

Legislative Budget Request

FY 2013-14



**Department of Legal Affairs
Office of the Attorney General
Department Level Exhibits and
Schedules**

**PL 01 The Capitol
Tallahassee, Florida 32399-1050**



**PAM BONDI
ATTORNEY GENERAL
STATE OF FLORIDA**

OFFICE OF THE ATTORNEY GENERAL

**Department of Legal Affairs
Plaza Level 01, The Capitol
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Legislative Budget Request

Department of Legal Affairs

October 15, 2012

Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director
House Full Appropriations Councils
221 Capitol
Tallahassee, Florida 32399-1300

Terry Rhodes, Staff Director
Senate Budget Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Legal Affairs 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 2013-14 Fiscal Year. This submission has been approved by Attorney General Pam Bondi.

Sincerely,

John L. Hamilton
Director of Administration

Department Level Exhibits and Schedules



Schedule IV-C

Recurring Information Technology Budget Planning

Non-Strategic IT Service: Network Service					
Dept/Agency: Dept. of Legal Affairs/Office of Attorney General		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Deborah Stevens / Director of Information Services					
Phone: 850-414-3511					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					
A-1.1 State FTE		10, 12	2.25		\$188,400
A-2.1 OPS FTE			0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)			0.00		\$0
B. Hardware					
B-1 Servers		1, 4, 9, 11	41	10	\$100,000
B-2 Server Maintenance & Support		2	140	82	\$0
B-3 Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		1, 3, 4	70	14	\$35,000
B-4 Online Storage for file and print (indicate GB of storage)			0		\$0
B-5 Archive Storage for file and print (indicate GB of storage)			0		\$0
B-6 Other Hardware Assets (Please specify in Footnote Section below)		1, 4, 7			\$97,101
C. Software					
		4, 6			\$29,070
D. External Service Provider(s)					
D-1 MyFloridaNet		4, 5			\$227,060
D-2 Other (Please specify in Footnote Section below)		8			\$58,990
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					
G. Please identify the number of users of the Network Service					
H. How many locations currently host IT assets and resources used to provide LAN services?					
I. How many locations currently use WAN services?					
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Standard life expectancy for all Network Service hardware is 5 years.				
2	We do not pay hardware maintenance on servers, nor have any service contracts. 5 year warranty is purchased with equipment and is supported by staff.				
3	Total represents one NAT router at \$5,000 and 12 switches for MFCU \$30,000				
4	These expenditures may be paid from OCO, Expense, Data Processing Services, or numerous Special Catagories.				
5	MFN - \$16,237.54 x 12 = \$194,844, MAN Access and Port charge \$1398 x 12 = \$16,776, Additional MFN costs due to DCC \$15440, Total \$227,060				
6	Annual software maintenance. Quantity includes 49 DiskKeeper \$5,920, 21 OnDelete \$1,200, 40 ReplicationExec \$0,500, 5 BackupExec \$575, 14 VMware \$12,250 Total \$24,245). Added Citrix Server and clients (70 client licenses \$3,150 and annual Verisign certificate(s) \$995, Tricerat Screwdriver \$680,				
7	Quantity includes 209 network printers and 58 OIS devices. Annual maintenance on network printers: \$5500. Annual maintenance on network copier/scanner/printers \$37,164. Printers are only replaced as needed, approx 8-yr cycle, 26 x \$2000 each \$52,000. Cisco ASA Firewall - \$4,437 Total				
8	service plan costs for 102 aircards x \$140.01 x 12 = \$170,972. Needed for mobile workforce of field investigators and attorneys. 6 investigative networks x \$139.15/mo. X12 = \$10,019. Total \$58,990				
9	There are a total of 70 servers. 21 are strategic. Others: 5 Email/Messaging, 1 Risk, 1 Agency Admin, 1 Portal Leaving a total of 41 Non-Strategic servers.				
10	Total staffing includes statewide support of network printers by field office IT staff				
11	Of the 41 non-strategic servers, 10 are up for replacement FY 13-14 which are not affected by T-11 Data Center Consolidation, \$20K more than previous year.				
12	Total FTE actually represents staff time across at least 16 different people.				
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Non-Strategic IT Service: E-Mail, Messaging, and Calendaring Service					
Agency: Dept. of Legal Affairs/Office of Attorney General Prepared by: Deborah Stevens / Director of Information Services Phone: 850-414-3511			# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			1.00		\$83,611
A-1	State FTE	1	1.00		\$83,611
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers	2	5	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)		0	0	\$0
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)	3			\$0
C. Software		4, 5, 7			\$22,820
D. External Service Provider(s)					\$44,988
D-1	Southwood Shared Resource Center				\$0
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)	6			\$44,988
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$151,419
G. Please provide the number of user mailboxes.					1,368
H. Please provide the number of resource mailboxes.					62
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Total FTE actually represents staff time across at least 7 different people. At least 90% of this staffing would still be required by the agency to support strategic and workflow apps, even if migrated to statewide email system.				
2	There are a total of 5 Email/Messaging servers, 3 mail, 1 smtp, 1 blackberry. None due for replacement during FY 2013-14				
3	Ironport Email Security Appliance(s)				
4	Software licensing costs: Domino Blackberry Messaging - \$732, Blackberry Server Maintenance \$3,053, Ironport Email filter subscription \$19,035 Total \$22,820				
5	Because of different category structures with different budget entities these expenditures can be paid from OCO, Expenses, Data Processing Services or numerous Special Categories.				
6	Blackberry service plan costs paid to verizon for e-mail (unlimited data) service: 100 devices x \$37.497/mo x 12 => \$44,988 per year. Needed for mobile workforce of field investigators and attorneys.				
7	As a cost savings measure, the agency purchased "CEO Bundle", enterprise license needed for agency applications; mail server licenses are no addl cost.				
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Non-Strategic IT Service: Desktop Computing Service					
Agency: Dept. of Legal Affairs/Office of Attorney General Prepared by: Deborah Stevens / Director of Information Services Phone: 850-414-3511			# of Assets & Resources Apportioned to this IT Service in FY 2013-14 14		
Service Provisioning -- Assets & Resources (Cost Elements)				Footnote Number	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$285,549
A-1	State FTE		4.25	1, 6	\$285,549
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				2062	\$189,875
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	2	1482	185	\$138,750
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3	480	50	\$48,000
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	4, 5	100	25	\$3,125
C. Software					\$0
D. External Service Provider(s)				0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$475,424
G. Please identify the number of users of this service.					1,350
H. How many locations currently use this service?					14
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Total FTE actually represents staff time across at least 16 different people.				
2	Based on 17% replacements @ \$750/desktop. PC cost has dropped and not replacing monitors unless needed, replacement schedule is 6 years.				
3	Based on 17% replacements @ \$960/laptop. Replacement schedule is 6 years.				
4	Based on 25% replacement @ \$125/unit for desktop printer/scanners. Prior years used replacement schedule/costs as for high-end networked printers/scanners, which are now reported in Network Service. As more lower-end desktop printers have been purchased, life span is shorter, but replacement costs are much lower.				
5	includes start time required for supporting strategic Lotus Notes client desktop, critical to this agency, since the Notes client is part of the agency's standard desktop configuration. Excludes "strategic support" in courthouses, legal and investigative e-Discovery assistance, and support of strategic				
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Non-Strategic IT Service:		Helpdesk Service			
Agency: Dept. of Legal Affairs/Office of Attorney General		# of Assets & Resources			
Prepared by: Deborah Stevens / Director of Information Services		Apportioned to this IT Service in FY 2013-14			
Phone: 850-414-3511		Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.50		\$40,168
A-1	State FTE	1, 2	0.50		\$40,168
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		3			\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$40,168
G. Please identify the number of users of this service.					1,350
H. How many locations currently host IT assets and resources used to provide this service?					14
I. What is the average monthly volume of calls/cases/tickets?					920
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Total FTE actually represents staff time across at least 10 different people.				
2	Helpdesk duties are actually shared by numerous individuals statewide, who also perform duties in desktop, network, security/risk, IT admin, and strategic service areas.				
3	Helpdesk System is custom and automated in-house Notes based system developed 10 years ago which has no cost associated with it. No centralized helpdesk.				
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Non-Strategic IT Service:		IT Security/Risk Mitigation Service			
Agency: Dept. of Legal Affairs/Office of Attorney General		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Deborah Stevens / Director of Information Services					
Phone: 850-414-3511					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			2.50		\$213,612
A-1	State FTE	3	2.50		\$213,612
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			1	0	\$0
B-1	Servers	1	1	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		2			\$48,185
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$261,797
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Safeboot/Symantec parent server				
2	Renewals: McAfee Endpoint Encryption 400 machines/800 users - \$1,656, Symantec Antivirus for 1350 users - \$18,221, Ironport web security - \$26,271, GFI LanGuard - \$2,037, Total \$48,185				
3	Total FTE actually represents staff time across at least 16 different people.				
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Non-Strategic IT Service:		Agency Financial and Administrative Systems Support Service			
Agency: Dept. of Legal Affairs/Office of Attorney General				# of Assets & Resources	
Prepared by: Deborah Stevens / Director of Information Services				AppORTioned to this	
Phone: 850-414-3511				IT Service in FY 2013-14	
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			1.00		\$71,972
A-1	State FTE		1.00		\$71,972
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			1	0	\$0
B-1	Servers	1	1	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		2			\$11,928
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$83,900
G. Please identify the number of users of this service.					1,350
H. How many locations currently host agency financial/administrative systems?					14
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	SQL server used for Accounting and Finance transaction and reporting.				
2	Citrix GoToMeeting 10 Licenses \$5,760. BlueZone \$5,160. Camtasia \$458. OSCFile \$550 Total \$11,928.				
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Non-Strategic IT Service: IT Administration and Management Service					
Agency: Dept. of Legal Affairs/Office of Attorney General Prepared by: Deborah Stevens / Director of Information Services Phone: 850-414-3511			# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning -- Assets & Resources (Cost Elements)				Footnote Number	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$73,953
A-1	State FTE		1.00	1, 2	\$73,953
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$73,953
G. How many locations currently host assets and resources used to provide this service?					0
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Low IT Admin Cost correctly indicates the flat IT organizational structure (matrix) and lack of overhead for extensive management, project management, and contractual oversight.				
2	Total FTE actually represents staff time across at least 5 different people.				
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Non-Strategic IT Service:		Web/Portal Service			
Dept/Agency: Dept. of Legal Affairs/Office of Attorney General		# of Assets & Resources Apportioned to this IT Service In FY 2013-14			
Prepared by: Deborah Stevens / Director of Information Services					
Phone: 850-414-3511					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.25		\$13,134
A-1.1	State FTE		0.25		\$13,134
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers	1	1	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)		2	5	5	\$175
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$13,309
G. Please identify the number of Internet users of this service.					1,000,000
H. Please identify the number of intranet users of this service.					1,350
I. How many locations currently host IT assets and resources used to provide this service?					1
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Agency non-strategic web portal.				
2	Domain name registration 5 x \$35 = \$175.				
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Non-Strategic IT Service: Data Center Service				
Dept/Agency: Dept. of Legal Affairs/Office of Attorney General		# of Assets & Resources Apportioned to this IT Service In FY 2013-14		
Prepared by: Deborah Stevens / Director of Information Services				
Phone: 850-414-3511				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		0.00		\$0
A-1.1 State FTE		0.00		\$0
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$159,749
D-1 Southwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-2 Northwood Shared Resource Center (indicate # of Board votes)		0		\$129,749
D-3 Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$30,000
E. Plant & Facility				\$8,246
E-1 Data Center/Computing Facilities Rent & Insurance	1			\$8,246
E-2 Utilities (e.g., electricity and water)	1			\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	1			\$0
E-4 Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)				\$0
G. Total for IT Service				\$167,995
H. Please provide the number of agency data centers.				0
I. Please provide the number of agency computing facilities.				0
J. Please provide the number of single-server installations.				0
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual agency Data Center Rent is \$8246.40 and includes utilities and environmentals.			
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Agency: Dept. of Legal Affairs/Office of Attorney General

Budget Entity Code	Budget Entity	Program Component Code	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund	FSI	Identified Funding as % of		E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service		
									Line Item Total	Funding Identified for IT Service											
									94.8456%	99.4100%	100.0000%	99.9998%	99.9999%	99.9547%	99.9999%	99.9846%	100.0000%				
									\$143,615	\$731,281	\$475,424	\$40,168	\$261,797	\$83,862	\$73,953	\$13,307	\$167,995				
1	41100500	ive Direction and Support S	1602000000	Executive Leadership and	010000	Salary and Benefits	1000	General Revenue	1	\$320,230	\$27,592	\$62,172	\$94,231	\$13,255	\$70,492	\$23,751	\$24,404	\$4,334	\$0		
2	41100500	ive Direction and Support S	1602000000	Executive Leadership and	010000	Salary and Benefits	2021	Administrative TF	1	\$650,167	\$56,019	\$126,228	\$191,318	\$26,913	\$143,120	\$48,221	\$49,549	\$8,800	\$0		
3	41100500	ive Direction and Support S	1602000000	Executive Leadership and	060000	OCO	1000	General Revenue	1	\$118,691	\$0	\$118,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
4	41100500	ive Direction and Support S	1602000000	Executive Leadership and	060000	OCO	2021	Administrative TF	1	\$72,746	\$0	\$72,746	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
5	41100500	ive Direction and Support S	1602000000	Executive Leadership and	040000	Expense	1000	General Revenue	1	\$213,149	\$14,148	\$38,895	\$117,723	\$0	\$29,875	\$7,395	\$0	\$0	\$5,113		
6	41100500	ive Direction and Support S	1602000000	Executive Leadership and	040000	Expense	2021	Administrative TF	1	\$125,457	\$867	\$26,499	\$72,153	\$0	\$18,310	\$4,495	\$0	\$0	\$3,133		
7	41100500	ive Direction and Support S	1602000000	Executive Leadership and	100777	Contracted Services	1000	General Revenue	1	\$304,395	\$27,893	\$177,351	\$0	\$0	\$0	\$0	\$0	\$107	\$99,044		
8	41100500	ive Direction and Support S	1602000000	Executive Leadership and	100777	Contracted Services	2021	Administrative TF	1	\$186,566	\$17,095	\$108,699	\$0	\$0	\$0	\$0	\$0	\$67	\$60,705		
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Sum of IT Cost Elements Across IT Services																					
IT Cost Element Data as entered on IT Service Worksheets		Personnel		State FTE (#)	12.75	1.00	2.25	4.25	0.50	2.50	1.00	1.00	0.25	0.00							
				State FTE (Costs)	\$970,398	\$83,611	\$188,400	\$285,549	\$40,168	\$213,612	\$71,972	\$73,953	\$13,134	\$0							
				OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
				OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
				Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Hardware	\$421,976	\$0	\$232,101	\$189,875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Software	\$112,003	\$22,820	\$29,070	\$0	\$0	\$48,185	\$11,928	\$0	\$0	\$0	\$0	\$0					
				External Services	\$490,962	\$44,988	\$286,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Plant & Facility (Data Center Only)	\$8,246	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Budget Total	\$2,003,585	\$151,419	\$735,621	\$475,424	\$40,168	\$261,797	\$83,900	\$73,953	\$13,309	\$167,995							
				FTE Total	12.75	1.00	2.25	4.25	0.50	2.50	1.00	1.00	0.25	0.00							
						Users		1,430	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,001,350	1,001,350				
						Cost Per User		\$106	\$44,9040818	\$352,1658484	\$29,75388489	\$62,14817778	\$0.013290913								

(cost/all mailboxes) Help Desk Tickets: 920
Cost/Ticket: 3.638382663

Department Level Exhibits and Schedules



Schedule IIV

Agency Litigation Inventory

Schedule VII: Agency Litigation Inventory

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

Agency:	Southwood Shared Resource Center		
Contact Person:	Al Bowden	Phone Number:	850-414-3716
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Xerox State & Local Solutions, Inc., formerly known as ACS State & Local Solutions, Inc., v. Southwood Shared Resource Center [this is prepared for an anticipated action, which has not yet been filed]		
Court with Jurisdiction:			
Case Number:			
Summary of the Complaint:	Xerox claims that SSRC breached its contract with Xerox for the state enterprise email system by terminating the contract for lack of funding, and by suspending operations once it became known that the Legislature by proviso did not fund the contract. Xerox claims that the proviso defunding the contract violates single subject requirements and is otherwise unconstitutional.		
Amount of the Claim:	\$32,000,000		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Xerox submitted a demand letter to SSRC on August 15, 2012. It provided for three options - (1) rescinding the termination of the contract and pursuing approval of funding through the Legislative Budget Commission; (2) terminating the contract (Xerox characterizes this as a termination for convenience), allowing Xerox to recover equitable compensation for all in-scope services performed, transition services, and reasonable preproduction or startup costs; or (3) Xerox pursuing legal action to recover the infrastructure costs and implementation services costs incurred to date. None of Xerox's options have been accepted by SSRC. The termination of the contract still stands. No complaint has been filed to date. The parties are attempting to amicably resolve the issues relating to Xerox's claims of breach of contract, and expenses relating to winding down the contract.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	
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Office of Policy and Budget – July 2012

Schedule VII: Agency Litigation Inventory (2012)

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

Agency:	Department of Highway Safety and Motor Vehicles		
Contact Persons:	Jon Whitney	Phone Number:	(850) 414-3672
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Michael Bradsheer and Michael K. Johnson v. Julie L. Jones, Executive Director, Florida Department of Highway Safety and Motor Vehicles.		
Court with Jurisdiction:	Second Judicial Circuit in and for Leon County.		
Case Number:	Case No. 2007-CA-0864		
Summary of the Complaint:	<p>This case involves a suit against HSMV and its executive director for administratively ordering ignition interlock devices installed on the vehicles of those convicted of DUI and who have served their sentences as a condition of reinstatement of their driver licenses, which was done in the absence of a court order requiring installation of the interlock device, prior to statutory amendments effective July 1, 2005. As a result of an appeal, the remaining issues are whether Plaintiffs/drivers may maintain a due process claim either under the federal or state constitution when they were required to either install the ignition interlock device or forfeit their drivers' licenses. Additionally, there was an issue as to whether the imposition of this requirement as part of a criminal sentence constituted an unauthorized agency action. By motion to dismiss Defendants challenge Plaintiffs standing to bring claims for prospective declaratory and injunctive relief. None of the Plaintiff/Drivers presently has an ignition interlock device on their vehicle. Additionally, there is an issue as to whether they may bring an action on behalf of a class, since their own claims are moot.</p>		
Amount of the Claim:	Unknown. It is expected to be less than the \$3 million to \$10 million originally estimated, if damages were authorized (which they are not).		
Specific Statutes or Laws (including GAA) Challenged:	None.		
Status of the Case:	<p>The trial court dismissed the case for failure to state a cause of action. An appeal was taken. The First District Court of Appeal remanded the case to (1) with respect to Count I determine whether the appellant's federal rights were violated without adequate due process when the department required them to either install the ignition interlock device or forfeit their licenses; and (2) to consider whether the Department</p>		

	violated the state constitutional prohibition against depriving one of liberty or property without due process, and whether the agency penalties were authorized by law. On remand, Plaintiffs sought to amend their complaint. Defendants' Motion to Dismiss Plaintiffs' Third Amended and Supplemental Complaint is now pending.	
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
		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).	M. Stephen Turner, P.A. David Miller, P.A. Kelly Overstreet Johnson, P.A. Broad and Cassel 215 South Monroe Street Suite 400 Post Office Drawer 11300 Tallahassee, FL 32301	

Schedule VII: Agency Litigation Inventory

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

Agency:	The Department of Transportation		
Contact Person:	Diana R. Esposito	Phone Number:	813-233-2600 ext. 100
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Joel E. Chandler, Deborah S. Chandler, and Robert S. Chandler, individually, and on behalf of all others similarly situated v. Stephanie C. Kopelousos, in her official capacity as Secretary of the Florida Department of Transportation; Faneuil, Inc., Stephanie C. Kopelousos, individually, Kevin J. Thibault, individually, Richard D. Nelson, individually, Ron Russo, individually, Bill Grimm, individually, Denise Garcia, individually, Milissa Burger, individually, and Frankie A. Cook, individually		
Court with Jurisdiction:	11 th U.S. Circuit Court Panel 56 Forsyth Street, N.W. Atlanta, Georgia 30303		
Case Number:	11-12374-D		
Summary of the Complaint:	<p>Plaintiffs seek class action against the FDOT and their contractor, Faneuil for deprivation of liberty and/or an impermissible search and seizure in violation of plaintiff’s constitutional rights under the 4th and 14th amendments. Factually, plaintiffs used large bills to pay for tolls at unspecified toll booths on the Florida Turnpike System. On unspecified occasions, when payment was made with large bills, toll collectors would record a description of the vehicle before allowing the vehicle to proceed through the toll booth. Sometimes a description of the driver and/or driver license information was also recorded. Plaintiffs contend that they did not consent to providing the information, but could not leave the toll booth until the information was provided/recorded. Whether the delay suffered by the plaintiffs while the information was gathered, and the gathering of the information per se, amounted to a deprivation of liberty and/or impermissible search and seizure, in violation of Plaintiffs’ constitutional rights under the 4th and 14th amendments? The Middle District Court found that it was an unreasonable search and seizure and a constitutional deprivation. The matter is currently on appeal in the 11th Circuit. A decision should be forthcoming soon.</p>		
Amount of the Claim:	\$500,000 - \$999,999		

Specific Statutes or Laws (including GAA) Challenged:	4 th and 14 th Amendments to the U.S. Constitution	
Status of the Case:	Matter is on appeal at the 11 th Circuit Court of Appeals. A decision should be forthcoming as oral arguments were had a least six months ago.	
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
		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).	<p>The class has not yet been certified. The law firm representing plaintiffs are:</p> <p>James C. Valenti Hank B. Campbell William T. McKinley</p> <p>Valenti Campbell Trohn Tamayo & Aranda, P.A. Post Office Box 2369 Lakeland, Florida 33806-2369</p> <p>1701 South Florida Avenue Lakeland, Florida 33803 (863) 686-0043 (863) 616-1445</p>	

Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Department of Military Affairs		
Contact Person:	W. Eugene Gandy, Jr. Senior Asst. Atty. General	Phone Number:	(850) 414-3670
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Builders of America, LLC, a Florida limited liability corporation v. Federal Development, LLC, a Delaware limited liability corporation; Federal Miramar, LLC, a Delaware limited liability corporation; the Florida Army National Guard; and the Florida Department of Military Affairs		
Court with Jurisdiction:	Circuit Court in and for St. Johns County, Florida		
Case Number:	The case was initiated in Broward County Circuit Court, Case No. 10-33718-CACE-03, but is being transferred to St. Johns County where a new case number will be assigned		
Summary of the Complaint:	Claim by subcontractor Builders of America LLC (BOA) against general developer Federal Miramar LLC and related entity Federal Development LLC for breach of contract for construction site development work, and claim against Department of Military Affairs and Florida Army National Guard for alleged failure to post project payment bond.		
Amount of the Claim:	\$928,509.70 plus interest		
Specific Statutes or Laws (including GAA) Challenged:	Not applicable		
Status of the Case:	The case was initiated in Broward County Circuit Court, but was abated for improper venue and transferred to St. Johns County. However, the plaintiff has not completed the case transfer and reactivation process. The parties are currently engaged in settlement discussions with the goal of achieving a global settlement involving all unpaid project subcontractors under which the Department of Military Affairs will not pay any amount exceeding the currently available contract balance of \$404,104.00.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

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).	Not applicable
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Schedule VII: Agency Litigation Inventory

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

Agency:	Agency for Health Care Administration, Department of Children and Family Services and Department of Health		
Contact Person:	Stephanie Daniel	Phone Number:	850-414-3666
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p>FLORIDA PEDIATRIC SOCIETY/THE FLORIDA CHAPTER OF THE AMERICAN ACADEMY OF PEDIATRICS; FLORIDA ACADEMY OF PEDIATRIC DENTISTRY, INC.; A.D., as the next friend of K.K., a minor child; RITA GORENFLO and LES GORENFLO, as the next friends of Thomas and Nathaniel Gorenflo, minor children, J.W., a minor child, by and through his next friend, E.W.; N.A., now known as N.R., a minor child, by and through his next friend, C.R., K.S., as the next friend of J.S., S.B., as the next friend of S.M., S.C., as the next friend of L.C., and K.V., as the next friend of N.V.¹ v. ELIZABETH DUDEK, in her official capacity as interim Secretary of the Florida Agency for Health Care Administration; DAVID WILKINS, in his official capacity as acting Secretary of the Florida Department of Children and Family Services; and JOHN H. ARMSTRONG, M.D., in his official capacity as the Surgeon General of the Florida Department of Health</p>		
Court with Jurisdiction:	United States District Court, Southern District of Florida		
Case Number:	05-23037-CIV-JORDAN/O’Sullivan		
Summary of the Complaint:	<p>This is a class action for declaratory and injunctive relief challenging the administration of the Medicaid Early Periodic Screening, Diagnosis and Treatment (EPSDT) Program. The action is brought pursuant to 42 U.S.C. §1983, and various provisions of the Social Security Act, 42 U.S.C. §1396 et seq. Plaintiffs primarily challenge the adequacy of Medicaid reimbursement rates for pediatric physician and dental services. Plaintiffs assert that Medicaid enrolled beneficiaries under the age of 21 are being denied timely access to necessary physician care as well as dental care. Plaintiffs also allege that outreach to the uninsured about Medicaid is inadequate, and that, as a result, children who would otherwise be eligible for Medicaid are not enrolled in Medicaid (and don’t get the EPSDT services to which they are entitled). Plaintiffs also allege that the outreach conducted to Medicaid enrolled children is not adequate, and that, as a result, parents and children do not know the Medicaid services available for Medicaid enrolled children. The Plaintiffs include both pediatric and dental associations, as well as individual plaintiffs. The named official capacity Defendants are the</p>		

¹ This lawsuit involves minor children. With the exception of the Gorenflo children, all children are referred to by initials only. Regarding the Gorenflo children, their mother, Rita Gorenflo waived confidentiality in the lawsuit for all matters pertaining to Thomas and Nathaniel.

	<p>agency heads of the Department of Health, Agency for Health Care Administration, and the Department of Children and Family Services. If Plaintiffs succeed, they seek, among other things, increased reimbursement rates to physician and dentist providers, which they allege will ensure access to services for children.</p> <p>As it relates to DCF, Plaintiffs also seek funding for outreach to the uninsured. Plaintiffs also seek better coordination of communications between the FLORIDA system and FMMIS to avoid circumstances where FMMIS construes FLORIDA system communications as terminations of Medicaid eligibility before a child's period of continuous eligibility is completed. Plaintiffs would also like a computer fix that would preclude DCF ACCESS staff from terminating a child's Medicaid eligibility earlier than the period of continuous eligibility.</p>
<p>Amount of the Claim:</p>	<p>This is a claim for prospective declaratory and injunctive relief. Plaintiffs have provided no precise estimates of the increased reimbursement rates they seek. Reportedly, they seek physician fees that are comparable to Medicare rates, and dental reimbursement rates which are set at the 50th percentile of usual and customary charges for dentists (i.e., a reimbursement rate which is equal to what 50% of the physicians <u>charge</u> at or below for dental services). In 2011, there was a reimbursement rate for dental, but not physician services. There are no precise estimates of what it will cost to increase physician reimbursement rates for services to children to Medicare rates or what it will cost to increase dental reimbursement rates to the 50th percentile charge. The best guess is that it will cost between \$250 and \$500 million per year. This would come from AHCA's budget.</p> <p>Regarding DCF's budget, Plaintiffs seek reinstatement of prior funding for outreach (\$1 million or more in a line item appropriation - right now grants are being used to provide funding for outreach). There is no specific price tag on any computer fixes sought by Plaintiffs.</p>
<p>Specific Statutes or Laws (including GAA) Challenged:</p>	<p>42 U.S.C. §§1396a(a)(8), (10), (30)(A) & (43).</p>
<p>Status of the Case:</p>	<p>The case has been pending since November 2005. On September 30, 2009, the Court issued an Order Granting In Part The Plaintiffs' Motion For Class Certification. The certified class consists of "all children under the age of 21 who now, or in the future will, reside in Florida and who are, or will be, eligible under Title XIX of the Social Security Act for Early Periodic Screening, Diagnosis and Treatment Services."</p> <p>The Court held a 95-day long trial on liability, which spanned the period of December 7, 2009 to April 20, 2012. The trial was held as the Court had time available on its docket. An order on liability is expected in the month of August 2012. Depending on what happens with the order on liability, the next step is a phase to fashion injunctive relief in the case should it be necessary. The Court has indicated that this phase would provide an opportunity to provide more current evidence about whether</p>

	<p>a remedy is needed. Because this is to be an evidentiary proceeding, some further discovery may be authorized by the Court.</p> <p>It is only after the entry of an injunction and a Final Judgment that the state could exercise any final appellate rights.</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>		<p>Agency Counsel</p>
	<p>x</p>	<p>Office of the Attorney General or Division of Risk Management</p>
	<p>x</p>	<p>Outside Contract Counsel</p>
<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).</p>	<p>Stuart H. Singer, Esq. Carl E. Goldfarb, Esq. Damien J. Marshall, Esq. Boies, Schiller & Flexner LLP 401 East Las Olas Blvd. Suite 1200 Fort Lauderdale, FL 33301</p> <p>James Eiseman, Jr., Esq., Public Interest Law Center of Philadelphia 1709 Benjamin Franklin Parkway Second Floor Philadelphia, PA 19103</p> <p>Louis W. Bullock, Esq., Bullock, Bullock, & Blakemore 110 W. 7th Street Tulsa, Oklahoma 74112</p>	

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of Attorney General		
Contact Person:	Mark Dunn	Phone Number:	850-414-3631
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<u>Nada Vinson v. John Jewett</u> , in his individual capacity		
Court with Jurisdiction:	U.S. Middle District - Jacksonville		
Case Number:	3:11-cv-817-J-34-JRK		
Summary of the Complaint:	Only Count II is applicable to our client, former SAO investigator, John Jewett. Violation of Plaintiff's civil rights -- false arrest and imprisonment. Jewett prepared a complaint affidavit which was attached to the Information, which Plaintiff alleges caused her false arrest. Probable cause was determined by prosecutor, and two judges, one who presided over an adversarial evidentiary hearing. Probable cause is an absolute bar to a 1983 claim for false arrest. However the Sheriff of Columbia County and Deputy Zack Parks have been dismissed with prejudice from the case, leaving Jewett the last man standing.		
Amount of the Claim:	At Mediation Plaintiff's counsel stated he believed case if tried before a jury would be worth \$3 million. Subsequently, he postured Plaintiff could commence negotiations at \$900,000.00. Defendant does not believe that this case will result in an award of damages, but have reported on this matter in an abundance of caution.		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	Motions for Summary Judgment filed by both sides on August 20, 2012. Responses in Opposition filed September 4, 2012. Request for Oral Argument made. We are arguing Qualified Immunity for a State Attorney Investigator. Trial scheduled for February 4, 2012. Denial of qualified immunity can cause interlocutory appeal.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
	X	Office of the Attorney General	
		Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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Schedule VII: Agency Litigation Inventory

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

Agency:	University of North Florida		
Contact Person:	Asst. Atty. Gen. Phillip P. Quaschnick	Phone Number:	850-414-3671
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Pierre v. Jacksonville Sheriff’s Office et al.		
Court with Jurisdiction:	U.S. District Court, Middle District of Florida		
Case Number:	3:10-cv-73-J-32		
Summary of the Complaint:	Inmate Plaintiff alleges excessive force was used in his apprehension and interrogation by members of the Sheriff’s Office and former University of North Florida Detective Adam Kline. The OAG represents Kline.		
Amount of the Claim:	While Plaintiff claims damages in the amount of \$20 million, Defendant does not believe that this case will result in any substantial award of damages (if any damages are awarded). This matter is included in an abundance of caution.		
Specific Statutes or Laws (including GAA) Challenged:	n/a		
Status of the Case:	summary judgment motions pending		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	n/a		

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of the Attorney General		
Contact Person:	Clifton Cox	Phone Number:	414-3300
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<u>Arnold Transportation Services, Inc. v. State of Florida, Department of Revenue</u>		
Court with Jurisdiction:	Second Judicial Circuit		
Case Number:	10-3144		
Summary of the Complaint:	<p>This case involves a challenge by the taxpayer (Arnold) to the Department's refund denial of motor fuel tax for the tax period of 09-01-05 through 09-30-08. Arnold is a common carrier engaged in interstate commerce. Arnold purchases undyed diesel fuel in Florida. Arnold filed a timely refund claim pursuant to Section 212.08(9)(b), Florida Statutes, which authorizes a carrier to pay sales tax on certain Florida purchases based on an apportionment factor. Arnold applied the apportionment factor to the fuel taxes it paid on undyed diesel fuel it used in interstate commerce. Arnold alleges that a portion of the fuel sales its pays on undyed diesel fuel is sales tax, and it is subject to the refund provided for in Section 212.08(9)(b), Florida Statutes. <u>See also</u> Fla. Admin. Code R. 12A-1.059 and Section 206.87(1)(e), Fla. Stat.</p> <p>This case is similar to <u>U.S. Xpress, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-2974, Second Judicial Circuit; <u>Star Transportation, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3140, Second Judicial Circuit; <u>Total Transportation of Mississippi, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3141, Second Judicial Circuit; <u>Southern Refrigerated Transport, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3142, Second Judicial Circuit; and <u>Covenant Transport, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3143, Second Judicial Circuit. See Agency Litigation Inventory reports, above and below, for <u>U.S. Xpress, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-2974, Second Judicial Circuit; <u>Star Transportation, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3140, Second Judicial Circuit; <u>Total Transportation of Mississippi, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3141, Second Judicial Circuit; <u>Southern Refrigerated Transport, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-3142, Second Judicial Circuit; and <u>Covenant Transport, Inc.</u></p>		

	<p><u>v. State of Florida, Department of Revenue</u>, case no. 10-3143, Second Judicial Circuit.</p> <p>This case is also similar to <u>Sunco Carriers, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-7605, Tenth Judicial Circuit. See Agency Litigation Inventory report, below, for <u>Sunco Carriers, Inc. v. State of Florida, Department of Revenue</u>, case no. 10-7605, Tenth Judicial Circuit.</p>	
Amount of the Claim:	\$449,981 refund claim, plus accrued interest.	
Specific Statutes or Laws (including GAA) Challenged:	None	
Status of the Case:	The parties are engaged in discovery. No trial date has yet been set in this case.	
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management
	<input type="checkbox"/>	Outside Contract Counsel
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).		

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of the Attorney General		
Contact Person:	Blaine H. Winship	Phone Number:	850-414-3657
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Ruiz, et al., v. Robinson, et al.		
Court with Jurisdiction:	U.S. District Court, Southern District of Florida		
Case Number:	1:11-cv-23776-KMM		
Summary of the Complaint:	<p>Dependent children born and raised in Florida, but whose parents are undocumented aliens, are ineligible for lower in-state tuition rates to attend public universities and colleges in Florida. The denial of lower tuition rates is claimed to violate the U.S. Constitution’s Equal Protection and Supremacy Clauses. The named defendants are members of the Florida State Board of Education and the Board of Governors of the State University System of Florida. Permanent injunctive relief is sought to prohibit the denial of lower in-state tuition rates to dependent children as described above.</p>		
Amount of the Claim:	<p>N/A – permanent injunctive relief sought. But if granted, and if lower in-state tuition rates are extended to the dependents of undocumented aliens, federal law presumably would require that the same benefits be extended to all U.S. citizens and their dependents. <i>See</i> 8 U.S.C. § 1623(a). Extending in-state tuition rates to all undergraduates attending public universities and colleges in Florida would reduce tuition revenues more than \$200,000,000 annually.</p>		
Specific Statutes or Laws (including GAA) Challenged:	<p>Fla. Stat. § 1009.21; Fla. Admin. Code §§ 6A-10.044(1)(a), (4); 72-1.001(2)(a), (5)</p>		
Status of the Case:	<p>Class action certification has been denied. On August 31, 2012, the district court entered an order granting plaintiffs’ motion for summary judgment on their claim of violation of the Equal Protection Clause, denying as moot plaintiffs’ claim for relief for violation of the Supremacy Clause, and denying defendants’ summary judgment motion. In the order, the court: (1) assessed plaintiffs’ equal protection claim under the intermediate standard of scrutiny (between rational relationship and strict scrutiny standards); (2) deemed the benefit of lower in-state tuition rates to flow to the student and not to the student’s;</p>		

	<p>and (3) held that federal statutes concerning illegal aliens and postsecondary education benefits (requiring that such benefits given by a State must be affirmatively enacted by the State and must be extended to all U.S. citizens) do not apply. The court nevertheless stated that its ruling should not be construed to preclude Florida from requiring proof of a dependent applicant’s parents’ residence in Florida under Florida Statutes § 1009.21. In effect, the court is construing “legal residence” for dependent applicants’ parents under section 1009.21 as <i>de facto</i> residence, by excluding consideration of whether the parents are legally present in the U.S. (a prerequisite to being a legal resident of any State). Thus, the court is enjoining defendants from following rules provisions that make parents’ legal presence in the U.S. an element of legal residence in Florida to be shown by dependent applicants in order for them to qualify for lower tuition rates. A hearing has been set for September 27, 2012, “on the scope of the final judgment to be entered....”</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>		<p>Agency Counsel</p>
	<p>X</p>	<p>Office of the Attorney General or Division of Risk Management</p>
		<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).

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Schedule VII: Agency Litigation Inventory

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

Agency:	State of Florida		
Contact Person:	Lisa Raleigh	Phone Number:	850-414-3821
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Sansom v. State of Florida		
Court with Jurisdiction:	Second Judicial Circuit		
Case Number:	2012-CA-2338		
Summary of the Complaint:	Former Speaker of the House seeks reimbursement of his attorneys fees for defending himself from criminal charges.		
Amount of the Claim:	\$ 870,000		
Specific Statutes or Laws (including GAA) Challenged:	Common law		
Status of the Case:	Complaint filed		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Division of Emergency Management		
Contact Person:	W. Eugene Gandy, Jr.	Phone Number:	(850) 414-3670
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Threatened litigation by F4W against the Division of Emergency Management.		
Court with Jurisdiction:	No suit at this time. Based upon nature of claim, jurisdiction would lie only in state circuit court		
Case Number:	Not applicable		
Summary of the Complaint:	<p>F4W holds a patent for a certain communications system, and has issued a letter asserting that DEM’s use of a mobile communications system it procured from Cobham LLC/Tristar through competitive bidding constitutes infringement on F4W’s patent. F4W issued a similar letter to Cobham LLC/Tristar. F4W requests the state obtain a license. DEM conducted an analysis and concluded its procured system does not infringe upon the patent. Subsequently, Cobham LLC/Tristar retained experienced patent litigation counsel (Michael Lyons at Morgan & Lewis in Palo Alto, CA), who has issued an analysis refuting F4W’s infringement analysis and demanding F4W cease and desist its threats. Although presently characterized by F4W as “patent infringement,” such a claim could only be brought in federal court but would be barred against DEM by sovereign immunity. However, there is Florida case law authority indicating a patent infringement claim can be recast as a property right takings or conversion claim and brought in state circuit court.</p>		
Amount of the Claim:	\$ unknown (insufficient information available at this time to make any assessment)		
Specific Statutes or Laws (including GAA) Challenged:	None		
Status of the Case:	Both DEM directly and Cobham through its patent attorneys have issued written responses to F4W refuting its patent infringement analysis. F4W’s attorneys (Morgan & Morgan) have not yet responded to either the patent analysis and demand from Cobham LLC/Tracstar’s attorneys or to an informal invitation from this office to provide additional information regarding a licensing agreement.		

Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management
	<input type="checkbox"/>	Outside Contract Counsel
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).	Not applicable	

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of the Attorney General		
Contact Person:	Charles M. Fahlbusch	Phone Number:	(954) 712-4600
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Roy D. Wasson v. The Hon. Pam Bondi, Attorney General for the State of Florida, et al.		
Court with Jurisdiction:	Eleventh Judicial Circuit of Florida		
Case Number:	12-25606 CA 23		
Summary of the Complaint:	That Chapter 2012-23, Laws of Florida, which creates or amends Florida Statutes 27.40, 27.511, 27.52, 27.5304, 39.8296, 39.8297, and 318.18 is unconstitutional for violating the single-subject requirement of Art. III, sec. 6 of the Florida Constitution		
Amount of the Claim:	\$ Declaratory and Injunctive Relief only		
Specific Statutes or Laws (including GAA) Challenged:	Florida Statutes 27.40, 27.511, 27.52, 27.5304, 39.8296, 39.8297, and 318.18		
Status of the Case:	Motions to dismiss pending. Plaintiff has indicated an intention to amend to add claims for violations of the 6 th Amendment, Due Process and Equal Protection clauses of the United States Constitution		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

Schedule VII: Agency Litigation Inventory

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

Agency:	Division of Risk Management		
Contact Person:	Jason Vail	Phone Number:	414-3300
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Wollschlaeger v. Scott		
Court with Jurisdiction:	U.S. District Court, southern district		
Case Number:	1:11-cv-22026		
Summary of the Complaint:	Facial constitutional challenge to s. 790.338, FS, and for attorneys' fees and costs.		
Amount of the Claim:	\$720,000 in attorneys' fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	s. 790.338, FS		
Status of the Case:	Summary judgment to plaintiff. On appeal.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of the Attorney General, Department of Legal Affairs		
Contact Person:	Jon Whitney	Phone Number:	(850) 414-3672
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Allapattah Services, Inc., et al. v. Exxon Corporation, et al.		
Court with Jurisdiction:	U. S. District Court, Southern District of Florida		
Case Number:	Case No. 91-0986-CIV-GOLD/SIMONTON		
Summary of the Complaint:	<p>In 1991, a group of current and former Exxon direct served dealers filed a lawsuit against Exxon. The dealers alleged that Exxon had been overcharging all of its direct served dealers for the wholesale price of motor fuel since March 1983. The dealers filed the claim as a class action, meaning that it was on behalf of all dealers who were parties to one or more Sales Agreements with Exxon and who purchased motor fuel directly from Exxon (direct served dealers) between March 1983 and August 1994. The claim relates to Exxon's Discount for Cash (DFC) program, which Exxon implemented in August 1982. Under this program, Exxon began charging dealers a separate 3% fee for processing credit transactions. Exxon promised, however, that it would reduce the wholesale price of motor fuel by an amount that, on average, would offset the fee. In the lawsuit, the dealers allege that Exxon collected the fee, but failed to reduce the wholesale price of motor fuel. In 2001, after a second five week trial, a federal jury returned a verdict in favor of the dealers, finding that Exxon breached its duty to set motor fuel prices in good faith, and that Exxon wrongfully concealed its breach. The jury found that beginning on March 1, 1983, until Exxon cancelled the DFC program on August 28, 1994, Exxon had not reduced the wholesale price of motor fuel. The jury's verdict awarded the class of approximately 10,000 Exxon service station dealers located in 35 states, 1.3 cents per gallon in damages on every gallon of gasoline they purchased from Exxon between 1983 and 1994. The distribution of funds to dealers who filed timely claims in the case is drawing to a close. The distribution of the 5% Reserve, held back from the initial payments to filing dealers from the initial distributions, has been completed. The few remaining claimants who have not negotiated these last checks or who requested replacement distribution checks have been addressed by court order. The time is ripening for distribution of the</p>		

	<p>Remaining Balance to the various States (including the State of Florida), and ultimate distribution to those dealers who did not timely file claims (“non-filing dealers”) in the case. Upon distribution of the funds to Florida and the other States, the non-filing dealers will then be able to seek payment of a part of their claims as unclaimed property. Based upon the last status report received from States’ Counsel, it is anticipated that Florida will receive roughly \$787,000 as unclaimed property.</p>
Amount of the Claim:	\$ (0). This case is reported as a case that may increase revenues received by the state by more than \$500,000, pursuant to s. 216.023(5), Florida Statutes.
Specific Statutes or Laws (including GAA) Challenged:	N/A.
Status of the Case:	On September 18, 2012, the U. S. District Court entered its Order Requesting Status Report from Special Master, requesting Special Master Thomas E. Scott to file a Status Report setting forth the issues that remain outstanding in this case and the time expected to resolve them. The last status report received from States' Counsel indicates that on-going tax litigation pertaining to the Settlement Fund is the remaining obstacle to distribution of unclaimed funds due the States.
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 (States’ Counsel): A. Richard Ross Carella Byrne 5 Becker Farm Road Roseland, NJ 07068 RRoss@carellabyrne.com Phone 973-994-1700 Nicholas E. Christin Jordan S. Cohen WICKER, SMITH, O’HARA, MCCOY & FORD, P.A. 515 E. Las Olas Boulevard SunTrust Center, Suite 1400 P.O. Box 14460 Ft. Lauderdale, FL 33302 nchristin@wickersmith.com jcohen@wickersmith.com Phone: (954) 847-4800 Fax: (954) 760-9353

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).

Daniel G. Jarcho

Cass Walker Christenson

McKenna Long & Aldrige
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Fax: 496-7756

Eugene E. Stearns

Mark Patrick Dikeman

Mona Mitrani Markus

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801-539-1900 Fax: 322-1054

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of the Governor		
Contact Person:	Jesse Panuccio, Acting G.C.	Phone Number:	850-488-3494
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Rick Scott et al v. George Williams, et al.		
Court with Jurisdiction:	Florida Supreme Court		
Case Number:	SC12-520		
Summary of the Complaint:	Individuals bring action for declaratory, injunctive and relief pursuant to Ch. 26 and 86, Florida Statutes. Plaintiffs ask the Court to declare unconstitutional and temporarily and permanently enjoin implementation of certain proposed changes to the Florida Retirement System in Ch. 2011-68 Laws of Florida.		
Amount of the Claim:	\$1 billion		
Specific Statutes or Laws (including GAA) Challenged:	Florida Retirement System in Chapter 2011-68, Laws of Florida		
Status of the Case:	Trial Court denied dismissal of the case, the case was appealed, and waived through the First District Court of Appeal. The matter has been briefed before the Florida Supreme Court and oral argument was heard in September, 2012.		
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).	Meyer, Brooks, Demma and Blohm, P.A.		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Financial Services		
Contact Person:	Dennis Silverman, Asst. Dir.	Phone Number:	850-414-3808
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Hon. Rick Scott, Governor & State of Florida vs. Galaxy Fireworks, Inc. & Itzhak Dickstein (2 nd DCA); Galaxy Fireworks, Inc., et al. v. The Hon. Rick Scott, Governor, and the State of Florida (Hillsborough County Circuit Court)		
Court with Jurisdiction:	2 nd District Court of Appeal; Hillsborough County Circuit Court reserved jurisdiction on matter of attorneys’ fees and costs		
Case Number:	DCA Case No. 2D11-1583; Hillsborough Case No. 98-CA-009608		
Summary of the Complaint:	An inverse condemnation action alleging that issuance of Executive Order 98-165 by then Governor Buddy McKay deprived the Plaintiffs of the opportunity to sell fireworks for the July 1998 fireworks sales season, and the prohibition constituted a compensable taking. On appeal to the 2 nd DCA, the issues are whether a taking occurred as a result of the State’s exercise of its police power in light of the emergency situation facing Florida (expansive and uncontrollable wildfires) in 1998, and whether lost profits are available as damages for taking claims.		
Amount of the Claim:	\$\$1 million + interest accumulated since 1998 = \$2,108,494.40. Also subject to post-judgment interest at statutory rate; attorneys’ fees and costs may exceed \$300,000.		
Specific Statutes or Laws (including GAA) Challenged:	Executive Order 98-165		
Status of the Case:	Settled for \$1 million on the amount of damages only, with interest accumulating since 1998. Final Judgment entered 2/23/11 was appealed by the State. Briefing on appeal is complete and oral argument was held in the 2 nd DCA on June 19, 2012.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

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).

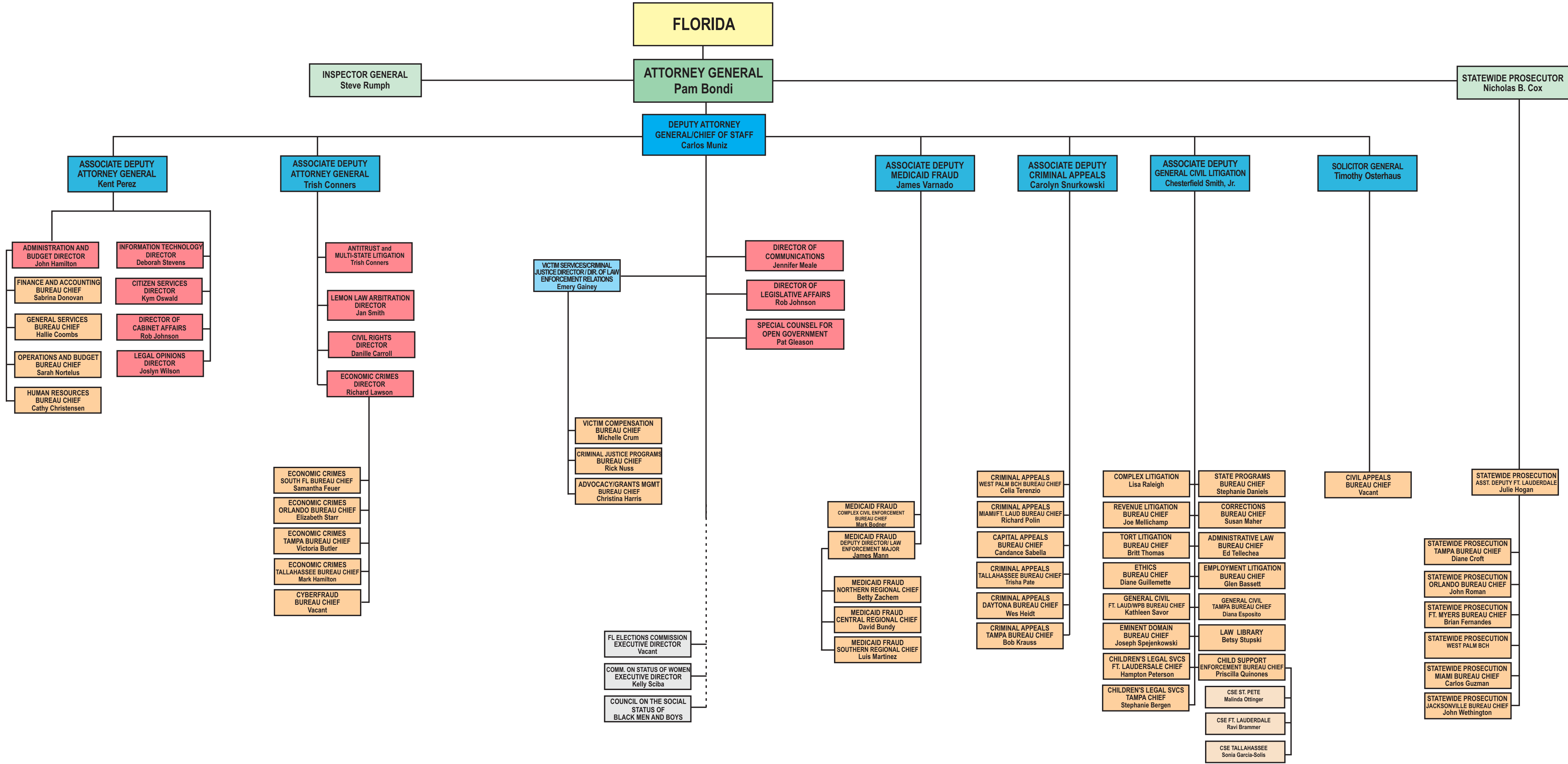
Department Level Exhibits and Schedules



Schedule X

Organization Structure

STATE OF FLORIDA OFFICE OF THE ATTORNEY GENERAL



Revised: 9/26/12

Department Level Exhibits and Schedules



Schedule XI

Unit Cost Summary

LEGAL AFFAIRS, DEPARTMENT OF, AND ATTORNEY GENERAL		FISCAL YEAR 2011-12			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		188,737,144		0	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		-3,789,560		0	
FINAL BUDGET FOR AGENCY		184,947,584		0	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Lemon Law * Number of Arbitration Hearings Conducted		337	4,098.23	1,381,105	
Child Support Enforcement * Number of final orders obtained representing the Department of Revenue in child support enforcement proceedings.		33,306	219.34	7,305,204	
Antitrust * Number of cases enforcing provisions of the Antitrust Act		98	33,222.55	3,255,810	
Racketeer Influenced And Corrupt Organization (rico)/ Consumer Fraud * Cases enforcing the Racketeer Influenced and Corrupt Act and Unfair and Deceptive Trade Practices Act.		270	34,815.64	9,400,223	
Commission On Ethics Prosecutions * Number of cases prosecuted before the Florida Commission on Ethics		177	1,514.87	268,132	
Medicaid Fraud Control * Number of cases investigated involving Medicaid fraud activities		1,028	14,086.31	14,480,730	
Children's Legal Services * Number of cases representing the Department of Children and Families in juvenile dependency and termination of parental rights proceedings		29,969	283.55	8,497,608	
Civil Rights * Number of cases investigated and prosecuted involving violations of civil rights		42	13,667.05	574,016	
Solicitor General And Complex Litigation * Number of cases		42	32,718.12	1,374,161	
Opinions * Number of Opinions Issued		307	1,615.15	495,851	
Cabinet Support Services * Number of Cabinet Meetings		14	24,758.86	346,624	
Eminent Domain * Cases representing the Department of Transportation and other government agencies in eminent domain proceedings.		409	1,018.56	416,593	
Sexual Predator Civil Commitment Appeals * Number of cases		241	825.21	198,876	
Non-capital Criminal Appeals * Number of cases - non-capital appellate litigation		22,428	526.95	11,818,442	
Capital Appeals * Number of cases - capital appellate litigation		1,800	1,276.75	2,298,141	
Administrative Law * Number of cases		1,158	2,011.77	2,329,629	
Tax Law * Number of cases enforcing, defending and collecting tax assessments		1,556	897.59	1,396,652	
Civil Litigation Defense Of State Agencies * Number of cases defending the state and its agents in litigation of appellate, corrections, employment, state programs and tort.		4,467	2,102.30	9,390,966	
Grants-victims Of Crime Advocacy * Number of victims served through grants.		344,131	77.27	26,591,631	
Victim Notification * Number of appellate services provided		6,752	306.17	2,067,261	
Victim Compensation * Number of victim compensation claims paid		29,838	884.04	26,377,838	
Minority Crime Prevention Programs * Number of crime prevention programs assisted		4	1,194,697.00	4,778,788	
Grants-crime Stoppers * Number of Crime Stopper agencies assisted		31	144,704.74	4,485,847	
Crime Prevention/Training * Number of people attending training		3,497	135.33	473,252	
Investigation And Prosecution Of Multi-circuit Organized Crime-drugs * Annual volume of investigations handled		338	75.81	25,623	
Investigation And Prosecution Of Multi-circuit Organized Crime * Annual volume of investigations handled/financial assessments		430	13,595.98	5,846,271	
Prosecution Of Violations Of The Florida Election Code * Number of cases handled.		278	4,443.69	1,235,346	
TOTAL				147,110,620	
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				37,836,696	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				184,947,316	

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

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

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

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

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

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

*** NO ACTIVITIES FOUND ***

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 ***

THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN
SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL
GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED
IN SECTION II.)

*** NO ACTIVITIES FOUND ***

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 41	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	184,947,584	
TOTAL BUDGET FOR AGENCY (SECTION III):	184,947,316	
	-----	-----
DIFFERENCE:	268	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

Department Level Exhibits and Schedules



Schedule XIV

Variance from Long Range Financial Outlook

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Legal Affairs Contact: John L. Hamilton

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2012 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 2013-2014 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 2013-2014 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

Budget Entity Level Exhibits and Schedules



Victim Services

41100400

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Department of Legal Affairs

Chief Internal Auditor: Judy Goodman

Budget Entity: 41100400

Phone Number: (850) 414-3591

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
11-04	November-11	Follow-up to Family Life Center	The report recommends that DCF staff under the direction of the Assistant Secretary for Operations coordinate with FCADV, DLA, and DOH to recoup any payments for unallowable expenditures and any overpayments and require Family Life Center to implement a corrective action plan to address invoicing and other issues identified in the report.	It was confirmed that \$22,609.98 was recovered from the Family Life Center.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Department of Legal Affairs

Chief Internal Auditor: Judy Goodman

Budget Entity: 41100400

Phone Number: (850) 414-3591

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
11-05	March-12	Follow-up to Heartland Crime Stoppers	<p>Finding No. 1: The Executive Director had too much discretionary</p> <p>Recommendations:</p> <p>a. Use the Tipster framework to calculate tip amounts.</p> <p>b. Involve law enforcement in determining if an arrest was the direct result of a tip.</p>	<p>Auditor's Conclusion:</p> <p>a. Implemented. The software program used a score sheet to assign points to a certain type of crime; murder may be 3.5 points, robbery 2.5, burglary 2, fugitive 1, etc. That information and other factors, such as property value and number of arrests, were used to calculate a recommended award amount.</p> <p>b. Implemented. The coordinator reviewed dispatch records to determine if an arrest was made; or called the officer involved to verify the arrest was made based on a tip provided.</p>	

c. If a treasurer is used to handle the accounting of the Heartland Crime Stoppers, then they should prepare billing information to be used for reimbursement, not the Executive Director.

d. Contractual bidding processes should be followed and careful attention paid to sole source requirements if the Executive Director deems the provider so.

e. The Chairperson should approve the Professional Assistant's timesheet as well as the Executive Director's. Enough detail should be provided to determine the days and hours that were worked.

c. Implemented. Compensating controls were implemented considering the accountant's involvement and the Board's approval of all expenditures. The Treasurer does not prepare billing information, but there is a separation of duties.

d. Implemented. Documentation regarding bid specifications and quotes for a newspaper advertising insert were provided to demonstrate bid processes were followed.

e. Implemented. The Chairperson approved the Director's timesheets. The previous recommendation that the Board should also approve timesheets for the professional assistant was based on the father/ daughter relationship; since neither are involved with Crime Stoppers any longer, the current practice timesheet approval appeared to be reasonable.

Finding No. 2: The Board did not adequately monitor Heartland Crime Stoppers.

a. The Board should consider meeting monthly to properly oversee operations.

b. The Board should be more involved in the approval of payments for tip rewards.

c. The Board should be provided monthly financial statements, including adequate detail, in order to supervise financial and business operations.

a. Implemented. The Board held monthly meetings as follows: January 23, 2012; December 19, 2011; November 28, 2011 and October 24, 2011; copies of meeting minutes were provided.

b. Implemented. The Board approved individual tips during the follow-up period we reviewed.

c. Implemented. Financial statements were provided during the last four months. The Finance Committee met before the board meetings, reviewed and discussed the financial documents before presenting recommendations to the full board.

d. Inappropriate contracts and business relationships should be avoided.

d. Implemented. There are no longer family connections and relationships between those involved with the organization. Copies of signed Conflict of Interest Disclosures forms were provided.

e. State bidding guidance should be followed to affect the best negotiated price for goods and services.

e. Implemented. We reviewed bid documentation provided.

Finding No. 3: There should be improvement in the accounting of Crime Stoppers expenses.

a. Require supporting documentation for reimbursement requests – confirmation of a payment made without detail is insufficient.

a. Minutes from the board meeting listed outstanding invoices that were recommended for payment and approved by the board. The Finance Committee reviewed the invoices and supporting documentation prior to the board meetings.

b. In addition to the Executive Director's timesheet, the Board should approve timesheets for the professional assistant as well.

b. Partially implemented. The Board approved timesheets for the Executive Director while the Executive Director approved timesheets for other paid staff.

c. Payments for monthly reoccurring charges should be paid within the timeframe it incurred, not months after the fact.

Finding No. 4: The monitoring process by the grant administrator could be improved.

a. Crimes Stoppers monitoring staff should review invoices presented for payment more thoroughly and prepare summary spreadsheets such that duplicate payments can readily be detected.

c. Implemented. During the time period reviewed, we noted one case whereby the bill arrived late based on changing the billing address of the bill, the bills were paid on time. There could be some delays for the cell phone bill based on the due date and the timing of the Board meetings (for approval). However, the condition noted in our previous audit was not the case during this follow-up review.

a. Implemented. Invoices are reviewed by the Finance Committee prior to the Board meeting.

Attorney General Crimes Stoppers staff created a spreadsheet to more adequately manage and monitor the invoices submitted for reimbursement

b. Recommendations for rewards should be supported by law enforcement and arrest information should be included when it doesn't compromise criminal intelligence or violate laws protecting the identity of children.

c. The timekeeping function should be broken down into days/hours worked and the timesheet should be signed by the Board.

d. Heartland Crime Stoppers should provide monitoring staff with examples of advertising product or provide affidavits of airtime when using radio spots.

b. Implemented. The law enforcement coordinator submits supporting documentation pertaining to rewards to the Board for approval.

c. Implemented. The Director's timesheets were signed by a Board member. The Director provided a daily activity report as part of his time sheet.

d. Partially implemented. A transcript of the program written in Spanish was provided. However; during the time period we reviewed, radio spots were no longer used.

Finding No. 5: The role of the treasurer could be stronger and more defined.

We recommend accounting duties be adequately separated to the fullest extent possible. The Treasurer should review and sign tip authorization forms. Heartland Crime Stoppers should consider adding arrest information to the tip request for payment when not violating the integrity of client information such as with minors or compromising ongoing criminal investigations.

Finding No. 6: Methods involving the approval and calculation of rewards could be improved.

- a. More involvement by the board – provide more detailed reports showing connections between tips and arrests.

- b. Incorporate the use the Tipster program to determine reward amounts.

Implemented. The Treasurer signed the tip payment authorization forms.

a. Implemented. The law enforcement coordinator provided the Board with a report detailing the tip number, what occurred, the charges and the recommended reward amount.

b. Implemented. The software programs determined the range and recommended reward amount based on the crime.

		<p>c. Seek law enforcement involvement for arrest verification.</p> <p>Finding No. 7: Proper bidding procedures should be followed and potential conflict of interests should be avoided.</p> <p>a. Proper bidding procedures should be followed.</p> <p>b. Potential conflict of interests should be avoided; family members should not employ relatives.</p>	<p>c. Implemented. The law enforcement coordinator confirmed that the tip resulted in the arrest.</p> <p>a. Implemented. Documentation regarding bid specifications and quotes were provided.</p> <p>b. Implemented. There are no longer family connections and relationships between those involved with the organization. Copies of signed Conflict of Interest Disclosures forms were provided.</p>	

Budget Entity Level Exhibits and Schedules



Statewide Prosecution

41200100

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS				Budget Period: 2012 - 2013	
Department: Department of Legal Affairs		Chief Internal Auditor: Judy Goodman			
Budget Entity: 41200100		Phone Number: (850) 414-3591			
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
10-30	Jul-12	Office of Statewide Prosecution	FINDING NUMBER ONE: Allocation of Workload or Resources		
			A. OSP should consider finding a way to avoid post conviction relief and violation of probation cases by requesting assistance.	A. Post conviction relief cases pursuant to Criminal Rule 3.850, as well as Violations of Probation are a routine and essential part of criminal prosecutions. Respectfully, it would be inappropriate for OSP to "avoid" these cases, and in this Statewide Prosecutor's (SWP) opinion, would be poor practice.	

				<p>As it relates to Post Conviction Relief matters, there is no other person or agency that is going to have the factual background to handle these cases, nor the drive to see them through as completely as the prosecutor of agency that originally handled it. Outside of the OAG's criminal appeals section (possibly), I am unaware of any other agency that would agree, or want, to take on this role for us... especially any of the State Attorneys, if that is the suggestion. Additionally, to get another person or agency up to speed on such a case factually, with our complex and often large cases, would be duplicative and a result in an unnecessary use of state funds.</p>	

				<p>3.850 litigation is not fun for most prosecutors. It is often difficult, arduous, and takes a lot of time. It is a practice of law that involves much research and writing, and our folks are prosecutors because they have chosen to be trial attorneys. I do not care to engage in this type of practice myself. I am confident this was suggested to the IG by some of our own Assistants and was placed in this recommendation based on those interviews.</p>	

				<p>However, it is a necessity we must deal with. While it would save our own agency money and resources, to get assistance from another agency would cause duplication in effort and thus use of state funds that is really not necessary. This is not to suggest that I would not advocate that the OAG's criminal appeals section could not handle some of them on a case by case basis. That may make sense at times since the OAG will ultimately handle any appeal that may flow from this. However, the criminal appeals section may not have the resources to handle them, but I shall ask. While I may share the feelings of my colleagues in OSP regarding 3.850 litigation, I do not agree that we can or should "avoid" these cases from a financial, but primarily a practice standpoint.</p>	
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				As for violations of probation (VOP), I do agree that we can and should be willing to ask local State Attorneys to cover these often simple and one-time hearings for us. This too should be on a case by case basis and the decision made by the ASP who has this case. Most State Attorneys would not mind covering these for us, as we would do so for them if needed, as they are typically simple and straightforward	
				Some VOP's can be very arduous and significant, and ones we should handle and maintain ourselves. These might include matters regarding violations based on new criminal offenses, restitution hearings, and basically any VOP's that may result in a full evidentiary hearing.	
				However, those would probably be the minority of VOP cases, and thus this recommendation is well taken. I would point out that I have never suggested our attorneys could not ask the local SAO's for assistance on this, and case law supports it could be done. However, we will be sure our Bureau Chiefs are aware of this and try to augment our practice in this manner as it relates to VOP's.	

				But, again, we/I cannot agree regarding the Post-Conviction 3.850 litigation across the board.	
			B. OSP should consider directing additional staff to Orlando based on workload.	B. The OSP is mindful of resource allocations of both attorneys and staff. Assignments are made based on case load, types of cases, community needs and other factors. In fact, as indicated in your report, we recently closed our Tallahassee office legal operations due to an underutilization of the attorneys in that office and upon the recommendations of the State Attorney and law enforcement. This recommendation is always relevant and an ongoing matter that we should reassess and address.	

				<p>We will certainly look at the legal staffing situation in Orlando.</p> <p>However, I am confident that the staffing there, given our numbers and needs statewide, is appropriate. As we discussed with the auditors, our staff/chief in Orlando are the most successful and aggressive in recording cases and investigations. Other offices do not necessarily handle their reporting in the same aggressive manner as Orlando. Yet, they are absolutely just as busy as our Orlando office.</p>	
				<p>We find this to be a positive attribute of our Orlando office.</p> <p>However, it gives the appearance that Orlando is more understaffed (as all of our offices are understaffed due to economic/budgetary conditions) than the rest of our office when you base it simply on numbers and statements of that staff. Every office of OSP can legitimately claim the need for additional staff and attorneys. What we should address is a more uniform and consistent way among the bureaus of reporting in our case management system.</p>	

				At this point, we would like to suggest that the statistics interpreted/reported in the IG audit appear to be inconsistent with our interpretations and numbers. We have, and continue, to offer to assist in the recovery and interpretation of the OSP data.	
				We also should point out that upon closure of the Tallahassee office, one of the full time ASP positions was reassigned to the Orlando Bureau. Should we have an opportunity to reassign a position again, Orlando would still be one of the first offices considered for that position. However, reassigning positions to Orlando at the present time would not be appropriate in our opinion.	
			C. In collaboration with MFCU, additional resources should be directed towards combating Medicaid Fraud.	C. As for the Medicaid Fraud resource recommendation, we agree that we can do some things to assist in increasing these prosecutions. The Attorney General has indicated her desire to increase criminal prosecution of MFCU cases, and we certainly agree with her. However, relying on numbers only is misleading. We do not turn down MFCU cases!	

				<p>We/I have already reached out to the new administration of the MFCU and begun to discuss his desire as well to increase criminal cases. We will continue this conversation and work with the MFCU. The new administration is probably the most significant thing that could have been done to address the need for further criminal prosecutions rather than us moving our resources.</p>	
				<p>We have and will continue to cross-swear MFCU attorneys with a prosecution or trial advocacy background to handle their criminal prosecutions. There would be no need to duplicate the work if the MFCU would like to see the case to its end themselves. This is and will continue to be a most effective way to handling these matters as it will increase the legal resources available.</p>	

			FINDING NUMBER TWO: Case Management		
			<p>We recommend OSP utilize caseload reports to better assess resource allocations statewide. Actual labor costs, as well as other direct related court costs – witness costs, travel costs – should be accumulated so that total actual costs can be assessed rather than average legal costs. After a case is closed, an evaluation and analysis of expenses versus outcome/impact should be conducted. Templates should be found on the hard drive to ease the paperwork associated with prosecution. Access to OSP files should be given to OSP employees as needed throughout the State of Florida unless prohibited.</p>	<p>OSP currently evaluates resource allocation needs based on many factors and will continue to do so as discussed above. Again, we believe resource allocation is appropriate at this time; however, we recognize this is always an ongoing process and must continually be re-evaluated. While caseload reports are a part of the consideration, there is much more that must go into these decisions in handling criminal matters including the community served, crime statistics, relationships with LEO agencies in the area, the nature and complexity of the common crimes prosecuted, etc. Unlike some divisions of the Attorney General’s Office, OSP is neither a contract agency nor one that serves a particular client. As a prosecutor representing the People of the State of Florida, such decisions cannot be made solely, or primarily, based upon case loads and statistics.</p>	

				<p>OSP currently utilizes an average cost per case formula to determine costs. This formula takes into consideration cases that have higher than average as well as lower than average costs. OSP is in compliance with current Florida Statutes, case law and Rules of Criminal Procedure regarding cost calculations. In the event that Statutes, Case Law, or Rules of Criminal Procedure change in this matter, OSP will adjust its practices accordingly.</p>	

				<p>Furthermore, criminal cases are not accepted nor prosecuted based on expenses versus outcome. Again, unlike many of the civil or contract divisions of the AG's Office, we are not driven by a contract as we address the needs of the People. Expense, while obviously important in any legal matter, should not control or begin to dictate the direction of criminal prosecutions. No profit is gained, no monetary windfalls occur; part of what we are accomplishing is not only punishment of the offender, but hopefully a message to the community that such criminal activity will not be tolerated. We should always consider the impact a case will have in many different areas in addition to the amount of resources it will consume. But, respectfully, this is not a primary way in which to determine the course of law enforcement and criminal prosecution. Criminal cases are accepted and prosecuted based on the office priorities and community need.</p>	
				<p>Templates of forms are currently located in Lotus Notes and are accessible to all OSP employees. OSP is currently updating these forms as needed and will work to ensure all staff is aware of their existence.</p>	

				We will investigate and address the issue of access of all OSP employees to OSP files.	
			FINDING NUMBER THREE: Best Practices		
			a. Routine status letters could be sent to interested parties to keep them apprised of trial status	a. Appropriate upcoming court dates are posted on the OSP website for public viewing. Additionally, in cases that involve victims, OSP staff is routinely in contact with them regarding case status. We generally like this recommendation and would like to implement it again as OSP did this years ago when the economic conditions were better. Right now it becomes a resource issue, but we will look into the feasibility of trying to implement this program again.	
			b. Upon completion of a trial, the files should be placed in a standard order and be made ready for scanning	b. The OSP procedures manual contains a standard format that cases should be placed in upon closing so they can be made ready for scanning. OSP will work to ensure that all staff is adhering to this standard format.	

			<p>c. A confidentiality order could be acknowledged upon receipt of all discovery documents</p>	<p>c. As we discussed, we are a bit unsure what this recommendation pertains to. OSP is in compliance with Florida Statutes Ch. 119 as well as Florida Rules of Criminal Procedure Rule 3.220 concerning all discovery documents. That said, while we do comply with 119, we also freely assert any confidentiality or exemptions of our criminal investigations, discovery, and portions of prosecutions as the law allows. If I understand this recommendation correctly, we do not have the legal ability to sign or require the signing of confidentiality orders apart from a Judge ordering us to do so. We are unaware of our ability to maintain confidential matters subject to the discovery rules as criminal cases do not operate under the same such rules as cases involving civil litigation.</p>	
			<p>d. Participation in task forces tends to increase awareness of OSP. We recommend further participation in task forces relevant to crimes OSP is responsible for prosecuting</p>	<p>d. OSP is in agreement with this recommendation and will continue to participate in task forces.</p>	
			<p>e. Software packages which scan voluminous financial documents could be purchased to facilitate financial analysis</p>	<p>e. OSP will consider purchasing additional software, as the budget allows.</p>	

			<p>f. Guidelines for prosecution of cases should be considered such as, but not limited to, dollar limits, number of victims, quantity of drugs, number of people involved, severity of crime, organized activity. These should be incorporated into the operating manual</p>	<p>f. OSP will explore generating general prosecution guidelines. However, guidelines will be subject to the discretion of the prosecutor handling the case. While this is a valid way of “evaluating” cases at the intake stage, this SWP does not believe in only accepting criminal cases if certain amounts or standards are met. However, the suggestion that this be made in the terms of a “guideline” would still allow certain discretion, but also a direction, for the front line ASP.</p>	
			<p>g. Standard file templates and file layouts should be implemented statewide when appropriate</p>	<p>g. Templates of forms are currently located in Lotus Notes and are accessible to all OSP employees. OSP is currently updating these forms as needed and will work to ensure all staff is aware of their existence. The OSP procedures manual contains a standard format that cases should be placed in. OSP will work to ensure that all staff is adhering to this standard format.</p>	

			h. Standardized printed intake forms could be established	h. Templates of forms are currently located in Lotus Notes and are accessible to all OSP employees. OSP is currently updating these forms as needed and will work to ensure all staff is aware of their existence. The OSP procedures manual contains a standard format that cases should be placed in. OSP will work to ensure that all staff is adhering to this standard format.	
				e. Efforts to reduce paperwork and further automate the office would prohibit such a practice. However, staff members are not prohibited from establishing or utilizing forms that may assist them in case intake.	
			i. Scanners could be purchased	i. There is currently a scanner for staff use located in each of OSP's eight (8) offices.	

			j. All OSP staff should have access to the shared OSP databases among all bureaus	j. Statewide access to regionally located servers (F drives) would create confidentiality concerns. OSP staff currently shares information in various places within Lotus Notes, which is accessible by all staff. OSP databases that are appropriately shared statewide include those located in Lotus Notes such as CTS, OSP Forum, and OSP Operations Forum.	
			k. A more comprehensive procedures manual needs to be developed to include when cases are charged	k. Charging procedures are currently included in OSP's procedures manual and will be augmented.	
			l. CTS could be more user friendly – work with Information Technology to resolve problems	l. OSP is in agreement with this recommendation and will continue to work with IT to improve CTS as budget and staffing constraints allow.	
			m. Communication could be improved by conducting additional statewide or regional staff meetings	m. OSP agrees with this recommendation and will begin scheduling routine telephonic and/or video staff meetings.	

			n. Additional staff could be hired in Miami, Tampa, and Jacksonville	n. OSP agrees with this recommendation and would add that additional staff would be helpful in all OSP offices as well to allow increased prosecutions. Staffing needs will continue to be evaluated on a regular basis and additional staff will be added as needed and as the budget allows, as discussed above.	
			o. Additional paralegal positions could be considered	o. We agree. Staffing needs will continue to be evaluated on a regular basis and additional staff will be added as needed and as the budget allows. Current economic conditions prevent implementation of this valid suggestion.	
			p. Remote access to I.T. calendars could be considered by use of smart phones and other technology	p. OSP will consider purchasing additional electronic devices and/or new technology, as the budget allows.	
			FINDING NUMBER FOUR: Performance Measures		

			<p>Developing, enhancing and utilizing performance measures could better track effectiveness. Violation of probation, post conviction, and fugitive cases should not be reported in “active cases”.</p>	<p>We agree to the extent that we believe we could augment the current performance measures we utilize that were determined and approved by the Florida legislature. OSP will explore the possibility of requesting changes to the current performance measures. We recognize that there is a need in this area to better measure outcomes, and that will better reflect the significant standards of practice as determined by this current administration.</p>	
				<p>OSP agrees that fugitive cases should not be counted toward active cases and has, with the assistance of the IT department, adjusted how fugitive cases appear in the case view of CTS.</p>	

				<p>OSP agrees in part that <u>some</u> violation of probation cases should not be counted as active cases as many of these cases require little effort and usually only one court appearance. However, we disagree that <u>all</u> VOP's should not be counted as active since some may involve significant hearings, restitution hearings, or new charges. The VOP's that require significant work and tap our resources should be counted as active to accurately reflect our workload. However, we anticipate that the number of cases that would be counted as active still would fall into the minority.</p>	
				<p>OSP strongly disagrees that post conviction cases should not be counted as active cases because post conviction cases always require a significant amount of work and typically will include evidentiary hearings.</p>	
			FINDING NUMBER FIVE: Single-circuit		

			<p>We recommend the Statewide Prosecutor minimize the number of single circuit cases.</p>	<p>The SWP must take issue with this recommendation. Attached is a spreadsheet showing the number of pending cases as of June, 2012, in which an ASP has been cross designated by a State Attorney or United States Attorney. We would suggest the number of cases in which we have engaged in single-circuit litigation is very limited, and in fact represents only a small fraction of our overall case load.</p>	

				<p>Additionally, the suggestion that this activity is not in accord with the mission of Statewide Prosecution to prosecute multi-circuit organized crime cases is inaccurate. Florida Statute 16.56(c) directs that the OSP may: “Upon request, cooperate with <u>and assist</u> (emphasis added) state attorneys and state and local law enforcement officials in their efforts against organized crimes.” As you will see from the chart, many of the cases are being handled with or for the State Attorneys at their request or to handle a large scale case that our office is best suited and built to handle. In these cases we focus on matters we would normally handle with our own subject matter jurisdiction, including prescription drugs, gangs, and significant fraud cases.</p>	

				<p>It is the philosophy and practice of the SWP to assist and work with the local State Attorneys as closely as possible as colleagues in the prosecution of criminal activity. Such cooperation with them has resulted in much enhanced and improved relationships with the State Attorneys, readmission into the Florida Prosecuting Attorneys Association after an approximate 15 year absence, and a unified front against organized criminal activity.</p>	
				<p>While I understand and concur that such activity should not become the focus of this office, or one of its main activities, we will always stand ready to assist our friends at the State Attorneys and take their oaths as called for. Upon review of our current activity, the OSP will not change its' practices in the handling of cross-sworn or single circuit cases.</p>	

			FINDING NUMBER SIX: Lotus Notes		
			a. We recommend that VOP, post conviction, and fugitive status cases be reflected differently in the active case data.	a. Please see our response regarding this issue under Recommendation #4.	
			b. We recommend management review the reports available for project management and if the reports are not useful, consider another case management system or system modifications to enhance the capabilities of Lotus Notes Case Tracking System. Glitches noted in the system should be reviewed, addressed, and followed up with Information Technology to ensure modifications can be made if within budget guidelines and long term plans for the Lotus Notes platform.	b. OSP is in agreement with this recommendation and will continue to work with IT to improve CTS as budget and staffing constraints allow.	
			c. Automation of the annual reports/performance measures would reduce the probability of input error. Case Tracking Information should include time-keeping and travel costs related in order to bill for restitution properly. This could be used to further evaluate individual case efforts.	c. OSP is in agreement that automation of reports would be ideal and will continue to work with IT to improve CTS as budget as staffing constraints allow. Additionally, please refer to response to Recommendation #2.	

			<p>d. The amount of resources spent and an analysis by status of cases could better evaluate the allocation of resources which could further be used to determine the direction of the OSP.</p>	<p>d. OSP decisions regarding cases are not solely driven by money and resource allocations, but are significantly based on law enforcement and community needs. OSP would like to point out that criminal cases are vastly different than civil or administrative cases in which some of these recommendations may be more appropriate. Also, please refer to our previous responses on this and similar subjects.</p>	

			FINDING NUMBER SEVEN: Accuracy of OSP Statistics and Performance Measures and Reports		
			Since the data in CTS is reportedly dynamic, sufficient supporting documentation should always be maintained to show how the stats were contrived; this could include screen shots and/or printouts of what CTS showed at that time period. Perhaps some of the processes should be automated to reduce the potential for error. All reported financial information should be reviewed by management before release. The OSP should pursue having computerized reports generated from CTS data rather than manually produced reports.	OSP is in agreement that automation of reports would be ideal and will continue to work with IT to improve CTS as budget and staffing constraints allow. OSP currently maintains documentation of reports and will enhance these procedures by maintaining additional documentation if possible. It is the current practice of OSP that financial information is reviewed by management prior to release, this practice will continue and will be enhanced if necessary.	
			FINDING EIGHT: Law Enforcement Evaluations		
			We recommend that OSP consider sending quality assurance/satisfaction surveys, to government partners upon completion of cases. In addition, OSP should continue their outreach efforts to law enforcement partners throughout the state to further expand the geographic distribution and utilization of OSP statewide.	OSP agrees with this recommendation and will work towards re-instating the practice of sending out satisfaction surveys to law enforcement at the conclusion of cases. OSP will continue its outreach efforts to law enforcement agencies and will enhance this effort as needed.	

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Legal Affairs

Agency Budget Officer/OPB Analyst Name: Sarah Nortelus / Griffin Kolchakian

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

Action	Program or Service (Budget Entity Codes)		
	41100000	41200000	41300000

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, 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? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes	Yes	Yes
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes	Yes	Yes

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes	Yes	Yes
1.4 Has security been set correctly? (CSDR, CSA)	Yes	Yes	Yes
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			

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 58 of the LBR Instructions?	Yes	Yes	Yes
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes	Yes	Yes
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Yes	Yes	Yes
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Yes	Yes	Yes

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A
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		Program or Service (Budget Entity Codes)		
Action		41100000	41200000	41300000
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A
AUDITS:				
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes	Yes	Yes
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes	Yes	Yes
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, the Special Categories appropriation category (10XXXX) should be used.			
4. EXHIBIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Yes	Yes	Yes
4.2	Is the program component code and title used correct?	Yes	Yes	Yes
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)			
AUDITS:				
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")			

		Program or Service (Budget Entity Codes)		
Action		41100000	41200000	41300000
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			
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 2011-12 approved budget. Amounts should be positive.			
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.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Yes	Yes	Yes
TIP	Exhibit D-3 is no longer 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)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Yes	Yes	Yes
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Yes	Yes	Yes
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Yes	Yes	Yes
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?	Yes	Yes	Yes

Action		Program or Service (Budget Entity Codes)		
		41100000	41200000	41300000
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 and E-5 of the LBR Instructions.)	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Yes	Yes	Yes
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.	Yes	Yes	Yes
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes	Yes	Yes
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 #13-003?	Yes	Yes	Yes
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Yes	Yes	Yes
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Yes	Yes	Yes
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Yes	Yes	Yes
7.16	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, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Yes	Yes	Yes
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Yes	Yes	Yes

Action	Program or Service (Budget Entity Codes)		
	41100000	41200000	41300000

AUDIT:				
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes	Yes	Yes
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Yes	Yes	Yes
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Yes	Yes	Yes
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2012-13 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)				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes	Yes	Yes

Action		Program or Service (Budget Entity Codes)		
		41100000	41200000	41300000
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes	Yes	Yes
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes	Yes	Yes
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes	Yes	Yes
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)?	Yes	Yes	Yes
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?	Yes	Yes	Yes
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?	Yes	Yes	Yes
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 <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Yes	Yes	Yes
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)?	Yes	Yes	Yes
8.10	Are the statutory authority references correct?	Yes	Yes	Yes
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Yes	Yes	Yes
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes	Yes	Yes
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes	Yes	Yes
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes	Yes	Yes
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes	Yes	Yes
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes	Yes	Yes
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes	Yes	Yes

Action		Program or Service (Budget Entity Codes)		
		41100000	41200000	41300000
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?	Yes	Yes	Yes
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?	Yes	Yes	Yes
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Yes	Yes	Yes
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes	Yes	Yes
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.)	Yes	Yes	Yes
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes	Yes	Yes
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes	Yes	Yes
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes	Yes	Yes
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?	Yes	Yes	Yes
8.27	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?	Yes	Yes	Yes
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes	Yes	Yes
AUDITS:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes	Yes	Yes
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes	Yes	Yes
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Yes	Yes	Yes

		Program or Service (Budget Entity Codes)		
Action		41100000	41200000	41300000
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 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.			
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.			
9. SCHEDULE II (PSCR, SC2)				
AUDIT:				
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Yes	Yes	Yes
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Yes	Yes	Yes
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Yes	Yes	Yes
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	Yes	Yes	Yes
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.			
12. SCHEDULE VIIIA (EADR, SC8A)				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Yes	Yes	Yes
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			
14. SCHEDULE VIIIB-2 (EADR, S8B2)				
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Yes	Yes	Yes
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)				

		Program or Service (Budget Entity Codes)		
Action		41100000	41200000	41300000
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Yes	Yes	Yes
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Yes	Yes	Yes
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes	Yes	Yes
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Yes	Yes	Yes
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	N/A
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Yes	Yes	Yes
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Yes	Yes	Yes
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
16. MANUALLY PREPARED EXHIBITS & SCHEDULES				
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Yes	Yes	Yes
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes	Yes	Yes
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes	Yes	Yes
AUDITS - GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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.			

	Program or Service (Budget Entity Codes)		
Action	41100000	41200000	41300000

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Yes	Yes	Yes
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Yes	Yes	Yes
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Yes	Yes	Yes
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Yes	Yes	Yes
17.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A
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.			

18. FLORIDA FISCAL PORTAL

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