



## Executive Office of the Governor



# Manual Exhibits, Schedules, & Supporting Documents\*

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

## LEGISLATIVE BUDGET REQUEST 2025-2026



RON DESANTIS  
GOVERNOR

STATE OF FLORIDA

# Office of the Governor

THE CAPITOL  
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com  
850-717-9418

## LEGISLATIVE BUDGET REQUEST

October 15, 2024

Brandi Gunder, Deputy Director of Budget  
Office of Policy and Budget  
Executive Office of the Governor  
1702 Capitol  
Tallahassee, Florida 32399-0001

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Executive Office of the Governor and the Division of Emergency Management is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2025-26 Fiscal Year. This submission has been approved by James Uthmeier, Chief of Staff.

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

Kindest Regards,

A handwritten signature in blue ink, appearing to read "Kelley B.", written over a white background.

Kelley Sasso  
Director of Finance and Accounting

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

Table of Contents

**Exhibit D-3A: Expenditures by Issue and Appropriation Category**

**Schedule I: Trust Funds Available - Department Level\*\***

**Schedule I: Department Level - Related Documents\*\***

Opening Trial Balance as of 07/01/24.....		
Schedule I Series		
Schedule I	Narratives.....	
Inter-Agency Transfer Form.....		
Schedule IA	Detail of Fees and Related Program Costs .....	
Schedule IA - Part I: Examination of Regulatory Fees.....		
Schedule IA - Part II: Examination of Regulatory Fees.....		
Schedule IC	Reconciliation of Unreserved Fund Balance .....	
	Reconciliation of Beginning Trial Balance to Schedule IC.....	
Schedule ID	Request for Creation, Re-Creation, Retention, Termination or Modification of a Trust Fund .....	N/A
Analysis of Trust Fund Creation Form.....		N/A

**Schedule VIII B-1: Priority Listing of Agency Budget Issues for Possible Reduction in the Event of Revenue Shortfalls for Current Year**

N/A

**Schedule VIII B-2: Priority Listing of Agency Budget Issues for Possible Reduction in the Event of Revenue Shortfalls for Legislative Budget Request Year**

**Schedule VIII C: Priority Listing of Agency Budget Issues for Possible Reprioritization**

N/A

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

**Letter of Transmittal**

**Department Level Exhibits and Schedules**

Temporary Special Duty-General Pay Additives Implementation Plan		N/A
Opening Trial Balance as of 07/01/24.....	Also Included in Schedule I Dept Level Documents	
Schedule I	Narratives.....	Also Included in Schedule I Dept Level Documents
Schedule IV-C	Recurring Information Technology Budget Planning.....	N/A
Schedule VII	Agency Litigation Inventory.....	
Schedule X	Organization Structure.....	
Schedule XI Agency-Level Unit Cost Summary (One Page Spreadsheet).....		
Schedule XII Series	Outsourcing or Privatization of State Service or Activity.....	N/A
Schedule XIII	Proposed Consolidated Financing of Deferred-Payment Commodity Contracts.....	N/A
Schedule XIV	Variance from Long Range Financial Outlook.....	
Schedule XV	Contract Reporting.....	

**Program Name and/or Budget Entity Level Exhibits or Schedules**

Schedule I Series		
Schedule IA	Detail of Fees and Related Program Costs.....	
Schedule IC	Reconciliation of Unreserved Fund Balance.....	
	Reconciliation of Beginning Trial Balance to Schedule IC.....	
Schedule IV-B	Information Technology Projects.....	N/A
Schedule VI	Detail of Debt Service.....	N/A
Schedule IX	Major Audit Findings and Recommendations.....	

**Technical Checklist LBR Review**

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

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





## Executive Office of the Governor



# Department Level Exhibits and Schedules\*

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

## LEGISLATIVE BUDGET REQUEST 2025-2026



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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,762,752.42
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,711,731.19
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	5,126.46
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	9,138.85-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	5,277.01-
100781	FLAIR SYSTEM REPLACEMENT	387,039.00-
	** GL 31100 TOTAL	401,454.86-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	150.20-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
180205	TR OTHER FUNDS W/I AGY	0.00
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	3,053.84-
040000	EXPENSES	0.00
040000	CF EXPENSES	581.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	441.18-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	171.17-
	** GL 35300 TOTAL	4,247.19-

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

CAT		BEGINNING BALANCE
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	1,081.67-
	** GL 35600 TOTAL	1,081.67-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	18,037.27-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,054,638.88-
94100	ENCUMBRANCES	
040000	CF EXPENSES	108,917.04
100777	CONTRACTED SERVICES	4,917.31
100777	CF CONTRACTED SERVICES	86,059.95
	** GL 94100 TOTAL	199,894.30
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	108,917.04-
100777	CONTRACTED SERVICES	4,917.31-
100777	CF CONTRACTED SERVICES	86,059.95-
	** GL 98100 TOTAL	199,894.30-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

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



310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,903,124.84
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,348,494.26
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	10,292,596.35
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	12,650,996.74-
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	224,184.76
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	25,249.90
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	2,721,002.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	2,721,002.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	48,984.42-
060000	OPERATING CAPITAL OUTLAY	0.00
060000	CF OPERATING CAPITAL OUTLAY	59.98-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	1,921.06-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	248,545.39-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	26,865.09
	** GL 31100 TOTAL	272,645.76-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	1,297.80-
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	1,297.80-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	29,998.57
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,290.38-
040000	EXPENSES	0.00



310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
100777	CONTRACTED SERVICES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	27,708.19-
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	3,839.56-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	13,585,872.25-
94100	ENCUMBRANCES	
040000	CF EXPENSES	99,427.81
100777	CONTRACTED SERVICES	13,541.75
100777	CF CONTRACTED SERVICES	5,174.61
101123	CF G/A-EMERGENCY MGMT PRGS	3,159,411.31
103644	CF COMM ON COMMUNITY SERVICE	75,000.00
	** GL 94100 TOTAL	3,352,555.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	99,427.81-
100777	CONTRACTED SERVICES	13,541.75-
100777	CF CONTRACTED SERVICES	5,174.61-
101123	CF G/A-EMERGENCY MGMT PRGS	3,159,411.31-
103644	CF COMM ON COMMUNITY SERVICE	75,000.00-
	** GL 98100 TOTAL	3,352,555.48-
	*** FUND TOTAL	0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	166,701.55
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	146,147,208.23
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	437,793.81
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
000000	BALANCE BROUGHT FORWARD	0.00
180200	TR/GENERAL REVENUE-SWCAP	0.00
	** GL 16100 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	0.00
185080	TR TO ADMIN TF	0.00
	** GL 16200 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	92,164.55
000700	U S GRANTS	5,671,660.79
	** GL 16400 TOTAL	5,763,825.34
26700	LEASEHOLD IMPROVEMENTS	
001500	TRANSFERS	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	77,369.06-
050385	DISASTER PREP PLAN & ADMIN	144,386.02-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,837.92-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	4,411,010.43-
103534	G/A-ST/FED DIS RELIEF-ADMN	211,436.55-
103534	CF G/A-ST/FED DIS RELIEF-ADMN	1,156.70-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105009	STWIDE HURR PREP AND PLAN	0.00
105009 CF	STWIDE HURR PREP AND PLAN	251,684.13-
105264	G/A-PREDISASTER MITIGATION	0.00
105264 CF	G/A-PREDISASTER MITIGATION	130,692.45-
107889	HAZARDOUS/EMERGENCY/GRANT	0.00
107889 CF	HAZARDOUS/EMERGENCY/GRANT	23,536.52-
	** GL 31100 TOTAL	5,254,109.78-
32300	DROP PARTICIPANT PENSION BENEFITS - CU	
181020	TR/FUNDS/DOMESTIC SECURITY	0.00
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	9.40-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	5,606.85
001500	TRANSFERS	0.00
180205	TR OTHER FUNDS W/I AGY	5,606.85-
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
103534	G/A-ST/FED DIS RELIEF-ADMN	0.00
105009	STWIDE HURR PREP AND PLAN	0.00
181020	TR/FUNDS/DOMESTIC SECURITY	134,385.53-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	14,618.00-
	** GL 35300 TOTAL	149,003.53-
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	14,790.52-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	423,988.72-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	423,988.72-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	146,691,553.58-



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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	17,926.60
94100	ENCUMBRANCES	
040000	CF EXPENSES	60,233.32
050385	DISASTER PREP PLAN & ADMIN	5,083,142.33
100777	CF CONTRACTED SERVICES	102,031.62
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	115,337,716.27
103534	G/A-ST/FED DIS RELIEF-ADMN	707,903.10
103534	CF G/A-ST/FED DIS RELIEF-ADMN	224,086.52
105009	CF STWIDE HURR PREP AND PLAN	54,347.49
105264	CF G/A-PREDISASTER MITIGATION	4,680,323.17
105865	CF G/A-FLOOD MITIGATION/PROG	5,980,290.88
106401	CF G/A-FED CITRUS DIS REC PGM	475,676.78
106402	CF G/A-FED TIMBER PGM	903,169.90
107889	CF HAZARDOUS/EMERGENCY/GRANT	510,517.94
181020	TR/FUNDS/DOMESTIC SECURITY	2,869,112.67
	** GL 94100 TOTAL	136,988,551.99
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	60,233.32-
050385	DISASTER PREP PLAN & ADMIN	5,083,142.33-
100777	CF CONTRACTED SERVICES	102,031.62-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	115,337,716.27-
103534	G/A-ST/FED DIS RELIEF-ADMN	707,903.10-
103534	CF G/A-ST/FED DIS RELIEF-ADMN	224,086.52-
105009	CF STWIDE HURR PREP AND PLAN	54,347.49-
105264	CF G/A-PREDISASTER MITIGATION	4,680,323.17-
105865	CF G/A-FLOOD MITIGATION/PROG	5,980,290.88-
106401	CF G/A-FED CITRUS DIS REC PGM	475,676.78-
106402	CF G/A-FED TIMBER PGM	903,169.90-
107889	CF HAZARDOUS/EMERGENCY/GRANT	510,517.94-
181020	TR/FUNDS/DOMESTIC SECURITY	2,869,112.67-
	** GL 98100 TOTAL	136,988,551.99-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 338002 FLORIDA INTERNATIONAL TRADE & PROMOTION TRUST FU

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

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,215,625.24
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	4,669,153.44
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	13,516.71
000500	INTEREST	0.00
	** GL 15300 TOTAL	13,516.71
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
001100	OTHER GRANTS	0.00
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 16300 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
030000	CF OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	125.00-
105028	CF ENFORCING UNDERAGE DRINKING LAWS	0.00
	** GL 31100 TOTAL	125.00-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	131.60-
	** GL 32100 TOTAL	131.60-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	252.99-
040000	CF EXPENSES	2,368.36-
180200	CF TR/GENERAL REVENUE-SWCAP	0.00
310018	CATEGORY NAME NOT ON TITLE FILE	0.00
	** GL 35300 TOTAL	2,621.35-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
001800	REFUNDS	0.00
310322	SERVICE CHARGE TO GEN REV	2,904.26-
	** GL 35600 TOTAL	2,904.26-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	5,892,513.18-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR	
142333	10 G/A ECBG - ARRA 2009	16,733,294.06-
142333	11 G/A ECBG - ARRA 2009	16,733,294.06
146558	07 FL ENERGY TECHNOLOGY PROJ	643,996.21-
146558	11 FL ENERGY TECHNOLOGY PROJ	643,996.21
	** GL 57300 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	6,854.43
100777	CF CONTRACTED SERVICES	212.50
	** GL 94100 TOTAL	7,066.93
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	6,854.43-
100777	CF CONTRACTED SERVICES	212.50-
	** GL 98100 TOTAL	7,066.93-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	388,917,090.32
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	345,738.86
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	44,825.20-
105150	CF G/A-PUBLIC ASSISTANCE	2,343,289.00-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	17,623,225.34-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	61,737.70-
	** GL 31100 TOTAL	20,073,077.24-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	357,197.98
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105158	DISASTER ACTIVITY-STATE	357,197.98-
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.07-

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

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
54900	COMMITTED FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		369,189,751.87-
94100	ENCUMBRANCES		
105150	CF	G/A-PUBLIC ASSISTANCE	73,814,194.90
105152	CF	PUBLIC ASSISTANCE-ST OPS	50,718,173.24
105158		DISASTER ACTIVITY-STATE	869,936.35
105158	CF	DISASTER ACTIVITY-STATE	1,905,812.62
105220	CF	G/A - MIAMI-DADE - PT	15,800.75
		** GL 94100 TOTAL	127,323,917.86
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
105150	CF	G/A-PUBLIC ASSISTANCE	73,814,194.90-
105152	CF	PUBLIC ASSISTANCE-ST OPS	50,718,173.24-
105158		DISASTER ACTIVITY-STATE	869,936.35-
105158	CF	DISASTER ACTIVITY-STATE	1,905,812.62-
105220	CF	G/A - MIAMI-DADE - PT	15,800.75-
		** GL 98100 TOTAL	127,323,917.86-
99100	BUDGETARY FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		0.00
		*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/24

31000000000  
BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2024

DATE RUN 08/07/24  
PAGE 16

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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	38,020.87
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	38,148,503.16
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	116,787.78
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,700.62-
105860	G/A-HURRICANE LOSS MITIG	1,353,287.99-
	** GL 31100 TOTAL	1,354,988.61-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	763.46-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	3,899.56-
	** GL 35300 TOTAL	4,663.02-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	24,715.39-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	36,918,944.79-
94100	ENCUMBRANCES	
040000	CF EXPENSES	27,982.72
100777	CONTRACTED SERVICES	10,547.51
100777	CF CONTRACTED SERVICES	47,197.95
105860	G/A-HURRICANE LOSS MITIG	5,615,594.33
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	766,507.75
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	685,209.23
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	296,970.41
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,522,686.41



310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,129,051.48
		** GL 94100 TOTAL	12,101,747.79
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF	EXPENSES	27,982.72-
100777		CONTRACTED SERVICES	10,547.51-
100777	CF	CONTRACTED SERVICES	47,197.95-
105860		G/A-HURRICANE LOSS MITIG	5,615,594.33-
140527	17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	766,507.75-
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	685,209.23-
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	296,970.41-
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,522,686.41-
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,129,051.48-
		** GL 98100 TOTAL	12,101,747.79-
		*** FUND TOTAL	0.00

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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	577,860,999.30
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	853,916,478.29
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,259,602.58
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	599,903.86
000700	U S GRANTS	747,765,624.97
	** GL 16400 TOTAL	748,365,528.83
31100	ACCOUNTS PAYABLE	
105139	ARP-NATURAL DISASTERS	15,881,130.36-
105139	CF ARP-NATURAL DISASTERS	50,986,961.25-
105152	PUBLIC ASSISTANCE-ST OPS	17,602,776.53-
105152	CF PUBLIC ASSISTANCE-ST OPS	1,578,079.75-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	1,082,303.72-
105160	CF OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	17,267.69-
105163	ILLEGAL MIGRATION	2,055,391.34-
105168	ISRAEL EVACUATION-SO	700,000.00-
105183	HAITI RELIEF-SO	1,123.43-
105183	CF HAITI RELIEF-SO	3,230.60-
	** GL 31100 TOTAL	89,908,264.67-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	623,297.65-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	42,058.31-
	** GL 35300 TOTAL	665,355.96-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	205,950.95-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,090,623,037.42-
94100	ENCUMBRANCES	
102323	CF HURRICANE IAN -UNMET NEEDS	66,093.47
105152	PUBLIC ASSISTANCE-ST OPS	784,816,491.08
105152	CF PUBLIC ASSISTANCE-ST OPS	15,623,398.80

310000 EXECUTIVE OFFICE OF THE GOVERNOR  
20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
105163	ILLEGAL MIGRATION	22,353,558.41
105163	CF ILLEGAL MIGRATION	71,545.83
105168	CF ISRAEL EVACUATION-SO	9,393,416.13
105183	CF HAITI RELIEF-SO	7,500.00
	** GL 94100 TOTAL	832,332,003.72
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
102323	CF HURRICANE IAN -UNMET NEEDS	66,093.47-
105152	PUBLIC ASSISTANCE-ST OPS	784,816,491.08-
105152	CF PUBLIC ASSISTANCE-ST OPS	15,623,398.80-
105163	ILLEGAL MIGRATION	22,353,558.41-
105163	CF ILLEGAL MIGRATION	71,545.83-
105168	CF ISRAEL EVACUATION-SO	9,393,416.13-
105183	CF HAITI RELIEF-SO	7,500.00-
	** GL 98100 TOTAL	832,332,003.72-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	11,730,155.84
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	2,634.68-
060000	OPERATING CAPITAL OUTLAY	0.00
060000 CF	OPERATING CAPITAL OUTLAY	23,607.36-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	5,512.36-
210014	OTHER DATA PROCESSING SVCS	0.00
210014 CF	OTHER DATA PROCESSING SVCS	1,682.11-
	** GL 31100 TOTAL	33,436.51-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	276.91-
030000 CF	OTHER PERSONAL SERVICES	0.00
	** GL 32100 TOTAL	276.91-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	5,344.22-
040000	EXPENSES	60.00
040000 CF	EXPENSES	5,604.15-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	60.00-
	** GL 35300 TOTAL	10,948.37-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	11,685,494.05-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
	** GL 55100 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	280.63
040000 CF	EXPENSES	2,990.50
100777	CONTRACTED SERVICES	0.05
100777 CF	CONTRACTED SERVICES	8,828.26
	** GL 94100 TOTAL	12,099.44

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

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	280.63-
040000 CF	EXPENSES	2,990.50-
100777	CONTRACTED SERVICES	0.05-
100777 CF	CONTRACTED SERVICES	8,828.26-
	** GL 98100 TOTAL	12,099.44-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 551001 PROFESSIONAL SPORTS DEVELOPMENT TRUST FUND

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 595001 BROWNFIELD PROPERTY OWNERSHIP CLEAR ASSIT REVOLV

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



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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR  
 20 2 750001 US CONTRIBUTIONS TRUST FUND  
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	34,517,562.03
15500	CONTRACTS AND GRANTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	7,376,629.24-
105150	G/A-PUBLIC ASSISTANCE	10,002,847.59
105155	G/A - COVID-19 - PASS THRU	105,407.31
	** GL 15500 TOTAL	2,731,625.66
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	176,350,427.09
000700	U S GRANTS	7,504,504.51
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	183,854,931.60
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	56,139,257.31-
105150	G/A-PUBLIC ASSISTANCE	5,533,491.32-
105150	CF G/A-PUBLIC ASSISTANCE	21,577,098.23-
105152	PUBLIC ASSISTANCE-ST OPS	13,250.00-
105152	CF PUBLIC ASSISTANCE-ST OPS	58,007.08-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	366,734.25-
105154	G/A-HAZARD MITIGATION	2,074,308.53-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	33,055,999.25-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	1,151,466.80-
	** GL 31100 TOTAL	119,969,612.77-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	2.82-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	5,399,431.45-
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	88,311,549.50-
105150	CF G/A-PUBLIC ASSISTANCE	25,469.23-
105155	G/A - COVID-19 - PASS THRU	4,270,746.46-
	** GL 35300 TOTAL	98,007,196.64-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	34,610,477.08-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	6,816.89-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	12,774,506.91-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	12,774,506.91-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	44,264,493.82
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	464,878,825.13
105150	CF G/A-PUBLIC ASSISTANCE	248,212,296.41
105152	CF PUBLIC ASSISTANCE-ST OPS	127,691.57
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	10,987,695.50
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	5,622,065.83
105154	G/A-HAZARD MITIGATION	401,115,622.32
105155	CF G/A - COVID-19 - PASS THRU	23,300,690.73
105156	CF HAZARD MITIGATION-ST OPS	9,250,876.05
105220	CF G/A - MIAMI-DADE - PT	1,933,941.28
	** GL 94100 TOTAL	1,165,429,704.82
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	464,878,825.13-
105150	CF G/A-PUBLIC ASSISTANCE	248,212,296.41-
105152	CF PUBLIC ASSISTANCE-ST OPS	127,691.57-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	10,987,695.50-
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	5,622,065.83-
105154	G/A-HAZARD MITIGATION	401,115,622.32-
105155	CF G/A - COVID-19 - PASS THRU	23,300,690.73-
105156	CF HAZARD MITIGATION-ST OPS	9,250,876.05-
105220	CF G/A - MIAMI-DADE - PT	1,933,941.28-
	** GL 98100 TOTAL	1,165,429,704.82-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	65,924.48
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	13,720.50
000100	FEES	0.00
	** GL 12400 TOTAL	13,720.50
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,520,903.01
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	4,868.94
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,467.82-
060000	OPERATING CAPITAL OUTLAY	2,434.00-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	3,901.82-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	794.45-
100777	CONTRACTED SERVICES	2,405.50
100777	CF CONTRACTED SERVICES	4,261.93-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	53,130.00-
	** GL 31100 TOTAL	55,780.88-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	162.57-
	** GL 35300 TOTAL	162.57-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	16,479.59-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	0.00
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	1,533,809.00-
94100	ENCUMBRANCES	
040000	CF EXPENSES	4,312.77
100777	CF CONTRACTED SERVICES	37,780.53
107888	CF FL HAZARDOUS MATERIALS P P	418,930.38
	** GL 94100 TOTAL	461,023.68
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	4,312.77-
100777	CF CONTRACTED SERVICES	37,780.53-
107888	CF FL HAZARDOUS MATERIALS P P	418,930.38-
	** GL 98100 TOTAL	461,023.68-
	*** FUND TOTAL	0.00

## **Schedule I Narrative: 2339 Grants and Donations Trust Fund**

### **Revenue Estimating Methodology:**

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

### **Adjustments:**

**Account Payable not Carried Forward (CF):** The \$253 adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

**Non-Cash Adjustment:** The (\$3,052) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

**Rounding:** \$3 adjustment

## **Schedule I Narrative: 2510 Operating Trust Fund**

**Background:** Chapter 2024-231, Laws of Florida, appropriated funding in the Operating Trust Fund for Fiscal Year 2024-2025 to implement the enterprise cybersecurity resiliency program and ensure utilization of best practices and seamless functionality with the enterprise. The IV & V provider shall complete an assessment of the current program by December 1, 2024.

**Revenue Estimating Methodology:** Revenues included in this fund are based on the authorized appropriation of \$1,500,000 as a transfer from Department of Management Services per Chapter 2024-31, Laws of Florida.

## **Schedule I Narrative: 2535 Planning and Budgeting System Trust Fund**

### **Revenue Estimating Methodology:**

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

### **Adjustments:**

**2023 Carry Forward Encumbrances:** The (\$17,586) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

**February 2023 FCO Reversion:** The \$33,714 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

**September 2023 Reversion:** The \$13,473 adjustment is required to reduce previous budget reversion from A01 to properly reflect budgetary fund balance.

**Non-Cash Adjustment:** The (\$191,810) adjustment is the net amount required to adjust the beginning fund balance to properly reflect budgetary fund balance based on FCO Prior Year Appropriation \$200,000 and compensated absence liability \$8,190.

**Rounding:** \$2 adjustment.



## Schedule VII: Agency Litigation Inventory

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

Agency:	<b>Executive Office of the Governor</b>		
Contact Person:	Ryan Newman	Phone Number:	(850) 717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<ol style="list-style-type: none"> <li>1. Warren v. DeSantis</li> <li>2. Dream Defenders v. DeSantis, et al.</li> <li>3. Foronda v. DeSantis, et al.</li> <li>4. Bailey v. DeSantis</li> <li>5. Caicedo v. DeSantis</li> <li>6. American Oversight v. Executive Office of Governor</li> <li>7. HM Florida-ORL, LLC v. State of Florida, et al.</li> <li>8. Stern v. DeSantis</li> <li>9. FGCA v. DeSantis</li> <li>10. Desguin v. DeSantis, et al.</li> <li>11. Carpenter v. DeSantis, et al.</li> <li>12. Feiter v. Hyman, et al.</li> </ol>		
Court with Jurisdiction:	<ol style="list-style-type: none"> <li>1. Eleventh Circuit Court of Appeals</li> <li>2. Florida Supreme Court</li> <li>3. Eleventh Judicial Circuit in and for Hillsborough County [likely to be transferred to Second Judicial District]</li> <li>4. Second Judicial Circuit in and for Leon County</li> <li>5. U.S. District Court, Middle District of Florida</li> <li>6. Second Judicial Circuit in and for Leon County</li> <li>7. U.S. District Court, Middle District of Florida; Eleventh Circuit Court of Appeals</li> <li>8. Second Judicial Circuit in and for Leon County</li> <li>9. First District Court of Appeal</li> <li>10. Second Judicial Circuit in and for Leon County</li> <li>11. Second Judicial Circuit in and for Leon County</li> <li>12. Ninth Judicial Circuit Court</li> </ol>		
Case Number:	<ol style="list-style-type: none"> <li>1. 4:22-CV-302</li> <li>2. 4:21-CV-191; SC2023-0053</li> <li>3. 2022-9114-CA-01</li> <li>4. SC2023-1190</li> <li>5. 6:23-CV-2303-JSS-RMN</li> <li>6. 2024-CA-352</li> <li>7. 6:23-cv-950-GAP-LHP</li> <li>8. 2021-CA-001826; 2021-CA-001830; 2021-CA-001841; 2021-CA-001845</li> <li>9. 2022-CA 00178; 1D2022-3507</li> </ol>		

	<p>10. 2024-CA-001007  11. 2024 CA 001059  12. 2024-CA-8048</p>
<p>Summary of the Complaint:</p>	<ol style="list-style-type: none"> <li>1. Challenge to Governor’s suspension of Andrew Warren</li> <li>2. Challenge to 2021 Anti-Riot Bill [HB 1]</li> <li>3. Challenge to 2022 Special Session bill amending Independent Special Districts</li> <li>4. Petition for quo warranto challenging executive order declaring vacancy on Crescent City Commission</li> <li>5. 1<sup>st</sup> and 14<sup>th</sup> Amendment challenge to Governor’s suspension of Monique Worrell</li> <li>6. Complaint under Public Records Act challenging failure to provide public records and for writ of mandamus challenging EOG’s practice of responding to PRRs.</li> <li>7. Challenge to 2023 statute (SB 1438) prohibiting food or lodging establishments from allowing children to attend adult live performances</li> <li>8. Public records lawsuits seeking to obtain James Uthmeier’s text messages for specific period in 2021</li> <li>9. Public records lawsuits seeking to obtain James Uthmeier’s text messages and phone logs surrounding the State’s Martha’s Vineyard migrant flights.</li> <li>10. Lawsuit under the Florida Whistleblower Act alleging retaliation for the termination of Shane Desguin from FDLE</li> <li>11. Lawsuit under the Florida Whistleblower Act alleging retaliation for the termination of Patricia Carpenter from FDLE</li> <li>12. Lawsuit by republican primary candidate for Ninth Circuit State Attorney challenging the primary results and alleging a conspiracy among the Defendants to rig the election in his opponent’s favor.</li> </ol>
<p>Amount of the Claim:</p>	<ol style="list-style-type: none"> <li>1. No claims for damages</li> <li>2. No claims for damages</li> <li>3. No claims for damages</li> <li>4. No claims for damages</li> <li>5. No claims for damages</li> <li>6. No claims for damages</li> <li>7. No claims for damages</li> <li>8. No claims for damages</li> <li>9. No claims for damages</li> <li>10. Compensation for lost wages, benefits, or other lost remuneration; attorney’s fees</li> <li>11. Compensation for lost wages, benefits, or other lost remuneration; attorney’s fees</li> <li>12. Seeking compensatory damages, punitive damages, attorney’s fees</li> </ol>

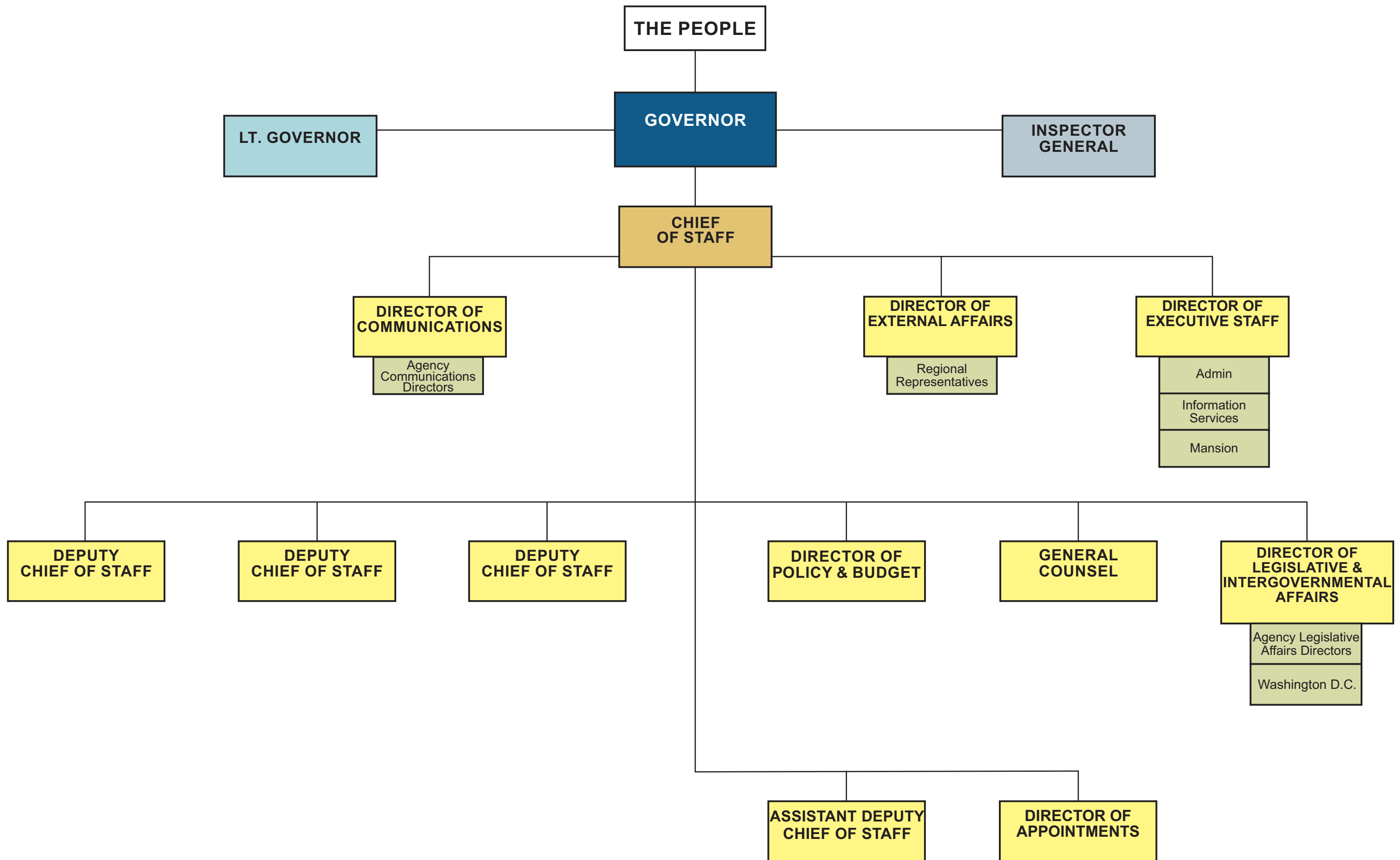
<p>Specific Statutes or Laws (including GAA) Challenged:</p>	<ol style="list-style-type: none"> <li>1. Executive Order 2022-176</li> <li>2. HB 1 (2021); §§ 870.01 &amp; 870.02, Fla. Stat.</li> <li>3. SB-4C (2022); §§ 189.0311, Fla. Stat.</li> <li>4. N/A</li> <li>5. Executive Order 2023-160</li> <li>6. N/A</li> <li>7. SB 1438 (2023); § 509.261, Fla. Stat.</li> <li>8. N/A</li> <li>9. N/A</li> <li>10. N/A</li> <li>11. N/A</li> <li>12. N/A</li> </ol>	
<p>Status of the Case:</p>	<ol style="list-style-type: none"> <li>1. Appeal awaiting decision by 11<sup>th</sup> Circuit Court of Appeals</li> <li>2. Certified question answered by the Fla. Supreme Court; returned to 11<sup>th</sup> Circuit Court of Appeals; awaiting decision by 11<sup>th</sup> Circuit</li> <li>3. Plaintiff has agreed but not yet transferred case to 2d Jud. Circuit</li> <li>4. Second Jud. Circuit denied Petition for Quo Warranto; Petitioner has appealed to First District Court of Appeal; awaiting Initial Brief</li> <li>5. Awaiting Court's decision on motion to dismiss Amended Complaint</li> <li>6. Awaiting Court's decision on motion to dismiss Amended Complaint; preparing motion for protective order and stay discovery</li> <li>7. Awaiting Middle District's order on DBPR's motion for summary judgment; Eleventh Circuit to hear oral argument in appeal of preliminary injunction on October 9, 2024.</li> <li>8. Plaintiffs filed five public records lawsuits; the Second Judicial Circuit held a final hearing on one of the cases, denied the Plaintiffs' relief, and the First DCA affirmed its order; the other four cases are stayed.</li> <li>9. Awaiting First DCA's opinion on our appeal of circuit court order requiring production of documents.</li> <li>10. Awaiting Court's decision on Defendants' motions to dismiss</li> <li>11. Awaiting Court's decision on Defendants' motions to dismiss</li> <li>12. Case in beginning stages – Defendants are preparing motions to dismiss.</li> </ol>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>	<input checked="" type="checkbox"/>	<p>Agency Counsel</p>
	<input checked="" type="checkbox"/>	<p>Office of the Attorney General or Division of Risk Management</p>
	<input checked="" type="checkbox"/>	<p>Outside Contract Counsel</p>

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*



**Executive Office of the Governor  
Organizational Chart**





SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

\*\*\* NO ACTIVITIES FOUND \*\*\*

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

\*\*\* NO OPERATING CATEGORIES FOUND \*\*\*

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH THAT ARE NOT REPRESENTED BY THOSE ABOVE OR ADMINISTRATIVE COSTS THAT ARE UNIQUE TO THE AGENCY AND ARE NOT APPROPRIATE TO BE ALLOCATED TO ALL OTHER ACTIVITIES.

BE	PC	CODE	TITLE	EXPENDITURES	FCO
31100600	1602000000	ACT1020	OFFICE OF POLICY AND BUDGET	12,337,949	

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

DEPARTMENT: 31	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	5,598,359,703	222,444,731
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	5,508,218,153	222,444,731
DIFFERENCE:	90,141,550	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

\*FOOTNOTE: The difference between Section I and Sections II & III are due to the following:

(1) \$154,574 in Funds that are in the Approved Budget Unrelease, typically revert on June 30th. But, for Palm, these funds were reappropriated in the Back of the Bill (BOB) section 277, which will cause an out of balance issue on the Schedule I.

(2) Funding of \$30,000,000 was provided to the Division during 2023C Special Session (HB1C- Chapter 2023-349 LOF) that carried forward for FY 24/25. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.

(3) Funding of \$40,000,000 was moved from the Ian/Nicole Waiver carried forward category to operating categories as actions identified in the Back of the Bill (BOB), sections 238, & 239 that was reappropriated. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.

(4) Funding of \$19,987,043 was provided to the Division during 2023C Special Session (HB7C-Chapter 2023-352 LOF) that carried forward for FY 24/25. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.

(5) The final difference of \$57 is due to rounding.



## Schedule XIV Variance from Long Range Financial Outlook

Agency: Executive Office of the Governor

Contact: Kelley Sasso

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 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				
b				
c				
d				
e				
f				

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

\* R/B = Revenue or Budget Driver

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

<b>Contact information</b>
Agency: Executive Office of the Governor
Name: Kelley Sasso
Phone: 850-717-9210
E-mail address: Kelley.Sasso@eog.myflorida.com

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



Executive Office of the Governor



## Budget Entity Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST  
2025-2026



## Executive Office of the Governor



### Schedule I Series by Trust Fund\*

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

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

### LEGISLATIVE BUDGET REQUEST

2025-2026

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Executive Office of The Governor                               **Budget Period: 2025-26**  
**Program:** Executive Direction  
**Fund:** 2339 - Grants and Donations Trust Fund (31100100)

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

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

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

**SECTION I - FEE COLLECTION**

	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>
<b>Receipts:</b>			
Transfers from Dept of State (notary)	429,147	435,000	435,000
Employee and Employer Contributions	4,643	4,700	4,700
<b>Total Fee Collection to Line (A) - Section III</b>	<b>433,790</b>	<b>439,700</b>	<b>439,700</b>

**SECTION II - FULL COSTS**

<b>Direct Costs:</b>			
Human Resources Assessment	7,200		
Risk Management	8,480		
Salaries and Benefits	252,828		
Contracted Services	1,469		
Payment of Premiums	5,340		
Expenses	28,943		
Operating Capital Outlay	52,334		
Other Personal Services			
<b>Total Full Costs to Line (B) - Section III</b>	<b>356,594</b>	<b>-</b>	<b>-</b>

Basis Used:

**SECTION III - SUMMARY**

TOTAL SECTION I	(A)	433,790	439,700	439,700
TOTAL SECTION II	(B)	356,594		
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>77,196</b>	<b>439,700</b>	<b>439,700</b>

**EXPLANATION of LINE C:**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period 2025-26**

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

	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,215,625.24		1,215,625.24
ADD: Other Cash (See Instructions)			
ADD: Investments	4,669,153.44		4,669,153.44
ADD: Outstanding Accounts Receivable	13,516.71		13,516.71
ADD: Anticipated Grant Revenue			
<b>Total Cash plus Accounts Receivable</b>	<b>5,898,295.39</b>		<b>5,898,295.39</b>
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards	(2,624.96)		(2,624.96)
Approved "B" Certified Forwards	(212.50)		(212.50)
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	(2,904.26)		(2,904.26)
<b>Unreserved Fund Balance, 07/01/24</b>	<b>5,892,553.67</b>		<b>5,892,553.67</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:**

Executive Office of the Governor

**Trust Fund Title:**

Grants and Donations Trust Fund

**LAS/PBS Fund Number:**

2339

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

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

**(5,892,513.18)** (A)

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

\_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Receivable from Federal gov't

\_\_\_\_\_ (C)

SWFS Adjustment To book Account Receivable from DEP

\_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

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

212.50 (D)

Rounding adjustment

\_\_\_\_\_ (D)

Accounts Payable not Certified Forward Operating

\_\_\_\_\_ (D)

Accounts Payable not Certified Forward

(252.99) (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:**

**(5,892,553.67)** (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)**

**(5,892,553.67)** (F)

**DIFFERENCE:**

**0.00** (G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Executive Office of the Governor **Budget Period:** **2025-26**  
**Program:** \_\_\_\_\_  
**Fund:** 2510 - Operating Trust Fund (31100100)  
**Specific Authority:** CH 2024-231 Laws of Florida; 215.32 F.S.  
**Purpose of Fees Collected:** To fund activities related to enterprise cybersecurity resiliency program.

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

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

**SECTION I - FEE COLLECTION**

	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>
<u>Receipts:</u>			
<u>Transfers from the DMS</u>	[ ]	1,500,000	[ ]
_____	[ ]	[ ]	[ ]
_____	[ ]	[ ]	[ ]
_____	[ ]	[ ]	[ ]
<b>Total Fee Collection to Line (A) - Section III</b>	<b>-</b>	<b>1,500,000</b>	<b>-</b>

**SECTION II - FULL COSTS**

<u>Direct Costs:</u>			
Salaries and Benefits	[ ]	[ ]	[ ]
Other Data Processing SVCS	[ ]	[ ]	[ ]
Expenses	[ ]	[ ]	[ ]
Contracted Services	[ ]	[ ]	[ ]
Risk Mgt & Statewide HR Contract	[ ]	[ ]	[ ]
TR/DMS/HR SVCS/STW	[ ]	[ ]	[ ]
_____	[ ]	[ ]	[ ]
<b>Total Full Costs to Line (B) - Section III</b>	<b>-</b>	<b>-</b>	<b>-</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III - SUMMARY**

TOTAL SECTION I	(A)	-	1,500,000	[ ]
TOTAL SECTION II	(B)	-	-	-
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>-</b>	<b>1,500,000</b>	<b>-</b>

**EXPLANATION of LINE C:**  
 \_\_\_\_\_



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period 2025-26**

<b>Department Title:</b>	Executive Office of the Governor
<b>Trust Fund Title:</b>	Operating Trust Fund
<b>Budget Entity:</b>	31100100
<b>LAS/PBS Fund Number:</b>	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	0.00	(F)		0.00
LESS: Allowances for Uncollectibles		(G)		
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS:		(I)		
LESS:		(J)		
<b>Unreserved Fund Balance, 07/01/23</b>	0.00	(K)	0.00	0.00**

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Department Title:</b>	<b>Budget Period: 2025-26</b>
<b>Trust Fund Title:</b>	Executive Office of the Governor
<b>LAS/PBS Fund Number:</b>	Operating Trust Fund
	2510

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS)Adjustments :</b>	
SWFS Adjustment	<input type="text"/> (C)
SWFS Adjustment #	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
A/P not CF	<input type="text"/> (D)
Approved "B" Carry Forward Total per LAS/PBS	<input type="text"/> (D)
Approved FCO Carry Forward Total per LAS/PBS	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

\*SHOULD EQUAL ZERO.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** Executive Office of the Governor **Budget Period: 2025-26**  
**Program:** Information Technology  
**Fund:** 2535 - Planning and Budgeting System Trust Fund (31100000)

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

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023-24	FY 2024-25	FY 2025-26
<u>Receipts:</u>			
Transfers from the Legislature	6,502,399	7,309,857	7,309,857
_____			
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>6,502,399</b>	<b>7,309,857</b>	<b>7,309,857</b>

<u>SECTION II - FULL COSTS</u>	ACTUAL	ESTIMATED	REQUEST
<u>Direct Costs:</u>			
Salaries and Benefits	4,639,907		
Other Data Processing SVCS	20,185		
Expenses	664,486		
Contracted Services	221,315		
Risk Mgt & Statewide HR Contract	18,345		
TR/DMS/HR SVCS/STW	14,860		
_____			
<b>Total Full Costs to Line (B) - Section III</b>	<b>5,579,098</b>	<b>-</b>	<b>-</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	6,502,399	7,309,857
TOTAL SECTION II	(B)	5,579,098	-
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>923,301</b>	<b>7,309,857</b>

EXPLANATION of LINE C:  
 \_\_\_\_\_

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period 2025-26**

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

	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	11,730,155.84 (A)		11,730,155.84
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable			
ADD: _____			
<b>Total Cash plus Accounts Receivable</b>	11,730,155.84 (F)		11,730,155.84
LESS: Allowances for Uncollectibles			
LESS: Approved "A" Certified Forwards	(44,721.79) (H)		(44,721.79)
Approved "B" Certified Forwards	(11,818.76) (H)		(11,818.76)
Approved "FCO" Certified Forwards			-
LESS:			
LESS:			
<b>Unreserved Fund Balance, 07/01/23</b>	11,673,615.29 (K)	0.00	11,673,615.29 **

**Notes:**

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Budget Period: 2025-26</b>	
<b>Department Title:</b>	Executive Office of the Governor
<b>Trust Fund Title:</b>	Planning and Budgeting System Trust Fund
<b>LAS/PBS Fund Number:</b>	2535

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>(11,685,494.05)</b>	(A)
--	------------------------	-----

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

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

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

**Add/Subtract Other Adjustment(s):**

A/P not CF	60.00	(D)
------------	-------	-----

Approved "B" Carry Forward Total per LAS/PBS	11,818.76	(D)
--	-----------	-----

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

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

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

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

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>(11,673,615.29)</b>	(E)
--	------------------------	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>(11,673,615.29)</b>	(F)
--	------------------------	-----

<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
--------------------	-------------	------

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2025-2026**

**Department:** Executive Office of the Governor

**Chief Internal Auditor:** Melinda M. Miguel

**Budget Entity:** 31100100

**Phone Number:** 850-717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Office of the Chief Inspector General Report A-2223-002	June 2023	Executive Office of the Governor Information Technology Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 30, 2023, management advised that they have accepted the risk.	
Office of the Chief Inspector General Report A-2223-002	June 2023	Executive Office of the Governor Information Technology Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 24, 2024, OCIG confirmed that management has taken corrective action to mitigate the risk associated with this audit finding.	
Office of the Chief Inspector General Report A-2324-001	June 2024	Executive Office of the Governor Information Technology Unit	<i>This finding has been redacted per section 282.318(4)(g), F.S.</i>	On June 24, 2023, management advised that corrective action will be taken to mitigate the risk associated with this audit finding.	

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2025 - 2026**

**Department:** Executive Office of the Governor

**Chief Internal Auditor:** Melinda M. Miguel

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

**Phone Number:** 850-717-9264

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

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Florida Auditor General Report 2025-001	July 2024	Executive Office of the Governor (EOG)/Office of Policy and Budget (OPB)	<p><b>Finding:</b> EOG controls over access to the Office of Policy and Budget (OPB) network, the Legislative Appropriations Subsystem/Planning and Budgeting Subsystem (LAS/PBS), and the Budget Amendment Processing System (BAPS) need improvement.</p> <p><b>Recommendation:</b> EOG management conduct reviews of the appropriateness of OPB network, LAS/PBS, and BAPS user access privileges at least quarterly and ensure that OPB network, LAS/PBS, and BAPS user access privileges are immediately removed upon a user's separation from EOG employment or when the access is no longer required.</p>	On July 16, 2024, the Office of Policy and Budget advised that Systems Design and Development (SDD) will institute more frequent (quarterly) reviews of access privileges for OPB and SDD users. This will ensure that users no longer with OPB/SDD do not have access to sensitive systems. SDD will also document when OPB requests that user accounts remain active beyond the employee termination date and when the password for the account was changed.	
Florida Auditor General Report 2025-001	July 2024	Executive Office of the Governor/Office of Policy and Budget	<p><b>Finding:</b> Certain security controls related to OPB network, LAS/PBS, and BAPS user authentication need improvement to ensure the confidentiality, integrity, and availability of EOG data and IT resources.</p> <p><b>Recommendation:</b> EOG management enhance certain security controls related to OPB network, LAS/PBS, and BAPS user authentication to ensure the confidentiality, integrity, and availability of EOG data and related IT resources.</p>	On July 16, 2024, the Office of Policy and Budget advised that SDD will enhance security controls in the recommended areas to provide increased protection to the LAS/PBS environment.	

Florida Auditor General Report 2025-001	July 2024	Executive Office of the Governor/Office of Policy and Budget	<p><b>Finding:</b> EOG records did not always evidence that BAPS programming change duties were appropriately separated. Similar findings have been noted in prior audit reports, most recently in Auditor General Report No. 2021-059.</p> <p><b>Recommendation:</b> EOG management enhance change management controls to ensure that duties for BAPS programming changes are properly separated and the identity of each responsible individual in the change management process is documented.</p>	<p>On July 16, 2024, the Office of Policy and Budget advised that SDD recognizes the importance of proper change management and the separation of responsibilities. However, as previously noted, the limited number of staff in the programming areas prevents the ability to enforce these standards. SDD will ensure that appropriate information will be entered into Azure DevOps to track programs changes and the staff responsible for making those changes.</p>	
Florida Auditor General Report 2025-001	July 2024	Executive Office of the Governor/Office of Policy and Budget	<p><b>Finding:</b> Certain security controls over OPB employee mobile device utilization continue to need improvement to ensure the confidentiality, integrity, and availability of EOG data and IT resources.</p> <p><b>Recommendation:</b> EOG management enhance certain security controls related to OPB employee use of mobile devices to ensure the confidentiality, integrity, and availability of EOG data and IT resources.</p>	<p>On July 16, 2024, the Office of Policy and Budget advised that SDD understands and accepts the risks associated with the current mobile device policy. No change in policy will be made at this time.</p>	



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services				
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington				
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional</i>				
	Program or Service (Budget Entity Codes)			
Action	311			

<b>1. GENERAL</b>					
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			
<b>AUDITS:</b>					
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.				
<b>2. EXHIBIT A (EADR, EXA)</b>					
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

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services				
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington				
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional</i>				
	Program or Service (Budget Entity Codes)			
Action	311			

<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		
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.			
<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.			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services				
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington				
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional</i>				
	Program or Service (Budget Entity Codes)			
Action	311			

<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</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. <u>The \$5,000 allowance is necessary for rounding.</u>			
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		
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 <u>nonrecurring</u> 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		

## Fiscal Year 2025-26 LBR Technical Review Checklist

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

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

Action	Program or Service (Budget Entity Codes)				
311					

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?	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 not 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?					
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	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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y				
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>	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				

## Fiscal Year 2025-26 LBR Technical Review Checklist

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

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

Action	Program or Service (Budget Entity Codes)				
311					

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 OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 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 Level) (Required)**

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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services

Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington

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

Action	Program or Service (Budget Entity Codes)				
311					

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

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services

Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington

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

	Program or Service (Budget Entity Codes)				
Action	311				

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.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
<b>AUDIT:</b>						
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				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services				
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington				
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional</i>				
	Program or Service (Budget Entity Codes)			
Action	311			

<b>10. SCHEDULE III (PSCR, SC3)</b>				
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		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
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.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
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.			
<b>14. SCHEDULE VIIIB-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		
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 VIIIC (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 instructions)</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.)	Y		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	N/A		



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services				
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington				
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional</i>				
	Program or Service (Budget Entity Codes)			
Action	311			

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 <u>not appropriate to be allocated to all other activities.</u> )	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> )	see foot-note			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 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.				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services				
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington				
<i>A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional</i>				
	Program or Service (Budget Entity Codes)			
Action	311			

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



# **FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

**FISCAL YEAR 2025-2026 LEGISLATIVE BUDGET REQUEST**

**BUDGET ENTITY 31700100**

**MANUAL EXHIBITS, SCHEDULES, AND SUPPORTING DOCUMENTS**



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

### LEGISLATIVE BUDGET REQUEST

Division of Emergency Management

Tallahassee, Florida

October 15, 2024

Mrs. Brandi Gunder, Director of Budget  
Office of Policy and Budget Executive  
Office of the Governor 1702 Capitol  
Tallahassee, Florida 32399-0001

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Division of Emergency Management is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2025-26 Fiscal Year. This submission has been approved by Kevin Guthrie, Executive Director of the Division of Emergency Management, and signed by Deputy Director Stephanie Houp.

Sincerely,

Stephanie Houp  
Deputy Director, Division of Emergency Management

310000 EXECUTIVE OFFICE OF THE GOVERNOR

10 2 021007 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,762,752.42
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,711,731.19
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	5,126.46
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	9,138.85-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	5,277.01-
100781	FLAIR SYSTEM REPLACEMENT	387,039.00-
	** GL 31100 TOTAL	401,454.86-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	150.20-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
180205	TR OTHER FUNDS W/I AGY	0.00
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	3,053.84-
040000	EXPENSES	0.00
040000	CF EXPENSES	581.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	441.18-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	171.17-
	** GL 35300 TOTAL	4,247.19-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	1,081.67-
	** GL 35600 TOTAL	1,081.67-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	18,037.27-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,054,638.88-
94100	ENCUMBRANCES	
040000	CF EXPENSES	108,917.04
100777	CONTRACTED SERVICES	4,917.31
100777	CF CONTRACTED SERVICES	86,059.95
	** GL 94100 TOTAL	199,894.30
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	108,917.04-
100777	CONTRACTED SERVICES	4,917.31-
100777	CF CONTRACTED SERVICES	86,059.95-
	** GL 98100 TOTAL	199,894.30-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,903,124.84
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	10,348,494.26
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	10,292,596.35
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	12,650,996.74-
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	224,184.76
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	25,249.90
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	2,721,002.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	2,721,002.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	48,984.42-
060000	OPERATING CAPITAL OUTLAY	0.00
060000	CF OPERATING CAPITAL OUTLAY	59.98-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	1,921.06-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	248,545.39-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	26,865.09
	** GL 31100 TOTAL	272,645.76-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	1,297.80-
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	1,297.80-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	29,998.57
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	2,290.38-
040000	EXPENSES	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
100777	CONTRACTED SERVICES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	27,708.19-
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	3,839.56-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	13,585,872.25-
94100	ENCUMBRANCES	
040000	CF EXPENSES	99,427.81
100777	CONTRACTED SERVICES	13,541.75
100777	CF CONTRACTED SERVICES	5,174.61
101123	CF G/A-EMERGENCY MGMT PRGS	3,159,411.31
103644	CF COMM ON COMMUNITY SERVICE	75,000.00
	** GL 94100 TOTAL	3,352,555.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	99,427.81-
100777	CONTRACTED SERVICES	13,541.75-
100777	CF CONTRACTED SERVICES	5,174.61-
101123	CF G/A-EMERGENCY MGMT PRGS	3,159,411.31-
103644	CF COMM ON COMMUNITY SERVICE	75,000.00-
	** GL 98100 TOTAL	3,352,555.48-
	*** FUND TOTAL	0.00



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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	166,701.55
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	146,147,208.23
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	437,793.81
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
000000	BALANCE BROUGHT FORWARD	0.00
180200	TR/GENERAL REVENUE-SWCAP	0.00
	** GL 16100 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	0.00
185080	TR TO ADMIN TF	0.00
	** GL 16200 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	92,164.55
000700	U S GRANTS	5,671,660.79
	** GL 16400 TOTAL	5,763,825.34
26700	LEASEHOLD IMPROVEMENTS	
001500	TRANSFERS	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	77,369.06-
050385	DISASTER PREP PLAN & ADMIN	144,386.02-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,837.92-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	4,411,010.43-
103534	G/A-ST/FED DIS RELIEF-ADMN	211,436.55-
103534	CF G/A-ST/FED DIS RELIEF-ADMN	1,156.70-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105009	STWIDE HURR PREP AND PLAN	0.00
105009 CF	STWIDE HURR PREP AND PLAN	251,684.13-
105264	G/A-PREDISASTER MITIGATION	0.00
105264 CF	G/A-PREDISASTER MITIGATION	130,692.45-
107889	HAZARDOUS/EMERGENCY/GRANT	0.00
107889 CF	HAZARDOUS/EMERGENCY/GRANT	23,536.52-
	** GL 31100 TOTAL	5,254,109.78-
32300	DROP PARTICIPANT PENSION BENEFITS - CU	
181020	TR/FUNDS/DOMESTIC SECURITY	0.00
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	9.40-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	5,606.85
001500	TRANSFERS	0.00
180205	TR OTHER FUNDS W/I AGY	5,606.85-
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
103534	G/A-ST/FED DIS RELIEF-ADMN	0.00
105009	STWIDE HURR PREP AND PLAN	0.00
181020	TR/FUNDS/DOMESTIC SECURITY	134,385.53-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	14,618.00-
	** GL 35300 TOTAL	149,003.53-
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	14,790.52-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	423,988.72-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	423,988.72-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	146,691,553.58-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	17,926.60
94100	ENCUMBRANCES	
040000	CF EXPENSES	60,233.32
050385	DISASTER PREP PLAN & ADMIN	5,083,142.33
100777	CF CONTRACTED SERVICES	102,031.62
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	115,337,716.27
103534	G/A-ST/FED DIS RELIEF-ADMN	707,903.10
103534	CF G/A-ST/FED DIS RELIEF-ADMN	224,086.52
105009	CF STWIDE HURR PREP AND PLAN	54,347.49
105264	CF G/A-PREDISASTER MITIGATION	4,680,323.17
105865	CF G/A-FLOOD MITIGATION/PROG	5,980,290.88
106401	CF G/A-FED CITRUS DIS REC PGM	475,676.78
106402	CF G/A-FED TIMBER PGM	903,169.90
107889	CF HAZARDOUS/EMERGENCY/GRANT	510,517.94
181020	TR/FUNDS/DOMESTIC SECURITY	2,869,112.67
	** GL 94100 TOTAL	136,988,551.99
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	60,233.32-
050385	DISASTER PREP PLAN & ADMIN	5,083,142.33-
100777	CF CONTRACTED SERVICES	102,031.62-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	115,337,716.27-
103534	G/A-ST/FED DIS RELIEF-ADMN	707,903.10-
103534	CF G/A-ST/FED DIS RELIEF-ADMN	224,086.52-
105009	CF STWIDE HURR PREP AND PLAN	54,347.49-
105264	CF G/A-PREDISASTER MITIGATION	4,680,323.17-
105865	CF G/A-FLOOD MITIGATION/PROG	5,980,290.88-
106401	CF G/A-FED CITRUS DIS REC PGM	475,676.78-
106402	CF G/A-FED TIMBER PGM	903,169.90-
107889	CF HAZARDOUS/EMERGENCY/GRANT	510,517.94-
181020	TR/FUNDS/DOMESTIC SECURITY	2,869,112.67-
	** GL 98100 TOTAL	136,988,551.99-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	388,917,090.32
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	345,738.86
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	44,825.20-
105150	CF G/A-PUBLIC ASSISTANCE	2,343,289.00-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	17,623,225.34-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	61,737.70-
	** GL 31100 TOTAL	20,073,077.24-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	357,197.98
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105158	DISASTER ACTIVITY-STATE	357,197.98-
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.07-

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

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
54900	COMMITTED FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		369,189,751.87-
94100	ENCUMBRANCES		
105150	CF	G/A-PUBLIC ASSISTANCE	73,814,194.90
105152	CF	PUBLIC ASSISTANCE-ST OPS	50,718,173.24
105158		DISASTER ACTIVITY-STATE	869,936.35
105158	CF	DISASTER ACTIVITY-STATE	1,905,812.62
105220	CF	G/A - MIAMI-DADE - PT	15,800.75
		** GL 94100 TOTAL	127,323,917.86
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
105150	CF	G/A-PUBLIC ASSISTANCE	73,814,194.90-
105152	CF	PUBLIC ASSISTANCE-ST OPS	50,718,173.24-
105158		DISASTER ACTIVITY-STATE	869,936.35-
105158	CF	DISASTER ACTIVITY-STATE	1,905,812.62-
105220	CF	G/A - MIAMI-DADE - PT	15,800.75-
		** GL 98100 TOTAL	127,323,917.86-
99100	BUDGETARY FUND BALANCE		
000000	BALANCE BROUGHT FORWARD		0.00
		*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/24

31000000000  
BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2024

DATE RUN 08/07/24  
PAGE 16

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

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

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	38,020.87
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	38,148,503.16
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	116,787.78
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,700.62-
105860	G/A-HURRICANE LOSS MITIG	1,353,287.99-
	** GL 31100 TOTAL	1,354,988.61-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	763.46-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	3,899.56-
	** GL 35300 TOTAL	4,663.02-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	24,715.39-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	36,918,944.79-
94100	ENCUMBRANCES	
040000	CF EXPENSES	27,982.72
100777	CONTRACTED SERVICES	10,547.51
100777	CF CONTRACTED SERVICES	47,197.95
105860	G/A-HURRICANE LOSS MITIG	5,615,594.33
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	766,507.75
140527	18 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	685,209.23
140527	19 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	296,970.41
140527	20 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,522,686.41

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME		BEGINNING BALANCE
CAT			
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,129,051.48
		** GL 94100 TOTAL	12,101,747.79
98100		BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF	EXPENSES	27,982.72-
100777		CONTRACTED SERVICES	10,547.51-
100777	CF	CONTRACTED SERVICES	47,197.95-
105860		G/A-HURRICANE LOSS MITIG	5,615,594.33-
140527	17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	766,507.75-
140527	18	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	685,209.23-
140527	19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	296,970.41-
140527	20	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,522,686.41-
140527	21	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,129,051.48-
		** GL 98100 TOTAL	12,101,747.79-
		*** FUND TOTAL	0.00



310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	577,860,999.30
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	853,916,478.29
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	1,259,602.58
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	599,903.86
000700	U S GRANTS	747,765,624.97
	** GL 16400 TOTAL	748,365,528.83
31100	ACCOUNTS PAYABLE	
105139	ARP-NATURAL DISASTERS	15,881,130.36-
105139	CF ARP-NATURAL DISASTERS	50,986,961.25-
105152	PUBLIC ASSISTANCE-ST OPS	17,602,776.53-
105152	CF PUBLIC ASSISTANCE-ST OPS	1,578,079.75-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	1,082,303.72-
105160	CF OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	17,267.69-
105163	ILLEGAL MIGRATION	2,055,391.34-
105168	ISRAEL EVACUATION-SO	700,000.00-
105183	HAITI RELIEF-SO	1,123.43-
105183	CF HAITI RELIEF-SO	3,230.60-
	** GL 31100 TOTAL	89,908,264.67-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	623,297.65-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	42,058.31-
	** GL 35300 TOTAL	665,355.96-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	205,950.95-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,090,623,037.42-
94100	ENCUMBRANCES	
102323	CF HURRICANE IAN -UNMET NEEDS	66,093.47
105152	PUBLIC ASSISTANCE-ST OPS	784,816,491.08
105152	CF PUBLIC ASSISTANCE-ST OPS	15,623,398.80

310000 EXECUTIVE OFFICE OF THE GOVERNOR  
20 2 398001 EMERGENCY PREPAREDNESS AND RESPONSE FUND  
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
105163	ILLEGAL MIGRATION	22,353,558.41
105163	CF ILLEGAL MIGRATION	71,545.83
105168	CF ISRAEL EVACUATION-SO	9,393,416.13
105183	CF HAITI RELIEF-SO	7,500.00
	** GL 94100 TOTAL	832,332,003.72
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
102323	CF HURRICANE IAN -UNMET NEEDS	66,093.47-
105152	PUBLIC ASSISTANCE-ST OPS	784,816,491.08-
105152	CF PUBLIC ASSISTANCE-ST OPS	15,623,398.80-
105163	ILLEGAL MIGRATION	22,353,558.41-
105163	CF ILLEGAL MIGRATION	71,545.83-
105168	CF ISRAEL EVACUATION-SO	9,393,416.13-
105183	CF HAITI RELIEF-SO	7,500.00-
	** GL 98100 TOTAL	832,332,003.72-
	*** FUND TOTAL	0.00

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	34,517,562.03
15500	CONTRACTS AND GRANTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	7,376,629.24-
105150	G/A-PUBLIC ASSISTANCE	10,002,847.59
105155	G/A - COVID-19 - PASS THRU	105,407.31
	** GL 15500 TOTAL	2,731,625.66
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	176,350,427.09
000700	U S GRANTS	7,504,504.51
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	183,854,931.60
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	56,139,257.31-
105150	G/A-PUBLIC ASSISTANCE	5,533,491.32-
105150	CF G/A-PUBLIC ASSISTANCE	21,577,098.23-
105152	PUBLIC ASSISTANCE-ST OPS	13,250.00-
105152	CF PUBLIC ASSISTANCE-ST OPS	58,007.08-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	0.00
105153	CF CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	366,734.25-
105154	G/A-HAZARD MITIGATION	2,074,308.53-
105155	G/A - COVID-19 - PASS THRU	0.00
105155	CF G/A - COVID-19 - PASS THRU	33,055,999.25-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	1,151,466.80-
	** GL 31100 TOTAL	119,969,612.77-
32900	ACCRUED INTEREST PAYABLE	
000000	BALANCE BROUGHT FORWARD	2.82-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	5,399,431.45-
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	88,311,549.50-
105150	CF G/A-PUBLIC ASSISTANCE	25,469.23-
105155	G/A - COVID-19 - PASS THRU	4,270,746.46-
	** GL 35300 TOTAL	98,007,196.64-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35400	DUE TO FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	34,610,477.08-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	6,816.89-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	12,774,506.91-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	12,774,506.91-
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	44,264,493.82
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	464,878,825.13
105150 CF	G/A-PUBLIC ASSISTANCE	248,212,296.41
105152 CF	PUBLIC ASSISTANCE-ST OPS	127,691.57
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	10,987,695.50
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	5,622,065.83
105154	G/A-HAZARD MITIGATION	401,115,622.32
105155 CF	G/A - COVID-19 - PASS THRU	23,300,690.73
105156 CF	HAZARD MITIGATION-ST OPS	9,250,876.05
105220 CF	G/A - MIAMI-DADE - PT	1,933,941.28
	** GL 94100 TOTAL	1,165,429,704.82
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	464,878,825.13-
105150 CF	G/A-PUBLIC ASSISTANCE	248,212,296.41-
105152 CF	PUBLIC ASSISTANCE-ST OPS	127,691.57-
105153	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	10,987,695.50-
105153 CF	CORONAVIRUS (COVID-19) - PUBLIC ASSISTANCE	5,622,065.83-
105154	G/A-HAZARD MITIGATION	401,115,622.32-
105155 CF	G/A - COVID-19 - PASS THRU	23,300,690.73-
105156 CF	HAZARD MITIGATION-ST OPS	9,250,876.05-
105220 CF	G/A - MIAMI-DADE - PT	1,933,941.28-
	** GL 98100 TOTAL	1,165,429,704.82-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	65,924.48
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	13,720.50
000100	FEES	0.00
	** GL 12400 TOTAL	13,720.50
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,520,903.01
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	4,868.94
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,467.82-
060000	OPERATING CAPITAL OUTLAY	2,434.00-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	3,901.82-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	794.45-
100777	CONTRACTED SERVICES	2,405.50
100777	CF CONTRACTED SERVICES	4,261.93-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	53,130.00-
	** GL 31100 TOTAL	55,780.88-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	162.57-
	** GL 35300 TOTAL	162.57-

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

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	16,479.59-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	0.00
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	1,533,809.00-
94100	ENCUMBRANCES	
040000	CF EXPENSES	4,312.77
100777	CF CONTRACTED SERVICES	37,780.53
107888	CF FL HAZARDOUS MATERIALS P P	418,930.38
	** GL 94100 TOTAL	461,023.68
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	4,312.77-
100777	CF CONTRACTED SERVICES	37,780.53-
107888	CF FL HAZARDOUS MATERIALS P P	418,930.38-
	** GL 98100 TOTAL	461,023.68-
	*** FUND TOTAL	0.00

## **Schedule I - 5% Trust Fund Reserve Narrative**

### **Division of Emergency Management Administrative Trust Fund (2021)**

#### **Exemptions:**

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

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

## **Administrative Trust Fund (2021)**

### **Revenue Forecasting Methodology:**

The Administrative Trust fund has a cost reimbursement revenue stream. Expenditures in the fund are funded from indirect revenue transfers and certain direct revenues in appropriate cases from the Department's state and federal funding sources. Based on meetings with budget staff and agency management, the current fiscal year operating budget is developed and funding is identified. The revenue is modified for differences between the GAA and the Schedule 1 operating expenditures and non-operating requirements.



**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2025-26 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified “B”**

**Amount – (\$133,971):** Adjustment for prior year certified “B” to adjust line A.

**Reclass of PY Accounts Payable**

**Amount – \$273:** Reclass prior year accounts payable not certified included in line A and Line D.

**Certified Forward Reversions - \$121,313**

**Compensated absences adjustment – (18,037)**

**Schedule I - 5% Trust Fund Reserve Narrative**

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

**Exemptions:**

1. The portion of receipts identified for county program grants

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

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

<b>5% Trust Fund Reserve</b>	<b>Amount</b>
Total Estimated Revenues for Fiscal Year 2025-26	16,930,000
Less base grants to 67 counties	(6,520,478)
Less NonOperating in Section II	(1,695,056)
Total Revenues Subject to 5% Reserve	8,714,466
<b>5% Reserve</b>	<b>435,723</b>

## **Revenue Estimating Methodology:**

### **Emergency Management Preparedness and Assistance Trust Fund (2191)**

#### **Division of Emergency Management**

The receipts in this fund come solely from a surcharge on residential and commercial insurance policies in the state, collected by the Department of Revenue which is then transferred to DEM. DOR distributes the \$3,500,000 to DEM in November, April, May, and June each year and then provides a “true up” distribution in August once the revenues have been finalized. The General Revenue Consensus Estimating Conference held in August 2023 projects the revenues for this fund. Based on the conference report the projected revenues for Fiscal Year 2024-25 are \$16,500,000 and the projected revenues for FY 2025-26 are \$16,500,000. The interest for this fund is based on the actual interest earned for FY 2023-24.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Executive Office of the Governor- Division of Emergency Management**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Emergency Management Preparedness and Assistance Trust Fund - 2191

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount</b> <b>FY 22-23 (A01)</b>	<b>Amount</b> <b>FY 23-24 (A02)</b>	<b>Amount</b> <b>FY 24-25 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Department of Revenue - 2733	001600	17,852,148.23	16,500,000.00	16,500,000.00	315802	Ashley Lewis 10/9/2024
<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b> <b>FY 22-23 (A01)</b>	<b>Amount</b> <b>FY 23-24 (A02)</b>	<b>Amount</b> <b>FY 24-25 (A03)</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2025-26 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified "B"**

**Amount – (\$1,993,218):** Adjustment for prior year certified "B" to adjust line A.

**Reclass of PY Accounts Payable**

**Amount – (\$127):** Reclass prior year accounts payable not certified included in line A and Line D.

**SWFS Adjustment #B3100017**

**Amount – \$1,131,146:** Accounts Receivable set up after fiscal year closing for a true-up of EMPA funds from DOR to adjust line B.

**Certified Forward Reversions - \$399,066**

## **Schedule I - 5% Trust Fund Reserve Narrative**

### **Division of Emergency Management Federal Grants Trust Fund (2261)**

#### **Exemptions:**

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

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

## **Revenue Estimating Methodology:**

### **Federal Grants Trust Fund (2261)**

#### **Division of Emergency Management**

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

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Executive Office of the Governor- Division of Emergency Management**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Federal Grants Trust Fund - 2261

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount</b> <b>FY 22-23 (A01)</b>	<b>Amount</b> <b>FY 23-24 (A02)</b>	<b>Amount</b> <b>FY 24-25 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b> <b>FY 22-23 (A01)</b>	<b>Amount</b> <b>FY 23-24 (A02)</b>	<b>Amount</b> <b>FY 24-25 (A03)</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
Florida Department of Law Enforcement -2261	182398	1,657,783.32			001510	Sheri Boyce 10/9/2024



**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2024-25 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified "B"**

**Amount – (\$14,019,192):** Adjustment for prior year certified "B" to adjust line A.

**A/P Not Carried Forward Operating**

**Amount – \$ 4,762,393:** Prior year accounts payable not certified forward included in line A and Line D.

**Reclass of PY Accounts Payable**

**Amount – (\$302,071):** Reclass prior year accounts payable not certified included in line A and Line D.

**Certified Forward Reversions - \$13,404,624**

**Post Closing SWFS Adjustment #B3100002**

**Amount: \$39,468:** Accounts receivable set up after closing

**Post Closing SWFS Adjustment #B3100026**

**Amount: \$113,094:** Accounts receivable set up after closing

**Post Closing SWFS Adjustment #B3100026**

**Amount: (\$95,904):** Accounts payable set up after closing

**Schedule I - 5% Trust Fund Reserve Narrative**

**Grants and Donations Trust Fund (2339)**

**Exemptions:**

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

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

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

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

<b>5% Trust Fund Reserve</b>	<b>Amount</b>
FY 23-24 Estimated Revenue	335,182,228
Administered Funds FEMA Disaster Match	(323,982,228)
Transfer from Hurricane Catastrophe Fund	(10,000,000)
Less NonOperating in Section II	(417,225)
Total Revenues Subject to 5% Reserve	782,775
<b>5% Reserve</b>	<b>39,139</b>

## **Revenue Estimating Methodology:**

### **Grants and Donations Trust Fund (2339)**

#### **Division of Emergency Management**

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

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

Additional receipts in this trust fund are generated by the Hurricane Catastrophe Fund. Per Section 215.559, Florida Statutes, a distribution of \$10,000,000 or 35% of the investment income is allocated for disaster mitigation purposes in order for the fund to retain its tax exempt status. This distribution is used for the Hurricane Loss Mitigation Program and the Hurricane Shelter Retrofit Program. For FY 2023-24 and 2024-25, the revenue being estimated is based on the \$10,000,000 required distribution.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Executive Office of the Governor- Division of Emergency Management**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust -2339

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 22-23 (A01)</b>	<b>FY 23-24 (A02)</b>	<b>FY 24-25 (A03)</b>		
Department of Health - 2261	001500	47,300,471.20			182399	Marsha Holton 9/13/2024
State Board Administration -8400	001500	10,000,000.00	10,000,000.00	10,000,000.00	0400000	Joel Meyer 10/8/2024
<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 22-23 (A01)</b>	<b>FY 23-24 (A02)</b>	<b>FY 24-25 (A03)</b>		
Dept. of Agriculture and Consumer Services -2381	105150	292,840.00			001801	Jim Lewandowski 10/3/2024

**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2025-26 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified “B”**

**Amount – (\$38,126,460):** Adjustment for prior year certified “B” to adjust line A.

**A/P Not Carried Forward Operating**

**Amount - \$2,707,651:** Adjustment for current year A/P not carried forward.

**Reclass of PY Accounts Payable**

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

**Adjustment to Line A for PY FCO Certified**

**Amount – (\$15,026,364):** Adjustment for prior year certified FCO to adjust line A.

**Certified Forward Reversion Amount – \$31,979,782**

**Rounding – \$13**

**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following is the calculation for Fixed Capital Outlay adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2025-26 Legislative Budget Request:

<b>APPROPRIATION CATEGORY/YEAR</b>	<b>EXPENDITURES</b>	<b>ENCUMBRANCES</b>	<b>UNENCUMBERED BALANCE</b>	<b>TOTAL</b>
140527-17	\$822,083.75	\$ 766,507.75	\$102,706.72	\$1,691,298.22
140527-18	\$199,999.50	\$ 685,209.23	\$ 357,048.91	\$ 1,242,257.64
140527-19	\$0	\$296,970.41	\$273,151.69	\$570,122.10
140527-20	\$0	\$ 2,522,686.41	\$	\$2,522,686.41
140527-21	\$0	\$2,129,051.48	\$870,948.52	\$3,000,000.00
140527-22	\$0	\$	\$3,000,000.00	\$3,000,000.00
140527-23	\$0	\$	\$ 3,000,000.00	\$3,000,000.00
140527-24	\$0	\$	\$3,000,000.00	\$3,000,000.00
	\$1,022,083.25	\$6,400,425.28	\$10,603,855.84	\$18,026,364.37

## **Schedule I - 5% Trust Fund Reserve Narrative**

### **Emergency Management Preparedness & Response Fund (2398)**

#### **Exemptions:**

**1. The revenues received in this fund are received from federal funding sources and an infusion of General Revenue to be used as matching dollars against the federal funding that are drawn down for expenditures. Therefore, this fund should be excluded from the 5% reserve.**

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

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

## **Revenue Estimating Methodology:**

### **Emergency Preparedness and Response Fund (2398)**

#### **Division of Emergency Management**

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

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

Revenue projections for FY 2024-25 and FY 2025-26 are based on approved transfers from the Legislative Budget Commission, and projected interest earnings. The interest earning projection is based on the earnings from FY 2023-24.



**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Executive Office of the Governor- Division of Emergency Management**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Emergency Management Response and Preparedness Trust Fund - 2398

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount FY 22-23 (A01)</b>	<b>Amount FY 23-24 (A02)</b>	<b>Amount FY 24-25 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Dept of Agriculture and Consumer Services -2360	001500	2,461,085.00			182399	Jim Lewandowski 10/3/2024
Department of Financial Services - 1000	001600	#####			182398	Sarah Goodman 10/9/2024
<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>	<b>Amount FY 22-23 (A01)</b>	<b>Amount FY 23-24 (A02)</b>	<b>Amount FY 24-25 (A03)</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
Department of Environmental Protection 2408	182398	19,000,000.00			001500	Stuart Myers 10/10/2024
Department of Environmental Protection 2675	182398	84,246,612.00			001500	Stuart Myers 10/10/2024
Department of Commerce - 2339	182398	20,000,000.00			001500	Michael Sadiq 9/18/2024
Dept. of Agriculture and Consumer Services 2360	182398	4,991,510.00			001500	Jim Lewandowski 10/3/2024
FI Fish & Wildlife Conservation Commission 2467	182398	9,309,865.00			001500	Kristie Solderholm 10/8/2024
FI Fish & Wildlife Conservation Commission 2672	182398	1,349,065.00			001500	Kristie Solderholm 10/8/2024
Dept Highway Safety and Motor Vehicles 2009	182398	18,510,685.00			001500/001800	Tianna Teate 8/8/2024
Department of Corrections 2339	182398	2,546,506.00			001500	Greg Holcomb 10/9/2024
Department of Corrections - 2339	182398	5,220,057.00			001500	Greg Holcomb 10/9/2024
Department of Military Affairs 2087	182398	30,578,721.00			001500	Terry Roberts 8/6/2024
Department of Children and Families 2261	182398	152,156.19			001500	Michelle Treadwell 10/1/2024
Department of Transportation -2540	182398	58,261,347.00			001500	Ashley Sheffield 9/24/2024

**SCHEDULE I  
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS  
EMERGENCY PREPAREDNESS AND RESPONSE FUND (2398)  
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2024-25 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified “B”**

**Amount – (\$4,097,374):** Adjustment for prior year certified “B” to adjust line A.

**A/P Not Carried Forward Operating**

**Amount - \$39,541,370:** Adjustment for current year A/P not carried forward.

**Reclass of PY Accounts Payable**

**Amount – \$65,624,548:** Reclass prior year accounts payable not certified included in line A and Line D.

**Certified Forward Reversion Amount – \$31,979,782**

**SWFS Adjustment B31000036 – \$23,394:** Reclass payable from non-operating to operating.

**SWFS ADJUSTMENT # B31000015 – (\$152,156):** Record payable to DCF

**SWFS Adjustment # B31000036 - \$599,904:** - Reclass payable from non-operating.

**Schedule I - 5% Trust Fund Reserve Narrative**

**Operating Trust Fund (2510)**

**Exemptions: None**

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

**Division of Emergency Management:**

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

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

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

<b>5% Trust Fund Reserve</b>	<b>Amount</b>
FY 23-24 Estimated Revenue	2,245,500
Less NonOperating in Section II	(492,698)
Total Revenues Subject to 5% Reserve	1,752,802
<b>5% Reserve</b>	<b>87,640</b>

**Revenue Estimating Methodology:**

**Operating Trust Fund (2510)**

**Division of Emergency Management**

Hazardous Materials Fees: The receipts in this fund come solely from fees collected from industry per Section 252.85 and 252.939, Florida Statutes

Fee Collections:

FY 2016-17	\$2,364,281
FY 2017-18	\$2,299,885
FY 2018-19	\$2,365,108
FY 2019-20	\$2,283,520
FY 2020-21	\$2,326,008
FY 2021-22	\$2,318,757
FY 2022-23	\$2,241,114
FY 2023-24	\$2,217,420

Estimated Fee Collections:

FY 2024-25	\$2,216,389
FY 2025-26	\$2,217,000

**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2025-26 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified “B”**

**Amount – (\$389,579.00):** Adjustment for prior year certified “B” to adjust line A.

**Reclass of PY Accounts Payable**

**Amount - \$13,422:** Adjustment required adjusting Line A (Unreserved Fund Balance as of July 1) for a non-budgetary expenditure that was included in the computation of the beginning fund balance.

**Certified Forward Reversions Amount - \$124,110**

## **Schedule I - 5% Trust Fund Reserve Narrative**

### **Division of Emergency Management US Contributions Trust Fund (2750)**

#### **Exemptions:**

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

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

## **Revenue Estimating Methodology:**

### **U. S. Contributions Trust Fund (2750)**

#### **Division of Emergency Management**

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

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Executive Office of the Governor- Division of Emergency Management**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** U.S. Contributions Trust Fund - 2750

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out</b>	<b>Confirmed By/Date</b>
	<b>Revenue Category</b>	<b>FY 22-23 (A01)</b>	<b>FY 23-24 (A02)</b>	<b>FY 24-25 (A03)</b>	<b>Expenditure Category</b>	
<u>Department of Transportation - 2540</u>		10,020.04				<u>Ashley Sheffield 9/25/2024</u>
<u>Department of Agriculture and Consumer Svcs 2321</u>		1,008.00				<u>DACS acknowledged but not confirm amount under \$100,0000 10/9/20</u>
<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer In</b>	<b>Confirmed By/Date</b>
	<b>Expenditure Category</b>	<b>FY 22-23 (A01)</b>	<b>FY 23-24 (A02)</b>	<b>FY 24-25 (A03)</b>	<b>Revenue Category</b>	
<u>Department of Environmental Protection 2261</u>	105150	15,877.19			001510	<u>Less than 100K</u>
<u>Department of Environmental Protection - 2423</u>	105150	67,041.52			001510	<u>Less than 100K</u>
<u>Department of Environmental Protection - 2526</u>	105150	40,230.56			001510	<u>Less than 100K</u>
<u>Department of Environmental Protection - 2408</u>	105150	606,466.50			001510	<u>Stuart Myers</u>
<u>Department of Environmental Protection - 2644</u>	105150	3,909.78			001510	<u>Less than 100K</u>
<u>Department of Environmental Protection -2675</u>	105150	762,787.79	500,000.00	500,000.00	001510	<u>Suart Myers</u>
<u>Department of Financial Services - 2393</u>	105150	1,295,408.42			001510	<u>Mikaela Boatwright 10/1/2024</u>



**SCHEDULE I  
TRUST FUNDS AVAILABLE**

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

Following are descriptions of the adjustments included in the Schedule I, Column A0, Section III, of the Division’s Fiscal Year 2025-26 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR – FY 2023-24**

**Adjustment to Line A for PY Certified “B”**

**Amount – (\$196,474,868):** Adjustment for prior year certified “B” to adjust line A.

**A/P Not Carried Forward Operating**

**Amount – \$161,742,037:** Prior year accounts payable not certified forward included in line A and Line D.

**Reclass of PY Accounts Payable**

**Amount – \$10,272,820:** Reclass prior year accounts payable not certified included in line A and Line D.

**Post Closing Statewide Financial Statement Adjustment – B3100007**

**Amount – \$59,481,433:** Classified by a statewide financial statement adjustment to record a receivable set up after fiscal year closing.

**Post Closing Statewide Financial Statement Adjustment – B3100014**

**Amount – (\$16,606,667):** Classified by a statewide financial statement adjustment to record a payable set up after fiscal year closing for Public Assistance and Hazard Mitigation Payments related to COVID-19, Hurricane Matthew, Hurricane Irma, Hurricane Irma, Hurricane Sally, Hurricane Ian, Hurricane Nicole. Anticipated Revenue set up in Section I.

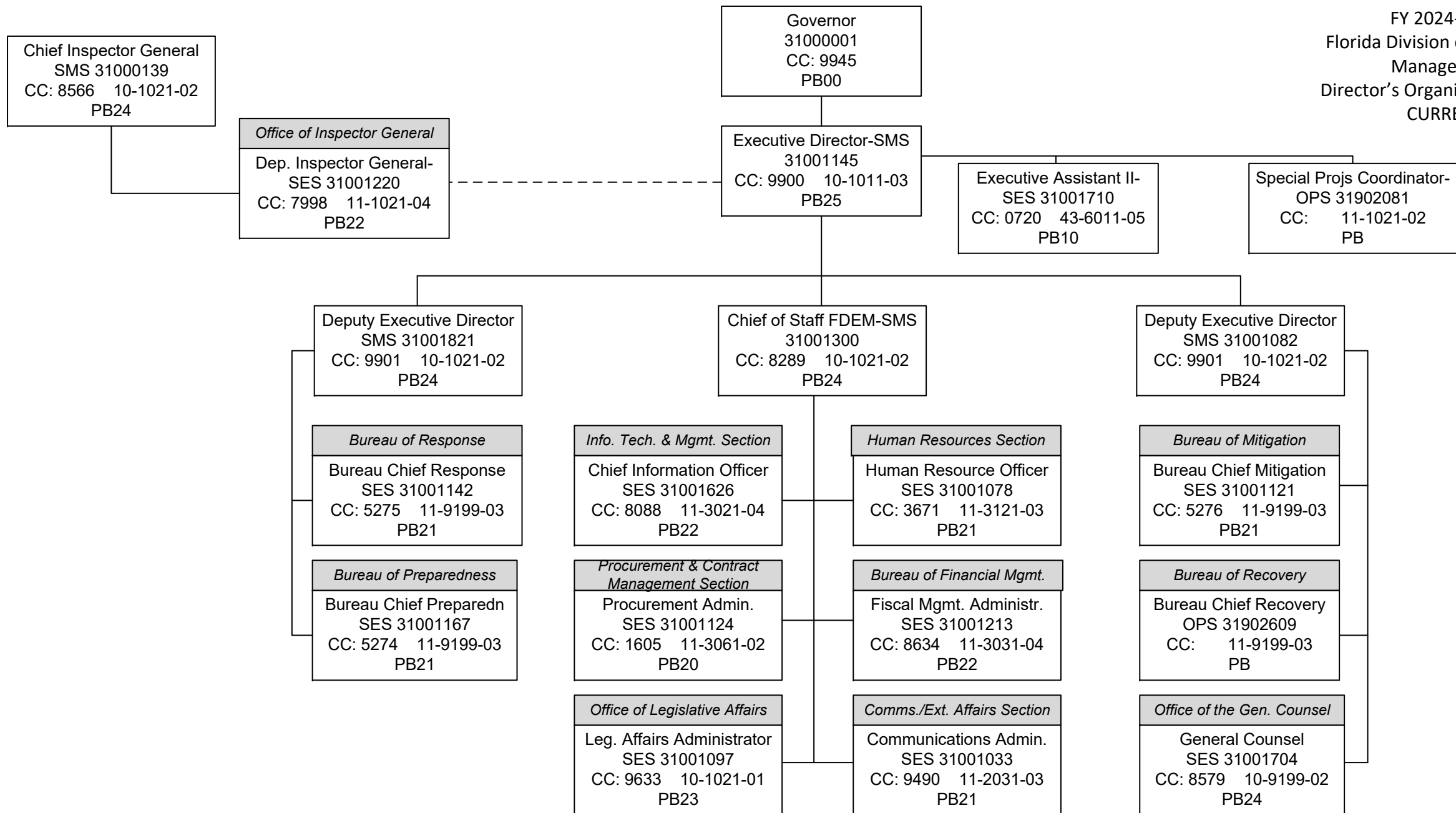
**Certified Forward Reversions - \$189,658,437**

## Schedule VII: Agency Litigation Inventory

Agency:	<b>EOG-Florida Division of Emergency Management</b>		
Contact Person:	Stephanie Houp	Phone Number:	(850) 815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Global Innovative Concepts, LLC et al v. State of Florida, Division of Emergency Management		
Court with Jurisdiction:	US District Court for the Eastern District of North Carolina – Western Division		
Case Number:	EDNC No. 5:23-cv-00069-FL		
Summary of the Complaint:	Essential Diagnostics was a DEM vendor during the pandemic that provided covid-19 test kits. In 2020, DEM paid \$2.2m after delivery of 200k kits but cancelled a second order prior to delivery. Over two years later, Global filed suit on behalf of Essential Diagnostics seeking the balance of \$4.4m in connection with 400k kits ordered but not delivered due to DEM's termination.		
Amount of the Claim:	Above \$4,000,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	The appellate court ruled favorably for DEM's appeal holding that DEM did not waive 11 <sup>th</sup> amendment immunity. The case has been remanded to the trial court.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

## Schedule VII: Agency Litigation Inventory

Agency:	<b>EOG-Florida Division of Emergency Management</b>		
Contact Person:	Stephanie Houp	Phone Number:	(850) 815-5762
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Sandy V. Lanier and Jacqueline Page Merkison v. EOG, DEM		
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit – Leon County, Florida		
Case Number:	2020 CA 0388		
Summary of the Complaint:	Plaintiffs allege public whistleblower retaliation and age, race, and gender discrimination in regard to their dismissal from FDEM.		
Amount of the Claim:	\$1,000,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Settlement negotiations have been unsuccessful. Trial is set for August 12, 2024.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
	X	Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		





-----  
SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:  
-----

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

\*\*\* NO ACTIVITIES FOUND \*\*\*  
-----

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

\*\*\* NO OPERATING CATEGORIES FOUND \*\*\*  
-----

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE  
ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF  
PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH  
THAT ARE NOT REPRESENTED BY THOSE ABOVE OR ADMINISTRATIVE COSTS THAT ARE UNIQUE TO THE AGENCY AND  
ARE NOT APPROPRIATE TO BE ALLOCATED TO ALL OTHER ACTIVITIES.

\*\*\* NO ACTIVITIES FOUND \*\*\*  
-----

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

DEPARTMENT: 31	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	5,536,524,090	222,444,731
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	5,446,382,530	222,444,731
	-----	-----
DIFFERENCE:	90,141,560 *	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

\*FOOTNOTE: The difference between Section I and Sections II & III are due to the following:

- (1) \$154,574 in Funds that are in the Approved Budget Unrelease, typically revert on June 30th. But, for Palm, these funds were reappropriated in the Back of the Bill (BOB) section 277, which will cause an out of balance issue on the Schedule I.
- (2) Funding of \$30,000,000 was provided to the Division during 2023C Special Session (HB1C- Chapter 2023-349 LOF) that carried forward for FY 24/25. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.
- (3) Funding of \$40,000,000 was moved from the Ian/Nicole Waiver carried forward category to operating categories as actions identified in the Back of the Bill (BOB), sections 238, & 239 that was reappropriated. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.
- (4) Funding of \$19,987,043 was provided to the Division during 2023C Special Session (HB7C-Chapter 2023-352 LOF) that carried forward for FY 24/25. This amount does not show up in A01 or the "Other" line in Section III and there is no activity tied to it.
- (5) The final difference of %57 is due to rounding.

**SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY**

<b>Schedule XII Cover Sheet and Agency Project Approval</b>	
<b>Agency:</b> EOG – Florida Division of Emergency Management	<b>Schedule XII Submission Date:</b> 10/15/24
<b>Project Name:</b> N/A	<b>Is this project included in the Agency’s LRPP?</b> _____ Yes _____ No
<b>FY 2025 - 2026 LBR Issue Code:</b> N/A	<b>FY 2025 -2026 LBR Issue Title:</b>
<b>Agency Contact for Schedule XII (Name, Phone #, and E-mail address):</b> Brittany Bentley, (850) 815-4625, Brittany.bentley@em.myflorida.com	
<b>AGENCY APPROVAL SIGNATURES</b>	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
<b>Agency Head:</b>  N/A <b>Printed Name:</b>	<b>Date:</b>
<b>Agency Chief Information Officer:</b> <i>(If applicable)</i> N/A <b>Printed Name:</b>	<b>Date:</b>
<b>Budget Officer:</b>  N/A <b>Printed Name:</b>	<b>Date:</b>
<b>Planning Officer:</b>  N/A <b>Printed Name:</b>	<b>Date:</b>
<b>Project Sponsor:</b>  N/A <b>Printed Name:</b>	<b>Date:</b>



**SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY**

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

current cost of service and revenue source?

**II. Evaluation of Options**

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

--

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

--

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

--

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

--

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

--

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

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

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

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

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

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

<b>Contact Information</b>
Agency: EOG-Florida Division of Emergency Management
Name: Brittany Bentley
Phone: (850) 815-4625
E-mail address: britanny.bentley@em.myflorida.com

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

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

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

## Schedule XIV Variance from Long Range Financial Outlook

Agency: EOG/Division of Emergency Management

Contact: Brittany Bentley

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 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	State Match for Federal Emergency Management Agency Funding	B	\$238.1M	\$343.98M
b				
c				
d				
e				
f				

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

Variance is due to an error in the last quarterly report submitted.

\* R/B = Revenue or Budget Driver

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

<b>Contact information</b>
Agency: EOG-Florida Division of Emergency Management
Name: Brittany Bentley
Phone: (850) 815-4625
E-mail address: brittany.bentley@em.myflorida.com

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





**FLORIDA DIVISION OF EMERGENCY  
MANAGEMENT**

**FISCAL YEAR 2025-2026 LEGISLATIVE BUDGET REQUEST**

**BUDGET ENTITY 31700100**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** EOG/Division of Emergency Mg      **Budget Period:** 2024-25  
**Program:** Emergency Management  
**Fund:** Operating Trust Fund

**Specific Authority:** Section 252.85, 252.939, F.S.  
**Purpose of Fees Collected:** Support the Hazardous Materials Compliance Program

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

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

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2023 - 24</b>	<b>FY 2024 -25</b>	<b>FY 2025 - 26</b>
<u>Receipts:</u>			
Hazaardous Materials	2,217,420	2,216,389	2,217,000
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Fee Collection to Line (A) - Section III</b>	<b>2,217,420</b>	<b>2,216,389</b>	<b>2,217,000</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	262,866	197,191	197,191
Other Personal Services	-	-	-
Expenses	109,441	255,113	255,113
Operating Capital Outlay	_____	_____	_____
<u>Contracted Services-Eplan &amp; Bank Fees</u>	191,640	191,750	200,000
<u>FL Hazmat Contract LEPC</u>	716,434	1,286,597	1,250,000
Indirect Costs Charged to Trust Fund	267,106	148,172	311,858
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,547,487</b>	<b>2,078,823</b>	<b>2,214,162</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	2,217,420	2,216,389
TOTAL SECTION II	(B)	1,547,487	2,078,823
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>669,933</b>	<b>137,566</b>

**EXPLANATION of LINE C:**  
 \_\_\_\_\_  
 \_\_\_\_\_

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Executive Office Of the Governor - FDEM
<b>Trust Fund Title:</b>	ADMINISTRATIVE TRUST FUND
<b>Budget Entity:</b>	31700100- EMERGECCNY MANAGEMENT
<b>LAS/PBS Fund Number:</b>	2021

**Budget Period: 2025-26**

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>1,762,752.42</b>	(A)		1,762,752.42
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments	<b>1,711,731.19</b>	(C)		1,711,731.19
ADD: Outstanding Accounts Receivable	<b>5,126.46</b>	(D)		5,126.46
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>3,479,610.07</b>	(F)	0.00	3,479,610.07
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	<b>18,491.88</b>	(H)		18,491.88
"B" Carry Forwards	<b>199,894.30</b>	(H)		199,894.30
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	<b>1,252.84</b>	(I)		1,252.84
LESS:		(I)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>3,259,971.05</b>	(K)	0.00	<b>3,259,971.05</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26
<b>Trust Fund Title:</b>	EOG FDEM 31
<b>Budget Entity:</b>	Emergency Management Preparedness & Assistance
<b>LAS/PBS Fund Number:</b>	DEPARTMENT LEVEL
	2191

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,903,124.84	(A)		2,903,124.84
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	8,214,278.63	(C)		8,214,278.63
ADD: Outstanding Accounts Receivable	2,746,251.90	(D)	1,131,146.48	3,877,398.38
ADD: _____	0.00	(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	13,863,655.37	(F)	1,131,146.48	14,994,801.85
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	301,801.23	(H)		301,801.23
"B" Carry Forwards	3,339,013.73	(H)		3,339,013.73
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	4,682.66	(I)		4,682.66
LESS: Deferred Inflows - Unavailable Revenue		(I)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	10,218,157.75	(K)	1,131,146.48	11,349,304.23 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26
<b>Trust Fund Title:</b>	EOG FDEM 31
<b>Budget Entity:</b>	Federal Grants TF
<b>LAS/PBS Fund Number:</b>	DEPARTMENT LEVEL
	2261

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>166,701.55</b>	(A)		166,701.55
ADD: Other Cash (See Instructions)	<b>0.00</b>	(B)		0.00
ADD: Investments	<b>146,147,208.23</b>	(C)		146,147,208.23
ADD: Outstanding Accounts Receivable	<b>6,201,619.15</b>	(D)	152,561.92	6,354,181.07
ADD: Anticipated Receivable	<b>7,950,677.04</b>	(E)		7,950,677.04
<b>Total Cash plus Accounts Receivable</b>	<b>160,466,205.97</b>	(F)	152,561.92	160,618,767.89
LESS: Allowances for Uncollectibles	<b>0.00</b>	(G)		0.00
LESS: "A" Carry Forwards	<b>486,120.00</b>	(H)		486,120.00
"B" Carry Forwards	<b>12,766,591.00</b>	(H)		12,766,591.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	<b>154,610.38</b>	(I)	95,904.21	250,514.59
LESS: Deferred Inflows - Unavailable Revenue	<b>147,115,542.30</b>	(I)		147,115,542.30
<b>Unreserved Fund Balance, 07/01/24</b>	<b>(56,657.71)</b>	(K)	56,657.71	<b>0.00</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26 EXECUTIVE OFFICE OF THE GOVERNOR-FDEM
<b>Trust Fund Title:</b>	GRANTS & DONATIONS TRUST FUND-NON DISASTER
<b>Budget Entity:</b>	31700100-EMERGENCY MANAGEMENT
<b>LAS/PBS Fund Number:</b>	2339 (339948)

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	38,020.87	(A)			38,020.87
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments	38,148,503.16	(C)			38,148,503.16
ADD: Outstanding Accounts Receivable	116,787.78	(D)			116,787.78
ADD: _____		(E)			0.00
<b>Total Cash plus Accounts Receivable</b>	<b>38,303,311.81</b>	(F)	0.00		38,303,311.81
LESS: Allowances for Uncollectibles		(G)			0.00
LESS: "A" Carry Forwards	2,464.08	(H)			2,464.08
"B" Carry Forwards	75,180.67	(H)			75,180.67
Approved "FCO" Certified Forwards	17,004,281.12	(H)			17,004,281.12
LESS: Other Accounts Payable (Nonoperating)	28,614.95	(I)			28,614.95
LESS: Deferred Inflows - Unavailable Revenue		(I)			0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>21,192,770.99</b>	(K)	0.00		<b>21,192,770.99</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26
<b>Trust Fund Title:</b>	EOG FDEM 31
<b>Budget Entity:</b>	Emergency Preparedness & Response Fund
<b>LAS/PBS Fund Number:</b>	DEPARTMENT LEVEL
	2398

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>577,860,999.30</b>	(A)		577,860,999.30
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	853,916,478.29	(C)		853,916,478.29
ADD: Outstanding Accounts Receivable	749,625,131.41	(D)		749,625,131.41
ADD: _____	0.00	(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>2,181,402,609.00</b>	(F)	0.00	2,181,402,609.00
LESS: Allowances for Uncollectibles	0.00	(G)		0.00
LESS: "A" Carry Forwards	50,990,191.85	(H)		50,990,191.85
"B" Carry Forwards	9,467,009.60	(H)		9,467,009.60
Approved "FCO" Certified Forwards	0.00	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	665,355.96	(I)	(471,141.46)	194,214.50
LESS: Unearned Revenue	205,950.95	(I)		205,950.95
<b>Unreserved Fund Balance, 07/01/24</b>	<b>2,120,074,100.64</b>	(K)	471,141.46	<b>2,120,545,242.10</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26 EXECUTIVE OFFICE OF THE GOVERNOR - FDEM
<b>Trust Fund Title:</b>	OPERATING TRUST FUND
<b>Budget Entity:</b>	31700100 - EMERGENCY MANAGEMENT
<b>LAS/PBS Fund Number:</b>	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	65,924.48	(A)		65,924.48
ADD: Other Cash (See Instructions)	13,720.50	(B)		13,720.50
ADD: Investments	1,520,903.01	(C)		1,520,903.01
ADD: Outstanding Accounts Receivable	4,868.94	(D)		4,868.94
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	1,605,416.93	(F)	0.00	1,605,416.93
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	58,186.38	(H)		58,186.38
"B" Carry Forwards	461,023.68	(H)		461,023.68
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	16,642.16	(I)		16,642.16
LESS: Deferred Inflows - Unavailable Revenue		(I)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	1,069,564.71	(K)	0.00	1,069,564.71 **

**Notes:**

\*SWFS = Statewide Financial Statement

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



# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2025-26</b>
<b>Trust Fund Title:</b>	EXECUTIVE OFFICE OF THE GOVERNOR - FDEM
<b>Budget Entity:</b>	US CONTRIBUTIONS TRUST FUND
<b>LAS/PBS Fund Number:</b>	31700100-EMERGENCY MANAGEMENT
	2750

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>34,517,562.03</b>	(A)		34,517,562.03
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	<b>186,586,557.26</b>	(D)	59,481,433.12	246,067,990.38
ADD: Anticipated Receivable	111,481,768.29	(E)		111,481,768.29
<b>Total Cash plus Accounts Receivable</b>	<b>332,585,887.58</b>	(F)	59,481,433.12	392,067,320.70
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	<b>56,234,774.84</b>	(H)		56,234,774.84
"B" Carry Forwards	<b>288,447,561.87</b>	(H)		288,447,561.87
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	<b>34,610,477.08</b>	(I)		34,610,477.08
LESS: Unearned Revenue	<b>12,774,506.91</b>	(I)		12,774,506.91
<b>Unreserved Fund Balance, 07/01/24</b>	<b>(59,481,433.12)</b>	(K)	59,481,433.12	<b>0.00</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** Executive Office Of the Governor - FDEM  
**Trust Fund Title:** ADMINISTRATIVE TRUST FUND  
**Budget Entity:** 31700100- EMERGECCNY MANAGEMENT  
**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; 3,054,638.88 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B3100020      Compensated Absences (3,733.25) (C)

SWFS Adjustment # B3100030 (247.93) (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 199,894.30 (D)

Approved FCO Certified Forward per LAS/PBS   (D)

A/P not C/F-Operating Categories 387,437.13 (D)

Compensated Absences 21,770.52 (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 3,259,971.05 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 3,259,971.05 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** Deexecutive Office Of the Governor - FDEM  
**Trust Fund Title:** Emergency Management Prepardness and Assitance  
**Budget Entity:** DEPARTMENT LEVEL  
**LAS/PBS Fund Number:** 2191

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; 13,585,872.25 (A)  
 GLC 549XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B3100019      Compensated Absences (14,933.12) (C)

SWFS Adjustment # B3100017      Transfer from Other Departments 1,131,146.48 (C)

SWFS Adjustment # B3100035      Transfer to Other Departments (843.10) (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (3,339,013.73) (D)

Approved FCO Certified Forward per LAS/PBS   (D)

A/P not C/F-Operating Categories (27,857.67) (D)

Compensated Absenses 14,933.12 (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 11,349,304.23 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 11,349,304.23 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** EXECUTIVE OFFICE OF THE GOVERNOR - FDEM  
**Trust Fund Title:** FEDERAL GRANTS TRUST FUND  
**Budget Entity:** 31700100-EMERGENCY MANAGEMENT  
**LAS/PBS Fund Number:** 2261

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; (17,926.60) (A)  
 GLC 549XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B3100002    A/R SET UP AFTER CLOSING 39,468.32 (C)

SWFS Adjustment # B3100014    Compensated absences (17,189.39) (C)

SWFS Adjustment # B3100021    A/R SET UP AFTER CLOSING 113,093.60

SWFS Adjustment # B3100018    A/P SET UP AFTER CLOSING (95,904.21)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (12,766,591.00) (D)

Approved FCO Certified Forward per LAS/PBS   (D)

A/P not C/F-Operating Categories 4,762,392.33 (D)

Compensated Absences 31,979.91 (D)

Anticipated Receivable 7,950,677.04 (D)

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

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

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** EXECUTIVE OFFICE OF THE GOVERNOR - FDEM  
**Trust Fund Title:** GRANTS & DONATIONS TRUST FUND  
**Budget Entity:** 31700100 - EMERGENCY MANAGEMENT  
**LAS/PBS Fund Number:** 2339

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; 406,108,696.66 (A)  
 GLC 549XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** 0.00 (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B3100011      Compensated Absences (415.59) (C)

SWFS Adjustment # 0.00 (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (126,529,162.18) (D)

Approved FCO Certified Forward per LAS/PBS (17,004,281.12) (D)

A/P not C/F-Operating Categories 1,398,113.19 (D)

Compensated Absences 415.59 (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 263,973,366.55 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 263,973,366.55 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** EXECUTIVE OFFICE OF THE GOVERNOR - FDEM  
**Trust Fund Title:** EMERGENCY PREPAREDNESS AND RESPONSE FUND  
**Budget Entity:** 31700100-EMERGENCY MANAGEMENT  
**LAS/PBS Fund Number:** 2398

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 549XX for proprietary and fiduciary funds	2,090,623,037.42 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # B31000015 - Record payable to DCF	(152,156.00) (C)
SWFS Adjustment # B31000036 - Reduce payables to DCF	599,903.86 (C)
SWFS Adjustment # B31000036 - Reclass payable from non-operating to operating	23,393.79 (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(9,467,009.60) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	38,918,072.82 (D)
Unearned Revenue	
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	2,120,545,242.29 (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	2,120,545,242.10 (F)
<b>DIFFERENCE:</b>	0 (G)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** EXECUTIVE OFFICE OF THE GOVERNOR - FDEM  
**Trust Fund Title:** OPERATING TRUST FUND  
**Budget Entity:** 31700100-EMERGENCY MANAGEMENT  
**LAS/PBS Fund Number:** 2510

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 549XX for proprietary and fiduciary funds	1,533,809.00 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # B3100031	(344.40) (C)
SWFS Adjustment #	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(461,023.68) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	(2,876.21) (D)
Compensated Absenses	
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>1,069,564.71 (E)</b>
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>1,069,564.71 (F)</b>
<b>DIFFERENCE:</b>	<b>0 (G)*</b>

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 2026**

**Department Title:** EXECUTIVE OFFICE OF THE GOVERNOR - FDEM  
**Trust Fund Title:** US CONTRIBUTIONS TRUST FUND  
**Budget Entity:** 31700100-EMERGENCY MANAGEMENT  
**LAS/PBS Fund Number:** 2750

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; (44,264,493.82) (A)  
 GLC 549XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B3100003 Additional A/R set up after closing 59,481,433.12 (C)

SWFS Adjustment # (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (288,447,561.87) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories 161,742,037.39 (D)

Compensated Absenses 6,816.89 (D)

Anticipated Receivable 111,481,768.29 (D)

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

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

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**



# SCHEDULE IV-B – ENTERPRISE BUSINESS SOLUTION

For Fiscal Year 2025-26



**October 1, 2024**

**FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

## Contents

Contents.....	1
Schedule IV-B Cover Sheet.....	3
I. Schedule IV-B Business Case – Strategic Needs Assessment.....	4
A. Background and Strategic Needs Assessment.....	4
1. Background.....	4
2. Business Need.....	8
3. Business Objectives.....	9
B. Baseline Analysis.....	10
1. Current Business Process(es).....	10
2. Strengths and Weaknesses.....	11
3. Assumptions and Constraints.....	12
C. Proposed Business Process Requirements.....	13
1. Proposed Business Process Requirements.....	13
Area of Work.....	13
2. Business Solution Alternatives.....	15
3. Rationale for Selection.....	15
4. Recommended Business Solution.....	16
D. Functional and Technical Requirements.....	17
1. Pre-Award.....	17
2. Post-Award.....	17
3. Closeout and Audit.....	17
4. Business Principles.....	17
II. Success Criteria.....	18
III. Schedule IV-B Benefits Realization and Cost Benefit Analysis.....	20
A. Benefits Realization Table.....	20
B. Cost Benefit Analysis.....	24
1. Cost-Benefit Analysis Results.....	25
The Cost-Benefit Analysis Results.....	29
IV. Schedule IV-B Major Project Risk Assessment.....	30
A. Risk Assessment Summary.....	30
V. Schedule IV-B Technology Planning.....	33
A. Current Information Technology Environment.....	33
1. Current System.....	33
2. Current System Resource Requirements.....	37

3.	Current System Performance .....	37
1.	Information Technology Standards .....	37
B.	Current Hardware and/or Software Inventory .....	38
C.	Proposed Technical Solution .....	38
1.	Technical Solution Alternatives .....	38
2.	Rationale for Selection .....	39
3.	Recommended Technical Solution.....	40
D.	Proposed Solution Description .....	41
1.	Summary Description of Proposed System.....	41
E.	Capacity Planning.....	42
VI.	Implementation Roadmap.....	44
VII.	Schedule IV-B Project Management Planning .....	45
A.	Project Deliverables.....	46
B.	Risk Management Plan.....	49
C.	Organizational Change Management .....	50
D.	Project Communication .....	50
VIII.	Appendices .....	52
A.	Cost Benefit Analysis Tool.....	52
B.	Risk Assessment Tool .....	52
C.	Existing Enterprise Business Processes.....	53
	Figure 66: Data Platform – Bureau Analytics Procurement Quote Insights Dashboard.....	66

kend

## Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Division of Emergency Management	Schedule IV-B Submission Date: October 1, 2024
Project Name: Division of Emergency Management Enterprise Solution (DEMES)	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2025-26 LBR Issue Code: 36215C0	FY 2025-26 LBR Issue Title: Enterprise Business Solution
Agency Contact for Schedule IV-B (Name, Phone #, and Email address): Kevin Guthrie, 850-413-4011, kevin.guthrie@em.myflorida.com Jason Ray, 850-815-4701, jason.ray@em.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Kevin Guthrie	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Jason Ray	
Budget Officer: _____	Date: _____
Printed Name: Brittany Bentley	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name: Kevin Guthrie	
Schedule IV-B Preparers (Name, Phone #, and Email address):	
Business Need:	Melissa Hancock, melissa.hancock@em.myflorida.com
Cost Benefit Analysis:	Melissa Hancock, melissa.hancock@em.myflorida.com
Risk Analysis:	Melissa Hancock, melissa.hancock@em.myflorida.com
Technology Planning:	Melissa Hancock, melissa.hancock@em.myflorida.com
Project Planning:	Melissa Hancock, melissa.hancock@em.myflorida.com

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

### A. Background and Strategic Needs Assessment

#### 1. Background

The Florida Division of Emergency Management (FDEM or Division) is charged with maintaining a comprehensive statewide program of emergency management. FDEM is the recipient of and serves as the primary awardee for state and federal aid that is primarily awarded to local government entities for planning for, response to, recovering from, and mitigation of risk of emergencies and disasters resulting from natural, technological, or manmade causes.

FDEM is pursuing the continuation of implementation of an Enterprise solution to enable the Division to carry out its mission more efficiently and effectively. FDEM conducted assessments of the Division's front-to-end financial and grant management and contract technology and business processes and developed recommendations for a strategy that outlines how the Division can optimize business processes and technology to meet business needs. Since 2021, FDEM has continuously standardized and incorporated additional business processes within the Division of Emergency Management Enterprise Solution (DEMES).

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

FDEM has two primary funding sources for the needed technology operational commitments: federal grants and state funding. The federal grants are consistently offered each year to support State Emergency Management Agencies meeting the requirements of the National Response Plan. These grants have been consistent year over year related to operational Emergency Management funding; however, federal budgeting constraints may prove challenging in the future and federal funding is not always allocated for Information Technology (IT) operations. FDEM's costs for Information Technology (IT) operations had a marked increase in costs over the last five years in addition to consistent increases year over year from the inflationary and dynamic technology marketplace that require additional support from state funding to address the Federal Grant shortfall for IT operating costs.

#### **FDEM Organizational Responsibilities**

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

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

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

The Procurement section reviews and determines the method of procurement for commodities and services for the Division including MyFloridaMarketPlace (MFMP) approvals. Procurement works with FDEM's bureaus to develop formal and informal solicitations and is also responsible for State and Federal Transparency Reporting

through the Florida Accountability Contract Tracking System (FACTS) and the Federal Funding Accountability & Transparency Act (FFATA) systems.

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

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

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

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

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



**Figure 1: Mission, Vision, Core Values**

FDEM has identified the following goals that cover the four critical areas of emergency, grant, and financial management:

- Goal 1: Finance: enable FDEM's financial management foundation.
- Goal 2: Preparedness: enhance capabilities.
- Goal 3: Response: protect lives and property.

Goal 4: Recovery: restore communities.

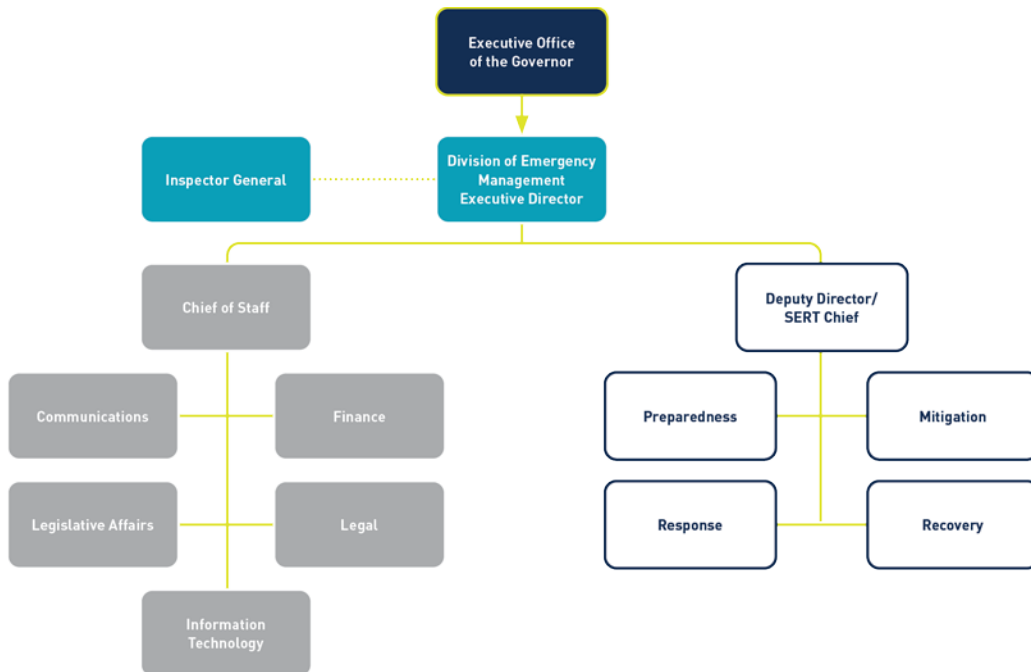
Goal 5: Mitigation: reduce risk and increase resiliency.

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

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

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

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



**Figure 2: FDEM Organizational Chart**

FDEM is funded primarily through federal grant awards that are offset by a direct appropriation of state funds. Federal grant awards make up the vast majority of the Division’s operating budget. Federal grants include grants that are part of an ongoing federal program or initiative, which follow a “Blue Sky” process or grants that are awarded in response to a disaster, following a “Grey Sky” process. State funds may be appropriated either to support an ongoing state program or for a specific project identified by the Legislature. The figure below identifies the FDEM grants by Bureau.

	FEMA	DHS	USDA	STATE	TOTAL
MITIGATION	FMP, FMAP, HMGP, PDM, BRIC, CAP-SSSE			HLMP	7
PREPAREDNESS	EMPG	SHGP, OPSG, UASI, NSGP, CIG, (2) Cybersecurity		EMPA	7
RECOVERY	CRBG, RTBG, Cares, ARPA, FMAG, IA, PA			TRBG	5
RESPONSE	HMEP	POEREG		LEGAL	2

**Figure 3: Grant Breakdown by Bureau**



The Division staff includes 400 resources (225 FTEs and 175 OPS). Approximately half of that staff is assigned to managing grants through the four strategic Bureaus. These dedicated professionals work long hours, under heavy stress, to quickly return money to the Division's customers. One could conclude that enterprise-wide grants management is necessary by simply looking at the volume of work compared to the available labor pool. This need is further exemplified when reviewing the current state of operations without a complete enterprise solution.

## 2. Business Need

Over the last 5 years, Florida has been impacted by multiple types of significant disasters. The cost associated with disasters, including the cost of emergency preparedness and response, is only increasing. In recent years, the Division was activated by Hurricanes Milton, Helene, Debby, Ian, Nicole, Michael and Sally, the Surfside Condominium collapse, tornadic events in Southwest, North, and Northeast Florida, supporting response to the disposition of immigration related vessels, the response to COVID-19 and major fires in the Panhandle. The Division's team manages not only the activities that protect life but also the substantial costs required to maintain the State's readiness posture and provide vital reimbursement of funds back to the local level where all disasters begin and end.

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

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

FDEM manages many grant programs totaling more than \$7.99 billion across its four bureaus, including both disaster and non-disaster programs. There are several primary systems and software applications that support business processes for contracts and grants management. These systems include mandatory state and federal external systems, in-house proprietary systems, Microsoft software applications, and the Salesforce platform. While there is a substantial amount of common data within the various systems that currently support operations, the limited interoperability between these systems impacts data integrity and transparency, resulting in duplicated efforts and manual data entry for FDEM staff.

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

In addition, FDEM's primary programmatic bureaus for contract and grant management (e.g., Response, Mitigation, Preparedness, Recovery, Finance, Legal and Information Technology) do not completely follow standardized processes. Although many business processes are common across all programs and grants, they are currently being performed differently by each business unit, which causes frustration and inconsistency. While some grants and programs have unique requirements that may require custom workflows, standardizing these common business processes at an enterprise level would help to ensure consistency and improve efficiency.

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

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

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

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

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

### 3. Business Objectives

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



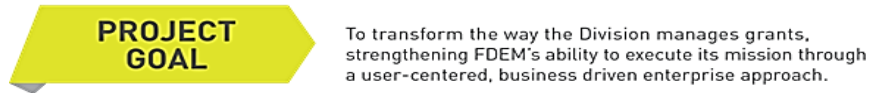
To deliver efficient front-to-end business grants and contract management, from procurement and documentation through payment and closeout, for "blue sky" and "grey sky" operations with respect to disaster, response, mitigation, preparedness, and recovery while maintaining Federal and State compliance.

**Figure 3: Technology Vision**

Technology Guiding Principles

- Provide Holistic Front-to-End Financial, Emergency and Grant Views
- Enhance the Customer Experience & Drive Bureau Consistency
- Standardize and Consolidate Data Across All Bureaus within the Division

- Streamline Compliance & Support Audits with Performance Reports and Dashboards
- Introduce Project Management and Governance Office



**Figure 4: Project Goal**

The business objectives of this project are to implement an Enterprise strategy that addresses business systems issues and barriers in the areas of finance, emergency management and grant management limiting the effectiveness of the Division in performing its mission.

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

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

## B. Baseline Analysis

### 1. Current Business Process(es)

The proposed project continues to modernize the financial, emergency and grant management processes, which are at the core of FDEM's business. The current finance, emergency and grant management enterprise includes services, business processes, data management processes, and technical processes within the Division and integrations with systems residing outside the Division necessary for the administration of FDEM business processes.

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

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

**Figure 5: FDEM Grant Management Lifecycle Processes**

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

- Insufficient enterprise alignment and capacity
- Lack of process standardization across Bureaus

- Fiscal accountability challenges
- Compliance challenges
- Manual processes
- Use of multiple disparate systems

The figure below shows the variability in systems and processes by the Bureau across each stage of the lifecycle. For each row, we show the Bureau with the top of the row showing if the agency uses the Grants Management business process and the bottom row showing the technology used to support the business process.

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

Figure 6: Common Grants Management Functions

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

## 2. Strengths and Weaknesses

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

### Strengths

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

Weaknesses

- Many manual processes throughout the Division that can result in errors in data entry and increase turnaround time for tasks
- There is no function or individual staff dedicated to continuous change management and/or learning
- Limited version control and configuration management for the existing systems.
- Lack of cloud playbook and governance framework which impacts the cloud foundational layer
- Limited number of data professionals

Opportunities

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

Threats

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

**3. Assumptions and Constraints**

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

Assumptions and Constraints		
Assumption	A1	Cost estimates are based on scope known to date and are subject to change.
Assumption	A2	Integrations, Organizational Change Management, and Program Management support included in cost estimates.
Assumption	A3	Cost estimates are applicable to services only, does not include licensing costs.
Assumption	A4	Pending business decisions may impact the areas of focus outlined in the cost estimates.
Assumption	A5	Organizational Change Management scope included in the cost estimates excludes external training.
Assumption	A6	Business Requirements will be refined based on more discovery.
Assumption	A7	Total Investment per Fiscal Year is subject to change based on “Learning Development & Executive PMO Support” pending cost estimate.
Constraint	C1	Difficulties getting integration system access to multiple FDEM\Federal systems might impede the development of the planned integrations.
Constraint	C2	Current State Systems may only send and receive data once a day, potentially impacting some business processes.

Figure 7: Assumptions and Constraints

## C. Proposed Business Process Requirements

### 1. Proposed Business Process Requirements

FDEM receives, administers, and allocates funding from numerous disaster and non-disaster federal awards and grants and must adhere to the requirements and compliance under Federal 2CFR§200, State GS1-SL, and FS 119.021. Specific business requirements gathered from Discovery sessions through the calendar year of 2023 include the following:

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

Contract Management	B21	The solution will support the integration between the system (DEMES) and FACTS, so that executed contracts and their Transparency Reports, amendments and renewals can be automatically added to FACTS.
Contract Management	B22	The solution will facilitate the Contract Termination process by being supported in the system (DEMES)
Disbursement	B23	The solution will support the auditing of Purchase Orders and Invoices in the system (DEMES) and will integrate with MFMP for approval in both systems
Disbursement	B24	The solution will support tracking of payroll within the system (DEMES), eliminating the need to use an excel spreadsheet being manually updated.
Fiscal Program Management	B25	The solution will support FDEM employees' application for a pcard within the system (DEMES)
Fiscal Program Management	B26	The solutions will support the integration between the system (DEMES) and BoA WORKS for reporting and tracking capabilities for pcards.
Financial Grants Management	B27	The solution will support the application and evaluation process of F-ROC within the system (DEMES)
Financial Grants Management	B28	The solution will support the long-term storage of F-ROC related files in the system (DEMES)
Data Platform Integrations	B29	The solution will enable users to answer ad-hoc questions with self-service analytics via PowerBI
Data Platform Integrations	B30	The solution will enable archival of DEMES and FLAIR data via inexpensive object storage
Data Platform Integrations	B31	The solution will break down data silos by establishing the central repository for all FDEM's data points, providing users ways to unlock valuable insights across bureaus
Data Platform Integrations	B32	The solution will unify data and analytics capabilities within FDEM, establishing the blueprint to share data and reporting securely across agencies
Fleet Management	B33	The solution will support vehicle reservation requests within the system (DEMES). This includes submittal, approval, and processing, eliminating the need for manual processing through SharePoint
Fleet Management	B34	The solution will support the digitization of all paper-copy documents used for Fleet Management. These include Vehicle Logbook, Maintenance Log, receipts, Pre-Trip and Post-Trip Inspection Form, etc.
Fleet Management	B35	The solution will support all aspects of inventory management within the system (DEMES). This includes vehicle maintenance, vehicle repair, vehicle inspection, and ad-hoc requests.
Fleet Management	B36	The solution will facilitate the creation of the monthly WEX report in the system (DEMES)
Human Resources	B37	The solution will digitalize all HR documents and will be processed in the system (DEMES). These include the Job Ad Request Form, Employee Action Form, Service Request Form, Separating Employee Request Form, etc.
Human Resources	B38	The solution will support the tracking of contractors working at FDEM
Human Resources	B39	The solution will support the storage or repositories for Employee Profiles, Job Descriptions, Offer Letters, and other templates as needed in the system (DEMES)
Human Resources	B40	The solution will support integrations with PeopleFirst for any reporting need.
Recovery	B41	The solution will support the Public Assistance Program, and other Recovery programs, to be managed in the system (DEMES). This will result the sunset of FloridaPA
Recovery	B42	The solution will support integrations with EMMIE and RPA to feed Project, Project Version, Subrecipient Agreements, and Contact data into the system (DEMES)



Mitigation	B43	The solution will support all programs in the Mitigation Bureau to be managed in the system (DEMES), eliminating the need for Excel spreadsheets and manual project monitoring
Mitigation	B44	The solution will support integrations with NEMIS (FEMA), to exchange data needed with the system (DEMES)
Preparedness	B45	The solution will support all programs in the Preparedness Bureau to be managed in the system (DEMES), this includes all forms currently being completed manually
Response	B46	The solution will support all programs in the Response Bureau to be managed in the system (DEMES), this includes all forms currently being completed manually
Inventory Management	B47	The solution will support inventory tagging and tracking (IT Inventory) in the system (DEMES), eliminating the need to fill out an excel spreadsheet
Inventory Management	B48	The solution will support an integration between the system (DEMES) and FLAIR for inventory management. This will eliminate the need to manually upload a spreadsheet to FLAIR

Figure 8: FDEM Business Requirements

## 2. Business Solution Alternatives

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

- **Alternative 1** – Expansion of the current cloud-based Software-as-a-Service (SaaS) Salesforce System to support the entire enterprise ecosystem, which includes Finance, Procurement, Grants Management and other needed operations.
- **Alternative 2** – Conduct a search for a third-party COTS Grants Management system to replace the Salesforce system and other peripheral systems currently in use.
- **Alternative 3** – Do Nothing. This approach keeps the status quo in place.

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

## 3. Rationale for Selection

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

- *Speed to Implementation* – Salesforce is already in use across two bureaus with plans for the others to migrate to the same. Continuation with Salesforce makes great sense as that transition would be smoother since it has been integrated into the system architecture and the Division is experienced with the implementation process.
- *Business agility* – Salesforce provides flexibility and speed to adapt to business changes within bureaus of the Agency, to interface with external data sources, including the ones from FEMA.
- *Technology agility* – Salesforce has been selected as the platform of choice in 2019, and it provides for easier adoption across the Agency based on its legacy of use over the last few years.
- *Data security and protection* – The security protocols as implemented on Salesforce have been successful in providing adequate levels of data protection as mandated by State and Federal guidelines.
- *Overall Implementation Cost* – Continuation with Salesforce will only result in incremental licensing costs compared to relatively higher costs if a completely new system is implemented.



- *Risk* – The overall risk is minimized as Salesforce is a tried and tested system at the Division.
- *Business Disruption* - The extent of business disruption is minimal due to the continuation of Salesforce as the automation platform since it is already in use across three bureaus.
- *Change Management* – Any technology insertion to automate an existing business process necessitates an element of business process re-engineering. The extent of Change Management as a consequence of such re-engineering is dependent on the flexibility of the technology platform, in our case being, Salesforce. Based on the experience with the two bureaus that have already migrated to Salesforce, a comprehensive change management plan is needed to introduce and integrate the new enterprise grants management approach to the organization.

#### 4. Recommended Business Solution

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

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

Some benefits of this alternative include:

- Leverages the investments made in the existing Salesforce system.
- Fully realizes technical and data architecture goals.
- Allows the Division to receive and distribute funds faster and more efficiently.
- Allows the Division to keep pace with the changing disaster environment and remain a leader in the nation for performance.
- Supports increased frontline worker productivity through increased levels of process automation and improved ability to meet timeliness and quality standards.
- Improves workforce management and balancing.
- Promotes the Division's business goals of delivering efficient front-to-end business grants and contract management.
- Improves customer service.
- Supports staff through innovative technology advances and ensures that they have the right resources to be successful;
- Improves real-time data access and quality.

#### What are the Risks of Maintaining the Status Quo?

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

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

The recommended next step is to approve the FDEM Enterprise Business Solution 3-year plan outlined in section IV, Implementation Roadmap. The 2022 KPMG FDEM Business Process Assessment Report shows the realization of the greatest business benefits under Alternative 1. Further, this alternative minimizes the financial impact on the State by fully maximizing the existing Salesforce system. The 3-year completion of the project would improve services and efficiency, as well as a result in \$249M in net tangible benefits over four years.

## What is the Estimated Cost?

The estimated total requested cost allocation from General Revenue funding of implementing this proposed project is \$15,720,000 over 4 years, not including licensing. Figure 9 below provides a Cost Estimate for Fiscal Years 2023-24, 2024-25, 2025-26, and 2026-27, as well as the projected total cost.

	FY23-24	FY24-25	FY25-26	FY26-27	Total Costs (\$)
Cost (Contacted Services)	\$1,900,000	\$5,862,000	\$6,146,000	\$1,812,000	\$15,720,000
Cost (Licensing)	\$1,100,000	\$0	\$2,052,711	\$2,052,711	\$5,205,422
Total (\$)	<b>\$3,000,000</b>	<b>\$5,862,000</b>	<b>\$8,198,711</b>	<b>\$3,864,711</b>	<b>\$20,925,422</b>

Figure 9: Cost Estimates

## D. Functional and Technical Requirements

The future state for business processes supporting the whole enterprise focuses on the following critical strategic areas: Pre-award, Post-award, and Closeout and Audit<sup>1</sup>.

### 1. Pre-Award

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

### 2. Post-Award

Post-Award processes must ensure that programs and projects are managed effectively, with accountability and transparency as the cornerstones. The methodologies for utilizing, monitoring, and reporting financial resources must be designed to promote integrity and usability. Programmatic processes must consistently apply sound management practices that foster efficiency.

### 3. Closeout and Audit

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

### 4. Business Principles

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

## *Enterprise Interoperability*

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

## *Rapid and Iterative Continuous Improvement*

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

## *Improved Data Management*

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

## **II. Success Criteria**

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

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

#	Description of Success Criteria	Key Performance Indicator
1	The solution will enable the FDEM to improve its operational efficiency	<ul style="list-style-type: none"><li>• Reduce turnaround time of money to sub-recipients and quicker close out of grants and disasters.</li><li>• Reduce documentation errors and unavailability.</li><li>• Reduce time spent on accessing documents</li></ul>

#	Description of Success Criteria	Key Performance Indicator
2	The solution will enable the Division to adapt quickly to legislative changes	<ul style="list-style-type: none"> <li>• Time to close out grants or disburse special legislative appropriations.</li> <li>• Immediacy of responding to events requiring FDEM to participate.</li> </ul>
3	The solution will provide value to the Division through additional reusable automated capabilities	<ul style="list-style-type: none"> <li>• Number of manual processes eliminated.</li> <li>• Efficiencies/performance improvement.</li> </ul>
4	The solution will provide an underlying scalable data structure to meet future growth	<ul style="list-style-type: none"> <li>• Elastic data storage capacity</li> </ul>
5	The solution will facilitate efficient, routine and clean data exchange with external stakeholders	<ul style="list-style-type: none"> <li>• Enable external access, as warranted</li> </ul>

Figure 10: Success Criteria

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

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

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

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

The benefits described in this analysis will be the result of aligning the Division's business processes with technology best practices to maximize return on investment. Benefits will accrue as updated functionality is implemented, in combination with targeted improvements in existing business processes. The expected benefits are described in Figure 11: Benefits Realization Table.

#### A. Benefits Realization Table

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

#	Description of Benefit	Tangible or Intangible	Who receives the benefit?	How are benefits realized?	How is the realization of the benefit measured?	Realization Date (FY)
3	Ability to maximize Federal funds available for Mitigation as a result of improved Federal grant processing; i.e., faster approvals leading to faster payouts	Tangible	FDEM/Local Communities	Timely processing of Federal grants is recognized, and Mitigation funds of 20% of the disaster response funds are paid to the State for mitigation services	Timely grants processing	FY24/25
4	Reduced employee time on Public Records Requests (PRQs)	Tangible	FDEM/State of Florida	A unified Grants management system will allow Division wide data searches, which can immediately determine if the Division has the data requested, ending fruitless searches and focusing attention on the remaining searches and the specific unit(s) that have the information. This result will significantly decrease personnel hours to process PRQs.	Measure: # of attorney/FTE hours spent on PRQs * average hourly FDEM attorney salary * 25% efficiency gain	FY24/25

#	Description of Benefit	Tangible or Intangible	Who receives the benefit?	How are benefits realized?	How is the realization of the benefit measured?	Realization Date (FY)
5	Improved data sharing between bureaus	Intangible	FDEM/Local Communities	With improved document management capability, the new Grants management system will reduce the frequency of data error, reducing the need for staff to manually key in the correct data	Possible measure: \$ in work hours spent per employee (weighted by job title and salary) per year) * 75% efficiency gain	FY24/25
6	Transfer of institutional knowledge from workforce to system	Intangible	FDEM	Due to the decentralized structure of the current IT environment and the numerous internally built programs, a select few people retain a lot of the legacy knowledge in grants management and process flow. An enterprise grants management system will remove a "single point of failure" from the process.	Potential approach: estimated reduced time to recover after an employee separates from their office * average employee salary * number of employee separations per year	FY24/25

#	Description of Benefit	Tangible or Intangible	Who receives the benefit?	How are benefits realized?	How is the realization of the benefit measured?	Realization Date (FY)
7	Efficiency gain from better leveraged IT staffing	Tangible	FDEM	Currently, the IT staff has numerous backlogged projects on which they plan to spend considerable resources. The Enterprise Business Solution will remove the need for a great number of these projects, creating significant savings for FDEM.	Potential measure: # estimated work hours for backlogged projects that will be redundant after modernization efforts * average IT salary	FY25/26
8	Reduced employee time to extract/find data/documents from multiple legacy systems and paper-based sources	Tangible	FDEM	Because of the limited user operability of the current systems, retrieving data from multiple sources requires a large amount of time. A new grants management system integrated with the document management system will have more advanced, user-friendly search functions, creating efficiency savings.	Potential measure: # of document extractions * average time spent on an extraction * average FDEM salary	FY25/26
9	Improved accuracy and completeness of public records/audit support	Intangible	FDEM/State of Florida	A more centralized system will reduce the risk of any issue related to public records requests or Audit of grants funding occurring	Potential to measure future audit results with current audit results	Upon Implementation



#	Description of Benefit	Tangible or Intangible	Who receives the benefit?	How are benefits realized?	How is the realization of the benefit measured?	Realization Date (FY)
10	Improved crisis/disaster reaction time	Intangible	FDEM/State of Florida	Modern, centralized Grants Management capabilities will allow Division employees to respond quickly to crisis/disaster or high-profile situations	An estimated reduction in the effort involved in supporting response activities associated with the current grants management environment that requires manual processes and a significant lack of notifications for next actions and follow-ups  Est. Annual Benefit Value: NA	Upon Implementation
11	Improved staff capture/retention	Intangible	FDEM	Updated and current technology will make it easier to attract and retain talented employees to the Division	Not measured for the purposes of this analysis  Est. Annual Benefit Value: NA	Upon Implementation

Figure 11: Benefits Realization Table

## B. Cost Benefit Analysis

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

Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	<p>Division Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that the proposed project will impact.</p> <p>Tangible Benefits: Estimates for tangible benefits resulting from the implementation of the proposed project, which correspond to the benefits</p>

	identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants</p> <p>Characterization of Project Cost Estimate</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> <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>

**Figure 12: Cost Benefit Analysis**

## 1. Cost-Benefit Analysis Results

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

CBAForm 1 - Net Tangible Benefits		Agency <u>Div. Of Emer. Management</u>			Project <u>Enterprise Solution (DEMES)</u>											
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		FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2029-30		
Turning Costs Only -- No Project Costs		(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
		Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Cost Change Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project
<b>A. Personnel Costs -- Agency-</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>A.b. Total Staff</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation		\$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>		\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711
<b>B-1. Managed Services (Staffing)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>B-2. Hardware</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>B-3. Software</b>		\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711
<b>B-4. Other</b>		\$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
<b>C-1. Managed Services (Staffing)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>C-2. Infrastructure</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>C-3. Network / Hosting Services</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>C-4. Disaster Recovery</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>C-5. Other</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>D. Plant &amp; E. Other Costs</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>E-1. Training</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>E-2. Travel</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>E-3. Other</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total of Recurring Operational</b>		\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711	\$2,052,711	\$0	\$2,052,711
<b>F. Additional Tangible</b>			\$39,051,850			\$47,804,450			\$54,057,050			\$54,057,050			\$54,057,050	
F-1. Improved			\$29,955,000			\$29,955,000			\$29,955,000			\$29,955,000			\$29,955,000	
F-2. More timely			\$6,252,600			\$12,505,200			\$18,757,800			\$18,757,800			\$18,757,800	
F-3. Increased			\$344,250			\$344,250			\$344,250			\$344,250			\$344,250	
F-4. Reduction of			\$2,500,000			\$5,000,000			\$5,000,000			\$5,000,000			\$5,000,000	
<b>Total Net Tangible Benefits:</b>			\$39,051,850			\$47,804,450			\$54,057,050			\$54,057,050			\$54,057,050	

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

Figure 13: Operation Costs and Tangible Benefits

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

			CBA Form 2A Baseline Project Budget																	
			FY2025-26			FY2026-27			FY2027-28			FY2028-29			FY2029-30			TOTAL		
			\$ 8,862,000			\$ 6,146,000			\$ -			\$ -			\$ -			\$ 16,820,000		
Item Description	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL	
Remove publisher and associate email item	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Costs for all state employees working on the project	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Costs for all OPS employees working on the project	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Staffing costs for personnel using Time & Expense		Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Project management personnel and related deliverables	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Project oversight to include Independent Verification & Validation (I&V) personnel and related deliverables	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
Staffing costs for all professional services not included in other categories	Consultants/Contractors	Contracted Services	\$ 8,862,000	0.00	\$ 6,146,000	\$ -	0.00	\$ 1,812,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 16,820,000
Separate requirements analysis and feasibility study procurements	Project Planning/Analysis	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware purchases not included in data center services	Hardware	OCDC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial software purchases and licensing costs	Commercial Software	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
All first-time training costs associated with the project	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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>			\$ 8,862,000	0.00	\$ 6,146,000	\$ -	0.00	\$ 1,812,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 16,820,000

Figure 14: Baseline Program Budget

CBAForm 2 - Project Cost Analysis

Agency	<u>Div. Of Emer. Management</u>	Project	<u>Enterprise Solution (DEMES)</u>
--------	---------------------------------	---------	------------------------------------

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 (*)	\$6,146,000	\$1,812,000	\$0	\$0	\$0	\$16,820,000
CUMULATIVE PROJECT COSTS <small>(Includes Current &amp; Previous Years' Project-Related Costs)</small>	\$15,008,000	\$16,820,000	\$16,820,000	\$16,820,000	\$16,820,000	

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	\$6,146,000	\$1,812,000	\$0	\$0	\$0	\$7,958,000
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
<input checked="" type="checkbox"/> Other Disaster Mgmt Costs - Mitigation/Recovery	\$3,671,000	\$793,000	\$0	\$0	\$0	\$4,464,000
<b>TOTAL INVESTMENT</b>	<b>\$9,817,000</b>	<b>\$2,605,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,422,000</b>
<b>CUMULATIVE INVESTMENT</b>	<b>\$9,817,000</b>	<b>\$12,422,000</b>	<b>\$12,422,000</b>	<b>\$12,422,000</b>	<b>\$12,422,000</b>	

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

Figure 15: Program Cost Analysis

CBAForm 3 - Project Investment Summary

Agency	<u>Div. Of Emer. Management</u>	Project	<u>Enterprise Solution (DEMES)</u>
--------	---------------------------------	---------	------------------------------------

	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	\$6,146,000	\$1,812,000	\$0	\$0	\$0	\$16,820,000
Net Tangible Benefits	\$39,051,850	\$47,804,450	\$54,057,050	\$54,057,050	\$54,057,050	\$249,027,450
Return on Investment	\$24,043,850	\$45,992,450	\$54,057,050	\$54,057,050	\$54,057,050	\$232,207,450
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	N/A	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2025-26	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$207,941,899	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

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

Figure 16: Investment Summary

## The Cost-Benefit Analysis Results

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

### Program Costs

The estimated total cost of implementing the proposed IT Modernization Program is \$16,820,000 over the program life.

### Program Financial Return Analysis

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

Investment Term	Computed Value
Total Cost	\$16.8M distributed over four fiscal years
Benefits	\$249M
Payback Period	N/A (<1 year)
Payback Date	FY 2024-25
<b>5 Year Analysis</b>	
Net Tangible Benefits	\$249M
NPV	\$208M
IRR	NO IRR

Figure 17: Financial Return Analysis

The breakeven year is FY 2024-25. The 5-year NPV is \$208M. By this measure, the Enterprise Business Solution is a sound investment.

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

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

The Division recommends the proposed Enterprise Business Solution be approved and authorized to proceed with the continuation of the program's implementation activities and that the required funding be requested by the Executive Office of the Governor and approved by the Legislature. The Division is confident that the investment required to fund the Enterprise Business Solution will produce the identified benefits. The recommended next step is to secure funding of \$6,146,000 for FY 2025-26 to move forward with the Enterprise Business Solution.

# IV. Schedule IV-B Major Project Risk Assessment

## A. Risk Assessment Summary

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

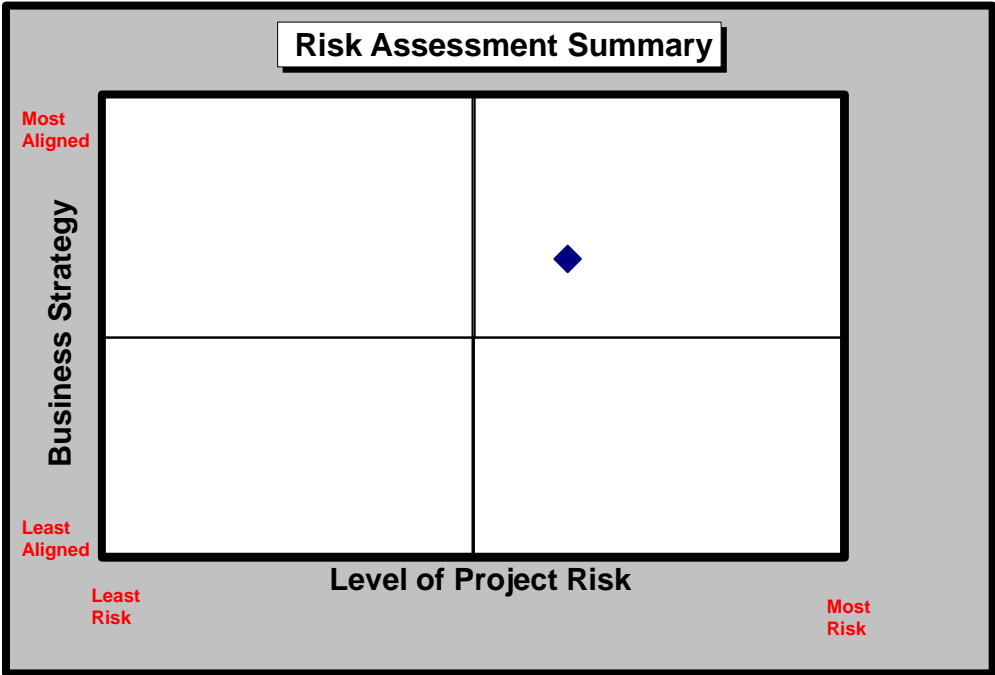


Figure 18: Risk Assessment Summary

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

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

- b. All project expenditures will be identified and documented in the Spending Plan.
- c. The cost estimates for the project will be accurate within +/- 15%.
- d. Funds will be available within existing resources to complete the project.
- e. The procurement strategy will be reviewed and approved.
- Project Organization
  - a. The project organization and governance structure will be defined and documented.
  - b. A project staffing plan will identify and document all staff roles and responsibilities.
  - c. The Change Review and Control Board will include representation from all stakeholders.
- Project Management Risk
  - a. All requirements and specifications will be defined and documented.
  - b. All requirements and specifications will be traceable to specific business rules.
  - c. All project deliverables and acceptance criteria will be identified.
  - d. The Work Breakdown Structure will be defined to the work package level.
  - e. The project schedule will specify all project tasks, go/no-go decision points, milestones, and resources.
  - f. Formal project status reporting will be in place.
  - g. All planning and reporting templates will be available.
  - h. All known project risks and mitigation strategies will be identified.

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



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

<b>Project Risk Area Breakdown</b>	
<b>Risk Assessment Areas</b>	<i>Risk Exposure</i>
Strategic Assessment	MEDIUM
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	HIGH
Communication Assessment	HIGH
Fiscal Assessment	MEDIUM
Project Organization Assessment	MEDIUM
Project Management Assessment	LOW
Project Complexity Assessment	HIGH
<hr/>	
<i>Overall Project Risk</i>	HIGH

Figure 19: Overall Project Risk

## V. Schedule IV-B Technology Planning

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

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

### A. Current Information Technology Environment

#### 1. Current System

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

FDEM uses 20 primary systems and software applications to perform required contract and grant management business processes. These systems include mandatory state and federal external systems, in-house proprietary systems, Microsoft software applications, and the Salesforce platform.

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

Figure 20: FDEM System Footprint

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

## **FOCUS**

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

## **Florida Public Assistance (FLPA)**

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

## **WebEOC**

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

## **Mit.org**

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

## **Everbridge**

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

## **GovDelivery**

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

## **SharePoint**

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

## **Microsoft Excel/Microsoft Access**

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

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

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

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

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

### **MyFloridaMarketPlace (MFMP)**

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

### **Florida Accountability Contract Tracking System (FACTS)**

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

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

### **P-Card Works**

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

### **Statewide Travel Management System (STMS)**

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

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

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

### **Non-Disaster Grants Management System (ND Grants)**

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

### **Mitigation eGrants (MT eGrants)**

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

## **FEMA GO**

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

## **FEMA Public Assistance Grants Portal (FEMA Grants Portal)**

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

## **Emergency Management Mission Integrated Environment (EMMIE)**

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

## **National Emergency Management Information System (NEMIS)**

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

## **Salesforce**

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

## **Informatica Intelligent Cloud Services (IICS)**

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

## **Microsoft Azure Data Platform**

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

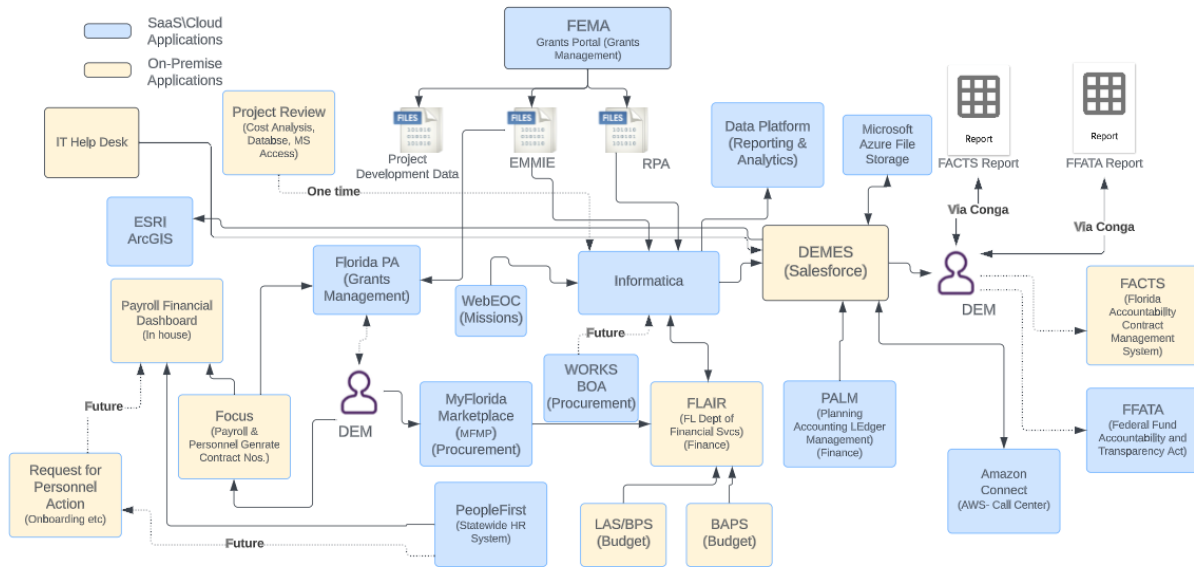


Figure 21: Current System Architecture

## 2. Current System Resource Requirements

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

- Salesforce
- Azure Data Services
- Informatica Cloud
- Conga

## 3. Current System Performance

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

### 1. Information Technology Standards

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

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

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

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

## B. Current Hardware and/or Software Inventory

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

## C. Proposed Technical Solution

### 1. Technical Solution Alternatives

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

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

### Integration Tools Initial Comparison

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

Figure 22: Integration Tools Comparison

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

## 2. Rationale for Selection

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

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

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

**Figure 23: Solution Implementation Approach Factors**

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

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

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



*Business agility* – The extent to which the solution provides flexibility and speed to adapt to business changes within units of the Division, establish new business processes, or modify existing processes within the Division. Alternative 1, by leveraging the flexibility of Salesforce, provides the greatest flexibility.

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

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

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

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

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

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

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

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

Figure 24: Vendor Considerations

### 3. Recommended Technical Solution

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

## D. Proposed Solution Description

### 1. Summary Description of Proposed System

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

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

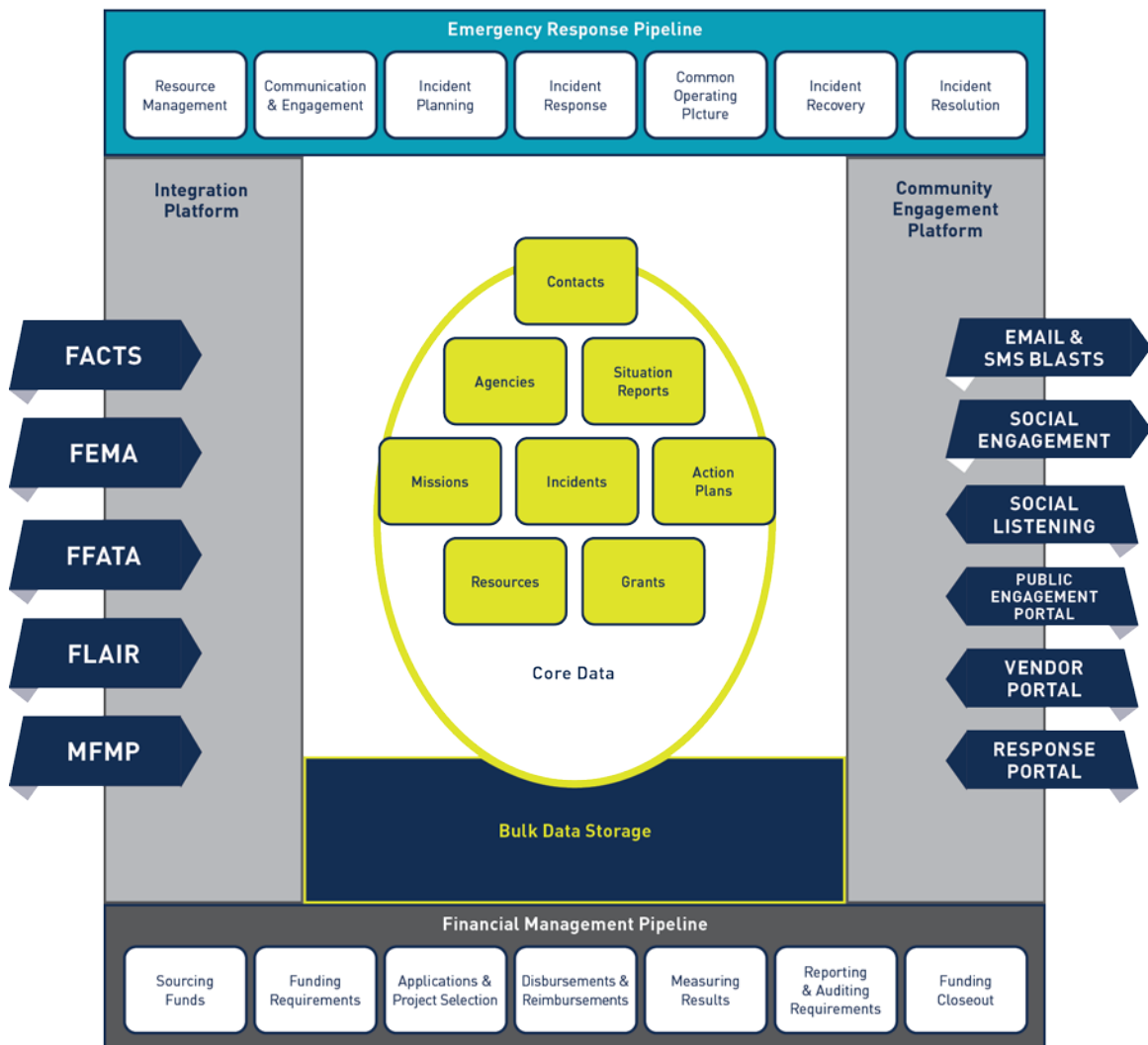


Figure 25: Emergency Response Pipeline

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

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

Figure 26: Future State Business Function Model

## E. Capacity Planning

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

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

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

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

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

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

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

### External Systems Capacity

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

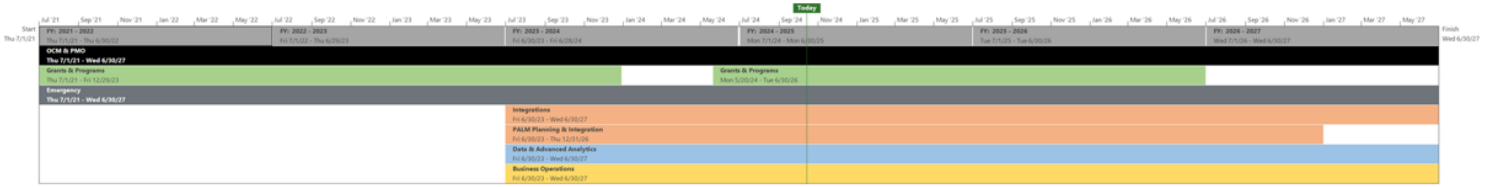
service requests from external systems. Being a cloud-based solution, the need for capacity planning is made redundant as cloud solutions are inherently scalable.

## VI. Implementation Roadmap

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

### DEMES Product Program Timeline & Roadmap

Legend: In Flight / Future Features



PRIORITY AREAS:	Grants & Programs	Emergency	Integrations	Data & Advanced Analytics	Business Operations	OCM & PMO
<b>Grants &amp; Programs:</b>	<b>Emergency:</b>	<b>Integrations:</b>	<b>Data &amp; Advanced Analytics:</b>	<b>Business Operations:</b>		
<ul style="list-style-type: none"> <li>Mitigation: Federal Non-Disaster, HMGP &amp; Hurricane Loss Programs</li> <li>Preparedness: EMPA &amp; EMPG</li> <li>Legislative Appropriations</li> <li>Recovery: PA Match Waiver (SB4-A)</li> <li>Electric Grid Resilience</li> <li>Salesforce Public Sector Solution (Grants Management Solution)</li> <li>Mitigation Planning</li> </ul>	<ul style="list-style-type: none"> <li>Grey Sky Procurement</li> <li>Emergency Operations Support (Hurricanes Ian, Idalia, Debby, Helene, South Florida Floods, Operation Vigilant Sentry)</li> <li>Resource Management</li> <li>State Wide Mutual Aid</li> <li>State Agency Cost Roll Up</li> <li>Travel Authorization Forms</li> <li>Illegal Vessel Migration</li> <li>Mobilization / De-Mobilization</li> <li>Future Disaster &amp; Recovery Support</li> <li>Mutual Aid 2.0</li> <li>Resource Management 2.0</li> <li>Grey Sky Procurement 2.0</li> </ul>	<ul style="list-style-type: none"> <li>FLAIR</li> <li>FACTS / FFATA</li> <li>Works from BoA</li> <li>SB4-A</li> <li>Contract Management</li> <li>Preparedness, Response, Mitigation, Fleet, HR &amp; Inventory</li> <li>PALM</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Azure Data Platform</li> <li>PowerBI Analytics Visualization Platform</li> <li>Disbursements</li> <li>Fiscal Program Management Integrations</li> <li>Financial Grants Management</li> <li>Cash Management</li> <li>Procurement</li> <li>Contract Management</li> <li>Planning &amp; Budget</li> <li>ARCGIS Integration</li> <li>Master Data Management</li> <li>Self Service BI 2.0</li> <li>Disaster Declaration LLM / AI</li> <li>Management Cost Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Planning &amp; Budget</li> <li>Cash Management</li> <li>Finance</li> <li>Procurement</li> <li>Information Technology Management (ITM) – Help Desk</li> <li>Human Resources</li> <li>Inventory Management</li> <li>Fleet Management</li> <li>Disbursements</li> <li>Fiscal Program Management</li> <li>Salesforce Government Cloud Migration</li> </ul>		

Figure 27: Implementation Roadmap

## VII. Schedule IV-B Project Management Planning

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

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

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

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

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

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

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

## A. Project Deliverables

The following table contains a preliminary list of potential project deliverables. The final deliverables list, which will include acceptance criteria, will be developed in conjunction with the selected implementation vendor and will be appropriate to the final implementation methodology.

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

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



<b>Name</b>	<b>Deliverable Description</b>
<b>Test Cases</b>	A documented set of actions to be performed within the system to determine whether all functional requirements have been met
<b>Implementation Plan</b>	Detailed process steps for implementing the new business system statewide
<b>Knowledge Transfer Plan</b>	Based on a gap analysis, this plan will detail the steps taken to transfer knowledge about the system to the resources that ultimately will be responsible for post-implementation support
<b>Functional Business System</b>	A final production version of the new business system
<b>System Operation and Maintenance Plan</b>	A detailed plan for how the finished system will be operated and maintained

Figure 28: Project Deliverables

**B. Risk Management Plan**

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

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

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

**Figure 29: Risk Management**

## C. Organizational Change Management

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

FDEM will adhere to the standards of the PMO for Organizational Change Management. The ADKAR Model for driving change enablement will be used to ensure DEM internal and external stakeholders are brought along the change journey. This model moves organization members through five stages via communication, training, and stakeholder cultivation: (1) Aware of the Change, (2) Desire the Change, (3) Know the key points of the Change, (4) Able to execute in the changed environment, (4) Reinforcing the Change for themselves and others. Additional approaches will be identified in the Organizational Change Management Plan.

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

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

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

- Project Business Stakeholders Committee
- Organizational Change Manager (a member of the project management team dedicated to OCM)
- Organizational Change/ Organizational Enablement Advisor (a member of the project management team guiding enablement + change strategy)
- Communications Bureau Chief + Team
- Project Director
- Project Sponsor(s)

## D. Project Communication

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

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

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

## VIII. Appendices

### A. Cost Benefit Analysis Tool



FY24-25\_DEMES\_IV-  
B\_CBA.xlsx

### B. Risk Assessment Tool



FY24-25\_DEMES\_IV-  
B\_Risk\_Assessment.xlsx

## C. Existing Enterprise Business Processes

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

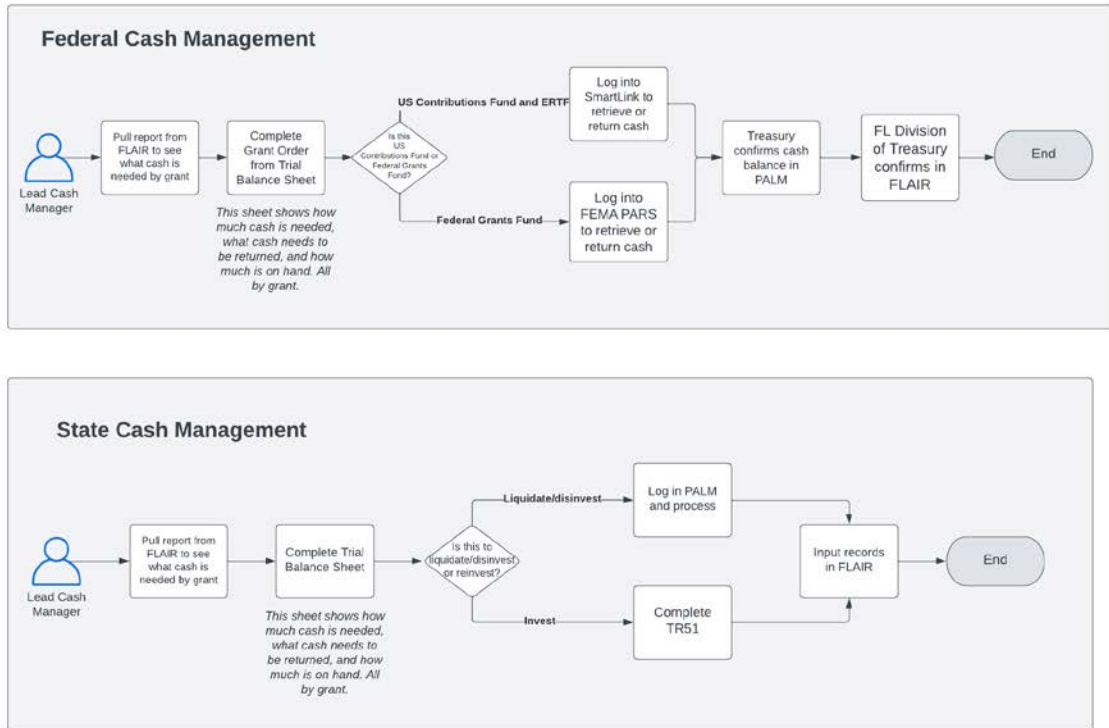


Figure 30: Finance – Cash Management

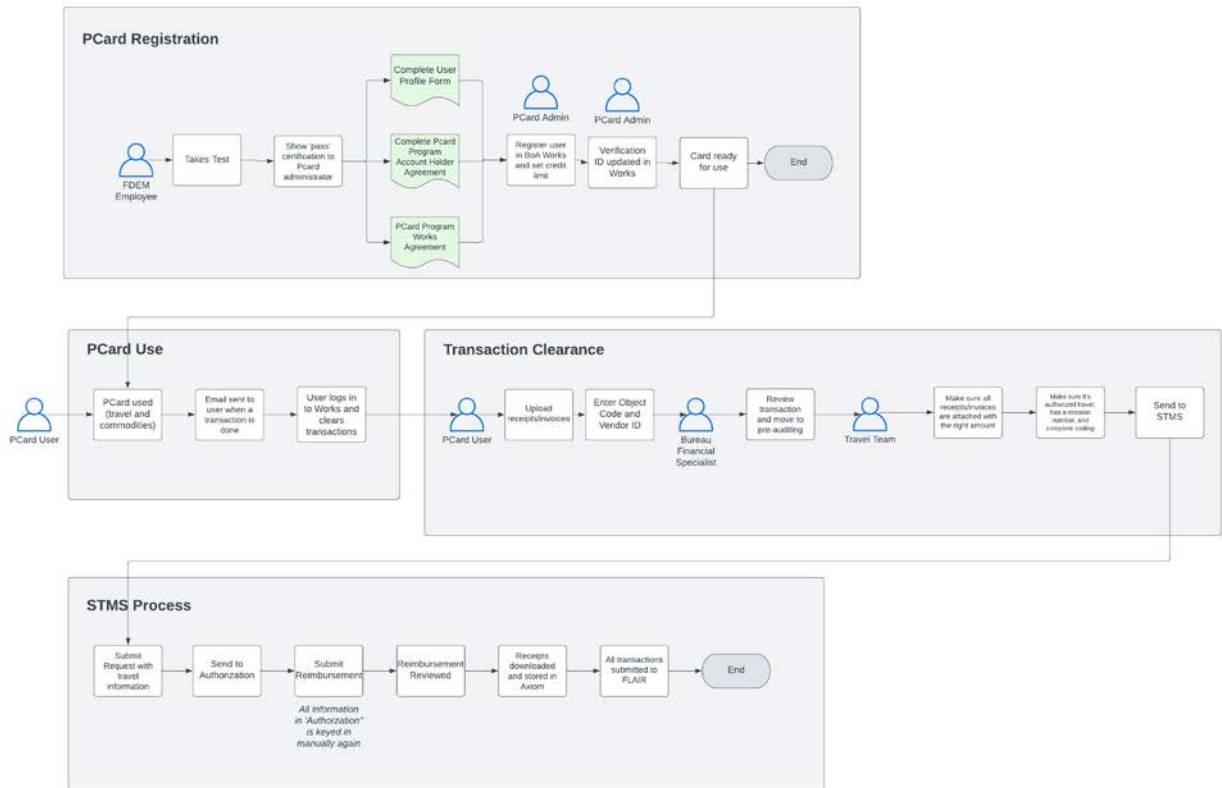


Figure 31: Finance – Pcard and Travel

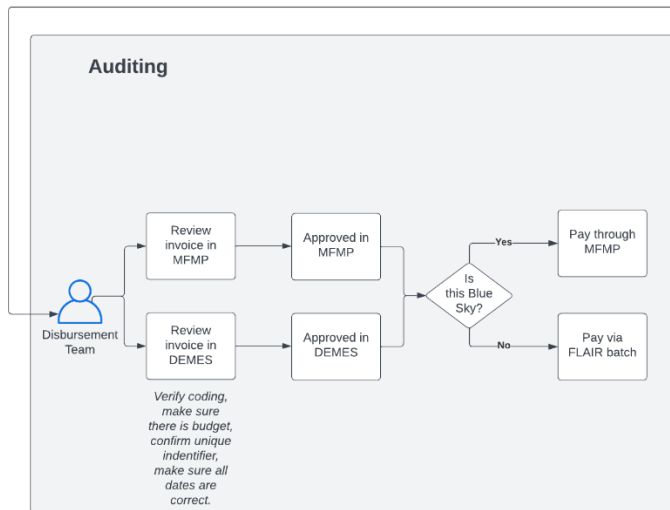
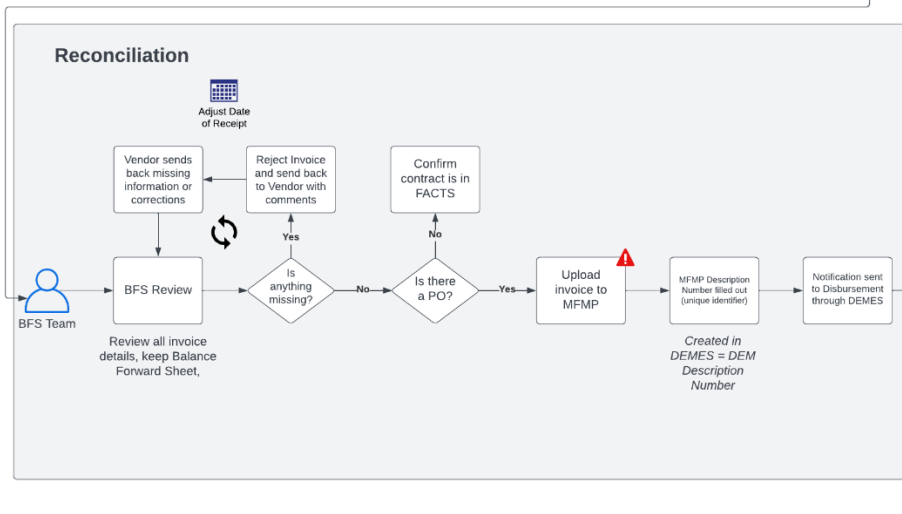
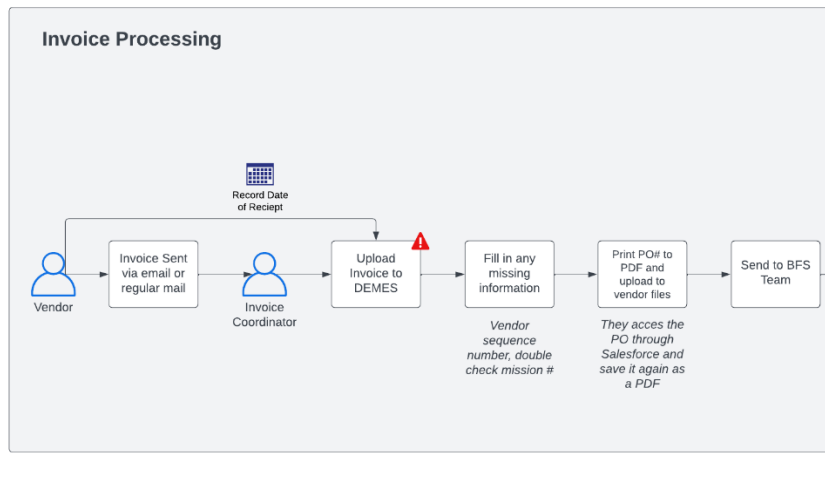


Figure 32: Finance – Payment Processing



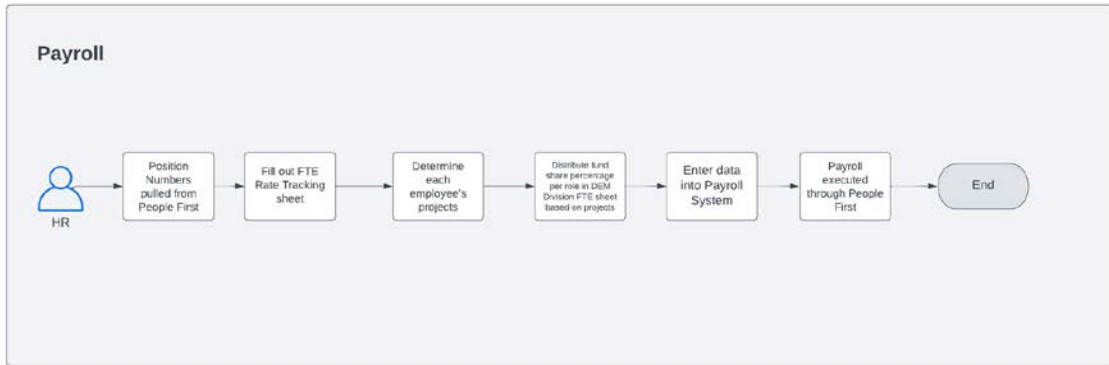


Figure 33: Finance - Payroll Processing

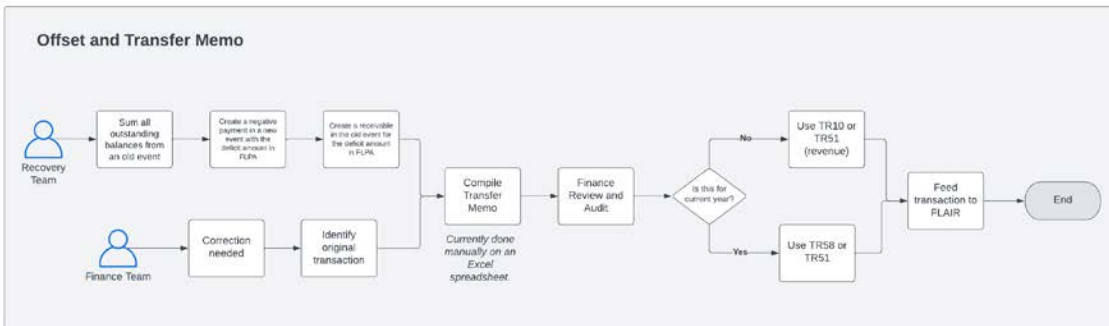


Figure 34: Finance – Offset and Transfer Memo

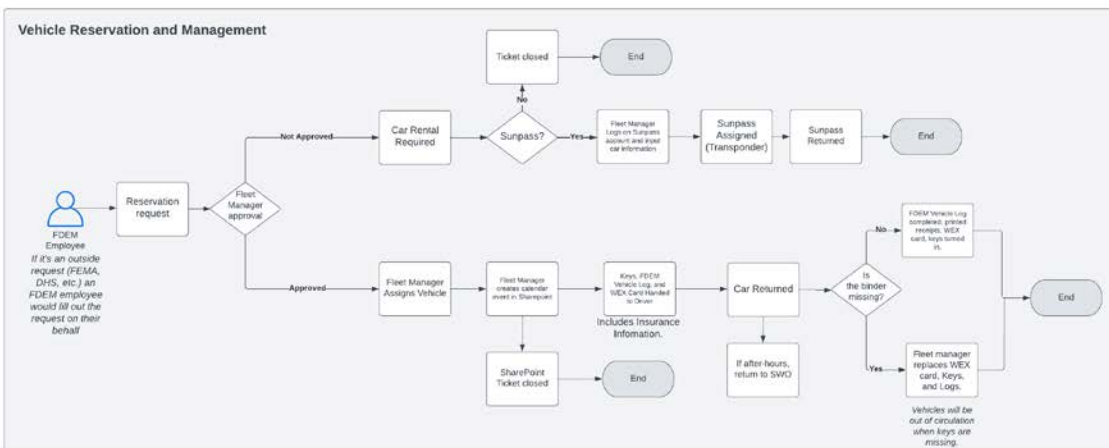


Figure 35: Fleet Management – Vehicle Reservation and Management

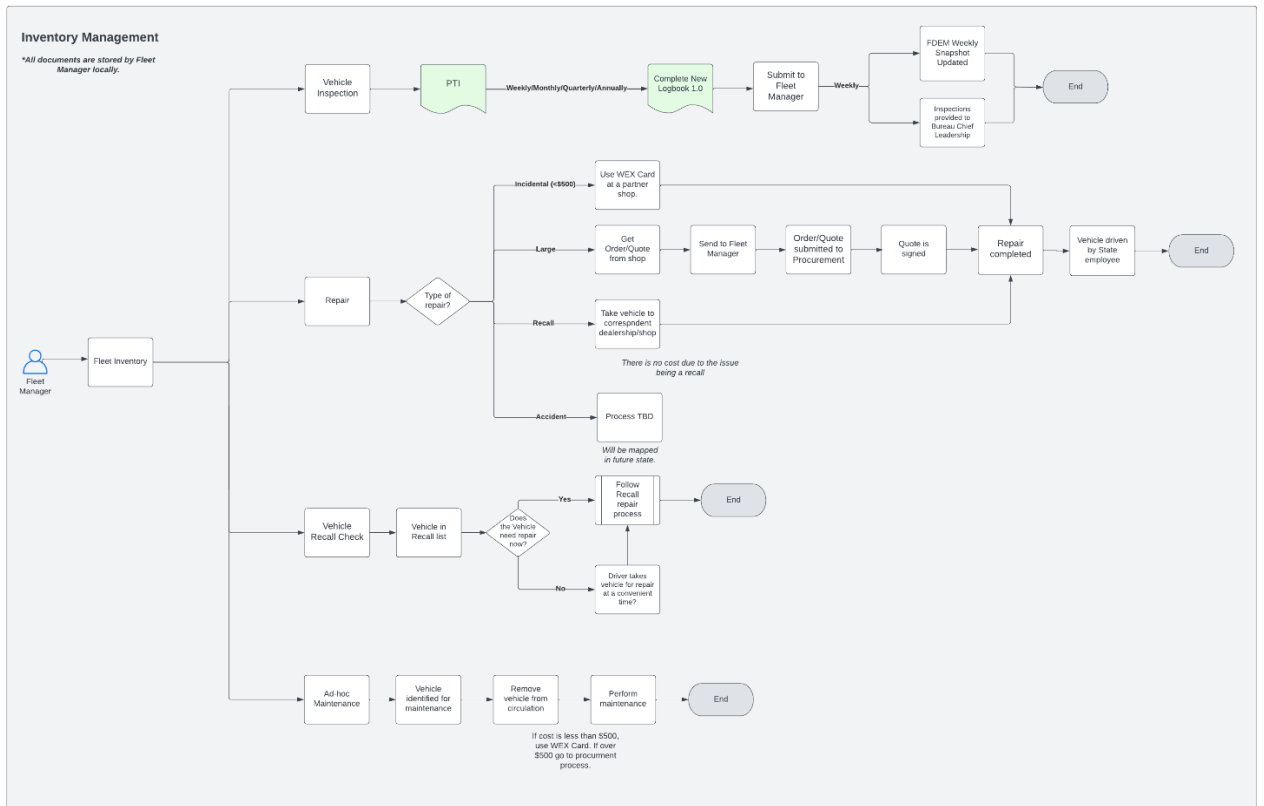


Figure 36: Fleet Management – Inventory Management

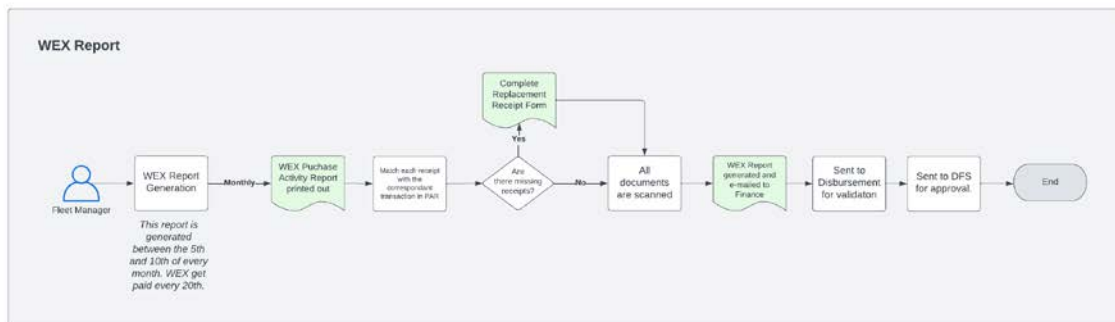


Figure 37: Fleet Management – WEX Report

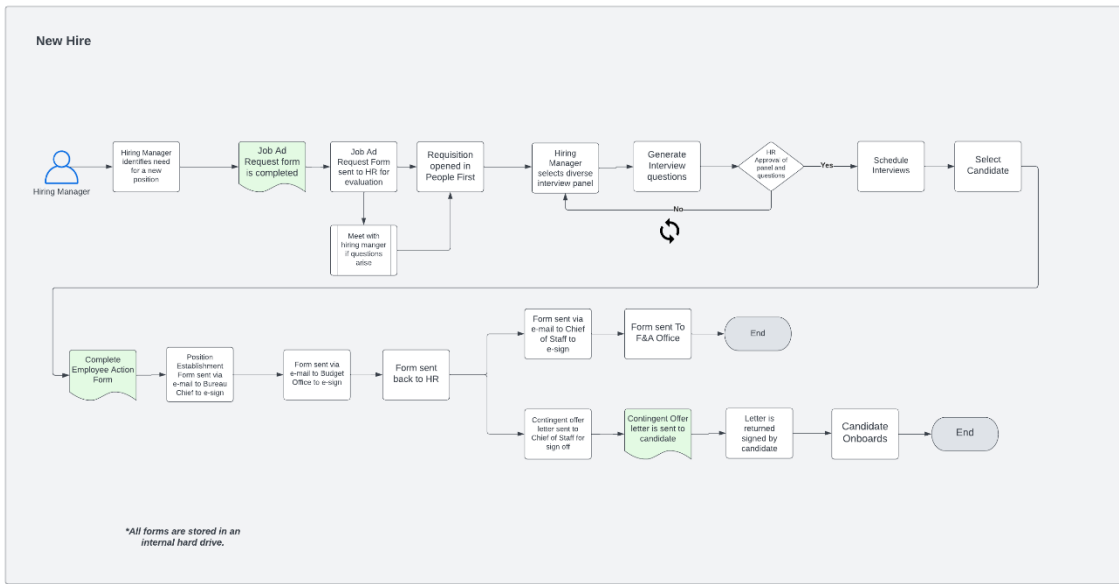


Figure 38: Human Resources – New Hire

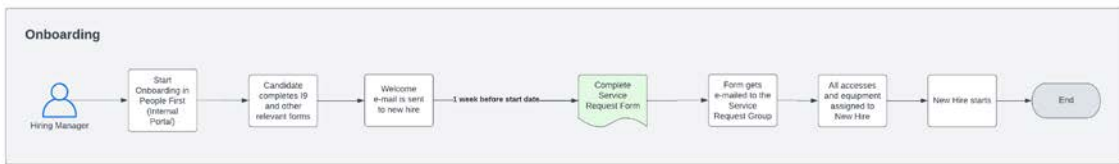


Figure 39: Human Resources – Onboarding

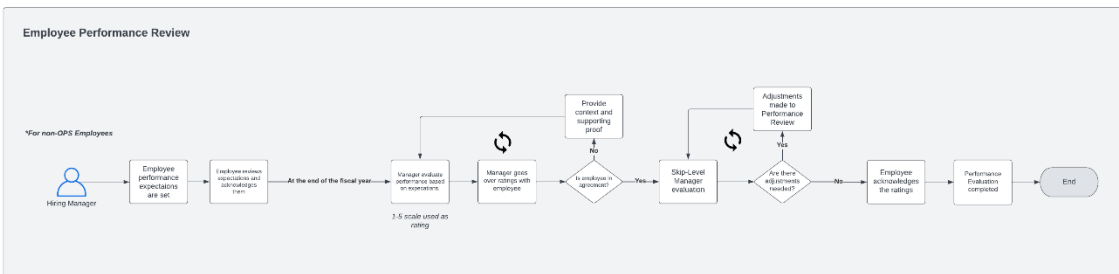


Figure 40: Human Resources – Employee Performance Review

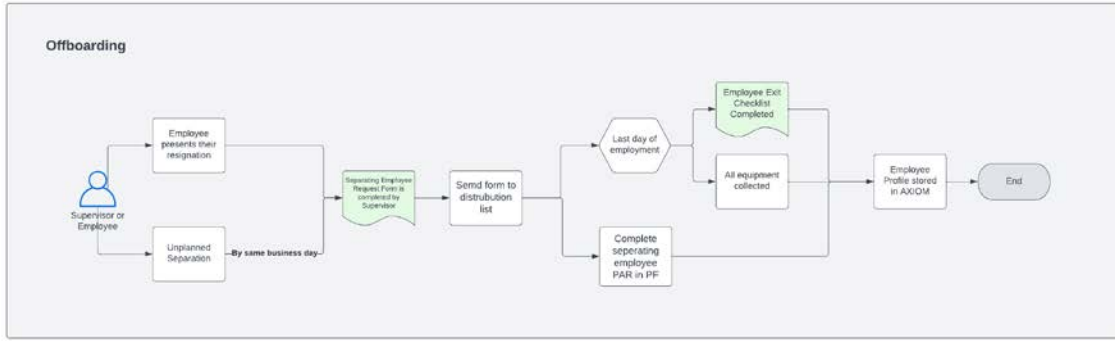


Figure 41: Human Resources – Offboarding

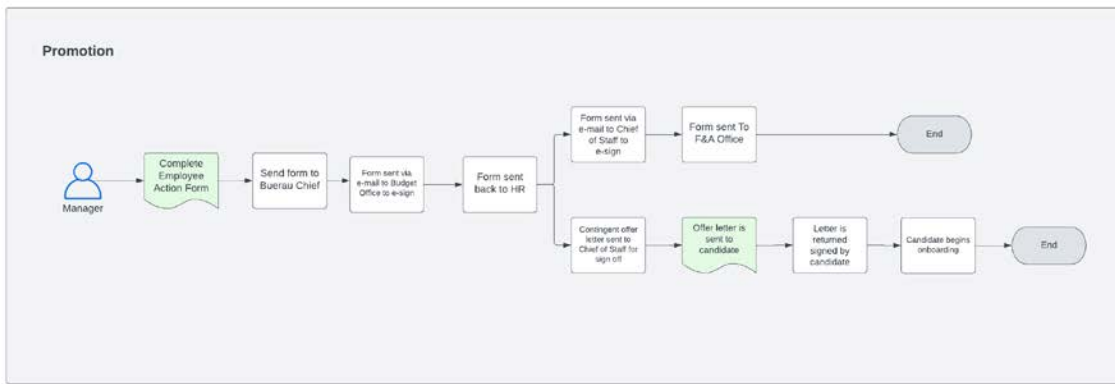


Figure 42: Human Resources – Promotion

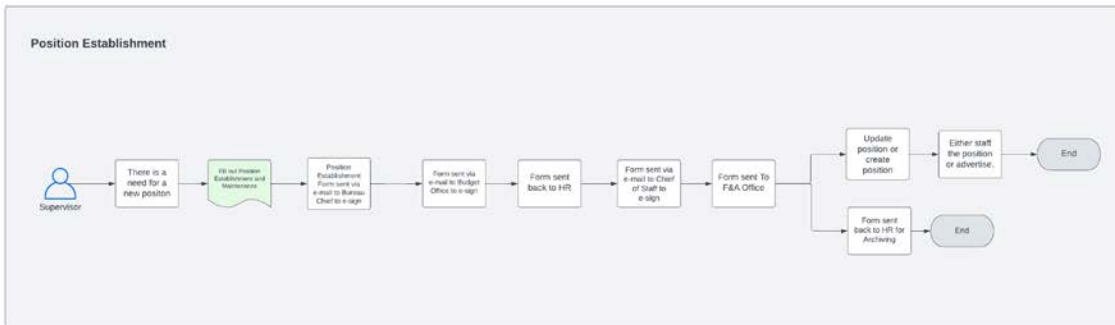


Figure 43: Human Resources – Position Establishment

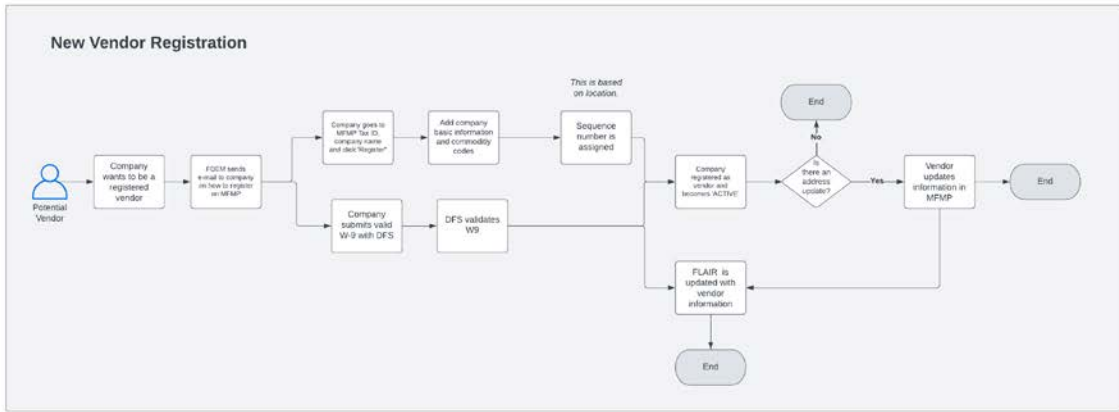


Figure 44: Procurement – New Vendor Registration

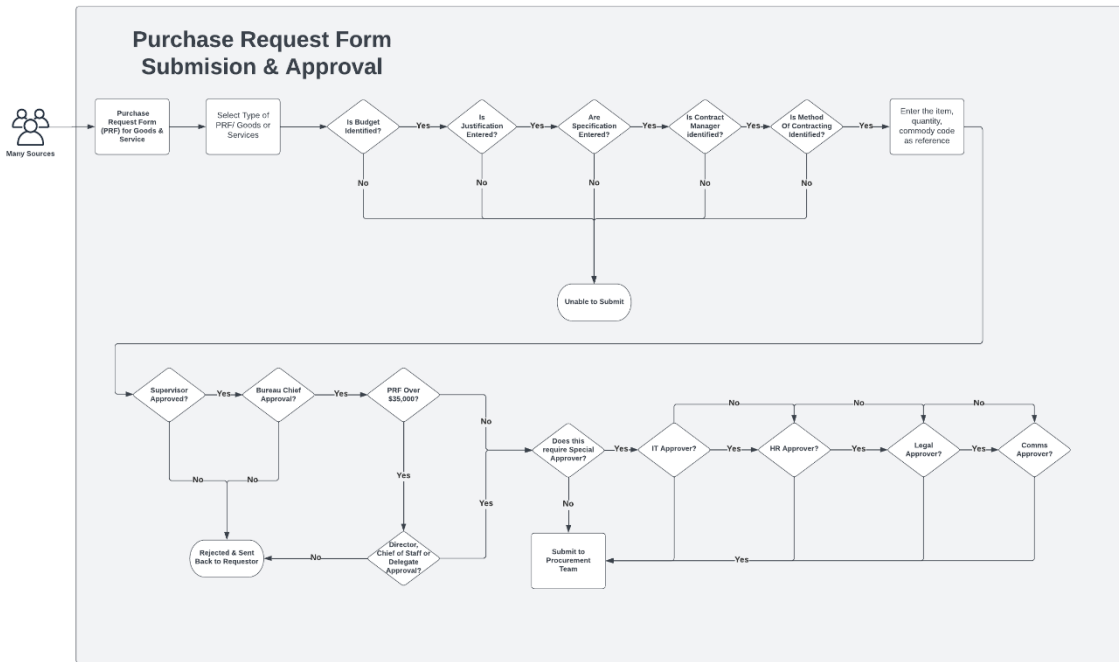
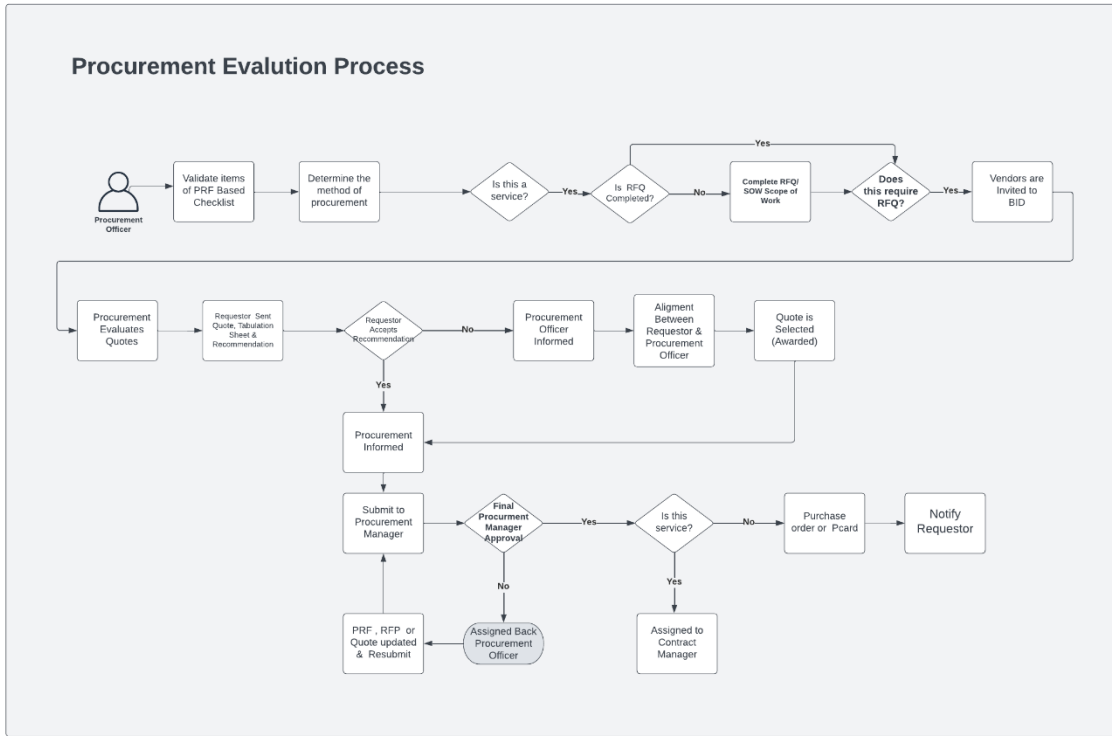
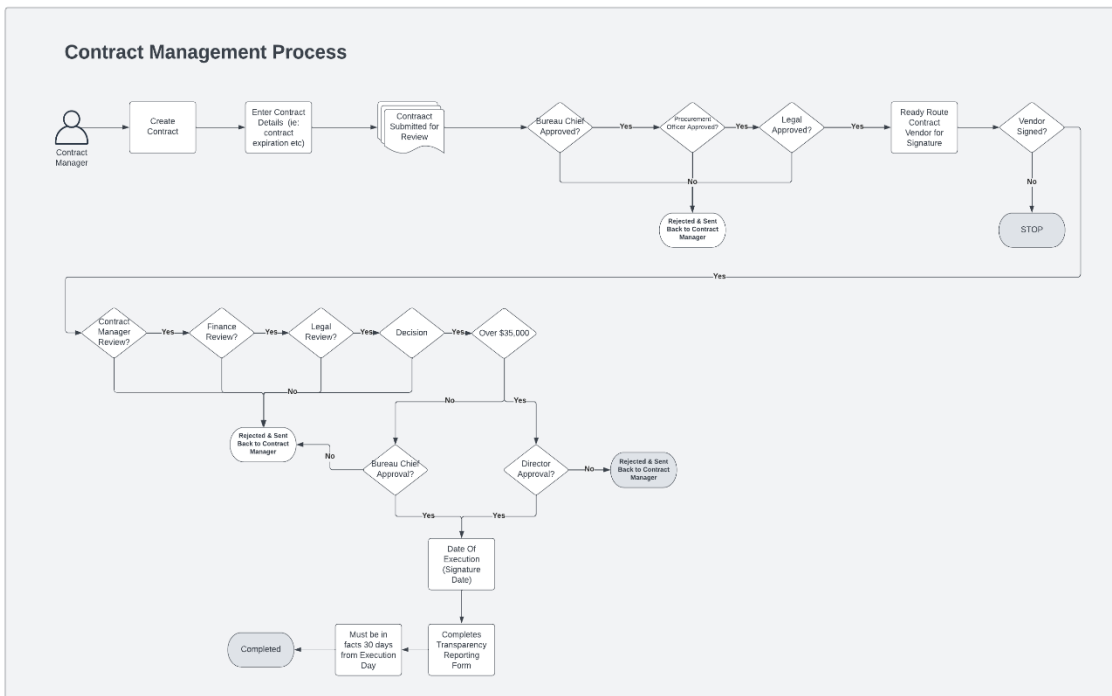


Figure 45: Procurement – Purchase Request Form Submission and Approval



**Figure 46: Procurement Evaluation Process**



**Figure 47: Procurement – Contract Management Process**

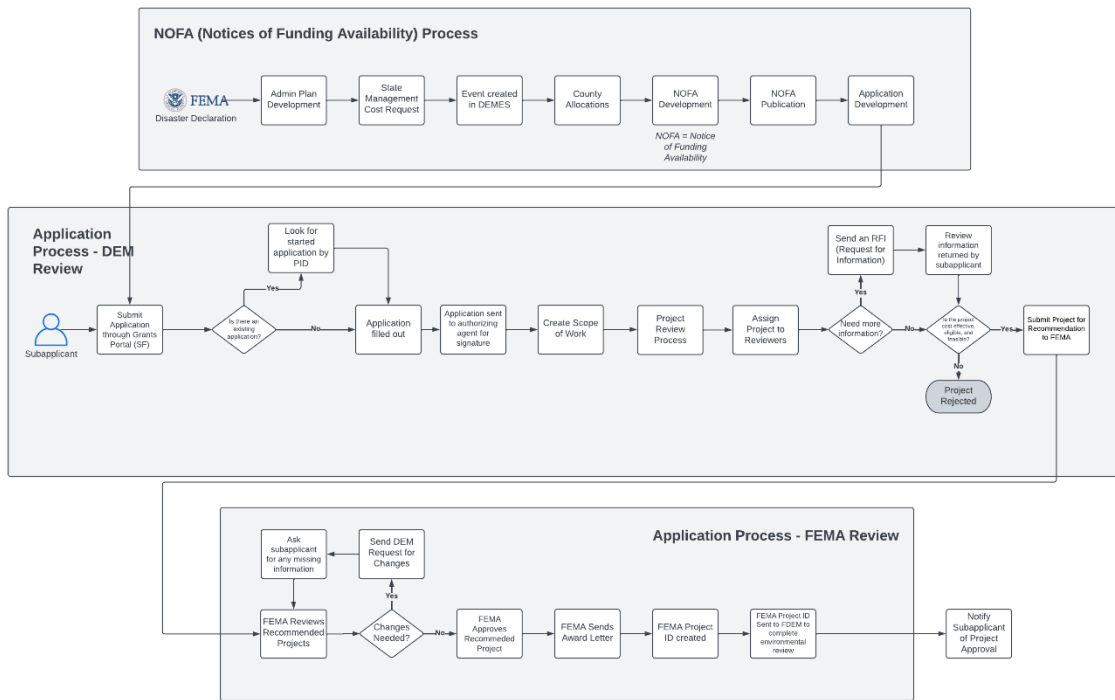


Figure 48: HMGP – NOFA and Application Process

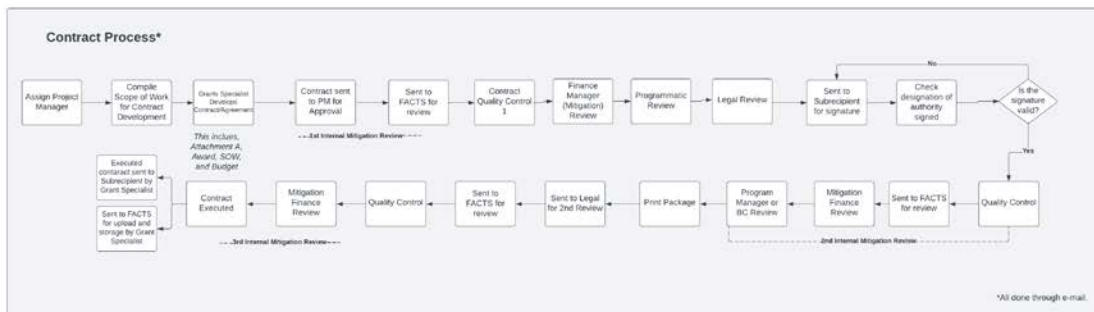


Figure 49: HMGP – Contract Process

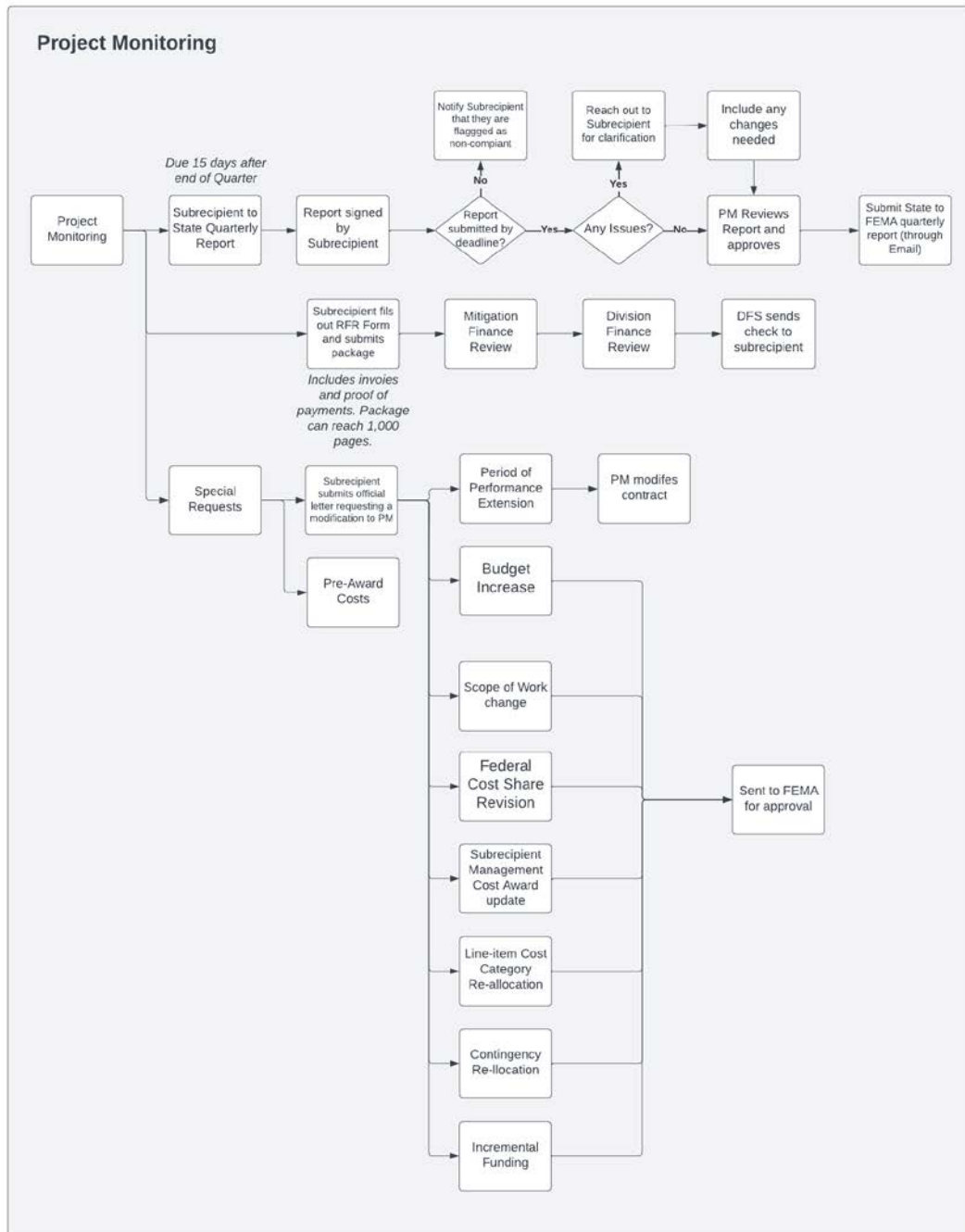


Figure 50: HMGP – Project Monitoring





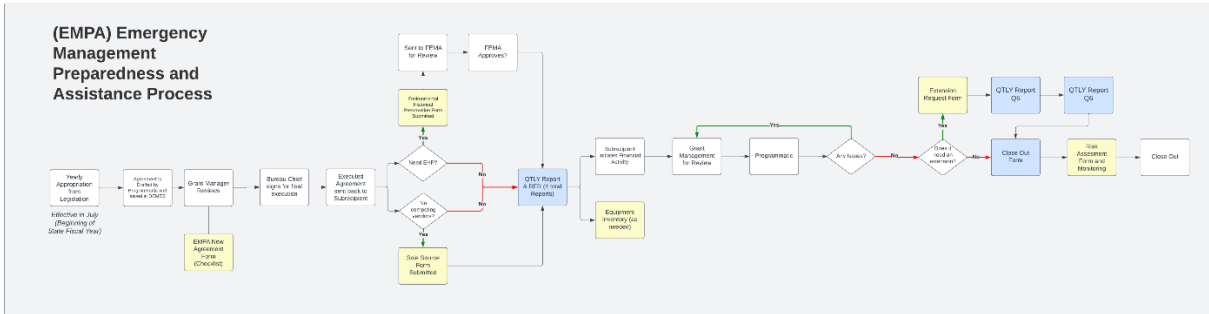


Figure 53: EMPA Process

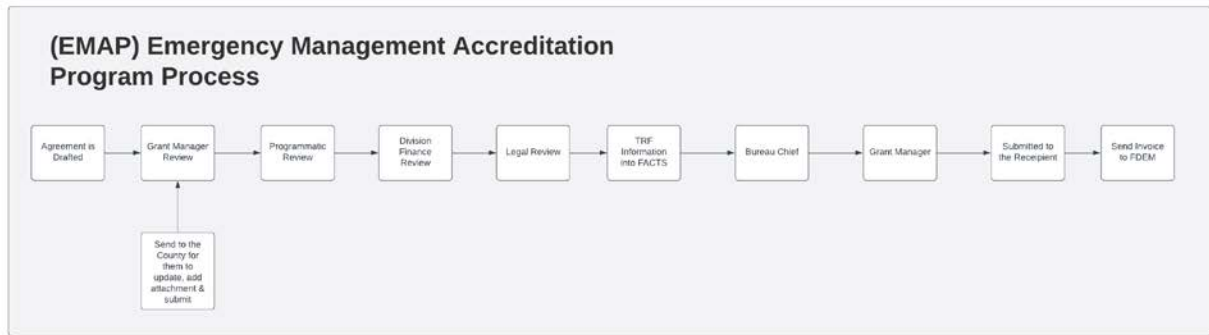


Figure 54: EMAP Process

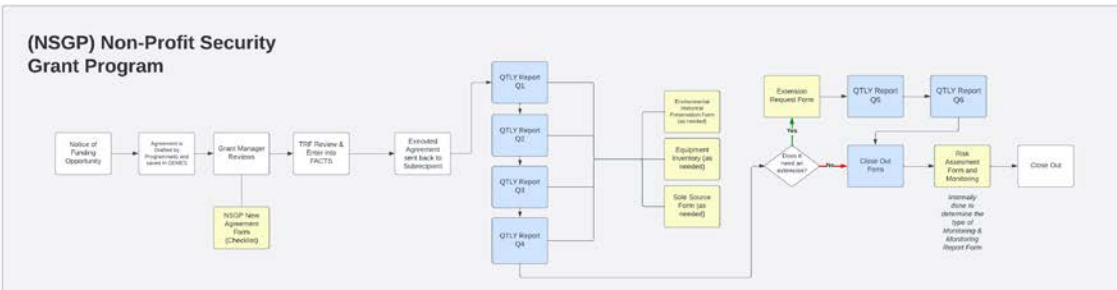


Figure 55: NSGP Process

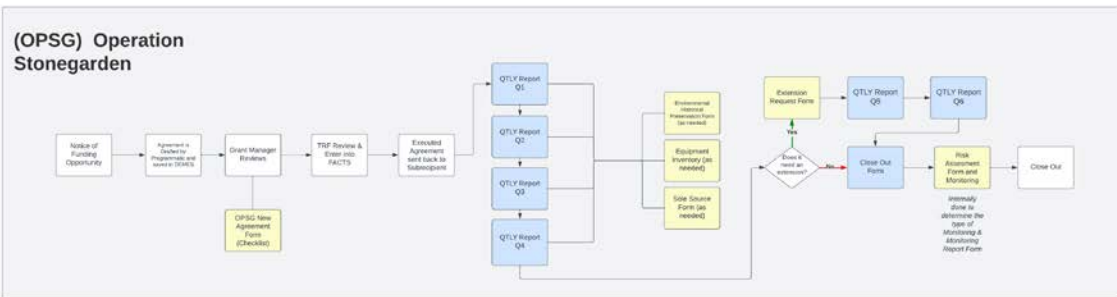


Figure 56: OPSG Process

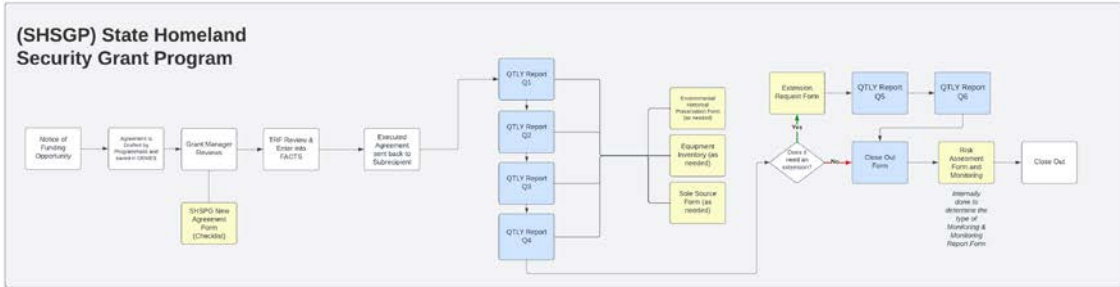


Figure 57: SHSGP Process

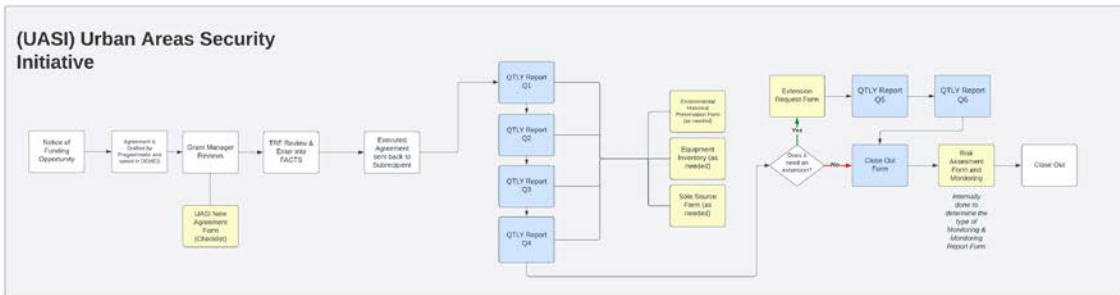


Figure 58: Urban Areas Security Initiative Process

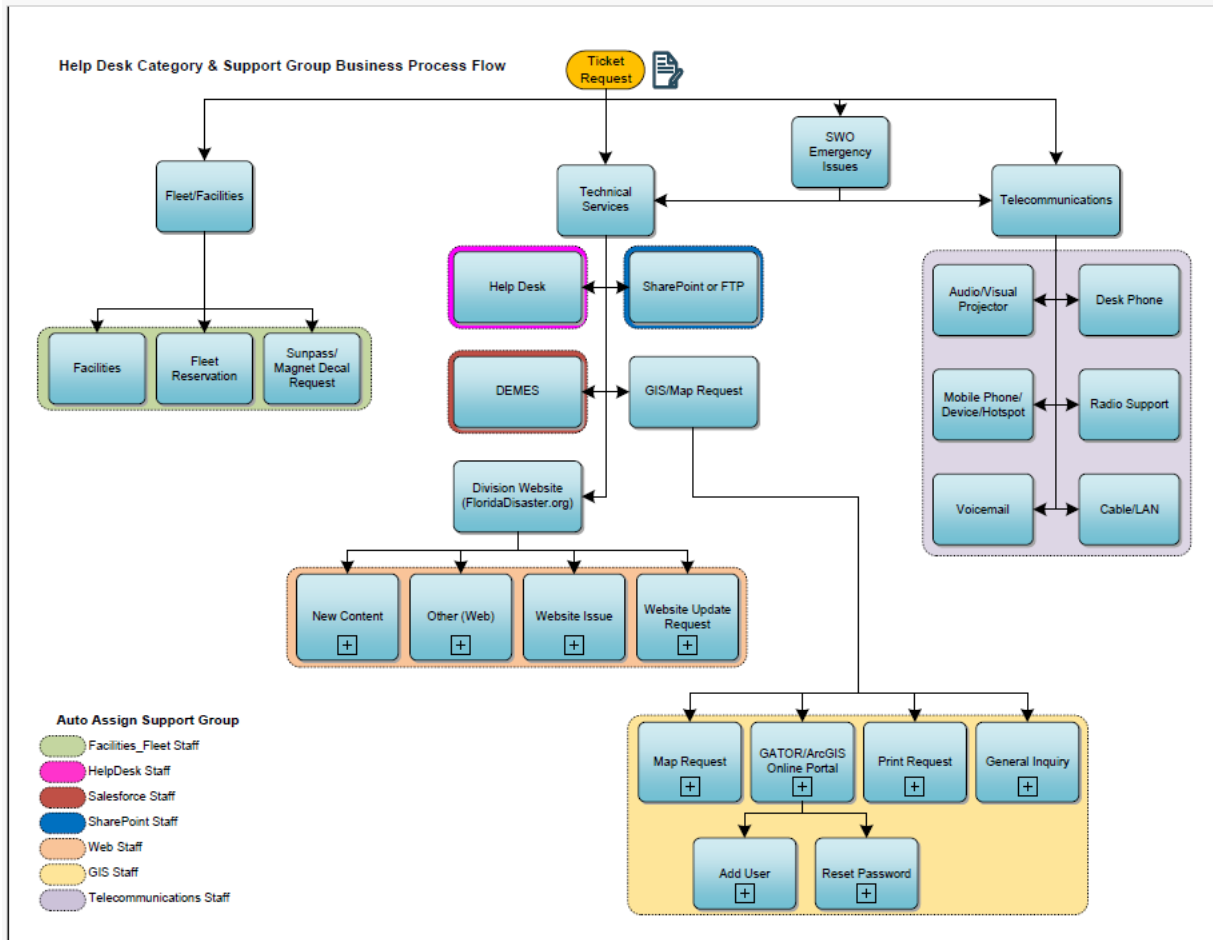


Figure 59: Help Desk Category & Support Group Business Process Flow

# Help Desk: 1.0 STANDARD TICKET PROCESS

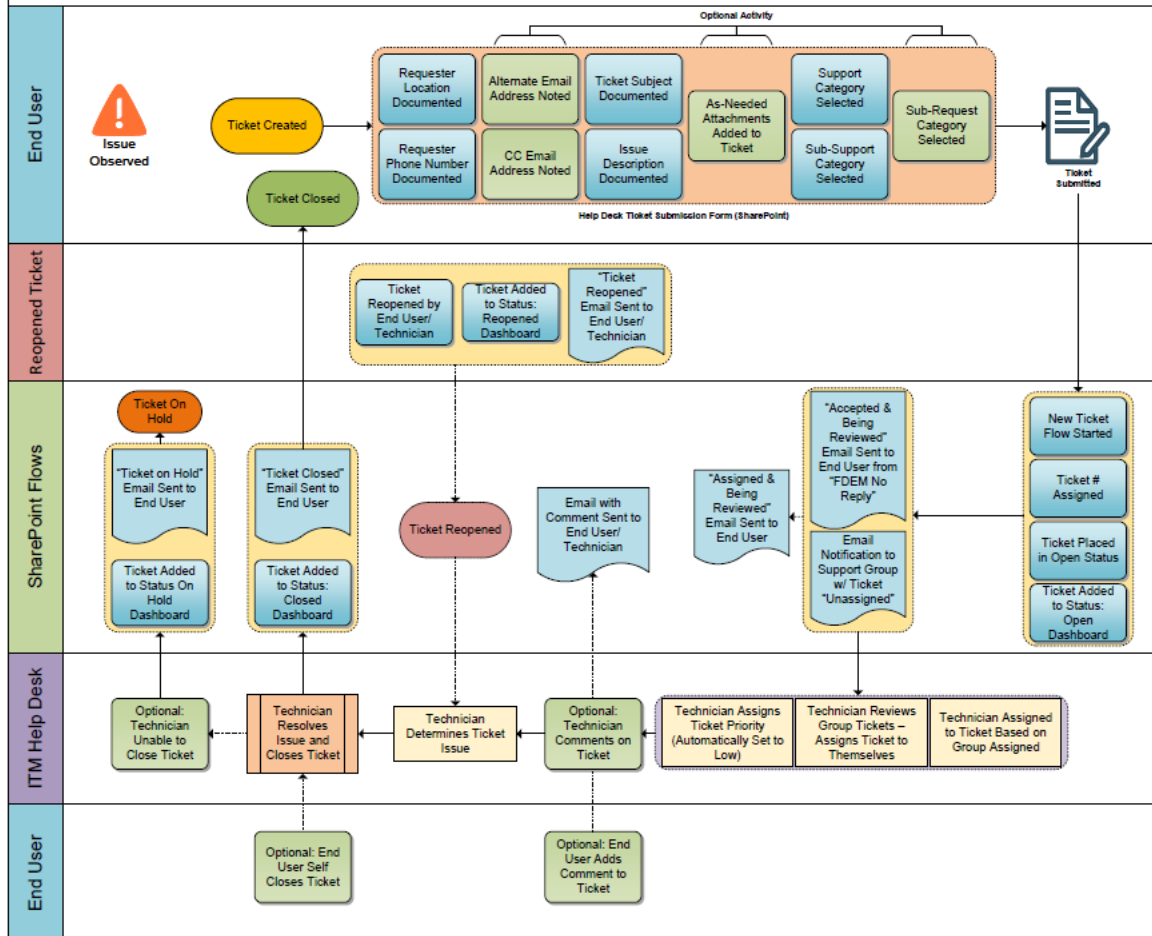


Figure 60: Information Technology Standard Ticket Process

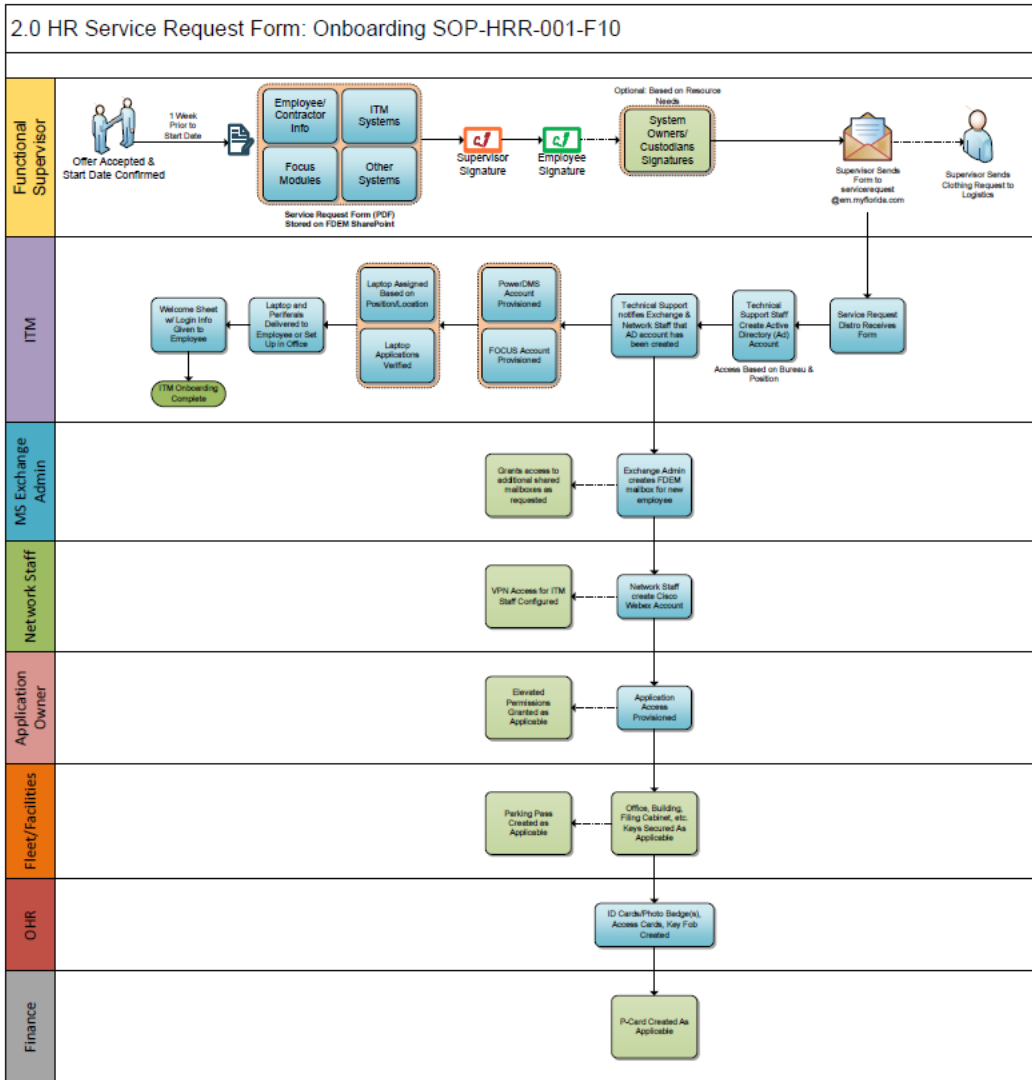


Figure 61: Human Resources Service Request Form – Onboarding

3.0 HR Service Request Form: Offboarding SOP-HRR-002-F2

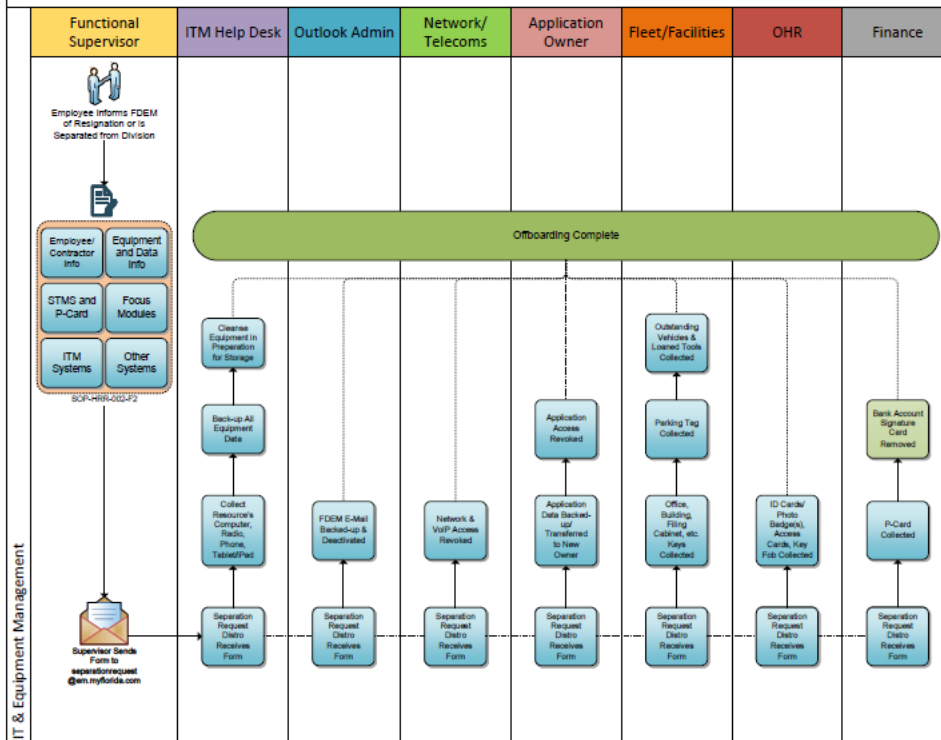


Figure 62: Human Resources Service Request Form – Offboarding



Figure 63: Data Platform – Bureau Analytics Open Invoices Dashboard





## Purchase Order Burndown Grey Sky Activations

### EPRF Allotment Details

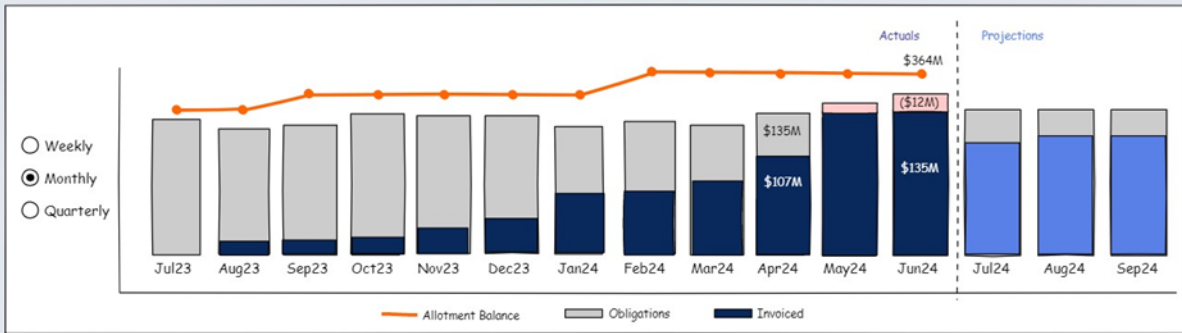
Allotment  
**\$1.2B**

Total Obligated  
**\$836M**  
70% of Allotment

Total Expensed  
**\$417M**  
49% of Obligated

Allotment Balance  
**\$364M**  
30% of Allotment

### Financials Over Time



### Activation Details

Right Click to Drill-through  
to the Activation

Activation / Disaster	Status	Obligations to Pay	Expenses	Remaining Burn	Drillthrough
Hurricane Ian	Active	\$135M	\$147M	(\$12M)	<a href="#">More Details</a>
Hurricane Idalia	Active	\$310M	\$195M	\$115M	<a href="#">More Details</a>
2024 South FL Flooding	Active	\$30.8M	\$8.7M	\$22.1M	<a href="#">More Details</a>

Figure 64: Data Platform – Bureau Analytics PO Burndown Dashboard

RFQ Insights

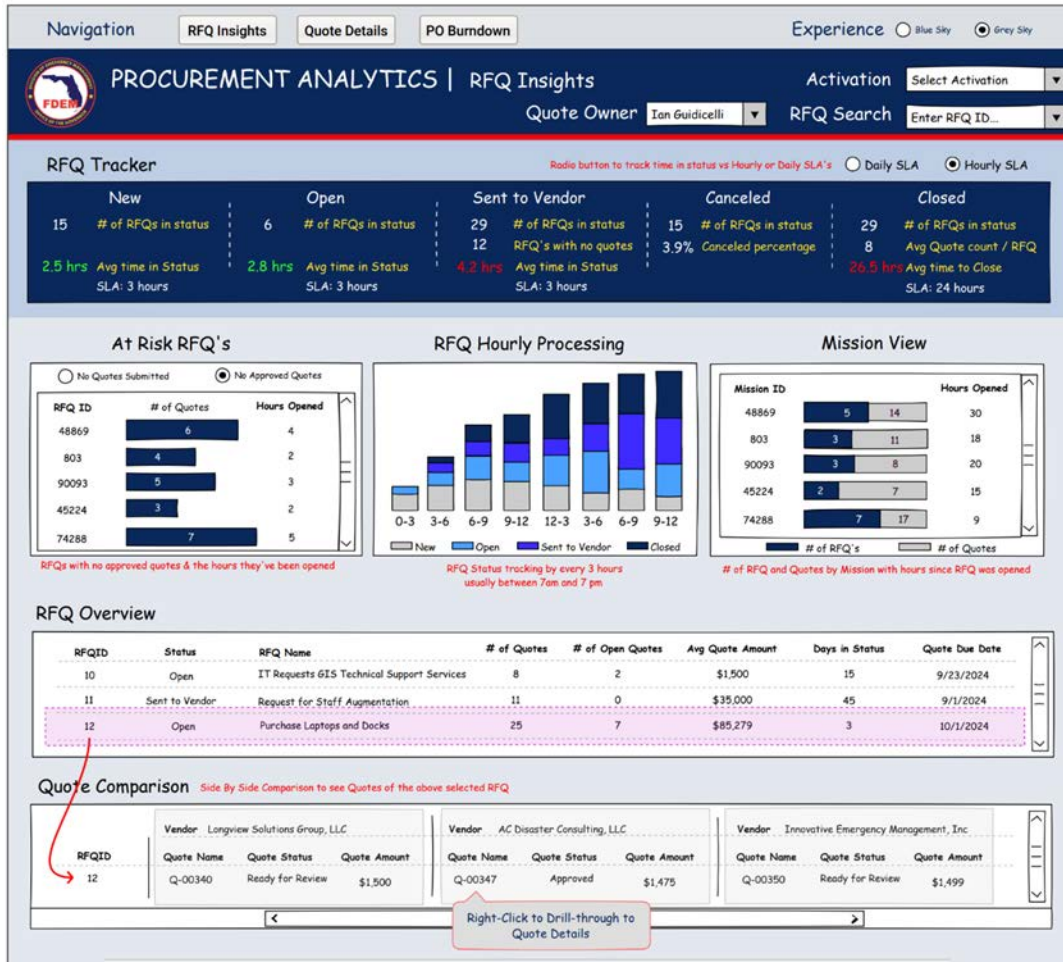


Figure 65: Data Platform – Bureau Analytics Procurement RFQ Insights Dashboard

# Quote Insights



Figure 66: Data Platform – Bureau Analytics Procurement Quote Insights Dashboard

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** EOG-Florida Division of Emergency Management      **Budget Period 2025 - 26**  
**Budget Entity:** 31700100-Emergency Management

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

Explanation: N/A-FDEM does not have any debt service funding  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II**

**ISSUE:** \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>JUNE 30, 20__</b>	<b>JUNE 30, 20__</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(6)		(7)	(8)	(9)
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		FY 20__ - __	FY 20__ - __	FY 20__ - __
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)		<input type="text"/>	<input type="text"/>	<input type="text"/>

**ISSUE:** \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>JUNE 30, 20__</b>	<b>JUNE 30, 20__</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		FY 20__ - __	FY 20__ - __	FY 20__ - __
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)		<input type="text"/>	<input type="text"/>	<input type="text"/>

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2024-2025**

**Department:** FL Division of Emergency Management

**Chief Internal Auditor:** Mandi Mitchell

**Budget Entity:** 31700100

**Phone Number:** 850-815-4184

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Report No. 2024- 174	Report Dated March 2024	Recovery Bureau	<p>Finding 023-057: The FDEM did not timely or accurately report subaward information required by the Federal Funding Accountability and Transparency Act (FFATA) in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). Additionally, the FDEM was unable to provide all FFATA reports requested for audit.</p> <p>Recommendation: We recommend that FDEM management ensure that all applicable Disaster Grants subawards are appropriately and timely reported in the FSRS.</p>	<p>FDEM concurs with this finding and will continue its efforts to work with the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) and our federal partners to resolve the bulk upload issues within the FSRS.</p>	
			<p>Finding 023-058: The FDEM did not correctly provide all required subaward information to subrecipients or evaluate each subrecipient's risk of noncompliance for the purpose of determining the appropriate subrecipient monitoring and, consequently, the FDEM could not demonstrate that monitoring performed was based on risk. Additionally, the FDEM did not always timely issue management decisions for subrecipient audit findings</p> <p>Recommendation: We recommend that the FDEM ensure that all required information is correctly included in Disaster Grants subrecipient agreements. We also recommend that the FDEM evaluate each subrecipient's risk of noncompliance for the purpose of determining the appropriate subrecipient monitoring and conduct subrecipient monitoring based on the risk assessment. Further, we recommend that the FDEM document the review of all subrecipient single audit reports and ensure that management decisions are issued within 6 months of acceptance of the audit report by the Federal Audit Clearinghouse</p>	<p>FDEM concurs with this finding. FDEM received 5 of 15 positions requested at the start of FY 23/24. FDEM will use these positions and supplement with staff augmentation contractors to conduct onsite and desktop monitoring of subrecipients. FDEM's subrecipient monitoring policies and procedures are being revised. FDEM will revise its subrecipient agreements for Public Assistance (PA) disaster grants to include all required information.</p>	

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
FDEM OIG Report No. 24- A001	Report Dated June 2024	Information Technology and Management Bureau	The contents of this audit report are confidential and exempt from public disclosure pursuant to section 282.318(4)(g), Florida Statutes.	The contents of this audit report are confidential and exempt from public disclosure pursuant to section 282.318(4)(g), Florida Statutes.	

*Office of Policy and Budget - June 2024*

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emergency Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

1. GENERAL					
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI)	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y			
AUDITS:					
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y			
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y			
1.5	Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y			
TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.				
2. EXHIBIT A (EADR, EXA)					
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y			
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emergency Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

<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.	Y			
<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 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 subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.				
<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.				



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emeegy Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

5. EXHIBIT D-1 (ED1R, EXD1)				
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y			
AUDITS:				
5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This</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 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/J	No LRPP published for this Fiscal Year		
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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emeegy Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/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?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: <b>Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO)</b>	Y				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive	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 (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y				
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> )	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y				
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> )	N/J				FDEM has recurring FCO in the base budget.
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				

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emeegy Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

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.	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <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. <u>Thoroughly review pages 64 through 69 of the LBR Instructions.</u>				
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 <u>160XXX0 issue amounts correspond accurately and net to zero for General Revenue</u>				
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			
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/J		FDEM is not scheduled for a trust fund review	
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/J		FDEM is not scheduled for a trust fund review	
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y			
8.10	Are the statutory authority references correct?	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emergency Management  
 Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore

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

	Program or Service (Budget Entity Codes)				
Action	31700100				

8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	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	Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	Y				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
<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

Department/Budget Entity (Service): EOG Division of Emergency Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

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.				
<b>9. SCHEDULE II (PSCR, SC2)</b>					
<b>AUDIT:</b>					
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			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emergency Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

<b>10. SCHEDULE III (PSCR, SC3)</b>				
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 requested.	Y			
<b>11. SCHEDULE IV (EADR, SC4)</b>				
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.				
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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			
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
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				
<b>14. SCHEDULE VIIIB-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			
<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.				
<b>15. SCHEDULE VIIIC (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 instructions)</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 )	Y			
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y			

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emergency Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

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	Discrepancy explanation listed as footnote on Schedule		
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>	Y			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				



## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG Division of Emergency Management				
Agency Budget Officer/OPB Analyst Name: Brittany Bentley/Koniesha Gilmore				
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional				
	Program or Service (Budget Entity Codes)			
Action	31700100			

<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?	Y		
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y		
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP	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.			
<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		