/modify/delete/save form data/metadata, including timestamps and usernames, shall also be saved. Authorized users shall have the ability to modify field types, add or delete fields, and change form layout as needed.



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High	Functional	Correspondence & Forms	<b>Free-Form Correspondence Parts.</b> The system shall support the ability to enter free-form text into correspondence.
High	Functional	Correspondence & Forms	<b>Merge from Templates.</b> User has ability to merge document data from templates. Generated documents may include, but are not limited to notification emails, letters, billing and payment notifications, inspection notifications, etc.
Med	Functional	Correspondence & Forms	<b>Published Correspondence Locking.</b> The system shall provide the ability for an authorized user to indicate that certain correspondence has been published and to prevent the update of correspondence that has been so marked.
Low	Functional	Correspondence & Forms	<b>Remaining Character Count.</b> The system shall display the remaining free-text fields character count on data entry screens.
High	Functional	Correspondence & Forms	<b>Resending Correspondence.</b> The system shall support the ability to resend correspondence if a system failure occurs before or manually and automatically during distribution (e.g., Simple Mail Transfer Protocol (SMTP) failure, internet connection failure, etc.).
High	Functional	Correspondence & Forms	<b>Visibility of Unsent Correspondence.</b> The system shall enable viewing a list of created correspondence not yet sent.
High	Functional	Correspondence & Forms	<b>What-You-See-Is-What-You-Get (WYSIWYG) Correspondence Editing.</b> The systems shall support WYSIWYG editing of the correspondence.
High	Non-Functional	Data Management	<b>Configurable Instead of Hardcoded Values.</b> Identify, capture, and make configurable in the replacement system any presently hard-coded items used in calculations or algorithms.
High	Non-Functional	Data Management	<b>Data Quality Support Tools.</b> The system must provide a robust error prevention capability.
High	Non-Functional	Data Management	<b>Database Error Checking.</b> The system shall provide database error checking, displaying database error descriptive warnings, and error messages to the user.
High	Non-Functional	Data Management	<b>Database Exception History.</b> The system shall record database errors, warnings, and any processing result status.
High	Non-Functional	Data Management	<b>Database Record History.</b> The system must track and maintain all changes in the database (new, updated, and deleted records) including: the user that made the change, the date/time of the change, and for updates both the old and new values.
High	Functional	Data Management	<b>Defined Selectable Lists.</b> The system shall provide the user with predefined selectable lists wherever possible. Drop-down lists, multi-pick lists, radio buttons and "lookup" tables will maximize the entry of correct and complete data and will help ensure that business rules are followed.
High	Non-Functional	Data Management	<b>Field-Level Validation.</b> The system shall validate individual fields based on established business rules, data available, or preconfigured parameters, and provide immediate feedback to the user.
High	Non-Functional	Data Management	<b>Four-Digit Years.</b> All dates in the system shall carry the full four digits for the year.
High	Non-Functional	Data Management	<b>Free Form Text Spell Check.</b> The system shall enable users to perform spell check on free form text fields.
High	Non-Functional	Data Management	<b>Record History.</b> As records are modified, all prior versions must be retained and available to authorized users.
High	Non-Functional	Data Management	<b>Role-based Database Access.</b> Direct access to the database shall be managed by roles, with different permissions based on role. i.e. Private Provider Inspector having access only to relevant forms.

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High	Non-Functional	Data Management	<b>Spell Check Dictionary.</b> The system must provide, for its spell-checking functionality, in addition to a standard dictionary, a DEP-approved dictionary, and the ability for an authorized user to add and delete words from the DEP dictionary.
High	Non-Functional	Data Management	<b>Transaction Roll-Back.</b> The system shall provide the ability to "roll back" non-committed transactions in the event of a system failure.
High	Non-Functional	Data Management	<b>User Unique ID.</b> The system shall be able to uniquely identify each user.
High	Functional	Development and Support Services	<b>Browser Insufficiency Warning.</b> The system shall display a warning to all users if the browser does not meet the minimum technical requirements to display and utilize the application.
High	Non-Functional	Development and Support Services	<b>Browser Version Support.</b> The system graphical user interface (GUI) shall support at a minimum the current and most immediate prior versions of the browsers listed using Hypertext Transfer Protocol Secure (HTTPS) protocol (port 443): Google Chrome; Firefox; and Microsoft Edge.
Med	Non-Functional	Development and Support Services	<b>Capacity and Performance Monitoring Tools.</b> The system shall include tools for monitoring and reporting capacity and performance for all system components.
High	Non-Functional	Development and Support Services	<b>Compartmentalized Updates.</b> The system shall provide the ability to deploy new functionality to the system without impacting existing non-related functionality.
Med	Functional	Development and Support Services	<b>Context-Sensitive Help.</b> The system shall provide users with context-sensitive help for user capabilities provided by the system.
Med	Functional	Development and Support Services	<b>Electronic Help Materials.</b> The solution must include enough electronic documentation to explain how software is to be used, including user and system administration manuals/documentation.
Med	Non-Functional	Development and Support Services	<b>Email Integration.</b> The system shall integrate with DEP's inbound and outbound email technology.
Med	Functional	Development and Support Services	<b>Error Message Configurability.</b> The system shall enable authorized users to configure error messages.
Med	Functional	Development and Support Services	<b>FAQs.</b> The system shall enable authorized users to create, maintain, search, and view system Frequently Asked Questions (FAQs) and their answers.
Med	Non-Functional	Development and Support Services	<b>Friday and Weekend Downtime Preferred.</b> DEP prefers scheduled downtime/support to be on Fridays or weekends.
Med	Functional	Development and Support Services	<b>Help Material Configurability.</b> The system shall enable authorized users to update the system help files. The help function shall provide the ability to include smart tips, plain text, or Hypertext Markup Language (HTML) instructions, and video demonstrations.
Med	Functional	Development and Support Services	<b>Help Material Search.</b> The system shall enable users to search on available indexed help topics.
Med	Functional	Development and Support Services	<b>Home Page Announcements.</b> Allow for system announcements to be displayed on the initial landing page after user login.
High	Functional	Development and Support Services	<b>Integrated Error and Exception Handling.</b> The system shall provide integrated error and exception handling capabilities.
High	Functional	Development and Support Services	<b>Invalid Content Error Messages.</b> The system shall return error messages to the user when invalid information is entered into a data entry screen field.
High	Non-Functional	Development and Support Services	<b>Minimal Hardcoding.</b> System shall limit/minimize the hard coding of configuration or programmatic functionality.

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High	Non-Functional	Development and Support Services	<b>Minimum Advance Downtime Notification.</b> All system downtimes from vendor will be scheduled and notification will be sent with a minimum of 5 working days.
High	Non-Functional	Development and Support Services	<b>Performance and Capacity Threshold Approach Warnings.</b> The system shall provide a warning when definable performance and capacity thresholds are being approached.
High	Non-Functional	Development and Support Services	<b>Performance and Capacity Threshold Exceeded Warnings.</b> The system shall provide a mechanism to notify the system administrator when definable performance and capacity thresholds are exceeded.
High	Non-Functional	Development and Support Services	<b>Restart and Recovery Procedures and Processes.</b> The system shall provide defined and documented procedures and processes to restart system components and recover and restore incomplete transactions.
High	Non-Functional	Development and Support Services	<b>Staged Implementation.</b> The system must support staged implementation. The system modules should be seamlessly integrated but should not have to be implemented as a single application.
High	Non-Functional	Development and Support Services	<b>System Uptime.</b> The system shall be available 99% of the time.
High	Non-Functional	Development and Support Services	<b>Transmission Reporting.</b> The system shall provide the ability to report on interface transmissions (e.g., total number of records loaded, date of interface transmission, amount of time to execute the interface transmission, errors, and failures).
High	Non-Functional	Development and Support Services	<b>Transmission Resumption.</b> The system shall provide the ability to restart an interface transmission from a specific point (e.g., restart at failed record, restart from beginning).
High	Non-Functional	Disaster Recovery	<b>Backup and Recovery.</b> The system shall provide full and incremental data backup and recovery capabilities and procedures.
High	Non-Functional	Disaster Recovery	<b>Catastrophic Event Recovery Processes and Procedures.</b> The system shall be accompanied by supporting processes and procedures for bringing the service back to normal operation following a catastrophic event (e.g., clearing message backlogs or resuming long-running queries).
High	Non-Functional	Disaster Recovery	<b>Disaster Recovery Plan.</b> The system shall be accompanied by a Disaster Recovery Plan that defines the activities that are to take place to manage the service in the event of a disaster leading to loss or potential loss of service.
High	Non-Functional	External Submissions	<b>User interface.</b> The system must provide an external user interface consistent with DEP branding guidelines. The user interface shall allow external users to manage their profile information, access guidance documents, see pending items in their workflow, and submit information to DEP as needed.
High	Functional	External Submissions	<b>Supporting Documentation.</b> External users must have the ability to upload and replace large files as part of permitting, application and various reporting processes. In addition to the file storage, time stamps, user names, file numbers, version numbers and other metadata should be stored. File types may include Adobe Acrobat Portable Document Format (.pdf), Microsoft Word (.doc or .docx), Comma Separated Value (.csv), Microsoft Excel Spreadsheet format (.xls or.xlsx), Zip files (.zip), or GIS Files (.shp, .dbf, .gdb, .kml, .grc). Uploads of at least 100 MB must be allowable.
High	Functional	External Submissions	<b>Electronic reporting.</b> Electronic report submission must be compliant with CROMERR and include all data elements required by the NPDES electronic reporting rule.

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High	Non-Functional	Interfaces & Interoperability	<b>Data Feed Capability.</b> The system shall provide the ability to support internal and external feeds of data using common available protocols.
High	Non-Functional	Interfaces & Interoperability	<b>Data Transfer to External Repository.</b> The system must provide for data transfer to an external reporting application or data mart.
High	Non-Functional	Interfaces & Interoperability	<b>Data Transfer to Integrated Applications.</b> The system must provide a method for data transfer from the application database to specified, integrated applications and data sources.
High	Non-Functional	Interfaces & Interoperability	<b>Document/Record Management Support.</b> The system must support integration with OCULUS.
High	Non-Functional	Interfaces & Interoperability	<b>Encryption of Mobile Data.</b> The system shall enable all data stored and transmitted on remote or mobile devices to be encrypted.
Med	Functional	Interfaces & Interoperability	<b>Geographic Information System (GIS)-Assisted Project Search Results Filter.</b> The system shall allow for GIS-based filtering of project search results based on distance from a specified latitude/longitude or Zone Improvement Plan (ZIP) Code area(s).
Med	Functional	Interfaces & Interoperability	<b>Map Notes.</b> The system will allow users to enter notes on a selected map and then allow the map to be saved or printed.
High	Non-Functional	Interfaces & Interoperability	<b>Inbound and Outbound Migration.</b> The system shall support inbound data migration from legacy system(s) to the proposed system and outbound data migration to potential successor system(s).
High	Non-Functional	Interfaces & Interoperability	<b>Interface Extensibility.</b> The system shall be implemented to ensure existing system interfaces are maintained and <b>future interfaces</b> can be easily created for data exchange.
High	Non-Functional	Interfaces & Interoperability	<b>Interoperability.</b> The system shall use a modular, flexible approach to systems development, including the use of open interfaces and exposed application programming interfaces (APIs).
High	Non-Functional	Interfaces & Interoperability	<b>Legal Descriptions.</b> The system will provide access to the legal statute or rule that defines the relevant requirement. The legal text must be available on screen and be included on the printed report (may be summarized).
High	Non-Functional	Interfaces & Interoperability	<b>Remote Connection Support.</b> The system shall enable an authorized DEP user to record facility, permitting and inspection information on a Wi-Fi or cellular-connected mobile device, as well as when offline. Offline entry must synchronize to system data storage when a connection is established.
High	Non-Functional	Interfaces & Interoperability	<b>Remote User Authentication.</b> The system shall provide for encrypted user authentication for remote users.
Med	Non-Functional	Record Management, Compliance, & Audit	<b>Batch Job History.</b> The system shall maintain a complete history of all batch jobs.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Configuration Change History.</b> The system shall record the username, date, and time of configuration changes made to the system.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Data and Component Protection.</b> The system shall protect information and tools from unauthorized access, modification, and deletion.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Field-Level Audit Trail.</b> The system shall have the ability to have an audit trail on all fields.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Import Audit Trail.</b> The system shall provide audit trail functionality to record data import, its source, and its point of entry.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Internal Clock Time Stamps.</b> The system shall use internal system clocks to generate time stamps for audit records.

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High	Non-Functional	Record Management, Compliance, & Audit	<b>Merge and Duplicate Entry Audit Trail.</b> The system shall provide an audit trail for all merges of duplicate entity data.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Minimum Audit Record Information.</b> The system shall produce audit records that contain sufficient information to, at a minimum, establish what type of event occurred, when (date and time) the event occurred, where the event occurred, the source of the event, the outcome (success or failure) of the event, and the identity of the user or external source associated with the event.
High	Non-Functional	Record Management, Compliance, & Audit	<b>Notifications Audit Trail.</b> The system shall provide audit trail functionality for all generated notifications (e.g., user, date and time, type).
High	Non-Functional	Record Management, Compliance, & Audit	<b>Record Archiving Instead of Deletion.</b> The system shall not permit the deletion of records. Records should be marked as deleted, stamped with date and user, and then stored in history tables in accordance with records management retention policies. The system shall not permit records to be physically deleted or altered except as part of a system administration archival process.
High	Non-Functional	Record Management, Compliance, & Audit	<b>User Action History Visibility.</b> The system shall provide the ability for a system administrator to independently select and review the actions of one or more users.
High	Non-Functional	Record Management, Compliance, & Audit	<b>User Activity Audit Trail.</b> The system shall provide the ability of displaying audit trail information reflecting system activity by any user, either internal or external, to include data actions such as read/write/update/delete and archiving and printing. Audit trail information should also include date, time, and function of the data action.
High	Functional	Reporting, Printing, & Dashboard	<b>Ad Hoc Queries and Reports.</b> The system shall enable authorized users to create and save ad hoc queries and reports, including but not limited to financial and project reports, using generalized selection and sort criteria and to specify the output file format (including but not limited to Microsoft Office) and save the file to a user-specified location.
High	Functional	Reporting, Printing, & Dashboard	<b>Ad Hoc Query/Report Libraries.</b> The system shall allow ad hoc report/query definitions to be stored in shared libraries for use by other users.
High	Functional	Reporting, Printing, & Dashboard	<b>Ad Hoc Report Definition Retrieval.</b> The system shall enable authorized users to retrieve ad hoc report definitions previously saved.
High	Functional	Reporting, Printing, & Dashboard	<b>Comprehensive Reporting.</b> The system must provide the ability to generate reports on all fields that exist in the data dictionary as allowed by user profile or role.
High	Functional	Reporting, Printing, & Dashboard	<b>Consistent Reporting Interface.</b> The system shall maintain a consistent interface to all reports (e.g., single reporting tool for designing ad hoc and on-demand reports; generation of report is executed from the same reporting tool).
High	Functional	Reporting, Printing, & Dashboard	<b>Dashboard Capability.</b> The system shall have the ability to present data in a configurable dashboard format.
Med	Functional	Reporting, Printing, & Dashboard	<b>Dashboard Hyperlinks.</b> The system shall enable authorized users to create, modify and delete hyperlinks to internal and external documents, records, files, or sites for use on their dashboard.
High	Functional	Reporting, Printing, & Dashboard	<b>Data Available for Reporting.</b> The system shall provide the ability to report on any data element in the system, as allowed by user profile or role.

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High	Functional	Reporting, Printing, & Dashboard	<b>Data Refresh for External Reporting.</b> The system shall allow for authorized users to refresh data to a data warehouse and/or reporting database at regular intervals, at least daily, for offline reporting.
High	Functional	Reporting, Printing, & Dashboard	<b>Easy-to-Use Reporting.</b> The system must provide an easy-to-use report catalog, such that a user need not understand the database design.
High	Functional	Reporting, Printing, & Dashboard	<b>EPA Uploads.</b> The system shall allow for configuring and scheduling uploads of activity data collected by the system to EPA databases.
High	Functional	Reporting, Printing, & Dashboard	<b>EPA Uploads.</b> The system shall display a screen listing EPA uploads with identifying information, including status. If uploads fail, reasons for the failure should be listed.
High	Functional	Reporting, Printing, & Dashboard	<b>Existing Reports Available.</b> Must be able to generate, at a minimum, various reports that are currently routinely used in program operations.
High	Functional	Reporting, Printing, & Dashboard	<b>Final Inspection Due Report.</b> The system must be able to generate a report with inspections not yet completed.
High	Functional	Reporting, Printing, & Dashboard	<b>General Reporting Capability.</b> The ability to generate standard, predefined and custom reports based on various selection criteria, date ranges, sorting and grouping options and output types.
High	Functional	Reporting, Printing, & Dashboard	<b>Historical Reporting.</b> The system must provide access to unlimited years of history.
High	Non-Functional	Reporting, Printing, & Dashboard	<b>OLAP.</b> The system shall support standard Online Analytical Processing (OLAP) extraction, transmission, and formatting as it relates to reporting.
High	Functional	Reporting, Printing, & Dashboard	<b>Past and Upcoming Inspection Report.</b> The system must be able to generate an inspection report indicating the last inspection and the date due for the next inspection. The due date should be based on a field that can be entered for each project that is the inspection interval.
High	Functional	Reporting, Printing, & Dashboard	<b>Print Preview.</b> The system shall enable authorized users to view reports before saving or printing.
High	Functional	Reporting, Printing, & Dashboard	<b>Printable View of Online Forms.</b> The system shall enable downloading a printable view of various documents (blank, completed or partially completed) e.g. forms, letters, permits, reports, etc.
High	Functional	Reporting, Printing, & Dashboard	<b>Production Report Generation Options.</b> All production reports will be able to run on-demand by the appropriate user role.
High	Functional	Reporting, Printing, & Dashboard	<b>Program Key Performance Indicator (KPI) Support.</b> The system must provide configurable KPI calculations and reporting.
High	Non-Functional	Reporting, Printing, & Dashboard	<b>Query and Reporting Performance Impact Isolation.</b> The ad hoc query and report generation capability shall not impact the performance of the system's transaction processing functionality.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Building GUI.</b> The system shall allow for the user to build their own reports through an easy-to-use graphical interface.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Catalog.</b> The system shall enable authorized users to save selected report views for future use by individual users or multiple users.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Categorization.</b> The system shall provide the ability to categorize user-defined reports by user-defined categories.
Med	Functional	Reporting, Printing, & Dashboard	<b>Report Creation Guidance.</b> The system shall make step-by-step report creation guidance available to users.

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High	Functional	Reporting, Printing, & Dashboard	<b>Report Design and Generation.</b> The system shall allow for the ability to design and generate reports.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Header/Footer Content.</b> The system shall provide the ability to include the name of the report, the date generated, and the page number on each page of a report.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Output Destinations.</b> The system shall provide the ability to direct reports to multiple outputs including email, screen, printer, and file.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Output Formats.</b> The system shall enable authorized users to generate reports in user selected formats, including: Hypertext Markup Language (.html), Adobe Acrobat Portable Document Format (.pdf), Microsoft Word (.doc), Rich Text Format (.rtf), Comma Separated Value (.csv), Tab Delimited Value, Microsoft Excel Spreadsheet format (.xls). Data exported to Comma Delimited, Tab Delimited, and Microsoft Excel Spreadsheet files shall preserve each unique field.
High	Functional	Reporting, Printing, & Dashboard	<b>Report Printing.</b> The system shall enable printing of reports, documents, and transmittals by authorized users on specified printers.
High	Functional	Reporting, Printing, & Dashboard	<b>Reporting File Types.</b> Must provide the reporting export file types: Microsoft Excel, Word, HTML, Extensible Markup Language (XML), tab delimited, comma delimited, Plain American Standard Code for Information Interchange (ASCII); Other reporting export file types.
High	Functional	Reporting, Printing, & Dashboard	<b>Reporting Formats.</b> The system shall provide the ability to save report results in various formats (e.g., Microsoft Word, ASCII files, Microsoft Excel, Text files (.txt), PDF format, HTML, XML).
High	Functional	Reporting, Printing, & Dashboard	<b>Reporting Interface.</b> The system must provide a user-friendly, graphical user interface for accessing and running reports.
Low	Functional	Reporting, Printing, & Dashboard	<b>Reporting Orientation Options.</b> The system shall support portrait and landscape page orientation for reports.
High	Functional	Reporting, Printing, & Dashboard	<b>Reporting Periods.</b> The system shall provide the ability to report by calendar year, federal fiscal year, state fiscal year periods and have the ability to customize reporting periods.
High	Functional	Reporting, Printing, & Dashboard	<b>Reporting to EPA.</b> The system must support data uploads to EPA on any frequency from daily to monthly.
Med	Functional	Reporting, Printing, & Dashboard	<b>Reports.</b> The system must allow users to click a bar in a chart and drill-down to underlying data.
Low	Functional	Reporting, Printing, & Dashboard	<b>Reports.</b> The system must have a way to incorporate and show external data such as the QNCR and other effluent violations, monitoring data, and spill information.
Med	Functional	Reporting, Printing, & Dashboard	<b>Reports.</b> The system shall provide options for users to customize ad-hoc reports and save their selections.
High	Functional	Reporting, Printing, & Dashboard	<b>Reports.</b> The system shall provide preformatted reports and graphs. These must be exportable as Excel spreadsheets or PDF files.
High	Functional	Reporting, Printing, & Dashboard	<b>Role-based Dashboard Customization.</b> The system dashboards shall be customizable to the role of the user.
High	Functional	Reporting, Printing, & Dashboard	<b>Scheduled Report Generation.</b> The system must provide the ability to schedule standard reports.
High	Functional	Reporting, Printing, & Dashboard	<b>Spell Checking.</b> The system shall enable spell-checking of reports, letters, notices, and other correspondence.

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Med	Functional	Reporting, Printing, & Dashboard	<b>Time Period Comparison Reports.</b> The system shall provide the ability for year-to-year, month-to-month, period-to-period, year-to-date and life-to-date comparisons on reports.
High	Functional	Reporting, Printing, & Dashboard	<b>User-Created Report Deletion.</b> The system shall allow the user or authorized administrator to delete user-created reports as permitted by business rules and user roles.
High	Functional	Search, Visibility, & User Experience	<b>Accepted Entry Feedback.</b> The system shall provide a positive acknowledgement the data entry has been accepted.
High	Functional	Search, Visibility, & User Experience	<b>Available Search Operators.</b> The system shall provide the ability to combine multiple search criteria using logical 'AND', 'OR' and 'BETWEEN' operators.
Med	Functional	Search, Visibility, & User Experience	<b>Background Saves.</b> The system shall perform automated background saves on data entry screens at predetermined or configurable intervals to reduce the occurrence of lost data.
High	Functional	Search, Visibility, & User Experience	<b>Compact User Interface (UI) Layout.</b> The system must use a compact layout that minimizes scrolling and maximizes the amount of information on-screen.
High	Functional	Search, Visibility, & User Experience	<b>Configurable Error Messages.</b> The system shall provide configurable messages to the user in the event of a system error (e.g., technical information, resolution required).
High	Functional	Search, Visibility, & User Experience	<b>Facility Information.</b> The system shall provide the ability to create and maintain attributes for a facility and other fields as defined. The system must provide the ability for users to quickly display facility information via a search and select feature.
High	Functional	Search, Visibility, & User Experience	<b>Entity Contact Information.</b> The system shall provide the ability to create and maintain the contacts for an entity. Contact information will include names, mailing and email addresses, phone numbers and the role the individual plays for the entity and other fields as defined. The system must provide the ability for users to quickly display contact information via a search and select feature.
High	Functional	Search, Visibility, & User Experience	<b>Context-Based Search.</b> The system shall provide users search screens displaying fields in relation to where the user is within the system, (e.g., if the user is working with stormwater reports, the search fields relevant to searching stormwater reports should be displayed to the user).
High	Functional	Search, Visibility, & User Experience	<b>Data Entry Quality Control.</b> The system shall provide data quality editing, consistency, and validity checks on data elements at the point of data entry. The system shall display a meaningful error message and prevent entry of data that does not pass edit checks.
High	Functional	Search, Visibility, & User Experience	<b>Extent of Reporting Parameter Availability.</b> The system must provide a complete list of appropriate parameters but have the ability to default to a specified number of most commonly used parameters.
Med	Functional	Search, Visibility, & User Experience	<b>Field-Specific Business Definitions.</b> All system fields must provide a business definition visible to users. This includes report calculations and metrics. DEP may approve exceptions to this requirement.
Med	Functional	Search, Visibility, & User Experience	<b>Graphical Date Selection.</b> The system shall provide a graphical calendar object to select from when entering or changing dates.
High	Functional	Search, Visibility, & User Experience	<b>Indication of No Results to Search.</b> The system shall provide a message to the user when a search results in no records returned.
High	Functional	Search, Visibility, & User Experience	<b>Indication of Required Fields.</b> The system shall provide users with a visual indication of data entry fields that are mandatory (e.g., an asterisk next to required fields).



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High	Functional	Search, Visibility, & User Experience	<b>Internal and External Copy and Paste.</b> The system shall provide the ability to execute "copy and paste" functionality within the system and between the system and third-party applications (e.g., Microsoft Word, Excel, etc.).
High	Functional	Search, Visibility, & User Experience	<b>Flag as a "to-do" item.</b> The system will allow users to flag items as "to-do", these to-do items can later be listed or searched by users.
High	Functional	Search, Visibility, & User Experience	<b>Meaningful Labels and Selection Options.</b> The system shall display meaningful descriptions in the place of system codes (e.g., 'Payment Date' instead of 'PDt').
Med	Functional	Search, Visibility, & User Experience	<b>Meta-Data Capability.</b> The system shall provide a meta-data capability available to users which allows for URLs, links to reports, and user-defined checklists. This capability will allow users to determine where data elements have been used to assist in determining the effect of modifications to fields in advance.
High	Non-Functional	Search, Visibility, & User Experience	<b>Multi-Screen Capability.</b> The system shall enable users to view multiple system screens simultaneously while maintaining data and session integrity.
High	Functional	Search, Visibility, & User Experience	<b>Navigate to Record from Search Results.</b> The system shall provide the ability to navigate to the appropriate record selected (within the context of the search).
High	Functional	Search, Visibility, & User Experience	<b>No Refresh After Selection.</b> Defined selectable lists <b>shall not</b> force a refresh of the screen after selection.
High	Functional	Search, Visibility, & User Experience	<b>Paged Search Results.</b> The system shall provide large result sets in a paged manner and shall indicate either the page number viewed of the total number of pages or range of listed records of the total number of records returned.
High	Functional	Search, Visibility, & User Experience	<b>Parameter Driven Reporting Controls.</b> The system must allow for parameter driven, user selections.
High	Functional	Search, Visibility, & User Experience	<b>Partial Match Searching.</b> The system shall enable an authorized user to search records by entering full or partial matches to key attributes.
High	Non-Functional	Search, Visibility, & User Experience	<b>Progress Indicator.</b> The system shall display a progress indicator when the system is performing an action requiring a user to wait for the response. The performance of the system action should be within the negotiated thresholds.
High	Functional	Search, Visibility, & User Experience	<b>Prompt to Save Before Navigating Away.</b> The system shall provide the ability to prompt the user to save work in progress prior to navigating to a new business function.
High	Functional	Search, Visibility, & User Experience	<b>Query Result Counts.</b> The system shall provide the user with the total number of records found.
High	Functional	Search, Visibility, & User Experience	<b>Query Result Limit.</b> The system shall provide the ability to specify the limit of the maximum number of records retrieved by a single query.
High	Non-Functional	Search, Visibility, & User Experience	<b>Real-Time Application Response.</b> Application performance/response times must be within the negotiated thresholds.
High	Functional	Search, Visibility, & User Experience	<b>Required Fields Data Missing Warning.</b> The system shall notify the user if required fields are not entered into a form prior to committing data to the database.
High	Functional	Search, Visibility, & User Experience	<b>Return on Cancel.</b> The system shall maintain user navigation history on data entry screens in the event the user exits the screen prior to completion such that they are returned to the location they last visited.

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High	Functional	Search, Visibility, & User Experience	<b>Return to Search Results.</b> The system shall provide the ability to navigate back to search results from a record that was accessed via the search results without re-entering the original search criteria. For example, after selecting an Activity record from a search results screen, the user should be able to close the Activity record and return to the original search results screen.
High	Functional	Search, Visibility, & User Experience	<b>Reusable Search Criteria.</b> The system shall allow users to save search criteria and results with user-defined names.
High	Functional	Search, Visibility, & User Experience	<b>Search Capability.</b> The system shall provide the ability to perform searches: full-text, keyword, date-range, and advanced searching using expression strings.
High	Functional	Search, Visibility, & User Experience	<b>Search Result Drill Down.</b> The system shall enable users to view information about an individual record by selecting it from a search result list.
High	Functional	Search, Visibility, & User Experience	<b>Search Result Filtering.</b> The system shall provide the ability to filter search results by supplying filter criteria to match for any of the columns present.
High	Functional	Search, Visibility, & User Experience	<b>Search Result Sorting.</b> The system shall provide the ability to sort search results by the columns present.
High	Functional	Search, Visibility, & User Experience	<b>Section 508 Compliance.</b> All user interfaces and all documents created by the system must be Section 508 compliant and meet Florida's Guidelines for simple and understandable language.
High	Non-Functional	Search, Visibility, & User Experience	<b>Section 508 Compliance.</b> The system shall align with and incorporate accessibility standards established under Section 508 of the Rehabilitation Act, or standards that provide greater accessibility for individuals with disabilities, and compliance with Federal civil rights laws.
High	Functional	Search, Visibility, & User Experience	<b>Secure Remote Access.</b> The system shall provide a mechanism for authorized users to securely access needed system functionality offsite to support work events away from the office.
Med	Functional	Search, Visibility, & User Experience	<b>Selectable List Filter by Typing.</b> The system shall enable users to enter multiple characters to narrow selectable list choices. For example, if a city is being selected, the user could enter "Jac" to filter a list of cities to one that displays only cities beginning with "Jac".
High	Functional	Search, Visibility, & User Experience	<b>Selectable List Management.</b> The system shall enable authorized users to maintain and manage defined selectable lists within the system, when changes to the lists would not interfere with defined business rules.
High	Functional	Search, Visibility, & User Experience	<b>SSO Integration.</b> The system shall integrate with DEP's Single Sign-On environment for internal users.
High	Functional	Search, Visibility, & User Experience	<b>System Message Remediation.</b> The system shall provide the ability to remediate a system message without navigating to another screen (e.g., a display message, "All tasks must be closed close prior to closing the case" should allow the list of open tasks to be presented for user action).
Med	Functional	Search, Visibility, & User Experience	<b>User-Initiated Saves.</b> The system shall provide the ability, where appropriate, to save work in progress as a user-initiated action.
High	Functional	Search, Visibility, & User Experience	<b>Web-Based User Experience (UX).</b> The system must provide a web based UX which allows for resizing and browser independence.
High	Functional	Search, Visibility, & User Experience	<b>Wild Card Search.</b> The system shall enable authorized users to perform searches using 'wild cards.'

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Med	Functional	Search, Visibility, & User Experience	<b>Geocoding and latitude and longitude determination.</b> The system must provide or integrate to the ability to geocode address information to approximate the location of the facility. The system must provide or integrate to a GIS map interface that allows users to click on a location to designate the latitude and longitude of the facility.
Med	Functional	Search, Visibility, & User Experience	<b>ZIP+4 Selection by Map.</b> The system must provide or provide the ability to integrate to a GIS map interface that allows users to click on a location to designate a project's ZIP+4 location.
High	Functional	Security	<b>Access Privileges Options.</b> The system shall provide varying levels of permission to access data and functionality (e.g., no access, read-only access, create access, modify access, and delete access).
High	Non-Functional	Security	<b>Communications Boundary Monitoring and Control.</b> The system shall monitor and control communications at the external boundary of the system and at key internal boundaries within the system.
High	Non-Functional	Security	<b>Concurrent Sessions Limitation.</b> The system shall provide the capability to limit the number of concurrent sessions for each user account to an administrator-configurable number.
High	Non-Functional	Security	<b>Data Encryption in Transit and At Rest.</b> The system shall encrypt data at the data layer in transit and at rest.
High	Non-Functional	Security	<b>Data Encryption.</b> The system shall use either session-based encryption or message-based encryption to encrypt the data.
High	Non-Functional	Security	<b>Encrypted Transmission Information.</b> The system shall encrypt data transmission information (e.g., Uniform Resource Locator (URLs), query strings, connection strings).
High	Non-Functional	Security	<b>Encryption Standard.</b> The system shall support encryption using current industry-standard methods.
High	Non-Functional	Security	<b>End-to-End Transmission Integrity and Confidentiality.</b> The system shall maintain the integrity and confidentiality of information during aggregation, packaging, and transformation in preparation for transmission.
Low	Non-Functional	Security	<b>File Transfer Security Scan.</b> The system shall scan all external file transfers for viruses before accepting them into the data repository.
High	Non-Functional	Security	<b>File Upload/Submission Security Scan.</b> The system shall scan or shall provide the capability for integration with a DEP-provided file scanning tool to scan, all file uploads or electronic submissions for viruses before accepting them into the data repository.
High	Non-Functional	Security	<b>Force Logout.</b> The system shall have the capability for an administrator to <i>force logout</i> for an individual user or group of users.
High	Non-Functional	Security	<b>Host-Based Boundary Protection.</b> The system shall implement host-based boundary protection mechanisms for servers.
High	Non-Functional	Security	<b>Illicit Information Transfer Prevention.</b> The system shall prevent unauthorized and unintended information transfer between shared system resources.
High	Non-Functional	Security	<b>Inactive Account Roles Deactivation.</b> The system shall provide the ability to deactivate user account roles for the system after an administrator-configurable defined time of inactivity.
High	Non-Functional	Security	<b>Inactive Account Reporting.</b> The system shall provide the ability to track and report inactive user accounts for specified time periods.
High	Functional	Security	<b>Multiple Accounts Per Role.</b> The system shall enable authorized users to assign multiple users/accounts to a role.
High	Functional	Security	<b>Multiple Roles Per Account.</b> The system shall enable authorized users to assign one or more roles to an account.

Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

High	Non-Functional	Security	<b>Multi-Factor Authentication.</b> The system shall provide the capability to implement multi-factor authentication via text, e-mail, etc.
High	Non-Functional	Security	<b>Readily Observable Logout.</b> The system shall provide a readily observable logout capability on all screens/pages.
Med	Non-Functional	Security	<b>Role Branch-Off for Selected Accounts.</b> The system shall provide the ability for an administrator to modify the profile or role of a single user or group of users while retaining the original profile or role for other users.
High	Functional	Security	<b>Role-Based Access to Features.</b> The system shall enable restricting access to selected features by user identity and user role.
High	Non-Functional	Security	<b>Role-based Privileges.</b> The system shall provide access to appropriate data, functionality, and privileges within the system based on user identify, assigned user role, and information type. This functionality would control, for example, user access or ability to modify data, documents, audit trail information, program information, financial data, etc.
High	Non-Functional	Security	<b>Secure Transmission Protocol.</b> The system shall support Secure Sockets Layer (SSL) or, preferably, Transport Layer Security (TLS).
High	Non-Functional	Security	<b>Security Alerts.</b> The system shall generate alerts when security controls are violated.
High	Non-Functional	Security	<b>Security Checks.</b> The system shall ensure data is vetted as secure by including buffer overflow checks, input validation, SQL injection, and cross-site scripting (XSS) checks.
High	Non-Functional	Security	<b>Security Event Logging.</b> The system shall provide the ability to log security events (e.g., failed/successful logon attempts, amendment of user rights, deletion of users).
High	Non-Functional	Security	<b>Security Profiles.</b> The system shall provide the ability to associate data and functionality access privileges with "user security profiles" that can be associated with users' roles or individual accounts. A profile inheritance structure may be used.
High	Non-Functional	Security	<b>Source System-Based Access Control.</b> The system shall provide access controls that permit or deny access to the application, information, or other resources, based on parameters including the identity of the source system and the target.
High	Non-Functional	Security	<b>System Notification Message.</b> The system shall display an administrator configured system notification message before granting access to the system.
High	Non-Functional	Security	<b>Transmission Accuracy Verification.</b> The system shall ensure transactions and messages are accurately received as they were sent, and information is not altered by non-authorized individuals (message digest hash).
High	Non-Functional	Security	<b>Unique Session Identifier.</b> The system shall generate a unique session identifier for each session and recognize only session identifiers that are system generated.
High	Non-Functional	Security	<b>User Access Revocation.</b> The system shall have the capability for an administrator to <i>revoke</i> user access for an individual user or group of users.
High	Non-Functional	Security	<b>User Access Suspension.</b> The system shall have the capability for an administrator to <i>suspend</i> user access for an individual user or group of users.

High	Non-Functional	Security	<b>User Information Reporting.</b> The system shall provide the ability to report on user information (e.g., account status, assigned roles/permissions, user activity history, history of security profile changes for a user).
High	Non-Functional	Security	<b>User Password Reset Prior to Lockout.</b> The system shall provide the ability for the user to reset their password prior to exceeding the limit of unsuccessful login attempts.
High	Non-Functional	Security	<b>User Session Time-Out.</b> The system shall prevent further access to the system by initiating a session lock after an administrator-configurable period of inactivity or receiving a request from an authorized user.
High	Non-Functional	System Architecture	<b>Component Failure Isolation.</b> The system shall be architected to ensure the failure of any end user devices, including workstations or printers, does not impact the operation or performance of other devices.
Low	Non-Functional	System Architecture	<b>Daylight Savings Time.</b> The system shall have the ability to adjust its internal clock and all timestamps to reflect time changes from Daylight Savings Time to Standard Time and from Standard Time to Daylight Savings Time.
High	Non-Functional	System Architecture	<b>Load Balancing.</b> The system shall implement load balancing for performance and failover for redundancy.
Med	Non-Functional	System Architecture	<b>Negotiated Performance Standards.</b> The system shall adhere to negotiated performance standards for searching, saving, retrieving, reporting, analysis and collating of data.
High	Non-Functional	System Architecture	<b>Test &amp; Production Environments.</b> Solution must include both test and production environments.
High	Non-Functional	System Architecture	<b>Time Zones.</b> The system shall have the ability to store date/time information based on the time zone using pre-determined business rules.

## E. Project Management Plan



**Florida Department of Environmental Protection**

# **PERMIT LIFECYCLE UNIFIED MANAGEMENT SYSTEM (PLUMS) PROJECT MANAGEMENT PLAN**

Date: 08/31/22  
Version: 1.0

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## SECTION 1 EXECUTIVE SUMMARY

### 1.1 BACKGROUND

The Florida Department of Environmental Protection (DEP) manages statewide coordination of permitting, compliance, and enforcement activities among six district offices and delegated local programs in three major media types (Air, Water and Waste). DEP has secured a Software as a Service (SaaS) solution to provide complete lifecycle management for all water-resource related permits, from permitting to inspections and compliance and enforcement.

The core DEP system (Permitting Application – PA) originates permits, tracks the permit application process, and integrates with other compliance, enforcement and permit management systems. It has been determined that PA and several other DEP systems lack key functionality and would be improved with more modern technology. There are multiple DEP systems used to track inspections and compliance and enforcement activities across the water-resource related program areas, including but not limited to Wastewater Facility Regulation (WAFR), Compliance and Enforcement Tracking (COMET), Environmental Resource Permitting Compliance Enforcement (ERPce), Potable Water System (PWS), Water Assurance Compliance Systems (WACS) and several Access databases. While DEP has implemented electronic permitting and compliance systems in multiple areas, there are gaps in technology solutions across program areas and wide variation in the age and level of functionality of the multiple systems that are in use. An enterprise Permit Lifecycle and Unified Management System would include template driven permit creation, permit lifecycle management, compliance and enforcement, inspections, reporting, correspondence tracking and complaint management. The project goal is to implement a comprehensive SaaS solution that will provide functionality for water-resource permit types. The overall solution will also work for waste, air and other environmental resource permit types and subtypes.

## SECTION 2 ABOUT THIS DOCUMENT

The Project Management Plan describes the Background, Objectives, Scope, Project Management Approach, Key Deliverables, Assumptions, Governance Structure and a framework for Risk Management associated with the project. This document has been tailored for this project from “A Guide to the Project Management Body of Knowledge (PMBOK® Guide)” published by the Project Management Institute (PMI).

### 2.1 WHO SHOULD USE THIS DOCUMENT?

The Permit Lifecycle Unified Management System (PLUMS) project teams and project stakeholders involved in the project should use this document for guidance on project procedures and processes.

### 2.2 RELATED DOCUMENTS

This document should be used in conjunction with the following Project Documents:

- Project Contract and
- Microsoft Project Schedule/Timeline.

### 2.3 DISTRIBUTION

This document shall be distributed to all Project staff (including the Vendor Team members) and any other personnel and stakeholders as required. Notifications of changes to this document will be circulated per the current project communications plan.

### 2.4 ASSUMPTIONS

The following assumptions are identified:

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

- There is executive sponsorship and business functional sponsorship as well as commitment from DEP to apply department resources to meet the goals and objectives of the Project.
- The Project is a high priority initiative for DEP.
- The Project team members and all Stakeholders recognize time is of the essence and will prioritize their participation accordingly.
- The Project stakeholders will coordinate the availability of appropriate staff for participation during the Project, as required.
- The Project stakeholders will ensure staff participating in meetings on the divisions and business units' behalf have the requisite knowledge and will be given the authority to make decisions.
- The DEP Office of Technology & Information Services (OTIS) DEP Contract Manager, and OTIS Technical Lead, and the OTIS Project Management Oversight Group will coordinate the availability of external stakeholders (other Agencies, oversight groups, etc.) for consultation during the Project, as required.
- The Vendor Project Manager will coordinate all meetings with internal and external stakeholders and the DEP Contract Manager as requested and as deemed necessary during the Project.
- The DEP Office of Technology and Information Services (OTIS) DEP Contract Manager, OTIS Technical Lead and the OTIS Project Management Oversight Group will coordinate with the Vendor Project Manager to ensure Project goals, deliverables and requirements are met within timelines established for this Project.
- The DEP Contract Manager will inform the Vendor Project Manager in a timely manner of critical linked and adjacent systems and activities that may impact the SOW, project plan and deliverables.
- The DEP Contract Manager will provide access to all relevant information, documentation, and reports within the scope of analysis.
- The DEP Contract Manager will help facilitate timely access to data and resources as appropriate.
- The DEP Contract Manager and the OTIS Project Management Oversight Group will review Project progress reports and related final deliverables and provide feedback and final approval/disapproval to the Vendor per a mutually agreed document review process.
- The OTIS Portfolio Management Group will ensure the project complies with all project management requirements specified in state and department rules and standards.
- The DEP Project team will review interim deliverables in a timely manner.
- DEP has designated this project as Risk and Complexity Assessment (R&CA) Category 2 in accordance with the State of Florida's Division of State Technology (DST) Project Management and Oversight Rule (Chapter 60GG-1 Florida Administrative Code). Accordingly, this project must comply with all requirements for a R&CA Category 2 project.

Activate Assessment?				PROJECT CATEGORY	
Yes				1) PRE-CHARTER PHASE	
Select Yes / No	▲	Pre-Charter Risk Score	273.08	Medium Risk	
		Pre-Charter Complexity Score	181.08	Low Complexity	
PROJECT CATEGORY				2	
Activate Assessment?				PROJECT CATEGORY	
Yes				2) INITIATION PHASE	
Select Yes / No	▲	Initiation Risk Score	198.48	Low Risk	
		Initiation Complexity Score	230.43	Low Complexity	
PROJECT CATEGORY				2	

### 2.5 CONSTRAINTS

- There is limited budget for this Project.
- There is limited staff availability for this Project.
- The Project is cross-matrixed.

## 2.6 SCOPE AND DELIVERABLES

The scope and the associated deliverables of this project can be found in the following table. A related group of permits will be identified in Requirements Validation to be included in an iteration. After the first iteration is complete, a new set of permits will be identified through scope definition. This process will continue until all water resource permits have been migrated to the new system.

In Scope	Associated Deliverable
Project Initiation and Management	Initial Project Schedule Project Management Plan – Continuing Updates
Requirements Validation and Configuration Definition	Iteration Scope Definition Requirements Discovery and Analysis Sessions and Meeting Minutes <ul style="list-style-type: none"> <li>• Session Agendas</li> <li>• Rosters</li> <li>• Minutes</li> </ul> Requirements Traceability Matrix Configuration Workbook Revised Project Schedule based on iteration Final Analysis Documentation <ul style="list-style-type: none"> <li>• Requirements</li> <li>• As-Is and To-Be Business Process Maps</li> <li>• To-Be High-Level Business Data Model and Data Dictionary</li> </ul>
Data Conversion	Conversion Plan <ul style="list-style-type: none"> <li>• Data Validation</li> </ul>
Configuration and Development	System Testing Results
Training	Training Plan Training Materials
User Acceptance Testing (UAT)	Master Test Plan and UAT Test Results
Go Live	Final Production System Sign-off on implemented solution
On-Going Maintenance and Support	Annual Hosting, Maintenance and Support Services Agreement
<b>Out of Scope</b>	
Product and Software Development	

**Table: 1 Project Scope and Deliverables**

## 2.7 TERMS AND ACRONYMS

A list of acronyms and terms referenced throughout the document can be found in the table below:

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

ACRONYM / TERM	DEFINITION
Action Items	Action items are independent tasks which require follow up, but are not part of deliverables, risk, issues, or decisions, and are not in the project schedule. Typically, action items are recorded when there is an activity which has a due date greater than a week out or will require coordination between multiple individuals.
DST	Division of State Technology.
Business Day	Days in which DEP conducts routine business. This is typically Monday through Friday from 8 a.m. to 5 p.m. local time, excluding evenings, weekends and DEP observed holidays.
Change Control Board (CCB)	The group of individuals within the PLUMS Project team who are responsible for making the ultimate decision as to when and if any post-contract changes will be made to the Project scope.
CIO	Chief Information Officer.
Contract	The written, signed agreement resulting from the project's RFQ, and any subsequent amendments thereto.
Contract Amendment	Any written alteration in the specifications, delivery point, rate of delivery, Contract period, price, quantity, or other Contract provisions of any existing Contract, whether accomplished by unilateral action in accordance with a Contract provision, or by mutual action of the parties to the Contract; it shall include bilateral actions, such as administrative changes, notices of termination, and notices of the exercise of a Contract option.
Contract Manager	The person who shall be responsible for enforcing performance of the Contract terms and conditions and who serves as a liaison with the Contractor as required by Section 287.057(15), F.S.
Contractor	A firm that the state contracts with to provide services.
COTS	Commercial-Off-The-Shelf, a term for software or hardware, generally technology or computer products, that are ready-made and available for sale, lease, or license to the general public.
Days	Calendar days unless specified as otherwise.
DWRM	Division of Water Resource Management.
DEP	Florida Department of Environmental Protection.
Deliverable	Any document deliverable, software deliverable, or service that the contractor is required to provide to the State under the Contract.
Deliverable Review Comment Form (DRCF)	The form used by DEP to collect deliverable review comments. It includes criteria information from the Statement of Work that is used to evaluate the deliverable.
Department	Florida Department of Environmental Protection.

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

ACRONYM / TERM	DEFINITION
Documentation	Refers to various types of documents that must be prepared by the Contractor and provided to the Department in a form and format specified by the state. Types of documentation include, but are not limited to, pre- and post-meeting documentation, system documentation, technical documentation, training documents, etc.
EPA	United States Environmental Protection Agency.
GSA	United States General Services Administration.
IA	Issue/Action Item.
Identified Risks	The project team considers information on identified risks when producing estimates of activity durations, since risks can have a significant influence on duration. The project team considers the extent to which the effect of risks is included in the baseline duration estimate for each activity.
Information Technology (IT)	Any equipment, or interconnected system(s) or subsystem(s), that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Department. IT includes computers, ancillary equipment, software, computer code, and similar procedures, services (including support services), and related resources.
Lessons Learned	Lessons Learned are any useful information or experience gained through the course of the Project that can be applied to a later phase or Project activity. Currently, only lessons learned which have a significant impact on the track are captured.
Materially Deficient	Significant deficiency or combination of deficiencies in the deliverable that does not meet minimal acceptable standards as defined in the Deliverable Review Comment Form.
MFMP/AOD	MyFloridaMarketplace/Ariba on Demand, the State of Florida's eProcurement system.
Milestone	The measuring point used to review and approve progress, to authorize continuation of work, and, depending on the terms of the Contract, to pay for work completed.
MPS	Master Project Schedule.
Online	Interaction between a user operating a personal computer or point of service (POS) device to send and receive information on a video display via a telecommunications network to a central processing unit (CPU).
Owner	The individual who is the final authority and decision maker in determining how data and resources are used in DEP business and what level of access will be granted to them.
OTIS	Office of Technology and Information Services.
Permitting Application	The Permitting Application (PA) provides the capability to track the lifecycle of a permit application, as processed by several permitting programs within DEP water, waste and air programs, and their respective delegated local county programs. PA tracks existing events and schedules upcoming events for each permit request recorded as it moves through the permitting process.

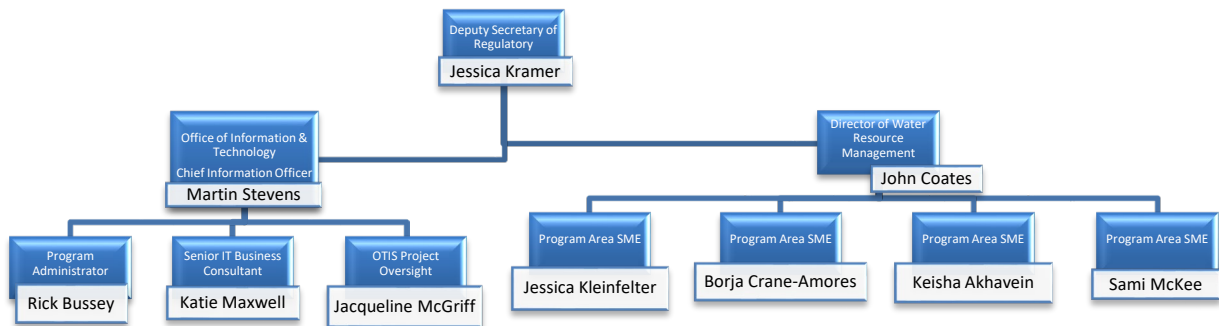
## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

ACRONYM / TERM	DEFINITION
	<p>PA consists of three main modules:</p> <p>(1) ARMS PA, used by the Air Permitting program of the Division of Air Resource Management (DARM).</p> <p>(2) WAFR PA, used by of NPDES Stormwater, Domestic Wastewater, Everglades and Industrial Wastewater programs.</p> <p>(3) Generic PA, used by other DEP permitting programs/delegated local countries, including Beaches and Coastal Systems, Drinking Water, Environmental Resource Permitting (ERP), State 404 program, Everglades, Hazardous Waste, Mining and Mineral Regulation, Oil and Gas, Solid Waste and Underground Injection programs.</p>
PLUMS	Permit Lifecycle Unified Management System (Title of this project).
PM	Project Manager.
PMBOK®	A Guide to the Project Management Body of Knowledge; A library of project management skills, tools and standards used by the Project Management Institute to measure and certify Project Management Professionals.
Project Team	The DEP Project Team and Vendor Project Team combined.
Project Management Institute (PMI)	A body that certifies Project Management Professionals.
RAIDL	Risk, Action Items, Issues, Decisions and Lessons Learned Spreadsheet.
Resource Requirements	A description of the types of resources needed and in what quantities for each element at the lowest level of the Work Breakdown Structure (WBS). Resource requirements for higher-levels within the WBS can be calculated based on the lower-level values. If additional resources are added, projects can experience communication overload, which reduces productivity and causes production to improve proportionally less than the increase in resource.
RFI	Request for Information.
RFQ	Request for Quote.
RMT	Risk Management Team.
SaaS (Software as a Service)	A way of delivering applications over the Internet—as a service; freeing yourself from complex software and hardware management.
Statement of Work (SOW)	Statement of Work.
Stakeholders	Anyone affected in any way by the Project being conducted, or the outcome of the Project.
State	State of Florida.
Status	The state of a DEP record [license/permit/education] at a time to be defined by business rules.
System Requirement	A defined business function that is a required component of the new system.

ACRONYM / TERM	DEFINITION
Work Breakdown Structure (WBS)	A graphical representation of the hierarchy of Project deliverables and their associated tasks. As opposed to a Project Schedule that is calendar-based, a WBS is deliverable-based and written in business terms.
Workflow	Sequence of tasks. A workflow describes the order of a set of tasks performed to complete a given procedure within an organization.

### SECTION 3 PROJECT GOVERNANCE & ORGANIZATION

The following exhibit displays the Project organizational structure for DEP.



DEP Project Team

**Exhibit 1: DEP Project Team**

The following Table (Table 2: Project Governance – Roles and Responsibilities) is a description of the project roles and responsibilities:

Role Name	Description	Participant(s)
Executive Sponsor	<ul style="list-style-type: none"> <li>Champions the Project.</li> <li>Provides guidance on overall scope and Project direction.</li> <li>Assures adequate business resources for Project work activities.</li> <li>Has ultimate responsibility for successful completion of the Project.</li> <li>Facilitates communications with the other Agency management.</li> <li>Provide input and guidance about Stakeholder communications to the Deputy Secretary.</li> </ul>	Jessica Kramer



## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Role Name	Description	Participant(s)
	<ul style="list-style-type: none"> <li>• Champion Project within DEP.</li> </ul>	
DEP Chief Information Officer (CIO)	<ul style="list-style-type: none"> <li>• Has responsibility for the successful completion of the Project.</li> <li>• Has Project-related decision-making authority.</li> <li>• Oversees the execution of the Project.</li> <li>• Acts as a member of the Change Control Board.</li> <li>• Acts as point of escalation for Project-related issues.</li> </ul>	Martin Stevens
Project Sponsor	<ul style="list-style-type: none"> <li>• Has responsibility for the successful completion of the Project.</li> <li>• Has Project-related decision-making authority.</li> <li>• Oversees the execution of the Project.</li> <li>• Acts as a member of the Change Control Board and is the ultimate decision maker for items brought before the Board.</li> <li>• Acts as a point of escalation for Project-related issues.</li> <li>• Make decisions to resolve issues or escalate to the Executive Sponsor.</li> <li>• Provides adequate business resources for Project work activities.</li> <li>• Reports status and issues to the Executive Sponsor.</li> <li>• Provide issue resolution and communications input and guidance to the Vendor Project Manager.</li> </ul>	John Coates
Contract Manager	<ul style="list-style-type: none"> <li>• Controls Project budget.</li> <li>• Tracks contract expenditures.</li> <li>• Acts as a member of the Change Control Board.</li> <li>• Acts as the primary point of contact for contractual issues with the Vendor.</li> <li>• Enforces the performance of the Contract.</li> <li>• Mediates Contract disputes.</li> <li>• Maintain the Deliverables Log.</li> <li>• Ensure the Deliverables Log is readily available to the Project Team.</li> <li>• Perform preliminary review of deliverables to ensure they meet contract requirements and basic quality standards.</li> <li>• Provide written deliverable comments from reviewers to the Vendor.</li> <li>• Store final deliverable and comment review sheets and other related documentation in the Project document repository.</li> <li>• Select Deliverable Review Team in consultation with other DEP personnel.</li> <li>• Identify Deliverable stakeholders.</li> <li>• Distribute deliverables and feedback forms to Deliverable Review Team.</li> <li>• With the DEP Deliverable Lead as needed, synthesize deliverable review comments to ensure consistency, completeness, quality and accuracy of comments.</li> <li>• Facilitate communication among Deliverable stakeholders.</li> <li>• Escalate issues to the Project Sponsor when needed.</li> <li>• Facilitates the payment and invoicing for approved deliverable within DEP.</li> </ul>	Tyler Bradford

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Role Name	Description	Participant(s)
Project Management Team	<ul style="list-style-type: none"> <li>Performs key risk management, project communications, decision making, and oversight functions.</li> </ul>	Vendor Project Manager DEP Contract Manager Project Sponsor Program Area SMEs OTIS Project Manager OTIS Technical Lead
Risk Management Team	<ul style="list-style-type: none"> <li>Performs risk analysis.</li> <li>Approves risk response plans.</li> <li>Monitors risk and approves closure of risk.</li> </ul>	Vendor Project Manager DEP Contract Manager OTIS Project Manager Project Sponsor OTIS Technical Lead
Risk Coordinator	<ul style="list-style-type: none"> <li>Validates and registers risks in Risk Log.</li> <li>Closes risks.</li> </ul>	Vendor Project Manager
Vendor Project Manager	<ul style="list-style-type: none"> <li>Has day-to-day responsibility for the successful completion of the Project.</li> <li>Oversees the work of the Project Teams.</li> <li>Acts as a member of the Change Control Board.</li> <li>Ownership of Issue/Action Item Tracking Logs in the Risks, Actions, Issues, Decisions and Lessons Learned (RAIDL) Log.</li> <li>Monitoring and management of open issues and action items.</li> <li>Chairing Issue/Action Item Coordination Meetings updating status as required.</li> <li>Including issues and action item status within the Project Status Report.</li> <li>Reviewing issues and action items to prevent duplication.</li> <li>Acts as a point of escalation for Project-related issues.</li> <li>Documenting Change Requests, including the source of requests, associated requirements, and the rationale for any changes.</li> <li>Making the scope and change data available to the project.</li> </ul>	Jeremy Williams

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Role Name	Description	Participant(s)
	<ul style="list-style-type: none"> <li>• Manage and oversee resource assignments and allocations.</li> <li>• Escalate issues with incomplete schedule activities.</li> <li>• Manage the baseline schedule.</li> <li>• Monitor schedule against schedule evaluation metrics.</li> <li>• Review updates from work stream activities in the Master Project.</li> <li>• Schedule and update the Master Project Schedule weekly</li> <li>• Coordinate resolution of problems and schedule conflicts across sections.</li> <li>• Generate status reports.</li> <li>• Submits deliverable for review and approval.</li> <li>• Works to resolve issues between the DEP and the Vendor.</li> <li>• Coordinates vendor deliverable preparation and remediation.</li> <li>• Identify, refer, and provide recommended information/data regarding performance metrics.</li> <li>• Establish and socialize schedule management standards and best practices.</li> <li>• Recommend exceptions to standards on a case-by-case basis.</li> <li>• Coordinate the continuous, recurring process that represents the appropriate rigor for schedule management based on the phase or stage of the Project.</li> <li>• Collect team schedules from Vendor team members to incorporate in the Master Project Schedule.</li> <li>• Collect progress updates from all the Project work.</li> <li>• Incorporate the updates and changes into the Master Project Schedule.</li> <li>• Facilitate analysis of progress updates and changes.</li> <li>• Provide the schedule and related analysis to the Project Team and identified Stakeholders.</li> <li>• Facilitate time management discussions to resolve any schedule conflicts and issues.</li> <li>• Maintain the schedule management process documentation in the Schedule Management Plan as needed.</li> <li>• Maintain the Project Work Breakdown Structure chart.</li> <li>• Providing input and guidance to the team about Project Stakeholder communication needs and strategies.</li> <li>• Provide official communication to Team Leads for dissemination to the Stakeholders.</li> </ul>	
Change Control Board	<ul style="list-style-type: none"> <li>• Responsible for determining when any post-contract changes will be made to the Project scope.</li> <li>• Responsible for determining whether to proceed with changes that would affect baselines (Budget, Schedule or Objectives.)</li> <li>• Assigning change requests for further analysis.</li> <li>• Evaluating the impact of changes from the standpoint of relevant stakeholders.</li> <li>• Reviewing change request outcomes and recommendations and providing final decisions on submitted change requests.</li> <li>• Prioritizing submitted change requests.</li> </ul>	<p>Vendor Project Manager</p> <p>DEP Contract Manager</p> <p>DEP CIO</p> <p>Executive Sponsor</p> <p>Project Sponsor</p>

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Role Name	Description	Participant(s)
DEP Project Team	<ul style="list-style-type: none"> <li>Provides subject matter expertise in support of the execution of the Project.</li> <li>Provide input to the Project Manager about Project Stakeholder communication needs and strategies.</li> </ul>	DEP Contract Manager OTIS Project Manager Program Area SMEs OTIS Technical Lead
Business Lead	<ul style="list-style-type: none"> <li>Subject Matter Expert regarding business functions.</li> </ul>	Sami McKee
Technical Lead	<ul style="list-style-type: none"> <li>Subject Matter Expert regarding DEP technology and information services.</li> </ul>	Katie Maxwell
OTIS Project Manager	<ul style="list-style-type: none"> <li>Oversees project to ensure compliance with all state and department project management requirements.</li> <li>Serves as an escalation point for issues that cannot be resolved by the project team.</li> </ul>	Brencia Stephens
Deliverable Review Team	<ul style="list-style-type: none"> <li>Participate in deliverable development as a source of information for the Deliverable Developer. Review Team members do not perform any final development work.</li> <li>Review deliverable per assigned role.</li> <li>Identify and record revision comments in required format and within the established review period.</li> </ul>	Assigned by DEP per Deliverable
Vendor Account Manager/Project Director	<ul style="list-style-type: none"> <li>Responsible for Contract oversight ensuring required tasks, services and program objectives are met.</li> <li>Acts as the primary point of contact for contractual issues with DEP.</li> <li>Acts as a member of the Change Control Board.</li> <li>Assures the performance of the contract.</li> <li>Resolves Contract disputes.</li> </ul>	Jeremy Williams
Vendor Project Team	<ul style="list-style-type: none"> <li>Responsible for the development of the deliverable(s) in collaboration with the DEP staff and other key Stakeholders.</li> <li>Provides input and guidance to the team about Stakeholder communications needs, strategies and events.</li> <li>Coordinate the collection and dissemination of project information to Stakeholder audiences.</li> <li>Create status report.</li> <li>Provide written status report to status meeting attendees.</li> <li>Deliver verbal report during status meeting.</li> </ul>	Jeremy Williams Steve Rosenberger TK Conrad Ted Morris Adam Schrot

**Table 2: Project Governance – Roles and Responsibilities**

## SECTION 4 PROJECT RISK MANAGEMENT PLAN

### 4.1 RISK OVERVIEW

A project risk is defined by PMI as an uncertain event or condition that, if it occurs, may have a positive or negative effect on a project’s objectives. Risk management is an ongoing process that is conducted throughout the life of the Project. The process begins with identifying, assessing, and developing response plans for significant risks. It continues with regular risk monitoring, ongoing identification of new risks and timely implementation of mitigation plans.

This Risk Management Process addresses identified risks that require visibility at the highest levels of the Project and will be managed by the combined Project Team.

The Project Team is using a straightforward method that includes identifying and categorizing project risks (Identify), assessing and prioritizing the risks (Analyze) so they are manageable, developing a response strategy and assigning responsibility (Plan), tracking the risks by reviewing them at key project milestones (Track), implementing the defined response strategies as required (Control) and most importantly, communicating the risks and strategies on an ongoing basis throughout the life of the Project. Risk management processes address internal risks (those under the control or influence of the project team, such as quality of deliverables, cost, schedule, or technical risks) as well as external risks (those outside the control of the project team such as governmental legislation, weather events, etc.).

### 4.2 ROLES AND RESPONSIBILITIES

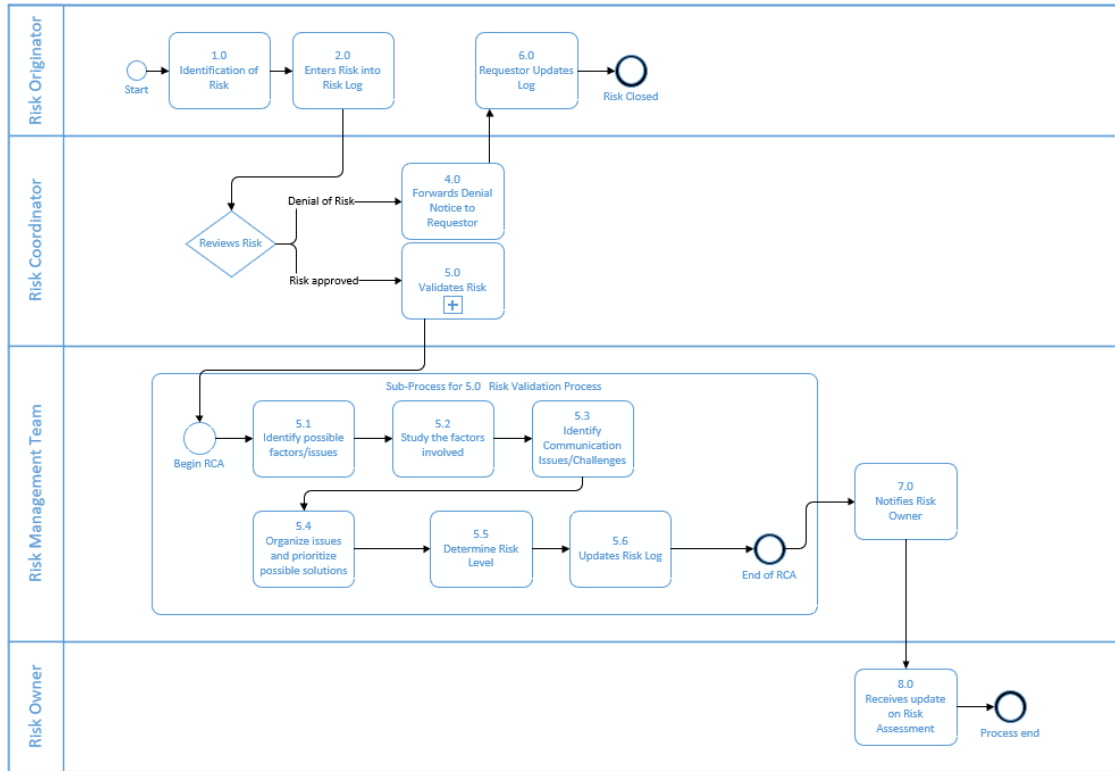
The roles and responsibilities relating to Risk Management are presented below in Table 3: Risk Management Roles and Responsibilities:

Team Role	Team Responsibilities
Risk Originator (anyone)	Identifies risk
Risk Coordinator (Vendor PM)	Validates and registers risk in Risk Log, closes risk
Risk Management Team	Performs risk analysis, approves risk response plans, monitors risk, and approves closure of risk
Risk Owner (anyone, Assigned by Risk Management Team)	Formulates and executes risk response plan

**Table 3: Risk Management Roles and Responsibilities**

### 4.3 RISK PROCESS

Exhibit 2 below is a graphical representation of the risk management workflow. The exhibit depicts the various processes a risk will proceed through during risk management as well as the identification of the individual or team responsible for the process step.



**Exhibit 2: Risk Management High-Level Workflow**

As depicted above, the Risk Coordinator first validates an identified risk to make sure the information is complete and that the risk is not a duplicate. Once verified the risk information is logged into the Risk Log and given a unique identifier. The Risk Management Team (RMT) conducts the risk qualitative analysis to determine the risk probability and impact.

Once the RMT has enough data and information to determine an appropriate level of response, planning will be defined by the RMT and the assigned Risk Owner will work together to develop the risk response plan. Next, the risk tolerance ranking is determined based on probability and impact.

Approved response/mitigation plans will be put into execution and monitored to completion. Risks will eventually be closed, either because they have passed their triggering event and no longer pose a threat to the Project or the risk has occurred causing the risk contingency plan to be triggered, resulting in the mitigation of the risk.

The Project risk management process will consist of the following key activities:

Activity	Approach	Purpose
Identify risks	Create a list of Project risks; gather risks from Stakeholders using brainstorming, predefined lists, and/or completion of risk identification questionnaires.	Makes known Project risks explicit before they become problems; helps to set expectations and provide a vehicle for reaching consensus – unknown risks cannot be managed.
Analyze risks	Determine the consequence of risks listed and calculate the risk tolerance.	Transforms the risk data into decision making information.
Plan	Determine desired risk strategies and actions and assign responsibility.	Translates the risk information into strategies and mitigation actions.
Track	Review and re-examine risks when Project situation change(s), or key milestones are achieved.	Monitors risk indicators and mitigation actions.
Control	Implement planned actions when risk indicators manifest; determine mitigation effectiveness for continuous improvement.	Corrects and ensures implementation of mitigation actions as required.
Communicate	Discuss and review project risks and plans in Project status or other scheduled meetings when the Project scope changes, or key milestones are achieved.	Enables sharing of critical information throughout the Project.

**Table 4: Risk Management Activities**

## 4.4 RISK IDENTIFICATION

The risk identification process involves determining which risks might affect the Project and documenting their characteristics. The following sections detail the approach used for risk identification. It includes:

- Techniques for Risk Identification,
- Categorizing Risks and
- Capturing Identified Risks.

### 4.4.1 TECHNIQUES FOR RISK IDENTIFICATION

There are several techniques used to identify project risks. Risk identification is the process by which the perception of a potential problem is translated into recorded information containing sufficient detail to enable effective assessment of the risk and to support subsequent management decisions.

Risks can be identified at every level of the organization. All team members and stakeholders should be able to recognize risks during their daily work and should bring potential risks to the attention of their team leaders or managers as they identify them. Risks may also gain visibility in project reviews with managers or executives, at

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

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meetings held with co-workers, or during interactions with stakeholders.

The techniques used to identify risks using the approaches defined above include:

- **Information Gathering** - Both structured and unstructured approaches are used to gather project risks and a Risk Identification Form will be completed if it is determined that a risk should be logged.
  - **Structured** - The Risk Log is reviewed during the status meetings to assess project risks. Members will consider risks identified. Monthly, the RAIDL Log is reviewed to ascertain whether any existing risks should be revised, or new risks identified because of changes in the project or related events.
  - **Unstructured** - Project risks are solicited during project meetings, interviews, and workgroups. Identified risks will be brought to the attention of the RMT for consideration.
- **Documentation Reviews** - Individual RMT members gather project information from other relevant documents to help identify risks such as project plans and deliverables and other internal and external risk assessments.
- **Assumption Analysis** - Risks are identified as the RMT members assess the validity of assumptions made in project deliverables and other project documentation, from an accuracy, consistency or completeness perspective.

### 4.4.2 CATEGORIZING RISKS

Project risks are grouped into categories, assigned ownership, and analyzed for implementation of common mitigation approaches across the project risks, as appropriate. If a risk spans multiple categories, it is categorized based on the area of primary impact.

### 4.4.3 CAPTURING IDENTIFIED RISKS

Project risks are captured using the Risk Log (a component of the RAIDL Log) as a collaborative effort between the DEP and Vendor Project Teams. The electronic version of this document is maintained by the Risk Coordinator and will be stored in the DEP SharePoint site. Once the risk is entered in the Log, a unique identifier (Risk item #) is assigned. The Risk Coordinator is responsible for maintaining the Risk Log. Below is a sample of the Risk Log Tab from the RAIDL Log showing the various data elements involved in the process.

RISK LOG		Legend: New: <span style="color: blue;">■</span>   Decreasing: <span style="color: lightgreen;">■</span>   Increasing: <span style="color: yellow;">■</span>   Closed: <span style="color: green;">■</span>									
Definition: A RISK is a potential issue that MAY negatively impact the project timeliness, quality, resources or budget at some point in the future.		Link To Other Project Logs									
Item#	Risk Description	Category	Probability	Impacted Area(s)	Identified By	Status	Owner	Risk Response \Mitigation Plan	Issue Log #	Action Log #	Decision Log #
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

**Exhibit 3: RAIDL Log - Risk Log Tab**

Legend:

- **Item #** - unique sequence number assigned to each risk identified.
- **Risk Description** – narrative of the nature of the risk and potential negative impacts.



- **Category** – used for any other type of categorization, such as internal vs. external, or confidential vs. non-confidential; provides a way to logically group certain risks.
- **Probability** – assessment of the likelihood of the risk to happen.
- **Potential Impact** – assessment of the extent of negative impacts.
- **Impacted Area** – the Project aspects that will suffer the negative impacts of the occurrence of the risk, e.g., Schedule, Cost, Quality.
- **Identified by** – name of team member that identified the risk.
- **Status** – an indicator of the stage at which the risk is being addressed.
- **Owner** – name of the team member that is responsible for planning and implementing responses to the risk.
- **Risk Response/Mitigation Plan** – a narrative of the strategies identified to address the risk.
- **Linkage to Other Logs** – traceability references to related items in the Issue, Action and Decision Logs.

#### 4.5 RISK ANALYSIS

Once project risks and opportunities have been identified, analysis will be performed to determine relative priorities and to develop a prioritized risk list for planning the appropriate level of response to the risks.

A qualitative analysis will be performed on each risk. After an initial prioritization, a decision will be made by DEP and Vendor teams on whether the risk warrants more detailed analysis using quantitative techniques to further assess the probability and potential impact of the risk event on the Project objectives.

A probability value is determined using the likelihood of occurrence, based on analysis by the project team. The following table describes the Risk Probability Values.

PM	LIKELIHOOD OF OCCURRING
1- Low	Unlikely
3- Medium	Likely
5- High	Very Likely

**Table 5: Risk Probability Values**

An impact value is determined using the guidelines below, based on analysis by the Project Management Team. The table below provides an overview of the Risk Impact Values.

IMPACT	DIMENSIONS TO CONSIDER			QUALITY
	COST	SCHEDULE	SCOPE	
1- Low	Little (<10%) to no impact on Project cost	No or little impact to Project schedule	Minor clarification to existing scope	Project quality is not jeopardized
3- Medium	Impact to Project costs is less than 20%	Schedule impact is possible	Scope change is noticeable, but not deemed significant	Impact to Project quality possible
5- High	Impact to Project costs is greater than 20%	Schedule and deliverable due dates will be impacted	Scope change is deemed significant	Impact to Project quality very likely

**Table 6: Risk Impact Values**

A Risk Rating is determined by multiplying the probability score by the impact score. The table below provides the products of this exercise for each probability/impact combination.

	RISK SCORE	PROBABILITY		
		1- LOW	3- MEDIUM	5- HIGH
IMPACT	1- Low	1	3	5
	3- Medium	3	9	15
	5- High	5	15	25

**Table 7: Risk Rating Scores (Probability x Impact)**

## SECTION 5 ISSUE/ACTION ITEM/DECISION MANAGEMENT PLAN

### 5.1 ISSUE/ACTION ITEM OVERVIEW

Disciplined management of Issues and Action Items enables a project team to effectively resolve the issues and complete action items in a timely manner to keep the Project on track. A formal Issue / Action Item Management process provide the mechanism throughout the lifecycle of the Project to bring issues, action items, and decisions to timely resolution.

**Issue** - An ISSUE is an existing constraint, (or Risk which has been upgraded to an Issue) that will negatively impacting Project timeliness, quality, resources or budget at some point in the future. Issues that require attention from another level or area within the Project governance structure will be subject to the formal issue escalation process.

**Action Item** - An ACTION ITEM is a proactive task identified by the Project team to address a known problem or situation. Actions may also come from a risk or issue item. Incomplete or overdue action items may create issues.

## 5.2 ISSUE/ACTION ITEM ROLES AND RESPONSIBILITIES

The roles and responsibilities relating to Issues/Action Item Management are presented below in Table 8: Issue/Action Item Management Roles and Responsibilities:

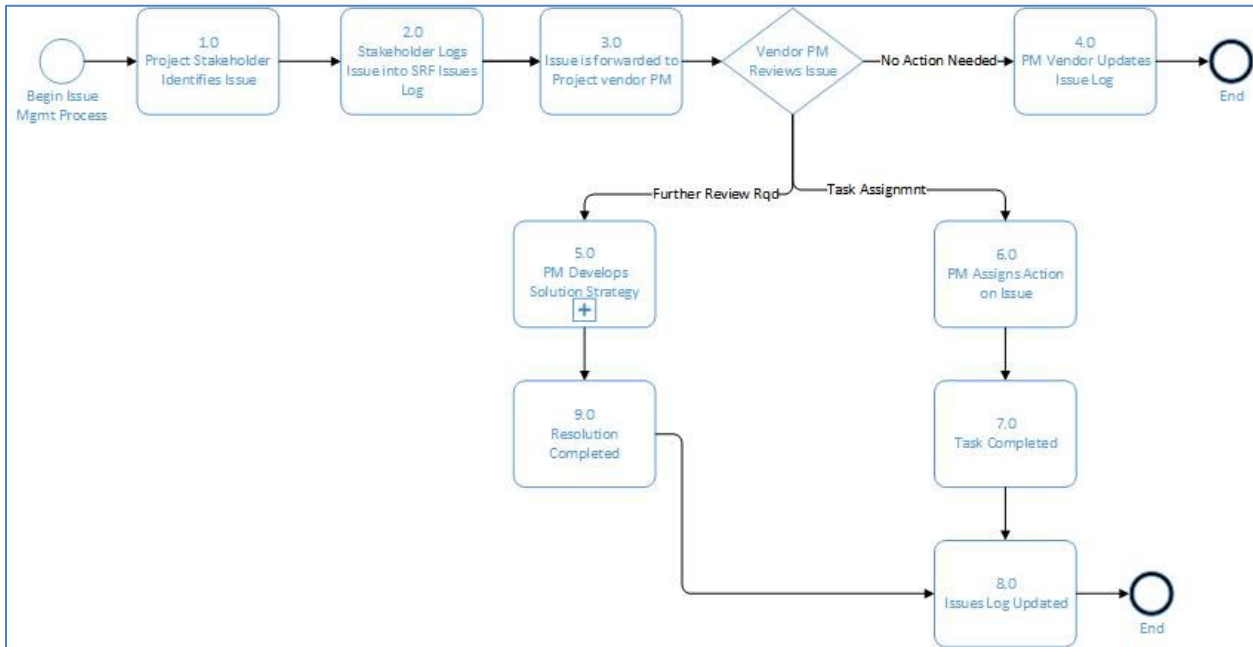
Team Role	Issue and Action Item Responsibilities
Project Sponsor	<p>The Project Sponsor has overall responsibility for all the Project areas including the management of issues and action items.</p> <ul style="list-style-type: none"> <li>▪ Make decisions to resolve issues or escalate to the Executive Sponsor.</li> </ul>
Vendor Project Manager	<p>The Vendor Project Manager responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ Ownership of Issue/Action Item Tracking Logs in the RAIDL Log,</li> <li>▪ Monitoring and management of open issues and action items,</li> <li>▪ Chairing Issue/Action Item Coordination Meetings updating status as required,</li> <li>▪ Including issues and action item status within the Project Status Report and</li> <li>▪ Reviewing issues and action items to prevent duplication.</li> </ul>
Issue/Action Item Originator	<p>Anyone can originate an issue or action item. Responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ Identifying an issue requiring resolution,</li> <li>▪ Logging action items identified during the Project,</li> <li>▪ Defining the issue/action item further as required and</li> <li>▪ Reviewing and approving action plan/resolution to ensure issue as originally defined will be resolved.</li> </ul>
Issue/Action Item Assignee	<p>The Assignee's responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ Participating in discussions with the Issue or Action Item Originator to fully understand the issue or action item,</li> <li>▪ Researching and drafting the Action plan/resolution and</li> <li>▪ Driving the issue/action items to resolution and closure.</li> </ul>

**Table 8: Issue/Action Roles and Responsibilities**

## 5.3 ISSUES/ACTION ITEM PROCESS

The Issue/Action item high-level workflow process depicted in below in Exhibit 4: Issue/Action Item Management Process shows the various stages of the Issue/Action item management process.

The first step in creating an effective Issue/Action Item (IA) management process is defining how the process should work. The following exhibit describes the Project team's roles and responsibilities for reporting issues and action items.



**Exhibit 4: Issue/Action Item Management Process**

### 5.4 ISSUE ESCALATION PROCESS

Project issues unable to be resolved within a reasonable timeframe or deemed to cause Project delay (a blocker), will need to be escalated to the next level in the governance structure. Exhausting all options for resolution at the current level can also be considered a reason to escalate. DEP and Vendor staff responsible for escalation will agree to escalate the given issue or issues at each level prior to escalation. Escalated issues are to be documented in the Issue Log, should indicate “Escalated” under the Status column and the appropriate name of the assigned new owner is entered under the Assigned to column.

The five issue escalation levels are shown in the following table:

Level	DEP Role	Vendor Role
1	Issue Originator	Issue Originator
2	Business Lead	Vendor Deliverable Lead
3	Contract Manager	Vendor Project Manager
4	Project Sponsor	Vendor Account Manager
5	Executive Sponsor	Vendor Project Director

**Table 9: Issue Escalation Levels**

### 5.5 SAMPLE ISSUE LOG

The project team utilizes an Issue Log to capture, document and track issues. In all cases, the focus is on speedy

## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

resolution of issues to maintain the Project schedule and quality of deliverables. The Issue Log sample below will be part of the RAIDL Log and will serve as a template for identifying and managing issues for this Project.

ISSUE LOG										Legend: <span style="color: blue;">■</span> New Item <span style="color: green;">■</span> Closed Item <span style="color: orange;">■</span> Increasing Item		
Definition: An ISSUE is an existing constraint that is currently or may in the future negatively impact the project timeliness, quality, resources or budget.										Link To Other Project Logs		
Item#	Issue Description	Priority	Identified By	Date Received	Assigned To	Status	Date Closed	Resolution	Risk Log #	Action Log #	Decision Log #	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

### Exhibit 5: RAIDL Log - Sample Issue Log Tab

Legend:

- **Item Number** – Issue number.
- **Issue Description** - What is the issue?
- **Priority** – High, Medium, Low.
- **Identified By** – Who identified the issue?
- **Date Received** – Date issue was entered the register.
- **Assigned To** – Who manages this issue?
- **Status** – Open or Closed?
- **Date Closed** – Date issue was resolved.
- **Resolution** – How do you intend to deal with this issue?
- **Link to Other Project Logs** – Traceability references to related items in the Issue, Action and Decision Logs.

## 5.6 SAMPLE ACTION LOG

An Action Log is utilized to document and track action items. The Action Log sample below is part of the RAIDL Log and will serve as a template for identifying and managing action items for this project.

ACTION LOG							Legend: New Item: <span style="color: blue;">■</span>   Pending Item: <span style="color: orange;">■</span>   Closed Item: <span style="color: green;">■</span>				
Definition: An ACTION is a proactive task identified by the project team to address a known problem or situation.							RACI Resource Assignments				
Item#	Action Description	Priority	Date Assigned	Date Due	Assigned By	Status	Responsible	Accountable	Consult	Inform	Status Notes
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

### Exhibit 6: RAIDL Log - Sample Action Log Tab

Legend:

- **Item Number** – Action Item number.
- **Action Description** – What is the action item?
- **Priority** – High, Medium, Low.
- **Date Assigned** – Date Action Item issue was assigned.
- **Due date** – Action Item due date.
- **Assigned By** – Who is assigning action item?
- **Status** – Open or closed?
- **Responsible** – Who is responsible for this Action Item?
- **Accountable** – Who is accountable for this Action Item?
- **Consult** – Who should be consulted with for this Action item?
- **Inform** – Who should be informed of the Action Item?
- **Status Notes** – Comments on Action Item.

## 5.7 IDENTIFY ISSUE/ACTION ITEMS

Issue submission provides the first step in the IA process and starts with the Issue Originator who identifies a Project issue. The Vendor Project Manager reviews the issues in the tracking log to make sure the issue has not already been reported and possibly resolved.

The Originator must describe the issue and include any other information that could be helpful to whoever is assigned the issue to resolve. An issue may be identified in any number of ways for example:

- A problem for which there is no apparent answer.
- A current situation or event that cannot be answered immediately but requires some research and analysis to provide insight into actions that should be taken.
- An inability of two Project entities or functional groups to come to an agreement on an item or process.
- The need for information external to the Project inhibits or stops the development of the Project solution until resolved.
- The Issue Originator enters the pertinent information about the issue into the issue tracking log. The information will include but not be limited to:
  - Detailed description of the issue,
  - Assessment of the potential impact to the Project if the issue is not resolved,
  - Resolution due date and
  - Information identifying the Originator of the issue.

## 5.8 PLAN ISSUE/ACTION ITEM RESPONSES

Once the IA has been documented, and it has met the criteria to need a resolution plan, the IA owner will develop a resolution plan that describes the activities that must be completed to address the issue/action item.

## 5.9 MONITORING AND CONTROLLING ISSUES/ACTION ITEMS

This task completes the process and involves implementing the issue/action item Action plan/resolution, tracking their progress, identifying new issue/action items, and evaluating the issue/action item management process throughout the Project life cycle.

From time-to-time issues must be resolved by escalating them to a more senior level. Criteria for escalating issues include:

- An issue or action item's resolution is more than seven calendar days past due,
- An issue has reached an impasse and cannot be resolved within the current level,
- An agreement cannot be reached on the severity of an issue, and
- An issue or action item is not making adequate progress toward resolution or completion.

If an issue is significant, but an impact analysis reveals that the resolution would be costly to the Project in terms of resource drain or potential impact to other components of the Project, then the issue should be escalated to determine the next steps. The Project Team may agree that a given issue must be addressed at a higher level of management. In that case, it would immediately be escalated to the appropriate level.

The levels of escalation should correspond to the levels shown in the Issue Escalation Levels table, above.

## 5.10 DECISION LOG

In accordance with PMBOK general project management methodology, a Decision Item is a formal Project decision impacting scope, schedule, quality, budget, functionality, policy, etc., and should be documented, addressed in a timely manner and communicated to impacted stakeholders as appropriate.

The Vendor Project Manager will capture significant decisions identified by the Project team and Stakeholders utilizing the Decision log. Decision escalation will follow the Escalation path identified for Issues, above.

The Project team will make and document decisions as necessary, will communicate to the Vendor Project Manager significant decisions, and will elevate to the Project Sponsor decisions required by the Project Sponsor or by other groups. The Project team will also document in the decision log decisions that affect the Project by the Executive or Project Sponsor or by others.

## 5.11 SAMPLE DECISION LOG

A Decision Log is utilized to document and track decisions. The Decision Log sample below is part of the RAIDL Log and will serve as a template for identifying and managing decision for this project.

# Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

DECISION LOG							Legend: New Item: <span style="color: blue;">■</span> Agreed: <span style="color: green;">■</span> Denied: <span style="color: orange;">■</span>			
Definition: A DECISION log is a tool to track project decisions that may impact the project schedule, scope, quality, resources or budget.							Link To Other Project Logs			
Decision ID #	Decision Description	Decision Date	Decision Rationale	Decision Maker	JIRA Reference #	Decision Status	Project Lifecycle Phase	Risk Log #	Action Item Log #	Issue Log #
D001										
D002										
D003										
D004										
D005										
D006										
D007										
D008										
D009										
D010										
D011										
D012										
D013										
D014										
D015										
D016										

## Exhibit 7: RAIDL Log - Sample Decision Log Tab

Legend:

- **Decision ID** – Decision Item number.
- **Decision Description** – What is the description of the decision needing to be made?
- **Decision Date** – Date decision was made.
- **Decision Rationale** – Reasoning behind decision being made.
- **Decision Maker** – Who made and approved the decision.
- **Decision Status** – New Item, Agreed or Denied.
- **Project Lifecycle Phase** – Planning, Design, Implementation, Maintenance.
- **Link to Other Project Logs** – Traceability references to related items in the Issue, Action and Decision Logs.

## SECTION 6 CHANGE MANAGEMENT PLAN

### 6.1 CHANGE MANAGEMENT OVERVIEW

The Change Management Plan describes how project changes to baselined scope, budget, schedule, etc., are defined, documented, verified, managed, and controlled. During the Permit Lifecycle Unified Management System (PLUMS) Project, change may occur for a variety of reasons. As needs change and as work progresses, additional requirements may emerge such as legislative mandates or changes in rules. It is essential to control and manage these additions and changes effectively and efficiently.

Due to the nature of this Project this plan recognizes the need to provide flexibility while controlling change. The Vendor Project Manager will be responsible for notifying the Project Sponsor and DEP Contract Manager when an assigned task falls outside of the scope defined in the SOW, would impact the project budget, or would significantly impact the project schedule. The Vendor Project Manager will document the request in the Change Log for historical purposes. Project baselines will be monitored through regular discussions between the project team and through the deliverable review and acceptance process. Tasks in scope (scope that is considered part of the statement of work) and out of scope (i.e., increase or decrease in the scope of work that is considered outside the statement of work on which a contract is based) will be noted.



## 6.2 CHANGE REQUEST PROCESS

The Project team must follow a structured process for requesting a change to the scope of the Project. The process used to identify, document, analyze/evaluate, approve/reject, implement, and migrate changes are outlined in the Exhibit 8 below. This process will confirm that changes are appropriately authorized and performed in an orderly and appropriate sequence.

Once a change request is identified, it is entered into the Change Log in the project library. Change requests are reviewed as a part of the weekly status report meeting. After impact analysis is performed, changes for which a contract change order is not required can be approved by the Vendor Project Manager, while major changes (those requiring a contract change order) must be referred to the CCB, and if approved, to the DEP Contract Manager who will manage a formal contract change order process.

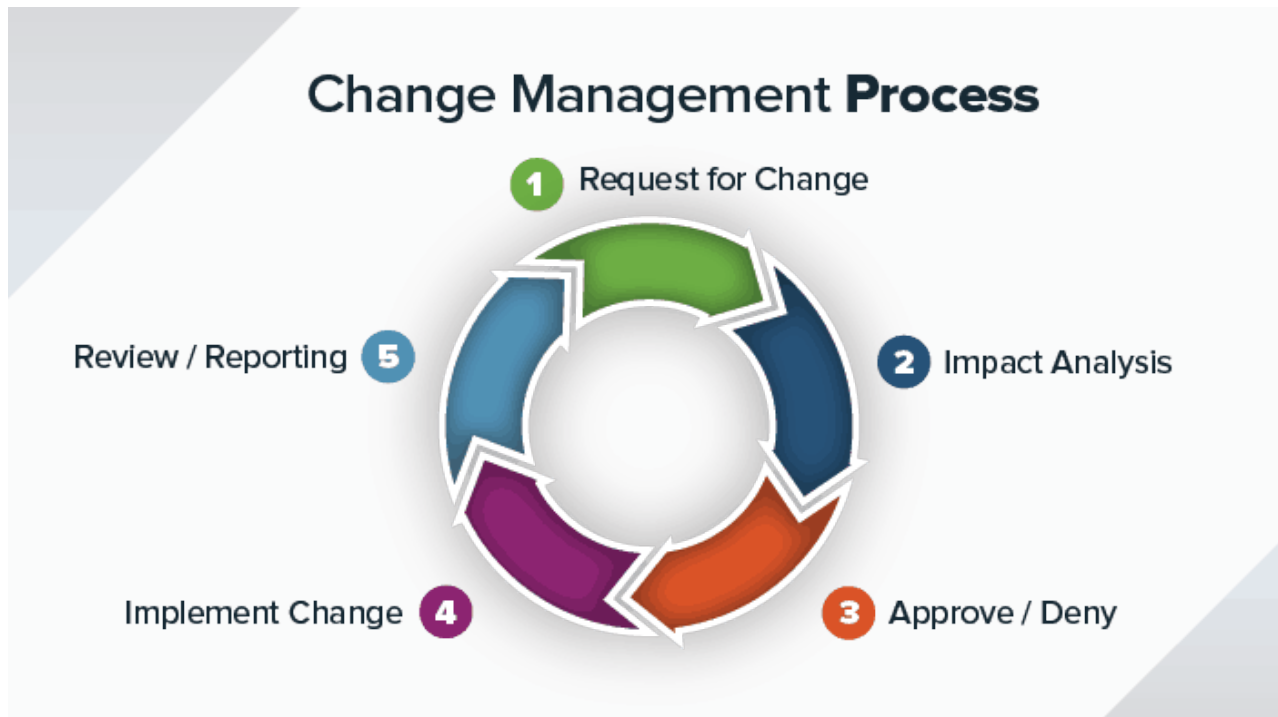


Exhibit 8: Change Request Process

## 6.3 CHANGE CONTROL BOARD

The CCB, as explained in section 6.3.1, refers to the group of individuals within the Permit Lifecycle Unified Management System (PLUMS) Project team who are responsible for deciding when and if any post-contract changes require a contract change order. Changes that would affect baselines (Budget, Schedule, Objectives) will go through the CCB for approval. The process in which the CCB determines when and if a series of changes should be made is twofold. First, the CCB must review and study the impact of the proposed changes, requesting more information as needed. Then, the CCB either approves the changes, rejects the changes, or postpones the decision.

### 6.3.1 CCB COMPOSITION

The CCB will be convened as needed to address pending requests. The CCB is comprised of the Project team members responsible for reviewing and providing final decisions on submitted change requests. The CCB will consist of the following PLUMS Project team roles.

- Executive Sponsor.
- DEP Chief Information Officer.
- Project Sponsor.
- DEP Contract Manager.
- DEP Project Manager.
- Vendor Project Manager.
- Vendor Account Manager.
- Other relevant project team members as needed for subject matter expertise.

### 6.3.2 CCB RESPONSIBILITIES

The CCB responsibilities include:

- Documenting the source of each change and associated requirement as well as the rationale for any change,
- Maintaining the change history with the rationale for the changes,
- Making the scope and change data available to the project,
- Assigning change requests for further analysis,
- Evaluating the impact of changes from the standpoint of relevant stakeholders,
- Reviewing change request outcomes and recommendations and providing final decisions on submitted change requests and
- Prioritizing submitted change requests.

### 6.4 CHANGE LOG

All formal change requests must be tracked (see Exhibit 9 below) using the Permit Lifecycle Unified Management System (PLUMS) Project Change Log. Once a change request is identified, it is entered into the Change Log in the project library. Change requests are reviewed as part of the weekly status report meeting. Minor changes (i.e., no negative impact on cost, critical path, or final quality of solution) can be approved by the Vendor PM and Contract Manager while major changes must be referred to the Executive Sponsor and/or the CCB.

Change LOG								Legend: New: <span style="color: blue;">■</span> Increasing: <span style="color: orange;">■</span> Closed: <span style="color: green;">■</span>		
Definition: A Change Item is a request to modify scope, or budget, in the form of an addition, modification, or deletion of an established or previously agreed upon requirement(s).								Link to Other Project Logs		
Item#	Change Description	Date Identified	Identified By	Priority	Status	Impacts	JIRA Reference #	Issue Log #	Action Log #	Decision Log #
C001										
C002										
C003										
C004										
C005										
C006										
C007										

**Exhibit 9: Change Log**

Legend:

- **Item #** – a unique sequence number assigned to each Change Item.
- **Change Description** – a narrative of the nature of the request and intended results.
- **Date Identified** – date the change request was submitted to the PM team.
- **Identified by** – name of the team member that originated the request.
- **Priority** – an assessment of the importance or urgency of the change request.
- **Status** – an indicator of the stage at which the change request is being handled through the change management process.
- **Impacts** – a description of all potential and realized impacts of the requested change, including but not limited to schedule impact, cost, resources, contract terms and conditions, and so forth.
- **Link to Other Project Logs** – traceability references to related items in the Issue, Action, and Decision Logs.

## SECTION 7 SCHEDULE MANAGEMENT PLAN

### 7.1 SCHEDULE MANAGEMENT OVERVIEW

Schedule management encompasses the policies, procedures, and documentation for planning, developing, managing, executing and controlling the timely completion of the Project.

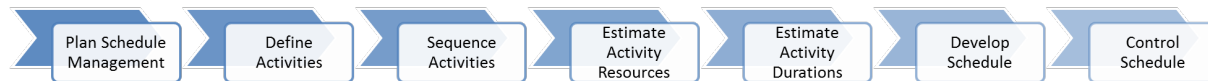
The Schedule Management Plan:

- Describes the Permit Lifecycle Unified Management System Project's process for preparation and maintenance of the comprehensive Master Project Schedule.
- Incorporates any subordinate or lower-level schedules as required.
- Includes activities performed by Permit Lifecycle Unified Management System (PLUMS) Project personnel team and Vendor.
- Identifies processes to monitor actual Project progress against the baseline Master Project Schedule.
- Tracks the schedule against any formal changes to the plan.

The Master Project Schedule (MPS) integrates all tasks and their required attributes from each Project team (DEP and Vendor).

The following section outlines the high-level critical tasks of the Project's schedule management approach and the key metrics that will be used to measure the Project's schedule performance.

The exhibit below lists the Schedule Management Processes as defined in PMBOK®.



**Exhibit 10: Schedule Management Processes**

### 7.2 WORK BREAKDOWN STRUCTURE

Project schedule development begins with the definition of the products and services, or “deliverables” that make up the Project. This is accomplished through a Work Breakdown Structure (WBS). The WBS is a hierarchical view of the products and services (including Project Management and oversight work) that are included in the Project.

The use of a WBS at the start of the project assisted with the following items:

- Support the creation of milestones,
- Develop initial resource schedules, and

- Allocate and set financial expectations.

The WBS will continue to be utilized in the Master Project Schedule to track the associated tasks required for each deliverable.

### 7.3 MASTER PROJECT SCHEDULE DEVELOPMENT

The Project schedule decomposes the Project's WBS into distinct activities. These activities are sequenced and assigned resources, durations, and dependencies to reflect known constraints as of the issue date of this document. The schedule will be progressively elaborated, refining, and expanding as appropriate as future priorities and dependencies become clear.

Schedule development for a longer term and multiphase efforts such as the Permit Lifecycle Unified Management System (PLUMS) Project can be complex as there are many unknowns when working within an extended time horizon. Therefore, the schedule will be iteratively developed leveraging rolling wave planning techniques in managing the schedule throughout the Project's life cycle. Specifically, we will progressively elaborate the schedule, refining and expanding as appropriate when future priorities and dependencies become clear. The schedule's progressive elaboration is dependent on the refinement and expansion of the WBS discussed above.

To manage both the initial and future schedule iterations, the Vendor Project Manager will continuously monitor and track any changes to the schedule. Should any variances be identified, a root cause analysis will be performed to determine the reason for the variance and corrective actions developed to increase the likelihood that the Project remains on track.

A detailed project schedule will be developed using Microsoft Project that defines all the major activities, milestones, resources and resulting work products associated with the Project. The initial schedule will take into consideration business drivers, priorities and dependencies that impact milestone dates. The master project schedule will be used to report on Project progress and prioritize efforts. Should there be any changes to scope, or significant changes to planned dates, the Vendor Project Manager will coordinate with the DEP Contract Manager to determine root cause and perform a schedule re-baseline as appropriate.

### 7.4 SCHEDULE MANAGEMENT

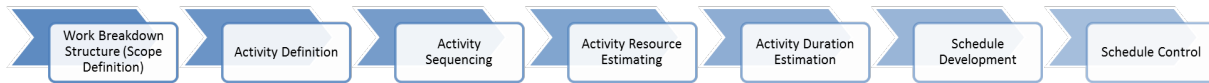
Project Schedule Management for the Permit Lifecycle Unified Management System (PLUMS) Project involves identifying the activities to be included in the Project. The products and services to be provided by the Vendor Project Manager are:

- Developing activity schedules,
- Assigning resources for these projects,
- Integrating the schedules into the MPS and
- Executing and managing the work per the Schedule Management Plan.

This plan identifies the approach and guidelines for defining work breakdown structures, activities, and resource requirements that are common among all Permit Lifecycle Unified Management System work. By sharing the same approach and, tools, the ability to coordinate and exchange information between work streams is greatly improved.

The sub-sections below review the key scheduling components and how they are being implemented on the Permit Lifecycle Unified Management System (PLUMS) Project.

The schedule management approach is based on the PMBOK® project planning framework. The following exhibit provides an overview of the Schedule Management Planning processes.



**Exhibit 11: Schedule Management Planning Framework**

## 7.5 KEY ACTIVITIES

The following table lists the activities required as part of Schedule Management Plan. To achieve the results expected from this plan, the project team must implement each of these activities into their regular (daily, weekly, monthly, etc.) processes. Each process will be evaluated at regular intervals for compliance.

RECURRING SCHEDULE ACTIVITIES	FREQUENCY	ROLE RESPONSIBLE
Schedule updates for Project status meetings	Weekly	Vendor Project Manager
Task status reporting	Weekly	Vendor Project Manager
Project Schedule updates	Weekly	Vendor Project Manager
Generate schedule related reports for input to project status report	Weekly	Vendor Project Manager
Rolling wave schedule planning	Quarterly	Vendor Project Manager
Evaluate the effectiveness of the Schedule Management Plan	Ongoing	Vendor Project Manager

**Table 10: Recurring Schedule Activities**

## 7.6 ROLES AND RESPONSIBILITIES

The Permit Lifecycle Unified Management System (PLUMS) Project uses Microsoft Project version 2013 or later to provide the integrated Master Project Schedule (MPS) as its primary schedule planning tool. The roles and responsibilities of the key players are addressed in the table below.

ROLE	RESPONSIBILITY
Vendor Project Manager	<ul style="list-style-type: none"> <li>• Manage and oversee resource assignments and allocations.</li> <li>• Escalate issues with incomplete schedule activities.</li> <li>• Manage the baseline schedule.</li> <li>• Monitor schedule against schedule evaluation metrics.</li> <li>• Review updates from work stream activities in the Master Project.</li> <li>• Schedule and update the Master Project Schedule weekly.</li> <li>• Coordinate resolution of problems and schedule conflicts across sections.</li> <li>• Generate status reports.</li> </ul>

**Table 11: Schedule Management Roles and Responsibilities**

## SECTION 8 DELIVERABLE MANAGEMENT PLAN

### 8.1 DELIVERABLE MANAGEMENT OVERVIEW

The Deliverables Management Plan outlines the procedures for managing the planning, development, submission, review, approval, and acceptance of Project deliverables, work products and artifacts, hereto referred to as deliverables. These procedures provide a comprehensive picture of the way in which deliverables will be planned for, developed, delivered, and tracked from inception through acceptance.

The Permit Lifecycle Unified Management System Project contract and statement of work identifies the deliverables to be completed. The way in which each deliverable is to be developed will vary depending on the type of deliverable to be completed. Deliverables will be developed using the tools and techniques appropriate to their form. This will include the use of Microsoft Office software (for written or other hardcopy deliverables) or other tools.

### 8.2 ROLES AND RESPONSIBILITIES

The table below describes the deliverable management plan roles and responsibilities.

Role	Responsibility	Team Member
Vendor Project Manager	<ul style="list-style-type: none"> <li>Submits deliverable for review and approval.</li> <li>Works to resolve issues between the DEP and the vendor.</li> <li>Coordinates vendor deliverable preparation and remediation.</li> </ul>	Vendor Project Manager
DEP Contract Manager	<ul style="list-style-type: none"> <li>Perform preliminary review of deliverables to ensure they meet contract requirements and basic quality standards.</li> <li>Provide written deliverable comments from reviewers to Vendor.</li> <li>Store final deliverable and comment review sheets and other related documentation in the Project document repository.</li> <li>Select Deliverable Review Team in consultation with other DEP personnel.</li> <li>Distribute deliverables and feedback forms to Deliverable Review Team.</li> <li>With the DEP Deliverable Lead as needed, synthesize deliverable review comments to ensure consistency, completeness, quality, and accuracy of comments.</li> <li>Escalate issues to the Project Sponsor when needed.</li> <li>Facilitates the payment and invoicing for approved deliverable within DEP.</li> </ul>	DEP Contract Manager
Deliverable Review Team	<ul style="list-style-type: none"> <li>Participate in deliverable development as a source of information for the Deliverable Developer. Review Team members do not perform any final development work.</li> <li>Review deliverable per assigned role.</li> <li>Identify and record revision comments in required format and within the established review period.</li> </ul>	TBD by DEP based on Deliverable

Role	Responsibility	Team Member
Deliverable Developer(s)	<ul style="list-style-type: none"> <li>Create and update the deliverable as needed.</li> </ul>	TBD

**Table 12: Deliverable Management Roles and Responsibilities**

### 8.3 DELIVERABLE DEVELOPMENT, SUBMISSION, REVIEW, APPROVAL, AND ACCEPTANCE PROCESSES

#### 8.3.1 REVIEW CYCLE OBJECTIVE

The Permit Lifecycle Unified Management System (PLUMS) Project Plan Deliverable Review and Acceptance Processes will utilize the shortest review cycle possible that ensures a quality deliverable outcome. This ensures deliverables are reviewed and accepted without unnecessary delay. This concept requires commitment from the Deliverable Review Team as well as a robust quality commitment from Vendor to conduct a thorough and informed review of the deliverable at the time of submission. Subsequent reviews will be focused on ensuring comments documented in the previous reviews were addressed to the team’s satisfaction. The success of this review concept also depends on deliverables being 100% complete prior to submission.

This section provides an overview of the deliverable development, submission, review, approval and acceptance processes. Each of the processes illustrated in the exhibit below is described in further detail below.



**Exhibit 12: Deliverable Development, Submission, Review, Approval, and Acceptance Processes**

### 8.4 DELIVERABLE DEVELOPMENT

The key to the Deliverable Review Process performing at a high level is the involvement of the Deliverable Review Team in the Deliverable Development process. One of the criteria for the selection of the Deliverable Review Team is the opportunity for the individuals to be involved in the development of the deliverable. A Reviewer will not perform actual development work but is expected to interact with the Deliverable Developer by providing input, expertise, decision making, and ongoing review of the deliverable. Following this involvement, the Review Team will be prepared with sufficient background on the deliverable to perform an educated, timely, and thorough review of the deliverable.

#### 8.4.1 DELIVERABLE FORMAT AND CONTENT

All deliverables, word processing documents, spreadsheets, presentations, charts, databases or other Project artifacts will be provided in a format approved by and currently supported by the DEP Project Team. These formats include:

- Microsoft Office 2013 or later (Word, Excel, PowerPoint, etc.),
- Microsoft Visio Professional 2013 or later and
- Microsoft Project 2013 or later.

Where appropriate, the content and format of the deliverables must follow the DEP Project Management Standard for Contractor Managed Projects templates and standards.

### 8.4.2 INITIAL QUALITY REVIEW

All deliverables, prior to submission to the DEP Contract Manager, will undergo an initial quality review for completeness and for compliance with the Project document management standards and the deliverable management processes. The Initial Quality Review will examine the following items.

- Compliance with the Scope of Work.
- Compliance with project DEP Document Management standards and use of approved project templates (where applicable).
- Deliverable review is in sync with review cycle (e.g., Submission, Draft, Final, etc.).
- All sections in the document appear to contain agreed upon content.
- Formatting complies with contract requirements and appears reasonable.
- Spelling and grammar quality assurance has been performed by the Vendor.

The DEP Contract Manager may reject a deliverable (draft or final) as materially deficient that is missing agreed upon content or has significant spelling, grammatical, punctuation, format and/or pagination errors. If the deliverable is rejected on this basis, all grammatical, spelling, punctuation, format, and/or pagination errors will be corrected and another quality control review will be conducted before the deliverable is resubmitted. The DEP Project review team deliverable review cycle will begin again based on the re-submission date and not on the original submission date.

### 8.5 DELIVERABLE SUBMISSION

Each deliverable will be submitted in accordance with the approved PMP and Master Project Schedule.

When submitting deliverables to DEP, the vendor will ensure submissions are communicated to the DEP Contract Manager. Deliverables will only be considered submitted and the review cycle started when all applicable components have been submitted.

Drafts of deliverables may be submitted for DEP's preliminary review. Depending upon the complexity of the deliverable and at DEPs discretion, the Vendor Project Manager submitting the deliverable may conduct a walk-through of the draft content upon submission to assist the review process.

### 8.6 DELIVERABLE REVIEW PROCESS

All Project deliverables must be reviewed to confirm the acceptance criteria has been met as outlined in the Statement of Work. The Deliverable Review process is initiated when the Vendor Project Manager submits a deliverable for approval. The deliverable must be 100% complete and in final format prior to submission. In the case of a phased deliverable, each of the sections will be reviewed as an individual deliverable. Once the review of each of the sections is complete, a final review will be conducted over the deliverable to ensure there are no gaps between the sections. Such final review is intended to be 1) a confirmation that any adjustments required because of preceding draft reviews have been made, and 2) a cursory review or "spot check" of the overall deliverable. As such, to manage expectations and expedite the final deliverable review and approval process, the final deliverable will not differ materially from the preceding draft deliverable submitted for DEP's review.

Once the deliverable has been submitted, the Deliverable Review Team, designated by DEP, will review the deliverable within the agreed upon number of business days (refer to the Deliverable Review Process diagram). Unless otherwise specified, if notification of deliverable acceptance or rejection has not been provided to the Vendor in the required review period, a project issue will be created, and the issue escalation process described in this document will be followed. If DEP requests changes, the suggested changes will be submitted in accordance with the Deliverable Review Process outlined in the Deliverable Review Process exhibit and based on the Deliverable Review Comments section of this document. The DEP Contract Manager or designee will coordinate all reviewer comments.



## Permit Lifecycle Unified Management System (PLUMS) Project Management Plan

Note: The turnaround time for deliverable review steps may be extended on an exception basis by agreement between the DEP Contract Manager and the Vendor Project Manager.

The Vendor Project Manager will update the deliverable with the agreed upon and accepted changes within the agreed upon number of business days for that deliverable, updating the deliverable’s revision history with a summary of the modifications made to the deliverable and incrementing the version number per the Project Document Management Process. Changes requested by the Deliverable Review Team that are not recommended by the vendor will be marked as “rejected” with a detailed explanation.

The Vendor Project Manager will resubmit the updated Deliverable for final review and approval of the deliverable with the updated modifications based on the comment review feedback. The Deliverable Review Team will review the deliverable to confirm the modifications within the contracted number of business days. If the Deliverable Review Team finds comments which were rejected by the vendor, and the Review Team does not agree with the vendor’s explanation for the rejection, this comment will enter the escalation process and will be decided by the appropriate governance body depending on the impact and nature of the disagreement. The table below provides a detailed description of the Deliverable Review Process shown in the previous exhibit.

TASK	DESCRIPTION	RESPONSIBLE ACTOR(S)
Vendor Submits Deliverable	<ul style="list-style-type: none"> <li>Vendor Project Manager submits the deliverable to the DEP Contract Manager for Initial Review.</li> </ul>	Vendor Project Manager
DEP Performs Review to Validate no Material Deficiencies	<ul style="list-style-type: none"> <li>The DEP Contract Manager or DEP designee(s) perform the initial review of the deliverable to determine whether there are material deficiencies present. If material deficiencies are found, the deliverable is returned to Vendor for remediation.</li> </ul>	DEP Contract Manager Deliverable Review Team
Team performs review and provides feedback	<ul style="list-style-type: none"> <li>Deliverable Review Team members review the deliverable in accordance with their assigned role.</li> <li>DEP Provides coordinated feedback to the Vendor via the DEP Contract Manager.</li> </ul>	Deliverable Review Team DEP Contract Manager
Vendor Conducts Remediation (if needed)	<ul style="list-style-type: none"> <li>Deliverable Review Team feedback is reviewed, and all comments given a disposition on DEP’s Deliverable Review Comment Form (DRCF).</li> <li>Questions/Issues/clarification regarding the comments are discussed and resolved.</li> <li>The deliverable is modified to reflect the review team’s consolidated comments. Deliverable revision history and version number are updated.</li> <li>Return updated deliverable and updated DRCF to DEP Contract Manager.</li> <li>Whenever possible, the deliverable will be returned with track changes turned on. This will help clarify what changes were made and speed up the final review process.</li> </ul>	Vendor Project Manager Vendor Project Team DEP Contract Manager

TASK	DESCRIPTION	RESPONSIBLE ACTOR(S)
DEP Reviews for Satisfactory Updates	<ul style="list-style-type: none"> <li>Commenting stakeholders will review the deliverable to determine if deliverable is satisfactory.</li> <li>If necessary, return to vendor for additional changes.</li> </ul>	DEP Contract Manager Commenting Stakeholders
Move Deliverable to the Acceptance Process	<ul style="list-style-type: none"> <li>Once the Deliverable Review Process has been completed, the Deliverable will enter the Acceptance process.</li> </ul>	DEP Contract Manager

**Table 13: Deliverable Review Process Description**

### 8.6.1. DELIVERABLE REVIEW COMMENTS

Each Deliverable Review Team member will clearly understand the role they have been assigned in the deliverable review process prior to providing comments. Reviewers will be expected to apply their business, technical, or subject matter expertise to identify and suggest constructive solutions to any problems found with the deliverable’s content related to their role and within the specified timeframe. Reviewers will be expected to provide their comments using track changes in the draft deliverable where possible and to work collaboratively as needed to review or consolidate comments prior to resubmitting to the Vendor. Deliverable Comment Spreadsheets may be used if change tracking is not available.

**Comments must be actionable and not just statements or questions.** Comments must reference the appropriate sections of the Deliverable to the greatest extent possible. If there is a global comment that applies to different sections across the deliverable document, the appropriate references will be included across the document for all necessary changes to be made and tracked as opposed to documenting a single global comment.

When the Deliverable Review Team has completed their review, the DEP Contract Manager is responsible for clarifying discrepancies in comment feedback across the deliverable review team. If necessary, the DEP Contract Manager will conduct a comment review meeting during which the Team will discuss their findings. The Vendor may be asked to have resources available to answer questions in an informal venue to assist with expediting this process. Where inline comments and track changes are used to provide deliverable review feedback, the DEP Contract Manager is responsible to ensure that the updated deliverable is legible, content insertions are clear and organized and comments are actionable. The DEP Contract Manager will consolidate all comments into the DRCF, removing duplicates and clarifying vague language.

The DEP Contract Manager will also post the DRCF in a location where the Deliverable Review Team can view the contents prior to submission. For clarity’s sake, if additional comments are received after the initial submission to the Vendor, the DEP Contract Manager will submit a revised DRCF to the Vendor.

If at any time during the deliverable review process DEP requires clarification to provide a more actionable comment, a DEP Project Team Member will contact the Vendor Project Manager or Deliverable Developer for clarification. If the parties encounter a critical issue while reviewing a deliverable, that issue must be raised immediately to the Vendor Project Manager and the DEP Contract Manager and not held for a deliverable review comment.

When the deliverable review is complete, the deliverable will then enter the Deliverable Acceptance Process.

### 8.6.2. DELIVERABLE REVIEW ISSUE RESOLUTION

Throughout the Deliverable Review Process, the DEP Contract Manager and the Vendor Project Manager will work together to resolve issues as they arise. For example, after the material compliance review, if at any time during the deliverable review process, the Deliverable Review Team determines the deliverable does not meet minimum expectations to a level where the deliverable must be rejected, they will communicate their objections to the DEP

Contract Manager. If the DEP Contract Manager and Vendor Project Manager are unable to come to an agreement, a project issue will be created and enter the escalation process for resolution. The DEP Contract Manager is responsible to ensure that the resolution to an issue is communicated to all Deliverable Stakeholders.

If it is determined a deliverable is rejected after repeated remediation attempts, the review cycle will end immediately. The DEP Contract Manager will manage a high-level review of the deliverable to find any other fatal flaws then begin the issue process. Part of the issue resolution process will be to determine how to move forward with the deliverable and the effects on the project schedule.

### 8.6.3. DELIVERABLE ACCEPTANCE PROCESS

The Deliverable Acceptance Process outlines the steps taken to officially accept an approved deliverable for payment. The process begins after the deliverable has completed the Deliverable Review Process.

The DEP Contract Manager will confer within DEP as needed to determine whether DEP considers the deliverable ready for acceptance and payment (if applicable).

If DEP does not consider a deliverable sufficient for acceptance, the DEP Contract Manager, the Vendor Project Manager and any other necessary personnel will be consulted to develop a plan to achieve deliverable acceptance. If necessary, a project issue will be created and enter the escalation process, so the disagreement can be resolved by the appropriate governance body depending on the impact and nature of the disagreement. The DEP Contract Manager is responsible to ensure that the resolution to an issue is communicated to all Deliverable Stakeholders.

When DEP is satisfied the deliverable can be fully accepted, the DEP Contract Manager will indicate acceptance by signature and will file the final deliverable with an updated Deliverable Acceptance Form indicating department acceptance.

## SECTION 9 QUALITY ASSURANCE MANAGEMENT PLAN

The quality assurance and process performance objectives for this Project are to deliver value to the department and the State of Florida by completing the project on time, on budget, within scope and with a high-quality solution as follows.

Objective	Description
On Time	Project outcomes are delivered to DEP on the dates agreed in the schedule and contracts.
On Budget	Overall project costs will not exceed the agreed budget in the contracts.
Within Scope	Agreed requirements are delivered.
High Quality	Solutions delivered will meet the agreed upon requirements and will have the necessary quality to provide value to DEP.

**Table 14: Project Quality and Performance Objectives**

The Quality Management Plan identifies the processes, procedures, standards, and tools used to monitor the quality of work delivered and to communicate these concepts across the Project Team. It outlines quality activities promoting adherence to the standards and processes defined for the Project to meet its objectives and expectations throughout its

life cycle. This plan also describes the responsibilities and authority for accomplishing quality activities and identifies the required coordination of quality management with other areas of the Project.

### 9.1 QUALITY MANAGEMENT

This section identifies the performance metrics used to measure and manage the Project's performance and process improvement approach.

The Permit Lifecycle Unified Management System (PLUMS) Project uses performance measures to examine the progress team members are making toward the completion of Project work and to assess how efficiently and effectively the work effort meets the Project objectives. Project quality, risks and the overall status of the Project are continuously assessed. This section identifies the metrics used to measure and manage the Project's performance. It also details the process and tools to collect the necessary base measures, how to calculate the metrics, analyze the results (including quantitative analysis) and report performance results. Collection and analysis of performance measures is applied to individual project management maintenance processes including: Plan, Conduct Analysis, Define, Identify Solutions and Develop Business Case.

The Vendor Project Manager will capture and report performance metric information for management purposes. The selected performance data will be reported in the Key Metrics section of Status reports.

The Project Team will review the performance metrics reported and assess their usefulness for project management activities. Over time, DEP may determine to stop reporting certain metrics, refine others, and make requests for additional metrics. The Project Sponsor and the PM will review targets for the metrics reported and make recommendations on targets that have not yet been set within this document and/or adjustments to target values. The Project Manager(s) will work with DEP to determine if requested metrics can be reliably captured and reported before implementation.

All documentation provided will be 508-compliant and accessible via screen readers like JAWS; however embedded diagrams will not be as compliant within MS Word. Instead, we recommend that any diagrams be opened in MS Visio so that a screen reader may process them correctly.

### 9.2 PROJECT METRICS

The following table lists the "library" of measures collected, analyzed, and reported by the Vendor Project Manager. These metrics are used together with target and tolerance ranges as a management tool. Metrics will be reported as appropriate for the phase and type of work underway. Target and range values for the listed metrics are either based on industry data (e.g., defect containment model information) or the basic characteristic of the measurement (e.g., Schedule Performance Index being on schedule is a value 1 so a target near this value is set).

DEP Project Lifecycle Unified Management System (PLUMS) Project Management Plan

Metric / Model Name	Goal	Question	Description	Formula	Analysis Level, Frequency	Target Values	Analysis Reporting
Average Risk Exposure	All	Are risks and issues managed appropriately?	Risk Exposure is a relative weight of a risk, based on the probability the risk will be realized and the impact of the risk if it is realized. Average Risk Exposure measures the average level of Risk Exposure for all the Project's active risks. Determines the Project's effectiveness at mitigating risks.	Total Risk Exposure (summed products of probability and impact for all risks) / Number of Active Risks	Project Level; Weekly	< 3 (that is, average risk exposure is "Low," based on 3-point scales – High=3; Medium=2; and Low=1 – for both probability and impact.)	Project Status Report and/or Meeting
Contractual Deliverable Timeliness	On Time	Are deliverables completed on time?	The Contractual Deliverable Timeliness measure indicates whether the Project can complete and submit deliverables by the projected due date.	Number of Deliverables Submitted on Time / Total Number of Deliverables	Project Level; Monthly	.9 to 1, with 1 as target (all deliverables on time)	Project Status Report and/or Meeting
Contractual Deliverable Acceptance	High Quality	Are we meeting the department quality requirements?	Measures the percentage of submitted deliverables that the department has fully accepted.	Number of Deliverables (Fully Accepted, Conditionally Accepted, Rejected, Pending) by the Dept. / Number of Deliverables Submitted to the Dept.	Project Level Weekly; Program Level Weekly; Monthly	100% Accepted - Fully or Conditional	Project Status Report, Program Status Report, and/or Meeting

DEP Project Lifecycle Unified Management System (PLUMS) Project Management Plan

Metric / Model Name	Goal	Question	Description	Formula	Analysis Level, Frequency	Target Values	Analysis Reporting
				to date * 100%			
Contractual Deliverables Average Days Late	On Time	Are deliverables completed on time?	This metric is used to determine the timeliness of contractual deliverable submissions to the department. This metric also may indicate if the project is meeting its planned schedule.	Contractual Deliverable Timeliness: Average Days Late = Sum of number of days late for all contractual deliverables that were late or are outstanding / number of contractual deliverables late or outstanding	Project Level; Weekly	< 1	Project Status Report and/or Meeting
Schedule Variance	On Time	Are we meeting our schedule?	Schedule Variance (SV) determines whether the project team is on, ahead, or behind schedule.	Work Performed (WP) – Work Scheduled (WS)	Project Level; Weekly Monthly	Within 10% of schedule	Project Status Report and/or Meeting

Table 15: Project Metrics

### 9.3 ROLES AND RESPONSIBILITIES

The various roles involved in the performance management process for this Project are briefly described below. Further details on the responsibilities are elaborated in the subsequent sections.

Role	Responsibility
Vendor Project Manager	<ul style="list-style-type: none"> <li>• Identify, refer, and provide recommended information/data regarding performance metrics.</li> <li>• Establish and socialize schedule management standards and best practices.</li> <li>• Recommend exceptions to standards on a case-by-case basis.</li> <li>• Coordinate the continuous, recurring process that represents the appropriate rigor for schedule management based on the phase or stage of the Project.</li> <li>• Collect team schedules from Vendor team members to incorporate in the Master Project Schedule.</li> <li>• Collect progress updates from all the Project work.</li> <li>• Incorporate the updates and changes into the Master Project Schedule.</li> <li>• Facilitate analysis of progress updates and changes.</li> <li>• Provide the schedule and related analysis to the Project Team and identified Stakeholders.</li> <li>• Facilitate time management discussions to resolve any schedule conflicts and issues.</li> <li>• Maintain the schedule management process documentation in the Schedule Management Plan as needed.</li> <li>• Maintain the Project Work Breakdown Structure chart.</li> </ul>
Project Team Members	<ul style="list-style-type: none"> <li>• Responsible for the planning, analysis, development, implementation, execution and maintenance of process quality activities, as assigned.</li> </ul>

**Table 16: Project Roles and Responsibilities**

## 9.4 DATA INTEGRITY AND VALIDATION

The data submitted to support the Performance Measurement process must be of high integrity. The quality of the analysis and the ability for decision makers to trust the analysis is dependent on the quality of the data. It is important that the data collected, analyzed, reported, and submitted is accurate. The analysis of the data on the project level can only be beneficial if the data are “clean.”

The Project Team will review the information being submitted to verify there is no missing data. The PM will review data submitted per the following guidelines:

- No missing data,
- Accurate data,
- Use of correct units of measure,
- Includes correct categories and types of data and
- Consistently applies definitions of requested data.

## 9.5 ANALYSIS AND CORRECTIVE ACTION

Corrective actions are used to identify how the Project will remedy a problem in the performance of a project process. Corrective actions are required for key project processes associated to project metrics with organizational baseline limits. The following rules are used to determine if the process is not performing within acceptable tolerances and requires further analysis.

The first rule applies to all metrics.

- Beyond Limits – The current metric result is outside expected variance (from baselines, specifications, or thresholds), going by whichever set of limits is most strict.

The following rule applies only to time-based data (such as SPI), not to event-based data (such as peer reviews).

- Trending in One Direction – The metric result has been trending in one direction for at least five times in a row for weekly items (with lower tolerance employed for longer reporting periods).

If metric results break any of the applicable rules, the subject process(es) are analyzed to determine the root cause and, where appropriate, documented in the project’s Status Report.

The Vendor Project Manager will analyze and determine root causes for those metrics with results Beyond Limits or those with results trending in One Direction. The Vendor Project Manager will discuss and develop an action plan to address those root causes and report that plan to the DEP Contract Manager and during the status meeting. Any identified corrective actions will be logged and tracked to completion. Possible corrective actions include.

- Schedule, Budget, or Work Plan rework – Reassess estimates and approximations, prioritize, rework sequences, and add experienced personnel or additional resources.
- Process Change or Review – The creation or modification of the process, or retraining process users to address results.
- Renegotiate service delivery targets or service level agreements – Reassess service targets if they are not realistic given project budget, schedule, or other external constraints.

The Vendor Project Manager will complete a Change Request for those corrective actions that will affect Project scope, budget, or schedule.



## SECTION 10 DOCUMENT MANAGEMENT PLAN

### 10.1 OVERVIEW

This document describes the document management practices for this Project. Document management includes Document Creation, Document Revision, Delivery Approach, and Version Control. A standard process will be used for all project related documents and applies to the creation and management of documentation including minutes, notes, deliverables, and other outputs for this phase of the project.

### 10.2 DOCUMENT CREATION AND DELIVERY APPROACH OBJECTIVES

This approach is designed to ensure:

- Defined objectives are met,
- Expectations of the major stakeholders of the project are fulfilled,
- Approved principles, measures, standards, and methods are applied uniformly and
- Consistency and continuity are maintained for all project artifacts.

### 10.3 PURPOSE OF DOCUMENT MANAGEMENT PLAN

The purpose of the Document Management Plan is to define the process for how documents developed by the Vendor will be managed and submitted to the DEP Contract Manager for approval.

This document identifies the steps in the document creation and update processes, from the initial creation of a document through approval by the DEP Contract Manager (if applicable), including any revisions or updates necessary throughout the document's useful life.

### 10.4 SCOPE OF DOCUMENT CREATION AND DELIVERY APPROACH

This document covers project documentation related activities including:

- Document Management Process,
- Roles and Responsibilities and
- Version Control.

### 10.5 DOCUMENT MANAGEMENT STRATEGY

The Project team (DEP and Vendor) must work together to ensure quality in the documents submitted to the DEP for review and approval. To support this goal, several tactical actions are planned or have already been performed.

- The Project uses Microsoft SharePoint to organize large, complex information sources and manage documents with multiple authors and approvers. SharePoint provides for version tracking, check-in, and check-out to ensure that only one person works on a document at a time, controlled document access based on user roles and automated routing of documents to reviewers.
- DEP has created a Project SharePoint document repository to manage documents.
- The approach and the document naming standards defined in this plan will be adhered to for all documents submitted to the DEP.
- Backup and retention of documents will be managed by established SharePoint DEP procedures.

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- As relevant Project documentation, including hard copy documents (i.e., charts, graphs, and other supporting documents) are gathered, to the extent practicable and as determined appropriate, documents will be scanned and stored in SharePoint following standards and processes defined in this plan.
- Each Project document should have an owner who is responsible for the creation of and updates to the document throughout its useful life.

### 10.6 DELIVERY DOCUMENT LIFECYCLE MANAGEMENT

Management of deliverable documents is accomplished by a set of processes that apply to all stages in the lifecycle of a document. The document lifecycle includes steps of activity representing distinct stages of creation, review, and modification through which a document may pass during its lifecycle. The steps in the document lifecycle and review time standards are described in more detail in Section 8, Deliverable Management Plan.

### 10.7 DOCUMENT NAMING STANDARDS

All artifacts use a standard naming convention to provide consistency in the way all project related artifacts are named. The file naming conventions used on this project include:

- yyyyymmdd-DEFG-Artifact-Name-v#.## (Example: 20160721-FAH02-Deliverable1-DocumentManagement-Plan-v0.01) where:
  - yyyyymmdd – Replace this value with the 4-digit year, 2-digit month, 2-digit day.
  - DEFG – Replace with the Department name.
  - Artifact Name – Replace this value with the deliverable name and always use hyphens instead of spaces. Additional text or details to the name of the file (No initials, change details, etc.) will not be added. The Revision History table included in each document template will be used to include the details of what was changed in each version.
  - V#.## is the version tracking.

### 10.8 DOCUMENT REPOSITORY AND CONTROL

The Document Repository for the Project team is established in Microsoft SharePoint and contains all versions of deliverables and work product documents submitted to DEP. This tool provides version control and many additional features that may be implemented to maximize Project communications.

### 10.9 VERSION CONTROL

The Project will standardize version control for all Project artifacts. This will provide consistent document version control. The following steps will be followed for each project artifact:

- Each new document will start at version 0.01,
- Increment the version number by .01 until the DEP has approved the document,
- Use 1.00 for submission of an approved deliverable and
- If revisions are made, increment by .01 until another approval, which would be 2.00. Continue this pattern as necessary.

## SECTION 11 PROJECT COMMUNICATION PLAN

### 11.1 OVERVIEW

Communications management is a broad area comprised of the processes necessary to ensure effective

## DEP Project Lifecycle Unified Management System (PLUMS) Project Management Plan

communication among project team members and project stakeholders. It includes the generation, collection, storage, dissemination and disposition of project information.

### 11.2 PURPOSE

The purpose of this section is to document the formal communication process developed for the Project.

This plan defines:

- What should be communicated on the project,
- Who is responsible for communicating with what audience,
- When the communication should take place and
- How information will be communicated.

The communication process was developed to ensure project stakeholders and team members are always informed about the status of Project initiatives. However, the existence of a defined process does not confirm effective communications. The Project Team's execution of the communication processes is the driver for the successful communication.

This plan provides a framework for Project informational exchange within and outside the project. This plan focuses on formal communication elements, though other channels exist on informal levels and enhance those discussed within this plan. This plan does not limit, but rather enhances communication practices. Open, honest, ongoing communication between Stakeholders and team members is vital to the success of the Project.

This communication plan is a key tool for promoting and enhancing organizational transformations toward new business processes. The plan will be updated as necessary throughout the project to reflect new or evolving communication needs (e.g., changes to stakeholders, scheduled meetings, or communication tools). Changes to this plan will be coordinated by the DEP Contract Manager and approved by the Project Sponsor.

### 11.3 SCOPE

This Project communication plan is for internal stakeholders. The scope of this plan includes identifying the stakeholder requirements for each communication type, the frequency of communication, the medium of communication and the team member or members responsible for the communication.

The target audience for this plan includes:

- Project team members,
- All project participants and
- Project internal stakeholders.

All other contractors and departmental staff are excluded. The communications strategies and procedures for external stakeholder communications are outside of the scope of this document.

### 11.4 ROLES AND RESPONSIBILITIES

Communication is an ongoing function within the project and are directed toward internal DEP stakeholder groups and the project team. The Project team will work closely with Stakeholder groups to ensure communication needs are met and will adjust per feedback received. Roles and responsibilities for project communications are listed below.

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Role	Communication Responsibilities
Executive Sponsor	<ul style="list-style-type: none"> <li>• Provide input and guidance about Stakeholder communications to the Deputy Secretary and above.</li> <li>• Champion Project within the Department.</li> </ul>
Project Sponsor	<ul style="list-style-type: none"> <li>• Provide issue resolution and communications input and guidance to the Vendor Project Manager.</li> </ul>
Vendor Project Manager	<ul style="list-style-type: none"> <li>• Member of the Project Team, providing input and guidance to the team about Project Stakeholder communication needs and strategies.</li> <li>• Provide official communication to Team Leads for dissemination to the Stakeholders.</li> </ul>
DEP Project Team	<ul style="list-style-type: none"> <li>• Provide input to the Vendor Project Manager about Project Stakeholder communication needs and strategies.</li> </ul>
Vendor Project Team	<ul style="list-style-type: none"> <li>• Members of the Project Team, providing input and guidance to the team about Stakeholder communications needs, strategies and events.</li> <li>• Coordinate the collection and dissemination of project information to Stakeholder audiences.</li> <li>• Create status report.</li> <li>• Provide written status report to status meeting attendees.</li> <li>• Deliver verbal report during status meetings.</li> </ul>

**Table 17: Project Communication Roles and Responsibilities**

### 11.5 STAKEHOLDER CONTEXT

The successful outcome of any Project relies on effective communications to the broad Stakeholder population. Elements of effective communication for the Project are Stakeholder-driven; therefore, the planning process must include identifying all Stakeholders. The Stakeholder identification and analysis determines the most effective types and frequency of information stakeholders require to perform their role and to meet their responsibilities within the Project.

#### 11.5.1 STAKEHOLDER ANALYSIS

The Stakeholder analysis consists of a systematic assessment of each of the Stakeholder groups to determine:

- Entities and individual participants,
- Contact information,
- Role in the Project,
- Project communication needs,
- Project impact assessment and
- Special considerations.

Stakeholder involvement throughout the Project will provide greater assurance of Project success. Effective and timely involvement enables people to understand and take part in change rather than feel it is being imposed on

## DEP Project Lifecycle Unified Management System (PLUMS) Project Management Plan

them. This increases speed to adoption of change.

Stakeholders of change, especially large-scale, systemic change, have a need for information about the change. They generally ask the following questions.

- Why is this change necessary?
- Why is this change happening now?
- What is wrong with what we are doing today?
- What will happen if we don't change?

DEP will identify Stakeholders and conduct a Stakeholder analysis to determine communications needs and preferences for each Stakeholder group. We will then engage Stakeholders in a variety of ways, providing opportunities for them to express their ideas, opinions, and concerns.

Stakeholder	Internal/ External	Stakeholder Description
Division of Water Resource Management DEP Regulatory District Offices	Internal	Employees or subcontractors within DWRM and the six Regulatory Districts located throughout the state
OTIS	Internal	DEP Information Technology personnel

**Table 18: Stakeholder Management Matrix**

## 11.6 REQUIRED COMMUNICATIONS

### 11.6.1 STATUS REPORTS

As part of the status meeting the Vendor will provide a published status report distributed to the project team members and stakeholders on a weekly basis. The Vendor Project Manager will create, review and distribute the Status Report.

### 11.6.2 STATUS MEETINGS

Status meetings will be held weekly between the DEP and the Vendor Project Manager. Items for review are CCB issues and decisions, risks raised by project team members for review and other topics which may occur during the project. The result of these meetings is a published Status Report distributed to the Project team members and Stakeholders. Meeting attendees will be notified of changes to the time or location of these meetings via email and/or phone as far in advance as possible.

### 11.6.3 MEETING AGENDAS

No less than 24-hours prior to a scheduled workshop or meeting, the facilitator of that meeting will provide the meeting agenda to the scheduled attendees. Circumstances will arise where a meeting is scheduled and held in less than 24-hours. In this case, the meeting facilitator is expected to distribute an agenda when practicably feasible. It is expected the attendees of the meeting will review the agenda and any other documentation distributed prior to the meeting. Each agenda will include an action item section that will be reviewed during the meeting. Action items

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assigned during the meeting will be documented and distributed to the team in the meeting minutes.

### 11.6.4 ADDITIONAL COMMUNICATION

In addition to the regularly scheduled meetings noted above, occasionally written communication will be sent out by the Project Management Team on an as-needed basis. This communication will be specific in nature and may be broadcast to the general Project population or to target audiences depending upon the circumstances involved.

### 11.7 COMMUNICATION DISTRIBUTION

The subject matter of this plan is primarily internal (DEP, the Vendor, and oversight entities) communication. The general flow of the documents will be out-going from the Project Management Team to the target audience.

<b>Communication Type</b>	<b>Stakeholders</b>	<b>Medium</b>	<b>Frequency</b>	<b>Reporting Member</b>
ESC Status Meeting & Report	Executive Steering Committee	In-Person	As Needed	Project Sponsor, Project Manager, Contract Manager
Project Status Report	Project Sponsor, DEP, Project Manager Project Team	Email	Weekly	Vendor Project Manager
Meeting Agendas & Minutes	As needed	Email	As needed	Project Team

**Table 19: Project Communication Roles and Responsibilities**

# SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

For Fiscal Year 2025-26



OCTOBER 15, 2024

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION


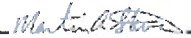
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SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of Environmental Protection (DEP)	Schedule IV-B Submission Date: 10/15/2024
Project Name: Replacement of OCULUS with Cloud System (ROCS)	Is this project included in the Agency's LRPP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FY 2025-26 LBR Issue Code: 36203c0	FY 2025-26 LBR Issue Title: Electronic Document Management System (EDMS) Information Technology Project
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Martin Stevens, 850-245-7565, Martin.Stevens@FloridaDEP.gov	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: 	Digitally signed by Shawn Hamilton Date: 2024.10.15 17:10:25 -04'00'
Date: _____	
Printed Name: Shawn Hamilton, Secretary	
Agency Chief Information Officer (or equivalent): 	Digitally signed by Martin A Stevens Date: 2024.10.15 17:18:24 -04'00'
Date: _____	
Printed Name: Martin Stevens, Chief Information Officer	
Budget Officer: <b>Shamara D. Bostic</b>	Digitally signed by Shamara D. Bostic Date: 2024.10.15 17:02:52 -04'00'
Date: _____	
Printed Name: Shamara Bostic, Senior Management Analyst Supervisor	
Planning Officer: <b>Darinda McLaughlin</b>	Digitally signed by Darinda McLaughlin Date: 2024.10.15 17:06:33 -04'00'
Date: _____	
Printed Name: Darinda McLaughlin, Deputy Chief of Staff	
Project Sponsor: <b>Darinda McLaughlin</b>	Digitally signed by Darinda McLaughlin Date: 2024.10.15 17:07:08 -04'00'
Date: _____	
Printed Name: Darinda McLaughlin, Deputy Chief of Staff	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Martin Stevens, 850-245-7565, Martin.Stevens@FloridaDEP.gov
Cost Benefit Analysis:	Rick Bessey, 850-245-8302, Rick.Bessey@floridadep.gov
Risk Analysis:	John Carpenter, 850-245-8297, John.Carpenter@FloridaDEP.gov
Technology Planning:	Martin Stevens, 850-245-7565, Martin.Stevens@FloridaDEP.gov
Project Planning:	Brencia Stephens, 850-245-7581, Brencia.Stephens@FloridaDEP.gov

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

### A. Background and Strategic Needs Assessment

#### 1. Business Need

The Florida Department of Environmental Protection (DEP) is the state’s lead agency for environmental management and stewardship, protecting our air, water and land. DEP is divided into three primary areas: Land and Recreation, Regulatory, and Ecosystems Restoration. Our core mission is to protect, conserve and manage the state’s natural resources and enforce its environmental laws.

Through its programs and processes, the agency collects and stores millions of supporting documents for both business need and public use. We are looking to greatly enhance current capabilities and allow for better transparency and functionality for both the citizens of the State of Florida as well as the staff and business processes for the agency.

DEP is seeking to replace its critical, outdated and unsupported enterprise Electronic Document Management System (EDMS) to support the entire agency’s document management and public access requirements.

The EDMS currently used by the Department is OCULUS, which is a commercial product developed and formerly supported by ROH, Incorporated (ROH). OCULUS was initially deployed at the Department in 1998 and has expanded to many programs throughout the Department, making this a critical application of need. As of June 30, 2024, ROH is no longer offering any support for this application and has declined contract renewal. Given the critical use of this application, short notice of ending of all support from ROH, and a system of this age tending to increase technical debt over time, this request is of highest importance.

A maximum of 400 concurrent named users (i.e., users logged into the system simultaneously) from a pool of approximately 2,000 potential users interact directly with OCULUS, either via direct insert or scanning. An additional 4,600 public users can concurrently access OCULUS with search and view-only functionality through a single public login.

OCULUS is currently a premise-based solution at the Florida Digital Service State Data Center. The current space used in the system is approximately 32 TB with an estimated 1 TB added each year. The OCULUS architecture includes three (3) servers: two (2) production servers (one for OCULUS proper, and one for several applications which interface with OCULUS) and one for the development server.

OCULUS accepts and catalogs electronic documents from applications, individually scanned documents, and bulk scanning through Kofax servers which additionally provide Optical Character Recognition (OCR) capabilities.

OCULUS is integrated with several of the Department’s critical administrative and regulatory (e.g., permitting and legal case tracking) systems through various custom Application Programming Interfaces (APIs). Document lookup is provided through multiple web applications where parameters are passed via URL to find specific documents by index attributes. Approximately 14.5 million documents currently exist in this system.

Additionally, the Department is seeking to modernize the technology with a cloud Software as a Service (SaaS) solution while greatly increasing the functionality and security of its document management system. The Department relies heavily on its EDMS to catalog vital records and to provide them to the

public via a self-service interface. The Department seeks solutions with user interfaces that improve the experience and usability for staff and the public and allow for broad configuration so the system can adapt to the Department's needs over time.

## 2. Business Objectives

The aged infrastructure of the existing EDMS is not able to maximize efficiencies or mirror the security solutions of more current technology. As a result, the business outcomes the Department must accomplish are diminished. There is a business need to infuse and leverage technology to achieve a higher state of operational efficiency as well as to enhance the quality of the benefit determination process by preventing fraud, trafficking, and identity theft. The gains in operational efficiency and fraud prevention from the infusion of modern, modular, and maintainable technology will allow the Department to focus on improved outcomes and customer self-sufficiency.

Specifically, DEP can enhance business processes, improve security, support optimal system integration, and more effectively improve customer outcomes and self-sufficiency by addressing the following critical business needs:

- Comply with the State of Florida's cloud first initiative Per Section 282.206(2), F.S., which states that in its procurement process, the Department shall show a preference for cloud-computing solutions that either minimize or do not require the use of state data center infrastructure when cloud-computing solutions meet the needs of the agency, reduce costs, and meet or exceed the applicable state and federal laws, regulations, and standards for cybersecurity.
- Support the entire document lifecycle, including creation and capture, organization and management, workflow and approval, viewing and sharing, and retention and disposal.
- Provide the ability to augment attributions with keywords to assist in future searches; currently, search capability in OCULUS is limited to a small number of categories, such as Facility ID, location, catalog (i.e., regulatory program name) and permit number, but an expanded set of keywords will be established by an intra-agency committee and will be required for all new documents.
- Improve transparency through robust and intuitive search functionality, including search for matching text within documents, keywords, based on maps, and advanced search options that include Boolean search capabilities.
- Provide the capability to search and view documents via mobile devices.
- Provide an easy-to-use file download feature for external users, including bulk downloads.
- Enhance business processes by allowing insert, modify, manage, and purge ability in bulk and/or batch, on multiple operating systems, and supporting cross browser compatibility.
- Protect confidential information with tools to identify and mark Personal Identifiable Information.
- Protect business processes through better security, logging and reporting.
- Improve business processes by enabling within-document searching, in addition to searching through document metadata.
- Reduce time to accomplish document searching and retrieval through a more robust, efficient, and modern user interface.
- Reduce time to perform document searching, download, and upload by hosting in the cloud.
- Reduce or eliminate manual input of documents and meta-data for staff resulting in greater efficiency and reduced risk of errors.
- Enhance overall DEP staff efficiency and effectiveness with improved technology and tools.
- Enhance intradepartmental functionality, allowing staff to be more efficient by reducing

document duplication.

- Increase document integrity, standardization and accuracy toward improved operational efficiency, monitoring, reporting and analytics.
- Improve analytical and reporting capabilities, providing DEP leadership with the tools to track usage, key indicators, and information requests.
- Enhance security through Azure Active Directory integration and Multi-Factor Authentication (MFA).
- Reduce technology failure risk by moving to a modern platform.
- Reduce support risk by reducing the number of technologies being supported.
- Improve communication with external stakeholders and customers.
- Improve efficiency of business and public activities through better alignment with agency business.

## B. Baseline Analysis

### 1. Current Business Process(es)

The OCULUS system was originally designed 25 years ago and much of the user experience appears dated. See Exhibit 1 for the look and feel of the search interface.

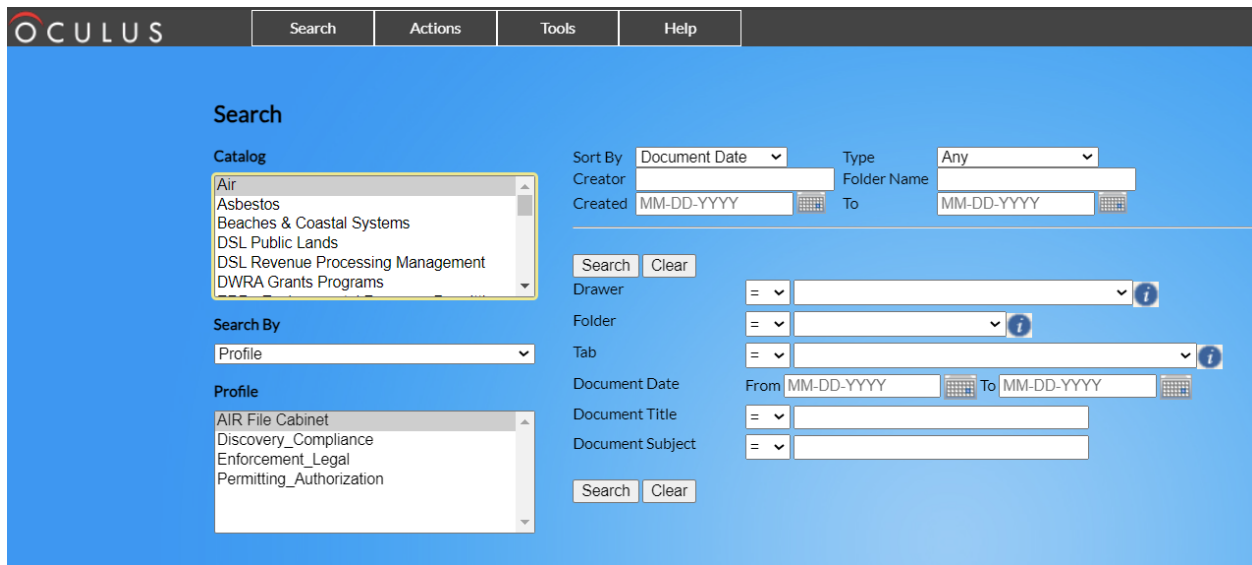


Exhibit 1: OCULUS search interface

OCULUS can be thought of as an electronic file cabinet. The highest level of filing or security is the catalog. The program areas may have just one catalog, or they may have several. Under the catalog is the profile and all catalogs have at least one profile. Finally, security can be set at the document level.



Exhibit 2: Example of Catalog and Profiles within that Catalog

Most frequently, access is assigned at the catalog level. If a user is given view access to a catalog, they can view documents in any profile under that catalog. However, a catalog may have a profile that the program area wishes to restrict access to. In that case, the profile may have its own level of security. A user would have to have permission to view the documents in that specific profile.

There are three tiers of OCULUS Administrators. The first is a password administrator. This is handled by the Desktop Support call center. The second is the Security Administrator (Admin). Security Admins can create and inactivate user accounts, grant group permissions for their specific program area, and lock and unlock user accounts. The third tier is those who have full access to OCULUS. These are the System Administrators. In Exhibit 3, users with one black carrot are password administrators, users with two blue carrots are Security Admins, and users with three red carrots are System Administrators.

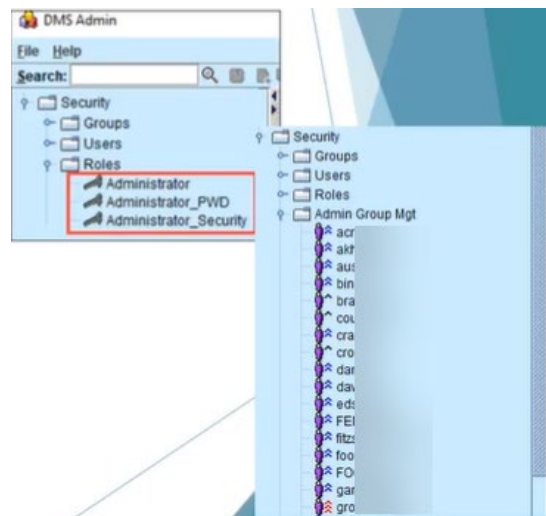


Exhibit 3: Users with type indicated by carrots. (Usernames partially blurred for security.)

Groups are the way that users are granted access in OCULUS. There are seven levels of access in OCULUS.

1. **Access** allows users to view a specific profile or catalog.
2. **Insert** allows users to insert objects, files, or documents into OCULUS. Every insert includes a revision.

3. **Update** allows users to modify a document’s index or taxonomy.
4. **Revise** allows users to check documents in and out of OCULUS for editing,
5. **Replace** allows users to replace a document in OCULUS.
6. **Remove** allows a user to delete or purge documents permanently from OCULUS.
7. **Secure** allows users to modify security settings for a specific file or document.

Access levels 5 through 7 require that a user be in a Position of Trust.

Exhibit 4 shows an example of how groups are set up for a particular catalog (in this case, “Oil & Gas”).

Catalog: Oil & Gas

Attributes Schema **Security** Subscriptions Audit Trail

**Entity Security.**

These settings configure how entity security works for entities that belong to this catalog. When an entity is added to the catalog it inherits the ACL (Access Control List) of that catalog, in addition to the ACL's of any profiles the entity enforces. This allows fine grained administration of entity security, without having to create an ACL for each entity.

Access Control List

Principal	Access	Insert	Update	Revise	Remove	Secure	Replace
dist_pcap_insert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dist_pcap_modify	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dist_pcap_purge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dist_pcap_replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
dist_pcap_view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil_Gas_Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil_Gas_Insert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil_Gas_Replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Oil_Gas_Revise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil_Gas_View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTIS_INSERT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit 4: Group permissions for the Oil & Gas catalog

The first set of groups are for the district PCAP groups. These are groups that were set up specifically for regulatory catalogs that the district offices access. Instead of adding a user to 17 groups for each regulatory catalog, they are placed in one group that has access to all 17 catalogs. Next, there are the groups specifically for the Oil and Gas catalog. OTIS\_INSERT is a service account used by ESSA to automatically insert documents into OCULUS and the public group means that the documents in this catalog can be viewed by the public through the web interface.

User authentication is handled with a username and password combination. Exhibit 5 shows the character requirements on passwords.

Information

Your password must include 3 out of 4 of the following items: Uppercase letters (A-Z), Lowercase letters (a-z), Numbers (0-9), Special Characters (-!@#\$%^&\*\_\*+=~|000;,:;?)

OK

Exhibit 5: Password requirements

Passwords expire every six months. If a user forgets their password, they can reset it through the “Forgot Password” link in the upper-right of the web interface, as shown in Exhibit 6.

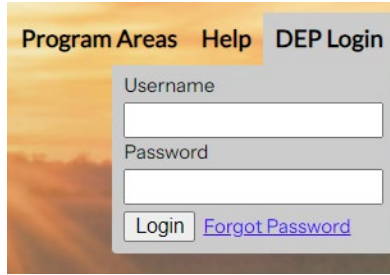


Exhibit 6: Forgot Password option under DEP Login

Exhibit 7 shows how individual users are assigned to groups. Multiple groups can be selected at once by using CTRL and left click.

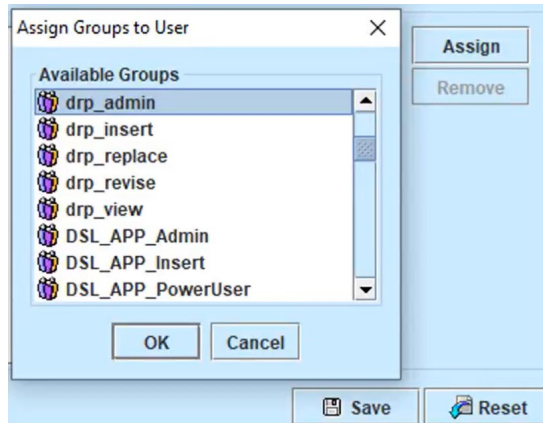


Exhibit 7: Interface for assigning groups to a user

The System Administrators inactivate users based on a task in separation tickets. The process is to inactivate includes locking the account and changing the password, as shown in Exhibit 8. The locking of the account and changing of password are redundant, but both are recommended to doubly ensure that the account is made inaccessible.

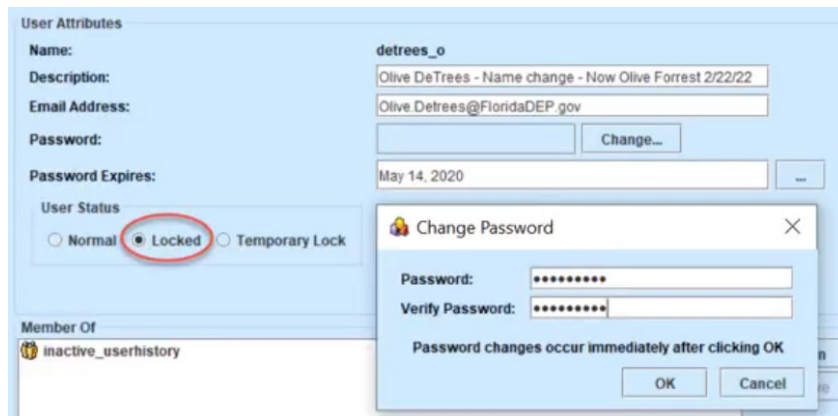


Exhibit 8: Interface for inactivating a user

## 2. Assumptions and Constraints

### *Assumptions*

The following assumptions are statements about the project or its environment that are taken to be true and, accordingly, are factored into DEP's plans and analysis for the project.

- The replacement system will achieve DEP's desire to increase process effectiveness and reduce manual steps that rely on the use of ad-hoc tools and processes.
- Any gains in operational efficiency that the Department realizes through these efforts will be used to allocate additional resources to value-added activities, including improving customer service levels.
- A suitable architecture model exists to facilitate rapid and scalable deployment of the technical and functional initiatives outlined in the solution.
- DEP will employ the Organizational Change Management (OCM) activities required to implement the recommended solution in the most successful fashion.
- Best practices for IT project management will be followed and the project team will be adequately staffed to accomplish the project's deliverables, milestones, and infrastructure, manage user involvement, ensure proper testing, produce necessary project planning documents, project status reporting and complete other project management tasks.
- Data migration from OCULUS will be required.
- Application integrations with OCULUS will need to be re-engineered.
- Labor rates for contracted staff are assumed to be in accordance with the IT consulting State Term Contract for staff augmentation and comparable to similar projects recently undertaken by other Florida State Agencies.
- The solution will comply with all requirements of the Americans with Disabilities Act (ADA).

### *Constraints*

Constraints are identified factors that will limit the project management team's options and affect the progress or success of the project.

- Project funding is appropriated annually and may be subject to periodic releases throughout the year, depending upon suitable schedule and cost performance.
- Approval by either the EOG (in consultation with the Legislature) or the Legislative Budget Commission (LBC) may be required before any appropriated funds are made available to the Department.
- All schedules depend on the continual availability and authority of appropriated funds.
- Information requests from external oversight agencies and partners can be time consuming to produce and can affect the project's timeline.
- State and/or federal statutory changes, changes in administrative rules, and DEP policy changes could affect the project.
- The software tools supporting desired capabilities will be determined based on the solution by the system implementation and integration vendor.
- Stakeholder involvement with and understanding of the project will be time-consuming.

## C. Proposed Business Process Requirements

### 1. Proposed Business Process Requirements

The Department is interested in solutions that include, but are not limited to, the following areas of key functionality:



- Per Section 282.206(2), F.S., in its procurement process, the Department shall show a preference for cloud-computing solutions that either minimize or do not require the use of state data center infrastructure when cloud-computing solutions meet the needs of the agency, reduce costs, and meet or exceed the applicable state and federal laws, regulations, and standards for cybersecurity;
- Proven capability to support enterprise organizational-wide document management requirements;
- Supports the entire document lifecycle, including creation and capture, organization and management, workflow and approval, viewing and sharing, and retention and disposal;
- Ability to migrate data/documents into and out of the vendor EDMS, out of and into other EDMS systems, respectively, should the agency’s needs change;
- Robust and intuitive search functionality, including search for matching text within documents, keywords, based on maps, and advanced search options that include Boolean search capabilities;
- Provides ability to augment attributions with keywords to assist in future searches; currently, search capability in OCULUS is limited to a small number of categories, such as Facility ID, location, catalog (i.e., regulatory program name) and permit number, but an expanded set of keywords will be established by an intra-agency committee, and will be required for all new documents;
- Search and view documents via mobile devices;
- Provides ability to preview a document before opening and/or have a built-in document viewer;
- Provides an easy-to-use file download feature for external users, including bulk downloads;
- Insert, modify, manage, and purge ability in bulk and/or batch, on both with Windows and Mac operating systems, and using the following browsers: Chrome, Edge, Firefox, and Safari;
- Confidential information is easily identifiable—i.e., there would be a systematic way to flag confidential/sensitive documents in order to restrict access;
- Validation on naming, email formatting, etc.—i.e., syncing with Active Directory to ensure uniform naming conventions with regard to username and email;
- Insertion directly from bulk scanning/imaging software;
- Provides easily configurable workflows, for example:
  - Workflows should be robust yet intuitive for professional staff to manage without requirement for IT programming resources;
  - Should provide Graphical User Interface (GUI) tools for creating and modifying workflow steps;
  - Should include automated emails to workflow parties; and
  - Should provide metrics for analysis of individual workflow-parties performance (e.g., identify how long a document was in an individual’s approval queue).
- Has a built-in reporting system;
- Has the ability to integrate with external reporting solutions, analytics and/or business intelligence tools;
- Has audit capability;
- Has document history (e.g., versioning);
- Supports direct queries for document and index information;
- Complies with industry standards for enterprise document management solutions;
- Supports a variety of program-specific document retention and disposal policies, including retention date on each document and email alerts as retention draws near;
- Systems database administration functionality should be manageable by DEP Information Technology staff;

- System must be configurable by a DEP systems administrator;
- No requirement for public users to have to sign up for an account to access content;
- Integrations via industry-standard methods (e.g., APIs);
- Ability to migrate scheduled tasks and database procedures used to populate taxonomy values originating from other DEP data sources (morning refresh). We have scheduled jobs that read/post data to populate metadata tables in OCULUS. We also have an application (DEPStaging) that calls and populates Oracle data: it both posts documents and updates taxonomy information. One use case is retrieving metadata regarding facility information from legacy systems to reflect changes/additions from the previous day so lookups can be associated across disparate systems. Another is the need to populate specific catalogs/profiles for online permitting (storing user uploaded documents);
- Provides for direct insert of documents and indexing data from other web applications such as automated customer self-service portals, without the need to purchase additional licenses specific to this function;
- The formats for documents to be inserted into the EDMS should not be limited, except for any security restrictions to not allow certain executables file types; otherwise, all document formats should be supported and, where an EDMS based viewer is not available, opened via their native software;
- Ideally can be integrated with DEP's Azure Active Directory single sign-on infrastructure to provide direct document access without additional logon (i.e., network credentials be passed through to the EDMS for users already logged in);
- Provide for secure view and search capability by role-based security levels, to include internal DEP users and external public (e.g., provide direct search and view access to documents for public access of public records, but protection for confidentiality);
- Has a development environment in addition to the production environment;
- Can be integrated with the Microsoft (MS) Office suite (e.g., Outlook) via add-ons for document insertion, retrieval, and email capabilities;
- Auto-emails based on criteria subscriptions and other database triggers are also of interest; and
- Can be branded as a DEP interface for a seamless integration with other DEP applications and web sites.

## 2. Business Solution Alternatives

For a complete system modernization project, the implementation and rollout generally fall under one of the two following options:

- **Big bang:** A big bang approach involves planning out all the work and determining all the requirements up front. Required functionality is subsequently implemented, tested, and deployed sequentially. The result is a single deployment and corresponding cutover from the legacy system to the new system. Modifications involving legacy systems are restricted to only those that support data conversion.
- **Phased:** A phased approach breaks the overall modernization effort into a series of releases, with each release including modernized replacement components and legacy updates to interoperate with the new modernized components. As a result, modifications to legacy systems are more extensive with this approach. The scope includes both development and implementation of the new modules as well as migration of data from the legacy system. The result of each release is a full-featured system comprised of more modernized components and fewer legacy components with each subsequent release.

When considering a phased approach, sequencing of module replacements must be carefully examined.

Replacing a tightly coupled component in the middle of the overall process flow can result in excessive effort updating dependent legacy components. Sequencing the work with either the front-end components or the back-end components first will minimize this effort. Both variations of a phased approach are summarized below:

- **Front-End First:** This sequencing prioritizes public-facing aspects of the system prior to backend processing. More changes are required to the backend to support this approach. However, it provides more “visible” results sooner and potentially delivers more value to interface end users.
- **Back-End First:** This sequencing prioritizes replacing back-end components first. Changes resulting from modernization are not publicly visible early in the process as a result and can prolong end user value delivery.

### 3. Rationale for Selection

As for a project schedule and timeline, 1-Year, 2-Year and 3-Year timelines were considered. While the 3-Year timeline carries the least risk by allowing for additional development and testing time, it would carry greater cost and would delay realization of full project benefits and return on investment (ROI). Two years would stretch the timeline beyond the average submitted expectations from vendors in response to the published RFI. A 1-Year effort for implementation and migration is selected, based on average RFI submissions and year-one expectations from vendors..

Additionally, the following selection criteria was considered:

- **Funding Availability** – Spending authority for funds is provided incrementally. This incremental nature means that funding may not become available when planned, if at all. Selecting the approach for implementation should consider the potential loss of funding at each increment of funding being made available.
- **Short-Term Business Value** – Recognizing business value in the early stages of a multi-year project is often a consideration for priority. In the short term, this can help justify the purpose of the project and gives early benefits to justify the investment in the project. In some circumstances, this can reduce overall costs by enabling process improvements and improving efficiency before the entire effort has been completed. In other circumstances, prioritizing short-term return can lead to band-aid solutions that don’t fully resolve the root of the organization’s challenges. When evaluating the Department’s current EDMS usage and overall pain points, it became clear that prioritizing public user experience and employee interfaces were preferred.
- **Long-Term Business Value** – Long-term benefits typically represent the major goal of the project, solving the root of the organization’s challenges. Often, long-term benefits are not obtained due to competing desires for short-term benefits. As a result, long term benefits must be prioritized in many cases at the expense of potential short-term gains. Prioritizing long-term benefits in some circumstances, can set the organization up for better long-term success.

In conclusion, a phased, complete system modernization, taking a front-end first approach, over 2-Years was selected. The phased, front-end first approach delivers business value in both the short-term and long-term and mitigates the highest risk the Department faces in terms of replacing current infrastructure by increments.

### 4. Recommended Business Solution

Following is a summary of the high-level roadmap activities:

- **Management:** The Department has a PMO in place. As part of this modernization effort, the PMO will need to be expanded to encompass all the management and resource planning needed

for this project. Additionally, this modernization effort is expected to be transformational for the Department. Moving to cloud hosting, shifting from technology to a more modern technology stack, and replacing custom modules will require a significant retooling of the workforce from a technical standpoint. To address this, a focused Organizational Change Management process utilizing PMI best practices is required.

- **Infrastructure:** A combination of custom-developed software and COTS packages will be used to provide functionality currently provided by applications. This in combination with new infrastructure software will incur additional licensing costs. Also, the move to cloud infrastructure will require procuring cloud hosting hardware.
- **Front-End:** Front-end applications include a modernized Customer Portal and mobile application. The components will be modernized early in the roadmap to enhance customer service and introduce a new channel for managing benefits.

The recommended solution sets up DEP for more flexible, efficient, and future-forward operations. Each of the components of the solution, implemented in phases outlined above, will provide solutions for both the business and technical objectives.

#### D. Functional and Technical Requirements

Priority	Requirement Area	Initiative	Description
High	Business Functionality	Real-time Web Services	The solution shall migrate existing web services.
Med	Business Functionality	Mobile Application	The solution will enable functionality to present customers with a mobile-optimized version DEP's EDMS. Self-Service Portal functionality that provides customers the ability to locate documents without any assistance from the Department.
High	Data and Information	Integrated Imaging	The solution shall automatically index documents through state-of-the-art encoding technology.
High	Data and Information	Reports Migration	The solution shall migrate legacy reports from the OCULUS system.
High	Architecture	Single Sign-On	The solution shall require users to sign on only once to access multiple systems that support ESS worker processing.
High	Architecture	SOA/Standards	The solution architecture shall be modular with open interfaces and business rules that are separate from application-related programming.
Med	Architecture	SOA/Standards	The solution shall comply with CMS 7 Standards and Conditions and leverage an open, standards-based, SOA that aligns with the MITA maturity model as published in 42 CFR Part 433.
High	Architecture	SOA/Standards	The solution shall be deployed as a web-based, graphical user interface, accessed via a web browser and/or mobile application.

**SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT**

<b>Priority</b>	<b>Requirement Area</b>	<b>Initiative</b>	<b>Description</b>
High	Architecture	SOA/Standards	The solution architecture shall provide an efficient and flexible platform to accommodate legislative and policy changes.
High	Architecture	SOA/Standards	The solution shall comply with accessibility standards and regulations under Sections 504 and 508 of the Rehabilitation Act of 1973, as well as with the Americans with Disabilities Act of 1990 (ADA).
High	Architecture	Implementation Approach	The solution shall have the capability to interact with all existent non-modernized components to continue to provide existing business services while legacy OCULUS is undergoing reengineering in a phased implementation.
High	Architecture	System Performance	The solution shall provide the capability for capacity monitoring via server volume/capacity and network volume/capacity monitoring.
Med	Architecture	System Performance	The solution shall provide the capability for application monitoring for all system functionalities.
High	Architecture	Disaster Recovery	The solution shall provide the ability to create back up customer information, case information, eligibility benefits batch files, and all system components for disaster recovery.
High	Architecture	Data Migration	The solution shall provide a mechanism to clean the data and remove duplicate records.
Med	Architecture	Interface Migration	The solution shall migrate interfaces with the OCULUS.
Med	Architecture	Interface Migration	The solution shall provide the ability to maintain external system information for interfaces (i.e., connection strings, file paths).
High	Architecture	Interface Migration	The solution shall provide the ability to transmit and receive imported and exported data through multiple secure methods compliant with NIST standards (i.e., file output, web service, single and batch transactions).
High	Architecture	Security	The solution shall meet the minimum-security requirements as defined by FIPS through the use of security controls in accordance with NIST standards.
High	Architecture	Security	The solution shall enable multi-factor authentication for secure access to data.

**Exhibit 9: Functional and Technical Requirements**

### III. Success Criteria

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Application support and stability	<ul style="list-style-type: none"> <li>• Reduced number of Break/Fix tickets submitted to remediate issues for functionality not operating ‘as expected.’</li> <li>• Longer uptime periods, enabling greater periods of availability for business continuity.</li> </ul>	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• IT Support Services</li> <li>• Delegated Entities</li> <li>• State of Florida</li> <li>• Partners</li> </ul>	TBD
2	Enhance the interactions between Divisions, Office, HQ staff, District Offices, delegated vendors and contractors (partners), and the public.	<ul style="list-style-type: none"> <li>• All staff have immediate access to data (which are not located within restricted catalogs).</li> <li>• Employee and customer satisfaction surveys.</li> <li>• Faster time to retrieve information and generate reports.</li> <li>• Improved decision-making, due to document and data availability.</li> </ul>	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• Delegated Entities</li> <li>• State of Florida</li> <li>• Partners</li> </ul>	TBD
3	Increased transparency and document information availability	<ul style="list-style-type: none"> <li>• Provide reports and interfaces which provide a positive user experience to query for information (for documents which do not contain sensitive or restricted information).</li> <li>• Reduction in time, and associated costs, involved with accessing, compiling, and completing public records requests.</li> </ul>	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of Florida</li> <li>• Partners</li> <li>• Delegated entities</li> </ul>	TBD
4	Standardized document process across different program areas.	<ul style="list-style-type: none"> <li>• More accurate document insertion and retrieval.</li> <li>• Reduced errors and time savings.</li> </ul>	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of Florida</li> <li>• Partners</li> <li>• Delegated entities</li> </ul>	TBD

SUCCESS CRITERIA TABLE				
5	Reduce or eliminate document maintenance activities for staff.	<ul style="list-style-type: none"> <li>• Reduction of time needed to store, access, and retrieve documents for various business processes.</li> <li>• Integrate with existing software applications to automate the insertion and querying of document information.</li> </ul>	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of Florida</li> <li>• Partners</li> <li>• Delegated entities</li> </ul>	TBD
6	Consolidate electronic documents into a unified solution	<ul style="list-style-type: none"> <li>• Reduced staff time involving entering, querying, and maintaining documents.</li> <li>• Faster response times to query document (data) from a single solution.</li> </ul>	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of Florida</li> <li>• Partners</li> <li>• Delegated entities</li> </ul>	TBD

Exhibit 10: Success Criteria

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

### A. Benefits Realization Table

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

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Reduced risk by implementing a robust, modernized EDMS system with a contracted maintenance agreement.	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of Florida</li> <li>• Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Aging system is unable to enhanced for security or functionality issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced downtime and enhanced security capabilities.</li> </ul>	TBD
1	Enhanced work effort support and workforce management capabilities, increasing intradepartmental and interdepartmental collaboration. Transparent application and business processes.	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of Florida</li> <li>• Partners</li> <li>• Delegated entities</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction or elimination of manual processes.</li> <li>• Enhanced user experience and functionality.</li> <li>• Increased staff</li> <li>• Efficiency.</li> <li>• Increased management oversight, staff accountability.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of documents inserted or updated. Hours saved maintaining documents to support processing, tracking and approving permits, licenses, billing, etc.</li> <li>• Employee satisfaction surveys.</li> <li>• Improved scalability, document storage and retention.</li> </ul>	TBD
2	Improved public user experience enhanced UI and functionality.	<ul style="list-style-type: none"> <li>• Florida citizens</li> <li>• DEP</li> <li>• State of</li> </ul>	<ul style="list-style-type: none"> <li>• Decreased upload time for</li> </ul>	<ul style="list-style-type: none"> <li>• Compare time (current vs. future solution) needed to query and retrieve</li> </ul>	TBD



BENEFITS REALIZATION TABLE					
		Florida • Delegated entities • Partners		stored documentation.	
3	Increased scalability and uptime.	• Florida citizens • DEP • State of Florida • District offices • Partners	• Overall project tracking. • Increased SLA uptime. • Tickets can be reviewed and compared.	• Number of tickets to modify, add space, or system down in the year prior to and after implementation.	TBD
4	Decrease processing time and duplicate data entry.	• Florida citizens • DEP • State of Florida • Partners	• With increased processed permits and licensing applications decreased follow up manual document processing and meta-data entry duplication issues.	• Number of document deficiencies, duplication, and inconsistencies in application submission and standard business processes.	TBD
5	Increased efficiency for DEP staff with less time to process, search and download.	• Florida citizens • DEP • State of Florida • Partners	• Reduction in errors and time to submit and process applications. • Reduction of time/costs of implementing changes in multiple non-enterprise systems.	• Number of errors on uploads required/reported and increased document accessibility and transparency.	TBD
6	No significant increase in OTIS support staff or application and processing staff.	• DEP • State of Florida • Partners	• With increased efficiency, scalability, and the contracted maintenance the need for additional processing staff	• No FTE cost increase.	TBD

BENEFITS REALIZATION TABLE					
			and OTIS support staff will be minimal.		

Exhibit 11: Benefits Realization Table

### B. Cost Benefit Analysis (CBA)

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

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

Exhibit 12: Cost Benefit Analysis

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

CBAForm 1 - Net Tangible Benefits

Agency <u>DEP</u>	Project <u>Document Management System</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 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2029-30		
	(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
<b>A. Personnel Costs -- Agency-Managed Staff</b>	\$238,491	\$0	\$238,491	\$238,491	\$0	\$238,491	\$0	\$238,491	\$238,491	\$0	\$238,491	\$238,491	\$0	\$238,491	\$238,491
<b>A.b. Total Staff</b>	2.00	0.00	2.00	2.00	0.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00	0.00	2.00	2.00
A-1.a. State FTEs (Salaries & Benefits)	\$71,294	\$0	\$71,294	\$71,294	\$0	\$71,294	\$0	\$71,294	\$71,294	\$0	\$71,294	\$71,294	\$0	\$71,294	\$71,294
A-1.b. State FTEs (#)	1.00	0.00	1.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00
A-2.a. OPS Staff (Salaries)	\$167,197	\$0	\$167,197	\$167,197	\$0	\$167,197	\$0	\$167,197	\$167,197	\$0	\$167,197	\$167,197	\$0	\$167,197	\$167,197
A-2.b. OPS (#)	1.00	0.00	1.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00
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>B. Application Maintenance Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-4. Other <i>(Implementation Cost)</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>C. Data Center Provider Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>D. Plant &amp; Facility Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>E. Other Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total of Recurring Operational Costs</b>	\$238,491	\$0	\$238,491	\$238,491	\$0	\$238,491	\$0	\$238,491	\$238,491	\$0	\$238,491	\$238,491	\$0	\$238,491	\$238,491
<b>F. Additional Tangible Benefits:</b>		\$0			\$0			\$0		\$0		\$0		\$0	
F-1. <i>Specify</i>	\$0			\$0			\$0		\$0			\$0		\$0	
F-2. <i>Specify</i>	\$0			\$0			\$0		\$0			\$0		\$0	
F-3. <i>Specify</i>	\$0			\$0			\$0		\$0			\$0		\$0	
<b>Total Net Tangible Benefits:</b>		\$0			\$0		(\$238,491)		(\$238,491)		(\$238,491)		(\$238,491)		(\$238,491)

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input type="checkbox"/>	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	50%
Placeholder <input type="checkbox"/>	Confidence Level	

Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	CBAForm 2A Baseline Project Budget										TOTAL				
				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
			\$ -	\$ 2,853,114		\$ 899,228		\$ 899,228		\$ 899,228		\$ 899,228		\$ 899,228		\$ 899,228		\$ 6,450,028
Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00 \$ - \$		0.00 \$ - \$		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 \$ - \$		0.00 \$ - \$		0.00 \$ - \$		\$ -
Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	6.00 \$ - \$ 1,188,000		6.00 \$ - \$		6.00 \$ - \$		6.00 \$ - \$		6.00 \$ - \$		6.00 \$ - \$		6.00 \$ - \$		\$ 1,188,000
Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	1.00 \$ - \$ 207,636		1.00 \$ - \$		1.00 \$ - \$		1.00 \$ - \$		1.00 \$ - \$		1.00 \$ - \$		1.00 \$ - \$		\$ 207,636
Project oversight to include Independent Verification & Validation (I&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00 \$ - \$		0.00 \$ - \$		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	\$ -	0.00 \$ - \$		0.00 \$ - \$		0.00 \$ - \$		0.00 \$ - \$		0.00 \$ - \$		0.00 \$ - \$		0.00 \$ - \$		\$ -
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	\$ -	\$ - \$ 899,228		\$ - \$ 899,228		\$ - \$ 899,228		\$ - \$ 899,228		\$ - \$ 899,228		\$ - \$ 899,228		\$ - \$ 899,228		\$ 4,498,140
Professional services with fixed-price costs (i.e. software development, installation, project documentation).	Project Deliverables	Contracted Services	\$ -	\$ - \$ 558,250		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ 558,250
All first-time training costs associated with the project.	Training	Contracted Services	\$ -	\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ -
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	\$ -	\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ -
Other contracted services not included in other categories.	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 detail).	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	\$ -	\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ - \$		\$ -
<b>Total</b>			\$ -	7.00 \$ - \$ 2,853,114		6.00 \$ - \$ 899,228		6.00 \$ - \$ 899,228		6.00 \$ - \$ 899,228		6.00 \$ - \$ 899,228		6.00 \$ - \$ 899,228		6.00 \$ - \$ 899,228		\$ 6,450,028

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

CBAForm 2 - Project Cost Analysis

Agency DEP Project Electronic Document Mangement System (EDMS)

PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
TOTAL PROJECT COSTS (*)	\$2,853,114	\$899,228	\$899,228	\$899,228	\$899,228	\$6,450,026
CUMULATIVE PROJECT COSTS <i>(includes Current &amp; Previous Years' Project-Related)</i>	\$2,853,114	\$3,752,342	\$4,651,570	\$5,550,798	\$6,450,026	

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

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$2,853,114	\$899,228	\$899,228	\$899,228	\$899,228	\$6,450,026
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL INVESTMENT</b>	\$2,853,114	\$899,228	\$899,228	\$899,228	\$899,228	\$6,450,026
<b>CUMULATIVE INVESTMENT</b>	\$2,853,114	\$3,752,342	\$4,651,570	\$5,550,798	\$6,450,026	

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Characterization of Project Cost Estimate - CBAForm 2C		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input type="checkbox"/>	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	50%
Placeholder <input type="checkbox"/>	Confidence Level	

CBAForm 3 - Project Investment Summary

Agency DEP Project Electronic Document Mangement System (EDMS)

	COST BENEFIT ANALYSIS -- CBAForm 3A					TOTAL FOR ALL YEARS
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
Project Cost	\$2,853,114	\$899,228	\$899,228	\$899,228	\$899,228	\$6,450,026
Net Tangible Benefits	\$0	\$0	(\$238,491)	(\$238,491)	(\$238,491)	(\$715,474)
Return on Investment	(\$2,853,114)	(\$899,228)	(\$1,137,719)	(\$1,137,719)	(\$1,137,719)	(\$7,165,500)
Year to Year Change in Program Staffing	0	0	2	2	2	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B	
Payback Period (years)	NO PAYBACK Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK Fiscal Year during which the projects investment costs are recovered.
Net Present Value (NPV)	(\$6,604,027) NPV is the present-day value of the projects benefits less costs over the projects lifecycle.
Internal Rate of Return (IRR)	NO IRR IRR is the projects rate of return.

Fiscal Year	Investment Interest Earning Yield -- CBAForm 3C				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%

### V. Schedule IV-B Major Project Risk Assessment

<b>Project</b>	<i>Electronic Document Management System (EDMS) Replacement</i>	
<b>Agency</b>	<i>DEP</i>	
<b>FY 2025-26 LBR Issue Code:</b>	<b>FY 2025-26 LBR Issue Title:</b>	
<i>36203c0</i>	<i>Electronic Document Management System (EDMS) Replacement</i>	
<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address):</b>		
<i>John Carpenter, 850-245-8297, John.Carpenter@FloridaDEP.gov</i>		
<b>Executive Sponsor</b>	<i>Darinda McLaughlin, Deputy Chief of Staff of Operations</i>	
<b>Project Manager</b>	<i>TBD</i>	
<b>Prepared By</b>	<i>John Carpenter</i>	<i>10/9/2024</i>
<b>Risk Assessment Summary</b>		
<b>Business Strategy</b>		
	Least Risk	Most Risk
<b>Project Risk Area Breakdown</b>		
<b>Risk Assessment Areas</b>		<i>Risk Exposure</i>
Strategic Assessment		<b>MEDIUM</b>
Technology Exposure Assessment		LOW
Organizational Change Management Assessment		LOW
Communication Assessment		<b>HIGH</b>
Fiscal Assessment		<b>HIGH</b>
Project Organization Assessment		MEDIUM
Project Management Assessment		MEDIUM
Project Complexity Assessment		MEDIUM
<i>Overall Project Risk</i>		<b>HIGH</b>

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

Agency: DEP		Project: Electronic Document Management System (EDMS) Replacement	
Section 1 – Strategic Area			
#	Criteria	Values	Answer
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
		41% to 80% – Some objectives aligned	
		81% to 100% – All or nearly all objectives aligned	
1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Informal agreement by stakeholders
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Most regularly attend executive steering committee meetings
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
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
		Vision is partially documented	
		Vision is completely documented	
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
		41% to 80% – Some defined and documented	
		81% to 100% – All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	Changes are identified and documented
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Moderate external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

**SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT**

**Agency:** DEP **Project:** Electronic Document Management System (EDMS) Replacement

Section 2 – Technology Area			
#	Criteria	Values	Answer
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	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	Internal resources have sufficient knowledge for implementation and operations
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
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
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
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
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
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
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

Agency: DEP		Project: Electronic Document Management System (EDMS) Replacement	
Section 3 – Organizational Change Management Area			
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	No
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
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
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with greater change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	



**SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT**

Agency: DEP		Project: Electronic Document Management System (EDMS) Replacement	
Section 4 -- Communication Area			
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	No
		No	
4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Negligible or no feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	No
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	No
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Plan does not include key messages
		Some key messages have been developed	
		All or nearly all messages are documented	
4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Plan does not include desired messages outcomes and success measures
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and	Yes	No
		No	

**SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT**

Agency: DEP		Project: Electronic Document Management System (EDMS) Replacement	
Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes No	No
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 81% to 100% -- All or nearly all defined and documented	81% to 100% -- All or nearly all defined and documented
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown Greater than \$10 M Between \$2 M and \$10 M Between \$500K and \$1,999,999 Less than \$500 K	Between \$2 M and \$10 M
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes No	Yes
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% Placeholder – actual cost may exceed estimate by more than 100%	Order of magnitude – estimate could vary between 10-100%
5.06	Are funds available within existing agency resources to complete this project?	Yes No	No
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency Funding from local government agencies Funding from other state agencies	Funding from single agency
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 but not received Requested and received Not applicable	Neither requested nor received
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated Some project benefits have been identified but not validated Most project benefits have been identified but not validated All or nearly all project benefits have been identified and validated	All or nearly all project benefits have been identified and validated
5.10	What is the benefit payback period that is defined and documented?	Within 1 year Within 3 years Within 5 years More than 5 years No payback	No payback

**SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT**

Agency: DEP		Project: Electronic Document Management System (EDMS) Replacement	
Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
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
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Purchase all hardware and software at start of project to take advantage of one-time discounts
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	No contract manager assigned
		Contract manager is the procurement manager	
		Contract manager is the project manager	
		Contract manager assigned is not the procurement manager or the project manager	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	Yes
		No	
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
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation not planned/used for procurement
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

Agency: DEP		Project: Electronic Document Management System (EDMS) Replacement	
Section 6 – Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	No
		No	
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
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	Agency
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
		2	
		1	
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	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
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
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
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
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
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	Mostly staffed from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
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
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	

**SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT**

Agency: DEP

Project: Electronic Document Management System (EDMS) Replacement

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
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
		Some	
		All or nearly all	
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
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	41 to 80% -- Some have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
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
		41 to 80% -- Some are traceable	
		81% to 100% -- All or nearly all requirements and specifications are traceable	
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
		Some deliverables and acceptance criteria have been defined and documented	
		All or nearly all deliverables and acceptance criteria have been defined and documented	
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
		Only project manager signs-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
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
		41 to 80% -- Some have been defined to the work package level	
		81% to 100% -- All or nearly all have been defined to the work package level	

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

Agency: DEP

Project: Electronic Document Management System (EDMS) Replacement

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
		No	
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
		No	
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
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
		No	
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
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

SCHEDULE IV-B FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REPLACEMENT

Agency: DEP Project: Electronic Document Management System (EDMS) Replacement

Section 8 – Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	5 to 8
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	None
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Business process change in single division or bureau
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
		No	
8.09	What type of project is this?	Infrastructure upgrade	Implementation requiring software development or purchasing commercial off the shelf (COTS) software
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	

## VI. Schedule IV-B Technology Planning

### A. Current Information Technology Environment

#### a. Description of Current System

OCULUS is a Web-based electronic document management system. It stores and indexes documents based on Catalogs (large, organizational containers), Profiles (smaller containers) and properties (index fields that describe the content of the document). OCULUS is available to users inside the DEP network and to the public. It is effective for handling many public information requests and facilitates sharing files inside and outside of DEP. OCULUS was written in Java and runs on the DEP Oracle servers.

With a maximum of 400 concurrent named users (i.e., users logged into the system simultaneously), a pool of approximately 2,000 potential users interact directly with OCULUS (either via direct insert or scanning). An additional 4,600 public users can concurrently access OCULUS with search and view-only functionality through a single public login.

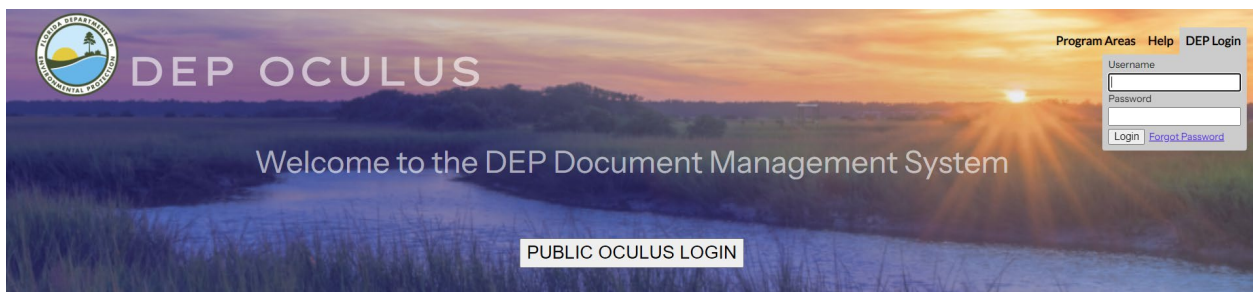


Exhibit 13: OCULUS login page showing the named user login (upper right) and the public login (lower center)

OCULUS consists of several parts running on multiple servers and is a premise-based solution at the State Data Center. The current space used in the system is approximately 32 TB with an average annual increase in storage of 1 TB. The OCULUS architecture includes three (3) servers: two (2) production servers (one for OCULUS proper, and one for several applications which interface with OCULUS) and one development server.

OCULUS accepts and catalogs electronic documents from applications, individually scanned documents, and bulk scanning through Kofax servers which additionally provide Optical Character Recognition (OCR) capabilities.

The development environment server setup is similar to production but is only available to users inside of the DEP network, has no Kofax component, and stores files directly on the server instead of an attached storage repository. Files on the development server are periodically removed and all records are updated to refer to current sample documents.

OCULUS is integrated with several of the Department's critical administrative and regulatory (e.g., permitting and legal case tracking) systems through various custom Application Programming Interfaces (APIs). Document lookup is provided through multiple web applications, where parameters are passed via URL to find specific documents by index attributes. Approximately 14.5 million documents currently exist in this system.

The server setup for the current Electronic Document Management System is shown below in Exhibit 14.



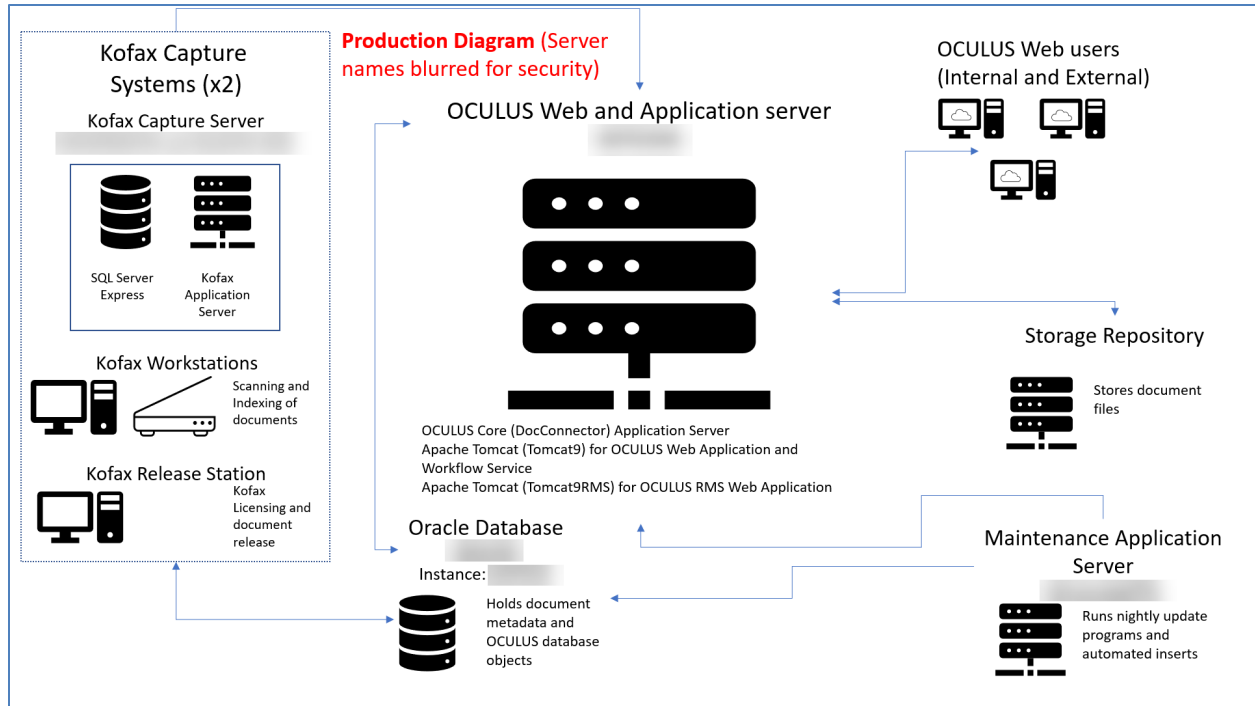


Exhibit 14: Production Diagram

### b. Current System Resource Requirements

The OCULUS application, document storage, Oracle databases and reports are hosted using multiple on-prem servers. While DEP supports OCULUS with a full-time equivalent (FTE) staff and an Other Personnel Services (OPS) staff for development, configuration and administration activities, the vendor ROH, has ceased operation and currently provides no maintenance or technical support for OCULUS. All program areas as well as the public rely on OCULUS to store, search and connect documentation to multiple systems and processes. With minimal staffing and niche skillsets not readily available in the general marketplace makes maintenance and enhancements very difficult.

### c. Current System Performance

The current system performs up to DEP’s specifications. Any new solution must meet or exceed the current system performance.

#### 1. Information Technology Standards

The project will comply with the DEP’s Information Technology and Project Management (PM) standards, published in the agency’s IT Standards Library: <https://floridadep.gov/otis/portfolio-management-services/content/it-standards>. DEP’s PM standard, in turn, incorporates by reference all requirements of the Florida Digital Service (FLDS) Project Management and Oversight Rule (Chapter 60GG-1, Florida Administrative Code). Additionally, the selected solution will comply with all DEP and FLDS security standards.

## B. Current Hardware and/or Software Inventory

Source System Name	Description	Technology / Hosted
OCULUS	DEP's enterprise document storage system used to store and retrieve different types of documents.	Java / .NET / Oracle Database
DEPStaging	The DEP Staging API and Staging Manager application are used as an enterprise gateway to OCULUS. Client applications (e.g., DepSec or DepEssa) can stage files and then publish them to OCULUS.	Internal Application

## C. Proposed Technical Solution

### 1. Technical Solution Alternatives

There is only one true delivery option for SaaS. This option is a fully hosted solution by the provider. However, DEP could theoretically identify a software package to install on DEP managed cloud infrastructure (such as Azure) and host the software itself. Issues surrounding this approach include:

- Confusion and blame shifting between DEP and the software vendor when system issues occur,
- Use of valuable internal resources to keep the software adequately patched and monitored and
- There were no viable solutions presented during the RFI that supported this model.

### 2. Rationale for Selection

The commercially available SaaS solution best represents the balance of factors associated with programmatic support, cost, security, ease of maintenance, extendibility, and projected useful life. This solution enjoys an economy of scale that does not exist for a solution custom-developed for DEP only. The vendors for a SaaS solution have extensive experience in software specifically designed for document content services. Required security measures can also be met with technology such as Multi-Factor Authentication (MFA). They can implement the software in much less time and at a lower cost than full custom development while still meeting all the requirements. The result is lower short and long-term cost to the state.

Additionally, the Department is seeking to modernize the technology while greatly increasing the functionality and security of its document management system. The Department relies heavily on its EDMS to catalog vital records and to provide them to the public via a self-service interface. The Department seeks solutions with user interfaces that improve the experience and usability for staff and the public, offer additional cataloging capabilities such as full-text searching, and allow for broad configuration so the system can adapt to the Department's needs over time.

Other benefits of an improved system include enhanced security (e.g., through Azure Active Directory integration and utilizing Multi-Factor Authentication (MFA)), improved analytics regarding use, additional public reports, enhanced search and download capabilities, improved APIs for application interfacing, and many newer user-friendly features (e.g., Single Sign-On, bulk downloading and scanning of documents, public/open data APIs and document previews).

### 3. Recommended Technical Solution

Per Section 282.206(2), Florida Statutes, in its procurement process, the Department shall show a preference for cloud-computing solutions that either minimize or do not require the use of state data center infrastructure when cloud-computing solutions meet the needs of the agency, reduce costs, and meet or exceed the applicable state and federal laws, regulations, and standards for cybersecurity. By moving applications and services to the cloud, Florida's information technology (IT) infrastructure is enabled to become more scalable by leveraging dynamic capacity, more flexible by choosing from multiple tiers of service, more agile by having the ability to stand up and bring down services without capital investment and will have built-in redundancy and disaster recovery capabilities.

The selected solution will be a cloud-based SaaS, fully customized system that will be deployed and hosted by the selected vendor on its cloud infrastructure platform like Azure. It will best match the requirements and business processes outlined in this document. The selected solution will also have back-end integration with existing and new DEP systems such as PLUMS, TopLink environment, DEP Staging, ESSA, FIRST/SWIFT, and Qlik.

## D. Proposed Solution Description

### 1. Summary Description of Proposed System

The new Electronic Document Management System (EDMS) SaaS solution will introduce advanced features designed to enhance efficiency and reduce risk. Key improvements include an upgraded interface, enhanced security, improved scalability, and reduced operational and maintenance burden. Additionally, the selected solution will also allow integration with existing DEP systems such as PLUMS, DEP Staging, FIRST/SWIFT, as well as tools such as Qlik.

Aligned with DEP's strategic objectives, the deployment of this EDMS will empower DEP staff statewide, making the document management system more responsive to evolving operational and environmental demands.

- This EDMS solution is anticipated to modernize and optimize key document processes, which will: Improve usability, scalability, security and significantly reduce risk.
- Reduce time to complete application processes through improved user interface and document content searching.
- Reduce or eliminate manual input of document meta data for Division, Office, and District staff resulting in greater efficiency and reduced risk of errors.
- Enhance overall Division, Office, and District staff efficiency and effectiveness with improved technology and tools.
- Enhance document searching and linking functionality, allowing Divisions, Offices and District staff to be more efficient.
- Increase data integrity, standardization and accuracy toward improved operational efficiency.
- Facilitate better collaboration and communication between Divisions, Offices, District offices and delegated local programs.
- Reduce needed storage by reducing duplication of documents in disparate systems.
- Improve analytical and reporting capabilities, providing Agency staff and DEP leadership the tools to track searches, downloads, and document counts.
- Create efficiencies with mobile technology and interface.
- Reduce technology failure risk by moving to a modern platform.
- Reduce support risk by replacing current technologies that are no longer being supported.

- Improve accessibility with external stakeholders and customers.
- Improve security capabilities for enhanced compliance.

## 2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

Due to urgency from the loss of vendor support and the age of the current system, a gap analysis and impact assessment for the modernization program will be conducted as part of the initial phase of implementation. The project will result in reducing institutional risks faced by the Department and an overall cost for implementing the solution over a two-year period has been determined. By implementing this project, DEP enhances security, improves staff efficiency and empowers them to make informed decisions.

## E. Capacity Planning

The proposed solution will be hosted in the cloud by the vendor. This removes this area of concern from DEP and transfers this risk to the potential vendor. Looking at the current volume of documents added and searched annually, a cloud-based solution would handle the additional capacity with ease.

This solution will also enhance security to be in compliance with 60GG-2.003: Protect, which is not available in the current technology.

Additionally, the resulting contract with the vendor will adhere to Florida Department of Management Services Rule 60GG-4: Cloud Computing to ensure proper provisions are in place to accommodate growth and performance concerns.

## VII. Schedule IV-B Project Management Planning

A full project management plan will be submitted by the vendor as part of the Request for Quote (RFQ) process and will be updated upon project initiation. Appendix F reflects DEP's standard Project Management Plan and framework updated with specific for this initiative. It complies with the Florida Department of Management Services Rule 60GG-1.

At this time, we estimate the timeline for implementation would be twenty-four (24) months and would span the July 2025 – June 2027 timeframe.

The following tasks would need to be completed as part of the implementation of a new EDMS:

1. Select a cloud-based platform that best suits DEP's document management requirements
2. Establish the platform in the proper cloud environment
3. Establish document catalogs and configure system to DEP's needs
4. Branch DEP application code and remediate DEP application interfaces
5. Migrate application data from on-premises to the cloud
6. Migrate/transform existing operational scripts
7. Test data, permissions access, and performance in the cloud
8. Perform user acceptance testing and cloud/on-premises comparisons
9. Remediate platform configuration
10. Synchronize on-premises to cloud data
11. Update DNS records to point users to the cloud-based application
12. Run systems in parallel to further validate solution
13. Terminate on-premises solution

A Senior-Level Project Manager would be needed to manage this project and would use industry standard tools, such as Microsoft Project, to thoroughly plan and track progress.

The vendor will provide ongoing hosting, operational support, and maintenance services according to a Service Level Agreement (SLA).

## VIII. Appendices

### A. Glossary

Acronym/Abbreviation	Definition
DepSec	DEP’s enterprise application security solution
DEPStaging	The DEP Staging API and Staging Manager application
ELFF	Electronic Forms and Flows
ESSA	DEP’s Enterprise Self-Service Authorization system
MFA	Multi-factor Authentication
Nexus	Public Search interface for document retrieval from OCULUS
OCULUS	DEP’s enterprise document management system
OTIS	Office of Technology and Information Systems
RFQ	Request for Quote

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Land Administration and Management - 37100400

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<b>SECTION I</b>	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(A) 14,009,850	10,602,850	7,026,100
Principal	(B) 68,140,000	71,535,000	58,185,000
Repayment of Loans	(C) 0	0	0
Fiscal Agent or Other Fees	(D) 28,598	21,784	14,630
Other Debt Service	(E) (2,426,148)	0	0
<b>Total Debt Service</b>	<b>(F) 79,752,300</b>	<b>82,159,634</b>	<b>65,225,730</b>

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II**

**ISSUE:** Florida Forever Revenue Bonds - Series 2014A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2025	June 30, 2026
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
5.000%	July 1, 2026	215,515,000	9,725,000	0
		(G) 2,964,250	1,755,750	486,250
		(H) 24,170,000	25,390,000	9,725,000
		(I) 5,720	3,512	973
		(J) (485,230)	0	0
<b>Total Debt Service</b>		<b>(K) 26,654,740</b>	<b>27,149,262</b>	<b>10,212,223</b>

**ISSUE:** Florida Forever Revenue Bonds - Series 2015A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2025	June 30, 2026
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
5.000%	July 1, 2026	78,725,000	9,710,000	0
		(G) 1,388,250	947,750	485,500
		(H) 8,810,000	9,245,000	9,710,000
		(I) 5,720	1,896	971
		(J) (485,230)	0	0
<b>Total Debt Service</b>		<b>(K) 9,718,740</b>	<b>10,194,646</b>	<b>10,196,471</b>

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Land Administration and Management - 37100400

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<b>SECTION I</b>	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
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"/>
<b>Total Debt Service (F)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II**

**ISSUE:** Florida Forever Revenue Bonds - Series 2016A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2025	June 30, 2026
2.000-5.000%	July 1, 2028	159,765,000	45,785,000	28,145,000
(6)	(7)	(8)	(9)	
	ACTUAL	ESTIMATED	REQUEST	
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026	
Interest on Debt (G)	3,639,600	2,839,850	2,000,350	
Principal (H)	15,995,000	16,790,000	17,640,000	
Fiscal Agent or Other Fees (I)	5,720	6,258	4,579	
Other (J)	(485,230)	0	0	
<b>Total Debt Service (K)</b>	<b>19,155,090</b>	<b>19,636,108</b>	<b>19,644,929</b>	

**ISSUE:** Florida Forever Revenue Bonds - Series 2017A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2025	June 30, 2026
5.000%	July 1, 2028	75,125,000	26,495,000	18,090,000
(6)	(7)	(8)	(9)	
	ACTUAL	ESTIMATED	REQUEST	
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026	
Interest on Debt (G)	2,105,750	1,724,750	1,324,750	
Principal (H)	7,620,000	8,000,000	8,405,000	
Fiscal Agent or Other Fees (I)	5,720	3,450	2,650	
Other (J)	(485,230)	0	0	
<b>Total Debt Service (K)</b>	<b>9,246,240</b>	<b>9,728,200</b>	<b>9,732,400</b>	

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Land Administration and Management - 37100400

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<b>SECTION I</b>	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II**

**ISSUE:** Florida Forever Revenue Bonds - Series 2018A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2025	June 30, 2026
5.000%	July 1, 2029	119,305,000	54,585,000	41,880,000
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(G)	3,912,000	3,334,750	2,729,250
Principal	(H)	11,545,000	12,110,000	12,705,000
Fiscal Agent or Other Fees	(I)	5,720	6,670	5,459
Other	(J)	(485,230)	0	0
Total Debt Service	(K)	14,977,490	15,451,420	15,439,709

**ISSUE:** \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2025	June 30, 2026
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(G)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal	(H)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees	(I)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	(J)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(K)	0	0	0



**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Water Policy & Ecosystem Restoration - 37200100

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<b>SECTION I</b>	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(A) 4,864,313	3,982,563	3,056,563
Principal	(B) 17,635,000	18,520,000	12,870,000
Repayment of Loans	(C) 0	0	0
Fiscal Agent or Other Fees	(D) 10,530	8,767	6,915
Other Debt Service	(E) (648,743)	0	0
<b>Total Debt Service</b>	<b>(F) 21,861,100</b>	<b>22,511,330</b>	<b>15,933,478</b>

**Explanation:** The 2002 Legislature authorized the issuance of Everglades Restoration bonds to finance or refinance the cost of acquisition and improvement of land, water areas, and related property interests and resources for the purpose of implementing the Comprehensive Everglades Restoration Plan. Bonds will be paid by documentary stamp tax revenue and shall be deposited into the Land Acquisition Trust Fund.

**SECTION II**  
**ISSUE:**

Save Our Everglades Restoration Bonds 2015A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2024	June 30, 2025
3.00% - 5.00%	July 1, 2035	46,740,000	28,610,000	26,210,000
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(G)	1,253,063	1,144,063	1,029,813
Principal	(H)	2,180,000	2,285,000	2,400,000
Fiscal Agent or Other Fees	(I)	2,106	3,090	2,861
Other	(J)	(129,749)	0	0
<b>Total Debt Service</b>	<b>(K)</b>	<b>3,305,420</b>	<b>3,432,153</b>	<b>3,432,674</b>

**ISSUE:** Save Our Everglades Restoration Bonds 2017A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2024	June 30, 2025
5.00%	July 1, 2025	42,465,000	0	0
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(G)	610,750	312,750	
Principal	(H)	5,960,000	6,255,000	
Fiscal Agent or Other Fees	(I)	2,106	626	
Other	(J)	(129,749)	0	
<b>Total Debt Service</b>	<b>(K)</b>	<b>6,443,108</b>	<b>6,568,376</b>	<b>0</b>

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Water Policy & Ecosystem Restoration - 37200100

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<b>SECTION I</b>	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II**

**ISSUE:** Save Our Everglades Restoration Bonds 2019A (Series 2010B Refunded)

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2024	June 30, 2025
5.00%	July 1, 2029	19,570,000	8,990,000	6,905,000
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(G)	643,250	548,750	449,500
Principal	(H)	1,890,000	1,985,000	2,085,000
Fiscal Agent or Other Fees	(I)	2,106	1,098	899
Other	(J)	(129,749)	0	0
Total Debt Service	(K)	2,405,608	2,534,848	2,535,399

**ISSUE:** Save Our Everglades Restoration Bonds 2019B (Series 2007A- 2007B Refund

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2024	June 30, 2025
5.00%	July 1, 2027	42,220,000	12,370,000	6,340,000
		ACTUAL	ESTIMATED	REQUEST
		FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Interest on Debt	(G)	1,179,500	906,000	618,500
Principal	(H)	5,470,000	5,750,000	6,030,000
Fiscal Agent or Other Fees	(I)	2,106	1,812	1,237
Other	(J)	(129,749)	0	0
Total Debt Service	(K)	6,521,858	6,657,812	6,649,737

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Water Policy & Ecosystem Restoration - 37200100

(1)	(2)	(3)	(4)
<b>SECTION I</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2023 - 2024</b>	<b>FY 2024 - 2025</b>	<b>FY 2025 - 2026</b>
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:	<hr/> <hr/> <hr/> <hr/>		

**SECTION II**

**ISSUE:** Save Our Everglades Restoration Bonds 2022A (Series 2013A Refunded)

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2024</b>	<b>June 30, 2025</b>
5.00%	July 1, 2032	25,605,000	19,175,000	16,820,000
(6)		(7)	(8)	(9)
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		<b>FY 2023 - 2024</b>	<b>FY 2024 - 2025</b>	<b>FY 2025 - 2026</b>
Interest on Debt (G)		1,177,750	1,071,000	958,750
Principal (H)		2,135,000	2,245,000	2,355,000
Fiscal Agent or Other Fees (I)		2,106	2,142	1,918
Other (J)		(129,749)	0	0
Total Debt Service (K)		<b>3,185,108</b>	<b>3,318,142</b>	<b>3,315,668</b>

**ISSUE:** Save Our Everglades Restoration Bonds 2022A (Series 2013A Refunded)

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2024</b>	<b>June 30, 2025</b>
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		<b>FY 2023 - 2024</b>	<b>FY 2024 - 2025</b>	<b>FY 2025 - 2026</b>
Interest on Debt (G)		<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (H)		<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (I)		<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (J)		<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (K)		<b>0</b>	<b>0</b>	<b>0</b>

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 37 Environmental Protection **Budget Period 2025 - 2026**  
**Budget Entity:** Waste Management - 37450300

(1)	(2)	(3)	(4)
<b>SECTION I</b>	ACTUAL FY 2023 - 2024	ESTIMATED FY 2024 - 2025	REQUEST FY 2025 - 2026
Interest on Debt	(A) 289,750		
Principal	(B) 5,795,000		
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) 579		
Other Debt Service	(E) (192,629)		
<b>Total Debt Service</b>	<b>(F) 5,892,700</b>	<b>0</b>	<b>0</b>

Explanation: The 2010 Legislature authorized the issuance of Inland Protection bonds to pay debt service or any administrative expenses of the Inland Protection Financing Corporation for the purpose of the rehabilitation of petroleum contamination sites pursuant to sections 376.30 through 376.317, Florida Statutes.

**SECTION II**

**ISSUE:** Inland Protection Financing Corporation Revenue Refunding Bonds, Series

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2024	June 30, 2024
5.00%	July 1, 2024	24,820,000	0	0
(6)	(7)	(8)	(9)	
	ACTUAL FY 2023 - 2024	ESTIMATED FY 2024 - 2025	REQUEST FY 2025 - 2026	
Interest on Debt	(G) 289,750			
Principal	(H) 5,795,000			
Fiscal Agent or Other Fees	(I) 579			
Other	(J) (192,629)			
<b>Total Debt Service</b>	<b>(K) 5,892,700</b>	<b>0</b>	<b>0</b>	

**ISSUE:**

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2023	June 30, 2024
	ACTUAL FY 2022 - 2023	ESTIMATED FY 2023 - 2024	REQUEST FY 2024 - 2025	
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
<b>Total Debt Service</b>	<b>(K) 0</b>	<b>0</b>	<b>0</b>	

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2025-2026**

**Department:** Environmental Protection

**Chief Internal Auditor:** Candie M. Fuller

**Budget Entity:** 37010104001

**Phone Number:** 850-245-3151

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
A-2122DEP-007	7/25/2022	Division of Recreation and Parks	<p><b>FINDING #1</b> Within our audit sample for the period of August 1-14, 2021, Dr. Von D. Mizell-Eula Johnson State Park (Park) staff recorded overages and shortages on 25 of the 72 Daily Worksheets. Of the 25 Daily Worksheets, 15 presented overages or shortages that exceeded 1% of the total or \$10.00. Park staff did not complete the Overage Shortage Report or record any related comments on all 25 Daily Worksheets due to oversight. Based on discussions with Park staff, all Daily Worksheets are submitted to the supervisor for review.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Recreation and Parks (Division) work with the Park in documenting the reason for overages or shortages as required in Chapter 1.8 of the Operations Manual.</p>	(1) The Division concurred with the recommendation. Park management has ensured the Shift Operator has completed the Overage Shortage Report of the Daily Worksheet for all overages and shortages that occurred during the employee's shift that are greater than 1% of the shift total or \$10.00, as stated in Chapter 1.8 in the Operations Manual, along with form DRP-082.	
A-2122DEP-007	7/25/2022	Division of Recreation and Parks	<p><b>FINDING #2</b> The Department's P-Card Policy requires that P-Card purchases of \$2,500 and greater must include documentation of at least two quotes, reference to a State Term Contract number, or a Single Source Justification Approval Form (DEP 55-199). Out of the sample of 12 P-Card purchases reviewed in the P-Card Works system, two purchases which exceeded \$2,500 did not include any of the required supporting documentation.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure staff are properly trained to maintain required purchasing documentation and procurement practices for purchases \$2,500 or greater to ensure they are in accordance with the Department's P-Card Policy.</p>	(2) The Division concurred with the recommendation. Park staff have been retrained to maintain required purchasing documentation and procurement practices for purchases \$2,500 or greater to ensure they are in accordance with the Department's P-Card Policy.	
A-2122DEP-007	7/25/2022	Division of Recreation and Parks	<p><b>FINDING #3</b> With respect to identification marking of Department property items, Rule 69I-72.004, Florida Administrative Code (F.A.C.), states, <i>each property item shall be permanently marked with the identification number assigned to that item to establish its identity and ownership by the custodian holding title to the item. The marking shall visually display the property identification number of the item and may include an electronic scanning code (barcode) to facilitate electronic inventory procedures. Items with the same class code shall be marked in a similar manner to facilitate identification.</i> Department Policy, ADM 320, requires numbered tags for all furniture and equipment to include a barcode which shall be used to conduct automated physical property inventories at least once each fiscal year. From our review of 18 sampled Park property items, three were not marked with the assigned property tag to indicate identification and ownership of the item. ADM 320 states that all assets with a barcode must be physically scanned during inventory <i>unless item is missing a tag, tag is illegible, or tag has not been received for newly acquired property.</i> For items with missing or damaged tags, replacement property tag forms must be attached to the Inventory Certification form that is submitted to the Bureau of Finance and Accounting Property Unit for review. For the three sampled property items, Park staff did not attach the property tags onto the assigned equipment based on the fact that the property tags were initially printed on paper. Park staff have not requested replacement tags to obtain metal property tags and have kept the paper property tags on file.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure property identification numbers are affixed to state property in accordance with ADM 320 and Rule 69I-72.004, F.A.C.</p>	(3) The Division concurred with the recommendation. Park staff have ensured property identification numbers are affixed to state property in accordance with ADM 320 and Rule 69I-72.004, F.A.C.	
A-2122DEP-007	7/25/2022	Division of Recreation and Parks	<p><b>FINDING #4</b> Chapter 1.6 of the Operations Manual requires all Volunteer records be maintained in the Volunteer's Volunteer Management System (V Sys) profile to include, but not limited to, the following: Volunteer Agreements, hours served, training, and background searches. Regular service Volunteers must annually sign the Division's Volunteer Agreement. Group Volunteers must complete a Group Volunteer Agreement to include the names of participants serving as Volunteers in the group project. Regular service Volunteers are also required to complete the Annual DEP Combo Training and background searches must be conducted prior to start of Volunteer service at a park. During our audit, we noted that several Volunteer records were not maintained accurately or consistently in V Sys as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure the process of administering Volunteers and maintaining Volunteer records are in compliance with the requirements of the Operations Manual.</p>	(4) The Division concurred with the recommendation. Park management and staff have been retrained in V Sys to ensure the information is up to date and documented correctly. Emails are sent to Volunteers to inform them when Volunteer's sexual background searches are completed prior to working at the Park.	

A-2122DEP-011	7/12/2022	Division of Waste Management	<p><b>FINDING #1</b> Under Change Order 3, \$2,583.36 was added for transportation and disposal of impacted soil. However, there was a net decrease in the funding amount because the balance of contingent funding was used, as well as elimination of a mobilization and substitute reporting. Based on our review of field notes, the Change Order was signed after work was completed. Paragraph 2.A.iii of the Agency Term Contract (ATC) GC827 (Contract) states that Trident Treatment &amp; Dewatering, LLC d/b/a MAS Environmental, LLC (<i>Contractor</i>) and its subcontractors shall not commence any work assignment until either 1) a [Task Assignment/Task Assignment Change Order Form] TA/TACO has been fully executed by both the Department and Contractor, or 2) a Purchase Order or Purchase Order Change has been issued. Based on our inquiry, the contracted site management provided a memorandum with the subject of <i>Transportation and Disposal of Additional Soil</i>, dated September 13, 2017, to justify the approval of Change Order 3 after work was completed. Based on our review, the Request for Change was received by the Site Manager within two work days and was less than 20% of the total volume authorized in the Purchase Order B7AFC4 (Purchase Order). Paragraph 2.H. of the Contract states in part, <i>the terms and conditions of the ATC apply to and control all work assigned, awarded or authorized to the Contractor there under. DEP will not accept, agree to, or incorporate any terms and conditions, proposed, contained or referenced in any document or instrument which are not within the ATC.</i> The memorandum was documented as being from the Petroleum Restoration Program (PRP) Program Administrator. However, an internal memorandum does not serve as an amendment to the ATC.</p> <p><b>RECOMMENDATION</b> We recommended the PRP discontinue the use of the memorandum which conflicts with the current Contract requirements and take steps to rectify work being completed without proper authorization.</p>	(1) The Division of Waste Management (Division) concurred with the recommendations and amendments to the ATCs were executed on August 22, 2022, to incorporate the language from the memorandum into the Contract and the memorandum is no longer in use.	
A-2122DEP-011	7/12/2022	Division of Waste Management	<p><b>FINDING #2</b> Attachment B SPI-209100685 lists the pay items and the required documentation for invoicing. Based on our comparison of the pay item requirements and the deliverables submitted, payments were approved for several pay items without adequate documentation. As required by the Contract, proper documentation is required to justify the payment of invoiced costs while assuring that the work is performed.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP and the Site Manager to request reimbursement for the Schedule of Pay Items (SPI) costs where required documentation was not provided. Going forward, PRP should work with Team 6 management to ensure that costs for SPI items are supported by the required documentation prior to approval of payment.</p>	(2) The Division concurred with the recommendations. The PRP requested reimbursement for the SPI costs where required documentation was not provided in the Purchase Order deliverables and received notice from the ATC on June 23, 2022, that a reimbursement payment was processed for submittal to DEP. During the Program video conference held on June 23, 2022, PRP trained all teams including Local Programs on the requirements for Site Managers to review the Required Documents tab of the SPI to confirm the required documentation has been submitted for payment prior to approving the deliverable for invoicing. In addition, PRP spoke directly with Team 6 management on June 20, 2022, regarding the requirement for Site Managers to perform this review prior to approving deliverables and to reinforce this requirement.	
A-2122DEP-011	7/12/2022	Division of Waste Management	<p><b>FINDING #3</b> The Subcontractor Utilization Report, submitted with the ATC's invoices should list the subcontractor paid directly by the Contractor. The subcontractors should be listed on the Contractor's approved subcontractor listing. The amended and restated Contract allows exceptions in paragraphs 11 and 19; but require the items to be paid as reimbursable items and/or require quotes. The Subcontractor Utilization Report listed three subcontractors that were not on the Contractor's approved subcontractor listing. The Site Manager and supervisor considered the subcontractors as approved because one of the approved subcontractors was an ATC contractor and the two subcontractors were on that ATC's approved subcontractor listing. The third subcontractor was a governmental agency (soil disposal site) and considered a franchised service. The subcontractor's costs were not paid as reimbursable items and a review of MyFloridaMarketplace (MFMP) found no quotes were submitted.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP to train ATCs and PRP staff on subcontracting requirements and procedures.</p>	(3) The Division concurred with the recommendation. The PRP trained all teams including Local Programs on the requirements for all subcontractors to be listed on the ATCs approved subcontractor list or included on the subcontractor quote form in the Program video conference held on May 26, 2022. In addition, PRP provided a written reminder to ATCs on June 27, 2022 via the PRP Post.	
A-2122DEP-011	7/12/2022	Division of Waste Management	<p><b>FINDING #4</b> Chapter 12 of the Standard Operating Procedures (SOP) states in part, <i>Site Managers shall complete a Site Inspection Form for every site visit they make. A new Site Inspection Form is required to be filled out even if there are several site visits for the same site.</i> Two Site Inspection Reports were completed which covered the period September 21-22 and 23-24, 2020. The presence of the Inspectors was supported by entries in the field notes. Based on our review of field notes, Inspectors were on site eight additional days. No inspection reports were on file to cover the other days the Inspectors were on site.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP to ensure all Inspectors complete a Site Inspection Form for each site visit made as required in the SOP. If the Inspectors are monitoring work that covers multiple days, then the report could cover the entire time-period the Inspectors were on site.</p>	(4) The Division concurred with the recommendation, during the Program video conference held on June 23, 2022, PRP trained all teams including Local Programs on the requirements for Inspectors to complete site visit forms covering each day at which they are on site. In addition, PRP spoke directly with management for Team 5 and Team 6 on June 21, 2022 and June 22, 2022 respectively regarding the requirement for Inspectors to complete and insert site inspection forms covering each day at which they are on site.	

A-2122DEP-012	10/10/2022	Division of Air Resource Management	<p><b>FINDING #1</b> According to Section 320.03, Florida Statutes (F.S.), tag fees returned to Duval County (County) must be deposited <i>into a local Air Pollution Control Program Trust Fund, which must be established by the County and used only for Air Pollution Control Programs relating to the control of emissions from mobile sources and toxic and odor emissions, air quality monitoring, and facility inspections pursuant to chapter 403 or any similar ordinance.</i> The County has established a local Air Pollution Control (Program) Trust Fund. The County's tag fee revenues are deposited to this fund. However, the Program Trust Fund contains additional funds which are not associated with the Program. These funds include a 2004 assessed penalty of \$305,898.14, interest, and adjustments to market securities which are not attributable to tag fee revenues. The Year End Financial Statement's summary of the Program Trust Fund included a listing of the original penalty as well as the accrued interest on both tag fee revenues and the original penalty amount. Per Section 320.03, F.S., the amount of tag fees returned to the County is based on the ending balance of the Program Trust Fund. If the Fiscal Year End's unencumbered balance of the County's Program Trust Fund is less than 50% of the tag fees returned to the County, the County receives 75% of the following year's tag fees. If the Program Trust Fund balance exceeds 50% of tag fees returned to the County, the County receives 50% of the following year's tag fee collections. The Fiscal Year end 2021 unencumbered ending balance in the local Program Trust Fund was \$757,449.53, which exceeds 50% of the fees returned to the County for 2021 (\$682,570.73). However, upon adjustment of the original \$305,898.14 penalty, as well as \$212,127.61 in accrued interest, the adjusted balance of \$239,423.78 does not exceed 50% of the fees returned to the County. Each year since 2004, the County has subtracted all interest earned in the Program Trust Fund, both from tag fee revenues and the penalty amount from the adjusted balance. The County has not allocated a portion of the earned interest to tag fee funds. As a result, the County's adjusted balance has excluded accruing interest revenue which should have been used in the calculation of the ending unencumbered balance. Given these circumstances, the Division does not have assurance that the County's unencumbered balance is being reported accurately.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Air Resource Management (Division) work with the County to ensure that the Local Program Trust Fund established by the County is used only for Air Pollution Control Programs as required under Section 320.03, F.S. In addition, if the County is unable to provide the Division assurance of the accuracy of the reported unencumbered balance, we recommended the Division reduce the County's allocation of tag fees to 50% of the amount collected. We further recommended the Division seek reimbursement for funds determined to be allocated to the County in excess of the percentage allowed under Section 320.03, F.S.</p>	(1) The Division concurred with the recommendations. Duval County submitted their tag fee certification statement for the period ending 9/30/22 and all the non-AIR related penalty monies and interest earned have been removed from the statement.	
A-2122DEP-014	11/28/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #1</b> Agreement CM07M required an automated monthly progress report emailed to the Contract Manager. The deliverable was instead provided as an on-demand report and automated emails when updates to data were made. The Contract Manager determined this to be a more efficient manner of ensuring data integrity but did not submit an amendment to update the deliverable requirement. Agreement CM841 required the University of South Florida (Contractor) to provide the Contract Manager with both a monthly progress report and on-demand reports of data acquisition tasks. The Contractor only provided the on-demand reports. The Contract Manager tracked monthly progress through the Data Discovery Interface (DDI) and on-demand reports. Agreement ES005 required an on-demand report to track data exports from the combined thematic table. The report was to include the date data was exported, the programs included in the export, the number of records per indicators and what concerns were addressed from the previous version. Due to frequent changes to data export file formats, an on-demand report was not created to track dates of each export. Export dates and issues addressed were handled as email communication between the Contractor, Department staff and the University of Maryland Center for Environmental Science (UMCES) staff. A report was created to track everyone accessing the database and a spreadsheet was created that listed the date of email communication to announce data exports, habitats, and issues addressed by the exports. While a portion of the required deliverable information was provided in the Statewide Ecosystem Assessment of Coastal and Aquatic Resources (SEACAR) DDI and that information was reviewed daily by Department staff, the deliverables were not provided as required in the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure deliverables are completed as required by the Agreement, prior to approval.</p>	(1) The Office of Resilience and Coastal Protection (ORCP) concurred with the recommendation. The Contract Manager reviewed all deliverables with the Contractor prior to executing the last amendment to ensure that all deliverables were being met & the format of deliverables provided the most efficient and accurate data/information possible.	
A-2122DEP-014	11/28/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #2</b> Agreement CM07M had three Task Assignments which consisted of eight deliverables. Of the eight deliverables, four were not completed by the due date required by the Agreement. Agreement CM841 had four Task Assignments which consisted of nine deliverables. Of the nine deliverables, two were not completed by the due date required by the Agreement. Agreement ES005 had five Task Assignments which consisted of fifteen deliverables. A few deliverables had multiple delivery dates. Of the fifteen deliverables, seven were not completed by the due date required by the Agreement. While the Contract Manager and Contractor communicated and worked together on a continuous basis regarding the deliverables, the due date required in the Agreements were not met.</p> <p><b>RECOMMENDATION</b> We recommended the Department implement controls to ensure deliverable due dates are met as required by the Agreement.</p>	(2) The ORCP concurred with the recommendation. The Contract Manager continues to work with the Contractor to meet deadlines and maintain lines of communication to ensure work is conducted in accordance with the Agreement.	

A-2122DEP-014	11/28/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #3</b> Agreement ES005, Attachment 1, 49(b) Contractor's Employees, Subcontractors and Agents states, <i>the Customer and the State shall take all actions necessary to ensure that Contractor's employees, subcontractors, and other agents are not employees of the State of Florida. Such actions include, but are not limited to, ensuring that Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.</i> The Contractor is a public university of the State of Florida; therefore, the employees of the Contractor receive State of Florida benefits which is a conflict of the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Department review all contractual language prior to entering into an agreement to ensure there are no conflicts with the purpose of the agreement, and also amend agreements as necessary.</p>	(3) The ORCP concurred with the recommendation. The Contract Manager and Florida Coastal Management Program (FCMP) staff met with the Office of General Counsel (OGC) to review the Agreement language, and the OGC modified the template language in the Standard Terms and Conditions for Noncompetitively Procured and No Cost Contracts to address the language conflicts. The updated templates are posted on the OGC SharePoint site. All active FCMP Agreements with Florida universities and colleges were amended to include the new template language.
A-2122DEP-015	5/4/2023	Division of Waste Management	<p><b>FINDING #1</b> Some deliverables required by the Grant Agreement SWI22 (Agreement) were incorrect, incomplete, or missing entirely.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure deliverables are completed prior to approval of reimbursement requests. We also recommended the Department review the deliverable language in the Agreement, prior to executing the Agreement, each year to confirm that it fits the associated tasks. We further recommended the Department work with the Southern Waste Information eXchange, Inc. (Grantee) to ensure procedures are implemented to maintain documentation associated with work required by the Agreement.</p>	(1) The Department concurred with the recommendations. The Grant Manager continues to utilize invoice review checklists for both the Grant Manager and the Grantee during the invoice review process to ensure all deliverables are submitted prior to approval. SWI 25 has been drafted and is undergoing review to ensure deliverables match each task. The Grant Manager continues to monitor Grantee progress under SWI 24 to ensure documentation associated with work completed under the Agreement meets public records requirements. SWI24 has been amended to include sample documentation for Task 1.
A-2122DEP-015	5/4/2023	Division of Waste Management	<p><b>FINDING #2</b> Some deliverables were not submitted by the due date noted in the Grant Work Plan.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with the Grantee to ensure deliverables are submitted timely as required by the Agreement.</p>	(2) The Department concurred with the recommendation. SWI23 was amended to require all deliverables be submitted quarterly with reimbursement requests. The Grant Manager continues to implement new controls to ensure deliverables are submitted by the date noted in the Grant Work Plan. These include a quarterly review of Work Plan deliverable due dates associated with each corresponding task.
A-2122DEP-015	5/4/2023	Division of Waste Management	<p><b>FINDING #3</b> The Grantee did not receive proper pre-approval for travel and costs did not follow Florida Statute requirements.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure the Grant Manager is approving all travel prior to the travel date, as required by the Agreement.</p>	(3) The Department concurred with the recommendation. The next Grant Agreement will require the Grantee to send an email to the DEP Grant Manager requesting approval at least two weeks prior to the travel occurring to ensure that Grant Manager review and approval of all covered travel is obtained prior to the travel occurring. SWI24 does not include any travel costs. All travel and per diem related to tasks in the Grant Work Plan will be provided as an in-kind contribution by the Grantee.
A-2122DEP-015	5/4/2023	Division of Waste Management	<p><b>FINDING #4</b> Some reimbursement documentation did not meet State expenditure requirements. Some costs reimbursed to the Grantee are costs not authorized by the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with the Grantee and Grant Manager to ensure costs requested for reimbursement and costs reimbursed are in accordance with the Agreement.</p>	(4) The Department concurred with the recommendation. The Indirect Cost Agreement under SWI25 has been revised to clearly identify eligible costs. Costs submitted for reimbursement under SWI24 continue to be closely monitored by the Grant Manager to ensure only eligible expenses are reimbursed in accordance with the Agreement. The Grant Manager continues to complete cross-checks of all reports submitted.
A-2122DEP-015	5/4/2023	Division of Waste Management	<p><b>FINDING #5</b> Invoice and salary costs have been allocated to the incorrect task's budget, amounts were incorrectly deducted, and final task cost totals were inaccurate.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with the Grant Manager to implement internal controls to ensure costs are allocated to the correct task/category prior to approving reimbursement requests. We also recommended the Department review cost allocation and recalculate the total amount eligible to be reimbursed to the Grantee to determine if the correct amount was reimbursed by the Department. In addition, we recommended the Department collect any amount that is determined to be owed to the Department.</p>	(5) The Department concurred with the recommendations. The Grant Manager continues to implement new controls for reviewing reimbursement requests to ensure costs are allocated to the correct task/category prior to approving. These include additional cross-checks of monthly timesheets with the Monthly Transaction Detail Report, the Monthly Transaction Detail Report with the Monthly Expenditures Report, and the Monthly Expenditures Report to the Quarterly Expenditures Report. The Division of Waste Management has requested the Grantee return those funds to the Department. The Grant Manager continues to more closely monitor invoices to ensure costs are allocated to the correct task number as listed in the Grant Work Plan.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> Receipt items are not clearly stated, and refund receipts do not contain all required information, as stated in Exhibit C of Agreements CA-0415 and CA-0315 with Coral Reef Park Company (Concessionaire) at John Pennekamp (John Pennekamp) and Bahia Honda (Bahia Honda) State Parks.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Recreation and Parks (Division) work with the Concessionaire to ensure sales slips contain all information required in the Agreements. We also recommended the Division work with the Concessionaire to ensure records supporting all refund transactions with customer signed sales slips indicating the receipt and reason for the refund are maintained as required in the Agreement.</p>	(1) The Division concurred with the recommendations. The Agreement Managers at both Bahia Honda State Park and John Pennekamp State Park have obtained samples of current sales receipts, which were provided. The receipts state the attraction, rental or service purchased. The Concessionaire will utilize the Refund Slip, which will be completed at the time of the refund request and will capture all information as required by the Agreement which includes obtaining the customer's signature. The Park Manager will continue to monitor the Concessionaire's compliance with this requirement.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #2</b> Bank accounts are not used for the sole purpose of each Agreement as required in Exhibit C of Agreements CA-0415 and CA-0315.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Concessionaire to ensure bank accounts are used as required by the Agreements.</p>	(2) The Division concurred with the recommendation and will work with the Concessionaire to ensure bank accounts are used as required by the Agreements.



A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #3</b> Pre-approvals from the Department were not obtained per Agreements CA-0415 and CA-0315 .</p> <p><b>RECOMMENDATION</b> We recommended the Division work with Park management to ensure pre-approvals are obtained and Maintenance and Repair Plans, Environmental Protection Plans, and Safety Plans meet Division expectations as required.</p>	(3) The Division concurred with the recommendation. The Bureau of Operational Services (BOS) has developed an onboarding checklist to be completed at the initiation of each new agreement going forward. BOS, in coordination with District and Park staff, will use this tool to assure adequate oversight of the Maintenance and Repair and Environmental Protection Plans to ensure that written approvals are obtained for plans and documentation to support approvals are retained in the park file as required.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #4</b> Rental items and services required by CA-0415 and CA-0315 are not offered by the Concessionaire.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Managers and Concessionaire to ensure that required services outlined in the Agreements are being provided. If the Division has determined that these services are no longer required, the Agreement should be amended to reflect updated service requirements.</p>	(4) The Division concurred with the recommendation and is working with the Concessionaire to determine current service needs at both parks. The Agreement Managers are consulting with District 5 leadership and will request an Amendment to the Agreements to revise Exhibit A (Services) as appropriate. The required amendments are currently under review by the OGC.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #5</b> Vending machine fees for John Pennekamp are not being paid by the Concessionaire as required by CA-0415.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager and the Concessionaire to ensure the Concessionaire is invoiced for the correct amount of vending machines as required. We also recommended the Division work with the Park Manager to determine the amount owed for vending machine fees due to incorrect billing by the Park and collect the amount due.</p>	(5) The Division concurred with the recommendations and the Agreement Manager has confirmed that the Park is now billing the Concessionaire for vending services being provided. The Division has also collected all back owed vending machine fees owed by the Concessionaire.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #6</b> Admission fees for day visitors arriving by boat are not submitted to the Department as required by Special Conditions paragraph F of the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with Park management and the Concessionaire to ensure admission fees are collected and the full amount is submitted to the Department as required. We also recommended the Division work with Park management and the Concessionaire to determine and collect admission fees owed to the Department.</p>	(6) The Division concurred with the recommendation. Upon further review, the Division has determined that neither Agreement held by the Concessionaire authorizes the collection of Park admission fees. Further, each Park Manager has affirmed the Concessionaire is not currently and has not collected admission fees on behalf of either park.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #7</b> The Concessionaire is not collecting the Monroe County surcharge of 50 cents as required by Section 380.0685, Florida Statutes.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with Park management and the Concessionaire to ensure Monroe County Surcharge requirements are being followed as required by Florida Statutes. In addition, the Division should ensure the surcharge collected is submitted to the Department in order for the surcharge collections to be provided to Monroe County. We also recommended the Division work with the Concessionaire to determine the amount of surcharge owed to Monroe County and collect the surcharge so that it can be provided to Monroe County per Florida Statutes.</p>	(7) The Division acknowledged the recommendation and consulted with the OGC to clarify understanding of Monroe County Surcharge requirements. The Division reviewed the Concessionaire's practices regarding collection and remittance of the Monroe County Surcharge. Upon analysis, the Division finds that the Concessionaire's practices are compatible with the shared understanding established in 2020 and that no modification is required. The Division respectfully declines the recommendations.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #8</b> Planning, execution nor extensions of Capital Improvement Projects are being completed per Exhibit B, Paragraph 7 of CA-0415 and CA-0315.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with Park management and the Concessionaire to ensure extensions are granted, as required by both Agreements.</p>	(8) The Division concurred with the recommendation and the required amendments are currently under review by the OGC.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #9</b> E-Verify and Sexual Predator and Offender searches were not completed as required by Paragraphs 35 and 36 of the General Conditions of both CA-0415 and CA-0315.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with Park management and the Concessionaire to ensure E-Verify employment eligibility verifications and sexual predator and offender searches are completed as required.</p>	(9) The Division concurred with the recommendation and the Assistant Director of Field Operations sent an email to all Park Managers highlighting the importance of verifying that Sexual Predator and Offender searches are conducted by the Concessionaire and outlining specific inspection requirements. He also noted the importance of accurately completing quarterly reports (which E-Verify review is a part of). The Division will continue to support Park Managers in assuring that these requirements are met.
A-2122DEP-016	5/5/2023	Division of Recreation and Parks	<p><b>FINDING #10</b> Park Managers failed to assess the Concessionaire's performance accurately in Quarterly Evaluations as required by Chapter 5.2 Section 8 of the Division Operations Manual.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager to ensure Concessionaire Quarterly Evaluations are completed with accurate information to support the actual performance and compliance of the Concessionaire.</p>	(10) The Division concurred with the recommendation and the Assistant Director of Field Operations sent an email to all Park Managers highlighting the importance of accurately completing quarterly reports. The Division will continue to support Park Managers in assuring that Concessionaire Quarterly Evaluations are completed with accurate information to support the actual performance and compliance of the Concessionaire.

A-2122DEP-017	7/27/2022	Division of Recreation and Parks	<p><b>FINDING #1</b> Based on the reviewed Monthly Report of Concessionaire's Total Gross Sales documentation submitted to the Tomoka State Park (Park) for the audit period, the Cornelius Enterprises USA, Inc. (Concessionaire)'s monthly Profit and Loss Statements were not submitted with the Monthly Report of Concessionaire's Gross Sales documentation as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager and Concessionaire to ensure that the Monthly Profit and Loss Statements are submitted with the Monthly Report of Concessionaire's Gross Sales documentation as required.</p>	(1) The Division concurred with the recommendation. Monthly Profit and Loss Statements are now submitted with the Monthly Report of Concessionaire's Gross Sales documentation as required.
A-2122DEP-017	7/27/2022	Division of Recreation and Parks	<p><b>FINDING #2</b> For the two officers and four employees reviewed, the Florida Department of Law Enforcement (FDLE) Sexual Predator and Sexual Offender searches for the two officers were provided as required. However, the FDLE Sexual Predator and Sexual Offender searches for the four employees were not provided by the Concessionaire as required. Based on discussion, the Concessionaire was not aware that the FDLE searches were required.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager and Concessionaire to ensure that Sexual Predator and Offender searches are conducted for all Concession employees as required.</p>	(2) The Division concurred with the recommendation. The Concessionaire has conducted the necessary Sexual Predator and Offender searches and the results are being added to the contract file.
A-2122DEP-017	7/27/2022	Division of Recreation and Parks	<p><b>FINDING #3</b> Based on four Concessionaire Quarterly Evaluations reviewed for the audit period, the Park Manager documented that Sexual Predator and Sexual Offender searches were completed and filed for all employees. Additionally, the Park Manager did not document the status of required Capital Improvements.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager to ensure Concessionaire Quarterly Evaluations are completed with accurate information to support the actual performance and compliance of the Concessionaire.</p>	(3) The Division concurred with the recommendation and the Concessionaire Quarterly Evaluations are being completed correctly by the new Park Manager.
A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> The Citizen Support Organization (CSO) Financial Policy is not being followed as required by Paragraph 5 of the CSO Agreement (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Division provide additional oversight to ensure compliance with the established CSO Financial Policy. The CSO should adhere to the established Financial Policy that outlines adequate internal controls and responsibilities for all areas of cash collections and expenditures consistent with standards in the Division's Operations Manual and CSO Handbook.</p>	(1) The Division concurred with the recommendations. The Florida State Park Foundation (Foundation) revised its policies during its third quarter board meeting in 2023, which are being followed by the Foundation.
A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #2</b> Membership payments and supporting documentation provided were inconsistently reported and documented.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the CSO to ensure compliance with its established Bylaws regarding CSO membership and to discontinue practices that misrepresent CSO membership payments. In addition, we recommended the CSO establish written guidelines and procedures regarding memberships, particularly dues, categories, and reinstatement, either in their Bylaws or in a separate stand-alone policy. We also recommended the Division work with the CSO to develop a process for tracking and ensuring that all voting Board Members are in good standing.</p>	(2) The Division concurred with the recommendations. To strengthen membership compliance, the Foundation created a new streamlined membership schedule. Under the new schedule, all Board Members will pay their dues no later than March 31st each year.
A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #3</b> The Annual Program Plan lacks information required by the CSO Handbook.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the CSO to ensure the Annual Program Plan is completed on form DRP-053, as required.</p>	(3) The Division concurred with the recommendation. The Division updated its internal Annual Program Plan form to include a new unique form for use by the Foundation. The new form DRP-051 is available on the Division's SharePoint.
A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #4</b> Board Committee meeting minutes are not kept or retained as required by Section 617 F.S.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the CSO to ensure accurate records of meeting minutes, actions taken by the members or Board of Directors without a meeting, and a record of all actions taken by a committee of the Board of Directors on behalf of the corporation are created and stored for the appropriate amount of time as listed in Section 617, F.S.</p>	(4) The Division concurred with the recommendation. The Foundation records and maintains quarterly Board Meeting minutes and committee minutes in a shared OneDrive.

A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #5</b> Volunteer Agreements were not obtained for all Board Members, required annual training was not completed, and discrepancies were noted for recorded Volunteer hours.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the CSO to ensure that Volunteer Agreements are signed and submitted to the Division and Volunteer training is completed annually, as required. We also recommended that the Division work with the CSO to accurately document Board Member Volunteer hours.</p>	(5) The Division concurred with the recommendations. The Foundation's CEO is working with the Board President to ensure Volunteer Agreement forms are signed and submitted by all Foundation Board Members by March 31st of each year. Additionally, the Foundation worked with the Division to create a Volunteer training acknowledgement form for the Volunteer DEP Annual Combo Training to be signed by each Foundation Board Member by March 31st of each year. Volunteer training materials were provided and reviewed at both the Fourth Quarter Board Meeting of 2023 as well as the First Quarterly Board Meeting of 2024. Moving forward, Volunteer training materials will be provided, and the acknowledgement signed at each First Quarter Board Meeting.
A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #6</b> The Division's CSO Handbook and Agreement have not been updated to reflect current practices and control requirements.</p> <p><b>RECOMMENDATION</b> We recommended the Division revise the CSO Handbook to remove outdated information to reflect current Division policies and requirements.</p>	(6) The Division concurred with the recommendation. The 2024 CSO Handbook is complete. The Division's Operations Manual Chapter 1.4 Citizen Support Organizations and Chapter 1.6 Volunteers have been updated.
A-2122DEP-018	8/17/2023	Division of Recreation and Parks	<p><b>FINDING #7</b> The Division Director had not provided documented proof of approval for grant proposals.</p> <p><b>RECOMMENDATION</b> We recommended the Division Director provide and maintain written approval for all grant proposals submitted by the CSO. We also recommended the Division revise the CSO Handbook to remove the deleted Department Directive 150 reference and update to include the requirement for prior Division Director or designee approval for all grant proposals submitted by the CSO.</p>	(7) The Division concurred with the recommendations. The Division and Foundation instituted a written approval process for all grant proposals. The Foundation's Contract Manager is the Division Director, who approves each grant proposal. These approvals are tracked via spreadsheet and records of each written approval are stored and maintained on a shared OneDrive.
A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> Control weaknesses were identified in the Olustee Battlefield CSO, Inc.'s (CSO) revenue collection and reporting, expenditure documentation, and petty cash due to lack of financial policy.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Olustee Battlefield Historic State Park (Park) to provide additional oversight of CSO fiscal activities and ensure funds have been properly expended and documented. We also recommended the Division work with the Park and CSO to ensure the CSO establishes a financial policy that outlines fiscal controls and responsibilities for all areas of cash collections and expenditures consistent with standards in the Division's Operations Manual and CSO Handbook.</p>	(1) The Division concurred with the recommendations and the CSO and Park management worked together to draft a financial policy. On March 23, 2024, the draft was discussed with CSO President, Vice President, and Treasurer. The drafted policy is now being shared with other Board Members.
A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #2</b> For online sales, the CSO was not in compliance with Payment Card Industry (PCI) standard requirements and there was no evidence of sales taxes paid or prompt deposits made.</p> <p><b>RECOMMENDATION</b> We recommended the Division and Park work with the CSO to ensure that the CSO complies with the PCI standards and annually completes a PCI Self-Assessment Questionnaire (SAQ) and Attestation of Compliance, sales tax is collected and paid to the Department of Revenue (DOR) on revenue generated through the CSO's online merchandise sales, and revenue collected from the CSO's online sales are timely deposited into the CSO's primary depository.</p>	(2) The Division concurred with the recommendation and the CSO drafted a financial policy that will address these deficiencies. In addition, annual attestation of PCI compliance will be tracked by the Park Manager along with oversight of financial policy compliance once adopted. The current Treasurer has obtained access to the PayPal account and will ensure timely deposits of all sales revenue and payment of sales tax in accordance with the financial management policy.
A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #3</b> The CSO released event publicity without written approval from the Park Manager, as required by the Operations Manual.</p> <p><b>RECOMMENDATION</b> We recommended the Division and Park work with the CSO to ensure that all event publicity is approved in writing by the Park Manager prior to release of the publicity, as required by the Operations Manual.</p>	(3) The Division concurred with the recommendation and Park Manager approvals for event marketing are now documented during Board Meetings, events, and marketing. These have also been added to the Annual Program Plan.
A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #4</b> CSO Board Membership records were not maintained in accordance with the Bylaws.</p> <p><b>RECOMMENDATION</b> We recommended the Division and Park work with the CSO to ensure compliance with its Bylaws regarding CSO Membership, to include establishing written guidelines and procedures regarding memberships, particularly dues, categories, and reinstatement, either in their Bylaws or in a separate stand-alone policy.</p>	(4) The Division concurred with the recommendation and it was verified March 23, 2024, that meeting receipts were given for those that paid the membership fees. Language was added to the drafted financial policy clarifying the requirement of issuing receipts.

A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #5</b> Volunteer records, including background searches and Volunteer Agreements, were not maintained in the Division's Volunteer Management System (V Sys), as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division and Park work with the CSO to ensure all Volunteer Agreements and background searches are completed prior to start of Volunteer service at the Park, including special events and all Volunteer records, including individual and group Volunteer Agreements, background searches, completed trainings, and hours of service, are maintained in V Sys as required.</p>	(5) The Division concurred with the recommendation and the Park has continued working with the District's Parks Program Development Specialist to improve record keeping related to Volunteer Agreements and background searches.
A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #6</b> There has been no CSO Management Review conducted within the last four years, as required by the CSO Handbook.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the District, Park, and CSO to ensure that a management review of the CSO is scheduled and conducted every four years in accordance with Division's CSO Handbook and Operations Manual.</p>	(6) The Division concurred with the recommendation and the District is working to set up an Audit with the CSO to ensure a management review is conducted every four years in accordance with the CSO Handbook and Operations Manual.
A-2122DEP-019	3/27/2023	Division of Recreation and Parks	<p><b>FINDING #7</b> The Division's CSO Handbook and Agreement have not been updated to reflect current practices and requirements.</p> <p><b>RECOMMENDATION</b> We recommended the Division revise the CSO Handbook to remove outdated information so as to reflect current Division policies and requirements. Further, we recommended the Division work with the Park and CSO to ensure the Agreement is also updated to be consistent with current Division requirements.</p>	(7) The Division concurred with the recommendation and the CSO Handbook has been updated and was sent to the Board for review.
A-2122DEP-020	11/17/2022	Division of Waste Management	<p><b>FINDING #1</b> Attachment B-Revision2-SPI-538628342-OM (2) of the Purchase Order B8F79C, for Operation and Maintenance Activities with Imperial Testing and Engineering, Inc. (Contractor) lists the pay items and the required documentation for invoicing. Based on our comparison of the pay item requirements and the deliverables submitted, payments were approved for several pay items without adequate documentation.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Waste Management (Division) work with the Petroleum Restoration Program (PRP) and the Site Manager to review the Schedule of Pay Items (SPI) and request reimbursement for the SPI costs where required documentation was not provided.</p>	(1) The Division concurred with the recommendation. The PRP issued the Contractor a letter instructing them to reimburse the Department for the items where documentation was not provided. The Department received reimbursement from the Contractor in the amount of \$4,949.90 dated October 24, 2022.
A-2122DEP-020	11/17/2022	Division of Waste Management	<p><b>FINDING #2</b> Purchase Order B8F79C had five deliverables established by either the Purchase Order Scope of Work or Change Order. None of the five deliverables were returned to the Contractor with comments. The Task 4 and 5 deliverables were established by Change Order. The Task 4 deliverable was received on November 17, 2021 and approved by the Site Manager on January 13, 2022 (57 days). The Site Manager exceeded the deliverable review allowance Turnaround Time of 45 days. The Task 5 deliverable was received on January 12, 2022 and approved by the Site Manager on February 11, 2022 (30 days). The Site Manager exceeded the deliverable review allowance Turnaround Time of 5 days.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with Program Site Managers to review the requirements for completing deliverable reviews.</p>	(2) The Division concurred with the recommendation. In the November 15, 2022 PRP Statewide Teleconference with staff and augmented staff, training was provided on "Deliverable Review: Turnaround Times and Evaluation of Required Items for Invoicing". In addition, a copy of the required documents tab that is located in each SPI was also distributed with the meeting minutes.
A-2122DEP-021	1/30/2023	Division of Waste Management	<p><b>FINDING #1</b> The Contractor Performance Evaluation of Purchase Order B7B263 was performed timely; however, it did not include input from the owner/responsible party as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP to provide training to the Site Managers regarding the requirements of the Contractor Performance Evaluation. Specifically, the requirement to document that the owner/operator was given the opportunity to comment on the Contractor's performance.</p>	(1) The Division concurred with the recommendation. PRP discussed the Contractor Performance Evaluation in the January 12, 2023, PRP Teleconference. Specifically, training on the owner's/responsible party's opportunity to complete Section 7 of the Contractor Performance Evaluation for all state funded work, including owners/responsible parties where the work is funded under a consent order.
A-2223DEP-001	3/10/2023	Division of State Lands	<p><b>FINDING #1</b> The Village of Wellington (Grantee) did not always comply with the requirements of Agreement A1072 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Department strengthen internal controls, including procedures and processes, over Grant management oversight to ensure compliance with Grant Agreements. Specifically, whether invoices comply with the <i>Reference Guide for State Expenditures</i>, verifying reimbursement requests are directly related to the Grant project, documentation is provided by the Grantee timely and completely, insurance is held in accordance with the Agreement, and the Grantee is not reimbursed for work completed outside the Grant period. We also recommended the Department provide training to Department Grant Managers regarding oversight of Grant Agreement requirements.</p>	(1) The Division of State Lands (Division) concurred with the recommendations. The Division developed a Staff On-Boarding Manual and Standard Operating Procedures to assist current and new employees in having a better understanding of the need for oversight to ensure Program compliance. All section staff have completed the Florida Certified Contract Manager training.

A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> The Friends of Lovers Key, Inc. Citizen Support Organization's (CSO) Financial Policy was not always followed, as required by the CSO Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Recreation and Parks (Division) provide additional oversight to ensure compliance with the established CSO's Financial Policy. This includes ensuring that the CSO appoints a Finance Committee as required; ensures checks contain the required Board Member(s) signatures; provides written justification for all reimbursements and the justification documentation is included with the receipt; revises the Financial Policy to be in compliance with the CSO Handbook; and makes deposits the same day funds are removed from the (Lovers Key State Park (Park), as required.</p>	(1) The Division concurred with the recommendation and updated the CSO's Financial Policy to include the Finance Committee Information. The Division also established a Financial Committee and the meeting minutes of August 8, 2023 show the approval of the members. CSO Bylaws were updated to reflect changes approved in the Financial Policy to ensure checks contain the required Board Member(s) signatures. The CSO Reimbursement form was revised to include justification for expenses and reimbursements. The Financial Policy was revised to be in compliance with the CSO Handbook and updated funds handling protocols ensure that all CSO funds are left in the CSO's safe located at the Park and are removed on the same day they will be deposited at the bank by the Treasurer or designated Executive Committee member. The CSO Treasurer has initiated mobile bank check deposits to have the ability to deposit checks under \$2,500 as well.
A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #2</b> Volunteer records, including Volunteer Agreements, sexual predator searches, Volunteer hours, and training requirements were not completed or maintained in VSys, as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division and Park work with the CSO to ensure all Volunteer Agreements and sexual offender searches are completed prior to the start of a Volunteer providing service at the Park. We also recommended the Division and Park work with the CSO to ensure current Board Members have active profiles in VSys and Volunteer records are maintained in VSys as required. We further recommended the Division and Park work with the CSO to ensure all Volunteers complete the DEP combo training annually, as required.</p>	(2) The Division concurred with the recommendations and all current CSO Board Members have current Volunteer Agreements and sexual offender searches and all records are entered in VSys. All current Board Members have active VSys profiles and Volunteer records are up to date and are submitting hours as required. All current Board Members have submitted and completed all required trainings and are up to date.
A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #3</b> The CSO did not adhere to event requirements pursuant to the CSO Handbook and the CSO Agreement, including the submission of required documentation and the remittance of the Park entrance fees to the Department.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure required event documentation is received and electronic records maintained in the event of another force majeure. We also recommended the Division review whether or not the CSO remitted Park entrance fees to the Department for past events held at the Park and seek reimbursement if appropriate. Documentation for such payments should be monitored and maintained electronically by Park management.</p>	(3) The Division concurred with the recommendations and the Park Manager created an event documentation checklist to ensure all items are completed and received prior to a CSO event. All files are being kept electronically by the Park Manager and the Secretary and will be stored in the CSO Google Drive account for record keeping purposes. Upon review the CSO did not remit entrance fees for the CSO's 2022 Gala event at a fee of \$2 per person. An invoice was submitted to the CSO and entrance fees were remitted for 120 participants.
A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #4</b> The CSO had not completed the annual Payment Card Industry (PCI) Self-Assessment Questionnaire or the Attestation of Compliance, as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division and Park work with the CSO to ensure the CSO complies with PCI standards and annually completes a PCI Self-Assessment Questionnaire and Attestation of Compliance.</p>	(4) The Division concurred with the recommendation and the CSO completed the PCI Self-Assessment Questionnaire and Attestation of Compliance and provided copies of these documents from the Point of Sale systems they use online and for the Point of Sale system at the Nature Nook Gift Shop in the Park, Eventbrite, Shopify and PayPal.
A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #5</b> The CSO did not obtain approval prior to applying for a Grant as required.</p> <p><b>RECOMMENDATION</b> We recommended the Department and Park work with the CSO to ensure Grant proposals are submitted to the Department and approved by the Division Director, as required. We also recommended the Division revise the CSO Handbook to remove the deleted Department Directive 150 reference and update to include the requirement for prior Division Director or designee approval for all grant proposals submitted by the CSO.</p>	(5) The Division concurred with the recommendations and the Executive Committee and CSO Board was informed Grants are not to be approved for submittal without proper approval from the Park Manager and DEP. No additional Grants have been submitted since August 29, 2023, to date.
A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #6</b> CSO membership records have not been maintained as required by the CSO's Bylaws.</p> <p><b>RECOMMENDATION</b> We recommended the Department and Park work with the CSO to ensure the membership records are maintained and the Membership Coordinator position is filled in accordance with the CSO Bylaws.</p>	(6) The Division concurred with the recommendation. CSO Bylaws were updated to revise the Membership Coordinator role. The former membership database was retired, and the new database was set up. All data has been transferred and membership lists are now able to be downloaded, reviewed, and updated by the Membership Coordinator. The Membership Coordinator is in the process of cleaning up the data and organizing it to better enter and renew membership levels and send membership reminders.
A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #7</b> The CSO's Bylaws require the Park Manager to serve on the Board of Directors, in direct conflict with the Division's Operations Manual.</p> <p><b>RECOMMENDATION</b> We recommended the Department and Park work with the CSO to ensure their Bylaws do not conflict with Division policies.</p>	(7) The Division concurred with the recommendation. The CSO revised its Bylaws to ensure there were no conflicts with Division policies.

A-2223DEP-002	8/29/2023	Division of Recreation and Parks	<p><b>FINDING #8</b> The Division's CSO Handbook and the Agreement have not been updated to reflect current practices and control requirements.</p> <p><b>RECOMMENDATION</b> We recommended the Division revise the CSO Handbook to remove outdated information that reflects current Division policies and requirements.</p>	(8) The Division concurred with the recommendation. An updated 2024 CSO Handbook and coordinated updates to the Operations Manual, Chapters 1.4 and 1.6 are in the Division's approval process.
A-2223DEP-007	11/8/2023	Division of State Lands	<p><b>FINDING #1</b> Hillsborough County (Grantee) received reimbursement for expenditures that included ineligible costs or were lacking supporting documentation required by Florida Communities Trust Agreement F2115 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Department work with Grant Managers to ensure required documentation is received and reviewed prior to approval of reimbursement, as required by the Agreement. We also recommended the Division of State Lands (Division) review payments made to the Grantee to determine whether the Grantee received payment for any ineligible expenditures, and request reimbursement for any amount determined to be owed to the Department.</p>	(1) The Division concurred with the recommendations. The Land and Recreation Grant Section has implemented management reviews of the project plan and reconciliation statement prior to submittal for approval, per the Standard Operating Procedures. The Land and Recreation Grant Section also reviewed the project file and requested additional clarification from the Grantee regarding the allocation of eligible project costs. Upon further review, we determined that the Grantee does not owe any repayment. The eligible project costs attributed to the acquired parcels are greater than the award amount that was paid.
A-2223DEP-008	7/6/2023	Division of Waste Management	<p><b>FINDING #1</b> The Department did not withhold payment of the correct amount of retainage or provide written notification to Jim Stidham &amp; Associates (Contractor) of their intent to withhold retainage, as required by the Agency Term Contract (ATC).</p> <p><b>RECOMMENDATION</b> We recommended the Division of Waste Management (Division) work with PRP Site Managers to ensure Contractors are notified in writing of the Department's intent to withhold retainage as required by the ATC, and to ensure retainage amounts forfeited are calculated correctly.</p>	(1) The Division concurred with the recommendation and PRP provided training on retainage in the January 12, 2023, Program Teleconference. The Department requested and received reimbursement associated with the retainage difference from the Contractor on June 21, 2023.
A-2223DEP-008	7/6/2023	Division of Waste Management	<p><b>FINDING #2</b> The Contractor invoiced and received payment for some deliverables that were incorrect or never submitted.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP and the Site Manager to review payments made for the questioned SPI costs, and request reimbursement for the SPI costs where required documentation was not provided.</p>	(2) The Division concurred with the recommendation. PRP provided training on the evaluation of required items for invoicing in the November 15, 2022, Program Teleconference. Reimbursement associated with these items was requested from the Contractor and received on June 21, 2023.
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> Point of Sale transactions are not documented or retained in compliance with Agreement CA0219 (Agreement) as necessary to support the accuracy of recorded gross sales.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Recreation and Parks (Division) work with Caladesi Island Connection, Inc. (Concessionaire) to ensure Point of Sale transactions are documented and accurately reported to the Division, in accordance with the Agreement. We also recommended the Division work with the Concessionaire to ensure source documents are retained in accordance with the Agreement, in order to determine the accuracy of gross sales.</p>	(1) The Division concurred with the recommendations and the Concessionaire has implemented a new Point of Sale system. The system processes and stores all sales transactions. Sales receipts are sequentially numbered, include the transaction date and time, and identifies the cashier making the transaction. The system also provides the ability to reprint receipts and generate reports.
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #2</b> Cash handling duties were not appropriately assigned to different employees, as required by the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Concessionaire to ensure cash handling and employee supervision meets the Minimum Accounting Requirements, as specified in the Agreement, including: daily cash register totals are verified and reconciled by a person not having access to cash; daily cash sales are verified prior to being deposited by a person not having access to cash; and a General Manager is designated if duties cannot be assigned to different employees.</p>	(2) The Division concurred with the recommendation and the Concessionaire stated that daily receipts are verified at the end of each day by the General Manager. Before the bank deposit is made, it is reviewed and signed off by the company President.
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #3</b> The procedure for daily cash deposits did not meet the Minimum Accounting Requirements as specified in the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Concessionaire to ensure cash receipts are stored in a secure manner until deposited, and daily cash receipts over \$2,000.00 are deposited daily, as required by the Agreement.</p>	(3) The Division concurred with the recommendation and the Concessionaire has adopted a daily bank deposit policy that conforms to the requirements of the contract. When daily cash receipts are over \$2,000, staff complete a deposit slip and cash is deposited via night drop at the Concessionaire's bank. Staff return the following day to obtain a deposit receipt.
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #4</b> Customer receipts do not contain all the required information, as stated in Exhibit C of the Agreement, and the Concessionaire does not retain the record copy of issued receipts. .</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Concessionaire to ensure customer receipts meet all the requirements specified in the Agreement, and a record copy of receipts are retained as required by the Agreement.</p>	(4) The Division concurred with the recommendation and the Concessionaire has implemented a new Point of Sale system which processes and stores all transactions. Sales receipts are sequentially numbered, include the transaction date, service purchased, amount of sale, total collected, and cashier's identification.

A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #5</b> Refunds are not processed or documented in compliance with the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Concessionaire to ensure refunds are processed in accordance with the Agreement, including: all refunds are reported to the Department, refunds are recorded in the daily ledger or register, refunded tickets are not resold, and refund documentation is retained pursuant to the Agreement.</p>	(5) The Division concurred with the recommendation and the Concessionaire has implemented a new Point of Sale system which processes and stores all transactions. The new system allows for refund reports to be generated and reported accurately to the Department. The Concessionaire also utilizes a "Ticket Refund" form that captures all required information.	
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #6</b> The submission date for the Monthly Report of Concessionaire's Total Gross Sales and Commission Payments was changed by the Division without an amendment to the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the OGC to ensure contractual changes to Agreements are executed properly with a contract amendment as appropriate.</p>	(6) The Division concurred with the recommendation and on September 25, 2023, the Division amended Agreement No. CA-0219. The amendment included an update to when the Monthly Report of Concessionaire's Total Gross Sales report is due to the Division, based on the current policy.	
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #7</b> Division written approvals were not timely obtained, in accordance with the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager and the Concessionaire to ensure pre-approvals and plan approvals are obtained, as required in the Agreement. We also recommended the Division work with the Park Manager and the Concessionaire to ensure the Accessibility &amp; Inclusion (A&amp;I) Policy is available and posted in all required areas, as required by the Agreement.</p>	(7) The Division concurred with the recommendation and the BOS has developed an onboarding checklist to be completed at the initiation of each new agreement going forward. The BOS, in coordination with District and Park staff, will use this tool to assure adequate oversight of the maintenance and repair, as well as Environmental Protection Plans. This will ensure that written approvals are obtained for plans and documentation to support approvals are retained in the Park file as required. The Park Manager has verified that the Concessionaire's A&I Policy has been posted in all required areas.	
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #8</b> National Sex Offender Public Website searches were not completed for each employee as required in the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager and the Concessionaire to ensure sexual predator and offender searches are completed, as required by the Agreement.</p>	(8) The Division concurred with the recommendation and the Assistant Director of Field Operations sent an email to all Park Managers highlighting the importance of verifying that sexual predator and offender searches are conducted by the Concessionaire, and outlining specific inspection requirements.	
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #9</b> Quarterly Evaluation Reports did not document noncompliance issues of the Concessionaire.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager to ensure the Concessionaire's Quarterly Evaluations are completed quarterly, and accurately document the performance of the Concessionaire.</p>	(9) The Division concurred with the recommendation and the Assistant Director of Field Operations sent an email to all Park Managers highlighting the importance of accurately completing quarterly reports. The Division will continue to support Park Managers in assuring that Concessionaire Quarterly Evaluations are completed with accurate information to support the actual performance and compliance of the Concessionaire.	
A-2223DEP-009	6/20/2023	Division of Recreation and Parks	<p><b>FINDING #10</b> Capital Improvement Goals were not established annually as required by the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park Manager and the Concessionaire to ensure annual Capital Improvement Goals are established, as required by the Agreement.</p>	(10) The Division concurred with the recommendation and in July 2023, the Park Manager met with the Concessionaire to identify annual Capital Improvement Goals.	
A-2223DEP-010	6/21/2023	Division of Air Resource Management	<p><b>FINDING #1</b> The Florida Power &amp; Light Company (Grantee) did not always comply with the requirements of the Grant Agreement VW002 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Division of Air Resource Management (Division) work with Grant Managers and Grantees to ensure invoices and deliverables are adequately reviewed, are complete, and submitted timely, as required by the Agreement, prior to the approval of reimbursement requests. We also recommended the Division review payments made to the Grantee to determine whether any ineligible expenses were reimbursed, and collect any amount that is determined to be owed to the Department.</p>	(1) The Division concurred with the recommendations and has applied them to the grant management process that Grantees and Grant Managers must follow in administering all active Grant Agreements with the Division. The Division's Grant Managers have implemented a thorough pre-reimbursement review process to ensure that payments are not issued for ineligible expenses. Further, the Division has reviewed all payments made to the Grantee to determine whether any ineligible expenses were reimbursed and determined that the Grantee does not owe any reimbursement to the Department.	
A-2223DEP-011	11/7/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> Pay Requests and subsequent payments were submitted and approved more frequently than allowed by the Contract CN541 (Contract) and did not include some required information.</p> <p><b>RECOMMENDATION</b> We recommended the Bureau of Design and Construction (BDC) ensure Contractors submit Pay Requests, and are paid by the Department, no more frequently than allowed under the terms specified in the Contract. We also recommend BDC ensure Contractor Pay Requests are submitted with the appropriate supporting documentation, as specified in the Contract.</p>	(1) The Division concurred with the recommendations and is working with the OGC to update the standard construction contract language to clarify the contractor payment expectations. BDC leadership has discussed the proposed changes with staff during monthly meetings.	

A-2223DEP-011	11/7/2023	Division of Recreation and Parks	<p><b>FINDING #2</b> Charles and Perry Partners, Inc. (Contractor) did not timely reach the Final Completion of the Project in accordance with the terms of the Contract and no payments were made for liquidated damages, as required by the Contract.</p> <p><b>RECOMMENDATION</b> We recommended the BDC ensure Final Completion occurs within the timeframe specified in the Contract, or the Contractor shall pay to the Department liquidated damages in accordance with the terms of the Contract.</p>	(2) The Division concurred with the recommendation. This finding has been reviewed and discussed during the BDC staff meetings. In addition, these requirements have been outlined in Chapter 2.2 Design and Construction (Section 8.4) of the Division's Operations Manual.
A-2223DEP-011	11/7/2023	Division of Recreation and Parks	<p><b>FINDING #3</b> An approved Change Order included costs for work completed prior to the execution of the Change Order, and also included costs for repairs of damage caused by the Contractor.</p> <p><b>RECOMMENDATION</b> We recommended the BDC ensure modifications of work to a contract are not completed without a properly executed amendment, Change Order, or Change Directive, as required by the Contract. We also recommend the BDC ensure that additional compensation is not approved for damage caused by a Contractor.</p>	(3) The Division concurred with the recommendation. This finding has been reviewed and discussed during the BDC staff meetings to ensure that Project Managers are following proper steps during all phases of the construction process regarding change of the work and any damage directly caused by the Contractor. In addition, this process is outlined in Chapter 2.2 Design and Construction (Section 8.3) of the Division's Operations Manual.
A-2223DEP-011	11/7/2023	Division of Recreation and Parks	<p><b>FINDING #4</b> Required bid documentation and bid awarding procedures were not completed in compliance with the Contract.</p> <p><b>RECOMMENDATION</b> We recommended the BDC ensure all bids are submitted accurately and include all documentation outlined in the bid documents. We also recommend BDC ensure all steps required to award bids are followed and all documentation is retained.</p>	(4) The Division concurred with the recommendation. These findings have been reviewed and discussed during the BDC staff meetings. The BDC Contracts team has also incorporated these requirements into its Contracts Procedures desk reference.
A-2223DEP-012	7/14/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #1</b> The City of Fernandina Beach (Grantee) received full payment even though the Grantee did not submit some deliverables in accordance with the requirements of the Grant Agreement R2232 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Office of Resilience and Coastal Protection (ORCP) work with Grant Managers to ensure deliverables required by agreements are received and reviewed for completeness prior to approving payment requests.</p>	(1) The ORCP concurred with the recommendation. The Grants Section has further developed and refined the resources and processes to ensure that grant agreements abide by Department and Program requirements and standards.
A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #1</b> The Department does not always document or maintain all required information for each property item certified as surplus.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure DEP 55-406 includes all the information required to be maintained in accordance with Rule 691-72.005, F.A.C., and is complete prior to approval of the Surplus Property Review Board.</p>	(1) The Division of Administrative Services (Division) concurred with the recommendation. The surplus process is undergoing workflow development within the Electronic Forms and Flows (ELFF) System. The planned workflow updates to DEP 55-406 ensures the required information gathered is in accordance with Rule 691-72.005, F.A.C., and will be required to be completed prior to approval of the Surplus Property Review Board. Policies and procedures are being revised in anticipation of implementation of the new form.
A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #2</b> Mobile Devices were not always sanitized, securely stored, or surplus in accordance with standard surplus procedures.</p> <p><b>RECOMMENDATION</b> We recommended the Department establish a sanitization and disposal procedure for mobile devices. We also recommend the Department provide adequate training and resources to Cell Phone Representatives to ensure they understand their responsibilities to safeguard surplus mobile devices in the process of being sanitized.</p>	(2) The Division concurred with the recommendation. Policy ADM 320 is being updated to add mobile devices as attractive items. DEP 55-406 will be required for surplus of Mobile Devices, to include proper sanitization prior to disposal. Finance & Accounting (F&A) is in the process of assigning property numbers, tags and adding mobile devices to the FLAIR property master file. Office of Technology and Information Services (OTIS) has drafted an updated Hard Drive Sanitation and Disposition Policy (renamed to "Hard Drive Sanitization and Disposition Procedure"), which incorporates the sanitization of mobile devices and certification from the cell phone representative related to mobile devices.
A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #3</b> There is a lack of internal controls to ensure attractive items are secured pending sanitization.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with the Property Custodians and Cell Phone Representatives to ensure they are aware of their responsibility to safeguard laptops, computers, and mobile devices in the process of being sanitized. We also recommended the Department work with the Bureau of Finance and Accounting Property Section to develop a process to catalog missing hard drives, prior to approving the Department Certification of Surplus.</p>	(3) The Division concurred with the recommendation. The sanitization process will be updated to include requirements to document that the hard drive has been wiped or destroyed and if missing, justification and explanation is mandatory. F&A continues to document missing hard drives until the surplus process is moved to production in the ELFF system.



A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #4</b> Surplus documentation was not always uploaded to OCULUS, as required, and location of property was not always accurately documented.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with the F&amp;A Property Section to ensure surplus documentation is uploaded to OCULUS as required. We also recommend the Department work with Property Custodians to ensure property transfer documentation is accurate and complete as required.</p>	(4) The Division concurred with the recommendation. The surplus process will be moving to the ELFF system, ensuring that the documentation will automatically upload to OCULUS upon completion of the process. In the meantime, F&A continues to manually upload documentation into OCULUS.
A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #5</b> Hard Drive Sanitization/Wiping labels were not consistently affixed to laptops and computers as required.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with OTIS to ensure Hard Drive Sanitization/Wiping Labels are completed and affixed to hard drives in the Common (Tallahassee) Area, as required, and also consider revising the Hard Drive Sanitization and Disposition Policy to ensure sanitation procedures are consistent Statewide.</p>	(5) The OTIS concurred with the recommendation. OTIS Desktop Support staff have been reminded of the importance of printing out clear labels and affixing them properly. Additionally, DEP 55-407 has been drafted to ensure the Department consistently certifies the sanitization of the surplus item.
A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #6</b> Surplus of Federally Acquired Property – Property Custodians are not in the practice of reviewing grant agreements during the surplus process.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with Property Custodians to ensure they are aware of property within their custody that has been acquired with Federal funding, and reviews of Federal grant agreements are conducted to determine if there are additional conditions required for surplus.</p>	(6) The Division concurred with the recommendation. The 55-406 in ELFF will be updated to include an indicator of items acquired with Federal Grant funding. If so, confirmation is required to ensure they have reviewed the grant agreement for additional conditions for disposal.
A-2223DEP-013	7/25/2024	Division of Administrative Services	<p><b>FINDING #7</b> An employee who certified an item as surplus was not designated as a Property Custodian at the time.</p> <p><b>RECOMMENDATION</b> We recommended the Department work with the F&amp;A Property Section to ensure employees signing property surplus forms are a properly designated Property Custodian prior to approving an item to be certified as surplus.</p>	(7) The Division concurred with the recommendation. The 55-406 in ELFF will be updated to include an indicator of items acquired with Federal Grant funding. If so, confirmation is required to ensure they have reviewed the grant agreement for additional conditions for disposal.
A-2223DEP-014	11/29/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> Annual required trainings and Volunteer records (including Volunteer Agreements, background searches, and service hours) were not completed or maintained in VSys as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Recreation and Parks (Division) work with Anastasia State Park (Park) to ensure background searches and Volunteer Agreements are completed prior to the start of Volunteer service at the Park, and all Volunteer records, including individual and group Volunteer Agreements, sexual predators and offenders registration searches, completed trainings, and hours of service, are maintained in VSys as required.</p>	(1) The Division concurred with the recommendation. The Park Volunteer Manager uses a checklist to verify and update each new Volunteer's profile. Also, the District sends quarterly Volunteer certification reports to each park's Volunteer Manager and highlights all expired or missing Volunteer Agreements, DEP Combo trainings and sexual predator searches. When a new Volunteer comes on board, the Volunteer Manager conducts a background search before they are hired or scheduled. They also review each new Volunteer and returning Volunteer's profile at least a month before their arrival to ensure their current background search is applied to their profile. The Volunteer Manager maintains a list of these background searches in the designated District/Park folder on the Agency's server for future reviews. The Volunteer Manager also conducts monthly reviews of active Volunteer profiles to identify any expired or soon-to-expire items. They inspect each campground host's profile before their arrival and ensure that everything is up to date. While checking everyone's profile, if the Volunteer Manager notices an active or incoming Volunteer has any combo training that will expire soon, they will send the Volunteer a friendly reminder via email to complete the necessary training.
A-2223DEP-015	12/18/2023	Division of Recreation and Parks	<p><b>FINDING #1</b> Sufficient documentation was not maintained showing receipt and review of deliverables, or written acceptance of deliverables by the Contract Manager as required by Agreement RP900 with Ashbritt, Inc. (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Division implement stronger internal controls to ensure Contract Managers maintain sufficient documentation showing receipt and review of deliverables, and written acceptance of deliverables, as required by the Agreement.</p>	(1) The Division concurred with the recommendation. The Bureau of Natural and Cultural Resources' (BNCR) new Contract Manager gave AshBritt notice of the Manager change on 3/11/24. No Department entities have utilized the Contract since the audit took place. To date, the Division has not utilized the Contract. This was not intentional as it was originally procured with the expectation of intermittent use, and these services have not been needed recently. Should the Contract be utilized again, the Division's Contract Manager will follow all the requirements specified in the Agreement, document the necessary actions, and save all files for future reference. Division staff will ensure that appropriate coordination with the BNCR Contract Manager is maintained and that all requirements of the Contract/Task Assignment are followed.

A-2223DEP-016	12/20/2023	Division of Waste Management	<p><b>FINDING #1</b> Orange County (County) did not comply with Contract GC895 (Contract) requirements.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Waste Management (Division) work with PRP to train Local Program Site Managers on contractual requirements to include assignment of sites, documentation using the Communication Log, and Agency Term Contractors subcontracting requirements and procedure.</p>	(1) The Division concurred with the recommendation. PRP provided training on the evaluation of required items for invoicing and subcontractor evaluation in the December 14, 2023, Program Teleconference. PRP followed up with notes from the Teleconference which were distributed to all Site Managers. PRP also met with the Local Program Managers on December 14, 2023, and reminded them of the contractual requirements regarding the number of sites assigned to staff for management.
A-2223DEP-018	10/11/2023	Division of Waste Management	<p><b>FINDING #1</b> Groundwater &amp; Environmental Services, Inc. (Contractor) received payment for some pay items that were not supported by the required documentation.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP and the Site Manager to review payments made for the questioned SPI costs, and request reimbursement for the SPI costs where required documentation was not provided.</p>	(1) The Division concurred with the recommendation. PRP provided training on the evaluation of required items for Invoicing in the November 15, 2022, Program Teleconference and PRP also revisited this topic in the September 14, 2023, Program Teleconference. In both instances PRP followed up with notes from the Teleconference which were distributed to all Site Managers. In addition, reimbursement of the \$1,455.00 associated with these items was requested from the Contractor on September 15, 2023. The Agency Term Contractor submitted a refund in the amount of \$1,455 to the Department on October 25, 2023.
A-2223DEP-018	10/11/2023	Division of Waste Management	<p><b>FINDING #2</b> The field notes submitted with some deliverables did not contain all the required components as required by the ATC and as specified by PRP guidance.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP and Site Managers to ensure field notes are adequately reviewed and contain all required components as required by PRP guidance and the ATC.</p>	(2) The Division concurred with the recommendation. PRP provided training to Program Site Managers regarding field notes in the September 2023 Program teleconference. PRP provided the ATCs a link to the Field Note Guidance and notified them to assure their field teams are familiar with and follow the guidance. In addition, PRP discussed with the Local Program Leaders the importance of their staff reviewing the field notes and all required items for invoicing as deliverables during our in-person meeting on February 21, 2024.
A-2223DEP-019	12/12/2023	Office of Water Policy and Ecosystems Restoration	<p><b>FINDING #1</b> The Lake St. Charles Community Development District (Grantee) received reimbursement although some deliverables were not completed in accordance with the Agreement INV15 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Office of Water Policy and Ecosystems Restoration (OWPER) work with Grant Managers to ensure required deliverables and documentation are reviewed and meet the requirements of the Agreement prior to approval of reimbursement.</p>	(1) The OWPER concurred with the recommendation. Management updated their procedures to implement a weekly meeting for each Grant Manager to bring deliverables to the Director and Budget Coordinator's attention and review.
A-2223DEP-019	12/12/2023	Office of Water Policy and Ecosystems Restoration	<p><b>FINDING #2</b> The Grantee purchased equipment which was not authorized under the terms of the Agreement.</p> <p><b>RECOMMENDATION</b> We recommended the Division review payments made for any equipment purchase or lease and seek reimbursement from the Grantee for those expenditures, as equipment purchases, nor equipment leases are allowed under the terms of the Agreement.</p>	(2) The OWPER concurred with the recommendation. Management implemented additional reviews to ensure changes in the Agreement's language is included in each of their grants, each Grant Manager presents the grants to a review team that includes a budget review, water quality review, and management review. The review goes through each page of the grant Agreement and reviews for consistency with Department policy prior to being finalized and sent to the grantee for signing. All items identified during the review have to be updated and provided for a second review before being submitted to the grantee.
A-2223DEP-020	2/21/2024	Office of Resilience and Coastal Protection	<p><b>FINDING #1</b> The Nova Southeastern University (Vendor) received full reimbursement although some deliverables were incomplete, never submitted, or were not submitted timely.</p> <p><b>RECOMMENDATION</b> We recommended the Office of Resilience and Coastal Protection (ORCP) provide training to Contract Managers to ensure deliverables are submitted, complete, and meet the requirements of the Purchase Order B97E48 (Purchase Order) prior to approving payment, and also to ensure documentation of receipt and approval of deliverables is adequately maintained. We also recommended ORCP review the deliverables and payments made under this Purchase Order, determine whether or not the Vendor was paid for work not completed, and seek reimbursement for any amount determined to be owed to the Department.</p>	(1) The ORCP concurred with the recommendations. The Coral Protection and Restoration (CPR) Program has developed a training for all Contract Managers that outlines roles, responsibilities, and expectations. Training outlines the need for regular communication, adherence to agreement due dates, evaluation of deliverables for completeness and format, and documentation of approval prior to authorization for payment. The training materials have been updated with recommendations from this audit. All new staff and new Contract Managers will receive this training going forward. The Scope of Work template has been updated to include specific financial consequences for late and incomplete deliverables. Staff will be conducting a site visit to audit the project and document which components were completed consistent with the intent of the Purchase Order. The Program will seek reimbursement for deliverables that cannot be verified. Future purchase orders will be developed to ensure that they contain the specificity and clarity for deliverables needed to verify intent of the project. Updated training materials include protocols to ensure that all deliverables are: 1) unique files and are properly named, 2) clearly organized by task and/or sub-task and 3) labelled according to the requirements set forth in the Scope of Work. The Exhibit A Progress Report template has also been updated with more detailed guidance on documenting progress reports and deliverables associated with each task.

A-2223DEP-020	2/21/2024	Office of Resilience and Coastal Protection	<p><b>FINDING #2</b> All invoices submitted for payment did not contain itemized details as required by the terms of the Purchase Order.</p> <p><b>RECOMMENDATION</b> We recommended the ORCP provide training to Contract Managers to ensure deliverables are submitted, complete, and meet the requirements of the Purchase Order prior to approving payment, and also to ensure documentation of receipt and approval of deliverables is adequately maintained.</p>	(2) The ORCP concurred with the recommendation. The Program training includes content on the protocols for invoice review and approval, prior to disbursement. The Scope of Work template has also been updated to require itemized invoicing by Task.
A-2223DEP-020	2/21/2024	Office of Resilience and Coastal Protection	<p><b>FINDING #3</b> Some deliverables were submitted to the Department directly from the Vendor's subcontractor which was not in accordance with the terms of the Purchase Order.</p> <p><b>RECOMMENDATION</b> We recommended the ORCP provide training to Contract Managers and ensure deliverables are received from appropriate parties as required.</p>	(3) The ORCP concurred with the recommendation. All future email and phone correspondence will be directed through the primary vendor/contractor. Program training materials for Contract Managers include a specific review of the "Purchase Order Special Terms & Conditions" for every agreement prior to execution.
A-2223DEP-020	2/21/2024	Office of Resilience and Coastal Protection	<p><b>FINDING #4</b> The Department purchased two generators for the Vendor's subcontractor and paid for their installation, without having a formal agreement with the subcontractor or adding the equipment to state property.</p> <p><b>RECOMMENDATION</b> We recommended the ORCP review payments made for the purchase and installation of equipment for the Vendor's subcontractor, with which the Department had no contractual relationship, and determine under what statutory authority the equipment purchase was made and seek reimbursement for any amount determined to be owed to the Department for ineligible expenditures.</p>	(4) The ORCP concurred with the recommendations. The Program is consulting with the Division of Administrative Services to ensure appropriateness of equipment purchases for this and future purchase orders.
A-2223DEP-020	2/21/2024	Office of Resilience and Coastal Protection	<p><b>FINDING #5</b> The Vendor did not comply with some of the terms of the Purchase Order.</p> <p><b>RECOMMENDATION</b> We recommended the ORCP work with Contract Managers to ensure compliance with a purchase order. Due to the high dollar amount expended for this Purchase Order and the complexity and nature of the work covered in this Purchase Order, for future awards we recommend ORCP consider utilizing a formal agreement with the terms and conditions and roles and responsibilities clearly defined.</p>	(5) The ORCP concurred with the recommendations. All Contract Managers are now required to regularly review the "Purchase Order Special Terms & Conditions" and the Scope of Work template for current agreements to ensure vendors/contractors are in compliance. This includes ensuring the contractors/sub-contractors are enrolled in the E-Verify system. The Program will review the current Scope of Work template and "Purchase Order Special Terms and Conditions" with the OGC to ensure that the roles and responsibilities are properly defined and aligned with those in the purchase order template.
A-2324DEP-001	5/7/2024	Department-wide	<p><b>FINDING #1</b> Routine maintenance and vehicle repairs are not always conducted, documented, or reported in compliance with Department policy.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure that routine maintenance is conducted, documented, and reported by each Program Area in accordance with Department policy. We also recommended the Department ensure that Fleet repairs are conducted, documented, and reported by each Program Area in accordance with Department policy.</p>	(1) The Department concurred with the recommendations and will work to complete the recommended corrective actions.
A-2324DEP-001	5/7/2024	Department-wide	<p><b>FINDING #2</b> The documentation and reporting of Fleet usage is not always completed in accordance with Department policy</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure that each Program Area completes documentation and reporting of Fleet vehicle usage in accordance with Department policy.</p>	(2) The Department concurred with the recommendation and will work to complete the recommended corrective action.
A-2324DEP-001	5/7/2024	Department-wide	<p><b>FINDING #3</b> Dedicated fuel card Wright Express (WEX) Card procedures are not always followed in compliance with Department policy.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure that each employee follows the WEX procedures in compliance with Department policy.</p>	(3) The Department concurred with the recommendation and will work to complete the recommended corrective action.
A-2324DEP-001	5/7/2024	Department-wide	<p><b>FINDING #4</b> Fleet vehicles were not at the locations identified by the property location codes assigned in FleetWave and were assigned to employees without following Florida Statutes and Department policy.</p> <p><b>RECOMMENDATION</b> We recommended the Department ensure that Fleet vehicle locations are accurately reported in FleetWave, and vehicles are stationed at the appropriately assigned location. We also recommended the Department ensure that Program Areas assign Fleet vehicles to employees in accordance with the requirements of Florida Statutes, Florida Administrative Code and Department policy.</p>	(4) The Department concurred with the recommendations and will work to complete the recommended corrective actions.

A-2324DEP-001	5/7/2024	Department-wide	<p><b>FINDING #5</b> Department policy could be strengthened regarding assigned responsibilities and oversight, as well as expanded regarding adequate security for Fleet assets and consistent guidance Department wide.</p> <p><b>RECOMMENDATION</b> We recommended that Department policy is strengthened regarding implementation and enforcement of assigned responsibilities and oversight of Fleet Custodians. We also recommended that Department policy is expanded to include security of Fleet assets and consistent guidance to ensure Fleet Custodians' responsibilities are performed.</p>	(5) The Department concurred with the recommendations and will work to complete the recommended corrective actions.
A-2324DEP-003	8/13/2024	Division of Waste Management	<p><b>FINDING #1</b> Fortune 4, d/b/a Environmental Assessment and Consulting (Contractor) received payment for some pay items that were not supported by the required documentation.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Waste Management (Division) work with PRP to request reimbursement for the \$4,607.50 paid where required documentation was not provided.</p>	(1) The Division concurred with the recommendation. PRP provided training on the evaluation of required items for invoicing in the December 14, 2023, Program Teleconference and followed up with distributing meeting notes to all Site Managers. Local Program Managers were reminded during the February 21, 2024, PRP Managers Meeting of the importance of ensuring that the required documentation is reviewed and verified prior to invoice approval and payment. In addition, reimbursement of the \$4,607.50 associated with the required documentation was requested from the Contractor on February 28, 2024.
A-2324DEP-003	8/13/2024	Division of Waste Management	<p><b>FINDING #2</b> When laboratory analysis is conducted for the disposal of Investigative Derived Water (IDW), the required tables do not include an area to record the required documentation.</p> <p><b>RECOMMENDATION</b> We recommended the Division update the required tables to accommodate all required laboratory analysis documentation.</p>	(2) The Division concurred with the recommendation. The PRP is adjusting the required documents for analytical data associated with characterization of IDW. Since tables and sampling locations accompany closure orders, it would be best not to include data associated with IDW in the tables as they are not discreet samples from specific locations onsite. The Schedule of Pay Items (SPI) required documents tab, has been updated to reflect that updated tables are not required when the analytical data is associated with characterization of IDW. The new SPI will be used on all work offers effective March 11, 2024.
A-2324DEP-003	8/13/2024	Division of Waste Management	<p><b>FINDING #3</b> Some invoices were submitted for payment too frequently and some documents were not uploaded into OCULUS as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP, Site Managers, and Agency Term Contractors to review the requirements surrounding invoice submissions and OCULUS uploads.</p>	(3) The Division concurred with the recommendation. PRP met with the Local Program Managers on February 21, 2024, and reminded them of the contractual requirements regarding OCULUS uploads and invoice requirements. In addition, Agency Term Contractors were reminded of the invoicing requirements and timeframes via email sent on March 5, 2024.
A-2324DEP-003	8/13/2024	Division of Waste Management	<p><b>FINDING #4</b> The Contractor utilized a subcontractor that was not approved to work with the Contractor or reported on the Subcontractor Utilization Form.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with PRP, Site Managers, and Agency Term Contractors regarding the requirements of subcontractor utilization, approval, and reporting.</p>	(4) The Division concurred with the recommendation. PRP trained on subcontracting requirements in the December 14, 2023, Program Teleconference. PRP followed up with notes from the teleconference which were distributed to all Site Managers. PRP reminded contractors of the subcontracting procedures in the December 2023 PRP Post.
A-2324DEP-005	12/7/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #1</b> The City of Crystal River (Grantee) did not submit some deliverable documentation as specified in the Agreement MV433 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the Office of Resilience and Coastal Protection (ORCP) implement stronger internal controls to ensure Grant Managers review deliverables for compliance and accept the deliverables in writing, as required by the Agreement.</p>	(1) The ORCP concurred with the recommendation. All Clean Vessel Act (CVA) invoices received are reviewed internally to ensure deliverables are complete before approving for reimbursement. Once approved for reimbursement, the grantee is notified when the deliverables are accepted. If not accepted, payment is held until all deliverables are submitted.
A-2324DEP-005	12/7/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #2</b> The Grantee received payment for equipment purchased outside the cost reimbursement period.</p> <p><b>RECOMMENDATION</b> We recommended the recommend ORCP review payments made to the Grantee to determine whether any ineligible expenses were reimbursed and collect any amount that is determined to be owed to the Department.</p>	(2) The ORCP concurred with the recommendation. CVA invoice documentation was reviewed to ensure all transactions occurred within the Grant award period. The invoice to the Grantee from the supplier for the boat deposit was dated 2/14/22 on the date the city signed the Agreement. The Department did not execute the Agreement until 2/18/22. The invoice to the supplier was paid in March after the Agreement was fully executed. CVA is aware there could be a misunderstanding of when the grantee believes the project can start. Grant Managers are reinforcing that the project can start when the Agreement is fully executed including invoicing for deposits.

A-2324DEP-006	11/30/2023	Office of Resilience and Coastal Protection	<p><b>FINDING #1</b> The Town of Lauderdale by the Sea (Grantee) did not submit all required documentation and received reimbursement for more than what was allowed under the terms of the Agreement CZ418 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the ORCP implement stronger internal controls to ensure Grant Managers review agreement requirements and ensure adequate documentation has been provided prior to approving payment. We also recommended ORCP ensure modifications of work to an agreement are not completed without a properly executed amendment or change order, as required. We further recommended ORCP seek reimbursement for payments made to the Grantee which were over the allowable amount based on match requirements.</p>	<p>(1) The ORCP concurred with the recommendations. Grant Managers will take action to strengthen internal controls for reviewing payment request packets and ensuring adequate documentation has been provided for all payments in accordance with the agreement. Florida Coastal Management Program (FCMP) hired an additional Grant Manager for the program earlier this year, expanding program capacity for adequate review of deliverables and payment requests. Grant Managers will work to ensure that all changes to the original agreements are properly changed and executed as required. The Grant Manager has already implemented the use of standard grant language for communications with grantees. This standard language includes all reporting requirements that are included in the program specific terms and conditions. Having this process in place will ensure that all grantees are fully aware of all reporting requirements prior to execution and throughout the project period. The Grantee invoiced \$69,546.75, providing \$30,000 as match. The Grantee was reimbursed \$29,436.55, which meets/exceeds the 1:1 match requirement for the program. FCMP concurs that the Agreement language should be clarified. The Grant Manager will work with OGC to modify the standard grant template to clearly allow the Grantee's match to be matched to the entire project amount rather than matching specific tasks/deliverables.</p>	
A-2324DEP-007	3/26/2024	Office of Resilience and Coastal Protection	<p><b>FINDING #1</b> The Town of Greenville (Grantee) received reimbursement too frequently and for costs that lacked proper supporting documentation, as required by Agreement 22FRP89 (Agreement).</p> <p><b>RECOMMENDATION</b> We recommended the ORCP review the cost reimbursement payments made under this Agreement and obtain the backup documentation for all invoices reimbursed to determine whether costs were for eligible expenditures and did not contain any duplicate charges. We also recommended ORCP work with Grant Managers to ensure payment requests are adequately reviewed and appropriate supporting documentation is received prior to approval of reimbursement, as required by the Agreement.</p>	<p>(1) The ORCP concurred with the recommendations. The interim payment request language was removed from the Program's OGC-approved Attachment 3 in June 2023. The Deliverables, Performance Measures, and Payment Request Schedule language have been updated in all Program Grant Agreements to require more clear, strong, and strict deliverables, and to only reimburse grantees following the completion of a partial or full formal deliverable. Deliverables are now required to be reviewed by a second-level grant reviewer prior to the Department Grant Manager providing the grantee with a deliverable acceptance or non-acceptance letter. Payment requests are required to be reviewed by two Budget Section staff and two Grants Section staff (a primary and second-level review from each section) prior to processing the payment request. This will ensure that sufficient documentation has been received prior to deliverable acceptance and reimbursement. The Documentary Evidence Requirement for subcontractor(s) was removed from the Program's OGC-approved Attachment 2 in January 2024. The language is no longer included in Program Grant Agreements, and it is also being proactively removed from current Grant Agreements through formal amendments. Further discussion with the Program Administrators and OGC concluded that the language was not necessary as an additional term in the Grant Agreements as it is otherwise provided and sufficiently documented with the relevant grant deliverables and Exhibit C. The Program has also strengthened the grant deliverables, so this additional documentation is not necessary to ensure subcontractor performance. The Program is conducting a review of all deliverables that have been previously approved under Program Grant Agreements to ensure that required documentation was provided by the grantee and that the Department Grant Manager provided the appropriate response. The Program will update the title and messaging (to the grantees) for the contracted staff to ensure transparency on the different roles that contracted staff have in comparison to the Department Grant Managers. This includes providing grantees with a notice of title change, updating the contracted Grant Managers email signature blocks, updating the Staff Information page on the Resilient Florida Program website, and updating all messaging with grantees and stakeholders regarding the contracted Grant Managers role within the Program and the Grant Agreements.</p>	
A-2324DEP-012	5/3/2024	Division of Recreation and Parks	<p><b>FINDING #1</b> Florida Caverns State Park (Park) staff did not always follow the revenue verification process and did not maintain documentation in accordance with the Operations Manual.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Recreation and Parks (Division) work with the Park to ensure the revenue verification process is accurately followed in accordance with the Operations Manual. We also recommended the Division work with the Park to ensure all required documentation is maintained and uploaded into the Department's databases timely in accordance with the Operations Manual and the Park Revenue Collection Procedures.</p>	<p>(1) The Division concurred with the recommendations and will work with Park staff to ensure all revenue verification processes are followed in accordance with the Operations Manual. The Division will also will work with the Park to ensure all required documentation is maintained in accordance with the Operations Manual and the Park Revenue Collection Procedures.</p>	

A-2324DEP-012	5/3/2024	Division of Recreation and Parks	<p><b>FINDING #2</b> The Park employees did not maintain accurate records of firearm usage, were not properly certified to use Park firearms, and did not ensure the security and accountability of ammunition.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure the Firearm Activity Logs are completed and maintained in accordance with the Department's Firearm Use Standard and the Department's Health and Safety Manual. We also recommended the Division ensure Park staff are appropriately trained and certified to use Park firearms in accordance with the Firearm Use Standards and the Department's Health and Safety Manual. We further recommended the Division work with the Park to ensure approval request memos are executed timely and firearm usage does not fall outside of those approvals. We finally recommended the Division work with the Park to ensure ammunition purchases are tracked, all usage is accurately documented, and ammunition is stored according to the Department's Firearm Use Standard and the Department's Health and Safety Manual.</p>	(2) The Division concurred with the recommendations and will work with the Park to ensure the Firearm Activity Logs are completed and maintained in accordance with the Department's Firearm Use Standard and the Department's Health and Safety Manual. The Division will ensure Park staff are appropriately trained and certified to use Park firearms in accordance with the Firearm Use Standards and the Department's Health and Safety Manual. The Division will work with the Park to ensure approval request memos are executed timely and firearm usage does not fall outside of those approvals. The Division will work with the Park to ensure ammunition purchases are tracked, all usage is accurately documented, and ammunition is stored according to the Department's Firearm Use Standard and the Department's Health and Safety Manual.
A-2324DEP-012	5/3/2024	Division of Recreation and Parks	<p><b>FINDING #3</b> Annual required trainings and Volunteer records (including Volunteer Agreements, background searches, and service hours) were not completed or maintained in VSys as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure background searches and Volunteer agreements are completed prior to the start of Volunteer service at the Park, and all Volunteer records, including individual and Group Volunteer Agreements, sexual predators and offenders registration searches, completed trainings, and hours of service, are completed and maintained in VSys as required.</p>	(3) The Division concurred with the recommendation and will work with the Park to ensure background searches and Volunteer Agreements are completed prior to the start of Volunteer service at the Park, and all Volunteer records, including individual and group Volunteer Agreements, sexual predators and offender's registration searches, completed trainings, and hours of service, are completed and maintained in VSys as required.
A-2324DEP-012	5/3/2024	Division of Recreation and Parks	<p><b>FINDING #4</b> Park property was not always tracked or surplused in accordance with the Operations Manual and Department procedures.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure property tags are affixed to Park property items and inventory is conducted in accordance with Department procedures. We also recommended the Division work with the Park to ensure the Repeater is properly accounted for in accordance with Department procedures. We further recommended the Division work with the Park to ensure fuel purchases are completed, documented, and maintained in accordance with the Operations Manual and Department procedures.</p>	(4) The Division concurred with the recommendations and will work with the Park to ensure property tags are affixed to Park property items and inventory is conducted in accordance with Department procedures. The Division will also work with the Park to ensure the Repeater is properly accounted for in accordance with Department procedures. The Division will further work with the Park to ensure fuel purchases are completed, documented, and maintained in accordance with the Operations Manual and Department procedures.
A-2324DEP-012	5/3/2024	Division of Recreation and Parks	<p><b>FINDING #5</b> Purchases for the Park were not always compliant with the PCard Policy and PCard Prohibited Items List.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Park to ensure purchases for the Park are made in accordance with State guidelines and the PCard policy. We also recommended the Division work with the Park to review payments made to Contractors for repairs and maintenance to buildings which fall under the responsibility of the Concessionaire, and seek reimbursement for any amount determined to be owed to the Department.</p>	(5) The Division concurred with the recommendations and will work with the Park to ensure purchases for the Park are made in accordance with State guidelines and the PCard policy. The Division will also work with the Park/Concessionaire to review payments made to Contractors for repairs and maintenance to buildings and seek reimbursement for any amount determined to be owed to the Department.
A-2324DEP-012	5/3/2024	Division of Recreation and Parks	<p><b>FINDING #6</b> Required Housing Agreements, Pet Approval Agreements, and Park inspections were not always completed as required.</p> <p><b>RECOMMENDATION</b> We recommended the Division ensure all required Housing and Pet Approval Agreements for Park staff residing in the Park are properly executed in accordance with the Operations Manual. We also recommended the Division ensure annual park inspections are completed and documented in accordance with the Operations Manual.</p>	(6) The Division concurred with the recommendations and will ensure all required Housing and Pet Approval Agreements for Park staff residing in the Park are properly executed in accordance with the Operations Manual. The Division will also will ensure annual park inspections are completed and documented in accordance with the Operations Manual.
A-2324DEP-016	5/29/2024	Division of Waste Management	<p><b>FINDING #1</b> E.R. Albert Enterprises, Inc. (Facility Owner) received payment even though they did not pay the Pollutant Storage System Contractor (PSSC) within 180 days of Purchase Order B9DF31 (Purchase Order) issuance, thus voiding the Purchase Order.</p> <p><b>RECOMMENDATION</b> We recommended the Division of Waste Management (Division) work with the Ethanol/Biodiesel Program (Program Area) to ensure payment requirements are adequately reviewed prior to approving payment. We also recommended the Division work with the Program Area to review payments made under the Purchase Order and seek reimbursement for payment made after the Purchase Order was statutorily void.</p>	(1) The Division concurred with the recommendations. Since the time of issuance and processing of the Purchase Order, and with OGC guidance, the Program Area developed language that more specifically lists required invoicing documentation. Having more specific language about these requirements allows us to require items such as hotel receipts, cost breakdowns of lump sum items, etc. that were not specified in the statutory language. This language is now included in every Ethanol/Biodiesel Purchase Order. All invoices are now screened for timeliness in relation to Purchase Order completion (i.e. work completed, payment made to Contractor, and pre-invoicing deliverable submitted to the Department within 30 days of completion of work), none of which should exceed 180 days.

A-2324DEP-016	5/29/2024	Division of Waste Management	<p><b>FINDING #2</b> The Facility Owner received payment even though they did not timely submit an invoice nor did the invoice contain sufficient backup documentation.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Program Area to ensure invoices contain sufficient supporting documentation to demonstrate the work has been completed prior to approving payment, as statutorily required. We also recommended the Division work with the Program Area to review payments made under the Purchase Order and seek reimbursement for payment made for unsupported charges.</p>	(2) The Division concurred with the recommendations. In addition to the response to Finding 1, the Program Area now conducts multi-person reviews of all information provided to ensure that the Scope of Work was fully completed, and that costs accurately reflect the work performed. The Program Area will identify and request reimbursement for charges that are not adequately justified for payment under this Purchase Order. Barring any additional information in a response provided by the Contractor to the preliminary audit, the Program will discuss with the OGC and request reimbursement for charges not adequately justified for payment.
A-2324DEP-016	5/29/2024	Division of Waste Management	<p><b>FINDING #3</b> The Program Area exceeded the 30-day timeframe for application review.</p> <p><b>RECOMMENDATION</b> We recommended the Division work with the Program Area to ensure application reviews are completed timely in accordance with Florida Statutes.</p>	(3) The Division concurred with the recommendation. Based on the last review of the Ethanol/Biodiesel Program, the Program Area's tracking system was made more comprehensive through the addition of fields for request and response dates, Purchase Order information, issuance dates, and a color-coding system added for easy review of pending tasks. To date, these improvements have eliminated instances of delayed review and response to any application.
AG 2023-114	2/9/2023	Department-Wide	<p><b>FINDING #1</b> Department controls over mobile device text messaging and Apple device iMessages and the retention of text messages and iMessages in accordance with State law and the State records retention schedule need improvement.</p> <p><b>RECOMMENDATION</b> We recommended that Department management enhance mobile device controls to enforce policy prohibitions on text messaging and iMessage use on Department mobile devices. We also recommended that, should text messages or iMessages be sent or received by Department mobile devices, management ensure that such messages are retained in accordance with State law and the records retention schedule.</p>	(1) The Department concurred with the recommendations and has enhanced the controls for managing text messages on Department issued mobile devices to include monthly review of provider invoices to ensure vendors have captured appropriate feature restrictions for devices as it relates to text messaging. The Department has researched and made the decision to utilize two mechanisms to address the finding. The Department has procured Microsoft Intune which is a cloud-based end point management solution which will block the use of iMessages on corporate Apple devices once implemented. In addition, the Department is in the final stages of procuring a per device software solution for capturing and retaining text messages in accordance with State law and the records retention schedule.
AG 2023-196	6/16/2023	Division of Waste Management	<p><b>FINDING #1</b> The Department should enhance its records to evidence the dates local government owners or operators of landfill facilities file audits of the escrow accounts maintained to accumulate financial resources for the proper closing and long-term care of landfills. In addition, the DEP could enhance its efforts to compel local governments to timely file the required escrow account audit reports.</p> <p><b>RECOMMENDATION</b> We recommended the Department establish written policies and procedures to record the receipt date of escrow account audit reports and to establish progressively stronger enforcement actions to compel local government entities to timely file escrow account audit reports that contain the elements required by State law. Such actions should include imposing the fine authorized by State law for failure to collect or report revenue accumulated for landfill closure and long-term care.</p>	(1) The Department concurred with the recommendation and the following corrective actions have been implemented: • The solid waste financial assurance database has been revised to include: o Date that the local government submits an audit to the Department; and o Date that the Department deems the audit complete (i.e., meets rule requirements). • A reminder regarding the due date for escrow audits was added to the cost estimate notice that was sent to all solid waste permittees using escrow accounts as the financial assurance documentation in July. • During the last week of January, a new reminder letter will be sent to permittees utilizing escrow accounts to comply with financial responsibility requirements. This will provide notice approximately 60 days prior to the audit due date of March 31st. The template for this letter has been developed. • A delinquency notice will be sent during the first week of April to those local governments that failed to submit their escrow audits by March 31st. The notice will state that the local government is out of compliance with financial assurance requirements, that statutory fines could be levied and that the audit must be submitted within 30 days. The template for this notice has been developed. • If a local government has not submitted an escrow audit by mid-May, a notice will be sent to the Chairman of the Commission for the local government. The notice will detail rule requirements and potential penalties for noncompliance. The template for this notice has been developed. • An SOP, outlining the procedures above and including the templates, has been placed with other SOPs in a common folder managed by the financial assurance team.

AG 2023-196	6/16/2023	Division of Waste Management	<p><b>FINDING #2</b>  Statutory requirements for annual audits of the local government landfill escrow accounts maintained to accumulate financial resources for the proper closing and long-term care of landfills could be clarified to ensure that the audits are properly and consistently conducted in accordance with Legislative intent.</p> <p><b>RECOMMENDATION</b>  We recommended that the Legislature consider revising State laws, or alternatively, that the DEP revise its rules, governing local government escrow account audits to require:</p> <ul style="list-style-type: none"> <li>• Certified Public Accountants (CPAs) to opine on the accuracy of local-government-reported escrow account balances and disclose in the audit reports whether the local governments complied with State law by ensuring that the escrow accounts had sufficient financial resources for proper closure and long-term care of the landfills.</li> <li>• CPAs to follow specified professional standards, such as AICPA auditing standards or GAGAS, when conducting the audits.</li> <li>• DEP personnel to verify that the audit reports include required information in accordance with DEP rules.</li> <li>• Penalties or other consequences be assessed for landfill owners and operators who do not timely submit audit reports to the DEP or submit audit reports that lack required information.</li> </ul>	<p>(2) The Department concurred with the recommendations and acknowledges that the usefulness of the required escrow audits could be enhanced by requiring CPAs to follow specific professional standards, such as the American Institute of Certified Public Accountants (AICPA) auditing standards. However, because the statute does not direct the Department to specify the professional accounting standards for CPAs to follow when conducting the audits, the Department needs to further evaluate its authority to impose this requirement by rule. This evaluation is still underway.</p>	
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Executive Direction and Support Services
Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification</i>

Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y	Y	Y	Y	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y	

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

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

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### 3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A	N/A	
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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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y	
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3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	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 59 of the LBR Instructions?	Y	Y	Y	Y	
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4.2 Is the program component code and title used correct?	Y	Y	Y	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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## Fiscal Year 2025-26 LBR Technical Review Checklist

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	31010100	37010200	37010300	37010400	

### 5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
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 2023-24 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					

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

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

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

7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 14 through 27 of the LBR Instructions.)	Y	Y	Y	Y	
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	N/A	Y	

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Action	Program or Service (Budget Entity Codes)			
	31010100	37010200	37010300	37010400

7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	Y	N/A	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	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.7 of the LBR Instructions.)	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 94 of the LBR Instructions.)	N/A	N/A	N/A	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y

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Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

7.16 Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR	N/A	N/A	N/A	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	Y	Y	Y	
7.18 Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	

**AUDIT:**

7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	N/A	N/A	N/A	N/A	
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A	N/A	N/A	N/A	
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A	N/A	N/A	N/A	
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	N/A	N/A	N/A	N/A	
7.24 Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. ( <b>NAAR, BSNR</b> )	Y	Y	Y	Y	
7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A	N/A	N/A	N/A	

**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.

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Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2024-25 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.	

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	Y	Y	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y
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?	N/A	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	Y	N/A
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Executive Direction and Support Services

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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

Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

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

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Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A	N/A	N/A	N/A	
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	

### AUDITS:

8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	
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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y	Y	Y	Y	
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	Y	Y	Y	Y	
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					



## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)				
		N/A	N/A	N/A	Y

### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

### 12. SCHEDULE VIIIA (EADR, SC8A)

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

### 13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	<b>NOT REQUIRED FOR THIS YEAR</b>				
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.				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	31010100	37010200	37010300	37010400	

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

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

### 16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed

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

### AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y	Y	Y	
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y	Y	
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in <b>Audit #3</b> 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	Y	Y	Y	

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley				
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Action	Program or Service (Budget Entity Codes)			
	31010100	37010200	37010300	37010400

16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J	N/J	N/J	N/J	
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US</b> ?	N/A	N/A	Y	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	N/A	N/A	N/A	

**AUDITS - GENERAL INFORMATION**

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

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

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	N/A	N/A	N/A	
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	N/A	N/A	N/A	
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	

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	Program or Service (Budget Entity Codes)				
Action	31010100	37010200	37010300	37010400	

18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A
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18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A
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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.				
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**19. FLORIDA FISCAL PORTAL**

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Land Administration and Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37100400				

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

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

### 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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## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37100400				

### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					

### 4. EXHIBIT D (EADR, EXD)

4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

### 5. EXHIBIT D-1 (ED1R, EXD1)

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

5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y				

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	Program or Service (Budget Entity Codes)				
Action	37100400				

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	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.7 of the LBR Instructions.)	N/A				

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	Program or Service (Budget Entity Codes)				
Action	37100400				

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 94 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 #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 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				



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	Program or Service (Budget Entity Codes)				
Action	37100400				

7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y				
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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Land Administration and Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37100400				

**TIP** If an appropriation made in the FY 2024-25 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.

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			
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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37100400				

8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/J				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

AUDITS:

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37100400				

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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	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. ( <b>SC1R, DEPT</b> )	Y				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A				
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### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	37100400			

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

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

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

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

### 16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed)

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A			

### AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y			
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y			
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37100400				

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 <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

### AUDITS - GENERAL INFORMATION

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

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

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37100400				

<p><b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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<b>19. FLORIDA FISCAL PORTAL</b>					
<p>19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Regulatory District Offices  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)			
Action	37150700			

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

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



## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37150700				

### 3. EXHIBIT B (EXBR, EXB)

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

#### AUDITS:

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

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

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

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

TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.

### 4. EXHIBIT D (EADR, EXD)

4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?					
	Y				

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

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification</i>				
	Program or Service (Budget Entity Codes)			
Action	37150700			

### 5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>					
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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Regulatory District Offices  
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	Program or Service (Budget Entity Codes)			
Action	37150700			

7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y			
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.7 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 94 of the LBR Instructions.)	Y			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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. <b>(PLRR, PLMO)</b>	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37150700				

7.16 Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR Instructions.)	Y				
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18 Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>					
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	N/A				
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A				
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	Y				
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. ( <b>NAAR, BSNR</b> )	Y				
7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A				
<b>TIP</b> Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> 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 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Regulatory District Offices
Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37150700				

TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2024-25 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.	

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37150700				

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?	N/A				
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37150700				

8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
<b>AUDITS:</b>					
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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	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. ( <b>SC1R, DEPT</b> )	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				
<b>TIP</b> 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!					
<b>TIP</b> Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
<b>TIP</b> Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
<b>TIP</b> Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37150700			

### 9. SCHEDULE II (PSCR, SC2)

AUDIT:				
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y			

### 10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	N/A			
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> 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			
<b>TIP</b> 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 <b>NOT REQUIRED FOR THIS YEAR</b>				
<b>TIP</b> If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.				

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

14.1 Do the reductions comply with the instructions provided on pages 99 through 102 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y			
<b>TIP</b> 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.				
<b>TIP</b> If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.				

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

### 16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed



## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37150700				

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)					
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	N/A				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	N/A				
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 <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
<b>TIP</b> If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37150700			

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

17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	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) ?	N/A				

### AUDITS - GENERAL INFORMATION

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

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

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

### 19. FLORIDA FISCAL PORTAL

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Water Policy and Ecosystems Restoration

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37200100				

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

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

### 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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## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	37200100				

### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					

### 4. EXHIBIT D (EADR, EXD)

4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

### 5. EXHIBIT D-1 (ED1R, EXD1)

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

5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y				

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	Program or Service (Budget Entity Codes)				
Action	37200100				

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	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.7 of the LBR Instructions.)	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37200100				

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 94 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 #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Water Policy and Ecosystems Restoration  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37200100				

7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y				
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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37200100				

**TIP** If an appropriation made in the FY 2024-25 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.

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			
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			



## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	37200100				

8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/J				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

**AUDITS:**

8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Water Policy and Ecosystems Restoration

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	Program or Service (Budget Entity Codes)				
Action	37200100				

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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	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. <b>(SC1R, DEPT)</b>	Y				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A				
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### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	37200100			

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

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

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

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

### 16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed)

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A			

### AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y			
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y			
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37200100				

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 <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

**AUDITS - GENERAL INFORMATION**

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

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

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	37200100				

<p><b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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<b>19. FLORIDA FISCAL PORTAL</b>					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

# Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37220100			

## 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

## AUDITS:

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

## 2. EXHIBIT A (EADR, EXA)

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

## 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:

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Water Restoration Assistance

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	Program or Service (Budget Entity Codes)				
Action	37220100				

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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	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.					
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y				
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37220100			

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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	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.7 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				



## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37220100				

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 94 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 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?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Water Restoration Assistance  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)			
Action	37220100			

7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y				
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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXX) 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2024-25 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.					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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### 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
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				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
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8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
<b>AUDITS:</b>						
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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	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. <b>(SC1R, DEPT)</b>	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A				
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### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

### 12. SCHEDULE VIIIA (EADR, SC8A)

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	<b>NOT REQUIRED FOR THIS YEAR</b>					
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.					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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

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

**16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed)**

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

**AUDITS INCLUDED IN THE SCHEDULE XI REPORT:**

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y				
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37220100			

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

### AUDITS - GENERAL INFORMATION

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

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

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	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				
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					

### 19. FLORIDA FISCAL PORTAL

19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Division of Environmental Assessment and Restoration

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	Program or Service (Budget Entity Codes)			
Action	37300100			

## 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

## 2. EXHIBIT A (EADR, EXA)

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

## 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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## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37300100				

### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					

### 4. EXHIBIT D (EADR, EXD)

4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

### 5. EXHIBIT D-1 (ED1R, EXD1)

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

5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y				

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	Program or Service (Budget Entity Codes)				
Action	37300100				

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	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.7 of the LBR Instructions.)	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
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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 94 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 #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 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)?	N/A				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Division of Environmental Assessment and Restoration  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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

	Program or Service (Budget Entity Codes)				
Action	37300100				

7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y				
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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37300100				

**TIP** If an appropriation made in the FY 2024-25 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.

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			
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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37300100				

8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/J				
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N/A				
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

AUDITS:					
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Division of Environmental Assessment and Restoration  
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	Program or Service (Budget Entity Codes)				
Action	37300100				

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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	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. <b>(SC1R, DEPT)</b>	Y				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A				
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### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

### 12. SCHEDULE VIIIA (EADR, SC8A)

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Division of Environmental Assessment and Restoration  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37300100				

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

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

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

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

**16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed**

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A				

**AUDITS INCLUDED IN THE SCHEDULE XI REPORT:**

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y				



## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	87300100				

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 <b>Audit #3</b> 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.)	N/A				
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

### AUDITS - GENERAL INFORMATION

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

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

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP	Y				
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5 Are the appropriate counties identified in the narrative?	Y				
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/ Division of Environmental Assessment and Restoration

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37300100				

<p><b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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<b>19. FLORIDA FISCAL PORTAL</b>					
<p>19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Water Resource Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37350400				

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

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

### 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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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	B7350400				

### AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					

### 4. EXHIBIT D (EADR, EXD)

4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

### 5. EXHIBIT D-1 (ED1R, EXD1)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	B7350400				

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	N/A				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	Y				
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
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.7 of the LBR Instructions.)	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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Action	Program or Service (Budget Entity Codes)				
	37350400				

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 94 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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

	Program or Service (Budget Entity Codes)				
Action	B7350400				

7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y				
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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37350400				

**TIP** If an appropriation made in the FY 2024-25 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.

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y			



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Water Resource Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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Action	Program or Service (Budget Entity Codes)				
	37350400				

8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

AUDITS:

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/ Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	87350400				

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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	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. ( <b>SC1R, DEPT</b> )	Y				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y				

### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
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	Program or Service (Budget Entity Codes)				
Action	37350400				

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

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

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

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

### 16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A				

### AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	N/A				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	37350400				

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 <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

### AUDITS - GENERAL INFORMATION

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

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

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
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	Program or Service (Budget Entity Codes)				
Action	37350400				

**TIP** Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.

**19. FLORIDA FISCAL PORTAL**

19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

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	Program or Service (Budget Entity Codes)				
Action	37/450300				

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I <b>(SC1R, SC1 or SC1R, SC1D adding column A12)</b> 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? <b>(CSDR, CSA)</b>	Y				

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

### 2. EXHIBIT A (EADR, EXA)

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

### 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:

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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Action	Program or Service (Budget Entity Codes)				
	B7/450300				

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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37450300				

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A				
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	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.7 of the LBR Instructions.)	N/A				



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

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Action	Program or Service (Budget Entity Codes)				
	37/450300				

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 94 of the LBR Instructions.)	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 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)?	N/A				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management  
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	Program or Service (Budget Entity Codes)				
Action	37/450300				

7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y				
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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

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Action	37/450300				

**TIP** If an appropriation made in the FY 2024-25 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.

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
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?	N/A			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			
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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37450300				

8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				

AUDITS:

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

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	Program or Service (Budget Entity Codes)				
Action	37/450300				

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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	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. ( <b>SC1R, DEPT</b> )	Y				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A				

### 10. SCHEDULE III (PSCR, SC3)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37/450300				

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

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

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

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

### 16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A				

### AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y				
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y				
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37450300				

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 <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

**AUDITS - GENERAL INFORMATION**

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

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

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Waste Management

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	Program or Service (Budget Entity Codes)				
Action	37/450300				

<b>TIP</b>	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.	
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**19. FLORIDA FISCAL PORTAL**

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/State Park Operations/Coastal and Aquatic Managed Areas

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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Action	Program or Service (Budget Entity Codes)			
	37500300	37500400		

## 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)? <b>(CSDI or Web LBR Column Security)</b>					
	Y	Y			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>					
	Y	Y			

### AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>					
	Y	Y			
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I <b>(SC1R, SC1 or SC1R, SC1D adding column A12)</b> to verify.					
	Y	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? <b>(CSDR, CSA)</b>					
	Y	Y			

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

## 2. EXHIBIT A (EADR, EXA)

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

## 3. EXHIBIT B (EXBR, EXB)

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

### AUDITS:

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37500300	37500400			

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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y			
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y			
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y			
4.2 Is the program component code and title used correct?	Y	Y			
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y			
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y	Y			
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	Y	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

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 2023-24 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.	
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.	

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

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

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

7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 14 through 27 of the LBR Instructions.)	Y	Y			
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y			
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	N/A	N/A			
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A			
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.7 of the LBR Instructions.)	N/A	Y			
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/State Park Operations/Coastal and Aquatic Managed Areas

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

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 94 of the LBR Instructions.)	N/A	Y			
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y			
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y			
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	N/A	N/A			
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A			
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	Y			
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	Y			
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y			
7.16 Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR Instructions.)	Y	Y			
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	N/A			
7.18 Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y			
<b>AUDIT:</b>					
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/State Park Operations/Coastal and Aquatic Managed Areas

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	Y			
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	Y	Y			
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. <b>(NAAR, BSNR)</b>	Y	Y			
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2024-25 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.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y			

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y			
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y			
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A			
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y			
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y			
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A			
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A	N/A			
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y			
8.10 Are the statutory authority references correct?	Y	Y			
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y			
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y			
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y			
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y			
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y			
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y			
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y		
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y		
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y		
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A	N/A		
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y		
<b>AUDITS:</b>					
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y	Y		
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Y	Y		

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	37500300	37500400			

8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A	Y		
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### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

### 12. SCHEDULE VIIIA (EADR, SC8A)

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

13.1	<b>NOT REQUIRED FOR THIS YEAR</b>				
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.				



## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

<b>14. SCHEDULE VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)</b>					
14.1	Do the reductions comply with the instructions provided on pages 99 through 102 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)				
		Y	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.				
<b>15. SCHEDULE VIII C (EADR, S8C) (NO LONGER REQUIRED)</b>					
<b>16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed</b>					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	N/A	N/A		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	Y	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Y	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	Y	Y		
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in <b>Audit #3</b> 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	Y		
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	N/J	N/J		

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	37500300	37500400		

**TIP** If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y			
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y			
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y			
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A	N/A			
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y			

**AUDITS - GENERAL INFORMATION**

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

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

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	N/A			
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y			
18.5 Are the appropriate counties identified in the narrative?	Y	Y			
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	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	Y			
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# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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Action	Program or Service (Budget Entity Codes)				
Action	37550500				

## I. 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

## 2. EXHIBIT A (EADR, EXA)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)			
	37550500			

<b>3. EXHIBIT B (EXBR, EXB)</b>				
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			
<b>AUDITS:</b>				
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? <b>(NACR, NAC - Report should print "No Negative Appropriation</b>	Y			
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	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.				
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR	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.				
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y			
<b>AUDITS:</b>				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	37550500			

5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y			
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y			
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for				
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.				
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>				
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.				
<b>7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)</b>				
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 14 through 27 of the LBR Instructions.)	Y			
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management
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Action	Program or Service (Budget Entity Codes)				
	37550500				

7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	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.7 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 (OAD A/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 94 of the LBR Instructions.)	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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Action	Program or Service (Budget Entity Codes)				
Action	37550500				

7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 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)?	N/A				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	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. ( <b>NAAR, BSNR</b> )	N/A				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)				
	37550500				

TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.	
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2024-25 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)**

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 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management
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Action	Program or Service (Budget Entity Codes)				
	37550500				

8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A				
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10 Are the statutory authority references correct?	Y				
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17 If applicable, are nonrecurring revenues entered into Column A04?	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				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management
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Action	Program or Service (Budget Entity Codes)				
	37550500				

8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
<b>AUDITS:</b>						
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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	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. <b>(SC1R, DEPT)</b>	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				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management				
Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification				
Action	37550500			

TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	N/A			

### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

### 12. SCHEDULE VIIIA (EADR, SC8A)

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management				
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Action	37550500			

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

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

**16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed**

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A			

**AUDITS INCLUDED IN THE SCHEDULE XI REPORT:**

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y			
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y			
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	N/A			
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 <b>Audit #3</b> 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.)	N/A			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management				
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Action	37550500			

16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	N/J			
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				

<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES (Required to be posted to the Florida Fiscal Portal)</b>				
17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y			
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y			
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	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			

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

<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)</b>				
18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y			
18.5 Are the appropriate counties identified in the narrative?	Y			
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Air Resource Management  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37550500				

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Environmental Law Enforcement

Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37700100				

### 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)? <b>(CSDI or Web LBR Column Security)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

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

### 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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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Environmental Law Enforcement  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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

	Program or Service (Budget Entity Codes)				
Action	37700100				

### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					

### 4. EXHIBIT D (EADR, EXD)

4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
4.2 Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

### 5. EXHIBIT D-1 (ED1R, EXD1)

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

5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y				



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Environmental Protection/Environmental Law Enforcement  
 Agency Budget Officer/OPB Analyst Name: Teresa Johnson/Erin Riley

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	Program or Service (Budget Entity Codes)				
Action	37700100				

5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2023-24 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 14 through 27 of the LBR Instructions.)	Y				
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	N/A				
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	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.7 of the LBR Instructions.)	N/A				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37700100				

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 94 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR	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)?	N/A				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				

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7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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)</b>	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. <b>(NAAR, BSNR)</b>	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

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**TIP** If an appropriation made in the FY 2024-25 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.

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			
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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)				
Action	37700100				

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?	Y				
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A				
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
<b>AUDITS:</b>					
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				

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Action	37700100				

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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	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. <b>(SC1R, DEPT)</b>	Y				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 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? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y				
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### 10. SCHEDULE III (PSCR, SC3)

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

### 11. SCHEDULE IV (EADR, SC4)

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

### 12. SCHEDULE VIIIA (EADR, SC8A)

## Fiscal Year 2025-26 LBR Technical Review Checklist

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Action	37700100			

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 <b>NOT REQUIRED FOR THIS YEAR</b>	N/A				
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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 VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)**

14.1 Do the reductions comply with the instructions provided on pages 99 through 102 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y				
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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 VIIIC (EADR, S8C) (NO LONGER REQUIRED)**

**16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed**

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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 (if submitting) and LBR match?	N/A				
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**AUDITS INCLUDED IN THE SCHEDULE XI REPORT:**

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	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)? ( <b>Audit #1 should print "No Activities Found"</b> )	N/A				
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16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	N/A				
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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 <b>Audit #3</b> 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.)	N/A				
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/J				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

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

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y				
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A				
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

**AUDITS - GENERAL INFORMATION**

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

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

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5 Are the appropriate counties identified in the narrative?	Y				
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A				



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<p><b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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<b>19. FLORIDA FISCAL PORTAL</b>					
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				